

New Wabash Community Recreation Centre Community Resource Group

DRAFT Terms of Reference

These draft terms of reference will be reviewed and finalized at the first Community Resource Group (CRG) meeting. This document may be amended as the project progresses. Any amendments to the Terms of Reference (ToR) will be made in consultation with the Project Team and CRG members.

1. Project Overview

The City of Toronto is building a new community recreation centre at the south-east corner of Sorauren Park that will include an indoor pool, a gymnasium, and flexible multi-purpose program spaces. This project builds on over 20 years of work by both City staff and the local community. The estimated completion date of the community recreation centre is Winter 2025/Q1 2026, with timelines subject to change.

Consultation with the community and local stakeholders is an integral part of this project. The Community Resource Group is one of several ways to participate and share feedback. It is part of a broader engagement process planned for the design and development of the new Wabash Community Recreation Centre. For more information on the project and ways to participate, visit www.toronto.ca/WabashCRC

2. CRG Mandate

The mandate of the CRG is to provide a forum for feedback, guidance and advice to the Project Team (City staff and design consultants) at key decision points during the public consultation process. Specifically, the role of the CRG is to:

- Act as a sounding board for the Project Team to share and discuss ideas and findings;
- Provide guidance, constructive feedback and suggestions on proposed project approaches, concepts and materials, including materials to be presented at public meetings;
- Provide a sense of the broader community's reactions and concerns, and explore how these might be addressed;
- Represent and communicate the perspectives of members' organizations and constituencies at CRG meetings;
- Relay meeting discussions and outcomes back to members' organizations and constituencies;
- Promote public consultation activities and events with members of their organizations; and

- Provide feedback on any other relevant matters that the Project Team refers to the CRG for comment.

The CRG is not intended to address individual issues and/or concerns.

3. **CRG Work Plan**

The Project Team has planned for four meetings with the CRG over a period of 4 to 5 months:

CRG#1: Confirming Vision, Principles and Building Program

CRG#2: Site Plan Options

CRG#3: Schematic Plan Options

CRG#4: Preferred Schematic Design Presentation

The CRG consultation will not continue through detailed design or construction phases.

The CRG meeting dates:

- CRG Meeting 1 – **Wednesday, September 16, 2020, 7:00 – 8:00 pm**
Meeting purpose: Orientation meeting with members to date; review of the Draft Terms of Reference, engagement process, and meeting dates; and discussing emerging public meeting narrative.
- CRG Meeting 2 – TBD
- CRG Meeting 3 – TBD
- CRG Meeting 4 – TBD

CRG meeting dates and times will be shared with CRG members at least two weeks in advance of each meeting.

The format and timing of the meetings:

Given the current status of the COVID-19 pandemic, CRG meetings are planned to be held online, through the use of video conferencing software. Meetings will be no more than two hours. It will include project update presentations from the project team and a facilitated discussion to gather feedback. Format of later meetings (CRG meeting 3 and/or CRG meeting 4) could change to in-person meetings when permitted by public health authorities and will be determined closer to the meeting dates in consultation with the Project Team and CRG members.

If additional meetings are necessary as the project unfolds or if the identified dates need to change, the Project Team will work with CRG members to determine appropriate dates and times.

4. **CRG Membership**

The CRG is a non-political advisory body composed of up to 16 interested and affected local organizations. All members of CRG will have equal representation

of 2 seats in total (1 primary member and 1 designated delegate) with 1 active seat at each meeting. The City of Toronto may propose expansion of the CRG to include additional community members, to ensure broad community representation. Applications from individuals are not considered. Additional opportunities for project feedback are available through broader public engagement mechanisms.

The Community Resource Group strives to represent a diversity and balance of interests including:

- Park and Town Square users;
- Community and resident organizations;
- Community recreation groups; and
- Local institutions.

In addition to local groups, the project team, and the consultant team, Councillor of Ward 4 Gord Perks will be invited to all CRG meetings as an ex-officio member.

CRG membership is voluntary and no compensation is provided.

5. CRG Term of Membership

Membership in the CRG is for approximately 4 to 5 months. The membership will be automatically dissolved after the last CRG meeting as identified in these Terms of Reference.

6. CRG Recommendation-Making

The CRG is an advisory group, not a decision-making body. As an advisory group, the CRG will operate using a consensus-based approach, where members seek general agreement on guidance and advice to the Project Team. A consensus-based approach assumes that participants can openly discuss ideas, perspectives and viewpoints, and are willing to work together to develop common ground and minimize areas of disagreement to the best of their ability. Differing viewpoints and opinions will be documented in the CRG meeting notes.

7. Roles and Responsibilities

The CRG reports its advice and recommendations to the Project Team (who will be at CRG meetings) with the assistance of an independent facilitator retained by the City.

All CRG members, the Project Team and the facilitation team will:

- Review and agree to these Terms of Reference;
- Assist in the development of meeting agendas;
- Attend CRG meetings and participate in constructive and positive discussion;
- Treat each other with respect and take an active role in the work of the CRG; and

- Work to understand and represent the varied perspectives of participants.

CRG members will:

- Advise the Project Team of their organization's/community's/constituency's perspectives relating to this project;
- Provide advice, feedback and perspectives on proposals/reports tabled by the Project Team, CRG members, or others;
- Operate effectively by offering suggestions and alternatives to issues, concerns and problems;
- Attempt to anticipate potential problems and offer options for resolving them;
- Communicate CRG discussions back to members' organizations and constituencies;
- Review all relevant project materials and provide feedback, advice and perspectives;
- Attend the CRG meetings whenever possible or send a designated delegate;
- Review the results of CRG discussions to ensure the meetings are accurately recorded in the meeting records, or in additional reports that members may determine are needed; and
- Maintain confidentiality of privileged documents/information provided through CRG meetings.

Project Team members (including City staff and Consultant team) will:

- Identify from the onset of the consultation process what is open for community influence and what is not (and why);
- Strive to provide accurate, easy to understand information to CRG members, such that they can contribute informed advice and recommendations;
- Help the CRG function effectively by providing suggestions and alternatives to issues, concerns and problems being discussed;
- Ensure that appropriate Project Team representatives (or other resources) 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 where not feasible, provide a clear explanation of how the feedback was considered and why it is not feasible;
- Provide material for review in advance of CRG meetings where possible; and
- Post summary reports of each CRG meeting, as well as other relevant documents and notifications, on the project website.

The independent facilitation team will:

- Chair and provide facilitation and administrative services for CRG meetings;
- Develop meeting agendas in consultation with the Project Team and the CRG;
- Keep a record of CRG discussions and feedback; and
- Work with the Project Team to post summary reports of each CRG meeting on the project website.

Administrative services include organizing CRG meetings; distributing meeting notices and materials; distributing draft CRG meeting summaries for CRG members' review and finalizing them; and managing a CRG membership list. The point of contact for all CRG correspondence is:

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Swerhun Inc.
720 Bathurst Street, Suite 500B
Toronto, ON M5S 2R4
Cell: (416) 809-7971
Office: (416) 572 4365
E-mail: klamparero@swerhun.com
Website: www.toronto.ca/wabashCRC

8. CRG Meeting Management, Agendas and Reporting

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

- The independent facilitator may convene additional meetings, or postpone scheduled meetings at the request of the Project Team or members of the CRG, upon approval from the Project Team.
- In consultation with the CRG and Project Team, the facilitator will develop the CRG agendas and coordinate accompanying materials to be distributed prior to each meeting.
- The facilitation team will prepare draft and final summary reports from CRG meetings. Once finalized, the summary reports will be made publicly available on the project website.

9. Resources

The Project Team will provide the resources needed to support operation of the CRG, including facilitation and administrative support; online meeting software; and meeting materials (if any).

10. Reporting Relationship

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

11. Media Contact

Individual CRG members' opinions are not necessarily representative of the views of the entire CRG. In the event that CRG members receive media inquiries about the Wabash Community Recreation Centre, its process, and feedback shared in CRG meetings, all inquiries should be referred to Daniel Fusca, Manager, Stakeholder Engagement, City of Toronto Parks Forestry and Recreation Division at Daniel.Fusca@toronto.ca. CRG members may speak to the media about their individual/organizational perspectives about this Project.

12. Freedom of Information and Protection of Privacy

Please note that all information will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all information provided through the CRG process will form part of the public record including the names of CRG member organizations.