



**MINUTES OF THE AVICC
SPECIAL COMMITTEE ON SOLID WASTE MANAGEMENT
HELD VIA TELECONFERENCE
THURSDAY, MAY 14, 2015**

- MEMBERS IN ATTENDANCE:** AVICC President Barbara Price, Ex-officio (Meeting Chair)
Director Maja Tait, Capital
Director Rod Nichol, Comox Valley
Director Ian Morrison, Cowichan Valley
Director Dennis Dugas, Mount Waddington
Director Alec McPherson, Nanaimo
Director Stan Gisborne, Powell River
Director Larry Samson, Strathcona
Director Ian Winn, Sunshine Coast
AVICC Second Vice President Edwin Grieve, AVICC
- ALTERNATES IN ATTENDANCE:** Director Roger Kishi, Comox Valley
Director Sonia Furstenau, Cowichan Valley
Director Jim Kipp, Nanaimo
Director CaroleAnn Leishman, Powell River
Director Jude Schooner, Strathcona
- STAFF IN ATTENDANCE:** Russ Smith, CAO Designate/Technical Staff, Capital
Debra Oakman, CAO, Comox Valley
Teresa Warnes, Executive Assistant, Comox Valley
James Warren, Corporate Legislative Assistant, Comox Valley
Marc Rutten, Engineering General Manager, Comox Valley
Brian Carruthers, CAO, Cowichan Valley
Paul Thorkelsson, CAO, Nanaimo
Al Radke, CAO, Powell River
Russ Hotsenpiller, CAO, Strathcona
Bryan Shoji, CAO Designate, Sunshine Coast
Iris Hesketh-Boles, AVICC Executive Coordinator (Recorder)
- UNAVAILABLE:** Director John McNabb, Alberni Clayoquot

AVICC President Barbara Price called the meeting to order at 9:00 am welcomed all those in attendance. She clarified that she would be chairing meetings until the Chair and Vice Chair are selected and that until Agenda Item 3(b) - Clarification of Alternates was considered, the primary elected representatives only would have the privilege of the floor and the ability to vote.

Attendance was then taken. Sunshine Coast Director Ian Winn noted that he would only be in attendance until 9:15 am due to a meeting conflict, but that CAO designate Bryan Shoji would remain available.

SELECTION OF CHAIR AND VICE CHAIR

On motion by Comox Valley Director Rod Nichol, seconded by AVICC Second Vice President Grieve,
That the report be received was CARRIED

On motion by Comox Valley Director Rod Nichol, seconded by AVICC Second Vice President Grieve,
That the selection of Chair and Vice Chair be deferred to the first in-person meeting was CARRIED

CLARIFICATION OF ROLE OF ALTERNATE

On motion by Comox Valley Director Rod Nichol, seconded by AVICC Second Vice President Grieve,
That the report be received was CARRIED

On motion by Comox Valley Director Rod Nichol, seconded by Powell River Director Stan Gisborne,
That no changes be made to the Terms of Reference referencing Committee Membership and interpret the provisions as being one representative from each of the nine regional districts and one from the AVICC Executive serving on the Committee. The alternate will replace the primary representative as their designate if the primary representative is unavailable for any reason. The motion was CARRIED

On motion by Comox Valley Director Rod Nichol, seconded by Strathcona Director Larry Sampson,
That alternate elected representatives are welcome to attend Committee meetings alongside the primary representative in a non-speaking, non-voting capacity to keep abreast of the Committee's discussions was CARRIED

CLARIFICATION OF QUORUM

On motion by AVICC Second Vice President Grieve, seconded by Comox Valley Director Rod Nichol,
That the report be received was CARRIED

On motion by Comox Valley Director Rod Nichol, seconded by Nanaimo Director Alec McPherson,
That the simple majority of member organizations establish the basis of meeting quorum was CARRIED

CLARIFICATION OF ROLE OF REGIONAL DISTRICT STAFF

On motion by Comox Valley Director Rod Nichol, seconded by AVICC Second Vice President Grieve,
That the report be received was CARRIED

On motion by Comox Valley Director Rod Nichol, seconded by AVICC Second Vice President Grieve,
That each regional district identify on the form provided the technical staff with their contact information that will be responsible for coordinating their input into the data collection phase of the project to Iris Hesketh-Boles by May 22 was CARRIED

On motion by Nanaimo Director Alec McPherson, seconded by Comox Valley Director Rod Nichol,
That the Regional District of Nanaimo will develop a proposal for a cost-sharing formula if additional resources are required was CARRIED

On motion by Comox Valley Director Rod Nichol, seconded by Cowichan Valley Director Ian Morrison,
That the Regional District of Nanaimo and the Cowichan Valley Regional District will assist Comox Valley Regional District staff to provide policy analyst support needed to support the Committee and the Chair including the potential of some additional logistical/administrative support that might be required for the summer meetings was CARRIED

SCHEDULE #1 – BUDGET AND RESOURCES

On motion by AVICC Second Vice President Grieve, seconded by Comox Valley Director Rod Nichol,
That the report be received was CARRIED

IN-KIND ADMINISTRATIVE/TECHNICAL SUPPORT

Comox Valley CAO, Debra Oakman reported that the Comox Strathcona Waste Management Board had approved \$25,000 in funding for the initial research project which will be reported under the following agenda item, and that as identified in the prior report, the Comox Valley Regional District would be contributing staff time to support the Committee. The Regional District of Nanaimo's contribution of meeting space was also noted. To be able to get a sense of the true costs of the project, all of the regional districts were requested to track the time/costs including hourly rate plus benefit addition for their in-kind contributions to this Committee.

On motion by AVICC Second Vice President Grieve, seconded by Comox Valley Director Rod Nichol,
That the verbal report provided by Comox Valley CAO Debra Oakman be received was CARRIED

COMOX VALLEY REGIONAL DISTRICT RESEARCH

Comox Valley Corporate Legislative Officer James Warren provided a brief overview of the document included in the agenda package noting that the research is expected to provide a substantive foundation for the work of the Committee. The initial workshop that is being proposed for June 19 will outline the base work to be completed and will look to the Committee for opportunities for areas of collaboration. The proposed teleconference meeting on May 29 will seek input on the structure of the June 19 workshop.

On motion by AVICC Second Vice President Grieve, seconded by Comox Valley Director Rod Nichol,
That the report be received was CARRIED

PROPOSED MEETING SCHEDULE

On motion by Comox Valley Director Rod Nichol, seconded by AVICC Second Vice President Grieve,
That the following meeting schedule be approved was CARRIED

- 9:00 – 10:00 am, Friday, May 29, 2015 (Teleconference)
- 11:15 am – 5:00 pm, Friday, June 19, 2015 (Nanaimo)
- 9:00 – 10:00 am, Friday, July 10, 2015 (Teleconference)
- 9:00 – 10:00 am, Friday, August 28, 2015 (Teleconference)
- 11:15 am – 5:00 pm, Friday, September 11, 2015 (Nanaimo)
- 11:15 am – 5:00 pm, Friday, October 16 (Nanaimo)
- 9:00 – 10:00 am, Friday, November 20, 2015 (Teleconference)

In-person meetings will be held at the Nanaimo Regional District Office; teleconference equipment would be available if needed. Capital Regional District Director Maja Tait noted that she would not be able to attend in-person meetings during the week advising that there may be consideration to replacing her with someone with greater availability.

NEXT MEETING

9:00 – 10:00 am, Friday, May 29, 2015 via Teleconference.

AVICC President Barbara Price again thanked participants for their time, commented positively on the work and process being undertaken, and opened the floor to comments or questions with none arising.

ADJOURNMENT

At approximately 9:45 am, on motion by Comox Valley Director Rod Nichol, seconded by AVICC Second Vice President Edwin Grieve, that the meeting be adjourned was CARRIED

AVICC President Barbara Price
Ex-Officio/Meeting Chair

Iris Hesketh-Boles, AVICC Staff
Meeting Recorder