

Public/Technical Advisory Committee

Approved Terms of Reference

Name: Public/Technical Advisory Committee (P/TAC)

Members:

- **Patrick Donaghy (RDMW)**
- **Shelley Downey (Port McNeill)**
- **Norm Prince (Rural Areas)**
- **Greg Fox (Port Hardy)**
- **Gail Neely (Port Alice)**
- **Wayne Gauthier (Alert Bay)**

Goals:

- Review Regional District of Mount Waddington's (RDMW) existing Solid Waste Management Plan (SWMP)
- Analyze and develop improvements to the SWMP for endorsement to the Plan Review Steering Committee (PRSC)
- Participate where appropriate in public consultation of Stage 2 Draft Plan
- Incorporate public feedback on the Stage 2 Draft Plan for approval by PRSC
- P/TAC wrap-up including recommendations for future RDMW SWMP development

Deliverables

- Stage 1 Report (Summary of the existing RDMW Solid Waste Management Service)
- Stage 2 Draft Plan (Proposed improvements to the RDMW SWMP)
- Stage 3 Final Plan (Stage 2 Draft Plan with amendments based on public feedback)
- Stage 4 End Report (Recommendations for future review/improvements to RDMW SWMP)

Scope / Jurisdiction

The P/TAC's members have been appointed by the Board of the RDMW for the expressed purpose of advising the PRSC in regards to improving the RDMW SWMP specifically focusing on waste diversion.

Resources and Budget

Budget will come from the Regional Solid Waste Service with reimbursement paid for travel and other miscellaneous costs. Administrative resources will be sourced from the RDMW office.

Governance

The committee will appoint a chair who will develop with staff the agendas for scheduled meetings. 5 vacant seats on the P/TAC will be set aside to be filled at a later date by First Nation representatives. Quorum for the meetings of the P/TAC will be a minimum of the 3 committee members. Members of the P/TAC can make additions to the agenda at the start of a meeting. Minutes will be taken at all meetings. Recommendations to the PRSC will result when a motion being tabled with a seconded support, is passed with 50%+1 support. In situations requiring a vote, the chair will not vote unless to break a draw. If the Chair deems that the P/TAC needs to make a decision with a timeline the precludes convening a meeting, a vote can be conducted utilizing email as ballots.

Additional Notes

- P/TAC will act as advisory resource to the PRSC.
- Communications outside of meetings will be conducted by telephone and email communications.
- Where shared information, such as plans and contact information, will be stored. (To Be Determined)
- Related policies / by-laws
 - 1996 RDMW SWMP
 - Bylaw No. 810
 - Manager of Operations' Reports to the Solid Waste Management Committee
- Reporting back to the organization will be conducted at meetings in the form of submitted reports which will be the source of P/TAC discussions.
- Schedule or meetings and/or other important timelines.