



German Mills Meadow and Natural Habitat Liaison Committee

T e r m s o f R e f e r e n c e

Version – May 2013

1. Establishment

Staff was directed to report back on the potential to establish a German Mills Meadow and Natural Habitat Community Liaison Committee by Council at its November 20, 2012 meeting.

2. Mandate

- To establish the “German Mills Meadow and Natural Habitat Community Liaison Committee” to provide a “community perspective” on the future use of German Mills Meadow and Natural Habitat to ensure that it meets community and leisure needs, now and into the future;
- To increase awareness of the City’s planned and legislated management, rehabilitation or investigation activities at the Former Sabiston Landfill site / German Mills Meadow and Natural Habitat and to assist in communicating to the rest of the community regarding these activities;
- To provide communication linkage on environmental issues or alerts related to the management of the Former Sabiston Landfill site / German Mills Meadow and Natural Habitat.
- To assist City staff and Council by providing advice and input as to how best to recognize and reflect the historical and environmental significance of the Former Sabiston Landfill site / German Mills Meadow and Natural Habitat;
- To facilitate community based partnerships and a fundraising campaign, if required, to assist in obtaining environmental funding to support the Former Sabiston Landfill site / German Mills Meadow and Natural Habitat.

Deliverables:

- A clearly articulated statement of the community's needs and expectations with respect to the use of the Former Sabiston Landfill site / German Mills Meadow and Natural Habitat;
- A communication plan for broadcasting information to the area residents regarding the current status of the site and proposed work projects at the Former Sabiston Landfill site / German Mills Meadow and Natural Habitat;
- Staff will be responsible to liaise with stakeholders including but not limited to the Toronto Region Conservation Authority, Settlers Park Ratepayer Association, the Toronto Field Naturalists, Ministry of Natural Resources and the Ministry of the Environment;
- For clarity it will be the role of staff to maintain the Former Sabiston Landfill site / German Mills Meadow and Natural Habitat in safe condition as required by the Ministry of the Environment and to undertake all actions necessary to protect public safety;

Definitions:

In addition to definitions outlined in the Council Procedural By-law 2001-01, in this Term of Reference:

- N/A

Term:

Until October 2014. (It does not exceed the term of Council). The mandate of the committee/working group can be extended with the approval of a future Council.

3. Membership and Roles and Responsibilities

Composition:

The Committee will be composed of the following members:

Member Name	
Councillor	As determined by Council
To Be Determined	Resident from Settlers Park Ratepayers Association
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To Be Determined	Resident
Councillor	As determined by Council
To be determined	Bayview Golf & Country Representative
To be determined	National Spiritual Assembly of the Baha'is of Canada Representative
Staff Liaison: Robert Penner Nory Takata	Asset Management Operations

4. Meeting Schedule and Decision Making

Meeting Schedule:

Meetings will occur bi-yearly, and as needed.

Quorum Requirements:

50% plus one. At least one resident must be present.

5. Reporting Requirements and Methods

Reports and minutes are to be provided to General Committee, (Community Services) and then from that Committee to Council.

6. Budget and Resources

Funding to hire consultants and contractors to manage the Former Sabiston Landfill site will be requested through the normal annual budget process and is subject to Council approval.

Staffing Resource:

The following City of Markham staff resources will be required for the successful operation of this Committee:

Staff Resource	Time Commitment (FTE equivalent) per meeting or other descriptor
Lead Staff Liaison: Robert Penner	FTE: 16 hours
Staff Position: Linda Irvine	FTE: 4 hours
Staff Position: Karen Boniface	FTE: 4 hours
Staff Position: Nory Takata	FTE: 4 hours
Staff Position: Diane Samek	FTE: 4 hours
Staff Position: Prathapan Kumar	FTE: 4 hours
	Total: 36 hours per meeting

7. Test for Completion

The mandate of the Task Force will be considered complete when the deliverables set out in its mandate (Section 2 above) have been accomplished. This will be reported out through update presentations and a final report to General Committee.