This Terms of Reference is in regard to the Community Liaison Committee for the Airport Employment Growth District.

**Mandate**

The City believes that the advice of local residents, businesses and community leaders can lead to improved decisions and enhanced communications with the local community. The CLC will be one of the methods through which advice will be provided to City of Hamilton elected representatives, staff and consultants with regard to the Airport Employment Growth District Study.

The mandate of the CLC is to:

- Assist in the identification of current and potential community issues relative to land use and infrastructure;
- To share information and knowledge of the Airport Employment Growth District Study area.
- To comment on consultant and staff presentations and reports.
- Provide input on the alternative solutions;
- To identify or comment on mitigating measures to be put in place to minimize the affects of impacts.
- Provide input on the public consultation program;
- Provide information to their stakeholder organization on the project.
- To attend public information centres and a minimum of one evening meeting the third Wednesday of every month of the CLC.

**Goals**

The goal of the CLC is to provide comments and advice pertaining to decisions to be made by the City of Hamilton with regard to the Airport Employment Growth District Study.

Specific CLC goals include:

1. To learn about the operation of the Hamilton International Airport as well as future plans for development and expansion.
2. To learn about market trends with respect to industrial employment lands.
3. To work co-operatively with other CLC members, staff and consultants.

**Membership**

The membership of the CLC is structured to provide a balance of perspectives. Its composition includes:
- Councillor David Mitchell and Councillor Lloyd Ferguson (Elected officials)
- Kate Cave – Six Nations Lands and Resources
- Ed Fothergill - Hamilton Chamber of Commerce
- Doug Cranston - Agriculture and Rural Affairs Advisory Committee
- Carmen Chiaravalle, Marlene Gibson, Morgan Pirie, Robert Schreiber -Private citizens
- Lynda Lukasik - Environment Hamilton
- TBD - Hamilton and District Labour Council
- Ross Godsoe - Realtors Association of Hamilton-Burlington
- Micheal Desnoyers - Hamiltonians for Progressive Development
- Richard Koroscil - Tradeport International Corporation
- Timur Leckebusch - Swisscan Developments Inc.

In the event that a member of the committee is not able to attend two successive meetings, the Chair, after consultation with the member, may appoint a suitable representative person. While the meetings are open to the public, the Committee is not empowered to hear public delegations.

**Chair**

The Community Liaison Committee meetings will be chaired by the professional facilitator.

**Decision Making**

The CLC will seek consensus on matters where decisions are required.

Consensus is defined as “I have had the opportunity to express my views and/or feelings. I believe I have been heard and understood. If I was making the decision myself, I would not necessarily go in the group’s direction. However, because I have had the opportunity to influence others and truly feel everyone understands what I think/feel, I will support this group’s decision now and in the future.”

**Member Roles and Responsibilities**

It is the role of CLC members to work co-operatively to advise other members, staff and consultants toward the satisfactory resolution of issues and adoption of a Secondary Plan, Master Servicing Plans and a Financing/Phasing Plan for the Airport Employment Growth District. The process could take up to 2 years to complete.

Responsibilities include:
• Attending CLC meetings and public information centres
• Participation in communications and consultation events
• Reviewing minutes and background materials before attending CLC meetings
• Relaying information provided from the public or other interested parties to the CLC
• Communicating accurate information to members of the public and other interested parties with the assistance of staff and consultants.

**Activities**

A draft agenda for the CLC and related information will be circulated a minimum of one week in advance of the meetings. Members and staff may place any item on the agenda.

CLC meetings will take place the third Wednesday of every month starting January 2008. Members will receive memoranda and information before members of the public. Research and other background information will be provided to members for review in order to assist them in making informal comments at the meeting.

**Meeting Notes**

The proceedings of the CLC meetings will be recorded in the form of notes by the professional facilitator. The notes will be circulated in draft form in advance of the next CLC meeting. At each meeting, the previous meeting’s notes will be reviewed and approved by the members. Approved meeting notes will be forwarded onto the Airport Implementation Task Force.

**Term**

The CLC will sit for at least one evening meeting every month over a 12 – 18 month period. This time period should allow for the completion of a Secondary Plan, Master Plans relating to transportation, water/waste water and storm-water management as well as a Financing/Phasing Plan.