



Regional Solid Waste Management Plan
Advisory Committee
MEETING MINUTES
Thursday, May 28, 2020
2:00 pm to 3:00 pm
Virtual Meeting (Zoom / Phone)

In Attendance:

Bonnie Danyk	Village of Port Alice
Greg Fox	Fox's Disposal
Kane Gordon	Village of Alert Bay
Derek Koel	Town of Port McNeill
John Tidbury	District of Port Hardy
Leighton Wishart	District of Port Hardy

Regrets:

Diana Dick	Dzawada'enuxw First Nation
Janice Evans	VIHA
Darby Gildersleeve	SD85
Michelle Hunt	Kwakiutl First Nation
Rod Inglis	Port Hardy Return It Centre
Richard Opal	MOWI

Staff: Patrick Donaghy, Operations Manager, Brandon Kreager, Planning & Operations Assistant and Nadine Weldon, Recording Secretary

Consultant: Maura Walker, MWA Environmental Consultants Ltd.

MINUTES

Welcome and Introductions

Patrick Donaghy commenced the meeting at 2pm and introduced the participants on the Zoom meeting and the telephone. The Zoom meeting tools were reviewed and the protocols for the operation of the meeting were reviewed.

Minutes of Previous Meeting

Accepted as presented.

Proposed Consultation Program

Maura Walker reviewed the proposed outreach and feedback tools to be employed during consultation on the draft interim plan. The consultation will focus largely on presentations to municipal and First Nations Councils, as well as with stakeholder groups directly affected by the plan's recommendations, although there will also be opportunities for engagement with the general public.

The advisory committee indicated that they were supportive of the consultation program as presented.

Next Steps / Wrap Up

The next meeting will be scheduled once the consultation program is complete, likely in September or October.

The meeting was closed at 2:46 pm.



TO: Patrick Donaghy, Operations Manager
Regional District of Mount Waddington

DATE: May 20, 2020

FROM: Maura Walker

PROJECT: RDMW SWMP
Update

SUBJECT: Proposed Phase 3 Consultation

Approval of the RDMW's updated Solid Waste Management Plan (SWMP) by the Minister of Environment requires the SWMP to have undergone adequate consultation with the general public and potentially affected stakeholders. This memo outlines a proposed consultation approach for the draft *Interim Solid Waste Management Plan*.

The Ministry's expectations for consultation, as stated in their *Guide to Solid Waste Management Planning*, are:

- The public and other interested parties are aware of the solid waste management planning process and of all opportunities to provide input
- The consultation process is transparent, planning documents are publically available (including online) and the rationale for decisions is clear
- Through documentation of the consultation process, regional districts can show how they have met legislative requirements.

The requirement to consult is driven by two key features of an approved SWMP:

1. There is no mechanism to appeal a plan once approved by the minister; and
2. An approved plan allows local governments to borrow money for implementation of the plan without the approval of electors (capital projects and costs must be included in the plan).

Consultation to Date

At the beginning of this planning process, the draft consultation program (see Attachment 1) was presented to the advisory committee for their review and input. This program was accepted by the committee as presented. The consultation program has been underway since the start of this planning process, with the Solid Waste Management Plan Advisory Committee being the mainstay of this program. Other components of the program that have been implemented include:

- A Solid Waste Management Plan section of the RDMW website that includes all reports and memos prepared by the consultants, as well as the minutes of the advisory committee meetings
 - An email link on the website that allows for input into the SWMP by any member of the public at any point in the planning process
 - An on-line questionnaire to ask the public about their opinion on the current system and ideas for the future
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- A press release to let citizens know about the planning process and to promote the questionnaire
- An on-line questionnaire targeting the ICI sector through the Chamber of Commerce to determine current ICI practices and challenges.

Objectives

Phase 3 of the planning process is consulting on the draft plan. The objectives for consultation are:

- To *inform* the general public and potentially affected stakeholders about the content of the draft SWMP
- To *obtain input* from affected stakeholders on the proposed plan components
- To meet the expectations of the Ministry of Environment for consultation associated with updating a SWMP.

Proposed Consultation Program

As was presented and discussed at the May 14th meeting of the SWMP Advisory Committee, this planning process has been unique and resulted in a short term SWMP that is now referred to as an “interim” SWMP. This plan identifies strategies and actions to be undertaken in the next 1-3 years to help the RDMW clarify its plan for the future, as well as improve upon existing services. The plan does not include any capital projects, does not have any significant financial repercussions, nor does it propose any significant changes to the current system. Consequently, an extensive consultative process that aims to broadly engage citizens and other potential stakeholders could be considered unnecessary at this point. Instead we recommend that the Phase 3 consultation program include:

- Consulting with affected stakeholders (municipalities, first nations, the waste hauling industry)
- Informing the general public (residents, businesses) of the outcome of the planning process
- Providing opportunities for the general public to obtain more information on the draft interim plan and to provide feedback.

The proposed consultation activities to meet the objectives listed above (while respecting the need for safe engagement during the COVID 19 pandemic) are:

Consultation

- Virtual presentations to municipal and interested First Nation councils, with the opportunity for councilors and staff to ask questions and provide feedback
- On-line meeting with representatives of Kwakiutl First Nation (Note that presenting the draft SWMP to this stakeholder is part of an on-going dialogue in regards to 7 Mile Landfill and Recycling Centre and this dialogue/consultation is not expected to be complete prior to the finalization of this interim plan.)

Informing

- An article in the Island Eagle
- Paid advertising in the Island Eagle



- Notice on RDMW main page (with link to SWMP part of website) and Facebook page
- Notice on municipal websites (with link to RDMW solid waste management page)
- Posting the draft interim SWMP on the RDMW website, along with a separate summary document
- Letter, with accompanying copy of the draft interim plan, sent to neighbouring regional districts

Opportunities for Input (General Public)

- Email link, phone number and address on the RDMW solid waste web page and in the newspaper advertisement

Time Frame

If the Board agrees that the draft interim SWMP is ready for consultation at their meeting on June 16th, 2020, the Phase 3 consultation program can begin immediately. Due to the challenge of holding meetings during the summer, the consultation period may last into September/October.



Attachment 1

Plan Development Phase	Start Up (Phase 1)	Plan Development (Phase 2)	Draft Plan Ready (Phase 3)
Advisory Committee	Establish terms of reference and invite participants	Advisory committee meetings	Advisory committee meetings
General Public	<p>Update SWMP webpage. Create an email link on the page for comments and inquiries.</p> <p>Press release to let citizens know about the planning process, anticipated schedule and where to get more information.</p> <p>On-line questionnaire to ask the public about their opinion on the current system and ideas for the future. Promote through press release and social media.</p>	<p>Post reports, technical memos and approved advisory committee meeting minutes on web page on an on-going basis.</p> <p>Respond to inquiries as they come in.</p> <p>Keep a record of queries, comments and responses.</p>	<p>Community engagement on the draft plan. May include:</p> <ul style="list-style-type: none"> • Press release • On-line questionnaire • Newsletter sent to all homes • Presentations to community groups, e.g. Rotary • Staffed display at community events
First Nations	<p>Inform all FNs about the intention to update the SWMP. Ask if and how they would like to be engaged in this process. Invite to sit on advisory committee.</p> <p>Follow up phone calls.</p>	<p>Send reports and advisory committee minutes to FNs who have asked to be kept informed.</p> <p>Request meetings (letter and phone) with all Nations anticipated to be impacted by the future solid waste system. Send all relevant documents with cover letter outlining significance to the Nation.</p>	<p>Send draft plan to all FNs with an invitation for consultation. Follow up phone calls to any Nation affected by Plan's recommendations.</p>
Stakeholders	<p>On-line questionnaire to the ICI sector through local business organizations to determine current ICI practices, challenges and interest in future engagement on the issue of solid waste.</p>	<p>If needed to help refine the Plan's recommendations, engage with specific stakeholder groups (e.g. construction industry, fish farms, organic waste generators) for early feedback on options by attending an association meeting or holding a focus group session</p>	<p>Send out a briefing note to all Councils that summarizes the key components of the draft plan.</p> <p>Presentations to Councils on the draft plan</p> <p>Set up meetings with stakeholder groups potentially affected by the plans recommended actions (e.g. construction industry, grocers)</p>