

# AOLS Transparency Policy (June 8<sup>th</sup>, 2021)



# Non-Member Specific Items

Statistical Information related to complaints and investigations including their nature and outcomes.

## Recommendation:

- a) *Frequency:* Publish Annually
- b) *Location:* Website (Public), Registrar's Report and OPS Magazine
- c) *Person (s) Responsible:* Complaint's Committee
- d) *Deadline for Review:* November Council Meeting
- e) *Deadline for Publication:* Prior to the following AGM

# Non-Member Specific Items

Financial Summaries.

Recommendation:

- a) *Frequency:* Publish Annually
- b) *Location:* Financial Audited Statements and Website (summary)
- c) *Person (s) Responsible:* ED and Finance Councillor
- d) *Deadline for Review:* February Council Meeting
- e) *Deadline for Publication:* Prior to the following AGM

# Non-Member Specific Items

Publicize Time and Location of Council Meetings.

Recommendation:

- a) *Frequency:* Annually
- b) *Location:* Website (Public) and Insight
- c) *Person (s) Responsible:* ED
- d) *Deadline for Review:* Initial Council Meeting for that year.
- e) *Deadline for Publication:* 1 week after the initial Council meeting for that year.

# Non-Member Specific Items

Publicize Minutes of Council Meetings.

Recommendation:

- a) *Frequency: After each Council Meeting*
- b) *Location: Website (Member's side)*
- c) *Person (s) Responsible: ED/Secretary*
- d) *Deadline for Review: 3 weeks after Council Meeting.*
- e) *Deadline for Publication: 1 week after being approved.*

# Non-Member Specific Items

Publicize Registration Processes.

Recommendation:

- a) *Frequency: Annually*
- b) *Location: Website (Public)*
- c) *Person (s) Responsible: ED/AERC/Registrar*
- d) *Deadline for Review: ?*
- e) *Deadline for Publication: Updated in real time*

# Non-Member Specific Items

General Policy Information.

Recommendation:

- a) *Frequency:* Annually
- b) *Location:* Website (Public)
- c) *Person (s) Responsible:* ED/Registrar
- d) *Deadline for Review:* The following Council meeting
- e) *Deadline for Publication:* 2 weeks within approval

# Member Specific Items

Upcoming Discipline Hearings.

Recommendation:

- a) *Frequency*: For each referral from Council
- b) *Location*: Website (Public) and Insight
- c) *Person (s) Responsible*: Registrar/Discipline Chair
- d) *Deadline for Review*: N/A
- e) *Deadline for Publication*: Minimum 10 days in advance of the hearing.



# Member Specific Items

Publicize Discipline Decisions.

Recommendation:

- a) *Frequency*: After each Discipline Hearing
- b) *Location*: Website (Public) and OPS
- c) *Person (s) Responsible*: Registrar
- d) *Deadline for Review*: N/A
- e) *Deadline for Publication*: 2 weeks after the appeal period has expired.

\*\* Discipline decisions should be hosted on a separate page on the website.

\*\* Discipline decisions should be removed **after 10 years if in accordance with policy adopted by Motion 20-19**

# Member Specific Items

Publicize Member Register.

Recommendation:

- a) *Frequency:* Annually and as needed
- b) *Location:* Website (Public)
- c) *Person (s) Responsible:* Registrar
- d) *Deadline for Review:* N/A
- e) *Deadline for Publication:* Updated in real time

# Member Specific Items

Publicize Legal Proceedings.

Recommendation:

- a) *Frequency: As directed by Council*
- b) *Location: Website (Public)*
- c) *Person (s) Responsible: Council*
- d) *Deadline for Review: As directed by Council*
- e) *Deadline for Publication: As directed by Council*

## Member Specific Items (New Item)

Complaints Decisions provided to the Complaints Committee upon reviewing a prepared file once the investigation is complete, to Council when they are reviewing a referral from the Complaints Committee and to a Discipline Panel after a finding of professional misconduct or incompetence but before any sanction is determined.

### Recommendation:

- a) *Frequency:* per event as noted above
- b) *Location:* to committee/Council members as noted above
- c) *Person (s) Responsible:* Registrar
- d) *Deadline for Review:* As directed by Council
- e) *Deadline for Publication:* N/A