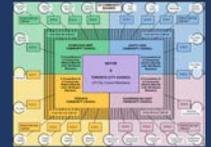




# DISCUSSION PAPER

## TORONTO COMMUNITY BOARDS

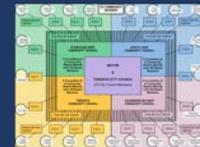


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# DISCUSSION PAPER

## TORONTO COMMUNITY BOARDS



### PART I - FREQUENTLY ASKED QUESTIONS

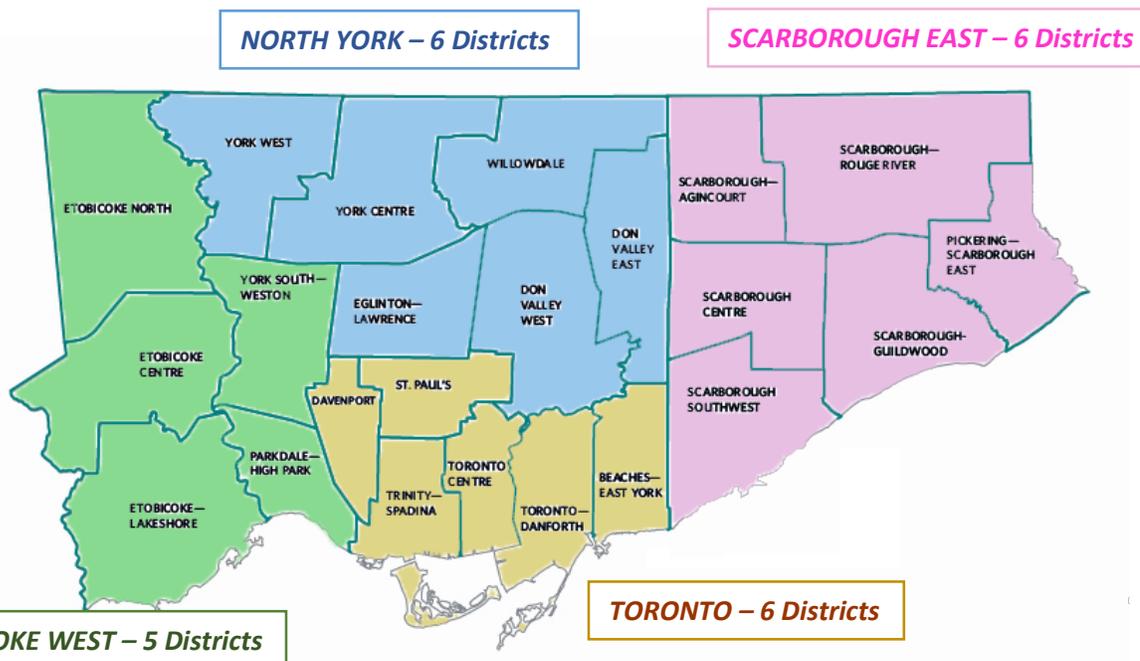
#### A. WHAT IS A COMMUNITY DISTRICT?

1. Community districts lie within the boundaries of a single geographic area and coincide with historic, geographic and identifiable communities from which the city has developed;
2. Are suitable for the efficient and effective delivery of those services of municipal agencies required to be made coterminous with the community districts, including particularly the service and districting requirements of the police and sanitation departments;
3. Are compact and contiguous and have a population of not more than two hundred fifty thousand persons;
4. Community districts shall be as nearly equal in population with each other as is possible;

*For further details, please refer to Clause § 24-3 A, B, C in the draft legislation attached.*

#### B. WHAT ARE THE BOUNDARIES FOR THE TORONTO COMMUNITY DISTRICTS?

1. The map of community districts shall be according to and coincide with the provincial ridings in effect as of the January 1, 2014.
2. There are 23 community districts coinciding with the provincial ridings on January 1, 2014.

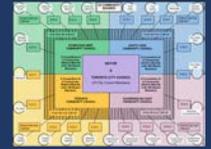


*For further details, please refer to Clause § 24-4 A and Appendix A & B in the draft legislation attached.*



## DISCUSSION PAPER

### TORONTO COMMUNITY BOARDS



#### C. CAN THE COMMUNITY DISTRICT BOUNDARIES BE CHANGED?

1. Not later than December 1, 2014, and every tenth year thereafter, the mayor shall, and at such other times as the mayor deems appropriate, the mayor may, prepare and present to the council a report reviewing the community district map then in force and presenting such recommendations for changes in the map as the mayor deems appropriate.
2. The community councils, city planning department, community boards and other civic, community and neighborhood groups and associations shall be consulted and their recommendations considered in the preparation of the preliminary revision of the community district map.

*For further details, please refer to Clause § 24-4 A, B, C, D in the draft legislation attached.*

#### D. WHAT DOES “COTERMINALITY OF LOCAL SERVICES” MEAN?

1. Coterminality of services shall mean that the boundaries of the local service districts of each city agency service shall coincide with the boundaries of community districts.
2. The head of each agency responsible for one or more of the services listed below shall organize the local service delivery districts of such agency as follows:
  - a. To be coterminous with each of the community districts: local parks services; local recreation services; street cleaning and refuse collection services; the patrol services of the police department; and social services, including community services, community development, youth services, child development, and special services for children; and
  - b. To be coterminous with one or more community districts or aggregates of them: housing code enforcement, highway and street maintenance and repair, sewer maintenance and repair, and health services, other than municipal hospitals.

*For further details, please refer to Clause § 24-5 A thru K in the draft legislation attached.*

#### E. WHAT ARE COMMUNITY BOARDS?

For each community district there shall be a community board which shall consist of:

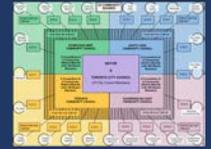
1. Not more than fifty persons appointed by the council for staggered terms of two years, and shall serve for a term of four years;
2. The council member of the community board district, as a non-voting member.

*For further details, please refer to Clause § 25-1 A, B, C in the draft legislation attached.*



## DISCUSSION PAPER

### TORONTO COMMUNITY BOARDS



#### F. WHO ARE THE MEMBERS OF A COMMUNITY BOARD?

1. At least one-half shall be appointed from nominees of the elected council member of the community district;
2. Community boards, civic groups and other community groups and neighborhood associations may submit nominations to the council.
3. Not more than twenty-five percent of the appointed members shall be city employees.
4. No person shall be appointed to or remain as a member of the board who does not have a residence, business, professional or other significant interest in the district.
5. The council shall assure adequate representation from the different geographic sections and neighborhoods within the community district. In making such appointments, the council shall consider whether the aggregate of appointments fairly represents all segments of the community.

*For further details, please refer to Clause § 25-1 A, B, C in the draft legislation attached.*

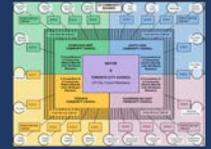
#### G. WHAT ARE THE DUTIES AND RESPONSIBILITIES OF COMMUNITY BOARDS?

1. Hold Public Meetings
  - a. At its discretion hold public or private hearings or investigations with respect to any matter relating to the welfare of the district and its residents, but the board shall take action only at a meeting open to the public;
  - b. Within budgetary appropriations for such purposes, disseminate information about city services and programs, process complaints, requests, and inquiries of residents of the community district;
  - c. Conduct substantial public outreach, including identifying the organizations active in the community district, maintaining a list of the names and mailing addresses of such community organizations, and making such names and, with the consent of the organization, mailing addresses available to the public upon request;
  - d. Except during the months of July and August, each community board shall meet at least once each month within the community district and conduct at least one public hearing each month. Notwithstanding the foregoing, a community board shall be required to meet for purposes of reviewing the scope or design of a capital project located within such community board's district when such scope or design is presented to the community board. Such review shall be completed within thirty days after receipt of such scope or design.
  - e. Each board shall give adequate public notice of its meetings and hearings and shall make such meetings and hearings available for broadcasting and cablecasting. At each public meeting, the board shall set aside time to hear from the public. The area community council shall provide each board with a meeting place if requested by the board.



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### TORONTO COMMUNITY BOARDS



#### 2. Work with City Agencies and City Council

- a. Cooperate with, consult, assist and advise any public officer, agency, local administrators of agencies, legislative body, or the community council with respect to any matter relating to the welfare of the district and its residents;
- b. Assist city departments and agencies in communicating with and transmitting information to the people of the district;
- c. Request the attendance of agency representatives at meetings of the community board;
- d. Assist agencies in the preparation of service statements of agency objectives, priorities, programs and projected activities within the community district and review such statements;
- e. Evaluate the quality and quantity of services provided by agencies within the community district;
- f. Each agency shall furnish promptly to each community board on request any information or assistance necessary for the board's work. Each agency shall also report periodically to each board on its service activities programs and operations within the community district.

#### 3. Work with Community Boards of other Districts

- a. Cooperate with the boards of other districts with respect to matters of common concern.

#### 4. Prepare and Submit Reports

- a. Render an annual report to the mayor, the council and the community council within three months of the end of each year and such other reports to the mayor or the community council as they shall require (such reports or summaries thereof to be published in the City Record);
- b. Prepare and submit to the mayor on or before a date established by the mayor, an annual statement of community district needs, including a brief description of the district, the board's assessment of its current and probable future needs, and its recommendations for programs, projects, or activities to meet those needs;
- c. Prepare comprehensive and special purpose plans for the growth, improvement and development of the community district;

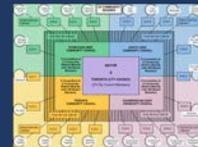
#### 5. Elect Officers, appoint a District Manager, Employ Staff

- a. Elect its own officers; adopt, and make available for reasonable public inspection, by-laws and statements of the duties assigned by the board to its district manager and other professional staff appointed, and keep a public record of its activities and transactions, including minutes of its meetings, majority and minority reports, and all documents the board is required by law to review, which shall be made available, in accordance with law, to elected officials upon request and for reasonable public inspection;
- b. One of the board members shall be elected by the other members to serve as chairperson. The chairperson shall use no title other than chair or chairperson of the community board and the other members shall use no title other than member of the community board or community board member, except that any member who is elected or appointed to an official position on the board, including but not limited to, vice-chairperson, secretary,



## DISCUSSION PAPER

### TORONTO COMMUNITY BOARDS



treasurer, or chair of a committee or subcommittee of the board shall be allowed to use such title when acting in such capacity.

- c. The chairperson of the community board or his or her representative shall be a member of the district service cabinet.
- d. Each community board, within the budgetary appropriations therefor, shall appoint a district manager and shall be authorized to utilize the services of such other professional staff and consultants, including planners and other experts, as it may deem appropriate, all of whom shall serve at the pleasure of the community board and shall provide the board with the staff support and technical assistance it requires to fulfill the duties assigned to it by this by-law or other law. The district manager shall:
  - i. have responsibility for processing service complaints,
  - ii. preside at meetings of the district service cabinet and
  - iii. perform such other duties as are assigned by the community board in accordance with the statement of duties required of community boards.
- e. Each community board may employ such other assistants as it may require within budgeted appropriations for such purposes or funds contributed for such purpose. Any funds appropriated by the city to enable the community boards to conduct their duties and responsibilities pursuant to this chapter shall be allocated directly to each board subject to the terms and conditions of such appropriations. The basic budget appropriation for the personal service and other than personal service needs of each community board shall not include rent. Within reasonable limits appropriate to each board's location, rent shall be separately appropriated for the board.

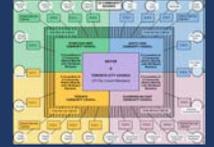
#### 6. Participate in Budgetary Planning

- a. Consult with agencies on the capital needs of the district, review departmental estimates, hold public hearings on such needs and estimates and prepare and submit to the mayor capital budget priorities for the next fiscal year and the three succeeding fiscal years;
- b. Conduct public hearings and submit recommendations and priorities to the mayor, the council and the city planning department on the allocation and use within the district of funds earmarked for community development activities under city, provincial or federal programs;
- c. Consult with agencies on the program needs of the community district to be funded from the expense budget, review departmental estimates, hold public hearings on such needs and estimates, and prepare and submit to the mayor expense budget priorities for the next fiscal year;
- d. Assist in the planning of individual capital projects funded in the capital budget to be located in the community district and review scopes of projects and designs for each capital project provided, however, that such review shall be completed within thirty days after receipt of such scopes or designs;



## DISCUSSION PAPER

### TORONTO COMMUNITY BOARDS



#### 7. Evaluate Land Use Planning Projects

- a. Evaluate the progress of capital projects within the community district based on status reports to be furnished to the board;
- b. Be authorized to assign a representative to attend any meeting held by a city agency to determine, in advance of drafting, the form and content of any environmental impact statement required by law for a proposal or application for a project in such board's district;
- c. Exercise the initial review of applications and proposals of public agencies and private entities for the use, development or improvement of land located in the community district, including the conduct of a public hearing and the preparation and submission to the city planning department of a written recommendation;

#### 8. Create Committees

- a. Each community board may create committees on matters relating to its duties and responsibilities. It may include on such committees persons with a residence or significant interest in the community who are not members of the board, but each such committee shall have a member of the board as its chairperson. Except as otherwise provided by law, meetings of such committees shall be open to the public.

*For further details, please refer to Clause § 25-1 D thru I in the draft legislation attached.*

#### **H. WHAT GOVERNMENT FUNDING IS AVAILABLE FOR COMMUNITY BOARDS TO CARRY OUT THEIR DUTIES AND RESPONSIBILITIES?**

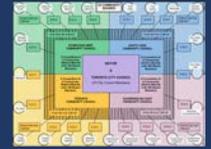
The City of Toronto 2013 operating budget provides for total expenditures by City Council of \$19,761,700 or approximately \$459,000 for each of the 43 members of City Council. If the total number of council members is reduced by 20 members to 23, representing one council member for each of the 23 community districts, \$9,180,000 (\$459,000 x 20) can be re-allocated to the 23 community boards at approximately \$399,000 per community board. The 20 council members will be redundant, being replaced with 1,150 citizen community board members (23 X 50), or 57 community board members for each of the replaced 20 council members.

[http://www.toronto.ca/budget2013/2013\\_budget\\_summary/pdf/operating\\_appendix1.pdf](http://www.toronto.ca/budget2013/2013_budget_summary/pdf/operating_appendix1.pdf)



## DISCUSSION PAPER

### TORONTO COMMUNITY BOARDS



#### I. WHAT IS THE COMMUNITY DISTRICT SERVICE CABINET?

1. There shall be a district service cabinet within each community district. The members of the district service cabinet shall include:
  - a. The head of each city agency shall assign at least one official with managerial responsibilities involving the exercise of independent judgment in the scheduling, allocation and assignment of personnel and equipment and the evaluation of performance or the management and planning of programs; each such official shall have operating or line authority over agency programs, personnel and facilities within the local service district;
  - b. Representatives of other agencies that provide local services on a regular basis in the community district, who shall be the ranking line official assigned to the district;
  - c. The council member of the district;
  - d. A representative of the department of city planning designated by the Chief Planner;
  - e. The district manager appointed by the community board;
  - f. The chairperson of the community board or his or her representative.

*For further details, please refer to Clause § 24-5 F and § 24-6 A in the draft legislation attached.*

#### J. WHAT ARE THE DUTIES OF THE COMMUNITY DISTRICT SERVICE CABINET?

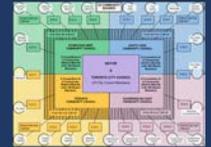
1. Each district service cabinet shall:
  - a. Coordinate service functions and programs of the agencies that deliver services in the community district;
  - b. Consider interagency problems and impediments to the effective and economic delivery of services in the district;
  - c. Plan and recommend joint programs to meet the needs and priorities of community districts and their residents;
  - d. Consult with residents of the community district and their representatives about local service problems and activities; and
  - e. Keep a public record of its activities and transactions, including minutes of its meetings.

*For further details, please refer to Clause § 24-6 B in the draft legislation attached.*



## DISCUSSION PAPER

### TORONTO COMMUNITY BOARDS



#### K. WHAT ARE AREA SERVICE CABINETS?

1. There are 4 urban geographic areas: Etobicoke West, North York, Toronto and Scarborough East.
2. There shall be an area service cabinet within each area whose members shall include the area representatives assigned by the head of each agency delivering services to the area, and the community council, whose chairperson shall be the chairperson of the service cabinet. Each area service cabinet shall:
  - a. Coordinate at the area level service delivery functions and programs of agencies that provide services in the area;
  - b. Consider interagency problems and impediments to the effective and economic delivery of services in the area;
  - c. Plan and develop programs addressed to the needs and priorities of the area and its residents;
  - d. Consult with residents of the area and representatives of the community boards about service problems and activities; and
  - e. Keep a public record of its activities and transactions, including minutes of its meetings.

*For further details, please refer to Clause § 24-5 F and § 24-7 in the draft legislation attached.*

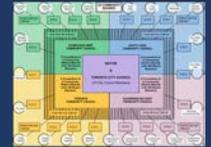
#### L. AGENCY BUDGETS AND SERVICE STATEMENTS

1. Each agency with service districts within the community districts and areas shall prepare annually a statement of its service objectives, priorities, programs and projected activities within each community district and each area for the new fiscal year, if requested by the respective community board or community council.
2. By no later than four months after the end of the fiscal year, each agency with service districts within the community districts and areas shall report to the respective community boards and community councils the amount of expenditures within each service district for each unit of appropriation for the preceding year.

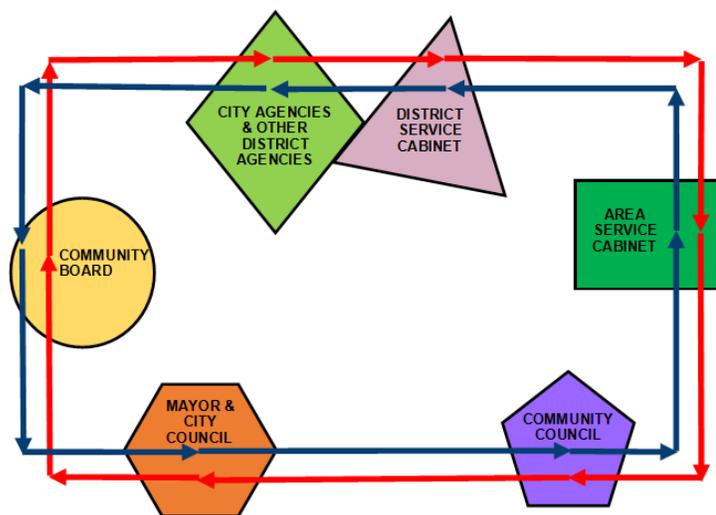
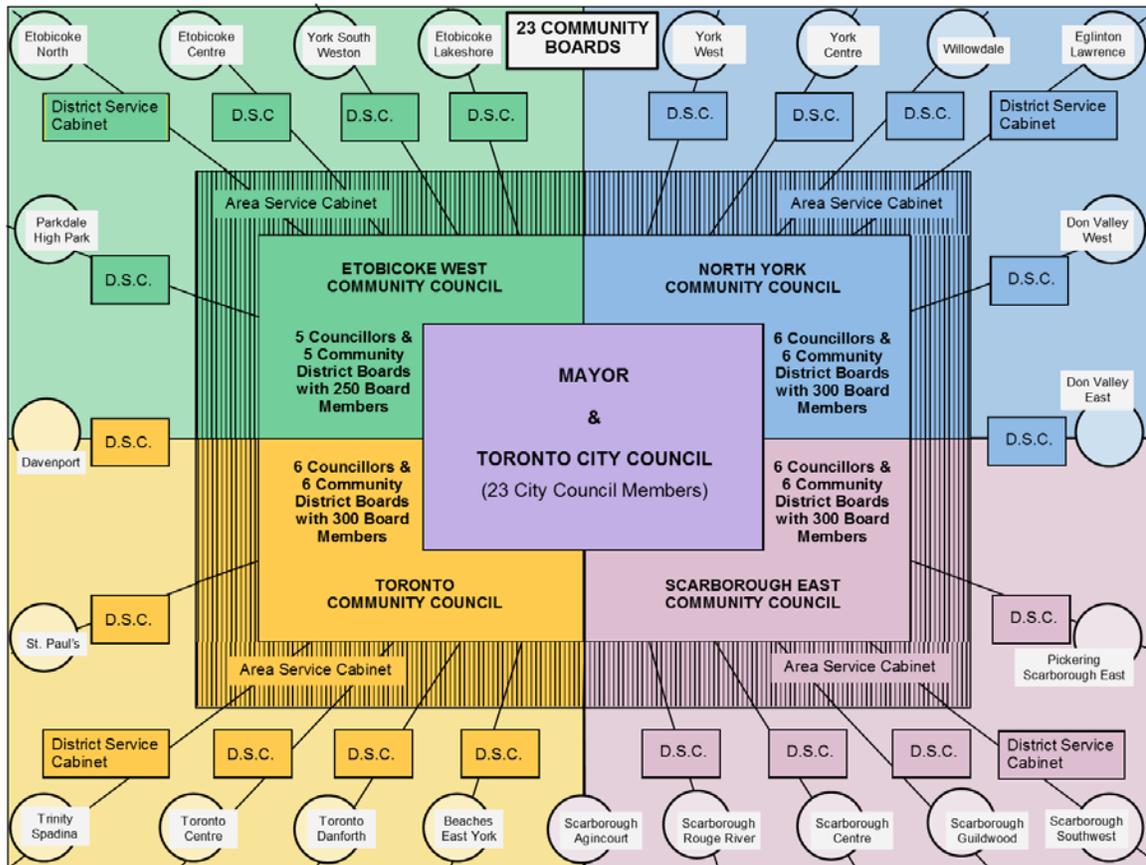
*For further details, please refer to Clause § 24-8 in the draft legislation attached.*



# DISCUSSION PAPER TORONTO COMMUNITY BOARDS

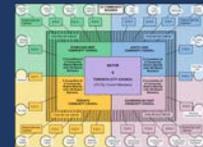


## M. FLOW OF COMMUNICATIONS TO AND FROM THE COMMUNITY BOARDS





# DISCUSSION PAPER TORONTO COMMUNITY BOARDS



## N. COMPARISON OF TORONTO AND NEW YORK COMMUNITY BOARDS

**ETOBICOKE WEST**

**NORTH YORK**

**TORONTO**

**SCARBOROUGH EAST**



4 Areas – 23 Community Districts  
Land Area: 240 square miles  
Total Population: 2.542 million

Etobicoke West: 5 – pop. 559,215  
North York: 6 – pop. 665,793  
Toronto: 6 – pop. 663,465  
Scarborough East: 6 – pop. 653,615

Average pop/District: 110,526

5 Burroughs – 59 Community Districts  
Land Area: 303 square miles  
Total Population: 8.404 million

The Bronx: 12 – pop. 1.418 million  
Brooklyn: 18 – pop. 2.592 million  
Manhattan: 12 – pop. 1.626 million  
Queens: 14 – pop. 2.296 million  
Staten Island: 3 – pop. 0.472 million

Average pop/District: 142,440