

Board Reports Policy

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Lead Role:	GM	Replaces:	FIN-007
Last Review Date:	N/A	Next Review Date:	2020.09.17

Policy Statement

To provide effective governance and oversight to the Commission, the Commission Board of Directors, as well as the municipal member Councils, in their role as stakeholders, require accurate, timely, clear and well-prepared regular reports on all the Commission's operations, as well as professional and qualified analysis and discussion of emerging issues, trends, risks and opportunities related to the Commission. Accordingly, this Policy provides guidelines regarding the Board's expectations towards receipt of such information.

Guidelines

1. The Board expects the following information and reports to be included in its regular meeting agenda and supporting documentation package (normally held monthly throughout the year).
 - a. A meeting agenda generally prepared as appended to this Policy;
 - b. Draft meeting minutes of the Board's previous regular meeting and any special/emergency meetings held since for review and approval of the Board
 - c. The following Consensus agenda items to be accepted by motion of the Board for information only. Discussion of these items is only at discretion of the Board:
 - i. An update on actions taken resulting from the Board's current Strategic Plan;
 - ii. A Follow-Up Action List (FUAL) detailing the status of all Board motions and other Board direction given by the Board to management with clear action statements and expected completion dates;
 - iii. A financial results statement providing:
 1. An unaudited operating income statement for the reporting period ending in the month previous to the month of the meeting.
 2. An unaudited statement of capital project expenses for the reporting period ending in the month previous to the date of the meeting.
 3. An unaudited statement of financial position as at the end of the month previous to the date of the meeting.
 - iv. A brief management analysis and discussion of the statements presented, including comparison to prior years;

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- v. An Operations Update report regarding operational matters in the month.
- vi. A Communications Update report regarding external communications matters in the month.
- vii. A Human Resources Update report regarding staffing and internal communications matters in the month.
- d. Correspondence addressed directly to the Board or Board chairperson
- e. Board Direction Requests (BDR) and Requests for Decision (RFD)

2. The Board will receive the following Quarterly reports:

- a. Quarterly Financial Report (January, April, August, October) including:
 - i. Unaudited income statement and capital expense statement for the period;
 - ii. Unaudited statement of financial position for the period;
 - iii. Unaudited cash flow statement for the period;
 - iv. Management analysis and discussion of the statements presented, including discussion on variances observed with the year's targets, adjusted year-end forecasts and actions and recommendations for attaining or surpassing targets, as warranted;
 - v. Quarterly progress on corporate Annual Incentive Program metrics.
- b. A Quarterly Operations Report (March, June, September, December) regarding key operational factors including:
 - i. Landfill air space utilization rates;
 - ii. Landfill tonnages received;
 - iii. Occupational health and safety data summaries including any provincial OH & S investigations on-going;
 - iv. Waste collection system updates of note to municipal members;
 - v. Public complaints received;
 - vi. Environmental and municipal development compliance updates, as warranted;
 - vii. Key project completion status with respect to transfer to operations, or upcoming recommended asset disposals;
 - viii. Other operations matters of note;
- c. A Communications Report (February, May, August, November) regarding key external communications including:
 - i. Attendance at community and trade promotion events
 - ii. Update of support given to sponsored groups and other community funding initiatives
 - iii. Communications issued to municipal members and the general public, website updates, presentations to Councils and general public such as open houses;
 - iv. Update on communications-related Strategic Plan initiatives.
- d. A Human Resources Report (February, May, August, November) regarding key staffing and internal communications including:
 - i. New employees, re-assignments, resignations, new job postings;

Each Quarterly Report will be reviewed and discussed with Board and a motion for acceptance as information be considered.

3. The Board will receive the following Annual Reports:

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- a. AIP metrics annual report and recommendation on annual bonus program – February;
- b. Annual auditor’s report and financial results – February;
- c. Annual employee report including report on any alleged harassment or discrimination complaints – February;
- d. Annual occupational health and safety performance report – February;
- e. By-law and policy register of current documents including additions, deletions and changes during the previous year, and proposed policy review schedule for upcoming year – March;
- f. Annual Commission report – May;
- g. Annual environmental compliance report – June;
- h. Annual Community Support Grants report – June; December
- i. Annual insurance claim and risk management report – September;
- j. Annual report from Committees:
 - i. Public Advisory Committee - November
- k. Proposed annual budget and 5 year business plan – November.

Each Annual Report will be reviewed and discussed with the Board, and a motion for acceptance as information, or for approval, as the case may be, be considered.

Roles and Responsibilities, Procedures, Forms and Related Policies

1. The implementation of this Policy will be through the General Manager with support from assigned staff including the Chief Financial Officer, the Vice-President of Operations, the Communications Coordinator and the Board Secretary (GM Executive Assistant).
2. The recommended formats for the preliminary Board meeting agenda, the Request for Decision (RFD) report and the Board Direction Request (BDR) report are appended to this Policy.
3. This Policy replaces Policy FIN-007 Quarterly Financial Reports.
4. Related policy: BRD-004 Communications