

SCHEDULE “G” – CORPORATE PLANNING AND REPORTING

The Technical Standards and Safety Authority’s (the Corporation) planning and reporting documents are essential communications vehicles for demonstrating responsible stewardship of regulatory authority towards the achievement of public safety. As such, the Corporation will strive to continuously improve and strengthen linkages between strategic planning, business planning, operational planning and reporting.

Recognizing that these documents have a broad audience that includes government, industry stakeholders and the public, the Corporation will use plain language so that the objectives and performance of the Corporation are clear and easy for the average reader to understand.

Each of Corporation’s planning and reporting documents will support the accountability framework as laid out in the memorandum of understanding (MOU) between the Minister and the Corporation.

In addition to any requirements specified directly in the MOU, the Corporation’s planning and reporting documents shall include the following information, but not be limited to these requirements.

1. STRATEGIC PLAN REQUIREMENTS

The Corporation drafts a strategic plan based on a minimum 3 year cycle that identifies its key objectives, which are linked to its statutory mandate, vision and mission, and the performance outcomes associated with those objectives as demonstrated in the Corporation’s Balanced Scorecard to guide its resources and efforts.

Corporate Profile

A general overview of the Corporation, including its statutory obligations and mandate, its mission, vision and values. It will also describe the nature and scope of the relationship between the Corporation and the government and Ministry of Consumer Services.

Strategic Planning Overview

An explanation of the connection/linkages between the strategic plan, business plan and annual report.

Strategic Planning Context

Highlight key economic, industry, and operational factors that present the Corporation with challenges and/or opportunities in its strategic planning.

Objectives

The Corporation will make clear its objectives, for the planning period, and will list the following as it pertains to the target performance outcome:

- Objectives / Priorities (*a key goal or outcome the Corporation proposes to achieve*); and
- Strategies (*that will be employed to achieve the objective*).

In addition, quantifiable / measurable targets will be set for each year of the planning period. The plan will detail how these targets will be measured.

Measures should demonstrate the Corporation's effectiveness (in terms of both safety outcomes and organizational effectiveness), efficiency and level of customer value/satisfaction. These measures will be based on a stable set of performance metrics that will reflect all regulated sectors and enable a year to year comparison. Where a year to year comparison is not possible because of a change in performance metrics, the Corporation shall provide sufficient information to enable a comparison. The Corporation shall also include a reference that information on performance reporting, including compliance and safety outcomes, is provided on the Corporation's website.

Statement of Operations

The Statement of Operations will contain information on the company's financial state, including statements on revenue and expenses, etc. The purpose of including a Statement of Operations in the Strategic Plan is to establish a picture of the Corporation's current financial health and enable a comparison between the current state of the Corporation's finances and the planned revenue and expenses projections.

2. BUSINESS PLAN REQUIREMENTS

The Corporation drafts a business plan annually that identifies a coordinated set of activities for carrying out the objectives delineated in the strategic plan. The business plan, however, goes into greater detail than the strategic plan and states the specific activities that will be undertaken in the fiscal year as well as assesses the sufficiency of resources to achieve the Corporation's strategic objectives and successful delivery of safety services. The business plan shall include the following information, but not be limited to these requirements.

Corporate Overview

A general overview of the Corporation, including its statutory obligations and mandate, its mission, vision and values. It will also describe the Corporation's structure, services, regulated sectors/industries and a description of the nature and scope of the relationship between the Corporation and the government and Ministry of Consumer Services.

Business Planning Overview

An explanation of the connection/linkages between the business plan, strategic plan and annual report.

Objectives

The Corporation will make clear its objectives, for the planning period, in this section and will list the following as it pertains to the target performance outcome:

- Objectives / Priorities (*a key goal or outcome the Corporation proposes to achieve*);
- Strategies (*that will be employed to achieve the objective*); and
- Activities (*that will support the execution of the strategy and achievement of the objective*)

In addition, quantifiable/measurable targets will be set for the fiscal year. The plan will detail how these targets will be measured.

Measures should demonstrate the Corporation's effectiveness (in terms of both safety outcomes and organizational effectiveness), efficiency and level of customer value/satisfaction. These measures will be based on a stable set of performance metrics that will reflect all regulated sectors and enable a year to year comparison. Where a year to year comparison is not possible because of a change in performance metrics, the Corporation shall provide sufficient information to enable a comparison. The Corporation shall also include a reference that information on performance reporting, including compliance and safety outcomes, is provided on the Corporation's website.

The Corporation shall also note that the following are available on the Corporation's website:

- information on the Corporation's industry and consumer advisory councils; and
- information on performance reporting, including compliance and safety outcomes.

Resources Needed To Meet Objectives

Assess the adequacy of resources required by the Corporation to meet its objectives over the planning horizon. The section should link with the sections providing details on financial resources and human resources.

Financial Resources and Revenue Requirements

Anticipated revenues (derived from regulatory and non-regulatory business) and planned expenditures for the fiscal year.

3. ANNUAL REPORT REQUIREMENTS

The Corporation reports annually on its performance. The following items will be included in the Corporation's annual report. An explanation of the item is given for clarity where necessary. The annual report shall include the following information, but not be limited to these requirements.

Organization Overview

- Introduction
- Vision, Mission, Values
- Overview of the Organization
- Message From The Chair
- Message From The President And The CEO

Report On Performance

The Corporation shall report on how successful it has been at meeting its target performance outcomes for the planning/reporting period as set out in the business plan. The Corporation shall indicate if the target has been met. If the target has not been met the Corporation will explain why achievement was not possible in that fiscal year.

Corporate Governance

The Corporation shall provide a summary on how it is governed. It will also provide the following information, which may alternatively be posted on its web site.

- Role Of The Board
- Election/Appointment Process
- Basic Qualifications
- Committees of the Board
- Code Of Conduct For Directors
- Board Of Directors (*including biographies*)
- Directors Retiring within the next five years
- Officers (*including biographies*)
- Organizational Chart

Management's Discussion and Analysis

A discussion and analysis intended to assist with an understanding of the material financial changes in the Corporation's operations over the past fiscal year, to be read along with the financial statements and accompanying notes. This discussion shall include a breakdown of regulatory and non-regulatory business.

Financial Statements and Notes

- Auditors' Report
- Statement Of Financial Position
- Statement Of Operations
- Statement Of Changes In Net Assets
- Statement Of Cash Flows
- Notes To The Financial Statements

As originally signed by George Irwin
Chair of the Board
Technical Standards and Safety Authority

April 27, 2010
Date

As originally signed by Sophia Aggelonitis
The Honourable Minister Sophia Aggelonitis
Ministry of Consumer Services

April 28, 2010
Date