

Solid Waste Management Plan Monitoring Advisory Committee Terms of Reference

Purpose and Scope

The purpose of the Plan Monitoring Advisory Committee (PMAC) is to monitor the implementation of the Solid Waste Management Plan (SWMP). PMAC will provide review and recommendations throughout the 10-year SWMP timeline.

Committee members will be expected to:

- Review and become familiar with the Solid Waste Management Plan,
- Review and become familiar with the existing solid waste management systems in the RDKS,
- Monitor the implementation of the SWMP and report annually to the RDKS Board on the efficacy of the SWMP in meeting its objectives,
- Provide advice on the delivery of programs under the SWMP,
- Recommend updates &/or amendments to the projects and policies outlined in the SWMP that meet evolving solid waste management needs of communities, and
- Make recommendations to increase the effectiveness of the SWMP and existing solid waste programs.

Authority

The committee is an advisory committee of the RDKS Board and has the authority to provide advice and recommendations to the RDKS Board but is not a decision-making committee.

The Committee will strive for consensus. In the absence of consensus, a recommendation will be determined by a simple majority of members present. All recommendations and advice are to go to the Regional District Board in the form of a report for approval.

Recommendations, input, feedback and advice made by or from the Committee or Committee members to the Regional District will not be binding. All major recommendations must be voted on by the Committee and approved by the Regional District Board.

Meeting minutes will be provided to the RDKS Board. Board members who serve on PMAC are expected to provide regular updates to the Board.

Membership

The PMAC shall consist of up to 25 members representing a diverse and balance of backgrounds, interests, and geographical locations within the RDKS. The target membership shall include:

- Representatives from the RDKS Board (2 members),
- One representative from each RDKS member municipality,
- Representatives from First Nations communities,
- Members at Large
 - Public representation – up to one per Electoral Area
 - Private Sector/ Waste Management Industry (up to 5 members)

PMAC memberships are subject to approval and appointment by the RDKS Board.

All Committee members have one vote each.

Alternate Members

PMAC members who represent member municipalities and First Nations may send a council-appointed alternate in their absence. The alternate from member municipalities and First Nations does not need to be approved by the RDKS Board, although confirmation of attendance is required before each meeting. Council-appointed alternates from member municipalities and First Nations each get one vote.

PMAC members who represent community interests may send an alternate. This alternate must be approved by the RDKS Board in order to be a voting member of PMAC. An alternate who is sent without Board approval may participate in discussions but does not get a vote. Confirmation of attendance is required before each meeting.

Term

The committee members will serve for 2-years, with membership renewal by approval of the RDKS Board.

Members who miss three or more committee meetings during the 2-year term may have their membership revoked at the Board's discretion.

A member who is unable to fulfil their duties should inform the RDKS in writing of their resignation, so that an alternate member may be sought.

Governance and Procedures

Meetings are conducted in accordance with the RDKS Board Procedure Bylaw.

The Chair and Vice-chair will be elected by members at the first meeting of every year.

The Chair, if present, must preside at Committee meetings. If the Chair and Vice-Chair are both absent from the Committee meeting, the RDKS Liaison or designate shall call the meeting to order and shall call for an Acting Chair to be nominated and selected by resolution.

The Chair holds the following responsibilities:

- Facilitates the meeting by identifying the order of proceedings and speakers according to the published agenda.
- Maintains decorum and ensure fairness and accountability.
- Assists RDKS Liaison / Recording Secretary when possible or requested.
- Assumes responsibility of signing or authorizing all correspondence arising from Committee activities.
- Undertakes recruitment to fill vacancies.

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

RDKS 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 RDKS website at least 72 hours prior to the meeting date.

The Chair is responsible for reviewing the agenda with RDKS staff prior to each meeting and understanding the objectives for each meeting.

RDKS staff are responsible for taking minutes. Draft minutes will be approved by the committee at the next meeting and forwarded to the RDKS Board for information.

Regular communications between the RDKS and PMAC members between meetings will be by email or other accepted form of communication.

PMAC will meet quarterly or at the call of the Chair. Meetings will take place in the RDKS boardroom unless otherwise specified. It is preferable for members to attend in person, although the meetings will also be accessible using available technology.

All committee members are considered equal and will therefore have equal opportunity to contribute at meetings. All members must respect the opinions of others.

Committee meetings are open to the public unless authorized to be closed; however only committee members have speaking and voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request.

Quorum

Quorum shall be a minimum of 50% plus one.

Resources and Remuneration

The RDKS Solid Waste Manager or designate will be the non-voting RDKS Liaison for this Committee. Other RDKS staff and consultants may attend meetings as required.

Minutes and agendas are prepared and distributed by the Corporate Services Department.

Minutes will be included in the Regular RDKS Board Agendas for the Board's information.

RDKS will provide the meeting space and equipment. If a meeting is scheduled over a mealtime, the RDKS will provide light refreshments.

Committee members will serve based on their respective employer's meeting allowances policy and/or remuneration bylaw.

Meeting Conduct

It is expected that each member will conduct themselves in the best interest of residents within the northwest area. Committee members are expected to be respectful towards each other and work cooperatively. Should a committee member violate the RDKS Code of Conduct and act outside of the Terms of Reference, the Committee may vote to remove the member which will be forwarded to the RDKS Board for consideration. The RDKS Board will make the final decision regarding the removal.

Conflict of Interest

Committee members who have or perceive a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.

Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following their term(s).

Professionalism:

Committee members are expected to act in accordance with all Regional District policies.

Committee members are expected to devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Committee's mandate. Any Committee member who is absent for three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee.

Confidentiality:

Committee members are required to keep confidential any financial details or other sensitive information they receive. This means paying strict attention to the security of Committee records. In order for the Committee to function properly, all parties must be confident and trust that no improper use will be made of the information received.

Committee members will respect the confidentiality of community members that share information with them, including any information deemed "personal" as defined in the Freedom of Information/Protection of Privacy Act.

Contact with the Media:

The Chief Administrative Officer or Director of Administration will provide assistance and / or guidance to the chair of the committee in responding to the media.

Review

Once approved, these Terms of Reference will remain in place until the formation of a Public Technical Advisory Committee for the development of a new SWMP. Any changes to the Terms of Reference must be approved by the Board.