



Solid Waste Management Plan Monitoring and Advisory Committee TERMS OF REFERENCE

BACKGROUND

Regional Districts in British Columbia are mandated by the Provincial Environmental Management Act to develop Solid Waste Management Plans that are long term visions of how each regional district manages their municipal and rural solid wastes. The Peace River Regional District's Solid Waste Management Plan, which was last amended in March, 2009, identified the formation of a SWMP Monitoring and Advisory Committee to monitor the implementation and effectiveness of the Plan and identify concerns and issues that have arisen during its implementation that may require changes.

GOAL OF THE COMMITTEE

The Plan Monitoring & Advisory Committee (PMAC) will monitor the implementation and effectiveness of the Solid Waste Management Plan (Plan) for the Peace River Regional District (PRRD).

OBJECTIVES

- To review the status of the Plan as to objectives completed and tasks remaining.
- To identify concerns and issues that may arise in the Plan's ongoing implementation.
- To act as a "sounding board" for the PRRD to review results of pilot programs.
- To make suggestions regarding how programs should be implemented and provide those recommendations to the PRRD Committee of the Whole.
- Provide advice and feedback on consultation activities with the general public.

STRUCTURE OF THE PLAN MONITORING & ADVISORY COMMITTEE

- 1. Members:** The PMAC will be made up of representatives from:
 - Staff from member municipalities.
 - PRRD waste management staff.
 - PRRD waste management contractors or partners.
 - Public agencies.
 - Representatives from First Nations within the region.
 - Private and non-profit sectors.
 - Industry and institutional representatives.
 - Representatives from the agriculture, construction, demolition and renovation industries.
 - Members of the general public (consisting of one member from each Electoral Area).
- 2. Number of Members:** The number of members appointed by the PRRD Board is 26. An alternate may be nominated to attend in lieu of the person appointed to the PMAC.
- 3. Term of Office of Members:** Members will be asked to commit for up to 2 years.

REMUNERATION AND EXPENSES

Membership to the PMAC shall be strictly on a volunteer basis. Compensation from the PRRD for work performed as a member of the PMAC will be provided as follows:

- Per the Regional Board's Financial Policy, mileage will be paid to all volunteer members of the PMAC (except Ministry Staff and paid members of Commissions).
- Refreshments and lunch meal (if required) will be provided at all meetings.

RULES OF PROCEDURE

1. Robert's Rules of Order apply.
2. The PMAC is advisory and all recommendations will be forwarded to the Regional District Committee of the Whole for consideration.
3. The PMAC Chair shall be elected from the membership at the first meeting of each year. In the absence of the Chair, an Acting Chair shall be appointed for that meeting by the members present. The Chair shall be entitled to vote at all meetings. PRRD Board Directors are not eligible for the position of PMAC Chair.
4. **Quorum:** A simple majority, one member more than 50% of appointed members of the PMAC, shall constitute a quorum.
5. **Voting:** All issues that come before the PMAC shall be determined by way of majority vote.
6. **Conflict of Interest:** Contractors sitting as Committee members shall exclude themselves from meetings that may place them in conflict of interest.

MEETINGS OF THE PLAN MONITORING & ADVISORY COMMITTEE

1. Scheduled Meetings:

- a. Initial meeting scheduled for January 19, 2016
- b. Meetings of the Plan Monitoring and Advisory Committee will take place on a quarterly basis.

This schedule is subject to change. All regular agendas and meeting dates shall be arranged by the PRRD in consultation with the PMAC members. All meeting dates will be confirmed at least two weeks prior to the meetings with agendas being provided to the PMAC members and other interested parties at least one week prior to meetings. Agendas will also be posted on the Peace River Regional District website at www.prrd.bc.ca.

2. Minutes:

Notes and action items arising from each meeting will be documented. A synopsis of all meetings shall be posted on the PRRD website at www.prrd.bc.ca.

REPORTING TO THE PRRD COMMITTEE OF THE WHOLE

Recommendations adopted by the PMAC will be presented to the PRRD Committee of the Whole by way of a covering report drafted by PRRD staff.