

## **Committee Terms of Reference**

### **Name**

Lasqueti Island Solid Waste Plan Monitoring and Advisory Committee

### **Members**

The Committee shall consist of:

- a) three (3) regular voting members at large who shall be residents or property owners in Electoral Area E (Lasqueti Island);
- b) non-voting members: Electoral Area 'E' Director;
- c) members who are 18 (eighteen) years or older.

Individuals, who have an interest in a business that regularly operates within the solid waste stream, or who may otherwise be in a conflict of interest, are excluded from the Committee.

Appointment to the Committee will be subject to Powell River Regional District Board (Board) approval.

All members will conduct themselves in a responsible manner and respect the Powell River Regional District's (PRRD) Policy 4.16 - Workplace Bullying and Harassment Policy; and any superseding revisions or editions.

### **Terms of Membership**

All regular appointments will be for terms of three (3) 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 Lasqueti Island Solid Waste Management (Sub Plan) Advisory Committee recommended that an ongoing monitoring and advisory committee be established to oversee the implementation of the Sub Plan.

### **Purpose**

The general mandate of the Lasqueti Island Solid Waste Plan Monitoring and Advisory Committee (LIPMAC) is to provide ongoing monitoring of the Sub Plan implementation

at a high level and to report, and provide recommendations, to the Board with regards to plan implementation.

The Committee will remain in place for the 10-year duration of the Sub Plan (no later than December 31, 2028.)

Continuation of the Committee will be discussed during the next Solid Waste Management Plan renewal.

## Goals

1. The Committee's primary goal is to ensure the Sub Plan's key deliverables are achieved.
2. Align Lasqueti Island's solid waste management with the PRRD's strategic priority *Climate Change* and specifically the goal of achieving *zero waste*.
3. The vision is for Lasqueti Island to be a model community for zero waste, embracing waste minimization, reuse and recycling, and ultimately eliminating the need for landfilling of the island's discards.

The implementation of this Sub Plan is expected to achieve the following targets:

1. Cease disposal of residual waste at the Lasqueti Island landfill by 2020.
2. In advance of (1), establish a new system for garbage disposal.
3. Undertake improvements to the Island's free store and recycling depot by 2019.
4. Implement final closure of the landfill by 2021.

## Deliverables

The Committee will provide a local presence and will act as a liaison between their constituency and the PRRD; providing feedback from their members to the Board and increasing awareness of solid waste issues amongst their constituency.

## Scope / Jurisdiction / Authority

The Committee shall:

- a) Function under a monitoring and advisory role.
- b) Provide suggestions to the Manager of Operational Services to assist with preparing annual work plans and budgets.
- c) Work with PRRD in preparing policies, procedures and regulations to address public safety and liability concerns.
- d) Meet with Lasqueti Island Solid Waste Coordinator and Manager of Operational Services to:
  - review progress on implementing the solid waste management sub plan and the annual work plan;
  - identify emerging issues and make recommendations to the Manager of Operational Services to address those issues; and

- suggest any necessary “course corrections” if the work plan or solid waste management sub plan cannot be implemented as initially envisioned.
- e) Prepare reports for and make recommendations to the Board when applicable.
- f) Undertake regular engagements with Island landowners and residents regarding waste management system operations and capital plans.
- g) Engagements may be in the form of official public meetings to be held on Lasqueti Island; website communications or other broad engagement methods that can reach a representative group of residents.
- h) Meet as required, with PRRD staff and elected official(s).

### **Guidance from the Board / Lead Group**

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

### **Resources and Budget**

Membership on the Committee shall be strictly on a volunteer basis and members will serve without remuneration. No member of the Committee shall receive compensation from the PRRD for work performed as a member of the Committee.

Costs of copying and circulating materials for agendas and miscellaneous expenses will be financed through the Solid Waste Management Service budget.

PRRD will provide a budgeting schedule to the Committee to assist with preparing annual work plans and budgets.

The PRRD will advertise membership applications on the PRRD website and through postings on Lasqueti Island and on Lasqueti.ca website.

### **Governance**

The Manager of Operational Services is the direct liaison between the PRRD and LIPMAC. The Manager of Operational Services reports to the Chief Administrative Officer who reports to the Board.

A quorum, which includes the Elected Area Director, is required at meetings in order to pass resolutions of recommendation. The Chair will ensure, prior to the meeting, that enough members will attend in order to reach a quorum. A quorum will consist of a majority of the members, including the Elected Area Director.

The objective will be to adopt resolutions by consensus. If a consensus cannot be

reached, a majority vote will prevail.

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

The PRRD will provide resources required by the Committee, including presenting any resolutions requiring ratification to the Board or its Committees.

These terms of reference are subject to the provisions of Lasqueti Island Solid Waste Management Sub Plan, Powell River Regional District Bylaws, and any other applicable law or regulatory provision.

Unless otherwise specified in this terms of reference, the Committee shall operate in accordance with the Board Procedure Bylaw No. 479, 2013; and any superseding revisions or editions.

### **Frequency of Meetings**

The Committee shall meet a minimum of twice each year with dates and location to be determined by Committee members.

More frequent meetings shall be scheduled as required to deal with current business or emergent issues

### **Record of Meetings**

The Committee shall operate in accordance with the following procedures:

*a) Agenda Preparation*

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.

*b) Minutes*

Minutes will be recorded for each meeting. Minutes will be recorded without note or comment. A copy of the minutes will be submitted to the PRRD office two (2) business days following the respective meeting. Minutes of the prior meeting will be circulated as part of the agenda package and adopted at the following meeting.

*c) Attendance*

Members are expected to regularly attend the meetings. Absence from three (3) consecutive meetings without notification to the Chair, and without reasonable cause, will be grounds for a member to be removed from the Committee.

*d) Record of Meetings*

The Committee will maintain a record of all meetings and forward a record of all meetings to the PRRD office.

## **Reporting Mechanism**

The Chair will provide written reports to the Manager of Operational Services for decisions requiring Board approval.

Bi-annual progress reports will be submitted in writing to the Manager of Operational Services whom will present them to the Board.

## **Additional Notes**

The Committee shall operate at the pleasure of the Board.

The Lasqueti Island Solid Waste Management (Sub Plan) Advisory Committee was active during the Sub Plan development stage and was concluded upon Sub Plan completion.

A Solid Waste Management Plan is a legally binding document that is mandated by the province for all regional districts.