



**OUR** SCARBOROUGH  
CENTRE

## **Our Scarborough Centre Study**

### **Terms of Reference**

*Local Advisory Committee*

#### **Purpose of the LAC Terms of Reference**

This document outlines the role of the Local Advisory Committee (LAC) for the Our Scarborough Centre Study, and includes guidelines for how the LAC will operate and when meetings will take place. This document may be amended as the project progresses. Any amendments to the Terms of Reference (TOR) will be done in consultation with the City Project Management Team Consultant Team, and LAC members.

#### **LAC Mandate**

The LAC is a non-political advisory body with a mandate to provide a forum for feedback, guidance, and advice to the City Project Management Team and the Consultant Team at key points during the Our Scarborough Centre Study.

#### **LAC Term**

The Study Team has planned for 2 meetings with the LAC over a period of approximately eight months with one during Phase 3 and the other during Phase 4 of the Our Scarborough Centre Study.

Meeting 1 will include:

- Refining the Vision and Guiding Principles; and Feedback on Preliminary Development Concepts.

Meeting 2 will include:

- Feedback on the Draft Preferred Development Concept

By accepting the invitation to participate, LAC members are committing to attending both meetings.

#### **Membership**

The LAC will be composed of residents, organizations representing a range of interests, property owners and managers, local employers, community groups and other interested stakeholders. Members will be selected by the City Project Management Team in consultation with the Local City Councillors Michael Thompson and Paul Ainslie.

#### **Decision Making**

As an advisory group, the LAC will provide feedback and advice to the Study Team. Participants will be encouraged to openly discuss ideas, perspectives and viewpoints in order to:

- seek to develop common ground; and
- narrow areas of disagreement to the best of their ability.

Differing viewpoints and opinions will be documented in the LAC meeting notes.

### **Roles and Responsibilities**

The LAC provides advice and recommendations to the City Project Management Team and the Consultant Team.

#### **LAC members will:**

- Review the Terms of Reference;
- Commit to the schedule of two LAC meetings over the course of the study and advise the City Project Management Team if they are unable to attend. If the LAC member is representing an organization or community group, the LAC member will designate an alternate to attend on their behalf if they are unable to attend;
- Advise the Study Team of their perspectives relating to the study;
- Provide advice, feedback, and perspectives on the content and process related to the Our Scarborough Centre Study offered by the Study Team, LAC members, or others;
- Help the LAC operate effectively by offering suggestions and alternatives to issues, concerns, and problems;
- Attempt to anticipate potential problems and offer options for resolving them;
- Communicate LAC discussions back to their organizations and constituencies;
- Review all relevant project materials and provide feedback, advice, and perspectives; and;
- Review the results of LAC discussions to ensure meetings are accurately recorded in records or in additional reports that members may determine are needed.

#### **Study Team members (the City Project Management Team and the Consultant Team) will:**

- Strive to provide accurate, understandable information to LAC members such that they can contribute informed advice and recommendations;
- Help the LAC function effectively by providing information, suggestions, and alternatives to issues, concerns, and problems being discussed;
- Ensure that appropriate Study 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 project and the guidelines;
- Post summary reports of each LAC meeting along with presented materials on the City's Our Scarborough Centre website;
- Provide facilitation services for LAC meetings, including organizing and documenting meetings; and
- Facilitate and document LAC meetings.

### **Reporting Relationship**

The LAC is acting in an advisory capacity to the Study Team, and is not responsible for the decisions made by the Study Team or City Council. By participating as members of the LAC, members are not expected to waive their rights to participate in the democratic process and may continue to participate through other channels.

### **Media Contact**

Individual LAC members' opinions are not necessarily representative of the views of the entire LAC. In the event that individual LAC members receive media enquiries, such enquiries should be referred to Kelly Dynes, City of Toronto at [oursc@toronto.ca](mailto:oursc@toronto.ca) or at 416-396-4250.

## Conflict of Interest

Every LAC member has a duty to promptly report any conflict of interest with the City of Toronto to the Study Team. The City of Toronto may deny a LAC membership to avoid, neutralize, or mitigate an actual, perceived, or potential conflict of interest. If a LAC member fails to promptly disclose the existence of any conflict of interest, the City of Toronto may in its sole discretion terminate the LAC member's membership.

## Freedom of Information and Protection of Privacy

Please note that all information will be used in accordance with the *Freedom of Information and Protection of Privacy Act* and the *Access to Information Act*. With the exception of personal information, all information provided through the LAC process will form part of the public record including the names of LAC members/organizations.

## Code of Conduct

**The City Project Management Team, Consultant Team and LAC members will:**

- Participate in a way that reflects a commitment to building a constructive working relationship between members of the LAC, representatives of the City of Toronto, their consultants, and the Facilitator;
- Provide candid feedback, advice and comments;
- Respect the diversity of perspectives and opinions that different participants bring to the process, including LAC members, the public and other stakeholders, the City of Toronto, and their consultants;
- Work to find common ground among different opinions and perspectives; and
- Foster a feeling of fellowship and teamwork with other LAC members through a shared commitment to the future of Scarborough Centre.