

# **AVICC Special Committee on Solid Waste Management**

## **Terms of Reference**

### **FINAL – April 9, 2015**

#### **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;
- 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 special committee on solid waste management and develops terms of reference.

#### **Purpose**

The purpose of the special committee on solid waste management is to:

- prepare a report to summarize AVICC regional district solid waste management plans;
- conduct the required analysis and review including the provincial legislative framework to inform AVICC-wide joint solutions (or sub-AVICC solutions, as appropriate, between partnering jurisdictions) on the topic of solid waste management;
- develop a long-term strategy for solid waste management ensuring that the affected local governments have reached consensus;
- present the findings and recommendations of the analysis as requested by AVICC;
- report out on work of the special committee at the 2016 AVICC Annual General Meeting and Convention; and
- present a briefing to the Province of BC.

#### **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.

**Committee Chair and Vice-chair**

Shall be selected by the committee members. 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 Regional District.
- 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 district to ensure all regional district elected officials are informed of the special committee’s progress.

**Products/Deliverables**

1. Report that summarizes the research and analysis conducted with regard to AVICC member regional districts solid waste management plans and Ministry of Environment policies. The report should include:
  - Summary table of regional district (RD) solid waste management plans including RD name, plan history and current status;
  - Systems flowchart for each RD solid waste management plan (SWMP)
  - Identification of mutual goals/objectives;
  - Summary of capacity of existing facilities;
  - Summary of capacity of potential future facilities;
  - Identification of mutual challenges;
  - Identification of collaborative opportunities;
  - Summary of financial models;
  - Summary of personnel resources;

- Synopsis of provincial statutes and regulations relevant to solid waste management;
  - Other summarized analysis to support conclusions.
2. Report on recommended strategies or options.
  3. Briefing note supporting request to the Province of BC to conduct policy review with objective of providing long-term sustainability for solid waste management on Vancouver Island and Sunshine Coast.

### **Resources**

The AVICC will provide funding of \$15,000 toward the following costs of the committee: consultant fees and expenses associated with the development of a position paper; meeting and other operating expenses of the 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 CAO's 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 3-4 in-person meetings will be required of each group.

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

### **Budget**

A draft budget will be presented and approved at the first meeting.

Anticipated In-Kind Contributions (yet to be approved by each contributor):

- **Nanaimo Regional District:** meeting space for in-person meetings as may be required.
- **Comox Valley Regional District:** assistance with meeting support including agenda preparation and high-level administrative support; analyst support provided by a summer term contract including supervision of their work.

### **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.

### **Term**

The term of the Committee is from May 1, 2015 to April 30, 2016. The AVICC Executive may consider extensions to this term on an annual basis.