

**THE MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH
WASTE MANAGEMENT LIAISON COMMITTEE**

TERMS OF REFERENCE

PURPOSE:

To provide a line of communication between the Municipality of the District of Guysborough and Waste Management Facility with specific emphasis on environmental protection concerns.

MANDATE:

To provide a forum where the Municipal Council may gain a better understanding of the concerns of residents respecting the operation of the Waste Management Facility;

To act in an advisory capacity to Municipal Council on matters pertaining to the monitoring of the operations of the Waste Management Facility with specific emphasis on environmental protection issues;

To provide a forum for residents to express their views and concerns on the environmental protection issues relating to the use and operation of the Waste Management Facility;

To provide an opportunity for the Committee or its Members to become aware of the ongoing studies and testing of the site to ensure that the areas of concern being dealt with by the Committee and Council are addressed.

To provide an additional opportunity for communication between citizens and Waste Management Facility representatives.

COMPOSITION OF COMMITTEE:

The Waste Management Liaison Committee shall be comprised of three Members of the Council of the Municipality of the District of Guysborough and three Members of the Committee shall be appointed by Council from residents of the Municipality.

The Council may designate staff of the Municipality and Department of Environment representatives to participate on the Committee in an advisory capacity and they shall not have voting privileges.

COMMITTEE CHAIRPERSON:

The Committee shall appoint a Chair and Vice Chair the first meeting of the Waste Management Liaison Committee each fiscal year.

TERM OF OFFICE:

The term of Membership of the Waste Management Liaison Committee shall be as follows:

1. Municipal Council representatives shall be appointed by Council for two year terms commencing in fiscal year 2007/2008; except that one of the Council representatives will be appointed for a one year term only for fiscal year 2007/2008.
2. Citizen representatives shall be appointed by Council for two year terms commencing in fiscal year 2007/2008; except that one citizen representative will be appointed for a one year term only for fiscal year 2007/2008.

QUORUM:

A quorum shall consist of three (3) Members of the Committee.

AUTHORITY:

The Waste Management Liaison Committee shall have the authority to make recommendations to the Council of the Municipality of the District of Guysborough. The Waste Management Liaison Committee may communicate with staff for the purpose of inquiry but do not have the authority to provide direction to Municipal staff. The Committee may make recommendations to Council which may or may not be dealt with in camera or in an open meeting of Council at their (Council's) discretion.

The Committee will have the authority to use the resources of the Municipality in order to fulfill its mandate subject to budget.

CITIZEN DELEGATIONS:

Citizen participation shall be encouraged. Citizens should be made aware of the procedures necessary to have an item placed on the agenda which is in accordance with Municipal policy.

OBSERVER STATUS:

Any Municipal Councillor may attend the Waste Management Liaison Committee Meeting as an observer only. The Councillor may take part in discussions but shall not have voting privileges.

MEETINGS:

The Committee shall meet a minimum of four times per year and further meetings may be called depending on the need or at the request of the Chair.

AGENDA:

An Agenda will be provided by the Waste Management Liaison Committee Secretary one week prior to each meeting. Committee members may suggest items for the Agenda to the Chair who may then direct that the item be included in the Agenda.

APPROVED BY COUNCIL:

The proceeding document was formally adopted and approved by the Council of the Municipality of the District of Guysborough on the _____ day of _____, 20_____.

Warden Lloyd Hines

Dan McDougall
Chief Administrative Officer