

DECISION MAKING IN YOUR CITY PARTICIPANT WORKBOOK

City Council created a Special Committee on Governance to consider the impacts of a smaller Council and recommend, as necessary, any further changes to the City's interim governance structure and processes. The City wants to hear your views on these changes. Thank you for joining this important discussion.

How to use this Workbook:

This workbook has information about Council decision making, information about public participation, and questions for you to provide your thoughts and ideas.

Step 1: READ about how decision making at City Council and in your community are connected

Step 2: SUBMIT YOUR IDEAS by **July 26, 2019** in any of these ways:

- **In Person:** Fill out and submit this workbook at a public session in June
- **Online:** Answer our survey at toronto.ca/TOgovernance
- **By Email:** Send a scan or photo of your responses in this workbook to engagement@toronto.ca
- **By mail:** Send your responses to the City at 100 Queen Street West, 10th Floor East Tower, Toronto ON M5H 2N2

All questions are optional and the information you provide will be kept confidential. No personal information is required and the City will remove any personal information that is submitted before it publishes any data or reports.

If you require assistance completing this workbook email engagement@toronto.ca or call 416-397-0306.

toronto.ca/TOgovernance

Introduction

The Province of Ontario's *Better Local Government Act, 2018* reduced the number of municipal wards from 44 to 25. Councillors are now responsible for serving a larger group of residents, businesses and local organizations. They must attend Council and committee meetings, city-wide and local events, and be responsive to a larger number of constituents in their wards than in previous terms.

City Council established new Committees, Community Councils and decision-making processes in December 2018. Council also established a time-limited Special Committee on Governance to review how this interim governance structure would work and make any necessary recommendations to City Council.

City Council Decision-Making

What is Toronto's Governance System?

The City's governance has many parts including:

- **Structures** such as Standing Committees, Special Committees, Community Councils and boards;
- **Processes** such as the schedule of meetings, how reports for Council are developed, and the procedural by-law which has all the rules for how Council and its committees work; and
- **Roles** such as the role of the Mayor, Councillors, the City Clerk, City staff and the public.

Toronto City Council is made up of the Mayor, who is elected city-wide, and 25 Councillors, one for each ward in the city. Municipal elections are held every four years using a voting method called "first past the post" in which the candidate who receives the most votes wins. Each member of Council is independent (they are not elected to represent a political party) and has one vote at Council.

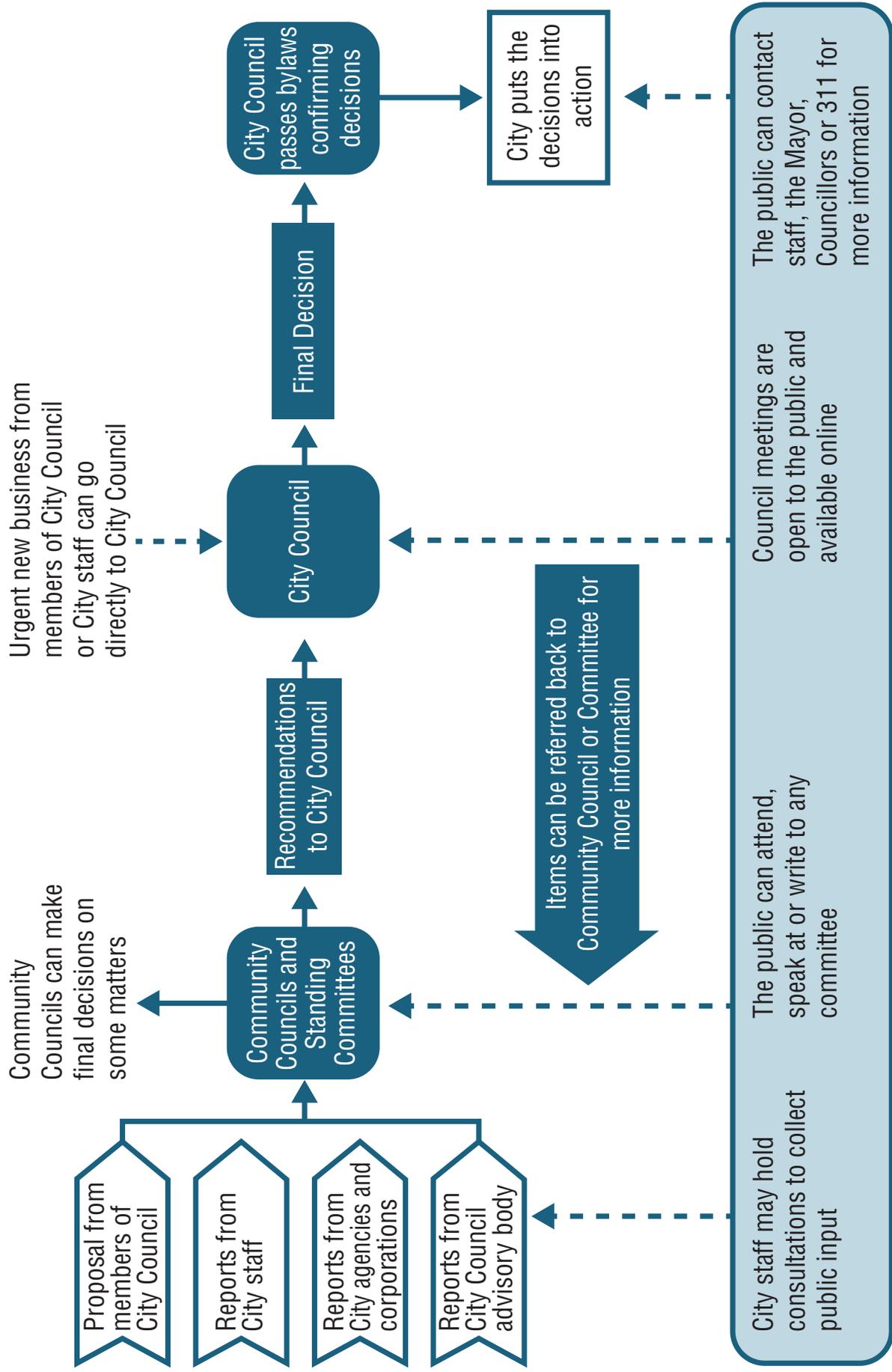
The Mayor provides leadership to City Council and:

- represents Toronto across Canada and around the world;
- works with different levels of government;
- chairs the Executive Committee;
- appoints Councillors to chair the Standing Committees of City Council.

Councillors:

- talk to residents, businesses and community groups about City programs and services and listen to their concerns;
- attend City Council and committee meetings;
- sit on the boards of City agencies and corporations;
- propose changes to the decisions City Council makes;
- introduce motions to propose action or raise awareness of issues;
- hold or attend community meetings to get input from the public;
- host or get involved in community events;
- help people access City services.

City Council's formal decision making starts from an idea or a request, which is presented in a report to a Standing Committee or Community Council, proceeds to City Council for the final decision, and is then implemented by City staff. Council makes decisions by considering information from the public, staff and experts, and voting on recommendations from staff and Councillors. The public can participate in consultations, or by attending, speaking at or writing to a Council Committee or by contacting the Mayor, any Councillor, or staff.



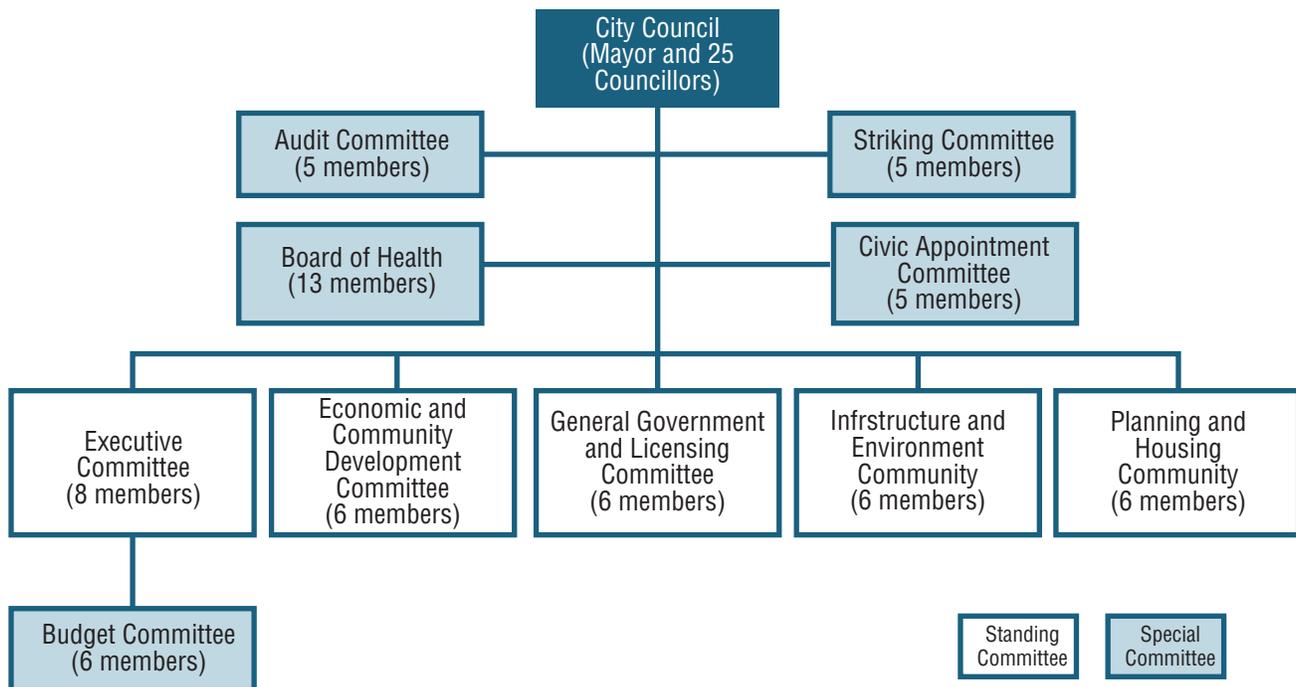
Standing Committees

Standing Committees consider reports from City officials, make recommendations to Council on issues and priorities, and provide opportunities for debate and public participation to inform their decisions. All meetings are open to the public and residents can attend, speak or submit written comments and contact the Mayor and Councillors at any time.

Council created five Standing Committees (see figure below) that are responsible for specific issues:

- **Executive Committee** – Council priorities, plans, international and intergovernmental relations, governance structures and processes, and the financial integrity of the City;
- **Economic and Community Development Committee** – Strengthening communities, neighbourhoods and the economy;
- **General Government and Licensing Committee** – Administrative operations of the City and the licensing of businesses;
- **Infrastructure and Environment Committee** – Toronto’s infrastructure needs and services, parks and forestry and the sustainable use of Toronto’s environment; and
- **Planning and Housing Committee** – Planning, property standards, growth and housing development.

Council also has **Special Committees** (such as the Budget Committee and the Special Committee on Governance) to consider specific matters, and **Council Advisory Bodies** (such as the Aboriginal Affairs Advisory Committee and Toronto Music Advisory Committee) to address Council priorities.

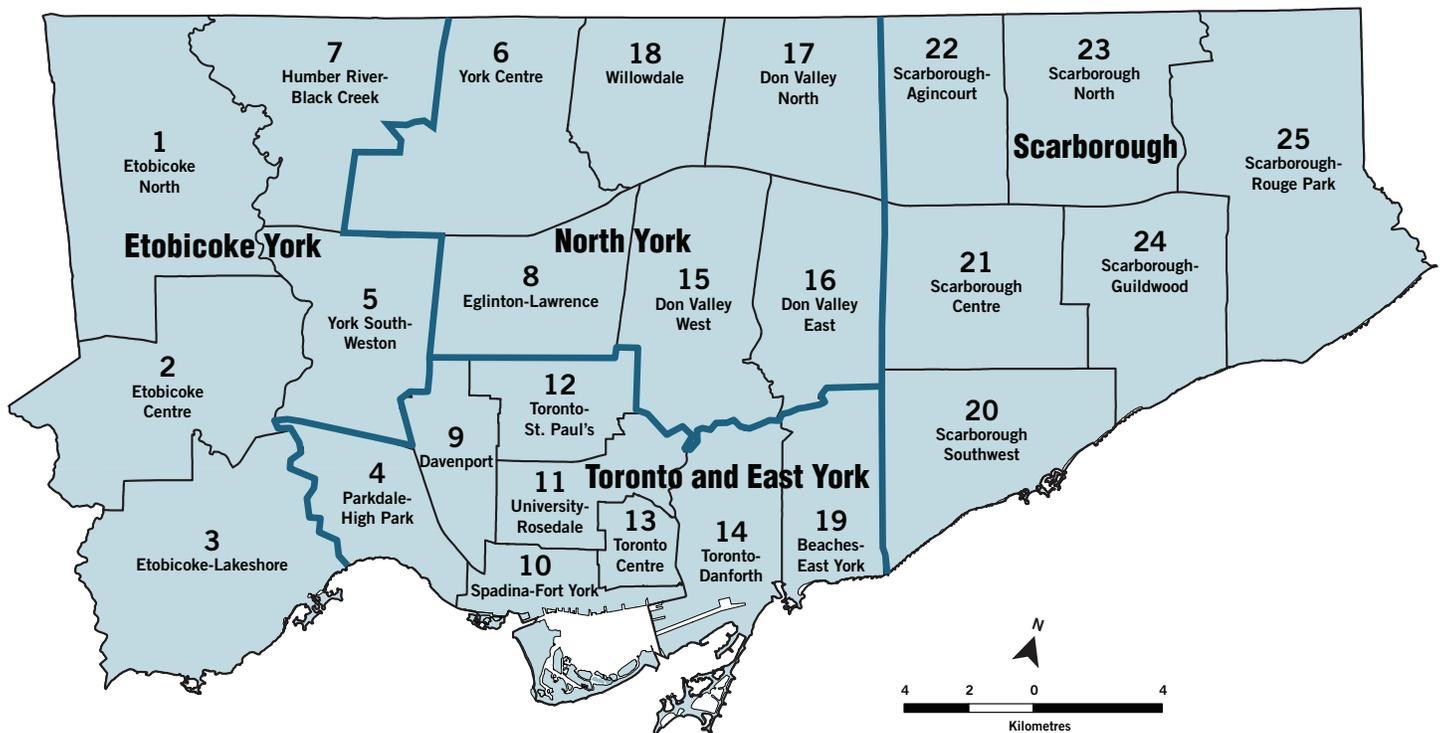


Council Advisory Bodies:

- **Reporting to Executive Committee:** Aboriginal Affairs Advisory Committee, Toronto Accessibility Advisory Committee
- **Reporting to Economic and Community Development Committee:** Film Television and Digital Media Advisory Committee, Toronto Francophone Affairs Advisory Committee, Toronto Music Advisory Committee

Community Councils

Community Councils are made up of City Councillors from a group of wards representing a geographic area of the city. There are four Community Councils responsible for making recommendations and decisions on local planning and development and neighbourhood matters such as traffic plans and parking regulations.



Agencies and Corporations

The City delivers many key services through **134 agencies and corporations**, which include the Toronto Transit Commission, Toronto Public Library, Toronto Community Housing Corporation, business improvement areas, arena boards and Toronto Hydro. Agencies and corporations generally operate independently of the City to add expertise, meet legal requirements or achieve objectives beyond core municipal services. Each is supervised by a board of directors, and most boards include both Councillors and members of the public appointed by Council.

Public Participation

The City engages the public across Toronto throughout the year. The public plays an essential role in the City's decision-making by:

- Identifying issues for Council and staff consideration;
- Providing input and feedback on services, reports and policies;
- Partnering with the City to deliver programs; and
- Providing ideas and recommendations to committees, by voting, through local actions and advocacy and by participating in consultations, surveys and advisory bodies.

City-Led Engagement

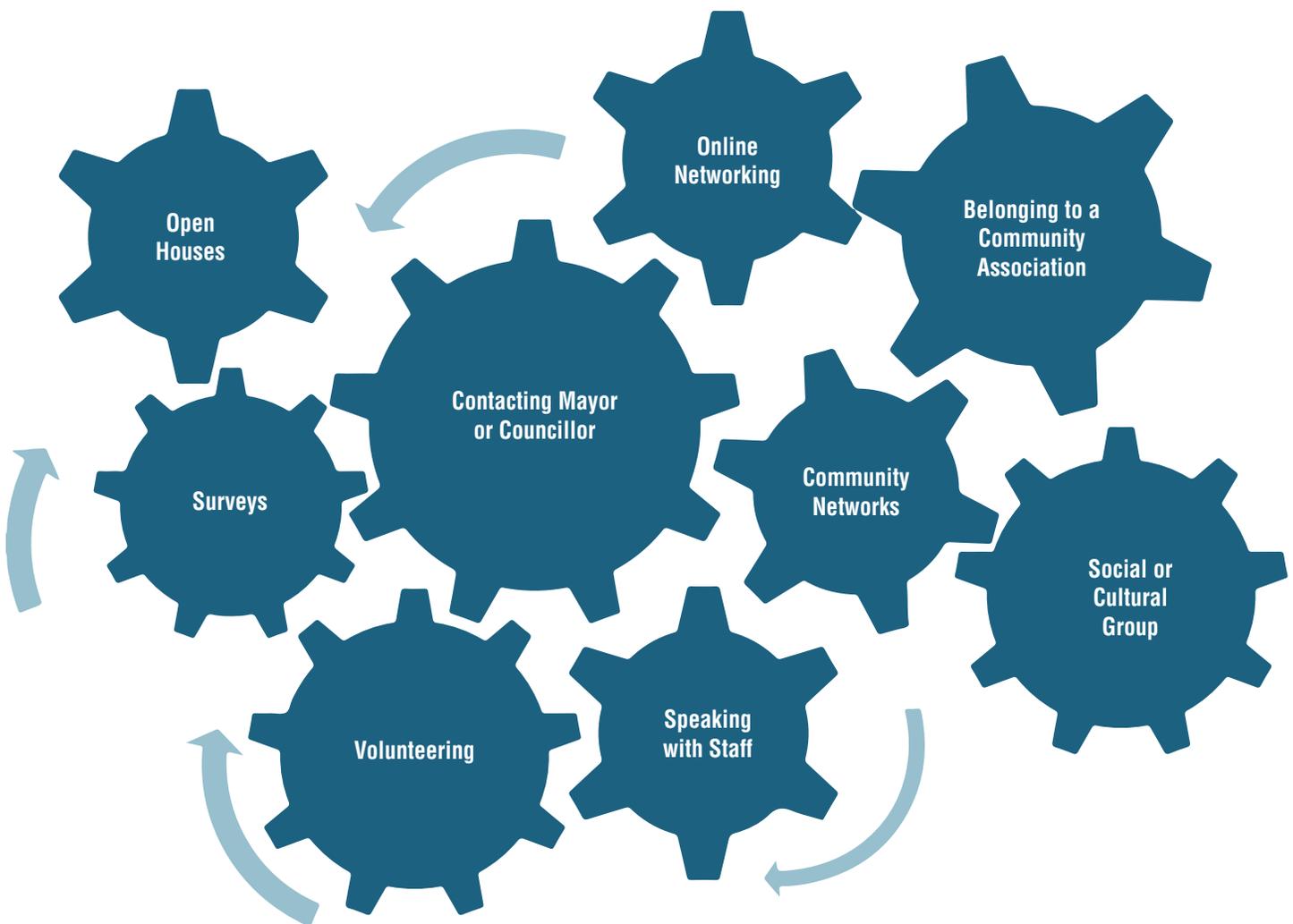
City staff engage the public in a variety of ways. Some of these opportunities are one-time only, some are ongoing. Examples include:

- **Public meetings and open houses** to discuss new buildings, changes to roads and traffic, public transit expansion, City strategies, and other issues;
- **Surveys** on programs, issues and services;
- **City-led community networks** that bring the public, the City and other agencies together to discuss specific projects or longer-term issues;
- **Conversations** with City staff at community events and through the delivery of services at recreation centres, libraries, etc.;
- **Appointing residents to City boards and Advisory Bodies** to consider issues and make recommendations to Council and Committees;
- **Volunteers** to help with City events, outreach and programming; and
- **311 Toronto** responses to resident questions and feedback.

Community-Led Engagement

Residents, neighbourhoods and community groups also create their own engagement with the City to share their ideas, concerns and suggestions to City staff, their Councillor or other groups. Examples include:

- **Formal and informal groups and associations** such as resident and ratepayer groups, business improvement areas, school-based groups, community-based organizations and faith groups;
- **Online networks** such as neighbourhood social media groups, web forums, and email lists; and
- **Social and cultural groups** such as sports leagues, recreational groups, community garden groups, parks groups, and arts groups.



Have your Say

Input from the consultations will help to inform City staff recommendations to the Special Committee on Governance established by City Council.

Please do not include any personal information in your comments.

Question 1:

What parts of the Council decision-making process do you think need to be changed, and why?

Topic	Keep or Change?	Why?
Standing and Special Committees	<input type="checkbox"/> Keep as it is <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	
Council Advisory Bodies	<input type="checkbox"/> Keep as it is <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	
Community Councils	<input type="checkbox"/> Keep as it is <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	
Other (please specify): <hr/>	<input type="checkbox"/> Keep as it is <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	

Question 2:

Tell us how you participate in the Council decision-making process:

Topic	I do this:	What would change your level of participation?
I review meeting agendas and decisions online	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	
I receive the City's committee updates via e-mail	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	
I attend, speak at or write to City committees	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	
I watch meetings online	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	
I participate in another ways (please specify): _____	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	

Question 3:

Do you have any suggestions about agencies and corporations for the Special Committee on Governance?

Question 4:

What are your TOP THREE IDEAS OR COMMENTS on Council's decision-making structure and processes?

1.

2.

3.

Question 5:

Tell us how you participate in City-led engagement:

Topic	I do this:	I think the process:	What would change your level of participation?
I participate in meetings/ open houses led by the City	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	<input type="checkbox"/> Works well <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	
I answer City surveys	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	<input type="checkbox"/> Works well <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	
I participate with City staff and the public in a City-led community network	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	<input type="checkbox"/> Works well <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	
I interact with City staff in my community	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	<input type="checkbox"/> Works well <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	
I attend/sit on a City board	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	<input type="checkbox"/> Works well <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	
I volunteer with the City	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	<input type="checkbox"/> Works well <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	
I participate in another way (please specify): _____	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	<input type="checkbox"/> Works well <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	

Question 6:

Tell us how you participate in COMMUNITY-LED engagement:

Topic	I do this:	I think the process:	What would change your level of participation?
<p>I participate in a local association (e.g. ratepayers, business improvement, community organization, faith group)</p>	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	<input type="checkbox"/> Works well <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	
<p>I participate in online neighbourhood networks (e.g. social media group, web forums, email lists)</p>	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	<input type="checkbox"/> Works well <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	
<p>I participate in a social group (e.g. sports, gardening, arts)</p>	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	<input type="checkbox"/> Works well <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	
<p>I participate in another way (please specify):</p> <hr/>	<input type="checkbox"/> Frequently <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never	<input type="checkbox"/> Works well <input type="checkbox"/> Needs improvement <input type="checkbox"/> I don't know	

Question 7:

What are your TOP THREE IDEAS OR COMMENTS on either City-led or community-led engagement?

1.

2.

3.

Please tell us a bit about yourself, to help us understand who participated in this discussion and how responses may differ across participants.

Q1: What are the first three digits of your postal code (e.g M5H)? _____

Q2: What is your age?

- Under 15 years 15-24 years 25-44 years 45-64 years 65 years and up

Q3: What language do you speak most often at home?

- | | | |
|---|--|---|
| <input type="checkbox"/> English | <input type="checkbox"/> Gujarati | <input type="checkbox"/> Romanian |
| <input type="checkbox"/> Albanian | <input type="checkbox"/> Hindi | <input type="checkbox"/> Russian |
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Hungarian | <input type="checkbox"/> Serbian |
| <input type="checkbox"/> Armenian | <input type="checkbox"/> Indigenous – Cree | <input type="checkbox"/> Somali |
| <input type="checkbox"/> ASL | <input type="checkbox"/> Indigenous – Mohawk | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Bengali | <input type="checkbox"/> Indigenous – Ojibway | <input type="checkbox"/> Tagalog |
| <input type="checkbox"/> Chinese - Cantonese | <input type="checkbox"/> Indigenous – Oji-Cree | <input type="checkbox"/> Tamil |
| <input type="checkbox"/> Chinese - Mandarin | <input type="checkbox"/> Indigenous – Other | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> Chinese - Other Dialects | <input type="checkbox"/> Italian | <input type="checkbox"/> Ukrainian |
| <input type="checkbox"/> Farsi | <input type="checkbox"/> Korean | <input type="checkbox"/> Urdu |
| <input type="checkbox"/> French | <input type="checkbox"/> Polish | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> German | <input type="checkbox"/> Portuguese | <input type="checkbox"/> Not listed, please specify |
| <input type="checkbox"/> Greek | <input type="checkbox"/> Punjabi | _____ |

Q4: How long have you lived in Toronto?

- Less than one year 1-5 years 6-10 years Over 10 years Prefer not to answer

Q5: Do you own or rent your home?

- Owner Renter Neither owner nor renter

Q6: What is your annual household income before taxes?

- Under \$5,000 \$5,000-\$19,999 \$20,000-\$39,999 \$40,000-\$59,999
 \$60,000-\$79,999 \$80,000-\$99,999 \$100,000-\$119,999 \$120,000 and over
 Do not know Prefer not to answer

Please submit your feedback by July 26, 2019.

What happens next and how can you stay involved?

The City will review everyone's ideas, summarize what we heard and publish a consultation report. Staff will report to the Special Committee on Governance with recommendations for next steps.

You can continue to share your feedback and follow these discussions:

Sign up to receive email updates about the consultation:

Email address:

Sign up to receive email notices of agendas and decisions of the Special Committee on Governance:

Email address:

The personal information on this form is collected under the authority of the City of Toronto Act, section 137. The information is used to allow the City to send you an e-mail to confirm your wish to subscribe to Committee and Council updates or information on consultations for the Special Committee on Governance. If you have questions about this information collection, write to the City Manager's Office, City Hall, 10th Floor East Tower, 100 Queen Street West, Toronto ON M5H 2N2, email engagement@toronto.ca or call 416-397-0306.

toronto.ca/T0governance