



Corporate Policy

2. Council, Boards and Committees

02.1 Accountability and Transparency Policy

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| Approved by: | Council | on | December 12, 2007 |
| Report No.: | N/A | Effective: | December 12, 2007 |
| Reviewed: | N/A | Amended: | N/A |
| Next Review: | N/A | Note(s): | By-law 110 of 2007 |

Purpose:

The purpose of this policy is to outline the accountability and transparency principles that will be practiced by all Township of Warwick Councillors in accordance with the *Accountability and Transparency Act*.

Policy Statement:

Principles of accountability and transparency apply equally to the political process, exercise of municipal authority and perogatives and the Corporation's administration.

The Corporation shall meet its duties, responsibilities and perogatives prescribed in the *Accountability and Transparency Act* and all other applicable law in the exercise of its affairs, and appoint such officials to review its practices as required by the Act.

Scope:

This policy applies to all members of Warwick Township Council, including the Mayor.

Principles:

General

More specifically, but without limiting and generality of the foregoing, the Council and Corporation shall adhere to the following principles and practices with respect to the following subject matters:

1. Financial Matters

The Corporation will be open, accountable and transparent to those it serves in its financial dealings as required by the Act and all other applicable law.

This will be achieved through, for instance:

1. Internal and external audit of its activities and finances;
2. Reporting of its finances and preparation of relevant financial statements;
3. Long term financial planning;
4. Managing its assets in a fiscally prudent manner;
5. Adopting and/or adhering to appropriate purchasing/procurement policies and/or by-laws adopted and/or amended from time to time;
6. Adopting and/or adhering to appropriate policies with respect to the sale of the Corporation's land, and;
7. Forecasting and adhering to established budgets.

2. Internal Governance

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

1. Appointment and retention of competent leadership, including without limitation a Chief Administrative Officer;
2. Adoption of a Code of Conduct for all the Corporation's employees;
3. Establishment of a fair and consistent performance management and evaluation process;
4. Fair and transparent hiring practices and policies;
5. Adoption of consultative policies and practices; and,
6. Adherence to a continuous improvement philosophy in regards to accountability and transparency.

3. Public Participation and Information Sharing

The Corporation thrives to be open, transparent and accountable to those it serves through the implementation of processes outlining how, when and under what rules meetings will take place.

Council and its committees' 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 these meetings in accordance with the Corporation's Procedural By-law (made available to the public upon request).

The Corporation welcomes the public's participation in its affairs. Its communication policies and strategies will ensure timely dissemination of notices, decisions and other matters concerning the Corporation and its affairs. Such information will be made publicly available through print material, the Corporation's web site (www.warwicktownship.ca) and the media.

Examples of available materials addressing the Council of the Corporation's commitment to accountability and transparency include but are not limited to the Corporation's:

1. Procedure by-law;
2. Strategic plan;
3. Delegation rules;
4. Records retention policies;
5. Planning process; and,
6. Public notice and process by-law or policy.

Delegation of Power

This policy sets out the scope of those powers and duties that Council may delegate from time to time to another person and/or body, and establishes general guidelines governing such delegation.

Policy: Council, as a duly elected municipal government, is at all times directly accountable to those it serves for its decisions, policies, which are generally adopted or taken by way of by-law or resolution.

For various reasons, such as for instance, ensuring the efficient management of the Corporation and responding to issues in a timely fashion, Council will from time to time delegate certain of its powers and associated duties to committees, officers, employees

and/or agents of the Council and/or the Corporation while concurrently maintaining accountability. In doing so, Council shall adhere to, at all times, the provisions of the Act with respect to the delegation of its authorities and any restrictions and/or prohibitions contained herein.

Delegation Policy - It is Council's and the Corporation's policy that:

1. All delegations of Council powers, duties or functions, where permitted by law, shall be confirmed by written by-law and shall be subject to the terms and conditions of the delegating by-law.
2. Unless a power, duty, or function of Council has been expressly delegated by by-law, such power, duty, or function shall remain with Council.
3. Subject to the Provisions Act, Legislative powers may be delegated by Council only where they are minor in nature (as defined under the Act) or where Council has explicitly provided the terms and conditions under which the delegated Legislative powers shall be exercised.

All by-laws of the Corporation delegating authority of the Council in effect as of the date of the adoption of this Policy remain in full force and effect.

In exercising any delegated power, the person or body to whom the power is delegated shall comply with the following:

1. Apparent or actual conflicts of interests shall be declared as soon as possible upon the earliest of accepting, receiving and/or exercising any delegated authority.
2. Any expenditure related to the delegated matter shall have been provided for in the Corporation's current year's budget (or otherwise specifically authorized by the by-law).
3. The delegate shall not exceed the scope of the delegated authority and shall at all times act in the Corporation's best interest.
4. Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated power and confirming compliance with the delegated authority and this Policy.
5. Delegate(s) shall observe all of the Corporation's and Council's policies and guidelines in exercising the delegation.

6. Without limiting the generality of paragraph 3 above, all insurance and risk management policies shall be complied with in the exercise of the delegation.

No delegate shall enter into any undertaking or contract with any third party in execution of the delegate's authority without the approval of Council.

Agencies, Boards, Commissions/Committees- Accountability and Transparency

1. Revised *Municipal Act, 2001* requires all local boards to adopt and maintain policies for:
 2. Sale and disposition of land
 3. Hiring of employees
 4. Procurement of goods and services
 5. Notice provisions

References:

1. *Municipal Act, 2001*
2. *Accountability and Transparency Act*

Questions about this policy and/or the Corporation's commitment to accountability and transparency, you may bring your question to the attention of the:

Administrator/Clerk (at the address noted below)
Corporation of the Township of Warwick
6332 Nauvoo Road. , R.R. #8
Watford, ON N0M 2S0
Phone: 519-849-3926
Fax: 519-849-6136

Roles:

Accountable:

Administrator /Clerk

Responsible:

Members of Council