

City of Toronto Cricket Reference Group (CRG) - Terms of Reference

Cricket Reference Group (CRG) members agree to this Terms of Reference in order to participate in the CRG. Any amendments to the Terms of Reference (ToR) will be made in consultation with the Project Team and CRG members.

1. CRG Mandate

The Cricket Reference Group (CRG) will aim to provide perspective, guidance and expert advice to the City of Toronto Parks, Forestry & Recreation (PFR) Division on building organizational capacity and increasing access to community cricket programs and facilities across the city.

The CRG is a non-political advisory body that will provide a forum feedback, guidance and advice to the City of Toronto to inform the development and implementation of the City's new Cricket Strategy.

2. Membership

CRG members represent community organisations or groups within the Toronto Cricket community. The City of Toronto may propose expansion of the CRG to include additional community members as required, to ensure broad community representation.

CRG membership is voluntary and no compensation is provided. By participating as members of the CRG, members are not expected to waive their rights to participate in the democratic process, and may continue to participate through other channels.

A list of CRG member organisations and representatives will be posted to the project webpage and circulated to the community.

3. Meetings

The CRG will meet approximately 3 times a calendar year. Each meeting will be approximately 1.5 to 2 hours and will take place virtually.

Meeting dates and times will be shared with CRG members at least one week in advance of each meeting. If additional meetings are necessary as the project unfolds or if the identified dates need to change, the Project Team will work with CRG members to determine appropriate dates and times.

4. Attendance

CRG members are expected to attend each meeting, or send an alternate representative in their place. The term of the CRG members will be 1 year, at such time City staff will reach out to participating organizations to confirm continued participation in the group. CRG members and organisations who miss two meetings in a year will be considered inactive and contacted by staff to confirm continued interest in participating.

5. CRG Recommendation-Making

The CRG is an advisory group, not a decision-making body. The CRG is not responsible for the decisions made by the Project Team or City Council.

As an advisory group, the CRG will operate using a consensus-based approach, where members seek general agreement on guidance and advice to the Project Team. A consensus-based approach assumes that participants can openly discuss ideas, perspectives and viewpoints, and are willing to work together to develop common ground and minimize areas of disagreement to the best of their ability.

Differing viewpoints and opinions will be documented in the CRG meeting notes.

6. Reporting

The design team will compile a written summary of each CRG meeting. CRG members will have one week to provide suggested edits to the draft summary, after which the summary will be finalized and published to the project webpage.

The Cricket Reference Group will report annually, via the City of Toronto Cricket website on their accomplishments of the year. Further updates of their work may be included in the capital budget process where applicable.

7. Roles

All CRG members and the Project Team will:

- Review and agree to these Terms of Reference;
- Attend CRG meetings and participate in constructive, respectful, and positive discussion;

CRG members will:

- Attend meetings or send an alternate representative in their place
- Provide advice, feedback and perspectives on meeting topics;
- Review CRG meeting summaries to confirm accuracy;
- Share meeting discussions and outcomes, as well as opportunities for wider community input and engagement with community members, and any organizations or constituencies CRG members belong to.

Project Team members (including City staff and Consultant team) will:

- Identify what is open for community influence and what is not (and why);
- Provide accurate, easy to understand information to CRG members;
- Listen carefully to the advice and perspectives of CRG members and, where feasible, incorporate advice into the project; and where not feasible, provide a clear explanation of how the feedback was considered and why it is not feasible;
- Write and post summary reports of each CRG meeting, and other relevant documents on the project website.
- Organise meetings and develop meeting materials as required.

8. Renewing and/or Closing the CRG

The CRG Terms of Reference will be reviewed annually.

9. Media Contact

Individual CRG members' opinions are not necessarily representative of the views of the entire CRG. In the event that CRG members receive media enquiries about the Cricket Strategy, its process, and feedback shared in CRG meetings, all inquiries should be referred to Daniel Fusca, Manager, Stakeholder Engagement, City of Toronto Parks Forestry and Recreation Division at Daniel.Fusca@toronto.ca. CRG members may speak to the media about their individual/ organizational perspectives about this Project.

10. Freedom of Information and Protection of Privacy

All information will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all information provided through the CRG process will form part of the public record including the names of CRG member organizations and organization representatives.

11. Contact

The points of contact for all CRG correspondence is (please copy both on emails):

Matt Bentley (Project Manager) / Telephone: 416-392-3949 / Email: Matt.Bentley@toronto.ca

Susan Fall (Supervisor, Systems Planning) / Telephone: 416-392-1341 / Email: Susan.Fall@toronto.ca