

# CITY OF HAMILTON MOTION

Committee Date: May 7, 2012

MOVED BY COUNCILLOR .....

SECONDED BY COUNCILLOR.....

## 9.2 Revised Terms of Reference Clean City Liaison Committee

That the revised Terms of Reference of the Clean City Liaison Committee, attached hereto, be approved.

# CLEAN CITY LIAISON COMMITTEE TERMS OF REFERENCE

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## 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 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 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 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 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 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 CCLC 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 CCLC 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 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**

- (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
- (c) 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 the following voting members:

The CCLC will have a total of up to 13 members, comprised of:

- Citizen members-at-large (four)
- 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)

Staff and Outside Resources, as required:

- 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, 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 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 CCLC members will expire to coincide with the term of Council or until such time as successors are appointed by Council.