


<b>South Glengarry</b>			<b>POLICY</b>
Policy and Procedural Manual		Page Number:	<b>1 of 3</b>
Policy Number:	<b>156-07</b>	Review Frequency:	<b>10 years</b>
Approved By:	CAO	Date Approved:	<b>Dec .10, 2007</b>
		Revision Date:	<b>Legislation changes</b>
Subject:	<b>Accountability and Transparency</b>		

### **Purpose/Application**

The *Municipal Act*, 2001, c. 25, Section (270) requires that all municipalities 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 Township of South Glengarry will try to ensure that its actions are transparent to the public. The purpose of this policy is to provide guidance for the delivery of the Township of South Glengarry activities and services in accordance with the principles as outlined herein.

### **Definition(s): Accountability/Transparency**

- 1) Accountability – The principle that the Township of South Glengarry will be responsible to its residents for decisions made and policies implemented, as well as its actions or inactions.
- 2) Transparency – The principle that the Township of South Glengarry actively encourages and fosters resident participation and openness in its decision making processes. Additionally, transparency means that the Township of South Glengarry's decision making process is open and clear to the public.

### **Policy Statement**

The Council of the Municipality of South Glengarry acknowledges that it is responsible to provide good government for its residents 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.

Accountability, transparency, and openness are standards of good government that enhance public trust. They are achieved through the municipality 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 residents. In addition, wherever possible, the Township of South

Glengarry will engage its residents 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 Township of South Glengarry.

### **1. Financial Matters**

The Township of South Glengarry will be open, accountable, and transparent to its residents in its financial dealing as required under the Act. Some examples of how the Township of South Glengarry provides such accountability and transparency are as follows;

- Internal/External Audit
- Reporting/Statements
- Long Term Financial Planning
- Asset Management
- Procurement Policy
- Sale of Land Policy
- Budget Process

### **2. Internal Governance**

The Township of South Glengarry's administrative practices ensure specific accountability on the part of its employees through the initiatives:

- Performance Management and Evaluation
- Hiring Policy
- Orientation /Continuing Education
- Health and Safety
- Compensation/Benefit
- Ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency.

### **3. Public Participation and Information Sharing**

The Township of South Glengarry ensures that it is open and accountable to its residents through implementing processes outlining how, when, and under what rules meetings will take place. The municipality's meetings will be open to the public when as required under the *Municipal Act, 2001* 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 of South Glengarry 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 publications, websites, and notices to the public. Some specific examples include:

- Procedure By-law

- Strategic Plan
- Delegation Policy
- Records Retention
- Planning Process
- Public Notice By-law

**COUNCIL PASSED POLICY AT THE DECEMBER 10<sup>th</sup>, 2007 COUNCIL MEETING**