

Waste Diversion Sub Committee Terms of Reference

1.0 Mission Statement

The Waste Diversion Sub Committee is an advisory Committee of the Public Works Committee, with a mandate to advise and support Council on matters that relate to Waste Diversion such as: researching ways to divert materials not included in the Blue Box program from the landfill back into the economy. The Waste Diversion Sub Committee may also provide support on other related issues as requested by Council.

2.0 General

- (a) Provide support and recommendations to the Public Works Committee, Council, applicable Staff and other associated Advisory Committees on matters that related to waste diversion.
- (b) To make recommendations as requested by Council with respect to Waste Diversion practices, policies and procedures.
- (c) The Sub Committee shall provide recommendations to the Public Works Committee and/or Council on matters that have been referred by Council, staff and/or the general public to the Committee.
- (d) The Committee shall respond to proposed policies, projects, planning and other matters as referred to by Council, and/or Department Heads/CAO.
- (e) To make recommendations to Council concerning Master Plans for waste diversion.
- (f) Provide a voice and forum for environmental issues.
- (g) Members shall follow Municipal policies and procedures and comply with applicable legislation and shall act in accordance with the Municipal Conflict of Interest Act.

3.0 Appointment of Committee

- (a) This Sub Committee shall consist of 5 to 9 members of the public representing various sectors of the community. Members of Council may be appointed to the Waste Diversion Sub Committee. Non-voting members of staff may be assigned to this Sub Committee as a resource.
- (b) The committee members shall be appointed by Council.
- (c) The Chair and Vice-Chair will be appointed by the majority of the Sub-Committee at the inaugural meeting.
- (d) The term of office for committee members shall be for the term of the current council.
- (e) The Waste Diversion Sub Committee shall determine the frequency and schedule of their meetings at the inaugural meeting.
- (f) The Chair or Vice Chair shall submit the draft Waste Diversion Sub Committee meeting minutes to the Public Works Committee to include on their Committee Meeting Agenda to accept as information and then will be brought forward to Council for information.

- (g) If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Sub Committee.

4.0 Committee Support

A Staff resources will be available to attend each meeting. Additional staff resources can be available upon request for specific matters.