



REPORT FOR ACTION

Finance & Administration Policies

Date: April 17, 2019

To: Policies and Priorities Committee and the Board of Directors of TO Live

From: Vice President of Finance and Administration

SUMMARY

The purpose of this report is to present the following finance and administration policies to the Board for approval:

Policy 303 – Purchasing Policies and Procedures

Policy 313 – Procurement Policy

Policy 310 – Records Retention

Policy 321 – Facility Fee Reserve Fund

Policy 315 – Donations Policy

Policy 219 – Disclosure of Wrongdoing and Reprisal Protection Policy

RECOMMENDATIONS

The Vice President of Finance and Administration recommends that the Board of Directors of TO Live:

1. Approve the following policies:
 - a. 303 Purchase Order Process;
 - b. 313 Procurement Policy;
 - c. 310 Records Retention;
 - d. 321 Facility Fee Reserve Fund; and
 - e. 219 Disclosure of Wrongdoing and Reprisal Protection Policy
2. Receive Policy 315 Donations for information.
3. Recommend that City Council approve TO Live Policies 310 Records Retention and 321 Facility Fee Reserve Fund.

FINANCIAL IMPACT

There is no financial impact other than those outlined in the report.

DECISION HISTORY

The Board of Directors of Civic Theatres Toronto (now TO Live) approved Financial Policies at its board meeting on November 30, 2017.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.CT23.3>

COMMENTS

This report presents the following policies:

1. Policy 303 Purchase Order Process (Attachment 1): Management has updated this policy to be more in line with operating procedures. The policy has been modified so that threshold levels have been changed, clarifying signing authority at each level. This was previously approved on November 30, 2017.
2. Policy 313 Procurement (Attachment 2): Working with the City staff, Management has finalized its procurement policy. This is a new policy for approval.
3. Policy 310 Records Retention (Attachment 3): Working with the City, Management has finalized its retention policy. This is a new policy.
4. Policy 321 Facility Fee Reserve Fund - "FFRF" (Attachment 4): Management has modified the policy to allow flexibility in handling and allocating naming rights revenue. This is a new policy and needs Council approval.
5. Policy 315 Donations (Attachment 5): For the Board's information, the City policy titled *Donations to the City of Toronto For Community Benefits Policy* applies to all City agencies including TO Live. Management acknowledges the requirement to follow this City Policy on Donations.
6. Policy 219 Disclosure of Wrongdoing (Attachment 6): Management acknowledges that as part of the Toronto Public Service By-Law there is a requirement for TO Live to adopt a policy on disclosure of wrongdoing and reprisal protection. This policy is based on a template provided by the City.

CONTACT

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SIGNATURE

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ATTACHMENTS

Attachment 1 - Policy 303 Purchase Order Process Policy
Attachment 2 - Policy 313 Procurement Policy
Attachment 3 - Policy 310 Records Retention Policy
Attachment 4 - Policy 321 Facility Fee Reserve Fund Policy
Attachment 5 - Policy 315 Donations Policy
Attachment 6 - Policy 219 Disclosure of Wrongdoing and Reprisal Protection