

Terms of Reference for the Western Vaughan Review Agency Advisory Committee (RAAC)

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).

Review Agency Advisory Committee Mandate

The Region of York believes that early and ongoing involvement of regulatory authorities and other government agencies is necessary to ensure that the project team recognizes and understands any issues that may affect the project. The Western Vaughan **Review Agency Advisory Committee (RAAC)** provides a forum for regulatory authorities and other government agencies to provide guidance to York Region and its consultants for the planning and implementation of the Transportation Improvements.

The **Review Agency Advisory Committee** will ensure that the Project Team has effectively engaged all levels of government that are responsible for commenting on the transportation improvements. Specifically, the group will review and provide input on the:

- Purpose of the undertaking;
- Collection of Baseline Data;
- Identification and evaluation of alternatives to the undertaking, including the evaluation criteria and indicators;
- Identification and evaluation of alternative methods, including the evaluation criteria and indicators;
- Communications material prepared for Public Consultation Centres and other public activities; and,
- Draft Environmental Assessment Report.

Advisory Committee Membership

The Advisory Committee will consist of senior level individuals (i.e., with decision-making authority) from key regulatory authorities related to the Western Vaughan Transportation Improvements. Members will include representatives from federal, provincial, and municipal governments.

Members will assume a liaison role between the Advisory Committee and their respective agencies and will be responsible for:

- Collecting ideas from their organization to bring to advisory committee meetings;
- Presenting these ideas to the advisory committee;
- Conveying information from the advisory committee back to their organization; and
- Presenting the recommendations of the advisory committee back to their organization.

Members may assign alternates to attend in their place provided that the alternates have decision-making authority and are familiar with the discussions and outcomes of previous meetings.

Chair

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

Meeting Organization

The RAAC will meet approximately twelve (12) times between December 2007 and May 2010. Meetings will be scheduled on the basis of members' availability. Meetings will generally be held during the day. The total number of meetings will be discussed with the RAAC 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, study team members will attend RAAC meetings to present technical information for discussion by the RAAC. 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 RAAC will review materials in advance of the release to the public to provide input and comment.

Decision-Making

The RAAC is a non-voting advisory committee. The RAAC 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

To provide prompt access to RAAC minutes and received reports, the business of approving minutes may be conducted by electronic mail. An electronic distribution list will include all RAAC members, Region of York staff representatives and ex-officio members of the RAAC.

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 study web site.