

Terms of Reference

Northeast Vaughan Water and Wastewater Servicing Project

Technical Advisory Committee

Background

The Regional Municipality of York (York Region) has initiated a study to identify the required water and wastewater infrastructure to service anticipated development in Northeast Vaughan to the year 2051. With this purpose in mind, the Project consists of the following three stages:

- **Stage 1 Water and Wastewater System Capacity Optimization Study** to identify water and wastewater needs and opportunities in the water and wastewater service areas in support of the Class Environmental Assessment Study
- **Stage 2 Class Environmental Assessment (EA) Study** to identify the preferred water and wastewater solutions and implementing design concepts to address the needs and opportunities for the Project
- **Stage 3 Preliminary Design and Feasibility Study** to complete a preliminary detailing of the preferred design concepts and confirm their feasibility from a constructability standpoint

Technical Advisory Committee Mandate

York Region believes that the early and ongoing involvement of regulatory authorities, approval agencies, and the City of Vaughan (City) in the Project is a mutually beneficial approach to ensure that the Project Team identifies and understands technical issues that may potentially affect the successful outcome of the Project, such as:

- Interpretation and understanding of applicable legislation
- Identification of project restrictions at the study design and construction phases
- Identification of potential future conditions of project approvals

The Technical Advisory Committee (TAC) provides a forum for regulatory authorities, approval agencies, and the City to provide feedback and guidance to the Project Team during the Project.

The TAC will ensure that the regulatory authorities, approval agencies, and government were effectively engaged in the development of a sustainable solution for the Project. Specifically, the TAC will provide technical reviews of the following:

- Identified problem/opportunity statement
- Alternative water and wastewater servicing solutions and design concepts
- Inventory of the environment within the Project's study area
- Assessment of alternative water and wastewater servicing solutions and design concepts
- Communications material prepared for Public Consultation Centres and other public activities
- Environmental Study Report

- Preliminary Design and Feasibility Study

Members of the TAC will serve as a liaison between the TAC and their respective authorities, agencies or the City to collect or distribute data, information, and requests. Specifically, members will be responsible for:

- Collecting ideas from their respective authorities, agencies, or the City to bring to TAC meetings
- Presenting these ideas to the TAC
- Conveying information from the TAC back to their respective authorities, agencies, or the City
- Presenting the recommendations of the TAC back to their respective authorities, agencies, or the City

Technical Advisory Committee Membership

The TAC will consist of individuals from key regulatory authorities and approval agencies and representatives of York Region and the City.

Its proposed composition of 18 seats includes:

York Region	3 seats
City of Vaughan (Engineering & Planning)	3 seats
Toronto and Region Conservation Authority	1 seat
Ministry of the Environment & Climate Change	1 seat
Ministry of Natural Resources & Forestry	1 seat
Ministry of Transportation	1 seat
Ministry of Tourism, Culture and Sport	1 seat
Ministry of Municipal Affairs and Housing	1 seat
Ministry of Infrastructure	1 seat
Fisheries and Oceans Canada	1 seat
Transport Canada	1 seat
GO Transit	1 seat
Canadian National Railway Company	1 seat
Hydro One	1 seat

The following York Region stakeholders will be invited to TAC meetings as optional attendees:

- Adrian Coombs (Water and Wastewater Master Plan Update project)
- Paul Acquah (Rutherford Road/Carville Road Municipal Class EA project & Teston Road project)
- Mike Perin ((Operations, Maintenance, and Monitoring (OMM) Area 1)
- Jeremy Hunt (OMM Area 2)
- Lina Ariza (Capital Planning – Water Modelling)

- Alireza Parhami (Capital Planning – Wastewater Modelling)
- Matthew Aylett (Corridor Approvals)

Members should assign pre-registered alternates to attend in their place provided that the alternates are familiar with the discussions and outcomes of previous meetings. Twenty-four hours' notice of the inability of a member or an alternate to attend a meeting would be appreciated as a courtesy.

Chair

A professional Facilitator, selected by York Region, will chair the TAC meetings. The Facilitator will plan meeting agendas, act as meeting chair, and coordinate activities of the TAC. The Facilitator will also provide meeting process rules and other procedures related to TAC effectiveness.

Meeting Organization

The TAC will meet approximately four times between November 2014 and March 2016, as shown in the table below:

Meeting No.	Approximate Date	Description / Purpose
TAC Meeting No.1	November 2014	Project introduction, SAC Terms of Reference, and problem/opportunity to be addressed by the Project
TAC Meeting No.2	February 2015	Alternative water and wastewater solutions including the recommended water and wastewater solutions
TAC Meeting No.3	September 2015	Alternative water and wastewater design alternatives for implementing the preferred water and wastewater solutions including the recommended design alternatives
TAC Meeting No.4	March 2016	Draft Environmental Study Report review

Meetings will be scheduled on the basis of members' availability. Meetings will generally be held during the day.

The meetings will be conducted in such a manner as to create an environment for constructive dialogue between representatives. When appropriate, Project Team members will present technical information to the TAC for discussion. Presentations will be focused to ensure maximum opportunity for discussion. A draft agenda and related information will be circulated in advance of the meetings.

Meeting Notes

To provide prompt access to TAC meeting notes and received reports, the business of approving meeting notes may be conducted by electronic mail. An electronic distribution list will include all TAC members.

Meeting notes will be prepared following each meeting and circulated to TAC members within fourteen days. Meeting notes will be posted as final seven days following circulation unless corrections are received by the Facilitator. A copy of the approved meeting notes will be forwarded to the Project Team and York Region will also post a copy of the approved meeting notes on the Project webpage.

Expectations of Members

- Members are expected to attend each meeting or send a pre-registered alternate in their place informing the Facilitator in advance of such occurring.
- Members are expected to attend the meetings on time and stay for the duration.
- Members will have the opportunity to be heard and shall respect the viewpoints of other members.
- Members are expected to review agendas and agenda material in advance of the SAC meetings to make best use of the meeting time.
- Members are expected to review meeting minutes within seven days, following circulation providing any requested changes to the Facilitator for consideration.
- Members are expected to be courteous and respectful of one another.

Failure to abide by these expectations may result in dismissal of a committee member, at York Region's discretion.

Decision-Making

The TAC is a non-voting advisory committee that makes recommendations to the Project Team for consideration. The TAC will seek consensus when making recommendations to the Project Team. The TAC will ensure that each representative has the opportunity to be heard and has come to an understanding, not necessarily agreement, on the recommendation being put forward. York Region and the Project Team will take all TAC recommendations into consideration during their decision-making on the Project.