



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NO. 3168-2015

A BY-LAW TO ADOPT AN ACCOUNTABILITY AND TRANSPARENCY POLICY

WHEREAS Section 270 (1)5 of the Municipal Act, 2001 as amended, Section 270 (1)5 of the Municipal Act, 2001 requires that municipalities adopt and maintain a policy with respect to the manner in which it will ensure that it is publicly accountable and transparent in the manner that decisions are made and implemented;

AND WHEREAS Section 224.(d.1) of the Municipal Act, 2001 as amended, states that it is the role of Council to ensure the accountability and transparency of the operations of the municipality, including the activities of senior management of the municipality;

AND WHEREAS the Council of the Corporation of the Township of Augusta deems it advisable to adopt an Accountability and Transparency Policy;

THEREFORE the Council of the Corporation of the Township of Augusta enacts as follows:

1. That the Accountability and Transparency Policy attached hereto as Schedule A and forming part of this by-law is approved.
2. This by-law shall come into force and effect on the day that it is passed.
3. That all other By-Laws or policies inconsistent herewith are hereby repealed.

Read a first and second time this 13 day of July, 2015.

Read a third time and finally passed this 13 day of July, 2015.


MAYOR


CLERK

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| TITLE: Accountability and Transparency Policy | ISSUED BY: CAO | DATE ISSUE: July 13, 2015 |
| | | REVISED: |

Schedule A

PURPOSE

The purpose of this policy is to establish the manner in which Council and municipal employees will ensure public accountability and transparency for its actions and to provide for the delivery of the municipality's services and activities in accordance with the principles outlined herein. This policy has been developed in accordance with the *Municipal Act* to comply with section 270.

APPLICATION

This policy applies to the Council, Committees and employees of Augusta Township.

POLICY STATEMENT

Accountability and transparency 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 stakeholders. In addition, wherever possible, the municipality will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public. The municipality is committed to the fundamental principles of accountability and transparency as a matter of good governance and will be guided by the following principles:

- Decision-making will be open and transparent by conducting council and committee meetings that are open to the public, when and as required under applicable legislation, to ensure that citizens have access to, and awareness of, the business being discussed and decided;
- Municipal operations will be conducted in an ethical and accountable manner;
- Financial resources and physical infrastructure will be managed in an efficient and effective manner;
- Municipal information will be accessible so that it is consistent with legislative requirements;
- Inquiries, concerns and complaints will be responded to in a timely manner;
- Financial management, service standards and performance reporting and all other accountability documents will be made available and accessible to facilitate public scrutiny and awareness of municipal operations.

DEFINITIONS

Accountability means being responsible to municipal stakeholders for decisions made and policies implemented, as well as actions or inactions.

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Transparency means actively encouraging and fostering stakeholder participation and openness in the municipal decision making process. Additionally, transparency means that the municipality's decision making process is open and clear to the public.

Committees means committees, commissions, municipal service boards and local boards (except the Police Services Board) and includes officers and agents of the municipality.

Stakeholder (for the purpose of this policy) means any person or organization having an interest in the municipality's actions.

POLICY REQUIREMENTS

The municipality shall demonstrate its commitment to accountability and transparency by providing a framework of policies, practices, procedures and by-laws that create sound governance and sustainability that include, but are not limited to:

i. Financial Matters

- External audits
- Financial statements
- Budget process
- Procurement policy
- Sale of Land by-law
- Asset Management
- Municipal Performance Measures program

ii. Internal Governance

- Hiring policy
- Code of Conduct for staff and council
- Union contract
- Employment policy for non-union employees
- Health and safety policies
- Violence and harassment policy
- Notice policy
- Complaints Policy

iii. Public Participation and Information Sharing

The municipality shall ensure that it is open and accountable to its stakeholders through the implementation of processes outlining how, when and under what rules its council and committee meetings will take place. The municipality's meetings will be open to the public when and as required under the Municipal Act and members of the public will have an opportunity to make delegations or

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comment in writing on specific items at these meetings. In addition, the municipality has adopted policies which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including but not limited to print media, electronic sign and website.

MONITORING

The Municipal Clerk or the Clerk's delegate shall be responsible for receiving complaints/concerns related to this policy. Upon receipt of a written complaint/concern, the Department Manager and CAO shall be notified.

POLICY REVIEW

This policy shall be reviewed by the Municipal Clerk once per term of Council.

ENQUIRIES

Municipal Clerk
Township of Augusta
3560 County Road 26
Prescott, ON K0E 1T0
613-925-4231