

# Regional District of Bulkley-Nechako

## Regional Solid Waste Advisory Committee (RSWAC)

### Terms of Reference

#### 1. Committee Mandate

The purpose of the Committee is to monitor and make recommendations to the RDBN Board of Directors on the implementation of the Solid Waste Management Plan (SWMP).

#### 2. Scope of Work

The Committee shall:

- a) Act as advisors to the RDBN Board of Directors;
- b) Monitor the progress made on the SWMP to date;
- c) Keep apprised of key topics and trends in the solid waste and recycling sectors and their impact on the region;
- d) Prioritize and make recommendations to the RDBN Board of Directors on the implementation of projects and initiatives in the region.
- e) Represent a balance of community interests;
- f) Participate on smaller ad-hoc committees dealing with specific issues or tasks as required;
- g) Contribute to programs and policies that are in the best interests of all residents of the RDBN, balancing both community and industry needs and technical requirements.

#### 3. Authority

The Committee is a select committee of the RDBN established by the Board under section 218 (1) of the **Local Government Act** to consider, inquire and make recommendations to the Board concerning the Solid Waste Management Plan. Bylaw 1832, Part 19 outlines the requirements for select committees.

#### 4. Membership

- a) The committee shall consist of no more than 15 members representing a diversity of backgrounds, interests, and geographical location. The committee will combine technical, political and community representation and will involve the RDBN, municipal and First Nations governments from the Bulkley-Nechako region. Membership should include representation as follows:
  - Minimum two (2) representatives from RDBN member municipalities;
  - Minimum two (2) representatives from RDBN electoral areas;
  - Minimum three (3) representatives from First Nations within the RDBN;
  - Public (rural and municipal);
  - Public Sector/Institutions (eg. Province, School District, Hospital);
  - Waste Management Service Providers;
  - Agricultural Sector;
  - Province.

- b) The RSWAC will elect a Chair for the RSWAC from among its voting members at the first meeting of each year;
- c) Members shall be approved by the RDBN Board of Directors.

## **5. Tenure**

This select committee shall be disbanded upon the completion of the tasks outlined in this Terms of Reference at the direction of the RDBN Board.

## **6. Meetings**

- a) The Committee shall meet a minimum of four times per year or as required in order to adequately address the Scope of Work;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

## **7. Quorum**

Quorum of the Committee shall be a minimum of 50% plus one.

## **8. Voting**

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

## **9. Minutes**

- a) Meeting minutes must be taken;
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

## **10. Reporting to the Board**

- a) The Chair or designate shall report to the RDBN Board of Directors at a minimum once every six (6) months, and shall provide other reports to the Board, as needed from time to time;
- b) Recommendations of the Committee must be approved by the Committee prior to presentation to the RDBN Board of Directors.

## **11. Representative Authority**

- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN;
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

## **12. Staff Support**

- a) The Director of Environmental Services shall be the staff champion;
- b) Other RDBN staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

## **13. Financial Resources**

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board of Directors for approval.

## **14. Travel Reimbursement**

Appropriate travel costs will be reimbursed for non-RDBN Board members.