

**SSO and Recycling Infrastructure Sub-Committee  
of the  
Public Works and Infrastructure Committee**

**Draft Terms of Reference**

**1. Authority**

At its meeting of January 6, 2009, the Public Works and Infrastructure Committee adopted item PW25.15 - SSO & Recycling Infrastructure Sub-Committee, as follows:

The Public Works and Infrastructure Committee:

re-established the SSO Sub-Committee to be renamed the SSO and Recycling Infrastructure Sub-Committee;

requested the City Clerk to canvas members of the Public Works and Infrastructure Committee for their interest in participating on the Sub-Committee and to schedule meetings of the Sub-Committee during the lunch time recess of meetings of the Public Works and Infrastructure Committee; and

requested the General Manager, Solid Waste Management Services, to provide draft Terms of Reference for the SSO and Recycling Infrastructure Sub-Committee at the first meeting of the Sub-Committee.

**2. Terms of Reference**

At its first meeting, the SSO & Recycling Infrastructure Sub-Committee shall adopt terms of reference for the Sub-Committee consistent with the above authority.

**3. Composition**

The SSO & Recycling Infrastructure Sub-Committee membership will be comprised of interested members of the Public Works and Infrastructure Committee.

**4. Chair and Vice Chair**

At its first meeting, the SSO & Recycling Infrastructure Sub-Committee will select a chair and vice-chair.

**5. Quorum**

Quorum shall be half of the voting membership, plus one.

## **6. Meetings**

Meetings of the SSO & Recycling Infrastructure Sub-Committee will be held during the lunch break of the Public Works and Infrastructure Committee or at the call of the Chair.

As a general principle, the meetings will be open to the public, however, confidentiality requirements or City policies may in some cases require or allow in-camera meetings.

## **7. Deputations**

In general, deputations will not be allowed, however, the Chair may allow or invite deputations on specific reports before the Sub-Committee.

## **8. Reporting to the Public Works and Infrastructure Committee**

Following each of its meetings, the SSO & Recycling Infrastructure Sub-Committee will report its recommendations, decisions and staff directions to the Public Works and Infrastructure Committee.

## **9. Purpose**

The SSO & Recycling Infrastructure Sub-Committee will consider staff reports that would normally go to the Public Works and Infrastructure Committee related to:

the planning, siting and implementation of additional single stream recycling processing capacity;

the planning, siting and implementation of household durable goods re-use and recycling facilities; and,

the implementation of the two new 55,000 tonne per year SSO processing facilities located at the Disco Transfer Station and the Dufferin Waste Management Site.