Committee Terms of Reference

Name
Solid Waste Management Plan Monitoring Advisory Committee (SWMPMAC)

Members
The Committee shall consist of no more than 10 members appointed by the qathet Regional District (qRD) Board. Membership is intended to include representation from the following interests, where possible and at the discretion of the Board:

a) One member of the qRD Board representing the City of Powell River (non-voting);
b) One member of the qRD Board representing an electoral area (non-voting);
c) qRD Manager of Environmental Services or equivalent senior staff person in charge of solid waste operations (non-voting);
d) Staff representative of the City of Powell River (non-voting);
e) Representative from Tla'amin Nation staff and/or Council (non-voting);
f) Up to five (5) public members with an interest in, or experience related to, solid waste management, waste reduction, recycling, resource recovery, public education and outreach, environmental stewardship, or related fields.

Appointment to the Committee will be subject to qRD Board (Board) approval.

Appointments will be made with consideration to the overall composition of the Committee to support a diversity of perspectives, backgrounds, and expertise.

All members shall conduct themselves in a responsible and respectful manner and shall adhere to all applicable qathet Regional District bylaws, policies, and procedures governing conduct, including but not limited to the Respectful Workplace Policy (Policy No. 4.27), as amended or replaced from time to time.

Terms of Membership
All regular appointments will be for terms of two (2) years. All initial members will be appointed for staggered terms in one (1) year increments.

Subsequent regular appointments will be made at the December Board meeting. Members may be re-appointed at the option of the Board.

Vacancies may be filled as they arise. Members appointed as a result of a resignation will serve for the remainder of the former member's term.

Formation Details
The Advisory Committee involved in the development of the Solid Waste Management Plan (SWMP) recommended that an ongoing monitoring and advisory committee be established to oversee the implementation of the Board adopted and Ministry approved SWMP.

Purpose
The purpose of the SWMPMAC is to advise the qRD Board and staff on the implementation of the SWMP.

The Committee will remain in place for duration of the current SWMP expiring December 31, 2028.

Continuation of the Committee will be discussed during the next SWMP renewal.

Goals
The long-term vision for the qRD as stated in the SWMP is to have Zero Waste requiring disposal. It is the intention of the SWMP to guide the qRD to incrementally reduce, reuse, recycle and manage our waste. The SWMPMAC will monitor the implementation of the SWMP and make recommendations to increase its effectiveness.

Deliverables
An annual report to the Board on the implementation of the SWMP.
Recommendations to the Board on changes required to the SWMP implementation.

Scope / Jurisdiction / Authority
The Committee shall:

1. Review information related to implementation of the SWMP, including waste quantities, populations, and diversion rates for each SWMP component
2. Advise on each major SWMP review which will occur roughly every five years
3. Provide recommendations regarding disputes arising during implementation of the SWMP that pertain to:
    i. interpretation of a statement or provision in the SWMP, or
    ii. any other matter not related to a proposed change to the actual wording of the SWMP or an operational certificate.
4. Ensure adequate public consultation in matters affecting the public, such as landfill siting and transfer station siting.
5. Review new facility applications and making recommendations to the Board.

Guidance from the Board / Lead Group
As outlined in the *Local Government Act*, the governing body of the qRD is the Board, and the powers, duties and functions of the qRD are to be exercised and performed by the Board. Therefore, the Committee can only act in an advisory capacity to the Board. The Committee does not have any powers or authorities to direct, instruct or make unilateral decisions.

Resources and Budget
qRD provides the meeting space, any refreshments, and staff to take minutes. Funds for any projects are from the SWMP budget and subject to normal budgetary review and approvals.

Participation in the committee is voluntary and there is no remuneration for members' time. Travel assistance, if required, can be provided for members on request, following qRD travel and procedures.

Governance
The Chair will be elected annually from amongst the voting membership. The Chair will be selected at the first/inaugural meeting.

The Manager of Environmental Services is the direct liaison between the qRD and the SWMPMAC.

qRD staff will provide advice and act as a resource to the Committee.

These terms of reference (ToR) are subject to the provisions of the SWMP, qathet Regional District Bylaws, and any other applicable law or regulatory provision.

Unless otherwise specified in the ToR, the Committee shall operate in accordance with the Board Procedure Bylaw No. 557, 2020; and any superseding revisions or editions.

Quorum for the Committee shall be a majority (50%) of the voting member positions that are filled at the time of the meeting. Vacant positions shall not be included in the calculation of quorum.

All Committee members are equal and have equal opportunity to contribute at meetings, and must respect the opinions of others.

Members are encouraged to work collaboratively and to be committed to reaching consensus where possible, taking into account the best interests of the community. Any members unable to agree with the decision may have their objections noted in the minutes.

In any proceeding, members must declare any real or perceived conflict of interest. The member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak, on a majority vote to do so. Any subsequent information provided by the member will clearly be identified in the minutes as coming from a source perceived to be in a conflict of interest.

Members of the public may observe meetings but will not have voting rights or speaking rights unless invited to speak by the Chair.

Frequency of Meetings
The Committee will meet twice per year, or at the call of the chair.

Meetings will take place at the qRD Boardroom unless otherwise specified. Members are expected to attend in person unless arrangements are made to participate by phone or online.

Record of Meetings
The Committee shall operate in accordance with the procedures outlined in Procedure Bylaw No. 557, 2020, as well as the following:

a) Staff is responsible for recording minutes for each meeting. Minutes will be recorded without note or comment.
b) The Chair will prepare the agenda. Members are to contact the Chair at least one (1) week in advance of the meeting to advise them of items they would like included on the agenda. Wherever possible, information will be circulated in advance by email or fax.
c) Members who miss three consecutive Committee meetings may have their membership revoked at the Board's discretion and a replacement representative will be sought.

Reporting Mechanism
The SWMPMAC reports to the qRD Board through the staff representative.

Additional Notes
The Committee shall operate at the pleasure of the Board.

The Solid Waste Management Plan Advisory Committee was active during the Draft SWMP development stage and was concluded upon SWMP completion.

A SWMP is a legally binding document that is mandated by the Ministry of Environment and Parks (MOEP).

The ToR will be reviewed every year and updated as required. Changes to the ToR must be approved by the Regional Board.

Regular communications between meetings is by email or other acceptable form of electronic communication.

Committee information, such as plans and contact information, will be stored within the qRD system.

Primary reference material for the Committee is the MOEP Waste Management Act, the qRD SWMP and the qRD Waste Management Conversion and Service Establishment Bylaw No. 532.