

CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NUMBER 56-2007

**BEING A BY-LAW TO ESTABLISHED AN
ACCOUNTABILITY AND TRANSPARENCY POLICY FOR
THE CORPORATION OF THE TOWN OF SHELBURNE**

WHEREAS Section 270 (1) of *The Municipal Act, 2001, S.O. 2001, c.25* as amended identifies that the Council of the local municipality shall develop an Accountability and Transparency policy for the Corporation of the Town of Shelburne before January 1st, 2008;

AND WHEREAS the Council has deemed it expedite to implement such a policy that will address both the Corporation of the Town of Shelburne Council members and the Town staff;

NOW THEREFORE the Council of the Corporation of the Town of Shelburne enacts as follows:

1. That the attached document entitled Accountability and Transparency Policy for the Town of Shelburne and attached as Schedule A to this by-law will be a governing document within the Town of Shelburne.

This By-Law shall take effect and come into force upon passing.

READ A FIRST TIME AND SECOND TIME this the 3rd of December 2007.

READ A THIRD TIME in Open Council, and finally passed this the **17th day of December, 2007**

MAYOR

TOWN CLERK

Schedule A

**ACCOUNTABILITY AND
TRANSPARENCY POLICY**

**CORPORATION OF THE TOWN OF
SHELBURNE**

Prepared November 30, 2007



Accountability and Transparency Policy

1. Purpose/ Application

The *Municipal Act* requires that all municipalities have a policy determining “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 *Municipal Act* requires that municipalities develop these policies but does not prescribe the content of these policies.

2. Definitions

- i) **Accountability** – The principle that the municipality 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 municipality actively encourages and fosters stakeholder participation and openness in its decision making processes. Additionally, transparency means the municipality’s decision making process is open and clear to the public.

3. Policy Statement

The Council of the Town of Shelburne acknowledges that it is responsible to provide good government 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 our citizens; and
- Promoting the efficient use of public resources.

Accountability, transparency and openness are standards of good government that enhance public trust. They 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, In addition, where possible, the municipality will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public.

4. Corporate Values

To create open communication through teamwork and cooperation both at the Council level, as well through Town staff and all committee members. Within the corporation, mutual respect and the highest of integrity will be maintained by its elected officials, Town employees and members of committees within the Corporation, as well as addressing matters with the general public

5. 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:

i) Financial Matters

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

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

ii) Internal Governance

The municipality's administrative practices ensure specific accountability on the part of its employees through the following initiatives:

1. code of conduct for staff
2. performance management and evaluation
3. hiring policy
4. orientation/continuing education
5. health and safety
6. work/life balance
7. compensation/benefit
8. responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency

iii) Public Participation and Information Sharing

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

1. Procedural by-law
2. Code of conduct for council and staff
3. Strategic plan
4. Delegation rules
5. Records retention
6. Planning processes
7. Public notice by-law or policy