Comox Strathcona Waste Management Service
REGIONAL SOLID WASTE ADVISORY COMMITTEE (RSWAC)
TERMS OF REFERENCE

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1. BACKGROUND AND PURPOSE

The Comox Strathcona Waste Management (CSWM) service is undertaking a renewal of the 2012 CSWM Solid Waste Management Plan (SWMP). Fulsome public consultation, representative of the diversity of the entire community is integral to the process. In accordance with the Ministry of Environment and Climate Change Strategy's *Guide to the Preparation of Regional Solid Waste Management Plans* a single public and technical advisory committee will act as a "sounding board" of community interests and will provide advice to the CSWM Board.

2. SCOPE OF WORK

The committee will receive and review information, and advise on topics related to the renewal of the solid waste management plan. Committee members will be invited to pose questions, engage in discussion, and provide comments for consideration as the plan is developed. Potential topics for engagement with the committee include the circular economy, waste reduction and recycling, greenhouse gas emissions, residuals management, asset and risk management, innovation, climate change resilience, affordability, as well as collaboration and engagement.

3. TERM

Membership will last the duration of the solid waste management plan renewal process. Committee members should be prepared to participate through the full term. RSWAC will conclude its work when the Plan has been approved by the CSWM Board. Members will be asked to commit for up to three years.

4. ROLES AND RESPONSIBILITIES

The role of the RSWAC is to:

- Represent a balance of community interests;
- Act as advisory committee to the CSWM Board on the development of the Solid Waste Management Plan;
- Review guiding principles and provide feedback for the Plan;
- Review information provided by the CSWM and its consultants and provide comments and suggestions as well as highlight information gaps to be considered for the Plan;
- Provide input on design and implementation of public surveys and consultation processes;
- Assist in reviewing current solid waste programs and identifying challenges and opportunities;
- Assist in developing and evaluating a variety of options and strategies for the draft Plan;
- Review public consultation results and provide input on the final Plan;
- Participate in smaller ad-hoc committees dealing with specific issues or tasks, as required; and,
- Contribute to programs and policies that are in the best interests of all residents of the CSWM, balancing both community and industry needs, as well as technical and operational limitations.

The role of the committee is to advise the CSWM Board. No votes will be held to determine the group's position on issues or recommendations to the Board. Where consensus exists, it will be noted; minority opinions will be considered to have merit and will be noted.

5. COMPOSITION AND CHAIR

First Nations Membership

Representatives of the 10 First Nations with community members within our CSWM area who are our partners in achieving our diversion goals, will be invited to observe and or participate in committee meetings at their preference through a representative or designated alternate of their choosing. Their participation is in addition to selected committee members, and they will not be required to attend meetings to maintain their status on the committee, with the understanding that representatives may choose not to attend, or not be able to attend all meetings.

The First Nations to be invited to each send one representative at a time to the RSWAC are:

- Ehattesaht/Chinehkint First Nation
- Homalco First Nation
- Ka:'yu:'k't'h'/Che:k:tles7et'h' First Nations
- Klahoose First Nation
- K'omoks First Nation
- Mowachaht/Muchalaht First Nation
- Nuchatlaht Tribe
- Tlowitsis First Nation
- We Wai Kai First Nation
- Wei Wai Kum First Nation

In addition to the 10 Nations listed above, minutes of all RSWAC meetings will be distributed to all First Nations with traditional territory within the CSWM as identified by the Consultative Areas Database. Further engagement with Indigenous peoples will be coordinated through a separate, collaborative processes.

General Membership

The RSWAC membership will be selected to represent a broad sector of those interested in solid waste management in our community, individuals and organizations.

The Chair and Vice Chair of the CSWM Board will be the Chair and the Vice Chair of the Committee.

Public Advisory Members

- Up to 15 members representing a diversity of community interests and sectors. The following is a list of sectors/interests that could be represented by committee members (not all sectors will have representation):
    - Agriculture
    - Circular economy
    - Construction, renovation, deconstruction and demolition
    - Extended producer responsibility programs
    - Fisheries and Aquaculture
    - Food service
    - Forestry residuals

- Government agencies and health authorities
- House moving
- Large waste generators (e.g. academic institutions, school boards, health authority)
- Multi-family residences (e.g. residents, landlords, property management associations)
- Non-governmental/non-profit organizations and environmental stewardship groups
- Organics processing
- Public members-at-large (e.g. youth, seniors, and multicultural, accessibility, and resident/community associations)
- Recycling industry
- Reduction/repair/reuse/refill industry
- Retail/grocery
- Rural and remote communities
- Small and medium-sized businesses, and business improvement associations, chambers of commerce, boards of trade
- Tourism and hospitality
- Waste industry
- Woodwaste processing
- Workers/unions

Technical Advisory Members:

- All staff of CSWM
- Strathcona Regional District Staff – Up to 2 members, and alternate
- CVRD Staff – Up to 2 members, and alternates
- CSWM Technical Advisory Committee Members (municipal solid waste staff) – Up to 6 members, and alternates
- Ministry of Environment and Climate Change Strategy – Up to 1 member, and alternate
- Environment and Climate Change Canada – Up to 1 member, and alternate

6. SELECTION PROCESS

Public advisory RSWAC members (excluding First Nations representatives, technical advisory members, chair and vice-chair) will be filled through a public call for applications. Selection of members will attempt to create a committee with a balance of representation geographically, demographically, and with a variety of perspectives and experience, lived or technical, as it relates to solid waste. Committee members will be appointed by the Comox Strathcona Waste Management Board of Directors (the Board) through an application process. Applicants will be reviewed by CSWM staff and a full list of respondents and rationale for each of the recommended committee members for selection will be provided to the Board.

Technical advisory members will be appointed by the representative government or committee. First Nations members will be designated by their respective Nation.

The following is a list of desired personal qualities, perspectives and lived experience committee members should aim to demonstrate in their applications:

- Members must be prepared to invest time and energy towards learning and understanding:
    - facility operation through site visits;
    - existing and proposed solid waste and recycling policies, practices, and bylaws;
    - waste reduction, circular economy goals, sustainability, and climate action; and

    - the regional waste management system and challenges associated with the operation, administration and funding;
- Members must be prepared to work constructively and collaboratively at committee meetings to address areas of mutual concern, recognizing the multi-faceted issues and interests of all impacted stakeholders;
- Members will bring a willingness and ability to consider regional issues from all sectors and geographical perspectives within the CSWM service area;
- Members should be prepared to commit the time required to attend committee meetings, pre-read the agenda and all supporting materials provided for each meeting, participate fully and constructively in committee discussions, and to work towards consensus on issues being addressed by the committee; and

7. MEETINGS

a) Meetings will be held approximately 4 – 6 times per year for the duration of the solid waste management plan update process.
b) The meeting dates and times will be determined by the chair and vice-chair in consultation with CSWM staff and committee members, and will be scheduled at intervals relevant for the solid waste management plan development. Meetings may be held during business hours, or weekday evenings as needed.
c) The chair and vice-chair will draft meeting agendas and coordinate meeting materials with CSWM staff, which will be circulated to the committee in advance of meetings.
d) Members will provide advance written notice to the Chair and make arrangements for their designate alternate if they are unable to attend a meeting. There will be no alternates for public committee members.
e) The meetings will be structured to encourage dialogue and collaboration on relevant issues within the constraints of the planned agendas.
f) Meeting minutes and action trackers will be kept for each meeting. Minutes shall not reflect the names of individual speakers or their stance on issues; rather, they shall reflect the issues discussed, significant points of view on the issues and the resolutions or actions to be taken.
g) Meetings will be held virtually or in person at Comox Valley Regional District offices located at 770 Harmston Avenue, Courtenay, BC. If unable to attend a meeting in person, a member may participate via teleconference or videoconference unless in person attendance is deemed necessary, for example, for tours of facilities.
h) A meeting quorum will be 50%+1 of public advisory members. First Nations and technical members will not count towards obtaining quorum.
i) Meetings will be open to any individual who wishes to observe the discussions either in-person or through teleconference or videoconference, although only committee members will be provided standing to participate in the discussion. Non-members may request an opportunity to present to the committee through two weeks' advance written submission for consideration by the chair and vice-chair.
j) The committee may invite groups and subject matter experts to present and provide advice and feedback on specific agenda items, at the discretion of the chair and vice-chair.
k) All committee agendas will be published and publicly available in advance of meetings, and presentations and meetings minutes posted thereafter on the project website.
l) CSWM staff or designate will coordinate the venue and meeting logistics, invitations, notetaker, refreshments, and all requests received for the committee.
m) The Committee will act in accordance with the CVRD Board Code of Conduct.

Honorarium

In acknowledgement of the volunteer nature of the representatives on the committee from the First Nations and public, and to encourage participation through to the end of the process, Public Advisory members and First Nations committee members will be entitled to claim an honorarium of $125 per RSWAC meeting. Committee members will be required to submit a claim in writing or via email to receive the honorarium.

In recognition of the fact that some members will incur more travel time than others to attend a meeting, each technical, public or First Nations RSWAC member who attends a duly authorized RSWAC meeting or facility tour which requires attendance in person, and is convened more than 60 kilometers distance or one-hour travel time, one way, from the member's home shall be paid $20 for each hour of travel to attend the meeting in accordance with schedule 'E' of CVRD Bylaw No. 236. Costs for ferry travel, or water taxis will also be eligible for reimbursement with receipts. Committee members will be responsible for all other travel expenses.

8. CODE OF CONDUCT

This code is intended to serve as a framework to guide the spirit and intent of how Members are expected to deliver on the Committee purpose, objectives, and intent in an ethical and respectful manner.

A. **Respect and Collaboration:** Discussions and debates shall take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interest and needs of all affected parties.
B. **Transparency:** It is expected that all members speak honestly and transparently, engaging in good faith dialogue and sharing information openly to encourage fact-based dialogue.
C. **Treatment of other Members:** Members of the committee have a duty to treat other members with respect during meetings. Specifically, members have a duty to avoid:
    i. Disrupting meetings by making continual interruptions or whispered asides;
    ii. Making offensive, derogatory, or abusive remarks directed at other members or attendees;
    iii. Making statements to the Committee known to the member to be false;
    iv. Disputing the motives of other members or supporting staff;
    v. Ignoring the legitimate direction of the Chair; and
    vi. Acting to discriminate, intimidate, harass, or verbally abuse, other members of the committee.
D. **Conflict of Interest:** Committee members must declare any conflicts of interest, real or perceived, at the outset of the process or as soon as it becomes known to the member.

Members who object to the behavior of another member as identified in this code of conduct are asked to identify their concerns immediately to the Chair.

9. ADMINISTRATION

Administrative matters related to the RSWAC will be conducted by CSWM staff. Direct meeting expenses, such as costs related to the provision of a meeting facility, snacks, beverages, photocopying and other related activities will be covered and coordinated by CSWM Staff. Any additional funding for special projects or studies requested by the Committee is subject to CSWM Board approval.

10. MEMBERSHIP DISMISSAL

Members must recognize the importance of their commitment through active participation, regular attendance and adherence to the Terms of Reference. The following are potential reasons for membership dismissal:

- A public advisory committee member failing to attend two or more consecutive meetings, or,
- Lack of adherence to the Terms of Reference, specifically including Section 8: CODE OF CONDUCT, and Section 12: MEDIA PROTOCOL.

At the agreement of both the Chair and Vice Chair, members who have committed one or more of the potential reasons for losing membership may be dismissed from the committee by way of written notification. The dismissed member is ineligible for re-instatement at a future call for membership.

If the member wishes to appeal the dismissal, they can request a vote from the Committee Membership, to be undertaken using secret ballot. Voting will be a 50 +1 % majority decision-making model. The impacted member is not eligible to vote in this process.

11. MEMBERSHIP RESIGNATION

Members wishing to resign from the Committee membership should provide written notice of their intent to resign, including the effective date of their resignation, addressed to the Chair.

12. MEDIA PROTOCOL

Individual Committee members will not speak on behalf of the RSWAC, unless it has been approved by the Chair in advance. Media releases and interviews will typically be directed to the CSWM Senior Manager. For high profile issues, the role of spokesperson rest with the CSWM Board Chair. On technical matters or in cases where an initiative is still at the staff proposal level, a CSWM staff member is an appropriate spokesperson.