

Review of Meeting Processes and the Simplified Rules of Procedure: The Meeting Agenda

City Clerk's Office

October 16, 2020



A meeting agenda

- Prepared by the Committee Secretary
- Closes ten business days before meeting
- Published five business days before meeting, and distributed to members (via weblink)
- Is a “live” document once published – revisions are updated in real time



Agenda

Consolidated

Aboriginal Affairs Advisory Committee

Meeting No.	7	Contact	Jonathan Canchela, Committee Secretary
Meeting Date	Friday, October 16, 2020	Phone	416-338-5089
Start Time	9:30 AM	E-mail	ecdc@toronto.ca
Location	Video Conference		

Aboriginal Affairs Advisory Committee		
Frances Sanderson, Co-Chair Jeffrey Schiffer, Co-Chair Kaitlyn Adam Lewis Andrea Chrisjohn Larry Frost Shadrak Gobert	Pamela Hart Regina Hartwick Marilyn Hew Tracey King Millie Knapp Ruth Koleszar-Green Councillor Mike Layton	Nancy Martin Blanche Meawassige Angus D. Palmer Tanya Senk Steve Teekens Bryan Winters

At this time, civic buildings are closed to the public. Meetings of City Council and its Committees and Boards will take place by video conference and be streamed live online at [youtube.com/TorontoCityCouncilLive](https://www.youtube.com/TorontoCityCouncilLive).

Agenda Items

- Every item has a unique identifier
- The Consider Type gives some clues
- Some items are Ward-specific
- Some items originate with a report or letter
- Some items have recommendations for the Committee to consider

AA7.5

ACTION

Ward: All

Support for Walk for Reconciliation

Origin

(February 7, 2017) Report from the General Manager, Economic Development and Culture, and the Director, Equity, Diversity and Human Rights

Recommendations

The General Manager, Economic Development and Culture, and the Director, Equity, Diversity and Human Rights, recommend that:

1. City Council increase the 2017 Economic Development and Culture Operating Budget by \$0.500 million gross, \$0 net, fully funded from the Major Special Events Reserve Fund (XR1218), to provide a grant of \$0.500 million to Reconciliation Canada to produce the 2017 Walk for Reconciliation in Toronto, with \$0.050 million to be advanced following Council approval of this report, and the balance subject to the following conditions:

Who can add Items to an Agenda?

- A member of the Advisory Committee
- City Council
- A Council Committee
- A local board of the City
- A City official

Agenda Items

- The Summary is a description of what the item is about
- The Background Information includes all the documents that have been submitted on the item, and links to all public documents

AA5.5	Presentation			Ward: All
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Commemorative Reconciliation and the Arts Festival

Summary

Reverend Brian McIntosh, Reconciliation and the Arts Festival Working Group will give a presentation on a proposal for planning and implementation of a Commemorative Reconciliation and the Arts Festival in Toronto in 2017.

Background Information

(September 27, 2016) Proposal from Reconciliation and the Arts Festival Working Group on a Commemorative Reconciliation and the Arts Festival

(<http://www.toronto.ca/legdocs/mmis/2016/aa/bgrd/backgroundfile-96845.pdf>)

Proposal from Reconciliation and the Arts Festival Working Group on a Commemorative Reconciliation and the Arts Festival

On Each Item

- Co-Chairs identify the current Item
- Staff presentation (if there is one)
- Public Speakers – Members may ask public speakers questions
- Members ask questions of Staff
- Members make remarks and move motions
- Members vote on motions

Decisions on Agenda Items

- The Committee must make a decision on every agenda item
- Through its decisions, the Committee fulfills its role as a Council Advisory Body and:
 - Makes recommendations to City Officials on matters within their jurisdiction
 - Makes recommendations to a Council Committee
 - Makes recommendations to City Council on a matter on the Council agenda

A recommendation that requires action by City Officials or City Council must first be considered by the appropriate Council Committee and, when necessary, approved by City Council.

Decisions on Agenda Items

- A decision is made by voting on a proposal contained in a motion
- The Committee may, by motion, decide to:
 - **Receive** the Item for information
 - **Defer** the item to a future meeting
 - **Adopt** the recommendation(s)
 - **Amend** or add new recommendation(s)
- City Clerk's Office staff will assist members with preparing their motions
- Motions do not need to be seconded

Voting

- All Members present must vote (unless prevented by law)
- Majority vote is required to pass a motion
- Motion **fails** if the vote is tied
- Members may vote by a show of hands or may ask to have the vote recorded in the minutes

Minutes & How to Follow Decisions

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



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