



Rosewarne Landfill Site Public Liaison Committee
Terms of Reference

Mandate

The Public Liaison Committee (PLC) shall serve as a focal point for dissemination, consultation, review and exchange of information regarding the operation of the Rosewarne Landfill Site, including environmental monitoring, maintenance, complaint resolution and new approvals or amendments to existing approvals related to the operation of the landfill site.

The PLC is a landfill citizens group made up of a group of individuals who commonly represent the broader public on issues dealing with landfills and waste management. The Environmental Assessment Board views landfill groups as an important mechanism for assuring that the conditions of the landfill site's Environmental Compliance Approval are met.

As a requirement of the Environmental Compliance Approval (ECA) for the Rosewarne Landfill Site, Certificate A510204, the District of Muskoka (District) is obligated to make a reasonable attempt to establish and maintain a Public Liaison Committee.

Objectives

1. To provide a forum for the public to evaluate environmental monitoring and complaint resolution for the Rosewarne Landfill Site.
2. To provide open sharing between the District and members of the PLC of copies of all reports or other submissions required by the conditions of the ECA.
3. To develop and implement a program that will provide the public with information and a forum in which to express their views with respect to the Rosewarne Landfill Site.
4. To build a good working relationship between all involved.
5. To act in an advisory capacity to the District, its consultants and the Provincial Ministry of Environment, Conservation and Parks (MECP).
6. To have an opportunity to evaluate and monitor the operation of the Rosewarne Landfill Site, including but not limited to the leachate monitoring program, the groundwater monitoring program, surface water monitoring program and gas monitoring program.
7. To review the annual monitoring reports.
8. To review all complaints about the landfill's operation and any action taken by the District to address the concern that was identified.
9. To have an opportunity to accompany District staff and/or its consultants on a tour of the landfill site, at a scheduled date and time.
10. To disseminate information to the public and to assist the public in participating in the waste management process for the landfill site, through correspondence approved by the committee.
11. To review and evaluate material distributed to the public where reasonably possible and provide comment to the District on reports prepared by the District or its consultants, including but not limited to technical documents and reports on the site's operation, maintenance, closure and end use.

12. To communicate regularly and openly with the public, the District, the District's consultants and government agencies, through correspondence approved by the committee.
13. To encourage the public to be involved in waste management planning and to assist new participants in bringing themselves up to date.
14. To ensure the District's Engineering and Public Works Committee (EPWC) is apprised, via a report to Committee, of any PLC recommendations, prior to approved PLC action.
15. To review annual reports concerning the remaining capacity of the landfill cells as well as waste diversion statistics and programs.
16. To make recommendations to extend the overall life of the landfill through waste diversion and other appropriate methods.
17. To comment on any proposed changes to the existing and former Rosewarne landfill site that may have public implications.
18. To comment on reports for siting a future landfill or alternative waste disposal processes.

Composition

1. The District Chair shall be an ex-officio member.
2. A District Councillor, representing the Town of Bracebridge and a member of the Engineering and Public Works Committee will be selected to sit on the Committee as a voting member.
3. The number of persons on the Committee shall be set to a maximum of seven (7) and a minimum of three (3) public members.
4. All members shall reside within the District (includes seasonal residents); residents within close proximity to the landfill may be given priority as PLC members.

In consultation with the District Chair, Community Members will be selected by District Staff with a formal recommendation to be made by the Engineering and Public Works Committee for District Council's consideration.

Sub-Committees

The PLC may appoint sub-committees from time to time, to deal with specific issues related to the landfill site. Members of the public may be encouraged to join such committees. Once a sub-committee has submitted its report or finished its project, it may disband.

Appointment of Officers

The PLC shall, at its first meeting in each year, elect from its membership, a chairperson and a vice-chairperson. The assigned staff liaison shall serve as the Secretary to the Committee.

Responsibilities of the Chair

1. Chair PLC meetings.
2. Establish meeting agenda in collaboration with District staff.
3. Review minutes prior to circulation.
4. Sign minutes upon committee's approval.
5. Present the minutes of the PLC to the EPWC.
6. Prepare and update new PLC members on PLC history and objectives.

Responsibilities of the Vice-Chair

1. Chair the meeting in the chairperson's absence.
2. Act to encourage membership participation.

3. Follow-up on all committee activities.
4. Encourage the public to participate on sub-committees and keep up-to-date sub-committee membership lists.

Term of Appointment

Members will be appointed to a maximum of a three (3) year term.

The District Councillor will be appointed for the term of Council.

Resources

The Engineering and Public Works Department's Solid Waste Services Division will provide support in the form of:

1. Advice.
2. Day-to-day liaison with the District.
3. Updates on program and promotional ideas.
4. Initial assistance in their implementation to the degree resources are available.
5. Prepare minutes of committee meetings (for approval by chairperson) to distribute and post approved minutes on the District of Muskoka website.
6. Distribute notices of meetings and agendas upon instructions of chairperson.
7. Make physical arrangement for committee meetings.
8. Maintain register of members and sub-committee members.
9. Review and file all official correspondence.
10. Prepare and send official documents and correspondence from the PLC as directed by the committee.
11. The Department will also assist in the preparation and submission of budget requests/grant submissions if needed.

Staff Assigned

The Commissioner of Engineering and Public Works, Manager of Solid Waste, or their designate, will be available to assist the Committee as outlined under "Resources" to attend meetings of the Committee. A staff liaison will be assigned as the secretary of the PLC.

Timing of Meetings

Meetings may generally be held quarterly or at the call of the Chair.

Meetings and Administration

The District and its consultants, the MECP, other resource people and the public are encouraged to attend PLC meetings.

The Chair shall provide notice of the meetings, including the agenda for the meetings, to members of the Committee a minimum of two (2) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the voting members of the Committee. A copy of the agenda shall be provided to the District Clerk's office and will be posted on the District's website, by the committee secretary, in advance of the meeting. The District will also advertise, in the local newspapers, meetings in which representatives from the MECP and the District's Environmental Consultants are scheduled to appear.

Rules of Procedures and Code of Conduct

Procedures for the meetings of the Committee shall be governed by District's Procedural By-law (2014-20) and Code of Conduct, as attached as Schedule "A" to the said by-law.

Minutes

Draft minutes will be circulated via e-mail to Committee members within two weeks of the meeting date, and subject to any corrections, will appear on the next regularly scheduled meeting of the Engineering and Public Works Committee.

Any recommendations from the PLC shall come forward in the form of a staff report through the Committee agenda process to the Engineering and Public Works Committee for consideration.

Attendance

Any member of the Committee, who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to the Engineering and Public Works Committee, for the removal of any member.

Volunteer Positions

The public members of this Committee are considered volunteers and as such there shall be no compensation provided as a Committee member.

Insurance

As the Rosewarne Landfill Public Liaison Committee is a Committee of Council, coverage is extended under the District's general liability insurance and Errors and Omissions policy.

Expulsion of Member

The Committee may recommend to the Engineering and Public works Committee the expulsion of a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act, disrupting the work of the Committee or other legal issues.