

TORONTO TRANSIT COMMISSION REPORT NO.

MEETING DATE: MAY 11, 2011

SUBJECT: PROCEDURES RELATING TO COMMISSION MEETINGS

INFORMATION ITEM:

RECOMMENDATION

It is recommended that the Commission receive this report for information.

FUNDING

There are no funding implications arising from this report.

BACKGROUND

At its meeting of February 27, 2007, the Commission adopted and approved a new Procedural By-law to govern Commission Proceedings (the "Commission Proceedings By-law").

DISCUSSION

A. Agenda:

For all Meetings of the Commission, the TTC will issue an Agenda setting out all the items and matters to be considered at the Meeting and will include the location(s) of the Meeting and the start time(s). The agenda will be posted on the TTC website (ttc.ca) and all Meetings will be called and conducted in accordance with the Commission Proceedings By-law. For Regular Commission Meetings, the start time will be listed on the Agenda (usually around 10:00 a.m.).

B. Declaration of Interest:

The Commission will begin the Meeting by requesting any Declarations of Interest in accordance with the *Municipal Conflict of Interest Act* from the Members.

C. Portion of Meeting in the Absence of Public:

The Commission will, if required, move a resolution to conduct a portion of the Meeting in the absence of the public in accordance with Section 29 of the Commission Proceedings By-law and Section 190 of the *City of Toronto Act*. A Meeting or a portion of a Meeting held in the absence of the public is sometimes referred to as the "Committee of the Whole". For greater clarity, Section 29 of the Commission Proceedings By-law and Section 190 of the

City of Toronto Act provide that a Meeting or a portion of a Meeting may be conducted in the absence of the public if the subject matter being considered is,

- (a) the security of the property of the City or TTC;
- (b) personal matters about an identifiable individual, including a city employee or a TTC employee;
- (c) a proposed or pending acquisition or disposition of land by the City or TTC;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the City or TTC;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; or
- (g) a matter in respect of which the TTC may hold a closed meeting under another Act.

In addition to the above, the Commission Proceedings By-law and of the *City of Toronto Act* also permit a Meeting to be closed to the public if the meeting is held for the purpose of educating or training the Members provided that no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the TTC.

If the resolution to meet in the absence of the public is approved by the Commission, the public will be requested to leave the Meeting and the Commission will continue the portion of the Meeting in the absence of the public. Minutes will be maintained by the General Secretary for the portion of the meeting held in the absence of the public.

D. Portion of Meeting Conducted in Public:

Upon conclusion of the portion of the Meeting closed to the public, the Commission will reconvene the Meeting in public (for Regular Commission Meetings, the Meeting will generally reconvene in public at approximately 1:00 p.m.).

The Commission will address the following items during the public portion of the Meeting:

- Minutes of Previous Meeting;
- Business arising out of the Minutes;
- Notice of Motions;
- Motions without Notice;
- Items of which Notice was previously provided;
- Items deferred from last Meeting to Permit Debate and/or Public Presentations;
- Reports;

- Presentations;
- Other Matters;
- New Business; and
- Correspondence

JUSTIFICATION

This report is provided to summarize the general procedures that govern Commission Meetings.

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