



COLUMBIA SHUSWAP REGIONAL DISTRICT

SOLID WASTE MANAGEMENT

PLAN MONITORING ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Plan Monitoring Advisory Committee (PMAC) will provide multi-stakeholder advice to Columbia Shuswap Regional District (CSRD) staff on related issues identified through the implementation of the Solid Waste Management Plan (SWMP) including: policy, new initiatives, plan amendments, community feedback, staff reports, program performance, public consultation, future updates and other related items.

ROLES AND RESPONSIBILITIES

The Committee's role is:

- a. to acquire feedback on SWMP programs from the community
- b. to consider information in an open, transparent forum.
- c. to monitor the progress of policy implementation.
- d. to provide advice that is independent from the CSRD staff and elected officials.
- e. to provide an initial forum for community members and solid waste companies to make presentations if they are relevant to future of the SWMP.

STRUCTURE OF THE PLAN MONITORING ADVISORY COMMITTEE

The Committee membership should represent individuals and organizations interested in solid waste management.

Appointed Committee Members

There will be a maximum of six (6) members appointed to the Committee by the CSRD Board that will represent the public; ideally one member to represent each electoral area and member municipality.

There will be a maximum of four (4) members appointed to the Committee by the CSRD Board which will represent special interest groups such as recycling organizations, private solid waste facilities, commercial solid waste haulers and commercial organic management providers.

Standing Committee Members

The four (4) member municipalities may select one (1) member from its staff to represent that municipality on the Committee. The five (5) local first nation's bands may select one (1) member from their band to represent that band on the Committee. The Ministry of Environment will select one (1) member of its staff to represent the Ministry on the Committee.

TERM OF OFFICE

The Term of Office for each Appointed Voting Member appointed by the CSRD Board will be a three (3) year term.



MEETINGS

PMAC meetings will be held two times per year (spring and fall). The locations for each meeting will rotate throughout the CSR D and will be specified by a consensus of the Committee.

Special meetings may be called as-needed at the discretion of the Committee at a location agreeable to the members.

Meeting agendas will be distributed electronically by CSR D staff to the Committee members.

MINUTES

Meeting minutes will be taken by CSR D staff at all meetings. The minutes will be less formal and will focus more on action items produced by the Committee. Upon approval, the minutes will be distributed electronically to the Committee members and will be posted on the CSR D website.

COMMITTEE MEMBER PROTOCOL

The Committee members will:

- Review and understand background information on the SWMP, including the plan's vision, guiding principles, the decision making process and past solid waste annual reports.
- Undertake related readings and review of information provided. Attend meetings, as required.
- Provide input, feedback, and recommendations, including identifying potential opportunities and strategies for consideration. The results of the PMAC's review will be used by CSR D staff, including recommendations for changes, additions, or deletions from the SWMP and related reports.
- Review and provide input on the public consultation processes with area residents affected by the SWMP, including: plans for broader communications, media relations, and the timing and location of consultation sessions with the community. Assist with various public meetings and open house events.
- Contribute to the identification of program performance measurement tools to monitor SWMP implementation.
- Contribute to the development of annual reports describing the performance of SWMP programs and provide input to improve where reasonable.



COMMITTEE DECISION-MAKING

Ideally, decisions recommended by the Committee will be made by consensus. If necessary, a vote will be taken with 2/3 majority to pass. A quorum will be defined as 50 percent of the membership in attendance. Minority reports or information reflecting a different perspective may also be submitted if any member wishes to do so. CSR D staff are not voting members of the Committee.

COMMITTEE PROTOCOL

The Committee will receive nominations and elect a Chair and a Vice Chair at its first regular meeting. All committee 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.

Committee 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. In certain circumstances, issues raised during the course of a meeting may require a formal motion and vote. 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.

Committee members will be asked to arrive promptly at meetings. CSR D staff will be present at meetings as a resource for the Committee.

Members of the public may observe meetings but will not have voting rights or speaking rights unless invited to speak by the Chair.

Committee members who miss three consecutive committee meetings may have their membership revoked at the discretion of the Committee.

A conflict of interest arises when a committee member speaks or votes 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 to do so. Any subsequent information provided by the individual will clearly be identified in the meeting minutes as coming from a source perceived to be in a conflict of interest.



RESOURCES

CSR D staff will provide administrative support to the Committee including, but not limited to the scheduling of meetings, agenda distribution, minute taking and distribution of materials.

Any PMAC budget requirements will be included within the Solid Waste budget subject to the CSR D's normal annual review and approval process.

PMAC participation is voluntary with no remuneration provided for members' time. Travel remuneration will be reimbursed through established CSR D policy.

CONTACTS

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