

**KING TOWNSHIP  
CORPORATE POLICY  
ACCOUNTABILITY & TRANSPARENCY**



**POLICY NO.:**  
COR-POL-102

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Clerks & By-law Enforcement Department

Issue Date: 11/26/2007

Issue No.: 1

Next Revision: 2/24/2020

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**1 PURPOSE STATEMENT**

1.1 The purpose of this policy is to provide guidance for the delivery of the municipality's activities and services in accordance with the principles as outlined herein. This policy has been developed in accordance with the *Municipal Act, 2001* (the Act) to comply with section 270.

**2 POLICY OBJECTIVE**

2.1 The Act requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will ensure that it is accountable to the public for its actions, and the manner in which the municipality will ensure that its actions are transparent to the public.

**3 APPLICATION/SCOPE**

3.1 This policy will apply to the Corporation of the Township of King including its municipal council and all employees.

**4 DEFINITIONS**

4.1 **Accountability:** The principle that the municipality will be responsible to its constituents for decisions made and policies implemented, as well as its actions or inactions.

4.2 **Transparency:** The principle that the municipality actively encourages and fosters open 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.

**5 RESPONSIBLE GOOD GOVERNMENT**

5.1 The Council of the Township of King acknowledges that it is responsible to provide good government for its constituents in an accountable and transparent manner by:

- a) encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- b) delivering high quality services to our citizens; and
- c) promoting the efficient use of public resources.

5.2 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 constituents. In addition, wherever possible, the municipality will engage its constituents throughout its decision making process which will be open, visible and transparent to the public.

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**6 CORPORATE VALUES**

- 6.1 To provide responsible, autonomous government that is best suited to serve the residents of King Township today and tomorrow, in the following manner:
- a) ensure manageable planned growth with design guidelines;
  - b) provide open, accessible, affordable local government;
  - c) maintain the Township of King as an independent municipal corporation;
  - d) foster a climate that encourages active citizen involvement within the decision-making process;
  - e) create effective working relationships with and between council, staff and residents;
  - f) eliminate duplication with other levels of government;
  - g) operate a professional, well managed local government;
  - h) ensure the Township is fiscally healthy; and
  - i) support our agricultural and environmental community.

**7 PRINCIPLES**

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

**8 FINANCIAL MATTERS**

- 8.1 The municipality will be open, accountable and transparent to its constituents in its financial dealings as required under the Act.
- 8.2 Some examples of how the municipality provides such accountability and transparency are as follows:
- a) internal/external audit;
  - b) reporting/statements;
  - c) long term financial planning;
  - d) asset management;
  - e) purchasing/procurement;
  - f) sale of land; and
  - g) budget processing.

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**9 INTERNAL GOVERNANCE**

- 9.1 The municipality's administrative practices ensure specific accountability on the part of its employees through the following initiatives:
- a) performance management and evaluation;
  - b) hiring policy;
  - c) orientation/continuing education;
  - d) health and safety;
  - e) work/life balance;
  - f) compensation/benefit; and
  - g) responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency.

**10 PUBLIC PARTICIPATION AND INFORMATION SHARING**

- 10.1 The municipality ensures that it is open and accountable to its constituents through implementing processes outlining how, when and under what rules meetings will take place.
- 10.2 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, etc. Some specific examples include:
- a) Procedural By-law;
  - b) Council Code of Conduct;
  - c) Strategic Plan;
  - d) Delegation Policy;
  - e) Records Retention;
  - f) Planning Processes;
  - g) Notice By-law;
  - h) Annual Report;
  - i) Schedule of Meetings; and
  - j) Annual Budget Process

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**11 RELATED DOCUMENTATION**

11.1 Bylaw No. 2007-137

11.2 Report CL-2007-48

**12 APPROVAL AUTHORITY**

Council  
**Authority**

2007-137  
**By-law**

**Original Signed**  
**Township Clerk**

August 23, 2017  
**Date**