



**German Mills Meadow and
Natural Habitat Liaison
Committee**

T e r m s o f R e f e r e n c e

Version – May 21
2015

1. Establishment

The German Mills Meadow and Natural Habitat Community Liaison Committee was established by Council Resolution at its November 20, 2012 meeting.

The German Mills Meadow and Natural Habitat is located on the former Sabiston Landfill Site. This landfill site, covering a total of 26 hectares (65 acres), was closed and capped in 1975. City of Markham purchased the site in October 1983, and has been responsible for its ongoing maintenance and monitoring since that time.

2. Mandate

The mandate of the committee is as follows:

1. To increase awareness of the City's management and rehabilitation activities on the former landfill and to assist in communicating to the rest of the community information regarding these activities. The committee does not have the authority to direct staff activities related to landfill management.
2. To provide communication linkage on environmental issues or alerts related to the management of the former landfill site.
3. To assist City staff and Council by providing advice and input as to how best to recognize and reflect the historical and environmental significance of the German Mills Meadow and Natural Habitat.
4. To facilitate community based partnerships and a fundraising campaign, if required, to assist in obtaining environmental funding to support the German Mills Meadow and Natural Habitat.

3. Objectives

The City of Markham is responsible for the monitoring and management of the former landfill site as required by the Ministry of the Environment (MOE).

This Committee provides a forum for the community to express its needs and expectations with respect to the use of the German Mills Meadow and Natural Habitat and acts as a communication liaison between the community and Council.

4. Term

The terms of this committee expires October 2018. The mandate of the committee/working group can be extended with the approval of a future Council.

5. Membership

Composition:

The Committee is composed of the following members:

Member Name	
Deputy Mayor Jack Heath	Regional Councillor
Councillor Valarie Burke	Councillor, Ward 1
To be determined	Settlers Park Ratepayers Association Representative
To be determined	German Mills Resident Association Representative
To be determined	Resident at Large
To be determined	Resident at Large
To be determined	Resident at Large
To be determined	National Spiritual Assembly of the Baha'i of Canada Representative

All appointments to the German Mills Meadow and Natural Habitat Liaison Committee shall follow the City of Markham Appointment to Advisory Boards and Committee process.

6. Roles and Responsibilities

Role & Responsibilities of the Chair

The role and responsibilities of the Chair are as follows:

1. Ensure that the meetings are conducted in accordance with the Rules and Procedures established for Council, Boards and Committees and ensure meetings run efficiently and effectively.
2. Plan in coordination with the Staff Liaison the meeting agenda ensuring that all agenda content is within the Committee's mandate and reviews the meeting minutes.
3. Put to vote all motions that are properly moved and seconded, and that are within the jurisdiction of the Committee and announces the results (note: the Chair is not permitted to put forth a motion but is entitled to vote on all motions).
4. Decline motions that do not follow the rules of procedure or are outside the Committee's mandate.
5. Enforce order and decorum among members and enforce procedural rules subject to the Committee's appeal.
6. Ensure that Committee initiatives/ direction to other Members of Council are communicated via Committee resolution.
7. Communicate Council Initiatives/ direction to the Committee.

Roles & Responsibilities of Committee Members

The roles and responsibilities of the Committee Members are as follows:

1. Focus all discussions and enquiries on matters within the mandate of the Committee.
2. Attend meetings and contributes to Committee discussions and activities.
3. Address comments and questions to the Chair and not to fellow members or staff.
4. Express disagreement with ideas and motions not with individuals.
5. Respect and be respectful of staff and other members.
6. Declare any pecuniary interest as defined in the Municipal Conflict of Interest Act and refrain from taking part in the discussion or voting on any items that fall under this category.

Roles & Responsibilities of Staff Liaison

The role of the Staff Liaison is to be the communication link between the Liaison Committee and senior staff and City Council by updating the Liaison Committee on activities carried out at the site by the City; and reporting to senior staff and City Council on any issues and concerns put forward by the Liaison Committee. If the Committee wishes the City to undertake an action, it should do so by passing a motion requesting Council's action.

7. Meeting Schedule and Decision Making

Meeting Schedule:

Meetings will occur semi-annually, as needed and a minimum of two meetings per year will be scheduled.

Quorum Requirements:

50% plus one. At least one resident must be present.

8. Reporting Requirements and Methods

Reports and minutes are to be provided to General Committee, (Community Services) and then from that Committee to Council.

9. Staff Supporting the Committee

Nory Takata	Staff: Operations
Emma Girard	Staff: Corporate Communications
Prathapan Kumar	Staff: Asset Management
Robert Penner	Staff: Asset Management