Integrated Waste Management Committee
Terms of Reference

1. Purpose

The Integrated Waste Management Committee (IWMC) is established to provide a forum for public and other stakeholders to monitor, review and liaise with the Regional Municipality of Durham (Durham) on the Integrated Waste Management System with a focus on Energy from Waste (EFW). The IWMC will satisfy the HCA and the Medical Officer of Health’s report 2009-COW-01 obligations. Integrated Waste is a holistic approach to managing and understanding all materials in the waste stream and their place in the four R’s regime: reduce, reuse, recycle, and recover.

Mandate

The IWMC will act in an advisory role to the Joint Regions-Contractor Committee on issues or concerns which arise with waste diversion, waste management and environmental performance and monitoring of the EFW Facility, including the design, construction and operational phases, and other related strategic waste diversion and management issues.

The IWMC will be comprised of volunteers recommended by the Joint Regions-Contractor Committee, reporting to the Works Committee and appointed by Regional Council in accordance with the following Terms of Reference.

2. Scope of Activities

The issues that the IWMC may discuss and address information relevant to Durham's waste diversion programs, EFW Facility and disposal include, but are not limited to:

a) Review, discuss and improve IWMC’s understanding of the environmental performance of the waste diversion, waste management and EFW facilities, and the requirements which govern them.

b) Review, discuss, summarize and/or provide opinions about available information, including that pertaining to diversion objectives, environmental surveillance programs, independent environmental testing, public reporting of environmental surveillance data, environmental performance of the EFW Facility, and other related strategic waste management issues.
c) Identify and assess/study specific issues and concerns which may be related to or associated with the EFW or other waste management facilities, which are referred to the IWMC by the public, local governments, health professionals, etc., or otherwise comes to the IWMC's attention and to relay findings to the Joint Regions-Contractor Committee.

d) Assist with the development and implementation of community outreach activities which support the growth and environmental awareness and appreciation in Durham in co-operation with other organizations where appropriate. This may include holding public information sessions, educational workshops and participating in some community events.

e) Review and discuss matters of public interest in Solid Waste Management and advice about emerging issues that may be associated with environmental and human health.

f) Facilitate communication between stakeholders, and the Joint Regions-Contractor Committee.

g) Provide forum for the residents to bring their concerns/questions or suggestions pertaining to the waste diversion programs and waste management facilities.

3. Composition

The IWMC will be comprised of volunteers selected at large from Durham reporting to the Joint Regions-Contractor Committee in accordance with the following Terms of Reference, until its dissolution.

The IWMC will be comprised of nine members. Members shall not hold elected office (municipal, provincial or federal) and will be selected from Durham.

All members are regarded as individuals and do not represent their respective employers or advocacy group in their capacity as an IWMC member.

4. Membership

Membership shall consist of nine (9) residents from Durham.

The IWMC must notify the Joint Regions-Contractor Committee of the need to seek replacement members. Members will be replaced in accordance with membership selection process outlined in Section 5 and/or 6 of these Terms of Reference.

Non-attendance for three consecutive meetings will be considered grounds for replacement.
Invitations to attend IWMC meetings will be provided to the following:

- Staff representative from Durham’s Works Department
- Staff representative from Durham’s Health Department
- Staff representative from the Municipality of Clarington
- Staff representative from the Ministry of the Environment
- Senior staff representative of the Facility’s DBO contractor and operator

5. Call for Membership

Durham will advertise the opportunity to participate in the IWMC using local newspaper advertisement within boundary of Durham. Responses will be evaluated by Durham’s senior Waste Management staff and recommended for appointment by Durham’s Works Committee and Durham Regional Council.

6. Eligibility Criteria/Evaluation

Interested residents from Durham must provide a detailed resume with a covering letter outlining their interest and their qualifications in being appointed on this Committee in addition to an essay of no more than 500 words as to why they should be selected for membership, and detailing their knowledge of the project.

Previous participation or experience with committees/working groups will be considered an asset.

Every potential appointee must disclose any obligation, commitment, relationship or interest that could conflict or may be perceived to conflict with his or her duties to or interests of the IWMC to which the potential appointee is seeking appointment. A conflict of interest could arise in relation to personal matters including:

- Directorships or other employment.
- Interests in business enterprises or professional practices.
- Share ownership.
- Existing professional or personal associations.
- Professional associations or relationships with other organizations.
- Personal associations with other groups or organizations, or family relationships.
7. **Officers**

One Chair to be appointed by the Committee within the first quarter.

One Vice Chair to be appointed by the Committee within the first quarter.

If a vacancy of any of the key roles occurs, a replacement will be appointed by the Committee.

**Roles**

**Chair**

- Shall manage and provide leadership.
- Establish and maintain a positive meeting environment.
- Make presentations as requested.
- Co-ordinate any exchange of information (advise, request for information, etc.) through the Waste Management Committee up to the Works Committee.

**Vice Chair**

- Shall play role of chair in his/her absence.

**Durham Staff Liaison**

- Shall prepare all meeting agendas, take minutes and provide to all members one week prior to the next regularly scheduled meeting.
- Shall keep a current and accurate statement of all expenses.
- Shall advertise each meeting in Durham area newspapers and update the website by posting approved minutes, annual reports and any other important meeting correspondence.

8. **Support Services**

The Waste Management division of Durham’s Works Department will appoint a staff liaison to the IWMC to provide administrative, procedural and technical support to the IWMC.

The liaison will co-ordinate all requests for advice from the IWMC through meeting agendas with Works Committee and/or Joint Works Committees.
An annual budget of $20,000 will be administered to cover operational expenses of the Committee.

IWMC members will be reimbursed for mileage expenses for attendance at IWMC meetings upon submission of an expense sheet. Any other funding requests must be submitted to the Joint Regions-Contractor Committee for consideration.

Durham will provide space on its website to post information such as meeting minutes and other information which is deemed important.

Upon request, the representatives of the Regions, Contractors and governmental/regulatory bodies shall ensure that all studies and other information relevant to the IWMC’s mandate are made available to the IWMC.

9. Meetings/Resolutions

The IWMC shall meet quarterly throughout the year and run concurrently with Durham Regional Council. Meeting dates must be determined such that they are synchronized with other committees. The meeting location may be subject to change once the EFW Facility is operational and providing space is available. The IWMC will establish a meeting schedule at its inaugural meeting. The IWMC shall provide the Joint Regions-Contractor Committee with a meeting schedule once times and dates have been established. The Committee may choose to adjust the schedule, however, must ensure that one meeting will be held per quarter. Additional meetings may be held at the request of the IWMC Chair. All meetings will be advertised and any changes to the dates must be published two weeks in advance of the proposed meeting.

All meetings will be open to the public and are subject to the Regional Procedural By-law # 20-2009.

All decisions made by the IWMC will be based on a majority vote and a quorum must consist of 50 per cent plus one of the members.

10. Delegations to Meetings

Any person wishing to appear as a delegate to the IWMC must submit a written request two weeks prior to the IWMC staff liaison advising of the topic on which they wish to speak to be included in the agenda. The staff liaison will forward information to the IWMC Chair. The Chair may determine if the delegation is relevant or ask the members to vote to hear or refuse a delegation which is considered non-relevant. Materials presented for any delegation must be provided one week beforehand.
11. Minutes and Agendas

Minutes from any prior IWMC meeting will be reviewed and approved at the subsequent meeting.

Agendas should be prepared and amended in advance of upcoming meetings to enable input from other members. Once the minutes have been reviewed and approved by the members, they should be forwarded to the Joint Regions-Contractor Committee and posted on the designated website for public information.

Minutes will be received as correspondence at the Durham Works Committee.

12. Annual Reports

An annual report summarizing the activities completed in the previous year shall be prepared by the IWMC and the staff liaison and forwarded to the Joint Regions-Contractor Committee. The report should include any suggested revisions to the Terms of Reference.

The Chair of the IWMC will present their annual report, and any additional reports as requested to the Joint Regions-Contractor Committee.

An annual review of the IWMC will be completed by the Joint Regions-Contractor Committee to determine the effectiveness of the Committee and ensure continued improvement.

13. IWMC Dissolution

The Committee can be dissolved at any time by the members in recognition that the requirements of Durham Report 2009-COW-01 and Host Community Agreement have been fulfilled and there is no need to continue or upon the decommissioning of the Facility.