

Digital Infrastructure Plan Community Advisory Group Terms of Reference

1. Purpose of the Community Advisory Group Terms of Reference

This document outlines the role of the Community Advisory Group (CAG) for the City of Toronto Digital Infrastructure Plan (DIP). It also presents guidelines for how the CAG will operate, including how and when meetings will take place. This document may be amended as the project unfolds. Any amendments to these Terms of Reference (TOR) will be done in discussion with the Digital Infrastructure Plan Public Consultations Project Team and CAG members.

2. Mandate

The CAG is a non-political advisory group. Members of the group are guided by these Terms of Reference and participate on the CAG at the discretion of the City of Toronto.

The mandate of the CAG is to provide an ongoing forum for advice and feedback to the Project Team (which consists of City of Toronto staff working on the Digital Infrastructure Plan).

The CAG represents one avenue through which the project team will receive advice and feedback. Other avenues include public meetings, online consultation, meetings with community partners, interested stakeholders etc.

The role of the CAG is to:

- a. **Act as a sounding board** for the Project Team to share and discuss ideas and findings;
- b. **Provide guidance, critiques and suggestions** on proposed study approaches, concepts and materials (including materials to be presented at public meetings);
- c. **Provide a sense of the broader community's reactions and concerns** and how these might be addressed; and
- d. **Provide a forum for two-way communication** between members of the public, members' organizations (if applicable) and the Project Team.

It is important to note that the CAG is an advisory group and does not have any decision-making authority. Members are expected to work together to understand and represent the varied perspectives of all Torontonians. Members may or may not share a common view on the advice they wish to provide to the Project Team. All participants in the process will work to identify common ground and where differences of opinions occur, this feedback will be recorded and documented.

3. Membership

All members are expected to meet the following eligibility requirements:

- Must live or work in the of the City of Toronto;
- Must be at least 18 years old;

- Cannot be a spouse, partner, child or parent of a Member of Toronto City Council; and,
- Cannot be a City employee or an employee of a City agency or corporation.

The CAG will be led and facilitated by an independent facilitator appointed by the City. The CAG will receive support from City Staff. The CAG will be comprised of approximately 25 members, including individuals and representatives from organizations from various sectors with diversity of opinions, perspectives and interests and will broadly reflect the following areas:

- Academia and research;
- Advocacy;
- Arts and culture;
- Business;
- Community and social services;
- Education;
- Environment;
- Equity and diversity;
- Planning and development;
- Technology (including governance, industry, information management and privacy, intellectual property and innovation).

In addition to area representation, CAG members will be identified to reflect a balance of interests, demographic and gender considerations including:

- Geographic representation from different areas of the City;
- Individuals or groups with a youthful perspective, defined as an individual in the 18-30 range;
- Individuals or groups with an equity-seeking perspective; and,
- Indigenous peoples.

4. Terms and Conditions

The following are the key **terms and conditions** of CAG membership:

1. Membership is voluntary and open to representatives of interested and affected individuals, and representatives from organizations and community groups.
2. Members will have a demonstrated interest or expertise in at least one of the topics of data/data governance, information, technology, privacy, or other relevant topics.
3. Members are willing to commit to participate on the CAG throughout the duration of 2020, which will include 4 meetings at a minimum.
4. Members agree to attend as many CAG meetings as possible. In the event that attendance is not possible, members can designate an alternate. If the member is representing an organization, their alternate designate should be from the same organization. The alternate must also meet the eligibility criteria for membership.
5. Through their participation on the CAG, members representing an organization agree to ensure a two-way flow of information between members of the public, the organizations they represent (if applicable) and the Project Team.
6. Members understand, accept and agree to abide by these Terms of Reference.

5. Term of Membership

Membership in the CAG is anticipated to extend up to the end of 2020. Any possible extension will be discussed with CAG members.

6. Roles and Responsibilities

The CAG provides its advice and recommendations to the Project Team with the assistance of an independent facilitator. The following are the roles and responsibilities for each:

Community Advisory Group members will:

- Advise the Project Team of their individual/organization's/community's perspectives relating to this project and to the community engagement process and materials;
- Provide advice, feedback and perspectives on proposals/reports/materials tabled by the Project Team;
- Help the CAG operate effectively by offering suggestions and alternatives to address issues, concerns, or challenges;
- Attempt to anticipate potential problems and offer options for resolving them;
- Communicate CAG discussions back to members' organizations, communities and constituencies;
- Review all relevant project materials and provide feedback, advice and perspectives in a timely manner;
- Review the meeting summary of CAG discussions to ensure the meetings are accurately recorded in the meeting records;
- Treat all persons respectfully, act in a manner that advances the mandate of the CAG, and contribute to an environment that is welcoming to all members and free of discrimination and harassment;
- Refrain from making undue claims about their role, responsibilities, expertise, or individual influence as a CAG member, both during and following their membership;
- Resist and report any potential lobbying from impacted parties and refrain from using their participation on the CAG in order to receive personal or business benefit;
- Refrain from taking audio or visual recordings of meetings or sharing quotes from participants on social media to maintain an environment where participants feel comfortable and free to provide feedback without recourse;
- Do not engage in a manner that could create a perception that they or their organization is receiving a personal or business benefit through their participation in the CAG;
- Disclose any business interests they might have in a discussion prior to participating in that discussion; and
- Abide by the Terms of Reference.

Members may be required to sign a code of conduct.

Project Team members will:

- Provide accurate, understandable information in advance of meetings, so that CAG members can contribute informed advice, feedback and perspectives;
- Help the CAG function effectively by providing information, and offering suggestions and alternatives to the community engagement process, 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, feedback and perspectives of members and where feasible, incorporate advice into the study; and,
- Provide project and community engagement materials for review in advance of CAG meetings where possible.

Independent Facilitation Team members will:

- Develop meeting agendas in consultation with the Project Team and the CAG;
- Coordinate and facilitate CAG meetings, ensuring that all members have an equal opportunity to contribute and be heard;
- Keep a record of CAG discussions and prepare a summary report for each meeting; and,
- Assist in the resolution of issues, as required.

7. Meetings and Logistics

The Project Team has planned for a minimum of four meetings with the CAG. Some of these meetings may be planned as workshops, providing additional time for more in depth discussions and feedback. In addition, CAG members may be invited to review and comment on presentation materials in advance of public consultation meetings. CAG meetings will take place on weekdays either during the day or in the evening (approximately 2-hour meetings). All meetings will be held at an accessible location.

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

- The Independent Facilitator will develop the CAG agendas – in consultation with the Project Team – and coordinate accompanying materials. The agenda will be distributed to CAG members at least one week in advance of each meeting.
- CAG members will be consulted on agenda items for future meetings at the conclusion of each CAG meeting.
- The Facilitator will prepare summaries from CAG meetings. Summaries will be prepared within five business days of each meeting. All meeting minutes will not attribute any feedback to specific individuals or their organization.
- Meetings will be for CAG members, and meeting summaries will form part of the public record and consultation summary for this project.
- CAG members will also receive and provide comment on project information and presentation materials that will be made available to the public and be invited to attend public forums.

Unless otherwise advised by the Project Team, the point of contact for all Community Advisory Group correspondence is:

Hamish Goodwin, MCIP, RPP
Management Consultant
Connected Community/Smart City
Technology Services
City of Toronto
Tel. 416-338-5994
hamish.goodwin@toronto.ca

8. Reporting Relationship

The CAG 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 CAG, members are not expected to waive their rights to participate in the democratic process, and may continue to avail themselves of participation opportunities through other channels.

9. Media Contact

Individual CAG members' opinions are not representative of the views of the entire CAG. In the event that an individual CAG member receives and chooses to respond to media enquiries, those members should not claim to be speaking on behalf of the CAG as an entity.

10. Observers

In the interest of transparency, observers will be welcomed to attend CAG meetings, however prior approval is required. Anyone wishing to act as an observer must submit a request to the project team at least 1-week in advance of the meeting so that necessary arrangements can be made. The request shall include a brief outline of reasons why the request is being made. Up to a maximum of five observers will be permitted to attend a given CAG meeting. In the event that more than five observers arrive on the date of the meeting, the project team reserves the right to permit or deny entry.

Observers are expected to play a silent and strictly observational role, and are required to take their own notes, will not use quotes from these discussions in the final reporting, and agree not to quote participants by name, unless they have agreed to be interviewed on the record afterwards. Observers will not participate in any facilitated break-out conversations.