

## **Program Advisory Bodies - Key Activities for 2016**

**Date:** March 17, 2017  
**To:** Executive Committee  
**From:** City Manager  
**Wards:** All

### **SUMMARY**

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As requested by City Council, this report provides a summary of the 2016 activities for the City of Toronto's Program Advisory Bodies.

City divisions establish Program Advisory Bodies to provide advice to staff on City policies, programs and initiatives. Program Advisory Bodies are one consultation mechanism that City divisions use to solicit advice and input from key stakeholders, community partners and service users.

In 2016, there were a total of sixty-three (63) active Program Advisory Bodies. During the same year, seven (7) Program Advisory Bodies completed their mandate and were dissolved, while thirteen (13) new Program Advisory Bodies were created.

### **RECOMMENDATIONS**

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The City Manager recommends that:

1. City Council receive this report for information.

### **FINANCIAL IMPACT**

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Costs required to support Program Advisory Bodies are minimal and are absorbed by the City division that establishes the body.

The Deputy City Manager & Chief Financial Officer has reviewed this report and agrees with the financial impact information.

## DECISION HISTORY

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At its meeting of February 10 and 11, 2015, City Council adopted item EX2.1: "Council Advisory Bodies for the 2014 to 2018 Term of City Council" with amendments, and requested the City Manager to submit an annual report to City Council with information on the activities of the Program Advisory Bodies set out in the February 3, 2015 Supplementary Report from the City Manager.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2015.EX2.1>

## COMMENTS

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### Issue Background

City Council, in considering the report to establish Council Advisory Bodies for the 2014 to 2018 term, requested the City Manager report annually on the key activities of divisional Program Advisory Bodies. This report responds to City Council's request for Program Advisory Body activities in 2016.

#### *Program Advisory Bodies*

Program Advisory Bodies are divisional committees and working groups that provide advice and input to City staff on City programs, policies and initiatives and are composed of stakeholders, community partners and service users.

They are established by City divisions with Terms of Reference including membership, frequency of meetings and term-length to reflect their mandate and objectives. Program Advisory Bodies are one engagement method used to elicit input and feedback and are dissolved when their mandate is complete or when another engagement process is required to meet divisional needs.

#### *Council Advisory Bodies*

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 are composed of 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*.

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.

## **2016 Program Advisory Body Activities**

In 2016, there were a total of sixty-three (63) Program Advisory Bodies, with each providing input and advice to City divisions on a broad range of policies, programs and initiatives. In this same year, seven (7) Program Advisory Bodies completed their mandates and thirteen (13) new Program Advisory Bodies were created to respond to new City initiatives (including the Poverty Reduction Strategy and the Noise Bylaw). A number of Program Advisory Bodies focus on multi-divisional initiatives in order to coordinate advice and input to multiple City divisions from a range of stakeholders. Attachment 1 to this report provides a summary of current Program Advisory Bodies and their key 2016 activities.

In circumstances where a City division establishes a Program Advisory Body that may relate to the mandate of a Council Advisory Body, the Division Head will ensure there is alignment and coordination between the bodies. Coordination may include mechanisms such as appointing a member of a Council Advisory Body to a Program Advisory Body, developing complementary work plans or providing periodic updates on related initiatives to the relevant Council Advisory Body.

## **CONTACT**

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## **SIGNATURE**

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Peter Wallace  
City Manager

## **ATTACHMENTS**

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Attachment 1: Program Advisory Bodies - Key Activities for 2016