

**REGIONAL DISTRICT OF NANAIMO
EXECUTIVE COMMITTEE
AGENDA**

Tuesday, November 5, 2019

10:00 A.M.

Committee Room

	Pages
1. CALL TO ORDER	
2. APPROVAL OF THE AGENDA	
3. ADOPTION OF MINUTES	
3.1 Executive Committee Meeting - July 11, 2019	3
That the minutes of the Executive Committee meeting held July 11, 2019 be adopted.	
4. REPORTS	
4.1 Occupational Health and Safety Report	5
That the Occupational Health and Safety Report dated August 22, 2019 be received for information.	
4.2 Board Appointments to External Organizations Policy	14
That the Board adopt the attached policy titled Board Appointments to External Organizations.	
4.3 Transportation Select Committee Terms of Reference	19
That the Transportation Select Committee be created to replace the Transit Select Committee and that the Terms of Reference be approved.	

4.4 Climate Action Technical Advisory Committee

24

1. That the Regional District of Nanaimo create a Climate Action Technical Advisory Committee.
2. That the Climate Action Technical Advisory Committee terms of reference be approved.
3. That \$80,000 and a two year term 0.5 full-time equivalent position be in each of the proposed 2020 and 2021 budgets to establish and support the Committee.
4. That a report be prepared to the Board on the future of the Committee after the Committee has operated for 2 years.

4.5 Solid Waste Management Select Committee Terms of Reference

31

That the Solid Waste Management Select Committee's Terms of Reference be retained in substance but amended to replace references to the Regional Solid Waste Advisory Committee with the Solid Waste Management Plan Monitoring Advisory Committee.

5. IN CAMERA

That pursuant to Section 90(1)(c) of the *Community Charter* the Executive Committee proceed to an In Camera meeting for discussions related to labour relations or other employee relations.

6. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday, July 11, 2019
11:50 P.M.
Committee Room

In Attendance:	Director I. Thorpe	Chair
	Director B. Rogers	Electoral Area E
	Director K. Wilson	Director Electoral Area A
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director T. Patterson	City of Parksville
	Alternate	
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director L. Krog	City of Nanaimo
	Director E. Mayne	City of Parksville
	Director B. Wiese	Town of Qualicum Beach
Also in Attendance:	Director M. Young	Electoral Area C
	Director S. McLean	Electoral Area H
	Director A. Fras	City of Parksville
	P. Carlyle	Chief Administrative Officer
	G. Garbutt	Gen. Mgr. Strategic and Community Development

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Executive Committee Meeting - November 29, 2018

That the minutes of the Executive Committee meeting held November 29, 2018, be adopted.

CARRIED UNANIMOUSLY

REPORTS

Review of Executive Committee Mandate

The Committee was provided with the Executive Committee mandate for their consideration.

Inaugural Council of Councils Meeting, Fall of 2019

It was moved and seconded that the Inaugural Council of Council, Fall of 2019 report be referred back to staff to:

- consider the participants,
- discussion topics to be regional,
- develop an informal forum.

CARRIED UNANIMOUSLY

Climate Action Technical Advisory Committee

It was moved and seconded that the Climate Action Technical Advisory Committee report be referred back to staff to amend the proposed terms of reference to:

- include additional Directors,
- not compensate members; and,
- examine membership criteria.

CARRIED UNANIMOUSLY

IN CAMERA

That pursuant to Sections 90(1)(a) and (c) of the *Community Charter* the Executive Committee proceed to an In Camera meeting for discussions related to personal information about an identifiable individual of the municipality, and labour relations.

CARRIED UNANIMOUSLY

TIME: 1:30 PM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:00 PM

CHAIR



MEETING: November 5, 2019

FILE: Not applicable

SUBJECT: Occupational Health and Safety Report

That the Occupational Health and Safety Report dated August 22, 2019 be received for information.

This 2019 January to June Occupational Health and Safety Report summarizes the employee injury statistics within the Regional District of Nanaimo (RDN).

Although employee injuries are trending to be slightly higher in 2019 to date, WorkSafe BC (WSBC) time loss claims are showing a slight reduction in 2019. The RDN overall WSBC assessments are trending downward by a projected \$8,706 in 2019.

An effective Occupational Health and Safety Program (OHSP) that complies with WSBC requirements has been developed. Six Joint Occupational Health and Safety (JOHS) Committees meet monthly to promote injury prevention and monthly safety themes are issued.

An Attendance Management Program has been launched to support employees who frequently access sick time.

In 2017/2018, several gaps in health and safety policies and process were identified as a result of enforcement activity from WorkSafeBC (WSBC). As an example, the RDN had only one Joint Occupational Health and Safety Committee, whereas the WSBC requirement was 6 Committees across the RDN. As well, the Occupational Health and Safety Program (OHSP) was deficient in several elements and lacked adequate written material to address safe work procedures.

To address the above-noted requirements and ensure proper risk management, the Board approved the creation of a Manager of Employee Health, Safety and Wellness position in the 2018 budget. This position is shared with the Town of Qualicum Beach for 20 percent of the time (1 day per week).

The attached Occupational Health and Safety Report for the period of January to June 2019 was prepared in July and distributed to managers.

The total number of reported employee injuries has been increasing: 2019 to date (33), 2018 (54), 2017 (50). Employees are encouraged to report all injuries, no matter how minor, and this has resulted in an increase of first aid only injuries. First aid only injuries do not result in a WSBC claim and therefore provide a proactive opportunity to improve health and safety before a serious injury. Injury reporting to managers and JOHS Committees, coupled with trend identification, is resulting in specific injury prevention initiatives that include:

- Transit and Emergency Services – driver seat adjustment guide; transit trainers trained in ergonomics and body posture; violence prevention risk assessments; noise measurements;
- Solid Waste – review, update and develop safe work procedures; promotion of 3-foot bubble awareness; biogas risk assessment and development of control and response procedures; air (dust and asbestos) monitoring;
- Water and Wastewater Services – Working Alone reporting and checking process; updated Exposure Control Plans; confined space entry; and
- Administration Building – threat notification enhancements and response protocols;

The number of injuries that resulted in a WSBC time loss claim are: 2019 to date (12), 2018 (23), 2017 (21). The number of days lost for WSBC time loss claims (calculated within the year of injury) are: 2019 to date (356), 2018 (279), 2017 (451). Note: In 2019, 4 claims account for 286 days.

Early return of injured workers using modified duties and gradual return to work plans are initiated when an employee is medically cleared. This is vital to reducing the cost of our lost time claims, as these cost the RDN three times the value of the absent employee's hourly rate, on average, due to increased premiums being applied in response. WSBC claims are now actively and appropriately managed to ensure fair and consistent decisions by WSBC.

WSBC compliance with respect to the development of a comprehensive and effective OHSP was a priority in 2018/2019. Additional safety activities included:

- Six JOHS Committees meet monthly to discuss health and safety issues, identify and promote injury prevention activities;
- Hazard Identification and Risk Assessment process;
- Delivery of safety training courses and development of training matrix;
- JOHS Committee member training;
- Training of supervisors in their roles and responsibilities;
- Monthly safety themes to increase awareness of injury hazards and risk control methods; and
- Training of employees who manage contractors and establish safety responsibilities at those worksites.

Further initiatives to address high injury trends will be a priority in 2020 and include:

- A safety training calendar that will be issued early in the year that includes a variety of safety courses to be delivered throughout the year;
- In January 2020, an occupational health and safety report will be prepared that consolidates 2019 employee injury statistics. Each JOHS Committee will be challenged to develop a

couple of action items to address injury prevention initiatives in their areas based on their injury trends;

- Risk assessments will be conducted using evidenced-based hazard identification and quantification (i.e. asbestos exposures, biogas, confined space gas hazards, etc.); and
- Standards for required personal protective equipment (safety glasses, gloves, hardhat, respirator, etc.) will be established through safe work procedures.

An Attendance Management Program was initiated in July 2019, based on supporting employees who have trends of using frequent sick time. Based on this initiative, we will be closely monitoring absences which should further assist in our efforts to keep employees healthy and at work.

ALTERNATIVES

That the Occupational Health and Safety Report dated August 22, 2019 be received for information.

That the Board provide alternate direction to staff.

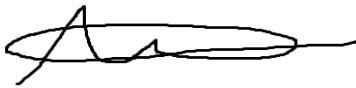
FINANCIAL IMPLICATIONS

WSBC assessments in 2019 (\$568,073) are projected to be \$8,706 less than 2018 assessments (\$576,779). The assessment projection is subject to the RDN's overall payroll in 2019.

The RDN's 2019 assessment rates were calculated in October 2018 by WSBC. The assessment rates are calculated by calculating the RDN injury claim costs (health care costs, wage loss, pensions, and survivor benefits) for the years 2015, 2016 and 2017 (on a 3-year rolling average). The 2020 assessment rates will be calculated in October, and will consider 2016, 2017 and 2018 RDN injury claim costs. As a result of the calculation method, claim costs have a financial influence on WSBC assessment rates for 3 years. Therefore, 2019 improvements in health and safety, and the impact on reduced claim costs, will not be noticed until 2021 assessments.

STRATEGIC PLAN IMPLICATIONS

The OHSP supports the Board values of Fiscal Responsibility and Good Governance.



Andrew Brooks
abrooks@rdn.bc.ca
October 21, 2019

Reviewed by:

- J. Tait, Human Resources Manager, Corporate Services
- D. Wells, General Manager, Corporate Services

- P. Carlyle, Chief Administrative Officer

Attachment:

- 2019 January to June Occupational Health and Safety Report



Occupational Health and Safety Report

2019

January to June

Summary

Definitions:

First Aid Only: employee seen by first aid only.

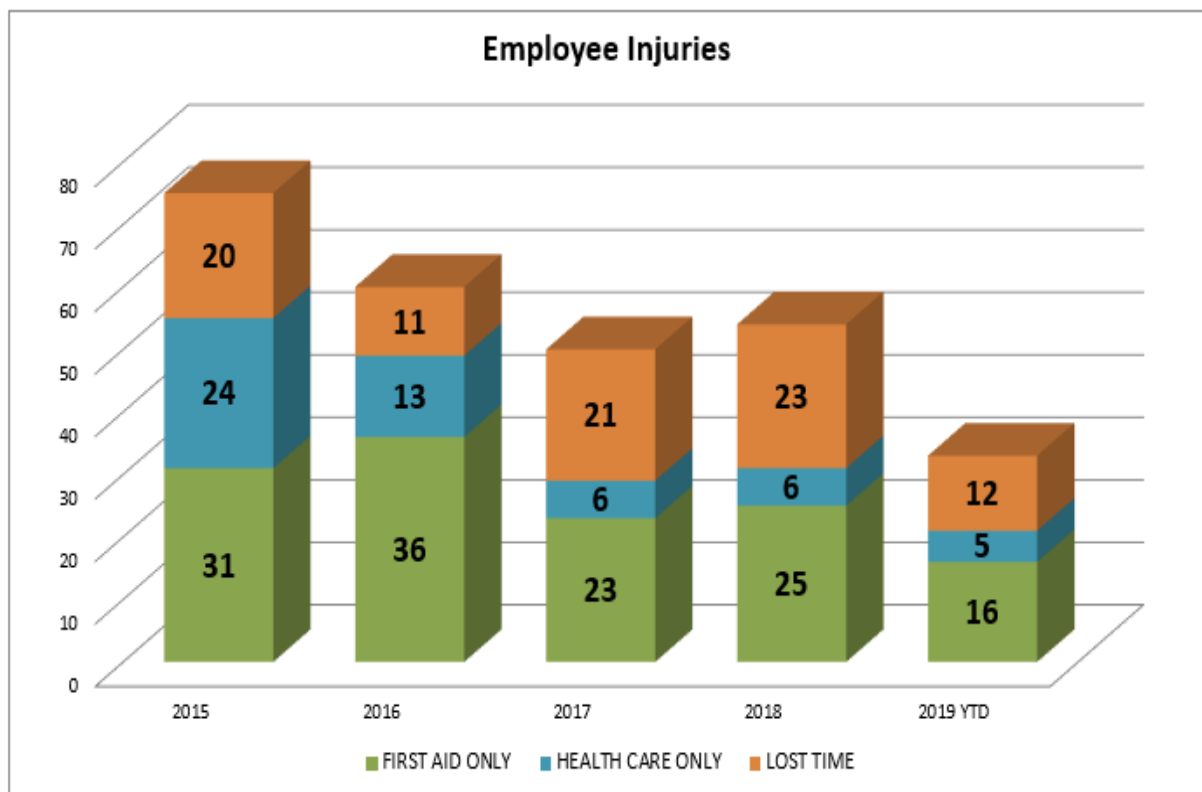
Health Care Only: employee seen by doctor, no lost time (WSBC claim).

Loss Time: employee seen by doctor, lost time (WSBC claim).

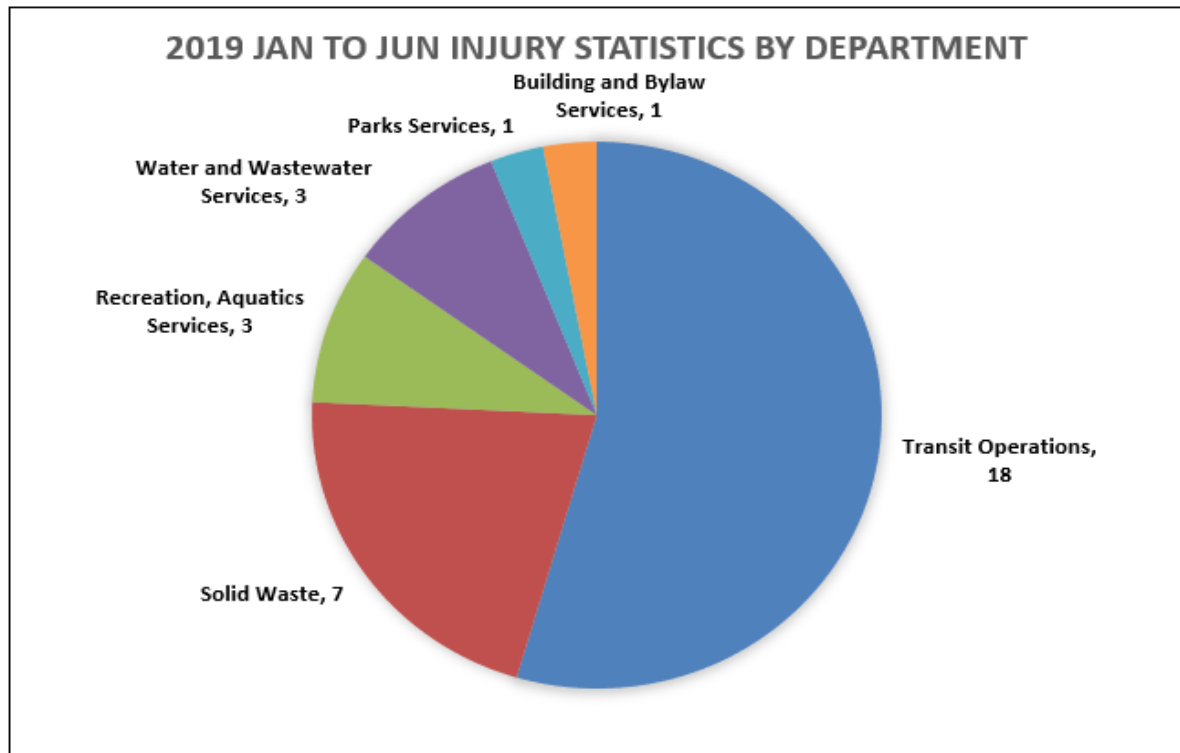
Days Lost: total number of days lost, for WSBC Lost Time claims occurring in that year, cumulated over the year of injury.

Claims Costs: total cost of all claims for RDN employees, includes health care costs and wage loss payments.

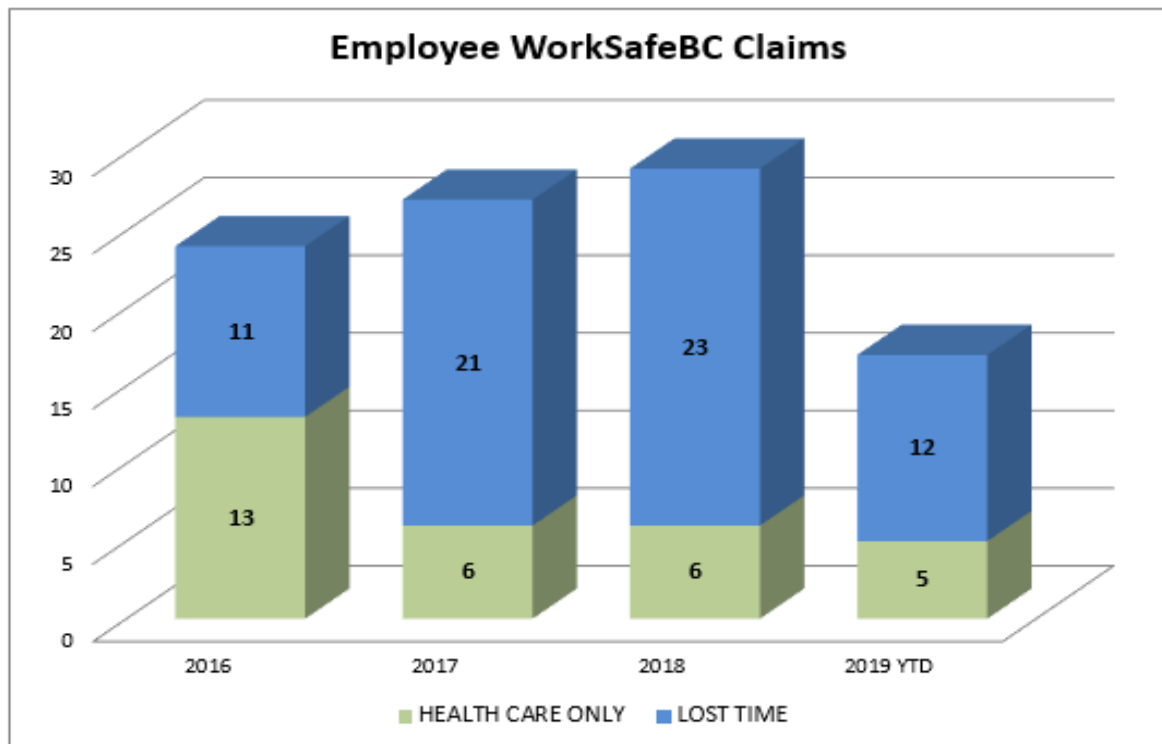
Injuries



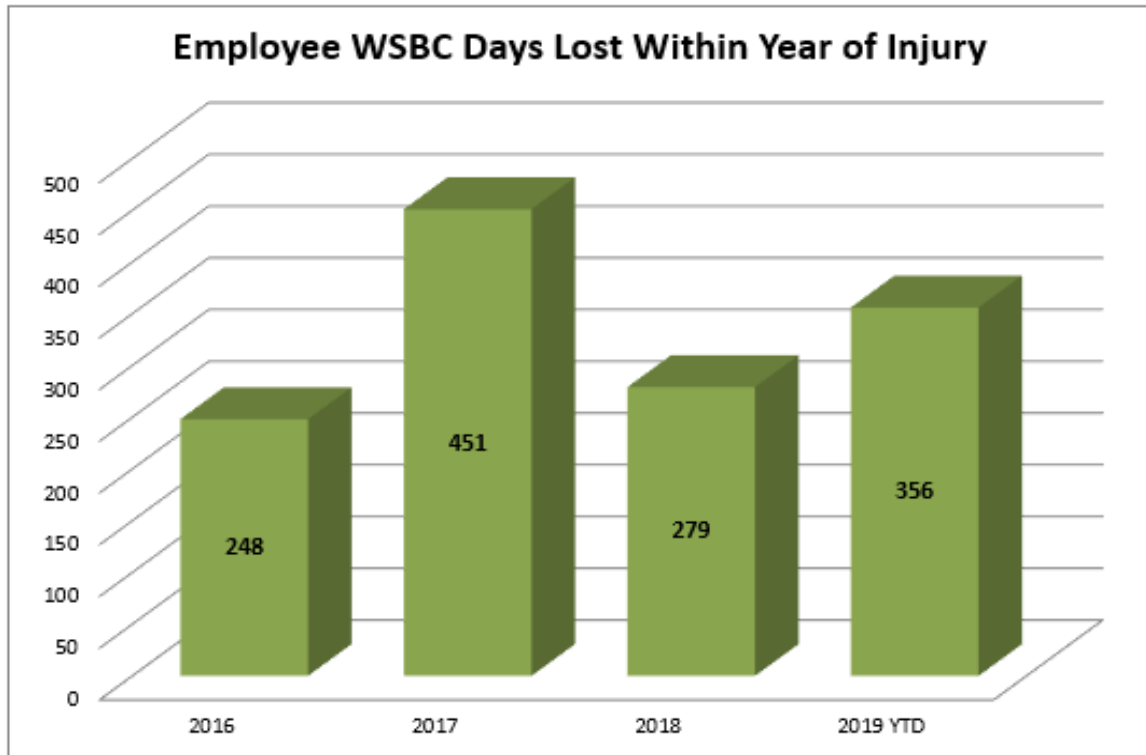
Department



WSBC Claims

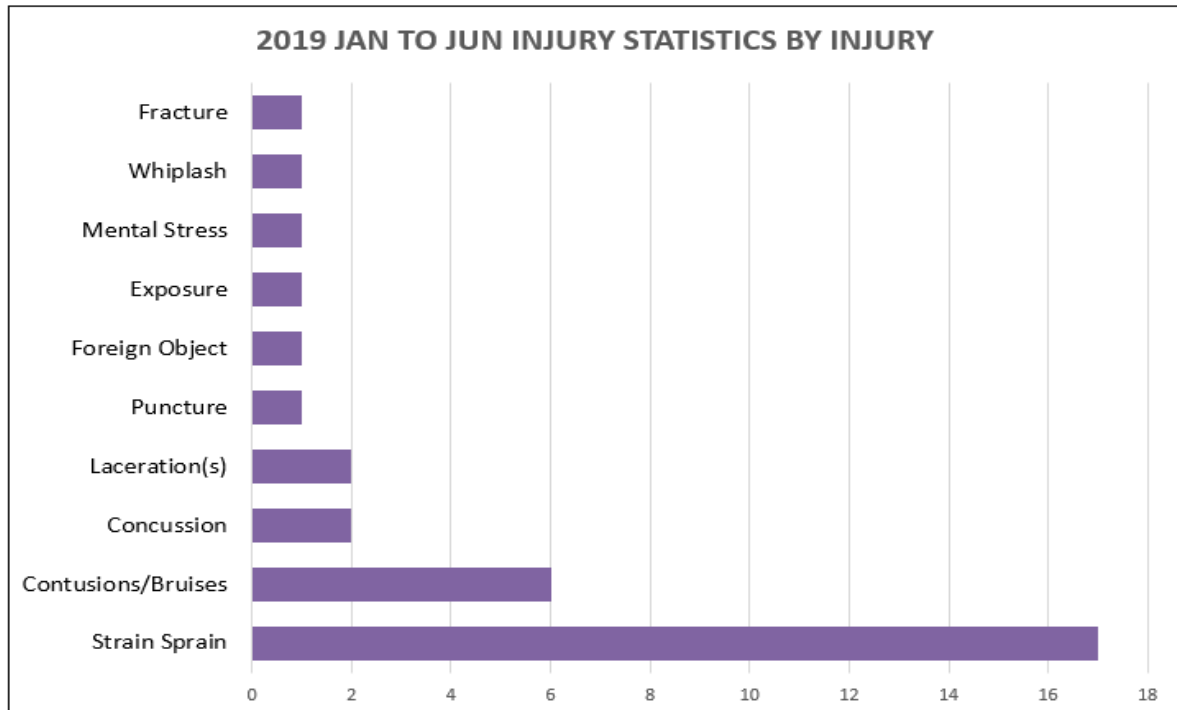


WSBC Days Lost

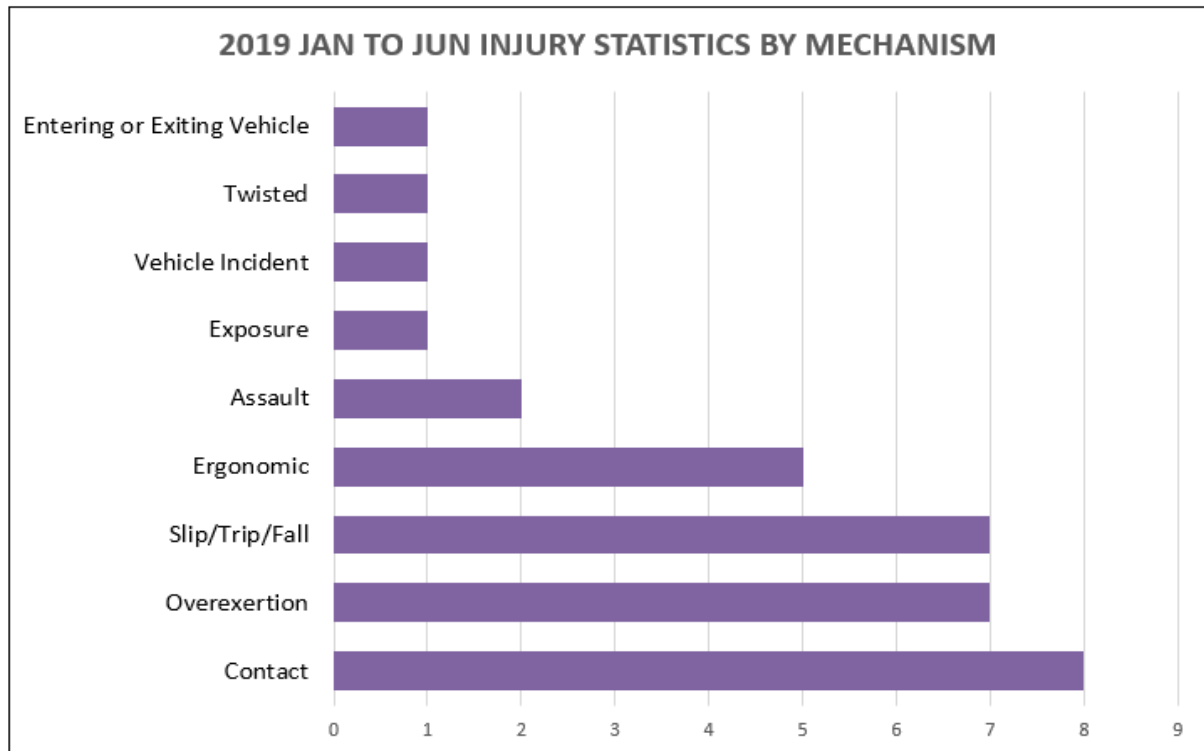


Note: In 2019, 4 claims account for 286 days

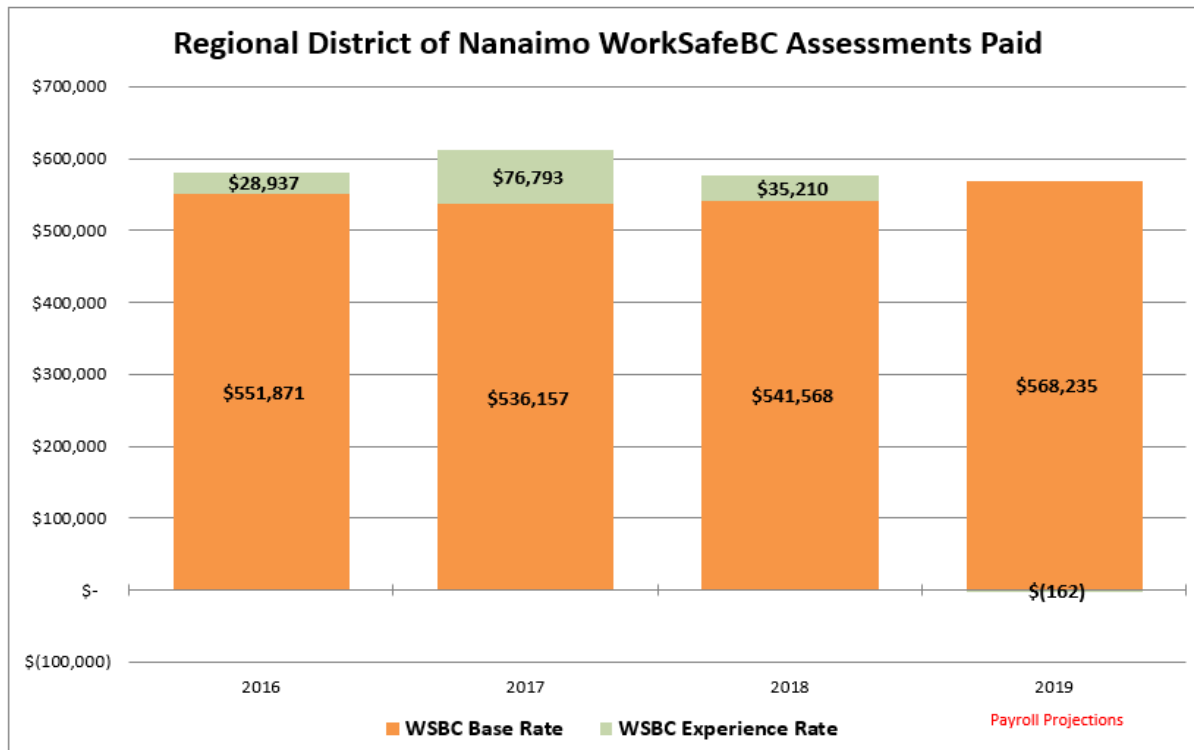
Injury Mechanism



Injury Type



WSBC Assessments



TO: Executive Committee **MEETING:** November 5, 2019

FROM: Delcy Wells
General Manager, Corporate
Services **FILE:** 0360-20

SUBJECT: Board Appointments to External Organizations Policy

RECOMMENDATION

That the Board adopt the attached policy titled Board Appointments to External Organizations.

SUMMARY

The proposed policy is to assist the Board by providing a consistent approach for when Directors are appointed to external organizations as official representatives of the Regional District of Nanaimo.

BACKGROUND

The Board has appointed Directors to represent its interests on a variety of external boards, agencies, groups, etc., as listed in Attachment 1. Several requests have been received for additional appointments of Directors to other external organizations in addition to those listed in Attachment 1, which prompted a review of the RDN's procedures for such appointments. In order to provide a consistent approach, the attached policy has been developed for the Board's consideration.

The policies of Metro Vancouver, Comox Valley Regional District, Capital Regional District and Cowichan Valley Regional District were requested as part of the research for the development of the attached draft policy. Of these four regional districts, Metro Vancouver and the Comox Valley Regional District have policies on this topic, which were used as the basis for the proposed policy.

ALTERNATIVES

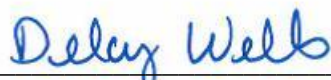
1. That the Board adopt the attached policy titled Board Appointments to External Organizations.
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

As per "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017", Directors are paid per meeting plus expenses so there are costs if the Board chooses to appoint Directors to more external organizations. The costs related to staff support are addressed throughout the annual budget. The list of current external organizations to which Directors are appointed is in Attachment 1 to this report.

STRATEGIC PLAN IMPLICATIONS

People and Partnerships - Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and objectives.



Delcy Wells
dwells@rdn.bc.ca
October 21, 2019

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachments:

1. 2019 Board Member Appointments
2. Policy – Board Appointments to External Organizations



2019 EXTERNAL APPOINTMENTS

The Board delegates to the Chair the power to appoint Directors to external organizations (Board Procedure Bylaw No. 1754 s. 25(2))

Arrowsmith Water Service Management Board
AVICC Special Committee on Solid Waste
Ballenas Track Renewal Steering Committee
Central South RAC for Island Coastal Economic Trust
Early Learning & Child Care Council for Oceanside
Englishman River Water Service Management Board
Island Corridor Foundation
Mt. Arrowsmith Biosphere Region Roundtable
Municipal Finance Authority
Municipal Insurance Association BC
Nanaimo Parks, Recreation and Wellness Select Committee
North Island 911 Corporation
Oceanside Homelessness Task Force
Parksville Qualicum Beach Tourism Association
Qualicum First Nation Cooperation Protocol Working Group
Snuneymuxw First Nations / Regional District of Nanaimo Protocol Agreement Working Group
Te'Mexw Treaty Negotiations Committee
Vancouver Island & Coastal Communities Climate Leadership Plan Steering Committee
Vancouver Island Regional Library Board

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Board Appointments to External Organizations</i>			POLICY NO:	XX.XX
				CROSS REF.:	
EFFECTIVE DATE:		APPROVED BY:	Board	Page: 1 of 2	

PURPOSE

To support the Regional District of Nanaimo (RDN) Board's objective of being an effective and efficient governing body and to provide consistency regarding external appointments of Board members, Board appointments to external organizations will be based on the following principles:

POLICY

External Appointment

1. (a) A written request must be provided to the Board by the external organization. The following criteria must be met:
 - (i) Clear expectations of the Board Member must be articulated;
 - (ii) The organization must be in compliance with RDN Board bylaws and policies;
 - (iii) Membership must be relevant to the Board's Strategic Plan and strategic objectives; and
 - (iv) It must, in the opinion of the Board, add value to the external organization.
- (b) External organization appointments are normally on an annual basis.

Terms of Reference

2. In the case of an external organization appointment, the external organization's terms of reference may be received and accepted by the Board prior to the appointment. Other supporting documentation, such as incorporation documents, may also be requested.

Reporting Expectations of Appointed Board Members

3. (a) The appointed Board Member must provide all minutes of external organization meetings to which the Board appoints a representative to the Corporate Officer.
- (b) The appointed Board Member will provide written updates to the Corporate Officer for distribution to the Board.
- (c) Any recommendations requiring action or approval for action by the Board must first be considered by the Board.

Staffing

4. The Chief Administrative Officer may assign a staff person to act as a key contact between the RDN and any external organizations to which the Board has appointed a representative.

Role of Board Representative

5. (a) The Chair of the Board shall recommend the representative of the Board to any external organizations. The representative shall be expected to act in a liaison capacity only and will not be expected to advocate on behalf of the external organization;
- (b) The Board's representative will be expected to always reflect a regional perspective on all issues before an external organization to which that Director has been appointed;
- (c) On any policy issues wherein a Board policy has not been articulated, or a change has been requested, the Board's representative will report back to the Board and request direction;
- (d) The Board's representative will be expected to function within the policies and resolutions of the Board.

Role of External Organization Chair if RDN Board Decision is Requested

6. The external organization shall provide a request in writing supported by a resolution to seek support from the RDN Board on any items requiring Board decisions.

Legal Requirements

7. All activities of the Board shall be established and operate in compliance with all applicable legislation including the *Local Government Act*.

TO: Executive Committee **MEETING:** November 5, 2019

FROM: Daniel Pearce **FILE:** 0360-20
General Manager, Transportation
and Emergency Services

SUBJECT: Transportation Select Committee Terms of Reference

RECOMMENDATION

That the Transportation Select Committee be created to replace the Transit Select Committee and that the Terms of Reference be approved.

SUMMARY

There is an opportunity for the Regional District of Nanaimo (RDN) to establish a Transportation Select Committee (Attachment 1) that would provide oversight and guidance to transportation planning including active transportation, regional transportation plans, Vancouver Island transportation plans, as well as the RDN's transit system.

BACKGROUND

The Transit Select Committee (TSC) (Attachment 2) was established as a result of the 2003 Nanaimo Regional Transit Business Plan. The Plan was established as a guide for transit service planning and delivery within the RDN. The Plan was subsequently updated in 2008 and again in 2014 when it was retitled the RDN Future Transit Plan.

Active Transportation involves activities powered by human energy including, walking, running, riding a bicycle, and skateboarding (micro transport). The RDN has included active transportation in some OCP updates; however, there is no regional active transportation plan in place.

RDN Transit can offer residents sustainable form of transportation from key destinations through the transit service. However, other forms of active transportation are needed to get to and from all transit trips, such as walking, or cycling.

The Province of British Columbia, through Clean BC, has created an active transportation strategy. This strategy includes working in partnership with communities to improve province-wide walking, cycling and other active transport networks. By creating the Transportation Select Committee (Table 1) the RDN will be able to take advantage of provincial sustainable transportation initiatives.

Board Appointment	Transit Select Committee (Current)	Transportation Select Committee (Proposed)
City of Nanaimo	4	4
City of Parksville	1	1
Town of Qualicum	1	1
District of Lantzville	1	1
Electoral Area A	1	1
Electoral Area B	0	1 *
Electoral Area C	1	1
Electoral Area E	1	1
Electoral Area F	0	1 *
Electoral Area G	1	1
Electoral Area H	1	1
Chair's Discretion	2	0
Total	14	14

Table 1 Select Committee Board Appointment Composition

* Electoral Area B and F members shall not be permitted to participate in the discussion or vote on any matter directly involving the RDN Transit System.

ALTERNATIVES

1. That the Transportation Select Committee be created to replace the Transit Select Committee and that the Terms of Reference be approved.
2. That alternative direction be provided.

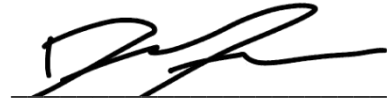
FINANCIAL IMPLICATIONS

The change from the Transit Select Committee to the Transportation Select Committee will not require additional financial resources.

Additional resources would be required to undertake any active transportation planning and would be the subject of future reports to the Board and be included in future year budget considerations.

STRATEGIC PLAN IMPLICATIONS

Transportation and Transit - Develop a Regional Transportation Plan, considering all modes of travel.



Daniel Pearce
dpearce@rdn.bc.ca
October 11, 2019

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachments

1. Proposed Transportation Select Committee Terms of Reference (November 2019)
2. Current Transit Select Committee Terms of Reference (February 2015)

REGIONAL DISTRICT OF NANAIMO
TRANSPORTATION SELECT COMMITTEE
TERMS OF REFERENCE

November 2019

PURPOSE:

The Transportation Select Committee is a committee of the Regional District of Nanaimo (RDN) Board that provides advice and recommendations to the Board regarding all forms of transportation. This mandate includes providing oversight and guidance related to transportation planning including active transportation; regional transportation plans, Vancouver Island transportation plans, as well as RDN transit financial performance and overall transit service delivery.

MEMBERSHIP:

- The Committee is comprised of fourteen RDN Directors with a minimum of: four Board members from the City of Nanaimo, one from the City of Parksville, one from the Town of Qualicum Beach, one from the District of Lantzville and one from each of the other electoral areas participating in the service.
- The Committee Chairperson is appointed annually by the RDN Board Chairperson.
- The Area B and F members shall not be permitted to participate in the discussion or vote on any matter directly involving the RDN Transit System.

MEETINGS:

- The Committee meets approximately every other month.
- A quorum of nine Committee members is required to conduct Committee business.
- The General Manager of Transportation and Emergency Services is responsible for assigning staff to support the Committee, including the coordination of agendas, minutes and staff contacts for Committee members.

COMMITTEE ROLES AND RESPONSIBILITIES

The mandate of the Transportation Select Committee is to identify transportation solutions, and opportunities that will allow for the transportation and active transportation network to effectively respond to community needs.

The responsibilities of the Committee are to:

- make recommendations to the RDN Board of Directors;
- pursue matters referred to the Committee by the RDN Board and report back to the Board; and,
- be responsible for financial performance, development of the transportation system both within the region and connecting to areas outside of the region, and the RDN's transit fleet and facility requirements.

REGIONAL DISTRICT OF NANAIMO

TRANSIT SELECT COMMITTEE TERMS OF REFERENCE

February 2015

PURPOSE:

The Transit Select Committee is a committee of the Regional District of Nanaimo (RDN) Board that provides advice and recommendations to the Board regarding Nanaimo Regional Transit service. This includes items related to transit planning, financial performance and overall service delivery within the Region.

The Transit Select Committee was established as a result of the 2003 Nanaimo Regional Transit Business Plan (TBP). The TBP was established as a guide for transit service planning and delivery within the RDN. The TBP was subsequently updated in 2008 and again in 2014. The TBP was also retitled in 2014 to the *RDN Transit Future Plan*, the primary goals of which are to:

- connect the Region's urban and rural communities with their downtowns and neighbourhood centres with transit routes and schedules that are frequent, direct, safe and convenient;
- support sustainable land use patterns and mobility networks that encourage a reduced automobile dependency and provide access to services and employment;
- reduce the Region's impact on the environment by providing RDN residents a transportation choice that will lower their GHG emissions and energy consumption; and,
- operate in a fiscally responsible manner by providing efficient cost effective services.

MEMBERSHIP:

- The Committee is comprised of 14 RDN Directors, including four Directors from the City of Nanaimo and one Director from each of the other participating Municipalities and Electoral Areas.
- The Committee Chairperson is appointed annually by the RDN Board Chairperson.

MEETINGS:

- The Committee meets approximately every other month.
- A quorum of seven Committee members is required to conduct Committee business.
- The General Manager of Transportation and Solid Waste Services is responsible for assigning staff to support the Committee, including the coordination of agendas, minutes and staff contacts for Committee members.

COMMITTEE ROLES AND RESPONSIBILITIES

The mandate of the Transit Select Committee is to identify problems, issues and opportunities that will allow for the system to effectively respond to market and community needs.

The responsibilities of the Committee are to:

- make recommendations to the RDN Board of Directors;
- pursue matters referred to the Committee by the RDN Board and report back to the Board expeditiously; and,
- be responsible for financial performance, development of the transit system within the region, fleet and facility requirements.

TO: Executive Committee **MEETING:** November 5, 2019

FROM: Kim Fowler
Manager of Long Range Planning,
Energy & Sustainability **FILE:** 5825-01

SUBJECT: Climate Action Technical Advisory Committee

RECOMMENDATIONS

1. That the Regional District of Nanaimo create a Climate Action Technical Advisory Committee.
2. That the Climate Action Technical Advisory Committee terms of reference be approved.
3. That \$80,000 and a two year term 0.5 full-time equivalent position be in each of the proposed 2020 and 2021 budgets to establish and support the Committee.
4. That a report be prepared to the Board on the future of the Committee after the Committee has operated for 2 years.

SUMMARY

The Regional District of Nanaimo (RDN) 2019-2022 Board Strategic Plan (the Strategic Plan) has an action item to create a Climate Action Technical Advisory Committee (the Committee). A draft Terms of Reference for the Committee and a discussion of the financial implications of the creation of the Committee are provided (Attachment 1).

The principal mandate of the Committee will be to provide actionable responses to questions and directions from the Board regarding specific immediate, short-term, and long-term issues that the RDN may mitigate or adapt to address climate change.

On July 11, 2019, the Executive Committee reviewed the proposed Terms of Reference (TOR) for the Climate Action Technical Advisory Committee and referred the TOR back to staff to include the following criteria:

- include additional directors;
- not compensate members; and
- examine membership criteria

In response, two options are provided for consideration by the Executive Committee to either add more directors to the Committee or for the Committee to be comprised entirely of directors.

BACKGROUND

The RDN has a number of advisory committees in place to provide advice about specific policy and service areas, such as the Agricultural Advisory Committee, the Liquid Waste Management Plan Monitoring Committee, and the Solid Waste Management Plan Monitoring Committee. Projects are underway in Emergency Management to respond to climate influenced hazards and Climate Adaptation Sea Level Rise mapping and floodplain management bylaw amendments are underway in Long Range Community Planning. The Official Community Plans throughout the region also speak to preparation for and mitigation of the impacts of global climate change.

In acknowledging the seriousness of climate change, the Strategic Plan provides the following:

1.0 Climate Change

1.1 Strike a technical advisory committee to develop and advance the RDN climate change strategy and recommend immediate action towards adaptation and mitigation.

The opportunity for the RDN to receive specific and actionable recommendations from a group of subject-area experts offers new opportunities for more immediate progress in a variety of RDN policy and service areas. This Committee and resulting actions by the RDN will form part of the RDN's response to climate change that is a key area in the Strategic Plan.

Likely areas where the RDN Board may wish to consult the Committee could include feedback on the Regional Growth Strategy, opportunities for local renewable energy generation, changes to utility operations, vehicle fleet carbon reductions, and solid and liquid waste management. As other areas of emphasis or opportunity arise, the Board will have the discretion to consult with the Committee on an as-needed basis.

The Committee must include one member of the Board pursuant to Section 218 (4) of the *Local Government Act*, but the recommendation is for three Board Directors.

After a period of two years, the Board may wish to assess the work of the Committee and to consider the future of the Committee.

On July 11, 2019, the Executive Committee reviewed the proposed Terms of Reference (TOR) for the Climate Action Technical Advisory Committee and referred the TOR back to staff to include the following criteria:

- include additional directors;
- not compensate members; and
- examine membership criteria

In response, two options are provided for consideration by the Executive Committee:

- Option 1: Add two more Directors to the Committee for a total of three Directors. No changes to the seven technical experts is recommended given the urgency of the climate change crisis and the need to rely on scientific and professional data, analysis and recommendation.
- Option 2: The Committee be comprised entirely of five Directors. This would enable more detailed discussion and review of climate change issues with recommendations back to the Board.

The first option is recommended and is included in the updated TOR (attached).

The following other changes to the TOR are recommended:

- Adding an asset management specialist to the list of professional areas

ALTERNATIVES

1. That the Regional District of Nanaimo create a Climate Action Technical Advisory Committee.
2. That the Climate Action Technical Advisory Committee terms of reference be approved.
3. That \$80,000 and a two year term 0.5 full-time equivalent position be in each of the proposed 2020 and 2021 budgets to establish and support the Committee.
4. That a report be prepared to the Board on the future of the Committee after the Committee has operated for 2 years.
5. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

With a full roster of appointees and full attendance at Committee meetings, compensation for Committee members, including three RDN Directors, would reach \$20,800, as scheduled in the Committee's Terms of Reference. Given the Climate Action Technical Advisory Committee's need to rely on the retention of expert advice, additional consulting costs may need to be incurred. Creation of a new committee will require ongoing staff support of a 0.5 Full Time Equivalent planner position (\$50,000). The RDN can anticipate an annual budget impact of approximately \$80,000 for this Committee. This new cost will be considered the 2020 RDN budget.

STRATEGIC PLAN IMPLICATIONS

Climate Change - Strike a Technical Advisory Committee to develop and advance the RDN Climate Change Strategy and recommend immediate actions towards adaptation and mitigation.



Kim Fowler
kfowler@rdn.bc.ca
November 5, 2019

Attachments:

1. Climate Action Technical Advisory Committee Draft Terms of Reference

REGIONAL DISTRICT OF NANAIMO

CLIMATE ACTION TECHNICAL ADVISORY COMMITTEE TERMS OF REFERENCE

January 2020

PURPOSE

The Climate Action Technical Advisory Committee is a technical advisory committee of the Regional District of Nanaimo (RDN) Board that provides advice and recommendations to the RDN Board on specific issues emerging or foreseen as having potential local impacts of global climate change.

TERM

The Committee shall function from January 1, 2020 to December 31, 2021.

MEMBERSHIP

The RDN Board shall appoint three members of the RDN Board to the Committee.

The Committee is comprised of seven technical experts from a variety of professional areas:

- Agriculture
- Climate/meteorological science
- Coastal/geomorphological process
- Construction or urban development
- Floodplain mitigation
- Forestry or forest management
- Asset (infrastructure) management
- Sustainable/renewable utilities, including energy
- Transportation planning, including vehicle fleet management
- Waste management, and
- Watershed management.

To qualify for an appointment, each appointee

- should be currently employed or recently retired (within the last two years) from the given professional area, with five or more years of experience in that area, and
- cannot currently be elected to public office at any level.

The RDN Board may fill vacancies as they arise.

Where a Committee member is absent from more than three meetings in a calendar year, the RDN Board may opt to declare the position vacant and appoint a new person to the position.

The Committee Chairperson will be appointed annually by the RDN Board Chairperson and shall be an RDN Board Director.

Where a specific subject area is under discussion from a field without representation on the Committee, the Committee may invite participation from an identified expert in the given subject area.

MEETINGS

The Committee will meet at the request of the RDN Board in response to a specific question or direction from the RDN Board.

A quorum of two-thirds of the Committee membership is required to conduct Committee business.

The General Manager of Strategic and Community Development will be responsible for assigning staff to support the Committee, including the coordination of agendas, minutes, and staff contacts for Committee members.

Committee meetings will be open to the public unless the subject matter of the meeting has been identified by the RDN Board as necessitating a closed session.

Committee meetings may be held electronically.

COMMITTEE ROLES AND RESPONSIBILITIES

The Climate Action Technical Advisory Committee's mandate is to discuss and respond to questions and directions from the RDN Board. Those questions and directions will seek advice about specific immediate, mid-term, and long-term actions that the RDN can take to mitigate the RDN's vulnerability to the impacts of climate change and to adapt to emerging and projected environmental changes. Advice given by the Committee should be of an actionable nature and should be focused on the question or direction provided by the RDN Board.

As an advisory committee, the Climate Action Technical Advisory Committee will have no voting structure and should seek to reach agreement by consensus where possible. Written responses to RDN Board questions and directions may be authored by a given subject area expert on the Committee or by the Committee Chair, as may be deemed appropriate by the Committee.

While the Committee meetings will generally be open to the public, the Committee is to complete its work independently and as an internal body of the RDN.

RECRUITMENT AND COMPENSATION

Whenever vacancies may arise or when positions on the Committee may soon be in need of reappointment, the Corporate Officer shall advertise the vacancy in the same manner as Committee appointments to other RDN Committees.

Committee member recruitment should be designed to solicit applications from professionals in the private, public, and non-profit sectors to help foster diverse representation on the Committee.

In recognition of the time and work invested by Committee members, compensation will be provided by the RDN, as follows:

- Each Committee member will be paid a \$1,000 retainer for each year of service on the Committee; and

- Each Committee member will be paid \$200 per Committee meeting per year, not to exceed eight Committee meetings in any given calendar year; and

The retainers paid are to compensate for work done outside of Committee meetings, such as authoring responses to RDN Board questions and directions, and, in the case of the Chair, coordinating the work of the Committee with staff and appointees.

The RDN Directors appointed to the Committee shall be compensated in the same manner as Directors are compensated for other RDN Committees.

TO: Executive Committee

FROM: Randy Alexander
General Manager, Regional
and Community Utilities

Elizabeth Hughes
Intergovernmental Relations
Manager

MEETING: November 5, 2019

FILE: 0360-20-SWMSC

SUBJECT: Solid Waste Management Select Committee Terms of Reference

RECOMMENDATION

1. That the Solid Waste Management Select Committee's Terms of Reference be retained in substance but amended to replace references to the Regional Solid Waste Advisory Committee with the Solid Waste Management Plan Monitoring Advisory Committee.

SUMMARY

At the July 23, 2019 Board meeting, the following motion was adopted:

'It was moved and seconded that the Regional District of Nanaimo Board review the Terms of Reference of the Solid Waste Management Select Committee.'

Options for future governance of the Solid Waste service are presented.

BACKGROUND

History of the Current Solid Waste Management Select Committee

The *Environmental Management Act* requires that all regional districts prepare and submit a Solid Waste Management Plan (Plan) to the provincial government. Final Plans are approved by the Minister of Environment and Climate Change Strategy after sufficient public and stakeholder consultation has taken place. The Regional District of Nanaimo's (RDN) first Plan was prepared in 1988 and was subsequently updated in 1996 and 2004. The current update of the Plan began in December 2013 and was approved by the RDN Board in July 2018; it is currently before the Minister of Environment and Climate Change Strategy for approval.

During the development of the Plan the Province required a public committee, the Regional Solid Waste Advisory Committee (RSWAC – the “Advisory Committee”). The Advisory Committee was dissolved in 2018 when the Plan was approved by the Board. A public committee is also required by the Province during implementation of the Plan, the Solid Waste Management Plan Monitoring Advisory Committee (SWMPMAC – the “Monitoring Committee”), constituted in August 2018. The

Monitoring Committee is comprised of a Chair and Vice Chair appointed by the Board Chair, one representative from the Solid Waste Management Select Committee ("Select Committee), up to 15 members representing a diversity of community interests and up to 12 members representing agencies including First Nations, federal, provincial, municipal and the RDN.

Although the Select Committee is not a requirement of the Province, the Select Committee was established by the RDN to act as a liaison between the Board and the Advisory Committee during Plan development. The original 2014 Terms of Reference for the Select Committee noted: *"Review of the Select Committee structure and continuation of the Select Committee will be re-considered for plan monitoring subsequent to the Minister of the Environment's approval of the updated Plan"*.

In December 2015, the Select Committee discussed the complexity and importance to the community of solid waste services, the relationship between planning for future program delivery, and on-going operations. As a result, the Select Committee recommended amendments to the Terms of Reference to add the responsibility of providing advice and recommendations to the Board regarding solid waste service operations, in addition to that of the Plan review process. Subsequently, in 2016 the Board adopted the current Terms of Reference (Attachment 1) which includes these revisions.

The Select Committee currently provides the liaison between the Monitoring Committee and the Board and all reports relating to solid waste go through the Select Committee. Under the Monitoring Committee's Terms of Reference (Attachment 2), recommendations of the Monitoring Committee are directed to the Select Committee for consideration before being directed to the Board. The Regional Board is the final authority on decisions. This reporting structure is outlined in the Plan currently before the Minister. Should there be changes to the reporting structure, the Ministry should be advised.

Following the Board direction to review the Select Committee Terms of Reference, four options are presented for consideration: 1) maintain the Select Committee as it currently exists but amend the Terms of Reference to replace references to the Advisory Committee with the Monitoring Committee; 2) amend the Select Committee Terms of Reference revising the committee composition; 3) dissolve the Select Committee, or 4) expand the mandate of the Select Committee and re-name it to reflect the extended scope.

Option 1: Maintain the Select Committee as it currently exists but amend the Terms of Reference to replace references to the Advisory Committee with the Monitoring Committee

This option retains the status quo with no substantive changes made to the current Terms of Reference for the Select Committee, with the exception of updating the context and replacing references to the Advisory Committee with the Monitoring Committee, due to the fact the Board approved the Plan in 2018, the Advisory Committee was dissolved at that time, and the Monitoring Committee was constituted. Attachment 3 provides a revised draft Terms of Reference that replaces the Advisory Committee with the Monitoring Committee.

The current Committee is comprised of seven members appointed by the Chair. The Terms of Reference provide for a minimum of seven RDN Directors with a mix of municipal and electoral area representation, with the Board Chair appointing Committee members and Chair.

Option 2: Amend the Select Committee Terms of Reference revising the Committee Composition

There are numerous permutations on how the Select Committee composition and size could be set as presented in Table 1. Each of the alternate criterion is discussed further below.

Table 1 SWMSC Committee Member Composition Options

Criterion	6 member committee	7 member committee	8 member committee	9 member committee	10 member committee
POPULATION APPORTIONMENT					
CoN	3.0	4.0	5.0	5.0	6.0
CoP, TQB, DoL	1.0	1.0	1.0	2.0	2.0
EA	2.0	2.0	2.0	2.0	2.0
PROPERTY TAXES APPORTIONMENT (SOLID WASTE ONLY)					
CoN	3.0	4.0	4.0	5.0	5.0
CoP, TQB, DoL	1.0	1.0	2.0	2.0	2.0
EA	2.0	2.0	2.0	2.0	3.0
PROPERTY TAXES APPORTIONMENT and CURBSIDE UTILITY BILLING					
CoN	1.0	1.0	1.0	1.0	1.0
CoP, TQB, DoL	2.0	2.0	3.0	3.0	3.0
EA	3.0	4.0	5.0	5.0	6.0
BOARD APPORTIONMENT					
CoN	3.0	3.0	3.0	4.0	4.0
CoP, TQB, DoL	1.0	1.0	2.0	2.0	2.0
EA	2.0	3.0	3.0	3.0	4.0
VOTING STRENGTH APPORTIONMENT					
CoN	3.0	4.0	4.0	5.0	5.0
CoP, TQB, DoL	1.0	1.0	2.0	2.0	2.0
EA	2.0	2.0	2.0	2.0	3.0

CoN – City of Nanaimo
DoL – District of Lantzville

CoP – City of Parksville
EA – Electoral Area

TQB – Town of Qualicum Beach

Population Apportionment

Population apportionment simply weights appointment to the Select Committee based on the population of the area represented. Representation is skewed to the highest population areas and, therefore, the committee may miss considerations impacting lesser populated areas. Population apportionment should match the “voting strength apportionment” as they are both based on population, however, due to rounding differences in carrying out the calculations there are slight variations in results. This criterion of population apportionment is more precise in weighting representation by population as compared to “voting strength apportionment”.

Property Tax Apportionment

Property tax apportionment weights committee representation based on the tax requisition for solid waste services. The curbside collection utility revenue that is received from single family residences outside of the City of Nanaimo is not included in this calculation. Representation is skewed slightly higher for the City of Nanaimo as the largest contributor to the tax requisition.

Property Tax Apportionment and Curbside Utility Billing

Property tax apportionment and curbside utility billing represents weighting based on the cumulative total of tax requisition revenues and the RDN curbside collection utility billing. Representation is skewed to areas receiving curbside collection by the RDN. As the curbside collection is a separate and distinct function from other solid waste services functions (e.g. planning, education, illegal dumping, advocacy, regulatory), using this criterion may not balance the interests that come before the committee.

Board Appointment

Board appointment criterion closely mirrors representation of the Board and may balance interests for discussion at the committee level.

Voting Strength Apportionment

Voting strength criterion is based on a ratio of Board voting strength applied to a fixed number of representatives on the committee. Because voting strength is derived from area populations, it should result in representation that exactly matches “population appointment”, however it does not due to the indirect calculation that compounds rounding. This criterion is less precise than “population apportionment”.

Should the Board choose not to revise the committee composition as stated in the Terms of Reference, a revision should still proceed to replace references to the Advisory Committee with the Monitoring Committee due to the fact that when the Board approved the Plan in 2018, the Advisory Committee was dissolved and the Monitoring Committee was constituted at that time.

Option 3: Dissolve the Select Committee

The Board may choose to dissolve the Select Committee. The Select Committee is not required as part of the Ministry approved Plan. If the Committee is dissolved, all waste services reports would go to the Committee of the Whole in advance of being received by the Board.

In 2016, the Board concluded that Select Committee should remain as an ongoing committee due to the complexity and importance to the community of solid waste services, the relationship between planning for future program delivery, and on-going operations.

Should the Select Committee be dissolved, the Monitoring Committee Terms of Reference should be amended to revise the reporting structure to the Committee of the Whole and the Ministry of Environment and Climate Change Strategy should be advised.

Option 4: Expand the mandate of the Select Committee and re-name it to reflect its extended scope.

The Board may choose to expand the mandate of the existing Select Committee to include a broader range of areas including water, liquid waste, and other environmental matters, in addition to solid waste. Such an expanded committee could be re-named the Environmental Services Committee.

Some of the benefits of instituting an expanded committee might be more frequent meetings and more public involvement and participation in these matters. Broadening the committee mandate could result in reduced workload Committee of the Whole.

In terms of challenges associated with an expanded committee of this nature, instituting a new committee structure with a broader mandate would result in fewer matters going to the Committee of the Whole, since issues relating to water, liquid waste, and other environmental matters would flow directly to the Environmental Services Committee. As well, while agenda items have at times temporarily slowed for the Select Committee, once the Plan is approved by the Minister of Environment Climate Change Strategy it is probable there will be several complex items to be addressed, necessitating more meetings on solid waste matters.

With respect to the question of opportunities for public involvement in water and waste issues, the Drinking Water and Watershed Protection, Solid Waste and Liquid Waste programs all have advisory committees that provide a mechanism for public involvement and input. These Committees report to the Board through the Committee of the Whole.

For purposes of comparison across regions, it does not appear that other regional districts currently have committees substantially similar to the suggested Environmental Services Committee, although the Capital Regional District had an Environmental Services Committee with a similar mandate until recently. That Committee was active until the fall of 2018 with jurisdiction over solid waste, liquid waste, stormwater, watershed management, climate action strategy, environmental and sustainability matters and biodiversity. The Committee was subsequently changed to become the Parks and Environment Committee (an amalgamation of the Regional Parks Standing Committee and the Environmental Standing Committee). It is primarily responsible for regional parks and land, solid waste, environmental protection and climate action.

In summary, broadening the Select Committee mandate might better balance the workload of the Committee of the Whole, provide an effective mechanism for reviewing reports and increase public participation in these areas. On the other hand, a committee with a broadened mandate would result in a large proportion of the current work of the Committee of the Whole being redirected to a smaller committee. Such a change to the workflow might have implications for efficiency and impact on the extent of Directors' involvement in detailed discussions of these matters.

ALTERNATIVES

1. The Board retain the existing Solid Waste Management Select Committee's Terms of Reference in substance but amend them to replace references to the Regional Solid Waste Advisory Committee with the Solid Waste Management Plan Monitoring Advisory Committee.
2. The Board amend the Solid Waste Management Select Committee Terms of Reference including 1) replacing the Regional Solid Waste Advisory Committee with the Solid Waste Management Plan Monitoring Advisory Committee; and, 2) revising the composition of the Solid Waste Management Select Committee; or
3. The Board dissolve the Solid Waste Management Select Committee; and,
 - a. Revise the Solid Waste Management Plan Monitoring Advisory Committee Terms of Reference due to the change in reporting structure; and,
 - b. Advise the Ministry of Environment and Climate Change Strategy of the change.
4. The Board expand the mandate of the Solid Waste Management Select Committee and re-name it to reflect its extended scope.
5. The Board provide alternative direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications associated with any of the proposed options.

STRATEGIC PLAN IMPLICATIONS

People and Partnerships - Improve the governance and awareness of RDN activities for citizens throughout the Region.

Environmental Stewardship - Achieve the 90% waste diversion target as per the Solid Waste Management Plan.

The Select Committee provides Board Directors the opportunity to discuss future options for waste management, disposal and facility development in greater detail and make recommendations that align with target of reaching 90% waste diversion in the RDN.



Randy Alexander
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October 25, 2019



Elizabeth Hughes
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October 25, 2019

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachments

1. Solid Waste Management Select Committee Terms of Reference 2016
2. Solid Waste Management Plan Monitoring Committee Terms of Reference 2018
3. Draft Amended Solid Waste Management Select Committee Terms of Reference 2019

REGIONAL DISTRICT OF NANAIMO
SOLID WASTE MANAGEMENT SELECT COMMITTEE
TERMS OF REFERENCE

January 27, 2016

1.0 BACKGROUND

The Province of BC requires all Regional Districts to have a Solid Waste Management Plan (SWMP). The Regional District of Nanaimo's (RDN) first SWMP was prepared in 1988 and was subsequently updated in 1996 and 2004. The current update of the SWMP that is underway began in December 2013 and is expected to be completed by the end of 2016.

As part of the plan review process, the Solid Waste Management Select Committee (SWMSC) was established in 2014 to act as a liaison between the Board and the combined public and technical advisory committee which is named the Regional Solid Waste Advisory Committee (RSWAC). The original intent was for the SWMSC to exist during the SWMP review noting that it may continue for purposes of oversight during the plan implementation.

In December 2015, the SWMSC discussed the complexity and importance to the community of the solid waste function and the relationship between planning for future program delivery and on-going operations. As a consequence, a motion was passed to add the responsibility of providing advice and recommendations to the Board regarding Solid Waste Services operations, in addition to that of the Solid Waste Management Plan review process.

2.0 PURPOSE

The purpose of the Solid Waste Management Select Committee is to:

- Provide political oversight of the SWMP review and act as a liaison between the RSWAC and the Regional Board; and,
- Provide political oversight on delivery of the of solid waste function and monitor implementation of the SWMP.

3.0 RESPONSIBILITIES

The SWMSC's responsibilities are:

- To liaise with and make recommendations on behalf the RSWAC to the Regional Board;
- To pursue matters referred to the SWMSC by the RSWAC and ensure the effective exchange of information with the Regional Board; and,
- To identify problems, issues and opportunities and ensure that the Solid Waste Services function meets the community needs, and, provide advice and recommendations to the Regional Board in this regard.

4.0 COMPOSITION

- The Committee is comprised of a minimum of seven RDN Directors with a mix of municipal and electoral area representation; and,
- The Board Chair will appoint committee members and Chair.

5.0 MEETINGS

- The Committee meets approximately every second month; and,
- The General Manager responsible for Solid Waste Services will assign staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

6.0 TERM

The SWMSC is ongoing and will provide oversight for the SWMP update, Plan implementation and delivery of the Solid Waste Services function.

**REGIONAL DISTRICT OF NANAIMO
SOLID WASTE MANAGEMENT
PLAN MONITORING ADVISORY COMMITTEE**

TERMS OF REFERENCE

July 2018

1. PURPOSE AND SCOPE

The purpose of the Plan Monitoring Advisory Committee (PMAC) is to provide input, from a variety of perspectives, on the implementation of the Solid Waste Management Plan (Plan). In accordance with the Ministry of Environment'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 Regional Board through the Solid Waste Management Select Committee. The Regional Board is the final authority on decisions. The PMAC will remain in existence for the duration of the current Plan.

2. ROLES AND RESPONSIBILITIES

The role of the PMAC is to advise the RDN Board and staff on the implementation of the plan:

- Monitor the Plan implementation in consideration with the Plan Objectives and Guiding Principles;
- Provide advice on the delivery of programs under the Plan;
- Review information related to implementation of the plan, including waste quantities, populations, and diversion rates for each plan component;
- Advise on each major plan review which will occur every five years;
- If requested by the Board, provide recommendations regarding disputes arising during implementation of the plan; and
- Advise on the adequacy of public consultation in matters affecting the public related to plan implementation.

Recommendations of the PMAC are directed to the Solid Waste Management Select Committee for consideration before being directed to the Board.

3. COMPOSITION AND CHAIR

Chair and Vice Chair to be appointed by the Chairperson of the Board.

Voting Members:

- One representative from the Select Committee (or alternate);
- Up to 15 members representing a diversity of community interests such as from the following groups:

- Private sector waste management industry service providers
- Private sector solid waste facility representatives
- Non-profit group with an interest in solid waste management (e.g. reuse organization)
- Large institutional solid waste generator
- Business representatives, including one focused on the 3Rs
- Members at large for the community (community association, youth, senior)
- Regional Landfill area representative
- Urban/rural geographic mix

Non-Voting Technical Advisors:

- Up to 12 members representing agencies including:
 - Regional District Staff – 3 members
 - Municipal Staff – 4 members
 - First Nations – 3 members
 - Provincial Agencies – 1 member
 - Federal Agencies – 1 member

4. RULES OF PROCEDURE

The Committee will act in accordance with the RDN Board Procedure Bylaw.

5. ADMINISTRATION

Administrative matters related to the PMAC will be conducted by RDN staff acting through the Chair.

6. TERM

The term of appointment is two years or until new members are appointed. Interested members may apply for reselection at the end of their term.

Lack of attendance may result in members having their membership revoked at the discretion of the committee. If a member resigns from the committee, their position will be filled through the application process or by appointment, as appropriate.

7. MEETINGS

The PMAC will meet at least two times per year with a provision for workshops or other presentations at the PMAC's discretion. Meetings will generally be held in the evenings but may be adjusted at the discretion of the Chair. Meals will be provided when committee activities coincide with meal times.

There is no remuneration for participation on the committee but the RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19.

8. DECISION MAKING

Committee decisions will be made by consensus whenever possible. The chair will have discretion as to when the consensus is reached. Consensus will be recorded in the minutes of the meeting.

Committee meetings are open to the public; however only committee members have speaking and voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. If votes are taken, minority opinions may be recorded and submitted in addition to the majority opinion to the board.

REGIONAL DISTRICT OF NANAIMO

SOLID WASTE MANAGEMENT SELECT COMMITTEE TERMS OF REFERENCE

October 28, 2019

1.0 PURPOSE AND SCOPE

The purpose of the Solid Waste Management Select Committee (SWMSC) is to provide political oversight of the Solid Waste Management Plan (SWMP) implementation and act as a liaison between the Solid Waste Plan Monitoring Advisory Committee (SWMPMAC) and the Regional Board; and provide political oversight on delivery of the solid waste services and facilities.

2.0 AUTHORITY

The SWMSC is a select committee established by the Board of the Regional District of Nanaimo to provide input to the Board on the implementation of the SWMP.

3.0 ROLES AND RESPONSIBILITIES

The SWMSC's responsibilities are:

- To liaise with and make recommendations on behalf of the SWMPMAC to the Regional Board;
- To pursue matters referred to the SWMSC by the SWMPMAC and ensure the effective exchange of information with the Regional Board; and,
- To identify problems, issues and opportunities and ensure that the Regional District of Nanaimo Solid Waste Services meets the community needs, and provide advice and recommendations to the Regional Board in this regard.

4.0 COMPOSITION AND CHAIR

- The Committee membership is comprised of a minimum of seven RDN Directors with a mix of municipal and electoral area representation; and,
- The Board Chair will appoint committee members and Chair.

5.0 MEETINGS

- The Committee meets approximately every second month; and,
- A quorum of five of the Committee membership is required to conduct Committee business. The General Manager responsible for Solid Waste Services will assign staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

6.0 TERM

The SWMSC is ongoing and will provide oversight for the SWMP implementation and delivery of Solid Waste Services.