

Terms of Reference for the Community Advisory Committee for the Don Mills CRC

The Terms of Reference (**ToR**) outline the roles and responsibilities of the Community Advisory Committee (**CAC**) members and staff.

These terms of reference are to be confirmed by all CAC members. Any changes to the ToR will be made through consultation with the Project Team and CAC members, and an updated ToR will be circulated for confirmation if needed.

1. Mandate

The Community Advisory Committee (CAC) will act as an advisory body at key decision points as the project develops to ensure the perspective and needs of the neighbourhood are reflected in the designs. The CAC will review, deliberate, and discuss key project elements.

2. Membership

The CAC will include members spend free time and primarily reside in the community around the new Don Mills CRC. Effort has been made to select members who represent a range of lived experiences and relevant expertise.

3. Meetings

There will be two, 1.5-hour virtual CAC meetings in the Spring and Summer of 2023. Specific dates of future meetings will be confirmed based on the availability of committee members. Advance notice of at least two weeks will be given to call CAC members for any scheduled or proposed meeting date/time.

4. Recommendation-Making

The CAC is an advisory committee, not a decision-making body.

The CAC is not responsible for the decisions made by the Project Team or City Council.

As an advisory committee, the CAC 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 CAC meeting notes.

5. Reporting

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

CAC members will have one week to provide suggested edits to the draft summary.

6. Roles

CAC members will:

- Review and agree to these Terms of Reference;
- RSVP in advance of meetings;

- Attend and actively participate in CAC 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.

7. Roles

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 CAC members;
- Listen carefully to the advice and perspectives of CAC 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 CAC meeting on the project website.

8. Media Contact

- CAC members may speak to the media about their **individual** perspectives about this Project. Individual CAC members' opinions are not necessarily representative of the views of the entire CAC. In the event that CAC members receive media inquiries about the new Don Mills CRC and/or the CAC, **inquiries should be referred to** Daniel Fusca, Manager, Public Consultation, at Daniel.Fusca@toronto.ca, as well as David O'Hara, Program Manager, Capital Projects at David.Ohara@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 CAC process will form part of the public record including only the first names of CAC members (further anonymity can be provided) .

10. Contact

The point of contact for all CAC correspondence is:

Elijah (Eli) Bawuah, Sr. Community Consultation Coordinator

Phone: 647-289-6559 | Email: Elijah.Bawuah@toronto.ca

Signature: _____