

Council Policy



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| Number: | CP-031 |
| Title: | Transparency and Accountability |
| Type: | Corporate Governance |
| Sub-type: | Click or tap here to enter text. |
| Owner: | CAO |
| | Division |
| Approved By: | Council |
| Approval Date: | December 3, 2007 |
| Effective Date: | December 10, 2007 |
| Revised Date: | June 16, 2025 |
| Applicable to: | All Departments and Staff |

1. Legislative or Administrative Authority:

- 1.1. Municipal Act, 2001
- 1.2. At the December 3rd General Purpose and Administration Committee meeting, Report [CLD-042-07](#) was put forward and Committee adopted the Accountability and Transparency Policy passing Resolution #GPA-679-07.

2. Purpose:

- 2.1. The Municipality of Clarington is committed to ensuring that it is accountable to the public for its actions, through responsible and transparent behaviours 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 detail the guiding principles for Municipal service delivery with Section 270 of the *Municipal Act*.

3. Scope:

- 3.1. This policy applies to all employees and elected officials.

4. Directive Requirements:

- 4.1. This policy is premised on the following two guiding principles:
 - 4.1.1. Accountability includes the principle that the Municipality of Clarington is responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.

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- 4.1.2. Transparency includes the principle that the Municipality of Clarington actively encourages and fosters stakeholder participation, clarity and openness in the decision-making processes.

Policy Statement

- 4.2. In support of the Municipality of Clarington's Vision, "Your Choice for a Caring and Vibrant Community" and in support of the Municipality's Mission, "To provide essential infrastructure and quality services to our community stakeholders through leadership, accountability and respect."
- 4.3. The Council of the Municipality acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner by:
 - 4.3.1. Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions,
 - 4.3.2. Delivering high quality services to our citizens, and
 - 4.3.3. Promoting the efficient use of public resources.
- 4.4. 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.

Procedures

- 4.5. The guiding principles of accountability and transparency will be contemplated by staff and Council in their actions, inactions and in any decision-making process.
- 4.6. Staff reports to Committee/Council shall, where applicable, state how the recommendations comply with accountability and transparency principles.
- 4.7. Council shall ensure that policies adopted by Council are consistent with the guiding principles of this Policy.

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4.8. The CAO of the Municipality of Clarington shall ensure that all administrative policies of the Municipality of Clarington comply with the guiding principles of this Policy.

4.9. Staff, in executing their duties and responsibilities shall ensure that they are guided by the Guiding Principles of this Policy. Where Council has delegated any of its duties and authorities to staff, staff shall ensure that the appropriate Council member(s) is/are regularly informed of any unusual or notable issues in a timely manner.

5. Roles and Responsibilities:

5.1. Council is responsible for:

5.1.1. Adopting, reviewing and amending this policy as appropriate.

5.2. Chief Administrative Officer (CAO) is responsible for:

5.2.1. Ensuring compliance with this policy.

5.3. Deputy CAO's / Directors / Managers are responsible for the following within their scope of authority:

5.3.1. Ensuring staff awareness and compliance with this Policy.

5.4. All Staff are responsible for:

5.4.1. Reviewing, understanding and complying with this Policy.

6. Inquiries:

6.1. Office of the CAO: cao@clarington.net

7. Revision History:

| Date | Description of Changes | Approved By |
|---------------|---|-------------|
| June 16, 2025 | Converted Corporate Policy F11 to the new Council Policy format. No changes to policy. | |