

**THE CORPORATION OF THE TOWN OF COCHRANE
LANDFILL SITE
SITE LIAISON COMMITTEE**

Terms of Reference

1. INTRODUCTION

The Town of Cochrane will establish and maintain a Landfill Site Liaison Committee (SLC) to deal with matters, issues and concerns relating to the development, operation and monitoring of the landfill site for the Town of Cochrane located on Lots 8 and 9, Concession 3, Fournier Township. The Site Liaison Committee is expected to function throughout the operating life of the landfill site. The Terms of Reference related to the Site Liaison Committee are as follows:

2. PURPOSE

The purpose of the SLC shall be to review and make comment on any activities associated with the new Town of Cochrane Landfill Site, and shall include, but not necessarily be limited to, the following:

- (a) Detailed site investigations to assist in the development of conceptual design for the landfill sufficient to obtain *Environmental Protection Act* (EPA) approval.
- (b) Input to the landfill Operations and Development Plan outlining the operational procedures for the landfill.
- (c) Input to the development of the water quality monitoring program.
- (d) Ensure that the surrounding community is informed of the landfill development and its day-to-day operations.
- (e) Compliance with EAA/EPA Conditions of Approval.
- (f) Annual water quality monitoring results and report.
- (g) Complaints received and mitigation action taken.
- (h) Annual operations reports and MOEE inspections.
- (i) Development and implementation of End Use Plan.
- (j) Development and implementation of Closure and Long-Term Monitoring Plans.
- (k) Promote waste diversion to conserve the landfill disposal capacity.

3. MEMBERSHIP

3.1 The Site Liaison Committee will include voting and non-voting members. Such appointments shall be made by Council. The following Committee members will form part of the Committee and hold one vote each:

- 2 representatives from Council,
- 2 representatives from the Fournier Township (with alternates),
- 2 representatives from at large which includes, Cochrane, Glackmeyer, the Unorganized Townships of Lamarche, Hanna, Fournier and surrounding Unorganized Townships.
- 1 representative from the Fournier Local Roads Board
- Plus any necessary resource person

3.2 Non-voting members that are requested to attend Committee meetings from time to time, as information resources for the Committee, will include: the Town's Chief Administrative Officer or alternate and the Director of Operations or alternate; the Director of Engineering/Water and Sewer or alternate; a representative from the District Office of the Ministry of Environment; and consultant representatives.

3.3 The Town may appoint a member from the Public-at-Large and/or a representative from the Ministry of Natural Resources to be non-voting members of the Site Liaison Committee.

3.4 The seat of a member of the Committee becomes vacant if the member is absent from the meeting of the Committee for three successive meetings without prior authorization by a resolution of the Committee entered upon its minutes.

4. PROCEDURE

4.1 A Chairperson and one Vice-Chairperson will be appointed by the Site Liaison Committee at the first meeting of each year. It shall be the duty of the SLC Chair to:

- (a) open meetings by taking the chair and calling the members to order;
- (b) announce the business before the Committee in the order in which it is to be acted upon;
- (c) receive and submit, in proper manner, all motions presented by members;
- (d) decline to put to a vote any motions that would be ultra vires to the jurisdiction or authority of the Committee;
- (e) enforce at all times the observance of order and decorum of the members;
- (f) call by name any member persisting in breach of the rules of order of the Committee, thereby ordering such member to vacate the meeting;

- (g) order any person or persons in attendance at a meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting; and to order such person or persons to vacate the meeting when such behaviour persists;
- (h) authenticate by signature all motions, resolutions and minutes of the Committee;
- (i) inform the Committee on a point of order or usage thereof when necessary or when requested for that purpose;
- (j) adjourn a meeting without question in the case of grave disorder arising at such meeting.

4.2 All meetings of the SLC shall be open to the public.

4.3 A minimum of two (2) meetings will be held each year with the date and location to be determined at the previous SLC meeting.

4.4 A quorum shall be 50% of the members.

4.5 Only voting members will be allowed to vote on matters before the SLC requiring a vote. All resolutions or recommendations will be forwarded to Town Council.

4.6 An agenda and notice of meeting will be prepared, and distributed by the Town of Cochrane's Chief Administrative Officer in advance of the meeting.

4.7 Meeting notes will be recorded and distributed by the Chief Administrative Officer.

4.8 The Town shall make available its own technical staff or consultants to the SLC, as necessary:

- (a) to explain the reports to be reviewed by the Committee;
- (b) to answer any enquiries raised by the Committee in response to its review of the reports;
- (c) to explain and answer questions on the actions taken with respect to any complaints received regarding the site operations;
- (d) to explain and answer questions on any aspect of site operations raised by a member of the Committee.