



# **Waste Management Community Liaison Committee Terms of Reference**

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March 2017



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## Acronyms and Glossary of Terms

Acronym/Term	Definition
W12A Landfill	W12A is the City of London's landfill site located at 3502 Manning Drive. Currently the W12A Landfill accepts residential garbage for disposal, and household special waste for further management.
Certificate of Approval (C of A)	An approval issued by the Ministry of Environment & Climate Change for the establishment and operation of a waste management site/facility. Now referred to as an Environmental Compliance Approval (ECA).
Residual Waste Disposal Strategy	A Strategy that will address the need to manage residual waste in the City of London.
Resource Recovery Strategy	A Strategy to maximize waste reduction, reuse, recycling and resource recovery in an economically viable and environmentally responsible manner.
Environmental Assessment (EA)	An environmental assessment is a study which assesses the potential environmental effects (positive or negative) of an undertaking (i.e., project). Key components of an environmental assessment include consultation with government agencies and the public; consideration and evaluation of alternatives; and, the management of potential environmental effects. Conducting an environmental assessment promotes good environmental planning before decisions are made about proceeding with a proposal. This is also referred to as an "individual" environmental assessment as it deals with a landfill.
Waste Management Community Liaison Committee	The Waste Management Community Liaison Committee (CLC) is a committee made up of multiple stakeholders to ensure that the interests of community stakeholders are equally and adequately represented throughout the EA process for waste disposal (landfill expansion) including the development of a Resource Recovery Strategy. It is also designed to function as a liaison (feedback) panel to assist the City and project staff as part of the overall Community Engagement Program for the EA process.
Terms of Reference (ToR)	A document prepared by the proponent (in this case the City of London) and submitted to the Ministry of Environment & Climate Change for approval. The Terms of Reference document sets out the framework for the planning and decision making process to be followed by the proponent during the preparation of an EA; in other words, it is the City of London's work plan for what is going to be studied. If approved, the EA must be prepared according to the ToR. The ToR also provides the framework for evaluating the EA.

## **1.0 Background**

In London more than one tonne of waste is produced per person each year. This includes waste generated at home as well as waste generated by businesses. Much of this waste is diverted through numerous reuse, recycling and composting/digesting programs. The waste that cannot be reduced, reused, recycled or composted/digested is considered Residual Waste (e.g., garbage).

City staff have been directed to develop a Resource Recovery Strategy which is a plan to maximize waste reduction, reuse, recycling, resource recovery, energy recovery and/or waste conversion in an economically viable and environmentally responsible manner. Resource Recovery strategies (i.e., often known as waste diversion strategies) are developed and approved at the local government level and do not require Provincial government approval. However, these strategies do serve as input into Provincial Government decision-making as related to approval of the Residual Waste Disposal component.

The Residual Waste Disposal Strategy involves the development of a long-term plan to manage residual waste (waste after resource recovery) and involves completion of an Individual Environmental Assessment (EA) as prescribed by the Ministry of Environment & Climate Change (MOECC). The Individual EA requires approval by the Minister of Environment & Climate Change and the Cabinet. The EA being undertaken by the City of London is going to focus on a landfill expansion of the W12A Landfill.

## **2.0 Understanding the Many Opportunities to Participate in the Environmental Assessment (EA) Process and the Development of the Resource Recovery Strategy**

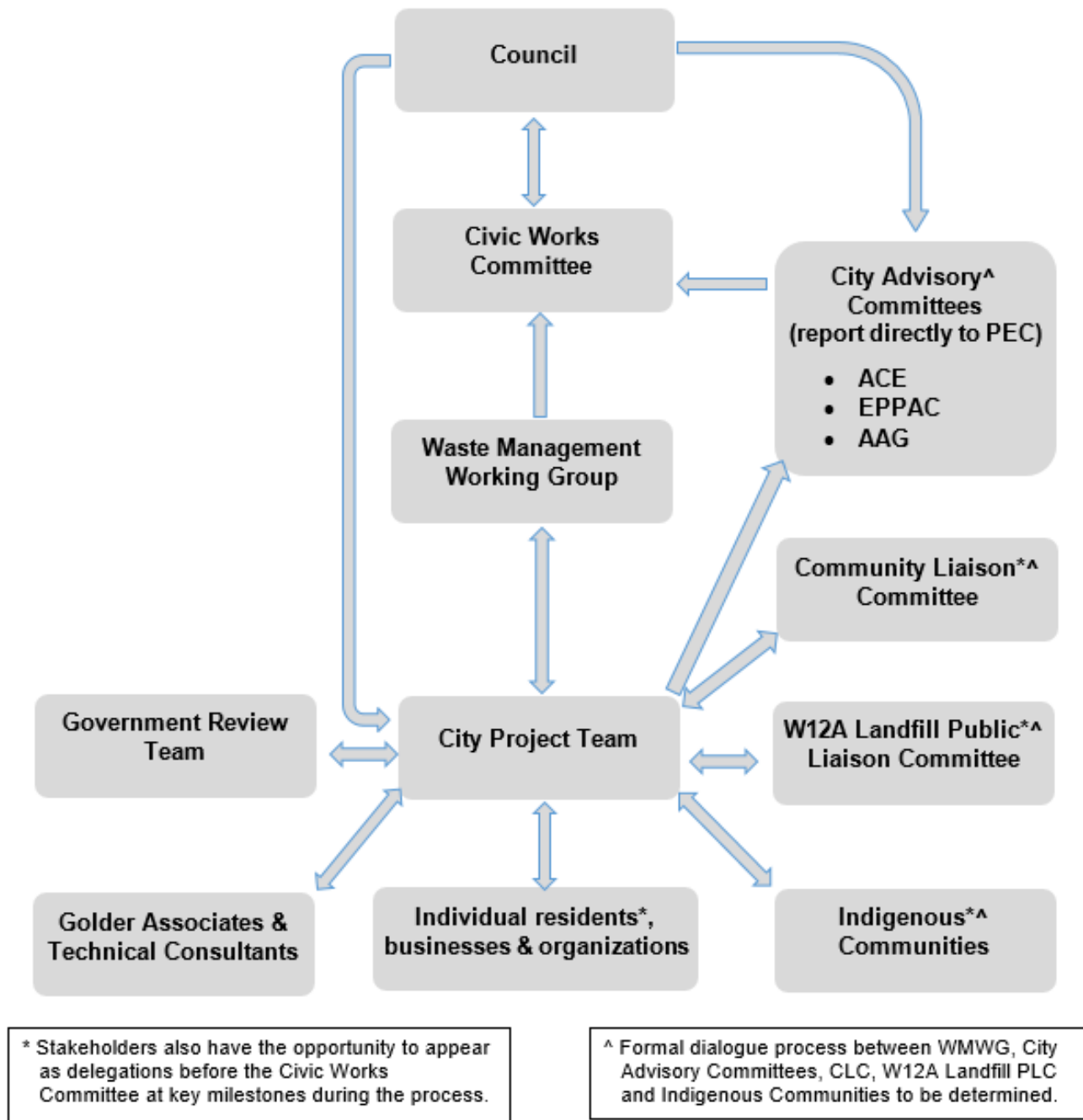
The Community Engagement Program approved by Municipal Council meets all requirements of the Provincial Government for undertaking EAs, plus it meets the City of London Community Engagement Policy. In many areas, City staff believe it exceeds what is required for engagement and what has been done in the past. The process, including reporting arrangements, is shown on Figure 1 on the next page.

## **3.0 Purpose/Mandate of Waste Management Community Liaison Committee (CLC)**

There are two main purposes of the Waste Management Community Liaison Committee (hereafter referred to as the CLC). First, it is to make sure that the interests of multiple stakeholders are equally and adequately represented throughout the EA process and Resource Recovery Strategy development, by participation of key individuals representing specific stakeholders. City staff will strive to ensure that the Committee is as well-balanced as possible.

Second, the CLC has been designed to function as a liaison (feedback) panel to assist City and technical consultant staff as part of the overall Community Engagement Program for the EA process and Resource Recovery Strategy.

**Figure 1 – Reporting Structure**



PEC – Planning & Environment Committee, a Standing Committee of Council  
 Waste Management Working Group - comprised of members of Municipal Council  
 ACE - Advisory Committee on the Environment  
 EEPAC - Environmental and Ecological Planning Advisory Committee  
 AAG - Agricultural Advisory Committee

Responsibilities of the CLC will include providing:

- a channel for other citizens or businesses to share their views on matters within the CLC's terms of reference
- input and feedback on communication materials to be used in the community engagement program
- advice on relevant issues that are important to a community stakeholder category
- input and feedback on the ToR and EA Studies developed by City staff and/or technical consultants
- assistance in evaluating and understanding relevant issues identified from the public as appropriate, and
- a balanced discussion to ensure that all CLC members are heard, differing viewpoints are noted and thorough discussion occurs.

It is important to note that consensus on issues is not required. Differences of opinion are important and will be noted by stakeholder category. City staff welcome this important input, feedback and information exchange. In summary, the CLC is not designed to influence decisions, to ignore or prevent ideas from being discussed or to support specific community groups or individuals. It is designed to help ensure that everyone is heard, concerns are raised, opportunities and challenges are discussed, and that Londoners and businesses are being represented.

#### **4.0 Composition**

Unless otherwise agreed upon by the City of London, the following representatives will be selected to participate in the CLC:

- One or two members from a community group with an interest in the environment
- One or two members from a community association
- One or two members of the local business community
- One or two waste management companies using the W12A Landfill and/or involved in resource recovery
- One or two members from the W12A Landfill Public Liaison Committee
- Two (2) members at large

The public will be invited to submit an application to participate in the CLC. A maximum of 12 participants will be selected by the City of London (see section 5.0). The City reserves the right to expand the membership if there are stakeholder categories it feels are not being represented and/or other stakeholder categories come forward that have shown an interest in participating in the process through the CLC.

An ideal candidate will have a:

- direct interest in the London community as a resident, business owner or property owner benefitting from a local Residual Waste Disposal Strategy and Resource Recovery Strategy,
- willingness to listen to others between meetings and bring those points to a CLC meeting,
- willingness to be prepared for CLC meetings by reading background materials,

- positive attitude to work on subject matters that have different viewpoints,
- passion for the community, and
- commitment to work on a project over several years.

## **5.0 Member Selection Process**

A short application must be completed and submitted to the City of London. The form is found at [getinvolved.london.ca/WhyWasteDisposal](http://getinvolved.london.ca/WhyWasteDisposal). Completed applications can be e-mailed to [tlee@london.ca](mailto:tlee@london.ca), or faxed to the attention of T. Lee at (519) 661-2354 or sent by regular mail to the attention of T. Lee, Solid Waste Management, P.O. Box 5035, London, Ontario N6A 4L9. Applications must be received by April 20, 2017.

### **Step One**

Eligible applicants for the stakeholder category of 'Member at Large' that would not be eligible for any of the other stakeholder categories will be considered first.

### **Step Two**

If more than two eligible applicants apply for Member at Large, the Managing Director, Environmental & Engineering Services & City Engineer will randomly draw two names from all eligible applicants for appointment. The names of the remaining applicants will be retained for consideration should a subsequent vacancy in this category occur. The Managing Director, Environmental & Engineering Services & City Engineer will draw a name from all remaining eligible applicants to fill any vacancies, should a vacancy arise.

### **Step Three**

Eligible applicants in each of the remaining categories will be considered.

### **Step Four**

If more than two eligible applicants apply for any of the remaining stakeholder categories, the Managing Director, Environmental & Engineering Services & City Engineer will randomly draw two names from all eligible applicants within each category for appointment. The names of the remaining applicants will be retained for consideration should a subsequent vacancy in a particular category occur. The Managing Director, Environmental & Engineering Services & City Engineer will draw a name from all remaining eligible applicants to fill any vacancies within a particular category, should a vacancy arise.

### **Step Five**

Applicants will be contacted by the City of London in order to be advised if they have been selected for appointment, if they will be considered for a future appointment, or if, for some reason, they are not eligible for appointment.

## **6.0 City Co-Chair and Election of a Community Co-Chair**

The CLC will have two Co-Chairs. The City Co-Chair will be the Director, Environment, Fleet & Solid Waste. The backup will be the Project Manager for the EA. The Community Co-Chair and their back-up will be elected from amongst the members of the CLC at its first meeting. Any nominated individuals will have the opportunity to accept or decline the nomination. The person receiving the largest number of votes will be elected for the respective position.



The role of the City Co-Chair is to:

- a) ensure that the CLC meetings are run fairly
- b) ensure participation is being encouraged from all members
- c) prepare and circulate meeting materials
- d) arrange presentations
- e) prepare meeting records

The role of the Community Co-Chair is to:

- a) ensure that a variety of important topics are being considered by the CLC
- b) CLC members are available for community input to bring to the CLC meetings
- c) setting meeting agendas
- d) addressing concerns raised by individual members of the CLC

The role of both Co-Chairs is to:

- preside over meetings of the CLC,
- encourage balanced and professional discussions,
- encourage participation of all members and ensure that any individual does not dominate the discussion and prevent others from speaking,
- enforce the observance of order and decorum amongst members, and
- attend Open Houses.

## **7.0 Term**

The active term for the CLC will be the duration of the EA process. The ToR for the EA and EA studies are currently estimated to run for three to four years. The development of the Resource Recovery Strategy will be completed in 2018.

No compensation will be paid to members of the CLC for their participation. Costs for parking and public transit will be covered by the City of London.

## **8.0 Proposed Meeting Schedule**

All meeting dates will be established by the Co-Chairs in consultation with Committee members. It is anticipated that meetings will be every two months and would be scheduled to start at approximately 6:30pm and conclude about 9:00pm on a weekday evening.

In addition, it is anticipated that a meeting will be required ahead of all major community engagement events (e.g., Open Houses) and prior to the release of all major draft documents. Additional meetings outside those described above may be arranged by the Co-Chairs, if deemed necessary.

## **9.0 Meeting Structure**

The City of London will advise of upcoming meeting dates at least two weeks in advance, unless emergent circumstances make it impossible to provide that amount of advance notice. A meeting Agenda and any attachments will be circulated electronically at least seven days in advance of the meeting (Other forms of distribution may be accommodated, if required),

unless circumstances do not permit. Members will be notified if, for some reason, agendas cannot be circulated at least seven days in advance of a meeting.

No more than two delegations from the community shall appear on an Agenda unless agreed to by both Co-Chairs. Delegates will be permitted a maximum of 10 minutes. Written materials must be provided in advance by delegates, for inclusion on the Agenda.

CLC meetings will be open to the public. A meeting record will be kept by the City of London and provided to the CLC for approval. The record will include: outcomes, actions, and responsibilities. Meeting records shall be available to the public and will be forwarded to the Waste Management Working Group (WMWG).

Establishing a measure of support or non-support on certain items will be important. A method of determining support or non-support in such instances will be discussed at the first meeting. The City Co-Chair shall remain neutral and not be included in determining the level of support or non-support on any matter.

### **10.0 Quorum and Attendance**

Quorum will be a simple majority of the CLC members (not including the City Co-Chair). As soon as there is quorum after the time set for the meeting, the Co-Chairs will call the meeting to order. If a quorum is still not present within 30 minutes after the time set for the meeting, then the names of the members present will be recorded and the meeting will be adjourned until the date of the next meeting. If quorum is lost during the meeting and not regained within 15 minutes, the meeting shall stand adjourned until the date of the next meeting.

The CLC may decide to replace a member if that member misses three consecutive meetings. The Community Co-Chair will contact the CLC member after missing two consecutive meetings and issue a reminder of the need to attend the next meeting. The decision to replace the member will be based on a majority vote of current members, excluding the City Co-Chair. When a member is to be replaced, the process identified in Section 5 shall be used to identify an individual to fill the vacancy.

### **11.0 Collection of Personal Information**

The personal information requested on the application form is collected under the authority of the *Municipal Act, 2001* and will be used to assist The Corporation of the City of London employees in selecting appointees for the Waste Management CLC. Questions about this collection may be referred to Jay Stanford, Director, Environment, Fleet & Solid Waste, 300 Dufferin Avenue, London, ON; Tel: 519-661-2500 ext. 5411.

The application form also indicates that by signing or transmitting the application form, consent is given to the collection, use and disclosure of the personal information provided on the form. It is also understood and agreed that the personal information may be disclosed to the public and media by the City of London, upon request, and may be included in publicly disclosed Committee and Council reports, agendas and on the City of London's Internet website.