Regional District of Bulkley-Nechako
Regional Solid Waste Advisory Committee
Terms of Reference

1. Committee Mandate

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

2. Scope of Work

The Committee shall:

a) Act as advisors to the Waste Management Committee;
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 Waste Management Committee 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 via the Waste Management Committee 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 Chair of the Waste Management Committee shall be the Chair of the Regional Solid Waste Advisory Committee;
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 two 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 Waste Management Committee 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 Waste Management Committee.

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 via the Waste Management Committee for approval.

14. Travel Reimbursement

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