

Waste Diversion Committee

2022 Terms of Reference

ARTICLE 1 BACKGROUND

Section 1.1 Name

This committee shall be known as the Waste Diversion Committee (“the Committee”)

Section 1.2 Purpose

The purpose of the *Waste Diversion Committee* is to assist and make recommendations to Council on the matters relating to the future of various aspects of solid waste within the Town of Greater Napanee. The Terms of Reference were approved by Council on February 22, 2022, Resolution #87/22.

Members will assist staff in researching existing and future needs, creating a public consultation plan, and developing detailed recommendations for the future of Waste Diversion within Greater Napanee.

Section 1.3 Term of Service

All members of the Committee shall be appointed for approximately eight (8) months, ending on November 15, 2022, to align with the term of Municipal Council. The Committee term may be extended beyond this date, with the approval of Council.

ARTICLE 2 COMMITTEE AND STAFF RESOURCES

Section 2.1 Committee Composition

The Committee shall consist of a minimum of one (1) elected official, three (3) staff members, with the opportunity for ‘special guests’ as required, and approximately (8) community members as appointed by Council. The Committee members shall consist of:

- Elected Official, _____ – Elected Official;
- Chair, Kristie Kelly, Manager of Environmental Compliance – Staff Member;
- Vice-Chair, Peter Dafoe, GM of Infrastructure Services – Staff Member;
- Secretary, Amy McEwen, Utilities Clerk – Staff Member; and
- Community Members who may represent:
 - Seniors;
 - Youth;
 - Residents;
 - Agriculture;
 - Business Owners;
 - Education Sector;
 - Environmental Sector;
 - Restaurant/Food Services.

Section 2.2 Sub-Committees

The Committee may establish sub-committees, as needed, to carry out specific objectives, as deemed necessary. Sub-committees are not required to be approved through Council. Sub-committees are responsible for the preparation of their own agendas and minutes as required as well as making their own arrangements for meeting locations. Members of the *Waste Diversion Committee* may be members of any sub-committee, and special guests may be in attendance as required. Sub-committee minutes shall be presented at a regular Committee meeting and included in regular Committee minutes.

Section 2.3 Staff Resources

Administrative assistance to the Committee will be provided as needed by the *Infrastructure Services Department* with approval for requests for resources by the departments' General Manager or designate.

ARTICLE 3 RESPONSIBILITIES

Section 3.1 Roles and Duties

3.1.1 Council

- Provide overall direction to the Committee; and
- Review Committee reports and consider recommendations.

3.1.2 Council Representative on the Committee

- Main liaison between Council and the Committee; and
- Provide information on political constraints/considerations to assist with discussions and formation of recommendations.

3.1.3 Chair

- Provide leadership to the committee;
- Advocate on behalf of the overall initiative to external stakeholders and others;
- Establish meeting agendas;
- Maintain meeting efficiency by putting time limits on each agenda item and keeping all meetings to a reasonable length;
- Encourage broad participation from members in discussion;
- Arrange and chair the Committee meetings;
- Prepare and present reports for Council consideration; and
- Responsible for the overall effectiveness of the Committee.

3.1.3 Vice-Chair

- Perform duties of the Chair in their absence.

3.1.4 Secretary

- Record meeting minutes; and
- Circulate meeting agendas and minutes.

3.1.5 Community Members

- Understand the goals, objectives, and desired outcomes of the project;
- Understand and represent the interests of project stakeholders;
- Take a genuine interest in the project's outcomes and overall success;
- Act on opportunities to communicate positively about the project;
- Actively participate in meetings through attendance, discussions, and review of minutes, papers and other documents; and
- Support open discussion and debate and encourage fellow Committee members to voice their opinions.

Section 3.2 - Delegated Authority

The Committee is an advisory committee to Council and does not have any delegated authority. The Committee has no authority to direct staff and any recommendations requiring implementation, reports or staff actions must first be considered by Council before any action by staff may be taken.

Section 3.3 - Mandate and Deliverables

To fulfill its purpose, the Committee will play an important role in determining the future of waste within the Town of Greater Napanee. The Committee will review existing service levels, identify opportunities for improvement and make sustainable recommendations on the following topics to Council:

3.3.1 Leaf and Brush Disposal

Current operations allow for a Spring and Fall curbside collection of leaf and brush materials to all residents within Greater Napanee. The Town also provides a collection of natural Christmas Trees, in early January of each year. The costs, staff time, regulatory requirements and disposal locations for these events should be reviewed in detail. A study of operations in municipalities of similar scale, as well as a review of services provided by neighbouring municipalities will be beneficial in determining the typical service standards found across the region and the future of these services for Greater Napanee.

Both the Roblin and South Fredericksburgh Waste Disposal Sites accept leaf and brush materials during regular business hours, with no fee for drop off. The Committee shall work to determine if these locations and the costs associated with the disposal are the most practical for our Municipality.

3.3.2 Household Hazardous Waste Disposal

The Town currently hosts a Household Hazardous Waste Event on an annual basis. The Committee shall explore the costs, regulatory logistics and

reimbursement funding associated with the annual event, to determine the future frequency and need of such event in Greater Napanee. This may include an investigation into disposal alternatives, or the possibility of event/depot sharing with other municipalities.

3.3.3 Waste Disposal Sites

There are two active Waste Disposal Sites in Greater Napanee. The Roblin Waste Disposal Site operates as a Transfer Station as it was closed for direct landfilling in 2012. The site was officially closed and capped in 2015 and has operated only as a Transfer Station since closure.

The South Fredericksburgh Waste Disposal Site operates as both a Transfer Station and an Active Landfill. The site accepts bulky waste for final disposal within the landfill, while all other accepted wastes are disposed of through the Transfer Station. The 2020 Annual Monitoring Report for the South Fredericksburgh Waste Disposal Site noted that there was a remaining lifespan for the Active Landfill of approximately 42 years, at the current rate of fill. Several factors can alter this capacity, including but not limited to surface and ground water trends, significant changes to fill volumes, compaction rates and covering requirements.

The Committee shall complete a thorough review of current practice regarding the Waste Disposal Sites to explore options and suggest modifications to ensure risk mitigation, preservation of the existing sites, while remaining in compliance with applicable Environmental legislation.

3.3.5 Curbside Collection

All residents within Greater Napanee are offered curbside collection of both garbage and recycling. Current practice allows for residential properties to dispose of three tagged bags of garbage weekly, while recyclable items rotate on a bi-weekly schedule between grey box and blue box materials. Provincial Waste Diversion initiatives should be considered when exploring the needs of the community. It is anticipated that this will involve a service level review including logistics and costs associated with a curbside organics recycling program.

3.3.6 Alternative Waste Diversion Options

The Committee shall explore alternative waste diversion options that may be beneficial to residents within Greater Napanee. Examples of waste diversion initiatives include but are not limited to giveaway days, specific material recycling, or the idea of a reuse centre. Environmental regulations must be considered during the review, which will also include cost/benefit analysis for the Town and our residents.

It should be noted that the most recent waste diversion rate available for the Town of Greater Napanee was 34.6%, while the overall residential diversion rate for all of Ontario was 49.7% in the same year. Fortunately, there is potential to

increase diversion through this detailed service delivery review of all processes related to waste in Greater Napanee.

3.3.7 Public Education

Education and outreach will be a key component to a successful waste diversion initiative within our community. Through research, the Committee will outline specific requirements and topics to assist our Community Engagement Clerk in sharing beneficial information to ensure our residents are involved in waste diversion.

Section 3.4 - Deliverables and Key Council Presentations

At the inaugural meeting, the committee will determine the deliverables including a detailed schedule of topics to be reviewed. This will ensure overall recommendations are available and presented to Council in a timely fashion. The deliverables and dates of Council presentations are subject to approval and change by Council.

ARTICLE 4 MEETINGS

Section 4.1 Meeting Schedule

The Committee will meet regularly with the specific dates and times of the meetings to be determined by the Committee at its inaugural meeting. The Chair will call and cancel meetings as required as to not conflict with regular Council meetings. Committee members are expected to regularly attend scheduled meetings. All meetings are scheduled to be held in person but may be held virtually from time to time. All meetings of the Committee and Sub-committee(s) are subject to the open meeting policies followed for meetings of Council.

Section 4.2 Agendas and Minutes

An electronic agenda shall be forwarded by the Secretary, or designate, to all members of the Committee a minimum of one week prior to each meeting. Agenda items must be forwarded to the Secretary and/or the Chair at least ten (10) days prior to each meeting. Meeting minutes shall be forwarded by the Secretary, or designate, to all members of the Committee within one week of each such meeting.

Section 4.3 - Quorum and Meetings

Meeting procedures shall be in accordance with the Town's procedure by-law regarding committee meetings. Meeting minutes shall record the attendance and be circulated by the same means as regular meeting agendas.

Any Committee decisions that require a vote shall be deemed successful if the-majority-of the members present vote affirmatively.

ARTICLE 5 GENERAL

Section 5.1 Miscellaneous

Unless otherwise directed by Council, the minutes of all Committee meetings shall be presented to Council for review and/or approval. The Terms of Reference for the *Waste Diversion Committee* were approved by Council and can only be altered by Council.

Section 5.2 Compensation

Unless otherwise approved by Council, members of the Committee shall not receive any compensation.