

CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 2007-17

A By-Law to Adopt an Accountability and Transparency for the Township of Prince

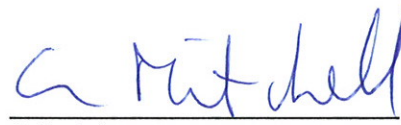
WHEREAS Section 270 of the Municipal Act 2001 provides that Councils shall adopt a policies with respect to the hiring of its employees

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF PRINCE HEREBY ENACTS AS FOLLOWS:

- 1. That any previous Township of Prince Accountability and Transparency Policies are hereby rescinded.**
- 2. That the Reeve and Administrator are hereby authorized to sign this By-Law and to affix the corporate seal thereto.**
- 3. That this By-Law is enacted upon the third and final reading hereof.**

PASSED in open Council this 27th day of November 2007.


Reeve


Administrator



TOWNSHIP OF PRINCE

ACCOUNTABILITY AND TRANSPARENCY POLICY

1. Purpose/Application

The Municipal Act, 2001 (The Act) requires that all municipalities 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. The purpose of this policy is to provide guidance for the delivery of the municipality's activities and services in accordance with the Act to comply with section 270.

2. Definition (s)

a) Accountability

The principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.

b) Transparency

The principle 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 Council of the Municipality acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner 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 our citizens; and
- promoting the efficient use of public resources.

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders. In addition, wherever possible, the municipality will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public.

4. Policy Requirements

The principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the municipality

a) **Financial Matters**

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

- i) internal/external audit
- ii) reporting/statements
- iii) long term financial planning
- iv) asset management
- v) purchasing/procurement
- vi) sale of land
- vii) budget process

b) **Internal Governance**

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

- i) performance management and evaluation
- ii) hiring policy
- iii) orientation/continuing education
- iv) health and safety
- v) work/life balance
- vi) high standard of customer service
- vii) compensation/benefit
- viii) responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency

c) **Public Participation and Information Sharing**

The municipality ensures that it is open and accountable to its stakeholders 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 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 which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including print media, websites, newsletters etc. Some examples include;

- i) procedure by-law
- ii) delegation of rules
- iii) records retention
- iv) planning processes
- v) public notice by-law

Item: 6(a)
Date: 13 Nov 07

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 2007-16

Being a by-law to authorize execution by the Reeve and Administrator of an agreement between the municipality and the District of Sault Ste. Marie Social Services Administration Board for the provision of Child Care Resource Centre services through the Prince Township Parent/Child Resource Centre

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PRINCE
HEREBY ENACTS AS FOLLOWS:

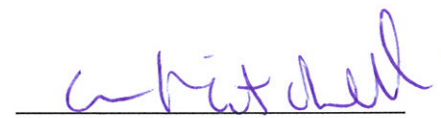
1. THAT the Reeve and Administrator be and they are hereby authorized to execute and affix the Corporate Seal to an Agreement between the municipality and the District of Sault Ste. Marie Social Services Administration Board for the provision of Child Care Resource Centre services through the Prince Township Parent/Child Resource, which Agreement is attached hereto as Schedule "A".

2. SCHEDULE "A"

Schedule "A" forms part of this by-law.

READ THREE TIMES AND PASSED in open Council this 14th day of August, 2007.


Reeve


CAO/Administrator