

Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Meeting #8/20, Friday, November 20, 2020

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **MEETING SCHEDULE 2021 - 2022**

KEY ISSUE

Approval of Toronto and Region Conservation Authority's (TRCA) 2021 - 2022 Board of Directors and Executive Committee meeting schedule.

RECOMMENDATION

WHEREAS, according to TRCA's Board of Directors and Executive Committee Terms of Reference, no meetings are held during the months of July, August, and December;

AND WHEREAS approval of all major developments and infrastructure permits within the TRCA's regulatory jurisdiction for July, August and December 2020 was previously delegated to the Director, Development and Engineering Services and the approval of all time sensitive procurements and agreements was delegated to the Chief Executive Officer (Res.#A184/19);

THEREFORE, LET IT BE RESOLVED THAT the 2021-2022 Meeting Schedule, as outlined in Attachment 1, be approved;

THAT the approval of all major development and infrastructure permits within TRCA's regulatory jurisdiction for the months of December 2020 and July, August and December 2021 be delegated to the Director, Development and Engineering Services or their designate;

THAT the approval of all time sensitive procurements and agreements for the months of December 2020 and July, August and December 2021 be delegated to the Chief Executive Officer or their designate;

THAT TRCA staff provide a report to the Executive Committee at the January and September 2021 and January 2022 meetings to summarize permits that were approved under this delegation of authority;

THAT TRCA staff provide an information report to the Board of Directors at the January and September 2021 and January 2022 meetings to summarize procurements that were signed under this delegation of authority;

THAT TRCA staff be directed to bring a revised meeting schedule to the future meeting of the Board should potential conflicts which threaten Board of Directors or Executive Committee quorum be identified in the future, following the final approval of the Federation of Canadian Municipalities 2021 schedule;

AND FURTHER THAT the schedule be distributed to TRCA's watershed municipalities and the Minister of the Environment, Conservation and Parks.

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BACKGROUND AND RATIONALE

Given that the majority of Board Members also sit on municipal councils, boards or/and 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 the Federation of Canadian Municipalities' (FCM) Annual Conference, scheduled to be held either on June 3-6 or June 10-13 and Board of Directors meetings scheduled to take place March 9-12 and September 14-17. November 2021 FCM meeting has not been scheduled at the time of writing this report. Statutory holidays and school March break were also considered in selecting the proposed meeting days, while still aiming to maintain a schedule which meets TRCA's functional needs. Further, an effort was made to avoid scheduling meetings on a Friday, following meetings of the Regional Council and City of Toronto Council meetings.

In accordance with TRCA's Board of Directors and Executive Committee Terms of Reference and 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 meetings during these months were associated with quorum concerns and less voluminous agendas.

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 there is a small possibility of permits required in December, staff request an exception to Resolution #A28/16 to allow for the approval of all "major" development and infrastructure permits within the TRCA's regulatory jurisdiction for the months of December 2020 and July, August and December 2021 to be delegated to the Director, Development and Engineering Services or their delegate. 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 Executive Committee at the January 2021, September 2021 and January 2022 meetings to summarize permits that were approved under this delegation of authority. Furthermore, TRCA staff will circulate any permits subject to this delegation of authority to the Board Members representing the area subject to the

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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.

Similarly, it is recommended that the approval of all time sensitive procurements and agreements for the months of December 2020 and July, August and December 2021 be delegated to the Chief Executive Officer or their designate. Where it is expected that the contract may be awarded during the above-mentioned months, staff propose to provide information reports to the November 2020, June 2021 and November 2021 Board of Directors meetings, summarizing all information available at that time and recommending the course of action. Furthermore, staff will report to the Board of Directors at the January 2021, September 2021 and January 2022 meetings to summarize procurements and agreements that were approved under this delegation of authority.

Should another item require Board of Directors approval in the above-mentioned months, subsection C.2(4) of the Board of Directors Administrative By-law permits the Chair to call special meetings 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 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.*

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.

Due to the current outbreak of novel coronavirus (COVID-19), because no TRCA facility can accommodate meetings while ensuring proper social distancing measures, it is currently expected that meetings will be held virtually pursuant to section C.12 of the TRCA's Board of Directors Administrative By-Law. If the outbreak is resolved or TRCA is able to identify a safe method of conducting in-person meetings, while following all health unit recommendations, meetings will resume at TRCA's Head Office at 101 Exchange Avenue. All meetings will be held at 9:30 a.m.

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:

Strategy 7 – Build partnerships and new business models

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Date: October 30, 2020

Attachment: 1

Attachment 1: 2021-2022 Meeting Schedule