

Procedures By-law for the Yonge-Dundas Square Board of Management

Date: September 9, 2021

To: Executive Committee

From: City Manager

Wards: All

SUMMARY

Under the *City of Toronto Act, 2006*, and Yonge-Dundas Square's relationship framework with the City, the Yonge-Dundas Square (YDS) Board of Management is required to govern their meeting through a formal procedure by-law. This by-law is required to be approved by both the YDS Board of Management and City Council.

In March 2021, the YDS Board approved the by-law governing Board meeting procedures in Attachment 1 of this report, and requested it be forwarded to City Council for approval.

RECOMMENDATIONS

The City Manager recommends that:

1. City Council approve the by-law to govern the proceedings of the Board of Management of Yonge-Dundas Square in Attachment 1 to this report.

FINANCIAL IMPACT

There are no financial implications associated with the recommendation outlined in this report.

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

DECISION HISTORY

At its meeting of March 25, 2021, the Board of Management of Yonge-Dundas Square approved its procedures by-law in Attachment 1 to this report, and requested the by-law be forwarded to Council for approval.

<https://www.ydsquare.ca/past-board-meetings>

At its meeting of December 1, 2008, in consideration of EX26.4: Relationship Framework for Yonge-Dundas Square, City Council approved the relationship framework for Yonge-Dundas Square. The relationship framework defines the governance framework for Yonge-Dundas Square, including respective roles and responsibilities, accountabilities, expectations and requirements of the Board and the City.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2008.EX26.4>

At its meeting of April 12, 2011, in consideration of EX4.6: Managing Through Agencies and Corporations, City Council approved a recommendation that it approve the board by-laws of all agencies that regulate the internal conduct of the business and affairs of the agency.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2011.EX4.6>

COMMENTS

Yonge-Dundas Square is a city board and local board of the City of Toronto as defined in the *City of Toronto Act, 2006 (COTA)*, and an agent of the City for the purposes of Chapter 636, Public Squares, of the Toronto Municipal Code.

Under subsection 189(2) of *COTA*, boards of City agencies are required to adopt a procedures by-law for governing the calling, place and proceedings of meetings. Further, a procedures by-law establishes rules for how a board will conduct its business, including how the board will govern itself, the roles and responsibilities of board members, and open meeting requirements and decision-making requirements. Under Article 6 of the YDS Relationship Framework (2008), the procedure by-law must also support the principles of transparency, accessibility, participation, and civic engagement. City Council approval of the procedure by-law is required.

At its meeting of March 25, 2021, the Board of Management of Yonge-Dundas Square approved the by-law governing Board meeting procedures in Attachment 1 of this report, and requested it be forwarded to City Council for approval.

Prior to Board approval of the by-law, YDS had been using procedures based on relevant sections of the YDS Relationship Framework (2008), the YDS Constitution (2003), and Chapter 636, Public Squares of the Toronto Municipal Code. The YDS Board and staff worked in consultation with City staff in the City Manager's Office, Legal Services and the City Clerk's Office to update, consolidate and codify meeting procedures into a by-law based on existing practices, procedures of other City agencies, and Council Procedures in Chapter 27 of the Toronto Municipal Code.

Key elements of the YDS by-law include:

- Establishing roles and responsibilities of Board Officers, including the Chair and Vice Chair, in managing meetings, debates, and order and decorum.
- Governance requirements, including quorum, the submission and consideration of agenda items, open meetings, electronic participation in meetings, and voting.

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SIGNATURE

Chris Murray
City Manager

ATTACHMENTS

Attachment 1: Yonge-Dundas Square Procedures By-law