MEETING  
W12A Landfill Site Public Liaison Committee (PLC) Meeting #46

DATE  
Thursday February 15, 2018

LOCATION  
3438 Manning Dr, Manning Drive Material Recovery Facility  
Education/Training Room

TIME  
6:00 pm – 8:00 pm

MEMBERS PRESENT  
Marie Ross, Committee Chair  
Bob Ross  
Steve Rimbault  
Sue Morrison  
Eugene Morrison  
Joanne Miklos-Denlseger  
John Mackay  
Jack Sifton  
Greg Sheil  
E Bainard (Local Area Resident)

OTHERS PRESENT  
City of London (City)  
Michael Losee, Division Manager – Solid Waste Management  
Wesley Abbott, Project Manager – Solid Waste Management  
John Whitworth – Manager of Operations  
Jessica Morris – Solid Waste Planning Coordinator  
Wayne Zheng – Landfill Monitoring technician

MOECC  
Pawel Kucharski

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DISCUSSION</th>
<th>ACTION ITEM</th>
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<tbody>
<tr>
<td>1.</td>
<td>APPROVAL OF PREVIOUS MINUTES</td>
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</table>
Marie Ross was not in attendance of the meeting at the start time of 6:10pm. The group decided to move forward with the meeting in an informal manor, leaving the approval of the previous minutes to the next meeting. Mike Losee took on the role of acting Chair and will move the meeting forward. | 

| 2.   | RESIDUAL WASTE DISPOSAL STRATEGY AND RESOURCE RECOVERY STRATEGY (WRITTEN UPDATE) | 
Wes Abbott reviewed the written update provided to the PLC members before the meeting. Noting that the Draft Proposed Terms of Reference is a 120-150 page document plus appendices.  
Jack Sifton asked if there was any further discussion with Orgaworld. Mike responded that part of the 60% diversion |
action plan would include evaluating an organics management program (e.g. green bin program or a mixed waste processing program). Orgaworld is one of the local organic waste processing service providers that may be able to provide organic waste processing services to the City. However at this time not enough details are known about the type of organics management program the City would implement and any procurement of organic waste processing services should they be required would be conducted in accordance with the City's Procurement of Goods and Service Policy.

Eugene Morrison inquired if an organics program is required to get to 60% diversion. City staff responded that some type of organics management program will be required for the City to achieve a 60% diversion rate. Currently having an organics management program (i.e. kitchen organics etc.) is a voluntary undertaking by Municipal governments in Ontario that are responsible for providing waste management services. Blue Box recycling and Leaf & Yard waste management programs however are a legislative requirement for municipalities of a certain size in Ontario. Currently the Ministry of Environment and Climate Change (MOECC) is conducting consultation with stakeholders on a Provincial Policy Statement that would require Municipalities of a certain size and population density to have an organics management program. The Policy Statement as circulated also provides requirements for IC&I sectors and multi-family buildings.

Eugene Morrison mentioned that IC&I is almost 50% of the waste in the City and if they don’t participate the diversion rate will be closer to 30%. City staff agree IC&I sources represent a significant amount of the waste stream in the City and are an opportunity to achieve significant gains in waste reduction and resource recovery.

Mike Losee explained that the 60% diversion target was recommended to and approved by Council. It is comparable with other municipalities.

3. LANDFILL OPERATIONAL UPDATE (VERBAL)

John Witworth gave a verbal landfill operational update. The bird program concluded at the end of December and was successful in reducing the amount of birds that were previously observed at the site. The City is currently reviewing the results of the program and considering what a permanent program if implemented should include (continuous, seasonally etc.).
In two weeks the Household Special Waste entrance will be open 6 days a week as the City has increased staffing.

There has been an upgrade to the onsite grass cutting program which is expected to enhance tick management during spring, summer and fall.

Discussion ensued regarding odours from Orgaworld and the landfill. Wes noted that with an organics diversion plan, less organics would be sent to the landfill and the potential for odour from the landfill would likely be reduced. Pawel Kucharski (MOECC) mentioned that Orgaworld operates under different requirements than the landfill that’s why there are different odour mitigation standards.

E. Bainard asks if the bird program did anything for the vultures. City staff responded, that the bird management program was predominantly intended for the sea gulls and was confined to W12A site boundary. Discussion ensued regarding what the available options to manage vulture populations are. Joanne Miklos Denlseger suggests people take photos of the damage from the birds. Concerns regarding the irreplaceability of older trees were raised.

4. CAPITAL PROJECTS UPDATE (VERBAL)

Mike Losee gave a verbal update on the capital projects. A new waste disposal cell within the approved footprint of W12A will be tendered and constructed this year which will include extending the existing access road. Soil will need to be removed for the construction of the new cell. The soil will be stored north of cell 10, South of Scotland and east of White Oaks.

The City is moving forward with the half Megawatt landfill gas power plant. A RFP will be issued.

John Mackay enquired into how long cell 8 will last. Mike responded that cell 8 is expected to last until mid-year 2019 with the currently observed waste volumes coming to W12A. Jack enquired into how long cell 7 lasted. Mike responded approximately 2 years.

Sue Morrison mentioned that there are more trucks using Wonderland Road now and recalled hearing from an elected official that Wonderland is not scheduled to be expanded for 10 years, and this may cause problems. Wes Abbott responded that Wonderland Rd lanes will be widened this year, and in 2028 the road will go from 2 lanes to 4 lanes. A general comment was made that the amount of truck traffic on
Wonderland is minimal compared to the amount of general traffic on Wellington Road. E. Barnard went to the Transit public meeting and commented that the shoulder will be paved and the ditches will be steep.

Jack Sifton enquired into the fill numbers of this past year, and what are the future projections. Mike Losee responded that the fill rate of 2017 was approximately 275 thousand tonnes. The future predictions are about the same. Jack mentioned that the values are up to the values that were seen 5 to 6 years ago.

Jack Sifton requested a report for capital reserve. Mike Losee agreed to provide an update on the capital funding details.

5. **MOECC REPORT (VERBAL)**

Pawel Kucharski gave a verbal updated from the Ministry of the Environment and Climate Change. One of the gravel pits to the north of W12A is currently not operating. The ammunition training exercises historically conducted in and around the gravel pit areas are not likely to continue.

6. **OPEN DISCUSSION – NEW BUSINESS**

Mike Losee provided a verbal update to the PLC that the Civic Works Committee is receiving a staff report discussing potential changes for Council’s consideration to the City’s current nuisance bylaw with respect to odours. The report is available on-line at the City’s website.

Jack Sifton requested an update on the Point of Source Water Treatment Program spending. City staff agreed to provide an update at the next PLC meeting.

Joanne Miklos-Denlseger suggested that reflectors at the intersections might be beneficial so people don’t just drive through at night. Wes Abbott suggested that the idea be added to the list of items to be considered when updating the Community Enhancement and Mitigative Measures Program.

Marie Ross asked for a copy of the current Community Enhancement and Mitigative Measures Program.

7. **CLOSING**

Meeting ended informally at approximately 7:55 pm.

<table>
<thead>
<tr>
<th>ACTION ITEM</th>
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<tr>
<td>Summary of Diversion Rates of Ontario Cities</td>
<td>City Staff</td>
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<tr>
<td>Capital Funding Details</td>
<td>City Staff</td>
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**W12A Landfill: Public Liaison Committee, Meeting #46**  
Thursday, February 15, 2018

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<tr>
<th>DOCUMENTS DISTRIBUTED BEFORE MEETING</th>
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<tr>
<td>- Minutes of Meeting #45, Thursday, December 12, 2017</td>
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<tr>
<td>- Meeting #46 W12A Landfill Public Liaison Committee Agenda</td>
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Minutes of Meeting
W12A Landfill Public Liaison Committee Meeting #47
3438 Manning Dr, Manning Drive Material Recovery Facility
Thursday April 19, 2018

MEETING W12A Landfill Site Public Liaison Committee (PLC) Meeting #47
DATE Thursday April 19, 2018
LOCATION 3438 Manning Dr, Manning Drive Material Recovery Facility
Education/Training Room
TIME 6:00 pm – 8:00 pm

MEMBERS Marie Ross, Committee Chair
PRESENT Bob Ross
Steve Rimbault
Sue Morrison
Eugene Morrison
Joanne Miklos-Denlseger
Jack Sifton
Greg Sheil
Elaine Bainard (Local Area Resident)

OTHERS City of London (City)
PRESENT Michael Losee, Division Manager – Solid Waste Management
John Whitworth – Manager of Operations
André Joseph, Manager – Solid Waste Engineering & Planning
Wayne Zheng – Landfill Monitoring Technician
Ministry of Environment and Climate Change (MOECC)
Pawel Kucharski, Senior Environmental Officer

ITEM DISCUSSION ACTION ITEM

1. APPROVAL OF PREVIOUS MINUTES

Meeting called to order at approximately 6:05pm

A question was raised on the significance of changing the name to Ministry of Environment and Climate Change (MOECC). Discussion ensued regarding the extended responsibilities of MOECC. City Staff also noted that both municipal and industrial landfills are subject to the same regulations that are enforced by the MOECC, and that it is mandatory for all landfill sites of a certain size in Ontario to have landfill gas collection and flaring systems since June 2016.

A question was raised regarding the difference between landfill sites and sites like Orgaworld with respect to odour emissions control requirements. Pawel responded that the emission control mechanisms are different between a single source (e.g. Orgaworld) and open operating conditions (landfills).

Motioned by Joanne Miklos-Denlseger, seconded by Sue Morrison that the minutes of the December 7th, 2017 PLC
Meeting #45 be adopted.

Motion Carried.

Motioned by Joanne Miklos-Denlseger, seconded by Sue Morrison that the minutes of the February 15, 2018 PLC Meeting #46 be adopted.

Motion Carried.

2. FOLLOW-UP ON ACTION ITEMS FROM PREVIOUS MINUTES

i) City Staff provided a summary of diversion rates of various Ontario municipalities. City Staff noted that the inputs used to calculate and what is interpreted as appropriate input factors can vary based on interpretations among different municipalities. Discussion ensued regarding the waste diversion rates from the Industrial Commercial & Institutional sector in Ontario. City Staff noted that the overall diversion rate for all sectors in Ontario is approximately 25%.

A question was raised regarding the variability of waste diversion rates between industries. City Staff noted that waste diversion initiatives and results vary significantly between industries.

A question was raised regarding the variability in the overall cost per household for waste diversion programs between municipalities in the summary that was provided (i.e. why do some programs (as reported) that have additional services such as Green Bin, appear to cost less than those programs that do not?). City Staff re-iterated that there is variability of the inputs and appropriate input factors as interpreted by differing Municipalities (as noted above).

ii) City staff presented Capital Funding Details of the Sanitary Landfill Reserve Fund. City staff provided a general overview of how contributions to the reserve fund are made. Discussion ensued regarding the availability of reserved funds and their usage.

City staff provided an update of the balance in the Community Enhancement and Mitigative Measures Fund, and noted that the contribution to the fund that is made each year is indexed to inflation as per the program.

iii) City Staff presented a summary of the Point of Source Water Treatment Program spending to date (date of
A question was raised regarding the eligibility of newly built houses to participate in the current program. City Staff responded that new builds would be eligible as long as they meet the criteria of the existing program.

Discussion ensued regarding an inquiry brought forward by the PLC chair from a resident on Westminster Rd about potential funding eligibility of a new well installation due to the "untreatable" water from a pre-existing well. The outcome of the discussion will be delivered to the resident in a written copy by the PLC chair, which will also be present to the PLC members at the next meeting. City staff reminded the PLC that any changes to the existing program would require City Council approval.

iv) City Staff provided the PLC a copy of the current Community Enhancement & Mitigative Measures Program. Discussion ensued regarding modification of the current program with respect to the potential of an expanded landfill site. City Staff recommended the PLC bring forward to City Council a list of potential changes/modifications to the existing program at an appropriate time in the EA process (i.e. once more details of what a potential expanded site might look like).

III. RESIDUAL WASTE DISPOSAL STRATEGY AND RESOURCE RECOVERY STRATEGY (WRITTEN UPDATE)

City Staff provided Residual Waste Disposal Strategy and Resource Recovery Strategy Update #3.

IV. LANDFILL OPERATIONAL UPDATE (VERBAL)

Site litter clean-up is ongoing and will continue for another 1-1.5 weeks, including main roads around landfill site.

City staff noted that the current number of commercial customers using the site is expected to remain the same for the remainder of 2018.

City Staff inquired with the PLC committee as to whether they
were satisfied with the existing level of onsite bird control management practices (i.e. rather than a permanent program if onsite populations become excessive bird control measures are implemented to address populations on a case by case basis). The PLC did not recommend any changes to the existing onsite bird control management practices.

A question was raised regarding the cost of the last round of bird control activities, City staff noted that cost was about $15,000.

Discussion ensued regarding the potential for birds such as turkey vultures to spread and carry disease and what measures can be taken to control populations of turkey vultures.

It was requested that City staff report back at a future meeting with a research summary outlining what methods can be employed to manage turkey vulture populations.

5. CAPITAL PROJECTS UPDATE (VERBAL)

The tender for the landfill Cell 9 construction project was closed and is in the process of being awarded to the low bidder by Council. Construction is expected to begin in June. City staff mentioned that soil excavated from Cell 9 will be transported and temporarily stored outside the fence in the north side of the landfill during construction.

City Staff noted that there will be increased truck traffic to and from the landfill during construction of Cell 9.

An update on the status of the 500 KW power plant and renewable energy approval for the facility was provided.

City staff informed the PLC that the City planned on submitting an application to the Union Gas Request for Proposals to supply renewable natural gas. Discussion ensued regarding this potential project and how renewable natural gas is produced from landfill gas.

6. MOECC REPORT (VERBAL)

The MOECC notified the PLC that there had been barrels illegally dumped in surface drains in the area, and that some of the contents of the barrels had been spilled into the drains. Discussion ensued regarding the general site investigation and remediation process for spills like this, and other spills that had previously occurred.
The MOECC notified the PLC that an inspection of the waste haulers using the landfill site was completed a few months ago and will continually be monitored.

7. **OPEN DISCUSSION – NEW BUSINESS**

A question was raised regarding the truck traffic speeds on surrounding roads. City staff responded that the speed of each City truck is tracked with a GPS system.

A request was made for an updated property acquisition summary including the properties purchased by the City in last 2 years and currently under acquisition process.

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7. **OPEN DISCUSSION – NEW BUSINESS**

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A request was made for an updated property acquisition summary including the properties purchased by the City in last 2 years and currently under acquisition process.

8. **CLOSING**

Meeting ended at approximately 8:10 pm.

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**ACTION ITEM**

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<th>ACTION REQUIRED</th>
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<tr>
<td>Notice of Remaining Spots for Point of Source Water Treatment Program</td>
<td>City Staff</td>
<td>City Staff</td>
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<tr>
<td>Summary of Recent Property Acquisition</td>
<td>City Staff</td>
<td>Marie Ross</td>
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<tr>
<td>Written Response to a Resident’s Inquiry</td>
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## Minutes of Meeting

**W12A Landfill Public Liaison Committee Meeting #48**

3438 Manning Dr, Manning Drive Material Recovery Facility

Thursday June 21, 2018

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<tr>
<th>MEETING</th>
<th>W12A Landfill Site Public Liaison Committee (PLC) Meeting #48</th>
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<tbody>
<tr>
<td>DATE</td>
<td>Thursday June 21, 2018</td>
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<tr>
<td>LOCATION</td>
<td>3438 Manning Dr, Manning Drive Material Recovery Facility Education/Training Room</td>
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<tr>
<td>TIME</td>
<td>6:00 pm – 8:00 pm</td>
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<td>MEMBERS PRESENT</td>
<td>Marie Ross, Committee Chair</td>
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<td>Bob Ross</td>
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<td>Eugene Morrison</td>
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<td>Jack Sifton</td>
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<td>Douglas Macpherson</td>
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<td>Elaine Bainard (Local Area Resident)</td>
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<td>OTHERS PRESENT</td>
<td>City of London (City)</td>
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<td>Michael Losee, Division Manager – Solid Waste Management</td>
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<td>Wesley Abbott, Project Manager – Solid Waste Management</td>
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<td>John Whitworth – Manager of Operations</td>
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<td>Wayne Zheng – Landfill Monitoring Technician</td>
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<td>Ministry of Environment and Climate Change (MOECC)</td>
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<td>Pawel Kucharski, Senior Environmental Officer</td>
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### ITEM DISCUSSION ACTION ITEM

1. **APPROVAL OF PREVIOUS MINUTES**

   Meeting called to order at approximately 6:05pm

   Motioned by Jack Sifton, seconded by Bob Ross that the minutes of the April 19, 2018 PLC Meeting #47 be adopted.

   Motion Carried.

2. **FOLLOW-UP ON ACTION ITEMS FROM PREVIOUS MINUTES**

   i) Point of Source Water Treatment Program (POSWTP) - City staff noted that the total amount already spent and being held for claims in progress was 118K and 48K, respectively, leaving a remaining amount of 7k for one more prospective applicant. PLC chair inquired with committee as to whether they would like to make a request to Committee and Council to extend current program with extra funding input or close it when it reaches current allowance. Discussion ensued regarding City Staff to follow-up with Water Engineering regarding potential Water Depot
potential programs to benefit community, e.g. setting up water depot at particular location for community. City Staff to confirm with Water Engineering division with regard to whether such a program could be supported and if there are potential operational or safe drinking water issues with a water depot as discussed.

Discussion ensued regarding potential measures to enhance runoff control (e.g. tree planting, retention ponds, and/or wetland) in the properties within the vicinity of the landfill site in coordination with local conservation authorities.

A question was raised regarding the access route to transport excavated materials from the construction of waste disposal cell 9. City staff responded that only a small section of the fence and screening berm in the north side of the site will be removed to gain the access.

Discussion ensued regarding the maintenance and management of the properties around the landfill site. Jack Sifton presented pictures to show the current status of these properties. City staff noted that the City maintains and manages the properties that are owned by the City around the landfill many different ways and is dependent on the use of the property (e.g. farmland, farmland with residence, property with residence that is no longer practical to maintain). With respect to non-City owned properties, City staff noted that those properties are subject to the property standards by-law, noting that all properties within the City are subject to the by-law including those owned by the City. City staff also committed to provide the PLC members with a road tour to inspect the property conditions around the landfill and then develop potential short-term and potentially long-term actions for consideration.

Motioned by Jack Sifton, seconded by Eugene Morrison that an inspection of the properties within the vicinity of the landfill site be carried out.

Motion Carried.

A question was raised regarding former drinking water wells that are no longer used around the W12A landfill site. City staff responded that there are likely some former drinking water wells located on private property around the landfill site that have not been decommissioned as per MOECC regulations. It was noted that the abandoned wells located on the City-owned properties had been and

Follow-up tour with PLC members to inspect properties around the landfill site

Page 2 of 5
will be properly decommissioned if not yet.

ii) City staff presented a map showing the properties purchased by the City in the last two years.

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<tr>
<th>3. RESIDUAL WASTE DISPOSAL STRATEGY AND RESOURCE RECOVERY STRATEGY (VERBAL UPDATE)</th>
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<tr>
<td>The City received the comments on the Draft Terms of Reference (ToR) due on the date of June 8 from the MOECC on June 20. The City will respond and address comments accordingly before it is submitted formally in the fall.</td>
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<tr>
<td>City Staff to provide an update on the 60% Waste Diversion Action Plan next meeting</td>
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<tr>
<td>The Draft 60% Waste Diversion Action Plan will be presented to the Waste Management Work Group (WMWG) by June for review and comment.</td>
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<th>4. LANDFILL OPERATIONAL UPDATE (VERBAL)</th>
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<td>Increased truck traffic can be expected during certain periods of construction of waste disposal cell 9. Construction is expected to start in approximately two weeks (from the date of this meeting). City staff updated the PLC that an archeological study was currently taking place in the west boundary of the landfill site.</td>
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<td>City staff noted that landfill operations intends to upgrade the existing lawn mower to better manage flatter areas.</td>
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<td>A question was raised regarding the management of the grass along the screening berms of the landfill. City staff responded that there may be a rollover hazard associated with cutting the grass on the slopes of the screening berms. City staff noted that landfill operations intends to upgrade the existing lawn mower to better manage flatter areas.</td>
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<td>Discussion ensued regarding the management of the grassed and treed buffer areas of the landfill site in terms of the EA and ToR. City staff noted that the environmental assessment (EA) is in the planning stage, but specific landfill operations (e.g. bird control, litter control, grass control, etc.) is subject to the Environmental Protection Act (EPA).</td>
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<th>5. CAPITAL PROJECTS UPDATE (VERBAL)</th>
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<td>City Staff updated the committee that Andre Joseph had left the City for another position.</td>
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<td>The construction of cell 9 was scheduled to begin on June 25. The construction will continue through the October provided that no major delay occurs. The design work of the landfill gas</td>
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collection systems expansion will be carried out in the fall, subject to the final grade capping progress.

An update on the status of the 500 KW power plant and renewable energy approval for the facility was provided. The power plant will be moved forward to submission near the end of this year, while the renewable natural gas plant is unlikely to proceed due to the change of the provincial government. City staff noted that the power plant cannot move forward to construction stage without a notice to proceed upon the approval of renewable energy approval.

6. MOECC REPORT (VERBAL)

The MOECC updated that ongoing off-hours inspections take place around the landfill. A drone is currently employed for aerial inspections as well as other purposes.

Bob Ross reported that a deep hole was seen and a great amount of branches were stored in the property located at Scotland Dr. and White Oak Rd. Pawel Kucharski will look into this matter.

A question was raised regarding the potential health risks associated with the gas emission during flare startups and shutdowns. City staff noted that the flare itself is equipped with automatic controllers to manage the operational conditions (e.g. temperature and flow rate). The City has an operation contract with Comcor that is required to be present and maintain the flare within 24 hours of shutdowns. Both City staff and the MOECC clarified that no health risks are posed from partially combusted biogas emitted from the flare during such events. City staff also pointed out that no smoke will likely be generated since the internal lining and the gas manifold system at the bottom of flare stack were replaced last year.

7. OPEN DISCUSSION – NEW BUSINESS

City staff informed the PLC that the City is participating in an odour monitoring study for waste management and industrial facilities in the south of London (i.e. south of the 401). Additional details of the program and the data collected will be discussed at future meetings.

City staff updated the PLC that the study on methods to control turkey vultures is in progress and will be present at a future meeting.
8. CLOSING

Meeting ended at approximately 7:35 pm.

Motioned by Sue Morrison, seconded by Bob Ross, that PLC Meeting #48 be adjourned.

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<tr>
<th>ACTION ITEM</th>
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<tr>
<td>Follow-up tour with PLC members to inspect properties around the landfill site</td>
<td>City Staff</td>
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<tr>
<td>Summary of Discussion with Water Engineering regarding water depots.</td>
<td>City Staff</td>
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<tr>
<td>Update on the 60% Waste Diversion Action Plan</td>
<td>City Staff</td>
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DOCUMENTS DISTRIBUTED BEFORE MEETING

- Minutes of Meeting #47, Thursday, April 19, 2018
- Meeting #48 W12A Landfill Public Liaison Committee Agenda

DOCUMENTS DISTRIBUTED AT THE MEETING

None
# Minutes of Meeting

W12A Landfill Public Liaison Committee Meeting #49
3438 Manning Dr, Manning Drive Material Recovery Facility
Thursday August 16, 2018

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<td>DATE</td>
<td>Thursday August 16, 2018</td>
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<td>Pawel Kucharski, Senior Environmental Officer</td>
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</tbody>
</table>

## ITEM | DISCUSSION | ACTION ITEM

1. **APPROVAL OF PREVIOUS MINUTES**

   Meeting called to order at approximately 6:10pm
   
   Motioned by Jack Sifton, seconded by Eugene Morrison that the minutes of the June 21, 2018 PLC Meeting #48 be adopted.
   
   Motion Carried.

2. **FOLLOW-UP ON ACTION ITEMS FROM PREVIOUS MINUTES**

   i) Follow-up tour with PLC members to inspect properties around the landfill site – City staff, Jack Sifton and Bob Ross of the PLC inspected selected properties around the landfill site and brainstormed a few ideas to manage the city-owned properties. Discussion ensured regarding potential ideas to manage (i.e. visual appearance and trespassing etc.) the vacant parcels of land around the landfill site that the City owns. Jack Sifton presented two copies of historical Southern London maps. He expressed two thoughts for consideration regarding options for vacant parcel management. They included putting up a
land sign to summarize the historical land ownership information, and enhanced fencing with appropriate signage to deter trespassing and littering.

A question was raised regarding the possibility of extending the landfill westwards across the White Oak Rd. City staff responded that the currently proposed landfill expansion does involve lands on the west side of White Oak Road.

Discussion ensued regarding the potential to turn vacant city-owned lands into workable farmland where applicable/appropriate. City staff agreed to provide a cost estimate to turn the areas associated with the former residences on 5861 White Oak Rd. & 5725 White Oak Rd. into workable farmland.

Discussion ensued regarding the possibility of developing a special policy on how the properties around the landfill site are managed. City staff will seek for more information and update the PLC at a future PLC meeting.

Motioned by Jack Sifton, seconded by Eugene Morrison that a special policy to address the environmental and property standard issues around the landfill site be investigated by City Staff.

Motion Carried

| ii) Update on Water Depot/Station – City staff provided an update on the feasibility of setting up a water depot at the end of water supply line near the landfill site area. The City’s Water Engineering Division has indicated that as part of the potential relocation of a bulk water filling station to a new location, the construction of the new facility could include a water/depot station as part of the design. |
| City staff to provide an estimated cost to turn the areas associated with former residences on 5861 White Oak & 5725 White Oak into workable farmland. |

| iii) Update on the 60% Waste Diversion Action Plan – City staff provided a summary on the 60% Waste Diversion Action Plan. City staff mentioned that public participation meetings for the 60% Waste Diversion Action Plan and the proposed Terms of Reference (ToR) for the Environmental Assessment to expand the W12A landfill site will be held on September 25, and encouraged members of interest to participate. |
| PLC Chair to provide a written letter on behalf of the PLC in support of the 60% Waste Diversion Action |

Motioned by Eugene Morrison, seconded by Bob Ross that the PLC Chair to submit a written document on behalf of the PLC in support of the 60% Waste Diversion Action
Plan. | Diversion Action Plan
---|---
Motion Carried. | 

3. **RESIDUAL WASTE DISPOSAL STRATEGY AND RESOURCE RECOVERY STRATEGY (WRITTEN UPDATE)**

City staff provided a Residual Waste Disposal Strategy and Resource Recovery Strategy Update #9. A total of 89 comments on the proposed ToR had been received from the government review agencies and 81 of the comments were considered as minor. A substantial change has been made in response to a concern raised by the MECP regarding the amount of waste coming outside of the City. The amount of waste proposed to come from an expanded service area has been reduced by approximately half.

4. **LANDFILL OPERATIONAL UPDATE (VERBAL)**

The outbound scale at the landfill site will be sent for repair on August 17. The scale will be gone for a week. Traffic on-site will be diverted to avoid congestions.

The design work of the landfill gas collection system expansion to Cell 7 will be carried out in the fall, subject to the final grade capping progress.

Staff have been doing an excellent job on cleaning trash on the road.

A question was raised regarding the measures the city is able to implement to control Turkey Vultures. City staff responded that a study was in progress and will be updated in the next meeting.

City staff to consult technician on Turkey Vultures controls

5. **CAPITAL PROJECTS UPDATE (VERBAL)**

An update on the status of the Cell 9 construction was provided. City staff noted that the construction is generally on schedule and is expected to be completed by mid-October or early November, subject to rain day’s delay. Dust due to the construction activities was under control with minor episodes observed.

An update on the potential development of a renewable natural gas plant was provided.

- The plan to develop a renewable natural gas plant with Union Gas for local uses was unlikely to proceed due
to the cancellation of provincial funding program.

- City staff submitted a response to the Fortis BC RFP process to develop and supply renewable natural gas.

The contract with IESO to build a 500 KW landfill gas power plant at the landfill site has been cancelled by the provincial government.

6. **MECP REPORT (VERBAL)**

The MECP updated that after-hours inspection of the landfill daily cover had been undertaken, and the status was satisfactory. MECP officer also commended that no Turkey Vultures were observed at the landfill site at night.

7. **OPEN DISCUSSION – NEW BUSINESS**

None.

8. **CLOSING**

Meeting ended at approximately 7:45 pm.

Motioned by Sue Morrison, seconded by Bob Ross, that PLC Meeting #49 be adjourned.

<table>
<thead>
<tr>
<th>ACTION ITEM</th>
<th>ACTION REQUIRED</th>
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</thead>
<tbody>
<tr>
<td>- City staff to provide an estimated cost to turn the areas associated with former residences on 5861 White Oak &amp; 5725 White Oak into workable farmland.</td>
<td>City Staff</td>
</tr>
<tr>
<td>- City staff to investigate how a special policy to address environmental and property standard issues could be implemented.</td>
<td>City Staff</td>
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<tr>
<td>- PLC Chair to provide a written letter on behalf of the PLC in support of the 60% Waste Diversion Action Plan</td>
<td>PLC Chair</td>
</tr>
<tr>
<td>- City staff to consult technician on Turkey Vultures controls</td>
<td>City Staff</td>
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**DOCS DISTRIBUTED BEFORE MEETING**

- Minutes of Meeting #49, Thursday, August 16, 2018
- Meeting #50 W12A Landfill Public Liaison Committee Agenda

**DOCS DISTRIBUTED AT THE MEETING**

None
Minutes of Meeting  
W12A Landfill Public Liaison Committee Meeting #50  
3438 Manning Dr, Manning Drive Material Recovery Facility  
Thursday October 18, 2018

MEETING  
W12A Landfill Site Public Liaison Committee  
(PLC) Meeting #50

DATE  
Thursday October 18, 2018

LOCATION  
3438 Manning Dr, Manning Drive Material Recovery Facility  
Education/Training Room

TIME  
6:00 pm – 8:00 pm

MEMBERS PRESENT  
Marie Ross, Committee Chair  
Bob Ross  
Eugene Morrison  
Greg Sheil  
Jack Sifton  
Joanne Miklos-DenIseger  
John Mackay  
Steve Rimbault  
Elaine Bainard (Local Area Resident)

OTHERS PRESENT  
City of London (City)  
Michael Losee, Division Manager – Solid Waste Management  
Wesley Abbott, Project Manager – Solid Waste Management  
John Whitworth – Manager of Operations  
Wayne Zheng – Landfill Monitoring Technician

Ministry of the Environment, Conservation and Parks (MECP)  
Pawel Kucharski, Senior Environmental Officer

<table>
<thead>
<tr>
<th>ITEM</th>
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<th>ACTION ITEM</th>
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</table>
| **1. APPROVAL OF PREVIOUS MINUTES** | Meeting called to order at approximately 6:05pm  
Motioned by Bob Ross, seconded by Eugene Morrison that the minutes of the August 16, 2018 PLC Meeting #49 be adopted. | Motion Carried. |
| **2. FOLLOW-UP ON ACTION ITEMS FROM PREVIOUS MINUTES** | i) Update on estimated cost to turn the areas associated with former residences on 5861 & 5725 White Oak Rd. into workable farmland – City staff updated the PLC that a follow-up inspection with the City’s Construction Administration Division of the two aforementioned city-owned parcels estimated the cost to return to farmland was approximately $100K.  
| ii) Update on special policy to address environmental and property standard issues – City staff updated the PLC on |
actions that have been taken to address the property standards issues on the following two properties. 4069 Manning Dr. is under an abandoned building inspection protocol which is conducted monthly by the City, and 4025 Manning Dr. has significant structural issues due to fire. City staff noted that the City has the authority to charge property owners for costs incurred by the City resulting from property management actions taken by the City.

iii) Marie Ross provided an update on the delegation/presentation that was provided at the September 25th, 2018 Civic Works Committee meeting that was held regarding the proposed 60% Waste Diversion Action Plan. Discussion ensued regarding the proposed 60% Waste Diversion Action Plan, the delegation that was provided on behalf of the PLC and the Proposed Terms of Reference (ToR) for the Expansion of the W12A Landfill Site.

City staff provided an update to the PLC on the status of the Proposed ToR for the expansion of the W12A Landfill which in general included the following:

- A public participation meeting was held at the September 25th 2018 Civic Works Committee to present and receive comments on the 60% Waste Diversion Action Plan and the Proposed ToR for the expansion of the W12A Landfill;
- The Proposed ToR for the expansion of the W12A Landfill was submitted to the MECP on Oct. 12, 2018;
- There is a 30-day (following Oct. 12) public review and comment period on the Proposed ToR for the expansion of the W12A Landfill.

Further discussion ensued regarding the 60% Waste Diversion Action Plan and the Proposed ToR for the expansion of the W12A Landfill. As a result of the discussion the motions listed below were proposed and carried.

Motioned by Jack Sifton, seconded by Eugene Morrison that the PLC to submit correspondence with the following details to the MECP:

- The W12A PLC opposes the proposed expansion of the W12A Landfill;
- The W12A PLC opposes the inclusion of accepting waste generated outside of the City of London as part of the proposed expansion of the W12A Landfill;
- The W12A PLC is of the opinion that the City of London did not follow the agreements that it had with the former Township of Westminster (now part of the City of London) as they related to the W12A Landfill.

PLC Chair to draft a letter with the details of the passed motion to the MECP as a comment on the Proposed ToR.
Motioned Carried

Motioned by Jack Sifton, seconded by Eugene Morrison that the PLC to inform relevant groups, individuals and organizations that aforementioned correspondences have been submitted to the MECP.

Motioned Carried

iv) Update on Turkey Vulture Controls – City staff noted that the report being prepared by AECOM was not ready for this meeting but will be provided at the next PLC meeting.

City staff to provide a draft of the Turkey Vultures controls study.

### 3. RESIDUAL WASTE DISPOSAL STRATEGY AND RESOURCE RECOVERY STRATEGY (VERBAL UPDATE)

See follow up to Action Item 2 iii) above.

### 4. LANDFILL OPERATIONAL UPDATE (VERBAL)

i) The outbound scale at the landfill site was put back into service.

ii) Temporary staffing will be ended on Nov 15, 2018.

iii) The final grade capping on Cell 7 continues towards southeastern portion of the cell, weather permitting. Capital project to install landfill gas extraction wells in cell 7 is scheduled to commence in the first half of next year.

iv) A question was raised regarding increasing amount of odour complaints in the past month. Pawel Kucharski responded that it may be attributed to the wind pattern shifting resulting from the formation of hurricanes in the Atlantic, which is consistent with the historical observations.

### 5. CAPITAL PROJECTS UPDATE (VERBAL)

An update on the status of the Cell 9 construction was provided. City staff updated that 70% of the construction was completed with an expected completion date in the mid or end of November, which is slightly behind the original schedule due to the significant number of rain days.

City staff submitted a response to the Fortis BC Request For Expression of Interest to develop and supply renewable natural gas.
6. **MECP REPORT (VERBAL)**

Pawel Kucharski discussed the possible use of imaging/photography technology that he observed at a Sarnia project site that may have uses at the W12A landfill. Pawel agreed to discuss further with the City.

Bob Ross reported that a great amount of construction materials was found in the vacant field near the Scotland Drive Bridge.

7. **OPEN DISCUSSION – NEW BUSINESS**

Discussion ensured regarding the potential implementation of promising technologies and progressive programs to improve waste management services in the future.

8. **CLOSING**

Meeting ended at approximately 7:45 pm.

Motioned by John Mackay, seconded by Bob Ross, that PLC Meeting #50 be adjourned.

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**ACTION ITEM**

<table>
<thead>
<tr>
<th>ACTION REQUIRED</th>
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<th>City Staff</th>
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<tbody>
<tr>
<td>PLC Chair to draft a letter with the details of the passed motion to the MECP as a comment on the proposed ToR.</td>
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<tr>
<td>City staff to provide a draft of the Turkey Vultures controls study.</td>
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<tr>
<td>Meeting #50 W12A Landfill Public Liaison Committee Agenda</td>
<td>City Staff</td>
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<tbody>
<tr>
<td>Hard Copy of Draft Proposed Terms of Reference: Environmental Assessment of the Proposed W12A Landfill Expansion</td>
<td>City Staff</td>
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</tbody>
</table>
**Minutes of Meeting**  
**W12A Landfill Public Liaison Committee Meeting #51**  
3438 Manning Dr, Manning Drive Material Recovery Facility  
Thursday December 13, 2018

<table>
<thead>
<tr>
<th>MEETING</th>
<th>W12A Landfill Site Public Liaison Committee (PLC) Meeting #51</th>
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</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Thursday December 13, 2018</td>
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<tr>
<td>LOCATION</td>
<td>3438 Manning Dr, Manning Drive Material Recovery Facility Education/Training Room</td>
</tr>
<tr>
<td>TIME</td>
<td>6:00 pm – 8:00 pm</td>
</tr>
</tbody>
</table>

**MEMBERS PRESENT**  
Marie Ross, Committee Chair  
Bob Ross  
Eugene Morrison  
Sue Morrison  
Greg Sheil  
Jack Sifton  
Joanne Miklos-DenIseger  
John Mackay  
Steve Rimbault

**OTHERS PRESENT**  
City of London (City)  
Michael Losee, Division Manager – Solid Waste Management  
Wesley Abbott, Project Manager – Solid Waste Management  
John Whitworth – Manager of Operations  
Wayne Zheng – Landfill Monitoring Technician

Ministry of the Environment, Conservation and Parks (MECP)  
Pawel Kucharski, Senior Environmental Officer

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<tr>
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<td>APPROVAL OF PREVIOUS MINUTES</td>
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<tr>
<td></td>
<td>Meeting called to order at approximately 6:00pm</td>
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<tr>
<td></td>
<td>Motioned by Joanne Miklos-DenIseger, seconded by Bob Ross that the minutes of the October 18, 2018 PLC Meeting #50 be adopted.</td>
<td>Motion Carried.</td>
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<tr>
<td></td>
<td>Motioned by Joanne Miklos-DenIseger, seconded by Eugene Morrison that the W12A PLC adopt the following recommendations:</td>
<td>City staff to initiate administration process of seeking new PLC members</td>
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<tr>
<td></td>
<td>• Accept the resignation of Chairperson Marie Ross effective at the naming and confirmation of a replacement Chairperson;</td>
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<td></td>
<td>• Confirm the appointment of Jack Sifton as the interim Chairperson until such time as an ongoing Chairperson is named, preferably at the February Meeting;</td>
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<td></td>
<td>• Request the administration to take the actions necessary to seek additional members of the W12A PLC in time for them to be confirmed at the February Meeting prior to a</td>
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</table>
motion confirming an ongoing Chairperson;
- Request the administration to take the steps necessary to remind current members that attending meetings on a regular basis or keeping in contact is necessary, noting that missing three consecutive meetings mandates inquiries as to a member’s intentions (see Section 4.6 of the W12A Landfill PLC Terms of Reference);
- Accept, with thanks, the withdrawal from the committee of Bob Ross and Marie Ross as members effective at the end of Meeting #51.

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<tbody>
<tr>
<td>City staff to remind current PLC members of attendance</td>
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<td>City staff to provide a copy of slides presented at the September 25, 2018 CWC meeting to PLC members</td>
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<tr>
<td>City staff requested to take measures to mitigate or</td>
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<table>
<thead>
<tr>
<th>2. FOLLOW-UP ON ACTION ITEMS FROM PREVIOUS MINUTES</th>
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</thead>
<tbody>
<tr>
<td>i) Update on a written letter with the details of a passed motion from Meeting #50 to the MECP as a comment on the proposed ToR – A follow-up action corresponding to a motion passed at Meeting #49 in August 2018, which was not recorded in the meeting minutes properly, was discussed. The PLC Chair at the time was instructed to express the support of the 60% Diversion Action Plan on behalf of the committee in the form of written letter corresponding to a motion passed on August 18, 2018. The PLC Chair at the time presented slides during the Civic Works Committee (CWC) meeting on September 25, 2018.</td>
<td></td>
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<tr>
<td>Motioned by Joanne Miklos-DenIsleger seconded by Greg Sheil that any actions or correspondence provided with respect to a passed motion shall be recorded in the minutes of the PLC meetings.</td>
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<tr>
<td>Motion Carried.</td>
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</tr>
<tr>
<td>ii) Update on Turkey Vulture Controls – City staff provided a copy of email records with Wildlife Ontario, and the Ministry of Natural Resources and Forestry in regards to actions that can be taken legally to prevent or deter Turkey Vultures to prevent property damage. City staff also provided a copy of a memorandum letter report prepared by AECOM in regard to W12A landfill Turkey Vulture management recommendations.</td>
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<tr>
<td>Discussion ensued regarding a potential program the city could develop/implement to mitigate the presence of Turkey Vultures. Jack Sifton suggested the PLC could seek to include such a program in the W12A Community Enhancement and Mitigation Measures Program.</td>
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<tr>
<td>Motioned by Jack Sifton moved by Marie Ross and seconded by Grey Sheil that the PLC request the City undertake the elimination of the nuisance and potential</td>
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</table>
impacts to nearby properties posed by Turkey Vultures that are attributed in the PLC’s opinion to the landfill.

Motion Carried.

deter Turkey Vultures and the resultant potential for nuisance and property damage

| 3. RESIDUAL WASTE DISPOSAL STRATEGY AND RESOURCE RECOVERY STRATEGY (VERBAL UPDATE) |
| City staff provided an update on the 30-day public comment period on the proposed Terms of Reference (ToR) Draft. A total of 81 comments were received by the MECP as of November 12, 2018, noting that a discussion had taken place with the Ministry’s representative on the comments received. The city is required to review the comments and modify the ToR Draft during the period of December 14, 2018 to February 8, 2019 prior to its final submission to the MECP. It is anticipated the MECP will make a decision on the proposed ToR by April or May of 2019. |
| Eugene Morrison requested any updates on the ToR Draft to be provided to PLC members prior to the next meeting. City staff agreed to the request, noting that the MECP will also provide a separate public document corresponding to the 81 comments. |
| Discussion ensued regarding the prospective green bin program and its impact on odour control and landfill management. City staff noted that more details on organic waste management and landfill design will be provided during the Environmental Assessment process. |

| 4. LANDFILL OPERATIONAL UPDATE (VERBAL) |
| i) The final cover capping was three weeks behind schedule due to weather conditions. |
| ii) Cell 7 is reaching approved capacity. |
| iii) On-site bird control measures played an effective role in the past seagull migration season, and is expected to be employed in the next migration season. |

| 5. CAPITAL PROJECTS UPDATE (VERBAL) |
| The majority of Cell 9 construction is expected to be completed by next week, leaving the remaining small portions of project (i.e. seeding etc.) to be continued when the weather conditions permit in 2019. |

City staff to provide a written update on the ToR Draft
The landfill gas collection system will be extended into portions of Cell 6 and Cell 7, and moved forward to construction in January 2019.

6. **MECP REPORT (VERBAL)**

Pawel Kucharski updated the PLC that a formal inspection will be conducted/completed in January 2019 with respect to compliance with the ECA’s for W12A.

7. **OPEN DISCUSSION – NEW BUSINESS**

Discussion ensued regarding the improvement of traffic signage in the nearby area. City staff noted that any actions or changes in service level requested outside the mandate of the W12A Community Enhancement and Mitigation Measures Program and the City’s general service level standards, were normally pursued through other paths rather than the PLC (e.g. discussion with Ward Councilor(s) etc.).

Discussion ensued regarding whether the area near the landfill should be considered a “special zone or area” with respect to services provided by the City. City staff noted that the city’s standards were applied to the area with or without the presence of the landfill. City staff also commented that it is a common practice for a group of residents who have concerns or would like to have services provided differently to come forward with a delegation to the appropriate Committee of Council.

Motioned by Greg seconded by Sue Morrison that the PLC request city staff to invite a landscape architect to the next meeting.

**Motion Carried.**

8. **CLOSING**

Meeting ended at approximately 8:00 pm.

Motioned by Marie Ross, seconded by Sue Morrison, that PLC Meeting #51 be adjourned.

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- City staff to provide a copy of slides presented at the September 25, 2018 CWC meeting to PLC members
- City staff requested to take measure to mitigate or deter Turkey Vultures and the resultant potential for nuisance and property damage
- City staff to provide a written update on the ToR Draft
- City staff to invite a landscape architect to the next meeting

**DOCUMENTS DISTRIBUTED BEFORE MEETING**

- Minutes of Meeting #50, Thursday, October 13, 2018
- Meeting #51 W12A Landfill Public Liaison Committee Agenda
- A copy of email correspondences regarding a written letter addressed to the MECP
- A copy of email correspondences regarding Turkey Vultures controls

**DOCUMENTS DISTRIBUTED AT THE MEETING**

- A copy of memorandum letter report prepared by AECOM regarding Turkey Vultures control measures and recommendations
1. BACKGROUND

1.1. Establishment of a Public Liaison Committee (PLC, Committee)

This is a Terms of Reference for the establishment and operation of a Public Liaison Committee (PLC) to advise the City of London (Owner) on the operation of the W12A Landfill Site (Site), located at 3502 Manning Dr., London, ON.

Establishment and operation of the PLC is a component of the W12A Landfill Site Community Enhancement and Mitigative Measures Program, adopted by the City of London, which is committed to a positive and constructive relationship with the general public and with the owners and tenants of properties located in the vicinity of the Site.

1.2. Approval of Terms of Reference

This Terms of Reference and any future amendments thereto, shall be subject to review by the PLC and in consultation with the Owner.

2. NAME OF COMMITTEE

The PLC shall be named the W12A Landfill Public Liaison Committee.

3. MANDATE

3.1. The purpose of the PLC will be to provide for regular communication between the major stakeholders, to identify and remedy issues in a timely and cooperative manner, to enable development of goodwill initiatives with the community, and to recommend projects or undertakings to the Owner that funds in the Community Mitigative Measures Fund should be spent on.

The PLC shall not exercise any supervisory, regulatory or approval functions in connection with the Site or its operation.

For the purposes of carrying out its mandate members of the PLC shall have reasonable access to the Site during regular business hours, subject to health and safety requirements and the fair and reasonable availability of representatives of the Owner to accompany PLC members while on-Site. Members are asked to confirm their intention to visit the Site ahead of time.

3.2. The PLC’s responsibilities shall include:

- Hearing deputations from any member of the public pertaining to Site operations.
- Reviewing for its purpose necessary technical documents pertaining to the operation of the Site.
• Acting as a liaison between and among the public (including owners/tenants of properties around the Site), the Owner and the Ministry of the Environment.
• Reviewing and providing comments on the Annual Operating Report submitted by the Owner to the Ministry of the Environment.
• Carrying out their responsibilities under section 3.0 of the W12A Landfill Community Enhancement and Mitigative Measures Program.
• Initiating neighbourhood enhancement/mitigation projects.
• Implementing public input procedures/participation for area residents.
  o Welcoming the public as observers at meetings.
  o Providing a brief window at the end of meetings for non-member input.
  o Advertising meetings and developing a distribution system to keep interested persons informed.

4. MEMBERSHIP

4.1. Composition of PLC

PLC seats shall be available on the following basis:
  • A maximum of 12 members, plus a Chair (13 total).
  • When applicable, a Vice-Chair may be appointed.
  • Seats are open to any resident of the City of London.

City staff are a resource to the PLC and will attend meetings as required.

Ministry of the Environment representatives will attend as a resource when available.

4.2. Voting

Voting will occur by simple majority. Simple majority requires a single vote more than half of the votes cast. All members, including the Chair and Vice Chair, are allowed to participate in all votes. Recorded voting will be used at the request of a member of the committee. Proxy voting will not be allowed.

4.3. PLC Chair and Vice Chair

A member of the PLC will be elected to serve as the Chair of the Committee. The members of the PLC shall, by vote of a majority of members, elect the Chair of the Committee from the nominated candidate members. The Chair shall serve at the pleasure of a majority of PLC members and the term of office shall coincide with his/her one-year term of membership, at which time it will be subject to renewal by a vote of a majority of PLC members. In accordance with Section 4.4, the Chair may serve for a maximum of three consecutive terms. In the interim, the Chair may be replaced at any time by a vote of the majority of PLC members. The responsibilities and functional conduct of the Chair include:

• To act as a facilitator for the Committee (ie. call meeting to order, organize meeting conduct, etc).
• To monitor issues to ensure adequate input and discussion by members.
• To remind the Committee of its mandate, purpose and mission.
• To give clear direction to staff concerning the Committee’s priorities.

The Chair may speak to a motion brought forth by a member, but cannot place a motion on the floor themselves. Should the Chair wish to place or move a motion, they must first appoint a member to act as the Chair in their place. Once the vote has taken place, the Chair will resume their responsibilities.

In the interest of sharing administrative responsibilities and allowing PLC members with a potential interest in serving as Chair to gain experience, a position of Vice-Chair shall be established. The filling of the Vice-Chair position is not a mandatory requirement for the function of the PLC and shall be filled on an ad-hoc basis if it is requested. The Vice-Chair position shall be filled by vote of majority of the PLC members.

4.4. Terms of Office

The Terms of Office shall be enforced in accordance with the two scenarios outlined below.

4.4.1 All PLC seats are filled and additional interested potential members are known.

All PLC members shall serve for one year from their initial date of appointment. Members will be able to serve for a maximum of three consecutive terms. Under this scenario the Chair and Vice-Chair positions shall operate as outlined in 4.3.

4.4.2 All PLC Seats are not filled and there is no perceived strong public interest

All PLC members shall preserve their seats until the appropriate public interest is regained in order to operate the PLC in accordance with 4.4.1. Under this scenario the Chair and Vice-Chair shall maintain their positions unless voted out by majority of the PLC members.

4.5. Replacement of Members

Members may be replaced on an as-needed basis as a result of resignation or incapacity. Vacancies will be advertised to the public through the local newspaper, City website, current members and local libraries. Members may be removed from the PLC by a vote of a majority of PLC members.

Should the situation arise where all current PLC members are due to be replaced at the same time as the result of maximum terms of office, three members nominated by the PLC shall be permitted to extend their term of office by a maximum of one year to preserve the PLC’s knowledge and continuity.

4.6. Removal of Members in the Instance of Non-Participation

In the event that during the term of a sitting member and/or members of the PLC does not attend three (3) consecutive meetings, the City at the request of the Chair will contact the absent member and/or members by mail to request their attendance or written notification of special circumstances which prevent them from attending. If the member and/or members do not respond, and following a fourth missed consecutive
meeting, the City will advise the member in writing of the PLC’s intention to entertain a motion to declare the aforementioned absent member and/or member’s seat(s) vacant.

5. FREQUENCY AND NOTICE OF MEETINGS

5.1. Schedule

The PLC shall meet on the third Thursday of the month, every two months (6 meetings per year) or at the call of the Chair. The PLC may determine an appropriate meeting frequency which may be adjusted over the term, but in any event shall be no less than once per operating year.

Notice of meetings will be communicated to members of the PLC via email and/or by postage addressed mail. Agendas and minutes of meetings will be disseminated to PLC members by email and/or by postage addressed mail 1.5 weeks prior to any scheduled meeting.

5.2. Agenda

An Agenda will be prepared prior to each meeting by a City of London designate. The Agenda will contain a general outline of all matters to be discussed at the upcoming meeting. No motions can be brought forward on business not listed in the Agenda.

5.3. Minutes

Meeting minutes will be recorded by a City of London designate. The minutes will included a brief description on the outcome of Agenda topics, any arising action items and voting outcomes.

6. CONDUCT OF MEETINGS

6.1. A quorum shall consist of at least half of the current voting members of the PLC.

6.2. Respect and courtesy shall be observed by all PLC members at all times during meetings. Discussion and debate shall be confined to the agenda and those matters that are within the mandate of the PLC.

6.3. If any member of the PLC or the public is disruptive at a meeting, the Chair has the authority to ask that person to leave the meeting place. If the person refuses to leave, the Chair shall terminate the meeting and, at his/her discretion, call for assistance from the police. Examples of this type of behavior include:

- Interrupting fellow members during discussions
- Intimidation/bullying of other members
- Dominating the discussion on the floor.

6.4. Members are generally allowed to speak to a maximum of five minutes on an individual agenda item. The Chair has the option to extend this time period, depending on the circumstance.
7. AMENDMENT TO THESE TERMS OF REFERENCE

These terms of Reference may be amended from time to time by approval of a majority of members of the PLC and with approval of the Owner.

8. ADMINISTRATIVE COSTS FOR THE OPERATION OF THE PLC

The Owner shall provide for administration costs of operating the PLC including the cost of meeting places and clerical services.