



TAF Board 2023 Workplan

Item	Responsibility	January	February	March	April	May	June	July	August	September	October	November	December	As Required
0.0 Scheduled Board Meeting Dates			10		27			14				21		
1.0 Strategic and Annual Planning														
1.1 Contribute to and approve Strategic Directions refresh	Board			x			x							
1.2 Board retreat/planning session	Board										TBD			
1.3 Receive 2022 results report	Board	x												
1.4 Approve 2023 Annual Plan	Board	x												
2.0 Finance and Audit														
2.1 Approve annual budget	Board											x		
2.2 Approve audit scope	Audit		x											
2.3 Approve audited financial statements	Board			x										
2.4 Evaluate auditors and recommend appointment of auditors	Audit			x										
2.5 Appoint auditors to stand until next meeting	Mem			x										
2.6 Receive unaudited quarterly financial statements	Board		Q3/4					Q1				Q2/3		
2.7 Approve Debt Policy	Board							x						
2.8 Receive executive certification of corporate, government and other compliance requirements	Board			x										
3.0 Investments														
3.1 Review the SIOP annually, recommend any updates	IC													x
3.2 Review compliance with the SIOP	DC/IC													x
3.3 Provide recommendations related to investment managers	IC													x
3.4 Provide recommendations for direct investments	DC													x
3.5 Approve investment recommendations	Board													x
3.6 Monitor investment portfolio performance	IC													
3.7 Monitor direct investment performance	DC													
3.8 Receive portfolio performance reports	Board		x		x			x				x		
4.0 Grants and Programs														
4.1 Annual planning session	GPC	x												
4.2 Evaluate Grant and Program applications and provide recommendations	GPC			x		x				x				
4.3 Approve Grants Policy	Board			x										
4.4 Approve Grant and Program allocations	Board			x			x					x		
5.0 Human Resources														
5.1 Recommend updates to the Executive Compensation Policy	HR						x							
5.2 Approve updates to the Executive Compensation Policy	Board							x						
5.2 Undertake CEO performance appraisal	HR	x												
5.3 Establish performance goals for CEO	HR		x											
5.4 Receive report on CEO performance appraisal	Board			x										
5.5 Approve CEO compensation (contract update TBD)	Board			x										
5.6 Review Equity, Diversity and Inclusion policy and impacts	HR													
6.0 Other Governance														
6.1 Approve terms of reference for Committees	Board													x
6.2 Appoint chairs and members to Board Committees	Board	x												x
6.3 Receive minutes and reports from Committees	Board													x
6.4 Review compliance with governance requirements and policies	Board													x
6.5 Appoint Board Officers	Board			x										
6.6 Conduct Board evaluation (survey, analysis of results)	Board													tbc
6.7 Prepare and approve annual Board workplan	Board		x											
6.8 Receive risks and mitigation action reports	Audit													x
6.9 Approve other policies as required	Board													x
6.10 Request, via CMO or CFO, City Council approval as required	Board													x
7.0 Social														
7.1 Volunteer Appreciation (Board and Committee members, past & present)	Board													x

Board	Board
Audit Committee	Audit
Direct Investment Commit	DC
Investment Committee	IC
Grants & Programs Comm	GPC
HR Committee	HR
Members	mem

Completed by target	
In Progress, but not completed by target	
Not in progress	