

A.6 – Waste Diversion Advisory Committee

Composition

Committee Members

The Waste Diversion Advisory Committee shall consist of not more than nine (9) members appointed by Council as follows:

- One (1) Council representative; and
- Up to eight (8) citizens of the Town of Greater Napanee.
- All shall be voting members

When choosing citizen appointments, preference shall be given to a membership composition that represents a diverse range of perspectives with respect to waste diversion and environmental stewardship. Membership will be encouraged to include perspectives from local environmental organizations, business owners, agricultural operators, and youth.

Once members have been appointed for the current term of Council, the size of the committee shall be fixed and vacancies shall count toward quorum until filled by Council unless Council passes a motion to reduce the committee size for the remainder of the term.

Ex-Officio Representatives

The Mayor and Chief Administrative Officer shall be non-voting ex-officio members of all Advisory Committees.

Staff Liaison

The Director of Environmental Services, or a departmental employee as appointed by the Director to the Committee.

Purpose

To assist and make recommendations to Council on the matters relating to the future of various aspects of solid waste within the Town of Greater Napanee, particularly the impact of the blue box transition.

Responsibilities

The Waste Diversion Advisory Committee shall:

- Review proposals and provide recommendations to Council in areas related to waste disposal and waste diversion, as requested by Council;
- Support public education efforts related to waste diversion efforts;
- Provide recommendations and advice on alternative waste diversion options and ways to increase the Town's diversion rate that may be beneficial to the community;

- Review and provide recommendations to Council on existing waste disposal programs and the feasibility of potential new programs, such as organics disposal, as may be requested by Council from time to time;
- Act as a public forum when required to consult with the community at large on operational changes related to waste disposal and diversion;
- Review proposed policies and procedures related to the blue box transition and provide recommendations to Council.

Role of Council

Council will consider the recommendations and advice provided by the Committee in accordance with the provisions of the Advisory Committee By-law. Council will have ultimate authority to approve annual budgets, and new program areas, partnerships, and projects as proposed by the Committee.

Role of Staff

The Role of the Staff Liaison will be as established in Section 18.5 of the Advisory Committee By-law.

Meeting Schedule

Meetings shall be held on a set monthly schedule as determined at the beginning of the committee term, in accordance with Section 19 of the Advisory Committee By-law.

Financial Management

When expending funds that have been allocated by Town Council to the committee, committee members shall:

- Prepare and submit an annual budget, during the Town's budget process, which supports the committee's mandate as outlined in the terms of reference.
- Understand that any annual budget allocation to the committee shall be at the sole discretion of the Municipal Council and subject to its annual budget deliberations, considering the requests of the advisory committees.
- Ensure that all expenditures by the committee relate to matters directly within the mandate.
- Ensure all expenditures by the committee are in accordance with the Town's procurement by-law
- The committee may incur expenditures to the extent provided in the annual approved budget. All purchases over \$500 shall be preauthorized by the staff liaison in coordination with the Town's Finance Office by way of a signed purchase order. In cases where minor purchases under \$500 are made in line with the committee's mandates, receipts can be submitted to the staff liaison who will forward the expenses to the Finance office for reimbursement.