

**City of Winnipeg Water and Waste Department  
Brady Road Resource Management Facility Community Liaison Committee**

**Terms of Reference**

**1. Introduction**

The terms of reference are intended to provide pragmatic guidelines for the Committee. These terms of reference are not exhaustive; the Committee may encounter circumstances not covered in this document. In these instances, the Committee members are encouraged to consult with the City of Winnipeg Committee representative and the meeting facilitator as to how best to address such circumstances.

**2. Background**

The City of Winnipeg, per the Environmental Licence issued by the Province of Manitoba for the construction and operation of a Class 1 Waste Disposal Ground and Resource Management Facility (to be known as the Brady Road Resource Management Facility) will establish a Community Liaison Committee.

The Brady Road Resource Management Facility:

- Opened in 1973 as the Brady Road Landfill
- Is Manitoba's largest landfill at approximately 790 hectares
- Was renamed in 2013 to reflect the shift in focus from mostly garbage disposal to beneficial reuse of as much material as possible
- Was granted an Environmental Licence by Manitoba Conservation and Water Stewardship on April 23, 2014

**3. Roles & responsibilities**

**a) Committee Members (per Environment Act Licence No. 3081 R)**

The role of Committee members is to invest time and energy in learning about the Brady Road Resource Management Facility, actively participate in meetings and work constructively and collaboratively with Committee members to achieve the Committee purpose. This is a voluntary position.

The Committee shall meet as required by planning, construction and operational activities, but not less frequently than twice a year for the first five years. The first meeting shall occur within six months of the issuance of this Licence.

The Committee shall provide advice to the Licencee and the Director respecting the following:

1. The development of the landscaping plan required in Licence Clause 21.
2. The extent and frequency of noise and odour monitoring required in Licence Clause 41.
3. Measures to mitigate the impact of construction activities on the local environment.
4. Measures to mitigate the impact of operation activities on the local environment.

#### **b) Role of City of Winnipeg Water and Waste Department**

City of Winnipeg representatives will work with the Community Liaison Committee in order to contribute background, context and subject matter expertise, explain operation and construction activities at the Brady Road Resource Management Facility, and arrange for Committee supports in order to help members achieve the Committee purpose.

Responsibilities of City of Winnipeg representatives are:

- Prepare and provide presentation materials for review and discussion
- Chair, or designate a chair or facilitator for the Committee
- Notify Manitoba Conservation and Water Stewardship and Committee members, 14 days prior, of the time and location of meetings
- Arrange for meeting scheduling and logistics
- Incorporate the Committee's input into decision-making
- Be responsive to concerns and questions but will not ask Community Liaison Committee to formally approve or disapprove any actions
- Record and submit meeting minutes to an Environment Officer and Committee members within 60 days of a meeting

#### **c) Role of meeting facilitator**

The meeting facilitator will support the work of the Community Liaison Committee through focused meeting facilitation.

Responsibilities of the meeting facilitator are:

- Facilitate Community Liaison Committee meetings
- Enforce norms and ground rules developed by the Committee and project team members and facilitate respectful and productive meetings and group dialogue

#### **d) Provisions for guests, observers**

From time to time, the project team may request the participation of additional guest specialists, experts or consultants to contribute additional knowledge or technical insight to the Committee's deliberation and discussion.

#### **4. Composition and Structure of the Committee (per Environment Act Licence No. 3081 R)**

The Committee shall consist of the following representatives at a minimum:

- City of Winnipeg, Water and Waste Division, Chair
- Rural Municipality of Macdonald
- Rural Municipality of Ritchot
- LADCO representative
- Citizen Representatives – 1 appointed by each Rural Municipality that participates and 3 appointed by the City of Winnipeg
- Manitoba Conservation and Water Stewardship

Committee membership is fixed. Committee members will be directly involved in meeting discussions. Although an alternate may attend meetings in instances where a primary Committee member cannot attend, it is desirable that the most consistent involvement possible is maintained.

Primary and alternate members will receive meeting notes, materials and agendas. Presentation materials shared at Community Liaison Committee meetings may also be posted for public review on the City's project web page.

#### **5. Level of Impact- Involve**

The International Association of Public Participation (IAP2) provides a Spectrum for Participation that we reference to help establish a common understanding of the level of impact the Community Liaison Committee has in decision making related to the biosolids master plan. This stakeholder advisory process is at the **"Involve"** level on the spectrum:

**Stakeholder engagement goal:** To work directly with stakeholders to ensure that stakeholder concerns and aspirations are consistently understood and considered.

**Promise to Stakeholders:** We will work with you to ensure that your concerns and aspirations are reflected in the plans and mitigation measures developed and provide feedback on how your input influenced the decision.

#### **6. Committee Influence and Consensus**

Committee members' influence includes contributing input for consideration by the City of Winnipeg in their decision-making. No votes will be held to determine the group's position on issues or recommendations to the City of Winnipeg.

Where consensus exists, it will be noted. Where it does not exist, minority opinions will be considered to have merit and will be noted. In the context of the Committee, consensus will be defined as "I will support the decision of the group."

Only Committee members will be involved in consensus discussions and decisions, and alternates only when primary member is not present. Decisions may be requested and made on Committee meeting arrangements.

## **7. Conflict of Interest**

All Committee members, primary and alternates are required to disclose any conflict of interest in writing to the City of Winnipeg Committee representative.