

WMPLC – City of Ottawa

DRAFT- Meeting Minutes – Friday September 08/2023 – 7:30am

Teams Meeting: Review and Update on Committee

1. Attendance,	<u>Present:</u> Councilors Clarke Kelly (Chair), Allan Hubley, Glen Gower, Brett Byers for David Brown, Cathy Curry <u>City of Ottawa:</u> Jayne Coady Office of Clarke Kelly <u>Citizen/Business Reps:</u> Janet Mason, Greg Leblanc <u>Waste Management (WM)</u> Ross Wallace <u>Regrets:</u> Wayne French, Teams Meeting started at 7:30 am	Action Items
2. Chair welcome, and opening remarks	Good morning, everyone and thank you very much for attending our first PLC meeting for the 2022-2026 term of Ottawa City Council A reminder to all this meeting and the discussions within are confidential. Any questions can be directed either during or following this call to Councillors. The Website remains in tack to the community, the email contact list comes through via WM, included is the attachment for PLC Terms of Reference as read by the Chair. I am glad to have the opportunity to begin this process and think its important that we had this meeting with the expansion now well underway and new members of the committee as well as a new term of council it gives us an opportunity to ensure we all understand our roles on the PLC moving forward. I don't imagine that this meeting will take too long but there are some items which will need to be discussed today particularly the appointment of a secretary. So that is where I will start just by doing a quick overview of the Terms of reference for the PLC Most of you will know Wayne French who is unable to be here today unfortunately as I am sure he would have the answers to many of the questions have. We will also discuss housekeeping items such as secretary, meeting dates, email addresses and PLC website	Attachment of PLC Terms of Reference attached for review

3. Conflict of Interest	None	
4. <u>Ross Wallace</u> Expansion of Landfill	• Ross advised Wayne French is recovering from Heart Surgery and is hopeful to be back up and available by the send of September. • Ross presented a drone-based video showing the current progress condition of the landfill site and spoke of many details related to the expansion. Insert Link to Video	
5. PLC Member Comments	Greg Leblanc • What is the future of Laurysen Kitchens located at 2415 Carp Rd, Stittsville? Ross Wallace of WM confirmed, Laurysen Kitchens above mentioned property was purchased by WM. The Laurysen Group are reviewing potential of a new factory in Carleton Place and possible showroom on Merivale Road in Ottawa. The current Laurysen building now owned by WM has the potential of a maintenance or equipment area. Renovations are a required for future repurposing as related to the functional use of this building for WM. Janet Mason • What is a Cell in respect to the Landfill site? Ross Wallace of WM explained the purpose of the landfill cell as a landfill cell is a single, waste-holding unit within the larger landfill property. These cells are generally shaped as basins during excavation, with berms running along the sides to contain leachate and other liquids. Of course, these berms only offer containment and control when they're lined with an impermeable barrier. Landfills will contain multiple distinct cells to rotate the filling of each of them. In most high-volume facilities, cells are rotated and covered with a layer of soil to control odor and trash movement due to wind. No matter the pattern of use, separating the facility into distinct storage areas offers multiple benefits. General comments from Janet: A further WM tour is welcomed, with extended work and growth well water &	

	compensation may be a concern. Future recruitment is completed by Councillors, it is very important to engage with like minded people with environmental science, productive views and reasonable ideology.	
6. Councilor Comments	Councilor Gower • What is timeline to complete the Carp Road? Ross Wallace of WM replied that a meeting has been set up to converse with Bell, Rogers and Hydro who are not completely on the same page of conversation. Ditching & • When will expansion be open? Ross Wallace of WM commented the early summer of 2025 is the target, the project is currently three weeks ahead of schedule with the Tomlinson Contractors. Councillor Curry • How many acres of WM property are available for recreation space? And what sort of recreation options are we thinking about Ross Wallace of WM stated there are several possibilities for Mini plots, garden lots, walking trails, leash free lots, ski fields. The property being considered for recreations spaces are off Richardson Side Road, (William Moodie/Richardson area), Thus could come to fruition fairly quickly but depends on the planning and funding. A probable 1-2 year period is likely. Councillor Hubley • Be careful on recruitment. It is important to find a variety of backgrounds, skills and viewpoints. In the past we have had people join simply to oppose any landfill activity in the area.	
7. Closing	Councillor Kelly • My office will work on finding a secretary (will speak with Wayne French when he returns to see if he has any	

	suggestions or someone internally at WM who may be able to handle this) • I will also work on communications around recruitment and hope to start recruiting new members from the public in late fall hopefully intime to have them for our next meeting in either December or January. • Ross Wallace WM, if anyone has any questions regarding the WM site, please feel free to reach out to me a rwallac3@wm.com • Future meetings will be Quarterly; if there is nothing to report a cancellation will be provided. Thank you to all for your time and presence at this meeting.	
8. Adjourned 8:30 am		

Carp Road Landfill Expansion
West Carleton Environmental Centre – Public Liaison Committee
Terms of Reference
Effective Date: 25 August 2014

1. Background

Waste Management (the company) has proposed a new, integrated multi-purpose waste management facility, the West Carleton Environmental Centre (WCEC) to serve the City of Ottawa and the surrounding communities. The WCEC is a landfill expansion adjacent to the existing, closed landfill at 2301 Carp Road. It will focus on waste diversion, redirecting as much waste as possible away from disposal to reuse and recycling for purposes. It will also include additional lands set aside for community recreational purposes and wildlife habitat as well as a state-of-the-art, environmentally engineered landfill for the disposal of residual waste while generating clean renewable energy.

In its Notice of Approval to Proceed dated 5 September 2013, the Ontario Ministry of the Environment (MOE) set out a number of conditions for approval that Waste Management must meet. One condition is the establishment of a Community Liaison Committee. There is an existing Carp Landfill Community Liaison Committee, but it will continue to function in its current capacity with a focus on the closed Carp Road Landfill located on the south part of the WCEC site.

A new WCEC Public Liaison Committee (PLC) has been created to address the landfill expansion site. This document sets out the Terms of Reference for the PLC (committee).

2. Role of the Committee

The PLC provides input and guidance, and makes recommendations for all aspects of the landfill expansion project during both development and ongoing operation including:

- ☑ open and transparent dialogue between the community and the company;
- ☑ fair compensation and treatment of the community by the company;
- ☑ recycling and organic plans;
- ☑ operations of the site;
- ☑ use of buffer lands; and
- ☑ recycling and organic operations as expansion of the site matures.

The PLC has no formal authority or powers over the design or operations of the WCEC. 2

The PLC operates in a collegial and respectful manner such that all reasonable viewpoints are considered and all efforts are made to come to consensus agreement to the satisfaction and mutual benefit of all stakeholders.

3. Members

The PLC has 12 voting members:

- ☑ two members from Waste Management;
- ☑ five City of Ottawa councillors from the following wards:
 - West Carleton-March
 - Stittsville
 - Kanata North
 - Kanata South
 - Rideau-Goulbourn
- ☑ three members of the public from the surrounding community;
- ☑ two members of the local business community.

A non-voting secretary also attends in order to take minutes.

A non-voting representative from the MOE may attend as may City staff.

Members may not appoint an alternate to attend the meeting on their behalf.

In the event that a public or business representative resigns or is unable to continue, the PLC will draw from the previously identified list of alternates.

4. Roles and Responsibilities

The Chair of the PLC is the councillor from West Carleton-March.

The Chair has the following responsibilities:

- ☑ providing leadership to the PLC;
- ☑ setting meeting agendas, with input from PLC members;
- ☑ calling for and conducting meetings;
- ☑ ensuring that the outcomes, decisions, and actions of meetings are properly noted;
- ☑ appointing a Secretary; and
- ☑ acting as the primary media spokesperson for the PLC.

The PLC will appoint a new Chair if the councillor from West-Carleton March is unable to carry out the position's duties. If the councillor is unable to attend a meeting, the PLC will appoint a temporary Chair to conduct the meeting.

The Secretary has the following responsibilities:

- ☐ coordinating multiple meeting dates with members to maximize attendance, preferably three months in advance;
- ☐ distributing the agenda to the PLC members at least one week in advance of the meeting;
- ☐ recording the outcomes, decisions, and actions of the meeting in minutes;
- ☐ distributing the draft minutes to the PLC members for review;
- ☐ receiving comments on the minutes and making necessary adjustments;
- ☐ distributing the revised minutes to the PLC members at least one week in advance of the next meeting;
- ☐ amending the minutes as approved by the PLC if required; and
- ☐ ensuring the minutes are posted to the web site.

All PLC members have the following responsibilities:

- ☐ treating sensitive and proprietary information with appropriate discretion;
- ☐ soliciting community input and bringing this information to the PLC;
- ☐ ensuring, through the PLC, that community concerns are addressed and that the community is kept informed; and
- ☐ making diligent effort to attend all meetings.

5. Operation and Logistics

The PLC meets monthly, or otherwise as determined by its members. The Chair can call a meeting on short notice if required.

Waste Management provides:

- ☐ the location for the PLC meetings;
- ☐ a web site for the PLC and web site administration support;
- ☐ email addresses for the PLC members; and
- ☐ other administrative support as required.

The PLC web site is used to:

- ☐ post approved minutes from the meetings;
- ☐ post information for the public as determined by the PLC;
- ☐ receive and reply to comments from the public.

6. Quorums and Approvals

Seven voting members must be present in person or via teleconference to constitute a quorum.

Robert's Rules of Order are used to run the meeting and to conduct votes on matters before the PLC.

7. Communications

The PLC must approve all public statements and formal communications prior to their release.

Members who speak to the community must ensure that the views and information shared are that which reflects the consensus view of the PLC.

Communication about the WCEC is the sole responsibility of Waste Management.

8. Amendments to the PLC Terms of Reference

The PLC will review and amend this document as required. Such amendment will be put to a vote and requires unanimous agreement by all members