



Solid Waste Management Plan Advisory Committee Meeting  
Wednesday, September 20, 2023

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC  
1:00 pm

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## Regular Agenda

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Watch the meeting live at <https://www.acrd.bc.ca/events/20-9-2023/>

Register to participate via Zoom Webinar at: [https://acrd-bc-ca.zoom.us/webinar/register/WN\\_2m5trpy4RG67nCrvi7eshg#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_2m5trpy4RG67nCrvi7eshg#/registration)

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| <b>1. <u>CALL TO ORDER</u></b>                                                                                                      |               |
| <b>Recognition of Territories.</b>                                                                                                  |               |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website. |               |
| <b>2. <u>APPROVAL OF AGENDA</u></b><br><i>(motion to approve, including late items requires 2/3 majority vote)</i>                  |               |
| <b>3. <u>MINUTES</u></b>                                                                                                            |               |
| <b>4. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10 minute maximum)</u></b>                                                     |               |
| <b>5. <u>CORRESPONDENCE FOR ACTION/INFORMATION</u></b>                                                                              |               |
| <b>6. <u>REQUEST FOR DECISIONS</u></b>                                                                                              |               |
| <b>7. <u>REPORTS</u></b>                                                                                                            |               |
| a. Welcome and Introductions – Verbal                                                                                               |               |
| b. Solid Waste Management Plan Advisory Committee (SWMPAC) – Terms of Reference                                                     | <b>3-7</b>    |
| c. Solid Waste Systems Overview - Verbal                                                                                            |               |
| d. Schedule for future meetings – Verbal                                                                                            |               |
| e. Future SWMP priorities - Verbal                                                                                                  |               |

*THAT the Solid Waste Management Plan Advisory Committee receives reports a-e.*

8. **LATE BUSINESS**  
*(requires 2/3 majority vote)*

9. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

10. **ADJOURN**



## Alberni-Clayoquot Regional District

### Terms of Reference Solid Waste Management Plan Advisory Committee

#### Introduction

The Alberni-Clayoquot Regional District (ACRD) is undertaking the renewal of the ACRD Solid Waste Management Plan (SWMP). As such, a single public and technical advisory committee will provide input from a variety of community perspectives on solid waste management matters to meet the requirements of the Ministry of Environment and Climate Change Strategy's *Guide to the Preparation of Regional Solid Waste Management Plans*.

Public consultation, representative to the diversity of the ACRD, is essential to the SWMP process. The SWMP Advisory Committee (the Committee) will help facilitate participation from local government, First Nations, business and community interests within the ACRD on matters associated with the development and implementation of the Solid Waste Management Plan (SWMP).

THE SWMP Advisory Committee is a standing committee of the ACRD and will report directly to the Alberni-Clayoquot Regional District Board of Directors.

#### Definitions

**ACRD** means the Alberni-Clayoquot Regional District.

**Board** means the Alberni-Clayoquot Regional District Board of Directors.

**Committee** means the Solid Waste Management Plan Advisory Committee.

#### Objective

To provide input and knowledge on matters associated with the development and implementation of the Solid Waste Management Plan (SWMP). Engage in discussion and provide comments for consideration as the plan is developed.

Potential topics for engagement with the Committee include the circular economy, waste reduction and recycling, greenhouse gas emissions, residuals management, asset and risk management, innovation, climate change resilience, affordability, as well as collaboration and engagement.

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## Roles and Responsibilities

The role of the Committee is to:

- a. Represent the balance of community interests;
- b. Act as an advisory committee to the ACRD Board on the development of the Solid Waste Management Plan;
- c. Review guiding principles and provide feedback for the SWMP;
- d. Review information provided by staff and consultants and provide comments and suggestions as well as highlighting information gaps in the proposed plan;
- e. Provide input on design and implementation of public surveys and consultation processes;
- f. Receive and examine information related to the renewal of the solid waste management plan, providing advice on relevant topics;
- g. Contribute to the development and evaluation of a variety of options and strategies for the proposed plan;
- h. Participate in public consultation, as required (for example, attendance at open houses, or virtual meetings);
- i. Review and provide input on plan-related reports and technical memoranda;
- j. Review public consultation results providing input on the final plan; and
- k. Ensure that proposed programs and policies are in the best interests of all residents of the region, balancing both community and industry needs and technical requirements.

## Membership

### First Nations Membership

Representatives of the 10 First Nations with community members within the ACRD area who are our partners in achieving our diversion goals, will be invited to observe and or participate in committee meetings at their preference through a representative or designated alternate of their choosing. Their participation is in addition to selected committee members, and they will not be required to attend meetings to maintain their status on the Committee, with the understanding that representatives may choose not to attend, or not be able to attend all meetings.

The First Nations to be invited to each send one representative at a time to the SWMP are:

- Huu-ay-aht
- Yuułu?it?at
- Uchucklesaht Tribe Government
- Toquaht Nation
- Ahousaht
- Ditidaht
- Hesquiaht
- Hupacasath
- Tla-o-qui-aht
- Tseshah

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Minutes of all SWMPAC meetings will be distributed to all First Nations with traditional territory within the ACRD as identified above.

### **ACRD Board Membership**

Two representatives from the ACRD Board will sit on the Committee along with one alternate director who will join the meeting in the event that one of the members is unable to attend. The ACRD Board Chair will act as the Chair of this Committee and an appointed Board Director will act as the Vice-Chair. An alternate member will be appointed by the Board to stand in for these roles in the event of an absence.

### **General Membership**

The Committee membership will be selected to represent a broad sector of those interested in solid waste management in our community, individuals and organizations.

### **Public Advisory Members**

Up to 15 members representing a diversity of community interests and sectors. The following is a list of sectors/interests that could be represented by committee members (not all sectors will have representation):

- Agriculture
- Circular economy
- Construction, renovation, deconstruction and demolition
- Extended producer responsibility programs
- Fisheries and Aquaculture
- Food service
- Forestry residuals
- Government agencies and health authorities
- House moving
- Large waste generators (e.g. academic institutions, school boards, health authority)
- Multi-family residences (e.g. residents, landlords, property management associations)
- Non-governmental/non-profit organizations and environmental stewardship groups
- Organics processing
- Public members-at-large (e.g. youth, seniors, and multicultural, accessibility, and resident/community associations)
- Recycling industry
- Reduction/repair/reuse/refill industry
- Retail/grocery
- Rural and remote communities
- Small and medium-sized businesses, and business improvement associations, chambers of commerce, boards of trade
- Tourism and hospitality
- Waste industry
- Wood waste processing
- Workers/unions

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### **Technical Advisory Members:**

Up to 11 members representing agencies including:

- Regional District Staff
- Municipal Staff
- Provincial Agencies

### **Selection Process**

Public advisory Committee member positions (excluding First Nations representatives, technical advisory members, chair and vice-chair) will be filled through a public call for applications. Selection of members will attempt to create a committee with a balance of representation geographically, demographically, and with a variety of perspectives and experience, lived or technical, as it relates to solid waste. Committee members will be appointed by the Alberni Clayoquot Regional District Board of Directors (the Board) through an application process. Technical advisory members will be appointed by the representative government or committee. First Nations members will be designated by their respective Nation.

### **Appointment and Term**

The Committee will serve until the completion of the updated plan.

Membership will last the duration of the solid waste management plan renewal process. Committee members should be prepared to participate through the full term. The Committee will conclude its work when the SWMP has been approved by the ACRD Board. Members will be asked to commit for up to three years.

The ACRD Board may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.

Non ACRD members of the Committee serve without remuneration.

In the event of a vacancy occurring during the regular term of office, the vacancy may be filled for the remainder of the term by an alternate nominated by the Committee and approved by the ACRD Board of Directors.

### **Meeting Procedures**

- a) Meetings will be held approximately 4 – 6 times per year for the duration of the solid waste management plan update process.
  - b) The meeting dates and times will be determined by the chair and vice-chair in consultation with ACRD staff and committee members and will be scheduled at intervals during business hours, or weekday evenings as needed.
  - c) Meetings of the Committee shall be conducted and held in accordance with the ACRD's
- 6** Procedures Bylaw.

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- d) ACRD staff will provide support to the Committee including preparing agendas and reports, recording minutes of all meetings and ensuring Committee agendas, minutes, etc. are forwarded electronically for circulation to all members.
  - e) Members will provide advance written notice to ACRD staff and make arrangements for their designate alternate if they are unable to attend a meeting. There will be no alternates for public committee members.
  - f) The meetings will be structured to encourage dialogue and collaboration on relevant issues within the constraints of the planned agendas.
  - g) Meetings will be held virtually or in person – locations to be determined. If unable to attend a meeting in person, a member may participate via teleconference or videoconference unless in person attendance is deemed necessary, for example, for tours of facilities.
  - h) The Committee may invite groups and subject matter experts to present and provide advice and feedback on specific agenda items, at the discretion of the chair and vice-chair.

## Reporting

Committee recommendations must be adopted by the Committee by way of motions, prior to presentation for consideration by the Board.

The Board Committee members will provide a verbal status report to the Board each month. The Committee will report to the ACRD Board annually on the activities of the Committee.

Regional District staff will provide advice and professional assistance to the Committee including drafting correspondence and reports.

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| Approved by the Board: | June 14, 2023 |
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