

	<b>THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL</b>			
	Subject:	<b>Accountability and Transparency</b>	<b>Section C00</b>	<b>Policy #01</b>
	Effective Date:	January 1, 2008	Approved By: County Council	
	Revision Date:	January, 2017		

## PURPOSE

To provide guidance for the delivery of The Corporation of the County of Lambton's activities and services in accordance with the principles outlined herein, the *Municipal Act, 2001*, S.O. 2001, c. 25, and any other applicable law.

## Commitment Statement

The Corporation of the County of Lambton is committed to providing efficient, accessible government services to its residents and being accountable and transparent to those it serves in its affairs.

## DEFINITIONS

"**Act**" means the *Municipal Act, 2001*, S.O. 2001, c.25 as amended.

"**Accountability**" means The Corporation of the County of Lambton and its elected Council's commitment, undertaking and duty to answer to those it serves for its decisions, actions, inactions and general state of affairs.

"**Corporation**" means The Corporation of the County of Lambton.

"**Council**" means the duly elected Council of the Corporation of the County of Lambton.

"**Transparency**" means the Corporation and its Council's commitment and undertaking to be open and transparent to those it serves in the execution of its offices, duties and activities and its commitment to public participation and input in its decisions and activities.

## POLICY OVERVIEW

The Council of the Corporation acknowledges its duty to provide good municipal governance to those it serves. It further acknowledges that good governance is tied to and measured by its commitment to transparency and public accountability in its affairs.

Accordingly, the Council of the Corporation hereby affirms its commitment to accountability and transparency in its affairs. It intends to achieve these goals by:

1. encouraging and permitting - where appropriate - public access to and participation in its processes, debates and meetings to ensure that its decisions and actions are responsive to the needs of its residents and receptive to their opinions.
2. delivering high quality services to those it serves; and,
3. promoting and monitoring the efficient use and expenditure of public resources.

Accountability, transparency and openness are standards of good government that enhance public trust in municipalities and its elected officials. They are achieved through the Corporation 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 and compliant with the Act and any other relevant legislation.

Wherever possible, the municipality will engage those that it serves throughout its decision making process which will be open, visible and transparent to the public.

## **POLICY**

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

The Corporation shall meet its duties, responsibilities and prerogatives prescribed in the 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.

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

### **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.

## **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.

## **Public Participation and Information Sharing**

The Corporation strives 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 *Procedure Manual* (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 website, and the media.

Examples of available materials addressing the Council and 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 processes; and,
6. public notice and process by-law or policy.

## Questions/Comments?

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

### County Clerk

789 Broadway Street, Box 3000  
Wyoming, Ontario N0N 1T0  
Telephone: 519 845-0809  
Fax: 519 845-0818

or, alternatively

### The Office of the Chief Administrative Officer

789 Broadway Street, Box 3000  
Wyoming, Ontario N0N 1T0  
Telephone: 519 845-0801  
Fax: 519 845-3160

## POLICY HISTORY

REVISION	DATE	PREPARED BY
Policy reviewed and the following revisions made: <ul style="list-style-type: none"><li>Contact Information was updated for County Clerk and C.A.O.</li></ul>	June, 2013	County Clerk and C.A.O.
Policy reviewed and the following revisions made: <ul style="list-style-type: none"><li>Policy template updated and formatted for accessibility compliance.</li></ul>	January, 2017	Human Resources