

THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS

BY-LAW #07-161

BEING A BY-LAW TO PRESCRIBE THE MANNER IN WHICH THE MUNICIPALITY WILL ENSURE ACCOUNTABILITY AND TRANSPARENCY TO THE PUBLIC

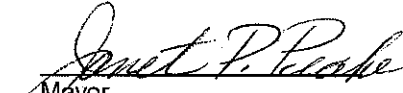
WHEREAS Section 270.(1)(5) of the Municipal Act, 2001, as amended, states that a municipality shall adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure its actions are transparent to the public.

AND WHEREAS Council deems it necessary to establish a policy to prescribe the manner in which the municipality will ensure accountability and transparency to the public;

NOW THEREFORE be it enacted that the attached "Accountability and Transparency" policy be adopted by the Council of the Corporation of the Township of Lake of Bays:

This by-law and attached policy shall come into force and take effect on January 1st. 2008.

READ a FIRST and SECOND time this 4th day of December, 2007




Mayor



Clerk

READ a THIRD time and finally passed 4th day of December, 2007



Mayor



Clerk

TOWNSHIP OF LAKE OF BAYS POLICY MANUAL			
Chapter:	Administration	Index No.	AD – 8.1
Section:	Accountability and Transparency	Effective Date:	12/04/07 M/D/Y)
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1 PURPOSE:

1.01 To establish 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 in accordance with section 270.(1)(5) of the Municipal Act, 2001.

1.02 DEFINITIONS

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

“**Transparency**” the principle that the municipality actively encourages and fosters public participation and openness in its decision making processes, which are open and clear to the public.

2 POLICY:

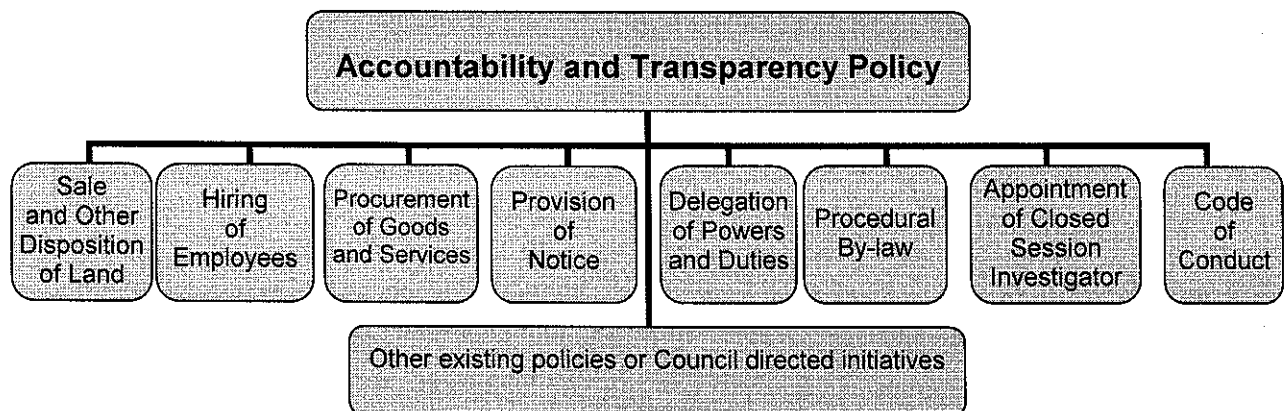
2.01 The Township of Lake of Bays acknowledges that accountability, transparency and openness are principles of good government that enhance public trust.

2.02 Some of the ways in which the Township of Lake of Bays governs in an accountable and transparent manner are by:

- 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 to its citizens;
- Promoting the efficient use of public resources;
- Outlining the process by which decisions are made and implemented; and
- Ensuring Council and staff are responsible for their actions in protecting the public interest:

2.03 The Township of Lake of Bays principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management, committees and local board of the municipality.

2.04 The Township of Lake of Bays accountability and transparency policy shall encompass, but not be limited to, policies required under the Municipal Act 2001, as amended, as set out in the structure below:



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Financial

The Township of Lake of Bays shall try to be open, accountable and transparent to the public in its financial dealings as required under the Municipal Act, 2001, as amended, as follows:

1. External audit;
2. Reporting/statements;
3. Long term financial planning;
4. Asset management;
5. Purchasing/procurement;
6. Sale of land;
7. Budget process; and
8. Cheque signing authority.

Internal Governance

The Township of Lake of Bays administrative practices ensure specific accountability on the part of its employees through the following initiatives:

1. Code of Ethics;
2. Code of Conduct/Building;
3. Performance measurement;
4. Hiring of family members;
5. Orientation and continuing education;
6. Health and safety;
7. Compensation/benefit; and
8. Reporting structure

Public

The Township of Lake of Bays tries to ensure openness and accountable to its public through implementing processes outlining how, when and under what rules meetings will take place. The municipality's meetings will be open to the public when and as required under the Municipal Act, and members of the public will have an opportunity to make delegations or comments in writing on specific items at these meetings. In addition, the municipality has adopted policies and practices which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including print media, websites, etc.

The Township of Lake of Bays shall try to achieve its accountability, transparency and openness to the public through the following by-laws, policies, procedures and practices:

1. Delegation of Powers (monthly summary report)
2. Mayor, Councillors' and Board/Committee Members' Code of Conduct
3. Procedural By-law
4. Procurement of Goods and Services
5. Opening of Tenders
6. Sale and Disposition of Land
7. Closed Meeting Investigator

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Public (continued)

8. Provision of Notice
9. Employee Confidentiality Statement
10. Records Retention
11. Advertising
12. Customer Service Standards
13. Open Meetings
14. Advanced publication of Agendas, Minutes and Reports
15. Pecuniary Interest Declarations

Legislative Authority

The Township of Lake of Bays adheres to the following additional legislative requirements to try and ensure accountability and transparency:

- Municipal Conflict of Interest Act;
- MFIPPA (Municipal Freedom of Information and Protection of Privacy Act);
- Municipal Act, 2001, as amended;
- Municipal Elections Act 1996; and
- Criminal Code of Canada

3. ADMINISTRATION

This policy shall apply to all elected officials and employees of the Corporation of the Township of Lake of Bays.

4. ATTACHMENTS

Resolution No. 8(f)(iii)(c)/12/04/07