

Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Meeting #9/19, Friday, October 25, 2019

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **MEETING SCHEDULE 2020 - 2021**

KEY ISSUE

Approval of the 2020 - 2021 Board of Directors and Executive Committee meeting schedule.

RECOMMENDATION

WHEREAS, based on discussion at previous meetings of the Board of Directors, it is herein proposed that no meetings be scheduled for the months of December 2019 and July, August and December 2020;

AND WHEREAS amended Resolution #A141/19, adopted at the July 26, 2019 Board of Directors meeting previously delegated the approval of all major developments and infrastructure permits within the TRCA's regulatory jurisdiction to the Director, Development and Engineering Services;

THEREFORE, LET IT BE RESOLVED THAT the Board of Directors and Executive Committee January 2020 meeting dates, adopted by amended Resolution #A190/18 at the November 30, 2018 Board of Directors meeting be repealed and replaced with the dates outlined in Attachment 1;

THAT the approval of all major development and infrastructure permits within the TRCA's regulatory jurisdiction for the months of December 2019 and July, August and December 2020 be delegated to the Director, Development and Engineering Services;

THAT staff provide a report to the Board of Directors at the September and January meetings to summarize permits that were approved under this delegation of authority;

THAT the approval of all time sensitive procurements for the months of December 2019 and July, August and December 2020 be delegated to the Chief Executive Officer or his designate;

THAT staff provide an information report to the Board of Directors at the September and January meetings to summarize procurements that were signed under this delegation of authority;

THAT the December 6, 2019 meeting of the Executive Committee be cancelled;

THAT the Meeting Schedule 2020-2021, as outlined in Attachment 1, be approved;

AND FURTHER THAT the schedule be distributed to Toronto and Region Conservation Authority's (TRCA) watershed municipalities, the Minister of the Environment, Conservation and Parks and the Minister of Natural Resources and Forestry.

BACKGROUND AND RATIONALE

Since the majority of Board Members also sit on municipal councils, boards or committees, which usually meet on days other than Friday, the recommended schedule accommodates Toronto and Region Conservation Authority (TRCA) Board meetings on Fridays. Staff has made every effort to avoid conflicts with the Federation of Canadian Municipalities' (FCM) Annual Conference, held on June 4 –7 and Board of Directors meetings scheduled to take place March 3-6, September 8 - 11 and November 23-27. Board of Governors of Exhibition Place meetings, Statutory holidays and school March breaks were also considered in selecting the proposed meeting days, while still aiming to maintain a schedule which meets TRCA's functional needs. Where possible, an attempt was made not to schedule meetings on a Friday following the City of Toronto Council meetings, as in the past, in special circumstances, these meetings have been extended to Friday. For example, Board of Directors May meeting is scheduled for May 22, to accommodate City of Toronto Council meeting scheduled for May 27-28.

In line with the practice in many municipalities of a summer Council hiatus to better accommodate planned summer vacations and the December holiday season, no Board of Directors and Executive Committee meetings are being scheduled for the months of July, August and December. Historically, July and August meetings are associated with quorum concerns and less voluminous agendas. Similarly, December Executive meetings are also typically characterized by a very condensed agenda, mostly concerned with the approval of permits pursuant to Ontario Regulation 166/06. Based on the above-mentioned reasons, it is recommended that the December 6, 2019 Executive Committee meeting, approved as part of the 2019-2020 meeting schedule be cancelled.

TRCA has previously cancelled the August 9, 2019 Executive Committee meeting (Resolution #A141/19) as a response to above-mentioned concerns brought forward by Board Members. No service disruption or complications have resulted from this cancellation.

At Authority Meeting #2/16, held on April 1, 2016, Resolution #A28/16 was approved in part as follows:

WHEREAS Toronto and Region Conservation Authority (TRCA) administers Ontario Regulation 166/06, as amended, "Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation" under Section 28(1) of the Conservation Authorities Act;

AND WHEREAS the Conservation Authorities Act and Ontario Regulation 166/06, as amended, enables TRCA to approve permits with or without conditions; [...]

THEREFORE, LET IT BE RESOLVED THAT the Standard Permit Conditions as outlined in this staff report be endorsed and applied to all future permits approved by TRCA pursuant to Ontario Regulation 166/06, as amended; [...]

THAT staff be directed to prepare additional Application-Specific Permit Conditions to be considered on individual permit applications before the Executive Committee, as may be required from time to time at the discretion of staff, in consultation with TRCA's legal counsel, depending on the unique circumstances of the individual application;

Given that the busy summer construction season results in a high volume of permit approval Requests and the proposal to forgo an Executive Committee meeting in December, staff request an exception to Resolution #A28/16 to allow for the approval of all "major" development

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and infrastructure permits within the TRCA's regulatory jurisdiction in the months of July, August and December to be delegated to the Director, Development and Engineering Services. Staff will continue to work with proponents of "major" permit applications to ensure their timely approval upon satisfaction that the applications meet the five tests of O. Reg. 166/06. Staff propose to provide a report to the Board of Directors at the September 2020 and January 2021 meetings to summarize permits that were approved under this delegation of authority.

Should another item require Board of Directors approval in the above-mentioned months, Section C.2 of the Board of Directors Administrative By-law permits the Chair to call special meetings if necessary, as follows:

C.2 *The Chair may, at his/her pleasure or at the request of a Board call a special meeting of the Board of Directors on 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.*

It is further recommended that the Board of Directors and Executive Committee January 2020 meeting dates, adopted by amended Resolution #A190/18 at the November 30, 2018 Board of Directors meeting be repealed and replaced with the dates outlined in Attachment 1. First of the two Board of Directors meetings typically scheduled for January normally has a light agenda, is primarily concerned with the adoption and receipt of the reports recommended for approval at the December Executive Committee meeting. Historically, it has been difficult to reach and maintain quorum at this January meeting. In the absence of the December Executive Committee meeting, this meeting of the Board has limited to no impact on TRCA functional needs and is thus deemed unnecessary.

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 2021 annual Board of Directors meeting is proposed to be held on Friday, February 26, 2021.

Meetings will be held at TRCA's Head Office at 101 Exchange Avenue, Vaughan at 9:30 a.m. with the exception of the Board of Directors Annual General Meeting which will be held at 9:30 a.m. at Black Creek Pioneer Village.

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, 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.

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:

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Strategy 7 – Build partnerships and new business models

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Date: October 18, 2019

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Attachment 1: 2020-2021 Meeting Schedule