



Prepared: December 1991
Revised: February 1992
Revised and Submitted to MECP: March 10, 1992
Approved: April 23, 1992
Third Revision: May 2025

WATERLOO REGION LANDFILL LIAISON COMMITTEE

TERMS OF REFERENCE

General

In accordance with Condition 3 of the Environmental Assessment (EA) Approval for the Waterloo Landfill Site Expansion, the Regional Municipality of Waterloo (Region) has established the following Terms of Reference related to the function of the Waterloo Region Landfill Liaison Committee (WRLLC).

The original Terms of Reference, dated March 10, 1992, was approved by the Regional Director of the Ministry of Environment on April 23, 1992. The Terms of Reference were revised in April 2002. The following Terms of Reference was updated to reflect the current WRLLC and will be reviewed as required to ensure that topics remain relevant to the WRLLC.

Background

The Region was formed on January 1, 1973. At that time, the operation of solid waste disposal facilities became the responsibility of the Region. In 2000, waste collection services were consolidated at the Regional level from the lower tier municipality level. The Region is currently responsible for the disposal of the Region's residential waste and for implementing waste diversion programs. The Region operates the Waterloo Waste Management Site (Site) in accordance with several approvals, permits, and applicable regulations.

Waterloo Region Landfill Liaison Committee Function

The primary function of the WRLLC is to provide regular communication between the Region, local residents, and the Ministry of the Environment, Conservation and Parks (MECP) on the current and planned operation and development of the Site. By meeting on a regular basis and offering an annual Site tour, the Region can convey development plans and update how nuisance issues related to operations are being addressed. The Region has an Environmental Management System (EMS) and adopts a continuous improvement approach to the design, development, and operation of the Site with a goal to reduce impacts of the landfill on nearby residents. In addition, the Region strives to respond to communications in a timely fashion.

The WRLLC can provide comments and recommendations for consideration by Region staff on landfill impacts experienced by nearby residents and businesses. The Region allocates sufficient annual budget to retain a consultant, or subject matter expert, to provide input and assistance on behalf of the WRLLC pertaining to the review of environmental compliance programs and reports. Region staff will consider

and report back to the WRLLC on the applicability of implementing recommendations.

Waterloo Region Landfill Liaison Committee Structure

The WRLLC shall be comprised of representatives from the Region, the MECP, and interested members of the public including one or more neighbours of the landfill site. There is no formal selection process for this WRLLC as all interested parties are welcome.

For the purpose of distributing copies of meeting minutes or other WRLLC related correspondence, the following will be considered as permanent members of the WRLLC:

- Commissioner, Engineering and Environmental Services (Region);
- Director of Waste Management (WM; Region);
- Manager, Engineering and Infrastructure, WM (Region);
- Environmental Engineer (Region);
- WM Operations Manager (Region);
- District Manager, MECP;
- Residents or businesses adjacent to the landfill site;
- Residents or businesses included in the Region's private well sampling program; and
- Interested members of the public who indicate they wish to be considered as permanent members by specifically requesting copies of minutes and correspondence.

The Manager of Engineering and Infrastructure, WM or the Environmental Engineer will be present at each meeting. Members of Regional Council are welcome to attend as well.

Meeting Time/Location

Meetings of the WRLLC will be held at a minimum semi-annually at the WM Administration Building, 925 Erb Street West, Waterloo. Meetings will be scheduled for 7:00 p.m. on the first Tuesday of the month in May and November. In addition, a separate meeting will be held in the month of August to provide an annual Site tour. On an annual basis the meeting frequency will be reviewed with the WRLLC.

Additional meetings may be scheduled to address topics requested by the WRLLC. The request for an unscheduled meeting must be received by the Region at least three weeks before the meeting date to allow for notification and preparation of meeting material.

Following the first WRLLC meeting and during the WRLLC's existence, newspaper and digital advertisements notifying residents of the WRLLC meetings will be run in active local papers and via the Region's website and social media channels at least one week in advance.

Meeting Format

Region staff shall prepare agendas, record minutes, and chair the WRLLC meetings. All permanent members of the WRLLC and the MECP District Manager shall receive copies of the minutes and an agenda for the next meeting (at least one week prior to the meetings) from Region staff. As a minimum, the following items of discussion shall appear on each agenda:

1. Review of Minutes of Last Meeting

2. Communications
 - Review written record of complaints (received by either the Region or the MECP since the last meeting)
 - Outline date and nature of responses by Region and MECP
3. Submittals from Local Residents
4. MECP Submittals
 - Summary of submittals since previous meeting
 - Submittals scheduled for next period
 - MECP comments received
5. Landfill Operations and Development Plans
 - Landfill operations update
 - Upcoming Planned Works
 - Update on environmental control system operations and environmental issues
 - Comments/suggestions
6. Private Well Water Sample Results
 - Discuss results
7. Landfill Studies and Construction
 - Studies completed or updated (as required)
 - Staff/consultant presentations (as required)
 - Future studies and capital construction projects
8. New Business

The Region's consultants will attend WRLLC meetings as required to present study findings to the WRLLC.

Minimizing Landfill Impacts

The Region's goal is to minimize impacts from the landfill in a timely fashion and to continuously improve the design and operations of the Site. As discussed under Committee Function, the WRLLC serves as a forum for open discussion between the residents and the Region regarding current and planned operations for the Site.

The WRLLC may present or propose measures to minimize landfill impacts at WRLLC meetings. Region staff will consider implementing the proposed measures or will evaluate implementing an alternative approach, as required. Region staff will discuss potential mitigation measures and progress at the next WRLLC meeting to keep the WRLLC informed of the next steps. In some circumstances, the Region may need to investigate or collect additional data before implementing the recommended mitigation measure.

At the conclusion of each meeting, questions or issues relating to minimizing landfill impacts that have not been answered or addressed will be recorded in the meeting minutes. The Region will respond in writing to recorded questions or inquiries after the meeting or at the next meeting, depending on the

urgency of the item.

The goal of the WRLLC is to resolve operational concerns from the Site by consensus and avoid arbitrary decision making on operating practices. However, should differences remain, compliance with the current Environmental Compliance Approvals or other permits, approvals and regulations, as determined by the MECP District Manager, shall form the basis for appropriate action.