

**Mackenzie Regional
Waste Management Commission
Policy**

TITLE: Administrative and Operational Activities Reports
POLICY NO: 10-05
RESCINDS: N/A

Policy Objective: 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:
At every regular meeting reports 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:
The Agreement requires the Manager or their designate to be in attendance at each regular meeting of the Board.

Responsibilities and Authorities:
At every regular meeting the Board shall direct the Manager to bring forward a set of reports detailing the activities necessary to the normal operations of the Facilities, including but not limited to:

- Manager’s Report
- Budget Report and Financial Statements
- Tonnage Report
- Operators Report – verbal or written as may be required by the Board

The Manager 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.

The Manager 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 NO
Adopted	October 22, 2005	67-05