

Schedule “A”

JOINT MANAGEMENT COMMITTEE

TERMS OF REFERENCE

1. Mandate

- 1.1 The JMG is a sub-committee of Durham’s Works Committee and York’s Waste Management Committee whose composition and activities shall be in accordance with these Terms of Reference.
- 1.2 The JMG shall provide advice and make recommendations to Durham’s Works Committee and York’s Waste Management Committee on all matters relating to (a) the Residual Waste Management Environmental Assessment Study Agreement between Durham and York dated June 30th, 2005 (the “Agreement”), (a) the environmental assessment study described in the Agreement (the “Study”); and (c) any other agreement between the parties regarding the processing of waste that remains after the application of Durham’s and York’s at-source waste diversion programs.

2. Scope of Activities

- 2.1 The JMG shall,
- (a) examine the composition and quantity of the post-diversion residual wastes to be managed;
 - (b) establish the limits of the area to be serviced by a facility, or facilities, established as a result of the Committee’s work;
 - (c) research available energy and recyclable resource markets and their operating requirements;
 - (d) review and make recommendations regarding the Study’s preferred post-diversion residual waste processing technologies and systems;
 - (e) review and make recommendations regarding the Study’s preferred site location(s) for the required facility or facilities;
 - (f) secure meaningful public input through public information protocols such as workshops and open houses;
 - (g) report and make recommendations to the Durham’s Works Committee and to York’s Waste Management Committee respecting all other matters set out in Section 1.2 of these Terms of Reference, as required.

3. **Composition**

3.1 The JMG shall be comprised as follows:

a) *8 Voting members*

Four (4) current members of Durham's Works Committee.
Four (4) current members of York's Waste Management Committee.

The Chairs and Vice Chairs of each Committee, or their designate, shall sit as members of the JMG. These members shall select the remaining two (2) members from their respective Committee to sit on the JMG.

b) *6 Non-voting members*

Three (3) interested residents from the Region of Durham^(M1).
Three (3) interested residents from the Region of York.

c) The Chair of the City & County of Peterborough's Waste Management Steering Committee, or a designate, shall sit as an observer.

3.2 Membership in the JMG shall be for a 3-year term corresponding with the terms of Regional Councils.

3.3 The JMG may establish project teams and/or working groups as deemed necessary to address specific issues. The Chair of any project team or working group shall be a voting member of the JMG.

4. **Officers**

4.1 The Chairs of Durham's Works Committee and York's Waste Management Committee shall be Co-Chairs of the JMG and shall preside over JMG meetings in an alternating fashion. If either Co-Chair is absent, the Vice-Chair of the respective Regional Committee shall serve as Chair for that JMG meeting.

5. **Support Services**

5.1 Durham's Commissioner of Works and York's Commissioner of Transportation & Works and their designates shall serve as staff liaison to the JMG.

5.2 Staff support from both Durham and York shall be provided to the JMG as required.

5.3 The staff liaisons shall co-ordinate all requests for advice from the JMG through meeting agendas and addenda to meeting agendas. JMG responses to such requests shall be co-ordinated by the staff liaison to the respective Regional Committees.

5.4 Both Regions shall provide secretarial and other administrative support services to the JMG in an alternating fashion. When, for example, the JMG meeting is in Durham Region, administrative support shall be provided by Durham Region staff. The

respective Regional Departments shall be responsible for these administrative expenses.

6. **Meetings**

- 6.1 The JMG shall coordinate its meetings with the Durham's Works Committee and the York's Waste Management Committee meetings. Special meetings may be held at the call of the both of the Co-chairs of the JMG.
- 6.2 The location of JMG meetings shall alternate between the Region of Durham and Region of York offices.
- 6.3 Unless otherwise determined, all JMG meetings shall be open to the public. As a formal advisory Committee within both Durham and York, procedures at the JMG meetings shall be governed by the procedural by-law of the Region hosting the meeting unless specified otherwise in this Terms of Reference.

7. **Delegations at Committee Meetings**

- 7.1 Any person wishing to appear before the JMG as a delegate must submit a request to both staff liaisons advising of the topic or item to which they wish to speak. All such requests must be received at least one week prior to a JMG meeting to ensure that the delegation is included in the meeting's agenda. Any person wishing to address the JMG as a delegate, who has not previously arranged to do so, may be granted permission to do so only by resolution of the JMG.

8. **Minutes and Agenda**

- 8.1 All minutes of meetings of the JMG shall be submitted to both Durham's Works Committee and York's Waste Management Committee.

9. **Committee Resolutions**

- 9.1 JMG shall seek to achieve consensus on decisions. Recommendations are 'carried' if supported by a majority of voting members. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the JMG.