

Topic: Community Advisory Committee (CAC) Second Meeting

Date: July 13th, 2021 @ 6pm-8pm

CAC Members Present: Allan B.B. Ramsarran, Kayzie Sutton, Kemisha Thomas, Maria B., Mena Hervieux, Devayani Chitnis, Terry Knox, Troy Budhu, William Ballard, William Lopez, Veronica Eastman, John Romano

Facilitators:

Jane Finch Community & Family Centre Staff: Berta Kaisr (Jane Finch Initiative Coordinator), Amadeo Ventura (Manager of Strategic Development)

Observers:

City Staff: John Smith (Manager of Community Development, SDFA), Janvere Lyder (Community Development Officer, SDFA), Leah Birnbaum (Senior Planner, City Planning), Lillian D'Souza (Planner, City Planning), Zahra Joseph-Wilson (Assistant Planner, City Planning)

Agenda

1. Welcome, Land Acknowledgement
1. Introductions
2. Discussion of Terms of Reference
3. Other Matters Discussed

1. Welcome, Land Acknowledgement

Berta welcomes everyone and goes over the overall agenda.

2. Introductions (CAC/ JFCF/ City Staff)

City staff, Jane Finch Community & Family Centre staff and the Community Advisory Committee members briefly re-introduce themselves.

3. Terms of Reference Discussion

During this section of the meeting, Berta goes through the Terms of Reference section by section and the CAC members comment their feedback. The updated Terms of Reference will be circulated to CAC members for review before the next meeting. Below is a summary of some of the points of discussion:

Purpose of CAC:

- The members of the CAC sought to clarify the description of what the Community Advisory Committee's purpose is in the Terms of Reference.
- Clarification is needed around what it means to be an "advisory" group and not a "decision-making body" because members feel that there needs to be accountability on the City front and they want to make sure their input is being taken into consideration.
- City staff clarify that as policy directions and draft policies are brought forward, the CAC will review materials and provide input and feedback to staff developing the policies. All input will be considered and if it is not included or incorporated, staff will explain why..
- Some members requested clarification of the "raising awareness" component of CAC's responsibilities and it was provided that whenever they are in an appropriate setting, the CAC members are invited to share their knowledge of the Jane Finch Initiative, but that it is not a requirement.
 - More discussions about this component will be finalized in future meetings.
- Members also suggested that the CAC should provide oversight of the engagement process
 - Some concerns around the definition of "oversight" came up as the CAC members are limited in what they are able to "oversee" if it clashes with other departments within the City. The discussion is to be continued.

Roles and Responsibilities

- More clarification to be provided for the role of the Jane Finch Community and Family Centre as well as for CAC roles as discussed in the previous section.
- A request was made to change the language in the roles and responsibilities from passive to active.
- Note: updated proposed language for these sections will be circulated to CAC members for their consideration before the next meeting.

Guidelines for Meetings:

- There needs to be an emphasis on active listening to ensure all CAC members feel comfortable and heard when sharing their feedback.
 - Terms of Reference needs to clearly define what active listening means.

- CAC members asked for clarification from the City in terms of what happens to all the information and feedback being shared beyond the creation of a summary. To be addressed in the updated Terms of Reference and in discussions at upcoming meetings.
- It was suggested that recording and transcripts of all the meetings be organized and stored for CAC members' access.
- There was also a discussion of what happens when members cannot reach consensus and whether consensus is necessary when this is not a decision-making body? What avenues can be explored to ensure all feedback is being relayed even when there are disagreements?
 - City staff suggested including a section on differences of opinions in meeting summaries.

Membership

- In this section, members discussed the steps taken in the case that a member leaves the CAC and how the replacement process works.
- The CAC recruitment process of the current members was explained
 - Residents interested in joining the CAC were asked to complete a google form which outlined their postal code, demographic information and topics of interest. The members were then selected to create a more wholesome representation of the Jane Finch community. There is a long waiting list that can be accessed in the case that a member needs to be replaced.
- There was a discussion of what does "membership" entail, how many meetings can you miss to have the membership removed...etc.
 - It was suggested that missing three meetings without regrets would cause a member's membership to be put up for review.
 - It was tentatively agreed on that if members step down/are removed, then the next step in the replacement process would be to utilize the existing waiting list. If that search is unsuccessful, members of the CAC would nominate eligible residents as new members.
- The present members gave consent to share the recording of the meeting with absentee CAC members which can allow them to participate even when unable to attend the meeting.
- Further discussion will take place on the specifics of the membership process and this will be reflected in the Terms of Reference.

Metrics and Evaluation:

- Members brought up the need to clarify how progress is being measured in relation to CAC's goal achievements: what is the metric being used? How can we ensure the CAC's goals are actively worked on?

4. Other Matters Discussed

- It was discussed that additional meetings outside of the allocated monthly CAC meetings can be hosted if members have specific interests in housing / etc.
- The present members agreed that the third Tuesday of each month would work as a general meeting time for the CAC.

A finalized version of the Terms of Reference will be posted online.

The next meeting is scheduled for August 17th at 6pm by Zoom.