

Thetis Island Solid Waste Management Committee (SWMC)

Terms of Reference | March 2017

Organizational Position and Background: The SWMC is a standing committee of Thetis Island Residents and Rate Payers Association (TIRRA). TIRRA has been the community body responsible for managing the local waste and recycling for many years under various committee names, currently the SWMC. In the fall of 2016 the committee was charged with the task of developing these Terms of Reference to better inform the community and incoming committee members, as well as track and evaluate the workings of the committee and the waste and recycling management system over time.

Accountability: the SWMC is accountable to the residents of Thetis Island through TIRRA. Funds for operating the recycling system are collected through parcel tax, and funds for garbage removal are generated directly through the collection of user fees. Thus all Island property owners, regardless of TIRRA membership status, are entitled to vote any recycling and waste management system issues that arise. The committee establishes a budget each year which first passes through the TIRRA executive, and then to the membership/community at the June General Meeting. The budget will include a contingency fund which the committee has the authority to spend as required in order to effectively operate the recycling and waste management system.

Vision and Purpose: A formal referendum was held in November 2013 to determine the future of recycling and waste management on Thetis Island. The community voted overwhelmingly in favour of a locally operated system managed by TIRRA through the SWMC. The purpose and responsibility of the SWMC is to make long-term directional and short-term operational decisions including financial management, budgetary planning, and reporting.

Function: The function of the SWMC includes:

- communication with the TIRRA executive and membership, the community at large, governmental bodies, and operational partners;
- direction of site staff and volunteers;
- development and oversight of contracts and agreements with service providers,
- long-term site development and improvements including grant securement for carefully selected capital projects.

Roles and Responsibilities: The roles of the SWMC and Waste Management system are as follows:

1. Committee Membership - The volunteer committee should consist of at least three Thetis Island residents, including one chair or two co-chairs elected annually at the TIRRA Annual General Meeting. The TIRRA Chair and TIRRA Treasurer are de facto members of the SWMC and should be made aware of meeting schedules. The TIRRA Treasurer will be responsible for communicating financial information both regularly and on request of committee members.

Responsibilities:

Chair: organize committee meetings and agendas; facilitate meetings; primary liaison to system staff (alternate to be appointed by the Chair when required); take a leadership role in communicating with the TIRRA executive, membership, and the community at large; update and file the committee terms of reference as required; work closely with the TIRRA Treasurer and other committee members to research and write grants when needed; Review Terms of Reference document with the incoming Chair.

Committee Responsibilities: These committee responsibilities will be shared between the committee members.

Financial oversight: liaise with the yard manager to track cash flow; making cash deposits and keeping records; managing payroll; establishing and filing approved budget request to the CVRD; reporting financial information to the committee, TIRRA executive, and the community at large both verbally and with documents; work closely together to research and write grants when needed.

Administration and Communications: meet at least quarterly with special meetings as required; record and circulate meeting minutes; keep records of committee business and communications, send committee reports to TIRRA secretary for filing/online posting.

Volunteer Co-ordinator: communicate with, organize, and schedule volunteers; update staff on volunteer schedule and changes.

2. System Staff – Currently the waste management system is staffed by two part time positions: Yard Manager and Recycling System Manager. The committee has also hired additional casual help during the summer season, usually a local student.

Responsibilities:

Yard Manager (9hrs/week): General yard management including opening, set-up, take down, and closing, directing site users, traffic control, directing volunteers, handling cash and receipts, preparing deposits and daily records, tracking and creating garbage cards, assisting with the recycling system when required.

Recycling System Manager (9-12 hrs/week): Recycling system management including quality control, baling materials, organizing bales, coordinating pick-ups with service providers, recycling system data collection and reporting, keeping up to date on current recycling issues and changes and the potential effect of these changes to the local system, communicating changes to the committee.

3. Contracted Service Providers: Currently our system has three contracted service providers

Harsma: Regular garbage hauling from monthly in the winter to weekly at peak times in the summer.

Ravenscall: Hauling of non-MMBC eligible scrap metal as needed, retaining the income of metal as reimbursement.

CVRD: Hauling of MMBC-eligible and Hazardous materials when needed.

4. Volunteers: The recycling system is helped immensely by a small but dedicated team of volunteers. Typically they each take one or two shifts per month to help community members properly sort recyclables and maintain a high standard of quality control.

Terms of Reference Review: This is a living document that should be reviewed and updated if required annually by the incoming SWMC committee. Each year's document should be preserved and filed so that operations and changes to the committee and waste management system can be tracked and evaluated over time.