

**THE CITY OF TORONTO**

**City Clerk's Office**

**Minutes of the ABC Ad Hoc Committee**

**Meeting No. 1**

**Tuesday, March 4, 2003**

The ABC Ad Hoc Committee met on Tuesday, March 4, 2003, in Committee Room No. 4, 2nd Floor, City Hall, Toronto, commencing at 2:10 p.m.

Members Present:

Councillor David Soknacki, Chair  
Councillor Norm Kelly  
Councillor Denzil Minnan-Wong  
Councillor Kyle Rae

Regrets:

Councillor Brad Duguid  
Councillor David Miller  
Councillor Jane Pitfield

**Confirmation of the Minutes**

On motion by Councillor Rae, the Minutes of the meeting held on Thursday, November 21, 2002, were confirmed.

**1.1 Management of the St. Lawrence Centre for the Arts Board of Management.**

The ABC Ad Hoc Committee had before it a communication (February 14, 2003) from Mr. Martin Bragg, Artistic Producer of the Canadian Stage Company (CanStage), advising that relevant financial and operational information to prepare a proposal as directed by City Council on October 1, 2, and 3, 2002, regarding the St. Lawrence Centre for the Arts Board of Management, is still unavailable.

Mr. Martin Bragg appeared before the Committee in connection with the foregoing matter.

On motion by Councillor Rae, the Committee recommended to the Policy and Finance Committee, and Council, that the St. Lawrence Centre for the Arts Board of Management be requested to make available to the Canadian Stage Company (CanStage) all the financial and operational

information to prepare a proposal on the management of the St. Lawrence Centre.

Subsequent to the meeting of the ABC Ad Hoc Committee, the CAO's office advised that staff of the St. Lawrence Centre for the Arts indicated that they would provide the requested financial and operational information to the Chief Administrative Officer for release to The Canadian Stage Company. The aforementioned proposal from Canadian Stage Company on the management of the St. Lawrence Centre for the Arts will be submitted to the Chief Administrative Officer so that she can provide a report to ABC Ad Hoc Committee with recommendation on the proposal. This is in light of Council's decision at its meeting held on October 1, 2 and 3, 2002, embodied in Notice of Motion No. J(19), wherein the Chief Administrative Officer was requested to solicit a proposal from the Canadian Stage Corporation on the management of the St. Lawrence Centre for the Arts; to provide the relevant information to make the preparation of this proposal possible; and to report back to Council, through the ABC Ad Hoc Committee.

(Policy and Finance Committee; sent to Chief Administrative Officer -- March 6, 2003)

## **1.2 ABC Ad Hoc Committee Progress Report.**

The ABC Ad Hoc Committee had before it a report (February 24, 2003) from the Chief Administrative Officer, advising that in accordance with Council directive for the ABC Ad Hoc Committee to report every six months on progress, this report deals with the status of projects under review by the Committee, and recommending that:

- (1) this report be forwarded to the Policy and Finance Committee for information;
- (2) the Policy and Finance Committee be advised that the ABC Ad Hoc Committee will be sending policies and governance issues, as they are recommended by the Ad Hoc Committee, to the Policy and Finance Committee for consideration;
- (3) the ABC Ad Hoc Committee provide a second progress report to the Policy and Finance Committee outlining a recommended course of action to address remaining governance issues prior to completion of this term of the ABC Ad Hoc Committee; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

The following persons appeared before the Committee in connection with the foregoing matter:

- Marilyn, Roy, Chairperson, Harbourfront Community Centre;
- Julia Goldstein, Executive Director, Cecil Community Centre;

On motion by Councillor Rae, the Committee recommended to the Policy and Finance Committee, and Council, the adoption of the aforementioned report.

(Policy and Finance Committee; sent to: Chief Administrative Officer -- March 6, 2003)

### **1.3 Governance Review of the Association of Community Centres (AOCCs).**

The ABC Ad Hoc Committee had before it a report (February 24, 2003) from the Chief Administrative Officer, reviewing the existing governance structure of the 10 board-run community centres that make up the Association of Community Centres, (referred to collectively in this report as "AOCCs") and recommending that:

- (1) the existing governance structure for AOCC boards/committees of management (referred to further in these recommendations as AOCC boards) continue, subject to compliance with the *Municipal Act, 2001* as provided for in Recommendation 10. The impacted centres are:
  - (a) 519 Church St. Community Centre;
  - (b) Applegrove Community Complex;
  - (c) Cecil St. Community Centre;
  - (d) Central Eglinton Community Centre;
  - (e) Community Centre 55;
  - (f) Eastview Neighbourhood Community Centre;
  - (g) Harbourfront Community Centre;
  - (h) Ralph Thornton Community Centre;
  - (i) Scadding Court Community Centre; and
  - (j) Swansea Town Hall;
- (2) as part of the City's strategy for aligning program operating boards to the relevant City departments, the AOCCs be functionally aligned with the Community and Neighbourhood Services Department;
- (3) the specific role of Community and Neighbourhood Services Department as City 'liaison' be developed jointly between the AOCC boards and staff from Community and Neighbourhood Services, as part of the functional alignment exercise;

- (4) the Commissioner of Community and Neighbourhood Services consult with the AOCC boards on the functional alignment of AOCCs with Community and Neighbourhood Services Department, including the development of operating principles and guidelines, and report back to the ABC Ad Hoc Committee to ensure that the form and content are consistent with the framework under development for all City agencies;
- (5) the City continue to provide core administration funding to AOCCs where the board is expected to operate within approved budgets, however, as for other City agencies, administrative surpluses are returned to the City and administrative deficits are funded, upon Council approval;
- (6) funding for program activities continue to be the sole responsibility of the AOCCs, but AOCCs continue to be eligible to apply for City funding for program activities through grant programs or other mechanisms such as family resource centre funding, summer day program funding;
- (7) the City continue to provide the current level of corporate support to AOCCs (as outlined in Appendices No. 2 and No. 3 of this report). As part of the functional alignment exercise, the Commissioner of Community and Neighbourhood Services report in consultation with the Commissioner of Corporate Services, Chief Financial Officer, Auditor General and the AOCCs on:
  - (a) the cost of providing the current level of corporate support to AOCCs; and
  - (b) the appropriate range and level of corporate support to AOCCs and the resource implications of any proposed changes;
- (8) AOCC boards begin the process of separating the financial records of the City board from the financial records of the independent not-for-profit corporation, where they exist, in accordance with legislative requirements and the City Auditor's recommendation and that Accounting Services provide standardized accounting guidelines to assist this process to ensure a consistent approach to the separation of the records, with Human Resources and Legal support provided as necessary;
- (9) given that the City has authority and responsibility over human resource issues relative to AOCC staff, since the City has been deemed the employer in accordance with the *Ontario Labour Relations Act* and the *Pay Equity Act*, the City reconcile existing AOCC human resource policies with those applicable to City staff (as outlined in Appendices No. 2 and No. 3);
- (10) given that the legislative basis for AOCCs is changing, the AOCC boards be re-established under subsection 195(2) of the *Municipal Act, 2001* as municipal service boards under the culture, parks, recreation and heritage sphere of

jurisdiction before the end of the transition period on January 1, 2006, and that the Commissioner of Community and Neighbourhood Services, the City Solicitor, and the Chief Administrative Officer collaborate in implementing this change;

- (11) the nomination process and board composition guidelines for each AOCC board, as outlined in Articles II and III of Chapter 25 of the former City of Toronto Municipal Code, continue and be incorporated in the new City Municipal Code chapter for community centre municipal services boards, with the exceptions noted in Recommendations No. 12 and No. 13 and the changes required to reflect the transition to municipal service boards be made;
- (12) as requested by the Ralph Thornton Board, the size of the board of Ralph Thornton Community Centre remain at thirteen (13) but the composition be amended to remove the requirement that the Woodgreen Community Centre, the Jimmie Simpson Recreation Centre, the Toronto Public Library Board and the South Riverdale Community Health Centre each nominate one person for appointment to the Ralph Thornton Board and the new chapter of the Municipal Code reflect this change;
- (13) the new Municipal Code chapter implement the following changes from the existing provisions of Chapter 25 of the former City of Toronto Municipal Code:
  - (a) revisions to the references to Commissioners to refer to the Commissioner of Community and Neighbourhood Services or Commissioner of Corporate Services, as applicable;
  - (b) revision of § 25-11E to require the removal of material that contravenes the City's Hate Activity and Human Rights and Harassment policies and employee participation in election campaigns; and
  - (c) revision of § 25-32, Applegrove Community Complex, to update the description of the premises and lease to reflect the current operations;
- (14) the City Solicitor submit the draft by-laws necessary to implement these recommendations to the ABC Ad Hoc Committee and a copy of the working draft of the new municipal code chapter be provided to the AOCC boards for comment;
- (15) this report be forwarded to Policy and Finance Committee for consideration; and
- (16) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

ABC Ad Hoc Committee  
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The Committee also had before it the following communications in connection with the foregoing matter:

- (November 27, 2003) from the City Clerk, advising that the Audit Committee on November 22, 2002, requested the ABC AD Hoc Committee to ensure that the issues identified in the individual management letters relating to Boards of Management for Community Centres are addressed as part of the review of the community centres and report back to the Audit Committee by February 28, 2003;
- (February 19, 2003) from Ms. Leona Rodall, Executive Director, Harbourfront Community Centre; and
- (February 28, 2003) from Ms. Joan Anderson, Chair, Strategic Planning Committee.

The following persons appeared before the ABC Ad Hoc Committee in connection with the foregoing matter:

- Marilyn Roy, Chairperson, Harbourfront Community Centre
- Susan Fletcher, Applegrove Community Complex.

Councillor Rae moved the adoption of the aforementioned report, subject to amending recommendation No. (4), by deleting the words “and report back to the ABC Ad Hoc Committee to ensure that the form and content are consistent with the framework under development for all City agencies”; which was **carried**.

Councillor Kelly moved that Recommendation No. (5) be amended by deleting the word “for” and inserting in lieu thereof the word “with”, which was **carried**.

The Committee recommended to Policy and Finance Committee, and Council, the adoption of the aforementioned report, subject to amending:

- (i) Recommendation No. (4), by deleting the words “and report back to the ABC Ad Hoc Committee to ensure that the form and content are consistent with the framework under development for all City agencies”; and
- (ii) Recommendation No. (5), by deleting the word “for” and inserting in lieu thereof the word “with”,

so that such recommendations now read as follows:

- “(4) the Commissioner of Community and Neighbourhood Services consult with the AOCC boards on the functional alignment of AOCCs with Community and

Neighbourhood Services Department, including the development of operating principles and guidelines;

- (5) the City continue to provide core administration funding to AOCCs where the board is expected to operate within approved budgets, however, as with other City agencies, administrative surpluses are returned to the City and administrative deficits are funded, upon Council approval.”

(Policy and Finance Committee – March 6, 2003; Sent to: Chief Administrative Officer, City Solicitor; Commissioner of Community and Neighbourhood Services; Chief Financial Officer and Treasurer; Commissioner of Corporate Services; Toronto Public Library Board; Auditor General; Administrator, Audit Committee; Woodgreen Community Centre; Jimmie Simpson Recreation Centre; South Riverdale Community Health Centre; Interested Individuals (AOCCs)).

#### **1.4 Toronto Library Board Composition.**

The ABC Ad Hoc Committee had before it a report (February 24, 2003) from the Chief Administrative Officer, forwarding the results of consultation with the Toronto Public Library Board recommending changes to the Library Board composition and citizen member selection, and recommending that:

- (1) effective December 1, 2003, the Toronto Public Library Board be composed of 13 members as follows:
- (a) the Mayor, or a Councillor as Mayor’s designate;
  - (b) 4 other Councillors; and
  - (c) 8 citizens;
- (2) a Library Board Recruitment Panel be constituted at the beginning of the new term of Council by the Striking Committee and be composed of the Mayor as Chair of the Panel, two (2) Councillors on the Library Board, and the Chair of the Community Services Committee to recruit, interview and recommend citizen appointees to the Library Board;
- (3) the following be approved as the qualifications required of citizen appointees to the Toronto Library Board:
- (a) up to three (3) members with publicly recognized achievements in the disciplines of:
    - Literature and Literacy;
    - Arts and Culture;

Science and Technology;  
Business;

and/ or

five (5) or more members with demonstrated skills, interest and experience in:

Financial Management;  
Philanthropy;  
Public Sector Governance;  
Community Service;  
Community Diversity;

and all of the following qualifications:

- (a) independence of judgement;
  - (b) personal integrity; and
  - (c) meets all requirements of the *Public Libraries Act*, as amended, for citizen appointees,
    - at least eighteen years of age;
    - a Canadian citizen;
    - a resident of Toronto; and
    - not be an employee of the City of Toronto or the Toronto Public Library Board;
- (4) the City CAO engage a facilitator to assist the Library Board Recruitment Panel in:
- (a) identifying one to three high-profile candidates with publicly recognized achievements in disciplines outlined in the qualifications criteria;
  - (b) approaching potential nominees to ascertain interest and encourage participation;
  - (c) reviewing applications; and
  - (d) conducting candidate interviews;
- (5) the Toronto Public Library Board, the Toronto District Public School Board, and the Toronto District Separate School Board be advised of the disposition of the recommendations of this report;
- (6) the Policy for Citizen Appointments through the Nominating Committee and other applicable procedures or By-Laws be amended to reflect the recommendations of this report;
- (7) this report be forwarded to the Policy and Finance Committee for consideration; and

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

On motion by Councillor Rae, the Committee recommended to the Policy and Finance Committee, and Council, the adoption of the aforementioned report.

(Policy and Finance Committee; sent to Chief Administrative Officer, Toronto Public Library Board, Toronto District Public School Board, Toronto District Separate School Board, Administrator, Nominating Committee - March 6, 2003)

### **1.5 Police Services Board Remuneration and Term of Councillor Appointments.**

The Committee had before it a report (February 24, 2003) from the Chief Administrative Officer, advising receipt of correspondence from the Toronto Police Services Board respecting remuneration and term of Councillor appointments, and recommending that:

- (1) the correspondence received from Norman Gardner, Chair of the Toronto Police Services Board, dated January 22, 2003, recommending an increase in remuneration for the citizen member position to \$8,791.00 per annum plus \$300.00 per meeting to a maximum of 15 meetings per year, be referred to the City CAO for recommendation in the context of the overall policy on remuneration for citizen appointees and considering the level of remuneration for the Provincial appointees to the Police Services Board;
- (2) the further correspondence also received from Norman Gardner, Chair of the Toronto Police Services Board, dated January 22, 2003, requesting that the term of Councillor appointments to the Toronto Police Services Board be extended to three years, be referred to the City CAO for recommendation as part of the Council Governance Review of the Council Committee structure;
- (3) the ABC Ad Hoc Committee defer consideration of the remuneration for the Chair of the Police Services Board until the Board reports back following its meeting of March 27, 2003, on the findings of the study being undertaken by the consultant engaged by the Police Services Board on whether the position of Chair is a full-time position and recommending the length of term and remuneration level; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Rae, the Committee recommended the adoption of the aforementioned report.

(Chief Administrative Officer; Mr. Norman Gardner, Chair, Toronto Police Services Board - March 7, 2003)

#### **1.6 Classification of City of Toronto Special Purpose Bodies.**

The Committee had before it a report (February 24, 2003) from the Chief Administrative Officer, proposing a strategy for developing a classification framework for City Special Purpose bodies which will outline the relationship to the City including the degree of autonomy, City policies and procedures which apply and the reporting requirements for each class, and recommending that:

- (1) the ABC Ad Hoc Committee provide feedback to staff on the approach to developing the classification framework for City Special Purpose Bodies as described in this report;
- (2) staff consult with the City's Special Purpose Bodies, affected departmental staff and other stakeholders in developing the classification framework, its application to individual agencies, and the administrative processes required for implementation;
- (3) staff report back to the ABC Ad Hoc Committee on a recommended classification framework and operational parameters; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Rae, the Committee recommended the adoption of the aforementioned report.

(Chief Administrative Officer – March 6, 2003)

#### **1.7 Strategy for Developing Citizen Nomination Processes for City Agencies, Boards, Commissions and Corporations.**

The Committee had before it a report (February 24, 2003) from the Chief Administrative Officer, outlining issues and some new approaches to recruiting and nominating citizens to City agencies, boards, commissions and corporations for review and direction by the ABC Ad Hoc Committee, and recommending that:

- (1) the ABC Ad Hoc Committee provide feedback to staff on the issues and suggested approaches as contained in this report and summarized in Appendix No. 1;
- (2) staff be directed to seek comments from stakeholders regarding these issues and others raised by the Ad Hoc Committee and report back with a recommended policy; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Rae, the Committee recommended the adoption of the aforementioned report.

(Chief Administrative Officer – March 6, 2003)

### **1.8 Draft – Policy on Public Access and Involvement for City of Toronto Agencies, Boards and Commissions.**

The ABC Ad Hoc Committee had before it a report (February 24, 2003) from the Chief Administrative Officer, proposing a draft policy regarding public access to the decision-making process of City agencies, boards and commissions for initial review and direction by the ABC Ad Hoc Committee, and recommending that:

- (1) the ABC Ad Hoc Committee provide feedback to staff on the draft Public Access and Involvement Policy for City Agencies, Boards and Commissions, included as Attachment 1 to this report;
- (2) staff seek comments from the City's Agencies, Boards and Commissions, city staff and other stakeholders and report back to the ABC Ad Hoc Committee on the results of the consultation and with a recommended policy; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Tziretas, the Committee recommended adoption of the aforementioned report.

(Chief Administrative Officer – March 6, 2003)

**1.9 Release of Seniors' Advocate's Report: "Rebuilding Respect: A Progress Report for Seniors, November 2002".**

The ABC Ad Hoc Committee had before it, for information, a communication (January 29, 2003) from the City Clerk, advising that City Council on November 26, 27 and 28, 2002, directed that Clause No. 1 of Report No. 10 of the Community Services Committee, entitled "Release of Seniors' Advocate's Report: 'Rebuilding Respect: A Progress Report for Seniors, November 2002'", be forwarded to the ABC Ad Hoc Committee for consideration.

On motion by Councillor Tziretas the Committee received the foregoing communication for information.

(Chief Administrative Officer - March 6, 2003)

**1.10 A Reconstituted Toronto Senior's Assembly.**

The ABC Ad Hoc Committee had before it, for information, a communication (January 29, 2003) from the City Clerk, advising that the Budget Advisory Committee considered a communication (June 24, 2002) from the City Clerk, advising that City Council on June 18, 19 and 20, 2002, adopted, without amendment, Clause No. 11 of Report No. 6 of the Community Services Committee, and directed that it be forwarded to the ABC Ad Hoc Committee for consideration.

On motion by Councillor Rae, the Committee received the aforementioned communication for information.

(Chief Administrative Officer - March 6, 2003)

**1.11 Governance of City Museums.**

The ABC Ad Hoc Committee had before it, for information, a report from the Commissioner, Economic Development, Culture and Tourism (February 21, 2003) requesting deferral of the report on museum governance from the April 2003 meeting to the September 2003 ABC Ad Hoc Committee Meeting.

On motion by Councillor Rae, the Committee deferred consideration of the report on Governance of City Museums to the September 2003 meeting of the Committee.

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The following persons appeared before the ABC Ad Hoc Committee in connection with the foregoing matter and submitted material with respect thereto:

- Mr. Terry Russell, and
- Mr. Peter Carruthers.

(Chief Administrative Officer; Commissioner of Economic Development, Culture and Tourism; Mr. Terry Russell; Mr. Peter Carruthers - March 6, 2003)

The Committee adjourned its meeting at 3:13 p.m.

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Chair