

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 be 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**

