



**MINUTES OF THE AVICC  
SPECIAL COMMITTEE ON SOLID WASTE MANAGEMENT  
HELD AT NANAIMO REGIONAL DISTRICT  
Wednesday, August 23, 2016**

**REPRESENTATIVES:**

AVICC 2<sup>nd</sup> Vice President Edwin Grieve, Committee Chair  
Director John McNabb, Alberni-Clayoquot  
Director Ryan Windsor, Capital  
Director Ian Morrison, Cowichan Valley  
Director Pat Corbett-Labatt, Mount Waddington  
Director Alec McPherson, Nanaimo  
Director CaroleAnn Leishman, Powell River  
AVICC President Barbara Price

**ALTERNATES AS OBSERVERS:**

AVICC 1<sup>st</sup> Vice President Mary Marcotte

**STAFF IN ATTENDANCE:**

Russ Smith, CAO Designate, Capital  
Russell Dyson, CAO, Alberni-Clayoquot  
Debra Oakman, CAO, Comox Valley  
Marc Rutten, GM Engineering Services Branch, Comox Valley  
Brian Carruthers, CAO, Cowichan Valley  
Patrick Donaghy, Manager of Operations, Mount Waddington  
Dennis Trudeau, Interim CAO, Nanaimo  
Randy Alexander, Gen Mgr of Reg. and Comm. Utilities, Nanaimo  
Dave Leitch, CAO, Strathcona Regional District  
Liz Cookson, AVICC Executive Coordinator

**UNAVAILABLE PRIMARY REPS:**

Director Rod Nichol, Comox Valley  
Director Jude Schooner, Strathcona  
Director Ian Winn, Sunshine Coast

Chair AVICC 2<sup>nd</sup> Vice President Edwin Grieve called the meeting to order at 11:15 am, and thanked attendees for making the time to participate in today's meeting. Attendance was confirmed.

**MINUTES OF MARCH 18, 2016 MEETING**

On motion by Alberni-Clayoquot Director McNabb, seconded by Powell River Director Leishman,  
That the minutes of the March 18, 2016 meeting be adopted was

CARRIED

**RECEIVE NOTES FROM STAFF MEETINGS**

Comox Valley CAO Oakman provided a verbal report on the staff teleconference held June 8, 2016 and the staff workshop held July 7, 2016. She noted that both were well attended, and the participants worked through the action items from the resolution passed by the membership at the 2016 AGM and Convention.

On motion by AVICC President Price, seconded by Powell River Director Leishman,  
That the notes from the staff teleconference on June 16, 2016 and the staff workshop on July 7, 2016  
be received was

CARRIED

## **TERMS OF REFERENCE**

AVICC Executive Coordinator Cookson advised that the AVICC Executive Committee had approved the terms of reference for the special committee at the AVICC meeting held June 17, 2016. The term of the special committee is extended to April 30, 2017 and the AVICC will contribute \$5,000. The current chair and vice-chair as elected by the special committee in 2015 continue for the term.

On motion by Alberni-Clayoquot Director McNabb, seconded by Cowichan Valley Director Morrison,  
That the terms of reference for the AVICC Special Committee on Solid Waste for 2016/17 be received  
was CARRIED

## **ACTION 1: PARTNERSHIP**

On motion by Cowichan Valley Director Morrison, seconded by Powell River Director Leishman,  
That the tasks set out in the worksheet for Action Plan 1: Partnership – Develop a Vision and Goals  
including a communication strategy and a unified education program as amended to correct Brian  
Carruthers position be endorsed was CARRIED

Task 1.1: Cowichan Valley CAO Carruthers reviewed the Vision and Goals statement.

On motion by AVICC President Price, seconded by Powell River Director Leishman,  
That the Vision and Goals statement in support of Task 1.1 be endorsed was CARRIED

Task 1.2: Comox Valley CAO Oakman discussed the proposal to have communications staff from each regional district get together to discuss regional communications, share knowledge, propose funding sources, and look at ways to promote the AVICC brand.

On motion by Alberni-Clayoquot Director McNabb, seconded by Nanaimo Director McPherson,  
That the actions set out under Task 1.2 for a Communications Group with staff from each regional district to meet, make recommendations on options for collaboration, and identify possible funding sources including current RD communications budgets be endorsed was CARRIED

Task 1.3: MMBC funding will be included in the review of possible funding sources by the Communications Group as part of the work in Task 1.2.

## **ACTION 2: PARTNERSHIP**

On motion by Cowichan Valley Director Morrison, seconded by Nanaimo Director McPherson,  
That the tasks set out in the worksheet for Action Plan 2: Partnership – Continue to Meet Regularly  
be endorsed was CARRIED

Task 2.1: The Terms of Reference estimate 2 to 3 face-to-face special committee meetings this term. Nanaimo Interim CAO Trudeau confirmed that Nanaimo Regional District will continue to provide meeting space. AVICC Executive Coordinator Cookson confirmed that the AVICC will continue to provide meeting support and catering for the meetings.

Task 2.2: Capital CAO Designate Smith provided background on the proposal to maintain and update the data set out in the 2015 baseline report from Tetra Tech EBA. He advised that technical staff from each regional district will meet as a group and determine the costs and process for updating the data. Tetra Tech EBA will be involved in the meeting. This Technical Group's findings will then be brought back to the Special Committee for further direction. Mount Waddington CAO Fletcher and Capital CAO Designate Smith will take the lead on this task.

On motion by Alberni-Clayoquot Director McNabb, seconded by AVICC President Price,  
That the actions set out under Task 2.2 for a Technical Group with staff from each regional district to meet to review the data in Tables 2 and 4 of the 2015 baseline report for consistency and propose a methodology for keeping the statistics up to date be endorsed was CARRIED

### **ACTION 3: ADVOCACY**

On motion by Powell River Director Leishman, seconded by Mount Waddington Director Corbett-Labatt,  
That the tasks set out in the worksheet for Action Plan 3: Advocacy be endorsed was CARRIED

Task 3.1: AVICC Executive Coordinator Cookson advised the AVICC has been pursuing a meeting with the Minister of Environment since May, and will also try for a meeting with the Minister and with MOE staff at the UBCM Convention in September.

Task 3.2: Capital CAO Designate Smith spoke to the proposal to identify industry groups to consult. Ministry of Environment staff would also be involved.

On motion by Mount Waddington Director Corbett-Labatt, seconded by Powell River Director Leishman,  
That the actions set out under Task 3.2 for a Technical Group to identify producers and solid waste industry groups to consult along with the Ministry of Environment staff be endorsed was CARRIED

### **ACTION 4: LONG-TERM DISPOSAL**

On motion by Powell River Director Leishman, seconded by Nanaimo Director McPherson,  
That the tasks set out in the worksheet for Action Plan 4: Long-term Disposal be endorsed was CARRIED

Task 4.1: Nanaimo GM of Solid Waste Alexander reviewed the cost share table distributed as page 25 of the package and the rationale between the three different options. Comox Valley CAO Oakman advised that the Comox Strathcona Waste Management Service will be contributing \$25,000 to the cost of funding work of the Special Committee for 2016/17. This is in addition to the \$25,000 contributed for the 2015/16 term.

There was general discussion on advantages and disadvantages of each option. Chair Grieve noted that the \$20,000 was an indicative amount and that the costs of work being investigated by the Communications and Technical Groups are not yet available. President Price noted it was important that this group come to agreement on an option so as a group we can send out a request to each regional district with the rationale behind the option.

Director Morrison suggested a hybrid of option A and C so there each regional district contributes a base amount with remaining costs calculated based on the relative percentage of waste disposed.

On motion by Capital Director Windsor, seconded by Cowichan Valley Director Morrison,  
That there be a contribution of \$500 from each regional district with the remainder of costs for the first \$20,000 to be based on cost share C, total waste disposed, was CARRIED

Task 4.2: Nanaimo GM of Solid Waste Alexander reviewed the methodologies for forecasting future growth with three scenarios with varying assumptions around recycling, diversion, construction waste and organic material.

On motion by Nanaimo Director McPherson, seconded by Cowichan Valley Director Morrison,  
That the actions set out under Task 4.2 for the staff Technical Group to develop assumptions to use  
in an AVICC wide projection model to calculate long-term demand be endorsed was CARRIED

#### **ACTION 5: REGULATIONS AND ENFORCEMENT**

On motion by Capital Director Windsor, seconded by Nanaimo Director McPherson,  
That the tasks set out in the worksheet for Action Plan 5: Regulations and Enforcement be endorsed  
was CARRIED

Tasks 5.1 and 5.2: Comox Valley CAO Oakman advised that staff will be doing more work on disposal  
bans, bylaws and illegal dumping at the next meeting, and will bring this work back to a future  
meeting of the Special Committee.

On motion by President Price, seconded by Alberni-Clayoquot Director McNabb,  
That staff bring back a report on disposal bans and illegal dumping to a future Special Committee  
meeting, and that the issues of disposal bans and illegal dumping be included in the briefing notes  
with the Minister was CARRIED

#### **BRIEFING NOTES – MINISTER OF ENVIRONMENT**

On motion by Alberni-Clayoquot Director McNabb, seconded by President Price,  
That the draft briefing notes to the Minister of Environment be received was CARRIED

Special Committee members reviewed the draft briefing notes distributed with the meeting  
package. Chair Grieve noted he'd like to get some information from the Ministry about their future  
plans and initiatives.

The briefing notes will be updated to reflect the action plan updates from this meeting. They should  
also highlight that SWMP are a mandated responsibility, and that regional districts are aggressively  
seeking to fulfill their mandated role. Chair Grieve noted this is the only joint local government group  
around solid waste in the Province, and a good example for the rest of the Province. Minister should  
be impressed with the practicality of regional districts working together at staff and political levels.

#### **NEXT MEETING**

The Special Committee members set the next face-to-face meeting for November 30, 2016 at the  
Nanaimo Regional District.

#### **ADJOURNMENT**

On motion by Powell River Director Leishman, seconded by Cowichan Valley Director Morrison,  
That the meeting be adjourned at 12:45 pm was CARRIED

---

AVICC 2<sup>nd</sup> VP Edwin Grieve  
Chair

---

Liz Cookson, AVICC Executive Coordinator