



STAFF REPORT ACTION REQUIRED

Council Advisory Bodies for the 2014 to 2018 Term of City Council

Date:	January 8, 2015
To:	Executive Committee
From:	City Manager
Wards:	All
Reference Number:	

SUMMARY

This report recommends the establishment of Council Advisory Bodies for the 2014 to 2018 Council term and the approval of their Terms of Reference. The Council Advisory Bodies recommended for establishment for the 2014 to 2018 term are:

- Aboriginal Affairs Committee;
- City-School Boards Advisory Committee;
- Film, Television and Commercial Production Industry Committee (Film Board);
- Toronto French Language Advisory Committee; and
- Toronto Music Industry Advisory Council.

The Disability Issues Committee is required under the *Accessibility for Ontarians with Disabilities Act, 2005* and is automatically established for each term of City Council. Similarly, the Heritage Preservation Board is established under Toronto Municipal Code, Chapter 103, Heritage, and is established automatically for the 2014-2018 Council term.

City Council must approve the Terms of Reference for Council Advisory Bodies in accordance with Chapter 27, Section 130(B) of the Toronto Municipal Code. The City Manager's Office has reviewed and updated the Terms of Reference for Council Advisory Bodies recommended for establishment for this term of Council to ensure compliance with relevant legislation, City by-laws and policies.

RECOMMENDATIONS

The City Manager recommends that:

1. City Council establish the following Council Advisory Bodies for the term ending November 30, 2018 or until their mandate is completed within the 2014 to 2018 term:
 - a. Aboriginal Affairs Committee;
 - b. City-School Boards Advisory Committee;
 - c. Film, Television and Commercial Production Industry Committee (Film Board);
 - d. Toronto French Language Advisory Committee; and
 - e. Toronto Music Industry Advisory Council.
2. City Council approve the Terms of Reference attached in Appendix B, C, D, E, F and G to this report for the Council Advisory Bodies in Recommendation 1 and for the Disability Issues Committee.
3. City Council request the City Clerk to invite the participation of Toronto-area School Boards on the City-School Boards Advisory Committee as described in the proposed terms of reference in Appendix C to this report.
4. City Council direct that the establishment of Council Advisory Bodies be coordinated through the City Manager's Office including the development of Terms of Reference for City Council's approval to ensure compliance with applicable legislation and City by-laws and policies.

Implementation Points

The Terms of Reference for the Council Advisory Bodies recommended for establishment for the 2014 to 2018 term of City Council have been updated for consistency and compliance with City by-laws and policies.

Orientation and guidance materials for Council Advisory Bodies will also be developed to ensure that they understand their mandate and governance and are operating in an effective manner.

Financial Impact

There are no financial implications resulting from this report. The Council Advisory Bodies recommended in this report will be provided meeting management support through existing resources in the City Clerk's Office. Recruitment activities may also create additional work for the City Clerk's Office.

The Deputy City Manager and Chief Financial Officer has reviewed the financial impact statement and concurs with the financial impact statement.

DECISION HISTORY

Council Advisory Bodies

At the beginning of each term, City Council establishes Council Advisory Bodies to support City Council's decision-making and priorities for the term. In 2011, City Council considered the report, *Council Advisory and Working Committees* for the 2010-2014 term of City Council.

City Council's decision can be found at:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2011.EX5.3>

Council also established additional Advisory Bodies during the previous term. The Council Advisory Bodies for the 2010-2014 Term are listed in Appendix A to this report.

ISSUE BACKGROUND

Council Advisory Bodies, established by City Council under the Toronto Municipal Code Chapter 27, Council Procedures, provide advice to City Council on specific areas of interest and term policy priorities to assist City Council's decision-making.

Council Advisory Bodies generally include Members of City Council and at least 50 percent citizens appointed by City Council. City Council may direct that Council Advisory Bodies have a specific membership composition to achieve a Council priority. For example, the City-School Board Advisory Committee is made up of Council members and School Board Trustees. All Council Advisory Bodies are required to follow a range of City by-laws, policies and legislation including open meeting requirements under the *City of Toronto Act, 2006*.

Council Advisory Bodies assist City Council in achieving its term objectives and should be purposeful and appropriate to the term. As such, all Council Advisory Bodies are dissolved at the end of the term, unless required by legislation. Council Advisory Bodies do not deliver services, direct City staff or make binding decisions on behalf of the Toronto government.

COMMENTS

1. Establishment of Council Advisory Bodies for the 2014-2018 Term of City Council

This report recommends the establishment of the Council Advisory Bodies in Table 1 below for the 2014-2018 term of City Council.

Table 1
Council Advisory Bodies Recommended for Establishment
for the 2014-2018 Term of City Council

1. Aboriginal Affairs Committee	<ul style="list-style-type: none"> • Provides advice to City Council on the elimination of barriers faced by Aboriginal peoples and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural, economic and spiritual well-being of Aboriginal peoples. • Reports to the Executive Committee.
2. City-School Boards Advisory Committee	<ul style="list-style-type: none"> • Provides advice to City Council on the best means to effectively share information and coordinate strategic directions on matters of mutual interest between the City of Toronto and School Boards that serve Toronto. • Reports to the Executive Committee.
3. Film, Television and Commercial Production Industry Committee (Film Board)	<ul style="list-style-type: none"> • Provides advice to City Council on the City's film, television and commercial production industry to promote the health, competitiveness, and long-term viability of the sector. • Reports to the Economic Development Committee.
4. Toronto French Language Advisory Committee	<ul style="list-style-type: none"> • Provides advice and insight to City Council about emerging trends and information related to Toronto's Francophone community including monitoring and reviewing decisions and projects of the Francophone Association of Municipalities of Ontario (AFMO) and providing information on opportunities stemming from the work of AFMO. • Reports to the Government Management Committee.
5. Toronto Music Industry Advisory Council	<ul style="list-style-type: none"> • Provides advice to City Council on issues and opportunities for the music sector, promotes Toronto's music industry, monitors and advises on marketing strategies to strengthen the attractiveness, competitiveness and viability of Toronto's music sector • Reports to the Economic Development Committee.

Two additional committees set out in Table 2 are automatically established for the 2014 to 2018 term of City Council as they are established under separate legislation. The Council members to these two committees have already been appointed by City Council on recommendation of Striking Committee.

Table 2 Council Advisory Bodies Established for the 2014-2018 Term of City Council	
1. Disability Issues Committee	<ul style="list-style-type: none"> • Establishment required under the Accessibility for Ontarians with Disabilities Act, 2005. • Provides advice to City Council on the elimination of barriers faced by people with disabilities, including advice related to the implementation of accessibility standards required under the Accessibility for Ontarians with Disabilities Act. • The committee reports to Executive Committee.
2. Toronto Preservation Board	<ul style="list-style-type: none"> • Established under Toronto Municipal Code, Chapter 103, Heritage • Provides advice to City Council on matters relating to Part IV (Conservation of Property of Cultural Heritage Value or Interest) and Part V (Heritage Conservation Districts) of the <i>Ontario Heritage Act</i>. • Reports to the Planning and Growth Management Committee on City-wide heritage preservation matters and through Community Council on local heritage issues.

2. Governance Standards for Council Advisory Bodies

Council Advisory Bodies are bodies established under the Toronto Municipal Code Chapter 27, Council Procedures, Section 130 to provide advice to City Council to assist its decision-making. The intent of Council Advisory Bodies is for City Council to receive advice from the public, industry and stakeholders on key policy matters. In keeping with this intent, and principles of good governance, staff are not members of Council Advisory Bodies as staff advice is provided directly to Standing Committees and City Council.

Toronto Municipal Code, Chapter 27, Council Procedures sets out requirements for Council Advisory Bodies including that City Council must approve the Terms of Reference. The Terms of Reference are required to include:

- The matters the committee or body deals with;
- The composition of the committee or body;
- The Council Committee to which the committee or body reports;
- The start and end date of the committee or body;
- The reason an existing committee or body cannot do the work; and

- An impact statement from the City Clerk identifying the resources the committee or body needs for support.

Council Advisory Bodies include Members of City Council and at least 50 percent citizens appointed by City Council, with the exception of the City-School Boards Advisory Committee which is made up of Council Members and School Board Trustees. They are also required to follow a range of legislation and policies including:

- *City of Toronto Act, 2006*, Section 190 which establishes that all meetings will be open to the public unless the subject matter is related to specific criteria;
- The City's Remuneration Policy which provides that membership is voluntary and a public service and members will not be remunerated; and
- The City's Simplified Procedures for Advisory Bodies that establish procedures for Council Advisory Bodies related to duties of the chair, quorum, rules of debate and declaration of conflicts of interest.

These policies, legislation, and by-laws ensure Council Advisory Bodies operate in a transparent and accountable manner, follow good governance principles and provide a valuable forum for civic participation that contributes to Council's decision-making.

Council Advisory Bodies dissolve at the end of each term of City Council, unless required by legislation. Council Advisory Bodies do not deliver services, direct City staff or make binding decisions on behalf of the Toronto government.

3. Terms of Reference for Council Advisory Bodies

As required by Toronto Municipal Code Chapter 27, Council Procedures, this report recommends that City Council approve the Terms of Reference attached as Appendix B, C, D, E, and F for the bodies proposed for establishment for the 2014 to 2018 Term of City Council and the Terms of Reference for the Disability Issues Committee which are attached as Appendix G to this report.

To ensure that the Terms of Reference for Council Advisory Bodies comply with applicable legislation and policies, City staff undertook a review of the previous Terms of Reference and updated them for clarity and consistency.

One change proposed to the Terms of Reference for Council Advisory Bodies is a requirement that they provide an annual progress summary to the Standing Committee that they report to including their key annual achievements, challenges and activities. This requirement will enhance transparency and accountability of Council Advisory Bodies and ensure that they are effective in carrying out their mandate.

This report recommends that City Council direct that the establishment of Council Advisory Bodies be coordinated through the City Manager including the development of

Terms of Reference for Council's approval to ensure that they comply with relevant legislation, City by-laws and policies.

The Toronto Preservation Board is established pursuant to the *Heritage Act* and their Terms of Reference are set out in Toronto Municipal Code Chapter 103, Heritage and therefore have not been included in this report. The Toronto Preservation Board is established to advise and assist City Council on matters related to Parts IV and V of the *Heritage Act* and report to City Council through the Planning and Growth Management Committee on City-wide heritage preservation matters and through Community Council on local heritage issues.

4. Recruitment and Appointment Process for Council Advisory Bodies

Members of City Council are appointed to Council Advisory Bodies on recommendation of Striking Committee. The City Clerk will canvass Council Members for their interest in appointment to the Council Advisory Bodies established by City Council for the 2014 to 2018 term and will report the results to the Striking Committee. Council members for the Disability Issues Committee and the Toronto Preservation Board have already been appointed by City Council on recommendation of Striking Committee as these committees are ongoing and established under separate legislation.

City staff that provide policy support to Council Advisory Bodies are responsible for canvassing and recruiting citizen members through nomination by external interest groups, invitation of individual experts and election by membership-based organizations in accordance with the Public Appointments Policy. Recruitment of citizen members will also consider the City's equity and diversity objectives. The appointment of citizen members by City Council will be consolidated through the Civic Appointments Committee. Therefore, City staff will bring forward recommended citizen members for Council Advisory Bodies to the Civic Appointments Committee for consideration of appointment by City Council.

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SIGNATURE

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City Manager

ATTACHMENTS

- Appendix A: Council Advisory Bodies for the 2010 to 2014 Term
- Appendix B: Terms of Reference for the Aboriginal Affairs Committee
- Appendix C: Terms of Reference for the City-School Boards Advisory Committee
- Appendix D: Terms of Reference for the Film, Television and Commercial Production Industry Committee (the Film Board)
- Appendix E: Terms of Reference for the Toronto French Language Advisory Committee
- Appendix F: Terms of Reference for the Toronto Music Industry Advisory Council
- Appendix G: Terms of Reference for the Disability Issues Committee