



REGION OF YORK
CLERK'S OFFICE

May 8, 2008

FILE No. - 827



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The Regional
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Pat M. Madill, A.M.C.T., CMM I
Regional Clerk

**RE: ENERGY FROM WASTE SITE LIAISON COMMITTEE TERMS OF
REFERENCE (2008-WR-15) (Our File No. D07)**

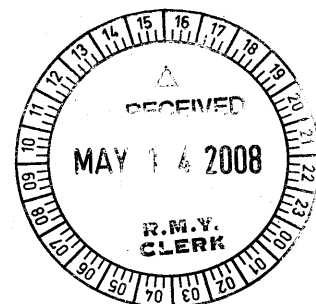
Please be advised the Works Committee of Regional Council considered the above matter and at a meeting held on May 7, 2008 Council adopted the following recommendations of the Committee:

- "a) THAT, in accordance with the approved Environmental Assessment (EA) Terms of Reference, and following the approval of the business case by both Durham and York Region Councils, a Site Liaison Committee (SLC) be established;
- b) THAT the Terms of Reference for the SLC (shown on Attachment 1 to Report 2008-WR-15 which incorporates the amendments made by the Joint Waste Management Group at their meeting held on April 15, 2008) be approved;
- c) THAT copies of this resolution and Report 2008-WR-15 be forwarded to the York Region Solid Waste Management Committee and York Regional Council with a request that they approve a similar resolution; and
- d) THAT copies of this resolution and Report 2008-WR-15 be forwarded to the Municipality of Clarington for information."

As directed, please find enclosed a copy of Report #2008-WR-15 of the Commissioner of Works.

P.M. Madill, AMCT, CMM I
Regional Clerk
PMM/cb

Encl.



"Service Excellence
for our Communities"

- c: P. Barrie, Clerk, Municipality of Clarington
C. Curtis, Commissioner of Works, Region of Durham

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The Regional Municipality of Durham
To: The Works Committee
From: Commissioner of Works
Report: 2008-WR-15
Date: April 23, 2008

SUBJECT:

Energy from Waste Site Liaison Committee Terms of Reference

RECOMMENDATIONS:

THAT the Works Committee recommends to Regional Council that:

- a) The attached Terms of Reference as Attachment No. 1 for a Site Liaison Committee (SLC) be approved;
 - b) A copy of this report be forwarded to the Municipality of Clarington.
-

REPORT:

Attachment No. 1: Terms of Reference for the Site Liaison Committee

1. PURPOSE

The purpose of this report is to facilitate the formation of a Site Liaison Committee (SLC) of public stakeholders to represent a broad range of interests across the study area community.

2. BACKGROUND

On June 29, 2005, Regional Council adopted Works Committee Report No. 2005-WR-10 to enter into an agreement with the Regional Municipality of York for the Durham/York Residual Waste Management Environmental Assessment (EA) Study.

On January 23, 2008 Regional Council adopted Works Committee Report 2008-WR-7, to approve the Clarington C1 site for the proposed EFW thermal waste treatment site.

As part of the approved Environmental Assessment (EA) Terms of Reference, Section 7, Consultation Plan for the EA, requires that public liaison committees be designated by the proponents to provide the opportunity to inform and exchange information regarding Study methodologies across the study area community. The Joint Waste Management Group (JWVG) is one such public liaison committee, however now that a formal site has been approved, a specific Site Liaison Committee is required to provide and exchange input on:

- Site specific environmental and health studies
- Architecture and site development issues
- Promotion of District Heating and other beneficial programs
- Communication and information distribution

On April 15th, 2008, JWVG approved the attached SLC Terms of Reference (Attachment No. 1)

3. SITE LIAISON COMMITTEE

The purpose of the SLC is to provide a forum for local residents and stakeholders to review and provide input on site specific studies related to the EA study of the Energy from Waste (EFW) Facility. This type of liaison group has been very successful in other municipalities in assisting with the development of an effective relationship with residents living in the vicinity of operating plants.

The Committee will invite volunteers from the community to put their names forward for appointment by Durham Regional and Clarington Councils as defined in the attached document. The committee will report in accordance with the Terms of Reference to the Joint Waste Management Group until its dissolution or the completion of the EA.

Since the EFW approved site is located in Durham Region, York Region has chosen to let Durham take the lead on the formation of the SLC, recognizing the intent of the committee is to address specific local committee issues. York Region may participate as non-voting members at the committee.

The Terms of Reference for the SLC specifies that membership in the SLC shall include:

- Five (5) residents from the Region of Durham at large
- Four (4) residents from the Municipality of Clarington
- One (1) Chair from the nine (9) members to be appointed by the Regional Chair and the Mayor of Clarington

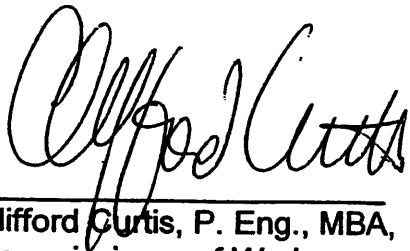
- Non voting members will include the Regional Ward Councilor, Clarington Ward 1 Councilor, Durham Region Works Department Staff member, Clarington Staff member, and may include, upon invitation a York Region Staff member and a representative from the Ministry of the Environment

Persons interested in obtaining a voting position on the committee will be required to submit a letter detailing the following:

- Qualifications and experience relevant to the committee and position
- A statement of interest and reason for applying to the committee

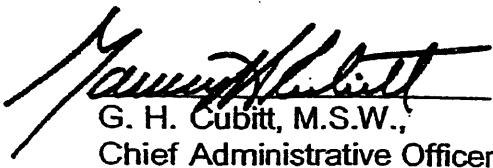
4. **CONCLUSION**

In accordance with the approved Terms of Reference for the EA study, the JWVG has approved the attached SLC Terms of Reference for the establishment of a community liaison group and it is recommended that Works Committee and Council similarly approve the Terms of Reference.



Clifford Curtis, P. Eng., MBA,
Commissioner of Works

Recommended for Presentation to Committee



G. H. Cubitt, M.S.W.,
Chief Administrative Officer

WM1/al



Durham/York Residual Waste Study

Region of Durham and Region of York

Energy from Waste Facility

Site Liaison Committee

Terms of Reference

1. COMMITTEE GOAL AND MANDATE

The Energy from Waste (EFW) Facility Site Liaison Committee (SLC) shall serve to review and provide input on site specific studies related to the Environmental Assessment (EA) study of the Energy from Waste Facility. The Committee will invite volunteers from the community to put their names forward for appointment by Durham Regional and Clarington Councils as defined in this document. The committee will report, in accordance with the following Terms of Reference to the Joint Waste Management Group (JWMG), until its dissolution.

2. SCOPE OF ACTIVITIES

The scope of SLC includes:

1. Scheduling, advertising and maintaining agendas and minutes for quarterly or more frequent meetings open to the public.
2. Maintaining membership and notifying Durham Council of the need to replace any member missing three consecutive meetings without prior notification or valid reason
3. Review of site specific EA Study reports in coordination with the ongoing EA project schedule.
4. Distribution of information from the site specific EA studies as requested by JWMG.
5. Facilitating communication between local residents and stakeholders, and the JWMG.
6. Receiving and hearing deputations from local residents and stakeholders pertaining to the EFW site specific EA studies. The SLC should develop protocols governing acceptable and relevant content.
7. Preparing, maintaining and archiving supporting material as the committee deems necessary including committee agendas and minutes, deputation records, mailing

**Energy from Waste Facility
Site Liaison Committee - Terms of Reference**

lists, information files, resource materials, newsletters, fact sheets and PowerPoint presentations

3. OPERATING CRITERIA

8. Durham Region shall appoint a liaison person from the Region's Works Department and a liaison from the JWMG. The Municipality of Clarington may provide a liaison person.
9. Durham Region shall approve the annual budget that may include for such items as administrative supplies for the SLC and other operating costs.
10. The SLC must maintain budget and provide back-up documentation to the Region for all monies spent and will review the need and status for its own budget on a regular basis. Annually, in August, the SLC will submit the proposed budget for the forthcoming year for review and consideration by Durham Region Council as a line item in the annual Solid Waste Management Budget.
11. Durham Region will provide space on its website to post information such as meeting minutes and pertinent information as it pertains to the site specific EA studies as it deems appropriate. York Region and the JWMG may provide independent posting of information or provide linkage to Durham's website as required.
12. All meeting minutes and the annual report will be posted on the Durham Region and EFW websites and the information or links to the information may be posted on the Municipality of Clarington, York Region and JWMG websites.
13. The Chair of the SLC will present their annual report and any additional reports as requested, to the JWMG, Durham Regional Council, and Clarington Council. The Chair will also provide a presentation to both the Joint Waste Management Group and Clarington Council after each meeting of the SLC.
14. SLC members shall elect a secretary/treasurer from its membership. SLC members shall elect a Vice-Chair to serve in absence of the Chair. If a vacancy in the Vice-Chair or secretary/treasurer position occurs an election will be held.

The chairperson shall:

- Chair SLC meetings and encourage balance and professional functioning of SLC business
- Encourage membership participation
- Establish meeting agendas
- Review and arrange for the circulation of minutes
- Follow-up on all committee activities

**Energy from Waste Facility
Site Liaison Committee - Terms of Reference**

- Submit the committee's annual budget summary and report for consideration by the Region

4. MEMBERSHIP

Voting membership in the SLC shall consist of nine (9) members which shall include:

- Five (5) residents of the Region of Durham at large, appointed by Durham Regional Council, for a two (2) year term that is renewable for a maximum of three (3) consecutive terms. Appointments are to be staggered to provide continuity for the Committee.
- Four (4) residents of Clarington appointed by Clarington Council, for a two (2) year term that is renewable for maximum of three (3) consecutive terms. Appointments are to be staggered to provide continuity for the committee.
- One (1) Chair – The Regional Chair and Mayor of Clarington will jointly appoint the Chair Person, from the nine voting members who will serve a two (2) year term which is renewable for one (1) consecutive term. Although considered a voting member, the Chair will only vote in the event of a tie vote.

Non Voting members may include:

- A designated Durham Regional Works Department staff member, JWMG member, Clarington staff member, or York staff member
- A representative from the Ministry of Environment
- The local Ward 1 Councillor and the Regional 1 Councillor

5. APPLICATION PROCESS

Persons interested in obtaining a voting position of the committee must submit a letter detailing the following:

- Qualifications and experiences relevant to the committee and position
- A statement of interest and reason for applying for appointment to the committee

The Region of Durham's Works Committee will be responsible for preparing a report recommending voting and identifying non-voting committee members, selected according to the criteria above, for approval of Durham Regional Council.

**Energy from Waste Facility
Site Liaison Committee - Terms of Reference****6. MEETING FORMAT**

- The frequency and dates of meetings will be determined after the committee has been established and approved. The SLC may choose to adjust the schedule ensuring that a minimum of four (4) meetings are held annually. The meeting schedule will be adopted for one (1) year, with any additional meetings scheduled at the discretion of the committee.
- Meetings will be held in the evening the Regional Headquarters, 605 Rossland Road East in Whitby. Meeting schedule for the year will be determined through vote during the first initial meeting will be advertised to the public. Any changes to meeting dates must be published two (2) weeks in advance of the proposed meeting.
- All decisions made by the SLC will be based on simple majority and there must be 50 % plus one voting members in attendance for a quorum
- All meetings of the SLC will be open to the public
- All members of the committee, and liaison representatives as well as the Regions' Directors of Waste Management, shall receive copies of the minutes and agenda for the next meeting, with a minimum notification period of two (2) weeks prior to the next scheduled meeting
- The Region's Director of Waste Management shall provide a staff member for clerical and administrative assistance.

7. COMMITTEE BUDGET

An annual \$10,000 fund will be established for the committee to cover operating expenses. Any other funding requests must be submitted through JWMG for consideration. The committee Treasurer/Secretary shall keep a current and accurate statement of all expenses. Committee members will be reimbursed for mileage expenses for attendance at SLC meetings upon submission of an expense sheet.

8. COMMITTEE TERM

The term of the SLC will continue through to the formal conclusion of the Environmental Assessment process, at which time it will be dissolved. At that time a new committee will be struck with a new mandate for the construction, operation and monitoring for the EFW project.