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**REPORT TO:** Mayor and Members of Council  
**DATE:** September, 30, 2017  
**FROM:** Jill Bellchamber-Glazier, CAO-Clerk  
**SUBJECT:** Terms of Reference – Landfill Advisory Committee

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## **RECOMMENDATION**

**THAT Council approve the Draft Terms of Reference for the Landfill Advisory Committee as presented**

OR

**THAT Council approve the Draft Terms of Reference for the Landfill Advisory Committee with the following changes/additions:**

## **BACKGROUND:**

At its August 30, 2017 meeting council passed the following resolution:

#2017-0403

Moved by Councillor Cowell

Seconded by Councillor Aranha

THAT council be appointed to serve to a landfill advisory committee reporting to council; and

THAT staff be directed to draft a Terms of Reference for a landfill advisory committee for council's approval.

Carried

Staff have provided a draft terms of reference for a landfill advisory committee for council's approval.

**FINANCIAL IMPLICATIONS:**

Per meeting rates will apply for the remuneration of committee members.

**RELATIONSHIP TO STRATEGIC PLAN:**

Upholding a healthy & safe environment

**PREVIOUS RELATED REPORTS:**

- August 30, 2017 Southwest Middlesex Landfills Update

**ATTACHMENT(S):**

- Draft Terms of Reference

**OTHERS CONSULTED:**

Tara Clayton, Public Works Manager

# Southwest Middlesex Landfill Committee

## Terms of Reference

### Mandate

To advise and assist with the identification and resolution of issues related to the operation, monitoring, and the closure and post-closure of the current municipally-owned Trillium Road Landfill and Limerick Road Landfill, as well as the potential for future landfills within Southwest Middlesex.

### Purpose

The Southwest Middlesex Landfill Committee will serve as the focal point for the collection, review, and exchange of information to help with the municipality's efforts to improve landfill operations, maintenance, and monitoring.

The committee will provide for a means of input into activities related to the operations and use of the existing municipally-owned landfills.

The committee will assist in the identification of impacts of the existing landfills on the surrounding community, and provide input to the development of measures to mitigate such impacts.

The committee will help to facilitate the development of site designs, operations, maintenance, monitoring programs, and potential environmental issues. The committee will help to facilitate the future plans for closure.

The committee will work to build a strong relationship with the Ministry of the Environment and Climate Change, and examine issues brought forward by the ministry, as well as those brought forward by the community, including businesses, residents, and other local organizations.

The committee will identify, discuss, and develop recommendations to the Southwest Middlesex Council on the on the following items:

- Regulatory compliance
- Risk mitigation/safety
- Budget requirements
- Future development opportunities
- Transfer stations
- Recycling and composting
- Maintenance
- Inventory
- Neighbour and community relations
- Operator requirements

### Composition

The Southwest Middlesex Landfill Committee shall be composed of the following members:

- The membership of Southwest Middlesex council.

The Mayor will serve as the Chair of the committee. The Deputy Mayor and Councillors will serve as committee members.

## Term of Membership

The committee's membership shall match the current council term of office. If a council member's seat becomes vacant during their term of council, the new member shall be deemed to be a member of the Southwest Middlesex Landfill Committee.

The committee will cease at the end of the 2014-2018 term of council.

## Goals/Objectives

### 1. Primary Goal

Provide recommendations to council related to the development of site designs, operations, maintenance, monitoring programs, and potential environmental issues

### 2. Secondary Goal

Provide recommendations to council related to future solid waste management services

### 3. Others

Provide recommendations to council related to closure and post-closure monitoring

## Deliverables

Report to council in 2018 related to committee goals/objectives.

## Resources

Municipal staff will assist in preparing committee reports and agendas.

It is expected that the committee will be required to bring in additional resources, including consultants, to assist in preparing reports.

## Meetings, Schedule, Time & Location

The decision making process will follow the *Municipal Act, 2001*, in that the committee members will have one vote each, quorum will be defined as a majority of the members. As soon as there is quorum after the time set for the meeting the Chair shall call the meeting to order. If quorum is not present thirty minutes after the set time for the meeting, then the names of those members present shall be recorded and the meeting shall be adjourned until the date of the next meeting.

The committee will meet **X times/month**