Policy Statement

The Corporation of the Township of Whitewater Region is committed to accountable and transparent local government in keeping with its corporate values of respect, integrity and commitment.

Purpose

Accountability and transparency are standards of good government that enhance public trust in regard to the political process and administrative management. This policy outlines measures and practices that:

- Encourage transparency and participation in decision-making;
- Deliver quality municipal services; and
- Promote the efficient and effective use of public resources.

Definitions

**Accountability** is the principle that the municipality is responsible for its actions, decisions and policies, and that it is answerable to the public at large.

**Transparency** is the principle that the municipality will conduct its business in an accessible and open manner through its decision-making process.
Policy Requirements

1.0 Legislated Requirements

The Township of Whitewater Region is accountable and transparent by fulfilling various legislated responsibilities. The following is a sampling of provincial statutes with regulations that govern how the Township conducts its business:

- Municipal Act, 2001
- Municipal Conflict of Interest Act
- Provincial Offences Act
- Municipal Freedom of Information and Protection of Privacy Act
- Public Sector Salary Disclosure Act, 2004
- Occupation Health and Safety Act
- Planning Act
- Safe Drinking Water Act
- Clean Water Act

2.0 Financial Matters

The Township of Whitewater Region is accountable and transparent in its financial activities through the following policies and measures:

- External Audit
- Financial Statements
- Procurement Policies
- Budget Variance Reporting
- Operating and Capital Budgets
- Asset Management Program
- Long Range Financial Planning
- Sale of Surplus Land and Equipment Policy
- Tax Billing & Collection Policy
- Utilities Billing & Collection Policy
- Accounts Receivable Policy
- Reserve & Reserve Fund Policy
- Long-Term Debt Policy
- Investment Policy
- Other financial policies
- Fees and Charges By-law.

3.0 Administrative Reporting

The Township of Whitewater Region reports to the public in an accountable and transparent manner on administrative management activities through quarterly reports to Council.
4.0 Governance

The Township of Whitewater Region fosters accountable and transparent decision-making through the following policies and measures:

- Strategic Plan
- Procedural By-law
- Council Code of Conduct
- Staff Code of Conduct
- Human Resources Policies
- Complaint Policies
- Records & Information Management Policy
- Public Notice Policy
- Council-Staff Relations Policy
- Delegated Authority Policy
- Nepotism Policy
- Closed Meeting Investigator
- Integrity Commissioner.

5.0 Internal Accountability and Ethical Standards

The Township of Whitewater Region fosters internal accountability through policies, training and other measures that support its corporate competencies:

- Accuracy and Thoroughness:  Work is done correctly, completely with high quality in a timely manner
- Client Service:  Anticipate and respond to the needs of internal and external customers
- Problem Solving:  Find solutions to difficult, complex or emerging issues
- Professionalism:  Expand knowledge, raise standards, and ensure responsible conduct.
- Teamwork:  Achieve common objectives while respecting the contribution of all to achieve results.

Monitoring

The Chief Administrative Officer respond to any complaints or queries with regard to this policy and ensure its maintenance.

Authority

Section 270 of the Municipal Act, 2001 S.O. 2001, c.25 as amended, requires the Township adopt and maintain a policy with respect to ensuring accountability and transparency.
Contact
Chief Administrative Officer
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Cobden ON  K0J 1K0
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Change History

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Effective Date</th>
<th>Significant Changes</th>
<th>By-law No.</th>
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<tr>
<td>Accountability &amp; Transparency Policy</td>
<td>October 1, 2019</td>
<td>New Policy</td>
<td>19-10-1210</td>
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