

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2010-026

**BEING A BY-LAW TO ADOPT A POLICY REGARDING ACCOUNTABILITY AND  
TRANSPARENCY FOR THE MUNICIPALITY OF CALVIN.**

WHEREAS the Council of the Municipality of Calvin deems it advisable to adopt a Policy regarding Accountability and Transparency for the Municipality of Calvin as required pursuant to the Municipal Act, 2001, S.O. 2001, c.25, Section 270 (1);

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
MUNICIPALITY OF CALVIN HEREBY ENACTS AS FOLLOWS:**

1. The Policy regarding Accountability and Transparency attached hereto as Schedule "A" is hereby adopted.
2. This by-law shall come into full force and effect immediately upon final passing of same.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED BEFORE AN  
OPEN COUNCIL THIS 9<sup>th</sup> DAY OF NOVEMBER, 2010.

  
MAYOR

  
CLERK- TREASURER

## Schedule "A"

### To By Law No 2010-026

#### ACCOUNTABILITY AND TRANSPARENCY POLICY

##### 1. Purpose/Application

The Municipal Act, 2001 (the Act) requires that all municipalities shall 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 for the manner in which the Municipality will try to ensure that these 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 principals as outlined herein. This policy has been developed in accordance with the Act to comply with Section 270.

##### 2. Defintitons

i) Accountability - The principle that the Municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as for it's actions or inactions

ii) Transparency – The principal that the Municipality actively encourages and fosters stakeholder 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.

##### 3. Policy Statement

The Municipality of Calvin conducts business within the municipality that is open, transparent and accountable to the Public. The Municipality is committed to creating policies, guidelines and positions for delegation in a transparent manner for all staff of the Corporation. We are committed to:

- i) providing service with a citizen focus
- ii) managing the resources in our trust as efficiently, responsibly and as effectively as possible
- iii) maintaining honest and open communication

##### 4. Policy Requirements

The principals of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the Municipality. The Municipality will be open, accountable and transparent in its financial dealings and its administrative practices. Council meetings are open to the public when and where required by the Act, and members of the public have a means to make delegations or presentations on specific items at

these meetings. The Municipality has adopted policies which ensure public participation can be meaningful and effective. The municipality also informs the public through timely disclosure of information by various means including print, media, websites etc. Some examples of how the Municipality provides such openness, accountability and transparency are:

- External audit
- Financial statements
- Annual budget process
- Asset management policy
- Procurement policy
- Sale of land by-law
- Financial Information Returns
- Employment and hiring policy
- Procedural by-law
- Delegation of Duties policy
- Records and retention by-law
- Planning processes (Official plan, Zoning by-law, Planning Board)
- Public notice by-law
- Provincial Benchmarking – Municipal Performance Measurement Program