

**Markham Green Print: a Community Sustainability Plan
Steering Committee**

TERMS OF REFERENCE

The following terms of reference outline a steering committee to oversee the Markham Green Print: a community sustainability plan (CSP). The Steering Committee would be responsible for direction and input into the Green Print process. The Steering Committee would report to and receive feedback from General Committee on regular basis.

Objective

The Steering Committee will act individually and collectively as a vocal, visible Green Print champion in Markham, approve project deliverables, help resolve issues and policy decisions, approve scope changes, and provide direction and guidance to the undertaking.

Composition

The steering committee will be comprised of up to 15 members including the chair. Quorum will be achieved with four members attending. The chair shall be elected by the steering committee members at the inaugural meeting. Members of the Committee will be comprised of up to five Councillors and key stakeholders, including but not limited to business, citizens, youth, the agricultural community, Markham Conservation Committee, MDEI, Rouge Park, Regional and Powerstream staff. The final selection of members will be decided upon through discussions with Council. Senior staff from various departments will provide a resource to the steering committee.

Responsibilities

The roles and responsibilities of the Steering Committee are as follows:

- Guide the direction of the Green Print process.
- Provide direction to staff and other committees formed or other resources engaged by the Town in formulating recommendations for approval by Council.
- Coordinate cross-department/stakeholder groups working on relevant issues.
- Advise on all aspects of the Green Print contents and make recommendations to be included in working drafts of documents available for public inspection.
- Review inputs at each milestone and provide input to Project Manager, committees and consultants as needed.
- Communicate with Mayor's office, council committees, commissions, community, and consultants as relevant.
- Advise, approve and participate in all public forums during the process, coordinate public meetings and workshops.

- Follow Procedural By-Law for meetings: post meetings, set agenda for each meeting, take minutes, and disseminate minutes and other relevant information as agreed.
- Responsible for a prioritized implementation plan and coordinating presentations to General Committee and stakeholders.
- Provide resolutions to issues that cannot be addressed within the staff or stakeholders team.
- Review reports produced by staff/consultants and provide comments and guidance thereon. Finalize the Green Print for endorsement by Council.

Meeting Frequency

The inaugural meeting will be held as soon as representatives can be appointed. A schedule of meeting dates will be finalized at the first meeting. It is anticipated that meetings will be held on a monthly or bi-monthly basis throughout the year.