Item 8.3

Section I – Items for Board of Directors Action

TO: Chair and Members of the Executive Committee
Meeting #9/18, Friday, November 09, 2018

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **MEETING SCHEDULE 2019-2020**

KEY ISSUE

Approval of schedule of Board of Directors and Committee meetings for the period beginning January 25, 2019 and ending February 21, 2020.

RECOMMENDATION

THAT Meeting Schedule 2019-2020 as outlined in Attachment 1 be approved;

THAT the Executive Committee be delegated the powers of the Board of Directors during the month of August, 2019, as defined in Executive Committee Terms of Reference Section 4.2 of the Board of Directors Administrative By-law;

AND FURTHER THAT the Clerk's Office distribute this schedule at the earliest opportunity to Toronto and Region Conservation Authority's (TRCA) watershed municipalities and the Minister of the Environment, Conservation and Parks.

RATIONALE

Since most Board Members also sit on municipal councils, boards or committees, which usually meet on days other than Friday, the recommended schedule accommodates TRCA board meetings on Fridays. Staff has made every effort to avoid conflicts with Federation of Canadian Municipalities' (FCM) annual conference and Board of Directors meetings, Board of Governors of Exhibition Place meetings, Statutory holidays and school March breaks, in selecting the proposed meeting days, while still maintaining a schedule which meets TRCA's functional needs. As we are in an election year, municipal meeting schedules are not available to compare for conflicts, so staff has prepared the schedule similarly to previous years, recognizing that conflicts may arise, specifically with the City of Toronto schedule.

The January 2019 meetings were previously approved in Meeting Schedule 2018-2019, but are provided in Attachment 1 for assistance in updating calendars, as directed by the Authority.

A Board of Directors meeting is not scheduled in the month of August due to summer vacations. To accommodate the large number of permit requests at this time, an Executive Committee meeting is scheduled. Should an item require Board of Directors approval in August, Executive Committee Terms of Reference Section 4.2 of the Board of Directors Administrative By-law permits the Board of Directors to delegate its powers to the Executive Committee as follows:

> ***4.2*** *Exercise such additional powers, excluding those powers set out in Section B.1.c) of the By-law and noted above in the Terms of Reference, as may be assigned to it by the Board of Directors during the month of August, provided that a report be given to the Board of Directors for receipt at the first meeting of the Board of Directors thereafter.*

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Staff is recommending powers be assigned to the Executive Committee for August, 2019, with the required report being brought to the Board of Directors at its meeting proposed to be held on September 27, 2019. Staff is also recommending that the August Executive Committee meeting be conducted with the option of teleconferencing due to the lighter agenda, unless otherwise advised as a result of items scheduled.

At Authority Annual Meeting #1/02, 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 Resolution #A6/02, the 2020 annual Board of Directors meeting is proposed to be held on Friday, February 21, 2020.

Meetings will be held at TRCA's Head Office at 101 Exchange Avenue, Vaughan at 9:30 a.m., unless otherwise noted on the agenda.

Board Members are requested to enter all board meetings in their calendars upon receipt of the annual schedule. Board Members are further requested to schedule to be in attendance at all meetings, particularly those scheduled for the summer months, from the start of the meeting until at least 1:30 p.m. to ensure quorum is maintained and continuity of TRCA operations is preserved.

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Date: September 21, 2018
Attachments: 1