

Weston II Heritage Conservation District Study Community Advisory Committee

Terms of Reference

February 2020

Background

The Weston II Heritage Conservation District study area is a residential neighbourhood in the former Town of Weston with a collection of houses in a variety of architectural styles built from the mid- to late-19th century and through the mid-20th century.

The Weston II Heritage Conservation District Study was initiated by the City of Toronto in Summer 2019. It will build on research previously conducted through the local Weston Heritage Conservation District Board and will include additional research where required, the completion of a built form survey, and analysis and evaluation to determine if the Study Area warrants designation as a Heritage Conservation District.

When conducting a planning study within a neighbourhood, City staff may seek to establish a Community Advisory Group (CAG) of local residents, business owners and other community members to meet with City Staff in a smaller group to provide local expertise and discuss issues that arise out of the HCD Study process. The City has determined that it is appropriate to establish a CAG for the Weston II HCD Study. As the character and cultural heritage interest of Weston II is closely linked to the people who live and work there, the community forms a vital part of the district.

Mandate and Objective

The Weston II HCD Study Community Advisory Group (CAG) will provide local expertise and advise City staff throughout the HCD Study process. Advice and comments from the CAG will inform the development of the final HCD Study. The City may also utilize the CAG as a sounding board for ideas on revisions to reports and presentations associated with the HCD Study.

Membership

The CAG will be led by the City's Heritage Planning Unit. Membership of the CAG is comprised of 8-12 members, as well as the local City Councillor and their representatives from Ward 5, including:

1. 2 - 5 Representatives from local community groups/organizations.
2. 1 - 2 area residents.
3. 1 - 2 area property owners.

Roles and Responsibilities

The following are the roles and responsibilities of the Weston II CAG members and City staff:

Weston II CAG members:

- Attend and participate in CAG meetings, and choose and brief an alternate if unable to attend;
- Review all materials provided prior to each meeting, so that an informed discussion can take place;
- Discuss the knowledge, information, views, opinions, perspectives, and insights on Weston II as a whole and not focus on one issue or location;
- Engage in open, honest and respectful dialogue;
- Ask questions of other members of the CAG or City staff, where necessary, to clarify understanding of an issue;

- Contribute to the discussion in a constructive and meaningful way;
- Abide by the Terms of Reference and Code of Conduct established for the CAG (see below); and
- Communicate openly with stakeholders of the organizations represented (if applicable) and bring forward their input, advice and suggestions.

City Staff:

- Keep CAG members up-to-date on the HCD Study progress using an accessible, easy-to-understand format and language;
- Treat all questions posed with respect, and provide clear and straightforward answers;
- Provide a clear understanding of how input, advice, and suggestions will be used;
- Balance input from different viewpoints to ensure an inclusive environment;
- Facilitate CAG meetings by:
 - keeping sessions on time and on track;
 - ensuring respectful and productive meetings and group dialogue; and
 - balancing participation between all members; and
- Record all inputs at meetings, provide clarification, advice and suggestions to the CAG and prepare meeting summaries.

Code of Conduct

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

- Participants should review the agenda and any reports *before* attending each meeting;
- Participants will 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 will speak one at a time and not cut off other participants while they are speaking;
- Participants wishing to make comments will 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 will not swear and should not use obscene or foul language;
- Participants will not make derogatory comments based on gender, race, ethnicity, religion, sexual orientation or disability; and
- Participants should not request that items outside of the mandate of the committee be discussed at CAG meetings.

The City of Toronto is committed to ensuring a safe and respectful environment for both clients and staff. Aggressive or intimidating behaviour, harassment or coarse language will not be tolerated.

Members who 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 CAG and will be taken into account in future City committee selection processes.

Decision-Making

As an advisory committee, the CAG is not responsible for making decisions regarding the HCD Study. This is the responsibility of City staff and City Council. Advice from the CAG to the City is preferred to be a consensus but consensus 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.

Meeting Dates

CAG Meeting #1

Date	TBD – March 24 (TBD), in the evening (approximately 2 to 2.5 hour meetings)
Location	TBD (a suitable location in close proximity to the study area)
Meeting Objectives	<ul style="list-style-type: none"> • Introduce the Weston II HCD Study, process and project team; • Review and confirm the CAG Terms of Reference; • Review HCD Study Boundary and solicit feedback; • Present the results of preliminary data collection and Community Consultation Meeting #1; and • Discuss elements of significance and areas of concern with respect to heritage priorities for the study area.

CAG Meeting #2

Date	TBD – late June 2020, in the evening (approximately 2 to 2.5 hour meetings)
Location	TBD (a suitable location in close proximity to the study area)
Meeting Objectives	<ul style="list-style-type: none"> • Provide an update on the HCD Study; • Present the results from the survey and character analysis, and get feedback on the direction of the HCD Study recommendations preliminary recommendation off HCD boundary); • Demographics of Study Area (types of employment, mapping and timeline); • Planning Policy Overview; and • Address any other matters considered relevant.

CAG Meeting #3

Date	• TBD – September 2020, in the evening (approximately 2 to 2.5 hour meetings)
Location	• TBD (a suitable location in close proximity to the study area)
Meeting Objectives	<ul style="list-style-type: none"> • Present and seek feedback on draft evaluation and recommendations (List/Map of Contributing & Non-Contributing); and • Seek feedback on consultation materials prior to presenting the analysis and evaluation to the public.

Attendance of Advisors, Experts, other City Staff

The CAG may wish to invite advisors or experts, including City Staff in Divisions other than City Planning, to attend meetings at various points. The City will consider each request subject to timing of the request and the availability of the requested individual. The City will issue all invitations.

Information Disclosure

All information provided at the CAG meetings will be made public. Meeting notes summarizing the discussions and any presentations made by City staff may also be posted to the project webpage following each meeting.

Contact Information

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