

**2019 Board and Committee Work Plan (Approved - 2018.10.24)**

Item	Q1	Q2	Q3	Q4
Annual Business Plan	S		C	C, A, B
Budget – Planning & Approval	S			A, B
Annual Report (previous year)	B, S			
Year End Financial Statements	A, B, S			
Quarterly Financial Statements	A, B	A, B	A, B	A, B
Auditor's Report (previous year)	A, B, S			
Financial Auditor - Recommend/Approve	A, B, S			
KPIs - Review & Revise Measurement Categories	A	A	A	A, B
Risk Register - Review (& Recommend)	A	A, B	A, (City)	A
Risk Management (procedures & controls) - Review		A		
Outgoing bank transactions over \$100,000 (signed)	A	A	A	A
Strategic Plan - Review		C		
Board Charter - Review			C	
Board/Committees Performance - Review (alternating years)				C, B
Board/CEO Succession & Board Term Review	C			
AHC Policies - Review (amend) - update to strategic plan	C, *A, *D, B			
CP&G TOR - Review (amend as required)			C	
Audit & Accountability TOR - Review (amend as required)			A	
Development Committee TOR – Review (amend as required)			D	
Internal Controls Environment - Review		A		
Disaster Recovery Plan - Review		A		
Records Management Policy & Procedures - Review		A		
CEO Performance Review	B			C
Annual Compensation - Recommend				C, B
Annual Performance & Incentive	C, B			
Unit Inventory Acquisition and Management	D	D	D	D
Project Development & Pipeline	D	D	D	D
C – CP&G Committee • City – City Audit Committee • A – Audit & Accountability Committee • D – Development Committee • B – Board • S – Shareholder (could be Q1 or Q2 in 2019) • (* Policies as assigned to the Committee)				