



## TABLE OF CONTENTS

1. POLICY STATEMENT .....	2
2. PURPOSE OF ABC REPORTING POLICY .....	2
3. TIMELINES AND REPORTING STRUCTURE .....	2
4. REPORTING TEMPLATE .....	2
5. ABC POLICY REVIEW .....	3
6. ROLES AND RESPONSIBILITIES .....	3
7. APPENDICES .....	3

**1. POLICY STATEMENT**

- 1.1 This Agencies, Boards, and Commissions (ABC) policy sets out a standardized reporting template and guidelines to assist with reporting to the City of Saint John.
- 1.2 The City of Saint John (City) established this policy to address an opportunity of communication and to build upon the mutual understanding between ABCs and the City to promote transparency. Additional reporting may be requested for ABCs that fall outside of the reporting criteria within the standard operating procedures.
- 1.3 Key Performance Indicators, Financial Results, Growth, and Operations will be among the standard reporting requirements.

**2. PURPOSE OF AGENCY, BOARDS, AND COMMISSION REPORTING**

- 2.1 Provide a standard reporting template, requirements, and consistent timeline for each ABC receiving municipal funding.
- 2.2 Allow Finance Committee, Growth Committee, and /or Public Safety Committee to review reporting prior to submission to Council consent agenda.
- 2.3 Demonstrate taxpayer value for money and performance of public benefits of all ABCs to which is supported through municipal funding and to which the City supports.

**3. TIMELINES AND REPORTING STRUCTURE**

- 3.1 All reporting requirements and documentation is outlined in the Standard Operating Procedure and compliance is required.
- 3.2 Any ABC that does not receive funding from the City of Saint John is not subject to the requirements of the Standard Operating Procedure or this policy.
- 3.3 This policy does not exempt Council or its standing Committees from requesting additional information.

**4. STANDARD REPORTING TEMPLATE**

- 4.1 The reporting template is a standardized form and must not be altered.
- 4.2 Template focuses on three key performance business indicators; Growth, Financial, and Operations.

4.3 Chief of Staff will deem if report is filed in entirety and either rejected for resubmission or approved to go to respective Committee.

**5. ABC POLICY REVIEW**

5.1 The ABC Policy shall be reviewed no later than every 5 years or as required and the Grant or ABC Matrix updated yearly.

**6. ROLES AND RESPONSIBILITIES**

6.1 Agency, Board, and Commissions shall:

6.1.1 Complete all reporting requirements and supply documents to Common Clerk.

6.2 Common Council shall:

6.2.1 Approve the ABC Policy and any amendments to the policy.

6.3 The Finance Committee, Growth Committee, and / or Public Safety Committee shall:

6.3.1 Review the reporting templates to ensure alignment with City's Financial Policies and City's Long Term Financial Plan.

6.4 The Chief of Staff shall:

6.4.1 Review the policy every five years or as required and submit required changes to the Finance Committee for recommendation to Common Council for consideration and approval.

6.4.2 Ensure compliance and mandatory requirements contained in this policy and standard operating procedure are met, which could include internal audit review of policy compliance.

**7. APPENDICES**

Appendix A: Standard Operating Procedure

Appendix B: Standard Reporting Template

Appendix C: Grant or ABC Matrix