



**Subject:** Accountability and  
Transparency Policy

**Policy No.:** CO-07-2007-acc

**Approval Date:** November 27 2007

**By-Law No.:** 2007-842

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## 1. POLICY STATEMENT

The *Municipal Act, 2001* (the Act) 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 municipality 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 municipality's activities and services in accordance with the principles as outlined herein.

## 2. SCOPE

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

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

## 3. PROCEDURE

### 3.1 DEFINITIONS

For the purpose of this policy:

**“Accountability”** – The principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.

**“Transparency”** – The principle that the municipality actively encourages and fosters stakeholder participation and openness in its decision making processes. Additionally, transparency means that the municipality's decision making process is open and clear to the public.



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### 3.2 ACCOUNTABILITY FRAMEWORK

- 3.2.1 Accountability, transparency and openness are standards of good government that enhance public trust. They can be achieved in part 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.
- 3.2.2 The principles of accountability and transparency shall apply equally to the political process and decision making and, with necessary modification, to the administrative management of the municipality.

### 3.3 GENERAL PROVISIONS

#### 3.3.1 Financial Matters

The municipality will be open, accountable and transparent to its stakeholders in its financial dealings as required under the *Act*. The Township of Lanark Highlands demonstrates such accountability and transparency through the following policies / procedures:

- i) Internal / External audit
- ii) Financial Reporting / Statements
- iii) Long term financial planning
- iv) Asset management
- v) Purchasing/procurement
- vi) Internal Control Policy
- vi) Sale and Disposition of Land
- vii) Budget Process

#### 3.3.2 Internal Governance

The municipality's administrative practices ensure specific accountability on the part of its employees through the following initiatives:

- i) Code of Ethics for Staff
- ii) Performance Management and Evaluation System
- iii) Hiring Policy
- iv) Training and Development Policy
- v) Health and Safety Policy
- vi) Compensation / Benefit Policies



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

The Township of Lanark Highlands ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place (Procedural By-law). The municipality'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 verbally or in writing on specific items at these meetings provided that established protocols are followed. 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 print media, websites, etc. Those policies include:

- i) Procedural By-law
- ii) Integrated Sustainable Community Plan
- iii) Public Notice Policies
- iv) Planning Process pursuant to the Planning Act

## 4. **RESPONSIBILITY**

The Council and Chief Administrative Officer shall be responsible for ensuring compliance with this policy.