



**DIVERSION TASK FORCE**

**T e r m s   o f   R e f e r e n c e**

Draft – 2011-04-03

# 1. Establishment

The *Diversion Task Force* was established by Council Resolution at its April 5, 2011 meeting.

## 2. Mandate

Markham's Waste & Environmental Management Department provides curbside collection services, operates 4 Community Recycling Depots and educates residents on waste diversion. In 2005, 'Mission Green' was implemented with a target to achieve 70% waste diversion. In 2010, Markham's curbside waste diversion rate was 72%.

The mandate of the *Diversion Task Force* will be to set a path to achieve improved waste minimization and diversion through a review of the Town's current diversion programs. The *Diversion Task Force* will establish priorities, recommend and implement waste minimization and diversion program enhancements to surpass Council's approved 75% diversion target.

The following guiding principles will be considered by the *Diversion Task Force* when assessing program changes:

- The program changes must have a reasonable expectation to increase diversion of material from landfill and/or incineration
- Program cost be evaluated based on single taxpayer principal
- Program changes to be introduced at the same time whenever possible
- An effective and timely communication program outlining the reasons and goals for the program changes be developed and implemented
- Initiated in partnership with York Region and Miller Waste Systems if processing and collection is impacted

### **Deliverables:**

The *Diversion Task Force* will evaluate options and recommendations that:

- Achieve and surpass 75% diversion including: bag limits, clear bags for garbage, material bans i.e. electronics, bags for organics and blue bags for recyclables
- Promote reuse, reduction and Zero Waste philosophy; assess opportunities to recycle construction and renovation materials i.e. reuse center; ICI, and assess opportunity to leverage community partnerships – EPR; incentive schemes; Regional depot
- Develop community wide promotion and education programs to include schools, multi-residential sector, and BIA's to strengthen commitment from the community
- Demonstrate leadership: Communicate and share strategy to York Region and Lower Tier municipalities
- Resident satisfaction measurement; Focus group input
- Develop per capita waste reduction measurement and target
- Cost effectiveness and efficiency

## **Definitions:**

In addition to definitions outlined in the Council Procedural By-law 2001-01, in this Term of Reference:

- a) EPR – Extended Producer Responsibility
- b) ICI – Industrial Commercial Institutional
- c) Multi-residential – high-rise, condominium, townhouses
- d) 3R's – reduce, reuse, recycle

## **Term:**

The mandate of the *Diversion Task Force* will commence following membership ratification by Council and approval of the Terms of Reference. The term is April 2011 to October 2011.

Possibility to have a Phase 2 work plan to assess Public space and special event diversion enhancements.

## **3. Membership, Roles and Responsibilities**

### **Composition:**

The *Diversion Task Force* is composed of up to 5 Council representatives.

## **4. Meeting Schedule and Decision Making**

### **Meeting Schedule:**

Will meet monthly at a minimum or at the call of the *Diversion Task Force* Chair.

## **5. Reporting Requirements and Methods**

Reports and minutes will be provided to General Committee and any required decision will be considered by Council.

## **6. Budget and Resources**

Additional financial resources to prepare the study are not required in 2011.

### **Staffing Resource:**

The following Town of Markham staff resources will be required for the successful operation of this Task Force:

Staff Resource	Time Commitment (FTE equivalent)
Peter Loukes, Director, Operations	FTE: 15 hours
Claudia Marsales, Senior Manager, Waste & Environmental Management	FTE: 60 hours
Leigh Fitzgerald, Environmental Programs Administrator	FTE: 40 hours

## 7. Test for Completion

The mandate of the Task Force will be considered complete when the deliverables set out in its mandate (Section 2 above) have been approved by Council and delivered to the community. The Task Force will report to Council on or before October 15, 2011.