



Hamilton

City of Hamilton Watershed Action Plan

TERMS OF REFERENCE

for the

STAKEHOLDER LIAISON COMMITTEE

DRAFT



1. Purpose

This Terms of Reference (TOR) pertains to the Stakeholder Liaison Committee (SLC) for the City of Hamilton Watershed Action Plan (CHWAP). This committee is being established to provide a forum for collaboration between the City of Hamilton (City) and other stakeholders that have care and control over Hamilton's watersheds; to provide strategic direction and consultation in the development of the CHWAP which will drive the actions for implementing the works required by the City to improve the health of Hamilton's Watersheds and provide progress towards delisting Hamilton Harbour as an Area of Concern.

2. Background and History

As a result of changes and events within Hamilton's Watersheds leading to a greater focus on non-point sources of watershed stress, there is a desire on the part of the public and Hamilton City Council in seeing an increase in watershed remediation activities planned and executed by the City and stakeholder agencies. Recently, public attention and in some cases demonstrations have been building, associated with events that influence the health of the harbour. This includes, but is not limited to; beach closures, floatables in the west harbour, algae proliferation, and unexpected wastewater discharges. In order to meet public expectations for an improved aquatic environment, address political expectations, and restore the image of effective environmental stewardship, the City is developing the CHWAP for the City to then proceed with implementation. Working together, the SLC will help to advance City specific actions of priority projects having the greatest influence on the common goals for improving harbour conditions and ultimately delisting Hamilton Harbour.

Many years of work and investment have been put into reducing point source contamination into Hamilton Harbour and by the end of 2022, the majority of this work will be implemented. This shifts the primary harbour impact to non-point watershed sources. In order to continue progress toward improved harbour conditions, which are notably better than in previous decades, a concerted effort is required to assess and execute the most impactful opportunities that will make a difference for harbour water quality.

The City believes that the advice and guidance provided by other agencies and governmental bodies will lead to a more efficient plan moving forward to deal with outstanding issues including the difficult task of managing the variability of non-point source harbour pollutant contributions. This collaborative approach will improve decision making, align strategic priorities, enhance communications and maximize synergies among us.

The City has been a participant in the Hamilton Harbour Remedial Action Plan (HH RAP) since its inception in 1985 and has been a key contributor for many of the projects that have been implemented or will be finished by the end of 2022. Notable City contributions and investments include:

- Construction of nine (9) Combined Sewer Overflow (CSO) tanks over 30 years;
- Sewer lateral cross connection investigations and repairs;
- Implementation of tertiary treatment at the Dundas Wastewater Treatment Plant (WWTP);
- Primary treatment expansion at the Woodward WWTP;
- Construction of tertiary treatment at the Woodward WWTP;
- Real-time control of key wastewater collection system regulators;
- Decommissioning the Waterdown WWTP;
- Windermere Basin Restoration;

- Financial contribution to the Randle Reef Engineered Containment Facility; and,
- Implementation of the Surface Water Quality Program to better understand and mitigate City infrastructure impacts on receiving waters.

The work of this SLC is an extension of the direction set by the HH RAP office through the years of 2014 to 2016. A set of recommendations was developed through the Watershed Nutrient and Sediment Management Group for urban and rural contributions in Hamilton and Burlington. The long list of recommendations as well as other contributions from organizations that have developed implementable strategies can be considered as a starting point for this committee.

The focus of this committee fits directly into the City of Hamilton Corporate Strategic Plan under the Clean and Green and Healthy and Safe Community priority areas. The harbour represents one of the largest features in the community that should be safe and accessible to all residents and addressing the remaining issues of contamination will further change the status of health, safety, and image within the City of Hamilton. While the benefits to local wildlife and the human community is the driver for continued efforts, there is a keen interest in successfully contributing to the formal delisting process that identifies Hamilton Harbour as a Canadian Area of Concern.

3. Mission

To establish a strong municipal leadership presence focused on the local watershed with the purpose of prioritizing and implementing City of Hamilton lead actions necessary to support a flourishing natural environment free of unacceptable contaminant releases to benefit the health of our environment, wildlife, residents and visitors within our community.

4. Goals and Objectives

The City of Hamilton wishes to ensure that the momentum toward remediation of Hamilton Harbour remains on a progressive and continuous improvement path. The following list of goals for the CHWAP are in draft form until such time that the SLC members can provide comment and advice pertaining to actions/objectives proposed that will improve the natural conditions of Hamilton Harbour and its watershed. The goals may be amended as appropriate and at least one supporting action/objective will be assigned to each goal. Draft CHWAP goals include, but not limited to:

- a. Solicit input from all stakeholders;
- b. Establish a water quality baseline to understand key hotspots and contaminant contributions
- c. Inventory all possible watershed activity ideas from City and stakeholder sources that fall within the care and control of the City and contribute toward improved harbour conditions;
- d. Apply a climate change and climate resiliency lens to each watershed action identified;
- e. Prioritize a focus list that will have the greatest impact on advancing the goal of an improved watershed and by extension harbour health;
- f. Develop a capital works plan for short term and long term activities;
- g. Establish Project Teams to be accountable for activities;
- h. Seek City Council approval for capital works plans;
- i. Implement identified priority activities through provision of appropriate resources;
- j. Monitor environmental impacts related to actions; and,
- k. Report on progress on a TBD frequency.

5. Deliverables and Timelines

Note: To be developed by SLC members during the initial meetings

Goal	Action/Objective	Timeline (ETA)

6. Measures of Success

Note: To be developed by SLC members during the initial meetings

7. Committee Structure and Governance

i. Members

The membership of the SLC is structured to provide a balance of perspectives, skills sets, knowledge and expertise. Its membership may include, but is not limited to, representatives from the following:

- Public Works
 - Hamilton Water
 - Environmental Services
 - Transportation Operations & Maintenance
- Planning & Economic Development
 - Sustainable Communities
 - Heritage and Urban Design
 - Growth Management
- Healthy & Safe Communities
 - Recreation
 - Healthy Environments
 - Indigenous Relations
- Royal Botanical Gardens
- Hamilton Conservation Authority
- Conservation Halton

ii. Consultation

The SLC will provide information updates regarding the CHWAP to the Hamilton Harbour Remedial Action Plan (HH RAP) Watershed Advisory Group (WAG) on a regular frequency (TBD). WAG members will provide insight, recommendations and additional support to the SLC which includes membership from:

- Bay Area Restoration Council
- City of Hamilton
- City of Burlington
- Conservation Halton
- Environment and Climate Change Canada
- Environment Hamilton
- Hamilton Conservation Authority
- Hamilton Harbour Remedial Action Plan
- Ministry of the Environment, Conservation and Parks
- Royal Botanical Gardens
- The Regional Municipality of Halton

In addition to the agencies above, the SLC will also engage with the following consultation and engagement partners throughout the development of the CHWAP:

- Indigenous Nations and First Peoples
- Niagara Peninsula Conservation Authority
- Grand River Conservation Authority
- McMaster University
- Redeemer College University



- Green Venture
- Ontario Ministry of Transportation
- Fisheries and Oceans Canada

iii. Chair

Stakeholder Liaison Committee meetings will be chaired by appropriate City of Hamilton Staff.

iv. Project Manager

The Project Manager will be a City of Hamilton employee or City representative who has full responsibility and authority to coordinate, develop and manage the CHWAP as guided by the SLC. All decisions by the Project Manager are based on benefitting the CHWAP. Responsibilities of the Project Manager, at a minimum include:

- Develop, review and manage the TOR;
- Coordinate and facilitate the development and execution of a detailed work plan for each phase of the CHWAP;
- Raise awareness and understanding of the CHWAP with members of the SLC and the community;
- Provide administrative support to the SLC, including meeting facilitation, time keeping and note taking for all meetings;
- Develop collaborative planning process to allow for the exchange of information and ideas;
- Review requests for proposals and study reports;
- Ensure accuracy and timeliness of technical documents produced by the SLC ;
- Day to day management of the CHWAP and the Project Team; and,
- Coordinating reporting to City Senior Leadership and Council on a TBD frequency.

v. Project Team

It is acknowledged that Project Team will be needed to focus on specific projects and priorities that have been developed by the SLC. These Project Teams will be structured and created after the establishment of the SLC goals and objectives. The Project Team/Working Group will consist of City of Hamilton cross-departmental employees who will at a minimum:

- Develop a short term and long term capital plan that addresses projects identified in the CHWAP to be approved via the City's budget process;
- Develop a charter for each project, to be approved by the SLC and ultimately Council;
- Consider resources required for each project;
- Define scope, budget and timelines for each project;
- Procure necessary consultants and contractors as per the City's Procurement By-law;
- Monitor the day to day activities of each project;
- Report on completion of each project; and,
- Implement metrics to monitor success and sustainability of each project.

vi. Decision Making

It is expected that information provided at each meeting will build from the previous, and in an effort to ensure continuity, SLC members may send alternates to meetings with efforts to reserve this for significant conflicts only. Valued input from committee members will be expected and member perspectives related to questions, decisions and directions will be requested. As a goal, the SLC will seek inputs from each member on matters where decisions are required, however the City will reserve the right to make final decisions on works and actions moved forward by this committee based on input discussion and ideas raised in meetings or by other forms of communication as deemed necessary.

vii. Quorum

An official quorum will not be established, however the Chair will note when attendance is low and offer discussion regarding the impact and opportunities for improving engagement. The Chair will decide, based on feedback from the SLC how best to move forward in each circumstance and whether additional input is required prior to action.

8. Code of Conduct

i. Decorum

SLC members shall conduct themselves with decorum in the course of their performance, or required performance, of their responsibilities as a member, and at meetings, including but not limited to:

- a. All members shall be respectful of the role of other members and employees to provide service and advice based on political neutrality and objectivity, and without undue influence from any one or more members;
- b. No member shall maliciously, falsely, negligently, recklessly, or otherwise improperly, injure the professional or ethical Code of Conduct reputation, or the prospects or practice, of any one or more members or guests participating in this process;
- c. All members shall show respect for the professional capacities and position of other members and participants within meetings or activities of the SLC;
- d. No member shall use, or attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, or otherwise improperly influencing any other member or City employee with the intent of interfering with perspectives or duties; and
- e. All members shall be treated fairly and contribute to an environment free of undue influence or discrimination of any kind; and,
- f. All members shall make every reasonable effort to attend each meeting, however In the event that a member is not able to attend more than two consecutive meetings, the Chair, after consultation with the member, may request appointment of a suitable alternative representative from that agency/group.

Failure by a member to comply with the Code of Conduct may result in the Chair taking appropriate steps to call the member to order with a last resort of removal from meetings and in the event non-compliances continue with no abatement, removal of SLC membership.

ii. Member Responsibilities

It is the role of SLC members to work co-operatively to advise other members, staff and consultants toward the satisfactory resolution of issues related to watershed area plans, projects, and actions.

Member responsibilities include but are not limited to:

- a. To learn about the activities and interests of the involved agencies;
- b. To attend meetings of the SLC coordinated by the City related to advancing the initiatives necessary to improve the Harbour;
- c. To share information about activities, monitoring, and inherent knowledge of Hamilton Harbour and its watershed where appropriate with the goal of advancing actions to improve conditions;
- d. To inform others in respective organizations as is seen fit to ensure that agencies are aware of and supportive of actions taking place;
- e. Support approved communications within the larger community for the remediation efforts;
- f. To identify any synergies which the Project Team can leverage that would make improvements within the community; and,
- g. To work co-operatively with other SLC members, staff, and consultants with the goal of improving Watershed and Harbour conditions for the benefit of local residents, plants and wildlife.

9. Record Keeping

A draft agenda for the SLC and related information will be circulated a minimum of two weeks in advance of the meetings. Members may place on the agenda any items that are related to the mandate of the SLC.

Meeting schedules will be established by the Project Manager in consultation with members of the SLC.

The proceedings of the SLC meetings will be recorded in the form of minutes through City resources. The minutes will be circulated two weeks after each meeting. At each meeting, the previous meeting's minutes will be reviewed and approved by the members and action items will be reviewed and reconciled.

10. Reporting

Updates and communication to City Senior Leadership and City Council will be necessary as part of this committee. City staff will identify a frequency and how that process will be structured after the SLC has been established and some strategy has been discussed with members.

It is expected that the SLC Chair will provide information updates regarding the CHWAP to the Watershed Advisory Group on a regular frequency, yet to be determined.

A graphic representing the reporting structure and how this SLC fits into the greater HH RAP Secretariat is attached as Appendix A.

11. Term

The SLC will sit for scheduled meetings while actions are being undertaken by the City to improve the health of the Harbour and its watershed until actions are in motion that solidify the shift of Harbour status to an Area of Recovery. This is estimated to be at least 24 to 36 months. At that time discussion will take place in order to determine if there are future works being planned that would be suitable for the continuation of this committee or another one similar in nature.

Appendix A – CHWAP SLC Reporting Structure

Updated January 2022

