

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	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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); 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Advise Ottawa City Council on policy, programs and service delivery in the area of environmental stewardship.

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		<ul style="list-style-type: none"> • 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	<p>The primary roles and responsibilities of the WMPSC are to:</p> <p>a) Make recommendations to Regional Council on the selection, siting, development and implementation of</p>	<ul style="list-style-type: none"> • Provide advice on activities and programs that should be implemented to promote the reduction, reuse and recycling of solid waste, together with plans and 	<ul style="list-style-type: none"> • Give overall guidance and direction during the implementation and maintenance of the City's long-term Solid Waste 	<ul style="list-style-type: none"> • Provides advice to Council on issues pertaining to: • Policy, programs and service delivery

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	<p>alternative waste management technologies, long-term waste disposal site(s) and significant waste diversion facilities and programs;</p> <p>b) Promote public interest and involvement in the implementation of new waste management programs and to evaluate and consider recommendations received from the public.</p>	<p>programs for the disposal of waste remaining after such 3Rs initiatives;</p> <ul style="list-style-type: none"> • 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; • Monitor the success of 3R programs, once established, in reaching the reduction, recycling and reuse of solid waste goals approved by Regional Council; • Advise and assist Staff with ideas for the avoidance and/or 	<p>Management Master Plan,</p> <ul style="list-style-type: none"> • Give overall guidance and direction during the preparation and implementation of other solid waste management initiatives 	<p>in the area of environmental services, forests, greenspaces, parks, cycling and pedestrian issues.</p> <ul style="list-style-type: none"> • Available as a resource to staff, providing input on matters being pursued to achieve Council's strategic priorities. • Responsible for ensuring that its business aligns with, and

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		<p>minimization of off-site impacts from Halton's Waste Management Site;</p> <ul style="list-style-type: none"> • Monitor waste haulage practices with a view to improving general traffic safety; • Support Staff in the creation of an update on activities at the end of term and submit them through Staff to Regional Council. 		<p>serves to complement, City Council's strategic priorities.</p>
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-	<ul style="list-style-type: none"> • Reports to Regional Council through Staff in the Public Works Department. 	<ul style="list-style-type: none"> • Advises Council through Public Works Committee of the progress and to receive feedback, advice and direction, as appropriate. 	<ul style="list-style-type: none"> • Reports through Standing Committee on Environmental Protection, Water and Waste

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	<p>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.</p> <p>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.</p>			<p>Management to City Council;</p> <ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • The Committee shall, at all times, follow the procedures and practices set out in the Regional Procedural By-Law. 	<ul style="list-style-type: none"> • Members are responsible for complying with the Procedural By-law and the Advisory Committee Handbook 	<ul style="list-style-type: none"> • Nothing included in ToR.
5.0 Composition	a) Sub-committee of the Public Works and Utilities Committee. 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	<ul style="list-style-type: none"> • The Committee includes: <ul style="list-style-type: none"> ◦ 4 Councillors, one from each Local Municipality, either Regional or Local ◦ 8 citizens-at-large (preferably, at least 4 of whom live near the Halton Waste Management Site) 	<ul style="list-style-type: none"> • Comprised of up to five (5) members, as follows: <ul style="list-style-type: none"> ◦ Up to three members of City Council; and ◦ Two citizen members. 	<ul style="list-style-type: none"> • Maximum membership between 9 and 11. • As much as practicable, membership should reflect City's diverse population. • Shall also include one (1) Member of

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	<p>will not be present during closed sessions, or receive confidential information.</p> <p>c) Additional Officers and/or employees of the Niagara Region's Waste Management Services Division shall serve on the WMPSC in a resource capacity.</p>	<ul style="list-style-type: none"> ○ 1 member from the Halton Agricultural Advisory Committee ○ 1 member from Conservation Halton ○ 1 member of Regional staff who performs the Environmental Inspector duties (advisory, non-voting) 		<p>Council in a liaison capacity.</p>
6.0 Meetings	<p>a) Monthly basis prior to the second Public Works Committee meeting of each month, or at the call of the Chair.</p> <p>b) Meetings generally open to public and only closed when dealing</p>	<p>• Minimum of two (2) times per year and at any other time, at the call of the Committee Chair</p>	<p>• Bi-monthly, or at the call of the Chair.</p>	<p>• Nothing included in ToR.</p>

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	<p>with matters under Region's Procedural By-law relating to advisory committees.</p> <p>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.</p>			
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.

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	<p>working days prior to WMPSC meetings.</p> <p>b) Clerk's staff will prepare agenda and minutes</p> <p>c) Any member of general public can request to be included on mailing list for WMPSC meetings.</p> <p>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.</p>	<ul style="list-style-type: none"> • 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 (new section)	<p>a) Nothing included in existing ToR.</p>	<ul style="list-style-type: none"> • Vacancies on the Committee for positions that are not Agency 	<ul style="list-style-type: none"> • If member is absent for three (3) meetings in a 	<ul style="list-style-type: none"> • Nothing included in ToR.

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		<p>Appointments or Members of Regional Council shall be advertised to the public at the beginning of the Committee term and mid-term as needed.</p> <ul style="list-style-type: none"> • If a Committee Member is unable to complete the term, a new Committee Member may be appointed by Regional Council. • 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. 	<p>calendar year, without approval from WMAC, the member may be subject to replacement.</p>	

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Selection of Committee Chair and Vice-Chair (new section)	<ul style="list-style-type: none"> • Nothing included in existing ToR. 	<ul style="list-style-type: none"> • Elected by Committee for the full term, following the procedures set out in the Regional Procedural By-law. • If Chair resigns at any point during term, a new Chair will be elected by the Committee. • Vice-Chair shall only assume the authority and perform all the duties of Chair until such election takes place. 	<ul style="list-style-type: none"> • Nothing included in ToR. 	<ul style="list-style-type: none"> • Nothing included in ToR.
Term of Office (new section)	<ul style="list-style-type: none"> • Nothing included in existing ToR. 	<ul style="list-style-type: none"> • Coincides with the term of Regional Council, unless otherwise provided by resolution of Regional Council, or until successors are appointed. 	<ul style="list-style-type: none"> • Coincides with term of Council or until such time as successors are appointed by Council. 	<ul style="list-style-type: none"> • Nothing included in ToR.

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		<ul style="list-style-type: none"> • At the end of a term, members must reapply to be considered for a subsequent term. • May serve for no more than two consecutive terms. 		