

# **Eglinton West LRT Community Working Group Terms of Reference**

**Final**

**March 29, 2018**

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## **Background**

In December 2017, City Council approved ten (10) stop locations for the Eglinton West Light Rail Transit (LRT) to be carried forward, and if necessary, to update the previously approved Environmental Assessment (EA) through the Transit Project Assessment Process (TPAP). Stops being carried forward are located at Renforth Station (Commerce Blvd.), Martin Grove, Widdicombe Hill/Lloyd Manor, Kipling, Wincott/Bemersyde, Islington, Royal York, Mulham, Scarlett and Jane. Wherever possible, allowances will be made in the design of the Eglinton West LRT for the protection of future stop platforms at stop locations not identified should they be deemed warranted in the future.

In addition, Council directed staff to continue planning the Eglinton West LRT concept for the Toronto Segment between Mount Dennis Station and Renforth Station (Commerce Blvd.), and to form a working group of community stakeholders – the Community Working Group (CWG) – in consultation with local Councillors, to investigate further grade separation and or tunneling options to further develop traffic modelling and an enhanced framework that places additional consideration on local community interest.

## **The Reporting and Decision-Making Process**

Figure 1 outlines the relationship of the CWG to the Project Team and illustrates how the CWG fits into the overall reporting and decision-making process. In particular, it highlights how CWG members can provide input into the planning process. CWG input is received in two ways. First, the CWG provides comments and input directly to the Project Team, by participating fully in meetings and discussing issues and ideas with the team; and secondly by having their comments and ideas documented in meeting minutes that are presented to the SAG, and included in the final Consultation Summary Report. The final Consultation Summary Report will be part of the Environmental Project Report that will be prepared as part of the TPAP process. This contribution is in addition to exercising their right as private citizens to participate in larger public meetings or communicate directly with Elected Officials.

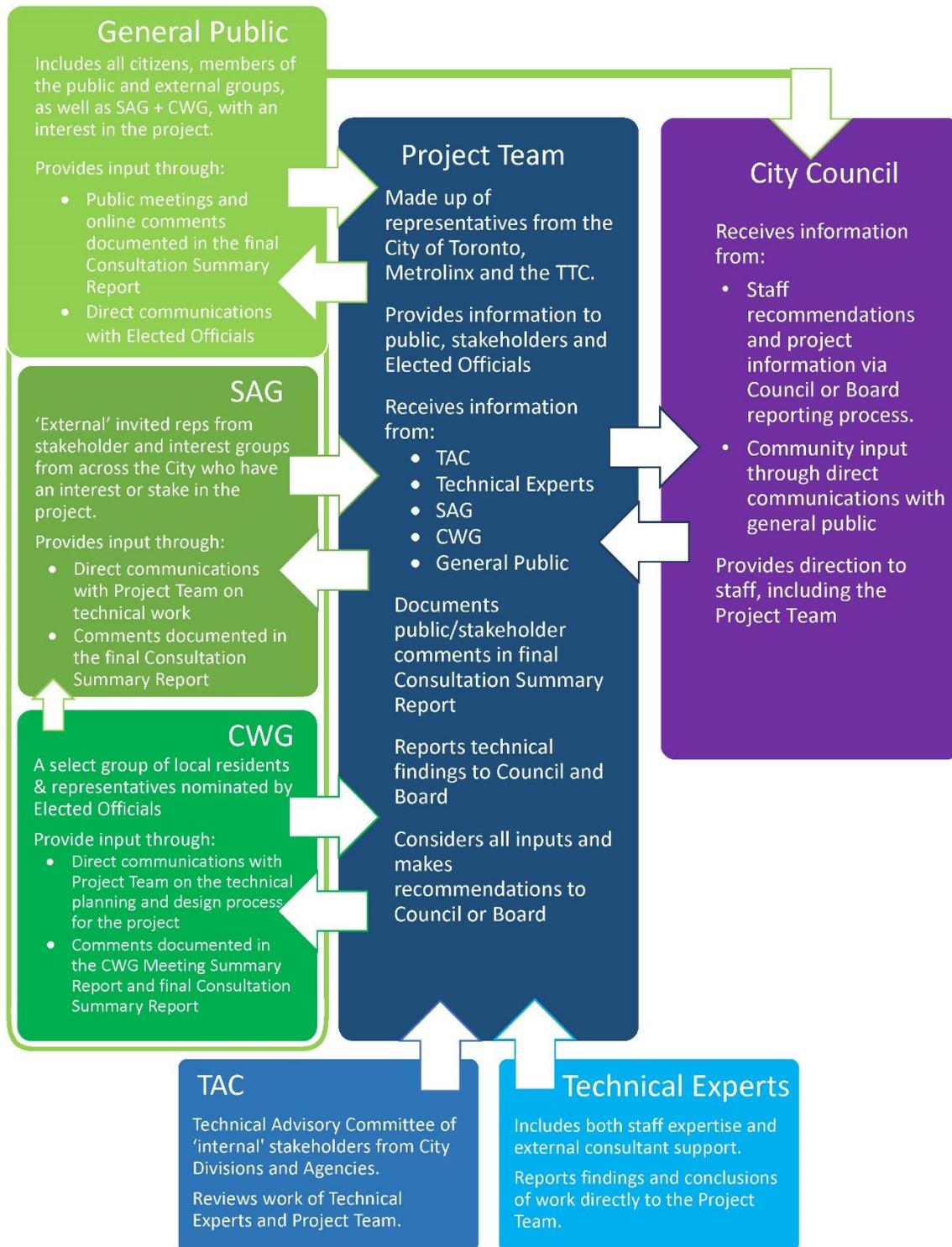


Figure 1: The Reporting and Decision-Making Process

## Purpose

The purpose of the CWG is for City Staff to gather local community input, further engage local residents, businesses and stakeholders on the Eglinton West LRT technical planning, design work, and evaluation process.

The CWG is to be an open forum for further community engagement on options currently being assessed for the Eglinton West LRT. This includes allowing City, TTC, and Metrolinx staff to provide further information and improve public understanding of the planning process.

## Objectives

The CWG will:

- Provide input to the Project Team in identifying potential options for further consideration.
- Be a forum for community members to engage in more detailed discussions, provide feedback, and ask questions about the planning process for the Eglinton West LRT.
- Highlight community perspectives on the Eglinton West LRT.

The CWG will not:

- Be a forum for political discussions or topics not related to the Eglinton West LRT.
- Change past Council, provincial or board direction.
- Change outcomes from previous reports and analysis.

## Membership

- Comprised of approximately 14 individuals.
- Developed in consultation with local Councillors.
- Reflecting a broad range of residents/ represented resident groups, represented business groups, and individuals who represent specific interests, including:
  - Representatives of resident associations;
  - Representatives of business associations;
  - Representatives of local institutions and organizations;
  - Other organized professional and interest groups; and
  - Other individual residents and land owners.

## **Roles and Responsibilities**

### **CWG Members**

CWG members will be responsible for:

- Working within the CWG Code of Conduct;
- Attending all meetings (whenever possible):
- Listening to, reviewing and considering the views of fellow CWG members and information provided by the Project Team;
- Identifying areas of concern and interest regarding the project;
- Providing constructive feedback to the Project Team on plans and information brought forward to the CWG;
- Being prepared for meetings by reviewing any materials provided in advance, including the agenda;
- Development and maintenance of actual or digital file-sharing or workspaces for the purpose of sharing CWG resources, materials, documents or notes; and
- Reviewing meeting minutes and providing comments where necessary.

In addition to the above responsibilities, CWG members are encouraged to share information regarding the Project through their existing community networks, and bring forward information or concerns from others within the community.

### **CWG Chair**

In addition to the responsibilities of the CWG members, the CWG Chair will also be responsible for:

- Coordinating requests to City Staff for resources, documentation and materials for the CWG membership that are outside the materials presented for CWG meetings;
- Liaising with the City Staff and Facilitator in the planning of the CWG meetings; and
- Presenting any findings or information from the CWG at public and Stakeholder Advisory Group meetings.

### **City Staff**

The Project Team will be responsible for:

- Working within the CWG Code of Conduct and ;
- Working with the CWG to develop a Work Plan for future meetings and outcomes;
- Scheduling / organizing all CWG meetings;

- Attending all meetings;
- Listening to issues, concerns and suggestions as outlined by CWG members;
- Participating in discussion and providing answers or additional follow-up information, and ensuring appropriate subject matter experts are available;
- Preparing meeting minutes and summary reports;
- Distributing finalized minutes and summary reports to the CWG and SAG, distributing an email summary through the Project email list, and posting materials on the Project website; and,
- Preparing appropriate resources and providing the CWG with accurate information about the Project. The primary vehicle for distribution will be through CWG meetings, as part of the identified work plan.

(Requests for resources, materials or information beyond those indicated above, will be through the CWG Chair and will not come from individual members so as to ensure that there is no duplication of effort. Requests shall be reasonable and directly related to the CWG work plan, and will not be beyond the reach of the project or the scope of the CWG.)

### **Project Partners and Independent Consultants**

The Project Team partners and independent consultants *will be engaged at the sole discretion of City Staff*. They will be responsible for:

- Working within the CWG Code of Conduct;
- Attending meetings and preparing appropriate resources to provide technical expertise;
- Providing the CWG with accurate information about the Project;
- Listening to issues, concerns and suggestions as outlined by CWG members;
- Participating in discussions and providing answers or additional follow-up information (at the request of City Staff), and ensuring appropriate subject matter experts are available; and
- Reviewing meeting minutes and providing comments, where necessary.

### **City Council/ Council Staff**

Members of City Council and/ or Council staff may be in attendance at CWG meetings, and will be responsible for:

- Working within the Code of Conduct for the CWG; and
- Listening to the CWG meetings.

## Facilitators

The independent facilitators will be responsible for:

- Working within the CWG Code of Conduct and ensuring that CWG members and staff are also doing so;
- Attending all meetings;
- Ensuring that meetings allow for constructive and thorough discussion; and,
- Ensuring that all in attendance respect the opinions and questions of others, and do not interrupt another individual while speaking (the Facilitator may supersede this provision and the Facilitator has the right to excuse any member of the CWG who is interfering with or disrupting with the CWG meetings).

## Stakeholder Advisory Group (SAG)

While members of the Eglinton West LRT SAG may also be members of the CWG, the SAG is a separate group from the CWG. The CWG Chair may present CWG work or findings to the SAG during 2018 SAG meetings.

## CWG Code of Conduct

All those attending CWG meetings will be required to adhere to a Code of Conduct of these Terms of Reference. The Code of Conduct is built on individual integrity and respect of others' opinions.

Participants at the CWG meetings must adhere to the following Code of Conduct:

- a. Participants should speak one at a time and not interrupt other participants while they are speaking;
- b. Participants should be courteous, respect the opinion and ideas of others, and listen without bias or discounting;
- c. Participants should demonstrate a willingness to share information and offer constructive comments;
- d. Participants should not request items outside of the mandate of the CWG be discussed at meetings;
- e. Participants should participate fully in discussions but not dominate the discussion;
- f. To ensure equal participation, participants wishing to make comments should do so through the facilitator. Participants should remain focused on the set agenda topics; participants wishing to hold private discussions shall move outside of the meeting room while the meeting is in progress;
- g. Participants shall not use foul or derogatory language;

- h. Participants shall not make derogatory comments based on gender, race, ethnicity, religion, sexual orientation or disability;
- i. Personal insults toward other CWG participants, including project team members, presenters, Councillors or council staff, will not be tolerated; and
- j. Participants not adhering to the Code of Conduct as outlined above, may be asked to leave the group, at the discretion of the City.

## Meeting Logistics

- Approximately 5 meetings – one per month – proposed dates include:
  - Meeting #2 – April 3, 2018
  - Meeting #3 – May 8, 2018
  - Meeting #4 – June 5, 2018
  - Meeting #5 – TBD
  - Meeting #6 – TBD
- CWG meetings will typically be held on the first Tuesday of every month, at the Etobicoke Civic Centre, unless another time and available location is requested by multiple CWG members.
- Meetings will be approximately 2-3 hours long and will vary based on level of discussion and needs of the group.
- Meetings will be held in the evening, typically from 6:00 pm to 9:00 pm. City staff will be available from 5:30 pm on the evening of the meeting.

## Administration

### Privacy

- In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, City Staff are prohibited from providing resources or materials that are confidential, proprietary and/or are not in the public domain.
- By agreeing to be a member of the CWG, members consent to their names and associations (if any) to be released in any minutes, documentation, or reports related to this Group.
- CWG member(s) may exchange personal information with each other, if they wish.

### Agenda

- City Staff will circulate formal meeting invitations and agendas to CWG members approximately one week prior to any CWG meeting.

### Meeting Reporting

- A minute-taker provided by City Staff will record notes at all meetings.
- Meeting minutes will be circulated in draft form to CWG members approximately one week after each meeting.
- Members will be able to provide comments on the draft meeting minutes for one week after circulation.
- Once the comments are incorporated, a final CWG Meeting Summary Report, will be made available. The final CWG Meeting Summary Report will be presented to the Stakeholder Advisory Group (SAG) for information only.
- After presented to the SAG, the CWG Meeting Summary Report will be incorporated into the final Consultation Summary Report. The final Consultation Summary Report will be made part of the public record as an attachment to regular Council reports.

### Communication

- All communications will be in English. Translation services can be made available for CWG meetings if requested at least 7 days before the meeting.
- Any member requiring accommodation should make this requirement known to City Staff who will ensure communications are provided in a barrier-free manner.
- Distribution of meeting materials, agendas and reports will be by electronic mail.
- All agendas, materials presented and outcomes of CWG meetings will be made public on the Project Website at – [eglintonwestlrt.ca](http://eglintonwestlrt.ca)

### Contact

Questions about the CWG and these Terms of Reference may be directed to:

**Maria Doyle**

Senior Planner, Transportation, Transit Implementation Unit

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