



Solid Waste Committee Terms of Reference

1. Background:

- 1.1 The Peace River Regional District (PRRD) developed a Regional Solid Waste Management Plan that was approved in 2022. The current Plan addresses five key areas:
- Strategies to Encourage Reduction, Reuse and Recycling
 - Strategies to Increase Organics Diversion
 - Strategies to Increase Energy Recovery
 - Strategies to Improve Residual Waste Management
 - Strategies for Solid Waste Management Funding

2. Role of the Committee:

- 2.1 The general purpose of the Solid Waste Committee of the Peace River Regional District (SWC) is to act as the conduit between the Public Technical Stakeholder Committee (PTSC) and the Peace River Regional District Board regarding matters relating to Solid Waste in the region. The SWC will ensure the following actions are followed:
- To ensure regulatory provisions are appropriate to program delivery and recommend amendments to the Board and staff;
 - Adhere to, and amend as appropriate, the Regional Solid Waste Management Plan; and,
 - Approve the annual draft Solid Waste budget.

3. Structure of the Solid Waste Committee:

- 3.1 Members: The SWC will consist of six (6) Board members as appointed by the Chair and will consist of:

- Director from the City of Dawson Creek, or their alternate ;
- Director from the City of Fort St. John, or their alternate;
- Director or alternate director from one additional municipality in the South Peace (District of Chetwynd, or Village of Pouce Coupe or District of Tumbler Ridge);
- Director or alternate director from one additional municipality in the North Peace (District of Hudson's Hope or District of Taylor);
- Director or alternate director from the North Peace (Electoral Area 'B' or 'C');
- Director or alternate director from South Peace (Electoral Area 'D' or 'E');
- PRRD Board Chair, as ex-officio member;
- Appropriate Regional District staff person – non-voting.

- 3.2 The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis.

- 3.3 In the absence of the Chair, a member elected Vice-Chair by the Committee on an annual basis will chair the meetings.

4. Meetings:

- 4.1 The Committee shall meet as approved in conjunction with the Board meeting schedule each year;
- 4.2 Meetings will be open to the public;
- 4.3 Items for the regular agenda must be provided to Administration one (1) week prior to the scheduled meeting;
- 4.4 The PRRD Board Chair will be given a copy of all Committee meeting agendas;
- 4.5 The Committee has the authority to add or reschedule its meetings as necessary.
- 4.6 The Committee has the authority to call special committee meetings as necessary.

5. Procedures:

- 5.1 Quorum – at least one-half of the members of the Committee;
- 5.2 Voting – all options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.
- 5.3 Advisory Sub-Committees – the Chair and Vice-Chair of the Solid Waste Committee shall be the Chair and Vice-Chair of any advisory sub-committee formed by the Solid Waste Committee, approved by the Regional Board.

Date Committee Established	March 10, 2016	Board Resolution #	RD/16/03/31
Date TOR Approved by Board	May 26, 2016	Board Resolution #	RD/16/05/20 (26)
Amendment Date	January 14, 2021	Board Resolution #	RD/21/01/14
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Amendment Date	May 1, 2025	Board Resolution #	RD/25/05/11
Amendment Date			