

New and Emerging Technologies, Policies and Practices
Advisory Group
Terms of Reference
March 19, 2003

Section A . Mandate

The City of Toronto (the “City”) has established a goal of 100 percent diversion from landfill by the year 2010. Current recycling and composting programs, including the Green Bin program to process household organics and other Task Force 2010 initiatives, will increase the City’s diversion rate from landfill to approximately 43 percent by 2005. As a means to achieve its diversion objectives of 60 percent diversion from landfill by 2006 and the 100 percent objective by 2010, the City is reviewing the potential adoption of new and emerging technologies, policies and practices.

To this end the New and Emerging Technologies, Policies and Practices Advisory Group (the “Advisory Group”) will assist the City by providing recommended guidance on three strategic issues:

1. *Whether 100 percent diversion from landfill is an achievable objective.*
2. *Whether the current 60 – 40 split between traditional source reduction, reuse, recycling and composting on the one hand and the introduction of new and emerging technologies, policies and practices on the other hand is a reasonable approach or requires modification.*
3. *Identify the next steps regarding the implementation of new and emerging technologies, policies and practices that the City should take in order to achieve its diversion objectives.*

In addressing these three strategic questions, the Advisory Group will undertake the following:

- i. Identify criteria for screening and criteria for evaluation of new and emerging technologies, policies, practices and facility siting.
- ii. Facilitate communications between community, industry and City of Toronto with respect to new and emerging technologies, policies, practices and facility siting for the diversion of solid waste from landfill.
- iii. Conduct research on new and emerging technologies, policies, practices and facility siting including direct and on-site research within the parameters of the budget and the availability of Advisory Group members.
- iv. Utilize the project database of new and emerging technologies, policies and practices.
- v. Provide direct input into the development of a Request for Expressions of Interest, Request for Qualifications and Request for Proposals from the marketplace including, but not limited to, public/private partnership/ownership to provide new and emerging technology capacity.
- vi. Write a report that catalogues the work undertaken by the Advisory Group, including research, its responses to the three strategic questions, and recommendations to reach the goal of 100 percent diversion if deemed achievable.

Section B. Membership

The composition of the Advisory Group has been established by Council of the City of Toronto. The voting membership is 7 citizens (including one co-chair), 4 experts

(including one co-chair), representatives of Ontario Waste Management Association (OWMA), Toronto Area Business Improvement Association (TABIA), and Greater Toronto Apartment Association (GTAA). Two City Councillors are non-voting members. Official observers include representatives from Ministry of Environment (MOE), Solid Waste Management Staff (SWM), Medical Officer of Health/ Board of Health (BOH), Toronto District School Board (TDSB), and Local 416 CUPE.

All of the above are deemed to be “members”. See Appendix A for list of members.

- i. Membership will be for a term of 2 years commencing February 2003.
- ii. In order to maintain continuity, Members of the Advisory Group are expected to maintain an attendance record in good standing. In the event a member has repeated absences without explanation, the Co-Chairs may bring the matter before the Advisory Group, which may remove the member. Failure to attend three consecutive meetings of the whole shall constitute automatic removal, however, extenuating circumstances will be reviewed.
- iii. Replacement members will be drawn from the pool of candidates who applied for membership on the Advisory Committee and ratified by the Works Committee on recommendation from the New and Emerging Technologies, Policies and Practices Working Group of Works Committee.

Section C. Administration

- i. The Advisory Group shall report to City Council through the “Working Group” of the Works Committee.
- ii. The “expert” and “citizen” components of Advisory Group will each submit to the Working Group, a candidate name for the position of Co-chair of their respective

component. More than one name may be submitted. Final selection will take place by the Working Group.

- iii. The Co-Chairs will be the official media spokespersons for the Advisory Group.
- iv. The Advisory Group shall use the consensus model for decision-making, but may utilize voting procedures. A two-thirds majority vote is required for the Advisory Group to approve or adopt a recommendation or motion. Recorded votes will be taken on the request of a member. A “recorded vote” will be recorded in terms of the number of votes “for” or “against” a motion. Abstentions will also be recorded.
- v. Minutes of meeting proceedings will be prepared for approval of the Advisory Group. The minutes will record decisions of the Advisory Group and summarize presentations and discussions.
- vi. The Advisory Group may form sub-committees to deal with specific issues as the need arises. Sub-committees make recommendations to the committee of the whole that subsequently makes the decisions regarding the recommendations of the sub-committee.
- vii. The Advisory Group will meet at least once a month or at the call of the Co-Chairs.
- viii. The Advisory Group or staff from Works and Emergency Services may, from time to time, recommend modifications to the Terms of Reference that are consistent with its general purpose. Where any such recommendations are accepted by the Advisory Group and ratified by the Working Group, these Terms of Reference shall be so modified.
- ix. Official “observers” are granted membership status aside of voting privileges.

Section D. Meetings of the Advisory Group and Additional Community Liaison

- i. The Advisory Group will regularly meet as a committee of the whole and as any sub-committees that they may strike from time to time.
- ii. Advisory Group meetings are open to the public, however, in camera sessions may be held if proprietary information from an industry source is being reviewed in order to protect the proprietary information.
- iii. Upon approval of the Advisory Group, minutes of Advisory Group meetings will be public, aside of any proprietary information the Advisory Group has received.
- iv. A minimum of 2 “experts” and 4 “citizens” will be required to be in attendance at an Advisory Group meeting to constitute a quorum.
- v. The Advisory Group may provide for public deputations at its meeting on items before the Advisory Group and issue draft reports or position papers for public comment. The Advisory Group may set deputation requirements including prior notification and time limitations.
- vi. At the discretion of the Co-Chairs members of the public may be invited to comment and question presenters on material presented to the Advisory Group.

Section E. Support

City staff will provide to the Advisory Group:

- i. Assistance with meeting agenda preparation.

- ii. Administrative support for the preparation and distribution of minutes and other information relevant to the Advisory Group.
- iii. Meeting locations.
- iv. New information that becomes available regarding new and emerging technology, policies and practices in the field of solid waste management.
- v. Assistance in the availability of appropriate expertise to the Advisory Group. This expertise would generally be in the form of City staff or outside consultants (engineers, industry experts, academics, etc.).
- vi. A working budget for administration, expert consultation, travel and communications, as per the budget approved by City Council.
- vii. A budget balance report every two months.

Section F. Meeting Decorum and External Contacts

- i. Meetings of the Advisory Group and its sub-committees shall be conducted under the guidance of Robert's Rules of Order.
- ii. Members of the Advisory Group shall direct all external inquiries regarding the work of the Advisory Group to the Solid Waste Management Division (attention: Lawson Oates, 416-392-9744).

Appendix “A”

List of Members – New and Emerging Technologies, Policies and Practices, Advisory Group

Citizen Members:

Peter Beisswenger	Karen Buck
Carman Chisamore	Elaine Lepage
Joy McIntosh	Lyle Scott
Steven Zhang	

Expert Members:

Glenda Gies	Dr. Philip Byer
Dr. Craig Simpson	Dr. Francis H Chang

Voting Members:

Carol Buss (TABIA)	Brad Butt (GTAA)
Rob Cook (OWMA)	

Councillors:

Bas Balkissoon	Frank Di Giorgio
Brad Duguid	Jane Pitfield (replacing Betty Disero)

Official Observers

Adam Ciulini (MOE)	Mieke Foster (TDSB)
David Hewitt (CUPE 416)	Mahesh Patel (MOH)
Geoff Rathbone (City of Toronto)	