



Resource Recovery Plan Advisory Committee

Terms of Reference (revised November 2016)

1.0 Application

These terms of reference apply to the Resource Recovery Plan Advisory Committee (RRPAC) established as suggested by the British Columbia Ministry of Environment and in accordance with Section B.1.2. of *A Guide to Solid Waste Management Planning Version 1.0, September 2016*.

2.0 Role of the RRPAC

The role of the RRPAC is to make recommendations to the Regional District of Central Kootenay (RDCK) Board of Directors on matters involving the development and implementation of the RDCK Resource Recovery Plan (“the Plan”). The RRPAC will act in an advisory capacity only and the RDCK Board retains the authority to make final decisions on Plan implementation.

3.0 Duration

The RRPAC shall exist for the period that the current RDCK Resource Recovery Plan (adopted January 2012) remains in effect. The RDCK Board of Directors may, at its discretion, continue the RRPAC for future versions of the Plan.

4.0 Objectives of the RRPAC

The objectives of the RRPAC are as follows:

- Receive and relay feedback from the community regarding implementation of the Plan;
- Review and comment on reports, studies, policies, legislation, and other forms of information relevant to Plan implementation;
- Review potential disputes relating to implementation of the Plan and refer those disputes to other RDCK committees or the RDCK Board of Directors, as appropriate;
- Participate in Plan review processes;
- Provide recommendations on waste management strategies, waste diversion opportunities, service provision, facility operation, and other matters of Plan implementation; and
- Ensure adequate public consultation in relevant Plan implementation matters.

5.0 Structure of the RRPAC

5.1 Representation

5.1.1 RDCK Representation

In order to capitalize on experience gained during development and implementation of the Resource Recovery Plan, RDCK members of the RRPAC will include:

- The Chair of each of the West, Central, and East Resource Recovery Committees of the RDCK;
- The Chair of the RDCK Board of Directors; and

- Resource Recovery staff.

5.1.2 Community Representation

The RDCK will invite representatives of local stakeholder groups to apply to be designated as community members of the RRPAC. Invitations will be sent directly to all community stakeholders identified during the Resource Recovery Plan development process; however, the RDCK Board of Directors will consider applications from any resident or group who demonstrates that they have a stake in the outcomes of the RDCK's resource recovery operations. To ensure fair representation, when appointing members, the RDCK Board of Directors will consider:

- The geography, demography, and political organization of the RDCK;
- A balance between technical and non-technical interests;
- A balance between industry / private sector and public members; and
- The RDCK's interests in ensuring input from key stakeholders, including:
 - Government (e.g. municipalities, First Nations)
 - Waste and waste diversion service providers (e.g. haulers, processors)
 - Environmental organizations
 - Community interest groups (e.g. business associations, school districts)
 - Waste producers
 - Interested individuals.

The RRPAC will include a maximum of seven and a minimum of one community member.

Participation in the RRPAC is voluntary. The RDCK will reimburse community members for travel expenses at the standard rate established through official RDCK policies. No other remuneration will be offered to community members.

Community RRPAC members will be required to sign a confidentiality agreement.

5.2 Membership Term

There will be no set membership terms for technical members. Each position listed in section 5.1.1 will maintain membership indefinitely. The specific individuals in those positions, however, may change over time.

Community members shall be appointed for a term of two years.

The RDCK Board of Directors may, at its discretion, revoke membership from any member at any time.

6.0 Meetings of the RRPAC

6.1 Scheduling

The committee will endeavour to hold meetings at least twice per year, with additional meetings to be summoned as required. The RDCK Resource Recovery Manager, in consultation with the Chair, will schedule meetings.

The RDCK will advertise meeting dates on the RDCK website. The advertisements will explicitly invite attendance from stakeholders who are not members of the RRPAC.

6.2 Protocol and Procedures

- At the first meeting of each alternate year, the RRPAC shall elect a Chair and Vice-Chair. The Chair and Vice-Chair terms shall be two years.
- The Chair will generally conduct meetings in accordance with Roberts Rules of Order.
- Quorum will be deemed to have been achieved with the attendance of 50 percent of members or more.
- All RRPAC members are equal and will have equal opportunity to contribute to discussions at meetings.
- RRPAC members will respect the contributions of other members and make all efforts to understand alternative viewpoints.
- RRPAC members will endeavour to work collaboratively, and to engage in open, honest dialogue.
- RRPAC meetings will generally be open to the public. Non-members will be granted speaking privileges at the discretion of the Chair.
- The Chair may close meetings to the public as required to safeguard the confidentiality of sensitive information or issues.
- RDCK staff will attend meetings to act as a resource to the RRPAC.
- Any RRPAC member perceived to be in a conflict of interest for an issue before the RRPAC shall excuse themselves from proceedings unless specifically requested to speak through a majority vote of the remaining RRPAC members.
- The RDCK will provide administrative support for facilitation, meeting logistics, minute taking, and agenda preparation.

7.0 Communications

Minutes of RRPAC meetings will be provided as an information item to the RDCK Board of Directors. Specific actionable recommendations arising out of the minutes, and approved by the Board, will be routed through RDCK staff to the appropriate organization or individual.

RRPAC members may choose to express their personal views about non-confidential RRPAC issues to others outside the RRPAC but may not speak on behalf of or in any way create the impression that they are speaking for the RRPAC as a whole. RRPAC members should not discuss comments or opinions expressed by other committee members without their knowledge and consent.