



SOLID WASTE MANAGEMENT PLAN ADVISORY COMMITTEE (SWMPAC) TERMS OF REFERENCE

INTRODUCTION

Cowichan Valley Regional District (CVRD) prepared its first Solid Waste Management Plans (SWMP) in 1995, followed by three amendments, 2006 being the latest amendment. The SWMP is currently due for its fourth amendment. Regional districts in British Columbia are mandated by the *Environmental Management Act* of BC to develop Solid Waste Management Plans (SWMP) and submit to the Ministry of Environment & Climate Change Strategy (ENV). SWMP reflects its commitment and long term vision towards municipal waste management. As per latest amendments recommended by the ENV, the SWMP is considered for 10 years with a review of plan effectiveness by the end of each five year period.

Public consultation is the critical part and a requirement for the SWMP amendment approval process by the ENV. A combined public and technical advisory committee is desired representing both community and technical interests at the same table. This Solid Waste Management Plan Advisory Committee (SWMPAC) will provide the most transparent, accountable and productive vehicle for meaningful involvement from a variety of interest groups.

PURPOSE

The SWMPAC will provide its feedback to the CVRD Board of Directors (Board) for their final consideration. The SWMPAC will review current SWMP, issues and opportunities for planning and implementation of future solid waste management for the region and provide its feedback to the Board for fourth amendment of the SWMP for final submission to the ENV. The SWMPAC will focus on topics, such as policies, bylaws, new initiatives, strategies, short term goals, long term vision, related budget, public consultation, and other SWMP related items.

ROLE OF SWMPAC

The Committee's role will be:

- to receive technical reports from CVRD technical team dedicated for the SWMP;
- to receive feedback on SWMP from the community and stakeholders;
- participate on smaller subcommittees dealing with specific issues or tasks;
- to consider information in an open, transparent forum;
- strive to keep abreast of solid waste management issues both locally and in a broader, regional context;
- to prepare agendas and record minutes of all the meetings; and,
- to provide recommendations to the Board for their consideration.

AUTHORITY

The SWMPAC will be a committee established by the Board for the SWMP Amendment #4 process.

BUDGET

Initial budget for the SWMP was approved by the Board under budget Function 520 – Solid Waste Management Complex. Any changes to the budget related to SWMPAC will be considered by the CVRD Board.

STRUCTURE OF THE COMMITTEE

The Committee membership will represent individuals and organizations interested in solid waste management. Selection of members will attempt to create a committee with a balance of representation:

- geographically;
- demographically; and
- with a variety of interests and perspectives.

APPOINTED COMMITTEE MEMBERS

The committee will consist of 17 members. Members will be appointed by the Board through an application process. Membership representation will be as follows:

Table 1: Summary of SWMPAC Membership

Area	Number of Members	Notes
Interested residents (public)	3	General public interested in SWMP review
Business Community	1	Chamber of Commerce, retailers, etc.
Organizations and Institutions	1	Hospitals, Schools, Rate Payers Association, etc.
Waste Management – Private Sector	1	Such as licensed facilities or haulers etc.
Waste Management – Non Profit Sector	1	Such as Cowichan Green Community, thrift stores, Vancouver Island Recycling & Waste Industry Coalition, etc.
First Nations	1	
Ministry of Environment & Climate Strategy	1	May or may not participate
Environment Canada	1	May or may not participate
Vancouver Island Health Authority	1	
Municipal Staff	4	One from each municipality
CVRD Staff	2	
Total	17	

Committee members will be appointed by the Board. The application for committee membership will be promoted through advertisements in local media, CVRD website and social media. Applications must demonstrate the applicant's:

- representation of one of the sectors listed above;
- willingness and ability to commit to volunteering the necessary time to the committee;
- interest in solid waste issues in the CVRD;

- willingness and ability to consider regional issues from all sectors and geographical perspectives within the community;
- experience related to solid waste issues; and,
- willingness and ability to work towards consensus on issues being addressed by the committee.

CHAIR & VICE CHAIR

CVRD staff will be the Chair and Vice Chair of the SWMPAC.

TERM OF OFFICE

The Term of Office for each member will be until the final submission of the SWMP Amendment #4 to the ENV or a maximum of two (2) year term, whichever comes first.

SWMPAC participation is voluntary with no remuneration provided for members' time.

COMMITTEE DECISION-MAKING

- Meeting quorum will be nine (9) members in attendance;
- All members of the SWMPAC will be treated equal and feedback will be recorded as presented by the individual member;
- Conflict of interest must be declared before providing feedback; and,
- SWMPAC recommendations will consider all feedback recorded.

MEETING PROTOCOL

SWMPAC meetings are expected to be held at least four times, approximately one month apart, in 2018. Locations and schedule of the meetings will be discussed during the first meeting before finalizing for 2018.

Special Interest Group meetings or other special meetings may be called as needed at the discretion of the Committee at a location agreeable to the members.

CVRD staff will provide administrative support to the Committee including, but not limited to the scheduling of meetings, agenda preparation, electronic distribution, minute taking and distribution of materials.

SWMPAC meetings will be open to the public, however non-SWMPAC members will not have speaking or feedback privileges. Public consultation for the SWMP will be conducted separately to discuss individual items and to receive public in-put. Delegations that wish to address the committee must seek approval from the committee through a written request or a separate meeting may be requested with special interest group. Acceptance of a delegate's request to speak to the committee will be at the discretion of the committee.

CONTACT

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