BC Water and Waste Association
Board Policy

Policy Name: GP-12 Board Planning Cycle and Agenda Control
Policy Type: Governance Process
Date Approved: May 26, 2008
Date Amended: April 5, 2012

1. The Board shall maintain control of its own agenda by developing an annual schedule each year which includes, but is not limited to, scheduled time for:

   1.1 Review of the Ends in a timely fashion which allows the CEO to build a budget.

   1.2 Consultations with selected groups of the ownership, or other methods of gaining ownership input, prior to the review of Ends as in item 1.1 of this policy.

   1.3 Education related to Ends (for example, presentations relating to the external environment, demographic information, exploration of future perspectives which may have implications, and presentations by knowledgeable groups and staff).

   1.4 Monitoring of the Board’s compliance with its Governance Process policies and reviewing the policies themselves.

   1.5 Monitoring compliance by the CEO with Executive Limitations policies and reviewing the policies themselves. Monitoring reports will be provided and read in advance of the Board meeting with adequate time allowed for discussion:

   • if and when policies have not been interpreted properly by the CEO;
   • the reports do not provide evidence or compliance;
   • reports do not provide sufficient information for the Board to make a determination regarding compliance; or,
   • if policy criteria are to be debated.
1.6 Governance education and orientation of new Board members.

2. Based on the outline of the annual schedule, the Board delegates to the President the authority to fill in the details of the meeting content. The detailed agenda shall be prepared jointly by the President and the CEO. Potential agenda items shall be carefully screened to ensure that they relate to the Board’s job description, rather than simply reviewing staff activities. The screening process will consider the following:

- Is this a Board matter (versus a CEO matter)?
- To which policy category does the issue belong?
- What has the Board already said in its policies? (The agenda should reference what has already been decided through policy).

3. Each Board meeting agenda will provide a space for “Consent” items and these items will be handled as expeditiously as possible.

4. Each Board meeting agenda will provide a space for “For Information” items for which discussion is not normally required and which may only be discussed when and if all agenda items requiring decisions and consent have been dealt with.