



TOWNSHIP OF ASPHODEL-NORWOOD

Policy Manual Accountability and Transparency

Approved On: **December 9, 2014**

Purpose

Section 270 of the Municipal Act, 2001, as amended, 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 Township activities and services in accordance with the Municipal Act.

Definitions

For the purpose of this policy, the Township of the Asphodel-Norwood adopts the following definitions:

Accountability – How members of 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.

Policy Statement

The Council of the Township of Asphodel-Norwood is committed to provide good government, wherein Council and staff are aware of and understand the principles of accountability and transparency articulated through this policy will support and contribute to the spirit and intent of the policy. This requires the leadership of Council and senior management to ensure these principles are practiced and adhered to throughout the corporation.

Policy Implementation

The Corporation of the Township of Asphodel-Norwood has many processes in place to ensure access to information but recognizes that steps must be taken to expand and enhance this process where possible.

Practices and procedures will reflect current legislative requirements and regulations.

Council has adopted or implemented the measures set out in Schedule "A" attached to ensure accountability and transparency.

Accountability and Transparency Policy

Schedule “A”

<u>Activity</u>	<u>Comments</u>
Public Notice of Council Meetings	Meetings of Council are publicized with a minimum of 48 hours notice in the following manner: • Posted on the township website, www.asphodelnorwood.com • Posted at the township office • Advertised in a subscription-based community newspaper at the discretion of the Clerk.
Agendas	Agendas of Council are posted on the township website, www.asphodelnorwood.com
Closed Meeting Investigator	By-law 2014-91 provides for the appointment of an Independent Closed Meeting Investigator whose responsibility is to conduct investigations in accordance with Section 239.1 of the Municipal Act.
Municipal Conflict of Interest Act	Members of Council are governed by the provisions of the Municipal Conflict of Interest Act, which requires Councillors to disclose a pecuniary interest and refrain from participating in discussions concerning such matters.
Oath of Office	Prior to taking Office as a Municipal Councillor for a Council Term, each Councillor must take an Oath of Office whereby they publicly state their responsibilities as an elected official.
Council Procedural By-law	By-law 2014-99 to adopt procedures for the calling and conduct of meetings of the Council
Fee and Charges By-law	To provide for an annual review of the fees levied by the Corporation for certain goods and services.
Council Remuneration	In accordance with the Municipal Act S.284, the Clerk (in cooperation with the Treasurer) provides annual reporting of the remuneration and expenses paid to the Mayor and Members of Council. Mayor and Councillor remuneration is reviewed annually and approved by By-law in Open Session.
Performance Management and Evaluation System	A system of reviewing the performance of Corporate staff is conducted annually, in the last quarter of the calendar year.
Municipal Freedom of Information and Protection of Privacy Act.	The Clerk is appointed by By-law to act as the head and must comply with the MFOIPPA.
Sale and Disposition of Land	The Corporation has a by-law stating the process for the sale and disposition of land owned by the Corporation.
Performance Management (MPMP)	Annual reporting to the Province and published locally on undertakings that increase efficiencies within Township services and operations.
Budget	A budget of the Corporation is passed annually to govern the spending of public funds in each calendar year.
External Audit	Council publicly appoints an external Auditor of the Corporation. The Auditor is required by law to remain independent and must follow a strict set of standards of evaluation. Part of the audit includes the submission of the Financial Information Return (FIR) to the Province. The audited financial statements are completed and published annually.