



## CORPORATE POLICY

<b>POLICY NO.</b> 01-01-01	<b>DEPARTMENT</b> Administration
<b>SUBJECT</b> Accountability And Transparency Policy	<b>EFFECTIVE DATE</b> September 14, 2009
<b>APPROVED BY</b> By-Law No. 541 – 2009 (Schedule “A” to the By-law)	<b>PAGES</b> 1 OF 3
<b>REPLACING/AMENDING</b> NEW	<b>DATE</b> September 2, 2009

### POLICY STATEMENT

It is the policy of the Municipality of Oliver Paipooonge to be accountable to the public for its actions and try to ensure that its actions are transparent to the public.

### PURPOSE

The purpose of the Accountability & Transparency Policy is to provide guidance for the delivery of the Municipality's activities and services in accordance with the principles as outlined herein.

### PRINCIPLE

Definitions

**Accountability** - means the principle that the Municipality will be responsible for its stakeholders for decisions made and policies implemented, as well as its actions or inactions.

Accountability can be further explained as how members of council and staff are held to account for their action and how actions are explained and justified in terms of appropriate criteria and in sufficient detail.

**Transparency** - means the principle that the Municipality actively encourages and fosters openness and stakeholder participation. Additionally, transparency means that the Municipality's decision-making process is open and clear to the public.

Transparency can be further explained as the ability of outside parties to observe how decisions are made and implemented.

1. THAT the principles of accountability and transparency apply to the political process and decision-making and to the administrative management of the Municipality.
2. Wherever possible, the Municipality will engage its stakeholders throughout its decision-making process which will be open, visible, and transparent to the public.

**PROCESS**

1. THAT the Municipality will be open, accountable and transparent to its stakeholders in its governance, financial and administrative dealings as required under legislation and as shown in Schedule “A” forming part of this Policy.
2. THAT Schedule “A” shows accountability and transparency measures the Municipality carries out. It should be noted, however, that this is by no means an exhaustive list. It should be further noted that, if the Municipality chooses to or does not carry out a particular activity, it should not be construed that the Municipality has violated this Policy or that it is not longer acting in an accountable or transparent manner or not in the best interests of its stakeholders.
3. THAT on an ongoing basis, additional activities supporting accountability and transparency may be identified and noted. While not requiring amendment for each new item, Schedule A shall be updated, if required, no less than yearly, at the time of review. Delay in amending Schedule A does not preclude the implementation of newly-identified activities. Schedule A can be amended by Resolution of Council.

**SCHEDULE “A”  
TO  
POLICY NO. 01-01-01**

<b>Activity</b>	<b>Accountability</b>	<b>Transparency</b>
Open Meetings	X	
Advance Publication Of Agendas And Reports		X
Procedure By-Law		X
Accountability & Transparency By-Law	X	X
Pecuniary Interest Delegations	X	
Delegation Of Authority Policy		X
Accessibility Of Meetings		X
Access To Documents	X	X
Municipal Performance Measures Program Reports	X	
Effective Communication Protocol	X	X
Effective Sound System In Council Chambers		X
Approved Policies On: Sale/Disposition Of Land; Hiring; Procurement; Notice; Delegation Of Authority; Accountability & Transparency		X
Having Minutes Available To The Public	X	X
Freedom Of Information Request Processes	X	X
Annual Financial Statement Publication	X	
Periodic Financial Reports	X	
Audit	X	
Publication Of Annual Reports	X	
Managers’ Reports To The CAO	X	
CAO Reports To Council	X	
PSAB	X	
Asset Management	X	
Financial Controls, i.e. Two Signatures Required	X	
Elections	X	
Complaint Process	X	
Public Consultation		X
Service Request System	X	