

Item # 1

To: Human Resources and Corporate Governance Committee
From: John A. Macintyre, Senior Vice-President, Corporate Affairs
Date: January 21, 2010
Subject: **2010 Board Meeting Schedule**

Recommendations

It is recommended that the Human Resources and Corporate Governance Committee adopt and recommend to the Board of Directors the attached Board Meeting Schedule for 2010.

Background

At the October 2009 Board meeting, a tentative 2010 Board meeting schedule was included for information in the Board package.

We have now had an opportunity to review the schedule and project our business needs for Board meetings in 2010. This has resulted in two additional Board meetings being scheduled, in April 2010 and July 2010.

We have also provided a first draft of projecting the business items at the standing committee meetings, especially the Audit and Risk Management Committee. We are working with the Chair of the Audit and Risk Management Committee to finalize the meeting schedule for the entire year.

The Real Estate Investment and Development (REID) Committee is essentially at the call of the Chair as they will meet to review development proposals as they come forward for review.

The recommended schedule of Build Toronto Board meetings is attached.



January 21, 2010

Build Toronto—Board and Committee Meeting Revised Schedule for 2010

1. Build Toronto Board 2010 Meeting Dates:

Date	Time	Location
February 25, 2010,	9:30 AM to 12 Noon	Metro Hall, 55 John Street, 7 th Floor
April 8, 2010 * (NEW MEETING)	9:30 AM to 12 Noon	200 King Street West, 2 nd Floor
May 20, 2010	9:30 AM to 12 Noon	200 King Street West, 2 nd Floor
July 8, 2010 (NEW MEETING)	12 Noon to 2:00 PM	200 King Street West, 2 nd Floor
September 10, 2010	9:30 AM to 12 Noon	200 King Street West, 2 nd Floor
November 25, 2010	9:30 AM to 12 Noon	200 King Street West, 2 nd Floor

*** Note: All meetings from April 8th, 2010 on will be held in Build Toronto’s new offices at 200 King Street West, 2nd Floor.**

HRCG Committee:	ARM Committee:	REID Committee:
Mayor David Miller, Chair Blake Hutcheson Ucal Powell	David Barry, Chair Michael Williams Bruce Bowes Blake Hutcheson, Ex-Officio	Stuart Lazier, Chair Councillor Kyle Rae Jon Love Brigitte Shim Paul Finkbeiner Ken Silver Blake Hutcheson, Ex-Officio

2. Board Meeting Cycles—Committee Agenda Planning

The specific Board meeting cycle is colour referenced and all standing committee meetings for that Board cycle are in the same colour for ease of reference. Dates are set for the Human Resources and Corporate Governance (HRCG) Committee. The Audit and Risk Management (ARM) Committee dates are being finalized. The Real Estate Investment and Development (REID) Committee is at the call of the Chair when there is a business deal to review.

MEETING	DATE	TIME	ITEMS OF BUSINESS
HRCG Committee	January 25, 2010, and	10:00 AM to 11:30 AM	<ol style="list-style-type: none"> 1. HR Performance Metrics 2. Incentive Program Design 3. 2010 Performance Objectives 4. 2010 Meeting Schedule
ARM Committee	TBD	TBD	<ol style="list-style-type: none"> 1. 2009 Financial Statements 2. Draft Procurement Policy 3. 2010 Budget Assumptions 4. 2010 Committee Work Plan 5. Other Business
REID Committee	TBD	TBD	TBD
Board Committee of the Whole (Partial Board)	January 21, 2010	12 noon to 2:00 PM	Strategic Roundtable Discussion
Board Committee of the Whole (Partial Board)	January 28, 2010	2:00 PM to 4:00 PM	Strategic Roundtable Discussion
HRCG Committee	February 24, 2010	10:30 AM to 12 Noon	<ol style="list-style-type: none"> 1. Final 2010 Performance Objectives 2. Incentive Program Design
BT BOARD OF DIRECTORS	February 25, 2010,	9:30 AM to 12 Noon	All Committee Reports and all standing items
HRCG Committee	April 6, 2010,	1:30 to 3:00 PM	<ol style="list-style-type: none"> 1. HR Policies 2. Governance Matters
ARM Committee	TBA	TBD	<ol style="list-style-type: none"> 1. Review of Corporate Financial Control By-Laws
REID Committee	TBA	TBD	TBD
BT BOARD OF DIRECTORS	April 8, 2010	9:30 AM to 12 Noon	All Committee Reports and all standing items

MEETING	DATE	TIME	ITEMS OF BUSINESS
HRCG Committee	May 19, 2010,	10:30 to 12:00 Noon	TBD
ARM Committee	TBD	TBD	<ol style="list-style-type: none"> 1. 2010 Q 1 Statements 2. 2009 Audited Statements 3. Auditors Report to Audit Committee 4. In-Camera Audit Committee with Auditor 5. Litigation Summary 6. Insurance Report 7. Corporate Compliance Report
REID Committee	TBD	TBD	TBD
BT BOARD OF DIRECTORS	May 20, 2010	9:30 AM to 12 Noon	All Committee Reports and all standing items

HRCG Committee	July 5, 2010,	1:00 PM to 2:30 PM	TBD
ARM Committee	TBD	TBD	TBD
REID Committee	TBD	TBD	TBD
BT BOARD OF DIRECTORS	July 8, 2010	12 Noon to 2:00 PM	All Committee Reports and all standing items

HRCG Committee	September 9, 2010	10:30 AM to 12 Noon	TBD
ARM Committee	TBD	TBD	<ol style="list-style-type: none"> 1. 2010 Q 2 Statements 2. Business Risk Review 3. Review of Committee Mandate 4. Expense Review of CEO 5. Any material items for review
REID Committee	TBD	TBD	TBD
BT BOARD OF DIRECTORS	September 10, 2010	9:30 AM to 12 Noon	All Committee Reports and all standing items

HRCG Committee	November 24, 2010	10:30 AM to 12 Noon	TBD
ARM Committee	TBD	TBD	<ol style="list-style-type: none"> 1. 2010 Q 3 Statements 2. Litigation Summary 3. Insurance Summary 4. Environmental Review 5. Any material items for review
REID Committee	TBD	TBD	TBD
BT BOARD OF DIRECTORS	November 25, 2010	9:30 AM to 12 Noon	All Committee Reports and all standing items