

Submission Due 2017 March 20 to Civic Partnership Consultant (please email a **Word** version)

1. **Organization Name:**
2. **Fiscal Year:**
3. **Latest Annual Report available and web address: 2016/17 Fiscal Year**
4. **Current Vision, Mission and Mandate:**

YEAR IN REVIEW

5. **What key results of your organization in 2016 contributed to Council Priorities in The City’s 2015-2018 Action Plan including A prosperous city, A city of inspiring neighbourhoods, or A healthy and green city? [The City of Calgary - Council Priorities](#)**
6. **Using your organization’s existing performance measurement data, please provide selected 2016 performance measures that describe how much you did, how well you did it, and how Calgarians are better off. Please identify through BOLD font, 1-2 measures that are most significant and could be presented in an RBA style chart. **For more information please see the attached Results Based Accountability (RBA) handout.***

	Performance Measure	2014 results	2015 results	2016 results	What story does this measure tell about your work? Why is it meaningful?
How much did you do?					
How well did you do it?					
How are Calgarians better off?					

FINANCES

7. **What resources were leveraged to support operational activities in 2016?**
8. **Do you anticipate any changes to plans and/or budget projections for 2017-2018?**
9. **Please describe the impact, if any, of the economic downturn on your organization’s operations or revenues including any adjustments you have made to your operations.**



LOOKING FORWARD

10. What are your priorities and deliverables for 2017-2018?

UPDATE ON RISK MANAGEMENT AND GOVERNANCE

- 11. What are your organization’s top 3-5 strategic risks? Describe briefly how you are managing these risks.**
- 12. Summarize any activities in 2016 that increased your Board’s knowledge and awareness about industry trends, impact of changing economic conditions, risks faced by the organization, or other information needed to make informed decisions.**
- 13. Will any Board or senior management positions be vacant in 2017? If yes, please describe succession plans that are in place.**
- 14. (a) Mark an “X” by all statements that apply to your organization:**

<p>Our organization uses:</p> <ul style="list-style-type: none"><input type="checkbox"/> Defined term limits for Board members<input type="checkbox"/> A skills and experience matrix to identify gaps on the Board and recruit new board members.<input type="checkbox"/> A structured process for identifying, monitoring and managing risk.<input type="checkbox"/> A Board policy for risk management.<input type="checkbox"/> A risk map, matrix, register or similar tracking tool to assess the risks we face.<input type="checkbox"/> A risk management plan or other tool that is updated at least annually.<input type="checkbox"/> Tools to communicate key risks to the Board at least annually.<input type="checkbox"/> A Board committee delegated with the responsibility for oversight of our organization’s risk management practices.<input type="checkbox"/> A formal crisis management, business continuity, or similar plan to be ready for an emergency situation.
<p>(b) Add any additional comments about your organization’s risk management practices:</p>

CAPITAL AND ASSET MANAGEMENT (for applicable partners)

- 15. Provide a summary of your organization’s 2016 capital development, including specific lifecycle/maintenance projects.**
- 16. What funding was leveraged to support capital activities in 2016?**