

TLAB Procedure Bylaw

Russ Brownell, Policy, Planning & Project Advisor
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Presentation Outline

- Procedure Bylaw – Definition
- Procedure Bylaw – Legislative Requirement
- Procedure Bylaw – Development Process
- Procedure Bylaw – Review (high-level)

Procedure Bylaw - Definition

- A procedure bylaw is a document that governs the calling, place, and proceedings of meetings.
- The draft TLAB procedure bylaw:
 - Establishes scheduling requirements for business meetings.
 - Establishes the process for providing notice to TLAB Members and the public.
 - Identifies duties of the Chair.
 - Identifies when a business meeting can be closed to the public.
 - Establishes rules of debate.
 - Establishes the public participation process.

Procedure Bylaw – Legislative Requirement

- Section 189(2) of the City of Toronto Act, 2006
 - The City and every local board shall pass a procedure bylaw for governing the calling, place, and proceedings of meetings.

Procedure Bylaw – Development Process

- Skeleton procedure bylaw from Strategic & Corporate Policy.
- Decision to consolidate public consultation policy into procedure bylaw.
- Public consultation procedures shaped through consultation with the City Manager's Office.
- Best practices from other procedure bylaws in the City of Toronto.
- Input from the Chair.

Procedure Bylaw – Review (high-level)

- Preamble
 - General description of procedure bylaw as a legislative requirement
 - General description of the principles the TLAB wishes to reflect
- Section A: Interpretation
 - Definition of terms
- Section B: Conduct of Business
 - Principles of procedure bylaw
 - Duties of the Chair

Procedure Bylaw – Review (high-level)

- Section C: TLAB Business Meetings
 - Schedule
 - Conflict of interest
 - Special Business Meetings
 - Closed Business Meetings
 - Quorum

- Section D: Business Meeting Agenda
 - Agenda – general
 - Agenda – procedures
 - Member communications

Procedure Bylaw – Review (high-level)

- Section E: Public Participation in Business Meetings
 - Business meetings open to the public
 - Public input on TLAB processes and procedures
 - Public deputations (oral and written)
- Section F: Minutes of TLAB Business Meetings
 - Minutes confirmed by Members at the next business meeting
 - Members may request a reading of minutes
 - Secretary to post minutes on TLAB website
- Section G: Rules of Debate
 - Orders of speaking
 - General rules on making motions

Procedure Bylaw – Review (high-level)

- Section H: Voting
 - Members must be present to vote
 - Not voting is a negative vote
 - Matter put to a vote shall be in the form of a motion
- Section I: Points of Order and Procedure
 - General rules on points of order and procedure
- Section J: Order and Decorum and Conduct of Members
 - Chair responsibilities
 - Member responsibilities
- Section K: Amendments to Bylaw
 - Voting requirements and notice

Questions?