

Dufferin Grove Park North-West Corner and Clubhouse Improvements

Community Resource Group Meeting #1 – Summary

February 27, 2017



This meeting summary report was prepared by Lura Consulting, the independent facilitator and consultation specialist. If you have any questions or comments regarding the report, please contact either:

Katy Aminian
City of Toronto
55 John Street, 24th Floor
Toronto, Ontario M5V 3C6
416-397-4084
kaminia@toronto.ca

Liz Nield
Lura Consulting
505 Consumers Road, Suite 1005
Toronto, Ontario M2J 4V8
416-809-3755
lnield@lura.ca

Community Resource Group Meeting #1 - Minutes
Dufferin Grove Northwest Corner & Clubhouse Improvements
February 27, 2017

FACILITATED BY:

Liz Nield, Lura Consulting
Niki Angelis, Lura Consulting (note taker)

ATTENDED BY:

Community Resource Group Members:

David Anderson	Irena Hrzina
Yves Bonnardeaux	Chang Liu
Robin Crombie	Ellen Manney
Anne Freeman	Tamara Romanchuk

City of Toronto:

Katy Aminian, Senior Project Manager	Nadia Blackburn, Parks General Supervisor
Susan Bartleman, Manager Community Recreation	Lennox Morgan, Parks Supervisor
Sofia Oliveira, Community Recreation	Kirk Hatcher, Planner
Keith Storey, Community Recreation Supervisor	

Councillor Ana Bailão, Ward 18
Liliana Custodio, Constituency Assistant

These minutes are not intended to provide verbatim accounts of discussions. Rather, they summarize and document the key points made during the discussions, as well as the outcomes and actions arising from the CRG meetings.

Opening Remarks, Introductions and Agenda Review

Liz Nield of Lura Consulting, welcomed participants to the first Community Resource Group (CRG) Meeting of the Dufferin Grove Park Northwest Corner and Clubhouse Improvements Project. Ms. Nield conducted a brief overview of the meeting’s agenda and facilitated a round of introductions.

CRG Terms of Reference Overview

Ms. Nield conducted an overview of the draft Terms of Reference for the CRG process. The group discussed how names of participants will be made public in the posted meeting minutes and reports and may also be included on the project website. Contact information will not be shared with the public. A

revision will be made to the Terms of Reference that welcomes members of the public to attend meetings and observe proceedings, but will not permitted to contribute to the discussion.

Ms. Nield provided the group with a summary of the discussion from the initial Community Meeting held on November 24, 2016. Feedback from the public meeting included what people love about the park, areas for improvement, areas of concern, and opportunities for engagement.

Project Overview

Katy Aminian, Senior Project Manager, City of Toronto, presented an overview of the Dufferin Grove Northwest Corner and Clubhouse Improvements Project. The issues outlined in the feasibility study included: health and safety concerns, existing design challenges, insufficient mechanical and electrical services, and accessibility issues. Potential project elements in the Request for Proposal (RFP) were also shared with the group along with an updated timeline and schedule for the project.

Discussion

Participants were given an opportunity to ask questions of clarification throughout the presentation. A summary of the discussion is provided below. Participants' questions are identified with a 'Q', comments with a 'C', and responses from the Project Team are identified with an 'A'.

Engagement

C: In reading the summary report from the November meeting, there was a call to ensure that all the voices in the community are heard, especially young people.

A: At the first public meeting, we encouraged people to apply to the CRG and also share the application forms with others. All the applicants who applied were accepted. They represent local residents, the farmers market and the Clay and Paper theatre. As the process progresses, if we see that we are missing feedback from a specific group, we will make efforts to reach out to them. The City will reach out to the local skateboard group and St. Mary's Catholic Academy to ensure they are represented at the stakeholders meeting

C: There are a lot of people who use the skateboard park, we should make sure to get their perspective.

A: Part of the engagement process may include pop-up consultation in the park to speak to users; there will also be additional public meetings.

Q: There is a skateboard mentor that uses the park frequently, can we reach out to him, have we?

A: We will look into that.

C: Is there a representative from the school that would like to come to this meeting? A lot of kids come over from the park.

A: We reached out to different stakeholders directly, advertised in the Bloor West Villager and put notices in the library and extended the deadline for CRG submissions. We are also launching a website this month that will hopefully help to capture a wider audience.

Q: Will it be multilingual? And can notices/posters be made in different languages (like Portuguese)?

A: Content online can be translated via Google translate and notices can be offered

C: We need to be conscious of the people who use the park that would never engage. Not only a language barrier. There are homeless people that guard the fieldhouse that are part of the park community that may not provide feedback.

A (Councillor Bailao): In one project we had members of the community go out and survey the people. This created a more welcome, trusting way to get feedback.

Site & Project Overview

Q: Is the basketball court included in the scope?

A: No.

Q: What is the southern limit of the project scope?

A: The exact area is not yet confirmed. This will be done when a survey is complete to better understand the grading issues on site. When we have all of the information, we can go through the details of the design as a group.

Q: Do you know how long the project will span?

A: Anticipated timeline for design completion is by the end of summer 2018.

Post Meeting clarification: Construction is planned for 2019 but it may be extended to 2020 pending the scope of project, and sequencing/phasing that minimizes the impact on the programs.

Q: Will this group be involved in the evaluation of proposals?

A: Yes, we would like to have 2 stakeholders from this group participate in the RFP.

C: I am not clear on the proposal process.

A: Once feedback from this session and the public meeting are captured, the City will release an RFP for design consultants to bid on. The City will evaluate the bid and select a design consulting team.

C: It is really important to have reps from the CRG involved in the evaluation.

A: Evaluation has technical components that may need to be evaluated by city staff exclusively. But for community components it would be ideal to have CRG involved in some way.

Q: What is the scoring system or weighting of the RFP?

A: Typically, RFPs are weighed 75% technical and 25% cost. One of the evaluation options is to use a 2-envelope system where the technical aspects of proposals are evaluated first. The cost envelopes of the proposals that pass the initial evaluation will then be opened. The proponent with the highest score (combination of technical and cost score) will be awarded the project.

Q: Where is the community component?

A: The community component falls with the technical aspect of the bid.

Q: Will a whole new building be built?

A: Yes.

Post meeting clarification: Please be advised the City must first and foremost maintain health and safety of its facilities and the public whom the programs are offered to. Therefore, a decision of tearing down the clubhouse is first discussed and evaluated by the City staff who are responsible to review and weigh many related policies and regulations such as the mandatory Health and Safety requirements, Building Code, Life Cycle of Assets and Cost evaluation, State of Good Repair and Capital programs.

The City is responsible for hiring a design consulting team to develop a design based on programs and the scope defined through consultations with the community members and stakeholders. Then, the design consulting team will advise whether the entire building will be torn down or portion of it will be maintained. At this time, our focus is to develop terms of reference to hire the design consulting team, and provide all information that may impact their design services and fees. There will be many discussions and consultations around how to maximize the use of existing or new spaces for current and future programs

Q: Is there a connection between this building and new community hub being built up the street?

A: (Comment by Councillor Bailao) As a community we want them to complement each other and the park will be considered when the hub is being planned and developed.

Q: I'm worried about funding. Right now there is only money for the building, but what about the ongoing programs?

A: The operating budget will be maintained in order to continue operations during and after construction is complete.

The design will be developed based on the existing programs. We may find out through this process that people want other things than what is being offered, or want existing programs to be enhanced.

Q: The feedback from the public meeting showed that people preferred to see tweaks to the building rather than a rebuild. Why is the building not just being renovated?

A: The feasibility study showed that in order to address issues from a budget standpoint and for a longer term investment, a rebuild is preferred. Additionally, the rebuild factors in safety standards and accessibility that need to be addressed.

Q: Will the footprint of the building change?

A: It is difficult to say at this point if the footprint will be changed. We have to go through the planning review to assess whether it is feasible to keep the footprint or expand to obtain new spaces.

Q: At what point do we know the space? When you bring in the consultant and this group works with them?

A: Yes. This is a very unique process for the City. This is the first time we have gone to the community first before hiring a planner in order to ensure your feedback is included while developing the design.

Q: What do you need from us for the RFP?

A: We would like to work with the stakeholders group to develop a scope of design that will be included in the RFP for design consultants to bid on. City staff will draft a scope within two weeks and send it to the CRG members to provide input for further City staff review and evaluation.

Q: Will that also be the stage where we can come to a consensus on what we do not want? I am concerned about reaching a consensus on what is important in such a short timeline.

A: The consultation and evolution of the plan does not end with the RFP process. The community will be involved in the design process moving forward.

Q: Is it possible to put in the RFP that no trees can come down?

A: That is a city standard that has to be met.

Q: What is the programming that currently takes place?

A: A daily snack bar, skate lending, multipurpose room (skate change room), Friday night supper, the farmers' market, leisure skating, shinny hockey and skating permits, playground arts and crafts, gardening programs, Cobb Café, Pizza Day and Campfires.

Discussion: What are your expectations for the clubhouse and NW corner improvements?

- Incorporate as much natural light as possible (skylights or more windows).
- Build a second floor to house the multi-purpose room. This can open up more community programming opportunities.
- Commercial kitchen area, separate from the multi-purpose room.
- Commercial kitchen opened up to other community/volunteer groups.
- Farmer's Market considerations – list provided by organizers.
- Green considerations: green roof, lower carbon footprint, more energy efficient, solar panels on roof
- A space for the Clay and Paper studio to store puppets and supplies.

Next Steps:

The scope of work for the RFP process will be developed over the next two weeks. The scope will be provided to the CRG members who will have a chance to provide feedback and suggestions. The members will have 2 weeks to provide this feedback.

The CRG members are also invited to submit their personal history with Dufferin Grove. The user histories will be used to help orient the chosen consultant and may also be featured on the project website (permission will be sought before uploaded to the website).

The next meeting will be scheduled after the RFP process has commenced.

Action/ Task	Assigned to:
Scope of Work sent out to CRG members on March 15, 2017	Katy Aminian
CRG Members to provide feedback by April 5, 2017	CRG Member
Personal Park History by April 5, 2017	CRG Members & Staff
Dufferin Grove Park tour (TBD)	CRG Members, Staff and Consultants

Meeting adjourned.