

TOWNSHIP OF TARBUTT & TARBUTT ADDITIONAL

ACCOUNTABILITY AND TRANSPARENCY POLICY

POLICY 2007

Schedule 'A' of By-Law 33-2007

1. Purpose/Application

The Municipal Act, 2001 (The Act) as amended requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will attempt to ensure 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 Act to comply with section 270 as amended.

2. Definition (s)

a) 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.

b) 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.

3. Policy Statement

The Council of the Municipality Tarbutt & Tarbutt Add'l 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.

4. 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

a. 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:

- i. audit
- ii. reporting/statements
- iii. long term financial planning
- iv. asset management
- v. purchasing/procurement
- vi. sale of land
- vii. budget process

b. Internal Governance

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

- i. hiring policy
- ii. orientation & continuing education
- iii. health & safety
- iv. work & life balance
- v. high standard of customer service
- vi. compensation & benefit

c. 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 by way of 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, newsletters etc. Some examples include;

- i. procedure by-law
- ii. records retention
- iii. planning processes
- iv. public notice by-law

This Policy has been read and adopted this 12th day of December 2007.

Mayor, Ken Richie

Seal

Clerk, Glenn Martin