



Hamilton

**Old Dundas Road Sewage Pumping Station (HC005) Emergency Overflow
Schedule 'C' Municipal Class Environmental Assessment
Community Liaison Committee - Terms of Reference**

The City of Hamilton completed the *Old Dundas Road Sewage Pumping Station (HC005) Wet Weather Relief Master Plan and Class Environmental Assessment* in 2014. This study recommended that works be undertaken to reduce basement flooding in the pumping station catchment area associated with moderate or significant precipitation or snowmelt events. The study recommended that works on private and public property be implemented including a proposed storage tank under a street adjacent to the pumping station. Collectively, the above noted works shall provide relief to homeowners who experience flooding during storms up to the 100 year level (approximately 80mm).

The Master Plan study also recommended the consideration of an emergency overflow pipe which is the subject of this Schedule 'C' Municipal Class Environmental Assessment (EA) study. In the unlikely event of a rainfall/snowmelt event which exceeds the 100 year level, an emergency overflow pipe will provide a failsafe to ensure flooding relief to homeowners in the lower reaches of the catchment area.

In recognition of public interest, a Community Liaison Committee (CLC) will be set up to provide an open and cooperative environment for the exchange of ideas throughout the project. The CLC will provide a general forum for interested parties to participate in this Schedule 'C' EA study.

PURPOSE AND MANDATE

The Community Liaison Committee (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 Project Team (consisting of the City and its consultant) and a representative cross-section of citizens, constituent organizations and local interests within the Old Dundas Road Sewage Pumping Station Area.

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

In addition to and in concert with its interactions with the CLC, the City will undertake a communications and community outreach program which may include public information centres, media releases, a project webpage, a publicly accessible library, public opinion surveys and newsletters.

FUNCTION AND RESPONSIBILITIES

The purpose of the CLC is to ensure a healthy flow of information between the Project Team and the constituents and organizations represented on the CLC. The Project Team will provide the CLC with timely and accurate information about project plans and activities. CLC members will serve as a sounding board for the Project Team, 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 Project Team.

Specifically, the CLC will:

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

The principles of respect and accountability will guide the operations of the CLC. The CLC is mandated to provide the Project Team 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 Project Team, 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. At this point, four (4) meetings are assumed. Meetings may be in person or by teleconference.

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

Meeting minutes are to be recorded and shared via the project webpage.

MEMBERSHIP AND STRUCTURE

The Community Liaison Committee will be comprised of the following:

- Councillor of Ward 12 (Alternate Member - Councillor's Executive Assistant)
- Volunteer Community Representatives (maximum of eight (8) representatives)
- Project Team members from the City of Hamilton and the City's Consultant – Aquafor Beech Limited

The CLC will commence work in the winter of 2016, and will be active until completion of the EA in 2018. CLC members are expected to serve for the full extent of the study.