

*Town of Erin Urban Centre Wastewater Servicing
Schedule C Municipal Class Environmental Assessment*

Public Liaison Committee TERMS OF REFERENCE

Project Background and Description

The Town of Erin (the “Town”) is a rural lower-tier municipality located in southern Wellington County northwest of the Greater Toronto Area (GTA). The population of the Town is 11,830 spread out in 3900 households. It includes two urban centres, Erin Village and Hillsburgh.

The Town’s Official Plan was originally approved by Wellington County on December 14, 2004. The Town completed a Servicing and Settlement Master Plan (SSMP) in September 2014, assisted by their consultant B.M. Ross and Associates Limited. This was completed as a Master Plan under the Municipal Class Environmental Assessment (Class EA) process and included water, wastewater, transportation and storm water management servicing. The SSMP followed Approach #1 of the Class EA Master Planning Process and by doing so, addressed Phases 1 and 2 of the Class EA process. Because the SSMP was done at a broad level of assessment, more detailed project-specific studies are required to fulfill the Class EA requirements.

The Town has made the decision to move forward with a municipal wastewater collection and treatment system as recommended in the SSMP. In order to advance to next steps, the Town is undertaking a Class EA - Urban Centre Wastewater Servicing Class Environmental Assessment (the “Project”). This Project involves continuing Phase 2 of a Class EA process and then, commencing and completing Phases 3 and 4.

The Project is classified as a Schedule C under the Municipal Class EA process. The Town will continue with Phase 2 of the Schedule C Project by reviewing and updating wastewater related studies completed as part of the Class EA Master Planning Process (Phases 1 and 2) and commence and complete Phases 3 and 4 of this Class EA process to complete an Environmental Study Report (ESR), which helps to determine the preferred design concept for wastewater servicing across the Town (including identification of the parts of the community that should be connected to the wastewater collection and treatment system).

The Town has retained a multi-disciplinary consultant team including the Ainley Group (project management), Hardy Stevenson and Associates Limited (environmental

assessment coordination, public and stakeholder consultation, and communications), and Hutchinson Environmental Sciences Limited (water quality and assimilative capacity studies) to carry out this Project.

The Consultation Program will strive for strong two-way communication with Municipal Council, the general public, local businesses, interest groups, government review agencies (e.g. Ministry of Environment and Climate Change, Credit Valley Conservation Authority, etc.) and Aboriginal communities (where appropriate).

Part of the Consultation Program is to establish a Public Liaison Committee (PLC). PLCs are common in projects of this nature and it is an approach that has proven to be helpful for guiding many other similar projects. Through the PLCs, a cross section of key stakeholders will be engaged early on and in depth during the EA process. This will help address issues and discuss approaches prior to engaging the wider community. As well, this will allow for a detailed discussion of Project issues with a smaller group of stakeholders, while still allowing for a range of perspectives from across the community.

In addition to the PLC, the Consultation Program includes:

Core Management Team (CMT) Committee, which includes Town of Erin and Triton Engineering Services Limited, Wellington County Planning Department, Blackport Hydrogeology, government review agencies, Ainley Group, Hardy Stevenson and Associates Limited, and Hutchinson Environmental Sciences Limited (not open to the general public);

Council Workshops, which are intended for municipal councillors (although open to public, the general public will not participate in the discussion);

Public Information Centres (PICs), which are for the general public (CMT, PLC, and councillors are invited to attend);

Public Review of ESR, which offers the stakeholders and government review agencies at least 30 calendar days to review the ESR and submit written comments via email, hand delivery, or regular mail within a given deadline; and

Written Submissions, which will be opportunities to submit written feedback from the beginning of the Project to two weeks after the second PIC and as part of the public review period of the ESR.

Purpose of PLC

The PLC is a non-political advisory committee that will be established by the Town of Erin in accordance with these Terms of Reference (ToR). Members of this group are guided by these ToR.

The purpose of the PLC is to provide advice and feedback to the Town of Erin, the CMT, and the Project Team at key milestones over the course of the Project, including feedback on the following:

- Opportunity Statement for the project;
- Evaluation approach, including evaluation criteria, weighting factors and proposed methodology;
- Evaluation results;
- Anticipated impacts and mitigation measures;
- Communication and consultation activities and approach;
- Key documents completed in draft before they are released to the public; and
- Related project issues and items as may be identified as the project evolves.

All participating members will have an opportunity to be heard. By participating as members of the PLC, the members are not expected to waive their rights to the democratic process, and may continue to avail themselves of participation opportunities through delegations to Council, and / or providing written briefs. Any positions taken by individual members are without prejudice.

Membership

The PLC is structured to allow a full range of stakeholder opinions to be made available to the Town of Erin. Accordingly, the Town intends to have member representatives in the PLC, from the following groups:

Types of Groups	
General public (both Erin and Hillsburgh)	Economic Development Committee
Community interest groups	Environment and Sustainability Advisory Committee
Local businesses (includes Erin Village BIA and Let’s Get Hillsburgh Growing Committee)	Environmental groups
Development community	Aggregate industry
Heritage Committee	Agricultural industry
Recreation and Culture Committee	

Recruiting

10-12 PLC members will be identified and recruited by the Town of Erin from the groups listed above. PLC membership positions will be advertised through ads in the Erin Advocate and Wellington Advertiser, Town's website and social media (Twitter and Facebook). The following criteria are recommended to assist with identifying and selecting community-at-large PLC representatives:

- Interest in water and wastewater servicing matters.
- Ability to attend meetings over a 24 month period.
- Ability to travel to attend meetings.
- Represent general public and / or represent one of the groups listed above.

See *end of this ToR* for the Application Form

Meetings

The PLC will be convened at key points in the project. Meetings are anticipated to be aligned with key study stages or as deemed necessary by the Project Team. Meetings will be held at the Town's offices, with the exact location to be confirmed. In order to adhere to the project schedule, the PLC meetings will take place as scheduled. If a participating member is not able to attend a meeting, he / she is encouraged to assign an alternate representative (see sections below on *Participating Members* about alternate representatives).

The Project Team will organize the meetings, including setting the dates, sending invitations, and providing the agendas and information related to the study process in advance of each meeting. Participants should review any reports and materials before the meetings as required. PLC meetings will be open to members of the public but only members of the PLC will be able to participate in the discussions.

Minutes

Minutes of meetings with the PLC will be taken by a member of the Project Team. Draft meeting minutes will be circulated to the PLC for suggested edits following each meeting. Members will have three business days to provide suggested edits (only information that was recorded erroneously or was incorrect will be incorporated – no new comments will be added); then, the minutes will be finalized (incorporating suggested edits, if applicable), re-circulated and posted on the project website.

Members and observers are not allowed to audio or video record the meeting without permission from the chair.

Roles and Responsibilities

As a member of the PLC, each participant will:

- Consider any matters, issues, or information referred to them by the Project Team relating to the Class EA, and provide advice and recommendations as requested;
- Liaise with the organization they represent (if applicable) and bring forward advice, issues, or comments from their organization to the PLC;
- Assign an alternate representative to attend a meeting(s) when absent from a meeting(s);
- Strive to operate in a consensus mode, where participants openly discuss views and opinions, and seek to develop common ground and narrow areas of disagreement to the best of their ability. It is not the purpose of the PLC to provide a single unified position to the Town;
- Ensure that the results of the PLC discussions are accurately recorded in the meeting minutes, or in additional reports that members may determine as needed;
- Receive project information available to the public and be invited to attend PICs; and
- Treat all members of the PLC with mutual respect and courtesy.

Project Team members will:

- Strive to provide accurate, understandable information to PLC members, such that they can contribute informed advice and recommendations;
- Ensure that appropriate Town staff (or other resource people) are present at discussions on specific issues or components of the planning process;
- Ensure that the advice and recommendations of the PLC are fully considered as part of the Class EA; and
- Be open, receptive, and give careful consideration to advice and ideas received from PLC members.

Structure of PLC

Chair: Meetings will be chaired and facilitated by Dave Hardy (with Hardy Stevenson and Associates Limited). The Chair will conduct PLC meetings in a timely and orderly manner and ensure that the meeting adheres to the agenda items. The Chair will help the PLC to provide advice through consensus where possible and will ensure that each member has an opportunity to provide their input and opinion.

Participating Members: Each PLC member will represent an independent interest. A member will be allowed to identify an alternate who may participate in the discussions so that if the member is unavailable, the member's interests can continue to be represented. It is the responsibility of the member to notify their alternate if they are unable to attend the meeting and that they are up-to-date on the Project. Members and their alternates are expected to share the meeting discussions with their respective organizations.

Observers: Observers (non-members) will not participate, ask questions or provide unsolicited comments unless the PLC Chair provides for this opportunity.

Reporting

The Project Team will prepare the meeting minutes for all PLC meetings. Draft versions will be circulated to the meeting participants for suggested edits (no additional comments could be added to the minutes after the meeting). They will then be finalized, re-circulated and posted on the project website. See section above on *Minutes* with additional information.

Decision Making

The PLC does not make decisions about the Class EA. It will be acting in an advisory capacity to the Project Team, and through the Project Team to the Town Council. However, from time to time the PLC may be asked to assist with decisions of an administrative matter, such as the time, date and location of meetings.

Transparency

All meeting records will be posted on the Town's website for review by Council and the general public.

Application Form

Name	
Address	
Telephone	
Email	
Affiliation	
Are you currently a member of any Town Board or Advisory Committee? If yes, which one(s)?	
Please list prior or current community involvement or experience within the Town of Erin including but not limited to participation in the Servicing and Settlement Master Plan (SSMP).	
Please list the skills or qualifications you would bring to this committee.	

Please list your reason(s) for seeking appointments to this Public Liaison Committee and other pertinent information you may deem helpful in considering your application.

Please list on this form any affiliation that you have, financial or otherwise, with a commercial or other industry interest and/or land ownership and if you think this might be perceived as biasing your participation in the Public Liaison Committee or a conflict of interest.

Please send your completed and signed forms to:

Dina Lundy (Town Clerk)

Email: dina.lundy@erin.ca

Mail to: Attn: Dina Lundy,
Town of Erin,
5684 Trafalgar Road,
Hillsburgh, ON N0B 1Z0.

Completed applications must be received by April 29, 2016.

Signature: _____ **Date:** _____

All comments and information received from individuals, Public Liaison Committees and agencies regarding this Project are being collected to assist the Town of Erin in making a decision. All comments and feedback will be part of public record. In accordance with the *Ontario Freedom of Information and Protection of Privacy Act*, comments and feedback will not be associated with the respective individuals or groups by sharing the names, titles, contact information or personal information. This information will only be made public only with written consent from the individuals or groups, authorizing the disclosure of such information.