

Mackenzie Regional Waste Management Commission

TITLE: Annual Report
POLICY NO: 11-05
RESCINDS: N/A

Policy Objective: To ensure that the Commission maintains a permanent records, in summary form for future years reference, for information to the Commission members and for submission to Alberta Environmental Protection to satisfy legislated reporting requirements.

Policy Statement:

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

Background:

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

Responsibilities and Authorities:

The Manager 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:

- Corporate Organizational and Administrative Activities
- Financial Information
- Operator's Report Summary
- Auditor's Report
- Environmental Audit
- Groundwater Monitoring
- Budget
- Tonnage Reports
- Charts and Graphs
- Population and Waste Generation History
- New Policies and Amendments

The reports shall be completed and circulated to the participating members of the Commission and to Alberta Environmental Protection within Ninety (90) Days following the end of each fiscal year of the Commission.

	DATE:	RES. NO.
Approved	October 22, 2005	67-05
Amended		
Amended		