

**TOWN OF MIDLAND**

**BY-LAW 2007-71**

A By-law to Provide for a Policy to Ensure Accountability and Transparency for Members of  
Council, Local Boards and Employees of the Town of Midland

**WHEREAS** Section 270 (1)5. of the Municipal Act requires that Council adopt a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public; and

**WHEREAS** the Council of the Corporation of the Town of Midland deems it desirable to adopt an accountability and transparency policy in place for guidance for the delivery of the Town of Midland's activities and services.

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF MIDLAND ENACTS AND BE IT ENACTED AS FOLLOWS:**

1. That the Accountability and Transparency Policy attached hereto as Appendix "A" and forming part of this by-law shall be herein confirmed as policy for Council, Local Boards and Employees of the Town of Midland.
2. That this by-law shall come into force and effect on the final passage thereof.

**BY-LAW** read a first, second and third time and finally passed at a meeting of Council on the Twenty-sixth day of November 2007.

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Mayor

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Clerk

**APPENDIX ‘A’ TO BY-LAW 2007-71  
TOWN OF MIDLAND**

**ACCOUNTABILITY AND TRANSPARENCY POLICY**

**I. Purpose/Application**

The *Municipal Act, 2001* (the Act) requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.

The purpose of this policy is to provide guidance for the delivery of the Town of Midland’s activities and services in accordance with the principles as outlined herein. This policy has been developed in accordance with the Act to comply with section 270.

**II. Definition(s): Accountability; Transparency**

- i) **Accountability** – The principle that the Corporation of the Town of Midland 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 Corporation of the Town of Midland actively encourages and fosters stakeholder participation and openness in its decision making processes. Additionally, transparency means that the Corporation of the Town of Midland’s decision making process is open and clear to the public.

**III. Policy Statement**

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

- Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- Delivering high quality services to our citizens; and
- 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 Town 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 Town will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public.

**IV. Corporate Goal**

The Corporation of the Town of Midland’s motto is “Pursuit of Quality of Life” and our goal is to provide a sound economic base, while maintaining a superb quality of life.

## V. Policy Requirements

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

### i) Financial Matters

The Corporation of the Town of Midland 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

### ii) Internal Governance

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

8. performance management and evaluation
9. hiring policy
10. orientation/continuing education
11. health and safety
12. compensation/benefit
13. responsibility of the CAO to ensure that administrative practices and procedures recognize Council's commitment to accountability and transparency.

### iii) Public Participation and Information Sharing

The Town 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 Town'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, website, public bulletin boards, mail outs, etc. Some specific examples include:

14. procedure by-law
15. strategic plan
16. delegation rules
17. records retention
18. planning processes
19. public notice policy

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