

Terms of Reference

Name: Joint Waste & Diversion Site Committee
Reports to: Respective Councils
Support: Transportation and Environmental Services (TES)
Type: Joint Municipal Committee
Established: 2017-06-26
Approved: 2019-07-05
Amendments:

Reference Items:

- Legislative: Bill 151: Waste Free Ontario Act
<https://www.ontario.ca/laws/statute/S16012>
Schedule A: Waste Transition Act and Schedule B: Circular Economy Act.
Ontario Ministry of Environment, Municipal Act
- Resource Recovery and Circular Economy Act 2016, S.O. 2016, c.12,
Sched. 1: <https://www.ontario.ca/laws/statute/16r12>
- Grey Highlands: Long Term Waste Management Plan, Certificate of
Approval, PDO (Plan of Development and Operations), Landfill annual
monitoring reports.
- Chatsworth and Grey Highlands respective municipal documents: Strategic
Plans, Collection Contracts, and Markdale Landfill agreement (2007)

Goal

The Joint Waste & Diversion Site Committee (JWDSC) is responsible for assisting in undertaking a review of overall landfill operations in the municipalities of Chatsworth and Grey Highlands and assisting in the development of technical, environmental, financial and socially feasible recommendations to Council regarding operational changes, updates and current transitions.

In addition, the Committee will review Bill 151 and is responsible for making recommendations to respective Councils outlining a critical path moving forward regarding diversion programs and their availability to residents and the municipalities as a whole.

Objectives of the Committee

- To act in an advisory capacity to the Municipalities of Chatsworth and Grey Highlands Councils;
- To review and amend existing Holland Markdale Waste and Diversion Site (WDS) operations agreement;
- Facilitate a coordinated approach to represent the local community and municipal interests in optimizing waste diversion and waste management operations;
- To review staff operational recommendations while considering expected levels of service, operational efficiencies & program sustainability
- To bring forward recommendations for operational changes, as necessary; to respective Councils;
- To remain aware of and inform respective Councils of evolving waste legislation and diversion requirements;
- Assist in the development of a critical path for waste management planning (consider economic development and growth);
- To keep in context with the framework of municipal strategic planning intentions including: operational excellence, fiscal & asset management, sustainable growth, community and economic development;

Delegated Authority

The JWDSC has no delegated authority.

Municipal staff will provide technical and operational support to the committee.

Recommendations from the Joint Waste and Diversion Site Committee shall be brought to their respective Councils.

Organization and Duty

The composition of the JWDSC will consist of representatives from the municipalities of Chatsworth and Grey Highlands:

- Two (2) elected officials from Chatsworth and Grey Highlands and a nominated alternate from Chatsworth and Grey Highlands
- One (1) CAO from Chatsworth and Grey Highlands
- Support staff as required including department heads and staff from Chatsworth and Grey Highlands

The JWDSC shall have the authority to and be responsible for:

- Electing a chair person annually from its members who shall have authority to call special meetings when necessary

- Electing a vice chair person annually from its members who shall have authority in the absence of the chair
- Provide a recording secretary from the municipality of Grey Highlands to record and keep minutes of all meetings and proceedings of the Committee including action items for future meetings
- Commitment to work towards harmonization of services within Chatsworth and Grey Highlands
- Each elected official member is prescribed one vote
- Each municipality is to submit minutes for Council review within thirty (30) days from the date of the Joint WDS Committee meeting
- All matters coming before the JWDSC shall be decided by a majority vote of the members
- That the parties hereto understand and agree that the services as provided by the JWDSC are provided in a manner in that the services provided in the individual municipalities are the responsibility of the individual municipality and any liability accruing from the provision of these services is applicable to that individual municipality in which the liability may occur
- Providing guidance to Chatsworth and Grey Highlands with support for Promotion and Education diversion programs

Procedures

- The JWDSC shall hold four (4) meetings each calendar year at such place and time as may be determined by the Committee
- In order to constitute a valid meeting of Committee, a quorum, being a majority of members, shall be present. When a quorum of Committee exists, all business of the Committee shall be decided upon by simple majority of the members present.
- The JWDSC shall adopt and use the procedural by-law of the Municipality of Grey Highlands as it relates to the calling and conduct of Committee meetings, for its meetings.

Lead Department: Transportation and Environmental (Grey Highlands)

Meeting minutes are taken by Grey Highlands recording secretary and forwarded by the Transportation & Environmental Services Department for distribution to respective Councils. Agendas and minutes shall be posted on respective municipal web sites.

Administration of the Committee:

Save and except as set out in these Terms of Reference, the rules of procedure for Council and Committee as set out in the respective Procedural By-law(s) shall apply to this Committee.

In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

Schedule/Location of Meetings:

Quarterly meetings and locations to be set at the call of the Chair on an annual basis.

Budget and Financial Report:

Elected officials will qualify for per diem compensation as per respective municipal Council Remuneration Policy(ies).

Date of Adoption by Council: _____

Date of Amendment: _____