

Making Electronic Participation for Board of Directors of CreateTO Meetings Permanent

Date: June 6, 2023

To: Board of Directors of CreateTO

From: City Clerk

Wards: All

SUMMARY

The purpose of this report is to recommend amendments to the Board of Directors of CreateTO Procedures By-Law to make electronic participation a permanent option for meetings.

At its meeting of March 29, 30 and 31, 2023, City Council adopted Item EX3.7, and in so doing has authorized local boards governed by the City of Toronto Act, 2006, to amend their own rules of procedure to permit electronic participation by board members and the public, and to change the time required to achieve quorum from 15 minutes to 30 minutes, and authorize such boards to continue to meet electronically in accordance with the previously adopted electronic participation rules past the May 9, 2023 deadline until they can meet to consider procedural amendments.

RECOMMENDATIONS

The City Clerk recommends that the Board of Directors of CreateTO:

1. Amend By-law 1-2018 and adopt the draft bill in Attachment 1 to the report (June 1, 2023) from the City Clerk to:

A. Make electronic participation in meetings permanent by deleting Subsection 31.1 in its entirety and replacing it with the following:

31.1 Electronic Participation in Meetings

A. Despite any other provisions of this By-law, the Board and its Committees may hold a Meeting where some or all of the members participate electronically; and

B. Where a Meeting is being held in accordance with this section:

(1) any member participating in the Meeting electronically shall be deemed present for the purposes of determining whether a quorum is present under section 29, and for the purposes of voting on any matter put to a vote under section 29, and for all other purposes.

(2) any member participating in the Meeting electronically shall be entitled to participate in any portion of the Meeting closed to the public in accordance with section 28;

(3) this By-law shall apply with any other minor modifications as may be required.

B. Change the time required to achieve quorum from 15 minutes to 30 minutes.

FINANCIAL IMPACT

There are no financial impacts as a result of adopting the recommendations in this report.

DECISION HISTORY

On April 24, 2023 the Board of Directors of CreateTO considered Item RA4.8 giving notice that the Board would consider amendments to the Procedures By-law at its next meeting: [Agenda Item History - 2023.RA4.8 \(toronto.ca\)](#)

At its meeting of March 29, 30 and 31, 2023, City Council adopted Item EX3.7, and in so doing has authorized local boards governed by the City of Toronto Act, 2006, to amend their own rules of procedure to permit electronic participation by board members and the public, and to change the time required to achieve quorum from 15 minutes to 30 minutes, and authorize such boards to continue to meet electronically in accordance with the previously adopted electronic participation rules past the May 9, 2023 deadline until they can meet to consider procedural amendments.

[Agenda Item History - 2023.EX3.7 \(toronto.ca\)](#)

The municipal emergency was terminated on May 9, 2022, after the Provincial emergency had been terminated.

On August 25, 2020, the Board of Directors of CreateTO amended By-law 1-2018 to extend the electronic participation rules applicable only during a declared emergency, for a period of one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency.

[Agenda Item History - 2020.RA15.1 \(toronto.ca\)](#)

On July 28 and 29, 2020 City Council extended the electronic participation rules applicable only during a declared emergency contained in Municipal Code Chapter 27, Council Procedures, for a period of one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency.

[Agenda Item History - 2020.EX15.21 \(toronto.ca\)](#)

In July 2020 the Provincial government introduced Bill 197, the COVID-19 Economic Recovery Act, 2020. Among other things, it amends the meeting rules of the City of Toronto Act including electronic participation. It makes similar amendments to the Municipal Act so that these rules apply to every Ontario municipality

[Bill 197, COVID-19 Economic Recovery Act, 2020 - Legislative Assembly of Ontario \(ola.org\)](#)

At its meeting on April 30, 2020, City Council adopted Item 2020.CC20.1 as amended, and in so doing, authorized local boards of the City to amend their own procedures to permit electronic participation in meetings during emergencies, without the need for further Council approval.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.CC20.1>

On April 24, 2020, the Board of Directors of CreateTO amended By-law 1-2018 to provide that during an emergency declared to exist in all or part of the City under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, members of the Board or its Committees could participate in a meeting by electronic means and be counted for quorum when doing so.

[Agenda Item History - 2020.RA12.1 \(toronto.ca\)](#)

COMMENTS

Electronic Participation in Board of Directors of CreateTO Meetings

Since 2020, the Board of Directors of CreateTO has permitted electronic participation at its meetings. This began as a response to the COVID-19 pandemic and has been a success.

The public has expressed that having the option to participate remotely allows for improved access and mitigates issues around childcare, time off work and other factors that may have previously limited their ability to attend a meeting in person. The electronic meeting model allows the public to choose how they wish to address the Board, encouraging participation and increasing accessibility.

This report recommends that electronic participation in Board of Directors of CreateTO meetings be continued and made permanent in By-law 1-2018. This mirrors the approach taken at City Council and other local boards and city boards in the City.

This report also recommends extending the time required to achieve quorum in recognition that technical difficulties and other impacts make 30 minutes a more reasonable timeframe for this Board.

CONTACT

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SIGNATURE

John D. Elvidge
City Clerk

ATTACHMENTS

Attachment 1 - Draft Bill to Amend Board of Directors of CreateTO By-law 1-2018 with respect to Electronic Meetings and the Time Required to Achieve Quorum