

## Terms of Reference

### Regional Waste Management Working Group

Approved by Members on Jan. 18, 2023

#### **Mandate/Authority**

The mandate of the Regional Waste Management Working Group (RWMWG) is to:

- Review and discuss matters of common interest related to waste management
- Identify, investigate and participate in collaborative waste management activities
- Seek input and work with external waste management partners when and where possible
- Provide up to date financial information about local cost of delivery of local waste management services
- Retain, support and regularly review a regional “benchmark” level of service

#### **Composition/ Term**

The Committee will be composed as follows:

- One staff person from each local municipality, as appointed by local Councils (6 total members).
- A Committee Chair shall be appointed by the members of the Committee, serving a one-year term. The Chair shall be selected at the beginning of each calendar year. If the Chair leaves the committee, a temporary chair shall be appointed for the remainder of the year.
- The committee will remain active until a majority vote of committee members decides to end the committee.

#### **Administrative Support**

The County’s Director of Transportation and/or designate shall be a non-voting participant in the committee. The Transportation Director will be responsible for coordinating the activities of the Committee and providing administrative support as required.

#### **Accountability**

Members of the Regional Waste Management Committee are responsible to regularly report the committee activities to their Councils. The committee will endeavour to use common templates, reports, forms in their reporting to Council.

## **Meetings/ Procedure**

The Committee will meet 4-6 times per year, meeting dates to be determined by the Committee at the beginning of each calendar year. Dates, times, and format (e.g., in-person, virtual or hybrid) of Committee meetings shall be as determined by the Committee.

Quorum shall require 4 committee members. No action items can be approved without quorum.

Committee members must vote affirmatively to be included in collaborative waste management activities.

## **Budget**

The County will be responsible for minor meeting expenses (e.g. refreshments) and the costs associated with the administrative support to be provided to the committee. Committee members are responsible to ensure that their respective budgets have sufficient funding to facilitate the collaborative work/ activities agreed to by participating committee members (e.g. engaging external expertise, joint tenders and contracts, participation in conferences, etc.)

The County may fund regional waste management initiatives if this approach is agreed to by all committee members and the budget is approved by County Council.