

## **Two New Parks in the Moss Park Neighbourhood** **Black Community Advisory Group Terms of Reference**

The Terms of Reference (**ToR**) outline the roles and responsibilities of Black Community Advisory Group (**BCAG**) members and staff. These will be reviewed during the first BCAG meeting and confirmed by members. Any changes to the ToR will be made through consultation with the Project Team and BCAG members. A copy of the ToR will be circulated to all BCAG members following the first meeting.

### **1. Mandate**

The Black Community Advisory Group (BCAG) will act as an advisory body at key decision points during the park design process to ensure the perspective and needs of Black community members are reflected in the park design. The BCAG will review, deliberate, and discuss key project elements.

### **2. Membership**

The BCAG will include up to 16 Black community members who live, work, and/or spend free time in the community around the two new parks. Effort has been made to select members who represent a range of lived experiences and perspectives.

### **3. Meetings**

There will be three, 2-hour virtual BCAG meetings. Specific dates will be confirmed based on the availability of group members. The general meeting schedule is as follows:

- July 14, 2022
- September 2022
- December 2022

Dates are subject to change.

### **4. Honorarium**

BCAG membership is voluntary. BCAG members will be provided an honorarium of \$50.00 per meeting attendance. The honorarium will be paid within the two weeks following each meeting. The honorarium will be paid within the two weeks following each meeting. Staff will set a date and time for honorarium pickup within the neighbourhood around the two new parks. Alternate arrangements will be made as required.

### **5. Recommendation-Making**

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

### **6. Reporting**

Staff will compile a written summary of each BCAG meeting and distribute this to members. BCAG 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.

## **7. Roles**

### **BCAG members will:**

- Review and agree to these Terms of Reference;
- RSVP in advance of meetings;
- Attend and actively participate in BCAG meetings;
  - If unable to attend a meeting, members may review the meeting presentation (PDF) and meeting summary and provide feedback through email within a week of receiving the documents.
- Review meeting summaries to confirm accuracy;
- Promote opportunities for wider community engagement within their networks.

### **Project Team members (City staff & Consultant team) will:**

- Identify what is open for community influence and what is not (and why);
- Strive to provide accurate, easy to understand information to BCAG members;
- Listen carefully to the advice and perspectives of BCAG 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;
- Follow-up as required to respond to any questions that could not be answered during the meeting. Follow-up responses will be included in meeting summary reports.
- Circulate, revise, and post summary reports of each BCAG meeting on the project website.

## **8. Media Contact**

BCAG members may speak to the media about their **individual** perspectives about this Project. As individual BCAG members' opinions are not necessarily representative of the views of the entire BCAG, in the event that BCAG members receive media enquiries about the two new parks in Moss Park and/or the BCAG, inquiries should be referred to Daniel Fusca, Manager, Public Consultation, City of Toronto Parks Forestry and Recreation Division at [Daniel.Fusca@toronto.ca](mailto:Daniel.Fusca@toronto.ca).

## **9. Freedom of Information and Protection of Privacy**

Please note that 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 BCAG process will form part of the public record including the names of BCAG members.

## **10. Contact**

The points of contact for all BCAG correspondence are:

### **Elijah (Eli) Bawuah**

Sr. Community Consultation Coordinator

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