

TAY VALLEY TOWNSHIP

WASTE MANAGEMENT WORKING GROUP TERMS OF REFERENCE

In support of the current successful Recycling Programs and in recognition of the need to continue municipal efforts to reduce, reuse and recycle, Tay Valley Township deems it appropriate to establish a Waste Management Working Group.

MANDATE

The purpose of the Working Group is to provide advice and recommendations to Council regarding effective and efficient waste diversion initiatives, including recycling and composting. To fulfill its mandate it is anticipated the Working Group will, among other things:

- Help evaluate existing waste diversion programs;
- Undertake research into the value and potential market for various items of refuse;
- Monitor Waste Diversion Ontario and other like agency initiatives to assess implications for local participation;
- Explore joint ventures with neighbouring municipalities and other potential partners;
- Produce for public distribution, newsletters/flyers/information materials aimed at educating local ratepayers in the environmental and financial value of active participation in the recycling program;
- Promote and coordinate Pitch-in Week;
- Promote environmentally sound practices as they pertain to waste management;
- Review Annual Operation Reports as submitted to the Ministry of the Environment to better understand operations and implications for the future; and
- Provide feedback to the Public Works Manager with regard to operational change to best promote and facilitate waste diversion.

REPORTING RESPONSIBILITY

The Waste Management Working Group will communicate its findings and recommendations to the Committee of the Whole. Attendance and agenda topics will be coordinated through the Public Works Manager or designate. The Working Group will present an annual report to Committee of the Whole touching on the Working Group's activities over the last year and upcoming issues. In-year updates from the Working Group will be communicated to Committee of the Whole on a regular basis by the Council Member representative. The appointment of Re-Use Centre volunteers will be done by Council resolution on recommendation of the Working Group.

MEMBERSHIP

The Waste Management Working Group shall comprise a minimum of seven (7) members appointed at the beginning of each Council term by Council with representation from the three township wards where possible. Replacement members can be appointed, if needed, during the course of the term. One member shall be a Council Member, who will also serve as Chair. The Public Works Manager or designate shall act as a resource person to the Working Group.

MEETINGS

The Working Group will meet at least quarterly or at the call of the Chair or Public Works Manager (or designate). Agendas will be posted on the Township website one week prior to the meeting. The Public Works Manager or designate will serve as Recording Secretary. Meeting Minutes will be action-only and will record those members in attendance and any topics discussed. A quorum of members (majority) will be required for a meeting to take place. All meetings will be open to the public. Meetings will generally occur at the Municipal Office.

TERM

The term of appointment shall be for the term of Council at the pleasure of Council and re-appointment is encouraged to facilitate continuity.