

# Staff Report



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| To           | <b>Committee of the Whole</b>                                                                 |
| Service Area | Infrastructure, Development and Enterprise Services                                           |
| Date         | Monday, April 4, 2022                                                                         |
| Subject      | <b>Waste Resource Innovation Centre<br/>Public Liaison Committee (PLC) Terms of Reference</b> |

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## Recommendation

1. That the proposed revisions to the Waste Resource Innovation Centre Public Liaison Committee Terms of Reference be approved.
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## Purpose of Report

The purpose of this report is to provide an overview of the proposed changes to the Waste Resource Innovation Centre Public Liaison Committee Terms of Reference, which were initiated to align with the Advisory Committees of Council – Administrative Policy that was approved by Guelph City Council.

## Key Findings

The PLC members and City of Guelph staff from Environmental Services jointly cooperated in the preparation of proposed revisions to the Terms of Reference for the Waste Resource Innovation Centre Public Liaison Committee.

The proposed revisions were initiated to align with the requirements of the Advisory Committees of Council – Administrative Policy that was approved by Guelph City Council.

The PLC and its Terms of Reference was established, and is maintained, as a requirement of the Waste Resource Innovation Centre Environmental Compliance Approval issued by the Ministry of Environment, Conservation and Parks (MECP). The Terms of Reference require approval by both Council and the MECP. The proposed revisions were sent to the MECP on February 17, 2022 for review. Comments were received and incorporated into the proposed amendments on March 2, 2022. Final approval will be required from the MECP following approval by Council.

The proposed revisions include:

- an updated mandate which maintains the requirements of the Environmental Compliance Approval and expands the Committee's scope to also provide a forum for discussions related to waste management works that can support circular economy, climate change, and carbon footprint reduction.

- requirements to draft an annual workplan that includes Goals and Objectives, Key Success Factors, and Key Performance Indicators, along with initiatives that the PLC will commit to undertaking.
- the need to align annual Work Plans to the City of Guelph's Strategic Plan.
- the requirements to prepare reports to Council at a minimum frequency of once per term of Council and a maximum of annually.
- clarification to the roles of PLC members and City staff related to the changes noted above.

## **Financial Implications**

There are no financial implications related to the recommendations of this report.

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## **Report**

The City of Guelph (City) owns and operates the Waste Resource Innovation Centre (WRIC) in accordance with the Environmental Compliance Approval (ECA) No. A170128 issued by the Ministry of Environment, Conservation and Parks (MECP). Condition 29 of the ECA requires, the City to establish a Public Liaison Committee (PLC) and associated Terms of Reference (ToR). The ECA also requires that revisions to the ToR be completed in accordance with procedures identified within the ToR and that all revisions be submitted to the MECP for approval. The ECA requires the PLC to serve as a forum for dissemination, consultation, review and exchange of information regarding the operation of the WRIC, including environmental monitoring, maintenance, complaint resolution, and new approvals or amendments to existing approvals related to the operation of the WRIC. The PLC was established and has been functioning since 2011. The current ToR are provided in Attachment-1.

The City has developed the Advisory Committees of Council (ACOC) – Administrative Policy, which was approved by Council, and came into effect July 19, 2021. Through routine, quarterly meetings of the PLC, PLC members have been informed of the requirements of the ACOC Administrative Policy that are not currently reflected in the PLC ToR.

PLC members, the City PLC Staff Liaison, and staff from Environmental Services have cooperated to develop proposed revisions to the PLC ToR to align with the requirements of the ACOC Administrative Policy. The proposed revised ToR are provided in Attachment-2 with changes highlighted. For reference, the [ACOC Administrative Policy can be found here](#).

The proposed revisions include an updated mandate. The updated mandate maintains the requirements of the ECA and is expanded to also provide a Solid Waste-centric forum for discussing waste management activities related to circular economy, investing in "green" infrastructure to prepare Guelph for the effects of climate change, mitigating climate change by reducing Guelph's carbon footprint, and opportunities to enhance waste management operations to support the City of Guelph Strategic Plan. This maintains the PLC's required link to the WRIC while increasing the value to Council by providing a forum for discussion related to future waste management activities.

The proposed revisions include requirements for the PLC to develop an overarching annual workplan that includes Goals and Objectives, Key Success Factors and Key

Performance Indicators and initiatives that the PLC will commit to working on during the year.

The proposed revisions include a commitment to align annual Work Plans to the City of Guelph Strategic Plan.

The proposed revisions include the requirements to prepare a once-per-term report to Council and the option to prepare additional reports to Council to a maximum frequency of once per year.

The proposed revisions provide clarification that the role of PLC members include the development of annual Work Plans and Council reports and the role of City staff to coordinate with PLC members in the development of annual Work Plans and Council reports.

In addition to approval by Council, the PLC ToR amendments require approval from the MECP prior to implementation in accordance with the ECA. The proposed PLC ToR amendments were submitted to the MECP for review and approval on February 17, 2022. Comments were received and incorporated into the proposed amendments on March 2, 2022. Final approval will be required from the MECP following approval by Council.

### **Financial Implications**

There are no financial implications related to the recommendations of this report.

### **Consultations**

The PLC members were informed of the pending need for revised ToR in the September 2021 PLC meeting and the January 2022 PLC meeting. Proposed administrative amendments were sent to the PLC chair who then coordinated with PLC members to prepare draft revisions to the ToR.

In addition to approval by Council, the PLC ToR amendments require approval from the MECP prior to implementation in accordance with the ECA. Comments were received and incorporated into the proposed amendments on March 2, 2022. Final approval will be required from the MECP following approval by Council.

### **Strategic Plan Alignment**

The proposed changes to the PLC ToR require the PLC to prepare initiatives related to waste management that align with the City's Strategic Plan.

Furthermore, the proposed changes expand the PLC mandate to support circular economy, climate change, and carbon footprint reduction from the perspective of waste management. These considerations directly relate to Sustaining our Future per the Strategic Plan.

### **Attachments**

Attachment-1 Current Terms of Reference – Waste Resource Innovation Centre Public Liaison Committee

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

### **Departmental Approval**

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**This report was approved by:**

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**This report was recommended by:**

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