

April 2, 2007

Ms. Sheila Birrell  
Town Clerk  
Town of Markham  
101 Town Centre Blvd.  
Markham, ON L3R 9W3

Dear Ms Birrell:

Re: Appointments to the Don Watershed Regeneration Council 2007-2010

Since 1992, Toronto and Region Conservation (TRCA) has established community-based committees to assist with the protection and restoration of its watersheds. The committee for the Don watershed in the Town of Markham is the Don Watershed Regeneration Council. Members include watershed municipalities, residents, community groups, academic institutions and business groups. We are extremely grateful for the cooperation and dedication we have received from the Town of Markham in the past.


The Authority, at its meeting held on March 30, 2007, adopted a resolution that approves the Terms of Reference for the Don Watershed Regeneration Council. A copy of the Terms of Reference for the Don Council is enclosed for your perusal.

Consequently, I would like to invite your municipality to appoint one Councillor to represent the Town of Markham on the Don Watershed Regeneration Council. The term of the committee is two years beginning approximately in June, 2007.

We request that your appointment of a Councillor to the Don Watershed Regeneration Council be done by April 30, 2007 so that we can confirm membership by the Authority meeting of May 25, 2007.

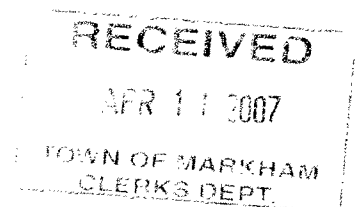
If you have any questions, please do not hesitate to contact me at 416 - 661- 6600, extension 5238 or by email at [afreeman@trca.on.ca](mailto:afreeman@trca.on.ca).

Yours truly,



Adele Freeman  
Director, Watershed Management and Don Watershed Specialist

Encl.



TO: Chair and Members of the Authority  
Meeting #2/07, March 30, 2007

FROM: Adele Freeman, Director, Watershed Management

RE: TERMS OF REFERENCE FOR THE DON WATERSHED REGENERATION  
COUNCIL, HUMBER WATERSHED ALLIANCE AND ETOBICOKE-MIMICO  
WATERSHEDS COALITION, 2007-2010

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**KEY ISSUE**

Approval of the Terms of Reference for the Don Watershed Regeneration Council, Humber Watershed Alliance and Etobicoke-Mimico Watersheds Coalition, 2007-2010.

**RECOMMENDATION**

WHEREAS the last term of Don Watershed Regeneration Council, Humber Watershed Alliance and Etobicoke-Mimico Watersheds Coalition subcommittees of the Watershed Management Advisory Board, ended in October, 2006 for the Humber and Etobicoke-Mimico and December, 2006 for the Don;

AND WHEREAS Toronto and Region Conservation Authority (TRCA) recognizes the important role these watershed subcommittees have played in securing resources, influencing priorities and establishing linkages with residents, local environmental groups, businesses, municipalities, agency staff and to elected officials in helping TRCA meet The Living City objectives;

THEREFORE LET IT BE RESOLVED THAT the Terms of Reference for the Don Watershed Regeneration Council 2007- 2010, dated March 21, 2007, as outlined in Attachment 1, be approved;

THAT the Terms of Reference for the Humber Watershed Alliance 2007- 2010, dated March 21, 2007, as outlined in Attachment 2, be approved;

THAT the Terms of Reference for the Etobicoke-Mimico Watersheds Coalition 2007- 2010, dated March 21, 2007, as outlined in Attachment 3, be approved;

THAT one member of the Authority be appointed to each of the watershed subcommittees to assist the watershed specialists, the Director, Watershed Management and/or other directors as required with the selection of members and provide other direction or assistance as required;

THAT the regional and local municipalities in the Don, Humber, Etobicoke and Mimico watersheds be requested to appoint councillors and staff liaisons from appropriate departments as set out in the Terms of Reference for each of the watershed subcommittees or technical support groups;

AND FURTHER THAT a report be submitted to the Authority identifying the proposed membership for each of the watershed subcommittees for approval.

## BACKGROUND

In December of 2006, the members of the Don Watershed Regeneration Council, the Humber Watershed Alliance and the Etobicoke-Mimico Watersheds Coalition completed their terms of appointment.

These watershed subcommittees began as task forces, and their origins date back to 1992 when the Don Watershed Task Force was formed to develop a watershed plan for the Don River which resulted in *Forty Steps to a New Don*. This was followed by the establishment of the Humber Watershed Task Force, that produced *Legacy: A Strategy for a Healthy Humber and A Call to Action*. The Etobicoke and Mimico Creek Watersheds Task Force developed *Greening Our Watersheds*. The three above mentioned watershed management plans received outstanding planning awards. A Watershed Plan for the Duffins Creek and Carruthers Creek was developed by the Duffins Creek and Carruthers Creek Task Force. Most recently the Rouge Watershed Task Force has completed the draft of the Rouge Watershed Plan.

Following the completion of each of the watershed management plans, an implementation subcommittee has been established. These subcommittees include watershed residents and representatives from businesses, academia, agencies and local groups. Elected officials and municipal staff are also part of the watershed subcommittees directed by a TRCA Watershed Specialist or other TRCA staff, all of whom work diligently to address the issues identified in the watershed plans.

The Terms of Reference for these watershed subcommittees have proven to be a valuable mechanism to convey to the members and potential members the purpose of the subcommittees and the expectations of TRCA. At the end of each term, the Terms of Reference are reviewed by staff, following consultation with the watershed subcommittees and others, to refine the Terms of Reference for the next time period.

The following changes have been incorporated in the attached Terms of Reference for each of the Don, Humber and Etobicoke-Mimico watershed subcommittees for the upcoming term:

1. The Terms of Reference have been written for a period of 4 years to coincide with the municipal election cycle.
2. The appointments for residents, and business, academic, and community group representatives have been shortened from 3 to 2 years with the option of renewal for the second two years.
3. TRCA's vision for The Living City and strategic plan, including the importance of climate change mitigation and adaption as important elements of watershed management, and the promotion of sustainable communities and a culture of conservation (e.g. energy and water conservation, near urban agriculture).
4. The transition from individual watershed report cards to the development of The Living City Report Card, which will address jurisdiction wide issues as well as individual watershed indicators and targets.
5. Potential to provide a number of forums/opportunities for the members to work collaboratively with members of other watershed subcommittees on policy issues that are TRCA jurisdiction-wide.

6. Involvement of the Don and Humber watershed subcommittees in the development/completion of the integrated watershed management plans to satisfy the legislated requirements of the Oak Ridges Moraine Conservation Plan..

#### **DETAILS OF WORK TO BE DONE**

- Send letters to municipalities, agencies and community groups asking them to appoint a member and alternate;
- place public advertisements in appropriate community newspapers, on web sites and in other media sources encouraging residents, businesses and academic representatives to apply for the respective watershed sub-committees;
- staff will contact the offices of elected officials to identify persons which may have an interest in applying as resident or business members;
- staff to contact all previous members of the watershed subcommittees to advise them of the time lines for applications; and
- plan to have the first meeting of the new watershed subcommittees in June 2007.

Report prepared by: Gary Wilkins, extension 5211, Chandra Sharma, extension 5237;

Amy Thurston extension 5283

For Information contact: Adele Freeman, extension 5238

Date: March 14, 2007

Attachments: 3

DON WATERSHED REGENERATION COUNCIL

TERMS OF REFERENCE

1.0 AUTHORITY DIRECTION

At Authority Meeting #4/04, held on May 28, 1994, Authority Resolution #A111/94 was approved, in part, as follows.

*THAT the Don Watershed Task Force report entitled "40 Steps to a New Don" be received and endorsed;...*

*THAT the staff be directed to provide a terms of reference and member for a Don Regeneration Council ..... for the Authority's consideration in the fall of 1994;...*

At Authority Meeting #9/04, held on October 28, 1994, Resolution #A224/94 was approved, in part, as follows:

*THAT the Goals, Membership, Organization and Terms of Reference for the Don Watershed Regeneration Council, as set out in the report, dated October 1994, ... be approved;...*

At Authority Meeting #9/97, held on October 31, 1997, Resolution #A241/97, establishing the goals, membership, organization and Terms of Reference for the 2nd Don Watershed Regeneration Council 1998-2000, was approved, in part, as follows:

*THAT the Terms of Reference including the membership for the Don Watershed Regeneration Council as set out in the report dated October 14, 1997 be approved;...*

At Authority Meeting #11/00, held on January 5, 2001, Resolution #A267/00, establishing the goals, membership, organization and Terms of Reference for the 3rd Don Watershed Regeneration Council 2001-2003, was approved, in part, as follows:

*... THAT the Terms of Reference including the membership for the Don Council as set out in the report dated December 15, 2000, as attached, be approved;...*

At Authority Meeting #10/03, held on January 9, 2004, Resolution #A290/03, establishing the goals, membership, organization and Terms of Reference for the 4th Don Watershed Regeneration Council 2004-2006, was approved, in part, as follows:

*THAT the Terms of Reference for the Don Watershed Regeneration Council, dated December, 2003, as attached, be approved;...*

At Authority Meeting #2/07, to be held on March 30, 2007, TRCA will be requested to approve the resolution establishing the Terms of Reference for the fifth term of the Don Watershed Regeneration Council 2007-2010.

## 2.0 GOALS

The goals of the Don Watershed Regeneration Council are to protect, regenerate and celebrate the Don watershed and more specifically to assist Toronto and Region Conservation Authority (TRCA), The Conservation Foundation of Greater Toronto, TRCA partner agencies and watershed municipalities, community groups and the public to:

- i) secure political support at all levels of government and foster corporate partnerships to advance TRCA's vision for The Living City;
- ii) achieve The Living City vision of Healthy Rivers and Shorelines, Regional Biodiversity, Sustainable Communities and Business Excellence within the Don watershed;
- iii) develop, review and complete the updated watershed plan for the Don and its components incorporating new watershed understandings and TRCA's strategic plan and implementation actions;
- iv) implement the recommendations of the Toronto and Region Remedial Action Plan contained in *Clean Waters, Clear Choices: Recommendations for Action* and strategic directions contained in subsequent reports as they pertain to the Don watershed;
- v) implement strategic plans such as the *Wet Weather Flow Management Master Plan* (Toronto) and the Region of York's sustainability initiatives;
- vi) implement source water protection initiatives.

## 3.0 DON WATERSHED REGENERATION COUNCIL MEMBERSHIP AND APPOINTMENT PROCESS

The Don Watershed Regeneration Council shall consist of approximately 40 members including:

### 3.1 TRCA Representatives

The Chair of the Authority or other designated Authority member as Ex-officio.

### **3.2 Regional and Local Municipal Representatives**

The regional and local municipalities will be requested by TRCA to appoint one council member from each of the "905" regional and local municipalities in the Don River watershed. These representatives will be Ex-officio members. A municipality may appoint a current Authority member. The appointed members should represent an electoral ward within the Don River watershed.

- Regional Municipality of York;
- City of Vaughan;
- Town of Richmond Hill;
- Town of Markham.

### **3.3 City of Toronto Community Council Representatives**

Within the City of Toronto, the individual community councils will be requested by TRCA to appoint members of Council. The city may appoint a current Authority member. These representatives will be Ex-officio members.

One Councillor is required from each of the City of Toronto's community councils which have the Don watershed within its boundaries.

- Toronto North Community Council;
- Toronto South Community Council;
- Toronto East Community Council.

### **3.4 Other Public Agency Representatives**

The following federal and provincial agencies which have a specific interest in the Don watershed will be requested by TRCA to appoint a representative and an alternate. These representatives will be Ex-officio members.

- Environment Canada;
- Ontario Ministry of Environment;
- Ontario Ministry of Natural Resources.

### **3.5 Community Group Representatives**

The following community groups which have a specific interest in the Don watershed will be requested by TRCA to appoint a representative and an alternate to the Don Watershed Regeneration Council.

- The Task Force to Bring Back the Don, City of Toronto;
- Friends of the Don East;
- Richmond Hill Naturalists;
- Toronto Green Community.

*Others may be added throughout the term should their knowledge, skills and experience be advantageous to the work of the Council.*

### **3.6 Watershed Residents, Business Members and Academic Institution Representatives**

Applications from watershed residents, businesses and academic institutions will be solicited through announcements in newsletters, local newspapers, web sites, volunteer networks, and through press releases. A committee of three persons, comprised of one member of the Authority, a TRCA senior staff member and the Don Watershed Specialist will recommend appointments to the Don Watershed Regeneration Council. This selection will take into consideration the following:

- demonstrated interest in the watershed/community;
- willingness of the applicant to meet the potential time and work commitments;
- geographical representation within the watershed;
- resident members should live within the Don watershed or an adjacent Lake Ontario drainage area; and
- technical/professional knowledge, skills and experience in disciplines that would assist in the implementation of assigned tasks and responsibilities.

Up to 20 persons representing watershed residents, businesses and academic institutions who have demonstrated experience, knowledge, interest and skills in one of the following fields:

- writing/communications;
- business;
- fund-raising;
- natural environment;
- planning and engineering;
- environmental policy;
- academics/education;
- social marketing;
- culture, heritage and recreation.

## **4.0 GUESTS**

Don Watershed Regeneration Council meetings are open to the public. We encourage others interested in actively giving their time and talents to the protection, regeneration and celebration of the watershed to become involved. These persons are not official members but will be acknowledged as 'guests' by the watershed council. They will not have voting privileges nor be eligible for travel expenses to and from meetings. Guests are not required to be residents of the watershed.



## **5.0 TERM OF APPOINTMENT**

These Terms of Reference are valid for four years (2007 - 2010). The regional and local municipalities and other public agencies will be requested to appoint their representatives for a two year term with the option to renew for an additional two years to coincide with the four year term of municipal councils. All other members will be appointed for a two year term with the option to renew for two years.

Membership will be reviewed on an annual basis. Members, excluding ex-officio members, unable to fulfill their commitments will be replaced after missing three consecutive meetings (without notice) by the Authority based on the nominees recommended by Authority members, other watershed council members and TRCA staff.

Notice of resignations and recommendations for new members will be presented to the Authority on an as required basis for approval.

## **6.0 ATTENDANCE AT MEETINGS**

Members will be required to attend regular evening meetings of the Don Watershed Regeneration Council to be held approximately 6-8 times annually.

It is anticipated that evening meetings for Don Watershed Regeneration Council working committees will be held approximately 6-8 times annually. Additional meetings may be required to deal with specific issues from time to time. Meetings may be held during regular work hours depending on the preference and availability of members and staff.

Members will contribute to the work of the watershed council, prepare effectively for, and participate in, at least one working committee.

## **7.0 SELECTION OF CHAIR AND VICE CHAIR**

The Chair and Vice Chair will be elected by the Don Watershed Regeneration Council from amongst its members. The Authority may appoint an interim Chair until such time that an election can take place. The Chair and Vice Chair will also be ex-officio members of all working committees.

## **8.0 REPORTING RELATIONSHIP**

The Don Watershed Regeneration Council is considered a subcommittee of TRCA's Watershed Management Advisory Board. The watershed council Chair will report on a regular basis to the Authority on projects and progress through meeting minutes of the watershed council.

The Don Watershed Regeneration Council is not a formal commenting body regarding review and approval of planning applications or permits. Staff will advise the watershed council of major projects within the watershed and may ask them for comments.

The Don Watershed Regeneration Council may, on its own, provide comments or other information for the consideration of staff and the Authority.

## **9.0 RESOURCES AVAILABLE TO THE DON WATERSHED REGENERATION COUNCIL**

### **9.1 TRCA Support**

TRCA will provide staff support for the watershed council, including technical project support and community outreach, based on available funding.

Subject to available funding, the staff secretariat will include:

- Don Watershed Specialist;
- Project Manager, Watershed Planning;
- Administrative Clerk.

The Don Watershed Regeneration Council, and its working committees, will otherwise strive to be self-sufficient in achieving their goals.

### **9.2 Other Resources**

Funding may be available for projects and activities of working committees based on approved work plans and available TRCA funding. Working committee members are encouraged to secure other resources and partnerships for watershed council projects and activities, whenever possible. In-kind or other support for projects and activities will be welcome from business, industries, other government agencies, private foundations, educational institutions and others in accordance with TRCA policies. In-kind or other support will be coordinated with the assistance of The Conservation Foundation of Greater Toronto, where appropriate.

### **9.3 Technical Advisory Committee**

In addition to the Don Watershed Regeneration Council, it is recommended that an agency technical working group be established to assist TRCA staff in the development of the updated watershed plan.

## **10.0 STRUCTURE OF THE DON WATERSHED REGENERATION COUNCIL**

### **10.1 Chair's Committee**

This subcommittee will undertake key administrative responsibilities pertaining to the watershed council's agenda and work plan. The group will meet prior to the watershed council's meeting and on other occasions as needed. This committee will be made up of the Chair, Vice Chair, working committee chairs, and other key members, as well as the appropriate TRCA support staff.

#### **10.2 Jurisdiction-wide Watershed Committee(s)**

Members of the Don Watershed Regeneration Council will be encouraged to work with other watershed advisory committee members to collaborate on issues of common interest.

#### **10.3 Working Committees**

The Don Watershed Regeneration Council will undertake its work through the active involvement of its members on at least one committee. Working committees will be established on an 'as required' basis and will be dissolved when their work is substantially complete. New committees will be struck to deal with specific issues as determined by the Don Watershed Regeneration Council and TRCA staff.

A chair person for each working committee will be selected from the Don Watershed Regeneration Council membership. The Chair will report to the watershed council on a regular basis.

#### **11.0 COMPENSATION OF WATERSHED COUNCIL MEMBERS**

At regular Don Watershed Regeneration Council meetings, as well as working committee meetings, members will be eligible for travel expenses according to TRCA policy where these are not covered by their agency or other source. The TRCA policy on volunteers is also applicable.

#### **12.0 RULES OF CONDUCT**

The Don Watershed Regeneration Council will adhere to TRCA's Rules of Conduct as adopted by Resolution #34 at Authority Meeting #2/86, held on March 21, 1986, and as amended periodically.

#### **13.0 QUORUM**

A quorum will consist of one-third of the members of the Don Watershed Regeneration Council. Alternate members will have voting privileges on all matters of business.

#### **14.0 PRIMARY RESPONSIBILITIES**

The Don Watershed Regeneration Council shall:

- Adhere to the basic principles of sound ecosystem management that recognizes the interrelationship between cultural heritage, physical characteristics, biological conditions and economic needs, and the integration of conservation, restoration and economic activities necessary for the health of the watershed.
- Assist with the development, consultation and review of the updated watershed plan for the Don and its components.

- Participate in efforts of the Toronto Waterfront Revitalization Corporation with respect to the naturalization and flood protection at the mouth of the Don and related activities.
- Work collaboratively with TRCA staff, and other watershed/waterfront advisory committees to develop The Living City Report Card which will address jurisdiction-wide issues as well as watershed specific indicators and targets.
- Work collaboratively with TRCA staff, and other watershed/waterfront advisory committees to address issues of common concern such as providing input to the Toronto Area Remedial Action Plan, source protection planning and other regional policy or planning issues.
- Act as the Don watershed advocate in large projects that cross municipal boundaries and support major projects advocated for by others such as which will protect, regenerate and celebrate the Don watershed.
- Work with TRCA and The Conservation Foundation of Greater Toronto to seek new partners and sources of funding for identified priority projects.
- Assist TRCA in identifying potential public greenspace and work with owners to develop conservation easements, donations and bequests in accordance with TRCA's Greenlands Acquisition Project for 2006-2010.
- Maintain and enhance contacts within the community regarding watershed management issues.
- Provide a framework for meaningful communication and community involvement in watershed management.
- Support local community groups and build capacity within the general community to deliver watershed management products and services.