

City-School Boards Advisory Committee

Terms of Reference & Orientation to City of Toronto Council Procedures

Background:

- Members Motion 2012
- Task Force 2013
- Advisory Committee Struck for 2015-2018 term

2 year Membership:

- 6 Councillors
- 6 Trustees representing 4 School Boards

Purpose: Collaborative Planning to maximize resources and minimize negative effects on communities in relation to physical assets of schools and related infrastructure.

Governance

- City-School Boards Advisory Committee reports to City Council through the Executive Committee.
- http://www.toronto.ca/legdocs/municode/1184_027.pdf

IMPLICATIONS:

- Reports to City Council through Executive Committee; Does not report to School Boards
- Can Direct City Staff; cannot direct School Board Staff
- Trustee/Councillor Privileges are Currently Different

Recommendations

-That Section C.2. of the Terms of Reference of the City-School Board Advisory Committee be amended to read:

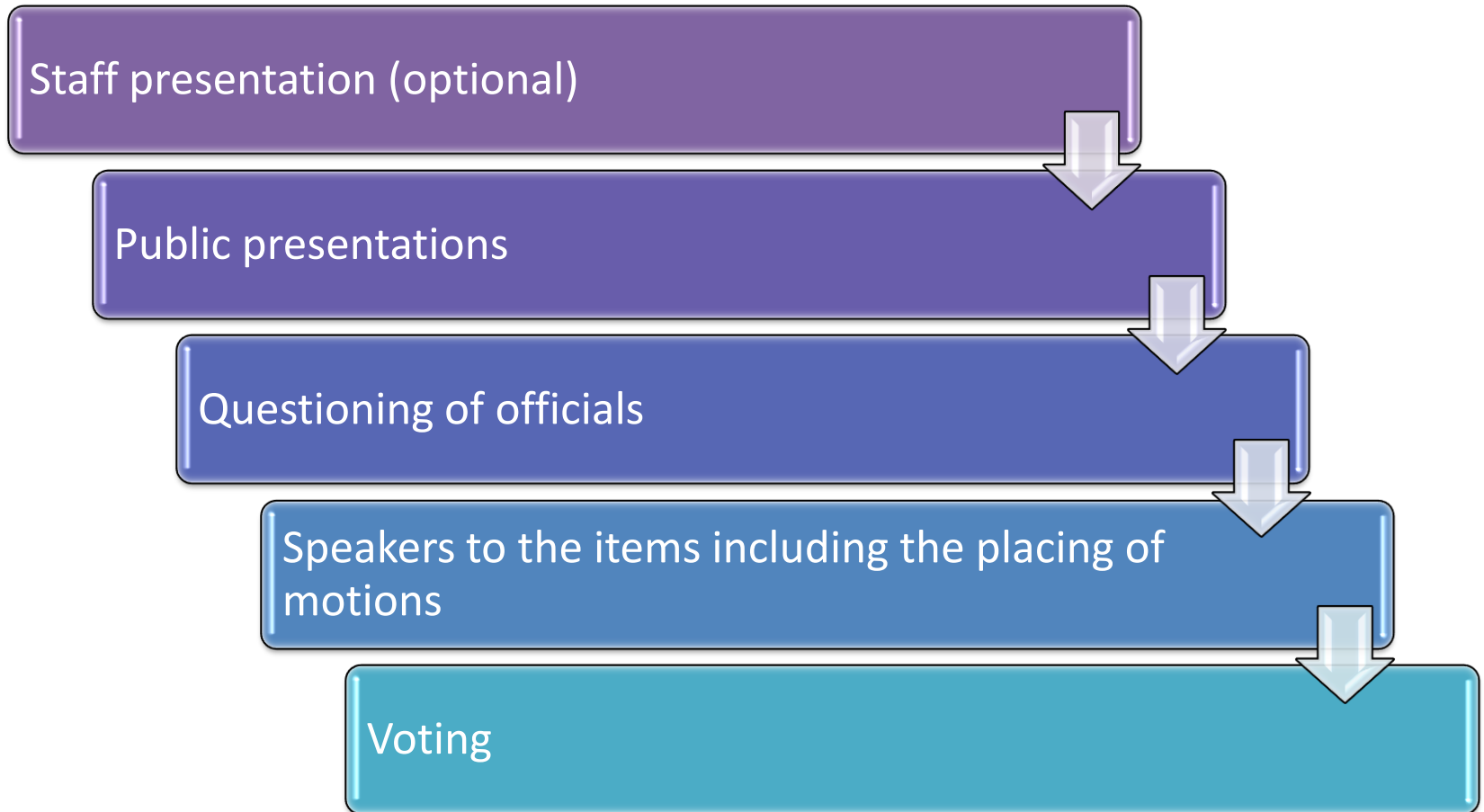
2. The Committee will operate in accordance with the Toronto Municipal Code Chapter 27, Council Procedures, ***with the necessary modifications as they apply to the Committee.***

-That in its directions to the Executive Director, SDFA, the Committee adopt the phrase, “to work in coordination with the Directors of the four Toronto school boards”

-That the Committee, in its recommendations to Council, adopt the phrase, “and forward this report to the four School Boards operating in Toronto and to the Government of Ontario”.

Meeting Procedures

Order of Debate:



Meeting Procedures

Quorum:

- Quorum for meetings is a majority of members (7)
- The Committee has 15 minutes to achieve quorum.

Votes

- Members present must vote, unless prevented by law
- Majority vote is required to pass a motion
- Motion fails with tied votes
- Motions not within mandate of Committee are out of order
- A Committee cannot reconsider a matter which Council has considered within the last 12 months

Meeting Procedures

Role of Chair

- Objectively presides over the meeting and maintains order and decorum
- Makes rulings and decides whether motions are in order
- Ensures members understand what they are voting on
- May cancel, reschedule or call a meeting
- May request the Co-Chair to chair the meeting

Role of Members

- Attend scheduled meetings and carefully consider and make decisions about meeting business
- Vote on motions
- Speak on the matter under debate or related motions during debate

Meeting Procedures

Open Meetings:

- All meetings are open to the public
- All meetings must begin and end in public
- The Committee may close a meeting to the public only if the subject of debate falls under one of several exceptions to the open meeting rules
- A motion to meet in closed session, stating the reason, must be adopted

Meeting Procedures

Role of City Clerk

- Sets agenda deadlines: 10 business days prior to scheduled meeting
- Prepares agenda based on matters submitted by agenda deadline and within the Committee's mandate
- Publishes the agenda and minutes for each meeting, and provides appropriate meeting notice
- Provides members with procedural advice on agenda business and on preparing motions

Role of Staff

- Address questions, through the Chair
- Provide program advice to the Committee
- Assist with writing motions

Meeting Procedures

General Information

- Agendas, meeting notices and minutes including reports and presentations are available at www.toronto.ca/council under Committees > Other Boards and Committees> City-School Boards Advisory Committee
- Subscribe to e-updates to receive automatic updates anytime new information is made available for the committee.

<http://www.toronto.ca/legdocs/e-updates/subscribe.htm>