

Waterfront Transit “Reset” Phase 2

TERMS OF REFERENCE Stakeholder Advisory Committee

1. Purpose of the SAC Terms of Reference

This document outlines the role of the Stakeholder Advisory Committee (SAC) for the Waterfront Transit “Reset” Phase 2 Study, and includes guidelines for how the SAC will operate, including how 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 SAC members.

2. Project Overview and Study Area

In November 2015, Toronto City Council directed City planning staff, to work with the Toronto Transit Commission (TTC) and Waterfront Toronto to undertake a comprehensive review of waterfront transit initiatives and options from Long Branch to Woodbine Avenue, known as the Waterfront Transit “Reset”. The Waterfront Transit “Reset” was divided into two phases.

Phase 1

As directed by Council, Phase 1 of the study focused on:

- reviewing all relevant background material;
- creating an overall study vision with related objectives;
- developing a preliminary list of improvement concepts;
- consulting with stakeholders and the public;
- identifying preferred concepts for further study; and
- developing a scope of work for Phase 2.

A vision statement was developed early on in Phase 1 as a foundation for defining the future waterfront transit network, and to serve as a reference point for discussions with the public and stakeholders. The vision is as follows:

To provide high quality transit that will integrate waterfront communities, jobs, and destinations, and link the waterfront to the broader City and regional transportation network.

Three main findings emerged from the work completed during Phase 1 of the study:

1. There is an opportunity to move to preliminary design regarding the extension of the existing exclusive streetcar network from the Exhibition Loop to the Dufferin Gate Loop through the northwest portion of Exhibition Place.
2. The TTC’s transit service improvements that reinforce the waterfront network vision should be supported.
3. The importance of completing Phase 2 was reaffirmed.

Phase 1 of the Study was completed in 2016 and Phase 2 is now underway.

Phase 2

The key objectives for Phase 2 are to:

- Continue developing and costing alignment concepts;
- Undertake a detailed analysis of transit operations and ridership;
- Identify priority segments; and
- Create a Business Case and implementation strategy for delivering a coordinated waterfront transit solution.

The study is anticipated to conclude in 2017 with a recommended waterfront transit network solution.

3. SAC Work Plan

The Project Team has planned for two SAC meetings during Phase 2. These meetings may be planned as workshops, providing additional time for more in depth discussions and feedback. In addition, SAC members may be invited to review and comment on presentation materials in advance of public consultation events.

4. Mandate

The mandate of the SAC is to provide a forum for feedback, guidance and advice to the Project Team (Waterfront Toronto, the City of Toronto, Toronto Transit Commission, and project consultants) at key points during the public consultation process. The SAC will be a non-political advisory committee.

Specifically, the role of the SAC is to:

- **Act as a sounding board** for the Project Team to share and discuss ideas and findings;
- **Provide guidance, critiques and suggestions** on proposed study 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;
- **Provide a forum for two-way communications** between members' organizations and the Project Team; and
- **Provide feedback on any other relevant matters** that the Project Team refers to the SAC for comment.

5. Membership

The SAC will be composed of approximately 40-50 interested and affected stakeholder organizations representing a balance of geographic (i.e. across the waterfront study area), and sectoral interests. The actual number of members will be confirmed based on the level of interest in participating.

Members will represent the following sectors:

- Business and Economics – having an economic or business interest (such as a business, commercial or industrial association).
- Community – involvement in neighbourhood, resident or community associations.
- Environment – having a related environmental and sustainability interest
- Transit – having a related interest in one or more modes of travel, i.e. walking, cycling, transit, road, or rail transportation systems.

- Public Health – having an interest in potential human health impacts.
- Urban Design – having a professional interest in planning, landscape architecture or architecture.

The following are the key terms and conditions of SAC membership:

- I. Membership is voluntary and open to representatives of interested and affected stakeholder organizations.
- II. Members will have a demonstrated interest or expertise in at least one of the sectors listed above.
- III. Members understand, accept and agree to abide by these Terms of Reference.
- IV. Members are willing to commit to participate on the SAC throughout the duration of the second phase of the study.
- V. Members agree to attend the SAC meeting and identify and brief an alternate from their organization in the event that attendance is not possible.
- VI. Through their participation on the SAC, members agree to ensure a two-way flow of information between the organizations they represent and the Project Team.

6. Term of Membership

The SAC convened for Phase 1 of the study is being continued for Phase 2, with the addition of a few new organizations.

7. Decision Making

As an advisory committee, the SAC will operate using a consensus-based approach, where members seek general agreement on guidance and advice to the Project Team. A consensus-based approach is where participants openly discuss ideas, perspectives and viewpoints, and seek to develop common ground and narrow areas of disagreement to the best of their ability. Where differing viewpoints and opinions exist, these will be documented in the SAC meeting notes. Voting will not be utilized.

8. Roles and Responsibilities

The SAC reports its advice and recommendations to Waterfront Toronto, City of Toronto, TTC and the Project Team with the assistance of an independent facilitator.

SAC members will:

- Advise the Project Team of their organization's/community's/constituency's perspectives relating to this project;
- Provide advice, feedback and perspectives on proposals/reports tabled by the Project Team, SAC members, or others;
- Help the SAC operate effectively by offering suggestions and alternatives to issues, concerns and problems;
- Attempt to anticipate potential problems and offer options for resolving them;
- Communicate SAC discussions back to members' organizations and constituencies;
- Review all relevant project materials and provide feedback, advice and perspectives;
- Attend the SAC meeting; and
- Review the results of SAC discussions to ensure the meetings are accurately recorded in the meeting records, or in additional reports that members may determine are needed.

Project team members from Waterfront Toronto and the City of Toronto, TTC, and other participating agencies will:

- Strive to provide accurate, understandable information to SAC members, such that they can contribute informed advice and recommendations;
- Help the SAC function effectively by providing information, suggestions and alternatives to issues, concerns and problems being discussed;
- 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 initiative; and

The independent facilitation team will:

- Provide facilitation and secretariat services for SAC meetings;
- Develop a meeting agenda in consultation with the Project Team and the SAC; and
- Keep a record of SAC discussions and prepare summary reports.

A community liaison office, managed by Lura Consulting, has been established for Phase 2 of the Study and will be the main point of contact for all SAC correspondence:

Niki Angelis, Community Liaison Officer
416-410-3888 ext. 714
nangelis@lura.ca

9. Meeting Management, Agendas and Reporting

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

- Meetings will be scheduled at the start of the SAC process, and subject to confirmation based on the study schedule. The facilitation team may convene additional meetings, or postpone scheduled meetings at the request of the Project Team or members of the SAC, upon approval from the Project Team.
- Meetings will generally be held in the early evening, with a duration of 2-3 hours. If more discussion time is required, members may consider holding a weekend or extended daytime session.
- In consultation with the SAC and Project Team, the facilitation team will develop the SAC agendas and coordinate accompanying materials to be distributed prior to each meeting.
- The facilitation team will prepare draft and final minutes from the SAC meeting, including action items. Meeting reports will be prepared within one week of the meeting for review and finalization by the SAC. Once finalized, the summary reports will be distributed by email to the SAC.
- SAC members will also receive project information made available to the public and be invited to attend public meetings.

10. Advisors and Experts

The SAC may wish to invite or request additional advisors, experts or members of the Project Team to attend at various points during the Initiative. Consideration will be given to each request by Waterfront Toronto and the City of Toronto and will be subject to timing, availability and budget considerations.

11. Resources

The facilitation team will provide the resources needed to support operation of the SAC, including meeting venue and refreshments. The facilitation team will also organize all SAC meetings, distribute meeting notices and materials and manage the SAC list.

12. Reporting Relationship

The SAC is acting in an advisory capacity to the Project Team, and is not responsible for the decisions made by the Project Team or City Council. By participating as members of the SAC, members are not expected to waive their rights to participate in the democratic process, and may continue to participate through other channels.

13. Media Contact

Individual SAC members' opinions are not necessarily representative of the views of the entire SAC. In the event that individual SAC members receive media enquiries, such inquiries should be referred to the Community Liaison Officer.

14. Freedom of Information and Protection of Privacy

Please note that all information will be used in accordance with the *Freedom of Information and Protection of Privacy Act* and the *Access to Information Act*. With the exception of personal information, all information provided through the SAC process will form part of the public record including the names of SAC member organizations.