

Mountain View Regional Waste Management Commission Policy

	Policy No: 10-14
Policy Title: EXTERNAL COMMUNICATIONS	Effective Dates: January 29, 2014
Rescinds:	Page 1 of 2

POLICY OBJECTIVE:

1. To ensure consistent and effective communication with all external parties who might impact, or be impacted by, the operation of the Commission.

POLICY STATEMENT:

1. Any relationships, business transactions or communications with governmental authorities, outside agencies, individuals, businesses, professional associations, non-profit groups/media or any other entity, which could affect the operations of the Waste Disposal Facilities or the function of the Commission Board, will be brought before the Board for consideration.

BACKGROUND:

1. As has been established in past practice, special circumstances and activities which could have an impact on the operation of the Commission, and which may not be covered specifically in the original agreement shall be brought before the Board for consideration.

RESPONSIBILITIES AND AUTHORITIES:

1. The CAO shall bring any matter that affect the normal operation of the waste disposal facilities to the attention of, and shall make recommendations as to courses of action to be taken by, the Board.
2. Subject to Board approval, the Commission CAO shall undertake appropriate actions in response to external agencies, in matters pertaining to any activities that may have an effect on the normal operations of the Facilities. All requested actions by the Board will be written and noted accordingly for any future follow-up.

Amended December 19, 2016
3. The CAO will provide approved copies of all Bylaws, Policies, Financial Statements and Business Plans to each Member Municipality.

Amended September 26, 2016

4. The Commission CAO shall be the official spokesperson for the Commission for all administrative matters.
5. The Commission Board Chairperson, and Vice-Chairperson in the absence of the Chairperson, shall be the spokesperson for the Commission for all policy matters.

	DATE:	RESOLUTION
APPROVED	January 29, 2014	#11-14
AMENDED	September 26, 2016	#181-16
AMENDED	December 19, 2016	#243-16
AMENDED		