

Public and Technical Advisory Committee: Terms of Reference

Purpose and Scope

The purpose of the Public and Technical Advisory Committee (PTAC) is to provide input on the development of the Solid Waste Management Plan (SWMP) from a variety of perspectives. Input from the committee will be sought on:

- Reports and technical memoranda developed as part of the planning process,
- Guiding principles, goals and targets,
- The design and implementation of the consultation processes,
- Strengths and weaknesses of the current system,
- Identification, development and evaluation of options for the proposed plan,
- The results of public consultation, and
- The draft Plan.

The Regional District of Kitimat-Stikine (RDKS) will continue to operate under its 1995 SWMP while the new SWMP is being developed, from approximately 2018 to 2020. The scope for PTAC will also include reviewing and providing input on information related to the implementation of the 1995 SWMP.

Committee members will be expected to:

- Review provided information and offer comments and suggestions to members,
- Report back to their own organizations or constituent groups regarding the progress of the SWMP development,
- Express their organizations' interests or concerns regarding proposed content of the new SWMP to the committee,
- Recommend proposed programs and policies that are in the best interests of all residents of the region, balancing both community and industry needs, and technical requirements, and
- Participate in public consultation (for example, promote opportunities for public input, attend open houses).

There may be opportunities for some members to participate in smaller ad-hoc committees dealing with specific issues or tasks.

Authority

The committee makes recommendations to the RDKS Board of Directors. The Board is the final decision-making authority.

Membership

The PTAC shall consist of members representing a diverse and balance of backgrounds, interests and geographical locations within the RDKS. The target membership shall include:

- Two representatives from the RDKS Board;
- Appointed local, provincial, and federal government representatives, which may include:
 - Council-appointed staff or delegates from member municipalities,
 - Council-appointed staff or delegates from First Nations communities,
 - Council-appointed staff or delegates from neighboring Regional Districts,
 - Staff from provincial agencies (e.g., Ministry of Environment, local health authority),
 - Staff from federal agencies;
- Volunteer members of the public from each electoral area and member municipality;

- Volunteer members of the public representing relevant community interests (up to 10), which may include:
 - Private sector waste management service providers,
 - Non-profit groups with an interest in solid waste management (e.g., reuse/thrift organization, recycling association/depot),
 - Large industrial, commercial, and institutional solid waste generators,
 - Business associations.

PTAC memberships are subject to approval by the RDKS Board.

Voting Structure

Representatives from provincial and federal agencies and other regional districts are considered non-voting members.

All other members each get one vote.

Members are encouraged to work collaboratively and to be committed to reaching consensus where possible. Any members unable to agree with a decision may have their objections noted in the minutes.

Term

The committee will serve until the SWMP is approved by the RDKS Board.

Members who miss three committee meetings during the term of the committee may have their membership revoked at the Board's discretion.

A member who is unable to fulfil their duties should inform the RDKS in writing of their resignation, so that an alternate member may be sought.

Roles and Responsibilities

The Chair and Vice-chair will be elected from amongst the voting members at the first meeting. The role of Chair and Vice-chair will remain constant throughout the plan development process.

RDKS staff will prepare agendas in consultation with the Chair and Vice-chair.

RDKS staff and/or consultants are responsible for preparing the reports for each meeting.

Agendas and accompanying reports will be circulated by email and posted on the RDKS website at least one week prior to the meeting date.

The Chair is responsible for reviewing the agenda with RDKS staff prior to each meeting and understanding the objectives for each meeting.

RDKS staff are responsible for taking minutes. Draft minutes will be approved by the committee at the next meeting and forwarded to the RDKS Board for information.

Regular communications between the RDKS and PTAC members between meetings will be by email or other accepted form of communication.

Alternate Members

PTAC members who represent member municipalities and First Nations may send a council-appointed alternate in their absence. The alternate from member municipalities and First Nations does not need to

be approved by the RDKS Board, although confirmation of attendance is required before each meeting. Council-appointed alternates from member municipalities and First Nations each get one vote.

PTAC members who represent community interests may send an alternate. This alternate must be approved by the RDKS Board in order to be a voting member of PTAC. An alternate who is sent without Board approval may participate in discussions but does not get a vote. Confirmation of attendance is required before each meeting.

Meeting Conduct

PTAC will meet monthly or at the call of the Chair. Meetings will take place in the RDKS boardroom unless otherwise specified. It is preferable for members to attend in person, although the RDKS can assist with arrangements for those needing to participate by phone.

All committee members are considered equal and will therefore have equal opportunity to contribute at meetings. All members must respect the opinions of others.

Members must declare any real or perceived conflict of interest. The member involved should excuse themselves from proceedings which relate to the conflict unless explicitly requested to speak by a majority vote. 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.

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

Quorum

Quorum shall be a minimum of 25% plus one voting members.

Reporting

PTAC reports to the RDKS Board.

Meeting minutes will be provided to the RDKS Board. Board members who serve on PTAC are expected to provide regular updates to the Board.

Resources and Budget

RDKS will provide the meeting space and equipment. If a meeting is scheduled over a mealtime, the RDKS will provide light refreshments.

Participation in the committee is voluntary and the RDKS does not offer remuneration for members' time.

Travel assistance is provided for members following the current RDKS travel guidelines.

Deliverables

During each meeting, PTAC's comments and suggestions will be recorded. Members may from time to time be requested to generate individual written comments. A member who misses a meeting may submit his or her input by email within three business days of the meeting.

Review

Once approved, these Terms of Reference will remain in place until the SWMP is approved by the RDKS Board. Any changes to the Terms of Reference must be approved by the Board.