

January 28, 2024

Members of the Waste Diversion Advisory Committee

co/ STAFF MEMBER

99A Advance Avenue

Napanee, Ontario K7R 3Y5

Dear Members of the Waste Diversion Advisory Committee,

On behalf of Greater Napanee Town Council, I would like to thank you for continuing to support our community by supporting our decision-making process.

As outlined in our Advisory Committee Bylaw, your committee's core function is to provide advice and any other support services specifically outlined in this mandate letter.

In the course of your work, you are encouraged to research and seek the advice of third parties in your information gathering and to let those parties know that while you do not represent the Town, you are a body authorized to provide advice to the Town Council for their consideration.

The following are the areas the Town Council would like your advice and assistance on for the 2025 fiscal year:

- **Learning About Municipal Waste Diversion Efforts from Like-Sized Municipalities:** You are tasked with researching and assessing successful initiatives that have been undertaken by like-sized municipalities in Canada (under 20,000 residents) concerning the reduction of waste in the course of providing municipal services. Priority should be given to making recommendations to Council related to efforts that include specific examples within existing resources and focus on "how" services are delivered rather than recommendations for net-new investments by the Town.
- **Identify waste diversion amenities Town facilities may benefit from:** Using the successful efforts of other municipalities as examples, identify amenities the Town may want to consider installing at their facilities to encourage waste reduction by the public and staff.
- **Learning About Community Waste Diversion Efforts from Like-Sized Municipalities:** You are tasked with researching and assessing successful initiatives that have been undertaken by like-sized municipalities in Canada (under 20,000

people) that have resulted in successfully encouraging community residents to reduce the amount of solid waste entering landfills. Recommendations to Council should include specific examples that focus on public education, changes to service delivery that are within the Town's current business model, operational control and budgets, and do not require significant net-new investments by the Town.

- **Review and Updates on Ontario's Blue Box Transition:** You are asked to review and assess how other municipalities in Ontario are implementing and communicating legislation related to extended producer responsibility in the province. Priority should be given to recommendations that focus on education efforts that help residents understand the nature of the changes and what it means for them, new roles and responsibilities under the legislation, and steps municipalities are taking to ensure changes are implemented in a way that makes the transition as smooth as possible for Town residents.

We appreciate that achieving the above items will require a significant amount of time and effort, and the Town would like to express its gratitude in advance for your volunteering your skills and expertise to these efforts.

While the items in this mandate letter remain the priority, your committee retains the ability to recommend to Council that additional areas of advice or responsibilities be added to your mandate should your committee feel they have the capacity to do so. Any additional responsibilities could be adopted provided they receive the endorsement of the majority of Town Council members.

We invite the 2025 chair of your advisory committee to acknowledge Town Council's direction to your committee, which will be posted publicly on the Town's website.

Sincerely,

Mayor, Town of Greater Napanee

Chair, Waste Diversion Advisory Committee