

Terms of Reference

Northeast Vaughan Water and Wastewater Servicing Project

Stakeholder 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

Stakeholder Advisory Committee Mandate

York Region believes that input from local resident associations, businesses, community leaders, developers, and environmental interest groups results in improved decision-making that reflects the interests of the communities potentially affected by the Project. The Stakeholder Advisory Committee (SAC) provides a forum for focused discussion of the Project with a representative, broadly-based group of interested public representatives and stakeholders. The SAC will help to identify public and stakeholder opportunities and concerns/needs/issues/risks for discussion with the Project Team. The mandate of the SAC is as follows:

- To share information and knowledge of the Project's study area and communities
- To ensure informed stakeholder participation through to the end of Stage 3 of the Project
- To assist in identifying current and potential community issues relative to water and wastewater servicing in the study area
- To review and comment on Project Team presentations and reports within an agreed upon timeframe at key Project milestones
- To provide input on the communications material prepared for Public Consultation Centres and other public activities
- To provide project information to stakeholder organizations through the respective committee members and to serve as a liaison between the Project Team and the member organizations.

Stakeholder Advisory Committee Membership

The SAC is to be constituted with representation from interested organizations and/or associations and is structured to provide a balance of perspectives.

Its proposed composition of 18 seats includes:

York Region	3 seats
City of Vaughan (Engineering & Planning)	3 seats
Designate from Vaughan Chamber of Commerce	1 seat
Building Industry and Land Development (BILD) Association	1 seat
Community Associations within the water and wastewater service areas	2 seats
Environmental/Special Interest groups	2 seats
Local institutions	2 seats
Interested residents living within the study area	2 seats
Businesses, Industrial & Commercial firms within the study area	2 seats

SAC members may send a pre-registered alternate to the meetings. In the event that a member of the SAC is not able to attend two successive meetings, the Chair may appoint a suitable replacement person. The Committee is not empowered to hear public delegations.

Chair

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

Meeting Organization

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

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

The meetings will generally take place in the evening from 6:30 to 9:00 p.m.

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 SAC 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. To provide input and comment, members of the SAC will review materials in advance of release to the public.

Meeting Notes

Meeting notes will be prepared following each meeting and circulated to SAC 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 SAC is a non-voting advisory committee that makes recommendations to the Project Team for consideration. The SAC will seek consensus when making recommendations to the Project Team. The SAC 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 SAC recommendations into consideration during their decision-making on the Project.

Accessible formats or communication supports are available upon request.
Please contact EnvironmentalServices@york.ca or call 905-830-4444 extension 73000.