

**THE CORPORATION OF THE CITY OF WINDSOR**

***POLICY***

Service Area:	<b>Corporate Services</b>	Policy No.:	
Department:	<b>Council Services</b>	Approval Date:	<b>November 8, 2010</b>
Division:	Council/Community Services	Approved By:	<b>CR403/2010</b>
		Effective Date:	<b>November 8, 2010</b>
Subject:	<b>Accountability &amp; Transparency</b>	Procedure Ref.:	
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Prepared By:	Gary Cian/sm		Date:

**1. POLICY**

- 1.1 The City of Windsor acknowledges that it is responsible and committed to providing good government in an accountable and transparent manner by:
  - 1.1.1 Providing public access and participation to ensure the decision making process is open and responsive to the public.
  - 1.1.2 Promoting the efficient and effective use of public resources.
  - 1.1.3 Delivering high quality services to the public.
  - 1.1.4 Providing accessibility and disclosure of public information in compliance with legislation.
  - 1.1.5 Ensuring that all municipal activities and services are conducted with integrity and ethics.
  - 1.1.6 Ensuring performance management and reporting.

Accountability and transparency are standards of good municipal governance e embrace public trust and confidence. Through these measures the City will ensure, to the best of its ability, that all Municipal activities and services are delivered using a process that is open, accessible and responsible to its stakeholders.

**2. PURPOSE**

- 2.1 This policy complies with Section 270 of the Municipal Act, 2001 which 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.
- 2.2 This policy provides guidance for the delivery of municipal activities and services in an accountable and transparent manner in accordance with the Municipal Act.

**3. SCOPE**

- 3.1** The accountability and transparency policy applies equally to elected officials, city employees, committees of council, and agencies, boards and commissions of the city for all municipal activities and services.

**4. RESPONSIBILITY**

- 4.1** The City Clerk or designate shall be responsible for the administration of this policy.
- 4.2** All elected officials, city employees, members of committees of council and members of agencies, boards and commissions are responsible for adhering to this policy and for ensuring accountability and transparency in all of their municipal activities and services.

**5. GOVERNING RULES AND REGULATIONS**

- 5.1** This policy is in accordance with Section 270 of the Municipal Act, 2001.

**5.2** Definitions:

Accountability: The municipality will be responsible to the general public for its decisions, policies, actions or inactions.

Transparency: The municipality's decision making process is open, accessible, understandable, and encourages public participation.

- 5.3** Notwithstanding section 5.2 above, Section 239 of the Municipal Act clearly defines the matters which may be discussed by Council in-camera.

- 5.4** Corporate policies that are interrelated with the guidelines for the delivery of municipal services in an accountable and transparent manner as set out herein include, but are not limited to, the following:

- 5.4.1** Code of Conduct for Members of Council
- 5.4.2** Conflict of Interest Policy
- 5.4.3** Procedure By-law
- 5.4.4** Purchasing By-law
- 5.4.5** Public Notice By-law
- 5.4.6** Appointment of Integrity Commissions
- 5.4.7** Appointment of Meetings Investigator

**6. RECORDS, FORMS AND ATTACHMENTS**

**6.1** Documents generated as a result of this policy will be maintained in accordance with the Corporation's Record Retention By-law subject to any other policy and/or legislation.