

Local Advisory Committee Terms of Reference December, 2021

1. Project Overview

- In **April 2021**, the City received an application to permit 4 buildings consisting of 10 and 12-storey mid-rise buildings located along Kingston Road and 25 and 35-storey buildings at the rear.
- On **September 17, 2021**, City staff's Preliminary Report was considered by Scarborough Community Council
- On **October 1, 2021** City Council:

Directed Planning staff to initiate a Planning Study, as outlined in the report (August 19, 2021) from the Director, Community Planning, Scarborough District in consultation with the Ward Councillor and the Owner of the lands at 4121 Kingston Road.

Determined that an Avenue Segment Study is not required given that the Chief Planner and Executive Director, City Planning is undertaking a Planning Study for the area that includes the subject lands

2. Study Purpose & Objectives

The purpose of the study is to:

- Commence a Planning Study to **update the existing Planning Framework** to appropriately and concurrently review the proposed development at 4121 Kingston Road.
- **Consult with residents, stakeholders, businesses, community associations** in the area, and reviewing the local planning context and character of the area.
- Develop **area-specific development/design guidelines**.

The study objectives include the following:

- **Establish a vision and masterplan** for the site and surrounding area.
- **Develop policies and urban design guidelines** that support a **vibrant mixed-use community**.
- Achieve a **high-quality public realm** through the appropriate development of Streets and Blocks, Parks and Open Space.
- Provide clarity on the **form of development** that may be permitted on **large sites**.
- Explore strategies for appropriate **transition to Neighborhoods**.
- Provide a master plan that integrates with existing and future development on **Metrolinx lands**.
- **Review** servicing infrastructure and community services and facilities.

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3. Mandate

The mandate of the Local Advisory Committee (LAC) is to provide an ongoing forum for advice, feedback and guidance to the Project Team at key points during the study process. The LAC is a non-political advisory committee. Committee members are guided by these Terms of Reference and participate on the LAC at the discretion of the City of Toronto. The LAC is not intended to address specific property issues or concerns.

4. Membership

The LAC is composed of 12-15 representatives from the geographic extent of the Kingston Road Planning Framework Review study area and representing a balance of interests including:

- Interested and affected rental and home/condo owner residents;
- Street/neighbourhood-specific interests (Payzac Avenue, Dunera Avenue, Apsco Avenue/Emcarr Drive/Celeste Drive and Westlake Road);
- Community and resident organizations;
- Local businesses and institutions; and
- Local professionals with skills/training/experience in urban planning, urban design or architecture.

City staff and the Ward Councillor will attend LAC meetings as a resource to the LAC.

5. Roles and Responsibilities

The LAC provides its advice and recommendations to the Project Team. The following are the roles and responsibilities for each:

LAC members will:

- Advise the Project Team of their organization's/community's/constituency's perspectives relating to this study and to the community engagement process and materials;
- Provide advice, feedback and perspectives on proposals/reports/materials provided by the Project Team, LAC members, or others;
- Help the LAC operate effectively by offering suggestions and alternatives to address issues, concerns and problems;
- Attempt to anticipate potential problems and offer options for resolving them;
- Communicate LAC discussions back to members' organizations, communities and constituencies;
- Review all relevant study materials and provide feedback, advice and perspectives;
- Attend the LAC meetings whenever possible, and appoint an alternate to attend meetings on their behalf should they not be able to attend; and
- Review the results of LAC discussions to ensure the meetings are accurately recorded in the meeting records, or in additional reports that members may determine are needed.

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Project Team members will:

- Provide accurate, understandable information to LAC members, such that they can contribute informed advice and recommendations;
- Help the LAC 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 and perspectives of members and where feasible, incorporate advice into the study; and
- Provide project and community engagement materials for review in advance of LAC meetings where possible.

6. Decision-Making

As an advisory committee, the LAC is not responsible for making decisions regarding the study. This is the responsibility of the Project Team and City Council. Advice from the LAC to the City is preferred to be a consensus but is not required – members may or may not share a common view on the advice they wish to provide the City. All participants in the process will work to identify common ground and where differences of opinions occur, this feedback will be recorded and documented.

7. Meetings and Logistics

The Project Team has planned 3 - 4 meetings of the LAC to take place as follows:

- Mid December 2021/Mid-January 2022;
- Late April/May, 2022;
- November, 2022; and
- April 2023

LAC members are required to attend a Design Charrette (Winter 2022)

The Project Team will advise the LAC should any of the meetings require rescheduling.

LAC meetings will take place in the evening (approximately 2.5 to 3 hour meetings) in a Virtual Format until the pandemic restrictions are lifted and a suitable location in close proximity to the study area is identified.

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

- The Project Team will develop the LAC agendas – in consultation with the LAC – and coordinate accompanying materials. The agenda will be distributed to LAC members at least 5 – 7 days in advance of each meeting.
- LAC members will be consulted on agenda items for future meetings at the conclusion of each LAC meeting.

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- The Project Team will prepare draft and final minutes from LAC meetings. Action items will be reported in the minutes of each meeting. Meeting minutes will be prepared within 10 business days of each meeting for review and finalization by the LAC.
- LAC 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.

The point of contact for all LAC correspondence is:

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8. Freedom of Information

Please note that the personal information provided through the LAC 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.

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Boundary Map - Study Area

