

Information and counsel to the Commission shall have no significant gaps in timeliness, completeness or accuracy and, the CEO shall not permit the Commission to be uninformed.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Fail to make available to the Commission adequate information to support informed Commission choices, including relevant environmental scanning data, a representative range of staff and external points of view, significant issues or changes within the external environment which may have a bearing on any existing Commission policies, along with alternative choices and their respective implications.
2. Neglect to submit monitoring data required by the Commission in a timely, accurate and understandable fashion, including explicit CEO interpretations and evidence of compliance with the Commission policies being monitored.
3. Let the Commission be unaware of relevant trends, anticipated or potential adverse media coverage, actual or anticipated legal actions, material external and internal changes, or publicly visible external and internal changes or events.
4. Fail to inform the Commission Chair and/or Vice Chair on significant issues arising between regularly scheduled Commission meetings.
5. Fail to advise the Commission when, in the CEO's opinion, the Commission or an individual Commission member is not in compliance with an existing Governance Process or Commission-CEO Relationship policy.

6. Present information in an untimely, inaccurate or incomplete manner, or in a form that does not clearly differentiate among monitoring, decision-making, and general background information.
7. Fail to provide a mechanism for official Commission, officer or committee communications.
8. Fail to deal with the Commission as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Commission.
9. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Commission.

Approved: \_\_\_\_\_

Date: 16/10/19

Reviewed: \_\_\_\_\_

Date: \_\_\_\_\_