TO: Chair and Members  
Public Works Committee  
WARD(S) AFFECTED: CITY WIDE

COMMITTEE DATE: January 16, 2012

SUBJECT/REPORT NO: 
Clean City Liaison Committee Terms of Reference (PW12003) - (City Wide)

SUBMITTED BY: 
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General Manager  
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PREPARED BY: 
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SIGNATURE:

RECOMMENDATION

That the revised terms of reference for the Clean City Liaison Committee attached as Appendix “A” to Report PW12003 be approved.

EXECUTIVE SUMMARY

The Clean City Liaison Committee (CCLC) was formed in 2007 to support the Clean City Strategy’s objective of engaging the wider community, businesses and organizations outside of City operations in clean and green behaviours and initiatives. The committee’s terms of reference and mandate were endorsed by Council at that time. The Committee has continued to evolve since its formation and a review of the mandate was undertaken to update the mandate focus, clarify roles and responsibilities of members and expand the membership composition.

The updates include revisions to the committee’s mandate to encourage members to demonstrate leadership in action through participation in events and activities in the community; an expanded membership to include youth, education and Hamilton Association of Business Improvement Areas (HABIA) and clearly defined purpose, accountability, and members’ roles and responsibilities to enhance the operation of the volunteer committee.

The revised terms of reference for the Clean City Liaison Committee including mandate, purpose, accountability, roles and responsibilities, membership and guidelines for
committee administration and operations have been developed and are attached to Report PW12003 as Appendix “A.” for the consideration of the Public Works Committee.

Alternatives for Consideration See Page 4

FINANCIAL / STAFFING / LEGAL IMPLICATIONS

Financial: The Clean City Liaison Committee will continue to operate within approved annual budgets.

Staffing: Public Works staff will continue to act as staff liaison to the Clean City Liaison Committee. Due to its cross-program mandate, the Clean City Liaison Committee also includes staff representation from Hamilton Police Service, Planning and Economic Development and other City departments as required.

Legal: Not applicable.

HISTORICAL BACKGROUND

The Clean City Liaison Committee (CCLC) was formed in 2007 to support the Clean City Strategy’s objective of engaging the wider community, businesses and organizations outside of City operations in clean and green behaviours and initiatives. The committee’s terms of reference and mandate were included in the Clean City Strategy report PW07056 which were endorsed by Council on April 25, 2007.

In response to options to increase youth and schools engagement in the 2010 annual city-wide spring cleanup, the Clean City Liaison Committee members suggested an expansion of the membership to increase youth and education sector representation. It was also suggested that, due to the benefits of increased communication between BIAs and the CCLC through the HABIA representative, that the HABIA representative be afforded full voting rights on the Clean City Liaison Committee.

In November 2010, a Clean City Liaison Committee Mandate Review task force was established to review the purpose and relevance of the CCLC and to suggest changes to the mandate focus, roles and responsibilities of members and membership composition. The CCLC Mandate Review task force consisted of the Chair and Vice Chair of CCLC, management and staff representation from the Operations & Waste Management division and staff representation from Municipal Law Enforcement.

As the initiation of the mandate review coincided with the opening of nominations for all City of Hamilton volunteer committees for the 2010-2014 Council term the Public Works Interview Subcommittee recommended that appointment of citizen and business representatives on the CCLC be postponed until new terms of reference were endorsed by Council. The members of the previous term agreed to continue serving on the CCLC until revised terms of reference had been endorsed by Council and the appointment of new members could proceed. Upon Council approval of the revised terms of reference, the Office of the City Clerk will recommence the nominations process to constitute the

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Clean City Liaison Committee membership for the remainder of the 2010-14 term of office.

**POLICY IMPLICATIONS**

The recommendation provided in this report will fulfil the priorities established in the Public Works Business Plan within “Communities” as it reflects the City’s desire to “be a leader in the “greening” and “stewardship of the city” and to “establish mutually beneficial charters with external customers.”

**RELEVANT CONSULTATION**

In preparation of this report, a Clean City Liaison Committee Mandate Review task force was struck consisting of the CCLC Chair, CCLC Vice Chair, Director of Support Services, Outreach Project Manager, Municipal Law Enforcement Community Liaison Coordinator (representing Senior Director of Parking & By-law Services) and CCLC Staff Liaison. The work of this task force resulted in the revised terms of reference attached to Report PW12003 as Appendix “A.”

In preparing this report, staff also consulted with staff in the Office of the City Clerk who suggested wording appropriate to the legislative process.

**ANALYSIS / RATIONALE FOR RECOMMENDATION**

The terms of reference as provided as Appendix “A” of Report PW12003 will provide potential volunteer nominees, Clean City Liaison Committee members, the community at large, staff and Council with clearly defined:

- Statement of purpose
- Committee mandate
- Accountability
- Roles and responsibilities
- Definition of membership

The revised terms of reference also encourages members to demonstrate leadership in action through participation in events and activities in the community.

The proposed expanded membership will also enhance the committee’s ability to engage youth and business audiences in Clean City programs and initiatives that aim to beautify the community, promote environmental stewardship and prevent litter, illegal dumping and graffiti.

The participation of the HABI A representative on the Clean City Liaison Committee is beneficial to ensuring open communication between Hamilton’s BIAs and the CCLC and greater engagement of the small business sector in litter, graffiti and beautification.
issues. For this reason, the CCLC Mandate Review task force has suggested that the HABIA representative be afforded voting rights as a full member of the CCLC.

Recognizing the importance of Hamilton’s youth as both current and future environmental stewards, the CCLC Mandate Review task force suggests that youth and the education sector should be invited to be actively involved in CCLC’s mandate to engage youth to take greater responsibility for our community environments. The CCLC Mandate Review task force suggests the inclusion of a Youth Representative and an Education Representative from each of the Hamilton-Wentworth school boards to support greater youth involvement in clean and green initiatives and behaviours.

The terms of reference will also enhance the operation of the volunteer committee through attendance expectations, roles and responsibilities.

The revised mandate and terms of reference have been drafted to reflect the Clean City Strategy vision of a cleaner and greener City through volunteer engagement and community leadership in action. Through the terms of reference, committee members will be guided to strategically align their work, advice and expertise with annual Clean City Strategy work plans and initiatives.

**ALTERNATIVES FOR CONSIDERATION**

An alternative for consideration would be to continue with the terms of reference as set out in 2007. This would counter the Public Works Committee Interview Subcommittee’s recommendation to revise the CCLC’s terms of reference before appointments for citizen and business members are made for the remaining term (to 2014).

Should the proposed terms of reference not be endorsed, ambiguities in roles and responsibilities would continue and the youth sector would continue to be under-represented on the committee.

The CCLC provides the City with opportunities to engage citizens in committee participation and the effective operation of this volunteer committee provides the City with value in reaching out into the community.

**CORPORATE STRATEGIC PLAN**


**Skilled, Innovative & Respectful Organization**

- More innovation, greater teamwork, better client focus.
- The collaboration between the Clean City Liaison Committee citizen volunteers, youth and education sector, Public Works, Municipal Law Enforcement and Hamilton Police Service on initiatives to encourage clean and green behaviours is an innovative model of teamwork.
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**Financial Sustainability**
- Delivery of municipal services and management capital assets/liabilities in a sustainable, innovative and cost effective manner.
- The support of the Clean City Liaison Committee in engaging other sectors and the wider community in clean and green behaviours should result in moving from costly remediation activity to the less resource intensive preventative model of managing litter, illegal dumping and graffiti in our city.

**Growing Our Economy**
- An improved customer service.
- Clean City Liaison Committee volunteer citizens working in collaboration with City staff and private sector businesses through business and HABIA representation adds value to partnerships that help grow our City’s economy.

**Environmental Stewardship**
- Reduce the impact of Hamilton's industrial, commercial Private and Public operations on the environment.
- The overall goal in the reduction of litter, illegal dumping and graffiti along with the encouragement of appropriate waste management in open spaces will help reduce negative impacts on terrestrial and riparian ecology.

**Healthy Community**
- An engaged Citizenry.
- The Clean City Liaison Committee members represent Hamilton’s current and future citizens and business sectors whose mission is to engage citizens to take greater responsibility for improving our Hamilton community environments.

**APPENDICES / SCHEDULES**

Appendix “A” - Clean City Liaison Committee Terms of Reference.
1 Introduction

1.1 Committee Name
Clean City Liaison Committee (CCLC)

1.2 Statement of Purpose
To engage individuals to take greater responsibility for improving our Hamilton community environments by providing education, assistance and promotion.

1.3 Committee Mandate
Reporting through the Public Works Committee, the Clean City Liaison Committee will provide input and advice to staff and Council on engaging citizens to take greater responsibility for improving our community environments. The CCLC’s primary focus is on effecting behaviours and attitudes conducive to a clean, healthy and safe community through leadership and action.

The committee will provide input and guidance to City staff, Council and other stakeholders on community involvement, private sector involvement and identification of resources to sustain Clean City programs and initiatives that aim to beautify our community, promote environmental stewardship and prevent litter, illegal dumping and graffiti.

1.4 Accountability
The CCLC is a Volunteer Committee endorsed by Council reporting through the Public Works Committee or other Standing committees of Council as required. New members are selected by Public Works Committee’s Interview Subcommittee.

The committee must comply with procedural By-laws and operational policies and procedures of the City of Hamilton.

2 CCLC Roles and Responsibilities

The role of the Clean City Liaison Committee is to encourage Hamilton residents, property owners and visitors to engage in neighbourhood/community initiatives that that aim to beautify our community and prevent litter, illegal dumping and graffiti.

This volunteer committee, representative of the community, will assist in connecting community volunteers with litter, illegal dumping, graffiti and beautification programs as well as promoting desired behaviours in the community that support the Clean City goals. The roles and responsibilities of the Clean City Liaison Committee include but are not limited to the following:

(a) Provide input and advice to City staff, Hamilton Police Service and other stakeholders on engaging citizens, property owners and visitors in litter, illegal dumping, graffiti and beautification programs.
(b) Demonstrate leadership in action through participation in events and activities.

(c) Assist with outreach and education opportunities related to litter, illegal dumping, graffiti and beautification programs.

(d) Review reports, studies and other documents on litter, illegal dumping, graffiti and beautification issues that may be presented to the CCLC by the City, consultants, community organizations or the general public, and to provide input and recommendations to the City regarding these issues through the Public Works Committee.

(e) Form subcommittees to deal with specific issues as they arise.

(f) Examine and advise on issues brought forward by members of the community including businesses, residents, education sector, local organizations and special interest groups.

(g) Assist in identifying and facilitating resolution of community concerns regarding litter, illegal dumping, graffiti and beautification.

(h) Operate as the Board of Directors for Hamilton’s Keep America Beautiful affiliate.

(i) Fulfill all obligations and requirements as defined by Keep America Beautiful to maintain the affiliate in good standing.

(j) Actively participate in committee meetings and votes.

3 Membership

The CCLC membership will reflect a broad range of socio-economic and environmental interests in the community, including residents, businesses, education and local organizations.

3.1 General

The terms and conditions of membership are as follows:

(a) With the exception of the Youth representative, a member must be at least 18 years old;

(b) A member must be a resident of the City of Hamilton, or in the case of a business representative, conduct a business serving Hamilton.

(c) Membership is open to any person who fully accepts these terms of reference;

(d) Membership is voluntary (non-compensatory);

(e) Members must declare any conflict of interest issues prior to decision-making;

(f) Members are asked to review all documents, agendas and minutes presented to them to make informed decisions; and

(g) Some activities of the CCLC may require additional time commitments dependent upon the nature of the project undertaken.

3.2 Composition

The composition of the Clean City Liaison Committee will include voting and non-voting members:

Voting members
- Citizen Chair – elected from the appointed members
- Citizen Vice Chair – elected from the appointed members
- Citizen members-at-large (four)
- Business community members (two)
- Youth Representative (up to two)
- Council representative (up to two)
- HABIA representative (one)
• Education Representative (one from each of the Hamilton-Wentworth District School Board and the Hamilton-Wentworth Catholic District School Board)

Non-voting members
• CCLC Staff Liaison
• Hamilton Police Service representative
• Economic Development and Planning – Municipal Law Enforcement representative
• Public Works – Operations & Waste Management representative
• Corporate Services – Customer Service Section representative
• Other staff representatives as required

Subcommittee membership can be expanded to include further community representation as deemed appropriate.

### 3.3 Attendance and Vacancies

If a member is absent for three (3) meetings in a calendar year without approval from the CCLC, the member may be subject to replacement.

New members will be appointed in accordance with the procedures of the Office of the City Clerk.

### 3.4 Term of Office

The term-of-office for citizen, staff and Council members will expire with the term of Hamilton City Council. Business community member, Youth Representative and Education Representatives terms are a minimum of one year and/or up to the term of Council.
Addendum A
Committee Administration and Operations

1. Member roles and responsibilities

1.1 Voting Members

Chair
The Chair plays a leadership role in planning and coordinating the committee’s work. The Committee Chair is responsible for maintaining order and decorum during meetings and generally ensuring that the committee work proceeds smoothly in conjunction with the committee's business plan. Elected by the CCLC members, the Chair shall:

(a) Coordinate the planning of the CCLC’s activities for the year ahead. In this capacity, the Chair is responsible for ensuring that an ongoing planning process exists for the CCLC.

(b) Consult with the Vice Chair and Staff Liaison in assisting with the preparation of meeting agendas.

(c) Preside at committee meetings, making sure that they run smoothly.

(d) Ensure that members have the information they need to make informed decisions.

(e) Ensure that all new members get a proper orientation to the committee.

(f) Take charge of the delegation of responsibilities, making sure that they are spread out equitably among the members.

(g) Maintain contact with subcommittee Chairs, helping them to stay on track and monitoring whether they need any additional support.

(h) Represent the CCLC at public functions.

Vice Chair
Elected by the CCLC members, the Vice Chair shall:

(a) Fulfill the obligations and responsibilities of the Chair in his/her absence.

Citizen members-at-large
Appointed by Public Works Committee’s Interview Committee, citizen representatives shall:

(a) Represent the interests and concerns of citizens and community groups with respect to litter, illegal dumping, graffiti and beautification to provide relevant informed input into CCLC discussions and recommendations.

(b) Provide assistance and advice on engaging citizens and community groups in Clean City initiatives, programs and behaviours.

Business community members
Appointed by Public Works Committee’s Interview Committee, business community representatives shall:
(a) Represent the interests and concerns of the business community with respect to litter, illegal dumping, graffiti and beautification to provide relevant informed input into CCLC discussions and recommendations.

(b) Provide assistance and advice on engaging business owners, private sector organizations and business associations in Clean City initiatives, programs and behaviours.

**Youth Representative**
Appointed by Hamilton Youth Advisory Committee, youth representatives shall:

(a) Represent the interests and concerns of youth in our community with respect to litter, illegal dumping, graffiti and beautification to provide relevant informed input into CCLC discussions and recommendations.

(b) Provide assistance and advice on engaging youth and youth organizations in Clean City initiatives, programs and behaviours.

**Education Representatives**
Appointed by the Directors of Education of the Hamilton-Wentworth District School Board and Hamilton-Wentworth Catholic District School Board, the respective Education Representative shall:

(a) Provide assistance and advice on integrating Clean City strategies into curriculum, programming, communication and operations under their respective Board jurisdiction.

(b) Provide assistance and advice on engaging students and staff in Clean City initiatives, programs and behaviours.

**Hamilton Area Business Improvement Associations (HABIA) representative**
Appointed by HABIA, the HABIA representative shall:

(a) Represent the interests and concerns of Hamilton’s BIA members with respect to litter, illegal dumping, graffiti and beautification to provide relevant informed input into CCLC discussions and recommendations.

(b) Provide assistance and advice on engaging BIA Boards, BIA members and residents, customers and business tenants of the respective BIA areas in Clean City initiatives, programs and behaviours.

**Council representative**
Appointed by Council, the Council representatives shall:

(a) Provide advice and guidance on the strategic direction and focus of the committee’s work with respect to the Clean City Strategy.

(b) Act as a liaison with Council and the electorate on city-wide litter, illegal dumping, graffiti and beautification issues.

### 1.2 Non-voting Members

**Staff Liaison**
A Staff Liaison will be appointed by the Senior Director of Operations and Waste Management Division to provide administrative support to the committee. The Staff Liaison will:

(a) Ensure the committee is in compliance with procedural By-laws and operational policies;

(b) Ensure meeting minutes accurately capture the committee’s discussion and business;
(c) Obtain management review and approval of the minutes and prepare reports and information updates as required;

(d) Submit approved meeting minutes to the City Clerks Office with requisite form(s) and documentation for inclusion in the Public Works Committee agenda/minutes;

(e) Annually prepare a Volunteer Committee budget submission and corresponding report to the Public Works Committee on behalf of CCLC;

(f) Annually review committee’s mandate and terms of reference;

(g) Manage the committee’s finances and accounts consistent with Purchasing/F&A policies and procedures;

(h) Provide event planning expertise and resource coordination for CCLC community events such as city-wide cleanups, workshops and other outreach and education opportunities;

(i) Ensure appropriate coordination of staff, volunteer and operational resources for litter, illegal dumping, graffiti and beautification programming;

(j) Act as the City liaison/representative for litter, illegal dumping, graffiti and beautification related issues to Hamilton Police Service, Crime Stoppers Hamilton, Environment Hamilton, School Boards, community groups and associations;

(k) Provide advice/approval on appropriate application of “Clean & Green” logo on all Clean City Strategy related initiatives, and:

(l) Provide marketing and communications counsel to CCLC, its subcommittees and stakeholders.

The CCLC Staff Liaison also acts as the Executive Director of the Keep America Beautiful affiliate organization and in this capacity must ensure the certified affiliate remains in good standing with the Keep America Beautiful organization. The duties and responsibilities of the affiliate Executive Director are to:

(a) Report to Chair of the Board;

(b) Manage the daily operations of the KAB affiliate;

(c) Prepare briefs, summaries, fact sheets and other data required for program planning by the KAB affiliate;

(d) Assist Board in plan development;

(e) Assist the Board and committees in implementing action plans;

(f) Develop and maintain a library of resource materials for KAB affiliate volunteers to use in program planning;

(g) Serve as a contact person, clearinghouse of information on all activities of the KAB affiliate;

(h) Train volunteers;

(i) Support partnership and sponsorship efforts as required;

(j) Prepare and submit grant applications;

(k) Prepare budget, exercise budget control;

(l) Prepare and distribute minutes of meetings;

(m) Prepare reports and maintain volunteer records;

(n) Submit semi-annual and annual reports to KAB, including:
   - Completing the annual KAB Community Appearance Index
   - Completing the annual cost/benefit analysis
(o) Attend state and/or KAB mid-year or national conferences to receive required training for maintaining good standing.

**Staff**

Staff will contribute technical information and support services to assist the CCLC with its mandate, as required. The City of Hamilton staffs (including Hamilton Police Service) are non-voting members of the CCLC.

The staff function shall be to:

(a) Inform and educate CCLC members on operations, programs and initiatives related to litter, illegal dumping, graffiti management and beautification.

(b) Provide accurate information to the CCLC for the CCLC to contribute informed advice and recommendations;

(c) Provide information management services for the CCLC, including preparing support materials as required by the CCLC;

(d) Ensure that the CCLC has the opportunity to provide input on staff recommendations pertaining to litter, illegal dumping, graffiti management and beautification programs and initiatives, where possible.

**Public**

The public is encouraged to attend and participate in regular CCLC meetings. Conditions for public participation are the following:

(a) The Chair or designate has the responsibility to ensure that the meeting proceeds in an orderly fashion to address agenda items;

(b) Citizens or stakeholders may request delegate status to present to the CCLC;

(c) The timeframe allotted for public questions and comments will be a regular item on the agenda at the discretion of the CCLC;

(d) Public participants will not be allowed to make motions at the meetings. CCLC members may put forth motions based on information provided by public participants;

(e) Public participants will not be allowed to vote; and

(f) Public attendees will be required to provide their names and other pertinent information to the representative who is recording minutes for the meeting.

## 2 Administration

### 2.1 Operations of the Committee

(a) Rules of procedure and the operations of the committee will comply with Bourinot’s Rules of Order, the City of Hamilton’s Procedural By-law and all other relevant policies, procedures and By-laws of the City of Hamilton.

(b) The CCLC shall meet at least ten (10) times per year. Additional meetings may be scheduled at the discretion of the CCLC.

(c) The CCLC is funded through the Legislative Volunteer Committees budget. Committee finances are managed and approved by the Staff Liaison. Committee activities and events can be supported by in-kind donations of services and materials as approved by the Staff Liaison.
2.2 Selection of Chair and Vice Chair

(a) The Chair and a Vice Chair shall be selected annually by election. The seat of Chair cannot be held for more than two (2) consecutive years within the term of the Committee.

(b) Nominees must be appointed citizen or business representatives. Nominations for each of the Chair and Vice Chair positions will be received from the membership body. The nominated individuals will have the opportunity to accept or decline the nomination. Members will be allowed to vote for the individuals who accept the nomination. The person receiving the largest number of votes will be elected for the respective position.

(c) The Staff Liaison will direct the nomination and voting process.

2.3 Voting and Quorum

(a) Quorum shall be achieved when 50% plus one member of the CCLC voting membership body (with the Chair or Vice Chair present), plus the Staff Liaison is present.

(b) In the event that a member is absent from a meeting and does not agree with the advice or recommendations from the meeting, his/her dissent may be registered in person or by proxy with another member at the following meeting.

2.4 Minutes and Agendas

(a) The Minutes of the CCLC meetings shall be provided by staff.

(b) The Staff Liaison shall prepare the agenda in advance of the meeting in consultation with the Chair and Vice Chair.

(c) The Chair and Vice Chair may propose items for the agenda. Minutes and a draft meeting agenda will be forwarded to CCLC members at least one week prior to each meeting where possible.

(d) The Chair may grant requests for discussion of items not on the agenda at the beginning of each meeting as part of the agenda approval.

(e) Minutes of the meetings will be forwarded to the Public Works Committee and will be posted on the City’s Website.