

REGIONAL SOLID WASTE ADVISORY COMMITTEE (RSWAC)

TERMS OF REFERENCE

Background/Purpose: The Regional District of Bulkley Nechako (RDBN) is undertaking a review and update of the Solid Waste Management Plan (SWMP). Public and stakeholder consultation is integral to the review. In accordance with the Ministry of Environment's Guide for the Preparation of Regional Solid Waste Management Plans, a combined public and technical advisory committee will act as a working group for the region's interests and will provide sound advice to the RDBN Board of Directors for approval.

Scope: The scope of the RSWAC is to review the existing Solid Waste Management Plan and provide input from a stakeholder and community perspective which will be considered as part of the SWMP Update.

Roles and Responsibilities: The Roles and Responsibilities of the committee and its individual members include the following:

- Represent a balance of community interests;
- Act as advisors to the RDBN Board of Directors on the development of the SWMP Update;
- Assist in reviewing current programs and identifying issues and opportunities;
- Act as a liaison between committee member's Council/Board and the RDBN; providing feedback from their Council/Board to the RDBN and increasing awareness of solid waste issues amongst their constituency;
- Review guiding principles and provide feedback for the SWMP Update;
- Review information provided by the RDBN and its consultants and provide comments and suggestions as well as highlight information gaps to be considered for the SWMP Update;
- Assist in developing and evaluating a variety of options and strategies for the SWMP Update;
- Participate on smaller ad-hoc committees dealing with specific issues or tasks (as required);
- 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;
- Participate in the public consultation phase through public meetings (as required).

Authority: The RSWAC makes recommendations on the proposed plan to the RDBN Board of Directors via the Waste Management Committee. The RDBN Board of Directors is the final decision-making authority.

Membership Composition:

The committee shall consist of no more than 25 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 Nation governments from the Bulkley-Nechako region. Membership shall include representation as follows:

Voting Members:

- District of Vanderhoof
- Village of Fraser Lake
- Village of Burns Lake
- Town of Smithers
- Village of Granisle
- Lake Babine Nation
- Cheslatta Carrier Nation
- Takla First Nation
- Public (rural and municipal)
- Saik'uz First Nation
- Nak'azdli First Nation
- Public Sector/Institutions (eg. School District, Hospital)
- Waste Management Service providers
- Agricultural Sector
- General

The RSWAC will also include 3 non-voting technical advisors representing the RDBN. A consulting firm experienced in waste management planning will facilitate the planning process and serve as an advisor and resource to the committee.

Term and Time Commitment: The Committee will operate during the plan review process which is expected to be from January to June 2018. The Committee will be discontinued once the updated Solid Waste Management Plan is approved by the RDBN Board of Directors for submission to the Minister of Environment. It is anticipated that there will be 5-6 meetings of the Committee during the planning process, with the provision for workshops and teleconferencing and webinars or other presentations at the discretion of the RDBN and the RSWAC. Committee members will be asked to review documents related to the review process on their own time. Following the adoption of the final SWMP the RDBN will be selecting a standing committee from the RSWAC that will meet annually to review the plan moving forward.

Appointments: Voting members shall be approved by the RDBN Board of Directors.

Chair: The RSWAC will elect a Chair for the RSWAC from among its voting members at the start of the first RSWAC meeting.

Quorum: Shall be a minimum of 50% plus one of the voting members.

Communications: Committee members are asked to be in attendance at all the meetings if possible. Any absentee members should notify Rory McKenzie at the RDBN about missing a meeting. Record of meeting minutes will be taken by assigned RDBN staff member and emailed out with meeting agendas to committee members prior to the next RSWAC meeting. Agendas and adopted meeting minutes will be posted on the RDBN website.

Conduct of members at Meetings:

- 1) Committee members are expected to be respectful of one another and to offer input and suggestions that are relevant, constructive and productive.
 - Members should be committed to providing advice on developing recommendations.
 - Members will respect the ideas, concerns and opinions of others.
 - Everyone will have an opportunity to speak but only one person shall speak at a time as determined by the Chair.
- 2) Administrative matters related to the RSWAC will be conducted by the RDBN staff acting through the Chair.
- 3) For clarity, these Terms of Reference do not delegate any authority or corporate powers to the RSWAC.