
Accountability and Transparency

References:	Municipal Government Act, RSA 2000 MGA s. 170-175 MGA s. 180-181 MGA S. 192-198 MGA s. 217 MGA s. 227 MGA s. 230 MGA s. 270 Freedom of Information and Protection of Privacy Act, RSA 2000 Strathcona County Bylaw – The Meeting Procedures Strathcona County Bylaw – Priorities Committees
Cross-reference:	GOV-001-013 Elected Officials’ Remuneration; GOV-001-026 Elected Officials Business Expense Policy; GOV-001-028 Council Code of Conduct; GOV-001-029 Organizational Roles and Responsibilities; GOV-001-031 Election Campaigns; GOV-002-034 Open Data; GOV-002-025 Public Engagement; FIN-001-007 Investments; FIN-001-010 Financial Reporting; FIN-001-025 Debt Management; FIN-001-024 Financial Reserves.

Policy Statement

The County is committed to the fundamental principles of accountability and transparency. These principles are essential to ensuring effective local government and building public trust.

The County acknowledges its responsibility to operate in a transparent and accountable manner and will provide good governance by ensuring:

1. The County is accountable to citizens for the efficient provision and performance of its services.
2. County business is conducted openly, honestly, and with integrity.
3. Council decision-making is open and transparent.
4. Transparency and openness are balanced with financial, legal, legislative and privacy constraints and obligations.
5. Effective policies, procedures, and practices are developed to support and enhance accountability and transparency.
6. Public access and participation are made paramount to ensure that decision making addresses citizens’ needs.

Purpose

The purpose of this policy is to define the manner in which Council and Strathcona County will ensure that they are transparent and accountable to the public for their actions.

Definitions

Accountability – The principle that Strathcona County is responsible to the public for decisions and actions.

Transparency – The principle that Strathcona County provides access to understandable information, has an open and clear decision-making process, and actively encourages public participation in its decision making processes to enhance public trust.

Guidelines

Transparency and Accountability Mechanisms and Practices

Transparency is the foundation of accountability. Strathcona County abides by policies, procedures, and practices aimed at ensuring and enhancing accountability and transparency. A number of these policies, procedures, and practices are highlighted in the various sections that follow.

1. Councillor Expectations and Responsibilities

Strathcona County's Council believes that citizens are entitled to fair, ethical, and accountable local government and expect the highest standards of conduct from locally elected officials.

- In accordance with policy *GOV-001-028 Councillor Code of Conduct (or any replacement Code of Conduct)*, the Mayor and Councillors will exercise their powers, duties and functions in accordance with the values, rules, and guidelines provided in the Councillor Code of Conduct.
- In accordance with policy *GOV-001-029 Organizational Roles and Responsibilities*, the Mayor and Councillors will fulfill their government functions and responsibilities.
- In accordance with policy *GOV-001-033 Council Communications*, Council will seek to inform its residents, businesses and visitors by engaging in a proactive communications program.

2. Reporting of Councillor Expenses

Public disclosure of Elected Officials' business expenses enhances accountability and transparency. *GOV-001-026 Elected Officials Business Expense Policy* provides clarity in determining what elected official expenses will be covered by the municipality and what expenses are considered to be personal expenses.

Providing routine disclosure of information on expenses incurred by County officials enhances public confidence in the oversight of expenses incurred by those in office. For this reason, the Mayor and Councillors provide expense reports on a quarterly basis that highlight spending. The reports organize expenses according to four main categories and are published on Strathcona County's public website.

3. Reporting of Council Activities

The Elected Officials of Strathcona County commit a substantial amount of time and effort in the performance of their duties and responsibilities. While the full scope of the elected official role is difficult to quantify, the Mayor and Councillors provide summary reports of key activities on at least a quarterly basis. These reports are intended to highlight activities of strategic importance and help citizens understand the range of tasks undertaken by Elected Officials in engaging citizens and advancing Council priorities and initiatives. These reports will be made available on Strathcona County's public website.

As provided in the *Priorities Committee Bylaw*, the Mayor and Councillors may also provide reports for information purposes on recent activities of interest to the Priorities Committee. These reports can be on matters related to a ward or to the municipality as a whole. Further, Councillors also prepare reports on the activities of boards and committees to which they have been appointed by Council at least once per year. These reports will be included as information items in the Priorities Committee agenda packages.

4. Council and Committee Meetings

The County is accountable and transparent to citizens by providing governance in an open manner. The following policies, procedures, and practices reflect ongoing efforts to improve the ease-of-access and transparency of the legislative process to ensure citizens are aware of how decisions are made and implemented.

- All Council and Council Committee meetings are open to the public to attend as required under the *Municipal Government Act*.).
- Council and Council Committees will only close a meeting to the public when permitted by the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy (FOIP) Act*.

- The conduct of Council and Committee meetings will be governed by the Meetings Procedures Bylaw.
- Citizens will be provided with a range of opportunities to participate in Priorities Committee meetings and Council Public Hearings.
- In accordance with policy *GOV-002-013 Corporate Records and Information Management*, webcast recordings of Council and Priorities Committees meetings are made available to the public on the Strathcona County website.

5. Access to Council Records and Decisions

The County is committed to making information easily accessible to citizens. The following policies and practices will enhance citizens' access to Council records and decisions.

- All regularly scheduled Council and Council Committee agendas are posted online on the Strathcona County website for the public to access at least 4 days prior to the meeting date.
- Past Council and Priorities Committee meetings can be accessed by the public on the County's website.
- All reports considered by Council and Priorities Committee are made available to the public at the meeting at which they are being considered as well as on the Strathcona County website except where Council determines that a report or document should be confidential under the Municipal Government Act or the FOIP Act.
- All Council and Priorities Committee minutes are made available to the public once confirmed by Council, except any specific portions that are held confidential under the Municipal Government Act or the FOIP Act.
- Agenda cover pages for closed Council meetings are made public containing as much information as possible on the items for discussion without revealing confidential or personal information.
- All Policies adopted by Council are posted in the Municipal Policy Handbook and made available to the public on the Strathcona County website.

6. Open Data

- The County is committed to following the principles of open data, which are based upon a global standard set by the Sunlight Foundation. In accordance with policy *GOV-002-034 Open Data*, Strathcona County will be open by design, subject to financial, legal, legislative and privacy constraints. This means that whenever possible, Strathcona County will make data available to the public in a machine-readable format which can be freely used, modified, and shared by anyone. By providing open data, the public can access, interpret and create value from the data for the benefit of all members of the County.

- The County is committed to continuing to improve access to data and will continue to expand the number and types of data sets provided.

7. Plain Language

The County has an obligation to communicate effectively and in a way that is easily understood by the intended audience. To achieve this end, the County is committed to using plain language in its communications. Plain language means using a conversational tone, speaking directly to the intended audience, and providing information that helps meet the audience's needs. The County will use its best efforts to ensure that information shared with citizens and stakeholders is clear, concise, and logically organized.

8. Public Engagement

The County recognizes the value that citizens contribute to planning, delivering, and evaluating the County's programs and services. Strathcona County will engage the public throughout its decision making process. This process will be open, visible and transparent, while balancing the need for the decision making process to be efficient and effective. Strathcona County is guided in its public engagement by its *Public Engagement* policy (GOV-002-025) which establishes the foundation for the County's reasons, guidelines and procedures for public engagement.

9. Financial Accountability, Oversight and Reporting

The County is committed to accountability and transparency in financial management. The County provides citizens with comprehensive financial information through the budget and financial reporting processes. The annual Business Planning and Budget package provides information about the cost of providing core municipal services, any increases, decreases or adjustments, and how they align with the strategic plan. The quarterly financial reporting and Annual Report provides financial statements and highlights key accomplishments.

The County implements, reviews, and maintains various financial policies that ensure sound financial governance and accountability:

- In accordance with policy *FIN-001-010 Financial Reporting*, quarterly and annual management reports are provided to Council, through the Priorities Committee, in order to support the stewardship of County resources, effective decision making, and transparent communication to the public.
- In accordance with policy *FIN-001-025 Debt Management*, the County leverages a framework and guiding principles for the management of long-term debt so that new debt is incurred consistently with Strategic Plan direction and goals.

- In accordance with policy *FIN-001-007 Investment Policy*, the County invests public funds in a prudent manner that will provide optimum investment returns with the maximum security while meeting the County's cash flow requirements and conforming to legal requirements which govern the investment of municipal funds.
- In accordance with policy *FIN-001-024 Financial Reserves*, the County follows prudent business practices that enhance financial strength, flexibility, cash flow management, and the ability to achieve Council's vision and Strategic Plan priorities. Reporting on reserves occurs through the quarterly management report.

10. Performance Measurement and Reporting

Strathcona County is accountable to citizens and provides enhanced transparency by using results-oriented tools to measure progress towards service standards, goals, and Council priorities.

Strathcona County is dedicated to producing performance information that measures progress in key areas of responsibility including the delivery of all programs and services.

As part of Strathcona County's ongoing commitment to transparency and accountability, department business plans are reported on bi-annually. Department business plan progress reports include updates on key performance indicators and measures, as well as status updates on initiatives. Department business plan progress reports are used to report back to Council on the progress of the Corporate Business Plan.

Policy Record

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