

Terms of Reference (TOR) – Hespeler Heritage Conservation District

Community Focus Group

- **Scope and Responsibilities:**

- I. The Community Focus Group will form an important part of the Hespeler Heritage Conservation District (HCD) project, as outlined within the RFQ document (issued January 23, 2023).
- II. The Focus Group is not a statutory body under the Ontario Heritage Act.
- III. The Focus Group is voluntary in nature. There is no compensation provided for members by the City of Cambridge. Members may join and leave as desired. There will be no mail out to seek membership. Focus Group membership is made up of members who have requested to be involved at the Public Information Centre, through the project's survey, or via email.
- IV. The responsibilities and activities of the Focus Group may include:
 - Meeting to discuss project progress;
 - Providing general or specific comments to the consultant team and the project manager on the HCD Study and Plan;
 - Reviewing materials contributing to the draft study, evaluations, and reports prepared by the consultant team; and,
 - Acting as a local community voice to the consultant team and the project manager, as needed.
- V. The meeting format will be informal. There will not be formal procedures, no membership roles, and no formal voting.
- VI. Meeting notes will be taken by staff and meetings will be recorded to ensure public comments are adequately noted.
- VII. The Terms of Reference are subject to change based on project needs or staff constraints.

- **Time Commitment:**

- I. Three (3) meetings during the Study Phase and three (3) or more meetings during the Plan Phase (if needed), for a total of six (6) or more meetings (as required). Meetings will be scheduled as needed. Meetings will be held virtually and will be set based on the schedules of staff, the consultant team, and focus group members.
- II. Meetings are expected to be approximately 90 minutes in length.
- III. Meetings during the Study Phase are anticipated to take place in January, February, and March 2024. The HCD Study Final Report is expected to be presented to Council in April 2024. Should Council wish to pursue the designation of the HCD, the Focus Group will be expected to continue meeting during the Plan Phase. Another three (3) or more meetings are expected to take place between April and November 2024.

- **Eligibility and Representation:**

- I. The Community Focus Group is open to any individuals interested in being involved in the Hespeler HCD project, who have requested to join or who have provided their contact information at the Public Information Centre or through the project's online survey. At present, there is no membership capacity limit to the Focus Group.
- II. The City of Cambridge strives to ensure representation from residents who have an interest in local history and community development.
- III. The City of Cambridge strives to ensure representation from across the community and from applicants with diverse lived experiences.