

Meeting Processes and the Simplified Rules of Procedure

City Clerk's Office

January 14, 2022



Principles of the Rules of Procedure: the Rights of Members

- The majority of members have the right to decide
- The minority of members have the right to be heard
- All members have the right to the same information to help make decisions
- Members have a right to an efficient meeting
- All members have the right to be treated with respect and courtesy
- All members have equal rights, privileges and obligations

Open Meetings

- All meetings are open to the public
- Advance notice of the meeting and all agenda items must be given
- All consideration of agenda items takes place at the meeting
- Meetings are held in a public location, during regular business hours
- The Advisory Committee may close a meeting to the public if the subject of debate falls under one of the exceptions to the open meeting rules in the City of Toronto Act
- Examples:
 - personal matters about an identifiable individual, including a city employee or a local board employee
 - education or training of members

Role of the Co-Chairs

- Preside at the meetings
- Maintain order and decorum in the meeting
- Make procedural rulings
- Determine the order of questioning or speaking
- Rule on whether or not motions are in order
- Determine when all Members who wish to speak have spoken and are ready to vote, and ensure Members understand what they are voting on
- Call, cancel or reschedule meetings

Responsibilities of Members

- Attend scheduled meetings
- Carefully consider and make decisions about meeting business
- Vote on motions put to a vote
- Speak respectfully, listen attentively, and not interrupt the proceedings
- Refrain from using any offensive, disrespectful or unparliamentary language about any member, City Officials or other City employee, or City Council
- Speak only on the matter or motions under discussion
- Respect the confidentiality of matters discussed in closed session and not disclose the subject or substance of these discussions
- Obey the Chair's rulings and Council's decisions

Order of Business at a Meeting

- Call to order
- Declarations of Interest under the Municipal Conflict of Interest Act
- Confirmation of Minutes
- Consideration of agenda items
- Adjournment

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

Toronto Agenda

Consolidated

Aboriginal Affairs Advisory Committee

Meeting No.	15	Contact	Jonathan Canchela, Committee Secretary
Meeting Date	Friday, January 14, 2022	Phone	416-338-5089
Start Time	9:30 AM	E-mail	aaac@toronto.ca
Location	Video Conference		

Aboriginal Affairs Advisory Committee		
Pamela Hart, Co-Chair Bryan Winters, Co-Chair Cynthia Bell-Clayton Leonard Benoit Nora Boyer Suzanne Brunelle Andrea Chrisjohn Isaac Crosby	Larry Frost Tracey King Millie Knapp Ruth Koleszar-Green Councillor Mike Layton Chris Lefebvre Christine Luza Nancy Martin Saige McMahon	Angus D. Palmer Patricia Pettigrew Frances Sanderson Jeffrey Schiffer Tristen Schneider Tanya Senk Suzanne Stewart Steve Teekens

This meeting of the Aboriginal Affairs Advisory Committee will be conducted by electronic means and the proceedings of the Aboriginal Affairs Advisory Committee will be conducted publicly.

Agenda Items

- Items must be within the Committee's Terms of Reference, and submitted to the Secretary by the agenda closing
- Staff from the Indigenous Affairs Office and the Clerk's Office will assist Members who wish to add items to an agenda

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

AA7.5	ACTION			Ward: All
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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:

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

On Each Item

- Chair introduces the Item
- Staff presentation (if any)
- Public Speakers – Members may ask questions of public speakers
- Members may ask questions of Staff
- Members may speak and move motions
- Members vote on motions

How do Council Advisory Bodies give advice?

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

Motions

- 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 are typed and displayed and should be read aloud so that all Members hear and understand the proposal.
- Motions do not need to be seconded
- Motions must be within the mandate of the Committee.

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

Other Meeting Matters

- Quorum
 - The minimum number of members required to be present to conduct business at the meeting
 - Quorum must be present within 30 minutes of the scheduled start time of the meeting
 - If no quorum present, the meeting cannot take place
- Absence
 - Let the Clerk and the Chair know in advance
 - Chair will move to excuse absent members at the end of the meeting
 - If you are absent from 3 meetings in a row, without being excused by motion, your seat becomes vacant and you are no longer a member

Minutes & How to Follow Decisions

- Minutes are prepared without note or comment, they include motions, votes, decisions and attendance
- Agendas, Minutes and all meeting information are 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>

Contact:

City Clerk's Office

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