



ABC AD HOC COMMITTEE

AGENDA

Date of Meeting: Thursday, June 19, 2003

Time: 9:30 a.m.

Location: Committee Room 2,
Second Floor, Toronto City Hall
100 Queen Street West, Toronto

Enquiry: Doris Sue

Committee Secretary

416-392-7337

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DECLARATIONS OF INTEREST PURSUANT TO THE MUNICIPAL CONFLICT OF INTEREST ACT

CONFIRMATION OF MINUTES: March 4, 2003

DEPUTATIONS/PRESENTATIONS:

COMMUNICATIONS/REPORTS

1. Consultation Results

Report (June 10, 2003) from the Chief Administrative Officer, providing the results of consultation with the City's agencies, boards, commissions and corporations undertaken as part of the ABC Ad Hoc Committee Work Program, and recommending that:

- (1) this report containing the results ABC Ad Hoc Committee consultation with the City's agencies, boards, commissions and corporations be forwarded to the Policy and Finance Committee and to Council for information; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

2. Citizen Nomination Processes for City Agencies, Boards, Commissions and Corporations – Recommended Policy

Report (June 10, 2003) from the Chief Administrative Officer, outlining a more flexible approach to the process for citizen nominations to City Agencies, Boards, Commissions and Corporations that is geared to the needs of individual boards, and recommending that:

- (1) the changes to the City process for citizen nominations to Agencies, Boards, Commissions and Corporations included as Attachment 1 to this report be adopted;
- (2) the CAO and Clerk's Office of Corporate Services amend the policy document to reflect these changes and submit the revised policy for approval in September 2003;
- (3) the CAO co-ordinate the process of reviewing board qualifications (including the requirement for citizenship) and identifying the most appropriate recruitment and selection process for each board, such review to be conducted co-operatively with agencies and appropriate City staff;
- (4) this report be forwarded to the Policy and Finance Committee and to Council for consideration; and
- (5) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

3. Analysis of Annual Reports of City ABCS

Report (June 10, 2003) from the Chief Administrative Officer, responding to a Council request for an analysis of the style and cost of annual reports produced by all City Agencies with a view to standardization, and recommending that:

- (1) all ABCs annually submit a copy of their annual reports to the Municipal Affairs Library;
- (2) the CAO request that each agency review the style and cost of producing its annual report to ensure it is commensurate with its purpose and intended impression; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

4. Development of City Directives to the Boards of City of Toronto Agencies, Boards and Commissions

Report (June 10, 2003) from the Chief Administrative Officer, proposing a strategy for articulating, clarifying and documenting the relationships between the City and its agencies, boards and commissions (ABC's), and recommending that:

- (1) the CAO staff proceed to work co-operatively with City Departments affected and all City Agencies, Boards and Commissions to develop individual City Directives for each City Agency, Board and Commission, using the attached template as a general guide;
- (2) staff report to Council for approval each City Directive and any necessary service level agreements along with any required amendments to the City of Toronto Municipal Code;
- (3) this report be forwarded to the Policy and Finance Committee and Council for consideration; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto, including the introduction of any necessary bills in Council.

5. Public Access and Involvement for City of Toronto Agencies, Boards and Commissions – Recommended Policy

Report (June 10, 2003) from the Chief Administrative Officer, forwarding for approval a draft policy on Public Access and Involvement Policy on City Agencies, Boards, and Commissions, and recommending that:

- (1) the Public Access and Involvement Policy for City of Toronto Agencies, Boards, and Commissions included as Attachment 1 to this report be forwarded to the Policy and Finance Committee and to Council for consideration;
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

6. Policy on Remuneration and Expense Reimbursement for City of Toronto Agencies, Boards, Commissions and Corporations

Report (June 10, 2003) from the Chief Administrative Officer, forwarding, for approval, policies for remuneration and expense reimbursement for City agencies, boards, commissions and corporations, and recommending that:

- (1) the Remuneration Policy included as Appendix 1 to this report be approved, with an effective date coincident with the date of new board appointments in 2004;

- (2) the Expense Reimbursement Policy included as Appendix 2 to this report be approved, with an effective date coincident with the date of new board appointments in 2004;
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

6(a). Toronto Police Services Board Response to the City of Toronto's Draft Remuneration and Draft Expense and Travel Policies for Agencies, Boards, Commissions and Corporations and Review of the Position of Chair, Toronto Police Services Board

Communication (March 28, 2003) from the Chair, Toronto Police Services Board, responding to the Draft Remuneration and Draft Expense and Travel Policies for the City of Toronto Agencies, Boards, and Commissions, and recommending that the ABC Ad Hoc Committee:

- (1) consider amending the Draft Expense and Travel Policy as it relates to requiring Board approval in advance of travelling on Board business and to include levels of authorization similar to the Toronto Police Services Board By-Law No. 100; and
- (2) receive the report, dated March 26, 2003, from William Gibson, Director of Human Resources, Toronto Police Service, with regard to the review of the position of Chair, Toronto Police Services Board, for information in conjunction with the ABC Ad Hoc Committee's consideration of the Draft Remuneration Policy for City Agencies, Boards, Commissions and Corporations.

6(b). Expense and Travel Policy

Communication (February 20, 2003) from the City Clerk, advising that the Toronto Pedestrian Committee, on February 19, 2003, had before it a communication from Ms. Rhona Swarbrick (February 3, 2003), and recommending to the ABC Ad Hoc Committee that:

- (1) it supports Councillor Layton's motion passed at the May 1, 2002 Works Committee meeting that transportation costs be provided for citizens appointed to advisory committees to the Works Committee, to be funded from the Works and Emergency Services consultants' budget; and
- (2) Ms. Rhona Swarbrick's request for a one-time reimbursement of out-of-pocket expenses for travel incurred during the period January, 2001 to September, 2001 in carrying out Committee business.

7. Recommendations of Audit Committee

Report (June 10, 2003) from the Chief Administrative Officer, responding to the disposition of motions from the Audit Committee meeting of April 9, 2003, and recommending that:

- (1) the report from the City Auditor, dated March 30, 2001, and including the Financial/Internal Control Checklist appended thereto, be received for information;
- (2) the motions by Councillors Balkissoon and Ford referred to the ABC Ad Hoc Committee by the Audit Committee be considered for implementation within the context of the review of arena boards of management included in the ABC Work Program;
- (3) this report be forwarded to the Policy and Finance Committee and Council for their information; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

8. Overview of Existing Governance of Museum Boards

DEPUTATION

Report (June 2, 2003) from the Commissioner, Economic Development, Culture and Tourism, providing an overview of the existing governance of museum boards, and recommending that this report be received for information.

8(a). Historic Houses of Old Toronto

Communication (April 9, 2003) from Councillor David Miller, forwarding a communication (undated) from Ms. Lynn Donoghue, Chair, Fundraising, Historic Houses of Old Toronto, regarding the relationship between the board and the staff.

9. ABC Ad Hoc Committee Progress Report and Future Strategy

Report (June 10, 2003) from the Chief Administrative Officer, responding to the Council directive for the ABC Ad Hoc Committee to report every six months on progress accomplishments of the Committee to date and the strategy for implementing the policy frameworks established through the ABC Ad Hoc Committee, and recommending that:

- (1) the ABC work program for 2004-2006 outlined in Appendix 2, being coordinated by the Chief Administrator's office working in consultation with City ABCs and an interdepartmental staff team, be forwarded to the Policy and Finance Committee in the new term of Council to determine whether any special Council

committee or reference group should be established to deal with ABC governance issues;

- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

DATE OF NEXT MEETING: Tuesday, July 15, 2003, 9:30 a.m. Committee Room No. 1.