

## Applications for Membership on the CRD Solid Waste Advisory Committee

The Capital Regional District (CRD) is seeking a member from the District of Highlands to serve on the Solid Waste Advisory Committee. This committee provides input on solid waste management matters, advises on the development of a major revision of our region's Solid Waste Management Plan and will monitor implementation of the new plan, once it is approved.

The advisory committee will include representation from a wide range of stakeholder groups, including First Nations, private sector and municipal waste management service providers, non-profit organizations, businesses groups, the environmental community and the general public. Participation is voluntary and members will be asked to commit to meeting (minimum once a month) for up to three years.

The Committee currently meets the second Tuesday of the month from 12:30-3:00pm at CRD Headquarters, 625 Fisgard Street.

We invite you to send us a brief summary telling us about yourself, who you represent, your relevant experience and why you would like to serve on the committee.

The deadline for receipt of applications is Friday, **March 15, 2019**. For a copy of the Solid Waste Advisory Committee terms of reference, contact CRD Environmental Resource Management at the address below.

Mail, fax or email your application to:

CRD Environmental Resource Management  
625 Fisgard Street  
Victoria, BC V8W 1R7

Phone: 250.360.3218  
Fax: 250.360.3047  
Email: [achambers@crd.bc.ca](mailto:achambers@crd.bc.ca)



# Terms of Reference

The logo for the Capital Regional District (CRD), consisting of the letters 'CRD' in a stylized, bold font.

## **SOLID WASTE ADVISORY COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Solid Waste Advisory Committee is an Advisory Committee established by the CRD Parks & Environment 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 Parks & Environment Committee regarding the following:

- a) providing input on major solid waste management matters
- b) serving as the advisory committee to the Steering Committee (Parks & Environment 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 Parks & Environment Committee will:
  - appoint the committee members for up to 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 Parks and Environmental/Steering Committee
- b) The Committee will report its input to the Parks & Environment 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:

<b>Representation</b>	<b>Number of Members</b>
Regional district director (Member of Parks & Environment Committee)	1
Municipal engineering staff who are involved in solid waste collection	2
Electoral Area representative	1
First Nations	2
Environmental organizations	1
Business groups	1
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
Willis Point representative	1
District of Highlands representative	1

**4.0 PROCEDURES**

- a) The CRD Board Procedures Bylaw will apply.
- b) Member from Parks & Environment Committee shall be Chair of Solid Waste Advisory Committee
- c) The committee shall meet at the call of the Chair and have special meetings, as required.
- d) The agenda will be finalized in consultation between staff and the Chair.
- e) 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 Parks & Environment Committee on January 23, 2019  
Approved by CRD Board on February 13, 2019