

Gardiner East Contaminated Soil Monitoring Review Committee
Terms of Reference – As of September 2003
Revisions August 2004
Revisions September 2004

1. Introduction

1.1 Directive for Establishing Committee

In accordance with the direction of Toronto City Council through its adoption of the report dated July 15, 2002, the Gardiner East Contaminated Soil Monitoring Review Committee has been established. City Council issued this direction to provide the community an opportunity to receive results of on-going soil and groundwater monitoring in the following areas:

Area A

The north boulevard of Lakeshore Boulevard East (i.e. from the north curb to the north limit of the road allowance) between the eastern property line of the Toronto Film Studios and western curb of Leslie Street. This area is a long, narrow strip of land approximately 25 to 30m wide by 500 m in length.

Area B

The road allowance for the former off-ramps from the Gardiner Expressway at the southeast corner of Leslie Street and Lakeshore Boulevard East. This area is roughly shaped like a “D” and has an approximate area of 15,000 m² (1.5 hectares).

1.2 The City of Toronto Will Monitor Site(s) in accordance with SSRA Approach for Contaminated Sites

The method of managing the contaminated soil is addressed in the *Report For Submission To Ontario Ministry of Environment and Energy Site-Specific Risk Assessment, Gardiner Expressway Dismantling and Lakeshore Boulevard East Reconstruction At Leslie Street, Toronto, Ontario*, (SSRA Report), prepared by Sheehan & Peaker Ltd., May 14, 2002. The Site Specific Risk Assessment approach was explicitly defined in the *Ontario Ministry of the Environment Guideline for Use at Contaminated Sites* in 1997.

1.3 Informing Community Monitored Findings

The Gardiner East Contaminated Soil Monitoring Review Committee also provides a liaison and communications role with the South Riverdale community, the location of Contaminated Soil Sites - Areas A and B.

2. Responsibilities of the City

- a) It is the responsibility of the City to monitor soil and groundwater conditions in relation to Area A and Area B. in accordance with the SSRA Report, May 14, 2002.
- b) It is the responsibility of the City to carry out the above noted measures in a manner that is both environmentally effective and cost effective.
- c) It is the responsibility of the City to administer a monitoring program as long as is necessary.

3. Role of the City on the Gardiner East Contaminated Soil Monitoring Review Committee

While not "members" of the committee, City of Toronto staff, and its consultants will work with committee members. In this role, staff and consultants will contribute technical information, as well as professional perspectives and knowledge, within the allowable budget. City staff will:

- a) Provide relevant monitoring reports and ensures timely reporting
- b) Make understandable report's technical information through presentations, and other means as is helpful and informative
- c) Attend all meetings of the Gardiner East Contaminated Soil Monitoring Review Committee
- d) Facilitate the mandate and role of the Gardiner East Contaminated Soil Monitoring Review Committee
- e) Ensure the timely flow of the Gardiner East Contaminated Soil Monitoring Review Committee reported findings to the community

3.1 Monitoring by City of Toronto

- a) The City will monitor the effectiveness of contaminated soil capping and containment measures including:
 - results of semi-annual ground water monitoring
 - integrity and effectiveness of soil cap
 - site use(s)
 - soil monitoring and vegetative uptake (new item as of Sept. 2004)
 - other as agreed upon by the City
 - any need for any mitigative measures
 - acknowledgement of successful performance of containment measures

4. Mandate of the Gardiner East Contaminated Soil Monitoring Review Committee

- a) The Gardiner East Contaminated Soil Monitoring Review Committee will receive on-going monitoring results of soils and groundwater in areas "A" and "B".
- b) The Gardiner East Contaminated Soil Monitoring Review Committee will report its semi-annual findings to the community.

5. Role and Function of the Gardiner East Contaminated Soil Monitoring Review Committee

- a) The Gardiner East Contaminated Soil Monitoring Review Committee acts in an independent reporting capacity.
- b) The committee will meet for a period of 2 to 5 years, at its discretion. Following the end of its service as a monitoring committee, any monitoring information will go forward to the South Riverdale Environmental Liaison Committee for its information. When the committee agrees to its final date of service it will notify City Council and the South Riverdale Environmental Liaison Committee, in writing.
- c) At least once a year, the committee will tour sites A and B.

5.1 Reporting and Communicating Role

- a) Contaminated soil sites Area A and Area B are located in the South East Riverdale & Beaches areas. Therefore the Gardiner East Contaminated Soil Monitoring Review Committee will share information with the South Riverdale Environmental Liaison Committee(SRELC)
- b) Minutes of the meeting will be made available though the committee's database mailing list, to be created and maintained by Public Consultation and Community Outreach, Works and Emergency Services, City of Toronto. Minutes will be posted to the committees Web site, and mailed to committee members upon request.

6. Membership List

- a) Member ship will include but not be limited to:
 - Residents selected from the South Riverdale Environmental Liaison Committee
 - Ward Councillors or his/her representative
 - South Riverdale Community Health Centre representative
 - Medical Officer of Health or his/her representative staff
 - Interested residents and businesses
 - Representatives from the former Gardiner Dismantling Liaison Committee
 - Works and Emergency Services staff as required.
- b) Stakeholder participation will be governed by a meeting code of conduct guide, appended to this Terms of Reference.
- c) Committee will make its recommendations by consensus, except when consensus cannot be reached, then voting will be used.
- d) Voting will be decided on 50 per cent plus one.

e) Quorum will be 50 percent of the committee membership.

7. Meetings, Minutes and Agenda

7.1 Meetings

- a) The Gardiner East Contaminated Soil Monitoring Review Committee will meet as required.
- b) Meetings will be held in the South Riverdale area at an agreed upon location.
- c) Meetings will be held at an agreed upon time.
- d) Next meeting date will be set at the end of each meeting, or as arranged through the facilitator.
- e) Public Consultation and Community Outreach staff will facilitate meetings.
- f) Notification of meeting will be mailed to committee members, participants, staff and interested parties and will be posted to the Committee's Web site.

7.2 Minutes

- a) There will be minutes produced of all meetings. Minute taking services will be arranged by Public Consultation and Community Outreach.
- b) Draft minutes will be circulated with agendas, at least one week in advance of the meeting.
- c) Minutes will be amended and approved at the next regular meeting of the committee.

7.3 Agendas

- a) Agendas will be set with the committee at the end of each meeting. The committee will select one of its members to serve as the Agenda Secretary. The Agenda Secretary will work with the facilitator to finalize the drafting of the agenda prior to its circulation.
- b) All agendas will be considered as drafts until approved at the meeting.

Meeting Code of Conduct Guidelines
Gardiner East Contaminated Soil Monitoring Review Committee

We welcome and encourage your participation. To ensure that everyone has the opportunity to participate fairly, please respect the meeting guidelines.

DO	AVOID
<ul style="list-style-type: none"> • Be courteous and respectful of each other • Listen to others • Make comments through the facilitator • Wait your turn • Back up your facts • Make the most of your meeting • Enter or leave the room quietly, once the meeting is underway • Take private discussions outside the meeting room (when the meeting is underway) • If you have a pertinent item to discuss, have it put on the agenda. This allows adequate time and consideration of your issue. 	<p>Please avoid shouting or using harassing language.</p> <p>If you find yourself frustrated with a meeting, don't personalize your frustration.</p> <p>Avoid straying off the topic. Follow the meeting agenda.</p>

How do the guidelines work?

If someone is detracting from the meeting's progress and the group or committee wants to proceed with the meeting business, then the facilitator may stop asking the disruptive participant for input. As a worse case scenario, the disruptive person will be asked to leave the meeting. In some cases a break may be called to restore decorum.

Additionally, City Meetings are governed by:

1. City of Toronto Hate Activity Policy and Procedures

*Approved by City Council, December 17, 1998
(Corporate Services Committee Report 19, Clause 2)*

2. Human Rights and Harassment Policy and Procedures which states...:
Under the Ontario Human Rights Code, every person has a right to equal treatment by the City of Toronto, its agencies, boards, commissions and its citizen advisory committees, with respect to services and facilities, accommodation, contracts and employment.

In continuing its leadership in the recognition of the dignity and worth of each person, the City of Toronto has adopted this Human Rights and Harassment Policy to ensure the ethical and respectful service and employment practices which incorporate equitable treatment for all employees, residents and recipients of municipal services.

The goal of the Policy is the creation of a climate of understanding and mutual respect where each person feels a part of the community and its able to contribute fully to the development and well-being of the City of Toronto.

The City of Toronto will not tolerate, ignore, or condone any form of discrimination or harassment. All employees are responsible for respecting the dignity and rights of their co-workers and the public they serve. Discrimination and harassment are serious forms of employee misconduct, which may result in disciplinary action, up to, and including discharge.

Members of the public, visitors to City facilities, or individuals conducting business with the City of Toronto, are expected to adhere to this Policy, including refraining from harassment of employees, elected officials, and persons acting on behalf of the City of Toronto. If such harassment occurs, the City will take steps available to ensure a harassment-free workplace, including barring the harasser from its facilities, where appropriate, or discontinuing business with contractors or consultants.

*Approved by City Council, December 17, 1998
(Corporate Services Committee Report 19, Clause 2)*