

## **Amendments to the Residual Waste Working Group Terms of Reference**

<b>Date:</b>	May 3, 2010
<b>To:</b>	Public Works and Infrastructure Committee
<b>From:</b>	General Manager, Solid Waste Management Services
<b>Wards:</b>	All
<b>Reference Number:</b>	p:/2010/swms/May/012PW

### **SUMMARY**

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In 2007, Council approved the creation of a Residual Waste Working Group (the "RWWG"). The RWWG consists of members of the public who provide assistance and input to Solid Waste Management Services (SWMS) and report directly to the Public Works and Infrastructure Committee on residual waste issues. The original mandate of the RWWG was to work with SWMS until the completion of the Residual Waste Planning Study.

With the completion of the Residential Waste Planning Study (May and August 2009), the purpose of this report is to recommend that the RWWG's mandate be amended so that they can continue to provide assistance to SWMS on the mixed waste processing facility project including advice on procurement process and up until one year after the mixed waste processing facility has been commissioned.

### **RECOMMENDATIONS**

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**The General Manager, Solid Waste Management Services recommends that:**

1. City Council amend the Residual Waste Working Group Terms of Reference as described in Attachment A of this report; and
2. Subject to the adoption of Recommendation 1, the General Manager be authorized to enter into amending agreements with the current Residual Waste Working Group members in a form satisfactory to the City Solicitor, to reflect changes to the Terms of Reference described in Recommendation 1.

## **Financial Impact**

The 2010 Capital Budget submission of Solid Waste Management Services as recommended by the City Manager and Deputy City Manager/Chief Financial Officer includes funding for the honoraria for the members of the RWWG and totalling \$25,000.00 per year under the Mixed Waste Processing Facilities project (Account Number CSW-013), which is equal to previous CEAT and current RWWG honoraria.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the Financial Impact information.

## **DECISION HISTORY**

The Residual Waste Working Group was convened after City Council adopted the recommendations contained in PW10.11 “Transition from CEAT to the 3Rs Working Group and Residual Waste Working Group” at its meeting of November 19 and 20, 2007. This document can be viewed at:

<http://www.toronto.ca/legdocs/mmis/2007/cc/decisions/2007-11-19-cc14-dd.pdf>

The Residual Waste Working Group Terms of Reference is contained in Attachment B to the report PW10.11 and was adopted by City Council at its meeting of November 19 and 20, 2007. This document can be viewed at:

<http://www.toronto.ca/legdocs/mmis/2007/pw/bgrd/backgroundfile-7849.pdf>

The Residual Waste Working Group submitted its annual report to the April 20, 2010 Public Works and Infrastructure Committee entitled PW32.3 "Residual Waste Working Group 2009 Annual Report" for information. The report noted that completion of the residual waste planning study during 2009 was a significant milestone, being that it was the primary effort and focus of the RWWG membership agreements that were developed in conjunction with the Terms of Reference.

Included in the report was an update for on-going efforts with RWWG and considerations for an amended Terms of Reference. The recent report to PWI Committee can be viewed at:

<http://www.toronto.ca/legdocs/mmis/2010/pw/bgrd/backgroundfile-28873.pdf>

## **ISSUE BACKGROUND**

The current terms of reference for the RWWG indicate that the RWWG mandate will continue until the completion of the Residual Waste Planning Study, and if applicable any subsequent Residual Waste Screening Process or Individual Environmental Assessment, unless otherwise decided by Council. The Residual Waste Planning Study was completed in late 2009 and there was no need for any subsequent screening process or environmental assessment. As such, the mandate for the RWWG has currently ended, however SWMS and the members of the RWWG wish to continue working together to

ensure valuable input and advice from the citizens of Toronto is captured in the mixed waste processing facility project.

## **COMMENTS**

The following identifies the areas in which the RWWG can continue providing valuable assistance and input into the Mixed Waste Processing Facility project.

### **The Mixed Waste Processing Facility Procurement Process**

As identified in the Residual Waste Planning Study, a location at Green Lane Landfill was selected as the site to build a Mixed Waste Processing Facility. The procurement process for the Mixed Waste Processing Facility is currently in its early stages. Staff believe that the input and advice from the RWWG is important during the procurement process. As such, SWMS and RWWG, in consultation with Purchasing and Materials Management Division, propose that the original terms of reference be amended as set out in Attachment A so as to allow the RWWG to continue to provide valuable assistance over the course of the procurement process for the mixed waste processing facility until one year after the mixed waste processing facility has been built and commissioned.

Specifically, the RWWG will provide advice and input to SWMS by:

- Reviewing the draft request for pre-qualification of technology vendors for the mixed waste processing facility;
- Reviewing the draft request for solutions document (if determined necessary to be issue by the City);
- Reviewing the draft request for proposals for the design, build, commission and operation of the mixed waste processing facility; and
- Reviewing of the draft terms of reference for a Public Liaison Committee (PLC) for the proposed mixed waste processing facility;
- Continue to assist in oversight, implementation, monitoring, reporting and follow up of the Health Impact Assessment (HIA) activities arising from the HIA scoping carried out to date.

The RWWG will also continue to provide advice and input on the commissioning of the mixed waste processing facility based on the Residual Waste Planning Study and the associated procurement documents up until one year after the commissioning of the mixed waste processing facility. One year after the commissioning of the mixed waste processing facility, the Residual Waste Working Group will provide a final report to staff and the Public Works and Infrastructure Committee on the results of the mixed waste processing project.

## **Consultation and Communications**

The RWWG collaborated with City staff during the stakeholder engagement and consultation process for the Residual Waste Study. Consultation with citizens and key stakeholders will continue during the design, build and commissioning stages, therefore the RWWG's important role would be expected to continue during these activities. In addition, RWWG assisted the City with developing and implementing a communication strategy to convey information about the City's mixed waste processing facility project. Communications will be ongoing along with the RWWG's input.

## **Membership**

The RWWG will continue to be comprised of the original RWWG members. New members will be appointed as required to fill vacancies. The members of the RWWG will continue to receive the annual honorarium for their services as determined in the original terms of reference.

## **Nominating Panels**

In order to fill vacancies in a timely manner and minimize the effort required to do so, staff is recommending that nominating panels be struck to recommend new members and develop a list of potential replacement members based on the selection process and criteria set out in the original RWWG terms of reference. Once approved, the lists will be used to fill vacancies on the working group as they arise.

## **CONTACT**

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## **SIGNATURE**

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Geoff Rathbone  
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Solid Waste Management Services

## **ATTACHMENTS**

“A” – Recommended Changes to the Residual Waste Working Group Terms of Reference