

Mountain View Regional Waste Management Commission Policy

	Policy No: 01-14
Policy Title: ADMINISTRATIVE AND OPERATIONAL REPORTS	Effective Dates: January 29, 2014
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POLICY OBJECTIVE:

1. To ensure that any business that may have significant impact on participating member municipalities is subject to review and approval by the Commission's Board of Directors and to ensure that the Board of Directors is continually informed of the status of the affairs of the Commission.

POLICY STATEMENT:

1. At every regular meeting report detailing the administrative and operational activities of the Commission will be brought forward as directed by the Commission Board, for deliberation by the Board.

BACKGROUND:

1. The Agreement requires the CAO or their designate to be in attendance at each regular meeting of the Board.

RESPONSIBILITIES AND AUTHORITIES:

1. At every regular meeting the Board shall direct the CAO to bring forward a set of reports detailing the activities necessary to the normal operations of the Facilities, including but not limited to:
 - a. CAO report
 - b. Standing Committees Report by Board Committee Member

2. The CAO or designate shall maintain records on a computer system together with appropriate backup and archival copies in accordance with good records management practices and generally accepted accounting principles, showing all its receipts and expenditures relating to the Facilities and shall submit to the Board at its regular meetings a cash receipts and disbursements statement for the preceding months.

3. The CAO or designate shall prepare all agendas for the meetings of the Commission and shall appear at the meetings of the Commission as directed by the Commission for the purpose of reporting on and addressing inquiries and complaints relating to the operation of Facilities.

	DATE:	RESOLUTION
APPROVED	January 29, 2014	#09-14
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