

## TERMS OF REFERENCE

### **SOLID WASTE MANAGEMENT PLAN MONITORING ADVISORY COMMITTEE (PMAC)**

#### **1. Purpose**

- 1.1 The purpose of the “Solid Waste Management Plan Monitoring Advisory Committee (PMAC)” is to advise the Sunshine Coast Regional District (SCRD) on matters involving monitoring the implementation of the Sunshine Coast Solid Waste Management Plan (SWMP), and evaluate its effectiveness as per the Ministry of Environment’s (MoE) 2016 “*A Guide to Solid Waste Management Planning, Part C.3.1*”

#### **2. Duties**

- 2.1 The PMAC will:
- a. Advise on the implementation of the SWMP.
  - b. Evaluate the effectiveness of the SWMP.
- 2.2 To advise and evaluate the SWMP, the PMAC will:
- a. Review all information related to the implementation of the plan such as: key plan actions and implementation progress, diversion rates and waste statistics, staff reports regarding plan priorities and components.
  - b. Review plan implementation with a regional perspective.
  - c. Review annual report on the effectiveness of the SWMP.
  - d. Make recommendations to the SCRD Board regarding plan implementation and how to increase effectiveness via the Infrastructure Services Committee.
  - e. Complete PMAC member action items identified in the meeting minutes prior to the next PMAC meeting or other designated timeline.
- 2.3 The PMAC will be dissolved upon the initiation of a SWMP update process.

#### **3. Membership**

- 3.1 The PMAC is comprised of not less than 6 and not more than 12 members, with the following representation:
- a. Public and/or geographical representation from Areas A, B, D, E, F, the Sechelt Indian Government District, the District of Sechelt and the Town of Gibsons – up to 8 members.
  - b. Commercial, Organizational and Technical representation – up to 4 members.
  - c. Members shall be appointed for a term of two (2) years.
- 3.2 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.

- 3.3 The MoE's Environmental Protection Officer (or designate) will be a permanent member of the PMAC and will attend meetings as possible.
- 3.4 The PMAC will include a Regional District staff to serve in a liaison capacity. The staff liaison to PMAC is the Manager, Solid Waste Programs or designate. When applicable, the Solid Waste Programs Coordinator and the Manager, Solid Waste Operations will participate. The role of the staff liaison is to:
- a. Providing information and professional advice;
  - b. Facilitating and/or co-chairing meetings;
  - c. Assisting the secretary in preparing agendas and minutes;
  - d. Assisting the secretary in writing reports and recommendations to the Board as requested by PMAC;
  - e. Bringing such matters to the PMAC's attention as are appropriate for it to consider in support of Regional District Board direction;
  - f. Sending updates and correspondence to PMAC members including Infrastructure Services Committee agenda packages.
  - g. Make available to PMAC members available tracking information, staff reports and other information, which may include:
    - i. Landfill material tracking and diversion information
    - ii. SWMP progress-to-date information
    - iii. Other reports, documents and links to relevant resources as required
  - h. Serving as one of the communication channels to and from the Board;
  - i. Providing advice to the Board that is at variance to a committee recommendation; and
  - j. Facilitate the recruitment of new members.
- 3.5 The SCR D Board is responsible for appointing new members.
- 3.6 The Chair and Vice Chair is a voluntary position that will be elected on an annual basis by PMAC members.
- 3.7 The PMAC Chair has the following additional responsibilities:
- a. Review and provide input into the agenda.
  - b. Chair PMAC meetings.
  - c. Review final meeting minutes before distribution.
  - d. Encourage completion of PMAC member action items and facilitate correspondence between meetings.
- 3.8 All members are expected to:
- a. Engage in a respectful and constructive manner in all PMAC activities.
  - b. Engage on the full scope of the SWMP.
  - c. Attend at a minimum two thirds of the meetings held in a calendar year.

## **4. Operations**

- 4.1 A majority of the voting members of the committee, as listed in section 3 will constitute a quorum.

- 4.2 The PMAC will meet on a regular basis, not more than monthly, and at least three times per year at the SCRD Office located at 1975 Field Road, Sechelt.
- 4.3 All PMAC meetings must be open to the public except where the PMAC resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- 4.4 The authority of the PMAC is limited as follows:
  - a. The PMAC does not have the authority to bind the SCRD in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCRD.
  - b. The PMAC may communicate with external organizations and agencies to collect information and make inquiries.
  - c. Where the PMAC wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCRD Board.
- 4.5 PMAC members are encouraged to:
  - a. Attend and participate in meetings of the PMAC.
  - b. Share experiences and ideas while maintaining an open mind to others' perspectives.
  - c. Speak to the SCRD staff liaison(s) first regarding SWMP information, issues or recommendations.
- 4.6 Members who are absent for four consecutive regularly scheduled meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the SCRD Board.
- 4.7 In carrying out its mandate, the PMAC will work towards conducting operations in a way that:
  - a. Improves the economic, environmental and social well-being for present and future generations;
  - b. Encourages and fosters community involvement;
  - c. Enhances the friendly, caring character of the community;
  - d. Maintains an open, accountable and effective operation;
  - e. Preserves and enhances the unique mix of natural ecosystems and green spaces in the SCRD;
  - f. Is consistent with the goals and objectives of the SCRD's strategic plan; and
  - g. Recognizes advisory committees are one of many channels that the regional board may utilize to obtain opinions and advice when making decisions.
- 4.8 The SCRD will provide a recording secretary whose duties will include:
  - a. Preparing meeting agendas and distributing them to the PMAC members and MoE liaison in advance of the meeting.
  - b. Preparing minutes of all meetings using SCRD standard practices.

- c. Forwarding the minutes to the PMAC Chair for review prior to submitting to the appropriate Standing Committee.
  - d. Forwarding the approved minutes to the Infrastructure Services Committee for further consideration and approval.
  - e. Forwarding the approved minutes to the PMAC members and MoE liaison.
- 4.9 Unless otherwise provided for, meetings will be conducted in accordance with the rules of procedure set out in the Board Procedure Bylaw.
- 4.10 Committee members are subject to the Conflict of Interest legislation outlined in Section 100-109 of the *Community Charter*. The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
- 4.11 Committee members must respect and maintain confidentiality of the issues brought before them.
- 4.12 PMAC members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.
- 4.11 No votes will be held to determine the PMAC’s position on issues. The PMAC 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 meeting minutes and staff reports to the SCRD Board.
- 4.12 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.
- 4.13 Ultimately, the decisions regarding implementation of the SWMP lie with the SCRD Board.

## 5. Reference Documents

- 5.1 *A Guide to Solid Waste Management Planning, Part C.3.1*
- 5.2 SCRD Procedure Bylaw No. 717
- 5.3 *Community Charter, Section 100 – 109 – Conflict of Interest*
- 5.4 *Committee Volunteer Meeting Expenses*

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