

**WARWICK PUBLIC LIAISON COMMITTEE**  
**WASTE MANAGEMENT OF CANADA CORPORATION**  
**TERMS OF REFERENCE (see section 49-63 from C of A Feb. 13, 2008 as well)**  
(Revised August 8, 2007)

WPLC refers to Warwick Public Liaison Committee.

In accordance with Condition 30 of the EA Approval to Proceed (07/01/15), Waste Management of Canada Corporation shall continue and maintain the WPLC.

**1.0 COMMITTEE FUNCTION**

1.1 The WPLC shall serve as a focal point for dissemination, review and exchange of information and monitoring results relevant to the current operation of the undertaking.

1.2 The WPLC shall act as an Advisory Committee and shall not exercise any supervisory, regulatory, legal, approval or other decision-making role with respect to the current operations of the Warwick Landfill.

1.3 The WPLC does not replace other means for citizens, agencies or other organizations to express their concerns. Members can bring the decisions and recommendations of the WPLC to their respective organization/agency for evaluation.

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

1.5 Minutes of meetings shall be printed and distributed, as per mailing list. The WPLC will circulate meeting agendas and the minutes of WPLC meetings to Township Council on a timely basis.

1.6 The Chair of the WPLC shall attend one meeting of Township Council per year at the invitation of the Mayor. As well, the Chair of the WPLC or the Mayor of Warwick Township may request other opportunities for the WPLC to dialogue with Warwick Township Council. All members of the WPLC shall be advised when these meetings take place.

1.7 Any public commentary, presentations, circulation of materials or reports in the newspaper placed by the WPLC shall require approval of the spokesperson, Secretary, and WMC representative.

1.8 WPLC meetings shall be open to the public. There will be an open session of 15 minutes allotted at each meeting.

1.9 At the end of each meeting, the WPLC shall establish a proposed agenda for the next meeting. WPLC members who wish to add items to a meeting agenda shall advise the Secretary/Chair of the item(s) at least ten (10) business days before a scheduled meeting.

1.10 Suggestions to revise the WPLC Terms of Reference may be made at any meeting that has a quorum present. No changes to the Terms of Reference can be made until WMC, and community members mutually agree to changes. Any changes shall be provided to the MOE for information purposes.

1.11 Appropriate time shall be set aside at each meeting to permit the WPLC to deal in-camera with items defined as confidential in nature.

## **2.0 WPLC SPOKESPERSON**

2.1 The Chair shall be the spokesperson for the committee. The Chair can designate another committee member to be the spokesperson on behalf of the committee.

2.2 The spokesperson shall represent the WPLC as a whole, to be a liaison for relating information to the community, the media, Warwick Township Council, WMC and any other interested outside parties.

## **3.0 DISPUTE SETTLEMENT**

3.1 All recommendations made to WMC by the WPLC with respect to ongoing landfill operations shall be discussed at meetings of the WPLC. The purpose of these discussions will be to arrive at an agreement between WMC and the WPLC with respect to the implementation of the recommendations. Where no agreement is reached and the matter is relevant to compliance with the EPA conditions of the Certificate of Approval, the matter will be referred to the MOE Sarnia District Office District Manager. The District Manager will receive submissions by WMC, the WPLC and Warwick Township Council, and make whatever other inquiries he or she may consider appropriate before making any determination that he or she considers appropriate in the performance of the Ministry's statutory function.

## **4.0 PRESENTATIONS TO THE PUBLIC LIAISON COMMITTEE**

4.1 Anyone desiring to present information verbally on matters of fact, or make a request of the WPLC, shall notify the Secretary of his/her desire to address the WPLC no later than ten (10) business days immediately preceding the WPLC meeting which (s)he proposes to attend.

4.2 Presentations shall be limited to a period of not more than ten (10) minutes.

4.3 The presenter shall provide a written summary of the presentation, no later than 5 working days immediately preceding the WPLC meeting that (s)he proposes to attend.

4.4 Appropriate time shall be set aside at any meeting for presentations to the WPLC.

## **5.0 COMMITTEE STRUCTURE**

5.1 Representation on the WPLC shall consist of up to two (2) persons from each of the following, with the exception of item d).

- a) Waste Management of Canada Corporation (voting)
- b) Township of Warwick Council (voting)
- c) Ontario Ministry of Environment (non-voting)
- d) Community members -- up to 11 (voting)

5.2 The community members shall be appointed by the WPLC. The community member positions are intended to be available to individuals that are not members of the groups already represented on the WPLC and have an interest in the operation of the landfill. The WPLC shall encourage individuals who reside in close proximity to the landfill site to participate. A community member is defined as a taxpayer and/or resident of Warwick Township.

5.3 The term of the community members will be on a staggered basis. Members will be appointed for three-year terms with no term limits. In the first cycle, one third of the community members would be appointed for one year, one-third for two years and one-third for three years. After the initial terms, all terms would be three years.

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

5.5 Committee members are expected to actively participate. A member's ability to function may be reviewed when necessary. The Committee decides to ask for a review and decides on the criteria, depending on the problem.

5.6 The WPLC shall elect a Chair and a Vice-Chair at the first meeting each year. The Chair shall be a community member. The role of the Chair is to facilitate the WPLC meetings. When the Chair is a WPLC member, (s)he may have voting privileges. In the absence of the Chair, the Vice-Chair shall preside.

5.7 The Committee shall have formal motions at meetings.

5.8 A quorum consists of at least one (1) representative from each of Township of Warwick Council and Waste Management of Canada Corporation and 4 community members. The Chair is not part of the quorum count.

## **6.0 CHAIR'S ROLE AND RESPONSIBILITIES**

6.1 The role of the Chair is to facilitate the meeting, to draw people out and to keep the meeting informative and constructive.

6.2 This is a non-voting position. (Please note that when the Chair is elected from the committee, (s)he may have voting privileges.)

6.3 The Chair should have knowledge and understanding of the terms associated with landfill operation

6.4 The Chair needs to be independent and impartial.

6.5 If the Chair is unavailable for a meeting, the Vice-Chair shall preside.

6.6 The WPLC shall elect a Chair at the first meeting each year.

6.7 It is not considered a conflict of interest if the Chair is paid and votes. If there were a conflict, it would apply to each member, since all members are now receiving remuneration in some way.

6.8 WPLC members shall give additional items for the agenda to the Chair or Secretary 10 business days before the scheduled meeting.

6.9 The Chair and Secretary shall review the agenda before sending it to committee members.

6.10 The Chair may summon a special meeting of the WPLC at any time.

## **7.0 SECRETARY'S ROLE AND RESPONSIBILITIES**

7.1 The Secretary may be an individual who is not a member of the WPLC.

7.2 This is a non-voting position.

7.3 The Secretary should have knowledge and understanding of the terms associated with landfill operation.

7.4 The Secretary shall record the minutes of each meeting, then prepare a draft of the minutes and proposed agenda. (S)he shall distribute the minutes to the mailing list in a timely manner. Draft minutes will be distributed by email to members. Members will be given one week to respond back with any amendments or to affirm the minutes. The Chair will approve the draft minutes prior to distribution to any media outlet. The minutes shall be formally approved at the next WPLC meeting.

7.5 Additional items for the agenda will be received up to 10 business days before the next meeting date.

7.6 The Secretary, along with the Chair, and WMC shall prepare the agenda and send it out before the next meeting.

7.7 The Secretary shall telephone absent members if a meeting is planned before the minutes are mailed.

7.8 The Secretary shall submit the unapproved minutes to the Watford and Forest newspapers, after they have been reviewed by the Secretary, a WMC representative and the spokesperson. The Secretary shall place a notice of meeting 2 weeks before the date, and the agenda in the Forest and Watford newspapers the week prior to the WPLC meeting.

7.9 The Secretary is appointed for an indefinite period of time.

7.10 If the Secretary cannot attend a meeting, a member of the Waste Management of Canada Corporation team will record the minutes.

## **8.0 WMC ROLE AND RESPONSIBILITIES**

8.1 WMC shall send out special mailings of dated material that arrives between meetings.

8.2 WMC will provide for the review and exchange of information and monitoring results relevant to the current operation of the undertaking.

8.3 WMC shall provide for the administrative costs of operating the WPLC, including the cost of meeting places, clerical services and advertising.