

# Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header banner. It consists of the letters 'CRD' in a stylized, white, sans-serif font, set against a dark grey background that features a wavy, horizontal line pattern.

## **SOLID WASTE ADVISORY COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Solid Waste Advisory Committee is an Advisory Committee established by the CRD Environmental Services Committee to provide input on solid waste management matters and meet the requirements of the Ministry of Environment's *Guide to Solid Waste Management Planning* for an advisory committee on the development and implementation of the Solid Waste Management Plan (SWMP).

The Committee's official name is to be:

Solid Waste Advisory Committee

### **1.0 PURPOSE**

The mandate of the Committee includes advising the Environmental Services Committee regarding the following:

- a) providing input on major solid waste management matters
- b) serving as the advisory committee to the Steering Committee (Environmental Services Committee) on the development of Revision 3 of the SWMP
- c) acting as plan monitoring advisory committee for the new SWMP, once approved

### **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Environmental Services Committee will:
  - appoint the committee members for up to a three-year term
  - act as the Steering Committee for Revision 3 of the SWMP
  - appoint a member as the liaison between the advisory committee and the Environmental Services/Steering Committee
- b) The Committee will report its input to the Environmental Services Committee for consideration. The CRD Board is the final decision-making authority.

### **3.0 COMPOSITION**

The Committee shall consist of members representing a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members, as follows:

<b>Representation</b>	<b>Number of Members</b>
Regional District Director (The Chair of the Environmental Services Committee)	1
Municipal engineering staff who are involved in solid waste collection	2
Electoral Area representative	1
First Nations	2
Environmental organizations	1
Business groups	1
Non-profit group with an interest in solid waste (e.g. reuse organization)	1
Large waste generators (industrial, commercial, institutional)	2
Owners/operators of private waste management facilities	2
Private sector industry collection service providers	2
Composting industry representative	1
Product stewardship agency	1
Solid waste technology representative	1
Community representative (representing Prospect Lake/Hartland area)	1
Public representatives, at large	3
Willis Point representative	1
District of Highlands representative	1

### **4.0 PROCEDURES**

- a) The CRD Board Procedures Bylaw will apply.
- b) The Chair of the Environmental Services Committee shall be Chair of the Solid Waste Advisory Committee
- c) The Committee shall meet at the call of the Chair and have special meetings, as required.
- d) The agenda will be finalized in consultation between staff and the Chair.
- e) A quorum is a majority of the committee membership and is required to conduct committee business.

**5.0 RESOURCES AND SUPPORT**

- a) The Senior Manager, Environmental Resource Management, will lead the coordination and allocation of resources to the Committee.
- b) Minutes and agendas are prepared and distributed by the Environmental Resource Management division.

Approved by Environmental Services Committee on January 20, 2021