

Item # 1

To: Human Resources and Corporate Governance Committee
From: John A. Macintyre, Senior Vice-President, Corporate Affairs
J. Lorne Braithwaite, President and CEO
Date: May 6, 2010
Subject: **Build Toronto Travel and Business Expense Policy**

Recommendations:

It is recommended that the Human Resources and Corporate Governance Committee adopt and recommend approval to the Build Toronto Board of the Build Toronto Travel and Business Expense Policy as outlined on "Appendix A".

Background:

One of the items on the workplan of the Human Resources and Corporate Governance Committee (HRCG) is to develop and recommend a Travel and Business Expense Policy to the Build Toronto Board.

Management has developed and reviewed the attached policy for consideration of the HRCG and the Build Toronto Board. It covers all the major issues normally found in travel and business expense policies and clearly lays out accountabilities and approval processes. The policy reflects the nature of the development and real estate business and provides for both travel and business expense policies that are transparent, reasonable and customary.

This same travel and business expense policy was adopted by the Invest Toronto Board at its meeting in April 2010.

Senior Management recommends approval of this policy and suggest a formal review in June 2011.

Build Toronto Travel and Business Expense Reimbursement Policy

Policy Statement	<p>An integral part of the work of Build Toronto is to network and build relationships with local, national and international audiences. Build Toronto must develop a strong stakeholder and industry presence and promote Toronto as a great place to do business. As part of this process, Build Toronto staff will incur normal business and hospitality/entertainment expenses in the course of their duties. This policy provides a framework for the approval and reimbursement of business travel, entertainment and hospitality expenses.</p>
Application	<p>This policy applies to staff of Build Toronto, and those Board Members, and who are traveling or conducting business as part of an approved Build Toronto event or function.</p> <p>This policy also applies to the use of corporate credit cards as payment methods.</p>
Conditions	<ol style="list-style-type: none">1. Staff members will be reimbursed for reasonable expenses incurred in the execution of their duties as these relate to approved business activities. Expense claim forms including itemized receipts must be provided, except where the CEO determines a reasonable estimate of actual expenses that would be incurred.2. Travel must be approved in advance. Corporate travel must be booked and coordinated through appropriate travel providers using approved procedures where these are in place.3. Build Toronto staff and other authorized Build Toronto Board members undertaking approved Build Toronto business activities will be eligible for reimbursement based on:<ol style="list-style-type: none">a) Economy air travel, booked as far in advance as possible. For travel in excess of 5 hours flight, or where the travel and meeting schedules preclude adequate rest prior to authorized business events, an option to utilize Business Class air travel will be considered on a case-by-case basis with the approval of the CEO;b) Reasonable hotel accommodations in a single room with appropriate business amenities including telephone and internet access;c) Reasonable meal and business event reimbursement at the actual cost;d) Alcohol will be reimbursed, where the serving of alcohol is

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part of internationally accepted business and hospitality practices and the expenses must be reasonable and customary;

- e) For those employees not on a monthly automobile allowance, or for travel outside of Toronto, automobile reimbursement will be based on a per kilometer basis at a rate determined from time to time by the Corporation;
- f) Reasonable local travel costs including, parking, taxi and TTC costs will be reimbursed at cost;
- g) For all travel or entertainment expenses where more than one staff member is in attendance, the expenses shall be claimed by the most senior Build Toronto Official present at the event.

4. Hospitality: Build Toronto may purchase corporate tables or individual tickets to events and activities that are sponsored by stakeholders or charitable organizations where there is a bone fide business, networking or sponsorship purpose to attend, or to support the volunteer work of Build Toronto staff. These events must be approved by the appropriate member of the Senior Management Team.

5. Gifts and Entertainment: Build Toronto staff will not accept gifts of a material nature from suppliers, contractors or business partners. Any Build Toronto staff member who participates in hospitality or entertainment activities from a supplier, contractor or business partner must report same to their Senior Vice President Division Head or the CEO. Such hospitality or entertainment activities must be limited to infrequent and reasonable levels from any one supplier, contractor or business partner. Build Toronto staff may not accept hospitality or entertainment from potential suppliers or business partners while there is an active RFP or proposal call under consideration by Build Toronto.

Approvals and Documentation

The reimbursement of all travel and business expenses shall require the approval of the immediate supervisor of the staff member claiming the expenses, and shall be authorized by the Senior Vice-President Division Head or the CEO. The expenses of the CEO shall be authorized by the Chair or Vice-Chair of the Build Toronto Board. The CEO's expenses will be reviewed by the Audit and Risk Management Committee once each calendar year. Expenses of the Chair or other Board members shall be authorized by the CEO or the Chairman of the Audit Committee.

Approval

This policy approved by the Board of Directors, May 20, 2010.