

**REGIONAL DISTRICT OF NANAIMO  
SOLID WASTE MANAGEMENT  
PLAN MONITORING ADVISORY COMMITTEE**

**TERMS OF REFERENCE**

**Amended: February 13, 2024**

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**1. PURPOSE AND SCOPE**

The purpose of the Plan Monitoring Advisory Committee (PMAC) is to provide input, from a variety of perspectives, on the implementation of the Solid Waste Management Plan (Plan). In accordance with the Ministry of Environment's *Guide to the Preparation of Regional Solid Waste Management Plans* a single public and technical advisory committee will act as a "sounding board" of community interests and will provide advice to the Regional Board through the Solid Waste Management Select Committee. The Regional Board is the final authority on decisions. The PMAC will remain in existence for the duration of the current Plan.

**2. ROLES AND RESPONSIBILITIES**

The role of the PMAC is to advise the RDN Board and staff on the implementation of the plan:

- Monitor the Plan implementation in consideration with the Plan Objectives and Guiding Principles;
- Provide advice on the delivery of programs under the Plan;
- Review information related to implementation of the plan, including waste quantities, populations, and diversion rates for each plan component;
- Advise on each major plan review which will occur every five years;
- If requested by the Board, provide recommendations regarding disputes arising during implementation of the plan; and
- Advise on the adequacy of public consultation in matters affecting the public related to plan implementation.

Recommendations of the PMAC are directed to the Solid Waste Management Committee for consideration before being directed to the Board.

**3. COMPOSITION AND CHAIR**

Chair and Vice Chair to be appointed by the Chairperson of the Board. RDN Board members are appointed annually by the Chair of the RDN.

Representatives from the business community and general public will be appointed by the Board through an application process.

**Voting Members:**

- One RDN Board representative from the Solid Waste Management Committee (or alternate);
- Up to 15 members representing a diversity of community interests such as from the following groups:
  - Private sector waste management industry service providers
  - Private sector solid waste facility representatives
  - Non-profit group with an interest in solid waste management (e.g. reuse organization)
  - Large institutional solid waste generator
  - Business representatives, including one focused on the 3Rs
  - Members at large for the community (community association, youth, senior)
  - Regional Landfill area representative
  - Urban/rural geographic mix

**Non-Voting Technical Advisors:**

- Up to 12 members representing agencies including:
  - Regional District Staff – 3 members
  - Municipal Staff – 4 members
  - First Nations – 3 members
  - Provincial Agencies – 1 member
  - Federal Agencies – 1 member

**4. RULES OF PROCEDURE**

The Committee will act in accordance with the RDN Board Procedure Bylaw.

**5. ADMINISTRATION**

Administrative matters related to the PMAC will be conducted by RDN staff acting through the Chair.

**6. TERM**

The term of appointment is two years or until new members are appointed. Interested members may apply for reselection at the end of their term.

Lack of attendance may result in members having their membership revoked at the discretion of the committee. If a member resigns from the committee, their position will be filled through the application process or by appointment, as appropriate.

## **7. MEETINGS**

The PMAC will meet at least two times per year with a provision for workshops or other presentations at the PMAC's discretion. Meetings will generally be held in the evenings but may be adjusted at the discretion of the Chair. Meals will be provided when committee activities coincide with meal times.

There is no remuneration for participation on the committee but the RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19.

## **8. DECISION MAKING**

Committee decisions will be made by consensus whenever possible. The chair will have discretion as to when the consensus is reached. Consensus will be recorded in the minutes of the meeting.

Committee meetings are open to the public; however only committee members have speaking and voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. If votes are taken, minority opinions may be recorded and submitted in addition to the majority opinion to the board.