



Recurring Board Information Items

TO:	Board of Directors
MEETING:	2016-03-23
FROM:	Sylvie Gadoury
DECISION SOUGHT:	Authorize changes to the certain information documents submitted to the Board or its Committees
DATE:	2016-05-02

1. CONTEXT

- Over the years, Management has been asked to produce a variety of information items for presentation to the Board or its Committees.
- SET reviewed the each of the information reports submitted to the Board to assess their continued pertinence and frequency (quarterly, semi-annually, or annually)

2. KEY DECISION ELEMENTS

1. Authorize changes to the recurring Board information reports presented to the Board or its Committees as recommended (see Appendix)

3. KEY BENEFITS, IMPACTS & RISKS

- A more streamlined approach to information presented to the Board or its Committees will help Directors focus their attention on important matters and optimize Management's reporting efforts
- The Elimination of operational or redundant report will reduce the volume of documents that Directors need to read for meetings and reduce Management's reporting efforts

4. RESOLUTION

That the Corporate Secretary be authorized to amend the Terms of Reference of the Board and of its Committees to reflect the recommended changes to the Recurring Board Information Items (See Appendix).

APPENDIX

RECOMMENDATIONS RE: RECURRING BOARD INFORMATION ITEMS

LEGEND:

Purpose: Info = Information O = Oversight

Frequency: A = Annual Q = Quarterly Q* = Quarterly if there are matters to report

Committees: A = Audit B = Broadcasting H = Human Resources & Governance I = Infrastructure
C = Communications & Stakeholder Relations S = Strategic Planning
B* = Board if committee is not meeting

RECURRING INFORMATION ITEM	Purpose	Frequency	@Board	@Committee	COMMENTS	RECOMMENDED CHANGE
CFO Report	I	Q		A	Recaps key information that needs to be brought to Directors' attention	Nil
Budgetary Management Report	O	Q	X	A	These three reports were previously incorporated into a single document. Except for the first few summary pages, Audit members rarely refer or have questions on these reports.	<ul style="list-style-type: none"> Amalgamate the three reports into a single report Present the report to the Audit Committee only
Budgetary Management Capital Report	O	Q	X	A		
Cash Forecast	O	Q	X	A		
Risk Management Dashboard	O	Q	X	A	Directors noted that the Dashboard meets their info needs. The full report has therefore become redundant from a Board perspective, especially since it tracks every minute textual change.	<ul style="list-style-type: none"> Present the Risk Management Report to the Audit Committee semi-annually (June and November)
Risk Management Report	O	Q	X	A		
Projected Risks & Mitigation Plans	O	A	X	A		
Contracts over \$5 million Report	O	Q*		A	Previously a report was produced regardless of whether there was anything to report or not. When there are matters to report, often it's only a line or two of text.	<ul style="list-style-type: none"> Include the information in the CFO Report (rather than presenting separate reports)
Procurement Exemptions Report	O	Q*		A		
Other Services provided by the Internal Auditors	O	Q* & A		A		
Litigation & Contingencies Report	O	Q		A	Litigation files don't change significantly from quarter to quarter. As well, significant events that affect risks or contingencies are captured in the Risk Dashboard or the Accounting and Controls Report as appropriate.	<ul style="list-style-type: none"> Present the report semi-annually (June and November)

RECURRING INFORMATION ITEM	Purpose	Frequency	@Board	@Committee	COMMENTS	RECOMMENDED CHANGE
Reduction Plan Progress Report	I	Q		A	Most of the milestones are spread-out over long periods of time	Present the report semi-annually (June and November)
Insurance Coverage Report	I	A		A	Provides assurance that insurance coverage is sufficient.	<ul style="list-style-type: none"> Discontinue the report Include in the CFO Report any significant changes to the insurance coverage as appropriate
Pension Plan Report	I	A		A	Provides an opportunity for Audit members to meet with Pension Plan leadership	Nil
Subsidiaries and Associates Report	I	A		A	Provides an annual recap.	Nil
Law Department Report	I	A		A	The Law Department is the only Component that reports on its activities.	<ul style="list-style-type: none"> Discontinue the report
OAG Attest Audit Report	I	Q		A	Standard reporting by the external auditors	Nil
Internal Audit Report	O	Q		A	Standard reporting by the internal auditors. Directors are satisfied with level of detail.	Nil
Environmental Scan	I	A	X		The Board had agreed to a full presentation every 3 years and annual updates (as an info item) in between.	Nil
Budget Assumptions Overview	O	A		A	Directors noted that the document meets their information needs.	Nil
Compliance with Code of Conduct and Officers' expenses, benefits and use of assets	I	A		A	Since any non-compliance is reported in a timely manner to the Audit Committee, these reports are redundant	<ul style="list-style-type: none"> Discontinue the reports
Compliance with the Code of Conduct and Conflict of Interest Guidelines	I	A		H		
Health, Safety and Environmental Report	O	A		H	Directors have explicit statutory oversight responsibility with respect to this matter	Nil

RECURRING INFORMATION ITEM	Purpose	Frequency	@Board	@Committee	COMMENTS	RECOMMENDED CHANGE
Report on Disclosure Activities (Whistleblowing)	I	A		A	The Corporation is required to file various compliance reports with government departments or agencies. The practice has been to provide the Board with a copy or a summary of those reports. Their usefulness from a Board governance perspective is questionable given the timing of their presentation (often considerably after the report has been officially filed) and the very operational nature of their contents.	<ul style="list-style-type: none"> Email to Directors links to published reports or copies of reports when they are available (rather than having them as meeting agenda items)
Implementation of the Access to Information Act	I	A	X			
Implementation of the Privacy Act	I	A	X			
Employment Equity Report	I	A		H		
Report on the Operations of the Multiculturalism Act	I	A		H		
Report on the Implementation of the Official Languages Act	I	A		H		
Annual Report to the CRTC	I	A		B		
Industrial Relations Report	I	Q	B*	H	Changes from quarter to quarter are seldom significant. As well, significant developments that affect risks are captured in the Risk Dashboard.	<ul style="list-style-type: none"> Present the report semi-annually (June and November)
Workforce Distribution Report	I	Q	B*	H	Directors requested this report. However, except during extensive workforce adjustments, changes from quarter to quarter are seldom significant.	<ul style="list-style-type: none"> Present the report semi-annually (June and November)
Disability Management and Wellness Report	I	A		H	Directors have been interested in this matter.	Nil
Governance & Oversight Activities Report	I	A		H	While the report summarizes the Board's work, it is neither necessary nor required.	<ul style="list-style-type: none"> Discontinue the report
Policy Status Reports	O	A		X	The committees' Terms of Reference specify that Management report annually on policies reviewed or amended during the year to the appropriate committees. However, since the Terms of Reference also require that changes to "significant" policies be reviewed and approved by the appropriate committee, a report on the remaining operational policies has little governance value.	<ul style="list-style-type: none"> Discontinue the reports