



Water Environment Association of Ontario

Procedures and Guidelines

for the

Biosolids Committee

Created By: Biosolids Committee

ASSOCIATION MISSION AND GUIDELINES LINK

This manual is intended to help the WEAO Biosolids Committee learn from past Committee members and to enable a better transfer of information from year to year. At the end of each year this manual should be reviewed by the Committee and amended accordingly. This manual, once amended, should be inserted into the Biosolids Chair's and Executive Administrator records for transfer to the upcoming Chair. Amendments should be noted on the cover of the manual in the bottom left-hand corner below any previous amendments. A copy of the Committee Roster should also be included as an appendix to this document.

MISSION STATEMENT AND GUIDING PRINCIPLES

This Committee is responsible for working with the provincial government, other political jurisdictions and pertinent associations to promote discussions, information exchange, education, and best management practices on biosolids processing and beneficial reuse.

Mission:

As water quality professionals, our mission is to promote responsible biosolids management practices that protect public health and the environment.

Guiding Principles:

1. Increase public awareness and acceptance of biosolids practices
2. Provide input and guidance to policy-makers relating to biosolids
3. Identify gaps in information, current and emerging issues, generate information and incorporate into practice
4. Disseminate sound technical information to the public media, WEAO members and water quality professionals
5. Network with WEAO members, municipal, provincial and federal governments, associations, industry and academia that are interested and involved in biosolids

MEMBERSHIP

The Committee shall consist of a minimum of 12 members to a maximum of 24 members representing all facets of the biosolids industry. Ideally there should be one (1) representative for each of the following:

- Municipal (generating and receiving, with geographic, urban and rural representation)
- Pulp and Paper Industry
- Biosolids Utilization Committee (BUC) liaison
- Consultants
- Service providers (e.g. OASIS)
- Farming community
- Board liaison
- Technical Steering Committee liaison
- Ministry of Environment
- Ontario Ministry of Agriculture and Food (OMAF)
- Academia
- WEF biosolids and residuals Committee

One individual may fulfill one or more of these categories. Members must be willing to be active members to ensure that the goals and activities of the Committee can be accomplished.

Membership shall be reviewed annually at the first meeting of the year to ensure adequate numbers and representation.

TERM

Membership on the Committee shall be for a 5 year term in accordance with Water Environment Federation Committee Guidelines. Members may request to remain on the committee longer than the 5 year term upon the review and agreement of the co-chairs.

Cycling on and off of the Committee shall be staggered to ensure proper succession planning.

NEW MEMBERS

Request for Committee members is made annually through the WEAO. Member requests shall be vetted by the Biosolids Committee. In addition, members can solicit representation or a retiring Committee member can recommend a replacement.

ROLES AND RESPONSIBILITIES

Chair:

- Preside at all meetings of the Biosolids Committee
- Attend Board meetings, as required
- Review and approve meeting minutes for distribution
- Prepare meeting agendas
- Prior to all meetings review previous meeting minutes and supporting documents and be prepared to contribute to discussion
- Appoint liaison to specific committees as identified
- Attend functions sponsored by the WEAO and WEF
- Review the Constitution, Bylaws and the Policies and Procedures at the beginning of his/her term
- Review the Biosolids Committee Procedures and Guidelines at the beginning of his/her term and update as required
- Submit monthly reports to the Board
- Prepare annual report and submit by February
- Submit the annual budget to the Board by October of each year, note the budget is signed off by December
- Present annual report at the Annual General Meeting (AGM)

Vice-Chair:

- It is understood that the Vice-Chair will succeed the Chair at the AGM
- Stand in for the Chair as required
- Review the Strategic Plan at the beginning of his/her term and initiate an annual business planning process
- Prepare monthly reports for submission by the Chair
- Prepare annual budget for submission by the Chair

Executive Administrator:

This position is currently held by a WEAO staff member and as a condition of having a staff member the Biosolids Committee must hold all meetings close the WEAO office. If the Biosolids Committee should choose to rotate meetings to various locations, then the Recording Secretary would have to be a volunteer from the Biosolids Committee.

- Record minutes of the meetings
- Send draft minutes to the Chair and Vice-Chair for review and approval
- Distribute approved minutes and agenda to the Biosolids Committee members
- Arrange meeting location and lunch
- Receive commitments on attendance at the meeting 5 days in advance
- Information dissemination

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- Coordinate book venue for technical seminar and send out registration information

Past Chair/Advisor:

- To remain on the Committee at least 1 year after his/her term to act as historical reference/resource

Technical Steering Committee Liaison:

- Review 'call for papers' submissions for biosolids related papers.
- Forward abstracts to biosolids committee and coordinates selection of papers for the biosolids session at the annual WEAO Conference
- Assign and coordinate session chairs for the Conference
- Liaise with the Technical Steering Committee

Annual Conference Biosolids Session Chair

- Finalize selection of abstracts for biosolids session at annual WEAO Conference
- Forward finalized session program, and session outline to Technical Steering Committee / conference committee
- Distribute abstract acceptance letters.
- Chair Biosolids session at conference

Technical Seminar Session Coordinator:

- Lead to be determined based on the topic
- Number of sessions and topics to be determined as part of the business planning process
- Arrange one or two seminars per year based on interest
- Confirm speakers
- Prepare and finalize agenda, announcements and registration forms
- Coordinate venue and registration with the executive administrator
- Prepare and submit a summary of the Conference with statistics and revenue generated

Biosolids National Conference Coordinator:

Discussion related to CWWA taking over as lead of this Conference

- Promote continuation of National Conference
- Local arrangement sub-committee required when hosted in Ontario,

Biosolids Annual Award Subcommittee Chair:

- Promote award
- Receive and evaluate annual submissions based on evaluation criteria
- Select award winner based on ratings

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- Present award at the WEAO Annual Conference

Government Affairs Committee Liaise:

- Represent Biosolids Committee and issues
- Champion biosolids issues to government agencies

Communication Representative:

- Promote Biosolids educational video
- Prepare and submit articles for the WEAO newsletter 5 times per year (this responsibility may be shared between all members)

Biosolids Spokesperson:

- Voice of WEAO related to biosolids

Board Liaison:

This person is usually appointed by the WEAO Board to liaise with the Biosolids Committee to achieve the goals set out by the Board.

Biosolids Utilization Committee (BUC) Representative:

- Attend BUC meeting as WEAO representative
- Communicate BUC initiatives to the WEAO
- Communicate our WEAO initiatives to BUC

Great Lakes Byproducts Management Association Representative:

- Attend Board meetings, annual meeting, seminars and workshops
- Communicate GLBMA initiatives to the WEAO
- Communicate our WEAO initiatives to GLBMA

Canadian Biosolids Partnership Representative

- Promote and assist formation of CBP
- Attend Board meetings, annual meeting, seminars etc
- Communicate CBP initiatives to the WEAO
- Communicate our WEAO initiatives to CBP

WEF Biosolids and Residuals Committee

- WEAO biosolids committee should seek to have members on the WEF biosolids and residuals committee
- Communicate WEF initiatives, upcoming seminars and areas of interest to the WEAO

**APPENDIX A
WEAO GUIDELINES**

APPENDIX B
MEMBERS CONTACT INFORMATION

WEAO Biosolids Committee

MEMBERS LIST

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**APPENDIX C
STRATEGIC PLAN**

APPENDIX D
MONTHLY REPORT TEMPLATE



Biosolids Committee

To: **WEAO Board**

From: "[Click here to add chair name]"

Subject: "[Click here to add subject or date of report]"

Completed Activities

- "[Briefly, what activities has the committee completed recently]"
-

Ongoing Activities

- "[What activities is the committee presently working on]"
-

New Activities

- "[What new activities will the committee undertake]"
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Board Discussions and Items Request

- "[What decisions or items from the Board does the committee need]"
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APPENDIX E
BUDGET TEMPLATE

APPENDIX F
ANNUAL REPORT TEMPLATE