

THE CORPORATION OF THE TOWN OF PERTH

BY-LAW NO. 3819

A by-law to adopt an Accountability and Transparency Policy for the Town of Perth

WHEREAS, under the provisions of section 270 of the Municipal Act, 2001, S.O. 2001, c. 25., a municipality shall adopt and maintain policies 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.

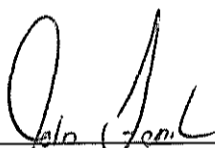
AND WHEREAS the Corporation of the Town of Perth is desirous of enacting such a by-law.

NOW THEREFORE, the Council of the Corporation of the Town of Perth hereby enacts as follows:

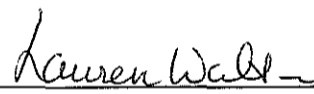
- 1. THAT the Accountability and Transparency Policy attached as "Schedule A", forming part of this by-law, is hereby adopted.**

Read a first time, second and third time

and finally passed this the 18th day of March, 2008.



John Ferik, Mayor



Lauren Walton, Clerk

(Seal)

By-law 3819, Schedule "A" POLICY

Adopted by: By-law - 3819 **Date:** 080318
Supersedes: By-law - **Date:**

Author: Lauren Walton, Clerk / CEMC

Notation:

Together, we are a welcoming, vibrant family of communities, intent upon securing our economic future while celebrating our heritage and meeting the needs of our citizens in an environmentally conscious manner.

Accountability and Transparency Policy

Purpose/Application

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 Town's activities and services in accordance with the principles as outlined herein. This policy has been developed in accordance with the Act to comply with section 270.

Definitions

- i) *Accountability* – The principle that the Town will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.
- ii) *Transparency* – The principle that the Town actively encourages and fosters stakeholder participation and openness in its decision making processes. Additionally, transparency means that the Town's decision making process is open and clear to the public.

Policy Statement

Council acknowledges that it is responsible to provide good governance for its stakeholders in an accountable and transparent manner 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 its citizens, in a fair and equitable manner, taking into account public input, industry best practice, affordability and efficiency.

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the Town adopting measures ensuring, to the best of its ability, that the delivery of all goods and services, both to its constituents and internal clients, are undertaken per the above guiding policy statements.

Policy Requirements

The principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the municipality.

Financial Matters

The Town will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. Some examples of how the Town provides such accountability and transparency are as follows:

1. Annual audit completed by external third party
2. Periodic reporting, including the issuance of annual financial statements
3. Long term financial planning, including budget adoption process and monitoring
4. Asset management program
5. Purchasing By-law
6. Sale of Land By-law
7. Municipal Performance Measurement Programs (MPMP)

Internal Governance

The Town's administrative practices ensure specific accountability on the part of its employees through initiatives that include such items as:

1. Code of Conduct for Council
2. Performance Management and Evaluation
3. General Employment By-law
4. Human Resource Policy
5. Health and Safety Policy

Public Participation and Information Sharing

The Town ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place. Some specific examples include:

1. Procedural By-law
2. Code of Conduct for Council
3. Pecuniary Interest Declaration
5. Staff Reports to Committee of the Whole and Council
6. Public Notice By-law
7. Delegation of Powers and Duties Policy
8. Signing Authority

The Town'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 in writing on specific items at these meetings. In addition, the Town 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.