

Regional District of Bulkley-Nechako

Waste Management Committee

Terms of Reference

1. Committee Mandate

The purpose of the Committee is to oversee and make recommendations to the Board regarding solid waste management matters.

2. Scope of Work

The Committee shall:

- a) Make recommendations to the Board regarding solid waste and environmental monitoring and compliance;
- b) Act as a liaison between the Regional Solid Waste Advisory Committee(RSWAC) and the Regional Board;
- c) Pursue matters referred by the RSWAC and ensure the effective exchange of information with the Regional Board;
- d) Provide political oversight on delivery of the solid waste function and monitor implementation of the Solid Waste Management Plan (SWMP);
- e) Identify challenges and opportunities with respect to solid waste and ensure that the solid waste services meet the community needs;
- f) Conduct an annual youth forum.

3. Authority

The Committee is a standing committee of the RDBN established by the Board under section 218 (2) of the *Local Government Act*. Bylaw 1832, Part 19 outlines the requirements for select committees.

4. Membership

- a) The Waste Management Committee shall be comprised of 6 (six) Directors with representation from the entire region;
- b) The Committee shall include up to 3 (three) youth as non-voting members. These positions will be advertised annually. An application and interview process will be required. Interviews will be conducted by the Chair of the Committee and 2 (two) committee members;
- c) The Chair of the RDBN shall appoint the Chair and Committee members;
- d) The Chair of the RDBN Board is an ex-officio member of the Committee.

5. Tenure

This committee is a standing committee and as such will be deemed to be continuous subject to direction from the Chair of the Board.

6. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner;
- b) Meetings will be held at the call of the Committee Chair;
- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***;
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

7. Quorum

Quorum of the Committee shall be 4 (four) voting members.

8. Voting

All RDBN Board 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 Board on behalf of the Committee at a minimum once every three (3) 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 Board.

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 for approval.

14. Travel Reimbursement

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