

## Blenheim Landfill Liaison Committee Terms of Reference

### **Mandate**

The Blenheim Landfill Liaison Committee shall act as a forum for the exchange of information concerning the operation and maintenance of the Blenheim Landfill.

The Committee shall be legislated by the Provincial Certificate of Approval issued by the Ministry of Environment and must follow the legislation set out by the Provincial Environmental Protection Act.

The Blenheim Landfill Liaison Committee supports Chatham-Kent Council Strategic Direction #4,

We will be a Municipality of quality services, effective structure and fiscal responsibility.

Goal 4.3      We will have aligned our services, programs and activities with our Strategic Directions and Legislated and mandated requirements.

This Committee also supports the following objective and strategic direction:

C: Environment – We are a green community

C4:      Promote responsible consumption of non-renewable resources

#### **Desired Outcome**

- Promote solid waste management, sewage treatment and recycling

### **Composition of the Blenheim Landfill Liaison Committee**

The Committee shall be comprised of the following:

- a) One Representative from Waste Management of Canada
- b) Two representatives from the Council of the Municipality of Chatham-Kent
- c) Two representatives from the general public

The Committee shall appoint a Chair and Vice-Chair during the first meeting of each year.

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The Chief Administrative Officer of the Municipality of Chatham-Kent or his/her designate shall act as the Secretary of the Committee.

Ministry of Environment representatives will attend Committee meetings as a resource to the Committee.

### **Membership Eligibility and Term of Membership**

Alternatives may be appointed to attend meetings and participate in discussions but shall not have any voting authority unless the appointee representing that organization is absent from the meeting.

The general public member and the alternate general public member shall be appointed by the Municipality of Chatham-Kent.

Other parties invited by the Committee may be requested to attend from time to time. Invitees will not have any voting authority.

The term of membership shall coincide with the term of Chatham-Kent Council. For continuity reasons, incumbents are encouraged to reapply for future terms.

### **Role of Committee and Members**

The Committee shall have the right to discuss any matter pertaining to the site and its operation, including the making of suggestions for inclusion in the operating and maintenance manuals.

The Committee shall have the right to receive information required to be submitted to it by the Certificate of Approval and any other information that may be supplied to it for review and comment.

The Committee shall not exercise any supervisory, regulatory, approval or other decision-making role with respect to the operation of the site.

The Committee does not replace other means for citizens, agencies or other organizations to express their concerns.

The Committee shall have the right to make its views or the individual views of one or more of its members known to representatives of the Ministry of Environment.

‘Chair’ means the elected head of the Committee who shall preside at all meetings of the Committee.

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‘Member’ means a Member of the Committee appointed

‘Special Meeting’ means a meeting that has been called by the Committee Chair in conjunction with a staff representative to deal with a matter that has specific time constraints and cannot wait until a regularly scheduled meeting.

‘Vice-Chair’ means the elected Committee member who assumes the duties of the Chair if the Chair is absent.

### **Meeting Procedures**

The Committee shall meet at least four (4) times per year and the necessity for meetings will be reviewed annually. The Chairman may at any time summon a special meeting of the Committee.

Appropriate time will be set aside at each meeting for representations from the public. Individuals desiring to present verbally, information on matters of fact, or to make a request to the Committee shall notify the Secretary of their desire to address the Committee by no later than six (6) working days immediately preceding the Committee meeting which they propose to attend and shall be limited in speaking to a period of not more than ten minutes, provided that a delegation consisting of more than five persons shall be entitled to two speakers, each speaking for a period of not more than ten minutes; and provided further that the Committee may, by motion, lengthen the time of a hearing of deputations.

### **Staff Support**

The Committee shall be affiliated with the Drainage, Environmental and Fleet Division of the Municipality of Chatham-Kent.

### **Reports to Council**

An annual report establishing a base budget to support the ongoing legal and professional services required by administration to effectively monitor the operation of the landfill and maintain the Committee will be prepared.

### **Other Information**

The minutes of the meetings shall be made and distributed to the members of the Committee. Minutes shall be available to the public, after adoption by the Committee at the Civic Centre, 315 King St. West, Chatham.

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Committee meetings will be open to the public.

The open portion of each meeting shall be advertised by the Secretary requesting the public to make arrangements through the Secretary for an appropriate time to appear before the Committee.