

## Jarvis Streetscape Improvement Community Advisory Group Terms of Reference

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The Jarvis Streetscape Improvement (JSI) Community Advisory Group (CAG) has been established to allow area residents, businesses and representatives of local institutions an opportunity to provide comments to the Transportation Services Department on issues relating to Jarvis Street Streetscape Improvement Environmental Assessment Study.

### **Mandate**

The mandate of the JSI CAG will be to work with the project team to:

- provide comments to staff on proposed streetscape improvement plans and traffic lane modifications along the Jarvis Street corridor;
  - provide input and comments on streetscaping features including (but may not be limited to) such as trees/landscaping, street furniture, fencing, plaques, lighting, decoration, paving and design treatments and public art; and
  - review materials and provide timely input into the decision-making process.
1. The purpose of this input is to identify local community values and perspectives on issues relevant to the study.
  2. Should you be unable to attend a meeting of the CAG, you are encouraged to send a community member in your place.

### **Role**

The JSI CAG will act as a:

- **Liaison** - facilitating two way communication between the public and the Transportation Services Department
- **Reviewer** - to provide advice, recommendations and feedback on issues that the Department raises with the committee
- **Advisor** - to bring attention to, provide advice/input on, make recommendation on public issues that involve:
  - Streetscape elements
  - Urban designs
  - Street furniture
  - Integration of and location of public art
  - Trees/Landscaping
  - Other modes of transportation
  - Parking

This group is strictly an advisory group who will assist and provide input and comments to the project team. The design items listed above and discussed in this consultative process are limited financially, by time, and by overall integration within the project design. While every effort will be made to incorporate the input and comments of this group, final decision on all design aspects rests with the project team.

### **Membership**

1. Membership on the JSI is open to residents, business people and representatives of local institutions in the study area and all other residents in Toronto interested in the study.
2. The Community Advisory Group will be comprised of maximum of 20 members.

### **Term**

Members shall be appointed for the duration of the study, commencing in January of 2008 and October 2008

### **Reporting**

1. The JSI CAG will report to, in consultation with staff, the Transportation Services Department of the City of Toronto.
2. Staff will report to the JSI CAG on any Study related work to be undertaken and provide updates on how their comments have been reported on and/or responded to.

### **Facilitator**

1. The meeting facilitator will function as the Chair for the JSI CAG meetings.
2. Meetings of the JSI will be chaired by a staff person from the Policy, Planning, Finance & Administration (PPFA) Public Consultation Unit. The chair of the JSI will preside at meetings and work to coordinate agendas and other JSI activities with staff.
3. The role of the Facilitator will be to ensure that meeting agendas are adhered to, that all opinions represented are heard prior to decisions being made by the group and that timely recommendations are carried forward to the Project Manager of the Jarvis Street Streetscape Improvement Environmental Assessment, Transportation Services Department.
4. Participants can suggest items for the next agenda during JSI meetings, or by contacting the facilitator or staff.

### **Quorum**

A quorum shall be fifty percent of members on the Committee.

### **Staff Support**

1. A minute taker, provided by the Department's Public Consultation Unit, will be present at each meeting.
2. Staff will distribute agendas and minutes to all JSI members.
3. Staff from the Transportation Services Department will be in attendance for each committee meeting.

## **Administration**

Members will be required to adhere to a Code of Conduct as outlined below:

- Participants should review the agenda and any reports before attending the meeting
- Participants should be courteous, listen to others and respect the opinions of others
- Participants should ask questions if a statement is unclear
- Participants should participate fully in discussion but not dominate the discussion or allow others to do so
- Participants should speak one at a time and not cut off other participants while they are speaking
- Participants wishing to make comments should do so through the facilitator, and wait their turn until they have the floor
- Private discussions should be held outside of the meeting room while the meeting is in progress
- Participants should not swear and should not use obscene or foul language
- Participants should not make derogatory comments based on gender, race, ethnicity, religion, sexual orientation or disability
- Participants should not request that items outside of the mandate of the committee be discussed at JSI CAG meetings

**Members that do not follow this code of conduct will receive one initial warning after the first violation from the facilitator. Upon a second violation, the individual will be removed from the meeting. A third violation will result in dismissal from the JSI CAG and will be taken into account in future City committee selection processes.**