



Solid Waste Management Plan

Public and Technical Advisory Committee

Terms of Reference

1. PURPOSE

- 1.1. The Sunshine Coast Regional District (SCRD) will engage with residents, governing authorities, including First Nations, agencies, waste and recycling industry representatives, waste producers, and businesses to review and update the 2011 Solid Waste Management Plan (SWMP). This work will be guided by the *British Columbia (BC) A Guide to Solid Waste Management Planning*.
- 1.2. The purpose of the SWMP Public and Technical Advisory Committee (Committee) is to provide a forum for contribution from residents from a range of backgrounds to inform the review and update of the SWMP.
- 1.3. These Terms of Reference describe the role of the Committee.

2. DUTIES

- 2.1. The Committee serves at the pleasure of the SCRD Board and may be reconstituted as required.
- 2.2. The Committee will receive and review information and provide input to SCRD staff and recommendations to the SCRD Board on topics related to the update of the SWMP. Committee members will be invited to pose questions, engage in discussion, and provide comments for consideration as the SWMP is reviewed. Potential topics for engagement with the Committee include waste reduction and recycling, residuals management, greenhouse gas emissions reduction, asset and risk management, resilience, costs-effectiveness, and engagement.
- 2.3. Tasks will include the following:
 - Ensure that proposals are in the best interests of all residents of the region, balancing both community and industry needs and technical requirements
 - Review current programs to identify issues and opportunities
 - Contribute to the review and update of the SWMP principles, goals and targets
 - Review information as required and provide comments

- Provide input on design and implementation of public engagement plans
 - Assist in the development and evaluation of a variety of options and strategies for the proposed SWMP
 - Provide input on the final draft SWMP
 - Participate in smaller ad-hoc committees dealing with specific issues or tasks as required
- 2.4. The Committee may make recommendations on the proposed SWMP to the SCRD Board. PTAC recommendations will be forwarded to the SCRD Board through the Committee of the Whole where they will be considered for recommendation for Board adoption. The SCRD Board is the final decision-making authority.

3. MEMBERSHIP

- 3.1. The SCRD Board will appoint no less than six and no more than twelve voting members to the Committee.
- 3.2. Members shall be appointed for a term of two years. Members who are appointed part way through a two-year term will be appointed for the remainder of the two-year term.
- 3.3. Committee membership will balance between technical and non-technical members, including both industry and public members.
- 3.4. The Committee will be composed of members representing a diversity of sectors and interests that bring a variety of personal qualities, perspectives, and experiences in solid waste, recycling and composting issues.

The following is a list of desired personal qualities, perspectives and experience of Committee members:

- Demonstrates community/committee involvement and the ability to work collaboratively with others (e.g. openness to different/opposing views)
 - Interested and/or demonstrates a commitment to waste reduction, sustainability and climate action
 - Experienced with waste, waste reduction and recycling (i.e. lived experience, technical expertise, or both)
 - Belongs to a community that is typically underrepresented (e.g. women, LGBTQ2S+, Indigenous, immigrants, visible minority, persons with disabilities, youth, etc.)
 - Represents the interests/perspectives of a group of people/sector
- 3.5. The Committee will include one elected representative from the SCRD Board as a voting member. The elected representative will be a direct liaison between the Committee and the SCRD Board.
- 3.6. The Committee may include one elected official appointed by and representing each of the Town of Gibsons, District of Sechelt, and Sechelt Indian Government

District as a non-voting member to provide direct liaison between the Committee and their respective Councils.

3.7. One SCRD staff member will be assigned to serve in a coordinator capacity as a resource. Other staff members may attend when appropriate. The role of the staff coordinator includes:

- Providing information
- Prepare reports
- Facilitate discussions during meetings as per the code of conduct in Section 6
- Assist the Committee secretary in preparing agendas and minutes
- Assist the Committee secretary in writing recommendations to the SCRD Board as required by the Committee
- Bring such matters to the Committee's attention in support of SCRD Board direction
- Provide advice to the SCRD Board that is at variance to a Committee recommendation

3.8. The SCRD will provide a staff member as Committee secretary whose duties will include:

- Prepare and distribute agendas to the Committee members in advance of the meeting
- Prepare minutes of all meetings using SCRD standard practices
- Forward the Committee minutes to the Committee of the Whole for information and approval

3.9. All Committee members are expected to:

- Undertake research and review materials
- Share knowledge and keep current on the topic of solid waste management and waste diversion
- Engage on the full scope of the Committee as defined in Section 3
- Review and follow the Code of Conduct outlined in Section 6

3.10. The Chair and Vice Chair are voluntary positions that will be elected at the first meeting of each year by Committee voting members.

4. MEETING ARRANGEMENTS

4.1. Meetings will be held approximately 4–6 times per year until the SWMP is submitted to the province.

4.2. Meetings will be held virtually, at the SCRD Office located at 1975 Field Road, Sechelt, British Columbia, or a hybrid online and in-person model.

4.3. The meeting dates and times will be determined by SCRD staff in consultation with Committee members, and will be scheduled at intervals relevant for the SWMP update process. No meetings will be held in August.

- 4.4. The Chair and Vice Chair will work with SCRD staff to draft meeting agendas and coordinate meeting materials which will be circulated to the Committee in advance of meetings.
- 4.5. A quorum of the voting members of the Committee will be a majority of the members appointed.
- 4.6. All Committee meetings must be open to the public except where the Committee resolves to close a portion pursuant to Section 90 of the *Community Charter*.
- 4.7. Delegations may appear upon written request and in accordance with the SCRD Board Procedure Bylaw No. 717.
- 4.8. SCRD staff are not members of the Committee but will attend meetings to provide information on various topics and respond to questions.
- 4.9. SCRD staff may invite technical specialists and advisors to attend the meetings to provide information on various topics and respond to questions.
- 4.10. Members who are absent for three consecutive meetings will be deemed to have resigned their position unless the absence is because of illness or injury, or if the leave is approved by the SCRD Board.
- 4.11. Members wishing to resign from Committee membership should provide written notice including the effective date of their resignation, addressed to the Committee Chair, Vice Chair and SCRD staff coordinator.
- 4.12. Committee members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
- 4.13. Committee members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.

5. CODE OF CONDUCT

- 5.1. This Code of Conduct is intended to guide the spirit and intent of how members are expected to deliver on the Committee’s purpose and objectives in a respectful manner towards all involved.
 - *Respect and Collaboration:* Discussions and debates shall take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interests and needs of all affected parties.
 - *Transparency:* It is expected that all members speak honestly and transparently, engaging in good faith dialogue and sharing information openly to encourage fact-based dialogue. *Treatment of Other Members and SCRD*

Staff. Members have a duty to treat other members and SCRD staff with respect during Committee meetings. Specifically, members have a duty to avoid:

- disrupting meetings;
- making offensive or abusive remarks;
- impugning the motives of other members or supporting staff;
- ignoring the legitimate direction of the Chair or Vice Chair.

5.2. Members and SCRD staff who object to the behaviour of anyone involved in the Committee are asked to identify their concerns immediately to the Chair, Vice Chair or SCRD staff coordinator. A member whose behaviour repeatedly does not meet the Code of Conduct requirements may have its appointment revoked by the SCRD Board.

6. REPORTING

6.1. The Committee reports to the SCRD Committee of the Whole. SWMP Public and Technical Advisory Committee meeting minutes are provided to the SCRD Committee of the Whole. The role of the SCRD Board Committee liaison is to ensure regular updates are provided to the Committee of the Whole.

7. REVIEW

7.1. Once approved, these Terms of Reference will remain in effect for the duration of the SWMP update process. Any changes to the Terms of Reference must be approved by the SCRD Board.

Approval Date:	July 28, 2022	Resolution No.	196/22 rec. No. 1
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