

DRAFT - Terms Of Reference (ToR)

Indigenous Advisory Circle (IAC) to inform updates to the Parkland Strategy (PLS) and Parks and Recreation Facilities Plan (PRFP)

The **Terms of Reference (ToR)** outline the roles and responsibilities of the **Indigenous Advisory Circle (IAC)** members and staff. These ToR are to be confirmed by all IAC members. Any changes to the ToR will be made through consultation with the Project Team and IAC members, and an updated Terms of Reference will be circulated for confirmation if needed.

1. Mandate

The Indigenous Advisory Circle (IAC) will act as an advisory body throughout the process to update the City of Toronto's Parkland Strategy (PLS) and Parks and Recreation Facilities Plan (PRFP). These are long-term planning documents that guide the enhancement and creation of new recreation facilities and parks across Toronto, that will be used for generations to come.

The IAC will engage in meaningful discussions, and provide advice and guidance to help the City better understand and address:

- Needs and priorities of Indigenous communities related to recreation facilities and park spaces across the city;
- How existing and future recreation facilities and parks can be more welcoming and inclusive of Indigenous communities and uses;
- Priorities that should be addressed through updates to the PRFP and PLS.

IAC members will communicate closely with the project team and share project information within their networks and communities, while amplifying their communities' feedback and ideas in each IAC meeting.

2. Membership

Membership will consist of community leaders, knowledge keepers, and representatives of local Indigenous-serving groups and organizations who are Indigenous to Canada.

Self-nominations will be accepted until November 28, 2024. All nominees will be notified on whether they have been selected for the IAC by December 5, 2024. Members will be selected to represent key expertise areas (e.g., language speakers, educators, gardeners, etc.). Priority will be given to the ancestral First Nations of the Toronto region, followed by diverse representation across First Nation, Inuit, and Métis communities.

Additional members may be added to the IAC to fill gaps in representation, at the advice of exiting IAC members and the discretion of the City of Toronto, with consideration for the scope of work and available resourcing. New IAC members can be added until the start of Phase 2 of engagement.

3. Meetings and Commitment

The IAC will meet virtually three to four times between December 2024 and Summer 2025 to review and provide feedback and input on the PRFP and the PLS. Each meeting will be approximately 2-3 hours in length. The first meeting will take place Thursday December 12 from 6 to 8 p.m.

IAC members are to attend each meeting. If an IAC member cannot attend a meeting, they are asked to review the meeting materials (provided by the project team) and provide written feedback through email, within 1 week of the missed meeting.

IAC members may also be asked to commit some additional time outside of these meetings for activities that may include, but are not limited to, reviewing and preparing for IAC meetings and participating in email correspondence.

One-on-one touchpoints, that can occur virtually or over the phone, can be arranged on an individual and as-needed basis to support members throughout the process.

Meeting dates may be subject to change, however advance notice of at least two weeks will be given to IAC members for any rescheduled or proposed meeting date/time.

4. Honorarium

IAC members will receive a \$150 honorarium for their participation in each meeting. The honorarium will be sent within 24 hours of each IAC meeting.

IAC members who miss an in-person meeting will be provided a \$150 honorarium after reviewing the meeting materials and providing fulsome written feedback through email, within 1 week of the missed meeting.

5. Recommendation Making

The IAC is an advisory body, not a decision-making body. The IAC is not responsible for the decisions made by the project team or City Council.

As an advisory body, the IAC 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 IAC meeting notes.

6. Reporting

The project team will write a summary of each meeting, including information from relevant email correspondence and/or calls. Consensus as well as differing viewpoints and opinions will be documented in the summary. Comments or suggestions from IAC members will not be attributed to any specific member(s).

IAC members will have 1 week to review a draft meeting summary and provide any suggested edits or additions before the summary is finalized and posted to the public project webpage.

Each summary will include a list of IAC members in attendance, those who did not attend but provided written feedback, and those on the IAC who did not participate.

7. Roles

IAC members will:

- Review and agree to these Terms of Reference;
- RSVP in advance of meetings;
- Attend and actively participate in IAC meetings, bringing in perspectives of their wider communities;
- If unable to attend a meeting, members may review the meeting presentation and discussion topics and provide feedback through email within 1 week of the missed meeting.
- 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 IAC members;
- Listen carefully to the advice and perspectives of IAC 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.
- Circulate, revise, and post summary reports of each IAC meeting on the project website.

8. Media Contact

IAC members may speak to the media about their individual perspectives about this Project. Individual IAC members' opinions are not necessarily representative of the views of the entire IAC. In the event that IAC members receive media inquiries about the PRFP or PLS, inquiries should be referred to Danielle DeMarsh, Senior Project Manager, Danielle.DeMarsh@toronto.ca and Matt Bentley, Senior Project Manager, Matt.Bentley@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 IAC process will form part of the public record including only the names and organization affiliation (if applicable) of IAC members. Further anonymity can be provided.

10. Relationship and Data Sharing Agreement

- **Information and data will be gathered and used in the following ways:**
 - Information gathering:
 - Through meeting discussions
 - Through email correspondence
 - Through phone calls (if required)
 - Information use:
 - The feedback collected will be used to inform updates to the Parks and Recreation Facilities Plan (PRFP) and the Parkland Strategy (PLS).
 - Feedback that cannot be used to inform the PRFP or PLS, or that is relevant to other City projects, will be passed on to other City departments and units as appropriate and possible, with the goal of actioning and responding to as much of the feedback collected from community as possible.
- **The amount of data required to apply to the IAC is:**
 - Demographic information and information about identity will be collected to ensure a diverse IAC is selected, to represent a range of expertise and/or lived experiences.
- **The anticipated number of participants is:**
 - Up to 20 participants will be a part of the IAC
- **The following individuals will have access to the data, and confidentiality and anonymity will be protected in the following ways:**
 - Meeting summaries will be publicly available.
 - City of Toronto project team members and Ridge Road Training and Consulting Inc. will have access to and use the data shared through the Self-Nomination form to establish the IAC. This data will not be shared publicly or with other IAC members.
 - IAC member names and organizations will be listed in the meeting summaries.
 - Comments or suggestions will not be attributed to any specific member(s) of the IAC.
 - As with all emails sent to City staff, emails that are sent from IAC members to City staff are subject to Freedom of Information (FOI) requests. Should this arise, IAC contact and personal information would be redacted from the emails before being shared.

11. Contact

Ridge Road - Consultants leading Indigenous community engagement

- Kiera Brant-Birioukov kierabb@theridgeroad.com

City of Toronto contacts

- Matt Bentley, Parks and Recreation Facilities Plan Senior Project Manager
Matt.Bentley@toronto.ca
- Danielle DeMarsh, Parkland Strategy Senior Project Manager
Danielle.DeMarsh@toronto.ca