

# Regional District of Bulkley-Nechako

## Solid Waste Management Plan Monitoring Committee (PMC)

### Terms of Reference

#### 1) Purpose

The purpose of the Solid Waste Management Plan Monitoring Committee is to advise the Regional District of Bulkley-Nechako (RDBN) on matters involving monitoring the implementation of the Solid Waste Management Plan (SWMP) and evaluate its effectiveness as per the Ministry of Environment's (MoE) 2016 "A Guide to Solid Waste Management Planning, Part C.3.1".

#### 2) Scope of Work

The Plan Monitoring Committee (PMC) will advise on the implementation of the SWMP and evaluate the effectiveness of the SWMP.

To advise and evaluate the SWMP, the PMC will:

- a. Review information related to the implementation of the plan, such as: key plan actions and implementation progress, waste statistics, staff reports regarding plan priorities and components.
- b. Review plan implementation with a regional perspective.
- c. Review annual report on the effectiveness of the SWMP.
- d. Make recommendations to the RDBN Board regarding plan implementation and how to increase effectiveness.
- e. Complete PMC member action items identified in the meeting minutes prior to the next PMC meeting or other designated timeline.

#### 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 Solid Waste Management. Bylaw 1832, Part 19 outlines the requirements for select committees. The PMC 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.

#### 4) Membership Composition:

- a. The committee shall consist of no more than 12 members representing a diversity of backgrounds, interests and geographical location.
- b. 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:
  - Regional Local Government
  - Municipal Staff/Council
  - First Nation Local Governments
  - Public Sector/Institutions (eg. School District, Hospital)
  - Waste Management Regions Service providers/Commercial

- Agricultural Sector
- Public (rural and municipal)
- General

- c. Chief Administrator Officer will appoint staff member(s) to provide committee support.
- d. Chair position is voluntary that will be elected on an annual basis by PMC members.

## 5) Tenure

The tenure of the Committee which will be established November 2019 will operate for a five-year duration, completing in November 2024.

## 6) Meetings

- a. The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner.
- b. The Committee must establish and post a meeting schedule.
- 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.
- e. A minimum of 2 meetings/year (May/November)

## 7) 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.

## 8) Appointments

Voting members shall be appointed by the RDBN Board of Directors.

## 9) Quorum

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

## 10) Roles and Responsibilities

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

- a. Represent a balance of community interests;
- b. Act as advisors to the RDBN Board of Directors on the monitoring of the SWMP;
- c. Assist in reviewing current programs and identifying issues and opportunities;
- d. 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;
- e. Review guiding principles and provide feedback for the SWMP;
- f. Assist in developing and evaluating a variety of options and strategies for the SWMP Update;
- g. Participate on smaller sub-committees dealing with specific issues or tasks (as required);
- h. 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;

**11) Financial Resources**

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

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