

NAME **ACCOUNTABILITY AND TRANSPARENCY**

DATE OF ADOPTION **Administration** **November 5, 2007**
Council **November 12, 2007**

COUNCIL MINUTE NO. **Administration Minute No. 2007.165**
Council Minute No. 2007.32.25

The *Municipal Act* requires that all municipalities adopt a formal accountability and transparency policy.

Council believes it is responsible for its actions, decisions and policies. Council also believes that citizens have the right to know how their money is being spent and their municipal public service is accountable for showing the taxpayer how their money is being spent.

The Corporation of Loyalist Township is open, clear and visible to those it serves.

The following is a list of activities and practices that hold Loyalist Township accountable and transparent. This list may not be complete and additional practices will be implemented from time to time as deemed necessary.

Notice Requirements Council has adopted a by-law whereby specific form, manner and timing for the provision of notice to the public are outlined. The provisions of this by-law are in accordance with regulations contained in *The Municipal Act*.

Code of Conduct Council will adopt a Code of Conduct for Council members and staff by the end of 2007.

Acquisition and sale of Land Council has adopted a by-law which governs the procedure for the sale and acquisition of land.

Hiring Council has adopted a Hiring Policy.

Closed Meetings Council adopts a resolution in open session and prior to any Closed Session meeting, indicating the legislative authority for a Closed Session Meeting.

Fees and Charges By-law Various fees and charges for municipal services are listed in this by-law which is posted on the website and available for review by the public. This information was a requirement from previous legislation and is retained in by-law format. Staff review and recommend updates of this by-law to Council on a regular basis.

Execution of Contract Documents	Council has adopted a by-law authorizing the Reeve and CAO to execute contracts and agreements for the acquisition of goods and services and construction of projects
Procurement By-law	Council has adopted a procurement by-law which is updated from time to time and defines the procurement process, authorization levels and Council's approval of vendors of record.
Municipal Drinking Water Systems- Results & Records	Any results for samples collected under the Safe Drinking Water Act and its related regulations as well as operational records and annual reports for the Fairfield and Bath Municipal Drinking Water systems, are available for review at the municipal offices located at 263 Main Street, Odessa
New Website	The Township's website was redesigned in 2007. By-laws, Council meeting agendas and minutes are posted on the site from the year 2004 – present. Information related to each municipal department is readily available to the public through the website The website was designed with new and long-time residents in mind, as well as users with dial-up and high-speed internet service.
Meeting Investigator	A Meeting Investigator has been appointed by by-law. The investigator will respond to public complaints regarding the Township's compliance with legislation regarding procedures and meetings closed to the public.
Committee Meetings	All Committee meetings including Administration, Budget, Heritage, Recreation, Committee of Adjustment and Police Service Board are open to the public.
Budget	Budget documents are available for review by the public and budget highlights are provided with the yearly tax bill.
Performance Measurement	Municipal Performance Measurement Program (MPMP) reports identify municipal performance in prescribed areas of operation. These reports are submitted to the Province yearly and are posted on the web site

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