



Updates to Financial and IT Policies

Date: February 3, 2025

To: Finance & Audit Committee and the Board of Directors of TO Live

From: President and CEO

SUMMARY

The purpose of this report is to seek Board approval on updates to TO Live's financial and Information Technology policies.

RECOMMENDATIONS

The President and CEO recommends that the Board of Directors of TO Live:

1. Approve the list of updated policies, as outlined in Attachment 1.
2. Approve the following updated policies in Attachment 2:
 - a. Finance Policy Number 307 - Travel and Expenses
 - b. Cybersecurity Policy Number 501 - Security Awareness and Training
 - c. Cybersecurity Policy Number 502 - Personal Passwords
 - d. Cybersecurity Policy Number 506 - Access Management

FINANCIAL IMPACT

There is no financial impact.

DECISION HISTORY

None.

COMMENTS

Management undertook an annual review of TO Live financial and information technology (IT) policies. Attachment 1 is a summary of the updated Financial and IT Policies. Attachment 2 contains the updated or new policies, as noted below:

- Finance Policy Number 307 - Travel and Expenses
- Cybersecurity Policy Number 501 - Security Awareness and Training
- Cybersecurity Policy Number 502 - Personal Passwords
- Cybersecurity Policy Number 506 - Access Management

CONTACT

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SIGNATURE

Clyde Wagner
President & CEO

ATTACHMENTS

Attachment 1 - Summary of Updates to TO Live Financial and IT Policies
Attachment 2 - Updated Finance and IT Policies