

**Modular Housing Initiative – Trenton/Cedarvale Ave
Community Liaison Committee Meeting #1**

April 28, 2021

7-8 p.m.

Zoom Meeting

Meeting Summary

1. Welcome, Introductions, Agenda Review

Bruce Davis, Public Progress, welcomed participants to the first Community Liaison Committee (CLC) meeting for the Modular Housing project at Trenton and Cedarvale Avenue. He began by providing a Land Acknowledgement and explained his role as a facilitator for the meeting. Bruce continued by reviewing the meeting agenda, noting that the purpose of the meeting was to provide an orientation for the CLC members, review the draft Terms of Reference for the committee, provide a project update and discuss topics to address at future CLC meetings. All members then introduced themselves.

The meeting agenda is attached as Appendix A, while a list of attending CLC members can be found in Appendix B.

2. Overview of Terms of Reference for the Community Liaison Committee

Bruce Davis provided an overview of the CLC Terms of Reference document which provides guidelines for how the CLC will operate. He also explained that the number of local residents (who do not represent an organization) allotted to participate on the committee was increased in response to the high number of applications received. A summary of the discussion on the Terms of Reference is provided below.

- Action: A suggestion was provided that Trustee Angela Kennedy representing the Toronto Catholic District School Board (TCDSB) should be invited to participate on the CLC.
 - The Community Liaison Office, managed by LURA Consulting, will follow up with TCDSB Trustee Angela Kennedy and extend an invitation to join the CLC.
- A question was raised about how the CLC can bring forward the concerns that have been raised by the community through the first two community engagement meetings. The project team responded by stating that there have been several follow-up meetings to listen to and address specific issues (e.g., parking, safety, impacts to sports/recreation users). The upcoming public community engagement meeting on May 3 will be an opportunity to report back on the feedback received and continue to discuss concerns and how to address them moving forward.

A copy of the Draft Terms of Reference can be found in Appendix C.

3. Update on Process and Timeline

Abi Bond, Housing Secretariat, provided a brief overview of the project process and timeline. She noted that the planning process for this site will be considered by the Planning and Housing Committee on May 20 and by Council on June 8.

A summary of the discussion on the project process and timeline is provided below. Questions are noted with **Q**, responses are noted by **A**, and comments are noted by **C**. Please note this is not a verbatim summary.

Q: How is CLC's input incorporated into the project?

A: There will be actions we need to take alongside the development and solutions to be explored related to parking. We will target doing that work prior to the opening of the building. This includes working together on the site plan and building design, fostering a two-way communication between the community and the project team re the community's concerns and questions and providing advice on non-profit housing providers that have a connection to the local community and support services required to help make this project a success. The City will be able to report back on changes related to the design, parking, and other issues and questions as they arise.

Q: Why isn't the City using the same housing provider as the Phase 1 sites?

A: Phase 1 of the Modular Housing Initiative includes two buildings at 11 Macey Ave and 321 Dovercourt Rd. that we completed in late 2020 and early 2021. The operators of the Phase 1 sites are COTA and The Neighbourhood Group (TNG) and they have been great partners. While they may be interested in providing support at this site too, there is no operator selected for this site yet. The City wants to make sure that the operator selected is the right fit for this community. They will be selected through a competitive process. You can find more information about phase of the modular housing initiative at toronto.ca/modularhousing

Q: There are a lot of residents in the area who may not be familiar with the decision-making process. Will there be an opportunity to provide more information for people who do not know how to become involved?

A: Members can submit letters and speak at the Planning and Housing Committee meeting on May 20. More information about how to participate can be found at <https://www.toronto.ca/legdocs/tmmis/have-your-say.htm>.

Q: Are COTA and TNG operators or service providers for the Phase 1 buildings?

A: TNG is the landlord; the City has a lease agreement with them for 321 Dovercourt and 11 Macey Ave. TNG is focused on the upkeep of these buildings, maintenance, etc. COTA Health brings the support services to these buildings (e.g., food program, health services, etc.). It is a partnership between the two organizations that works well.

Q: Are the lease agreements with the operators site-specific or is there a master agreement?

A: Standard lease agreements are used as a starting point. We then add site-specific or organization-specific information.

C: There are a lot of unhappy people in the community. They feel that attending the public meetings are a waste of time because the answers being given are not addressing the questions being asked. No one feels like they are being heard. It's important that the next public meeting provide new and more detailed information to show that the City is listening.

Q: Have the questions from the previous public meetings been responded to and posted on the website?

A: Responses are provided to questions received by email and phone. The [website](#) is updated regularly and the project team included questions and responses from the first two public meetings which can be found at <https://www.toronto.ca/wp-content/uploads/2021/05/9722-Trenton-Public-Meetings-QA.pdf>.

4. Next Steps

Bruce thanked CLC members for contributing their feedback. He asked CLC members to share input and ideas for topics they would like to be included for discussion at future CLC members. A summary of suggested topics is provided below.

- Strategies to provide improved communications to the community about the project and how to humanize the discussion.
- A list of items that can and cannot be influenced by the community.
- Safety and security; ways to make the area safer and avoid any potential issues.
 - On April 29, 2021, from 12:30 p.m. to 1:30 p.m., a safety walk was conducted with Councillor Bradford and his staff, City staff from Parks Forestry and Recreation, the Parkside School principal, and two representatives from Toronto Public Service. This event was facilitated by Bruce Davis, Public Progress, and two Seneca College students with a background in crime analysis and investigations.
- Suggestion to host the next CLC meeting prior to the June 8 City Council meeting.

Councillor Bradford provided closing remarks. He reiterated that he wants to create a comfortable space where people can express a wide range of views. He thanked participants for attending and acknowledged everyone's commitment to making the project a success.

**Modular Housing Initiative
Community Liaison Committee
Trenton/Cedarvale site
28 April 2021 7-8 p.m.**

AGENDA

- 7:00 pm WELCOME AND INTRODUCTIONS**
- 7:10 pm AGENDA CONFIRMATION**
- 7:15 pm CLC TERMS OF REFERENCE - Discussion**
- 7:30 pm UPDATE ON THE PROCESS AND TIMELINE**
- 7:50 pm PLAN FOR NEXT MEETING and DATES**
- 7:55pm Councillor's comments**
- 8:00 pm CLOSING**

Notes: *Due to COVID-19 restrictions this meeting will be held online using the Zoom meeting system. CLC members and City staff will be sent an access link in advance.*

A summary of this meeting will be prepared by the facilitator and will be posted on the City's website www.toronto.ca/trentoncedarvale.

Appendix B – List of Attendees

CLC Members Representations:

- Laura Russell – Parkside School Council
- Lisa Scarfo – Parkside School Council
- Linda Collins-Donleavy – Canadian Martyrs Parent Council
- James Andrews – Canadian Martyrs Parent Council
- Belle Kaplan – Local Resident
- Ivona Vukasinovic – Local Resident
- Charlotte Parham – Local Resident
- Cindy Lew – Local Resident
- Derek MacPherson – Local Resident
- Kim Lewis – East York Canada Day Festival
- Frank Marra – Oak Park Residents Association
- Helen Chilas – 1501 Woodbine Tenants Group
- Kristi Kennington – East York Cares
- Gerald O’Grady – East York Curling Club
- Michael Clarke – East York Baseball Association
- Flo Cook – Anglican Diocese of Toronto Social Justice & Advocacy Committee
- Michelle Aarts – TDSB School Trustee
- Staff Sergeant Barry O’Neill – 55 Division Community Response Unit
- Police Constable Norm Leung – 55 Division Community Relations Officer

Councillor’s Office:

- Councillor Brad Bradford
- Rishab Mehan
- Madison Leisk

Project Team Staff and Consultants:

- Abi Bond – Housing Secretariat
- Mercedeh Madani – Housing Secretariat
- Valesa Faria – Housing Secretariat
- Bruce Davis – Public Progress
- Leah Snowden – LURA Consulting

DRAFT - TERMS OF REFERENCE

Community Liaison Committee

1. Purpose of the CLC Terms of Reference

This document outlines the role of the Community Liaison Committee (CLC) for Modular Supportive Housing, and includes guidelines for how the CLC will operate, including how 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 Project Team and CLC members.

2. Project Overview and Study Area

Modular housing, which is essentially prefabricated housing, is built off-site in a factory and transported to the site for assembly. The Modular Housing Initiative is a cost-effective way to build small-scale infill housing while providing a rapid, dignified response to connect people experiencing homelessness with homes and appropriate supports to help them achieve housing stability. This project is part of the HousingTO 2020-2030 Action Plan, the City's 10-year housing action plan. The project proposals for 175 Cummer Ave. and Trenton Ave. are part of Phase Two of the initiative.

The City of Toronto is planning to build permanent, affordable housing with studio apartments that will be ready for occupancy in 2021. The building is designed to support people who are exiting homelessness. The City will select an experienced non-profit housing provider to manage the rental building and provide support services to the tenants.

3. Mandate

The mandate of the CLC is to provide a forum for feedback, guidance and advice to the Project Team (City of Toronto Housing Secretariat, and project consultants) prior to occupancy, including during building construction, as well as after occupancy. The CLC will be a non-political advisory committee.

Specifically, the role of the CLC is to:

- **Advise and act as a sounding board** for the Project Team to share and discuss ideas and findings;
- **Provide a sense of the broader community's reactions and concerns** and explore how these might be addressed;
- **Provide a forum for two-way communication** between members' organizations and the Project Team;
- **Provide advice on non-profit housing providers**, with connections to the local community and community support services to help make this project a success;
- **Foster and maintain positive relationships** amongst the community, the building operator, and service partners (when selected); and
- **Provide feedback on any other relevant matters** that the Project Team refers to the CLC for comment.

4. Membership

a. Representation

The CLC has been developed to assist in the dialogue between the Project team partners and local organizations and individual neighbours. Organization members are nominated by their group (plus an alternate) and they have a responsibility to keep their organization/neighbours apprised of the CLC discussions and to bring issues forward on behalf of their group. Individual members are being recruited from the neighbourhood and surrounding areas to reflect the diversity of interests in the community.

The City's commitment to a discrimination-free environment includes the responsibility to remove barriers to the recruitment, selection and retention of members of systemically disadvantaged groups, including women, young adults (ages 18 to 30), Indigenous peoples, Black people and People of Colour, people with disabilities, and LGBTQ2S people.

CLC membership is comprised of approximately 20 individuals representing the following groups (DRAFT LIST):

- 55 Division Neighbourhood Liaison Officer or Crime Prevention Officer (1 + alternate)
- Parkside Elementary School (2 + alternate)
- Canadian Martyrs School (2 + alternate)
- 6 residents
- 4 representatives from community associations
- 3 representatives from recreation groups
- 2 representatives from faith groups
- Non-profit housing provider
- TDSB School Trustee Michelle Aarts
- City of Toronto Housing Secretariat
- Office of Councillor Brad Bradford
- CLC Facilitator and Secretary

The following are the key terms and conditions of CLC membership:

- I. Membership is voluntary and open to representatives of interested and affected neighbours, groups and organizations.
- II. Members will have a demonstrated interest in the success of the Initiative.
- III. Members understand, accept and agree to abide by these Terms of Reference.
- IV. Members are willing to commit to participate on the CLC throughout the duration of the term.
- V. Members agree to attend the CLC meeting and identify and brief an alternate from their organization/neighbourhood if attendance is not possible.
- VI. Through their participation on the CLC, members agree to ensure a two-way flow of information between the organizations/neighbours they represent and the Project Team.

b. Selection Process

Community member representation will be filled through an application process with preference given to a person who:

- is willing to abide by the Committee Terms of Reference and required time commitment
- is currently affiliated with community groups and organizations
- is an immediate neighbour
- has experience representing their community, e.g., other committees/boards, etc.
- is a member of an equity-seeking group

The City of Toronto Housing Secretariat will designate community members from the list of applicants who meet these criteria. Neighbours/organizations will designate their own CLC members and one alternate.

5. Term of Membership and Time Commitment

The CLC will be convened in April 2021. Leading up to the building opening and during the first three months of the building operation, the CLC will meet on a monthly basis. Before the end of its mandate, the CLC will make recommendations to the City of Toronto's Housing Secretariat on the development of a further community engagement process.

CLC meetings will be limited to two hours and adhere to the meeting agenda. Meetings will be held on Tuesday or Wednesday evenings.

6. Rules of Conduct

In order to ensure that the CLC is maintained as an effective forum, members and alternates must:

- agree to operate in accordance to the Terms of Reference
- participate regularly or arrange alternate representation at scheduled CLC meetings;
- be respectful of the expression of diverse opinions which may be similar or different than those of other CLC members;
- respect that the non-profit housing provider has to protect the privacy of individual tenants and staff – personal information will not be shared with the CLC;
- be prepared to work constructively and collaboratively with members of the CLC and the non-profit housing provider to address areas of mutual concern;
- listen actively to others, avoid interrupting and one-on-one side conversations while other people are speaking;
- manage personal participation by sharing speaking time, debating ideas not individuals, and actively providing focused input, comments and questions;
- be respectful and acknowledge that racist or other forms of discriminatory, prejudicial, or hateful comments and questions will not be tolerated; and
- not act as a spokesperson for CLC.

In the event that a member is unwilling to abide by the Terms of Reference, the City of Toronto Housing Secretariat reserves the right to rescind the membership of that person and seek a new member to replace the role.

7. Roles and Responsibilities

CLC 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, CLC members, or others;
- Provide advice on potential local housing or support providers and other partners for the project;
- Help the CLC operate effectively by offering suggestions and alternatives to issues, concerns and problems;
- Attempt to anticipate potential problems and offer options for resolving them;
- Communicate CLC discussions back to members' organizations and constituencies;
- Review all relevant project materials and provide feedback, advice and perspectives;
- Attend the CLC meeting; and
- Review the results of CLC 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 from the City of Toronto, and other participating agencies will:

- Strive to provide accurate, understandable information to CLC members, such that they can contribute to informed advice and recommendations;
- Help the CLC function effectively by providing information, suggestions and alternatives to issues, concerns and problems being discussed;
- 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 initiative;
- Provide facilitation and secretariat services for CLC meetings;
- Develop a meeting agenda in consultation with the Project Team and the CLC; and
- Keep a record of CLC discussions and prepare summary reports which will be posted on the project website.

The main point of contact for all CLC correspondence:

Leah Snowden, LURA Consulting

lsnowden@lura.ca

416-536-7653

8. Meeting Management, Agendas and Reporting

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

- Meetings will be scheduled at the start of the CLC process, and subject to confirmation based on the project schedule.
- Meetings will generally be held on weekdays in the early evening, with a duration of 1-2 hours. If more discussion time is required, members may consider holding an extended daytime session.
- In consultation with the CLC and Project Team, the Facilitator will develop the agendas and coordinate accompanying materials to be distributed prior to each meeting.

- The Facilitator will prepare draft and final minutes from the CLC meeting, including action items. Meeting reports will be prepared within one week of the meeting for review and finalization by the CLC. Once finalized, the summary reports will be distributed by email to the CLC.
- CLC members will also receive project information made available to the public and be invited to attend public meetings.

9. Meeting Structure and Resources

The meetings will be facilitated using a process facilitator appointed by the City of Toronto Housing Secretariat who will guide the process, facilitate respectful dialogue, address difficult situations and behaviours and maintain an environment conducive to sharing information and encouraging all members to contribute. They are responsible for keeping the advisory committee on time and on task and working with the meeting Secretary to prepare CLC agendas and unbiased and accurate meeting summaries. CLC Members are encouraged to submit agenda items to the facilitator at least one week in advance of the meetings.

The facilitator will assign a meeting reporter to assist with scheduling and liaising with Committee members, provide note taking, including tracking key discussion points, responses, action items and follow up details, and oversee the distribution of the meeting agendas and summaries. The Secretary is not a representative on the Committee and will solely support meeting logistics and record proceedings.

The meeting summaries will not be verbatim recordings but will attempt to capture the essence of comments and responses. The meetings will be structured to encourage free and open discussion of relevant issues, within the constraints of planned agendas. The goal is not to seek consensus or majority opinion, but to discuss and note views and opinions, propose solutions and work toward constructive outcomes.

10. Reporting Relationship

The CLC 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 CLC, 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 CLC members' opinions are not necessarily representative of the views of the entire CLC. In the event that individual CLC members receive media enquiries, such inquiries should be referred to the designated City of Toronto contact.

12. 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 CLC process will form part of the public record including the names of CLC member organizations.

13. Terms of Reference Revision

From time to time, it may be necessary to amend the CLC Terms of Reference. This will be agreed upon, with active involvement of CLC members, the City of Toronto Housing Secretariat,



and Councillor Bradford to ensure that the changes are supported and that any partner organizations understand and continue to commit their membership under the changed conditions.

I have read and agree to abide by these Terms of Reference:

Name:

Committee Role:

Signature:

Date: