



**York Quay Underground Parking Garage  
Construction Liaison Committee  
(A Sub-Committee of the York Quay Revitalization SAC)**

**TERMS OF REFERENCE**

**– January 2011 –**

**1. Introduction**

Waterfront Toronto and Harbourfront Centre are replacing a surface parking lot, a 1.4 hectare area in the heart of the Harbourfront Centre site, with an underground parking garage.

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

**2. Purpose and Mandate**

The purpose of the Construction Liaison Committee (CLC) is to provide a structured forum for neighbours in the immediate vicinity of the project area to discuss issues related to the construction of the parking garage on the York Quay site. The mandate of the CLC is to liaise with the Project Team and the construction contractor during construction. Specifically, the CLC will monitor the impacts of construction during the project and report on any issues (e.g., noise, traffic management, debris, debris disposal, etc.).

**3. Membership**

The CLC is designed to be a small, focused committee composed of approximately 5-8 participants. Members will be selected based on proximity to the site and the ability to liaise with their communities/constituencies, the Project Team and Construction Contractor.

Representatives from the following groups have been invited to participate in the CLC:

- 228/230 Queens Quay, adjacent residence
- 8 York/208/218 Queens Quay, adjacent residence
- 211 Queens Quay, adjacent residence

- Queens Quay Terminal, adjacent business
- BIA, local business representation
- York Quay Neighbourhood Association, community at large

The Project Team will be represented by:

- Waterfront Toronto (design, construction and communication representatives)
- Harbourfront Centre

The Construction Contractor will be represented by:

- Project manager (and other appropriate team members as required)

#### **4. Roles and Responsibilities**

CLC participants will:

- i) Participate in regular meetings of the Committee (see section 5.0).
- ii) Consider any matters, issues or information referred to them by the Project Team/construction contractor, and provide feedback, advice and recommendations as requested. (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, implementation of impact management -- noise, vibrations, dust, traffic -- protocols, among others).
- iii) Be open, receptive, and give careful consideration to ideas and perspectives from the Project Team/contractor.
- iv) Liaise with the organization/community they represent (if applicable) and bring forward advice, issues or comments from 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/Harbourfront Centre staff (and members of the contractor's team) and any necessary City staff (as appropriate) are present at discussions on specific issues or components relating to the Committee's mandate.
- iii) Be open, receptive, and give careful consideration to advice and ideas received from the Committee, and take appropriate measures to ensure that issues and concerns are resolved in a timely manner.
- iv) Ensure that the broader SAC membership is aware of the Committee's deliberations through appropriate methods (e.g. newsletters, availability of minutes, Waterfront Toronto website, 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.

## **5. Meetings**

It is expected that the CLC will meet regularly (as needed) beginning in early 2011 and continuing throughout the major construction of the garage (expected date of completed Summer 2012). 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.

## **6. Secretariat and Facilitation**

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

- i) Organization and facilitation for CLC meetings.
- ii) Distribution of meeting notices and updates.
- iii) Communication of CLC deliberations to the broader York Quay Revitalization Stakeholder Advisory Committee (when necessary).
- iv) Meeting minutes.