

**Subject: Update – Accountability, Integrity and Transparency Audit**

**APPROVALS:**

Marcel Ulliac, Chief Administrative Officer

**Administrative Recommendation:**

THAT the update on the Accountability, Integrity, Transparency Audit be accepted as information.

**Summary:**

The Accountability, Integrity, Transparency Audit (AITA) that was conducted by KPMG focused on the following eight (8) specific areas:

- Governance;
- Council Policies;
- Organization Review – Communications and Public Affairs;
- Honorariums;
- Land Acquisitions and Expropriations;
- Travel and Living Expenses;
- Consultants and Contractors; and
- Tenders and Proposals.

**Background:**

Of the eight (8) subject areas focused on, KPMG identified recommendations for each. The area of focus and noted recommendations as well as a current status is summarized in Attachment 1 - KPMG Audit Findings – Progress to Date.

Much of the AIT Audit findings and conclusions with respect to the areas of focus related to deficiencies in policy. Administration retained KPMG's services to assist in the research and development of draft policies based on leading practices. The process of moving those policies through for Council consideration has been ongoing; however we are reaching a point where a good number of those will be tabled with Council for consideration in the very near future.

Once the respective policies have been considered and approved by Council, the intent will be to inform and educate staff on the respective policies and procedures in order to steward to compliance.

The internal municipal audit function will then have a role to play in terms of monitoring, testing and confirming for compliance.

There were also Governance matters that were identified in the AIT Audit, and Council has considered the pursuit of governance training based on a defined terms of reference. An RFP was issued and the one submission received is being reviewed to determine if it meets the evaluation criteria. This matter will be tabled at an upcoming Administration Briefing of Council for review.

In addition, the AIT Audit noted a need for the documentation of Department Mandates. Mandates have been drafted and are being reviewed by the CAO. The intent is that once finalized, the mandates will be shared across the organization to ensure that there is clarity and understanding regarding individual department roles, responsibilities and accountability and that it is clearly understood which departments serve in a support capacity and which ones are service delivery oriented. The mandates, once finalized will be distributed to Council. It is also intended to have the mandates posted on the municipal website so that citizens and customers are better informed of its local government structure and function.

In addition to addressing the deficiencies and short-comings cited in the AIT Audit, Administration will also bring forward a revised CAO Bylaw for Council's consideration. The revised Bylaw will address the authority that is to be delegated to the CAO and the reporting requirements of the CAO to Council. Once the revised CAO Bylaw has been approved, the CAO will issue updated delegate authorities to senior management. The objective of this undertaking is to ensure clarity regarding authority, responsibility and accountability throughout the RMWB Administration.

**Attachment:**

1. KPMG Audit Findings – Progress to Date