



Hamilton

## **TERMS OF REFERENCE**

### **Waste Management Advisory Committee**

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#### **1. INTRODUCTION**

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

Waste Management Advisory Committee (WMAC)

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

To assist the City of Hamilton with the development and implementation of the 2012 Solid Waste Management Master Plan.

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

The mandate of the Waste Management Advisory Committee shall be to:

- a) give overall guidance and direction during the preparation of the City's long-term Solid Waste Management Master Plan; and
- b) advise Council through the Public Works Committee of the study progress and to receive feedback, advice and direction, as appropriate.

##### **1.4 Accountability**

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

#### **2. COMMITTEE STRUCTURE**

##### **2.1 Membership**

The Waste Management Advisory Committee shall be comprised four (4) members, as follows:

- a) Up to three members of City Council;
- b) Two citizen members

##### **2.2 Attendance and Vacancies**

If a member is absent for three (3) meetings in a calendar year without approval from the WMAC, 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.

### **2.4 Representation**

Quorum shall be 50% plus one, of the appointed Committee membership.

## **3. SUPPORT SERVICES**

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

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

## **4. MEETINGS**

**4.1** The Waste Management Advisory Committee shall meet quarterly or at the call of the chair.