

# Existing Terms of Reference

## **Parks and Recreation Division**

### **Terms of Reference for Community Advisory Councils**

The Parks and Recreation Division's mission states that "*members of Toronto's diverse communities will have full and equitable access to high calibre, locally responsive recreational programs, efficiently operated facilities and safe, clean and beautiful parks, open spaces, ravines and forests.*"

In keeping with this mission and the high value placed on public input, a work group of committed volunteers and staff created the Terms of Reference for Community Advisory Councils.

#### **Purpose**

- To ensure continuing citizen participation / partnership with the Parks and Recreation Division
- To make the most effective use of citizen time, talents and energy
- To build on the experience, skills and interests of all members of the community
- To take a leadership role in demonstrating fair and equitable practices in all aspects of community involvement
- To work in partnership with staff to provide insight, advice and feedback:
  - a) as a link between staff and the community to ensure that services and activities contribute to the betterment of the community at large
  - b) to address issues affecting the community
  - c) to address issues affecting the Parks and Recreation Division
- To increase awareness of the benefits of Parks and Recreation and encourage participation by current non-users of Parks and Recreation services.

#### **Goal**

To establish advisory councils as a formal, ongoing means of public input to and dialogue with Parks and Recreation staff, where community interest exists.

#### **Guiding Principles**

- To be flexible in our endeavours to ensure we maximize our potential
- To be inclusive and representative of the community's diverse nature
- To be pro-active in our search for the latest trends, issues and approaches to parks and recreation
- To be responsive to emerging needs
- To take time to be insightful and thoughtful in the work we do
- To work co-operatively for the betterment of the community
- To be fair and equitable in all we do.

#### **Accountability**

- To the participants and community at large
- To partners and stakeholders.
- To other members of the Advisory Committee
- To the Parks and Recreation Division

#### **Roles and Responsibilities of Advisory Councils**

##### **Volunteer / Staff Partnership**

- To provide comments, insight and advice to assist staff in the performance of their responsibilities
- To ensure clarity of role definition, feedback, and evaluation between staff and volunteers
- To be actively involved in the development of the volunteer / staff partnership to enhance the work of Parks and Recreation within the community
- To be a partner in the recruitment and selection of potential Advisory Council participants
- To ensure new members participate in appropriate training and orientation sessions
- To ensure there is recognition of the contribution of every volunteer and staff person to the partnership.

### **Community Links**

- Ensure the membership and activities of the Advisory Council demonstrate the City's commitment to equity and are representative of the demographics of the community to be served
- Act as an information link between the community and staff
- Develop new networks or become part of existing networks within the community
- Form community partnerships to enhance activities within the facility and / or participate in community issues
- Use an inclusive form of consensus-building to solve problems and develop innovative solutions to complex issues.

### **Service**

- Participate in the planning and implementation of special events to increase the profile of Parks and Recreation within the community and / or to raise funds for special projects to enhance activities
- Advocate for new or revised activities, policies and procedures that contribute to the betterment of the community.

### **Operations**

- Provide input and advice on program planning and associated implementation and evaluation processes
- Work collaboratively with staff to ensure space use within the facility represents a mutually acceptable balance between divisional programming, community use and private use
- Provide and, with City staff, manage funding designed to enhance existing City activities
- Abide by all relevant City by-laws, policies and legislation affecting the City
- Attend and participate in regularly scheduled meetings
- Ensure meetings are open to the public
- Prepare, and make public, accurate minutes of Advisory Council meetings
- Prepare and make public, accurate financial records derived from fundraising activities.

## **Roles and Responsibilities of Parks and Recreation Division Staff**

### **Volunteer / Staff Partnership**

- To be actively involved in the development of the volunteer / staff partnership to enhance the work of Parks and Recreation within the community
- To be a partner in the recruitment and selection of potential Advisory Council participants
- To ensure new members participate in appropriate training and orientation sessions
- To ensure clarity of role definition, feedback, and evaluation between staff and volunteers
- To ensure there is recognition of the contribution of every volunteer and staff person to the partnership.

### **Management and Operation of Divisional Resources and Assets**

- To be responsible for the day-to-day operation of Parks and Recreation facilities, programs, and services and the management of fiscal, human, and physical resources
- To ensure operational compliance with all forms of legislation, policies and procedures pertinent to the City of Toronto
- To provide appropriate information and updates related to the operation of the facility and the Division to assist volunteers in the performance of their responsibilities.

### **Advisory Council Membership**

- Membership should reflect the City’s commitment to Access and Equity as well as the demographic make-up of the community
- Membership should consist of a representative cross-section of program participants from key areas of activity or age groupings (seniors, youth, aquatic, wellness, etc), local service and community agencies, ratepayers and tenants associations, local businesses, relevant partners and the community at large
- Members of City Council may act as ex-officio members
- Staff representative should be a management staff person (supervisor or designate) with participation by site staff as applicable.

### **Advisory Council Structure**

In keeping with the value placed on public input, and a recognition and support of the diversity of our communities, it is understood that the implementation process will occur over time, using the option that will generate the greatest public input in each community.

Each staff and community are to review the three options and undertake to implement the option that both parties agree is best suited to their community and the level of the volunteer / staff partnership. It is reasonable to begin with one option and move to another option.

### **When Differences Occur...**

The Parks and Recreation Division acknowledges and appreciates the advice given by advisory council members to enhance the quality of its services to the community, and makes every effort to incorporate this advice as given.

From time to time differences of opinion may arise within an advisory council or between an advisory council and staff of the Parks and Recreation Division. While an advisory council does not have authority over the actions of the Parks and Recreation Division, the Parks and Recreation Division recognizes the significance of community input and the need to ensure this input is validated.

In the spirit of partnership and good faith, the Parks and Recreation Division agrees to make every effort to settle differences, create understanding, and strengthen our mutual resolve to better serve the public through a harmonious volunteer / staff partnership.

**Old Terms of Reference**  
**HIGH PARK CITIZENS' ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**

**1. Purpose and Mandate**

The purpose of the High Park Citizens' Advisory Committee will be to facilitate ongoing public input and assistance, indicative of concerns and interests of the broad range of citizens, to assist the Commissioner of Economic Development, Culture and Tourism in exercising appropriate Park stewardship for present and future generations of Park users.

The mandate of the Committee is to provide advice to the Commissioner of Economic Development, Culture and Tourism 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 High Park Citizens' Advisory Committee shall concern itself, as part of its mandate, with the state and management of the natural environment of High Park and relevant neighbouring spaces, vistas of and from High Park, traffic circulation within and to High Park, recreational activities and facilities in and pertaining to High Park, issues of public and personal safety pertaining to High Park, and other issues arising as they affect the use and management of High Park and Park users.

**2. Responsibilities**

The High Park Citizens' Advisory Committee will assist the Commissioner of Economic Development, Culture and Tourism to obtain public input, and may consider and make recommendations on other matters referred to it by the Commissioner of Economic development, Culture and Tourism.

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

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

The Committee, in consultation with the Commissioner of Economic Development, Culture and Tourism, may undertake consideration of matters on its own initiative.

**3. Reporting Relationship**

The High Park Citizens' Advisory Committee will involve a partnership among Park user, resident, stakeholder and special interest group constituencies, and Department of Economic Development,

Culture and Tourism staff, recognizing that the Commissioner of Economic Development, Culture and Tourism is responsible for the management, control, operation and maintenance of High Park.

The Department of Economic Development, Culture and Tourism and the High Park Citizens' Advisory Committee will keep each other informed of matters of mutual interest pertaining to High Park and the surrounding communities. The Department of Economic Development, Culture and Tourism will involve the Committee in the public consultation process for High Park initiatives by presenting draft versions of public documents to it for review and comment. The Committee will provide comments and recommendations on matters within its mandate to the Commissioner of Economic Development, Culture and Tourism for review and consideration.

The High Park Citizens' Advisory Committee and the Department of Economic Development, Culture and Tourism will make every effort to share relevant information, resolve differences, and achieve consensus. In the event of differences between the Department's and the Committee's positions, the Department of Economic Development, Culture and Tourism will present its comments and alternative proposals in a report to be submitted to the Committee of Economic Development, Culture and Tourism and City Council. At that time, if deemed necessary by the Advisory Committee, it may communicate directly to the Committee of Economic Development, Culture and Tourism through written submission or direct deputation, and subsequently receive the attention of City Council.