

The logo features a stylized graphic of a building or skyline on the left, followed by the word "TORONTO" in a large, bold, sans-serif font. To the right of "TORONTO" is the text "STAFF REPORT" in a smaller, bold, sans-serif font. A horizontal line is positioned below the text.

TORONTO STAFF REPORT

August 30, 2005

To: Works Committee

From: Lou Di Gironimo, Acting General Manager, Toronto Water

Subject: Establishment of a Wet Weather Flow Management Master Plan (WWFMMP) Implementation Advisory Committee

Purpose:

To report on the proposed terms of reference and membership for the Wet Weather Flow Management Master Plan (WWFMMP) Implementation Advisory Committee.

Financial Implications and Impact Statement:

There are no financial implications from the adoption of this report.

Recommendations:

It is recommended that:

1. The attached Terms of Reference for the Wet Weather Flow Management Master Plan Implementation Advisory Committee be adopted;
2. Authority be granted to form the Wet Weather Flow Management Master Plan Implementation Advisory Committee; and
3. The Works Committee select two members of Council to co-chair the Wet Weather Flow Management Master Plan Implementation Advisory Committee.

Background:

City Council, at its meeting of June 14, 15 and 16, 2005, in adopting Report 5, Clause 13, from Works Committee, approved the establishment of a WWFMMP Implementation Advisory Committee to monitor and support the implementation of the WWFMMP. The Advisory

Committee is to include representatives from Toronto Water, environmental and community organizations, including ICMC, “experts”, and Councillors. Further the Advisory Committee is to meet at least two times a year and provide advice to the Works Committee.

Works Committee also requested the General Manager, Toronto Water, in consultation with the Chairs of the Works Committee and the Roundtable on the Environment, to report on the proposed terms of reference and membership of the WWFMMP Implementation Advisory Committee.

Comments:

Toronto Water staff have consulted with the Chairs of the Works Committee and the Roundtable on the Environment and prepared terms of reference, including recommendations for the membership of the WWFMMP Implementation Advisory Committee. The proposed terms of reference are attached (Attachment A).

As noted in the attachment, the proposed role of the WWMMMP Implementation Advisory Committee is to:

- provide advice that will facilitate the implementation of the WWFMMP Implementation Plan as approved by Council;
- comment on the workplan established by Toronto Water for implementation of the WWFMMP;
- promote source controls for stormwater management by property owners and new development;
- provide advice on raising awareness of stormwater issues and promote implementation of the WWFMMP; and
- provide input on the annual report on the implementation of the WWFMMP prepared by Toronto Water staff.

It is proposed that the committee will be comprised of up to 15 members co-chaired by two members of Council, representatives from organizations representing the issues of the watersheds in the City, representatives from organizations which are stakeholders in the implementation of the Plan and professional associations engaged in the design and implementation of stormwater management measures, a staff person from the Toronto and Region Conservation Authority, and a staff person from Toronto Water.

Conclusions:

The proposed terms of reference, including recommendations for the membership of the WWFMMP Implementation Advisory Committee have been prepared and submitted with this report.

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Lou Di Gironimo
Acting General Manager
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ATTACHMENT A

WET WEATHER FLOW MANAGEMENT MASTER PLAN IMPLEMENTATION ADVISORY COMMITTEE

TERMS OF REFERENCE

(1) Mandate of the Committee:

On its meeting of July 19, 20 and 21, City Council approved the establishment of the Wet Weather Flow Management Master Plan Implementation Advisory Committee to monitor and support the implementation of the City's Wet Weather Flow Management Master Plan (WWFMMP) approved by Toronto City Council in September 2003.

(2) Role of the Committee:

The role of the Wet Weather Flow Management Master Plan Implementation Advisory Committee is to provide advice and information to the City in relation to the Wet Weather Flow Management Master Plan (Overview and Implementation Plan dated July 2003).

The WWFMMP Implementation Advisory Committee will:

- provide advice that will facilitate the implementation of the WWFMMP Implementation Plan as approved by Council;
- comment on the workplan established by Toronto Water for implementation of the WWFMMP;
- promote source controls for stormwater management by property owners and new development;
- provide advice on raising awareness of stormwater issues and promoting implementation of the WWFMMP; and
- provide input on the annual report on the implementation of the WWFMMP prepared by Toronto Water staff.

(3) Term:

Members shall be appointed for the term of City Council, commencing in the fall/winter of 2005. The continuation of the Committee, and the membership shall be reviewed at the beginning of each new Council term.

(4) Membership:

The WWFMMP Implementation Advisory Committee will be comprised of up to 15 members, as follows:

- 2 Members of Council to co-chair the Committee
- a representative from the following organizations representing the issues of the watersheds in the City: (each to appoint a representative)
 - Etobicoke/Mimico Creek Watersheds Task Force
 - Friends of Highland Creek
 - Humber Watershed Alliance
 - Don Watershed Council
 - Task Force to bring back the Don
 - Toronto Bay Initiative

- 5 representatives from the following organizations (not more than one from each organization to be appointed):
 - Ashbridges Bay Wastewater Treatment Plant Implementation, Compliance and Monitoring Committee (ICMC)
 - Greater Toronto Home Builders Association (GTHBA)
 - Ontario Association of Landscape Architects (OALA)
 - Toronto Environmental Alliance (TEA)
 - Toronto Waterfront Revitalization Corporation (TWRC)
 - Canadian Water Resources Association (CWRA) or Water Environment Association of Ontario (WEAO) or Canadian Water and Wastewater Association (CWWA)
- A staff person from the Toronto and Region Conservation Authority (TRCA)
- A staff person from Toronto Water

(5) Reporting:

The Committee will act in an advisory capacity to the Toronto Water. As such, all recommendations from the Committee to the City shall be made through the General Manager of Toronto Water to the Works Committee of City Council.

(6) Chairperson:

Meetings of the Committee will be co-chaired by the two appointed City councillors.

The role of the Chair will be to ensure that meeting agendas are adhered to, that all opinions represented are heard prior to decisions being made by the group and that timely recommendations are carried forward to the General Manager of Toronto Water, the Works Committee and City Council.

(7) Meetings:

Meetings shall be held as determined by Toronto Water and held twice a year or at the call of the co-chairs. An agenda for each meeting shall be sent two weeks in advance of the meeting date. Minutes will be submitted for approval at each following meeting. All meetings will be open to the public.

(8) Quorum:

Quorum shall be a majority (50% plus 1) of all members for the meetings of the committee.

(9) Compensation:

No compensation shall be made to members of the committee for their participation.

Members will be reimbursed for the following meeting expenses:

- Parking with receipts;
- Cash for tokens (a maximum of \$5.00 per meeting, a receipt is not needed); and
- Go Train with receipts.

(10) Committee Procedures

The Committee will follow the Simplified Meeting Procedures for Advisory Committees, as approved by Council in 2004.

Members will be required to adhere to a Code of Conduct as outlined below.

- All participants shall be courteous, listen to others, and respect the opinions of others.
- All participants shall participate fully in discussion but not dominate the discussion or allow others to do so.

- All participants shall speak one at a time and not cut off other participants while they are speaking.
- Participants wishing to make comments should do so through the facilitator, and wait their turn until they have the floor.
- Private discussions shall be held outside of the meeting room while the meeting is in progress.
- Participants shall not swear and should not use obscene or foul language.
- Participants shall not make derogatory comments based on gender, race, ethnicity, religion, sexual orientation or disability.
- Participants shall not request that items outside of the mandate of the committee be discussed at committee meetings.

Members that do not follow the code of conduct will receive one initial warning after the first violation from the facilitator. Upon a second violation, the individual will be removed from the meeting. A third violation will result in dismissal from the Committee and will be taken into account in future City committee selection processes.

(11) Staff Support

Staff from the City of Toronto's Public Consultation Unit will act as a Facilitator to the Committee. His/her role will be to liaise between the Committee Co-Chairs, the Committee, and City staff, assist with the administration of the Committee, facilitate discussions, monitor and enforce the code of conduct, and ensure that each member has the opportunity to provide their input and opinion.

A minute taker, retained by the Public Consultation Unit, will be present at each meeting.

The minutes shall reflect any action items required and the individual/group responsible for addressing the action item. Any issues that are raised that are outside of the meeting agenda but that require future discussion will also be tracked.

Date: August 2005
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