

## **Terms of Reference for the Western Vaughan Community Stakeholder Advisory Committee (CSAC)**

### **Background**

The purpose of the Western Vaughan Transportation Improvements Individual Environmental Assessment (IEA) is to identify transportation improvements in South-West Vaughan to support planned growth to the year 2031. The study area includes the western portion of the City of Vaughan from Highway 400 to the east, to Highway 50 in the west, Highway 407 to the south and Teston Road to the north.

The Western Vaughan Transportation Improvements IEA is being undertaken in accordance with the Terms of Reference (ToR) approved by the Minister of the Environment in February 2006. The ToR described, among other things, the consultation program for the IEA. A key component of this program was the establishment of Advisory Committees to assist the project team with identifying and evaluating alternatives. The project team has created two such Committees: a Community Stakeholder Advisory Committee (CSAC) and a Review Agency Advisory Committee (RAAC).

### **Community Stakeholder Advisory Committee Mandate**

The Region of York believes that the advice of local resident associations, businesses and community leaders can provide input for improved decision-making and enhanced consultation with the communities affected by the Western Vaughan Transportation Improvements Project. The purpose of the Community Stakeholder Advisory Committee (CSAC) is to provide a forum for in-depth discussion of project issues with a representative group of broadly based interested stakeholders. The CSAC will help to identify public and stakeholder opportunities and concerns and assess the possible reaction of the public to transportation alternatives. The mandate of the CSAC is:

- To share information and knowledge of the Western Vaughan Study Area;
- To assist in the identification of current and potential community issues relative to transportation conditions and improvements in the study area;
- To comment on consultant and staff presentations and reports;
- To provide input on identification and evaluation of alternatives to the undertaking and alternative methods, including the evaluation criteria and indicators;
- To provide input on the public consultation program;
- To provide information to their stakeholder organization on the project and serve as liaison;
- To attend CSAC Meetings (twelve meetings to be held over the course of the project).

## **Advisory Committee Membership**

The CSAC is proposed to be constituted with representation from organizations and/or associations and is structured to provide a balance of perspectives. Its composition includes:

- Vaughan Chamber of Commerce (1 seat)
- Greater Toronto Homebuilders Association (1 seat)
- Resident Associations within the study area (3 seats)
- Resident Associations outside the study area (1 seat)
- Environmental Interest Groups (2 seats)
- Transportation Organizations (2 seats)
- Institutions (2 seats)
- Private Citizens (2 seats)
- Property Owners (2 seats)
- Businesses, Industrial and Commercial Firms within the study area or that frequently travel within the study area (2 seats)

CSAC Members may send an alternate to the meetings. In the event that a member of the committee is not able to attend two successive meetings, the Chair, may appoint a suitable representative person. While the meetings are open to the public, the Committee is not empowered to hear public delegations.

## **Chair**

An independent professional facilitator will chair the CSAC meetings. The Facilitator will plan meeting agendas, act as meeting chair and coordinate activities of the CSAC. The Facilitator will also provide meeting process rules and other procedures related to Committee effectiveness.

## **Meeting Organization**

The CSAC will meet approximately twelve (12) times between December 2007 and May 2010. The meetings will generally take place in the evening from 6:30 to 9:00 p.m. The total number of meetings and timing will be discussed with the CSAC members as the project proceeds.

The meetings will be conducted in such a manner as to create an environment for constructive dialogue between representatives. Everyone will have the opportunity to be heard and different viewpoints will be respected. Where appropriate Project Team members will attend the CSAC to present technical information for discussion by the CSAC. Presentations will be focused to ensure maximum opportunity for discussion. A draft agenda and related information will be circulated in advance of the meetings. Members of the CSAC will review materials in advance of the release to the public to provide input and comment.

## **Decision-Making**

The CSAC is a non-voting advisory committee. The CSAC will seek consensus on matters where decisions are required. Consensus means that each representative had the opportunity to be heard and has come to an understanding on a decision. Consensus does not mean that the representatives have to agree on the outcomes, but since these outcomes are the group's decisions, the outcomes must be supported by the members of the Committee.

## **Meeting Notes**

Meeting notes will be prepared following each meeting and these will be circulated in draft form in advance of the next meeting. Approved meeting notes will be forwarded to the Region of York and Project Team and will be posted on the project website.