



Residual Waste Study

Joint Waste Management Group

Formation of a
Site Liaison Committee
Agenda Item # 5
April 15, 2008





Residual Waste Study

Site Liaison Committee Introduction

- ◆ **Site Liaison Committee allows:**
 - ◆ Identification and Consideration of local issues including:
 - ◆ Architecture and Site Layout
 - ◆ Promotion of District Heat and other environmentally beneficial programs
 - ◆ Communication and Information Distribution
- ◆ **Planning and development of the Clarington Site requires Clarington input.**



Requirements in Approved EA Terms of Reference

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- ◆ Section 7. Consultation Plan for the EA
 - “Public Liaison or Advisory Committees which are committees designated by the proponent to represent a broad range of interests across the study area community and to focus public input to the EA Study.”
 - Table 7-1: Consultation Plan Overview

Study Milestones	Minimum Scope of Consultation Activities
Complete Site Specific Studies to Confirm Suitability and Documentation to Support Approvals	Provision of opportunity to form a Site Liaison Committee consisting of resident, agency and other interest representatives to review and provide input on site-specific studies. One-on-one meetings, such as kitchen table meetings, and focused information sessions with community / residents potentially impacted by site to obtain input on Study methodologies and to inform and exchange information regarding Study results, design and operational implications, and supporting documentation.



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Site Liaison Committee Scope

◆ **Committee Responsibilities**

- ◆ Hold 4 or more open public meetings a year
- ◆ Review and discuss site specific EA Reports
- ◆ Maintain a qualified membership representing Clarington and Durham local interests
- ◆ Facilitate communication between local residents, stakeholders, and the JWMG
- ◆ Communication and distribution of information from Joint Waste Management Group
- ◆ Receiving and hearing relevant public deputations



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Site Liaison Committee Operating Criteria

- Annual budget approved by Durham Region
- Committee Chair will present annual report
- Durham Region to provide a liaison person
- Space on Durham website provided for committee related information
- Committee will elect a Treasurer/Secretary and Vice-Chair
- Durham provides clerical and administrative support



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Site Liaison Committee Membership

- ◆ 5 Durham Region Resident Members
 - ◆ Residents of Region of Durham at large
 - ◆ Appointed by Regional Council
- ◆ 4 Clarington Resident Members
 - ◆ Appointed by Clarington Council
- ◆ Committee Chair jointly appointed by Regional Chair and Mayor of Clarington from 9 committee members
- ◆ Optional non-voting members (local ward councillor, designated Clarington or Durham staff, JWVG representative, designated York staff and MOE)



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Site Liaison Committee Member Selection Process

- ◆ Interested individual invited to submit a letter outlining:
 - Qualifications and experiences
 - Statement of interest and reason for applying
- ◆ Clarington
 - ◆ May appoint liaison person
 - ◆ Recommends 4 members to represent Clarington
- ◆ Durham Region
 - ◆ Appoints liaison person from Works Committee
 - ◆ Appoints liaison person from Joint Waste Management Group
 - ◆ Approves final member selection



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Site Liaison Committee Meeting Format

- ◆ Frequency and timing to be determined by committee
- ◆ Meetings to be held at Durham Region Headquarters
- ◆ Decisions made will be based on simple majority
- ◆ Meetings will be open to the public
- ◆ Meeting Agenda's will be prepared and Minutes taken
- ◆ Regional staff will provide clerical and administrative assistance



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Site Liaison Committee Committee Budget and Term

- ◆ Committee Budget:
 - \$10,000/year to cover operating expenses
 - Additional funds approved by JWMMG as required
 - Treasurer/Secretary records committee expenses
- ◆ Committee Term:
 - Committee to continue until end of EA process
 - Members serve 2 year term to a maximum of 3 terms
 - Durham and Clarington will form new committee following approval of EA



Anticipated Schedule

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Task	Schedule for Completion
Presentation of Proposed Committee Terms of Reference to JWMG	April 15, 2008
Approval of Proposed SLC Terms of Reference	JWMG – April 15, 2008 Durham Region Works – April 23 Durham Region Council - May 7, 2008
Issue Invitation to Participate	May 8, 2008
Receive Responses	May 9, 2008 to June 20, 2008
Evaluation of Responses	June 23, 2008 to August 27, 2008
Presentation of Recommended Committee members to JWMG	September 2, 2008
Committee and Council Approval of Committee Members	Durham Region Works - September 3, 2008 Durham Region Council - September 17, 2008
First Committee Meeting	September/October 2008



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Site Liaison Committee Recommendation to JWMG

- ◆ Recommendation:
 - ◆ in accordance with the Approved Environmental Assessment (EA) Terms of Reference; and
 - ◆ following the approval of the Business Case by Regional Councils:

JWMG adopt the Proposed Terms of Reference for the Site Liaison Committee and recommend to respective Durham and York committees to request Councils' approval and authorization to establish the Site Liaison Committee.