



Accountability and Transparency Policy

Policy Number: G-GEN-001

Authority: 8192/07

Date Approved: December 11, 2007

Department Responsible: Council Services

Revision Dates: July 2023

Review Date: July 2025

Status: Active

1. Policy Statement

- 1.1 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.
- 1.2 The purpose of this policy is to provide guidance for the delivery of the Town of LaSalle'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.
- 1.3 The Council of the Town of LaSalle acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner by:
 - 1.3.1 Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
 - 1.3.2 Delivering high quality services to our citizens; and
 - 1.3.3 Promoting the efficient use of public resources.
- 1.4 Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the Town 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 Town will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public.

2. Scope

- 2.1 The principles of accountability and transparency shall apply equally to the political process, decision making and to the administrative management of the Town.

3. Definitions

- 3.1 **Accountability** shall mean the principle that the Town will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.
- 3.2 **Transparency** shall mean the principle that the Town actively encourages and fosters stakeholder participation and openness in its decision-making processes. Additionally, transparency means that the Town's decision-making process is open and clear to the public.

4. Policy

4.1 Financial Matters

- 4.1.1 The Town will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. Some examples of how the Town provides such accountability and transparency are as follows:

- a. External audit
- b. Reporting/statements
- c. Long term financial planning
- d. Asset management
- e. Purchasing/procurement
- f. Sale of land
- g. Budget process

4.2 Internal Governance

- 4.2.1 The Town's administrative practices ensure specific accountability on the part of its employees through the following initiatives:
- a. Code of conduct for staff
 - b. Performance management and evaluation
 - c. Hiring policy
 - d. Health and safety
 - e. Compensation/benefit
 - f. Delegation of authority
 - g. Responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency
 - h. Acceptable use policy for computers

4.3 Public Participation and Information Sharing

- 4.3.1 The Town ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place.
- 4.3.2 The municipality's meetings will be open to the public when and as required under the Act.
- 4.3.3 The Town 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 and websites. Some specific examples include:
 - a. Procedure By-law
 - b. Code of Conduct for Mayor and Councillors
 - c. Delegation rules
 - d. Records retention
 - e. Planning processes
 - f. Public Notice Policy
 - g. Community Page information
 - h. Conference/Seminar Policy for Council

5. Roles and Responsibilities

- 5.1 The CAO's office is responsible for this policy.
- 5.2 This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

6. References and Related Documents

- 6.1 Community Page information
- 6.2 Conference/Seminar Policy for Council
- 6.3 Council Code of Conduct
- 6.4 Delegation Policy
- 6.5 Procedure By-law
- 6.6 Planning processes
- 6.7 Public Notice Policy
- 6.8 Records Retention

7. Attachments

None.