

SECTION:	SUBJECT:	Pg. 1 of 2
ADMINISTRATION	ACCOUNTABILITY AND TRANSPARENCY	DATE: December 18, 2007

A. PURPOSE

The Municipal Act 2001, amended by Bill 130 as set out under section 270(1) requires that all municipalities shall 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.

B. DEFINITIONS

- 1) 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.
- 2) 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.

C. POLICY STATEMENT

The Council of the Town of Kirkland Lake 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.

The Council of the Town of Kirkland Lake, as a duly elected municipal government is directly accountable to its constituents for its legislative decision-making, policies and administrative functions.

The Town of Kirkland Lake will promote accountable and transparent municipal governance guided by the following principles:

- Decision-making will be open and transparent.
- Municipal operations will be conducted in an ethical and accountable manner.
- Financial resources and physical infrastructure will be managed in an efficient and effective manner.

- Municipal information will be accessible so that it is consistent with legislative requirements.
- Inquiries, concerns and complaints will be responded to in a timely manner.
- Financial, service standards and performance reporting and all other accountability documents will be made available and accessible to increase the opportunity for public scrutiny and involvement in municipal operations.
- Every new delegation of power or authority will have a corresponding accountability mechanism.

D. SUMMARY

Responsibilities:

Town Council and staff are responsible for adhering to the parameters of this policy and for ensuring accountability for their actions and transparency of municipal operations.

Monitoring/Contraventions:

The Chief Administrative Officer (CAO) shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the CAO shall notify:

- In the case of staff, the Department Head/Director responsible for the area
- In the case of a closed meeting, the Clerk and the appointed Meetings Investigator
- In the case of Council, the Head of Council.

Legislative & Administrative Authorities:

Section 270 of the Municipal Act, 2001 as amended by Bill 130 requires that the Town adopt and maintain a policy with respect to ensuring accountability and transparency. This policy meets the requirement of this legislation to promote accountability and transparency.

Enquiries:

Chief Administrative Officer

Town Clerk

Approved by: Council Resolution

Date: December 18, 2007