

## 2020 AHCC Board and Committee Workplan (Approved – 2020.02.21)

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			
Quarterly Financial Statements	A, B	A, B	A, B	A, B
Auditor's Report (previous year)	A, B	S		
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				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

(\* Policies as assigned to the Committee)

A - Audit & Accountability Committee  
B - Board  
C - CP&G Committee  
D - Development Committee  
S - Shareholder  
City - City Audit Committee