

Corporate Policies and Procedures			
DEPARTMENT: <i>Council</i>			POLICY #: 1-06
POLICY: Accountability			
DATE: October 1, 2014	REV. DATE:	COVERAGE: Council, Staff and all formal committees	PAGE #: 1 of 2

POLICY

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

1. Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
2. Delivering high quality services to our citizens; and
3. 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.

DEFINITION(S)

- i) **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.
- ii) **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.

PROCEDURE

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

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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:

- 1 internal/external audit
- 2 reporting/statements
- 3 long term financial planning
- 4 asset management
- 5 purchasing/procurement
- 6 sale of land
- 7 budget process

Internal Governance

The municipality's administrative practices will 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 health and safety
- 6 work/life balance
- 7 compensation/benefit
- 8 Service Standards
- 9 responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency

Public Participation and Information Sharing

The municipality will ensure that it is open and accountable to its ratepayers 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, under established rules for delegations. 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.