



Terms of Reference CRD Solid Waste Management Plan Advisory Committee

Name

Cariboo Regional District Solid Waste Management Plan Public and Technical Advisory Committee (SWAC)

Purpose and scope

The purpose of the committee is to provide input, from a variety of perspectives, on the development and updating of the Cariboo Regional District's Solid Waste Management Plan (plan).

Tasks will include the following:

- ♦ Providing input on design and implementation of public surveys and consultation processes
- ♦ Reviewing current programs and identifying issues and opportunities
- ♦ Assisting in developing and evaluating a variety of options and strategies for the proposed plan
- ♦ Participating in public consultation, as required (for example, attendance at open houses, or virtual meetings)
- ♦ Representing a balance of community interests
- ♦ Reviewing and providing input on reports and technical memoranda developed as part of the planning process
- ♦ Contributing to the development of the plan principles, goals and targets
- ♦ Reviewing information provided by staff and consultants and providing comments and suggestions as well as highlighting information gaps in the proposed plan
- ♦ Reviewing public consultation results and providing input on the final plan
- ♦ Participating in smaller ad-hoc committees dealing with specific issues or tasks, as required
- ♦ Ensuring that proposed programs and policies are in the best interests of all residents of the region, balancing both community and industry needs and technical requirements

Authority

The committee makes recommendations on the proposed plan to the CRD Board via the Solid Waste Management Committee. The Board is the final decision-making authority.



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Membership

The committee shall consist of no more than 25 members representing a diversity of backgrounds, interests and geographical location. Membership shall include representation as follows:

Voting Members:

- ♦ One representative from the Solid Waste Management Committee (or Board representative)
- ♦ Up to 13 members representing a diversity of community interests such as from the following groups:
 - ♦ Private sector waste management service providers
 - ♦ Private sector solid waste facility representatives
 - ♦ Non-profit group with an interest in solid waste management (e.g., reuse organization)
 - ♦ Large institutional solid waste generator
 - ♦ Business representatives, including one focused on the 3 Rs
 - ♦ Members at large for the community (community association, youth, senior)
 - ♦ Urban / rural geographic mix

Non-Voting Technical Advisors:

- ♦ Up to 11 members representing agencies including:
 - ♦ Regional District Staff
 - ♦ Municipal Staff
 - ♦ First Nations
 - ♦ Provincial Agencies
 - ♦ Federal Agencies

The committee will serve until the completion of the updated plan.

Meeting arrangements

- ♦ The Chair and Vice-chair are elected from amongst the voting membership.
- ♦ The committee will meet as needed (maximum once per month, minimum once every two months). Meetings will take place at the CRD Williams Lake Boardroom unless otherwise specified (virtual and call in options will also be provided). Members are expected to attend in person unless other arrangements are made due to a variety of circumstances such as pandemics or hazardous road conditions.



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- ♦ Quorum shall be a minimum of 50% plus one of voting members.
- ♦ Staff are responsible for taking minutes. Draft minutes are approved by the committee at its next meeting, and then forwarded to the Solid Waste Management Committee for information.
- ♦ Staff will prepare agendas in consultation with the Chair and Vice-chair. Agendas will be posted on the CRD website.
- ♦ All committee members are equal and have equal opportunity to contribute at meetings, and must respect the opinions of others.
- ♦ Members are encouraged to work collaboratively and to be committed to reaching consensus where possible, taking into account the best interests of the community. Any members unable to agree with the decision may have their objections noted in the minutes.
- ♦ Members who miss three consecutive Committee meetings may have their membership revoked at the Board's discretion.
- ♦ 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 individual will clearly be identified in the minutes as coming from a source perceived to be in a conflict of interest.
- ♦ Regular communications between meetings will be by email.
- ♦ Members of the public may observe meetings but will not have voting rights or speaking rights unless invited to speak by the Chair.

Reporting

The committee reports to the Solid Waste Management Committee. Meeting minutes are provided to the Solid Waste Management Committee and the Solid Waste Management Committee liaison is expected to provide regular updates to that Committee.

Resources and budget

CRD provides the meeting space and staff to take minutes.

Participation in the committee is voluntary and there is no remuneration for members' time. Travel assistance, if required, is provided for members travelling more than 20 km to meetings, at a rate in accordance with current provincial public employee travel rates (\$0.55 as of Dec 2020).



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Deliverables

The Committee shall provide:

Advice on matters pertaining to solid waste management planning, such as: the consultation process, the development of guiding principles, terms of reference for any planning studies, review of reports from each planning step and the draft plan.

Review

The terms of reference will remain in place until the task is completed. Any changes to the terms of reference must be approved by the Board.