

Corporation of the Township of

# Algonquin Highlands

## By-Law 2012-3

BEING A BY-LAW TO ADOPT AN ACCOUNTABILITY AND TRANSPARENCY POLICY  
WITH RESPECT TO THE MANNER IN WHICH THE TOWNSHIP OF ALGONQUIN  
HIGHLANDS WILL ENDEAVOUR TO ENSURE IT IS ACCOUNTABLE AND  
TRANSPARENT TO THE PUBLIC.

**WHEREAS** Section 270(1) the Municipal Act 2001, S.O. 2001, Chapter 25, as amended, provides that municipalities shall adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

**AND WHEREAS** Council has deemed it appropriate to establish a policy and guiding principles to ensure that all Township activities are accountable and transparent to the public;

**NOW THEREFORE** the Council of the Corporation of the Township of Algonquin Highlands hereby adopts a policy for Accountability and Transparency in accordance with Schedule "A" attached hereto;

**READ** a First, Second and Third time and finally passed this 19<sup>th</sup> day of January, 2012.

Seal

  
Reeve Carol Moffatt

  
Clerk Dawn Newhook



## Township of Algonquin Highlands SCHEDULE "A" To By-law No. 2012-03

DEPARTMENT	SUBJECT	POLICY
ALL	<b>Accountability &amp; Transparency</b>	Adoption Date: January 19, 2012
Resolution Reference:		Bylaw No. 2012-03
Revision No.:		Revision Date:

### **PURPOSE/APPLICATION**

The *Municipal Act*, 2001, S.O. 2001, Chapter 25, as amended, requires that all municipalities adopt and maintain a policy with respect to the manner in which they will endeavour to ensure that it is accountable and transparent to the public for its actions. The purpose of this policy is to provide guidance for the delivery of the Township's activities and services in accordance with the principles as outlined herein. This policy has been developed in accordance with the Act to comply with Section 270.

### **GENERAL PROVISIONS:**

#### Definitions:

- i. **Accountability** – the principle that the Township will be responsible to its constituents for decisions made and policies implemented, as well as its actions or inactions.
- ii. **Constituent** – any person who pays property taxes or permanently resides within the boundaries of the Township of Algonquin Highlands.
- ii. **Transparency** – the principle that the Township actively encourages and fosters constituent participation and openness in its decision making processes. Additionally, transparency means that the Township's decision making process is open and clear to the public.

### **POLICY STATEMENT:**

The Council of the Township of Algonquin Highlands acknowledges that it is responsible to provide good government for its constituents in an accountable and transparent manner by:

- Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- Delivering high quality services to our citizens; and
- Promoting the efficient use of public resources.





**Township of Algonquin Highlands**  
**SCHEDULE "A"**  
**To By-law No. 2012-03**

DEPARTMENT	SUBJECT	POLICY
ALL	<b>Accountability &amp; Transparency</b>	Adoption Date: January 19, 2012
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Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the Township adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its constituents. In addition, wherever possible, the Township will engage its constituents throughout its decision making process which will be open, visible and transparent to the public.

**POLICY REQUIREMENTS:**

The principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the municipality.

**Financial Matters**

The Township will be open, accountable and transparent to its constituents in its financial dealings as required under the Act. Some examples of how the Township provides such accountability and transparency are as follows:

1. External Audit;
2. Financial reports and general reporting to the Province and Federal Government;
3. Long term financial planning;
4. Asset management;
5. Purchasing/procurement;
6. Sale of land;
7. Budget process;
8. Fees and Charges by-law/Tariff of Fees.

**Internal Governance**



## Township of Algonquin Highlands SCHEDULE "A" To By-law No. 2012-03

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ALL	<b>Accountability &amp; Transparency</b>	Adoption Date: January 19, 2012
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The Township's administrative practices ensure specific accountability on the part of its employees through the following initiatives:

1. Performance management and evaluation;
2. Hiring policy;
3. Orientation/continuing education and professional development;
4. Health and safety;
5. Compensation/benefit;
6. Responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency;
7. Reporting to Council by all departments.

### **Public Participation and Information Sharing**

The Township ensures that it is open and accountable to its constituents through implementing processes outlining how, when and under what rules meetings will take place. The Township's meetings will be open to the public when and as required under the Act, and members of the public will have an opportunity to make delegations or comments in writing on specific items at these meetings. In addition, the Township has adopted policies which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including print media, websites, etc. Some specific examples include:

1. Procedural by-law
2. Code of conduct for councillors
3. Code of conduct for staff
4. Delegation rules
5. Records retention
6. Planning processes
7. Closed meeting requirements

### **Effective Date of Policy**

The effective date of this policy shall be upon its approval by Council.