

# The Corporation of the Township of Whitewater Region

By-law Number 19-10-1210

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## **A by-law to establish an Accountability & Transparency Policy**

**Whereas**, section 11(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended allows the Township to pass by-laws regarding the accountability and transparency of the municipality and its operations and of its local boards and their operations; and

**Whereas**, Section 270 requires the Township adopt and maintain a policy with respect to ensuring accountability and transparency.

**Whereas**, the Council of the Township of Whitewater Region deems it expedient and necessary to provide a formal policy for accountability & transparency;

**Now therefore Council of the Corporation of the Township of Whitewater Region enacts as follows:**

1. That the Accountability & Transparency Policy is hereby established.
2. That the corporate policy attached shall form a part of this by-law.
3. This by-law shall come into force and take effect upon the date of the final passing thereof.

**Read a first, second and third time and finally passed this 2nd day of October, 2019.**

  
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**Michael Moore, Mayor**

  
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**Carmen Miller, Clerk**

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**Policy:**                    **Accountability & Transparency Policy**

**Main Contact:**        **Chief Administrative Officer**

**Last Revision:**        **New**

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## 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*
- *O.Reg. 347 Waste Management.*

### 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  
 P.O. Box 40, 44 Main Street  
 Cobden ON K0J 1K0  
 (613) 646-2282

## Change History

| Policy Name                                     | Effective Date  | Significant Changes | By-law No. |
|-------------------------------------------------|-----------------|---------------------|------------|
| <b>Accountability &amp; Transparency Policy</b> | October 1, 2019 | New Policy          | 19-10-1210 |