



Regional Solid Waste Management Plan Public and Technical Advisory Committee Terms of Reference

1. Background:

1.1 Regional districts in British Columbia are mandated by the Provincial Environmental Management Act to develop Solid Waste Management Plans that provide long term visions of how each regional district manages their municipal and rural solid wastes and recyclables. The Peace River Regional District's Solid Waste Management Plan was last amended in 2016 and the Regional District is currently reviewing and updating its Plan. The purpose of the joint Public and Technical Advisory Committee (PTAC) is to provide input, feedback on the Plan review, and to provide input and recommendations to the Peace River Regional District on proposed programs and policies that would make up the updated Regional Solid Waste Management Plan.

2. Goal of the Committee:

- 2.1 The goal of the PTAC is to support the update of the RSWMP and to come up with preferred options for waste management in the region for the next 10-15 years.
- 2.2 The main role of the PTAC is to be an advisory committee and will provide recommendations to the Peace River Regional District for amendments to the Regional Solid Waste Management Plan. Regional District staff will bring recommendations to the Committee of the Whole, as the Committee of the Whole is the decision-making body.

3. Objectives:

- 3.1 Become familiar with the existing Regional Solid Waste Management Plan and the existing solid waste management system in the region.
- 3.2 Provide advice and feedback on consultation activities with the general public provided in the public consultation plan.
- 3.3 Analyze and evaluate various waste management options for waste diversion (to reduce, reuse, and recycle), energy recovery, residual waste management, system financing and policy development.
- 3.4 Recommend strategies and options to be included in the updated Regional Solid Waste Management Plan.

4. Group Culture:

- 4.1 The PTAC members share the common understanding that all participants will:
 - a. Act in a professional and respectful manner;
 - b. Actively listen;
 - c. Act with integrity; and,
 - d. Attend meetings with a positive purpose.

5. Structure of the Public and Technical Advisory Committee:

5.1 The PTAC will be made up of representatives from a broad representation of interests including the following:

- a. Staff from member municipalities.
- b. PRRD waste management staff.
- c. PRRD waste management contractors or partners.
- d. Public agencies.
- e. Representatives from First Nations within the region.
- f. Private and non-profit sectors.
- g. Industry and institutional representatives.
- h. Representatives from the agriculture, construction, demolition, and renovation industries.
- i. Members of the general public (consisting of one member from each Electoral Area and Member Municipality with the exception of the City of Fort St. John, which will have two members).

5.2 **Number of members:** The maximum number of members appointed by the PRRD Board is 34. An alternate may be nominated to attend in lieu of the person appointed to the PTAC.

5.3 **Term of Office of Members:** Members will be asked to commit up to 1 year, or until a Regional Solid Waste Management Plan has been successfully updated.

6. Remuneration and Expenses:

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

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

7. Rules of Procedures

7.1 Robert's Rules of Order apply.

7.2 The PTAC is advisory and all recommendations will be forwarded to the Committee of the Whole for consideration.

7.3 The PTAC Chair shall be elected from the membership at the first meeting. In the absence of the Chair, an Acting Chair shall be appointed for that meeting by the members present. The Chair shall be entitled to vote at all meetings. PRRD Board Directors are not eligible for the position of PTAC Chair.

7.4 Quorum: A simple majority, one member more than 50% of appointed members of the PTAC, shall constitute a quorum.

7.5 Voting: All issues that come before the PTAC shall be determined by way of majority vote.

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

8. Meetings of the Public and Technical Advisory Committee:

8.1 The Committee will operate during the plan review and update process, which is expected to be from November, 2019 to April, 2020. The PTAC will be discontinued once the updated Regional Solid Waste Management Plan is approved by the PRRD Board of Directors for submission to the Minister of Environment. It is anticipated that there will be five during the planning process.

8.2 Scheduled Meetings:

- a. Initial meeting scheduled for the afternoon of November 27, 2019.

- b. There are four subsequent PTAC meetings to be held on a monthly basis between January and April, 2020.

8.3 Minutes:

- a. Notes and action items arising from each meeting will be documented. A synopsis of all meetings shall be posted on the PRRD website at www.prrd.bc.ca.

9. Reporting to the PRRD Committee of the Whole:

- 9.1 Recommendations adopted by the PTAC will be presented to the PRRD Committee of the Whole by way of a covering report drafted by PRRD staff.

Date Committee Established		Board Resolution #	
Date TOR Approved by Board	October 10, 2019	Board Resolution #	RD/19/10/21
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	