



## **West Don Lands Construction Liaison Committee**

### **TERMS OF REFERENCE – January 2011 –**

#### **1. Introduction**

The 32 hectares (80 acres) former industrial West Don Lands site is being transformed into a sustainable, beautifully designed, mixed-use, pedestrian-friendly, riverside community. Originally planned to be built-out in three phases over 10-12 years, redevelopment has been accelerated to accommodate locating the Toronto 2015 Pan/Parapan Athletes' Village in a section of the area. Acceleration of the schedule will result in multiple projects under construction simultaneously throughout the area.

Effective communication and consultation with members of the public, local businesses and other stakeholders, is an important part of this project. In addition to a Construction Liaison Committee, a West Don Lands Stakeholder Advisory Committee will also be established to provide a forum for feedback during development and construction.

#### **2. Purpose and Mandate**

The purpose of the Construction Liaison Committee (CLC) is to provide a structured forum for residents, businesses and land owners in the immediate vicinity of the project area to discuss issues related to the construction of the West Don Lands, including parks, enabling works, streets, and development projects. The mandate of the CLC is to liaise with the Project Team and the construction manager during construction to monitor and report on the impacts of construction during the project, and bring forward any issues (e.g., noise, traffic management, debris, debris disposal, etc.) that may arise.

#### **3. Membership**

The CLC is designed to be a small, focused committee. Members will be selected based their ability to liaise with their communities/constituencies, the Project Team and the Construction Manager.

CLC participants should be representative of the current broader community and organizations. As development progresses, representatives of the tenants and new residents who will be moving into the neighbourhood will be invited to participate.

The Project Team will be represented by:

- Waterfront Toronto (design, construction and communication representatives)
- Eastern Construction, Construction Manager
- Infrastructure Ontario/ORC
- Toronto Community Housing (as appropriate)
- Urban Capital (as appropriate)
- ProjectCo (once in place, and as appropriate)
- And others appropriate; as required

### **3.0 Roles and Responsibilities**

CLC participants will:

- i) Participate in regular meetings of the Committee (see section 4.0).
- ii) Consider any matters, issues or information referred to them by the Project Team/construction contractor, and provide feedback, advice and recommendations as requested.
- iii) It is expected that the CLC will be asked to liaise with the Project Team/contractor on items such as notification/communications with the broader community, impact management of project work, such as noise, vibrations, dust, traffic, protocols, etc.
- iv) Be required to be open and receptive, and give careful consideration to ideas and perspectives of the Project Team/contractor.
- v) Be required to liaise with the organization/community they represent and bring forward advice, issues and/or comments on behalf of their organization to the Committee.

The Project Team will:

- i) Strive to provide accurate, understandable information to Committee participants, such that they can contribute informed feedback, advice and recommendations.
- ii) Ensure that appropriate Waterfront Toronto/Eastern Construction (and members of the contractor's team) and any necessary City/province staff (as appropriate) are present at discussions on specific issues or components relating to the Committee's mandate.
- iii) Be open and receptive, and give careful consideration to advice and ideas received from the Committee, and will take appropriate measures to ensure that issues and concerns are resolved in a timely manner.
- iv) Ensure that the broader membership is informed of the Committee's deliberations through appropriate methods (e.g. meeting minutes, Waterfront Toronto website/communications tools, etc.).

The Project Team will also play a key role in determining who will be responsible for actions or measures in response to Committee advice and input. In some cases, it will be the contractor, as defined in the contract documents for the project. The Project Team will work to resolve matters or issues that are beyond the scope of the construction contract.

#### **4.0 Meetings**

It is expected that the CLC will meet regularly, on a bi-monthly basis, beginning in early 2011, for the duration of construction (expected date of completion 2014). More frequent meetings may be needed at key intervals in the project, such as just before and after the start of a new construction stage.

#### **5.0 CLC Administration and Facilitation**

Secretariat and facilitation services for the CLC will be provided by Waterfront Toronto. These services will include:

- i) Coordination and facilitation of all CLC meetings.
- ii) Distribution of meeting notices, updates and meeting minutes.
- iii) Communication of CLC deliberations to the broader membership (when necessary).