

**Carp Road Landfill Expansion**  
**West Carleton Environmental Centre – Public Liaison Committee**  
**Terms of Reference**  
**Effective Date: 25 August 2014**

## **1. Background**

Waste Management (the company) has proposed a new, integrated multi-purpose waste management facility, the West Carleton Environmental Centre (WCEC) to serve the City of Ottawa and the surrounding communities. The WCEC is a landfill expansion adjacent to the existing, closed landfill at 2301 Carp Road. It will focus on waste diversion, redirecting as much waste as possible away from disposal to reuse and recycling for purposes. It will also include additional lands set aside for community recreational purposes and wildlife habitat as well as a state-of-the-art, environmentally engineered landfill for the disposal of residual waste while generating clean renewable energy.

In its Notice of Approval to Proceed dated 5 September 2013, the Ontario Ministry of the Environment (MOE) set out a number of conditions for approval that Waste Management must meet. One condition is the establishment of a Community Liaison Committee. There is an existing Carp Landfill Community Liaison Committee, but it will continue to function in its current capacity with a focus on the closed Carp Road Landfill located on the south part of the WCEC site.

A new WCEC Public Liaison Committee (PLC) has been created to address the landfill expansion site. This document sets out the Terms of Reference for the PLC (committee).

## **2. Role of the Committee**

The PLC provides input and guidance, and makes recommendations for all aspects of the landfill expansion project during both development and ongoing operation including:

- open and transparent dialogue between the community and the company;
- fair compensation and treatment of the community by the company;
- recycling and organic plans;
- operations of the site;
- use of buffer lands; and
- recycling and organic operations as expansion of the site matures.

The PLC has no formal authority or powers over the design or operations of the WCEC.

The PLC operates in a collegial and respectful manner such that all reasonable viewpoints are considered and all efforts are made to come to consensus agreement to the satisfaction and mutual benefit of all stakeholders.

### **3. Members**

The PLC has 12 voting members:

- two members from Waste Management;
- five City of Ottawa councillors from the following wards:
  - West Carleton-March
  - Stittsville
  - Kanata North
  - Kanata South
  - Rideau-Goulbourn
- three members of the public from the surrounding community;
- two members of the local business community.

A non-voting secretary also attends in order to take minutes.

A non-voting representative from the MOE may attend as may City staff.

Members may not appoint an alternate to attend the meeting on their behalf.

In the event that a public or business representative resigns or is unable to continue, the PLC will draw from the previously identified list of alternates.

### **4. Roles and Responsibilities**

The Chair of the PLC is the councillor from West Carleton-March.

The Chair has the following responsibilities:

- providing leadership to the PLC;
- setting meeting agendas, with input from PLC members;
- calling for and conducting meetings;
- ensuring that the outcomes, decisions, and actions of meetings are properly noted;
- appointing a Secretary; and
- acting as the primary media spokesperson for the PLC.

The PLC will appoint a new Chair if the councillor from West-Carleton March is unable to carry out the position's duties. If the councillor is unable to attend a meeting, the PLC will appoint a temporary Chair to conduct the meeting.

The Secretary has the following responsibilities:

- coordinating multiple meeting dates with members to maximize attendance, preferably three months in advance;
- distributing the agenda to the PLC members at least one week in advance of the meeting;
- recording the outcomes, decisions, and actions of the meeting in minutes;
- distributing the draft minutes to the PLC members for review;
- receiving comments on the minutes and making necessary adjustments;
- distributing the revised minutes to the PLC members at least one week in advance of the next meeting;
- amending the minutes as approved by the PLC if required; and
- ensuring the minutes are posted to the web site.

All PLC members have the following responsibilities:

- treating sensitive and proprietary information with appropriate discretion;
- soliciting community input and bringing this information to the PLC;
- ensuring, through the PLC, that community concerns are addressed and that the community is kept informed; and
- making diligent effort to attend all meetings.

## 5. Operation and Logistics

The PLC meets monthly, or otherwise as determined by its members. The Chair can call a meeting on short notice if required.

Waste Management provides:

- the location for the PLC meetings;
- a web site for the PLC and web site administration support;
- email addresses for the PLC members; and
- other administrative support as required.

The PLC web site is used to:

- post approved minutes from the meetings;
- post information for the public as determined by the PLC;
- receive and reply to comments from the public.

## **6. Quorums and Approvals**

Seven voting members must be present in person or via teleconference to constitute a quorum.

*Robert's Rules of Order* are used to run the meeting and to conduct votes on matters before the PLC.

## **7. Communications**

The PLC must approve all public statements and formal communications prior to their release.

Members who speak to the community must ensure that the views and information shared are that which reflects the consensus view of the PLC.

Communication about the WCEC is the sole responsibility of Waste Management.

## **8. Amendments to the PLC Terms of Reference**

The PLC will review and amend this document as required. Such amendment will be put to a vote and requires unanimous agreement by all members.