

A Policy Regarding Communications to the Municipal Members (Communications)

Date Approved by Board: 2016.05.19 2016.11.17	Resolution No.: 16-052 16-148
Lead Role: GM and Communications Coordinator	Replaces: N/A
Last Review Date: N/A	Next Review Date: 2019.11.17

Policy Statement

Effective accurate, clear, periodic and timely communications to the Commission municipal member Councils is a critical element of collaborative and transparent behaviour between the Board of Directors, supported by management, and the member municipal Councils. Effective communication of Commission goals and objectives, of results achieved and of on-going operations and the progress of strategic plan initiatives, to the members, will foster mutual trust and goodwill. Accordingly, the Commission Board will be able to properly act on its fiduciary responsibilities on behalf of the member Councils.

Guidelines

1. Board documentation packages for its regular and special meetings will be transmitted in the following manner:
 - a. The Board preliminary meeting agenda and supporting documents will be sent by email to Directors (and alternate Directors as required) and municipal member Chief Administrative Officers (CAO's), approximately one business week before the scheduled date of the Board meeting;
 - b. The Board preliminary meeting agenda, without the supporting documents, will be posted to the Commission website approximately one business week before the scheduled date of the Board meeting;
 - c. In the event of an emergency or special meeting of the Board of Directors, the information per Subsection 1. (a) and 1. (b), will be communicated as soon as possible prior to the meeting date;
 - d. Draft minutes of the Board meeting will be emailed to Directors within two business days after the meeting has been held;
 - e. The final Board meeting agenda and supporting documents, with approved additions and deletions, will be forwarded to Directors and municipal member CAO's, and posted on the Commission's website, within three business days after the meeting has been held;
 - f. Approved minutes of the previous Board meeting will be posted on the Commission website, within three business days after the date of the meeting at which the minutes were approved;

2. The dates, times and locations of the Board meetings for the calendar year will be posted on the Commission's website. Board meetings will be open to the general public.

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The calendar schedule for the upcoming year will be posted on the Commission website 1 business week after the last regular meeting of the Board for the previous calendar year, normally being the December meeting.

3. Dates, times and locations of emergency and special meetings of the Board will be posted on the Commission website as soon as possible prior to the meeting.
4. Semi-annual municipal members' reports – in written and in presentation format – will be prepared for each municipal member Council, highlighting key Commission Board matters, new by-laws and policies and changes to current by-laws and policies and on-going operations and financial results, including specific information regarding member waste collection, Commission developments within the member's jurisdictional boundaries and support of community groups.

Semi-annual reporting will be normally scheduled for the months of June and December depending on availability of member Councils.

Specifically:

- a. the June semi-annual report will include submission of the Commission audited financial statement for the previous fiscal year and the auditor's report, the Commission annual report, the environmental compliance report, and an annual update regarding the Commission's progress on its Strategic Plan;
 - b. the December semi-annual report will include submission of the anticipated upcoming annual budget and updated 5 year business plan.
5. The municipal member Councils, and CAO's, will be invited to participate in a workshop review of the Commission's strategic plan, normally held at three year intervals, and be encouraged to provide input into revisions to the Commission's strategic plan.
 6. The municipal member Councils, through their CAO's, will be provided with regular management reports to, and recommendations from, the Board's appointed committees, including the Public Advisory Committee.
 7. The Commission website will host the Commission's public documents including:
 - a. approved Board meeting minutes;
 - b. dates, times and locations of regularly scheduled Board meetings;
 - c. preliminary Board agendas issued prior to scheduled Board meetings;
 - d. approved Board meeting packages;
 - e. meeting dates, times and locations, agendas and meeting packages pertaining to Board committees;
 - f. the current Strategic Plan of the Board;
 - g. the current by-laws and policies of the Board;
 - h. the enabling legislative regulations of the Board;
 - i. municipal member Council agreements with the Commission;
 - j. the current audited financial statements of the Commission;
 - k. the current annual general report of the Commission;
 - l. outstanding purchase tenders of the Commission (link to the Alberta Purchasing

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- Connection website);
- m. other reports and presentations of the Commission that have been presented to the Commission Board as well as the municipal member Councils.

Roles and Responsibilities, Procedures, Forms and Related Policies

1. The implementation of this Policy will be through the General Manager with support from the Communications Coordinator.
2. Related policy: BRD-002 Board Reports