



City of
Peterborough

TO: Members of the Waste Management Committee

FROM: Melanie Kawalec, Manager of Waste Management

MEETING DATE: March 8, 2010

SUBJECT: Report WMC10-003
Revised Site Liaison Committee Terms of Reference

PURPOSE

A report to present the revised Site Liaison Committee Terms of Reference.

RECOMMENDATIONS

That the Waste Management Committee endorse the recommendations as outlined in Report WMC10-003 dated March 8, 2010, of the Manager of Waste Management as follows:

- a) That Report WMC10-003 from the Manager of Waste Management presenting the revised Site Liaison Committee Terms of Reference be approved as presented; and
- b) That a copy of the Site Liaison Committee Terms of Reference be forwarded to the Ministry of the Environment as an administrative amendment to Schedule "B" of Certificate of Approval No. A341508.

BUDGET AND FINANCIAL IMPLICATIONS

There are no budget or financial implications associated with this report.

BACKGROUND

As a result of the annual waste disposal site inspection by the Ministry of the Environment (MOE), the MOE noted that Schedule “B” of the Certificate of Approval is no longer relevant or practiced. The Terms of Reference of the Bensfort Road Landfill Liaison Committee needs to be updated to reflect current practices.

The Waste Management Committee reviewed staff’s recommended changes as noted in Report WMC09-04 at their meeting November 16, 2009.

At the Site Liaison Committee (SLC) meeting on January 19, 2010, the SLC reviewed and revised the draft version, coming to consensus on the changes, and formally adopting the Terms of Reference at that meeting. The SLC changed the composition slightly, noted that the Chairperson shall now be a member from the SLC, and added a clause that the SLC may make recommendations to the Waste Management Committee (WMC) for changes in landfill operations.

The final version of the Site Liaison Committee Terms of Reference is attached to the report.

SUMMARY

Once approved by both the SLC and the WMC, an application for an administrative amendment to Certificate of Approval No. A.341508 will be filed with the Ministry of the Environment in order to update Schedule “B” of the Certificate of Approval, for compliance purposes.

Submitted by,

Melanie Kawalec,
Manager Waste Management

Attachment A: Revised Schedule “B”; Terms of Reference of the Peterborough County/City Waste Management Facility Site Liaison Committee

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Attachment “A”

Revised March 8, 2010

Schedule “B”

This Schedule “B” forms part of Provisional Certificate of Approval No. A 341508:

TERMS OF REFERENCE OF THE PETERBOROUGH COUNTY/CITY WASTE MANAGEMENT FACILITY SITE LIAISON COMMITTEE

1.0 CONTINUATION OF THE EXISTING COMMITTEE

- 1.1 In accordance with the terms and conditions of approval that form part of the Provisional Certificate of Approval for the Peterborough County/City Waste Management Facility and the definitions contained therein, the existing site liaison committee is continued. The goal of the site liaison committee is to work co-operatively towards proper on-site operations and the avoidance of off-site impacts from the Peterborough County/City Waste Management Facility.
- 1.2 At least one year prior to Site closure under the herein Certificate, the committee, Peterborough and Otonabee-South Monaghan shall consider whether the Committee shall be continued after Site closure and if so, any appropriate amendments to the Schedule “B”.

2.0 COMPOSITION OF THE COMMITTEE

The committee shall be comprised of:

- 2.1 two members chosen annually by the residents living within 1,000 meters of the Site (two votes);
- 2.2 two members representing Peterborough (two votes);
- 2.3 two members representing Otonabee-South Monaghan (two votes), and
- 2.4 one of the members shall be chosen by the committee to act as Chairperson. The Chairperson shall be selected at the first meeting of each year, for a renewable one-year term. The Chairperson will vote only to decide an issue that would otherwise result in a deadlock.

Minimum of two voting members plus a Chairperson constitutes a quorum at any meeting.

The general public is welcome to attend committee meetings.

3.0 RESOURCES OF THE COMMITTEE

- 3.1 Peterborough staff shall act as the Secretary with responsibility for the production and distribution of committee notices, correspondence, reports and other documents.
- 3.2 Otonabee-South Monaghan shall select and retain consultants, which are satisfactory to the committee and instruct the consultants for the purposes of the committee as set out below. Otonabee-South Monaghan shall pay said consultants, as required, to a maximum of \$5,000 per year until the Site is closed. Said consultant work exceeding a total cost of \$5,000 in any year until Site closure may be pre-approved by the committee, Peterborough and Otonabee-South Monaghan, with said excess costs being shared between Peterborough and Otonabee-South Monaghan as agreed between them.

4.0 ROLE OF ENVIRONMENTAL CONSULTANT

- 4.1 Otonabee-South Monaghan's consultants shall have reasonable access to monitor the Peterborough County/City Waste Management Facility.
- 4.2 Otonabee-South Monaghan's consultants should provide advice and report to the committee:
 - 4.2.1 Compliance with the Peterborough County/City Waste Management Facility conditions of approval;
 - 4.2.2 Appropriate supplementary monitoring of ground and surface water;
 - 4.2.3 Assessment of the environmental impacts (if any) of all reported allegation so non-compliance with relevant statutes, regulations, policies, and the Peterborough County/City Waste Management Facility conditions of approval;
 - 4.2.4 An annual report submitted by Peterborough to the Ministry of the Environment;
 - 4.2.5 Any contingency plans developed by Peterborough for replacement capacity in the event that the future waste disposal site is not available to receive waste prior to the anticipated date of Site closure; and
 - 4.2.6 Such other reasonable matters as Otonabee-South Monaghan, on behalf of the committee, may direct.

- 4.3 To carry out the above functions, the duties of Otonabee-South Monaghan's consultants include:
- 4.3.1 Scheduled site visits to review operations and systems at the Peterborough County/City Waste Management Facility, which may include attendance at committee meetings, as requested by the Site Liaison Committee;
 - 4.3.2 Such additional attendance at the Peterborough County/City Waste Management Facility or committee meetings, as directed and as required by the Site Liaison Committee;
 - 4.3.3 Reviewing ground and surface water monitoring data and reporting on any data which indicate actual or potential compliance problems; and
 - 4.3.4 Submitting written reports of site visits to the committee as per the Committee's request.

5.0 MANDATE OF THE COMMITTEE

The general mandate of the committee shall include:

- 5.1 Meeting on a regular basis as predetermined by the committee, to record the attendance at and minutes of the meeting, and to carry out its tasks democratically;
- 5.2 Promptly and co-operatively exchanging information between committee members regarding the ongoing development, operation, management, complaints, and monitoring.
- 5.3 Ensuring that an effective protocol is in place for hearing and promptly acting on complaints and concerns regarding the ongoing development, operation, management and monitoring of the Peterborough County/City Waste Management Facility;
- 5.4 Requesting Otonabee-South Monaghan to select, retain, and instruct environmental consultants to interpret information and to provide advice to the committee;
- 5.5 Reviewing the closure and contingency plans prepared by Peterborough pursuant to condition 6 of this Provisional Certificate of Approval; and
- 5.6 Recommending to the Waste Management committee any changes to landfill operations.