

Mountain View Regional Waste Management Commission Policy

	Policy No: 02-14
Policy Title: ANNUAL REPORT	Effective Dates: February 24, 2014
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POLICY OBJECTIVE:

1. To ensure that the Commission maintains permanent records, in summary form for future years reference, for information to the Commission members and for submission to Alberta Environment to satisfy legislated reporting requirements.

POLICY STATEMENT:

1. An Annual Report shall be prepared by the CAO and submitted as information to each member municipality, each and every year of the existence of the Commission and its Facilities.

BACKGROUND:

1. An Annual Report constituting extracts from the Financial Statements of the Managing Municipality has been submitted annually.

RESPONSIBILITIES AND AUTHORITIES:

1. The CAO shall prepare a comprehensive Annual Report in the format satisfactory to the Commission containing all relevant information pertaining to the yearly operation of the Facilities, including but not limited to:
 - a. Corporate Organizational and Administrative Activities
 - b. Financial Information
 - c. Operator's Report Summary
 - d. Auditor's Report
 - e. Groundwater Monitoring
 - f. Budget

- g. Tonnage Reports
 - h. Charts and Graphs
 - i. Population and Waste Generation History
 - j. New Policies and Amendments
2. The reports shall be completed and circulated to the participating members of the Commission and to Alberta Environment within Ninety (90) Days following the end of each fiscal year of the Commission.

	DATE:	RESOLUTION
APPROVED	February 24, 2014	#29-14
AMENDED	December 21, 2015	#322-15
AMENDED		