

## **Resources Required to Conduct an Inventory of Youth Opportunities**

<b>Date:</b>	February 6, 2008
<b>To:</b>	Community Development and Recreation Committee
<b>From:</b>	Executive Director, Social Development, Finance and Administration
<b>Wards:</b>	
<b>Reference Number:</b>	

### **SUMMARY**

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This report was requested by the Community Development and Recreation Committee at its September 12, 2007 meeting. The Committee considered a communication from the Youth Strategy Panel's July 12, 2007 meeting requesting that staff begin work on an inventory of all youth programs, services, facilities and engagement processes being done through all Agencies, Boards, Commissions and Divisions on a neighbourhood by neighbourhood basis. The Committee referred the communication to Deputy City Manager Sue Corke for a report on the costs, staff hours and resources required to develop an inventory of City programs, services facilities and engagement opportunities.

This report describes an inventory process already underway as a part of the ongoing provision of municipal youth services, and provides an estimate of the resources required to extend this inventory process to prepare the inventory requested by the Youth Strategy Panel.

#### **Financial Impact**

This report has no financial impact.

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### **DECISION HISTORY**

<http://www.toronto.ca/legdocs/mmis/2007/cd/bgrd/backgroundfile-6184.pdf>

## ISSUE BACKGROUND

Opportunities for youth, including programs, services, facilities and engagement processes are provided by a wide range of City Agencies, Boards, Commissions and Divisions (ABCD). On a regular basis, information about these opportunities is summarized and shared both within the City and with external service providers. The collection and sharing of this information is a best practice that enhances the development of a responsive, coordinated system of supports for youth across the city.

The City's Interdivisional Youth Services Group (IDYSG) has acted as the vehicle for the collection and distribution of much of this information, supporting integrated service planning, budget development, and responses in priority neighbourhoods. IDYSG is composed of ABCDs with a central role in the delivery of supports to youth, including: Economic Development, Culture and Tourism; Parks, Forestry and Recreation; Shelter, Housing and Support Administration; Social Development, Finance and Administration; Social Services; Toronto Community Housing; Toronto Public Health; and Toronto Public Library.

As a part of its ongoing work, the IDYSG has developed an inventory process that will improve access to coordinated information, reduce the burden on the staff that respond to ad-hoc requests for information, and provide more effective support for service planning, coordination and budget development.

Phase I of this inventory process focuses on the collection of information about opportunities available in the City's 13 priority neighbourhoods provided by all ABCDs for whom youth are a key focus. This phase captures both City-wide and neighbourhood-specific opportunities, and is designed to quickly provide an inventory of youth opportunities that would immediately be of use to the City's place-based work. Phase II of the inventory will focus on the collection of information from ABCDs with a less central role in the provision of youth opportunities, and on neighbourhood-specific supports outside of priority neighbourhoods. Data collected in both phases will be stored and analysed by the Social Development, Finance and Administration Division, which has a City-wide role in the collection, maintenance and analysis of social data.

Based on data collected to date by the IDYSG, it is estimated that the initial implementation of the inventory will require a total of 550 hours of staff time to complete Phases I and II across all City ABCDs. This work will be distributed across 73 divisions and ABCs, and among appropriate program staff. On average, it is estimated that an individual staff person will dedicate no more than 5 hours to contribute to the inventory. The update and maintenance of the inventory is expected to take approximately half of this time, or 275 hours of total staff time annually, and require no more than 2.5 hours of time annually for the majority of the staff involved in this exercise.

The dedication of these staff hours is consistent with current staff roles and practices, and will be conducted within existing resources. Staff already dedicate time to the collection,

compilation and sharing of information on a regular basis, and the formalization and centralisation of this work may, in the long term, reduce the total effort required.

## **COMMENTS**

The Youth Strategy Panel's inventory request differs from the IDYSG's inventory in one way: the Panel has requested an inventory of youth facilities, which had not been designed as a part of the IDYSG inventory process. The collection of this additional information is expected to take 75 hours in total to complete in the initial implementation, and would involve approximately 15 staff. The annual update of the inventory would require approximately half this time, or 37 total hours, with the majority of staff allocating no more than 2.5 hours annually to maintain this facility inventory.

Although not originally defined by the IDYSG as a part of their inventory process, the collection and maintenance of information about youth facilities is consistent with existing staff work and best practices.

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## **SIGNATURE**

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