

**Nova Scotia Solid Waste-Resource Management**  
**Regional Chairs 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 (hereafter referred to as **Regional Committees**). When the Regulations were approved, a Regional Committee of local elected officials was established in each region to oversee the preparation and implementation of the regional solid waste-resource management plans. **The Regional Chairs Committee** (hereafter referred to as the '**Committee**'), consisting of the Chairs of each of the Regional Committees, was established in 1998 to provide a communication channel for elected officials at the regional level (the municipalities) and the provincial level; Department of Municipal Affairs, the Union of Nova Scotia Municipalities (UNSM), Nova Scotia Environment (NSE) and Resource Recovery Fund Board (RRFB Nova Scotia).

## **2 ROLE**

The **Regional Chairs Committee** provides an ongoing 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, Municipal Affairs and UNSM.

Each Regional Chair will liaison, report to and represent individual Regional Committees/Authorities.

## **3 RESPONSIBILITIES**

To facilitate the ongoing delivery and sustainability of the Nova Scotia Solid Waste-Resource Management Strategy and Regulations;

Responsibilities of each Regional Chair includes but is not limited to:

- keeping Nova Scotia's municipal councils informed of emerging issues and information regarding solid waste-resource management;
- proactively working in partnership with NSE, RRFB Nova Scotia, UNSM and other provincial agencies and departments and the private sector;
- working towards the development and sustainability of effective and efficient municipal, provincial and private sector waste- resource management programs and services for the benefit of all Nova Scotians.

## 4 COMMITTEE OPERATIONS

The Regional Chairs Committee will function according to the following procedural and operational rules.

### 4.1 Membership and Voting

- .1 The members of the Regional Chairs Committee shall be the Chairs of the regional committees established in the each of seven waste-resource management regions which are defined by the Nova Scotia Solid Waste-Resource Management Regulations.
- .2 The Committee shall select from among its members a Chair, who shall preside at all meetings of the Committee, and a Vice-Chair every two years on alternating years.
- .3 As the Regional Chairs represent the Municipal Units in the Province that are geographically dispersed an executive committee shall be created to conduct urgent business when a regular meeting isn't scheduled or when a smaller representation is required. The executive committee derives its authority from the Regional Chairs Committee. The Committee will be comprised of the Chair, Vice Chair, Secretary and Treasurer
- .4 The Committee shall select from among its members a Secretary and Treasurer every two years on alternating years.
- .5 The Secretary shall record the proceedings at all meetings of the Committee and the Treasurer shall look after the financial needs of the Committee.
- .6 In the Chair's absence, illness or inability to act, the Vice-Chair shall assume all the duties and authority of the Chair.
- .7 Each regional committee may also send one of its members to meetings of the Regional Chairs Committee as an alternate member.
- .8 Each member has one vote; there shall be no more than one vote cast per region on any question which comes before the Committee.
- .9 The alternate member shall vote in the absence or incapacity of the member.
- .10 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.
- .11 All questions which come before the Committee shall be decided by a simple majority of votes cast.
- .12 In the event of a tie vote, a motion is defeated.

### 4.2 Meetings

- .1 The Committee shall hold quarterly meetings as a minimum or as determined by the Committee.
- .2 The Chair may call special meetings of the Committee at any time, subject to a seven-day notice requirement provided that such notice may be waived with approval of a majority of the members. The Chair shall call a special meeting of the Committee whenever requested to do so by a majority of the Committee members.
- .3 The Chair may recognize delegations or individuals and permit them an opportunity to speak subject to agreement by a majority of the voting members present.
- .4 Any member of the Committee may attend meetings of sub-committees.

### 4.3 Quorum and Rules of Order

- .1 The quorum at any meeting of the Regional Chairs Committee shall be five (5) voting members or alternates.
- .2 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.
- .3 The Chair shall rely upon rules of order in general use by municipal councils in Nova Scotia. The Chair shall decide all questions of order.

### 4.4 Observers and Non-Voting Participants

- .1 Representatives of NSE, RRFB Nova Scotia, Municipal Affairs and UNSM will attend Committee meetings.
- .2 Municipal staff supporting the various regional committees may attend meetings in an advisory capacity to the Committee.

### 4.5 Budget and Expenditures

- .1 Annual budget funding provided by RRFB Nova Scotia shall be used by the Committee to fund meeting and travel costs of the seven Committee members as per the Regional Chairs Expense Guidelines (attached).
- .2 Committee-related secretarial and treasurer expenses shall be eligible for reimbursement from the Committee's budget.
- .3 The Committee shall submit a budget to RRFB Nova Scotia for the upcoming fiscal year no later than December 31<sup>st</sup> of each year.
- .4 The Committee shall submit a year-end financial report to RRFB Nova Scotia no later than 30 days following the end of the fiscal year ending March 31.
- .5 Expenses incurred by the Committee in the course of carrying out its work shall be submitted to the Treasurer for payment in accordance with the Regional Chairs Expense Guidelines.
- .6 Committee-related expenses of alternate members (except when replacing the voting member) and staff advisors will be assumed by their own municipalities or regions.

### 4.6 Reporting

- .1 Members and alternates shall inform their regional committees about Committee activities in a timely fashion.
- .2 The Regional Chair is responsible to report to the Council representatives on each regional committee with the intent that each Council is informed about Regional Chairs Committee activities.
- .3 Members and alternates shall ensure that the approved minutes of each Regional Chairs Committee meeting are forwarded in a timely fashion to all municipal councils in their regions.

# Regional Chairs Expense

Approved September 6, 2006

<b>Stipend:</b>	\$150 per meeting	
<b>Mileage:</b>	\$0.4286 per Km (linked to Provincial Government rate April 1, 2006)	
<b>Meals:</b>	Actual costs with receipts	
	Without receipts;	
	Breakfast	\$6.00
	Lunch	\$12.00
	Dinner	\$20.00
	TOTAL	\$38.00

Linked to Provincial rate, September 2006

<b>Parking:</b>	Actual costs with receipts
<b>Taxis:</b>	Actual costs, receipts are only required for trips that exceed \$10.00.
<b>Incidentals:</b>	\$5.00 per day (only applicable with an overnight stay)
<b>Private Accommodation:</b>	\$25.00 per night (approved June 22, 2005)

## Submitting Reports:

Completed expense reports may be given to Gus Green, Treasurer, following the Regional Chairs meeting or may be forwarded to:

Gus Green, General Manager  
Waste Check  
P. O. Box 577  
Yarmouth, NS  
B5A 4B6

Phone: 742 4451  
Fax: 742 4147  
Email: [gus@wastecheck.ca](mailto:gus@wastecheck.ca)