TORONTO

REPORT FOR ACTION

CreateTO Procedures By-law

Date: May 3, 2018
To: Board of Directors, CreateTO
From: Interim City Manager and City Clerk
Wards: Ward (All)

SUMMARY

City Council, in adopting Item EX25.9, *City-Wide Real Estate Transformation*, at its May 24, 25 and 26, 2017 meeting, requested the Board of Directors of CreateTO 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, CreateTO is following procedures in *Toronto Municipal Code, Chapter 27, Council Procedures*, as it applies to committees of Council. This report recommends that the Board of Directors of CreateTO adopt the CreateTO Procedures By-law (By-law) and forward to City Council for final approval.

RECOMMENDATIONS

The Interim City Manager and the City Clerk recommend that the Board of Directors of CreateTO:

1. Adopt the CreateTO Procedures By-law in Attachment 1 of this report.

2. Recommend that City Council approve the CreateTO 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 May 24, 25 and 26, 2017, City Council adopted Item EX25.9, *City-Wide Real Estate Transformation* and requested the Board of Directors of CreateTO to develop a procedures by-law to be reported by the Board to City Council for approval through the Executive Committee, and until that time, required the Board to follow the procedures in *Toronto Municipal Code, Chapter 27, Council Procedures,* as it applies to committees of Council.

City Council's decision can be found at:
http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.EX25.9

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

CreateTO 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 CreateTO that is similar to other City agencies and provides the Board of Directors of CreateTO with flexibility to conduct its business.

The CreateTO Procedures By-law, in Attachment 1, establishes the rules and conduct by which the Board of CreateTO 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 CreateTO, 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.Elvdge@toronto.ca
Jennifer Franks, Senior Corporate Management Policy Consultant, City Manager's Office
416-392-5491
Jennifer.Franks@toronto.ca

SIGNATURE

Giuliana Carbone
Interim City Manager

Ulli S. Watkiss
City Clerk

ATTACHMENTS

Attachment 1: CreateTO Procedures By-law