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# Town of Aylmer Settlement Expansion Assessment

## All Parties Advisory Group: Terms of Reference

### Purpose

The All Parties Advisory Group (APAG) is an important resource to assist the Town of Aylmer and Project Team in the preparation of final recommendations and negotiations with the Township of Malahide. The APAG will allow the Town and Project Team to share project information and milestones, receive general feedback, and ensure that the Township has an understanding of the process and rationale for the exercise in advance of the preparation of the final recommendations.

The APAG will be composed of up to 8 members:

- Malahide Township (up to 2): up to one elected official
- Elgin County (up to 2): up to one elected official
- Town of Aylmer (up to 2): up to one elected official
- Conservation Authority (Catfish Creek) (up to 1)
- Elgin Federation of Agriculture (up to 1)

Representatives of other organizations or associations may be invited to sit on the advisory group as the project advances at the discretion of the Town of Aylmer.

### Timing

The advisory group will exist for the duration of the estimated six-month project length. As the project progresses this timing may be extended, in which the APAG timing will be active for that extended duration.

### Roles

The advisory group will undertake the following roles:

- Provide feedback and recommendations to the Town and Project Team on draft deliverables, including the parcel scoring methodology, candidate parcel assessment, and any related event and deliverable planning.
- Communicating accurate information to internal stakeholders and the Project Team.



## **Responsibilities**

Key roles requested of the of the advisory group are to:

- Attend group meetings throughout the course of the project.
- Review and provide feedback on draft documents in a timely manner.
- Attend community engagement sessions alongside the Town and the Project Team, and to listen, share information, and help facilitate as requested by the Project Manager.
- Speak only on behalf of the committee if delegated to do so.
- Work collaboratively and be open to a variety of ideas and views for the future of the study area.

## **Meeting Chair**

The meetings of the advisory group will be chaired by the Consultant Project Manager.

## **Meetings and Attendance**

Up to three meetings are scheduled throughout the course of the project. These meetings are tentatively scheduled within Stage 2: Develop Parcel Scoring Methodology and Stage 3: Candidate Parcel Assessment. Additional meetings may be considered if deemed beneficial by the Town and/or Project Team.

Attendance at these meetings is highly encouraged for the members of the APAG, as these meetings are the key form of participation and method for the Town and Project Team to receive feedback. If a member is unable to attend, it is recommended that a replacement from their organization attends in their place.