



CORPORATION OF THE  
TOWNSHIP OF EAST FERRIS

ACCOUNTABILITY AND TRANSPARENCY POLICY

1. **Policy Statement:**

The Township of East Ferris is an accountable and transparent organization and is committed to fundamental principles of accountability and transparency as a matter of good governance. The Township of East Ferris will conduct its business openly, honestly, ethically and with integrity.

2. **Definitions:**

- i) **Accountability:** The concept or principle that a municipality is responsible to its stakeholders for their actions, decisions made and policies implemented.
- ii) **Transparency:** The concept or principle that the municipality is open, clear and visible to those we serve. The municipality actively encourages and fosters stakeholders participation and openness in its decision making processes.

3. **Policy Requirements:**

The principles of accountability and transparency shall apply equally to the political and decision making processes as well as the administrative management of the municipality.

i) **Financial Matter:**

The Township of East Ferris will be open accountable and transparent to its stakeholders in its financial dealings as required under the Municipal Act, 2001. Some examples of how the municipality provides such accountability and transparency are as follows:

- 1. Internal and external audit
- 2. regular reporting/statements
- 3. purchasing/procurement policies
- 4. sale of land policies
- 5. open budget process

ii) **Internal Governance:**

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

1. Code of conduct for staff
2. performance management and evaluation
3. hiring policy
4. orientation/continuing education
5. compensation/benefit
6. responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency (CAO).

iii) **Public Participation and Information Sharing:**

The municipality ensures that it is open and accountable to its stakeholders through the implementation of processes that outline how, when and under what rules meetings will take place. It is the Township's policy that all meetings are open to the public when and required under the Municipal Act, 2001 and that members of the public have an opportunity to make delegations or comments in writing on specific items at these meetings. In addition, the municipality has adopted policies and procedures 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. Some specific examples include:

1. Procedural By-law
2. Code of Conduct
3. Strategic Plan
4. Planning processes
5. Public notice by-law or policy
6. Newsletters to citizens

4. **Review Period:**

This policy shall be reviewed every five years.

5. **Complaint Process:**

The Clerk shall be responsible for collecting concerns or complaints related to this policy and notifying:

- a) in the case of staff, the Department Head responsible for the area;
- b) in the case of closed meetings, the meeting investigator; and
- c) in the case of Council, the complaint is to be brought to the attention of the Head of Council.