

Tire Stewardship BC (TSBC) Advisory Committee

Terms of Reference

1. Purpose

1.1 The purpose of the Tire Stewardship BC Advisory Committee (Committee) is to provide advice on information received on program developments and activities, and provide recommendations and feedback to the Tire Stewardship BC Board & staff on program policy, operations and Stewardship plan updates as part of its continuous improvement process.

2. Roles

The roles of the Committee are:

- 2.1** to act as a resource to the TSBC Board & staff on planning, implementation, and evaluation of TSBC activities.
- 2.2** to serve as a formal mechanism to exchange ideas and concerns related to the scrap tire recycling program as identified by Committee members.
- 2.3** to act collaboratively on any issues of concern raised and discuss how those could be resolved to the benefit of the programs and stakeholders in general.

3. Membership

3.1 The Committee shall consist of TSBC program stakeholders and membership shall include, but not be limited to, representatives from the following organizations:

- Processors & Manufacturers:
 - Western Rubber Products
 - Lehigh Northwest Cement
 - North West Rubber
 - Dinoflex
- Transporters:
 - Lower Mainland Hauler
 - Vancouver Island Hauler
 - Mainland Hauler
- Environmental:
 - Recycling Council of BC
- Local Government:
 - Urban Regional District
 - Rural Regional District
- Retailers (not directly represented on the TSBC board):
 - Automotive Retailers Association of BC

3.2 In the event that the Committee determines its membership or terms of reference not to be appropriate, it shall have the power to recommend to the Board amendments to these Terms of Reference.

Tire Stewardship BC (TSBC) Advisory Committee

Terms of Reference

3.3 Membership is at the invitation of the Tire Stewardship BC Board.

3.4 The Committee shall appoint the Chair of the Committee, with a term limit of four years.

- The Chair will work with TSBC staff to plan the meetings, provide leadership to the Committee, facilitate the discussion of issues, and serve the Committee in meeting its purpose.
- The Chair, or in the absence of the Chair, a temporary Chair, chosen by the Committee, shall preside at meetings of the Committee.

4. Quorum

4.1 A majority (50% plus 1) of all members shall constitute a quorum for the meetings of the Committee.

5. Meetings

5.1 The TSBC Advisory Committee shall meet annually unless an additional meeting is called by the TSBC Board or the Committee Chair at the request of a Committee member.

5.2 An agenda for each meeting shall be sent two weeks prior to the meeting. Members of the Committee are encouraged to contribute to the agenda.

5.3 In preparation for a TSBC Stewardship Plan update, the Committee will meet to review the draft Plan and provide recommendations and feedback to both Staff and the TSBC Board before the draft Plan is released for public consultation. Any changes made to the draft Plan as a result of Committee recommendations or feedback will be provided to the Committee; if there are recommendations that are rejected, a Board or Staff response shall be provided to the Committee.

6. Minutes

6.1 Committee members will review the draft minutes and provide any comments to TSBC staff within two weeks of receipt of the draft.

6.2 The Chair will finalize the minutes with the assistance of TSBC staff, who will then distribute the minutes and related written submissions to the Committee members.