



AGENDA: Finance Committee
Monday, November 8, 2023 @ 5:30 PM – 7:00 PM
Virtual via Zoom

#	Agenda Item	Presenter	Timing	Information/Reports
1	Welcome & Land Acknowledgement	Committee Chair	3 mins	Verbal
2	Agenda Approval	Committee Chair	2 mins	INFORMATION: <ul style="list-style-type: none"> Agenda for November 8, 2023 MOTION 2.1: To approve the meeting agenda for November 8, 2023.
3	Minutes Approval	Committee Chair	3 mins	INFORMATION: <ul style="list-style-type: none"> Minutes for August 16, 2023 MOTION 3.1: To approve the meeting minutes for August 16, 2023.
Standing Items				
4	Declaration of Conflict(s) of Interest	Committee Chair	2 mins	Verbal
New Items				
5	Appointment of Vice-Chair	Committee Chair	10 mins	MOTION 5.1: Approve the recommendation of the Vice-Chair of Finance for 2023-24.
6	Review of Finance Committee Terms of Reference (TOR)	Committee Chair	5 mins	INFORMATION: <ul style="list-style-type: none"> Finance Committee TOR
7	GHRC Committee Questions	Committee Chair	15 mins	INFORMATION: <ul style="list-style-type: none"> GHRC Committee Questions
8	Finance Agenda Forecast	Committee Chair	10 mins	INFORMATION: <ul style="list-style-type: none"> 2023-24 Finance Agenda Forecast (draft)
9	2023 Q3 Variance Report	Maria Martinez	15 mins	INFORMATION: <ul style="list-style-type: none"> 2023 Q3 Variance Report MOTION 9.1: To receive the 2023 Q3 Variance Report
10	2023 Year-End Forecast	Maria Martinez	15 mins	INFORMATION: <ul style="list-style-type: none"> 2023 Year-End Forecast
11	Financial Policies – Strategic Direction	Maria Martinez	10 mins	Verbal



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In-Camera Items				
12	In-Camera Minutes Approval	Committee Chair	3 mins	INFORMATION: <ul style="list-style-type: none"> In-Camera Minutes for August 16, 2023 MOTION 12.1: To approve the in-camera meeting minutes for August 16, 2023.
13	Taxable Benefits Update	Maria Martinez	10 mins	Verbal
14	Any other business	Committee Chair	1 min	Verbal
15	Next Meeting Date	Committee Chair	1 min	<ul style="list-style-type: none"> TBC
16	Adjournment	Committee Chair	1 min	Verbal

Item	Attached Documents *yellow highlight indicates in camera session where document will be available at the meeting
2	Agenda for FIN Meeting of November 8, 2023
3	Minutes for FIN Meeting of August 16, 2023
6	Finance Committee TOR
7	GRHC Committee Questions
8	2023-24 FIN Agenda Forecast (draft)
9	2023 Q3 Variance Report
10	2023 Year End Forecast
12	In-Camera Minutes for FIN Meeting of August 16, 2023



AGENDA: Finance Committee Meeting
Wednesday, December 6th, 2023 @ 5:30 PM – 7:30 PM
Virtual via Zoom

#	Agenda Item	Presenter	Information/Reports
1	Welcome & Land Acknowledgement	Committee Chair, Zoe Robinson	Verbal
2	Agenda Approval	Committee Chair	<p>INFORMATION: Agenda for December 6, 2023.</p> <p>MOTION 2.1: To approve the meeting agenda for December 6, 2023.</p>
3	Minutes Approval	Committee Chair	<p>INFORMATION: Minutes for November 8, 2023.</p> <p>MOTION 3.1: To approve the meeting minutes for November 8, 2023.</p>
Standing Items			
4	Declaration of Conflict(s) of Interest	Committee Chair	Verbal
New Items			
5	2024 Operational Budget	Maria Martinez	<p>INFORMATION FOR APPROVAL: 2024 Budget Notes and related attachments – some materials are in-camera and will be shared at the meeting.</p> <p>MOTION 5.1: To recommend that the Board approve the 2024 Operating Budget.</p>
6	Financial Procurement and Payment Policies	Maura Lawless	<p>INFORMATION FOR APPROVAL: High Level Policy Overview Report Draft Procurement Policy</p> <p>MOTION 6.1: To recommend that the Board approve the Financial Procurement and Payment Policy.</p>
7	7.1. Risk Management Policy 7.2 November 2023 Risk Matrix	Maura Lawless	<p>INFORMATION: Draft Risk Management Policy – For Approval November 2023 Risk Matrix - For Information</p> <p>MOTION 7.1: To recommend that the Board approve the Risk Management Policy.</p>
8	Adjournment	Committee Chair	



AGENDA: Finance Committee Meeting
Wednesday, December 6th, 2023 @ 5:30 PM – 7:30 PM
Virtual via Zoom



AGENDA: Finance Committee Meeting
Monday, May 6th, 2024 @ 5:30 PM – 7:30 PM Virtual
via Zoom

#	Agenda Item	Presenter	Information/Reports
1	Welcome & Land Acknowledgement	Committee Chair, Zoe Robinson	Verbal
2	Agenda Approval	Committee Chair	INFORMATION: Agenda for May 6, 2024. MOTION 2.1: To approve the meeting agenda for May 6, 2024.
3	Minutes Approval	Committee Chair	INFORMATION: Minutes for December 5, 2023. MOTION 3.1: To approve the meeting minutes for December 6, 2023.
Standing Items			
4	Declaration of Conflict(s) of Interest	Committee Chair	Verbal
New Items			
5	2023 Preliminary Results and Audit update	Maria Martinez	INFORMATION FOR INFORMATION: 2023 Preliminary Income Statement, Balance Sheet, and Deferred Revenue Schedule MOTION 5.1: That the Finance Committee recommend to the Board for approval that any surplus from 2023 should be allocated to the unrestricted reserves at the conclusion of the audit.
6	2024 Q1 Variance Report	Maria Martinez	INFORMATION FOR APPROVAL: 2024 Q1 Variance Report MOTION 6.1: That the Finance Committee recommend that the Board approve the Q1 Variance Report.
7	Risk Management	Maura Lawless	INFORMATION FOR INFORMATION: Verbal Update MOTION 7.1: N/A
8	Additional Meeting	Maria Martinez	INFORMATION FOR INFORMATION: Verbal Update MOTION 8.1: To schedule a new meeting for the last week of May.
9	Adjournment	Committee Chair	



AGENDA: Finance Committee Meeting
Monday, September 9th, 2024 @ 5:30 PM – 7:30 PM
Virtual via Zoom

#	Agenda Item	Presenter	Information/Reports
1	Welcome & Land Acknowledgement	Committee Chair, Zoe Robinson	Verbal
2	Agenda Approval	Committee Chair	INFORMATION: Agenda for September 9, 2024. MOTION 2.1: To approve the meeting agenda for September 9, 2024.
3	Minutes Approval	Committee Chair	INFORMATION: Minutes for May 6, 2024. MOTION 3.1: To approve the meeting minutes for May 6, 2024.
Standing Items			
4	Declaration of Conflict(s) of Interest	Committee Chair	Verbal
New Items – All Motions Are Draft Motions subject to finalization by the Committee			
5	Audit update	Maria Martinez	INFORMATION FOR INFOMATION: Verbal Update MOTION 5.1: Finance Committee direct the 2023 Financial Statements to the Board for Approval
6	2024 Q2 Variance Report	Maria Martinez	INFORMATION FOR APPROVAL: 2024 Q2 Variance Report MOTION 6.1: That the Finance Committee recommend that the Board approve the Q2 Variance Report.
7	2024 Year End Forecast	Maria Martinez	INFORMATION FOR APPROVAL: 2024 Year End Forecast MOTION 7.1: That the Finance Committee recommend that the Board approve the 2024 Year End Forecast.
8	Risk Management	Maura Lawless	INFORMATION FOR APPROVAL: September 2024, Risk Management Summary Report and Appendices MOTION 8.1: Recommend receipt of the Risk Management September 2024 Summary Report



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9	In Year City of Toronto Core Budget Adjustment	Maura Lawless	<p>INFORMATION REPORT: Business Case - In Year Core Budget Adjustment Request</p> <p>MOTION 9.1: NA</p>
10	Core Budget	Maria Martinez	<p>INFORMATION FOR APPROVAL: 2025 Summary Core Budget Submission</p> <p>MOTION 10.1: That the Finance Committee recommend that the Board approve the 2025 Core Budget Submission.</p>
11	Special Lieu Time	Maria Martinez	<p>INFORMATION FOR APPROVAL: Verbal Update</p> <p>MOTION 11.1: That the Board authorize the Executive Director to administer the Special Lieu Time pay-out and /or accumulate lieu banks</p>
12	Adjournment	Committee Chair	