



Solid Waste Management Plan

Technical 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 SWMP Technical Advisory Committee (committee) is to provide a forum for contribution from individuals from range of backgrounds to inform the review and update of SWMP. In accordance with the Ministry of Environment’s Guide to the Preparation of Regional Solid Waste Management Plans, Technical 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. Review and provide feedbacks on public consultation reports
6. 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
7. Make recommendations to the Public Advisory Committee (PAC).
8. Receive and consider feedback from the PAC

3. 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 through the full term. The committee will conclude its work when the SWMP has been approved by the RDOS Board.

No members of the committee shall receive any remuneration for their service.

4. MEETING PROCEDURES – QUORUM & CONDUCT

1. Meetings will be held approximately 3-5 times for the duration of the SWMP review and update process
2. An RDOS staff member shall 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

5. REPORTING

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