

Approval of Procedures By-laws - Boards of Directors of Civic Theatres Toronto, The Hummingbird (Sony) Centre for the Performing Arts, St. Lawrence Centre for the Arts and the Toronto Centre for the Arts

Date: September 8, 2016

To: Executive Committee

From: City Manager

Wards: All

SUMMARY

This report seeks approval for new Procedures By-laws for the Board of Civic Theatres Toronto and the respective boards for each civic theatre - the Hummingbird (Sony) Centre for the Performing Arts, St. Lawrence Centre for the Arts, and the Toronto Centre for the Arts.

These by-laws were prepared in accordance with Council's April 2011 decision that City agencies receive City Council approval of by-laws that regulate their internal conduct, and EX7.15 *Report on the Future of Civic Theatres* which requested the Board of Directors of Civic Theatres Toronto (CTT) to develop a procedures by-law.

The CTT and the individual civic theatres have been using Toronto Municipal Code, Chapter 27, Council Procedures on an interim basis until their own by-laws could be developed and approved. The Procedures By-laws for the Board of Civic Theatres Toronto and the respective boards for each civic theatre are modeled on Council's Procedure By-law and are the same for each board.

RECOMMENDATIONS

The City Manager recommends that:

1. City Council approve the Procedures By-laws for the Civic Theatres Toronto, Hummingbird (Sony) Centre for the Performing Arts, the St. Lawrence Centre for the Arts and the Toronto Centre for the Arts included in Attachments 1 to 4 in this report.

FINANCIAL IMPACT

There are no financial impacts resulting from this report.

DECISION HISTORY

On June 30, 2016, the Board of Civic Theatres Toronto and the boards of each civic theatre adopted their respective Procedures By-laws and requested the City Manager submit them to City Council for approval. These decisions can be found as follows:

Civic Theatres Toronto

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2016.CT9.2>

Hummingbird (Sony) Centre for the Performing Arts:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2016.HB13.10>

St. Lawrence Centre for the Arts:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2016.SL4.3>

Toronto Centre for the Arts:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2016.AC8.3>

COMMENTS

Boards of City agencies are required to conduct their proceedings according to a formal procedures by-law. The procedures by-law establishes rules for how the Board will conduct its business, including outlining how the Board will govern itself, the roles and responsibilities of board members, and meeting and decision-making requirements.

The Boards of Civic Theatres Toronto, Hummingbird (Sony) Centre for the Performing Arts, the St. Lawrence Centre for the Arts and the Toronto Centre for the Arts have been following Toronto Municipal Code, Chapter 27, Council Procedures on an interim basis until their own Procedures By-law could be developed and approved. A common Procedures By-laws has now been developed for all four boards included in Attachments 1 to 4 of this report. The Procedures By-law was developed by staff in the City Clerk's Office and Strategic and Corporate Policy Division and is similar to Procedures By-laws for other City agencies. The four boards have adopted the Procedures By-law subject to final approval by City Council.

Key elements of the By-law include:

- Establishing roles and responsibilities: The By-law establishes roles and responsibilities of Board Members, including the role of the Chair and ViceChair, in managing meetings, debates, and order and decorum. This will ensure that Board Members are aware of their roles and responsibilities and all Board Members are treated and held to the same standard.

- Governance requirements: To ensure transparency and accountability in the decision-making of the Board of CTT, the By-law outlines various governance requirements including voting, quorum, management of motions, and reporting to City Council.
- Meeting management: To support the Board in carrying out its mandate and ensuring open meeting requirements under legislation, the By-law outlines the meeting management support that will be provided by the City Clerk's Office, and procedures for the management of meetings and agendas.

In approving EX7.15, Report on the Future of Civic Theatres, City Council approved a new operating model that would consolidate the operation of the City's current civic theatres into a single organization. The process and work plan to consolidate the civic theatres is underway. Until this process is complete and the theatres are consolidated into a single organization, all four boards are required to have Procedures By-law in place.

CONTACT

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SIGNATURE



Peter Wallace
City Manager

ATTACHMENTS

- Attachment 1 - Procedures By-law for Civic Theatres Toronto
- Attachment 2 - Procedures By-law for Hummingbird (Sony) Centre for the Performing Arts
- Attachment 3 - Procedures By-law for St. Lawrence Centre for the Arts
- Attachment 4 - Procedures By-law for Toronto Centre for the Arts