
Toronto Urban Health Fund Review Panel

Overview of Key Meeting Procedures

March 22, 2019

Meeting Procedures

- The Toronto Urban Health Fund Review Panel, as a committee of the Board of Health, follows the same meeting procedures.
- The procedures of the Board of Health for the City of Toronto Health Unit are set out in By-law No.2-2019:
- <https://www.toronto.ca/legdocs/bylaws/boh/boh-bylaw-2019-02.pdf>

Order of Business

- Declarations of Interest under the Municipal Conflict of Interest Act
- Confirmation of Minutes
- Members hold any items to discuss or if there are public speakers
- Adjournment, once agenda is completed does not require a motion and is announced by the Chair

Speaking

- Indicate to the Chair your intention to speak by show of hands
- Usually Members can speak on an item (5 minutes) and can speak again after every other Member who requests to speak has spoken
- Following debate of an item, the Chair puts the item to a vote of Members

Motions

Two types:

- Procedural motions
- Motions on an item

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 Panel are out of order

Order of Voting

- Motion to refer
- Motion to defer
- Motion to receive
- Motion to amend
- Motion to adopt or adopt as amended

Role of Chair

- Presides at meetings
- Follows the agenda
- Maintains order and decorum in the meeting
- Makes rulings
- Decides whether motions are in order
- Ensures members understand what they are voting on
- May request the Vice Chair to chair the meeting

Role of Secretary

- Provides notice of meetings and agendas
- Maintains record of meeting and issues minutes
- Provides procedural advice and assists with wording motions
- May advise, but the Chair will rule on a question

Quorum

- Quorum - number of panel members required to be present to legally conduct business
- Quorum is 50% of the community members (7)
- If quorum is not present 15 minutes after the scheduled start time, the meeting is adjourned until after the next scheduled recess (the meeting will not continue on an informal basis)

Public Speakers

- Speakers will primarily be interested in the final meeting of the Panel which is dedicated to hearing appeals from grant applicants; public may also speak.
- Speakers are usually given 5 minutes, with extra time allowed to answer questions from Panel Members.

Taking Part in Discussion and Decision Making

- The Chair asks for declarations of interest at the start of each meeting, but they can be declared any time
- As a member of a committee of the Board of Health you are subject to the Municipal Conflict of Interest Act
- Members must disclose interests on an item, both verbally and in writing; and avoid taking part in discussion.
- Declarations of interest are recorded in the minutes and, as of March 1, 2019, an online public registry will be maintained
- Municipal Conflict of Interest Act:

<https://www.ontario.ca/laws/statute/90m50>

Open Meetings

- All meetings are open to the public
- All meetings must begin and end in public
- The Panel may close a meeting to the public if the subject of debate falls under one of several exceptions to the open meeting rules.

When you may meet in closed session

Some reasons:

- Security of the property of the board
- Personal matters about an identifiable person
- Acquisition or disposal of land
- Labour relations or employee negotiations
- Litigation or potential litigation that affects the Board
- Receiving of advice that is subject to solicitor-client privilege
- Confidential information supplied by Canada or a province
- Proprietary information supplied in confidence to the board
- Measures to be applied to negotiations by or on behalf of the board
- Information belonging to the board that may have monetary value

Closed Session

- Member moves a motion to meet in closed session and gives the reason
- Upon completion of a closed session a Member moves a motion to return to public forum

General Information

- All agendas and public materials considered by the TUHF Review Panel in an open meeting will be available on the City's website at:
www.toronto.ca/council
- Confidential material will only be distributed to TUHF members
- The Review Panel's grant allocation recommendations will be considered by the Board of Health

Clerk's Office Contact

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