



## Corporate Policy

### Council, Boards and Committees - Audit Committee Representatives/Staff Protocol

Approved by:	Council	on	February 22, 2010
Report No.:	CA-05-10	Effective:	February 22, 2010
Reviewed:	August 14, 2012	Amended:	
Next Review:	December 2014	Note:	

#### Purpose:

This protocol has been developed in order to clarify roles and expectations and to support highly effective working relationships between citizen representatives of the Audit Committee and City staff. It is intended to be reviewed at the beginning of each term of new citizen representatives of the Audit Committee (at least once every four years).

This Protocol augments the existing Council/Staff Protocol, Oath of Office sworn by citizen representative of the Audit Committee, the Code of Conduct for City staff, Council Code of Practice and other related City policies and procedures

#### Policy Statement:

##### Roles

###### Role of Citizen Representative:

- demonstrate commitment to communication and consultation among committee;
- show leadership, relying on knowledge and judgment, and respond based upon areas of expertise;
- maintain confidentiality. Confidential issues will be dealt with in closed session at Committee and Council meetings.

Appointed citizen representatives do not have an administrative managerial role in the day to day business of the organization.



## Corporate Policy

### **City Staff Role:**

- to provide timely reports to Committee outlining factors that will assist in their decision making process, research policy issues as required, provide sufficient information based upon analysis and best professional expertise and judgment. Timely information ensures that Committee members are provided information early enough to allow for review and consultation. Timeliness also ensures that deadlines and commitments requiring adjustment are communicated proactively, rather than after the fact.
- to implement Council's decisions;
- to manage and identify the means for achieving corporate goals and outcomes;
- to provide appropriate follow-up to Committee/Council inquiries, to keep members of Committee/Council up to date and informed, to be open to discussion, and to ask when clarification is needed.

City staff does not have a political role.

### **It is expected that Citizen Representatives of the Audit Committee will:**

- advise the City Auditor, or in her absence the City Manager, of any request to contact, visit or otherwise communicate with staff prior to making the contact except where the contact is related to a specific written report;
- discuss issues with staff report writers and advise staff of questions prior to committee meetings whenever possible;
- request advice from the City Clerk about the appropriate wording of motions, amendments, and formal staff directions in accordance with the Procedural By-law.

### **It is expected that staff will:**



## Corporate Policy

- ensure the Citizen Representative is directed to the appropriate staff or department
- endeavor to provide information and/or documentation to the Citizen Representative, so long as the response to requests (e.g. gathering or preparing of such information) does not significantly detract from current priorities. In such cases, referral is to be made to the appropriate supervisor, manager or director.

### Office Environment

Citizen Representatives of the Audit Committee do not maintain offices within City Hall. Professional courtesy is expected from both staff and citizen representatives such that appointments are required to ensure that both parties are able to meet, be prepared, and are able to give their undivided attention to the content of the meeting.

### Scope:

This policy applies to all City of Burlington staff, council and members of the Audit committee.

### Roles:

#### **Accountable:**

City Auditor is responsible for the timely review, updating and dissemination of the policy in the functional area.

#### **Responsible:**

Audit committee members and staff working with the Audit committee will work to achieve the tasks.