ZB5.7

STAFF REPORT

To: Board of Management

From: Chief Executive Officer

Subject: **BOARD COMMITTEE PARTICIPANTS**

Date: 2019-07-11

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## SUMMARY:

This report is intended to update the Board of Management on current participants on Toronto Zoo committees and select additional members.

## RECOMMENDATION:

**It is recommended that additional Board of Management members are added to the Finance, Animal Acquisition and Information Technology Committees.**

## COMMENTS:

The Toronto Zoo Board of Management may appoint committees to support the Toronto Zoo staff in key governance and strategic items. The committees may make recommendations to the Board of Management and any decisions and/or recommendations made by the committees are not binding unless approved by the full Board. We seek members for the following Committees:

Policy and Finance Committee
This is a standing committee of the Board of Management. We seek a minimum of two Board members to join Finance Committee Chair, Matthew Cole, on this committee to support the development of the governance policy, the annual budget and to review the findings from the audit process. This Committee requires a minimum of one more member.

Current Member(s): Matthew Cole

Animal Acquisition
Animal Transactions are currently governed by the Toronto Zoo financial authorities by-law No. 2-2019, which specifies that:

(a) Animal transactions for cash or trade for less than $30,000, (including shipping charges and currency exchange), shall be approved by the CEO.
(b) Animal transactions of $30,000 to $ $100,000 (including shipping charges and currency exchange), shall be approved by the Animal Transaction Committee.
(c) Animal transactions of greater than $100,000 (including shipping charges and currency exchange) shall receive prior approval of the Board upon recommendation of the Zoo's Animal Transaction Committee.

This standing committee of the board requires 5 members that will meet as needed in order to:

a) Review of curatorial recommendations to acquire or dispose of animals, when those transactions will add a new species to the collection; eliminate a species from the collection; or will exceed established expenditure limits.
b) Ensure compliance with the Zoo's animal acquisition/ disposition procedures as set out in the "Responsible Population Management: Acquisitions, Transfers and Transitions" policy (A&P-001).
c) Review periodically the Zoo's animal acquisition/disposition policies and procedures in relation to industry standards and, in particular, the guidelines of the Association of Zoos and Aquariums and the Canada's Accredited Zoos and Aquariums.

This committee requires two additional members from the Board of Management.

Current Members: Jonathan Tsao, Paul Yeung, Vanessa Choy

Strategic Planning

This ad-hoc committee is being established to have additional Board of Management participation in the Strategic Planning process in partnership with senior Zoo staff. Committee members will participate in interviews, design exercises and public consultation in order to ensure the strategic plan recommendations are appropriate and supported by the community. This committee will include board and Zoo staff and cease meeting upon successful adoption of the updated Strategic Plan by Toronto City Council.

Current Members: Cynthia Holmes, Jennifer McKelvie, Brittany Misurec, Claudia Brabazon, Rebecca Pang

Information Technology Committee.

The primary role of the Technology Sub-Committee of the Board is to understand the current state of the Zoo's technology infrastructure and, in collaboration with industry experts appointed to the committee, provide input to the development of the Toronto Zoo's information technology (IT) plan. This plan will respond to the challenge of modernizing zoo operations and ensure the organization delivers the digital services and experiences that our guests and employees require and have come to expect.

The new IT Plan will address aging systems deployed during amalgamation that are quickly reaching their "end-of-life" and recognize that the Zoo's fleet of servers, desktop/laptop computers, network infrastructure and telephone system must be modernized to support the Zoo's business transformation initiatives.

Examples of several key IT investment requirements for the Zoo include modernization of the Network, VoIP, Wi-Fi, and development of a mobile App. At the same time, the IT team at the Zoo also needs to address the impact of increasing regulatory compliance and risk management on the service improvements and efficiencies being implemented.

The timeframe for involvement of the sub-committee in this project will be July, 2019 until Fall of 2019. We would like to have a minimum of two members from the Board of Management.

Current Member(s): Cynthia Lai

Dolf DeJong
Chief Executive Officer