

Terms of Reference



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 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
 - make recommendations to the CRD Board on the implementation of the SWMP
- 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:

Representation	Number of Members
Regional district director (Member of Environmental Services Committee)	1
Municipal engineering/planning staff, two of whom are involved in solid waste collection (representing Core, Westshore, Peninsula)	3
Electoral Area representative (recommended by Electoral Area Services Committee)	1
Islands Trust	1
First Nations (representing the territory on which the Hartland Landfill resides)	2
Environmental organizations	1
Business groups	2
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
Community representative (representing Prospect Lake/Hartland area)	1
Public representatives, at large	3

4.0 PROCEDURES

- a) The CRD Board Procedures Bylaw will apply.
- b) The committee shall meet at the call of the Chair and have special meetings, as required.
- c) The agenda will be finalized in consultation between staff and the Chair.
- d) 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 CRD Environment Committee on October __, 2017

Approved by CRD Board on _____, 2017