

Toronto Lands Corporation

TLC Operational Procedure PR116

Title: **DELEGATION PROCEDURE**

Adopted: January 16, 2024
Effected: January 16, 2024
Revised: n/a
Reviewed: n/a
Authorization: Board of Directors

1. RATIONALE

The Toronto Lands Corporation's Delegation Procedure (the "Procedure") allows members of the public to provide information and perspectives to the Board of Directors and to be actively involved in the Board's decision-making process.

2. OBJECTIVE

To set out a consistent and easily understandable process for the public to address Committees of the Board through delegations (i.e., by speaking in person or through written submission).

3. DEFINITIONS

Accommodation, for the purpose of this Procedure, means an adjustment made to the delegation process to enable fair and equitable participation by persons with disabilities when addressing Committees of the Board through delegations.

Board for the purpose of this Procedure, means the Board of Directors of the Toronto Lands Corporation.

Closed (Private) Session means a meeting of members of the Board which is closed to the public in accordance with subsections 207 (2) and 207 (2.1) of the *Education Act*.

Committee means the following committees of the Board established pursuant to the TLC Bylaws: Human Resources, Nominating and Governance Committee, Audit and Finance Committee, and Policy and Planning Committee, or any other committee established by the TLC Board of Directors.

Delegation means the action of presenting or submitting a written statement by a delegate or a Committee.

Personal Information means recorded information about an identifiable individual. As defined by *Municipal Freedom of Information and Protection of Privacy Act*.

TDSB means the Toronto District School Board.

TLC means Toronto Lands Corporation.

4. RESPONSIBILITY

The Chair of the TLC Board, Chairs of Committees of the Board, in consultation with the CEO or designate.

5. APPLICATION AND SCOPE

This Procedure applies to all members of the Board, staff supporting Committee meetings, and members of the public wishing to address a Committee of the Board through delegations.

6. PROCEDURES

Delegation Requirements

- 6.1. Delegates may request to address the TLC Policy and Planning Committee in person, and/or any committee of the TLC in writing, on any item on an agenda.
- 6.2. Requests to address the TLC Policy and Planning Committee in person, or written submissions to any committee must be provided to TLC's office one (1) day prior to the committee meeting.
- 6.3. An in person delegation may be made once within a 12-month period, unless the subject of the delegation has changed substantially.

Submitting a Request for In Person Delegation

- 6.4. Persons wishing to address the Policy and Planning Committee in person must submit their request in writing.
- 6.5. In order to manage the delegation process, delegation requests must be submitted to TLC by 4:00 p.m. one (1) working day before the meeting.
- 6.6. Requests received after the deadline noted above will be considered at the discretion of the Committee Chair.

- 6.7. Every effort will be made by TLC to post the meeting agendas on the public website three (3) working days before a Committee meeting. If an agenda item is posted after the deadline, additional time will be provided to submit delegation requests, and appropriate notification will be posted on the website advising on the extended deadline.
- 6.8. A request for delegation can be submitted via email, through regular mail or in person to TLC, as follows:
- Email: [delegations.tlc@tdsb.on.ca]
 - Mailing address:
Toronto Lands Corporation
60 St. Clair Avenue East, Suite 201
Toronto, Ontario
M4T 1N5
Attention: Board Delegations
- 6.9. A request for an in person delegation must include the following information in writing:
- Name of the delegate and, if applicable, the name of the group or entity the speaker represents;
 - Municipality in which the delegate resides;
 - Delegate's contact information including email address and/or phone number;
 - Name of the Committee, date of meeting and the agenda item;
 - A short description of the purpose of the delegation.
- 6.10. Delegates that require accommodations in accordance with the TDSB's Accessibility Policy (P069) or need assistance, including translation services, may contact TLC in advance of the meeting.
- 6.11. Upon receipt of a delegation request, TLC will contact the delegate to confirm receipt of the request within one business day and will provide the delegate with Committee meeting information (e.g., date, time, location).

Conduct of Delegates

- 6.12. Delegates are expected to provide input in a respectful and constructive manner whether in person or in writing.
- 6.13. Delegates may voice concerns but must not:
- Promote hate, harassment, or violate the *Ontario Human Rights Code*, Service Level Agreement, TLC/TDSB Policies and Procedures;
 - Use offensive, obscene or defamatory language, gestures or images;
 - Use negative or derogatory personal references;
 - Misuse personal information related to TDSB students, staff, Trustees, or TLC Board members;
 - Discuss topics outside of their intended delegation;

- Discuss matters related to litigation or potential litigation or any matter which is currently before any court or administrative tribunal affecting the TLC or TDSB; or
 - Cross debate with other delegates, staff, Trustees or Directors of the Board.
- 6.14. Delegates engaged in any behaviour that is disruptive to the meeting or violates any of the above requirements may have their delegation stopped by the Committee Chair and the delegate may be removed from the meeting.

Review of Delegation Requests

- 6.15. For each Committee meeting, TLC staff will circulate requests for in person delegations if applicable, along with written submissions to all applicable committee members prior to the start of the meeting.
- 6.16. For each meeting of the Policy and Planning Committee, the Committee Chair will review the number of in person delegations to ensure there is enough time to hear all delegations and complete the agenda. The Committee Chair shall have the opportunity to move a motion, requiring majority support of members in attendance, to vary the Delegations Procedure to facilitate a manageable flow of the agenda and meeting.

Delegations by Staff

- 6.17. Employees of the TLC or TDSB may make a delegation request on topics other than those concerning individual employment or personal professional interests, for which other channels exist.
- 6.18. Employees must disclose the fact that they are employed by the TLC or TDSB in their written request. Employees are required to keep confidential any and all information they acquire during the course of employment that would reasonably be considered personal or confidential information and are responsible to ensure compliance with the TDSB's Employee Conflict of Interest Policy (P057) and any other applicable TDSB/TLC policies.
- 6.19. Delegation requests from staff will be considered and may be accepted solely at the discretion of the Committee Chair in consultation with the CEO or their designate.

Matters to be Considered in Closed (Private) Session

- 6.20. The Committee Chair may determine whether to schedule a delegation in closed session if the matter meets the requirements of subsections 207 (2) and 207 (2.1) of the *Education Act* (see section 3.0 – Closed (Private) Session definition).

Time Allotted for a Delegation

- 6.21. The length of time allotted for a delegate speaking to a Committee will be up to five (5) minutes. If a delegation involves more than one speaker, the maximum time allotted remains at five (5) minutes. It is the responsibility of the delegates to present according to this timeframe.
- 6.22. Following the delegation, each Board member may ask brief questions for clarification only. Questions of clarification should be related to the delegate's presentation. The time for both questions and responses will not exceed three (3) minutes per Board member.

Committee Discussion of the Delegation

- 6.23. Substantive discussion on the matter of the delegation will take place when its corresponding item is reached on the meeting agenda. Speaking time for each Board member will be limited to five minutes, at a time, during the discussion.
- 6.24. If the delegation addressed a matter relevant to the mandate of the Committee, but not an item on the agenda for that meeting, a Board member may move a motion requesting consideration of the matter at another regular meeting of the Committee. Discussion of the matter addressed by the delegation will then take place at that regular meeting of the Committee.

Written Submissions

- 6.25. In order to manage the delegations process, written delegations must be submitted via email, through regular mail or in person to TLC, by 4:00 p.m. one (1) working day before the meeting.
- 6.26. All written submissions received before a TLC Committee meeting will be shared as part of the delegations package. Written submissions received after a TLC Committee meeting will be shared prior to the next meeting of that body.

7. EVALUATION

This Procedure will be reviewed as required by the Board, at a minimum every five (5) years after the effective date.

8. REFERENCE DOCUMENTS

- Accessibility Policy (P069)
- Employee Conflict of Interest Policy (P057)
- *Ombudsman Act*
- Regulation 464/97 under the *Education Act*
- Toronto Lands Corporation Bylaws
- TDSB Bylaws