
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

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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