

Toronto Investment Board Procedures By-law

Date: May 11, 2018

To: Toronto Investment Board

From: City Clerk and Interim City Manager

Wards: Ward (All)

SUMMARY

City Council, on March 28 and 29, 2017, adopted Item EX23.2, *Establishment of an Investment Board*. At its first meeting on November 13, 2017, in adopting Item IB1.1 - *Adoption of Interim Rules of Procedure, Meeting Plan and 2018 Schedule*, the Toronto Investment Board adopted, as an interim measure, the procedures of *Toronto Municipal Code Chapter 27, Council Procedures*, as it applies to committees of Council, and requested the City Clerk, in consultation with the City Manager, to develop a procedures by-law for consideration by the Board and approval by City Council through its Executive Committee. This report responds to that request.

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

Currently, the Toronto Investment Board is following procedures in *Toronto Municipal Code, Chapter 27, Council Procedures*, as it applies to committees of Council. This report recommends that the Toronto Investment Board adopt the Toronto Investment Board Procedures By-law (By-law) and forward to City Council, through the Executive Committee, for final approval.

RECOMMENDATIONS

The City Clerk and the City Manager recommend that the Toronto Investment Board:

1. Adopt the Toronto Investment Board Procedures By-law in Attachment 1 of this report.
2. Recommend that City Council approve the Toronto Investment Board Procedures By-law.

FINANCIAL IMPACT

There are no financial implications resulting from this report.

The Interim Chief Financial Officer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

At its meeting on March 28 and 29, 2017, City Council adopted Item EX23.2, *Establishment of an Investment Board*. At its first meeting on November 13, 2017, in adopting Item IB1.1, *Adoption of Interim Rules of Procedure, Meeting Plan and 2018 Schedule*, the Toronto Investment Board adopted, as an interim measure, the procedures of *Toronto Municipal Code Chapter 27, Council Procedures*, as it applies to committees of Council, and requested the City Clerk, in consultation with the City Manager, to develop a procedures by-law for the Board's consideration and final approval by City Council through its Executive Committee.

City Council's decision can be found at:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.EX23.2>

The Toronto Investment Board's decision can be found at:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.IB1.1>

COMMENTS

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

Procedures by-laws provide Boards of City agencies with a framework that outlines how the Board conducts its business and makes decisions. They are important in establishing transparency and accountability in the functions and decision-making of City Boards.

The Toronto Investment Board is currently following the procedures for committees of Council, under *Toronto Municipal Code, Chapter 27, Council Procedures*.

The Toronto Investment Board is not a committee of Council and its procedures by-law should be appropriate to its role, function and mandate within the City government. This report establishes a procedures by-law for Toronto Investment Board that is similar to other City agencies and provides the Toronto Investment Board with flexibility to conduct its business.

The Toronto Investment Board Procedures By-law, in Attachment 1, establishes the rules and conduct by which the Toronto Investment Board will conduct their business. The By-law was developed by the City Clerk's Office and the City Manager's Office and is similar to procedural by-laws of other Boards of City agencies. 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 Vice-Chair, 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 Toronto Investment Board, 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.

CONTACT

John D. Elvidge, Deputy City Clerk, Secretariat
416-392-8641. John.Elvidge@toronto.ca

Max Greenwald, Senior Corporate Management Policy Consultant, City Manager's Office
416-338-7967. Max.Greenwald@toronto.ca

SIGNATURE

Ulli S. Watkiss,
City Clerk

Giuliana Carbone,
Interim City Manager

ATTACHMENTS

Attachment 1: Toronto Investment Board Procedures By-law

Staff Report for Action - Toronto Investment Board Procedures By-law