



## Solid Waste Management Plan Monitoring Advisory Committee

### *Terms of Reference*

**Purpose:** As outlined in section 7 of the [SLRD Solid Waste Management Plan \(SWMP\)](#) the purpose of the Plan Monitoring Advisory Committee (PMAC) is to monitor the implementation of the Solid Waste Management Plan and report directly to the Regional Board.

**Goal:** The goal of the PMAC is to ensure the ongoing evaluation, assessment, implementation and updates and/or amendments to the actions and policies outlined in the SWMP.

**Responsibilities:** Plan Monitoring Advisory Committee members will:

- Review and become familiar with the Solid Waste Management Plan;
- Review and become familiar with the existing solid waste management system in the SLRD;
- Identify methodologies to be employed in the monitoring and evaluation of the Plan's implementation;
- Monitor the implementation of the Plan and annually report to the Board on the effectiveness of the SWMP at achieving its objectives; and
- Make recommendations to increase the effectiveness of the Plan or the solid waste management system.

**Expected Outcomes:** It is expected that the PMAC will recommend to the Board strategies and an associated implementation plan for enhancing recommendations and objectives identified in the SWMP. Additionally, the PMAC will strive to enhance communication and collaboration through committee members.

**Membership:** The committee membership will strive to have a broad representation of interests including the following:

- Local government/public works representatives from municipalities within the SLRD (4 members)
- SLRD staff (2 members)
- First Nations representatives within the SLRD (4 members)
- Members at Large - Interested members of the public, including local environmental groups and recycling organizations, owners and operators of private waste facilities, commercial and institutional solid waste generators, haulers and operators (10 members, representing at least 3 electoral areas).

The Committee shall consist of a minimum of 7 and a maximum of 20 members appointed as follows:

- Local government/public works representatives from the four municipalities and the SLRD will be appointed by their organization.
- First Nation Members and Members at Large will be appointed by the Regional Board.



**Term of Appointment:** Membership of the SLRD and Municipal governmental agencies shall have permanent terms of appointment. However, the agencies can change their representation at their discretion.

First Nations and Members At Large will have the following Term of Appointment:

- In the first year of the Committee, one half of the Members at Large shall be appointed for a term to expire on December 31st of the year in which they were appointed and one half of the members shall be appointed for a term to expire on December 31st of the year following the year of their appointment.
- All subsequent appointments to the Committee shall be for a two year term.
- If appointments to the Committee have not been reviewed by the Regional Board before the expiration of the term of the members, members appointed to the Committee shall continue to hold office until the annual membership has been determined.

**Group Culture:** The PMAC membership shares the common understanding that all participants will:

- Act in a professional and respectful manner;
- Actively listen;
- Act with integrity and;
- Attend meetings with a positive purpose;

**Decision Making:** The main role of the PMAC is to be an advisory committee to provide recommendations to SLRD Staff for amendments to the SWMP. SLRD staff will bring recommendations to the SLRD Board, as the SLRD Board is the decision making body. Ideally, results recommended by the PMAC will be made by collaboratively.

#### **Committee Protocol**

- The SLRD will chair and host the meetings.
- All PMAC members are equal and have equal opportunity to contribute at meetings, as well as responsibility to respect the opinions of others. Committee members are encouraged to actively participate in the discussions and use their experience, education, and insight to speak freely about any issues or opportunities to be considered.
- Committee members are present to give a voice to the community. However, members are equally responsible to listen and understand the views of others. It is only through this dialogue that real consensus can be achieved.
- Members are encouraged to work collaboratively and to be committed to reaching consensus where possible by using an interest-based approach rather than an individual member position-based approach. Consensus will be formally recorded in the meeting's Minutes. Any members unable to agree with the consensus decision may have their objections noted in the Minutes.



- Committee members may choose to express their personal views about the process to others outside the PMAC but may not speak on behalf of or in any way create the impression that they are speaking for the PMAC as a whole. In order to ensure open and honest dialogue, Committee members should not discuss comments or opinions expressed by other Committee members without their knowledge and consent.
- Members will be asked to arrive promptly at meetings.
- Members of the public may observe meetings but will not have speaking rights unless invited to speak by the Chair.
- Members who miss three Committee meetings over the course of 18 months may have their membership revoked at the SLRD Board's discretion, or for appointments from government agencies, a request may be made by the SLRD Board that their representative be changed.
- A Conflict of Interest arises when a PMAC member speaks on a motion that could be the cause of some direct significant benefit - monetary or otherwise - to that member. If such a situation arises, the member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak, only after a majority vote from meeting participants to do so. Any subsequent information provided by the individual will clearly be identified in the Minutes as coming from a source perceived to be in a conflict of interest.

**Reporting:** The Plan Monitoring Advisory Committee reports to the SLRD Board.

**Meetings:** In general, there will be three meetings per year of the PMAC with the provision for additional meetings, workshops or other presentations at the committee's discretion. The SLRD will chair and host all PMAC meeting in the geographic center of the SLRD, Pemberton, BC. Agendas will be posted on the SLRD website at [www.slrd.bc.ca](http://www.slrd.bc.ca)

**Resources:** SLRD staff will provide administrative support to the PMAC including, but not limited to: arranging meetings, creating agendas, taking minutes, and distributing materials.

Any PMAC budget requirements will be included within the SWMP budget subject to the SLRD's normal annual review and approval process.

PMAC participation is voluntary with no remuneration provided for members' time.



**Contacts**

Resource Recovery Coordinator, SLRD  
Box 219, 1350 Aster Street  
Pemberton, BC V0N2L0  
utilities@slrd.bc.ca  
Tel: 604.894.6371 x 236  
Toll Free (in BC): 1.800.298.7753

Director of Environmental Services, SLRD  
Box 219, 1350 Aster Street  
Pemberton, BC V0N2L0  
Tel: 604.894.6371 x 240  
Toll Free (in BC): 1.800.298.7753