

Policy No: C-6

ACCESS TO INFORMATION

Subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (as amended from time to time), Council members, while acting upon a request under the Act shall have access to all files through the Municipal Administrator in carrying out their duties.

ADOPTION & REVIEW GUIDELINES

Approved by Motion #03-0056 on June 16, 2003

Reviewed/Revised by Res. #

Approximate date of next review:

REFERENCES:

POLICY AREA
Access to Information

POLICY NUMBER
Section C-6

ACCOUNTABILITY AND TRANSPARENCY POLICY

I. 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.

II. Definition(s): Accountability; Transparency

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.

III. Policy Statement

The Council of the Municipality 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 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.

IV. 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:

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

ii. Internal Governance

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

1. performance management and evaluation
2. hiring policy
3. orientation/continuing education
4. health and safety
- 5 compensation/benefit
6. 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:

1. procedure by-law
2. strategic plan
3. delegation rules
4. records retention
5. planning processes
6. public notice by-law or policy

ADOPTION & REVIEW GUIDELINES

Approved by Motion #07- on December 10, 2007
Reviewed/Revised by Res. #

Approximate date of next review:

REFERENCES:	POLICY AREA <i>Access to Information</i>	POLICY NUMBER <i>Section C-7</i>
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