



# Municipality of Dysart et al Policies and Procedures Manual

## Accountability and Transparency Policy

Policy No. 25

### SCOPE:

The *Municipal Act, 2001, as amended*, (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.

### POLICY STATEMENT:

The Council of the Municipality of Dysart et al 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.

### IMPLEMENTATION OF POLICY:

#### 1. Procedure

##### 1.1. Definitions

For the purpose of this policy:

**“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.

**“Transparency”** – The principle that the Municipality actively encourages and fosters stakeholder participation and openness in its decision making process.

Additionally, transparency means that the Municipality's decision making process is open and clear to the public.

## 1.2. Accountability Framework

1.2.1 Accountability, transparency and openness are standards of good government that enhance public trust. They can be achieved in part 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.

1.2.2 The principles of accountability and transparency shall apply equality to the political process and decision making and, with necessary modification, to the administrative management of the Municipality.

## 1.3 General Provisions

### 1.3.1 **Financial Matters**

The Municipality will be open, accountable and transparent to its stakeholders in its financial dealings as required under the *Act*. The Municipality of Dysart et al demonstrates such accountability and transparency through the following policies/procedures:

- Internal/External Audit
- Financial Reporting/Statements
- Long Range Financial Planning
- Annual Financial Statements
- Asset Management
- Procurement of Goods and Services
- Sale of Land and Other Assets
- Budget Process
- Fees and Charges By-law

### 1.3.2 **Internal Governance**

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

- Code of Conduct Policy
- Staff Council Relations Policy
- Performance Management and Evaluation
- Training, Development & Conference Attendance Policy
- Hiring Policy
- Compensation/Benefit
- Health and Safety
- Violence and Sexual Harassment Policy

### **1.3.3 Public Participation and Information Sharing**

The Municipality of Dysart et al ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place (Procedural By-law). 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 verbally or in writing on specific items at these meetings provided that established protocols are followed. 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:

- Procedural By-law
- Public Distribution of Council and Committee Agenda and Meeting Documentation
- Code of Conduct Policy
- Public Notice Policy
- Delegation of Authority Policy
- Planning Processes Pursuant to the Planning Act
- Complaint Process
- Records Retention By-law
- Freedom of Information Process
- Investigator/Ombudsman Appointed
- Integrity Commissioner Appointed
- Auditor entitled to attend any meeting of Council or Committee.

## **2. Responsibility**

Council and the Chief Administrative Officer shall be responsible for ensuring compliance with this policy.