



**1 Establishment**

- 1.1 The Solid Waste and Resource Management Plan Update Public and Technical Advisory Committee (“Committee”) is a select committee established to provide a forum for input, from a variety of perspectives, on the development and updating of the Solid Waste and Resource Management Plan (“Plan”).
- 1.2 Once approved, these terms of reference will remain in place until the Plan update process is completed. Any changes to the terms of reference must be approved by the SLRD Board.

**2 Authority**

- 2.1 The Committee is a select committee of the Board, pursuant to Section 218 of the *Local Government Act*, and has the authority to provide advice to the Board on matters related to its mandate.

**3 Mandate**

- 3.1 The Squamish-Lillooet Regional District (SLRD) will engage with residents, governing authorities, including First Nations, waste and recycling industry representatives, waste producers, businesses, and communities of interest to review and update the existing Plan.
- 3.2 The mandate of the Committee is to:
  - (a) Provide input on topics related to the development of the Plan.
  - (b) Provide advice and recommendations on the proposed Plan to SLRD Board. Committee recommendations may be forwarded to the SLRD Board by SLRD staff where they will be considered by the Board. The Board is the final decision-making authority.
- 3.3 Committee members are invited to pose questions, engage in discussion, and provide comments for consideration as the Plan is developed. Potential topics for engagement with the Committee include the circular economy, waste reduction, recycling, greenhouse gas emissions, residual waste management, affordability, feasibility, resilience, and collaboration and engagement.

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- 3.4 Committee members are expected to:
- (a) Undertake research and review materials.
  - (b) Share knowledge and keep current on the topic of solid waste management and waste diversion.
  - (c) Engage on the full scope of the Committee as defined in Section 3.
  - (d) Review and follow the Code of Conduct outlined in Section 8.
- 3.5 Other Committee member tasks include:
- (a) Representing a balance of community interests.
  - (b) Reviewing and providing input on reports and technical memoranda developed as part of the planning process.
  - (c) Contributing to the development of the Plan's principles, goals and targets.
  - (d) Reviewing information provided by staff and consultants, and providing comments and suggestions, as well as highlighting information gaps in the proposed Plan.
  - (e) Providing input on design and implementation of public surveys and consultation processes.
  - (f) Reviewing current programs and identifying issues and opportunities.
  - (g) Assisting in developing and evaluating a variety of options and strategies for the proposed Plan.
  - (h) Participating in public consultation, as required (for example, attendance at open houses).
  - (i) Reviewing public consultation results and providing input on the final Plan.
  - (j) Participating in smaller committees dealing with specific issues or tasks, as required.

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- (k) 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.

**4 Committee Composition**

4.1 The Committee shall consist of a balance of technical and non-technical members, representatives of urban and rural areas, and will include industry and public members. It shall consist of Committee members representing a diversity of backgrounds, interests, and geographical locations. The following is a list of possible desired personal qualities, perspectives, and experience of Committee members:

- Demonstrates community/committee involvement and the ability to work collaboratively with others (e.g. openness to different/opposing views).
- Interested and/or demonstrates a commitment to waste reduction, sustainability, and climate action.
- Experienced with solid waste, waste reduction, and recycling.
- Belongs to a community that is typically underrepresented (e.g. women, LGBTQ2S+, Indigenous persons, immigrants, visible minority, persons with disabilities, youth, etc.).
- Represents the interests or perspectives of a group of people or sector while remaining open-minded to other perspectives.

4.2 The Committee is comprised of:

(a) Committee members

- One representative from the SLRD Board.
- Up to ten Committee members, but no less than five, representing a diversity of community interests and sectors, such as from the following suggested groups:
  - Private sector waste management service providers (e.g. haulers, etc.).

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- Private sector solid waste facility representatives (e.g. organics, wood waste, recycling industry, etc.).
- Non-profit groups with an interest in solid waste management (e.g. reuse, repair, stewardship groups, etc.).
- Large Industrial / Commercial / Institutional solid waste generators (e.g. mining, forestry, energy, tourism and hospitality, schools, health, agriculture, etc.).
- Business representatives (e.g. reuse, repair, food service, retail, groceries, etc.).
- Multi-dwelling residences representatives.
- Members at large from the region (e.g. community association, youth, senior, resident of a rural area, etc.).
- A balance of urban and rural participation (representation from member municipalities and electoral areas).

(b) Technical Advisors

- Up to eight Committee members representing agencies, including:
  - Regional District staff,
  - Municipal staff,
  - First Nations,
  - Provincial agencies,
  - Federal agencies and,
  - Adjacent Regional District appointed staff representatives.

4.3 All committee members and technical advisors are voting members.

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- 4.4 One SLRD staff member will be assigned to serve in a coordinator capacity as a resource. Other staff members may attend when appropriate. The role of the staff coordinator includes:
- Providing information.
  - Preparing reports.
  - Facilitating discussions during meetings.
  - Assisting the Committee secretary in preparing agendas and minutes.
  - Assisting the Committee secretary in writing recommendations to the SLRD Board as requested by the Committee.
  - Bringing such matters to the Committee’s attention in support of SLRD Board direction.
  - Providing recommendations to the SLRD Board that differ from a Committee recommendation.
- 4.5 One SLRD staff member will be assigned to serve in a secretary capacity as a resource. The role of the staff secretary includes:
- Meeting scheduling and related communication.
  - Preparing and distributing agendas to the Committee members in advance of the meeting.
  - Preparing minutes of all meetings.
  - Preparing updates to the Board as needed, generally on a quarterly basis.
- 4.6 The Chair and Vice-Chair of the Committee are voluntary positions that shall be elected annually at the first meeting of each year by the Committee’s voting members.

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## 5 Terms of Appointment

- 5.1 As a select Committee, members shall be appointed by the Chair of the SLRD Board in accordance with the procedures outlined in the SLRD Procedure Bylaw as amended from time to time.
- 5.2 Committee members shall be appointed for the duration of the Plan update process. Committee members should be prepared to participate throughout the full term (estimated term 3 years).

## 6 Meetings (Frequency)

- 6.1 The Committee will meet approximately 4-6 times per year for the duration of the Plan update process, until the Plan is submitted to the province.

## 7 Meeting Procedures

- 7.1 All Committee meetings shall be conducted and held in accordance with the SLRD Procedure Bylaw as amended from time to time.
- 7.2 Meetings will be held virtually and in person (hybrid), at the SLRD administration office located at 1350 Aster Street, Pemberton, British Columbia, unless otherwise specified.
- 7.3 Meeting dates and times will be determined by SLRD staff in consultation with Committee members and will be scheduled at intervals relevant to Plan development.
- 7.4 Meeting times may be held during normal business hours.
- 7.5 Materials which will be circulated to the Committee in advance of meetings.
- 7.6 The Chair and Vice-Chair will work with SLRD staff to draft meeting agendas and coordinate meeting materials, which will be circulated to the Committee in advance of meetings.
- 7.7 All Committee meetings are open to the public.
- 7.8 Members of the public may observe meetings but will not have voting rights or speaking rights unless invited to speak by the Chair.

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- 7.9 A majority of the Committee shall represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Committee members must make a reasonable effort to notify SLRD staff at least two (2) working days before the meeting if they are unable to attend.
- 7.10 SLRD staff are responsible for taking minutes. Draft minutes are approved by the Committee at its next meeting.
- 7.11 SLRD staff are not members of the Committee but will attend meetings to provide information on various topics and respond to questions.
- 7.12 SLRD staff may invite technical specialists and advisors to attend the meetings to provide information on various topics and respond to questions.
- 7.13 Committee members who miss three consecutive Committee meetings will be deemed to have resigned their position unless the absence is because of illness or injury, or if the leave is approved by the SLRD Board. Organizations are responsible for assigning another representative to cover absences.
- 7.14 Committee members wishing to resign from the Committee membership should provide written notice, including the effective date of their resignation, addressed to the Committee Chair, Vice-Chair, and SLRD staff coordinator.
- 7.15 Regular communication between meetings is by email or other accepted form of communication.

**8 Code of Conduct**

- 8.1 Committee members shall adhere to the Board Code of Conduct Bylaw and Workplace Bullying and Harassment Policy and Procedures as amended.

**9 Conflict of Interest**

- 9.1 Where a member, his or her family, employer or business associate has any interest in a matter being considered by the Committee, that member shall absent themselves from any discussion on that matter, shall leave the meeting or that part of the meeting during which the matter is under consideration, and shall not attempt in any way, whether before, during, or after the meeting, to influence voting on any question in respect of the matter.

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## 10 Reporting to the Board

- 10.1 Recommendations of the Committee shall be forwarded to the Board at the subsequent Board meeting following the Committee meeting at which such recommendations are made.
- 10.2 SLRD staff will provide updates to the SLRD Board as needed, generally on a quarterly basis, unless there are no significant developments.

## 11 Resources and Support

- 11.1 SLRD provides the meeting space and any refreshments, and administrative support.
- 11.2 Participation in the Committee is voluntary, and Committee members shall serve without remuneration.

## 12 Media Contact and Communication

- 12.1 Contact with the media regarding issues related to the work of the Committee shall be conducted in accordance with SLRD Communication Policy as amended.

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