2018 Board and Committee Work Plan

Item	Q1	Q2	Q3	Q4
Annual Business Plan	B, S			
Budget – Planning & Approval	S		A	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, 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	C
Board/Committees Performance - Review (alternating years)				C, B
Board/CEO Succession & Board Term Review	C			
1/3 Policy - Review (amend)			C	*A,*D, B
CP&G TOR - Review (amend as required)			C	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 Management	D	D	D	D
Board & Committee Schedule for 2018-19			C, B	

C - CP &G Committee
A - Audit & Accountability Committee
D – Development Committee
B - Board
S – Shareholder (could be Q1 or Q2 in 2019)
City - City Audit Committee

(* Policies as assigned to the Committee)