

TO:	CHAIR AND MEMBERS WASTE MANAGEMENT WORKING GROUP MEETING ON JUNE 14, 2017
FROM:	JAY STANFORD, M.A., M.P.A. DIRECTOR - ENVIRONMENT, FLEET & SOLID WASTE
SUBJECT:	BACKGROUND REPORT #2: REPORTING CATEGORIES AND TITLES

RECOMMENDATION

That, on the recommendation of the Director - Environment, Fleet and Solid Waste, this report **BE RECEIVED** for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
--

None

COUNCIL'S 2015-2019 STRATEGIC PLAN

Municipal Council has recognized the importance of solid waste management in its 2015-2019 - Strategic Plan for the City of London ([2015 – 2019 Strategic Plan](#)) as follows:

Building a Sustainable City

- Strong and healthy environment
- Robust infrastructure

Growing our Economy

- Local, regional, and global innovation
- Strategic, collaborative partnerships

Leading in Public Service

- Proactive financial management
- Innovative & supportive organizational practices
- Collaborative, engaged leadership
- Excellent service delivery

BACKGROUND

PURPOSE:

This report provides the Waste Management Working Group (WMWG) with a proposed format to help coordinate the various reports into defined report streams.

DISCUSSION

The types of reports that will be provided to the WMWG can be classified into 4 categories:

Background Reports – these reports provide background details on matters related to the Residual Waste Disposal Strategy (Environmental Assessment for the proposed landfill expansion) and Resource Recovery Strategy. A Background Report may be initiated by City staff and/or by the WMWG.

Progress Reports – these reports will highlight the progress on specific items of the two strategies. City staff will ensure that it is clear that the information provided is preliminary and could change as the item progresses. These reports are designed to keep the WMWG, Civic Works Committee (CWC) and the community informed.

Update Reports – these reports are designed to provide updates on items related directly or indirectly related to the two strategies. For example, projects or programs dealing with the current waste management system or other Council direction will be (maybe) of interest to the WMWG and other participants in both processes.

Decision Reports – these reports will have specific City staff recommendations including the rationale for the recommendation. Subject to the discussion at the WMWG meeting, these reports will have decisions of the WMWG presented to CWC Committee.

Each report will be numbered sequentially. We believe this approach will also assist our stakeholders and those participating through the Community Engagement Program. As this project grows, report titles may be expanded if reports do not accurately fit under these four categories.

By way of examples, at the January 19, 2017 WMWG meeting, five reports were on the agenda from City staff. If this new system were in place at that stage, these reports would have been identified as follows:

- Background Report #1 Overview of Individual Environmental Assessment (EA) Process
- Update Report #1 Resource Recovery Update
- Decision Report #1 Draft Guiding Principles - Resource Recovery and Residual Waste Disposal Strategies
- Decision Report #2 Residual Waste Disposal Strategy Scope of Work as Part of the Environmental Assessment Process
- Decision Report #3 General Framework for the Community Engagement Program for the Resource Recovery and Residual Waste Disposal Strategies as Part of the Environmental Assessment Process

ACKNOWLEDGEMENTS

This report was prepared with assistance from Mike Losee, Division Manager, Solid Waste Management.

PREPARED BY:	
WESLEY ABBOTT, P. ENG. PROJECT MANAGER SOLID WASTE MANAGEMENT	
PREPARED AND RECOMMENDED BY:	CONCURRED BY:
JAY STANFORD, M.A., M.P.A. DIRECTOR, ENVIRONMENT, FLEET & SOLID WASTE	KELLY SCHERR, P.ENG., MBA, FEC MANAGING DIRECTOR, ENVIRONMENTAL & ENGINEERING SERVICES & CITY ENGINEER