

Barbara Hall Park Master Planning Process

Community Advisory Committee Terms of Reference

1. Purpose of these Terms of Reference

These Terms of Reference (ToR) outline the roles and responsibilities of Barbara Hall Park Community Advisory Committee (CAC) members. This document will be reviewed during the first meeting and agreed upon by all CAC members. Any changes to the ToR will be made in consultation with the Project Team and CAC members.

2. Project Overview

The City is collaborating with the local Church-Wellesley Village community to develop a new vision and Master Plan for Barbara Hall Park, located at 519 Church Street. The objectives of the park vision and Master Plan are to enhance the park’s function for everyday use and as a central gathering space for the City’s 2SLGBTQ+ community; a space capable of accommodating passive and active uses, special events and moments of reflection, as well as to improve park maintenance and safety.

The park is not currently working well, with maintenance, safety, and other issues that impact its enjoyable use by the community. The City has begun a process to develop a renewed vision for the park that addresses these concerns. This process, which is rooted in collaborative community engagement, will lead to the development of a preferred plan to revitalize the park, including cost estimates that will be used to secure future budget for construction.

As part of the consultation process, the City of Toronto's Parks, Forestry and Recreation Division is recruiting area residents and park users to share their advice during the development of the design and support with community and stakeholder engagement. The goal of this is to ensure that the design developed through the master planning process serves the needs of the local community.

The project timeline is:

- Winter 2023: Pre-Engagement with key stakeholders
- Spring 2023: Phase 1 Community Engagement: Building a Vision
- Spring 2023: Hire a design team
- Summer 2023: Phase 2 Community Engagement: Exploring Design Options
- Fall 2023: Phase 3 Community Engagement: Setting the Direction (Final Design Option)

The timeline is subject to change.

3. Mandate

The CAC’s mandate is to provide a forum for feedback, guidance, and advice to the Project Team (City staff and design consultants) at key decision points during the public consultation process. The CAC is not a decision-making body nor is it responsible for the decisions made by the Project Team or City Council.

Specifically, the CAC's role is to:

- Reflect the different values, perspectives, experiences, and priorities of all Church-Wellesley Village residents and Barbara Hall Park users — including those who are vulnerable, marginalized, or homeless;
- Work collaboratively with the project team as a source of informed resident perspectives to contribute and refine ideas towards the development of a new Master Plan for Barbara Hall Park;
- Relay meeting discussions and outcomes back to community members, and any organizations or constituencies that CAC members belong to; and
- Promote public consultation activities and events with fellow community members and any organizations or constituencies that CAC members belong to.

As an advisory group, 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, experiences, 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.

4. Membership

The CAC is a non-political advisory body (called a program advisory body) composed of community members and representatives of organizations who have an interest in the project, a familiarity with Barbara Hall Park, and are 18 years old or older.

The CAC strives to represent a diversity and balance of perspectives including:

- Local residents and park users;
- Those who work with or care for children and youth;
- Those who work with marginalized park users;
- A range of ages, abilities, genders, and sexual orientations; and
- A range of racial, ethnocultural, and socioeconomic groups, reflecting the diversity of the Church-Wellesley Village community.

CAC membership is voluntary and will remain active for the duration of the consultation portion of the Barbara Hall Park Master Planning process. Membership will be automatically dissolved after the last CAC meeting.

The Project Team reserves the right to revoke an individual's membership for failure to adhere to the community guidelines agreed upon by all members.

5. Roles and Responsibilities

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

- Provide ideas, guidance, constructive feedback, and suggestions towards shaping project approaches, concepts, and materials, including materials to be presented at public meetings;
- Provide a sense of the broader community's reactions and concerns, and explore how these might be addressed;
- Review meeting summaries to confirm accuracy; and
- Promote opportunities for wider community engagement within their networks.

Project Team members will:

- Identify what is open for community influence and what is not (and why);
- Strive to provide accurate and easy to understand information to CAC members;
- Work collaboratively with CAC members at every stage of the engagement process to incorporate their feedback, advice, and perspectives into project outcomes; and where this is 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; and
- Circulate, revise, and post summary reports of each CAC meeting on the project webpage.

6. Meetings and Other Engagements

Members are required to attend 3 to 4 meetings over the course of the next 8 to 10 months. These meetings will be a mix of virtual and in-person sessions, and will likely take place in the evening.

The Project Team may invite CAC members to present at public meetings or workshops. Members are welcome to volunteer to be a representative. If there is interest from multiple members to be the representative at a public meeting or workshop, and there is limited space, the CAC will select the representative(s). The process for selecting a representative will also be determined by the CAC.

7. Honoraria

CAC members-at-large will be offered an honorarium of \$50.00 per meeting attended. 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 Barbara Hall Park. Alternate arrangements will be made as required.

The purpose of the honoraria is to reduce barriers for participating in this civic process. Members who do not require an honoraria to participate are encouraged to opt out of receiving one. If a member opts out of receiving honoraria, those funds will be used to reduce barriers for other participants throughout the course of the project.

8. Media Contact

CAC members may speak to the media about their *individual* perspective on the project. As individual members' opinions are not necessarily representative of the views of the entire CAC, in the event that members receive media inquiries about the new vision and Master Plan

for Barbara Hall Park and/or the CAC, those inquiries should be referred to Daniel Fusca, Public Consultation Manager, City of Toronto Parks, Forestry and Recreation Division at Daniel.Fusca@toronto.ca. Members should avoid speaking on behalf of the larger group in any formal public setting, unless prior arrangements have been made with City staff.

9. Confidentiality

While we welcome members to speak with others about what they learn during meetings, we ask that materials shared with the group not be shared or circulated beyond the membership without express permission from the project team. This practice will enable the project team to describe a wider range of possibilities and receive the group's feedback before public materials are developed.

10. 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 the names of CAC members.

11. Community Guidelines

At the first CAC meeting, members will identify a set of community guidelines that determine how they wish to work with each other ensuring that everyone's voice is heard, and everyone's preferred working style is accounted for.

- Please check this circle if you would like to opt out of receiving honoraria

I have read the Terms of Reference and I agree to participate in the Barbara Hall Park Community Advisory Committee.

CAC Member First and Last Name

CAC Member Signature

Date

Project Lead Signature
Tonya Crawford, Senior Project Coordinator

Date