



The Corporation of the Town of Bancroft

Policy Manual

POLICY TITLE:	Accountability & Transparency Policy	SUBJECT MATTER:	Accountability and Transparency for members of Council and staff of the Corporation
Policy Section:	General Governance	Policy No.	GG-002
Effective Date:	October 14, 2014	Enacted By:	By-Law No. 52-2014

Section A

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Section B

PREAMBLE

- 1.0.0 The *Municipal Act, R.S.O. 2001, Chapter 25, Section 270* provides a municipality shall adopt and maintain a policy with respect to the manner in which the municipality will try to ensure it is accountable to the public for its actions and the manner in which the municipality will try to ensure it is transparent to the public.
- 2.0.0 This policy is to provide guidance for the delivery of the municipality's activities and services in accordance with the principles contained herein. This policy has been developed in accordance with the *Municipal Act, S.O. 2001*, and is in compliance with the provisions therein.
- 3.0.0 This policy applies to Council, all staff and Committees of Council of the Corporation.

Section C

POLICY STATEMENT

- 1.0.0 The Council of the Corporation of the Town of Bancroft recognizes that municipal governments are some of the most open and transparent levels of government. As such, the Council of the Corporation of the Town of Bancroft will ensure it is accountable to the public and that its actions are transparent to the public.

- 2.0.0 Council recognizes that it is responsible to provide good government for its stakeholders in an accountable and transparent manner by:
 - 2.1.0 Encouraging public access and participation to ensure that decision making is responsive to the needs of its ratepayers and receptive to their opinions;
 - 2.2.0 Delivering high quality services to the ratepayers; and
 - 2.3.0 Promoting the efficient use of public resources.

- 3.0.0 Accountability, transparency and openness are standards of good government that enhances public trust. They are achieved through the Town 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 ratepayers. In addition, wherever possible, the Town will engage its ratepayers throughout its decision making process which will be open, visible and transparent to the public.

Section D

DEFINITIONS

- 1.0.0 In this policy:
 - 1.1.0 “Accountability” means the principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.
 - 1.2.0 “CAO” means the appointed Chief Administrative Officer for the Corporation and includes successors or designates.
 - 1.3.0 “Corporation” means the Corporation of the Town of Bancroft.
 - 1.4.0 “Council” means the Council of the Corporation of the Town of Bancroft.
 - 1.5.0 “Town” means the Corporation of the Town of Bancroft.

- 1.6.0 “Transparency” means 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.

Section E

REGULATIONS

- 1.0.0 The principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the Corporation.
- 2.0.0 **Financial Matters**
- 2.1.0 The Town will be open, accountable and transparent to its ratepayers in its financial management, as required in the *Municipal Act, R.S.O. 2001*.
- 2.2.0 The following mechanisms shall be used to provide financial transparency and accountability to the ratepayers of the Town:
- 2.2.1 Internal/external audit;
 - 2.2.2 Financial reporting;
 - 2.2.3 Long term financial planning;
 - 2.2.4 Asset Management Plan;
 - 2.2.5 The Town’s Purchasing Policy;
 - 2.2.6 The Town’s Sale of Land Policy; and
 - 2.2.7 Annual budget process.
- 2.3.0 The Corporation will annually publish, in an accessible manner, to its ratepayers the Corporations Asset Management Plan, final annual audited financial statements and adopted budget.
- 3.0.0 **Internal Governance**
- 3.1.0 The Town’s administrative practices ensure specific accountability on the part of its employees through the following mechanisms:
- 3.1.1 Code of conduct for staff;
 - 3.1.2 Performance management and evaluation;
 - 3.1.3 The Town’s Hiring Policy;
 - 3.1.4 Orientation/continuing education;
 - 3.1.5 The Town’s Occupational Health & Safety Policy;
 - 3.1.6 The Town’s Workplace Violence Policy;

- 3.1.7 The Town's Workplace Harassment Policy;
- 3.1.8 Compensation/benefit; and
- 3.1.9 Responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency.

3.2.0 It shall be the responsibility of the CAO to ensure staff compliance with this policy and staff participation in the aforementioned mechanisms.

4.0.0 Public Participation and Information Sharing

4.1.0 The Town ensures it is open and accountable to its ratepayers through implementation processes providing how, when and under what provisions meetings will take place.

4.2.0 The Town's meetings will be open to the public when and as required under the Municipal Act, R.S.O. 2001, and members of the public will have an opportunity to make delegations or comments in writing on specific items at these meetings.

4.3.0 Council has adopted policies which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means in an accessible manner.

4.4.0 The following mechanisms will ensure accountability and transparency to the Town's ratepayers:

- 4.4.1 The Town's Procedural By-Law;
- 4.4.2 Code of Conduct for members of Council;
- 4.4.3 The Town's Records Retention By-Law;
- 4.4.4 Planning Act processes; and
- 4.4.5 The Town's Public Notice Policy.

4.5.0 It shall be the responsibility of the CAO to ensure the aforementioned mechanisms are in place and maintained.

Section F

POLICY APPROVAL AND REVIEW GUIDELINES

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Date:

September 19, 2014

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By-Law No. 52-2014

Date:

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Bernice Jenkins, Mayor

Hazel Lambe, Clerk

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