

BEAVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

BY-LAW 11/2016

**Of the Beaver Regional Waste Management Services Commission
Being a By-law to Amend By-law 4/98 the Public Advisory Committee By-law**

WHEREAS the Beaver Regional Waste Management Services Commission established a By-Law creating the Public Advisory Committee, and

WHEREAS Schedule "A" to the By-Law are the Terms of Reference for the Committee and were approved on April 13, 2013, and

WHEREAS the Commission wishes to amend Schedule "A" in order to add an additional member to the Public Advisory Committee representing youth,

NOW THEREFORE BE IT ENACTED the Beaver Regional Waste Management Services Commission amends By-Law 4/98 as follows:

1. Under Section 2, add the following text: "revised September 22, 2016."

Read a first time: Motion 16-117 Revised September 22, 2016

Read a second time: Motion 16-118 Revised September 22, 2016

Read a third time and approved: Motion 16-119 Revised September 22, 2016

Chairperson:



General Manager:



Terms of Reference for the Public Advisory Committee of the Beaver Regional Waste Management Services Commission (Operating As Beaver Municipal Solutions)

PURPOSE

1. The purpose of the Public Advisory Committee (PAC is to provide on-going communication between residents and land-owners within the municipalities of Beaver County and the Commission. The Pac will assist the Commission in identifying matters of local and regional concern, particularly with respect to continued environmental compliance and occupational health and safety compliance at Commission facilities and operating assets with Beaver County.

OBJECTIVES

2. The PAC and the Commission working together will seek to:
 - a. Mitigate negative impacts of and improve Commission facility and site operations;
 - b. Build trust and respect for the Commission and its operations among municipal stakeholders.

APPOINTMENTS AND TENURE

3. The PAC will consist of six members selected through a competitively-advertised process to serve three year terms, except as noted in 4. The Commission Board will interview appropriate candidates and select among those in comparison to the qualification criteria. Each member will be selected by a majority vote of the Board. One of six members will represent youth in the community, of ages less than 25.
4. The appointment terms will be initially offset to permit continuity in PAC consultations and deliberations. Two members will be initially appointed to three year terms, and three members of two year terms. Upon expiry of these appointment, subsequent appointments will be made for three year terms.
5. There will be a Chair and a Vice-Chair selected from among the members. These positions will be initially appointed for two year terms, and upon expiry of their appointments, for three year terms subsequently.
6. In the absence of the Chair, the Vice-Chair will govern the meetings of the PAC.

MEMBER QUALIFICATIONS

7. PAC members will be residents of Beaver County municipalities.
8. PAC member candidates will be selected based on the expertise and experience that they can bring to the PAC's deliberations, with a particular focus on environmental and occupational health and safety compliance, community involvement and general interest in waste management matters.

AUTHORITY

9. The PAC will work as an advisory body to the Board only, and will not be able to give direction regarding Board finances, operations and public and stakeholder relations.
10. The Chair of the PAC will nominally report to the Chair of the Commission Board. However, each member will be responsible for their actions to the Board as a whole.
11. The Board can remove a PAC member if the member does not respect the intent of the Committee's Purpose and Objectives, or is conflict with other members or Board Directors, or is otherwise disruptive to PAC deliberations and Commission operations, or does not comply with

the PAC's member code of ethics, per 25.

COSTS and COMPENSATION

12. PAC members will be paid per diem, or part thereof, to a minimum of half-a-day, for attending PAC meetings, Board meetings, and other Board-approved events and visits.
13. The per diem rate will be set by the Board from time to time, by resolution.
14. Member expenses in the execution of their duties will be reimbursed by the Commission, in accordance with Commission policies.
15. Budgets for the PAC will be set by the Board, through the normal budget approval process, and expenses will be made through the office of the General Manager in accordance with Commission policies.
16. The Commission will provide a meeting place for the PAC at the Commission offices and store its records and documents, and provide staff support for its meetings. The cost for meeting facilities, and staff support will be at the Commission's expense, per the approved budget.

QUORUM and MEETINGS

17. The PAC will be expected to meet quarterly during the year, and have an annual meeting.
18. The PAC will provide a report of its quarterly and annual meetings to the Board within 30 days of each meeting.
19. Additional meetings will take place only via approval of the Chair of the Commission Board.
20. A PAC quorum will consist of the Chair and/or Vice-Chair in attendance with two other members.
21. (1) The General Manager of the Commission, or designate, is an ex-officio member to the PAC, and will attend all meetings.
(2) The Commission Chair will be an ex-officio member of the PAC.
22. Decisions of the PAC will be carried by majority vote.
23. (1) Roberts Rules of Order will apply to the conduct of PAC meetings.
(2) Ex-officio members will have full rights of membership on the PAC, except that ex-officio members cannot be the Chair or the Vice-Chair of the Committee.

CONFIDENTIAL INFORMATION and CODE OF ETHICS

24. Discussions, reports, documents and records of the PAC are subject to the requirements of the Alberta Freedom of Information and Protection Privacy Act.
25. Each member of the PAC will agree to abide by a Code of Ethics. For the purposes of the PAC, this code of ethics will be the Commission Board of Directors Code of Conduct.