

THE CORPORATION OF THE TOWNSHIP OF CHAPLEAU

BY-LAW NO. 2010-14

Being a By-law to Adopt an Accountability and Transparency Policy for the Corporation of the Township of Chapleau

WHEREAS Section 270(1) of the Municipal Act, S.O. 2001, C.25, as amended, requires

that a municipality shall adopt and maintain a policy with respect to the manner in which

the municipality will try to ensure that its actions are transparent and accountable to the public.

NOW THEREFORE the Council of the Corporation of the Township of Chapleau

enacts as follows that:

1. That Council adopts the Accountability and Transparency Policy identified as Schedule "A" attached hereto and forming part of this by-law.
2. This by-law shall come into full force and effect on the 17th day of May.

READ A First, Second and Third and Finally passed this 17th day of May, 2010.

Mayor

CAO

Schedule “A” to By-law 2010-14

THE CORPORATION OF THE TOWNSHIP OF CHAPLEAU
Accountability and Transparency Policy

PURPOSE:

The *Municipal Act, 2001*, 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 the actions are transparent to the public. The purpose of this policy is to provide guidance for the delivery of the municipality’s activities and service in accordance with the principles as outlined herein. This policy has been developed in accordance with the *Municipal Act, 2001*, to comply with Section 270.

POLICY STATEMENT:

The Council of the Township of Chapleau acknowledges that it is responsible to provide good government for its ratepayers in an accountable and transparent manner and will do so by.

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

POLICY REQUIREMENTS:

The Township will be open, accountable and transparent to its ratepayers in its financial dealings. Some examples of how the municipality provides such accountability and transparency are as follows:

FINANCIAL MATTERS

1. Internal/External Audit.
2. Reporting/Statements.
3. Long term financial planning.
4. Asset Management.
5. Purchasing/Procurement.
6. Sale of Land.
7. Budget process.

INTERNAL GOVERNANCE

The Township’s administrative policies and procedures ensure accountability and transparency in its internal governance through the following initiatives:

1. Code of conduct for staff.
2. Performance management and evaluation.
3. Staff Hiring Policy.
4. Occupational Health & Safety.
5. Compensation/benefit/pay equity.
6. Responsibility for ensuring that administrative practices and procedures recognize Council’s commitment to accountability and transparency.
7. Sale of surplus land policy.
8. Accessibility policy.

PUBLIC PARTICIPATION AND INFORMATION SHARING

The Township's administrative policies and procedures ensure transparency and accountability in its public participation and information sharing through the following initiatives:

1. Procedural by-law.
2. Standing Committee System.
3. Delegation rules.
4. Records retention.
5. Planning Process.
6. Public Notice Policy.
7. Council meeting agendas posted on community portal.
8. Council minutes posted on community portal.
9. Council meeting schedule posted on community bulletin board.
10. Closed meeting rules included in all copies of Council meeting agendas.
11. Schedule of Council meetings included in all Council meeting agendas.
12. Public notices posted in Chapleau Express and on community portal.
13. Council quarterly Open Forum meetings.