

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Industrial Parks and Airport Development Division

Report to: Chair and Members Economic Development and Planning Committee	Submitted by: Tim McCabe General Manager Planning and Economic Development Department
Date: February 27, 2008	Prepared by: James Goodram 905-546-2424 Ext. 6109

SUBJECT: Airport Employment Growth District (AEGD) Community Liaison Committee's Terms of Reference (PED08057) (City Wide)

RECOMMENDATION:

- a) That approval be given to the Airport Employment Growth District, Community Liaison Committee's Terms of Reference and membership composition, all attached as Appendix A to Report PED08057.
- b) That Councillor Ferguson and Councillor Mitchell be formally appointed as Council representatives on the Airport Employment Growth District, Community Liaison Committee.
- c) That the Hamilton Naturalists, Poverty Roundtable, Hamilton Port Authority, Hamilton Construction Association, Federation of Agriculture, Business Improvement Areas (BIAS), Labourers International Union of North America (LIUNA), Hamilton Police Association, area Members of Parliament and Members of Provincial Parliament all be formally added to the circulation list for reports / information relating to the AEGD study.

Tim McCabe
General Manager
Planning and Economic Development Department

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EXECUTIVE SUMMARY:

At the May 22, 2007 Economic Development and Planning Committee meeting, staff advised Committee that the Airport Employment Growth District, Community Liaison Committee's Terms of Reference and membership list would be finalized following the initial meetings of the Community Liaison Committee (CLC). The CLC has met three times now to finalize the Terms of Reference and membership list. The recommended final Terms of Reference and membership composition are now being recommended to Council as detailed in the attached Appendix A to Report PED08057.

BACKGROUND:

The following provides a brief update of the Airport Employment Growth District study since the May 22, 2007 report to Economic Development and Planning Committee.

Airport Employment Growth District Community Liaison Committee

Invitations were sent to community organizations to participate on the Community Liaison Committee (CLC). As a result the following organizations are participating:

- Six Nations Lands and Resources
- Hamilton Chamber of Commerce
- Agriculture and Rural Affairs Advisory Committee
- Environment Hamilton
- Hamilton / Burlington Realtors Association
- Hamilton and District Labour Council

Letters of invitation and confirmation of participation on the CLC were sent to the three parties as per the Ontario Municipal Board (OMB) decision of September 2006.

- Hamiltonians for Progressive Development
- Tradeport International Corporations
- Swisscan Developments Incorporated

An advertisement was placed in the Hamilton Spectator and community newspapers in June seeking applications for four citizen participants. Interviews were held by Council's Selection Committee in July and four citizens were appointed. These four representatives reside in Ancaster, Glanbrook and on Hamilton mountain.

Initial meetings of the CLC were held on November 7, 2007, December 5, 2007, and January 16, 2008. Meetings are held monthly on the third Wednesday for the duration of the study. All meetings are held at the Mount Hope Community Hall, 3027 Homestead Drive, behind the Mount Hope Public Library starting at 7 p.m. These meetings are open to the public.

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Airport Employment Growth District Study Request for Proposals

Staff issued a Request for Proposals (RFP) in July, 2007. Staff reviewed submissions in August and conducted interviews with short listed firms in September. The contract was awarded to Dillon Consulting and their study team in late October.

Dillon Consulting will assist staff in the development of a secondary plan, master plans and a financing and development phasing plan. The first step (phase 1) will have Dillon Consulting providing scoping documents and draft land use concepts.

This work (phase I) is to be completed by June 2008 with a Public Information Centre being held in late March early April 2008. The completion of the secondary plan, master plans and the financing and development phasing plan (phase II) is expected to be completed by September 2009.

ANALYSIS/RATIONALE:

The purpose of Report PED08057 is to finalize the Terms of Reference and confirm the membership for the CLC. Staff reported on May 22, 2007 that a final Terms of Reference and membership composition would be presented to Committee after the initial meetings of the CLC were held. The Terms of Reference which include a membership roster have been discussed with the CLC during the three initial meetings.

The membership includes a total of 15 representatives:

Councillors Ferguson and Mitchell as elected representatives;
Paul General from Six Nations;
Lynda Lukasik from Environment Hamilton;
Richard Koroscil from Hamilton International Airport;
Ross Godsoe from Hamilton/Burlington Realtors Association;
Michael Desnoyers from Hamiltonians for Progressive Development;
Alexandre Kadijevic from Swisscan Developments;
Ed Fothergil from the Hamilton Chamber of Commerce;
Adam Jensen from the Hamilton and District Labour Council;
Doug Cranston from the Agriculture and Rural Affairs Advisory Committee;
Carmen Chiaravalle, a Glanbrook resident;
Marlene Gibson, an Ancaster resident and Glanbrook business owner;
Morgan Pirie, a Hamilton Mountain resident; and,
Robert Schreiber, an Ancaster resident.

Staff is of the opinion that the Committee's membership reflects a broad range of perspectives and that the membership has relationships with other interest groups that may comment through other avenues on the AEGD study. With that in mind, and as per the Terms of Reference, key responsibilities of the membership include relaying information provided from the public or other interested parties to the CLC and communicating accurate information to members of the public and other interested parties with the assistance of staff and consultants. Staff has also invited Ministry of Municipal

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Affairs and Housing staff and Ministry of Public Infrastructure Renewal staff to attend CLC meetings.

Hamiltonians for Progressive Development expressed concern relating to the formal appointment of the elected officials to the CLC. Councillors Ferguson and Mitchell were appointed as the Council representatives at the Airport Implementation Task Force meeting of January 23, 2007. There is no formal recognition of this discussion and appointment in the meeting minutes. The matter was discussed again at the May 22, 2007 Economic Development and Planning Committee meeting following a presentation from the Director, Industrial Parks and Airport Development. Therefore, recommendation (b) of Report PED08057 is viewed by staff as reaffirming the appointment of Councillors Ferguson and Mitchell to the CLC.

At the December 5, 2007 CLC meeting, membership was discussed. A number of members provided names of organizations and people whom they believed could be added to the CLC. Suggestions include:

A Downtown City Councillor; Hamilton Naturalists; Poverty Roundtable; Hamilton Port Authority; Hamilton Construction Association; A "Residential" Developer; Federation of Agriculture; Downtown BIA; LIUNA; Hamilton Police Association; and representatives from upper levels of government.

Several members of the CLC have since expressed concern about the growing size of the Committee and its ability to function and cautioned that adding members to round out perspectives was counterproductive. One member stated that they may resign if the Committee were to get any larger as their experience with larger committees with similar roles was negative.

Staff believes the present Committee represents a broad range of perspectives. Some of the suggested new memberships will be circulated information. Regardless, many of these organizations would be circulated as part of normal City consultation practices (see Appendix B to Report PED08057). Also, some of the present members are also members of the suggested additional organizations / interest groups. As per recommendation (c) to Report PED08057, staff recommend adding the above-noted organizations to the City's circulation list for information purposes.

It is important to note that the CLC represents only one component of the public consultation program for the AEGD study. Staff and the Consulting team will be holding Public Information Centres and Special Committee of the Whole public meetings throughout the duration of the study and at key decision points. Staff has also created a project website at www.hamilton.ca/aegd where the public may be kept abreast of the study's progress. As well, staff has issued and will continue to issue news releases to highlight key events and decisions. As always, staff is also available to meet at any time or place with interested parties to discuss the study and present findings.

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ALTERNATIVES FOR CONSIDERATION:

Committee has the option to add additional members to the CLC roster.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

POLICIES AFFECTING PROPOSAL:

The September 2006 OMB decision respecting this study clearly stated that a Community Liaison Committee should be a component of the public consultation program and the study progresses.

RELEVANT CONSULTATION:

The Terms of Reference and membership were discussed with the CLC.

CITY STRATEGIC COMMITMENT:

By evaluating the "**Triple Bottom Line**", (community, environment, economic implications) we can make choices that create value across all three bottom lines, moving us closer to our vision for a sustainable community, and Provincial interests.

Community Well-Being is enhanced. Yes No

The public is involved in the local decision making process in a meaningful way. A broad range of perspectives are being heard at the table.

Environmental Well-Being is enhanced. Yes No

This City initiative will help to improve the quality of life of the residents. The planning process will make efficient and effective use of City services and protect human health and safety.

Economic Well-Being is enhanced. Yes No

Investment in Hamilton is enhanced and supported. The CLC process will lead to effective partnerships with community stakeholders and the development community. Business, property owners and developers will invest in properties leading to property assessment increases through the development of industrial buildings and properties.

Does the option you are recommending create value across all three bottom lines?

Yes No

Do the options you are recommending make Hamilton a City of choice for high performance public servants?

Yes No

N/A

JEG:gc
Attachs. (2)

Airport Employment Growth District Community Liaison Committee Terms of Reference

This Terms of Reference applies to the Community Liaison Committee (CLC) for the Airport Employment Growth District.

Mandate

The City believes that the advice of local residents, businesses and community leaders can lead to improved decisions and enhanced communications with the local community. The CLC will be one of the methods through which advice will be provided to City of Hamilton elected representatives, staff and consultants with regard to the Airport Employment Growth District Study.

The mandate of the CLC is to:

- Assist in the identification of current and potential community issues relative to land use and infrastructure.
- To share information and knowledge of the Airport Employment Growth District Study area.
- To comment on consultant and staff presentations and reports.
- Provide input on the alternative solutions.
- To identify or comment on mitigating measures to be put in place to minimize the affects of impacts.
- Provide input on the public consultation program.
- Provide information to their stakeholder organization on the project.
- To attend public information centres and a minimum of one evening meeting the third Wednesday of every month of the CLC.

Goals

The goal of the CLC is to provide comments and advice pertaining to decisions to be made by the City of Hamilton with regard to the Airport Employment Growth District Study.

Specific CLC goals include:

1. To learn about the operation of the Hamilton International Airport as well as future plans for development and expansion.
2. To learn about market trends with respect to industrial employment lands.

3. To work co-operatively with other CLC members, staff and consultants.

Membership

The membership of the CLC is structured to provide a balance of perspectives. Its composition includes:

- Elected officials – Councillors Ferguson and Mitchell
- Elected official of Six Nations Council – Paul General
- Hamilton Chamber of Commerce – Ed Fothergil
- Agriculture and Rural Affairs Advisory Committee – Doug Cranston
- Private citizens - Carmen Chiaravalle, Marlene Gibson, Morgan Pirie, Robert Schreiber
- Environment Hamilton – Lynda Lukasik
- Hamilton and District Labour Council – Adam Jensen
- Realtors Association of Hamilton-Burlington – Ross Godsoe
- Hamiltonians for Progressive Development – Michael Desnoyers
- Tradeport International Corporation – Richard Koroscil
- Swisscan Developments Inc. - Alexandre Kadijevic

CLC members may send an alternate to meetings. In the event that a member of the Committee is not able to attend two successive meetings, the Chair, after consultation with the member, may appoint a suitable representative person. While the meetings are open to the public, the Committee is not empowered to hear public delegations.

Chair / Staff Lead

An independent, professional facilitator will chair the Community Liaison Committee meetings. The City of Hamilton's staff lead for the project will be the Director, Industrial Parks and Airport Development.

Advisory Role

The CLC will work together to ensure a full discussion which will value the different perspectives and will strive to achieve general consensus on project issues where feasible.

Member Roles and Responsibilities

It is the role of CLC members to work co-operatively to advise other members, staff and consultants toward the satisfactory resolution of issues and adoption of a Secondary Plan, Master Servicing Plans and a Financing/Phasing Plan for the Airport Employment Growth District. The process could take up to two years to complete.

Responsibilities include:

- Attending CLC meetings and public information centres
- Participation in communications and consultation events

- Reviewing notes and background materials before attending CLC meetings
- Relaying information provided from the public or other interested parties to the CLC
- Communicating accurate information to members of the public and other interested parties with the assistance of staff and consultants

Activities

A draft agenda for the CLC and related information will be circulated a minimum of one week in advance of the meetings. Members and staff may place any item on the agenda.

CLC meetings will take place the third Wednesday of every month starting January 2008. Members will receive memoranda and information before members of the public. Research and other background information will be provided to members for review in order to assist them in making informal comments at the meeting.

Meeting Notes

The proceedings of the CLC meetings will be recorded in the form of notes by the professional facilitator. The notes will be circulated in draft form in advance of the next CLC meeting. At each meeting, the previous meeting's notes will be reviewed and approved by the members. Approved meeting notes will be forwarded onto the Airport Implementation Task Force.

Term

The CLC will sit for at least one evening meeting every month over a 12 – 18 month period. This time period should allow for the completion of a Secondary Plan, Master Plans relating to transportation, water/waste water and storm-water management as well as a Financing/Phasing Plan.

**Airport Employment Growth District (AEGD) Servicing Master Plans
Example Circulation List of Municipalities/Agencies/Groups**

MUNICIPALITIES

- City of Guelph
- Township of North Dumfries
- Brant County
- Regional Municipality of Waterloo
- Regional Municipality of Niagara
- Haldimand County
- Township of West Lincoln
- Township of Puslinch
- Regional Municipality of Niagara
- Niagara Regional Police Service
- City of Burlington
- Region of Waterloo, Public Health
- Town of Grimsby
- Region of Halton
- County of Wellington
- Town of Milton
- City of Cambridge

CONSERVATION AUTHORITY

- Conservation Halton
- Hamilton Conservation Authority
- Niagara Peninsula Conservation Authority
- Grand River Conservation Authority

PROVINCIAL AUTHORITIES

- Ministry of the Environment
- Ministry of Agriculture and Food
- Ministry of Citizenship & Immigration
- Ministry of Natural Resources
- Ministry of Culture
- Niagara Escarpment Commission
- Heritage & Libraries Branch
- Ministry of Training, Colleges & Universities

- Ministry of Transportation
- Ministry of Community and Social Services
- Municipal Affairs & Housing
- Burlington Detachment
- Ontario Secretariat for Aboriginal Affairs

FEDERAL AUTHORITIES

- Dept. of Fisheries & Oceans
- Environment Canada
- Remedial Action Plan (RAP)
- Canadian Environmental Assessment Agency
- Hamilton Port Authority
- Transport Canada - Environmental Programs
- Canada Post Commercial Service Centre
- Human Resources Development Canada
- Ontario Region
- Ministry of Health & Long Term Care
- Ministry of Public Infrastructure

FIRST NATION'S CONTACT

- Huron Wendat First Nation
- Six Nations Lands & Resources
- Senior Claims Analyst, Specific Claims Branch
- Administrator
- Council of Ontario Chiefs
- Patent & Trademark Agents
- Association of Iroquois and Allied Indians
- Six Nations
- Six Nations Eco-Centre
- Director, Lands & Resources
- Six Nations of the Grand River Territory
- Metis Women's Circle
- Haudenosaunee Recourse Centre
- Mississaugas of the New Credit First Nation
- Cultural Explorers
- Director, Litigation Management and Resolution Branch

- Director of Lands, Claims & Member Research
- Center for Topographical Information
- Hamilton Exec. Director of Aboriginal Coalition
- Union of Ontario Indians
- Director, Claims East of Manitoba, Comprehensive Claims Branch
- Council, Crown Law Office-Civil
- Director, Policy and Relationships Branch

UTILITIES/RAIL/PIPELINES

- TransCanada Pipelines
- Enbridge Pipelines Inc.
- Hydro One
- Union Gas
- Cogeco Cable Inc.
- Sun Canadian Pipeline
- Canadian Pacific Railway
- Hamilton Utilities Corporation
- South Mount Cable Ltd
- CN Rail - Engineering & Environmental Services
- Mountain Cablevision
- Imperial Oil Products & Chemical Division
- Horizon Utilities Corporation
- Enbridge Pipelines Inc.
- Cogeco Cable Inc - 950 Syscon Road
- Southern Ontario Railway
- Canadian National Railway
- Ontario Power Generation

HOSPITALS

- McMaster University Medical Centre
- St. Joseph's Hospital
- Hamilton Health Sciences