

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.