

# TORONTO TRANSIT COMMISSION REPORT NO.

**MEETING DATE:** February 24, 2014

**SUBJECT:** PLANNING AND CONSULTATION PROCESS FOR  
SECOND EXITS – LOCAL WORKING GROUPS

## **INFORMATION ITEM**

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### **RECOMMENDATION**

It is recommended that the Board receive this report for information.

### **FUNDING**

The recommendation of this report does not have any financial impact.

### **BACKGROUND**

At its meeting of February 25, 2013, the Board endorsed the new Second Exit Planning and Consultation Program, including the establishment of an advisory panel of third party experts.

At a subsequent meeting, on September 25, 2013, staff reported to the Board that an expert advisory panel had been convened and was meeting to develop an evaluation framework that would serve as the guide for local working groups to assess potential locations for second exits.

On December 19, 2013, the Board endorsed the evaluation framework submitted by the Expert Advisory Panel on Second Exits and directed staff to report back on the next phase of the second exit planning and consultation process as it relates to local working groups.

### **DISCUSSION**

The TTC's new second exit planning and consultation process includes three distinct phases:

Phase 1: Develop second exit evaluation framework by expert advisory panel.

Phase 2: Recommend second exit locations through local working groups with review by expert advisory panel.

Phase 3: Design of second exit.

The local working groups phase will start in spring 2014. A working group will be convened for each station and will identify and evaluate locations for a second exit at the station. This evaluation will be undertaken using the framework developed by the Expert Advisory Panel on Second Exits and endorsed by the TTC Board.

The local working groups, which will be supported by TTC staff and consultants, will be created and governed according to the Terms of Reference attached as Appendix A. The process will include consultation with local Councillors, and the following steps:

1. Initial community meeting to explain process and call for members.
2. Working group meetings to identify and evaluate location options.
3. Delivery of recommendations to the Expert Advisory Panel on Second Exits for review.
4. Community meeting to present recommended location.
5. Report to TTC Board with recommended location.

Each local working group will carry out its work within three months of first meeting. Establishment of local working groups for all stations under consideration will be staggered over an 18 month period.

The local working group recommendations for second exit street level locations will be reviewed by the Expert Advisory Panel with respect to consistency with the evaluation framework and TTC staff with respect to applicable Codes and Standards plus constructability, safety, cost, and schedule. The recommendation for the location will be submitted to the Board for approval.

### **JUSTIFICATION**

Local working groups are an important part of the Second Exit Planning and Consultation Process, as previously approved by the Board.

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January 30, 2014  
87-2-11  
03078-5-85

Attachment: Appendix A – Local working group Terms of Reference

## Appendix A

### TTC Second Exit Planning & Consultation Process Local Working Group Terms of Reference

The Second Exit Local Working Groups (LWG) shall be established as advisory groups to the Toronto Transit Commission to propose and evaluate location options for new exits at existing subway stations. The local working groups will evaluate street level locations using the evaluation framework developed by the Expert Advisory Panel on Second Exits and approved by the Board at its meeting of December 19, 2013.

#### 1. Role of the Local Working Group

##### 1.1. Mandate

The TTC Board has directed a new Second Exit planning and consultation process, including the establishment of Local Working Groups for each subway station subject to this process.

##### 1.2. Responsibilities

To fulfil its mandate, each local working group will:

- suggest location options for a second exit at street level of the station for which it has been convened;
- evaluate options using the evaluation framework developed by the Expert Advisory Panel on Second Exits;
- recommend the location that ranked highest according to the evaluation framework;
- present their recommendation to the Expert Advisory Panel on Second Exits to review for compliance with the evaluation framework, after which time the recommendation will be presented to the community for feedback.

The conclusions of the local working groups will be presented to the TTC Board.

#### 2. Membership Selection

2.1. Membership shall be comprised of 10-15 Toronto residents representing as many of these groups as possible:

- residents living in the vicinity of the station
- business owners and/or landlords with business interests in the vicinity of the station
- workers employed in the vicinity of the station
- TTC customers who frequently use the station
- representatives of community groups operating in the vicinity of the station
- representatives of agencies and/or institutions operating in the vicinity of the station
- representatives of the local BIA, where one exists

2.2. The membership selection process will begin with a public call for members at a community meeting, and will also be undertaken with membership solicitation through

the TTC's website and/or advertisements placed by the TTC, among other potential avenues.

- 2.3. For appointments to a local working group, applications shall be reviewed and evaluated by the Expert Advisory Panel on Second Exits.
- 2.4. Appointment to a local working group requires a brief written submission on why the applicant wants to participate on the local working group, and which category of 2.1 above s/he belongs to.
- 2.5. Upon appointment to the local working group, the member agrees to adhere to the policies and regulations of the TTC and to these Terms of Reference and meeting procedures of the group. The member is also expected to commit to the time and work requirements to be a member of the group.
- 2.6. Members shall be appointed for the period that extends from the time of appointment to the decision by the TTC Board on the location of the second exit for the station under consideration.
- 2.7. It is expected that members attend every meeting of the local working group.

### **3. Meetings**

#### **3.1. Schedule**

Each local working group will provide a recommendation to the Expert Advisory Panel within three months of the first local working group meeting. It is recommended that the groups meet between three and six times during this period.

It is expected that members will complete some work outside of meetings in order to facilitate the process within the time allocated. The TTC will set up an online forum for this work.

#### **3.2. Open Meetings**

Meetings shall be open for the public to attend. Members of the public may ask questions during an allotted question period but may not vote on any local working group matters, including the selection and evaluation of location options.

#### **3.3. Decision-making**

It is expected that groups will generally arrive at decisions by consensus. However, should a decision require a vote, each member will have an equal vote.

### **4. Resources**

#### **4.1. The local working group will be provided with the following support to help carry out their work:**

- Facilitator for meetings
- TTC project team
- Representation from Expert Advisory Panel on Second Exits
- Administrative support for minutes and notices.