**Subject**: Updated Waste Management Planning Steering Committee's Terms of Reference

**Report to:** Waste Management Planning Steering Committee

**Report date:** Monday, April 19, 2021

### Recommendations

1. That the updated Waste Management Planning Steering Committee (WMPSC) Terms of Reference, attached as Appendix B to Report WMPSC-C 12-2021, **BE APPROVED**.

### Key Facts

- As part of WMPSC-C 14-2021 - Appointment of Citizen Members to the Waste Management Planning Steering Committee, WMPSC approved an update to the WMPSC Terms of Reference (ToR) be completed by Niagara Region's Clerk's Department, in consultation with Waste Management staff.
- The purpose of this report is to obtain WMPSC's approval on the updated WMPSC Terms of Reference.

### Financial Considerations

There are no financial implications associated with the approval of this report.

### Analysis

## Existing WMPSC Terms of Reference

The original WMPSC Terms of Reference was approved in February 2002. Since this date, there have been a few minor amendments made to those terms, which included:

1. WMPSC to provide input and recommendations on a wider range of long-term waste management and planning initiatives (PWA 157-2005, September 13, 2005)
2. Regional Councillor representation on the WMPSC was increased from five (5) members to seven (7) members (CL 16-2014 (Minute Item 16.15) Regional Council, December 18, 2014)
3. Regional Councillor representation on the WMPSC was further increased from seven (7) members to eight (8) members (CL 20-2018 (Minute Item 17.14), Regional Council, December 13, 2018)

4. Regional Councillor representation on the WMPSC was further increased from eight (8) members to nine (9) members (CL-C 25-2019 (Minute Item 11.2.5), Regional Council, March 28, 2019)

Appendix A includes the existing WMPSC Terms of Reference, including the above amendments.

## Updated WMPSC Terms of Reference

The updated WMPSC Terms of Reference will reflect any required changes made to Niagara Region's Procedural By-law.

As part of WMPSC-C 14-2021 - Appointment of Citizen Members to the Waste Management Planning Steering Committee, the following recommendations were approved by WMPSC, at their February 22, 2021 meeting, in relation to amending the existing WMPSC Terms of Reference:

1. That the Waste Management Advisory Committee (WMAC) **BE DISCONTINUED**, effective immediately;
2. For the remainder of this term of Regional Council, the past WMAC Chair and delegate **CONTINUE** as members of the WMPSC;
3. For future terms of Regional Council, a formal application process for selecting two (2) citizen members to sit on the WMPSC, **BE USED**;
4. That the existing WMPSC's Terms of Reference **BE AMENDED** to include the following composition:

    - Maximum of 12 individuals, including: the Regional Chair, up to nine (9) Regional Councillors and two (2) citizen members.

5. That a complete update to the existing WMPSC's Terms of Reference **BE COMPLETED** by Niagara Region's Clerk's Department, in consultation with Waste Management staff.

As a result, updates to the existing WMPSC Terms of Reference are required to remove any references to the WMAC, and replace it with two (2) citizen members.

Appendix B provides the updated WMPSC Terms of Reference.

## Alternatives Reviewed

A review of the Terms of Reference clauses for Niagara Region's comparator municipalities, which have a parallel Waste Management Advisory/Steering Committee that includes both Council and public members, was completed, in order to determine whether any additional amendments were required. Appendix C includes the results of this municipal comparison's Terms of Reference clauses. Niagara Region's WMPSC Terms of Reference generally align with the content of those from the comparator municipalities.

## Relationship to Council Strategic Priorities

Niagara Region's recommendation to update the WMPSC Terms of Reference supports Council's strategic priority of Sustainable and Engaging Government by promoting an organizational culture that values continuous improvement, collaboration, and innovation.

## Other Pertinent Reports

- WMPSC-C 14-2021 – Appointment of Citizen Members to the Waste Management Planning Steering Committee, February 22, 2021
- WMPSC-C 35-2019 – Status of the Waste Management Advisory Committee
- PWA 157-2005 – Proposed Amendment to the Waste Management Planning Steering Committee Terms of Reference, September 13, 2005

**Prepared by:**
Brad Whitelaw, BA, CIM, CPM, P.Mgr.
Program Manager, Waste Policy & Planning
Waste Management Services

**Recommended by:**
Bruce Zvaniga, P. Eng.
Commissioner of Public Works (Interim)
Public Works

**Submitted by:**
Ron Tripp, P.Eng.
Acting Chief Administrative Officer

*This report was prepared in consultation with Ann-Marie Norio, Regional Clerk, and reviewed by Dan Ane, Manager, Program Financial Support, Corporate Services, and Lydia Torbicki, Manager, Waste Policy & Planning, Waste Management Services Division.*

**Appendices**

Appendix A Waste Management Planning Steering Committee's Existing Terms of Reference

Appendix B Waste Management Planning Steering Committee's Updated Terms of Reference

Appendix C Review of Terms of Reference Clauses/Content for Comparator Municipalities, which have a Parallel Waste Management Advisory/ Steering Committee that includes both Council and Public Members

# Appendix A - Waste Management Planning Steering Committee's Existing Terms of Reference

## 1. Purpose

The purpose of the Waste Management Planning Steering Committee (Steering Committee) will be to provide direction to the completion of the waste management planning process. This process will result in the selection and implementation of a long-term waste disposal strategy.

## 2. Responsibilities

The primary roles and responsibilities of the Waste Management Planning Steering Committee are to:

a) Make recommendations to Regional Council on the selection, siting, development and implementation of alternative waste management technologies, long-term waste disposal site(s) and significant waste diversion facilities and programs;
b) Promote public interest and involvement in the implementation of new waste management programs and to evaluate and consider recommendations received from the public.

## 3. Reporting

a) Figure 1 identifies the relationship and reporting structure of the Waste Management Planning Steering Committee and other committees that have a role in providing input into the implementation of the Region's Long-term Waste Management System. The Waste Management Advisory Committee (WMAC), being an advisory committee that acts as the conduit for public input to the planning process, will report to the Waste Management Planning Steering Committee.
b) The recommendation(s) of the long-term Waste Management Planning Study would be reported through the Steering Committee to Public Works and Utilities Committee and then to Council for approval.

## 4. Applicability of Procedural By-law

a) As an advisory committee of Council, the Waste Management Steering Committee shall be governed by the sections of the Region's Procedural By-law relating to advisory committees.

## 5. Composition

a) The Waste Management Steering Committee shall be a sub-committee of the Public Works and Utilities Committee.
b) The Waste Management Steering Committee will be comprised of a maximum of 12 individuals, including: the Regional Chair, nine Regional Councillors and two representatives from the Waste Management Advisory Committee. The representatives of the WMAC will not have a vote on legal or financial matters.
c) Additional Officers and/or employees of the Niagara Region’s Waste Management Services Division shall serve on the Committee in a resource capacity.

## 6. Meetings

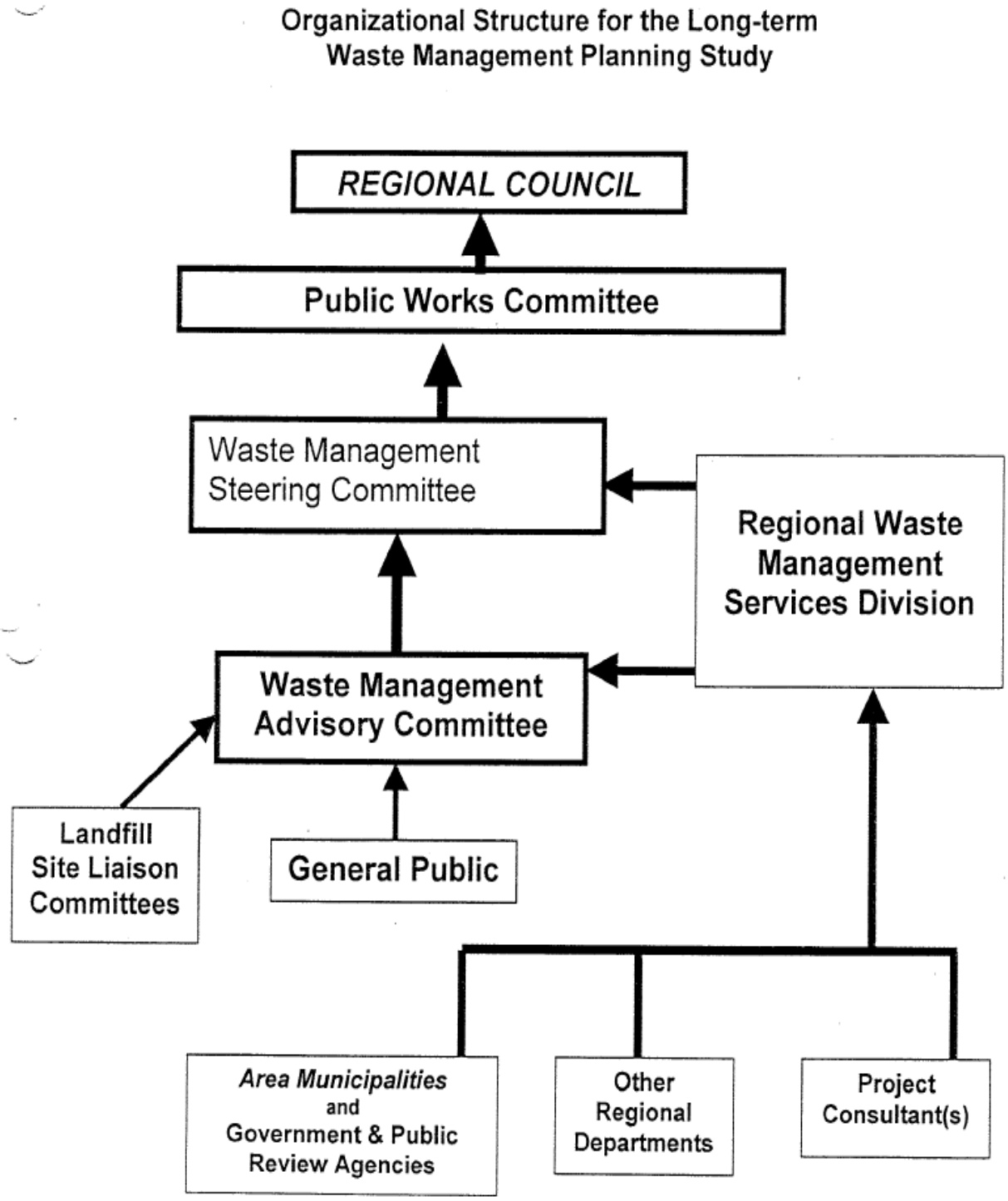
a) The Waste Management Planning Steering Committee shall meet generally, on a Monthly basis prior to the second Public Works Committee meeting of each month, or at the call of the Chair.
b) Meetings generally will be open to the public and will only be closed to the public when dealing with matters as set out under the Region's Procedural By-law relating to advisory committees.
c) Opportunities will be provided for formal public input through reports from the WMAC and general public input via the inclusion of public deputations as an item on the agenda for each meeting. Those members of the public who wish to make a deputation would be required to contact the Region at least 24 hours in advance to do so.

## 7. Meeting Agenda and Minutes

a) Meeting agendas will be prepared and distributed to Committee members, the media and other interested participants, at least five (5) working days prior to the Waste Management Planning Steering Committee meetings.
b) The staff of the Clerk's office will be responsible for the preparation of the agenda and minutes.

c) Any member of the general public can request to be included on a mailing list for distribution of notices for Waste Management Planning Steering Committee meetings.
d) The minutes and recommendations of all meetings of the Waste Management Planning Steering Committee shall be provided to the Public Works Committee at least five (5) working days prior to the meeting. Oral reports by the Chair on significant matters not yet minuted may be provided to the Public Works Committee at its next meeting. The Steering Committee minutes will circulated for information to the Waste Management Advisory Committee and the active Landfill Site Liaison Committees.

# Figure 1


Organizational Structure for the Long-term
Waste Management Planning Study
REGIONAL COUNCIL
Public Works Committee
Waste Management
Steering Committee
Regional Waste
Management
Services Division
Waste Management
Advisory Committee
Landfill
Site Liaison
Committees
General Public
Area Municipalities
and
Government & Public
Review Agencies
Other
Regional
Departments
Project
Consultant(s)

# WASTE MANAGEMENT PLANNING STEERING COMMITTEE (WMPSC)

# TERMS OF REFERENCE

**Appendix to Report WMPSC-C 12-2021**

**Recommended for Approval by the Public Works Committee on <date>**

**Ratified by Regional Council on <date>**

**Consolidated Version as of <date>**

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## 1. PREAMBLE

The Waste Management Planning Steering Committee was established as a sub-committee of the Public Works Committee in 2002.

## 2. GOALS/PURPOSE

The goals/purpose of the Committee are to:

- Provide direction to Waste Management staff on recommendations related to the Waste Management Long Term Strategic Plan and other waste management strategic initiatives;
- Make recommendations to Public Works Committee on the selection, siting, development and implementation of alternative waste management technologies, long-term waste disposal site(s) and significant waste diversion facilities and programs;
- Promote public interest and involvement in the implementation of new waste management programs and to evaluate and consider recommendations received from the public.

## 3. REPORTING STRUCTURE

The WMPSC will report to Regional Council through the Public Works Committee. There shall be no compensation payable to the members of the Committee.

## 4. MEMBERSHIP

### 4.1 Composition

Membership for the WMPSC shall not exceed a maximum of 12 members.

Membership for the WMPSC shall include:

- Regional Chair
- Up to nine (9) Regional Councillors
- Up to two (2) citizen members

Citizen members recommended for appointment to the Committee will need to possess relevant waste management experience to be considered.

All attempts will be made to stay within the guideline composition; however, if the applications received or the qualifications of applicants do not fully address the guideline composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition.

### 4.2 Term

- The term of membership shall be four years, concurrent with Regional Council's elected term of office, and the membership shall be approved by Council in accordance with membership requirements in the Terms of Reference.

### 4.3 Privacy

- The meetings of the WMPSC are public. Members should be aware that their names will be in the public realm and a list of membership may be posted on the Region's website and provided when requested. Member information, other than name or municipality, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

## 5. ROLES & RESPONSIBILITIES

### 5.1 Chair & Vice Chair

- A Chair and Vice Chair will be elected from Committee members, on an annual basis, at the first meeting of the new year to preside over meetings and Committee business. The Chair and Vice Chair of the Committee shall be a Regional Councillor.
- It is the role of the Chair to preside over Committee meetings so that its business can be carried out efficiently and effectively, and to act as a liaison between the Committee, the Public Works Committee, and Regional Council.
- It is the role of the Vice Chair to preside over Committee meetings in the absence of the Chair and to perform any other duties delegated by the Chair or as assigned by the Committee through a majority vote.

### 5.2 Committee Members

All WMPSC members, including the Chair and Vice Chair, have the responsibility to help achieve the WMPSC's Goals/Purposes. Committee members are also responsible for:

- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration;
- Working diligently to complete assigned activities;
- Participating on working groups, as appropriate;
- Agreeing to describe, process and resolve issues in a professional and respectful manner;

- Providing input to help identify future projects or strategic priorities for future years' work;
- Communicating activities of the Committee to groups represented or those who may have an interest and offer information back to the Committee.

The two citizen members will be required to sign a confidentiality agreement.

## 6. RESOURCES

The Waste Management Division is the designated lead department providing resource support for the WMPSC; however, the Committee also has access to the technical expertise of staff from other Regional departments as may be required. It is recognized that staff time and the level of participation will be dependent on other departmental priorities as determined by senior management and/or Regional Council. As required, additional resources may be sought. Additional resourcing may be required for projects with senior levels of government.

The Committee shall receive administrative support from the Office of the Regional Clerk for meeting and agenda management.

## 7. MEETINGS

A meeting schedule following a bi-monthly cycle shall be set for the WMPSC. The schedule will be circulated to the members for approval each year. Should a time sensitive matter arise, the WMPSC may meet at the call of the Chair.

The WMPSC meetings will be held at Regional Headquarters, or by electronic participation, at a time as determined by the members. All meetings will be open to the public.

Meetings shall be governed by the Region's Procedural By-law, being a by-law to govern the calling, place and proceedings of the meetings of Council and its Committees, as may be amended from time-to-time.

If necessary, a schedule setting the due dates for materials to be included on the agenda will be circulated to each member pending adoption of a meeting schedule or the scheduling of a meeting date.

A committee member who is unable to attend a meeting, shall forward his/her regrets to the Office of the Regional Clerk as soon as possible. Should the Office of the Regional Clerk not have confirmation of quorum 24 hours prior to the meeting, the meeting shall be cancelled.

## 8. ABSENTEEISM

Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the Committee and will be notified of this in writing by the Committee Chair.

## 9. AMENDMENTS TO THE TERMS OF REFERENCE

The Terms of Reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted to Regional Council for approval through the Public Works Committee and shall take effect only upon the approval of Council.

# Appendix C - Review of Terms of Reference Clauses/Content for Comparator Municipalities, which have a Parallel Waste Management Advisory/Steering Committee that includes both Council and Public Members

| Niagara Region WMPSC Existing Terms of Reference Clause (if applicable) | Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording) | Halton Solid Waste Management Advisory Committee | Hamilton Waste Management Advisory Committee | Ottawa Environmental Stewardship Advisory Committee |
|---|---|---|---|---|
| 1.0 Purpose | • Provide direction to the completion of the waste management planning process. This process will result in the selection and implementation of a long-term waste disposal strategy. | • Provide advice through Regional Staff to Regional Council with respect to the minimization of waste going to the landfill site through such activities as reduction, reuse and recycling (3Rs) of solid waste generated in Halton, as required by Condition 1 of the Conditions of Approval (under the Environmental Assessment Act); | • Assist City of Hamilton with the implementation of the 2020 Solid Waste Management Master Plan and to discuss / make recommendations on other solid waste management initiatives. | • Advise Ottawa City Council on policy, programs and service delivery in the area of environmental stewardship. |

| Niagara Region WMPSC Existing Terms of Reference Clause (if applicable) | Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording) | Halton Solid Waste Management Advisory Committee | Hamilton Waste Management Advisory Committee | Ottawa Environmental Stewardship Advisory Committee |
|---|---|---|---|---|
| | | • Provide advice with respect to off-site impacts due to operations at the Halton Waste Management Site and the monitoring of waste haulage practices in the Region, as required by Conditions 5 and 6 of the Conditions of Approval (under the Environmental Assessment Act). | | |
| 2.0 Responsibilities | The primary roles and responsibilities of the WMPSC are to:<br>a) Make recommendations to Regional Council on the selection, siting, development and implementation of | • Provide advice on activities and programs that should be implemented to promote the reduction, reuse and recycling of solid waste, together with plans and | • Give overall guidance and direction during the implementation and maintenance of the City's long-term Solid Waste | • Provides advice to Council on issues pertaining to:<br>• Policy, programs and service delivery |

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|---|---|---|---|---|
| | alternative waste management technologies, long-term waste disposal site(s) and significant waste diversion facilities and programs;<br>b) Promote public interest and involvement in the implementation of new waste management programs and to evaluate and consider recommendations received from the public. | programs for the disposal of waste remaining after such 3Rs initiatives;<br>• Examine issues and new ideas which may affect the abilities of the Region and Local Municipalities to reach their 3Rs objectives and to advise Staff on such matters;<br>• Monitor the success of 3R programs, once established, in reaching the reduction, recycling and reuse of solid waste goals approved by Regional Council;<br>• Advise and assist Staff with ideas for the avoidance and/or | Management Master Plan,<br>• Give overall guidance and direction during the preparation and implementation of other solid waste management initiatives | in the area of environmental services, forests, greenspaces, parks, cycling and pedestrian issues.<br>• Available as a resource to staff, providing input on matters being pursued to achieve Council's strategic priorities.<br>• Responsible for ensuring that its business aligns with, and |

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|---|---|---|---|---|
| | | minimization of off-site impacts from Halton's Waste Management Site;<br>• Monitor waste haulage practices with a view to improving general traffic safety;<br>• Support Staff in the creation of an update on activities at the end of term and submit them through Staff to Regional Council. | | serves to complement, City Council's strategic priorities. |
| 3.0 Reporting | a) Figure 1 identifies the relationship and reporting structure of the WMPSC and other committees that have a role in providing input into the implementation of the Region's Long- | • Reports to Regional Council through Staff in the Public Works Department. | • Advises Council through Public Works Committee of the progress and to receive feedback, advice and direction, as appropriate. | • Reports through Standing Committee on Environmental Protection, Water and Waste |

| Niagara Region WMPSC Existing Terms of Reference Clause (if applicable) | Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording) | Halton Solid Waste Management Advisory Committee | Hamilton Waste Management Advisory Committee | Ottawa Environmental Stewardship Advisory Committee |
|---|---|---|---|---|
| | term Waste Management System. The Waste Management Advisory Committee (WMAC), being an advisory committee that acts as the conduit for public input to the planning process, will report to the WMPSC.<br>b) Recommendation(s) of the long-term Waste Management Planning Study would be reported through the Steering Committee to Public Works and Utilities Committee and then to Council for approval. | | | Management to City Council;<br>• May also report to another Standing Committee, where appropriate, depending on issue. |

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|---|---|---|---|---|
| 4.0 Applicability of Procedural By-law | a) As an advisory committee of Council, the WMPSC shall be governed by the sections of the Region's Procedural By-law relating to advisory committees. | • The Committee shall, at all times, follow the procedures and practices set out in the Regional Procedural By-Law. | • Members are responsible for complying with the Procedural By-law and the Advisory Committee Handbook | • Nothing included in ToR. |
| 5.0 Composition | a) Sub-committee of the Public Works and Utilities Committee.<br>b) WMPSC comprised of a maximum of 12 individuals, including: Regional Chair, nine (9) Regional Councillors and two (2) citizen members. The two (2) citizen members will not have a vote on legal or financial matters, and | • The Committee includes:<br>○ 4 Councillors, one from each Local Municipality, either Regional or Local<br>○ 8 citizens-at-large (preferably, at least 4 of whom live near the Halton Waste Management Site) | • Comprised of up to five (5) members, as follows:<br>○ Up to three members of City Council; and<br>○ Two citizen members. | • Maximum membership between 9 and 11.<br>• As much as practicable, membership should reflect City's diverse population.<br>• Shall also include one (1) Member of |

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|---|---|---|---|---|
| | will not be present during closed sessions, or receive confidential information.<br>c) Additional Officers and/or employees of the Niagara Region's Waste Management Services Division shall serve on the WMPSC in a resource capacity. | ○ 1 member from the Halton Agricultural Advisory Committee<br>○ 1 member from Conservation Halton<br>○ 1 member of Regional staff who performs the Environmental Inspector duties (advisory, non-voting) | | Council in a liaison capacity. |
| 6.0 Meetings | a) Monthly basis prior to the second Public Works Committee meeting of each month, or at the call of the Chair.<br>b) Meetings generally open to public and only closed when dealing | • Minimum of two (2) times per year and at any other time, at the call of the Committee Chair | • Bi-monthly, or at the call of the Chair. | • Nothing included in ToR. |

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|---|---|---|---|---|
| | with matters under Region's Procedural By-law relating to advisory committees.<br>c) Opportunities will be provided for formal public input through reports from the WMAC and general public input via inclusion of public deputations as item on agenda for each meeting. Public required to contact Region 24 hours in advance to do so. | | | |
| 7.0 Meeting Agenda and Minutes | a) Meeting agendas will be prepared and distributed to WMPSC members, media and other interested participants at least 5 | • Clerk's staff will prepare minutes and agendas and provide general administrative coordination for meetings. | • Nothing included in ToR. | • Nothing included in ToR. |

| Niagara Region WMPSC Existing Terms of Reference Clause (if applicable) | Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording) | Halton Solid Waste Management Advisory Committee | Hamilton Waste Management Advisory Committee | Ottawa Environmental Stewardship Advisory Committee |
|---|---|---|---|---|
| | working days prior to WMPSC meetings.<br>b) Clerk's staff will prepare agenda and minutes<br>c) Any member of general public can request to be included on mailing list for WMPSC meetings.<br>d) Minutes and recommendations of WMPSC provided to Public Works Committee (PWC) 5 working days prior to meeting. Oral reports by Chair on significant matters not yet minuted may be provided to PWC, at next meeting. | • Clerk's staff will co-ordinate and retain Committee records including agendas, minutes, any subcommittee reports (if applicable and as required), annual reports and aims and objectives. | | |
| Absenteeism<br>(new section) | a) Nothing included in existing ToR. | • Vacancies on the Committee for positions that are not Agency | • If member is absent for three (3) meetings in a | • Nothing included in ToR. |

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|---|---|---|---|---|
| | | Appointments or Members of Regional Council shall be advertised to the public at the beginning of the Committee term and mid-term as needed.<br>• If a Committee Member is unable to complete the term, a new Committee Member may be appointed by Regional Council.<br>• All Committee Members that are to be appointed by Regional Council shall be selected by the Interview Committee in accordance with the Regional Procedural By-Law. | calendar year, without approval from WMAC, the member may be subject to replacement. | |

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|---|---|---|---|---|
| Selection of Committee Chair and Vice-Chair (new section) | • Nothing included in existing ToR. | • Elected by Committee for the full term, following the procedures set out in the Regional Procedural By-law.<br>• If Chair resigns at any point during term, a new Chair will be elected by the Committee.<br>• Vice-Chair shall only assume the authority and perform all the duties of Chair until such election takes place. | • Nothing included in ToR. | • Nothing included in ToR. |
| Term of Office (new section) | • Nothing included in existing ToR. | • Coincides with the term of Regional Council, unless otherwise provided by resolution of Regional Council, or until successors are appointed. | • Coincides with term of Council or until such time as successors are appointed by Council. | • Nothing included in ToR. |

| Niagara Region WMPSC Existing Terms of Reference Clause (if applicable) | Niagara Region Waste Management Planning Steering Committee (WMPSC) (includes existing ToR wording) | Halton Solid Waste Management Advisory Committee | Hamilton Waste Management Advisory Committee | Ottawa Environmental Stewardship Advisory Committee |
|---|---|---|---|---|
| | | • At the end of a term, members must reapply to be considered for a subsequent term.<br>• May serve for no more than two consecutive terms. | | |