

Meetings of the Toronto Investment Board

City Clerk's Office

September 26, 2024



The Toronto Investment Board

- The Toronto Investment Board (TIB) is a City board under Section 141 of the City of Toronto Act
- The TIB is not a corporation
- The TIB's business meetings are held under the same meeting laws as City Council and its committees

The Toronto Investment Board Procedures By-law and the Rights of Members

- The TIB follows its own procedures by-law with respect to the calling of and proceedings of its meetings
- 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, unless otherwise prevented by law
- 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 and debate of agenda items takes place at the meeting
- Meetings are hybrid with both in person and virtual participation 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 in the City of Toronto Act
- Examples:
 - Security of the property of the municipality or local board
 - Litigation or potential litigation affecting the city

Open Meetings Con't

- Meetings must begin and end in public, even if all business on the agenda qualifies for a closed session
- During closed session, members may hear from staff and ask questions of staff only about the information contained in the confidential attachments
- After a closed session, the Board conducts its public debate on a matter
- Voting on items must be conducted in public

Role of the Chair

- Presides at the 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 Chairs have 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 Official 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

Caution for Members

- Members must avoid situations where it may later be found an illegal or improper meeting of the Board or a committee has taken place
- A meeting occurs when:
 - A quorum is present
 - The minimum number of members required to be present to conduct business at the meeting
 - Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Board or committee

Order of Business at a Meeting

- The Chair calls the meeting to order once quorum is present
- Confirmation of minutes
- The Committee considers each item one at a time
- Once the agenda is complete, the Chair adjourns the meeting – no motion required

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 – a majority of the total membership
 - 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 three 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 and 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>



Questions?