



Skeena-Queen Charlotte Regional District

BOARD POLICY

Title:	Accountability Standards for Regional District Committees and Commissions	
---------------	---	--

1. PURPOSE

The purpose of this policy is to provide clear direction on the need for any Regional District-established committee or commission to maintain a high level of accountability to the Regional District.

2. POLICY

The Regional District is accountable to the public and tax payers and must maintain a high level of accountability and transparency. Its operations must be conducted in an ethical manner that is consistent with legislative requirements.

In order to fulfill these requirements, all committees and commissions established by the Regional District (RD) must be fully accountable to the RD.

3. TERMS / DEFINITIONS

For the purposes of this policy, the following terms and definitions apply:

“Accountability” refers to the principle that the Regional District is obligated to demonstrate and take responsibility for its actions, decisions and policies and that it is answerable to the public at large.

“Committee” means a type of small deliberative assembly that is usually intended to remain subordinate to another larger deliberative assembly. This term refers to all committees, commissions, other committee-like structures established by the Regional District, whether by bylaw, terms of reference or resolution, and organizations receiving funding assistance from the Regional District.

“Funding Assistance” includes a transfer of money, payment on behalf of, or in-kind services from the Regional District.

“Regional District” refers to the Skeena-Queen Charlotte Regional District.

“Regional District Delegate” means the Chief Administrative Officer, Corporate Office or Treasurer of the Skeena-Queen Charlotte Regional District and the deputies to these positions.

“Timely Manner” means reasonably quick and shall be within the time period set by the Regional District Delegate.

“Transparency” refers to the principle that the Regional District will conduct its business in an accessible, clear and visible manner and that its activities are open to examination by its stakeholders.

4. SCOPE

Applies to all committees.

5. RESPONSIBILITY

To aid in ensuring full accountability, the following will apply:

- The Committee shall provide to the Regional District (RD) all agendas and related reports, correspondence or other attachments forming part of the agenda, prior to each meeting held by the Committee.
- When reports, included as part of the agenda, are given verbally, the Committee’s Recording Secretary shall summarize the relevant points included in the verbal report and include that summary as a note in the minutes.
- The Committee shall create and provide to the RD complete minutes of all its meetings in a timely manner, following each meeting.
- The RD shall be copied on all out-going correspondence issued by the Committee or its Chair.
- The Committee shall provide the RD with all correspondence, reports, data, or other relevant information gathered or received in relation to the services undertaken on behalf of the RD or, at the sole discretion of the RD, maintained at the offices of the Committee and made available to the RD upon request.
- The Committee shall provide unfettered access to all financial records. In addition, at the request of the RD Delegate, the Committee shall provide the following, in a timely manner:
 - a. Copies of bank statements;
 - b. Financial Statements, including but not limited to a Statement of Operations (Revenue and Expenses) and a Statement of Financial Position (Balance Sheet). Where the size of the Committee does not warrant them to maintain a full set of financial statements, the RD Delegate may accept other types of statements that are deemed to provide the relevant information;
 - c. Copies of all budgets or financial plans and any supporting documents;
 - d. Copies of invoices, statements, cancelled cheques, or other records of financial transactions;
 - e. Lists of vendors or customers and aged receivable or payable listings;

- f. Account reconciliations;
- g. Payroll records, including timesheets, T-4's, Records of Employment and payroll registers;
- h. Copies of any remittance forms, such as GST, PST and Payroll;
- i. Copies of the General Ledger or bookkeeping system; and
- j. The Committee shall provide to the RD any record or information deemed appropriate by the RD Delegate to determine that the Committee is handling its financial affairs in a responsible manner consistent with the purpose of the Committee and the level of accountability, transparency and ethics maintained by the RD.

6. PROCEDURE

None.

7. REFERENCES

None.

Approval Date:	May 24, 2013	Resolution No.	247-2013
Amended:	March 23, 2015	Resolution No.	189-2015