

## Recommended Toronto City Council Advisory Bodies

**Date:** March 7, 2019  
**To:** Executive Committee  
**From:** City Manager  
**Wards:** All

### SUMMARY

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City Council may establish Council Advisory Bodies at any time during the Council term to provide advice and assist its decision-making. City Council must approve the Terms of Reference for Council Advisory Bodies. This report recommends the establishment of the following Council Advisory Bodies and approval of their Terms of Reference:

- Aboriginal Affairs Advisory Committee;
- Film, Television and Digital Media Advisory Committee;
- Toronto Francophone Affairs Advisory Committee; and
- Toronto Music Advisory Committee;

The Toronto Accessibility Advisory Committee is automatically established for each term of City Council as required under the *Accessibility for Ontarians with Disabilities Act, 2005*.

Similarly, the Toronto Preservation Board is established under Toronto Municipal Code, Chapter 103, Heritage, and is established automatically for the 2018-2022 Council term.

This report also recommends that City Council direct that Council Advisory Bodies follow the Simplified Rules of Procedure for Advisory Bodies contained in Attachment 6. The attached Simplified Rules of Procedure reflect the principles and procedures contained in Chapter 27, Council Procedures.

### RECOMMENDATIONS

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The City Manager recommends that:

1. City Council establish the following Council Advisory Bodies for the term ending November 30, 2022 or until their mandate is completed within the 2018 to 2022 term:
  - a. Aboriginal Affairs Advisory Committee;
  - b. Film, Television and Digital Media Advisory Committee;

- c. Toronto Francophone Affairs Advisory Committee; and
- d. Toronto Music Advisory Committee.

2. City Council approve the Terms of Reference attached in Attachments 1, 2, 3, and 4 of this report for the Council Advisory Bodies in Recommendation 1.

3. City Council approved the amended Terms of Reference for the Toronto Accessibility Advisory Committee attached in Attachment 5 of this report.

4. City Council approve and direct that all meetings of Council Advisory Bodies be held in accordance with the Simplified Rules of Procedure for Advisory Bodies attached in Attachment 6 of this report.

## **FINANCIAL IMPACT**

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There are no financial impacts 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 funded in their 2019 Approved Operating Budget. The 2019 Approved Operating Budgets for the City Manager's Office and Economic Development and Culture include the funding for policy support resources.

The Chief Financial Officer and Treasurer has reviewed the financial impact statement and concurs with the financial impact statement.

## **DECISION HISTORY**

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At the beginning of each term, City Council establishes Council Advisory Bodies to support City Council's decision-making and priorities for the term. On February 10, 2015, City Council established the Council Advisory Bodies for the 2014 to 2018 term. <http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2015.EX2.1>

## **COMMENTS**

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### **1. Role of Council Advisory Bodies**

Council Advisory Bodies (CABs) may be established by City Council at any time to provide advice to City Council and assist its decision-making. Through CABs, City Council receives advice from the public, various sectors and industries, and stakeholders on key policy matters. CABs do not deliver services, direct City staff or make binding decisions on behalf of the Toronto government.

CAB Members include Members of Council and at least 50 percent public members appointed by City Council. Staff are not members. CABs dissolve at the end of each term of City Council, unless required by legislation or they achieve the objective(s) of their mandate within the course of the Council term.

All CABs are required to follow City by-laws, policies and legislation including open meeting requirements under the *City of Toronto Act, 2006*. The City Manager's Office reviews the Terms of Reference for CABs to ensure compliance with relevant legislation, City by-laws and policies including Chapter 27, Section 130(B) of the Toronto Municipal Code, Other Committees and Public Advisory Bodies.

Under the Toronto Municipal Code, Chapter 27, Council Procedures, Section 130, Terms of Reference for CABs must 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 staff and other resources the committee or public advisory body needs for support and a statement that such resources are available.

## **2. Review of Previous Council Advisory Bodies and Recommended Changes**

At the end of the 2014-2018 Term of Council, the City Manager's Office and City Clerk's Office sent questionnaires to the CAB members for feedback on their CAB's mandate, agendas, meetings and their experiences. Staff reviewed this input against the Terms of Reference of each CAB and drafted the recommendations in this report.

Staff are standardizing the format and type of information included in the Terms of Reference for all CABs including their naming convention. Feedback from both public and previous CAB members indicated a degree of confusion regarding the role of differently titled advisory bodies, some of which used the term "Council" or "Board." As a result, the CABs recommended for establishment by Council in this report include "Advisory Committee" in their names for consistency and clarity.

### *Aboriginal Affairs Advisory Committee*

This report does not recommend significant changes to last term's Aboriginal Affairs Advisory Committee's Terms of Reference. There was strong support for the continuation of the Advisory Body as "a vital committee at City Hall," where senior leaders in organizations and institutions serving Toronto's Indigenous communities are well-positioned to provide advice and guidance to ensure City programs and services meet communities' needs. Members cited the implementation of the Indigenous Affairs Office and the City's Aboriginal Employment Strategy among their priorities. With Toronto's increasing Indigenous population there is a growing need to support First Nations, Métis and Inuit in the city and to work with the urban Indigenous community in Toronto, the City's Treaty partners and local First Nations.

### *Film, Television and Digital Media Advisory Committee*

There was strong support for the continuation of this Advisory Committee (formerly known as the Film, Television and Digital Media Board) and for its contribution to its stakeholders and the Film, Television, Digital and Commercial Production Industry community in Toronto. One respondent suggested it was "...the most important body serving the interests of the film and television community working with the Mayor, Councillors and Staff to ensure success." This committee was instrumental in advising on *Spotlight: A Strategic Action Plan for the Film, Television and Digital Media Industry*, approved by City Council in July 2017 providing insights to staff and City Council on projects and programmes, infrastructure growth, urban design, workforce development in the sector, promoting Toronto's sector to external investors and helping Toronto remain competitive in the marketplace.

This report recommends minor adjustments to the Film, Television and Digital Media Advisory Committee's Terms of Reference:

- Maintain a 25 member composition, including three members of City Council
- a representative of FilmOntario;
- a representative of the Motion Picture Association – Canada;
- and 20 public members drawn from a variety of stakeholders in the film, television and digital media sector; and
- Enhance reflection of industry representation among members, including gender parity and the City's diverse communities.

### *Toronto Francophone Affairs Advisory Committee*

A new mandate, Terms of Reference and name - *Toronto Francophone Affairs Advisory Committee* - are recommended to reflect the review of the Committee's past agendas and feedback from members. The new mandate would focus on Toronto's Francophone economic and cultural issues, reflect the broader interests of these communities and effectively support City Council and programs and policy development.

Members were divided on whether the prior body was helpful to City Council or had made a positive difference to the City's programs and services. Agenda items often went beyond the Committee mandate. For example, the Committee could not meet one of their objectives - monitoring the activities of the Francophone Association of Municipalities of Ontario - as the Association did not return requests for information.

Members of the prior term's Toronto French Language Advisory Committee indicated strong support for "an arena to voice concerns to specific issues that Francophone Torontonians individuals, organizations, non-profit associations have and clarity and answers from City officials as well as informing the City about some situations."

### *Toronto Music Advisory Committee*

Members of the prior term's Toronto Music Advisory Council felt that their advice had been helpful to City Council, City programs and services and Toronto's music industry stakeholders and community. While the mandate was described as "clear and

appropriate," it was also noted there were opportunities to "...be more effective in helping musicians, particularly the young musicians in Toronto, with a focus on the creation and support of more venues and opportunities for employment within the music sector that will allow them to grow their skill, talents and better learn the industry without leaving the city." During the last term, the body developed key goals and strategies for the City to adopt to protect and enhance the music industry (e.g., the Toronto Music Strategy, the Agent of Change policy, and the City's support for local artists).

This report recommends adjusting the Toronto Music Advisory Committee's Terms of Reference to reflect the recalibration of City Council's governance system for 25 Members and previous Council direction. This would result in an Advisory Committee composed of 25 members, including:

- three members of City Council;
- a representative of the Toronto Association of Business Improvement Associations;
- a representative of Tourism Toronto; and
- 20 music industry stakeholders.

#### *Toronto Accessibility Advisory Committee*

The Toronto Accessibility Advisory Committee was established automatically for the 2018 to 2022 term of City Council as a requirement under the *Accessibility for Ontarians with Disabilities Act, 2005*. Council approved the appointment of a Member of Council to this Committee at its December 13, 2018 meeting.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.ST1.1>

This report includes an updated Terms of Reference for the Toronto Accessibility Advisory Committee to reflect adjustments made as part of City Council's recalibration of its governance system, and to permit the Advisory Committee's Vice-Chairs to alternate in participating on the selection panel for the recipient of the City of Toronto Disability Access Award.

### **3. Recruitment and Appointment Process for Council Advisory Bodies**

Members of City Council are canvassed for their interest in appointment to CABs and appointed by Council on the recommendation of Striking Committee. Recruitment for public members is conducted by City staff in accordance with the Public Appointments Policy. City staff recommend public members for CABs to the Civic Appointments Committee for consideration by City Council.

### **4. Simplified Rules of Procedure for Advisory Bodies Amendments**

Council Advisory Bodies are subject to the same meeting requirements of the City of Toronto Act as City Council, and of Chapter 27, Council Procedures. However, the Council Procedures provide a number of rules beyond what may be necessary for a Council Advisory Body to hold an efficient and effective meeting.

The Simplified Rules of Procedure for Advisory Bodies maintain the principles of the Council Procedures but omit rules that apply only to City Council or Members of Council, and for circumstances that an Advisory Body is unlikely to encounter. However, the Simplified Rules provide that if a matter is not provided for in the rules, the Chair will make a ruling in accordance with the Rules for Committee in Chapter 27, Council Procedures.

There are 2 notable differences from the Council Procedures proposed in the Simplified Rules: the time allotted to achieve quorum is set at 30 minutes, and a Special meeting of the Advisory Body called by a petition of the majority of members must take place before the next scheduled regular meeting.

## **CONTACT**

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## **SIGNATURE**

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Chris Murray  
City Manager

## **ATTACHMENTS**

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Attachment #1 - Aboriginal Affairs Advisory Committee Terms of Reference  
Attachment #2 - Film, Television and Digital Media Advisory Committee Terms of Reference  
Attachment #3 - Toronto Francophone Affairs Advisory Committee Terms of Reference  
Attachment #4 - Toronto Music Advisory Committee Terms of Reference  
Attachment #5 - Toronto Accessibility Advisory Committee Terms of Reference  
Attachment #6 - Simplified Rules of Procedure for Advisory Bodies