



Environmental Services COMMITTEE REPORT

TO: Plan Monitoring Advisory Committee **DATE:** October 18, 2016
FROM: Manager of Environmental Services
SUBJECT: Regional Solid Waste Management Plan Review Update

RECOMMENDATION:

That the report titled "*Regional Solid Waste Management Plan Review Update*" from the Manager of Environmental Services dated October 18, 2016 be received for information.

A handwritten signature in black ink, appearing to read "Jamie Vieira", written over a horizontal line.

Jamie Vieira
Manager of Environmental Services

A handwritten signature in black ink, appearing to be initials "S. S.", written over a horizontal line.

Approved for
Committee Consideration
CAO

SUMMARY:

The Regional Solid Waste Management Plan (RSWMP) review process has begun. An RFP for a consultant to guide the process has been issued (closing October 28th). Three committees will be established to provide input and perspective throughout the process. Advertising for the Public Advisory Committee (PAC) will occur this month and appointment recommendations for both the PAC and the Technical Advisory Committee (TAC) will be brought to the TNRD Board before year end. The Steering Committee will be made up of TNRD Board members, The RSWM Committee could serve this function in addition to its current role. The Plan Monitoring Advisory Committee (PMAC) will continue to meet focusing on the existing RSWMP, however it is recommended the meeting frequency be reduced.

BACKGROUND:

In spring of 2016, the TNRD Board gave authorization for staff to proceed with initiating the RSWMP review. This report serves to update the RSWM Committee on the progress to date and the next steps in the process.

DISCUSSION:

An RFP has been issued to retain a qualified consultant to assist the TNRD in the RSWMP review process. The RFP closes on October 14th, 2016. We anticipate the consultant to begin work in November. The creation of the three advisory committees (Public, Technical, and Steering) is now underway. Recommendations for committee appointments will be brought to the TNRD Board before year end.

The Public Advisory Committee (PAC) will be a committee of up to nine members of the public to provide input and a public perspective throughout the plan review process. We are currently advertising for interested members of the public to serve on the PAC. Recommendations for appointments will be based on regional representation, representation of local interests groups, and past involvement on other committees. Even though staff will be providing recommendations for appointment, all individuals responding to the advertisements for the PAC will be presented to the TNRD Board for appointment. The proposed terms of reference for the PAC are attached.

The Technical Advisory Committee (TAC) will be a committee of up to nine members consisting of technical experts providing input and an industry perspective throughout the plan review. The recommendation for appointment will be based on interested parties who represent the solid waste industry from various perspectives. The goal is to include staff from member municipalities, staff from first nations, commercial solid waste hauling companies, private landfill operators, and recycling industry representatives. The proposed terms of reference for the TAC are attached.

The Steering Committee will be made up of representatives from the TNRD Board of Directors. The Steering Committee's role will be to provide input and perspective from a political perspective. The Steering committee will be the only committee that will make recommendations to the TNRD Board and will ultimately make a recommendation regarding adoption of a new plan. The RSWM Committee could serve as the Steering Committee. In this scenario the Committee would continue to serve a strategic role in how the existing solid waste management plan is implemented as well as working towards the development of the new plan. If the RSWM Committee ends up serving the role of the Steering Committee it will likely be required to meet more frequently.

The Plan Monitoring Advisory Committee (PMAC) is an existing committee made up of members of the public. Its role is to monitor and provide input on the TNRD's existing RSWMP. This committee will continue to meet throughout the development of the new plan, however it will continue to focus on the existing plan and programs. The PMAC will not be involved in development of the new plan. In order to lessen the workload of administering these various committees, it is recommended the PMAC committee moves from meeting twice per year to once per year. When a new plan is adopted, it is anticipated a new PMAC committee will be established and resume meeting twice per year. It is expected that some members of the PMAC committee will be interested in also service on the PAC committee.

CONCLUSION:

The work done over the next approximately 18 month will set the direction for the management of solid waste in the TNRD for at least 10 years to come. The process will include extensive public consultations and the continued input from three separate committees. The entire process will be guided by a qualified consultant, TNRD staff, and the Ministry of Environments' brand new "Guide to Solid Waste Management Planning" release this past September.

Attachment(s)

- PAC Terms of Reference
- TAC Terms of Reference



REGIONAL SOLID WASTE MANAGEMENT AND RESOURCE RECOVERY PLAN REVIEW

PUBLIC ADVISORY COMMITTEE

TERMS OF REFERENCE

1. GOAL

To provide input and advice into the TNRD's Regional Solid Waste Management and Resource Recovery Plan (RSWMRRP) as representatives of the public.

2. OBJECTIVES

- a) To provide input and perspective with regards to solid waste management that will provide economically and environmentally sustainable options to the TNRD for the next 10 to 20 years;
- b) To provide input and perspective towards concepts that will lead to the design of a RSWMRRP that is technically sound and acceptable to the public;
- c) To have an ongoing open exchange of information between the Steering Committee, Technical Advisory Committee, staff, and consultants.

3. STRUCTURE OF THE PUBLIC ADVISORY COMMITTEE

- a) The Public Advisory Committee (PAC) is a volunteer committee that will consist of up to nine (9) members with an interest in solid waste management and who primarily reflect community interests. These individuals may represent any of the following interests or locations:
 - Local environmental groups and recycling organizations;
 - Electoral areas and municipalities in the Regional District;
 - Local business groups and rate-payers associations;
 - Unions and consumer groups;
 - Large commercial and institutional solid waste generators;
 - Operators or owners of private solid waste facilities;
 - Local school districts; and
 - The Technical Advisory Committee.

The PAC may include members from the existing TNRD Plan Monitoring Advisory Committee and their terms and appointment to that Committee will not be affected by the amendment process unless those members indicate otherwise.

The TNRD Plan Monitoring Advisory Committee will remain active during the RSWMRRP review process, but with a reduced meeting schedule.



b) Membership Term

Appointment for each member of the PAC by the TNRD Board of Directors will remain in effect until the TNRD Board of Directors has approved the Stage III Solid Waste Management and resource Recovery Plan Report or as otherwise directed by the TNRD Board of Directors. It is anticipated this process will take approximately 18 months to two years with meetings being held between four and six times per year.

c) PAC Positions

At the first meeting, the PAC will elect a Chair and Vice-Chair from the membership.

One member of the PAC will be elected to the Technical Advisory Committee.

As per the provincial Guide to the Preparation of Regional Solid Waste Management Plans (September 2016), members of the Technical Advisory Committee and Regional District staff are not eligible for the Chair or the Vice-Chair positions.

4. REMUNERATION AND EXPENSES

Membership to the PAC shall be strictly on a volunteer basis. No member of the PAC shall receive compensation from the TNRD for work performed as a member of the PAC, other than for mileage and meals allowance.

5. RULES OF PROCEDURE

a) Establish Rules of Procedure

The PAC may adopt rules, not inconsistent with the provisions of the “Local Government Act” and “Roberts Rule of Order” governing its conduct and procedure and may vary such rules from time to time by a majority vote of members of the Committee.

b) Quorum

A quorum will consist of not less than a majority of the membership of the PAC.

6. MEETINGS OF THE PUBLIC ADVISORY COMMITTEE

a) Regular Meetings

Regular meetings of the PAC will be held on a quarterly basis, beginning in the first quarter of 2017, or as otherwise convened based on demands and timing of the major amendment process.

All regular PAC agendas and meeting dates will be arranged by the TNRD in consultation with the Chair of the PAC. If there are no items for a regular PAC meeting, the TNRD will notify the PAC of the cancellation of its regular meeting.



All meeting dates will be confirmed at least two weeks prior to the meetings, with agendas being provided to Committee members and other interested parties, including the media, at least one week prior to meetings. Agendas will also be posted on the TNRD website at www.tnrd.ca.

b) Special Meetings

The Chair of the PAC, or in the Chair's absence the Vice-Chair, may call a "special meeting" of the PAC. The TNRD will then give three (3) days prior notice of the special meeting to all PAC members.

c) Minutes

The TNRD will provide a recording secretary to take minutes at PAC meetings. Minutes and proceedings of all meetings will be forwarded to the TNRD Chief Administrative Officer and the Corporate Officer for circulation to the Board of Directors, Steering Committee, Technical Advisory Committee, Ministry of Environment, the consultant, and others requesting this information. The minutes will also be posted on the TNRD website at www.tnrd.ca.

7. DUTIES AND POWERS OF THE PUBLIC ADVISORY COMMITTEE

- a) The Board of Directors of the TNRD may refer to the PAC for consideration and advice, matters relating to the general design and implementation of the RSWMRRP.
- b) The PAC will provide general input and public perspective on all aspects of solid waste management considered as part of the plan review process.
- c) The PAC will provide input into all stages of the RSWMRRP including, but not limited to, review of technical reports, and comment on draft versions of the RSWMRRP prepared by the consultant.
- d) The PAC may participate in the review of input received from the general public from questionnaires, open houses and any other public forum or meeting conducted by the TNRD that may or may not involve the consultant.



REGIONAL SOLID WASTE MANAGEMENT AND RESOURCE RECOVERY PLAN REVIEW

TECHNICAL ADVISORY COMMITTEE

TERMS OF REFERENCE

1. GOAL

To provide input and advice into the TNRD's Regional Solid Waste Management and Resource Recovery Plan (RSWMRRP) as representatives of the solid waste industry in the TNRD.

2. OBJECTIVES

- a) To provide input and perspective with regards to solid waste management that will provide economically and environmentally sustainable options to the TNRD for the next 10 to 20 years;
- b) To provide input and perspective towards concepts that will lead to the design of a RSWMRRP that is technically sound and acceptable to the public;
- c) To have an ongoing open exchange of information between the Steering Committee, Public Advisory Committee, staff, and consultants.

3. STRUCTURE OF THE TECHNICAL ADVISORY COMMITTEE

- a) The Technical Advisory Committee (TAC) is a volunteer committee that will consist of up to nine (9) members from a broad range of organizations that include, but are not limited to, the list below or individuals interested in solid waste management who primarily reflect government and technical interests.

The TAC will include members who represent the following types of organizations:

- Engineering, planning, and/or environmental services departments of the regional district's member municipalities;
- First Nations within or adjacent to the plan area;
- Provincial and federal ministries or agencies who have indicated to the regional district that their interests or mandate will be affected by or will affect the planning process;
- Organizations with experience in the collection, sorting, processing, transportation or marketing of recyclables; and
- The Public Advisory Committee, including at least one non-governmental representative from that Committee.

b) Membership Term

Appointment for each member appointed to the TAC by the TNRD Board of Directors will remain in effect until the TNRD Board of Directors has approved the Stage III Solid Waste Management and Resource Recovery Plan Report or as otherwise directed by the TNRD Board of Directors. It is anticipated this process will take approximately 18 months to two years with meetings being held between four and six times per year.



c) TAC Positions

At the first meeting, the TAC will elect a Chair and Vice-Chair from the membership.

One member of the TAC will be elected to sit on the Public Advisory Committee.

As per the provincial Guide to the Preparation of Regional Solid Waste Management Plans (September 2016), members of the Public Advisory Committee and Regional District staff are not eligible for the Chair or the Vice-Chair positions.

4. REMUNERATION AND EXPENSES

Membership to the TAC shall be strictly on a volunteer basis. No member of the TAC shall receive compensation from the TNRD for work performed as a member of the TAC, other than for mileage and meals allowance.

5. RULES OF PROCEDURE

a) Establish Rules of Procedure

The TAC may adopt rules, not inconsistent with the provisions of the “Local Government Act” and “Roberts Rule of Order” governing its conduct and procedure and may vary such rules from time to time by a majority vote of members of the Committee.

b) Quorum

A quorum will consist of not less than a majority of the membership of the TAC.

6. MEETINGS OF THE TECHNICAL ADVISORY COMMITTEE

a) Regular Meetings

Regular meetings of the TAC will be held on a quarterly basis, beginning in the first quarter of 2017, or as otherwise convened based on demands and timing of the major amendment process.

All regular TAC agendas and meeting dates will be arranged by the TNRD in consultation with the Chair of the TAC. If there are no items for a regular TAC meeting, the TNRD will notify the TAC of the cancellation of its regular meeting.

All meeting dates will be confirmed at least two weeks prior to the meetings, with agendas being provided to Committee members and other interested parties, including the media, at least one week prior to meetings. Agendas will also be posted on the TNRD website at www.tnrd.ca.

b) Special Meetings

The Chair of the TAC, or in the Chair’s absence the Vice-Chair, may call a “special meeting” of the TAC. The TNRD will then give three (3) days prior notice of the special meeting to all TAC members.



c) Minutes

The TNRD will provide a recording secretary to take minutes at TAC meetings. Minutes and proceedings of all meetings will be forwarded to the TNRD Chief Administrative Officer and the Corporate Officer for circulation to the Board of Directors, Steering Committee, Public Advisory Committee, Ministry of Environment, the consultant, and others requesting this information. The minutes will also be posted on the TNRD website at www.tnrd.ca.

7. DUTIES AND POWERS OF THE TECHNICAL ADVISORY COMMITTEE

- a) The TNRD Board of Directors may refer to the TAC for consideration and advice for matters relating to the general design and implementation of the RSWMRRP.
- b) The TAC will provide general input and technical perspective on all aspects of solid waste management considered as part of the RSWMRRP review process.
- c) The TAC will provide input into all stages of the RSWMRRP including, but not limited to, review of technical reports, and comment on draft versions of the RSWMRRP prepared by the consultant.
- d) The TAC may participate in the review of input received from the general public from questionnaires, open houses and any other public forum or meetings conducted by the TNRD that may or may not involve the consultant.