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**Title: Accountability and Transparency**

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**Department/Division:** City Manager

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**Purpose:**

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 municipality'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.

**Policy:**

1. City Council acknowledges that it is responsible to provide good government for its stakeholders 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.
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 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.

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**Policy Requirements**

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

**i. 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:

- a. internal/external audit
- b. reporting/statements
- c. long term financial planning
- d. asset management
- e. purchasing/procurement
- f. sale of land
- g. budget process, including service analysis

**ii. Internal Governance**

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

- a. code of conduct for staff
- b. code of conduct for Council members (optional)
- c. performance management and evaluation
- d. hiring policy
- e. orientation/continuing education
- f. health and safety
- g. work/life balance

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- h. compensation/benefit
- i. responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency

**iii. Public Participation and Information Sharing**

The municipality 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 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. procedure by-law
- b. code of conduct for Council members (optional)
- c. strategic plan
- d. delegation rules
- e. records retention
- f. planning processes
- g. public notice By-law or policy

**iv. Complaints Policies and Processes**

- a. Policy CMA 63 (formerly Policy CrS-C36) Code of Conduct for Council Members – Section 16. Request for an Inquiry – Alleged Contravention of the Code of Conduct.
- b. Policy CMA 64 (formerly Policy CMA15) Code of Ethics for Municipal Employees – Section 9. Complaint Protocol.
- c. Policy CMA 65 Complaints Processes.

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**Definitions:**

3. For the purposes of this policy,

“Accountability” means that the municipality will in principle be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.

“Transparency” means that the municipality in principle actively encourages and fosters stakeholder participation and openness in its decision-making processes and that the municipality’s decision-making process is open and clear to the public.

**Related Policies & Legislation:**

4. *Municipal Act, 2001*, Part V.1 Accountability and Transparency and S.270.

**Revision History:**

<b>Authorization</b>	<b>Date</b>
Council Resolution	November 19, 2007
Amended by By-law 2016-007	January 25, 2016