



*The Region of BC's Best*

## **TNRD Regional Solid Waste Management Plan – 2018 Plan Monitoring Advisory Committee (PMAC) Terms of Reference**

### **(a) Introduction**

The purpose of the Terms of Reference is to ensure that committee members are aware of expectations and commitments of committee members. Specifically, members should be aware of the monitoring role of the Plan Monitoring Advisory Committee (PMAC).

The purpose of the Plan Monitoring Advisory Committee (PMAC) is to monitor and advise on the implementation and effectiveness of the ten year Regional Solid Waste Management Plan (plan). The tasks of PMAC include:

- Reviewing the current status of the Regional Solid Waste Management Plan initiatives based on reports and presentations provided by TNRD staff,
- Reviewing information related to implementation of the plan, including waste quantities, populations, and diversion rates.
- Advising the TNRD on matters involving monitoring and implementation of the Regional Solid Waste Management Plan through minutes and recommendations from Plan Monitoring Advisory Committee meetings.
- Advising on each major plan review which will occur every five years,

### **(b) Authority**

The Plan Monitoring Advisory Committee makes recommendations to the Board through the Solid Waste Management Committee. The Board is the final authority on decisions.

### **(c) Membership**

The committee shall consist of no more than nine (9) members appointed by the TNRD Board. Membership shall include representation of the various interests as follows:

- Chair (1) or alternate from the TNRD Solid Waste Management Committee (non-voting)
- 1 member of staff from the City of Kamloops
- 1 representative from area First Nations
- 3 representatives of the private sector waste management industry
- 3 members of the general public and/or environmental community

Memberships are for two-year periods, and may be renewed for up to two additional terms. (Membership should be staggered for two-year terms.)

### **(d) Meeting arrangements**

- The Chair and Vice-Chair are elected annually from amongst the voting membership.
- The committee will meet at least once annually or at the call of the chair. Meetings will take place at the TNRD Boardroom unless otherwise specified. Members are expected to attend in

person unless arrangements are made to participate by phone or online (e.g., via Skype).

- Quorum shall be a minimum of 50% plus 1
- Staff will prepare agendas in consultation with the Chair and Vice-chair. Agendas will be distributed to committee members via email and posted on the TNRD website.
- Staff are responsible for taking minutes. The minutes and recommendations are then forwarded to the Solid Waste Management Committee.
- All committee members are equal and have equal opportunity to contribute at meetings, and must respect the opinions of others.
- Members are encouraged to work collaboratively and to be committed to reaching consensus where possible, taking into account the best interests of the community. Any members unable to agree with the decision may have their objections noted in the minutes.
- Members who miss three consecutive Committee meetings may have their membership revoked at the Board's discretion.
- In any proceeding, members must declare any real or perceived conflict of interest. The member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak, on a majority vote to do so. Any subsequent information provided by the member will clearly be identified in the minutes as coming from a source perceived to be in a conflict of interest.
- Regular communications between meetings is by email or other acceptable form of electronic communication.
- Members of the public may observe meetings but will not have voting rights or speaking rights unless invited to speak by the Chair.

#### **(e) Resources and budget**

TNRD provides the meeting space and any refreshments.

Funds for any projects are from the Solid Waste Management Plan budget and subject to normal budgetary review and approvals.

Participation in the committee is voluntary and there is no remuneration for members' time. Travel assistance, if required, is provided for members travelling far distances to meetings, following the TNRD travel guidelines.

#### **(f) Reporting**

Draft minutes of PMAC meetings will be circulated via email to committee members once prepared. Those minutes will appear on the next PMAC agenda for adoption.

Draft minutes will be provided to the Solid Waste Management committee after each PMAC meeting for information and discussion and then to the Board for decision making as necessary.

#### **(g) Review**

The Terms of Reference will be reviewed every second year and updated as required. Changes to the Terms of Reference must be approved by the Board.