

Stakeholder Advisory Committee Terms of Reference

August, 2014

1. Project Overview and Study Area

In November 2013, City Council requested the City Planning Division to undertake a study of Broadview Avenue, between Danforth Avenue and Bater Avenue. The study area includes properties with frontage on Broadview between Danforth Avenue and Hillside Avenue on the west and Danforth Avenue to Bater Avenue on the east side of Broadview.

The portion of Broadview Avenue identified as an *Avenue* in the Official Plan is facing increasing pressure for redevelopment with recent planning applications and pre-application consultations. The community has raised concerns regarding declining business activity, insufficient on-street parking, vehicular and pedestrian conflicts and a desire to maintain the character of the street/area.

The purpose of the study is to build upon the *Avenues* designation in the Official Plan and Mid-Rise Building Study in order to update the vision and priorities for the area. This will be accomplished by consulting with residents, stakeholders, businesses, community associations in the area, and reviewing the local planning context and character of the study area.

The study has the following objectives:

- Create guidelines that support a vibrant mixed-use community.
- Achieve a high quality built form and public realm.
- Promote a unique identity/character for the area.
- Provide clarity on the form of development that may be permitted on larger sites.
- Develop transportation planning principles/vision that will improve current conditions and support future development.

2. Mandate

The mandate of the Stakeholder Advisory Committee (SAC) is to provide an ongoing forum for advice, feedback and guidance to the Project Team at key points during the study process. The SAC is a non-political advisory committee. Committee members are guided by these Terms of Reference and participate on the SAC at the discretion of the City of Toronto. The SAC is not intended to address specific property issues or concerns.

3. Membership

The SAC is composed of 12-15 representatives from the geographic extent of the Broadview Avenue study area and representing a balance of interests including:

- Interested and affected rental and home/condo owner residents;
- Street/neighbourhood-specific interests (Chester Hill, Cambridge, Floyd/Westwood/Mortimer/Browning, and Playter);
- Community and resident organizations;
- Local businesses and institutions; and
- Local professionals with skills/training/experience in urban planning, urban design or architecture.

City planning staff and the Ward Councillor will attend SAC meetings as a resource to the SAC.

4. Roles and Responsibilities

The SAC provides its advice and recommendations to the Project Team with the assistance of an independent facilitator. The following are the roles and responsibilities for each:

SAC members will:

- Advise the Project Team of their organization's/community's/constituency's perspectives relating to this project and to the community engagement process and materials;
- Provide advice, feedback and perspectives on proposals/reports tabled by the Project Team, SAC members, or others;
- Help the SAC operate effectively by offering suggestions and alternatives to address issues, concerns and problems;
- Attempt to anticipate potential problems and offer options for resolving them;
- Communicate SAC discussions back to members' organizations, communities and constituencies;
- Review all relevant project materials and provide feedback, advice and perspectives;
- Attend the SAC meetings whenever possible, and appoint an alternate to attend meetings on their behalf should they not be able to attend; and
- Review the results of SAC discussions to ensure the meetings are accurately recorded in the meeting records, or in additional reports that members may determine are needed.

Project Team members will:

- Provide accurate, understandable information to SAC members, such that they can contribute informed advice and recommendations;
- Help the SAC function effectively by providing information, and offering suggestions and alternatives to the community engagement process, issues, concerns and problems being discussed;

Broadview Avenue Planning Study



- Ensure that appropriate Project Team representatives (or other resource people) are present at discussions on specific issues or components of the process;
- Listen carefully to the advice and perspectives of members and where feasible, incorporate advice into the study; and
- Provide project and community engagement materials for review in advance of SAC meetings where possible.

Independent Facilitation Team members will:

- Coordinate and facilitate SAC meetings;
- Develop meeting agendas in consultation with the Project Team and the SAC;
- Keep a record of SAC discussions and prepare a summary report for each meeting; and
- Assist in the resolution of issues, as required.

5. Decision-Making

As an advisory committee, the SAC is not responsible for making decisions regarding the study. This is the responsibility of the Project Team and City Council. Advice from the SAC to the City is preferred to be a consensus but is not required – members may or may not share a common view on the advice they wish to provide the City. All participants in the process will work to identify common ground and where differences of opinions occur, this feedback will be recorded and documented.

6. Meetings and Logistics

The Project Team has planned three (3) meetings of the SAC to take place as follows:

- Late November, 2014;
- Late January, 2015; and
- Late March, 2015.

SAC meetings will take place in the evening (approximately 2.5 to 3 hour meetings) at a suitable location in close proximity to the study area.

Broadview Avenue Planning Study



The following procedures will be used in convening meetings of the SAC:

- The Facilitator will develop the SAC agendas – in consultation with the SAC and Project Team – and coordinate accompanying materials. The agenda will be distributed to SAC members at least one week in advance of each meeting.
- SAC members will be consulted on agenda items for future meetings at the conclusion of each SAC meeting.
- The Facilitator will prepare draft and final minutes from SAC meetings. Action items will be reported in the minutes of each meeting. Meeting minutes will be prepared within 10 business days of each meeting for review and finalization by the SAC.
- SAC members will also receive and provide comment on project information and presentation materials that will be made available to the public and be invited to attend public forums.

The point of contact for all SAC correspondence is:

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7. Freedom of Information

Please note that the personal information provided through the SAC process will form part of the public record, as per the *Freedom of Information and Protection of Privacy Act*, and will not be protected from disclosure.