

### Background

The 519 is a Board of Management of the City of Toronto. The Board of Directors is considered a city board (local board) established or continued under sections 7, 8 and 141 of the *City of Toronto Act 2006* which permits the City to appoint a city board to manage a facility and provide for its administration.

Council appoints all members of the Board on the recommendations of the Community Council in which The 519 is geographically located. All members of the Boards serve at the pleasure of Council, as is the case with other City agencies, boards and commissions.

### Governing Framework

There are 2 significant documents which govern our relationship with the City of Toronto and our Membership they include the City of Toronto Relationship Framework and The 519 Church Street Community Centre's Constitution<sup>1</sup> (also known as procedural by-laws).

### Public Meeting Requirements

The 519 is committed to transparent public decision-making whenever appropriate. All standing committees of the Board of Directors are public meetings under section 190 of the City of Toronto Act 2006. Members of the public are welcome to attend.

Members of the Board are expected to comply with the Code of Conduct for Members of Local Boards as approved by Council of the City of Toronto in July 2008 and the Mission and Values of The 519.

A Committee meeting or part of a meeting may be closed to the public where the subject matter being considered is a matter as described in section 190 of the City of Toronto Act, 2006) including:

- a) The security of the property of the City, The 519, or any other local board;
- b) Personal matters about an identifiable individual, including city employee or a local board employee;
- c) A proposed or pending acquisition or disposition of any by the City or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the City or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) or a matter in respect of which the City Council, Board, committee or other body may hold a closed meeting under another Act; or

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<sup>1</sup> Approved by the Membership, September 2007



## Public Meeting Provisions

- h) the meeting is held for the purpose of educating or training members and no member of the Board discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board; or
- i) Reviewing a request for information under the Municipal Freedom of Information Protection, Privacy Act.

### Board and Committee Meetings

The Board of Directors usually meets once a month on the last Monday evening of each month except in June and December. There are 4 Board formal Standing Committees of the Board they include the:

- Finance Committee
- Strategic and Program Planning Committee
- Human Resources Governance Committee
- Resource Development Committee
- Nominations Committee

Formal public Board Committee meetings occur generally on a quarterly basis according to their terms of reference (attached).

### Public Meeting Notice Provisions

Agendas will be posted 7 days in advance in a prominent place at The 519 at least seven (7) days prior to the proposed date of the meeting. The agenda will include date, time, location of the meeting, items for discussion and information on how to make a presentation at the committee.

### Establishing Agendas

Items for **Board meeting agendas** are submitted to the Secretary no later than 10 business days before the meeting. The Chair may establish an agenda deadline schedule in consultation with the Secretary.

Individual Board members may submit items for inclusion provided they are submitted to the Secretary (his / her designate) by the agenda deadline. The Chair in consultation with the Secretary and Executive Director sets the agenda based on matters submitted prior to agenda deadline.

The Chair will accommodate Board member requests for inclusion of agenda items whenever possible however the Chair has the final decision about what items are placed on the agenda. The Secretary will make the agenda public after delivery to all Board members (see notice provisions).

**Board Committee agendas** are managed in a similar process. Written notice of the committee meeting shall be posted in a prominent place at The 519 and at least 7 days in advance of the meeting. Committee members may request to put items on the agenda and it is up to the Committee Chair to finalize the agenda and send back to staff for posting. Materials that are to be presented to the committee and are not confidential in nature should be available to all committee members at the point the agenda is approved and posted.



## **Public Meeting Provisions**

Committee Chairs (or designates) are expected to provide a copy of public reports to the Secretary, the Board Chair and the Executive Director in advance of the final agenda being posted publically. These reports will also be included in the monthly board package.

### **Public Participation in Board and Committee Meetings**

Board and Committee meetings are public meetings. Members and the general public are welcome to attend and observe the meeting.