

Jane Finch Initiative

Community Advisory Committee

Terms of Reference

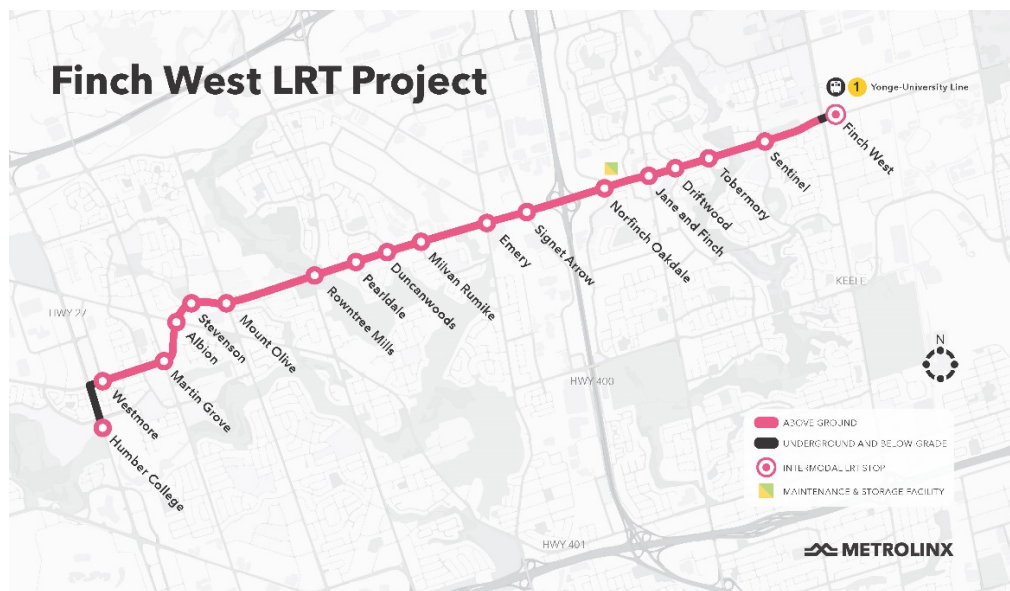
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1. About the Jane Finch Initiative

- 1.1. The Jane Finch Initiative is about planning for the future of the Jane and Finch area. The aim is to develop plans that advance social equity and economic inclusion for current and future residents, encourage the appropriate kinds of growth and development in the area, and guide investment in community improvements.
- 1.2. Development and neighbourhood change is anticipated along Finch Avenue West in the coming years. An 11-kilometre, 18-stop light rail transit line (LRT) is under construction from the TTC's Finch West Station to Humber College, with expected completion in 2023. City Council directed staff to undertake planning studies for specific areas along the Finch West LRT line in advance of its opening. The intent is to leverage the public investment in transit infrastructure for the benefit of local communities.



- 1.3. The Jane Finch Initiative has three integrated streams of work:
 1. **Community engagement** as a way for residents, stakeholder groups and businesses to shape the planning of their community;
 2. **A Community Development Plan** to advance initiatives on social cohesion, community safety, inclusive economic opportunities and stronger neighbourhoods; and
 3. **A Land Use Planning Framework update** with Official Plan policies to guide the development of a transit-supportive complete community, and to identify community facilities and infrastructure needed to support existing residents and future growth.

2. The Community Advisory Committee

- 2.1. City Council directed staff in June 2020 to establish a Jane Finch Community Advisory Committee that is composed of a diverse and equitable representation of residents, stakeholders, and businesses. The Committee will provide community oversight and accountability in the creation of the engagement strategy and the development of a Community Development Plan and an updated land use planning framework for the Jane Finch Initiative. A copy of the City Council Decision is available here: [2020.EC12.1 \(toronto.ca\)](#)
- 2.2. The Community Advisory Committee is not a decision-making body; it is an advisory group.

3. These Terms of Reference

- 3.1. These Terms of Reference are not static. They may be updated and revised as the work of the Community Advisory Committee evolves. Committee members, in consultation with the City, can collectively update and revise the Terms of Reference as needed during the course of the Jane Finch Initiative.

4. Membership

- 4.1. The Community Advisory Committee will be composed of between 20 to 25 interested residents, stakeholders and business representatives of the Jane and Finch community. Members are invited to join the Committee through an application and selection process managed by City staff (see [Joining the Committee](#) below).

5. Membership Term

- 5.1. Members are being asked to participate on the Community Advisory Committee for the duration of the Jane Finch Initiative, which is expected to be completed by late 2022 or early 2023.
- 5.2. After the Secondary Plan and the Community Development Plan are adopted by City Council and move to an implementation phase, there may be ongoing opportunities for people to participate in a community advisory role, beyond the life of the Jane Finch Initiative. New Terms of Reference would be developed with that advisory body at that time.

6. Joining the Committee

- 6.1. People wishing to join the Community Advisory Committee can indicate their interest by contacting the facilitator and completing a recruitment form to join the waiting list. The waiting list will be maintained by City staff. As seats become available on the Committee, City staff will review the waiting list and bring forward potential candidates for discussion with the Committee. Consideration will be given to the diversity of the group and invitations to join will, where possible, be extended to candidates who share some demographic characteristics with the member whose seat is vacant.

7. Leaving the Committee

- 7.1. If a member misses three meetings in any 12 month period without explanation and without providing their input another way, they will become an inactive member. If a member wishes to resign, they will submit a letter of resignation to the facilitator and City staff.
- 7.2. The facilitator will reach out to inactive members to see if they need support to return to active status. Inactive members wishing to return to active status will be supported to the extent possible, as determined by CAC members and City staff. If an inactive member does not return to active status within an agreed-upon timeframe, they will be replaced on the Committee.

8. Role of the Community Advisory Committee

- 8.1. Community Advisory Committee members are requested to actively participate in the work of the committee. Should a member be unable to attend a meeting, they may send their feedback or input directly to the facilitator or to another member to have it brought forward at the meeting.
- 8.2. The Community Advisory Committee will:
 - Work collaboratively with staff from the Jane Finch Community and Family Centre and the City of Toronto and openly discuss concerns, ideas, perspectives and viewpoints;
 - Provide advice and feedback to staff on policy directions for both the community development plan and the updated land use planning framework;
 - Provide advice and feedback on the processes the City uses to engage with communities about the Jane Finch Initiative;

- Make recommendations that support having the interests and needs of Jane and Finch community members be reflected in the Community Development Plan and the Secondary Plan;
- Serve as a resource for communication to and from the community on matters such as: valued community features, key challenges, changing population needs and emerging innovations/opportunities in the Jane and Finch area; and
- Foster community learning among Community Advisory Committee members, the facilitation team and City staff by acknowledging the marginalized, Indigenous, Black and other racialized people's lived experiences and attitudes towards Jane and Finch.

9. Role of City staff

9.1. City Staff will:

- Prepare materials for circulation to CAC members in advance of the meetings so that members have time to review and prepare their feedback for the meetings;
- Attend meetings to listen, collect input, and answer questions of clarification;
- Consider the advice, input and feedback from the Community Advisory Committee when developing policy directions, draft policy and recommendations to Council;
- Record how advice, input and feedback from the CAC is incorporated into the recommendations and, if input is not included, provide the CAC with a rationale for why;
- Ensure that input from the CAC is collected, included and accurately reflected in the public record;
- Share information about other relevant City initiatives including opportunities to appear, deputate, or send input to City Council meetings; and
- Maintain a relationship with the Jane Finch Community and Family Centre to ensure that the processes outlined in these Terms of Reference are upheld.

10. Role of the Jane Finch Community and Family Centre

10.1. The Jane Finch Community and Family Centre will:

- Attend and facilitate all CAC meetings. The lead facilitator will have access to the meeting recording (if available) and prepare the Meeting Summary;
- Create Meeting Summaries after each meeting that capture the input from CAC members that was sent in advance or given at the meeting;
- Circulate draft Meeting Summaries to all CAC members and City staff within 2 weeks of the meeting and make any changes necessary to reflect what happened at the meeting; and

- Ensure that all participants adhere to the Guidelines for Meetings (below) and redirect or offer support when guidelines are not followed.

11. Role of Elected Officials

- 11.1. Local elected officials (or staff from their offices) may attend CAC meetings. The role of elected officials or their representatives is to listen to the discussions, provide relevant information when asked, and to receive and consider the advice.

12. Guidelines for Meetings

- 12.1. All participants in meetings will:
 - Be courteous, actively listen, and respect the opinions of others. Active listening means listening attentively, withholding judgement, striving to understand, and being open to considering the viewpoints of others;
 - Participate as much as they feel comfortable in meetings while being conscious of not taking up too much space in the discussion and allowing time for others;
 - Speak one at a time and not interrupt other members who are speaking;
 - For online meetings, mute their audio when not speaking in order to avoid potential feedback and background noise;
 - Encourage equal participation, with the support of the facilitator who will manage conversations and encourage all voices to be heard;
 - Help shape meeting agendas and remain focused on agreed-upon agenda topics;
 - Not use profane language;
 - Not make judgements or derogatory comments based on gender, race, ethnicity, financial status, religion, sexual orientation, age or physical ability; and
 - Agree that insults toward other CAC members, any third party facilitators and/or City staff will not be tolerated.

13. Agendas

- 13.1. City staff will draft the meeting agendas, in consultation with the Jane Finch Community and Family Centre. The facilitator will circulate meeting invitations and agendas to CAC members a few days before a meeting. Members can add items to the agenda by contacting the facilitator or City staff.

14. Materials for review

- 14.1. When there are materials to review, adequate time will be given for CAC members to review the materials before the meeting. Feedback, input and advice can be sent in advance of the meeting if the member is unable to attend and participate in person.

15. Honoraria

- 15.1. Members will receive an honorarium of \$50 for each meeting they attend. If members are unable to attend a meeting but contribute input on materials in advance, they will also receive the honorarium.

16. Meeting Locations

- 16.1. Due to the ongoing COVID-19 pandemic and until further notice, all CAC meetings will be held virtually through Zoom. Members may also phone in to the meetings.
- 16.2. Meeting dates and locations for the rest of 2021 have tentatively been set for the 3rd Tuesday of each month, starting at 6pm.
- 16.3. For the foreseeable future, meetings will be held virtually on Zoom. If it becomes feasible and in accordance with Toronto Public Health guidelines, meetings may be held at a public venue (such as a community centre, school, library or other city facility) near Jane and Finch. In-person meeting locations will be barrier-free and easily accessible by public transit.

17. Decision-making and Documentation

- 17.1. As an advisory group, the CAC will be asked to seek consensus on guidance and advice to the staff team wherever possible. The facilitator will support the CAC in the discussion of ideas, perspectives and viewpoints, and will aim to find common ground to the best of their ability.
- 17.2. When full consensus cannot be achieved and differences in points of view and opinions arise, the range of opinions will be documented in the CAC meeting summaries which form part of the public record.
- 17.3. The advice of the CAC, including the full range of opinions and advice offered, will be considered by City staff as they develop engagement strategies for future phases of work, policy directions and policies to recommend to City Council.

What is a consensus building approach to decision-making?

A consensus building approach allows groups to reach agreements by maximizing possible gains to everyone in the group. Consensus is not the same as unanimity – people can still disagree. Consensus accounts for dissent and addresses it, although it does not always accommodate it.

A consensus can be found by looking for common ground and synthesizing the best solution that the group can achieve at that time.

18. Meeting Format

- 18.1. The CAC will meet about once a month throughout the duration of the project. Meetings may be scheduled to coincide with key project milestones. Meetings may be formatted as workshops lasting up to two hours. A typical workshop may include:
 - A formal presentation by the project team or other parties (e.g. technical experts, agency representatives or consultants, etc.) on a topic/materials for consideration
 - A short question and answer session
 - Working sessions designed to solicit feedback about project materials
- 18.2. Additional meetings may be held if deemed necessary by City staff and the CAC. The format of additional meetings will be tailored to the meeting's purpose. The CAC may also be engaged between meetings by other methods such as online surveys or the formation of specific thematic working groups.

19. Meeting Summaries

- 19.1. The facilitator will take notes at all meetings and use them to prepare Meeting Summaries. Draft Meeting Summaries will be circulated to CAC members within two weeks of the meeting. Members will have one week to provide comments on the Draft Meeting Summary. Once the comments are incorporated, the final meeting summary will be made available to members, posted on the City's website, circulated to the e-update mailing list, and added to the engagement record for the Jane Finch Initiative.

20. Meeting Recordings

- 20.1. Zoom meetings may be recorded to assist in the preparation of the Meeting Summaries. The recording will not be shared or posted publicly. Only the facilitator who is preparing the meeting summary will be accessing the meeting recording.

- 20.2. If a CAC member misses a meeting and wishes to view the recording, the facilitator will share a link to the recording with that member so that they can stay informed on the project. Recordings cannot be downloaded and are not to be shared. Recordings expire two weeks after the link is sent.

21. Communication

- 21.1. All communications will be in English. Translation services including American Sign Language will be made available for CAC meetings on request. Any member requiring accommodation should make this requirement known to City staff who will ensure communications are provided in a barrier-free manner. Distribution of meeting materials, agendas and reports will be by electronic mail or, if requested, by mail.

22. Contact

- 22.1. Questions about the Community Advisory Committee and these Terms of Reference may be directed to:

Zahra Joseph-Wilson
Assistant Planner, Strategic Initiatives, Policy and Analysis Unit
City of Toronto, City Planning
416- 338-0775
Zahra.Joseph-Wilson@toronto.ca

23. Freedom of Information and Protection of Privacy

- 23.1. Please note that the personal information provided through the Community Advisory Committee process will form part of the public record, as per the *Freedom of Information and Protection of Privacy Act*, and will not be protected from disclosure.
- 23.2. I agree to these Terms of Reference and agree to take part as a member of the Jane Finch Initiative Community Advisory Committee.

Name:

Date:

Signature