



**DISCOVER. GROW. BELONG.**

<b>Title: Open Government Policy</b>	<b>Date Approved: April 8, 2025</b>
<b>Policy #: GG 03-2025</b>	<b>Council Resolution #: 91-25</b>
<b>Department: Human Resources</b>	<b>Revision:</b>
<b>Rescinds:</b>	<b>Review Date:</b>

## **Purpose**

The Town of Carberry is committed to open, transparent, and accountable governance. This policy establishes guidelines to enhance public access to municipal information, improve civic engagement, and ensure decision-making processes are open and participatory.

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## **Scope**

This policy applies to all Town of Carberry employees, elected officials, and contractors who manage or disseminate municipal information.

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## **Principles of Open Government**

1. **Transparency:** Municipal operations, decisions, and policies shall be accessible and easy to understand.
  2. **Accountability:** Public officials are responsible for their actions and decisions and must provide justifications when required.
  3. **Participation:** Residents shall have opportunities to engage in the decision-making process.
  4. **Accessibility:** Information shall be available in user-friendly formats and through multiple channels.
  5. **Privacy & Security:** Personal and confidential data shall be protected while ensuring openness.
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## **Open Data & Information Sharing**

1. **Proactive Disclosure:** The Town shall publish information on municipal services, budgets, policies, and council decisions regularly.

2. Open Data Portal: Public data sets shall be made available online in accessible formats, except where restricted by law.
  3. Public Meetings: Council and committee meetings shall be open to the public, with meeting agendas and minutes published in advance.
  4. Freedom of Information Requests: The Town shall comply with applicable legislation governing access to public records.
  5. Use of Digital Tools: The Town will utilize technology, including its website and social media, to improve access to information.
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### **Public Engagement**

1. Community Consultations: The Town shall actively seek input from residents on significant projects and policies.
  2. Public Forums & Surveys: Mechanisms such as town halls, online surveys, and public comment periods shall be used to gather feedback.
  3. Civic Education: Efforts shall be made to educate residents on how local government functions and how they can participate.
  4. Response to Public Inquiries: The Town will provide timely and clear responses to resident concerns and questions.
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### **Roles & Responsibilities**

#### Elected Officials:

- Promote and uphold the principles of open government.
- Ensure decisions are made in an open and transparent manner.

#### Municipal Staff:

- Implement open government initiatives.
- Provide accurate and timely information to the public.

#### Residents:

- Engage with municipal processes and provide input.

- Use open data and resources responsibly.
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### **Compliance & Review**

- This policy shall be reviewed every three years to ensure effectiveness.
- Non-compliance may result in corrective measures or disciplinary action where applicable.

**Adopted by Resolution of Council # at Carberry, Manitoba, this 8<sup>th</sup> day of April, 2025.**

**Acknowledgement**

*I acknowledge that I have received, read, and understand the Open Government policy and/or have had it explained to me. I understand, the liability of the Municipality could extend to me in my role as a Municipal representative.*

*I understand that it is my responsibility as \_\_\_\_\_  
(Role within Municipality)*

*to adhere to all processes and responsibilities contained in this policy and agree to report any conflict of interest as set forth in this policy.*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature of CAO or Person representing the Entity*

\_\_\_\_\_  
*Date*