

Construction Management Committee – Westbank Development

Mandate

The mandate of the CMC is to provide community input and advice throughout the construction work. The CMC is an advisory committee and not a formal commenting or decision-making body. The CMC will take a productive and proactive approach to problem solving by reviewing, highlighting potential concerns and working to solve those concerns before they take place.

The CMC will address:

- Construction activities and schedule
- Construction impacts (e.g. noise, dust, disruptions, traffic management)
- Communications (e.g. signs, notice)

The CMC will not address:

- Changes to approved project designs
- Activities outside of the project

Term

The term of the committee shall be from Council approval to residential occupancy

Membership

The committee members will represent the following local interests:

- PARA
 - HVRA
 - ARA
 - SVRA
 - MVTG
 - Mirvish Village BIA
 - Koreatown BIA
 - Bloor Annex BIA
 - CSI
 - The Randolph Academy
 - Neighbouring property owners –Residential + Commercial
 - Councillor Layton
 - Councillor Cressy
 - Westbank, Westbank Contractor, Westbank On-Site Manager
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- CMC will be chaired by Councillor Layton for 6 months
 - Total number 8-12 members
 - CMC members will not be compensated for their participation
 - Any changes to membership will be decided by Ward 19 and Ward 20 Councillors
 - Non-CMC members may attend meetings as observers
 - Specific sub-contractors and City staff may be invited to attend CMC meetings at the request of members or the Chair
 - CMC can request a direct meeting with Anthony DeCarli at any time if issues are not resolved to the CMC's satisfaction

Roles and Responsibilities

Committee Members will:

- Consider any matters, issues or information referred to the CMC and provide feedback, advice, and recommendations
- Liaise with the organizations/communities they represent regarding the information and matters discussed by the CMC, and bring forward issues, recommendations, or advice from their organizations to the CMC
- Share information from the project team with the broader community
- Not deal with complaints

Westbank will:

- Provide timely project information and construction updates
- Ensure that appropriate representatives are present for discussions on specific issues
- Listen carefully to the feedback and ideas of CMC members and endeavor to ensure that issues and concerns are resolved in a timely manner
- Post minutes on Westbank's website as soon as the minutes are finalized for distribution
- Provide in advance, non-proprietary information for the larger phases of the project to assist the CMC with identification of potential issues which may arise

Local Councillors:

- The role of the local Councillor or designate staff person from the Councillor's office is to advise on community interests
- Will field complaints

All CMC members must adhere to the Code of Conduct as outlined below

- All participants shall be courteous, listen, and respect the opinions of others.
- All participants shall participate fully in discussion, but not dominate the discussion or allow others to do so.
- All participants shall speak one at a time and not cut off other participants while they are speaking.
- Participants wishing to make comments should do so through the Chairperson, and wait until they have the floor.
- Private discussions shall be held outside of the meeting room while the meeting is in progress.
- Participants shall not swear or use obscene or foul language.
- Participants shall not make derogatory comments based on gender, race, ethnicity, religion, sexual orientation, or disability.
- Participants shall not request that items outside of the mandate of the committee be discussed at committee meetings.

- Members that do not follow the Code of Conduct will receive one initial warning after the first violation from the facilitator. Upon a second violation, the individual will be removed from the meeting. A third violation will result in dismissal from the Committee.

Administration

- Meetings will be held monthly for the first 6 months; or as needed based on the request of any participating member if there is an immediate need. Review and evaluation to be conducted at the 6 month mark.
- Meeting schedule for the first 6 months to be prepared and distributed as soon as possible by Councillor Layton
- Depending on project needs, the meeting schedule may be revised by the Chairperson in consultation with members.
- Meeting agendas will be set by Councillor Layton's office in consultation with CMC members and circulated via email at minimum one week prior to the scheduled meeting.
- Meeting minutes will be taken by the Councillor's office for the first 6 months. Review and evaluation to be conducted at the 6 month mark.
- Meeting minutes will be circulated by email to all members as soon as possible
- MVTG and Westbank to post CMC meeting minutes on their websites
- Commitments made by any party in the minutes are expected to come into force once made.
- Councillor Layton will Chair the first 6 months of meetings. Review and evaluation to be conducted at the 6 month mark.

Conflicts of Interest:

- Individuals will be required to declare conflicts of interest transparently and openly.