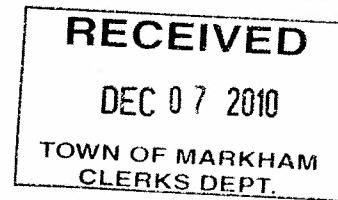


December 3, 2010



Ms Kimberley Kitteringham  
Town Clerk, Town of Markham  
101 Town Centre Boulevard  
Markham, ON L3R 9W3

Dear Ms Kitteringham:

**Re: Member and Alternate - Rouge Park Alliance**

The Rouge Park Alliance, the board of directors for Rouge Park, was created by the Province of Ontario as an advisory partnership agency made up of the Federal Government, the Provincial Government, Region of York, Region of Durham, City of Toronto, Town of Markham, Town of Richmond Hill, Town of Whitchurch-Stouffville, City of Pickering, Toronto and Region Conservation Authority, Toronto Zoo, Save the Rouge Valley System Inc., and the Waterfront Regeneration Trust Corporation.

The Rouge Park Alliance is responsible for overseeing the implementation of the Rouge Park Management Plans, in consultation with partners, and providing leadership and coordination in this implementation. See attached terms of Reference.

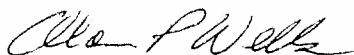
The Rouge Park Alliance holds five to six meetings per year. Special meetings may be called by the Chair for urgent matters. Meetings are usually held on Friday mornings, and are hosted by partners throughout the watershed. Your present member on the Alliance is former Councillor Erin Shapero, and the alternate member is former Councillor Logan Kanapathi.

We request that you name a new member from among your councillors, and one or more alternate members from your council or staff, to the Rouge Park Alliance, in writing, by December 31, 2010. The term of this appointment is at the discretion of the Town.

The next meeting of the Rouge Park Alliance is scheduled for Friday, February 4, 2011. It would be helpful if your new member and alternates were in place by that time.

Please do not hesitate to contact Rouge Park office at 905-713-7426, if you require additional information.

Sincerely,



Alan Wells  
Chair, Rouge Park Alliance

/dm  
Attachment





## **ROUGE PARK ALLIANCE** **TERMS OF REFERENCE**

### **1.0 MANDATE**

The Rouge Park Alliance is a voluntary partnership of groups and agencies whose mandate is to oversee and coordinate the implementation of the Rouge Park Management Plans and be an advocate for the protection, enhancement and restoration of the Rouge River watershed. The Rouge Park Alliance, in consultation with its partners, is responsible for:

- preparing resource management plans, strategic plans, organization plans and work plans;
- overseeing and coordinating the implementation of the Plans;
- ensuring a solid financial plan;
- monitor success, amending and updating the Plans;
- remaining a strong, informed and reasoned leader and advocate for the health, biodiversity and integrity of Rouge Park; and
- ensuring an ecosystem perspective is maintained.

### **1.1 The Work of the Rouge Park Alliance**

More specifically the Rouge Park Alliance responsibilities include, but are not limited to:

- recommend and initiate rehabilitation, restoration and stewardship projects and activities in consultation with local and regional municipalities and other watershed stakeholders that will lead to the realization of the Vision for Rouge Park;
- act as the Rouge River watershed advocate in projects that cross municipal boundaries;
- support projects advocated by others which will protect, restore and enhance the watershed;
- provide a forum for watershed-wide communication;
- continue to promote Rouge Park to municipal councils, agencies, businesses, community organizations and others throughout the watershed;
- work cooperatively with local community groups in pursuit of the Goals and Objectives of Rouge Park;
- in conjunction with the members and partners and others, host technical forums leading to improvements in planning and practice, throughout the watershed;
- inform watershed communities about Alliance programs and activities through public meetings, publications, displays, and cultural events;
- consult and involve individuals, interest groups, communities, business, industry, municipalities and government agencies in the realization of the Vision for Rouge Park;
- assist in gaining financial and in-kind resources for Rouge Park projects;
- adhere to the basic ecosystem principles that recognize the interrelationship between and among cultural heritage, natural heritage and economic processes, and the integration of conservation, restoration and economic activities necessary for the ecological health of the watershed.

## 1.2 Rouge Park Alliance and Member Roles and Responsibilities

The Rouge Park Alliance will develop Memoranda of Understanding with members outlining the respective roles and responsibilities of each. These Memoranda will be developed for specific areas such as:

- Administration;
- Planning;
- Property Management;
- Financial Management

## 2.0 ROUGE PARK ALLIANCE MEMBERSHIP

### 2.1 Appointment of the Chair

The Chair of the Rouge Park Alliance is appointed by the Province. The Chair is also an ex-officio member of all Rouge Park Alliance committees.

### 2.2 The Rouge Park Alliance members shall include:

- **Province of Ontario**
- **Government of Canada**
- **Watershed Municipalities**
  - Region of York
  - Region of Durham
  - City of Toronto (2)
  - Town of Markham
  - City of Pickering
  - Town of Richmond Hill
  - Town of Whitchurch-Stouffville
- **Toronto and Region Conservation Authority**
- **Other Public Agencies**
  - Toronto Zoo
- **Watershed Interest Group**
  - Save The Rouge Valley System Inc.
- **Waterfront Regeneration Trust Corporation**

### 2.3 Alliance Membership

Alliance membership may be changed by a 2/3 majority (10) vote of all Rouge Park Alliance members.

### 2.4 Appointment of Representatives

All member organizations of the Rouge Park Alliance as listed in Section 2.2 will be requested to appoint one representative to the Rouge Park Alliance and at least one alternate (except the City of Toronto who will appoint two representatives and appropriate alternates). In the absence of the appointed representative, the alternate will have full voting privileges.

## 2.5 Roles and Responsibilities of Appointed Representatives

The role of appointed representatives will be to assist the Rouge Park Alliance in promoting, leading and inspiring Alliance activities.

## 2.6 Term of Appointment

Representatives or alternates to the Rouge Park Alliance will serve on the Alliance until replaced by their respective agency or group. Member organizations may appoint new members or alternates by notifying the Alliance in writing at any time, and at least 1 week before any Rouge Park Alliance meeting, of the motion or direction from that organization.

## 2.7 Attendance

Representatives and alternates are responsible for ensuring representation at **all** Rouge Park Alliance meetings.

Representatives and alternates are responsible for reporting to their respective organization or group of Rouge Park Alliance activities in a manner thought appropriate by the organization.

## 2.8 Agency Staff Liaison

Each partner will be requested to designate a staff liaison for the Rouge Park Alliance. This staff person would facilitate communication between Alliance staff and member staff.

## 2.9 Working Committees

The Rouge Park Alliance will appoint the Chair of each Committee from among the appointed representatives or alternates of the Alliance. The Rouge Park Alliance will undertake its work through the active involvement of its member representatives on at least one committee of the following:

### General Manager

- personnel;
- budgets;
- work program planning;
- coordination of Committees.
- **Communications and Interpretation Committee**
  - educational brochures, publications and programs;
  - watershed newsletter;
  - media relations;
  - information dissemination;
  - interpretive signage;
  - ensure implementation of Communications and Interpretation Plans.

- **Heritage Committee**
  - Natural and Cultural Heritage Project funding;
  - Natural and Cultural Heritage planning - aquatic; terrestrial;
  - production of information for Communications group;
  - monitoring success of projects;
  - monitor protection and restoration of Natural and Cultural heritage of the watershed;
  - private land stewardship - protection and enhancement of natural and cultural heritage;
  - funding for private land stewardship;
  - incentives for participation in stewardship;
  - information dissemination;
  - implementation of heritage plans;
  - trails.
- **Finance Committee**
  - investments;
  - fundraising;
  - budgets;
  - realty tax;
  - property management and acquisition and priority setting.
- **Policy and Administration Committee**
  - review implementation of Rouge Park plans by the Rouge Park Alliance and partners;
  - recommend changes to Rouge Park Alliance in relation to:-
    - ~ membership and structure
    - ~ mandate
    - ~ terms of reference
    - ~ Memoranda of Agreement
  - dispute resolution;
  - Rouge Park Alliance policy;
  - Management Plans;
  - strategic plans;
  - operating procedures;
  - recommend changes in roles and responsibilities of Rouge Park Alliance partners, including but not limited to:
    - ~ planning and land use;
    - ~ park planning and management;
    - ~ public use;
    - ~ rules of conduct.
  - administration.

#### 2.9.1 Committee Chair

Each Chair of the Working Committees will be responsible for addressing and implementing the Terms of Reference for the Committee and reporting to the Rouge Park Alliance on a regular basis.

#### **2.9.2 Terms of Reference for Committees**

Terms of Reference will be developed and approved by the Rouge Park Alliance for each Committee established.

#### **2.9.3 Work Plans**

The Committees will develop work plans. These work plans will contain resource requirements to support the proposed activities based on the Terms of Reference approved by the Rouge Park Alliance.

#### **2.9.4 Resources**

Funding may be available for projects and activities of Working Committees based on approved work plans. Committee members are encouraged to secure technical resources and expertise and other resources and partnerships for projects and activities. In-kind and other support for projects and activities will be welcome from business, industries, other government agencies and private foundations, educational institutions and others.

### **3.0 RULES OF CONDUCT**

The Rouge Park Alliance will generally follow the TRCA's Rules of Conduct, Policies and Procedures as they may be modified from time to time.

