

Solid Waste Task Force

Terms of Reference

Name: Solid Waste Task Force (SWTF)

Support: Environmental Services

Type: Task Force

TOR Approved by Council: 2024-12-04

Purpose:

Reporting to Council, the Solid Waste Task Force (SWTF) is responsible for undertaking a review of current solid waste, recycling, and diversion services in Grey Highlands and providing recommendations to Council relating to solid waste, recycling, and diversion services in the municipality.

Mandate:

- To review the current solid waste, recycling, and diversion services provided by the municipality; and
- Research available curbside collection services and diversion programs in other municipalities and best practices; and
- Develop a final report to Council including recommendations for changes to, improvements of, and/or provision of new solid waste/recycling collection services or diversion programs and any associated financial impacts.

Delegated Authority:

The SWTF is a task force established to meet the requirements of the specific task as indicated in the mandate.

The SWTF has no delegated authority to act without Council direction unless otherwise provided for under the Delegation of Authority By-law in effect at the time or as provided in these Terms of Reference.

The SWTF has no authority to direct staff and all research and reporting must be done within the membership of the task force. SWTF is not responsible for the undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters, shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters, except as may be required in relation to the task specified.

SWTF is not responsible for reviewing waste diversion site operations with the exception of collection and diversion services.

Composition:

The SWTF will consist of:

- 2 members of Council
- Up to 7 citizen volunteer appointments, with the optimal composition of citizen volunteer members being made up of the following:

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- Rural Resident representatives,
 - Urban Resident representatives,
 - Business/Retail/Commercial representatives,
 - Seasonal representative,
- Or as appointed by Council.

At the first meeting SWTF will elect a Chair and Vice-chair for the Task Force.

Only those members appointed by Council may vote on any matter.

All appointed members shall be required to sign off and adhere to any Code of Conduct in place during the appointment.

Term and Vacancies:

The Task force will remain in place through the current Council Term or until the final report findings are presented to Council (whichever comes first). Vacancies that occur prior to the completion of the task may be replaced at the discretion of Council. If the mandate has not been completed by the end of the current term of Council, the next term Council shall determine whether the task force will be continued, and new members appointed.

Lead Department/Reporting Relationship:

The Lead Department supporting the Task Force will be Environmental Services. The Lead Department may call on other departments and outside agencies as required.

Meeting minutes may not be forwarded to Council. The minutes will be made available on the website and be used in the creation of the final report to Council. The Task Force should not have any specific requests until such time as their final report and recommendations are presented to Council upon the completion of the mandate of the Task Force, unless there is a time sensitive matter that is required prior to the completion of the task.

Administration:

Corporate Services will provide meeting management support.

Environmental Services will provide guidance and information on the current status of departmental operations related to the mandate discussions.

Save and except as set out in these Terms of Reference, the rules of procedure for Committees or as set out in the Procedural By-law shall apply in this Solid Waste Task Force. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Task Force may request by resolution the attendance of experts, staff and/or representatives from special interest groups at meetings to provide guidance on a specific issue.

Presentations by relevant bodies shall only be scheduled at the request of the Task Force to receive information and have discussions related to items within the mandate of the Task Force. All correspondence received from stakeholders and residents shall be placed on the agenda for information purposes.

SWTF meetings shall be open to the public. Members of the public shall not have general speaking rights at any Task Force meeting.

Schedule/Location of Meetings:

SWTF meetings will be held in virtual format or in-person, with a maximum number of in-person meetings being two per calendar year.

SWTF will meet as required with the first meeting being called by the Environmental Services department. Potential meeting dates may be scheduled and placed as a hold in the members' calendars, however may be cancelled by the Chair if there are no agenda items or new information for the members 3 days in advance of the meeting.

It is expected that the individual members of the task force will undertake research, meet with stakeholders and report the finding of same to the task force. All reports from members shall be submitted for inclusion on the agenda at least 4 days in advance of the scheduled meeting date.

Notice of SWTF meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

Meeting Attendance:

It shall be the duty of members to make every effort to attend all task force meetings.

Where a member is absent from three (3) consecutive meetings, their absence will prompt a review of their membership status by the Clerk or their designate.

Budget and Financial Report:

SWTF does not have access to municipal funds.

All citizen volunteer members will serve without remuneration. Any out-of-pocket expenses incurred by a Task Force member must be pre-approved for reimbursement by the Municipality.