



Solid Waste Management Plan

Public Advisory Committee

Terms of Reference

November 7, 2023

1. PURPOSE AND SCOPE

The Regional District of Okanagan – Similkameen is undertaking a review of the Solid Waste Management Plan (SWMP). The purpose of the Public Advisory Committee (committee) is to provide input from a variety of perspectives on the implementation of SWMP. In accordance with the Ministry of Environment’s Guide to the Preparation of Regional Solid Waste Management Plans, Public Advisory Committee will provide advice to the Regional District on solid waste management matters.

2. ROLES AND RESPONSIBILITIES

The role of the committee is to:

1. Represent the balance of community interests
2. Review guiding principles and provide feedback for the SWMP
3. Review and provide input on information provided by staff and consultants
4. Contribute to the development of the plan principles, goals and targets
5. Provide input on design and implementation of public surveys and consultation processes
6. Participate in public consultation, as required (for example, attendance at open houses)
7. Review and provide feedbacks on public consultation reports and Technical Advisory Committee recommendations.
8. Ensuring that proposed programs and policies are in the best interests of all residents of the region, balancing both community and industry needs and technical requirements
9. Receive and follow feedback and direction provided by the RDOS Board.

3. AUTHORITY

The Public Advisory Committee will make recommendations on the proposed plan to RDOS Board via SWMP Public Advisory Committee. The committee will make recommendations on the proposed plan to RDOS Board. The Board is the final decision-making authority.

4. APPOINTMENT AND TERM

The committee will serve until the completion of the updated SWMP.

Membership will last the duration of the SWMP review and update process. Committee members should be prepared to participate throughout the full term. The Committee will conclude its work when the SWMP has been approved by the RDOS Board.

The RDOS Board may, at any time, remove any member of the committee and any member of the committee may resign at any time upon sending written notice to the Chair of the committee.

In the event of a vacancy occurring during the regular term of office, the vacancy may be filled for the remainder of the term by an alternate nominated by the committee and approved by the RDOS Board.

No members of the committee shall receive any remuneration for their service; however, members of the committee shall be entitled to be reimbursed expenses in accordance with any applicable Regional District remuneration bylaw.

5. MEETING PROCEDURES – QUORUM, VOTING & CONDUCT

1. Meetings will be held approximately 3-5 times for the duration of the SWMP review and update process
2. The elected official appointed by the Board shall be the Chair of the meetings
3. If the Chair is absent from a meeting of the committee, those members present at the meeting shall appoint an Acting Chair who shall fulfill the duties of the position at the meeting
4. The meeting dates and times will be determined by the chair in consultation with RDOS staff and committee members
5. RDOS staff will provide support to the committee including preparing agendas and reports, recording minutes of all meetings and ensuring committee agendas and minutes are forwarded electronically for circulation to all members
6. The committee members will provide advance written notice to RDOS staff if they are unable to attend a meeting

7. The committee shall follow Regional District of Okanagan – Similkameen [Board Procedure Bylaw](#) where applicable
8. The committee members will follow the RDOS Code of Conduct and ensure a respectful meeting environment
9. The meetings will be structured to encourage dialogue and collaboration on relevant issues within the constraints of the planned agendas
10. Meetings will be held virtually via Zoom / WebEx or in person at 101 Martin Street, Penticton
11. The committee may invite groups and subject matter experts to present and provide advice and feedback on specific agenda items, at the discretion of the chair and vice-chair
12. It is expected that at no time would the meeting or part of a meeting be authorized to be closed to the public under the Community Charter. All meetings of the committee must be open to the public unless specific circumstances require a closed meeting
13. A quorum of the committee shall be 3 voting members.
14. While consensus is desired, all questions before the committee at the meetings shall be decided by a majority vote. RDOS staff and Board Members will not be voting members.

6. REPORTING

Regional District staff will provide advice and professional assistance to the committee including drafting correspondence and reports.