

**THE CORPORATION OF THE MUNICIPALITY OF CALLANDER**  
**ACCOUNTABILITY AND TRANSPARENCY POLICY**

---

**PURPOSE/APPLICATION**

The *Municipal Act*, 2001 requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will endeavour to ensure that it is accountable to the public for its actions, and the manner in which the municipality will endeavour 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.

**GENERAL PROVISIONS:**

Definitions:

- i. **Accountability** – the principle that the municipality will be responsible to its constituents for decisions made and policies implemented, as well as its actions or inactions.
- ii. **Constituent** – any person who pays property taxes or permanently resides within the boundaries of the Municipality of Callander.
- ii. **Transparency** – the principle that the municipality actively encourages and fosters constituent 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.

**POLICY STATEMENT:**

The Council of the Municipality of Callander acknowledges that it is responsible to provide good government for its constituents 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 constituents. In addition, wherever possible, the municipality will engage its constituents throughout its decision making process which will be open, visible and transparent to the public.

**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.

**Financial Matters**

The Municipality will be open, accountable and transparent to its constituents in its financial dealings as

required under the Act. Some examples of how the municipality provides such accountability and transparency are as follows:

1. external Audit;
2. financial reports and general reporting to the Province and Federal Government;
3. long term financial planning
4. asset management
5. purchasing/procurement
6. sale of land
7. budget process;
8. Fees and Charges by-law/Tariff of Fees
9. Development Charges by-law

### **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 and professional development;
4. health and safety;
5. compensation/benefit;
6. responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency;
7. reporting to Council by all departments

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

The Municipality ensures that it is open and accountable to its constituents 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. procedural by-law
2. code of conduct for councillors
3. strategic plan
4. delegation rules
5. records retention
6. planning processes
7. Notice by-law
8. closed meeting requirements

### **EFFECTIVE DATE OF THIS POLICY:**

The effective date of this policy shall be upon its approval by Municipal Council.