

## **SCHEDULE 1**

### **Mandate of the Community Environmental Assessment Team**

#### Section A. – Purpose:

The City of Toronto (the “City”) has embarked on an individual Environmental Assessment (“EA”) of a long-term management system for its residual solid waste. At this time the City exports its residual solid waste by tractor-trailer to the Carleton Farms Landfill site located in the State of Michigan.

Diversification policies and programs that are in place, or are in the development phase, have been designed to provide the City with the ability to divert municipal solid resources (“MSR”) from disposal. The remaining portion forms the “residual” component.

The design and implementation of a system to manage approximately 400,000 tonnes per year of residual MSR is the central focus and purpose of the EA.

Following a review of various management models for the EA, the City has decided to create a community-based planning body to be known as the “Community Environmental Assessment Team” (“CEAT”). Based on the strategic direction provided by City Council, CEAT will, in addition to other functions and responsibilities developed during the course of the EA:

- (i) participate with staff and project consultants in the development of the Terms of Reference, the consultation plan, and the Environmental Assessment that will be prepared on behalf of the City;
- (ii) have a standing presentation to every regular meeting of Works Committee to provide for regular and direct communication with Works Committee; and
- (iii) participate, to the extent allowed by City policies, in procurement processes for project consultants.

#### Section B. - CEAT Membership:

CEAT is to be comprised of up to 25 citizens of Toronto. A selection process is to be conducted by a Nominating Panel, comprised of the present Chair and Vice-Chair and incoming Chair and Vice-Chair of Works Committee, and administered by the City Clerk’s office. Final ratification of nominees to CEAT will be the responsibility of City Council.

Specific conditions of CEAT membership are as follows:

- (1) Membership will be for the duration of the project, including the EA Terms of Reference, the public consultation program, and the EA.

- (2) In order to maintain continuity, CEAT members are expected to maintain an attendance record in good standing. In the event a member has repeated absences without satisfactory explanation, the Chair or Vice-Chair may bring the matter before a meeting of CEAT, which may recommend to Works Committee that the member be replaced.
- (3) If Council determines that departing members should be replaced, replacement members will be selected in accordance with the applicable provisions of Appendix B and appointed by Council.
- (4) Each member of CEAT is required to enter into an agreement with the City covering such topics as honoraria, treatment of confidential information (such as proprietary information about technologies), conflict of interest and other City policies, in a form satisfactory to the City Solicitor.
- (5) One or more members of CEAT can be removed and replaced by City Council.

#### Section C. - CEAT Membership Selection Criteria:

The criteria for selection of members of the Community Environmental Assessment Team include:

- (i) expertise or past involvement in environmental/scientific/technology issues, Ontario's environmental assessment process, community engagement, public consultation, consensus building, land development, health or education;
- (ii) ability to organize and analyze information, including technical information;
- (iii) commitment to public service and to a high standard of ethics;
- (iv) good interpersonal skills, including the ability to work in a team;
- (v) excellent listening skills, open-mindedness (no biases with respect to the outcome of the EA process), sound judgement and tact;
- (vi) the ability to work under time pressures; and
- (vii) flexible work schedule.

#### Section D. - CEAT Chair:

- (1) The Chair and Vice-Chair of CEAT will be appointed by City Council on the recommendation of the CEAT Nominating Panel.
- (2) The Chair and Vice-Chair will be the official media spokespersons for CEAT.

Section E. – Honoraria:

- (1) Each member of CEAT in good standing will receive an annual honorarium of \$2,500.
- (2) The Chair and Vice-Chair are entitled to an honorarium of \$5,000 per annum if they take on additional facilitation responsibilities.
- (3) If a member, including the Chair and Vice-Chair, has been involved for less than a full year in any year, the honorarium will be pro-rated on a monthly basis.

Section F. - CEAT Timeframe:

The mandate of CEAT will commence following membership ratification by Council and continue through to the completion of the EA, including completion of the regulatory review and approvals process.

Section G. – Administration:

- (1) CEAT will have a standing presentation to City Council's Works Committee.
- (2) CEAT's work program will be carried out in accordance with the City's Rules of Procedure for Advisory Bodies as set out in Clause 34 of Report 7 of Policy and Finance Committee, adopted by Council at its meeting held on September 28, 29 and 30 and October 1, 2004.
- (3) As a general principle, CEAT meetings will be open to the public, however, confidentiality requirements or City policies may in some cases require or allow in-camera meetings.
- (4) Minutes of meetings or proceedings will be prepared for approval by CEAT. The minutes will record recommendations of CEAT and summarize presentations and discussions. Upon approval by CEAT, minutes of CEAT will be public, aside from any activities carried out in private session.
- (5) CEAT shall hold some meetings or information sessions outside of the City's municipal boundaries to facilitate input and feedback from stakeholders in jurisdictions potentially affected by the siting of a facility to manage residual waste from Toronto or to facilitate input and feedback.
- (6) CEAT may form sub-committees to deal with specific issues as the need arises, which will report to CEAT with any recommendations.
- (7) CEAT will meet at the call of the Chair or at the request of the General Manager, Solid Waste Management Services.

- (8) CEAT's mandate is established by City Council. City Council may amend or revoke CEAT's mandate.
- (9) CEAT may recommend modifications to its Mandate that are consistent with its general purpose.

Section H. - Travel and Research:

- (1) CEAT's budget will include funds for travel and research in southern Ontario.
- (2) Funds for travel and research for members of CEAT outside of southern Ontario will require pre-approval by Works Committee and City Council.

Section I. - Staff Support:

The General Manager, Solid Waste Management Services, and his staff will, in addition to general management of the EA process (e.g. managing the procurement process, providing technical advice), provide the following administrative assistance to CEAT and its members:

- (1) Administrative support for the preparation and distribution of agendas, minutes and other information relevant to CEAT.
- (2) Booking of meeting locations.
- (3) Payment of honoraria.