

REGIONAL DISTRICT OF KITIMAT-STIKINE

PLAN MONITORING ADVISORY COMMITTEE

TERMS OF REFERENCE

January 19, 2008

COMMITTEE ROLE

The primary role of the Plan Monitoring Advisory Committee is to ensure the efficient and successful implementation of the Regional District of Kitimat-Stikine (RDK-S) Solid Waste Management Plan ("the Plan").

COMMITTEE REPRESENTATION

As per the **Guidelines**, Section 35 (1), the Plan Monitoring Advisory Committee (PMAC) should reflect:

- The geography, demography and political organization of the RDK-S; and
- A balance between technical and non-technical interests.

The RDK-S Solid Waste Management Plan was developed under the guidance of the RDK-S Board. Based on the expressions of interest received, the RDK-S Board may form the PMAC.

SCOPE

The Plan area includes all areas of the Regional District of Kitimat-Stikine. The general role of the PMAC is to act in an advisory role to the RDK-S Board in order to ensure that the Plan is successfully implemented.

OBJECTIVES AND TASKS

1. To meet as required to discuss issues relating to Plan monitoring.
2. To review all information related to implementation of the Plan, including waste quantities, populations, diversion rates and costs for each Plan component.
3. To review a cost recovery model that will incorporate at least some aspect of the user-pay principle and which will provide adequate funding for the implementation and operation of the Plan.
4. To recommend strategies to increase diversion rates where the target diversion rates are not being achieved.
5. To act in an advisory role during each major Plan review, which should occur every five years.
6. To conduct Plan reviews and recommend updates, if necessary.

Any reviews will be documented in a report that will be submitted to the RDK-S, and then sent to the Ministry of Environment office in Smithers for information.

7. To act as a mediator in any disputes arising during implementation of the Plan that pertain to:
 - An administrative decision made by the RDK-S in the issuance of a license,
 - Interpretation of a statement or provision in the Plan, or
 - Any other matter not related to a proposed change to the actual working of the Plan or an operational certificate.
8. To make recommendations to the Regional Board to ensure that the public is adequately consulted in matters of facility siting.
9. To review and evaluate proposals, reports and other documents as required.

The PMAC would have the right to form sub-committees and add task-oriented temporary members to assist in specific tasks such as developing the funding model, landfill siting, etc.

CONDUCT OF MEETINGS

Structure: The committee members will elect a Chairperson and Vice-Chairperson. RDKS will provide a secretary.

Voting: The meetings will be carried out on a semi-formal basis, in a manner determined by the Chairperson. In general, the PMAC is to operate on a consensus basis. The Chairperson will have discretion in determining when a consensus has been reached. Consensus will be formally recorded in the minutes of the meeting. In certain circumstances, issues raised during the course of a meeting may require a formal motion and vote. A motion will require the support of 80% of the voting members present. Ministry representatives are considered non-voting members.

Quorum is defined as six (6) voting members present (to be considered further once full membership established in 2009). Agreement among PMAC members shall be sought whenever an agenda is advanced as a specific recommendation to RDK-S staff and/or the RDK-S Board.

Meeting schedule: Meetings will be held bi-annually (spring and fall).

Expenses: RDK-S will host meetings and provide reimbursement for travel expenses as requested.

Communications: PMAC will follow the standard RDKS policies for inviting the public to meetings and posting information on the website or otherwise releasing information related to the work of advisory committees.