Solid Waste Management Plan Update

Public and Technical Advisory Committee: Terms of Reference

Purpose and Scope

The purpose of the Public and Technical Advisory Committee (PTAC) is to provide input on the development of the Solid Waste Management Plan (SWMP) from a variety of perspectives. Representing a balance of community interests, input from the Committee will be sought on:

- Reports and technical memoranda developed as part of the planning process
- Guiding principles, goals and targets
- The design and implementation of the consultation processes
- Strengths and weaknesses of the current system
- Information related to the implementation of the 2005 SWMP
- Identification, development and evaluation of options for the proposed SWMP
- The results of public consultation
- The draft SWMP

The Regional District of Kootenay Boundary (RDKB) will continue to operate under its 2005 SWMP while the new SWMP is being developed from approximately 2025 to 2027.

Committee members will be expected to:

- Provide input and perspective with regards to a SWMP that is:
    - realistically able to be implemented over the next 10 years;
    - economically and environmentally sustainable;
    - reflective of provincial guiding principles, diversion goals, targets, and objectives; and
    - representative of community, industry, and commercial interests.
- Review provided information and offer comments and suggestions to members
- Report back to their own organizations or constituent groups regarding the progress of the SWMP development
- Express their organization's interests or concerns regarding proposed content of the new SWMP to the Committee
- Recommend proposed programs and policies that are in the best interests of all residents of the RDKB, balancing both community and industry needs, and technical requirements
- Participate in public consultation

There may be opportunities for some members to participate in smaller ad-hoc Committees dealing with specific issues or tasks.

Authority

The Committee makes recommendations to the RDKB Board of Directors via the Solid Waste Management Plan Steering and Monitoring Committee (SWMPSMC). The Board is the final decision-making authority.

Membership

Membership will last the duration of the Solid Waste Management Plan update process. Committee members should be prepared to participate through the full term, which is anticipated to take place for approximately 18 months to two years, between 2026-2027.

The PTAC shall consist of members representing a diverse and balance of backgrounds, interests and geographical locations within the RDKB. The target membership shall endeavor to include:

- Two representatives from the RDKB Board or SWMPSMC.

- Representatives from the member municipal local governments within the Regional District (maximum of eight members).
- Representatives from adjacent Regional Districts (maximum of two non-voting members).
- Representatives from provincial or federal agencies (maximum of two non-voting members).
- First Nations within the RDKB (number of members will be based on their capacity and desired level of engagement) (maximum of two members).
- RDKB Staff (maximum of four non-voting members)
- Commercial and institutional solid waste generators, operators, haulers, and/or recyclers (maximum of four members).
- Interested members (preferably representation from the three Wasteshed areas (Kootenay, Boundary, Big White, maximum of ten members;) representing relevant community interests which may include:
    - Non-profit groups with an interest in solid waste management
    - Local environmental groups and recycling organizations
    - Business associations
    - General public

PTAC memberships are subject to approval by the RDKB Board of Directors.

Selection Process

Committee memberships, with the exception of the Chair and Vice-Chair, will be filled through a call for applications or identified through recruitment. RDKB may recruit new Committee members during the solid waste management update process as required.

Calls for applications will be promoted publicly and shared with member jurisdictions and partners. Potential Committee members will be asked to specify their sector/interest during the call for applications and an individual could identify more than one sector/interest. Not all sectors/interests will necessarily be represented on the Committee, and more than one individual could be selected to represent a sector/interest. Following receipt of applications, the applicants will be evaluated with selection and appointment at the discretion of the RDKB Board of Directors.

Term

The PTAC will serve until the SWMP is approved by the RDKB Board.

Members who are absent for three consecutive meetings will be deemed to have resigned their position unless the absence is due to illness or injury, or if the leave is approved by the RDKB Board.

A member who is unable to fulfill their duties should inform the RDKB in writing of their resignation (including effective date) so that an alternate member may be sought.

Roles and Responsibilities

The Committee Chair and Vice-Chair will be members of the RDKB Board or SWMPSMC, appointed by the Board Chair. The Committee Vice-Chair may fulfil the role of the Chair in the event that the Chair is unavailable.

RDKB staff will prepare agendas in consultation with the Chair and Vice-Chair.

RDKB staff and/or consultants are responsible for preparing the reports for each meeting.

Agendas and accompanying reports will be circulated by email and posted on the RDKB website.

RDKB staff are responsible for taking meeting minutes. Minutes recorded at all PTAC meetings will be less formal and will focus more on action items produced by the PTAC. Draft minutes will be approved by the PTAC at the next meeting and then forwarded to the Solid Waste Management Plan Steering and Monitoring Committee and RDKB Board.

RDKB staff will coordinate meeting logistics, invitations and other requests received for the Committee.

Regular communications between the RDKB and PTAC members between meetings will be by email or other accepted forms of communication.

Meeting Protocol and Procedures

The PTAC will meet approximately 4-5 times per year and will be scheduled at intervals relevant for the Solid Waste Management Plan development, or at the call of the Chair or Vice-Chair.

Meetings will take place electronically unless otherwise specified. The online platform and links for members will be provided for each meeting.

Meeting times may be held during normal business hours.

The Chair and Vice-Chair will work with RDKB staff to draft meeting agendas and coordinate meeting materials, which will be circulated to the Committee in advance of meetings.

The meetings will be structured to encourage dialogue and collaboration on relevant issues within the constraints of the planned agendas.

Meeting minutes shall not reflect the names of individual speakers or their stance on issues; rather, they shall reflect the issues discussed, significant points of view on the issues and the resolutions or actions to be taken.

The Chair may close meetings to the public as required under section 90 of the *Community Charter* to safeguard the confidentiality of sensitive information or issues.

Members must declare any real or perceived conflict of interest. The member involved should recuse him or herself from proceedings which relate to the conflict unless explicitly requested to speak by a majority vote of the remaining PTAC members in attendance. Any subsequent information provided by the individual will clearly be identified in the minutes as coming from a source perceived to be in a conflict of interest.

Members may from time to time be requested to generate individual written comments. A member who misses a meeting may submit their input by email within three business days of the meeting.

RDKB staff will attend meetings to provide information on various topics, respond to questions, take meeting minutes, etc.

RDKB staff may invite technical specialists and advisors to attend the meetings to provide information on various topics and respond to questions.
Meetings will be open to any individual who wishes to observe the discussions although only Committee members will be provided standing to participate in the discussion. Non-members may request an opportunity to present to the Committee through two weeks' advance written submission for consideration by the Chair and Vice-Chair.

Quorum

If a minimum of five voting members are not in attendance at a meeting, the Committee Chair or Vice-Chair may choose to defer or cancel the meeting.

Voting Structure

Representatives from provincial, federal agencies and other regional districts are considered non-voting members. RDKB staff are also not considered as voting members.

All other members are entitled to one vote each.

Members are encouraged to work collaboratively and to be committed to reaching consensus where possible. Any members unable to agree with a decision may have their objections noted in the minutes.

Code of Conduct

This code is intended to serve as a framework to guide the spirit and intent of how members are expected to deliver on the Committee's purpose and objectives in an ethical and respectful manner.

a. *Respect and Collaboration*: Discussions and debates shall take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interests and needs of all affected parties.
b. *Transparency*: It is expected that all members speak honestly and transparently, engaging in good-faith dialogue and sharing information openly to encourage fact-based dialogue.
c. *Treatment of other Members*: Members have a duty to treat other members with respect during Committee meetings. Specifically, members have a duty to avoid:
    - disrupting meetings by making continual interruptions or whispered asides
    - making offensive or abusive remarks directed at other members
    - impugning the motives of other members or supporting staff
    - ignoring the legitimate direction of the Chair or Vice-Chair

Members who object to the behaviour of anyone involved in the PTAC are asked to identify their concerns immediately to the Chair or Vice-Chair. A member whose behavior repeatedly does not meet the code of conduct requirements may be asked to resign or be removed from the Committee by the Chair or Vice-chair.

Reporting

The PTAC reports to the RDKB Board through the SWMPSMC. Meeting minutes will be provided to the SWMPSMC and RDKB Board. SWMPSMC members who serve on the PTAC are expected to provide regular updates to the Board.

Resources and Budget

The RDKB will provide the meeting space and equipment when meetings are not online.

Participation in the PTAC is voluntary. The RDKB may reimburse non-government members for travel expenses at the rates established through official RDKB policies. No other remuneration will be offered.

Review

Once approved, these Terms of Reference will remain in place until the SWMP is approved by the RDKB Board. Any changes to these Terms of Reference must be approved by the Board.