



THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES
TOWNSHIP COUNCIL POLICY

**Accountability and
 Transparency**

AUTHORITY: Township Council	APPROVED: Res. No: Date:	C-7-11/12/07 December 11, 2007	REVISED: Res. No: Date:	
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PURPOSE: To provide measures where the Township of Muskoka Lakes will try to ensure that it is accountable to the public for its actions, and it will try to ensure that its actions are transparent to the public to meet current legislation.

POLICY: The Council of the Township of Muskoka Lakes is committed to ensuring accountability to the public for its actions and to ensuring that its actions are transparent to the public. Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved by adopting measures, to the best of the Township’s ability, that all activities and services are undertaken utilizing a process that is open, accessible, visible and transparent to the public.

In order to achieve accountability and transparency, Township Council is committed to:

- Openness and fairness when transacting business,
- Efficient and effective financial management,
- An open, responsive meeting process that ensures citizens have access to and awareness of the Council / Committee business being discussed,
- Providing access to public information consistent with legislative requirements,
- Responding in a timely manner to inquiries, concerns and complaints,
- Knowing, understanding and following any legislative mandate approved by the Provincial or the Federal government,
- 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, and
- Promoting the efficient use of public resources.

DEFINITIONS: **Accountability** - The principle that a municipality will be responsible for decisions made and policies implemented, as well as its actions or inactions.

Transparency - The principle that a municipality actively encourages and fosters participation and openness in its decision making processes. Additionally, transparency means that the municipality’s decision making process is open and clear to the public.



STANDARDS:

Some examples of accountability and transparency measures that the Township will provide are:

1. Legislative compliance (i.e. Municipal Conflict of Interest Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Act, Building Code Act, Planning Act, Highway Traffic Act, Fire Protection and Prevention Act, Occupational Health and Safety Act).
2. Legislated policies (sale and other disposition of land, hiring of employees, procurement of goods and services, public notice, accountability and transparency, delegation of powers and duties).
3. Township Council Policies and Procedures (Good Governance, Chief Administrative Officer, Environmental, Financial Services, Human Resources, Legislative Services, Planning and Development, Parks and Recreation, Protective Services, Transportation Services).
4. Township Council Code of Conduct.
5. By-laws, Agendas and Minutes.
6. Procedural By-law (including open / closed meetings and notice of meetings).
7. Meeting Investigator.
8. Annual Budget Process.
9. Budget Variance Reporting.
10. Annual Audit Process.
11. Financial Reporting (i.e. Municipal Performance Measures Program).
12. List of Fees and Charges.
13. Public Sector Salary Disclosure.
14. Strategic Plan (including a clear Vision, Mission and Commitment).
15. Publication of documents (i.e. Community Profile, Township Handbook).
16. Planning Processes (i.e. Official Plan and Zoning By-law).
17. Emergency Plan.
18. Building and By-law Enforcement
19. Municipal Website.
20. Press Releases, Newsletters, Progress Report.
21. Roads Standards.
22. Accessibility Plan.

LEGAL REFERENCES: Section 270 (1) 5. of the Municipal Act, 2001, as amended

CROSS REFERENCES: Management and Services Res # MSC-3-21/11/07,
Confirming By-law number 2007-138

