



May 26, 2004

To: Board of Health

From: Councillor Kyle Rae

Subject: Council Reference Group Terms of Reference

At its March 2004 meeting, Toronto Council approved the creation of a Council Reference Group for the City's two-year Comprehensive Drug Strategy Initiative. Membership of the Group was to be solicited by myself as the designated Council lead for this initiative, in consultation with City staff. It was also requested that the terms of reference and membership for the Group be reported to Council.

The Council Reference Group met for the first time on May 26, 2004 and adopted the terms of reference, as attached. As directed, I submit the terms of reference with membership list, to Toronto Council for endorsement.

Sincerely,

Councillor Kyle Rae

City of Toronto
Comprehensive Drug Strategy Initiative

Council Reference Group
Terms of Reference

Background:

In January 2004, the City of Toronto began a two-year process to develop a comprehensive municipal drug policy framework and strategy based on the four key areas or "pillars" of prevention, treatment, harm reduction and enforcement.

Currently in Toronto there are numerous drug programs, services and responses that span the four pillars. However, there is not a unifying framework or strategy to guide or co-ordinate these efforts even though they often share similar goals and objectives.

The overall aim of the project is to establish a context within which co-ordinated, effective responses to drug use issues can occur and to promote a balanced, integrated and more comprehensive approach to addressing drug issues on an ongoing basis in Toronto.

Mandate:

The purpose of the Council Reference Group is to provide strategic political advice and leadership to the development of the City's Comprehensive Drug Strategy.

Specifically, the Council Reference Group will review and advise on:

- a) The environmental scan and literature review.
- b) The community consultation plan.
- c) The draft and final versions of the drug policy framework, strategy and implementation plan.
- d) The communication strategy for release of the final report.

Membership:

The Council Reference Group will be comprised of five members of City Council (see Appendix A for list) selected to provide representation from across the City of Toronto. Councillor Kyle Rae will chair the meetings in his role as designated Council lead for the initiative.

Frequency of Meetings:

Meetings will be scheduled to coincide with key decision making points of the project (for example, to review the community consultation plans and to review drafts of the policy framework and strategy before release for consultation). It is expected that the Council Reference Group will meet three to four times in each of the two years of the project.

Term:

The Council Reference Group will disband at the completion of the project, scheduled for December 31st, 2005.

Staff Support:

Liz Janzen of Toronto Public Health and Susan Shepherd of Community & Neighbourhood Services will provide policy and administrative support in their roles as Lead Director and Project Manager respectively, for the Comprehensive Drug Strategy Initiative.

Reporting Path:

The Council Reference Group will report to City Council through the Board of Health and/or Community Services Committee, as appropriate.

Appendix A

**Council Reference Group
Membership List**

Councillor Kyle Rae (Chair)
Councillor Shelley Carroll
Councillor Frank Di Giorgio
Councillor Joe Mihevc
Councillor Michael Thompson