

The Corporation of the  
Township of Black River-Matheson



Policies and Procedures

## ACCOUNTABILITY AND TRANSPARENCY POLICY

Operating

Policy No.:

### 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 its actions are transparent to the public. The purpose of this policy is to provide guidance for the delivery of the municipality'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

**Accountability:** How Council and staff are held to account for their actions. How actions are explained and justified in terms of appropriate criteria and in sufficient detail.

**Transparency:** The ability of outside parties to observe how decisions are made and implemented.

### SCOPE

This policy applies to all employees and Council of the Corporation.

### RESPONSIBILITIES

The Council of the municipality acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner. Accountability, transparency and openness are standards of good government that enhance public trust.

### PROCEDURE

The principles of accountability and transparency are achieved through the municipality 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 stakeholders.

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Transparency

Some examples of how the municipality is transparent are:

- Open meetings
- Advance publication of agendas and reports
- Procedure by-law
- Code of conduct
- Pecuniary interest declarations
- Sale or disposition of land
- Hiring policy
- Notice policy
- Budget

Accountability

Some examples of how the municipality is accountable are:

- Minutes
- External audit
- Purchasing/procurement
- Elections
- Financial reports
- Closed meeting investigator

**DOCUMENTS**

Municipal Human Resources and Operating Policies

**FORMS**

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### SUMMARY INFORMATION

**Policy Name:** Accountability and Transparency Policy

**Issue Date:** December 10, 2007

**Next Review Date:**

**Approved by:**

**Approval Date:**