

North-West Corner of Dufferin Grove Park and Clubhouse Improvements Community Resource Group Terms of Reference – Draft

1. Background

Dufferin Grove Park is a unique green space that has flourished into a central community hub for the neighbourhood. The park offers a diversity of features, including an outdoor ice rink, basketball court, wading pool, playground, firepit, picnic area, bake oven, community garden and clubhouse that provides washrooms and community gathering space.

The City of Toronto has identified an opportunity to improve the north-west corner of the park where the clubhouse, ice rink, Zamboni garage, community garden and bake oven are located. The City is beginning to explore opportunities to improve the clubhouse and surrounding area, and would like to work with the community to identify a shared vision for the north/west corner of the parkland that retains and respects existing programs, while providing new opportunities for programs and public gathering.

This Community Resource Group is one of the components of the community engagement process.

2. Purpose

This Community Resource Group is established to provide input, guidance and advice for the Dufferin Grove Park and Clubhouse Improvements project. This Terms of Reference includes guidelines for how the Dufferin Grove Park Community Resource Group (CRG) will operate and when meetings will take place.

This document may be amended as the project progresses. Any amendments to the Terms of Reference (TOR) will be done in consultation with the Project Team and Community Resource Group members.

3. Mandate

The mandate of the Community Resource Group is to provide an ongoing forum for advice and feedback to the Project Team (City Staff and Consultants) during the project. The primary goal of the Community Resource Group is to represent the community, park users and business groups and provide input towards the improvement of the clubhouse and surrounding area. Specifically, towards the completion of this goal, the Community Resource Group will:

- Provide an open and equitable forum for discussion;
- Provide advice, input and suggestions on project design ideas;

- Review and provide comments on preliminary project priorities and design concepts; and
- Identify and discuss potential issues, challenges and opportunities and assist the Project Team in developing mechanisms to identify satisfactory outcomes.

4. Membership and Selection Criteria

All individuals currently residing or doing business in the area or having a stake in the outcome of the project are eligible for membership in the Community Resource Group. The application process has been conducted in a transparent manner. Application to the Community Resource Group does not necessarily guarantee membership. Additional opportunities for Project feedback are available through broader public engagement mechanisms.

Membership in the Community Resource Group is for the duration of the design phase of the project.

The Community Resource Group is comprised of 12-15 members, representing a balance of interests including:

- Park and clubhouse users;
- Local residents;
- Community and resident organizations;
- Local businesses and institutions; and
- Local professionals with skills/training/experience in park design, park planning, or landscape architecture.

CRG membership will be formed on a voluntary basis; no compensation will be provided.

5. Roles and Responsibilities

The CRG provides its advice and recommendations to the Project Team with the assistance of an independent facilitator. The following are the roles and responsibilities for each:

Community Resource Group members will:

- Adhere to all aspects of the CRG Terms of Reference;
- Advise the Project Team of their organization's/community's/constituency's perspectives relating to this project and to the community engagement process and materials;
- Provide advice, feedback and perspectives on proposals/reports tabled by the Project Team, CRG members, or others;
- Be courteous and respectful of all other members of the Community Resource Group, public and Project Team;

- Help the CRG operate effectively by offering suggestions and alternatives to address issues, concerns and problems;
- Communicate CRG discussions back to members' organizations, communities and constituencies;
- Review all relevant project materials and provide feedback, advice and perspectives;
- Attend the CRG meetings whenever possible; and
- Review the results of CRG discussions to ensure the meetings are accurately recorded in the meeting records.

Project Team members (City Staff and Consultants) will:

- Adhere to all aspects of the Community Resource Group Terms of Reference;
- Provide accurate, understandable information to CRG members, such that they can contribute informed advice and recommendations;
- Help the CRG function effectively by providing information, and offering suggestions and alternatives to the community engagement process, issues, concerns and problems being discussed;
- Treat all questions posed with respect, and provide clear and straightforward answers;
- Ensure that appropriate Project Team representatives (or other resource people) are present at discussions on specific issues or components of the process;
- Listen carefully to the advice and perspectives of members and where feasible, incorporate advice into the study;
- Balance input from different viewpoints to ensure an inclusive environment; and
- Provide project and community engagement materials for review in advance of CRG meetings where possible.

Independent Facilitation Team members will:

- Adhere to all aspects of the Community Resource Group Terms of Reference;
- Coordinate and facilitate CRG meetings by:
 - Keeping sessions on time and on track;
 - Ensuring openness and equality;
 - Ensuring respectful and productive meetings and group dialogue; and
 - Balancing participation between all members.
- Develop meeting agendas in consultation with the Project Team and the CRG;
- Keep a record of CRG discussions and prepare meeting minutes; and
- Assist in the resolution of issues, as required.

6. Meetings

The Project Team has planned four-six (4-6) meetings of the CRG to take place between Winter 2017 to Fall 2018.

CRG meetings will take place in the evening (approximately 2 to 3 hour meetings) at a suitable location in close proximity to Dufferin Grove Park.

The following procedures will be used in convening meetings of the CRG:

- The Facilitator will develop the CRG agendas – in consultation with the CRG and Project Team – and coordinate accompanying materials. The agenda will be distributed to CRG members at least one week in advance of each meeting.
- CRG members will be consulted on agenda items for future meetings at the conclusion of each CRG meeting.
- The Facilitator will prepare draft and final minutes from CRG meetings. Action items will be reported in the minutes of each meeting. Meeting minutes will be prepared within 10 business days of each meeting for review and finalization by the CRG.
- CRG members will also receive and provide comment on project information and presentation materials that will be made available to the public and be invited to attend public forums.

7. Decision-Making

As an advisory committee, the CRG is not responsible for making decisions regarding the project. This is the responsibility of the Project Team and City Council. Advice from the CRG to the City is preferred to be a consensus but is not required – members may or may not share a common view on the advice they wish to provide the City. All participants in the process will work to identify common ground and where differences of opinions occur, this feedback will be recorded and documented.

8. Contacts

The point of contact for all CRG correspondence is:

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9. Freedom of Information

Please note that the personal information provided through the CRG process will form part of the public record, as per the *Freedom of Information and Protection of Privacy Act*, and will not be protected from disclosure.