

Clair-Maltby Master Environmental Servicing Plan & Secondary Plan Technical Advisory Group (TAG) Terms of Reference

September 14, 2016

Background

The Clair-Maltby Secondary Plan & Master Environmental Servicing Plan (CMSP/MESP) has been initiated by the City in order to comprehensively plan the last unplanned greenfield area in the City. The CMSP/MESP process provides an integrated approach to advance the development of this Area. The approach integrates land use, environment, transportation and servicing studies/plans to guide the Secondary Plan.

The Secondary Plan will be based on extensive technical background work including a Comprehensive Environmental Impact Study (CEIS), Water/Wastewater Servicing Study, Stormwater Management Plan (SWM) and Mobility Study. These studies have the potential to result in a number of issues, consideration of which have the potential to benefit from external input from engineering, natural heritage and water resource technical experts familiar with the Study Area. The TAG is being formed for this project to fulfill this function.

TAG Mandate

The TAG will suggest ideas or concerns and may test the validity or likely success of ideas and solutions brought forth regarding technical issues related to natural heritage, water resources, water/wastewater servicing, stormwater management and transportation engineering. It will act as a forum for discussion of technical issues, concerns and solutions related to the above noted technical studies between the TAG, the City Project Team and the City's Consultant Team. The TAG may also be requested to review draft technical background reports or the results of other specific background analyses. This may include draft reports or analyses that are preliminary and not ready for release to the public. As a result, its work will be carried out on a confidential basis where required.

The TAG will be an Advisory Group to City of Guelph staff for this project, therefore it is not a decision-making body and will not have the authority to vote or commit City resources. It will also not entertain delegations from the public, nor will the meetings be open to the public. The input from the TAG will be considered together with input from the City's other relevant Advisory Committees including the Environmental Advisory Committee (EAC), and River Systems Advisory Committee (RSAC), as well as from the Technical Steering Committee (TSC) and the Community Working Group (CWG) established specifically for this project.

TAG Membership

The TAG will be chaired by the City of Guelph's Infrastructure Planning Engineer. The TAG will be comprised of technical experts with recognized academic and professional qualifications as determined by the City and the City's Consultant Team in the fields of:

- natural heritage;
- surface and groundwater resources;
- water/wastewater servicing;

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- stormwater management;
- transportation engineering; and,
- professional planning.

Candidates with demonstrated familiarity with the Study Area and/or expertise in landscapes containing moraine topography and closed wetlands will be given priority for membership.

Members will be drawn from technical experts that are familiar with the Study Area, as well as technical experts retained on behalf of the following Stakeholder Groups in the Study Area including both the Primary and Secondary Study Areas:

- Landowners/Residents;
- Home Builder/Developers; and,
- Local Resident Groups.

Membership will be kept to a maximum of 15 members to facilitate engagement by all participants in discussion of issues. The TAG will be comprised of the following:

- A maximum of 4 Natural Heritage experts with differing areas of specific expertise (i.e. botany, terrestrial, aquatic, etc.);
- Maximum of 2 water resource experts;
- Maximum of 2 water/wastewater servicing experts;
- Maximum of 2 stormwater management experts;
- Maximum of 3 transportation engineering experts with differing areas of specific expertise (i.e. transit, TDM/active transportation, etc.); and,
- Maximum of 2 Registered Professional Planners.

Subgroups of the TAG may be established to deal with specific issues.

TAG Member Responsibilities

It is required that TAG members understand and agree to the terms and conditions outlined in these Terms of Reference including confidentiality requirements.

TAG members will be expected to serve for the full extent of the Secondary Plan project. Alternatively, a member that is unable to serve for the full extent of the project will be requested to work with the City's Project Team to find an appropriate replacement approved by the City.

Membership is voluntary and no compensation will be paid by the City to members.

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Recruiting

The Project Team, working with the Stakeholder Groups, will identify potential technical experts for the categories listed above. Such technical experts should not already be represented on other City Council Advisory Committees or the Community Working Group providing input to the Study.

TAG Chair

The Chair will preside over all the meetings of the TAG. The Chair will facilitate meeting discussions to ensure that all members have an opportunity to express their views and to ensure that the matters at hand are discussed in accordance with the meeting agenda. It is the responsibility of the Chair to preserve order at the meeting and his or her ruling is final on all matters.

Timelines

The TAG will meet initially in Q4 of 2016. The initial meeting will be an introductory meeting. Subsequent meetings will be scheduled as appropriate with respect to the overall study schedule. It is anticipated that approximately 2-3 meetings will be held annually at a time determined by the group. This will be subject to study progress and results. The TAG will serve until the completion of the Secondary Plan project.

Meeting Minutes

Minutes of the TAG meetings will be prepared by the City Consultant Team and will be circulated to TAG members. They will describe key conclusions and action items arising from the meetings. TAG members will have the opportunity to review the minutes prior to their finalization.

Conduct

To preserve the integrity of the TAG and its members, the members shall govern themselves so as not to disrespect, offend or limit the ability to discharge the matters before the TAG in an orderly and effective manner. Procedural rules which reflect this approach shall be established by the Group at its initial meeting.