

Accountability and Transparency Procedure

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Procedure Number: G-GEN-005-001 **Parent Policy:** G-GEN-005
Author: Clerk's Department

References and Related Documents

[Municipal Act 2001](#)
[Accountability and Transparency Policy](#)
[By-law 4775-12 Procedural By-law](#)

Forms

Purpose

The purpose of this procedure is to ensure an accountable and transparent corporation.

Scope

This procedure applies to the Corporation of the County of Grey.

Definitions

- **Accountability** – The principle that the County will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions and inactions.
- **Transparency** – The principle that the County 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.

Legislation

Section 270(1) of the Municipal Act, 2001 as amended (the Act) requires all municipalities to adopt and maintain a policy/procedure for the manner in which the municipality will try to ensure that it is accountable to the public for its actions and that its actions are transparent to the public.

Requirements

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

Financial Matters

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

- External audit
- Reporting/statements
- Long term financial planning
- Asset management
- Purchasing/procurement – By-Law 4697-10
- Development Charges – By-Laws 4744-12 and 4745-12
- Budget process

Internal Governance

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

- Performance management and evaluation
- Human Resources Manual which includes, but is not limited to, policies such as recruitment, orientation, continuing education, standards of conduct and compensation and benefits
- Computer Use Policy (IT-01-05)
- Internet and Email Policy (IT-02-05)
- Health and Safety (HR-01-07)
- Use of County Property (HR-01-05)

Public Participation and Information Sharing

The County 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 County'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 as provided in the Procedural By-law. In addition, the County 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:

- Procedural By-Law – 4674-10
- Closed Meeting Policy – G-GEN-002-005
- Records Retention – G-GEN-001-001 (By-Law 4696-10)
- Notice Policy G-GEN-004 (By-Law 4512-08)
- Sale and Disposition of Land – By-Law 4027-03 as amended by 4049-03
- Closed Meeting Investigator - By-Law 4460-07
- Delegation of Authority By-Law – 4608-09

Other Accountability Measures

The County shall also maintain open, accountable and transparent governance by abiding by the following:

- Municipal Conflict of Interest Act
- Municipal Freedom of Information and Protection and Privacy Act
- Ontario Municipal Benchmarking Initiative (OMBI) and other performance and outcome measurements and reporting requirements

Application

This procedure applies to the actions or decisions to be undertaken or made by Council, all committees including sub committees and task forces, boards, staff and the Grey County and Owen Sound Housing Corporation, so as to increase the accountability and transparency of the municipal decision making process.

Council acknowledges that it is responsible to provide good government for its residents in an accountable and transparent manner by encouraging public access and participation to ensure that decision making is responsive to the needs of its residents and receptive to their opinions.

The provisions for accountability and transparency as contained in this procedure as well as related policies and by-laws are considered a minimum and may be exceeded at the discretion of the appropriate party.

Updating Procedure

The County Clerk/Director of Council Services is hereby authorized to update this procedure with changes to by-law and procedure number references for those by-laws and policies listed in this procedure. Any additions or deletions to the procedure shall be endorsed by County Council.