



On January 28<sup>th</sup>, 2009, the High Park Community Advisory Council adopted the following motion

*The High Park Community Advisory council adopts these revised terms of reference and accompanying changes to better reflect the unique and historical nature of the council and its role in the preservation and protection of the cultural, natural and recreation environment of High Park for future generations*

*The council shall operated under these revised terms of reference and operating procedures, replacing any existing procedural documents set forth by Parks, Forestry and Recreation or previous councils until such time as the City develops new guidelines. When new guidelines are introduced to the City, the council recommends the City consider adopting these revised terms of reference and operating procedures.*

### **Revised Terms of Reference**

#### **Mandate:**

The purpose of the High Park Community Advisory Council (HPCAC) will be to facilitate ongoing public input and assistance, indicative of concerns and interests of the broad range of citizens, to assist the Parks, Forestry and Recreation division of the City of Toronto in exercising appropriate Park stewardship for present and future generations of Park users.

The mandate of the HPCAC is to provide advice to the Parks, Forestry and Recreation division of the City of Toronto respecting public input and involvement in, among other things, the preparation and monitoring of Park policies, goals and objectives, the establishment of linkages with the community to facilitate and coordinate volunteer resources consistent with the City's initiatives, the fostering of linkages with like-minded groups, and raising the public profile of High Park.

The role of the HPCAC is the preservation and protection of the cultural, natural and recreation aspects of High Park, in addition to any other issues arising as they affect the use and management of High Park and Park users.

#### **Responsibility**

The High Park Community Advisory Council will assist the Parks, Forestry and Recreation division of the City of Toronto to obtain public input, and may consider and make recommendations on other matters referred to it by the Parks, Forestry and Recreation division of the City of Toronto

The HPCAC shall keep the members of the community and Park users informed of the HPCAC's activities, including all reports and meetings undertaken by the HPCAC.

No activity or position may be represented on behalf of the HPCAC by any HPCAC member unless sanctioned by the HPCAC.

The HPCAC, in consultation with the Parks, Forestry and Recreation division of the City of Toronto, may undertake consideration of matters on its own initiative.

Revised Terms of Reference – Appendix 1

*Some of the changes below are reflected in the accompanying revised operating procedures*

<b>Reporting Relationship</b>	Parks, Forestry and Recreation division of the City of Toronto
<b>Membership</b>	<p>To be accorded a vote at the council, individuals must belong to one of the following three groups:</p> <ol style="list-style-type: none"> <li>1. Members-at-large Up to 20 members-at-large, 4 of which will be Officers</li> <li>2. Representatives Local community group representative and Agency/Organization representatives</li> <li>3. Core Committees Can be Chair, co-chair or designate</li> </ol>
<b>Quorum</b>	11 <sup>1</sup>
<b>Terms of Office<sup>2</sup></b>	<p>Members-at-large 2 year term with a 3 consecutive term limit</p> <p>Representatives No limit</p>
<b>Officer positions<sup>3</sup></b>	<p>Chair Vice-chair Treasurer Secretary Past chair (non-voting)</p>
<b>Executive</b>	<p>Officers plus 1 member from each core committee</p> <p>The role of the executive is to: set the agenda for the upcoming HPCAC meetings; provide prompt advice, but no set decisions, to groups interested in attending or working with the HPCAC; appoint a spokesperson to represent the council in matters that require immediate attention; however the executive role is not to act independent of the council.</p>
<b>Core Committees</b>	<p>Buildings, infrastructure and safety Natural Environment Culture and Recreation K9</p> <p>A committee representative (chair, co-chair or designate) of each core committee shall be accorded a vote for that committee on the HPCAC council. Members shall not be accorded more than one vote regardless of the member-at-large status or representation.</p>

Revised Terms of Reference – Appendix 1

<p><b>Adhoc committees</b></p>	<p>The HPCAC can create adhoc committees to deal with specific issues, however these committee would not have voting privileges.</p> <p>For example: Activities and events committee – a committee dedicated to the organizing, planning and staffing events within the park.</p>
<p><b>Representatives – part I (previous known as program groups)</b></p>	<p>Those groups in existence previously known as programs, will become representatives to ensure they maintain their current voting privileges.</p> <ul style="list-style-type: none"> <li>- K9 [now split into K9 committee (core committee of HPCAC)and High Park Dog-owners association (representative)]</li> <li>- VSP</li> <li>- Children’s events (formerly Adventure Playground)</li> <li>- Park Watch</li> <li>- Walking Tours</li> <li>- Nature Centre</li> </ul>
<p><b>Representatives – part II Constituency Groups/Stakeholders</b></p>	<p>The listing of groups in Appendix 1 will be called local community group representatives</p> <p>The addition of groups to the HPCAC council shall be subject to the approval of HPCAC and the Parks, Forestry and Recreation division of the City of Toronto</p>
<p><b>Annual General Meeting</b></p>	
<p><b>AGM Election process</b></p>	<p>Nominations from the public are submitted to the Secretary the Friday prior to the AGM. If nominations received do not meet the required complement of vacancies pending, nominations will be taken from the floor. It is not a requirement that the nominee be present; however, the nominee must be seconded from the floor and then his/her designate shall read a written statement on behalf of the nominee.</p> <p>It is the role of the park supervisor to ensure the nominations reflect the diversity of Park users.</p>
<p><b>Voting (AGM)</b></p>	<p>Any person, who resides, owns property or owns or operates a business within the City of Toronto and who is eligible for membership is entitled to vote at the Annual General Meeting.</p>

**Local Community Group Representatives and Agency/Organization Representatives**

Allotment Gardens  
Bloor West Village R.A.  
Canadian Stage Company  
Children's events  
Community Bicycle Network  
Grenadier Group  
High Park Baseball League  
High Park Demons Youth Hockey  
High Park Dog-owners association  
High Park Residents Assn.  
High Park Tennis Club  
Howard Park Tennis Club  
Nature Centre  
Ontario Foundation for Visually Impaired Children  
Park Watch  
Parkdale High Park Rotary Club  
Parkdale Residents Assn.  
Roncesvalles-MacDonell R. A.  
Sunnyside Community Assn.  
Swansea Area Ratepayers Assn.  
Toronto Entomologists' Assn.  
Toronto Field Naturalists  
Toronto Ornithological Club  
Trackless Train  
Volunteer Stewardship program  
Walking Tours  
West Bend Community Assn.