



**Union Station Revitalization Public Advisory Group  
Terms of Reference**

**February 9th, 2005**

Approved by Toronto City Council at its meeting of October 26, 27, 28 and 31, 2005

**(1) Mandate:**

The mandate of the Union Station Revitalization Public Advisory Group is to:

- I. Provide community input and advice to City staff, the Administration Committee and City Council on the Union Station revitalization including transportation elements, design components, improvements to the public realm and public benefits;
- II. Assist in the planning for the restoration and revitalization of Union Station.

To this end the Union Station Revitalization Public Advisory Group will:

- (1) Advise and comment on City of Toronto initiatives, including the development of policies and programs for Union Station that meet community aspirations and needs and maximize the station's potential as a public asset;
- (2) Review and comment on operating standards, procedures and policies to accommodate existing and projected passenger volumes and flows;
- (3) Participate in the planning process and comment on planned changes to Union Station, including capital works, wayfinding and other design components;
- (4) Comment on proposed uses at Union Station, including the availability of public space for public uses; and
- (2) Promote and facilitate community and political support for the restoration and revitalization of Union Station to its fullest potential.

Toronto City Council receives input and advice on all heritage aspects of the Union Station revitalization from the Toronto Preservation Board, and will continue to consult with the Preservation Board on these matters.

The Union Station Revitalization Public Advisory Group will provide input and advice on heritage interpretation, public education and outreach.

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#### **(2) Membership/Participation:**

A maximum of 24 members (as described in Schedule 1: Membership Structure) comprising:

1. Three (3) members of Toronto City Council, including the local ward Councillor; and
2. Up to 21 citizen members, including Members-at-Large and representatives from the following sectors:
  - a. transportation
  - b. community/neighbourhood
  - c. business
  - d. tourism
  - e. heritage
3. All members must meet the criteria established by the Union Station Revitalization Public Advisory Group (see Schedule 3: Membership Criteria.).
4. All members are subject to approval by Toronto City Council
5. Members will elect a chair and a vice-chair from the citizen membership.
6. Members may strike working groups as required to address particular issues, with the approval of Toronto City Council. Members of working groups must be members of the Union Station Revitalization Public Advisory Group (City of Toronto By-law 27-108-B).
7. No compensation shall be made to members of the Union Station Revitalization Public Advisory Group for their participation.

#### **(3) Term:**

Members shall be appointed for a three-year term or for the balance of the current term if a member is appointed to replace a retiring or departed member. Membership and terms of reference shall be reviewed every three years.

#### **(4) Meetings:**

Meetings of the Union Station Revitalization Public Advisory Group will be held every other month, or at the call of the Chair or a majority of members. Unless stated otherwise, the conduct of the Group's meetings and business will be in accordance with the Simplified Procedures for Advisory Bodies adopted by Council September 28, 29 and 30 and October 1, 2004, by Policy and Finance Committee Report 7, Clause 34.

All meetings will be open to the public. Meeting notices, agendas and minutes will be posted on the City of Toronto web site.

#### **(5) Reporting:**

The Union Station Revitalization Public Advisory Group may comment on any City of Toronto staff reports to the Administration Committee pertaining to Union Station. As may be required the Union Station Revitalization Public Advisory Group may comment or make presentations to

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any City committee, board or other agency, upon motion by the Union Station Revitalization Public Advisory Group members.

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### **(6) Staff Resources:**

City staff resources from the following City Divisions will be allocated as required to attend meetings and assist the Union Station Revitalization Public Advisory Group:

- City Planning
- Transportation Services
- Facilities and Real Estate
- Economic Development

An advisor from each of the rail/transit agencies – namely GO Transit, the Toronto Transit Commission and VIA Rail – will be invited as required to assist the Union Station Revitalization Public Advisory Group in its endeavours.

### **(7) Other:**

The Union Station Revitalization Public Advisory Group will operate under a sunset clause in its current capacity. The Union Station Governance Structure is intended to incorporate a continuing role for the Union Station Revitalization Public Advisory Group for the duration of the Station Lease. The Union Station Revitalization Public Advisory Group will continue to be fully involved in the revitalization of Union Station and retain the authority to report to City Council through the Administration Committee.

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**SCHEDULE 1**

**MEMBERSHIP STRUCTURE**

**1. Membership Detail**

SECTORS	MINIMUM/TARGET MEMBERSHIP	EXAMPLES OF TYPES OF NOMINATING ORGANIZATIONS
<b>Transportation</b> (Pedestrian, Cycling, Transit, Sustainable transportation)	Min: 2 Target: 2 – 4	<ul style="list-style-type: none"> <li>• Transport 2000</li> <li>• Rocket Riders</li> <li>• Pedestrian groups</li> </ul>
<b>Community / Neighbourhood</b> (Resident, ratepayer and similar associations operating within the area generally bounded by Bathurst St., the Don River, Queen St. and Lake Ontario)	Min: 1 Target: 2 – 4	<ul style="list-style-type: none"> <li>• St. Lawrence Neighbourhood Association</li> <li>• South East Downtown Economic Revitalization Initiative (SEDERI)</li> <li>• Harbourfront Community Association</li> </ul>
<b>Business</b> (Business associations operating within the area bounded by Bathurst St., the Don River, Queen St. and Lake Ontario, or with an overall city-wide mandate)	Min: 1 Target: 2 – 4	<ul style="list-style-type: none"> <li>• Toronto Board of Trade</li> <li>• St. Lawrence Market Neighbourhood BIA</li> <li>• Downtown Office Towers (PATH)</li> </ul>
<b>Heritage</b>	Min: 1 Target: 2 – 4	<ul style="list-style-type: none"> <li>• Toronto Railway Historical Association</li> <li>• Architectural Conservancy of Ontario</li> <li>• Toronto Society of Architects</li> </ul>
<b>Tourism</b>	Min: 1 Target: 2 – 4	<ul style="list-style-type: none"> <li>• Travellers' Aid</li> <li>• Tourism Toronto</li> </ul>
<b>Members-at-Large</b>	Min: 2 Target: 3 – 6	
<b>Councillors</b>	Maximum: 3 Must include Ward councillor	
NOT TO EXCEED 21 citizen members plus 3 councillors		

**2. Quorum:**

- One-half of citizen membership

**3. Nominations & Appointments**

- Individuals may apply to be Members-at-Large by contacting the Chair of the Union Station Revitalization Public Advisory Group.

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- Organizations that meet the membership criteria outlined in Schedule 3, and who belong to the sectors noted above, may nominate individuals to be members of the Union Station Revitalization Public Advisory Group, by contacting the Chair.
- Members of other City advisory groups or sub-committees may apply to be Members-at-Large of the Union Station Revitalization Public Advisory Group.
- All appointments of citizen members to the Union Station Revitalization Public Advisory Group are subject to the approval of City Council.

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**SCHEDULE 2**

**CURRENT MEMBERS**

- A revised list of nominations for membership in the Union Station Revitalization Public Advisory Group will be developed by the Membership Working Group.
- This list will be presented to the Union Station Revitalization Public Advisory Group for review and discussion.
- Subsequently this list will be presented to City Council for approval.

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**SCHEDULE 3**  
**MEMBERSHIP CRITERIA**

1. Citizen members will be selected for the Union Station Revitalization Public Advisory Group according to the following criteria:
  - Be committed to advancing the mandate of the Union Station Revitalization Public Advisory Group;
  - Have relevant knowledge, experience and skills;
  - Have interest in the broad range of issues involved in the revitalization process;
  - Respect and agree to the procedures by which the Union Station Revitalization Public Advisory Group works (such as those denoted in the City of Toronto's Simplified Procedures for Advisory Bodies);
  - Be able to attend and actively participate in meetings on a regular basis as per the City of Toronto's Simplified Procedures for Advisory Bodies;
  - Be willing to participate in committee work as needed.
  
2. Organizations seeking to nominate one of their members, or an individual designated by them, to the Union Station Revitalization Public Advisory Group must:
  - a. Support the aims of the Union Station Revitalization Public Advisory Group;
  - b. Must be among the sectors designated in Schedule 1: Membership Structure;
  - c. Have a mandate that is relevant to and compatible with that of the Union Station Revitalization Public Advisory Group;
  - d. Be voluntary, independent, self-governing bodies;
  - e. Have a formal organizational structure and reporting procedure, and meet regularly;
    - Make available a statement of its aims, objectives and methods of working;
    - Nominate an individual who meets the membership criteria established by the Union Station Revitalization Public Advisory Group (Schedule 3); and
    - Accept that once their nominated individual is accepted for membership that s/he will serve for the Union Station Revitalization Public Advisory Group's current term or remainder thereof.

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**SCHEDULE 4**

**PROTOCOL FOR LIAISING WITH OTHER CITY ADVISORY GROUPS**

The Union Station Revitalization Public Advisory Group will liaise with other City advisory bodies or sub-committees with mandates that are relevant to the revitalization of Union Station by:

1. Inviting relevant groups to select a member to act as a liaison with the Union Station Revitalization Public Advisory Group;
2. Sending notices of meetings, agendas and minutes to the liaison person, and to the group's secretary, chair, vice chair and/or co-chairs;
3. Referring matters for discussion and comment to other advisory bodies or sub-committees;
4. Receiving submissions and deputations from other advisory bodies or sub-committees;
5. Inviting liaison persons to participate in discussions relevant to their mandate;
6. Considering requests from other advisory bodies or sub-committees to have items placed on a meeting agenda of Union Station Revitalization Public Advisory Group;
7. Attending meetings of other advisory bodies or sub-committees when invited;
8. Requesting reports on agenda items relevant to the work of the Union Station Revitalization Public Advisory Group that are dealt with by other advisory groups; and
9. Convening special joint meetings when appropriate;
10. Liaison process
  - The Union Station Revitalization Public Advisory Group will invite City of Toronto advisory bodies or sub-committees that may have an interest in the revitalization of Union Station to identify and, by motion, select a liaison person to attend Union Station Revitalization Public Advisory Group meetings as may be required.
  - Once a City of Toronto advisory body or sub-committee has selected its liaison, the advisory body's Chair or Co-Chairs will submit a letter to the Chair of the Union Station Revitalization Public Advisory Group, identifying the liaison person.
  - All designated liaisons will report back to their advisory body or sub-committee on relevant matters.

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- Designated liaisons from City of Toronto advisory bodies or sub-committees will not be voting members of the Union Station Revitalization Public Advisory Group;
- All liaison activities between City advisory groups will be conducted in accordance with the principles contained in the Simplified Procedures for Advisory Bodies adopted by Council September 28, 29 and 30 and October 1, 2004, by Policy and Finance Committee Report 7, Clause 34.