

Nova Scotia Solid Waste-Resource Regional Coordinator Committee

TERMS OF REFERENCE

1. Background

In 1996 the Solid Waste-Resource Management Regulations were approved in Nova Scotia. Among other things, the regulations created seven solid waste-resource management regions. When the Regulations were approved, a Regional Committee of elected officials was established in each region to oversee the preparation and implementation of the regional solid waste-resource management plans. To provide staff level technical and administrative support to the Regional Committee a Regional Coordinator position, reporting to each Regional Committee, was also created. The **Resource Recovery Fund Board (RRFB) of Nova Scotia** provides a stipend annually to each region to offset some of the costs associated with the Regional Coordinator position. The Regional Coordinator also works in cooperation with staff in other regions, to facilitate consistency and cooperation among the regions in the achievement of provincial goals. The Regional Chairs Committee, consisting of the Chairs of the Regional Committees, was subsequently established, in 1998, to provide a communications channel for elected officials at the regional level (the municipalities) and the provincial level; **Nova Scotia Environment (NSE)** and the RRFB. The Regional Coordinators provide technical and administrative support to the Chairs Committee.

2. Roles

The **Regional Coordinator Committee** (hereafter referred to as the “**Committee**”) is a forum for the discussion of solid waste –resource management in Nova Scotia. The Committee provides a regular opportunity to meet and exchange information from a municipal/regional perspective in partnership with NSE and RRFB.

The Role of each **Regional Coordinator** is to liaison, report to individual Regional Committees/Authorities and provide staff level technical and administrative support to the Regional Chairs Committee

3. Responsibility

As Regional Coordinator, members of the Committee report to their respective Regional Committee/Authority or designate, as determined by the applicable regional structure respecting the guiding pillars of Education, Administration and Enforcement as they relate to solid waste-resource management;

Responsibilities include but are not limited to:

- Facilitate a communication channel for elected officials at the provincial and regional level
- Provide communication and input from a municipal/regional perspective to industry stewards and associations on provincial program administration, education and enforcement
- provide technical assistance on committees provincial in scope, as needed, and report back to the Committee on progress
- Works collaboratively with NSE and RRFB to develop and maintain solid waste-resource policy and programs (ex. Regional Education and Enforcement Contracts)

4. Committee Operations

.1 Membership and voting

- i. The Committee shall comprise of Regional Coordinators identified by each solid waste region in the Province of Nova Scotia. Others shall be invited to attend as required, from time-to-time.
- ii. The Committee shall select from among its members a Chair, who shall preside at all meetings of the Committee. The Chair is also responsible to ensure agendas and meeting minutes are circulated to members
- iii. The outgoing Committee Chair shall, by default, be appointed as Vice-Chair, who shall assume all duties and authority of the Chair in the Chair's absence
- iv. The Committee shall select from among its members a Secretary, who shall record and retain the official minutes of all meetings of the committee.
- v. The Secretary shall be responsible to ensure all records of the committee are dated and held in safe keeping, electronically, and transferred to any new secretary at time of election.
- vi. The Committee Chair and Secretary are voted in June for a term of two years.
- vii. The Committee shall create an Executive Committee comprised of the Chair, Vice Chair and Secretary.
- viii. The role of the Executive will be to act as a smaller working group on behalf of the Committee, to ensure movement of action items of the Committee. The Executive, in full or in part, will also represent the Committee at meetings where a smaller contingent is required (where applicable).
- ix. A request for a Regional Coordinator rep on a committee is to be brought to the membership, a call for members interested and should there be more than one individual, that a majority membership vote occur. The member shall be responsible to provide updates to the Committee.
- x. Any member of the Committee may attend meetings of Regional Coordinator sub-committees but must first advise the chair of said sub-committee, and may not vote or take part in any discussion in the sub-committee except with the permission of the majority of those sub-committee members present
- xi. Each Region shall be one vote. All those eligible to vote at any given time must vote on all questions before the Committee, except in the case of a declared conflict of interest
- xii. All questions which come before the Committee shall be decided by a simple majority of vote-of 4 (3 regions +1). In the event of a tie vote, a motion is defeated.

.2 Meetings

- i. The Committee shall meet every 4 – 6 weeks. Specific dates shall be determined by the Chair, at the preceding meeting
- ii. The Chair may call special meetings of the Committee at any time, subject to a seven day notice. The Chair shall call a special meeting of the Committee whenever requested to do so by a majority of the Committee members
- iii. The Chair may recognize delegations or individuals and permit them an opportunity to speak subject to agreement by a majority of the members present

.3 Quorum and rules of order

- i. Respecting the Committee is comprised of seven solid waste-resource regions a quorum at any meeting of the Committee shall be four (4) regions
- ii. When there is no quorum thirty minutes after the time set for a Committee meeting the Chair shall call the roll, record the names of the members present, adjourn the meeting, and call another meeting on the next available date
- iii. An information meeting may be held in the absence of a quorum

.4 Observers and non-voting participants

Unless otherwise requested by the Committee, representatives of NSE and RRFB and other stakeholders may be invited to attend Committee meetings to maintain dialogue among the partners

.5 Reporting and communications

- i. All committee members and alternates shall inform their regional chair, any regional committees and relevant staff committees about committee activities in a timely fashion.
- ii. The minutes, and any supplementary information, from each meeting are to be circulated by the secretary no less than three weeks after the meeting.
- iii. The meeting package, for scheduled meetings, are to be circulated by the Chair no less than one week prior to the meeting.

Approved in principal on:

APRIL 17,2015 by NS Regional Chairs
