



Solid Waste Management Plan Public Stakeholder Technical Committee Terms of Reference

1 BACKGROUND:

1.1 Regional Districts in British Columbia are mandated by the Provincial *Environmental Management Act* to develop Regional Solid Waste Management Plans (RSWMP). The most recent RSWMP was approved in October, 2022, and is a long term vision for how the Peace River Regional District (PRRD) will manage municipal and rural solid waste for the next 10 years. The RSWMP identifies the need to create a Public Technical Stakeholder Committee (PTSC) which will monitor the implementation and effectiveness of the RSWMP and identify concerns and issues that have arisen during its implementation that may require changes.

2 GOAL OF THE COMMITTEE:

2.1 The intent of the Public Technical Stakeholder Committee (PTSC) is to oversee the implementation of RSWMP and make recommendations to the PRRD Solid Waste Committee (SWC).

2.2 When the need for a major amendment has been identified through implementation of the 10-year RSWMP timeframe, the PTSC will act as an Advisory Committee to provide advice and feedback on consultation activities with the stakeholders provided in the consultation plan for these planned amendments to the SWC.

3 OBJECTIVES:

3.1 To act as a sounding board for the PRRD to review results of feasibility assessments, including cost benefit analysis, and pilot programs;

3.2 To identify concerns and issues that may arise in the implementation process;

3.3 To make suggestions for the annual Solid Waste Strategic Plan for approval by the Regional Board; and

3.4 To review the annual report prior to recommending the approval by the Regional Board.

4 AUTHORITY:

4.1 The PTSC makes recommendations to the PRRD Board via the SWC. The Board is the final authority on decisions.

5 COMMITTEE ORGANIZATION:

5.1 A Chair and Vice Chair will be appointed by the SWC.

5.2 The General Manager of Environmental Services and the Solid Waste Manager, and/or designate.

5.3 Secretarial services will be provided by the PRRD.

5.4 Members may be chosen to form an Advisory Committee and provide technical advice.

6 MEMBERSHIP:

6.1 The PTSC will be comprised of representation from the following:

- 6.1.1 Member municipalities staff;
- 6.1.2 First Nation neighbor's;
- 6.1.3 PRRD waste management contractors and partners;
- 6.1.4 public agencies such as the Ministry of Environment and Climate Change Strategy;
- 6.1.5 private and non-profit sectors;
- 6.1.6 industry and institutional representatives; and
- 6.1.7 the general public.

6.2 Members will be contacted directly, as well as general open invitations on the PRRD website and social avenues.

6.3 Memberships will be open to all who are interested in solid waste management.

6.4 The Membership will be continuous through the term of the most current RSWMP.

7 REMUNERATION AND EXPENSES:

7.1 Membership to the PTSC shall be strictly on a volunteer basis. Compensation from the PRRD for work performed as a member of the PTSC will be provided as follows:

- 7.1.1 Per the Regional Board's Financial Policy, mileage will be paid to all volunteer members of the PTSC (except Ministry Staff and paid members of Commissions).
- 7.1.2 Refreshments and lunch meal (if required) will be provided at all meetings.

8 RULES OF PROCEDURE:

8.1 Robert's Rules of Order apply.

8.2 The PTSC is advisory and all recommendations will be forwarded to the Regional District Solid Waste Committee or Regional Board for consideration.

8.3 All issues that come before the PTSC shall be recorded in the minutes and presented to the SWC for further review and approval.

8.4 **Conflict of Interest:** Persons sitting as Committee members shall exclude themselves from meetings that may place them in conflict of interest.

9 MEETINGS OF THE PUBLIC TECHNICAL STAKEHOLDER COMMITTEE:

9.1 **Scheduled Meetings:**

9.1.1 Meetings of the PTSC will take place annually within quarter 4, prior to the first annual Solid Waste Committee Meeting of each year.

9.2 This schedule is subject to change. All regular agendas and meeting dates shall be arranged by the PRRD in consultation with the PTSC members. All meeting dates will be confirmed at least two weeks prior to the meetings with agendas being provided to the PTSC members and other interested parties at least one week prior to meetings. Agendas will also be posted on the Peace River Regional District website at www.prrd.bc.ca.

10 MINUTES:

10.1 Notes and action items arising from each meeting will be documented and attached to the following SWC meeting agenda.

11 REPORTING TO THE PRRD SOLID WASTE COMMITTEE:

11.1 Recommendations adopted by the PTSC will be presented to the PRRD Solid Waste Committee or Regional Board by way of a covering report drafted by PRRD staff.

Date Committee Established			November 24, 2022
Date Approved by Board	November 24, 2022	Board Resolution#	RD/22/11/11 (24)
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	