



Hamilton

MID-SPENCER CREEK/GREENSVILLE RURAL SETTLEMENT AREA SUBWATERSHED STUDY COMMUNITY LIAISON COMMITTEE – TERM OF REFERENCE

THE STUDY

The City of Hamilton is undertaking the Mid-Spencer Creek/Greensville Rural Settlement Area Subwatershed Study. The Subwatershed Study will set a management strategy for surface water (streams, stormwater), community servicing (water and septic) and natural areas (wetlands, woodlots) as development proceeds on designated lands within the Greensville Rural Settlement Area (RSA). The City of Hamilton is committed to involving their citizens in projects and processes that contribute to and enhance their quality of life. Forming a Community Liaison Committee (CLC) will provide a forum where key stakeholders can be involved early and throughout the decision making process. The City believes the Agency and Ministry consultation entity established by Greensville Secondary Plan policy (the Technical Advisory Committee, TAC) further provides opportunity and structure to facilitate a formal community liaison component for the Study.

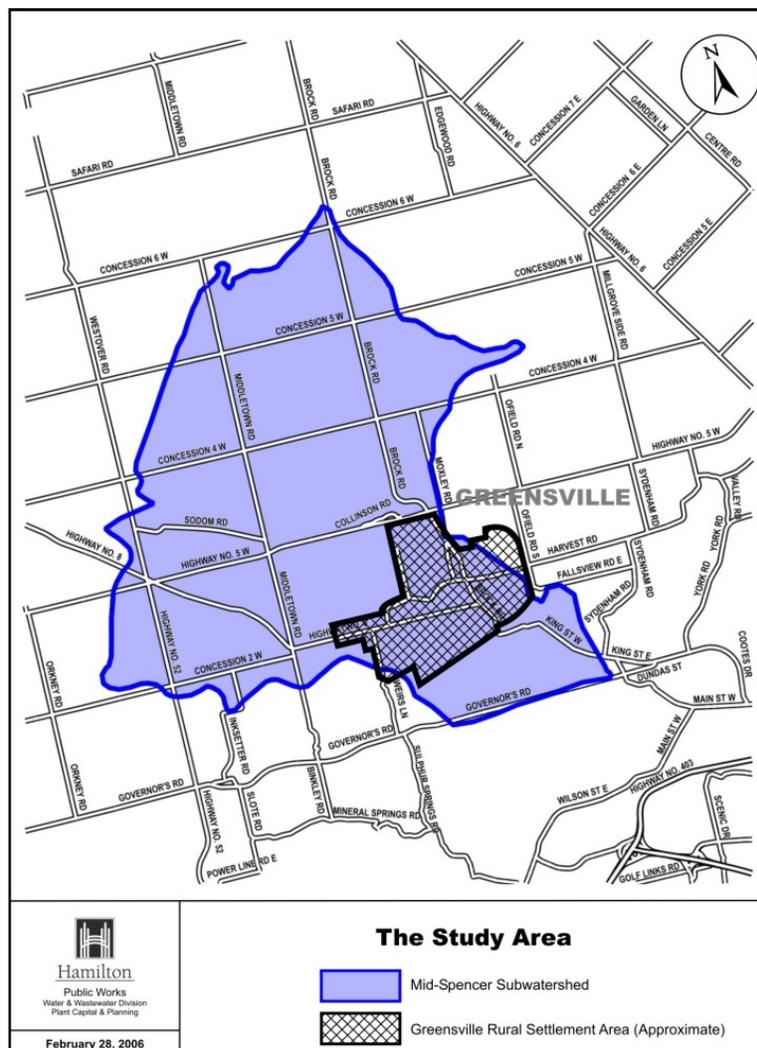


Figure 1 Study Area

PURPOSE AND MANDATE

The CLC has a consultative role and serves as a means to better facilitate community-sourced public input and dialogue. The CLC will solicit and encourage the timely exchange of topical information and views of the study's TAC and a representative cross-section of citizens, constituent organizations and local interests in the Mid-Spencer/Greenville Subwatershed area.

The CLC ensures that the interests, local knowledge, historical nuances and views of subwatershed landowners, residents and local organizations are properly acknowledged and represented in the decisions and assessments made through the study process. As importantly, the CLC provides peer review within the members' respective professional and personal knowledge for all aspects of the Study.

The CLC will provide advice and input on establishing overall goals, reviewing priorities and recommendations for study.

MEMBERSHIP AND STRUCTURE

Study area landowners and members of the business community, local organizations and service groups will be considered for membership. Persons with experience serving on similar committees, with demonstrated interests in community issues and/or knowledge of community planning are encouraged to express interest in participation.

Members will be selected by the City, drawn from a pool of applicants. CLC membership will be limited to 10-12 participants. Interested applicants are requested to complete the enclosed Request for Participants form.

CLC members are expected to serve for the full extent of the study.

FUNCTION AND RESPONSIBILITIES

The purpose of the CLC is to ensure a healthy flow of information between the TAC, the City and the constituents and organizations represented on the CLC. The TAC and the City will provide the CLC with timely and accurate information about project plans and activities. CLC members will serve as a sounding board for the TAC and the City, providing a representative cross-section of community views, concerns, and ideas on project plans and activities. The CLC will not be a decision making forum nor will it undertake to lobby a particular position, and the CLC should interact with the Study only through the TAC.

Specifically, the CLC will:

- ask questions and offer advice about the project;
- keep constituent organizations abreast of project plans, progress and activities;
- draw the City's and TAC's attention to issues that concern constituent organizations;
- convey community views, concerns, and wishes to the City and the TAC;
- offer the City and the TAC suggestions on how to enhance the project's benefits;
- provide feedback on project issues, as requested by the City and the TAC;
- provide input to the City and the TAC regarding future site uses; and;
- have access to technical experts involved in the project through, and with the agreement of the City and the TAC.

The principles of respect and accountability will guide the operations of the CLC. The CLC is mandated to provide the City and the TAC with a diverse range of views, questions, and concerns about the project. This requires an atmosphere of mutual respect for individual viewpoints, and for honest differences of opinion. Members are encouraged to express diverse opinions, but will be expected to demonstrate respect by listening attentively and using courteous language.

The CLC and its members will be accountable to the City and to the TAC, to its constituent organizations, and to fellow committee members.

MEETINGS STRUCTURE, AGENDA AND MINUTES

The CLC will meet on a regular basis throughout the term of the study at a frequency agreed to by its members and endorsed by its executive. It is anticipated that the CLC would have about 4-5 three hour long evening meetings during the study period. The first meeting is anticipated for late June 2007.

All members may contribute to a meeting's draft agenda which will be formulated, endorsed and distributed to all members by the CLC Chair 24 hours before each meeting.

Meeting minutes are to be recorded by the City/the Chair and distributed in draft form for review by the members present, with action items to be acknowledged by those responsible. Final minutes will be forwarded to the TAC Chair and study project manager for placement in the study and public record.

