

# THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

## BY-LAW #39-2013

Being a by-law to adopt an accountability and transparency policy.

**WHEREAS** Section 270 (1) 5. of the *Municipal Act*, S.O. 2001, as amended provides that a municipality 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 the manner in which the municipality will try to ensure that its actions are transparent to the public; and

**AND WHEREAS** it is deemed necessary and expedient to establish an “Accountability and Transparency Policy” to comply with legislative requirements;

**NOW THEREFORE** the Council of the Corporation of the Township of Armour enacts as follows:

1. In this By-law:
  - (a) “**municipality**” shall mean the Corporation of the Township of Armour.
  - (b) “**accountability**” shall mean the principles that the municipality will be responsible to the public for decisions made and policies implemented, as well as its actions or inactions.
  - (c) “**transparency**” shall mean the principles that the municipality actively encourages and fosters the public’s participation and openness in its decision making processes and that the municipality’s decision making process is open and clear to the public.
  - (d) “***Municipal Act***” shall mean the *Municipal Act, 2001, S.O., c.25*, as amended.
2. That pursuant to a provision of the *Municipal Act*, Section 270 (1) 5, a municipality is required to have an Accountability and Transparency Policy, which is attached as Schedule “A”.
3. That By-law #46-2007 is hereby repealed.
4. This by-law shall take effect on the date of passing.

Read a first, second, and third time,  
signed and the seal of the Corporation  
affixed thereto and finally passed in  
open Council this 27<sup>th</sup> day of August,  
2013.

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REEVE

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CLERK-ADMINISTRATOR

## **Schedule “A” to By-law #39-2013**

### **Purpose**

The purpose of this policy is to provide guidance on how the Township of Armour ensures municipal matters are approached in an accountable and transparent manner in accordance with the principles as outlined herein.

### **Definitions**

“Accountability” the principles that the municipality will be responsible to the public for decisions made and policies implemented, as well as its actions or inactions.

“Transparency” the principles that the municipality actively encourages and fosters the public’s participation and openness in its decision making processes and that the municipality’s decision making process is open and clear to the public.

### **Policy Statement**

The Corporation of the Township of Armour is vitally interested and committed to ensuring an accountable and transparent Corporation. The Township of Armour will make every effort to ensure this goal is achieved. The Council of the municipality acknowledges that it is responsible to provide good government for the public in an accountable and transparent manner by:

- Decision making will be open and transparent
- Municipal operations will be conducted in an ethical and accountable manner
- Financial resources and physical infrastructure will be managed in an efficient and effective manner
- Municipal information will be accessible so that it is consistent with legislative requirements
- Inquiries, concerns and complaints will be responded to in a timely manner
- Financial oversight, service standards and performance reporting and all other accountability documents will be made available and accessible, in a language that the public can understand, to increase the opportunity for public scrutiny and involvement of municipal operations

The Township of Armour is committed to creating a culture wherein Council and staff are aware of and understand the principles of accountability and transparency articulated through this policy, and 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.

The Township of Armour will foster a safe environment that allows all stakeholders of this policy to participate freely, without fear of reprisal or retribution.

The Township of Armour will conduct its business openly, honestly, ethically and with integrity.

## **Policy Requirements**

The Township demonstrates its commitments to accountability and transparency by providing a framework of policies, procedures and practices that create sound governance and sustainability.

The Township of Armour ensures accountability and transparency by way of various policies, procedures and practices that have been divided into the following categories:

1. Legislated Requirements
2. Financial Matters
3. Open Governance
4. Internal Governance

### Legislated Requirements

The following are some of the provincial statutes that govern how the Township conducts its business:

- Assessment Act
- Building Code Act
- Highway Traffic Act
- Municipal Act, 2001
- Municipal Conflict of Interest Act
- Municipal Elections Act
- Municipal Freedom of Information and Protection of Privacy Act
- Occupational Health and Safety Act
- Provincial Offences Act

### Financial Matters

The Township of Armour is open, accountable and transparent to its stakeholders in its financial dealings. The list is a cursory review of the activities and practices that hold the municipality accountable and transparent:

- External Audit

- Procurement By-law
- Asset Management
- Sale and Disposition of Land Policy
- Financial Reporting/Financial Statements
- Operating and Capital Budgets

### Open Government

The Township of Armour is accountable and transparent to taxpayers by providing governance in an open manner through communication, consultation and collaboration. The following are some examples of policies, procedures and practices that ensure that the Township is transparent in its operations and residents are aware of how decisions are made and carried out:

- Procedural By-law
- Access to Agendas / Minutes
- Open Meetings
- Public Notice By-law
- Planning Processes under the Planning Act
- Accountability and Transparency Policy

### Internal Governance

The Township of Armour ensures specific accountability on the part of its employees through the following initiatives:

- Hiring Policy
- Employment Policy
- Performance Management / Evaluations
- New employee orientation
- Occupational Health & Safety Policies and Procedures
- Workplace Harassment Policy

### **Responsibilities**

Township Council and staff are responsible for adhering to the parameters of this policy and for ensuring accountability for their actions and transparency of municipal operations.

## **Monitoring / Contraventions**

The Township Clerk shall be responsible for receiving complaints and / or concerns related to this policy. Upon receipt of a complaint and / or concern, the Township Clerk shall notify:

- (a) In the case of staff, the Department Head responsible for the area and the Clerk-Administrator;
- (b) In the case of a closed meeting, the Ombudsman
- (c) In the case of Council, the Head of Council

## **Enquiries**

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