Corporate Policy

Accountability and Transparency

Approved by Council on: MMMM d, yyyy

Report Number:

Effective: MMMM d, yyyy

Reviewed on: MMMM d, yyyy

Amended: MMMM d, yyyy

Next Review: MMMM d, yyyy

Note:

Purpose:

This policy will outline the manner in which the City of Burlington will try to ensure that it is accountable to the public for its actions and its actions are transparent to the public as outlined in Section 270(1) of the *Municipal Act*. In addition to this policy Burlington Council has also adopted:

a) a Strategic Plan

b) a Records Retention Policy

c) a Procedure By-law; and

d) a Burlington Community Engagement Charter

Definitions:

Accountability – The principle that the City of Burlington will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.

Transparency – The principle that the City of Burlington 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.

DRAFT

Corporate Policy

Policy Statement:

Accountability, transparency and openness are standards of good government that enhance public trust. Burlington Council 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; and
- Delivering high quality services to its citizens; and
- Promoting the efficient use of public resources.

Financial Matters

The municipality will be open, accountable and transparent to its stakeholders in its financial dealings.

Internal Governance

The City of Burlington's administrative practices and policies ensure specific accountability on the part of its employees through initiatives that include:

a) code of conduct

b) individual performance management

c) employment policies

d) health and safety policies and programs.

Public Participation and Information Sharing

The City of Burlington ensures that it is open and accountable to its stakeholders and encourages public awareness of, and participation in, its activities and decision-making processes by providing appropriate notice of when and where meetings of City Council and Standing Committees take place. These meetings will be open to the public except in the limited situations specifically authorized by the *Municipal Act*.

The City of Burlington provides transparency in the conduct of its business as outlined in Procedure By-law 64-2016. The City of Burlington ensures that participation by the public can be meaningful and effective, through timely disclosure of information by various means including print media through City Talk, an update feature in the Burlington Post, social media, and the City's website www.burlington.ca.

DRAFT

Corporate Policy

Wherever possible, the City of Burlington will engage stakeholders throughout the decision-making process which will be open, visible and transparent to the public.

Scope:

The principals of accountability and transparency apply equally to the City of Burlington's political process and decision-making and to its administrative management.

Objectives:

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the City of Burlington adopting measures ensuring, to the best of its ability, that all activities and services are undertaken using processes that are open and accessible to stakeholders.

References:

Municipal Act, Section 270(1).

Roles:

Accountable:

The City Clerk is responsible for the timely review, updating and dissemination of the policy.

Responsible:

Council, through the Burlington Leadership Team are responsible for ensuring the principles of accountability, transparency and openness are upheld.

DRAFT