ZB3.1

STAFF REPORT

To: Board of Management

From: Director – Finance & Computer Services

Subject: **FINANCIAL AUTHORITIES BY-LAW – PROPOSED REVISIONS**

Date: 2019-03-31

SUMMARY:

This report will outline the proposed amendments to the Financial Authorities Bylaw 2-2010 recommended for the approval of the Board of Management.

RECOMMENDATIONS:

It is recommended that the Financial Authorities By-law No. 2-2019 (Appendix I) be approved by the Board of Management.

DECISION HISTORY:

The Board's current Financial Authorities By-law, By-law 2-2010 (Appendix II), was enacted by the Board on 2010-11-25.

At its meeting of 2011-04-12, City Council adopted Report EX4.6 from the City Manager entitled "Managing through Agencies and Corporations", recommending that City Council approve the board by-laws of all agencies that regulate the internal conduct of the business and affairs of the agency.
http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2011.EX4.6

COMMENTS:

Toronto Zoo staff, in consultation with the Board Solicitor, have undertaken a review over the past few months of the Board's Financial Authorities By-law, with the following objectives:

1. Updating the Financial Authorities to be consistent with recent changes in the organizational structure.
2. Ensuring sections are consistent with the financial authorities by-law of other City of Toronto agencies and boards;
3. Ensuring that the by-law provides reasonable authority levels for the Chief Executive Officer to appropriately conduct Zoo business;
4. Enhancing clarity and understanding of the by-law and related practices for the Board, staff and public;

5. Continuing to support high quality public administration practices and informed decision making by the Board of Management of the Toronto Zoo.

Zoo staff reviewed and considered the financial by-laws of other City agencies including the Toronto Public Library Board and the Board of Governors of Exhibition Place.

Amendments:

The following summarizes the main amendments proposed for the current Financial Authorities By-law:

- Clarification of definition of the Senior Financial Officer;
- Revised authority for the Chief Executive Officer related to:
  - Expenditure commitments;
  - Authorization limit on additional expenditures.
  - Requests for Proposals;
  - Consultant Agreements;
  - Contracts and Tenders;
  - Emergency Purchases;
  - Reallocation of approved Budget funds;

- Animal Transactions – revised approval limits for the Chief Executive Officer and the Animal Transaction Committee;

The amended Financial Authorities By-law is consistent with and similar to the financial by-laws of other City agencies. For your information, a more in-depth summary of the changes are included (Appendix III).

Implementation:

The revised By-Law was submitted for review and approval by the Policy & Finance Committee. The By-law report was then placed on the Board agenda for review and approval. This will provide the required time to post the By-law for public comment, which must be at least five days in advance of the release of the regular Board of Management agenda, in accordance with City procedures.

Once the Board has approved the By-law will be submitted to City Council for approval.

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List of Attachments:

1. Appendix I – Draft Financial Authorities By-law 2-2019
2. Appendix II - By-law 2-2010 (Current Financial Authorities By-law)
3. Appendix III – Summary of Amendments