

KEEP HAMILTON CLEAN AND GREEN COMMITTEE TERMS OF REFERENCE

1 Introduction

1.1 Committee Name

Keep Hamilton Clean and Green Committee (Formerly the Clean City Liaison Committee – Amended October 9, 2013 Item 11 PW Committee Report 13-012)

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 Keep Hamilton Clean and Green Committee will provide input and advice to staff and Council on engaging citizens to take greater responsibility for improving our community environments. The KHCGC'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 and Green programs and initiatives that aim to beautify our community, promote environmental stewardship and prevent litter, illegal dumping and graffiti.

1.4 Accountability

The KHCGC is a Volunteer Advisory Committee that advises Council through the Public Works Committee. The Advisory Committee must comply with the Procedural By-laws, the Advisory Committee Handbook and operational policies and procedures.

2 KHCGC Roles and Responsibilities

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

This volunteer committee 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 and Green Hamilton goals. The

roles and responsibilities of the Keep Hamilton Clean and Green Committee include, but are not limited to, the following:

- (a) Provide input and advice to Council, through reports to the Public Works Committee, and City staff 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 KHCGC by the City, consultants, community organizations or the general public, and to provide input and recommendations, through written Volunteer Committee reports regarding these issues through the Public Works Committee.
- (e) Form subcommittees, from within the KHCGC membership, 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) Attend and actively participate in committee meetings.

3 Membership

The KHCGC 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

- (a) Members must declare any conflict of interest issues prior to discussion or decision-making of any matter with which they believe they have an pecuniary interest;
- (b) Members are asked to review all documents, agendas and minutes presented to them to make informed decisions; and

Some activities of the KHCGC may require additional time commitments dependent upon the nature of the project undertaken.

3.2 Composition

The composition of the Keep Hamilton Clean and Green Committee will include the following voting members:

The KHCGC will have a total of up to 16 members, comprised of:

- Citizen members-at-large (five)
- Citizen members who own/have experience related to the Hamilton business community (two)
- Youth Representative(s) (up to two)
- Council representative(s) (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)
- Representatives of the Chambers of Commerce (up to two)

Staff and Outside Resources, as required:

- KHCGC 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, upon approval of Council.

3.3 Attendance and Vacancies

If a member is absent for three (3) meetings in a calendar year without approval from the KHCGC, 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 KHCGC members will expire to coincide with the term of Council or until such time as successors are appointed by Council.