

## **Attachment-2 Proposed Amended Terms of Reference - Waste Resource Innovation Centre**

### **Waste Resources Innovation Centre (WRIC) Public Liaison Committee (PLC) Terms of Reference**

In the operation of the WRIC, the City of Guelph strives to be a good neighbor in the community. The facility itself has been designed to minimize potential operational impacts such as odour, noise, dust, and traffic. The City recognizes the value of residents', businesses and the general community's participation on Committees and wishes to establish a Public Liaison Committee to allow for information transfer regarding the operation of the WRIC and the role of waste management in supporting the City of Guelph Strategic Plan.

The importance of and need for such a committee has also been incorporated into the Environmental Compliance Approval for the WRIC issued by the Ministry of Environment, Conservation and Parks (MECP) on February 10, 2011, as amended.

The purpose of this document is to provide potential members of the PLC with an understanding of the PLC mandate, membership, role and responsibilities of members, expected level of commitment, rules of order, and a process to amend this Terms of Reference.

#### **PLC Mandate**

The City of Guelph believes that communicating with local residents, businesses and community leaders is important. The PLC will provide a forum for dissemination, consultation, review and exchange of information regarding:

1. the operation of the WRIC, including environmental monitoring, maintenance, complaint resolutions, and new approvals or amendments to existing approvals related to the operation of the site.
2. supporting, from a waste management perspective:
  - circular economy,
  - investing in "green" infrastructure to prepare Guelph for the effects of climate change,
  - mitigating climate change by reducing Solid Waste's carbon footprint, and
  - opportunities to enhance waste management operations to support the City of Guelph Strategic Plan

As with all advisory committees within the City of Guelph, the PLC will not have the authority to commit City resources or direct the work of staff. As stated above, the PLC is a forum for gathering feedback from stakeholders, generating discussion on

waste management initiatives that support the City of Guelph Strategic Plan, and supporting information dissemination to the community.

## **Work Plans**

The PLC members will coordinate with the PLC staff liaison to develop an annual work plan to establish a proposed list of initiatives for the PLC to undertake. Work plans will be developed in the first quarter of each calendar year.

## **Goals and Objectives**

The PLC members will coordinate with the PLC staff liaison to develop annual Goals and Objectives within annual workplans. Goals and Objectives will be set to align with the City of Guelph Strategic Plan and WRIC Business Plan.

## **Key Success Factors and Performance Indicators**

The PLC members will coordinate with the PLC staff liaison to define Key Success Factors and Performance Indicators aligned with the annual Goals and Objectives and set in the annual workplans. Key Success Factors and Performance Indicators will be set to align with the PLC Goals and Objectives, the City of Guelph Strategic Plan, and WRIC Business Plan.

## **PLC Membership**

The composition of the PLC will be structured to provide a balance of perspectives. Recruitment of members will be conducted in accordance with the City of Guelph's Advisory Committee Resident Appointments- Guiding Principles (September 28, 2009), and associated official policies, governing the appointment and functioning of advisory committees. This will allow for recruitment to be conducted through an impartial, fair and equitable process. This process includes the following key steps:

- Consultation on the development of the Terms of Reference
- Notification of PLC opportunity through advertisement (e.g., Guelph Tribune, Wellington Advertiser)
- Application by community members to participate
- Review and decision on membership by Council

Members of the PLC shall hold office for one year upon initial appointment and thereafter, may be appointed for one to three years, but not beyond the term of the Council who appointed them. The limit on the length of service for any member is 8 consecutive years.

The intention is to select a diverse and broad range of members from the Guelph community, to allow for a variety of perspectives. Amongst other groups, members may be drawn from:

1. Residents and property owners within 2,000 metres of the site (2 members)
2. Interested non-governmental organizations (e.g., University of Guelph) (2 members)

3. Other interested people or groups (e.g., local businesses, residents who live greater than 2,000m from the OWPF) (3 members)

PLC members will not be limited to residents, property owners, businesses etc. from within the boundaries of the City of Guelph. Where appropriate, stakeholders from outside the City boundaries will be eligible for membership in the PLC.

City staff, including City Councilors, are not eligible for membership on the PLC. Staff will be available as resources at meetings but will not have any voting rights on the PLC.

If a stakeholder misses three consecutive meetings without a resolution of the PLC allowing such, the appointee will be deemed to have forfeited their position on the PLC, subject to the appointee having the opportunity to address the PLC in writing regarding their absenteeism. The City staff liaison will advise the PLC as such with a recommendation to the PLC. Council reserves the right to make the final decision regarding ending appointments.

## **Roles and Responsibilities**

It is the responsibility of all PLC members to participate in discussions, provide input and ideas from their perspective and listen to other points of view. Additional responsibilities are as follows:

### **City Staff**

- Keep PLC members up to date on changes at the WRIC and any issues raised within the community.
- Appoint a City staff liaison person to coordinate communications between the Chair of the PLC and the public including potential delegations.
- Assist the Chair with the effective functioning of the committee including development and distribution of agendas, meeting notes, etc. This responsibility may be passed onto a third party designate if so desired.
- Listen carefully to the opinions and perspectives provided.
- Provide timely responses and/or action as appropriate including follow-up on issues raised that could not be addressed at the meeting.
- Coordinate with PLC members and the Chair in the development of annual workplans including Goals and Objectives and Key Success Factors and Performance Indicators.
- Work with Chair and PLC members to develop Council reports.

### **PLC Members**

- Attend PLC meetings and participate in discussions. Become informed about the WRIC and its operation.
- Be prepared and informed for meetings by reviewing any materials provided in advance.

- Relay any input received from the broader community on the WRIC's operation.
- Bring a community perspective to the discussion on WRIC operation, complaints or issues raised by the public, opportunities for improvements at the facility, **recommendations for new initiatives that reduce local environmental impacts from waste generation or management** etc.
- Elect a Chair annually.
- Help the PLC operate effectively by contributing constructively and openly discussing ideas and opportunities.
- Conduct their meetings in accordance with procedures in the City's Procedural Bylaw (1996) -15200, as amended from time to time.
- **Develop annual workplans including Goals and Objectives and Key Success Factors and Performance Indicators and initiatives that the PLC will commit to working on during the year.**
- **Work with City staff to develop Council reports.**

### **WRIC Operator Staff**

- Attend PLC meetings and participate in discussions.
- Work with the City in keeping PLC members up to date on changes at the WRIC and any issues raised within the community.
- Appoint an Operator staff liaison person to coordinate communications between the City staff liaison person and the Chair of the PLC.
- Listen carefully to the opinions and perspectives provided.
- Liaise with the City in providing timely responses and/or action as appropriate including follow-up on issues raised that could not be addressed at the meeting.

### **PLC Meeting Schedule and Format**

The PLC will form once approval of the ToR has been received from the **MECP**, and City Council has selected the committee members. Within the first two months of establishment of the PLC, meetings of the PLC will be held once per month, with subsequent meetings on a quarterly schedule (one meeting every three months). All meetings will be held at the Waste Resource Innovation Centre at 110 Dunlop Drive in Guelph, **virtually, or a hybrid of in-person and virtual options**. Meetings will be chaired by an elected member of the PLC (or designate) and will last approximately 2 hours.

The first meeting will focus on the role of the PLC and provide members with a basic understanding of the WRIC. Standard meeting agenda items will include:

- Update on WRIC operation
- Discussion of PLC comments and concerns
- Review of issues and concerns
- Other agenda items as appropriate.

Meeting materials including an agenda will be posted electronically to the City's website and emailed to the PLC members at least 72 hours prior to the next meeting.

Meeting notes will be prepared by the City and posted on the City's website in draft format. Once these draft notes have been approved by the PLC, the final approved minutes will be posted to the City's website.

The meetings will be open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak by the PLC. Members of the public do not have voting privileges. Members of the public wishing to address the PLC must do so as a delegation by meeting the requirements outlined in this Terms of Reference.

### **Rules of Order**

Members of the PLC, subsequent to declaring a pecuniary interest with respect to an agenda matter being considered, shall leave the room in which the consideration of the agenda item is conducted. They will be recalled to the meeting once the item of consideration has been dealt with. If a member of the PLC declares a pecuniary interest on any matter, it does not affect the composition of the quorum.

A quorum will consist of four members.

The Chairperson of the PLC shall vote on all matters. In the event of a tie vote, the motion will fail.

Members of the PLC have a duty to conduct themselves in an impartial and objective manner. It is understood that members of the PLC will perform their duties in such a way as to promote public confidence and trust in the integrity, objectivity and impartiality of the PLC. The Chairperson of the PLC shall have the right and responsibility to control proceedings of the PLC, including the right to exclude any member of the public or any member of the PLC who is interfering with or disrupting the PLC proceedings.

No person except members of the PLC, appointed officials of the City of Guelph, employees of the City of Guelph, the OWPF operator's staff and invited guests shall be allowed to sit at the discussion table during the sittings of the PLC without permission of the PLC.

Organized bodies or individuals wishing to address the PLC shall register their request to be treated as a delegation by notifying the City of Guelph staff liaison person for the WRIC no later than five business days immediately preceding the regular PLC meeting in order that they may be considered for addition to the agenda along with the subject matter of their address. At the time of requesting to be treated as a delegation, the body or individual shall provide information on what is to be presented to the PLC. This information will be provided to the Chair to help in deciding whether the request to speak will be accepted. The delegation where possible, should provide a written copy of the submission before 4:00 pm two business days prior to the regular PLC meeting.

The City liaison person will contact the Chair of the PLC and advise them of the request. The Chair will make the decision as to whether or not the item is to be added to the agenda. Once a decision has been made, the person requesting the agenda item to be added will be contacted by the staff liaison person and advised of the decision.

Upon approval of the PLC, a person wishing to appear as a delegation may address the PLC for a period of time not exceeding five minutes and may only delegate on an item listed on the agenda.

An organized body wishing to address the PLC as a delegation shall be limited to a maximum of five minutes total for the entire delegation, regardless of the number of representatives of that group wishing to address the PLC. The five minute timer period may be extended by the PLC by a majority vote of the PLC members present. Such question shall be decided by the PLC without debate.

Delegations shall not be permitted to appear before the PLC for the sole purpose of generating publicity.

Delegations that have previously appeared before the PLC on a subject matter shall be permitted to delegate again only if they provide new information relating to that matter, and follow the process for requesting approval to appear before the PLC defined above for each request to appear before the PLC.

**Members of the PLC may only ask questions of the delegations and shall not express an opinion or enter into debate with delegations to ensure constructive and efficient dissemination, consultation, review and exchange of information.**

## **Reporting to Council**

The PLC staff liaison shall prepare a once-per-term report to council with support from the Chair, PLC members, and City staff. This report will be prepared at a minimum frequency of once per term of Council, in the second year of a Council term, for the fourth quarter.

Once-per-term Council reports will be prepared using a Council-prescribed template formatted and submitted through the City Council reporting process by the PLC staff liaison. The report shall include:

- Review of the PLC TOR and any recommended changes or amendments for approval
- Activities carried out during the reporting period to fulfill the PLC mandate
- Key successes and PLC workplan accomplishments, including performance relative to established Key Performance Indicators

- Number of meetings held
- Any other relevant information

The once-per-term Council reports will be shared with Council by the City Clerk's Office as part of an information report.

The PLC may report to Council on an annual basis. PLC members and the PLC staff liaison will determine in the annual workplan if an annual report will be prepared. The Chair, and PLC members selected by way of a motion of the PLC, will prepare annual reports in collaboration with the PLC staff liaison. The annual report will include key actions and a summary of items which were address through the PLC. The annual report will be placed on the PLC agenda for approval by the PLC and approved reports will be distributed through weekly information items.

At the direction of the PLC, the Chair, or their designate, shall attend and be listed with staff as a presenter to staff reports before Council or Committee of the Whole where PLC advice, resolutions and feedback have been included. The PLC staff liaison shall communicate to the City Clerk's Office any direction received from the PLC regarding attendance of a member at Council or Committee of the Whole meetings.

### **Amending this Terms of Reference**

Any proposed amendments to this Terms of Reference shall be made in writing and tabled at a regular meeting of the PLC for discussion. If an amendment is desired by the PLC, City Council will consider the amendment and the **MECP** District Manager will concur with the amendment prior to its implementation.

The application of the **MECP**-approved terms of reference and PLC member conduct at meetings are subject to the City of Guelph Procedural By-law (1996) – 15200 and its associated official policies. The by-law and its associated policies are official Council approved City of Guelph documents and therefore are not subject to revision through the development and operation of the PLC.



**I have read, understand, and agree to the WRIC PLC Terms of Reference  
as noted in this document.**

\_\_\_\_\_  
Name of WRIC PLC member (printed)

\_\_\_\_\_  
Signature of WRIC PLC member

\_\_\_\_\_  
Date