
Toronto Parking Authority Board Meeting Procedures

Overview of Key Meeting Procedures
Tuesday, July 23, 2019

Meeting Procedures

- In July 2017, City Council directed the Board to follow the procedures for Committees of Council set out in City of Toronto Municipal Code Chapter 27, Council Procedures:
https://www.toronto.ca/legdocs/municode/1184_027.pdf
- The Board, with support from Toronto Parking Authority (TPA) and City Officials, will develop its own governance and procedural policies

Role of Chair

- Presides at meetings
- Follows the agenda
- Maintains order and decorum in the meeting
- Makes procedural rulings
- Determines the order of questioning or speaking
- Rules on whether motions are in order
- Determines that Members who wish to speak have spoken, that Members are ready to vote, and ensures that Members understand what they are voting on
- May request the Vice Chair to chair the meeting

Role of Vice Chair

- Has all the powers and duties of the Chair in the event of the Chair's absence or disability
- May also be given other powers and duties, as may be assigned by the Board from time to time
- Elected by the Board by ballot, if necessary, in accordance with Appendix A-2, Balloting Procedures, in City of Toronto Municipal Code Chapter 27, Council Procedures

Role and Conduct of Members

- Attend all scheduled meetings
- Carefully consider and make decisions on matters
- Vote on motions put to a vote
- Respect the rules of the procedures
- Speak respectfully at all times
- Respect the confidentiality of all matters

Role of Board Secretary

- Provides notice of meetings
- Prepares agendas
- Maintains the record of meetings and issues minutes
- Assists Members with the wording and writing of motions
- Provides procedural advice to the Chair, but the Chair rules on questions

Agendas

- Items may be placed on the agenda by the following:
 - Toronto Parking Authority or City Officials
 - City Council
 - City agencies
 - Board members
- Written communications about agenda items from the public, elected officials, and other stakeholders are also included on the agenda

Agendas (continued)

- 10 business days prior to meetings:
 - Deadline to submit agenda items to Board Secretary
- 5 business days prior to meetings:
 - Agendas provided to Members and made public
- Confidential materials are only provided to Members and select TPA and City Officials

Quorum and Order of Business

- Once quorum is present, Chair calls meeting to order
 - Quorum is a majority of Members
 - Must be achieved within 15 minutes of the appointed start time
- Declarations of interest under the *Municipal Conflict of Interest Act*
- Confirmation of minutes of previous meetings
- Consideration of agenda items

Declarations of Interest

- Members are subject to *Municipal Conflict of Interest Act*: <https://www.ontario.ca/laws/statute/90m50>
- The Chair asks for declarations of interest at the start of each meeting, but they can be declared at any time during or after the meeting
- Members must disclose their interests on an item, both verbally and in writing, and avoid taking part in the discussion
- Declarations of interest are recorded in the minutes and, as of March 1, 2019, in an online public registry

Open Meetings

- All meetings are open to the public
- All meetings must begin and end in public
- Meetings may be closed to the public if the subject of debate falls under an exception to the open meeting rules
- Before meeting in closed session, the Board must adopt a motion which includes the general nature of the matter to be debated and the statutory reason to close the meeting

The Board *May* Meet in Closed Session

- Security of the property of the Board
- Personal matters about identifiable persons
- Labour relations or employee negotiations
- Litigation or potential litigation that affects the Board
- Receiving of advice 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

Risks with Improperly Closed Meetings

- Any person who believes a meeting has been improperly closed may request that the City investigate
- The City's closed meeting investigator makes a public report to the Board or City Council with recommendations
- Alternatively, a person may make an application to a court or tribunal to have a decision quashed

Order of Debate on Items

- Presentation from Officials (if needed)
- Public speakers address the Board
- Members ask questions of public speakers (if needed)
- Members ask questions of Officials (if needed)
- Members speak and place motions
- Members vote on the motions

Public Speakers

- Any person may speak to the Board on any matter on the agenda
- Public speakers are asked to register in advance with the Board Secretary
- The Board may also hear from public speakers who did not register in advance
- A public speaker has 5 minutes to speak
- Members may ask questions of a public speaker for up to 5 minutes

Questions of Officials

- Members indicate to the Chair their intention to ask questions of officials
- Members have up to 5 minutes to ask questions of the President, TPA or other agency or City Officials
- The Board may opt for additional rounds of questions once the Chair has determined that each Member has had the opportunity to ask questions

Speaking and Placing Motions

- After questions, Members debate the item
- Each Member has up to 5 minutes to speak to the item and may introduce motions at the beginning of their speech
- Motions must be submitted to the Board Secretary before the Member begins speaking

Motion Types

- Adopt – Approve the recommendations
- Amend – Change or add to the recommendations
- Receive – Acknowledge the item and take no further action
- Refer – Send to TPA or City Officials
- Defer – To postpone consideration of an item
 - indefinitely
 - until a specific time or meeting
 - until a specific event
 - until a report or communication is presented

Votes

- Members present must vote, unless they are prevented by law or have declared an interest
- Majority vote is required to pass a motion
- Motions with tied votes fail
- Motions that are not within the Board's mandate are out of order
- Members may request a recorded vote

Minutes and Decisions

- Minutes are prepared without note and comment and include motions, votes, decisions, and attendance
- Minutes and meeting information is posted online at <http://www.toronto.ca/council>
- Subscribe to e-updates to receive any Council, Committee, or Board agendas and minutes at <https://www.toronto.ca/legdocs/e-updates/subscribe.htm>

General Information

- All agendas and materials considered by the Toronto Parking Authority Board in an open meeting are public and available at: www.toronto.ca/council

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