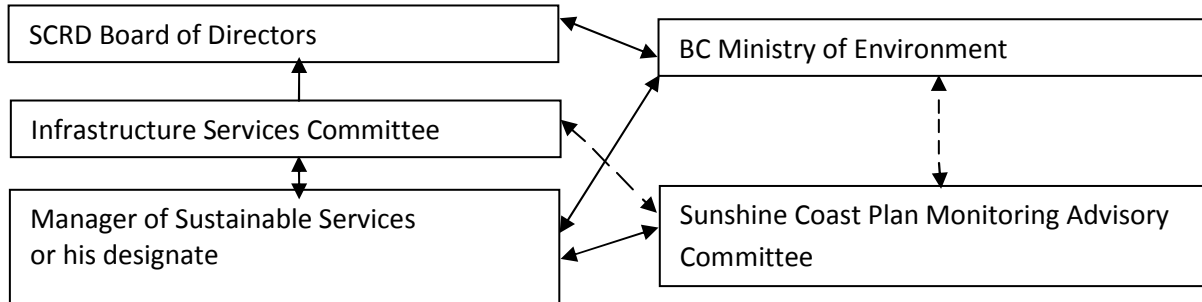


PLAN MONITORING ADVISORY COMMITTEE**TERMS OF REFERENCE – Revised April 26, 2012**

ROLE – “The role of the Plan Monitoring Advisory Committee (PMAC) is to monitor and advise the Sunshine Coast Regional District (SCRD) on matters involving the implementation of the Sunshine Coast Solid Waste Management Plan, and evaluate its effectiveness.”

REPORTING STRUCTURE – The PMAC will report to the Manager of Sustainable Services or their designate. Minutes, reports and recommendations from the PMAC will be directed to the Infrastructure Services Committee for consideration. Pertinent solid waste issues will be referred to the PMAC for comment.



SCOPE – The Plan area includes the whole Sunshine Coast Regional District. The PMAC will remain in existence for the duration of the current Plan.

MEMBERSHIP – The PMAC will reflect, to the extent possible, a balance of: technical and non-technical interests, regional/geographic representation, commercial/residential representation, organizational/individual representation and special interests.

The PMAC will consist of not less than 6 and not more than 12 members, with a minimum of 2 each from:

- interest groups & public (e.g. environmental, ratepayers)
- business community (e.g. small & large businesses)
- public sector (e.g. municipalities, first nations, public health)

The PMAC will include one elected representative from the SCRD Board as a non-voting member to provide direct liaison between the PMAC and the SCRD Board. In addition to the regular members, the Ministry of Environment Regional Manager (or designate) will be a permanent member of the Committee.

The SCRD Board will approve the final appointment of members to the PMAC. No alternative or substitute members will be used.

PMAC members are volunteers, and are expected to:

- commit to attending the meetings as required by the chairperson
- act professionally and maintain confidentiality of information

If a member does not attend two (2) consecutive regularly scheduled meetings without contacting the Chair, their position on PMAC will be up for review by PMAC and the SCRD Board.

TERM – The term for PMAC members is 2 years. Interested members may apply for reselection at the end of their term.

PLAN MONITORING ADVISORY COMMITTEE**TERMS OF REFERENCE – Revised April 26, 2012**

TASKS

1. To meet on a regular basis (at least quarterly) to discuss issues relating to Plan monitoring.
2. To review all information related to implementation of the Plan including: waste quantities, populations, diversion rates for Plan components, etc.
3. To prepare, on at least an annual basis, an independent critique of implementation of the Plan for the SCRD; ***said critique will form part of the SCRD's annual report to the Ministry of Environment.***
This could include recommendations to: improve the progress of Plan implementation; increase diversion rates where target diversion rates are not being achieved; and update the Plan as required.
4. To ensure the public is informed about, and their feedback encouraged with respect to, matters affecting the public (ie - landfill siting, etc).
5. To provide input for major Plan reviews.

CONDUCT OF MEETINGS – No votes will be held to determine the Committee's position on issues. The Committee is to operate on a consensus basis. Where consensus exists, it will be noted; and where it does not exist, the diversity of opinion will be communicated through its report to the Manager of Sustainable Services or their designate.

A quorum of 50% of the PMAC plus one member is required to constitute a meeting. The Chair is a voluntary position that will be elected on an annual basis by committee members.

By written request, the PMAC may agree to receive delegations. Interested parties are encouraged to attend meetings as observers; but will refrain from sitting at the table and participating in the proceedings. Any reimbursement for expenses incurred will be in accordance with SCRD Board policy.

RESOURCES – The SCRD will provide the PMAC with:

- all the available tracking information, pertinent reports, and other available information* including:
 - Infrastructure Services Committee agendas, which deal with solid waste related issues
 - landfill material tracking and diversion information
 - copies of the annual reports to the Ministry of Environment
 - information on Plan implementation progress
 - compliance information related to operational certificates
 - other reports & documents as required
- a staff person for production of PMAC meeting agendas, minutes and annual report, mailings, etc
- the Manager of Sustainable Services or their designate to attend and/or facilitate PMAC meetings as requested
- in-house meeting facilities, and coordination of meetings when available

Requests for information can be made, and issues raised, by contacting the Manager of Sustainable Services or their designate.

**** Private companies and individuals may supply information to the SCRD that they expect to be kept confidential. The SCRD is legally obligated to honour those wishes. For that purpose, information provided to the PMAC will be in a format that prevents the identification of any one company's or individual's information.***