

### Section I – Items for Board of Directors Action

**TO:** Chair and Members of the Board of Directors  
Friday November 10, 2022 Meeting

**FROM:** Michael Tolensky, Chief Financial and Operating Officer

**RE:** **PROPOSED 2023-2024 TRCA MEETING SCHEDULE**

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#### KEY ISSUE

Approval of the Proposed 2023-2024 Toronto and Region Conservation Authority (TRCA) Board of Directors and Executive Committee meeting schedule.

#### RECOMMENDATION:

**THAT the Proposed 2023-2024 TRCA Meeting Schedule, as outlined in Attachment 1, be approved;**

**AND FURTHER THAT the schedule be distributed to the Minister of Natural Resources and Forestry, the Minister of the Environment, Conservation and Parks, municipalities within TRCA's jurisdiction, and Conservation Ontario.**

#### BACKGROUND

Section C.2 of TRCA's Board of Directors Administrative By-Law ("By-Law") requires that TRCA's Board of Directors approve an annual schedule for regular meetings of the Board of Directors and Executive Committee.

#### RATIONALE

The proposed 2023-2024 meeting schedule is guided by a number of general scheduling assumptions and principles:

- Avoid conflicts with municipal council, board, and committee meeting dates, which usually fall on days other than Friday
- Avoid Federation of Canadian Municipalities (FCM) Board of Directors meeting dates (tent. February 28 to March 3, September 12-15, November 21-25) and the FCM Annual Conference (May 25-28)
- Avoid statutory holidays, memorial days, days of cultural or religious significance, and school spring breaks
- Avoid Fridays following the City of Toronto Council regular meetings, since in the past (in special circumstances) these meetings have been extended to Friday
- Allow for summer and winter hiatus to better accommodate planned summer vacations and the December holiday season, in accordance with TRCA's Board of Directors and Executive Committee Terms of Reference, and in line with the practice in many municipalities

Should any conflicts with municipal meeting dates arise following the release of meeting calendars for municipalities within TRCA's jurisdiction, the Clerk's Office will revise the 2023-2024 meeting schedule.

### **Annual Meetings**

At Authority Annual Meeting held on January 25, 2002, Resolution #A6/02 was approved in part as follows:

*THAT the dates of future Annual Meetings be changed to accommodate the budget meeting schedule for our member municipalities, such that the Annual Meeting held following a municipal election be in January while the Annual Meetings in the interim two years between elections be moved to February.*

In accordance with RES.#A6/02, the 2023 annual Board of Directors meeting has been scheduled for Friday January 13, 2023, and Friday February 16, 2024.

### **Delegated Authority for Summer, Winter and Post-Election Recess**

As the busy summer construction season typically results in a high volume of permit approval requests and conversely there is a small possibility of permits required in December, staff request an exception to RES.#A28/16, which requires Executive Committee approval for all “major” development and infrastructure permits within the TRCA’s regulatory jurisdiction, in order to allow for the approval of all permits in the months of December 2022 and July, August 2023 to be delegated to the Director, Development and Engineering Services. Prior to any approval under this delegated authority TRCA staff will continue to ensure that all permits are compliant with the regulations under the Conservation Authorities Act. Further, any permits subject to this delegation of authority will be circulated to Executive Committee members and Board Members representing the area subject to the permit at least a week ahead of the approval date, which will enable Board Members to voice any concerns that may have in relation to the proposed permit. Finally, staff will report back to the February 2023 and September 2023 Executive Committee meeting with a summary report on all permits approved under this delegation of authority.

Approval of all time sensitive procurements and agreements for the months of December 2022 and July and August 2023 have been delegated to the Chief Executive Officer or their designate. Where it is anticipated that a contract would need to be awarded during the summer or winter hiatus, staff will prepare a summary report for November 2023 and June 2023 Board of Directors meetings, providing all information available at that time and recommending the course of action. Staff will further report back on any contracts awarded under this delegated authority at the February 2023 and September 2023 Board of Directors meetings.

On September 23, 2022 the Administrative By-Law was updated to reflect the above noted delegated authority in order to streamline reports and reduce redundancy in preparing reports for Board consideration:

#### **21. Delegated Authority**

- (1) The Chief Executive Officer (CEO) is delegated the authority during the months of July, August and December of each calendar year.*
- (2) The Chief Executive Officer (CEO) is delegated the authority during the months of September, October and November during an election year where quorum is not met three days in advance.*
- (3) Any exercise of the authorities delegated to staff through during the above noted months are required to report to the Board at its next available meeting.*

## Item 8.7

Should another item require Board of Directors approval during the summer or winter hiatus, subsection C.2(4) of the By-law permits the Chair to call a special meeting, if necessary, as follows:

**C.2(4)** *The Chair may, at their pleasure or at the request of a Board Member, call a special meeting of the Board of Directors with seven days' notice, in writing, or as is necessary. The Chair shall not refuse the calling of a special meeting with majority support. The notice shall state the business of the special meeting and only that business shall be considered at that special meeting. The agenda for special meetings of the Board of Directors shall be prepared, as the Chair may direct.*

### **Hybrid Meetings and Participation by Electronic Means**

Due to voting considerations, TRCA is scheduled to have the Annual General Meeting in January 2023 as an in-person meeting with hybrid regular meetings to follow subject to Board direction.

For members who participate in-person, meetings will be held at TRCA's Head Office (either at 101 Exchange Avenue, Concord or at 5 Shoreham Drive, Toronto). All meetings will begin at 9:30 a.m. Board members are required to schedule to be in attendance at all meetings, from the start of the meeting until at least 1:30 p.m., in order to ensure quorum is maintained and continuity of TRCA operations is preserved.

### **Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan**

This report supports the following strategy set forth in the TRCA 2013-2022 Strategic Plan:  
**Strategy 7 – Build partnerships and new business models**

### **FINANCIAL DETAILS**

There are no financial implications associated with this report.

### **DETAILS OF WORK TO BE DONE**

Once the schedule is approved, a copy will be circulated to the Minister of Natural Resources and Forestry, Minister of the Environment, Conservation and Parks, municipalities within TRCA's jurisdiction, and Conservation Ontario

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**Date: September 27, 2022**

**Attachment: 1**

Attachment 1: Proposed 2023-2024 TRCA Schedule of Meetings