

Training Session on Meeting Processes

City Clerk's Office

Board of Health Meeting on July 4, 2023



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
- All consideration and debate of agenda items takes place at the meeting
- Meetings are streamed on-line during regular business hours
- The Board may close a meeting to the public if the subject of debate falls under one of the exceptions to the open meeting rules
- Examples:
 - Personal matters about an identifiable individual, including a city employee or a local board employee
 - Litigation or potential litigation affecting the city

Role of the Chair

- Presides at meetings
- 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 when all Members who wish to speak have spoken and are ready to vote, and ensures Members understand what they are voting on
- May call, cancel or reschedule meetings

The Vice Chair has all the powers and performs all the duties of the Chair in the Chair's absence.

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
- Respect the rules of the procedures
- Speak only on the matter under debate or related motions during debate
- Respect the confidentiality of matters discussed in closed session and not disclose the subject or substance of these discussion

Role of the 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 will rule on a question.

Agenda Overview

- The deadline to submit agenda items to the Board Secretary is 10 business days before the meeting
- Agendas are published and made publicly available five business days before the meeting
- Any confidential materials are provided only to Members and select City officials
- Agendas are a “live” document once published – revisions are updated in real time

Agenda Overview – *continued*

- Items may be placed on an agenda by the following:
 - Members of the Board
 - City Council or Council Committees
 - The Medical Officer of Health or other City officials
- Written communications about agenda items are also included on the agenda

Agenda Overview – *continued*

Adding Items to a meeting agenda:

- To add an item to an agenda, agenda items must be:
 - within the mandate of the Board of Health;
 - submitted to the Board Secretary by the agenda closing deadline
- Late Items:
 - Items submitted after the agenda closing deadline are considered late
 - If the late item supplements regular agenda business, the Board Secretary may add the item to the supplementary agenda.
 - If the late item is new business, it may be added to the agenda with the consent of the Board.

Meeting Procedures and Accessing Agenda Information

Meeting Procedures

- The procedures of the Board of Health and its Committees are set out in By-law 2-2023.

Accessing Agenda Information:

- 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>

Order of Business at a Meeting

- The Chair calls the meeting to order once quorum is present
- Declarations of Interest under the Municipal Conflict of Interest Act
 - Members are subject to the Municipal Conflict of Interest Act:
<https://www.Ontario.ca/laws/statute/90m50>
 - 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.
- Confirmation of Minutes

Order of Business at a Meeting – *continued*

- The Chair will review the agenda to determine which items can be approved without debate.
 - The Chair will hold any items with a presentation from officials or registered public speakers.
 - Members may “hold” items they wish to ask questions on and/or debate
- After the review of the agenda, the Board will considers held Items one at a time
- Once the agenda is complete, the Chair adjourns the meeting – no motion required

Phases of debate on an Item

- Chair identifies the Item
- Presentation from officials (if there is one)
- Public speakers (if there are any)
- Members may ask questions of public speakers
- Members may ask questions of officials
- Members may speak and move motions
- Members vote

Phases of debate on an Item – *continued*

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, though the Board may also hear from public speakers who did not register in advance
- A public speaker has 5 minutes to speak to the Board
- Members may ask questions of a public speaker for up to 5 minutes

Phases of debate on an Item – *continued*

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 Medical Officer of Health or other 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

Phases of debate on an Item – *continued*

Speaking and Moving Motions

- After questions are completed, 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
 - 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.
 - The Chair will rule motions which are not within the mandate of the Board out of order.

Phases of debate on an Item – *continued*

Motion Types

- In making a decision, the Committee may, by motion, decide to:
 - **Adopt** – Approve the recommendations
 - **Amend** – Change or add to the recommendation(s)
 - **Receive** – Acknowledge the Item and take no further action
 - **Refer** – Send the Item to a person or Committee
 - **Defer** – Postpone consideration of an item
 - Indefinitely
 - Until a specific time or meeting
 - Until a specific event
 - Until a report or communication presented

Making a Decision and Giving Advice

- The Board of Health must make a decision on every agenda item
- A recommendation that requires action by City Officials or City Council must first be considered by the Board and, when necessary, approved by City Council.
- The Board of Health may:
 - Make recommendations to City Officials on matters within their jurisdiction
 - Make recommendations to City Council
- A decision is made by voting on a proposal contained in a motion

Making a Decision and Giving Advice – *continued*

Voting

- All Members present must vote (unless prevented by law or have declared an interest)
- 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

Making a Decision and Giving Advice – *continued*

- Some decisions may be made at the Board level, and some decisions may go on to City Council for a final decision.
- Decisions of the Board and/or City Council that are directed to other levels of government or agencies are shared with those stakeholders.
- Minutes are prepared without note and comment, they include motions, votes, decisions and attendance
- Agendas, Minutes and all meeting information are posted online <http://www.toronto.ca/council>

Confidential Items

- Items marked as confidential must meet one of the reasons set out in the Board of Health procedural by-law.
- The Board *may* meet in closed session. If the Board would like to meet in closed session, a Member must make a motion to do so and provide the reason why the Board has to meet privately.
- Any discussion in closed session must pertain to the confidential portion of the item.

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