



A NEW RELIEF LINE IN TORONTO

Linking the Network Together

Relief Line

Local Segment - Stakeholder Advisory
Group (LS-SAG)

Terms of Reference

Table of Contents



Relief Line.....	1
Local Segment - Stakeholder Advisory Group (LS-SAG).....	1
Terms of Reference.....	1
Table of Contents.....	2
Background	1
Purpose	1
Mandate.....	1
Membership.....	1
Code of Conduct	2
Work Plan.....	2
Facilitation and Record Keeping	2
Freedom of Information and Protection of Privacy.....	3

Background

The City of Toronto and the TTC are planning for the "Relief Line", a future rapid transit line that would connect downtown Toronto to the Bloor-Danforth Subway east of the Don River. This transit project will assist in relieving crowding on the Yonge Subway line and the Bloor-Yonge interchange station as well as provide riders with more travel options.

Community consultations were held in 2015-2016 to present the proposed routes and potential stations for the relief line to the community and solicit feedback. The feedback received during these meetings indicated that alternate route options, in particular a Carlaw alignment, should be explored prior to final route selection. To meet this request, alternative alignments for the Relief Line are now being studied and the City is seeking feedback from local stakeholders.

Purpose

The Relief Line *Local Segment - Stakeholder Advisory Group* is established to provide input, feedback and guidance for the local alternative alignment routes and stations for the Relief Line segment from Eastern Avenue to the Pape Station on the Bloor/Danforth Subway Line (Line 2.) This group is not a decision making body, it is a body that is representative of the community and was created in search of best advice from the neighbourhood to the project team. These terms of reference includes guidelines for how the Relief Line *Local Segment - Stakeholder Advisory Group* (LSSAG) will operate when meetings take place.

Mandate

The Relief Line *Local Segment - Stakeholder Advisory Group* is guided by these Terms of Reference. The mandate of the LS-SAG is to provide **a sounding board** for the Project Team (City and TTC staff and the consultant team) to review and provide feedback on the local segment Carlaw and Pape alignments. The primary goal of the Relief Line LS-SAG is to represent the community and local business groups and provide input towards the successful completion of the route selection for the design phase of this project. Specifically, towards completion of this goal, the Relief Line *Local Segment -Stakeholder Advisory Group* will:

- Provide an open and equitable forum for discussion;
- Provide advice, input and suggestions on proposed routes/alignments and approaches;
- Identifying potential issues or concerns;
- Sharing knowledge about the surrounding area; and
- Come prepared to meetings by reviewing materials sent to the LS - SAG prior to the meeting.

Membership

The LS - SAG is composed of representatives from the neighbourhoods located between Riverdale Avenue at the north end and Eastern Avenue at the south end; and between Pape Avenue and Carlaw Avenue. LS - SAG members will be selected from interested and knowledgeable residents, stakeholder organizations, and local businesses. City staff as well as the Ward Councillor will attend LS - SAG meetings as a resource to the Relief Line LS - SAG.

Code of Conduct

All those attending 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 LS - SAG meetings must adhere to the following Code of Conduct:

- a) Participants should be courteous, listen to others and respect the opinions of others.
- b) Participants should not request that items outside of the mandate of the LS -SAG be discussed at meetings.
- c) Participants should participate fully in discussions but not dominate the discussion.
- d) Participants should speak one at a time and not interrupt other participants while they are speaking.
- e) 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.
- f) Participants shall not use foul language.
- g) Participants shall not make derogatory comments based on gender, race, ethnicity, religion, sexual orientation or disability.
- h) Personal insults toward other LS - SAG reps and/or to the third party facilitator and City/TTC staff will not be tolerated.

Work Plan

It is anticipated that the LS - SAG will meet in person two (2) times in advance of a broader public meeting that will discuss proposed alternative Relief Line route and station recommendations.

The table below includes the general topics proposed for LSSAG input and feedback (*Note: this is subject to change, but will be confirmed at the end of each meeting*).

LSSAG Meeting	Meeting Topics
1. Nov 2016	<ul style="list-style-type: none">• Introduction and background information• Orientation and approval of LSSAG Terms of Reference• Update on last round of public consultation, technical studies and alternative route options
2. Late 2016/early 2017	<ul style="list-style-type: none">• Presentation/discussion on emerging preferred route• Overview of next steps

Facilitation and Record Keeping

Meeting facilitation will be undertaken by Lura Consulting. The facilitation will include:

- I. Development of meeting agendas in consultation with the City and consultant team.
- II. Facilitation of LS - SAG meetings.
- III. Record keeping and preparation of action items for LS -SAG meetings.

The point of contact for all LS - SAG correspondence is:

Elizabeth Garkowski

Community Engagement Specialist

Lura Consulting

Phone: 647-225-8870

Email: egarkowski@lura.ca

Freedom of Information and Protection of Privacy

Please note that the personal information provided through the LS - SAG 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.

Signature

I agree to these terms of Reference as they may be revised from time to time and agree to take part as a member of the Relief Line – Local Segment - Stakeholder Advisory Group.

Name:

Affiliation:

Date: