



Hamilton

## **TERMS OF REFERENCE**

### **Waste Management Sub-Committee**

*(Formerly the Waste Management Advisory Committee)*

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#### **1. INTRODUCTION**

##### **1.1 Committee Name**

Waste Management Sub-Committee (WMSC)

##### **1.2 Statement of Purpose**

To assist the City of Hamilton with the implementation of the 2012 Solid Waste Management Master Plan (SWMMP), 2020 SWMMP Action Items, and to discuss / make recommendations on other solid waste management initiatives.

##### **1.3 Committee Mandate**

The mandate of the Waste Management Sub-Committee shall be to:

- a) Give overall guidance and direction during the implementation and maintenance of the City's long-term Solid Waste Management Master Plan,
- b) Give overall guidance and direction during the preparation and implementation of other solid waste management initiatives; and
- c) Advise Council through the Public Works Committee of the progress and to receive feedback, advice and direction, as appropriate.

##### **1.4 Accountability**

- a) WMSC is a Sub-Committee that advises Council through the Public Works Committee.
- b) Members of the WMSC are responsible for complying with the Procedural By-law and the Advisory Committee Handbook.

**2. COMMITTEE STRUCTURE**

**2.1 Membership**

The Waste Management Sub-Committee shall be comprised of up to **six (6)** members, as follows:

- a) Up to three members of City Council; and
- b) **Three (3) citizen members**

**2.2 Attendance and Vacancies**

If a member is absent for three (3) meetings in a calendar year without approval from the WMSC, the member may be subject to replacement.

**2.3 Term of Office**

The membership term will coincide with the term of Council or until such time as successors are appointed by Council.

**3. SUPPORT SERVICES**

**3.1** The City's Waste Management Division shall provide for the administrative costs of operating the Waste Management Sub-Committee, including the cost of meeting places and clerical support services.

**3.2** The City's Waste Management Division shall provide the Waste Management Sub-Committee with reasonable access to the City's consultants and facility operators.

**4. MEETINGS**

**4.1** The Waste Management Sub-Committee shall meet bi-monthly or at the call of the chair.