



## **SOLID WASTE ADVISORY COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Solid Waste Advisory Committee (SWAC) is an advisory committee established by the CRD Board and will advise and make recommendations to the Environmental Services Committee regarding solid waste management matters.

### **1.0 PURPOSE**

The mandate of the committee includes:

- serving as the Plan Monitoring Advisory Committee for the CRD's approved Solid Waste Management Plan
- providing input on solid waste issues at the request of the Environmental Services Committee

### **2.0 ESTABLISHMENT AND AUTHORITY**

- The committee will provide advice and recommendations to the Environmental Services Committee for consideration; and
- The Environmental Services Committee Chair will appoint the Committee Chair
- Committee members to be appointed by the Environmental Services Committee
- Committee Vice Chair to be appointed by SWAC members.

### **3.0 COMPOSITION**

- 1 - CRD director, member of the Environmental Services Committee - Chair of SWAC
- 3 - CRD directors or councillors (Core Area)
- 1 - CRD director or councillor (District of Saanich)
- 1 - CRD directors or councillors (Western Communities)
- 3 - CRD directors or councillors (Peninsula/Gulf Islands)
- 1 - Roundtable on the Environment representative
- 6 - Private sector haulers and processors
- 1 - Composting industry representative
- 3 - Members at large for the community

- 1 - Prospect Lake/Hartland area representative
- 1 - Salt Spring Island Solid Waste Advisory Committee representative
- 1 - Highest Waste Management Facility representative

#### **4.0 TERM**

- The term of any person who is appointed to the Advisory Committee who is not a Member of the Board shall not exceed three (3) years.
- Under unique circumstances, such as the failure to attract additional applicants, ESC may extend a member's term beyond the three (3) year limit.

#### **4.0 PROCEDURES**

- The committee shall meet annually and have special meetings as required;
- The agenda will be finalized in consultation between staff and the Committee Chair and any committee member may make a request to the Chair to place a matter on the agenda; and
- A quorum of 50% plus one of the committee membership is required to conduct committee business.

#### **5.0 RESOURCES AND SUPPORT**

The Senior Manager Environmental Resource Management will provide administrative support.

Approved by CRD Environment Committee 04 November 1998  
Revised by CRD Board 13 February 2002  
Revised by CRD Environment Committee 01 May 2002  
Revised by CRD Environment Committee 05 February 2003  
Revised by CRD Environment Committee 05 May 2004  
Revised by CRD Environment Committee 22 February 2006  
Revised by CRD Environmental Services Committee 23 April 2014



Making a difference...together

**CAPITAL REGIONAL DISTRICT**

**PUBLIC AND TECHNICAL ADVISORY COMMITTEE**

**INTEGRATED SOLID WASTE AND RESOURCE MANAGEMENT PLAN**

**TERMS OF REFERENCE**

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**1. BACKGROUND AND NEED**

The British Columbia Ministry of Environment has requested that the Capital Regional District (CRD) prepare Revision 3 of the Solid Waste Management Plan. The Ministry's *Guide to the Preparation of Regional Solid Waste Management Plans* requires the establishment of a public and a technical advisory committee to advise the regional Board and/or its standing committee on the development of the plan with representation from a diversity of sectors within the regional community. The guidelines allow for the formation of single combined public and technical advisory committee.

**2. ROLES AND RESPONSIBILITIES**

The role of the Public and Technical Advisory Committee (PTAC) is to:

- act as advisory committee to the Steering Committee (Environmental Sustainability Committee) on the development of the Integrated Solid Waste and Resource Management Plan
- review guiding principles and provide feedback for the Plan
- review information provided by the CRD and its consultants and provide comments and suggestions to be considered for the new Plan
- provide input on design and implementation of public surveys and consultation processes
- assist in reviewing current programs and identifying issues and options (Stage 1 report)
- assist in developing and evaluating a variety of 5R options and strategies for the draft Plan (Stage 2 report)
- participate in public consultation, as required (for example, attendance at Open Houses)
- review public consultation results and provide input on the final Plan
- participate in smaller ad-hoc committees dealing with specific issues or tasks, as required; and

- ensure that proposed programs and policies are in the best interests of all residents of the CRD, balancing both community and industry needs and technical requirements.

The recommendations of PTAC are conveyed to the Environmental Sustainability Committee through staff.

### **3. COMPOSITION AND CHAIR**

- 1 - member of the Environmental Sustainability Committee - Chair of SWAC
- 2 - private sector waste management industry service providers
- 2 - private sector solid waste facility representatives
- 1 - non-profit group with an interest in solid waste management (e.g. reuse organization)
- 1 - large institutional solid waste generator
- 2 - business representatives, including one focused on the 3Rs
- 1 - Roundtable on the Environment representative
- 3 - members at large for the community (ratepayer association, youth, senior)
- 1 - Prospect Lake/Hartland area representative
- 1 - Salt Spring Island Solid Waste Advisory Committee representative
- 2 - municipal staff that are involved in collection
- 1 - representative from the environmental community
- 1 - representative from a product stewardship program

In addition, a letter will be sent to a number of ministries specified in the provincial guide and all First Nations in the region inviting them to participate in the process. A Ministry of Environment representative will also participate as a non-voting member of the committee.

The committee shall elect a Chair and Vice Chair at its first meeting.

Participation on PTAC is voluntary.

### **4. RULES OF PROCEDURE**

The CRD Board rules of procedure will apply.

### **5. ADMINISTRATION**

Administrative matters related to PTAC will be conducted by CRD staff acting through the Chair.

### **6. TERM**

PTAC will conclude its work when the plan has been approved by the CRD Board. Members will be asked to commit for up to three years.

*Approved by the Environmental Sustainability Committee on January 25, 2012.*