

Community Engagement Focus Group – Terms of Reference

This document outlines the role of the Community Engagement Focus Group at Exhibition Place, including guidelines for, how meetings will operate, participation, and the responsibilities of community members, and Exhibition Place Staff.

Purpose

The Community Focus Group will provide input to Exhibition Place regarding expanding and delivering site animation initiatives throughout the grounds.

The role of Community Focus Group is to:

- Facilitate two-way communication between community members and Exhibition Place.
- To ensure continuing citizen participation with Exhibition Place.
- Collaborate on innovative ideas and opportunities as Exhibition Place plans to support and expand site animation.
- Provide local knowledge and identify issues and emerging opportunities from a public lens.
- To build on all community experiences and interests.

It is important to note that the Community Focus Group are advisory and ad-hoc in nature.

Guiding Principles

- To be flexible in our endeavours to maximize our potential as a municipal asset.
- To be inclusive and ensure outreach to all segments of the community.
- To be accountable and transparent with consultation and plans.
- To be innovative and responsive to emerging needs.
- To work collaboratively and seek community opportunities where possible.
- To act with integrity in all we do.

Meetings

Staff at Exhibition Place will schedule and facilitate the focus group meetings. There will be at least two focus group sessions in the winter and early spring and one evaluation session. Action Plans will be developed through workshop-style discussion. After each meeting, summary notes will be captured and circulated to participants for information.

Where possible, sessions will be held in person at Exhibition Place.

Membership

Focus groups are informal committees. Participation is voluntary and open to all interested members of the community. Attendance in one meeting is not a requirement or prerequisite for attendance in future sessions. Meeting notices will be circulated through community bulletins. Past participants at Community Focus Group meetings will be notified of upcoming meetings directly through email.

Responsibilities

All participants are expected to treat everyone respectfully and act in a matter that is welcoming and free of discrimination and harassment.

Community Members and Partner Organizations will:

- Review and familiarize themselves with current site activation programming.
- Provide feedback and perspectives on the delivery of current and future site animation initiatives.
- Share ideas and opportunities for potential programming.
- Deliver community-led activation with the support of Exhibition Place.
- Abide by the Terms of Reference.

Exhibition Place Staff will:

- Develop and facilitate the meeting program.
- Gather participants' advice, feedback, and perspectives, and incorporate input into the activation plan and programming.
- Support approved community activations.
- Keep a record of Community Focus Group discussions and circulate summary notes.
- Abide by all relevant City by-laws, Exhibition Place policies, Exhibition Place Collective Agreements, and legislation affecting the Board.
- Attend and participate in regularly scheduled meetings.
- Ensure meetings are open to the entire community.