

AVICC Special Committee on Solid Waste Management

Terms of Reference - August 23, 2016

Background

September 2014 - the Association of Vancouver Island and Coastal Communities (AVICC) hosted, in partnership with nine regional districts, a solid waste management workshop. The objective of the workshop was to share experiences and best practices and to develop a greater understanding of solid waste matters faced by Vancouver Island and coastal regional districts. In summary the workshop identified the range of situations, the difficulties and complexities involved and the uncertainties existing for all regarding various aspects of solid waste.

Uncertainties identified:

- inability to locate disposal facilities and control waste flows;
- funding models dependent upon maintaining waste streams;
- successful diversion strategies impacting disposal volumes; and
- transportation and disposal security issues.

Other challenges for the AVICC region include individual regional district waste streams volumes being so small as to be well below those necessary to benefit from certain technologies that more often require sufficient economies of scale and the significant regulatory and long-term liability costs associated with protection of the environment. These costs must be balanced with value for money considerations for taxpayers.

November 2014 – AVICC letter to the Union of BC Municipalities (UBCM) identifying *'solid waste management is a costly service for local governments and as such must be a high priority to ensure that efficient and cost effective planning is in place for the future.'* The letter also requests assistance from UBCM to advocate on behalf of local governments with the Province to facilitate and support regional solutions.

February 2015 – AVICC considers establishment of a Special Committee on solid waste management and develops terms of reference.

May 2015 through March 2016 – the Special Committee is established, and holds nine workshops including four in-person sessions. Tetra Tech EBA Consultants prepares a report "The State of Waste Management" funded by Comox Strathcona waste management. The report documents the current state of each regional district's solid waste management plans, and sets out 21 recommendations on opportunities for collaboration with AVICC partnerships. Jerry Berry Consultants assists the Special Committee through a prioritization exercise to group the recommendations into immediate, short-term and long-term priorities. The Special Committee drafts a resolution incorporating the immediate and short-term priorities, and a 2016 action plan for these priorities.

April 2016 – Chair Edwin Grieve presents at the AVICC AGM and Convention. He updates AVICC members on the work carried out by the Special Committee, reviews the proposed resolution and asks AVICC members to support it. The resolution sets out areas of work to focus on being: Partnership; Advocacy; Long-term Disposal; Regulations and Enforcement; and the 2016 action plan for each area. AVICC members endorse the resolution at the Convention.

Summer 2016 – a meeting is being scheduled with the Minister of Environment to present a briefing on the work of the Special Committee.

Purpose

To implement the action plan developed by the Special Committee in 2015-16.

Special Committee Membership

The Committee membership will be composed of one member and alternate from the AVICC executive and one appointment and alternate from each AVICC regional district board. The AVICC President will continue as an ex-officio member.

Term

The term of the Special Committee is extended to April 30, 2017. The AVICC Executive may consider further extensions on an annual basis.

Special Committee Chair and Vice-Chair

The Chair and Vice-Chair elected by the committee members in 2015 will continue until April 30, 2017. Responsible for establishing the meeting schedule, reviewing agendas and minutes, facilitating and managing meetings, contact with media and presenting to AVICC, UBCM and the Province of BC as required.

Administrative Support

- Meeting support will be provided by AVICC, with assistance from the Comox Valley RD.
- Administrative and technical support shall be provided by AVICC member regional districts as assigned by the chief administrative officer for each regional district.
- The special committee may also contract with any person, so long as that contract is within its budget allocation, and approved by AVICC's President.

Expert Members and Invited Guests

The special committee on solid waste management may, from time-to-time, require experts, academics or other government/voluntary sector representatives to attend meetings, as presenters, advisors or observers because of their knowledge of the subject. Subject to working within its budget allocation and approval by AVICC's President.

Confidentiality

While the results of the special committee will be presented in a public forum and community engagement will be important if any outcomes are proposed for implementation, the deliberations of the special committee are to be confidential. Members are committed to respecting the personal privacy of the special committee on solid waste management and agree not to disclose personal information or views expressed during meetings. Deliberations may be shared within the various agencies represented by the special committee on solid waste management but should remain confidential until there is general agreement and consensus to make them public.

Agendas and Minutes

- Agendas shall be approved by the chair and provided to committee members a minimum of three days in advance of the meeting.
- Approved minutes will form the AVICC public record for the meetings.
- A copy of the approved minutes shall be forwarded to AVICC member regional districts to ensure all regional district elected officials are informed of the special committee's progress.

Deliverables

1. Partnership - Develop a vision and goals including a communication strategy and a unified education program.
2. Partnership – continue to meet regularly – identify one solid waste challenge or opportunity to investigate at each meeting, and establish a process to maintain and update the 2015 baseline report.
3. Advocacy – engage the British Columbia Ministry of Environment and industry groups to review and expand waste reduction and diversion policies.
4. Long-term Disposal – conduct an assessment to forecast future solid waste disposal demand of AVICC member populations in twenty, forty and sixty years' time.
5. Regulations and Enforcement – ensure that, where practicable, disposal bans and bylaws are consistent across regions to reduce leakage across borders.

Resources

The AVICC will provide funding of \$5,000 toward the following costs of the committee: consultant fees and expenses associated with the development of deliverables; meeting and other operating expenses of the Special Committee; and any other expenses specifically approved, in advance, by the AVICC president.

Once a preliminary budget has been established and agreed upon by the committee members, participating member regional districts will be asked to contribute the remainder of the funding to complete the deliverables based on a fair cost-sharing formula to be established through discussion with the CAOs and approved by the Committee. In-kind contributions may be considered in the funding formula if the contributions will be substantial and are measurable.

In-person meetings will be held in Nanaimo. Where feasible, meetings will be held via teleconference. Member local governments will be responsible for their own representatives' travel to attend meetings including those of the administrative and technical staff. It is expected that 2-3 in-person meetings will be required of the group.

Wherever possible and feasible, in-kind contributions of technical and administrative support will be utilized.

Budget

To be reviewed as the work plan is developed. Anticipated in-kind contributions are:

- **Nanaimo Regional District:** meeting space for in-person meetings as may be required.
- **Comox Valley Regional District:** senior administrative support.

Code of Conduct (Bill 14 WorkSafe BC)

It is the responsibility of all participants to act in accordance with WorkSafe BC legislation, with specific attention to Bill 14 requirements, (s 5.1 WCA Pt II) to ensure the work environment is free of discrimination, bullying and harassment. The committee will support an atmosphere of understanding and respect for rights and dignity of all individuals. All members must carry out their responsibilities professionally and to the highest standard of integrity to ensure that all actions of the committee are conducive to a positive collaborative working relationship. This will require consistent adherence to legislation to support principles of respect and professional veracity.