

		POLICY
SECTION: MUNICIPAL GOVERNMENT	NO: MU-CO-07	
REFERENCE: COUNCIL	Date: March 10, 2025	
		Next Review Date: March 2027

TITLE: ACCOUNTABILITY AND TRANSPARENCY POLICY

1.0 POLICY STATEMENT

The Council of the Corporation of the City of Dryden City of Dryden (“the City”) is committed to the fundamental principles of accountability and transparency as they are key values within the City’s open Government Framework. The City will be guided by the following principles:

- Decision making will be open and transparent.
- Municipal operations will be conducted in an ethical and accountable manner.
- Financial resources and physical infrastructure will be managed in an efficient and effective manner.
- Municipal information will be accessible so that it is consistent with legislative requirements.
- Inquiries, concerns and complaints will be responded to in a timely manner.
- Financial oversight, service standards and performance reporting and all other accountability documents will be made and accessible, in language that the public understands, to increase the opportunity for public scrutiny and involvement in municipal operations.
- Every new delegation of power or authority will have a corresponding accountability mechanism.

2.0 DEFINITIONS

- 2.1 Accountability: The principle that the City is obligated to demonstrate and take responsibility for its actions, decisions and policies and that it is answerable to the public at large.
- 2.2 Transparency: The principle that the City will conduct its business in an accessible, clear and visible manner and that its activities are open to examination by its stakeholders.

3.0 PURPOSE

- 3.1 This policy provides guidance on how the City of Dryden ensures municipal matters are approached in an accountable and transparent manner, with emphasis on openness, ethics, performance outcomes and fiscal responsibility.

4.0 APPLICATION

This Policy applies to all City Employees and members of City Council.

5.0 POLICY REQUIREMENTS

The City's commitment to accountability and transparency ensures sound governance and sustainability by way of various policies, procedures and practices that have been divided into the following categories:

- 5.1 Legislated Requirements: The City of Dryden is accountable and transparent to taxpayers by fulfilling various legislated responsibilities and through disclosure of information. The following are some of the provincial statutes that govern how the City conducts its business in a public, accountable and transparent manner:
- Municipal Act, 2001
 - Municipal Conflict of Interest Act

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- Provincial Offences Act
- Municipal Freedom of Information and Protection of Privacy Act
- Public Sector Salary Disclosure Act, 1996
- Municipal Elections Act
- Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009

5.2 Financial Accountability, oversight and reporting: The City of Dryden is accountable and transparent to taxpayers by identifying the source of City funds and how those funds are used to deliver services. The following policies, procedures, and practices demonstrate the City of Dryden's best practice financial accountability and oversight and reporting mechanisms, including:

- External Auditor and Report
- Annual and Quarterly Financial Statements
- Long Range Financial Plan
- Asset Management Plan
- Financial Information Return
- Procurement Policy
- Fees and Charges by-law
- Budget process and reporting

5.3 Performance measurements and reporting: The City of Dryden is accountable to taxpayers by using various results-oriented tools to measure progress on performance and the achievement of corporate service standards and goals. The City of Dryden is committed to producing performance information that measures how the City is doing in all areas over which it has responsibility, from financial reporting to human resource management to service delivery, including:

- City Strategic Plan and related performance reports
- Quarterly financial reports to Council
- Annual budget
- Performance management and evaluation
- Health & Safety

5.4 Open Government: The City of Dryden is accountable and transparent to taxpayers by providing governance in an open manner through communication, consultation, and collaboration. The following are policies, procedures and practices that ensure the City is transparent in its operations and residents are aware of how decisions are made and carried out:

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- Council Procedure By-law
- Public Distribution of Council Agenda Meeting Documentation
- City's Strategic Plan
- City of Dryden website
- Notice by-law
- Delegation of powers policy/delegation of authority by-law
- Appointment of an Integrity Commissioner

5.5 Internal accountability and ethical standards: The City of Dryden has established policies, procedures and practices that govern internal accountability and ethical standards for the City of Dryden, including:

- Code of Conduct for City employees
- Health and Safety Policies and Procedures
- Employee and Family Assistance Program
- Workplace Harassment Policy and Procedure
- Workplace Violence Policy and Program
- Acceptable Use of Electronic Communications Policy
- Corporate Records Management Policy

5.6 City Council's Accountability Framework: Dryden City Council has furthered its commitment to accountability and transparency through the implementation of various integrity officers and additional policies and practices:

- Statement of Council Remuneration and Expenses
- Appointment of an Integrity Commissioner
- Appointment of a Closed Meeting Investigator
- Adoption of a Code of Conduct for Members of Council

6.0 RESPONSIBILITIES

City employees and members of City Council are responsible for adhering to the parameters of this policy and for ensuring accountability for their actions and transparency of municipal operations.

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7.0 MONITORING/CONTRAVENTIONS

The City Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the City Clerk shall notify:

- In the case of staff, the department Head, the Director of Human Resources and the CAO
- In the case of a closed meeting, the Closed Meeting Investigator
- In the case of Council, the Head of Council

8.0 LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Section 270 of the Municipal Act, 2001 as amended by Bill 130 requires that the City adopt and maintain a policy with respect to ensuring accountability and transparency. The Accountability and Transparency Policy identifies some of the legislation, policies and practices that the City complies with in order to promote accountability and transparency.

History			
Approval Date:	Dec. 17, 2017	Approved by:	Bylaw 3530-2007
Review/Amendment Date:	March 22, 2021	Approved by:	By-law 2021-25
Review/Amendment Date:	March 13, 2023	Approved by:	CAO
Review/Amendment Date:	March 10, 2025	Approved by:	CAO
Review/Amendment Date:		Approved by:	

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