



**Cowichan Valley Regional District
Solid Waste Management Plan
Monitoring Advisory Group
Terms of Reference
April 27, 2022**

1. PURPOSE AND SCOPE

The Cowichan Valley Regional District's (CVRD) [2018 Solid Waste Management Plan](#) (SWMP) was approved by the Ministry of Environment and Climate Change (ENV) on August 14, 2020. The purpose of the SWMP Monitoring Advisory Group (MAG) is to provide input, from a variety of perspectives, on the implementation of this SWMP.

Per the ENV's Guide to the Preparation of Regional Solid Waste Management Plans, a single public and technical advisory group can act as a "sounding board" of community interests on the implementation of the SWMP.

2. ROLES AND RESPONSIBILITIES

The role of the MAG is to monitor and advise, as needed, the CVRD staff and Board on the implementation of the thirteen (13) SWMP strategies. In particular, the MAG will:

- a. monitor the SWMP implementation with consideration for the principles set out under section 1.1 – *Guiding Principles* in the SWMP;
- b. provide advice, as needed, on the implementation of the strategies under the SWMP;
- c. review information related to the SWMP implementation, including the annual report prepared by staff on regional waste and recycling data; and,
- d. advise on the five-year SWMP review.

Recommendations from the MAG will be provided to CVRD staff for reporting to the Board as per section 9 – Deliverables.

3. COMPOSITION AND CHAIR

The MAG consists of voting members and non-voting advisory members:

Voting Members:

1. Up to 10 members, representing a diversity of interests, including:
 - i. Non-profit group working on reuse, recovery, etc.
 - ii. Private facilities that process and manage solid waste
 - iii. Businesses with a focus on reduce, reuse, recovery, etc.
 - iv. Large institutional solid waste generator, e.g. health care and education
 - v. Members at large that represent a community association, youth, seniors, etc.; and,

- vi. Members that represents an urban/rural geographical mix.

Non-Voting Technical Advisors:

1. Up to 10 members representing agencies, including:
 - i. Regional District Staff
 - ii. Municipal Staff
 - iii. First Nations
 - iv. Provincial Agencies
 - v. Federal Agencies

The MAG Chair and the Vice-Chair are appointed amongst the voting members and ratified by the CVRD Board.

4. RULES OF PROCEDURE

1. Agendas

CVRD staff will prepare agendas in consultation with the MAG Chair. Agendas will be shared one week before the meeting with MAG members.

2. Minutes

CVRD staff are responsible for taking minutes. Draft minutes are approved by the MAG at its next meeting and then saved by CVRD staff for the annual status update on the SWMP implementation to the CVRD Board.

3. Respectful Participation

All MAG members are equal and will have equal opportunity to contribute at meetings, and must respect the opinions of others. As such, all members must use respectful language and speak only in connection with the matter being debated. The Chair shall at all times conduct the manner and order of speaking so that all sides of a question may be as fully presented as the circumstances warrant, and shall ensure that each member is allowed equal opportunity to speak. If a member does not adhere to the rules of this section, the Chair may expel the member from the meeting.

4. Quorum

Quorum shall be a minimum of six (6) voting members.

5. Adjourning Meeting Where No Quorum

If there is no quorum of the MAG present within fifteen (15) minutes of the scheduled time for the meeting, staff will record the names of the members present, and those absent, and the meeting will be rescheduled.

6. Conflict of Interest

In any proceeding, members must declare any real or perceived conflict of interest. The member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak, on a majority vote to do so. Any subsequent information provided by the member will be identified in the minutes as coming from a source perceived to be in a conflict of interest.

5. ADMINISTRATION

Administrative matters related to the MAG will be conducted by CVRD staff acting through the MAG Chair.

6. TERM

The term of appointment is two (2) years or until new members are appointed. The MAG will be active for the duration of the SWMP, i.e. until 2028. If a member resigns, their position will be filled through the application process or by appointment, as appropriate and ratified by the Board.

If a member misses two (2) or more meetings in a row without prior notification to the MAG Chair, this may result in a member having their membership revoked at the discretion of the MAG.

7. MEETING FREQUENCY AND FORMAT

The MAG will meet two (2) times per year. Meetings will generally be held in the afternoon or evenings but the time may be adjusted to suit the majority of the MAG members.

Participation in the MAG is voluntary and there is no remuneration for participation.

Meetings will be conducted online (e.g. WebEx), unless otherwise agreed to by the majority of the MAG members.

8. DECISION MAKING

MAG decisions will be made by consensus whenever possible. Consensus will be recorded in the minutes of the meeting.

Meetings can be open to the public if requested; however, only MAG members have speaking and voting privileges. Delegations that wish to address the MAG must seek approval from the MAG through a prior written request two (2) days before the meeting.

If votes are taken, minority opinions may be recorded and submitted in addition to the majority opinion to the Board as part of staff's annual SWMP update.

9. DELIVERABLES

Each year, staff will in consultation with MAG prepare a summary report on the implementation status of the SWMP. The report will be brought forward to the Board by staff for information.