

Schedule B to Staff Report 2023-0105

Aggregate Resources Community Working Group Terms of Reference

Purpose

The purpose of the Aggregate Resources Community Working Group (ARCWG) is to liaise with residents to bring a variety of community perspectives, and for public agencies to review and provide comments and data input during the Supplementary Aggregate Resources Policy Study. Separate technical review meetings may occur with Credit Valley Conservation and the Region of Peel, as necessary. A separate meeting may also be held with the Ontario Stone, Sand and Gravel Association representing the interests of the aggregate resource industry.

Through the Supplementary Aggregate Resources Policy Study informed by research and engagement, this Working Group will aid Town of Caledon Council in determining how to achieve the goal of a positive tourism experience for visitors and residents.

Scope of Activities

The Aggregate Resources Community Working Group will meet as required at key milestone dates of the Study as per the Terms of Reference and will adjust the meeting schedule if required throughout the term of the Working Group.

The Working Group will work with Town staff and actively collaborate with other stakeholders as deemed appropriate to complete the action items below.

1. Background Review
 - Receive presentation on the Supplementary Aggregate Policy Study Background Report
 - Discuss findings with Town staff and provide comments
2. Policy Formation
 - Feedback on the Background Report informs preparation of the Draft Recommendation Report
 - Receive presentation on Draft Recommendation Report prior to Council presentation
 - Provide direction to release Draft Recommendation Report for public input at a Public Open House
3. Recommendation
 - Receive presentation for final Recommendation Report

Structure and Criteria

The Supplementary Aggregate Community Working Group will be comprised of:

- Mayor of Town of Caledon and/or an alternate.
- Ward 1 Councillor
- Ward 1, 2, 3 Regional Councillor
- 3-5 citizen members from Ward 1, with up to 1 member outside of Ward 1
- Representative from Credit Valley Conservation Authority (as appropriate)
- Representative from Region of Peel Planning Department (as appropriate)
- Representative from the Ontario Stone, Sand & Gravel Association (as appropriate)



Representatives from the Region of Peel, Ontario Stone, Sand & Gravel Association, and Credit Valley Conservation Authority will take part in the Working Group in a liaison capacity.

Members will be selected so that the community is represented. The members will be asked to respond to an expression of interest, their qualifications will be reviewed by staff and recommendations will be made for appointment by Council.

Additional participants will be invited to participate in specific meetings as required.

The Aggregate Resources Community Working Group will be supported by town staff in the Planning Department.

Qualifications

1. All community representatives and other representatives must be over the age of eighteen (18) years and available to contribute up to (10) hours per month in addition to regular meetings.
2. Community Representatives:
 - Comprised of representatives from Ward 1; up to one member outside of Ward 1
 - Understanding of Region and Town policies and processes
3. Other Members:
 - Ideally represent aggregate stakeholders, or subject matter experts in the area of aggregate extraction.
4. Previous experience on a committee, task force, or tribunal would be an asset

Term

A member's term is for the duration of the Working Group, up to the completion of the Recommendations Report.

Any member who is absent for two (2) consecutive meetings, without leave of absence, terminates their membership. The member will be notified of the status change and a new member will be recruited to fill the vacancy.

Any member may request a leave of absence during their term, through the assigned staff supporting the Working Group in the Planning Department, if:

- Said member is overcome by an illness or injury and are unable to attend/participate in regular meetings but will not be absent for more than three (3) consecutive meetings.
- Said member must tend to a family member that is ill or injured as the primary caregiver and are unable to attend the meetings but will not be absent for more than three (3) consecutive meetings
- Or any additional circumstances that arise and are discussed in advance with appropriate staff person.

Any member may terminate their participation in the Aggregate Resources Community Working Group by submitting a written resignation. Upon acceptance of the resignation Town staff shall begin the process to recruit a new member to fill the vacancy.

Vacancies

Should a vacancy exist within the composition of the Working Group, Town Staff will proceed to fill the vacancy following the provisions laid out within Corporate Procedure – Filling Committee Vacancies Procedure.

Meetings

The Aggregate Resources Community Working Group will meet as required at key milestone dates of the Study as per the Terms of Reference. Members shall expect to be involved in additional assigned activities per month excluding regularly scheduled meetings.

Additional meetings can occur based on project urgency and/or by the request of working groups and will be arranged by the appropriate staff. Members will be notified of any additional meetings via email correspondence allowing as much prior notice as possible.

Meetings shall be held either virtually or at a location as determined by the Working Group, based on restrictions and availability.

Meeting summary notes, agendas, and handouts shall be prepared by a Town staff person prior to each meeting and distributed via email correspondence.

Governance

The Aggregate Resources Community Working Group shall be associated with the Town of Caledon's Planning Department.

The Working Group shall discuss all agenda items as a group. Decisions arising from matters before the Working Group shall be made by consensus. Where consensus cannot be achieved, a majority vote will rule.

Each member shall respect the autonomy of individual member contribution while fostering opportunities to work together on the priority programs of the Working Group.