



## Electoral Area Directors Committee Meeting

Tuesday, September 24, 2024

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

1:00 pm

### Regular Agenda

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Watch the meeting live at: <https://www.acrd.bc.ca/events/24-9-2024/>

Register to participate via Zoom Webinar at: [https://acrd-bc-ca.zoom.us/webinar/register/WN\\_Jp23AgAASSycWRyjlwELhA#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_Jp23AgAASSycWRyjlwELhA#/registration)

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- |   | <b>PAGE #</b> |
|---|---------------|
| <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. |               |
| Introductions - Committee Members and Staff present in the Boardroom and via Zoom.  |               |
| <b>2. <u>APPROVAL OF AGENDA</u></b>   |               |
| <i>(motion to approve, including late items requires 2/3 majority vote)</i>   |               |
| <b>3. <u>DECLARATIONS</u></b>   |               |
| <i>(conflict of interest)</i>   |               |
| <b>4. <u>MINUTES</u></b>  |               |
| a. <b>Electoral Area Directors Committee Meeting held June 19, 2024</b>   | <b>3-5</b>    |
| <i>THAT the minutes of the Electoral Area Directors Committee meeting held on June 19, 2024 be adopted.</i>                         |               |
| <b>5. <u>REQUEST FOR DECISIONS</u></b>  |               |
| a. <b>REQUEST FOR DECISION</b>  |               |
| Solid Waste Management Plan Update and Public Engagement Plan   | <b>6-13</b>   |

*THAT the Electoral Area Directors Committee receive the report regarding the Solid Waste Management Plan Update and Public Engagement Plan as presented.*

6. **LATE BUSINESS**

7. **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)

8. **ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 19, 2024, 10:00 AM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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**DIRECTORS PRESENT:** Mike Sparrow, Chairperson, Director, Electoral Area “F” (Cherry Creek)  
Bob Beckett, Vice-Chairperson, Director, Electoral Area “A” (Bamfield)  
Susan Roth, Director, Electoral Area “E” (Beaver Creek)  
Fred Boyko, Director, Electoral Area “B” (Beaufort)  
Vaida Siga, Director, Electoral Area “C” (Long Beach)  
Rene Lacoursiere, Alternate Director, Electoral Area “D” (Sproat Lake)

**REGRETS:** Penny Cote, Director, Electoral Area “D” (Sproat Lake)

**STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Mike Irg, General Manager of Planning & Development  
Alex Dyer, Manager of Planning & Development  
Cynthia Dick, General Manager of Administrative Services  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/19-6-2024/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 1:30 pm.

The Chairperson recognized this meeting is being held throughout the Nuuchahnulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions- Committee Members and Staff present in the Boardroom and via Zoom.

### 2. APPROVAL OF AGENDA

*MOVED: Director Siga*

*SECONDED: Director Lacoursiere*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. DECLARATIONS

**4. MINUTES**

- a. **Electoral Area Directors Committee Meeting held April 17, 2024.**

*MOVED: Director Siga*

*SECONDED: Director Roth*

*THAT the minutes of the Electoral Area Directors Committee meeting held on April 17, 2024 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Brian Gregg, RPP, MCIP, SitePath Consulting Ltd. regarding Rogers Communications Proposed Communication Site in Beaver Creek.**

**6. CORRESPONDENCE**

- a. **ROGERS COMMUNICATIONS/SITEPATH CONSULTING LTD**  
Rogers Updated Request for Land Use Concurrence Regarding a proposed Communication Site Location at Lot 1, District Lot 24, Alberni District Plan EPP96269, PID: 031-019-081 (Rogers File: W3579 – Port Alberni North)

*MOVED: Director Boyko*

*SECONDED: Director Roth*

*THAT the Electoral Area Directors Committee receive this correspondence.*

**CARRIED**

**7. REQUEST FOR DECISIONS**

**8. REPORTS**

- a. **Report for Information – Request to Discuss Options of Electoral Area Incorporation – Cynthia Dick**

*MOVED: Director Beckett*

*SECONDED: Director Siga*

*THAT the Electoral Area Directors Committee receives this report noting that the “Sproat Lake Municipal Incorporation Study Committee’ did not support moving forward to a referendum, rather than ‘the majority of residents’, as was originally stated in the June 19, 2024 staff report.*

**CARRIED**

**9. LATE BUSINESS**

**10. QUESTION PERIOD**

Questions/Comments from the public. The General Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**11. ADJOURN**

*MOVED: Director Siga*  
*SECONDED: Director Roth*

*THAT this meeting be adjourned 2:25 pm.*

**CARRIED**

Certified Correct:

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Mike Sparrow,  
Chairperson

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Cynthia Dick,  
General Manager of Administrative Services



**To:** Electoral Area Directors Committee

**From:** ACRD Board of Directors  
Paulo Eichelberger, Solid Waste Manager  
Jodie Frank, Solid Waste Project Coordinator

**Meeting Date:** September 24, 2024

**Subject:** Solid Waste Management Plan Update and Public Engagement Plan

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**Recommendation:**

***THAT the Electoral Area Directors Committee receive the report regarding the Solid Waste Management Plan Update and Public Engagement Plan as presented.***

**Background:**

The ACRD Board reviewed the proposed SWMP Update and Public Education Plan on September 11, 2024. While there appeared to be general agreement on the need to divert waste from landfills, as well as a shared understanding that tracking and measuring waste diversion is critical to monitor progress; there was also shared concern on the inclusion of 3-stream collection within the strategy when rural areas had already declined to advance this approach.

Like other regions in BC, the ACRD is provincially mandated to manage the waste generated within our region. The draft strategies present clear options for public consideration, aimed at achieving waste reduction targets over the next 10 years and minimizing the amount of waste sent to landfills. Based on this understanding, there are eight draft strategies for the ACRD to meet its waste diversion goals.

The Solid Waste Management Plan Advisory Committee (SWMPAC), working closely with staff, played a key role in the development of these draft strategies, ensuring they reflect both practical considerations and regional needs. These draft strategies will need to be shared, discussed, and likely, altered with and by the public as part of our engagement phase. This will help ensure the final strategies align with both the mandated provincial targets (public accountability via measures that demonstrate a reduction in our waste footprint) and the communities preferred approach for meeting the targets.

Based on Board input, staff amended the original report with tracked changes (included below), and hope this better reflects the discussion the Board wishes to see with their communities regarding this initiative.

Submitted by: Paulo Eichelberger  
Paulo Eichelberger, Solid Waste Manager

Reviewed by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



**To:** ACRD Board of Directors

**From:** Jodie Frank, Solid Waste Project Coordinator

**Meeting Date:** September 11<sup>th</sup>, 2024

**Subject:** Solid Waste Management Plan Update and Public Engagement Plan

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors receive the 2024 Solid Waste Management Plan update and Public Engagement Plan as presented.***

**Purpose:**

To provide the ACRD Board of Directors with a status update regarding Step 2 and 3 of the Solid Waste Management Plan (SWMP) renewal process including the Public Engagement Plan scheduled for Fall 2024. This report seeks Board feedback for staff consideration prior to initiating PUBLIC engagement plan.

**Summary:**

This report outlines the progress made to date by the Solid Waste Management Plan Advisory Committee (SWMPAC) and ACRD staff on the Solid Waste Management Plan renewal process in preparation for the Phase 2 of public engagement starting in early Fall 2024. The public will be informed on the proposed guiding principles, goals and asked to provide feedback on the eight strategies and actions that make up the bulk of the SWMP.

**Background:**

A report presented by staff on May 8<sup>th</sup> 2024, highlighted the Ministry of Environment and Climate Change Strategy's (Ministry) four step planning process as outlined below:

- Step 1: Initiate the Planning Process
- Step 2: Set the Plan Direction
- Step 3: Evaluate Options
- Step 4: Adopt the Plan

At that meeting, the Board endorsed the Guiding Principles which provided the foundation of the SWMP. These Guiding Principles were developed as part of a collaborative and iterative process that

considered input from the SWMPAC and the public consultation process from Phase 1 of engagement. The remaining component of Step 2 – ‘Setting the Plan Direction’ includes the goals and targets that were developed to measure the success of the SWMP and align with the Provincial goals and guidelines.

The proposed draft Goals and Targets are:

### Goals

1. Social Equity and Local Economy - Provide inclusive (equitable and accessible) opportunities across all solid waste systems and programs in ways that provide local economic benefits through social procurement.
2. Environmental – Avoid impacts from solid waste collection and disposal facilities that negatively impact local ecosystems.
3. Education – Create effective and accessible education to all audience types to promote waste reduction and diversion services and programs.
4. Economic – Make financially responsible decisions using waste reduction and diversion initiatives to offset more costly disposal systems over time.

### Targets

The ACRD aims to take care of people and the land by using resources wisely. The ACRD encourages community members to reduce, reuse and recycle to get the most out of their products and reduce their carbon footprint.

To measure progress towards goals, the ACRD disposal target is 350kg per person per year to landfill by 2035, which aligns with the provincial disposal rate target.

### Step 3: Evaluate the Options

With the foundation of the Guiding Principles and the Goals and Targets established, the SWMP development has now progressed to Step 3 – Evaluate Options, which includes:

- Develop potential strategies
- Assess the financial and administrative impacts
- Consult the public on the strategy options

As a result of Phase 1 Engagement, the public highlighted priorities around waste management that were incorporated into the strategy development process along with the SWMPAC analysis of regional gaps and opportunities. With consideration of all relevant inputs, the group identified eight draft strategies with proposed actions which will be the subject of public discussion prior to being brought to the Board for possible endorsement. The eight draft strategies are as follows :

#### **Solid Waste Management Plan Strategies:**

##### **Overarching Strategy - 1. Education and Behaviour Change Programming**

- All the strategies below will be accomplished by developing and delivering a robust community Education and Behaviour Change Strategy and Implementation Plan
- Waste Reduction and Diversion Education and Behaviour Change Program Implementation

##### **2. Resource Recovery Centre and Accessible Depots**

- Establish West Coast Infrastructure and Services
- Expand and potentially establish Alberni Valley Infrastructure and Services

- [Expand](#) Bamfield Infrastructure and Services
- [Establish Remote and Indigenous Rural](#)-Eco-Depots
- Existing Infrastructure Capital Costs

### 3. Business and Organization Zero Waste Program

- [Develop](#) Policy Tools for Waste Minimization and Diversion
- [Create](#) Education Materials, Business Recognition and Engagement Events (core)
- [Initiate](#) Training and Mentoring Support for Businesses and Organizations (enhanced)
- [Provide](#) Zero Waste Innovation Grant / Incentive
- [Establish](#) Civic Site Waste Minimization and Diversion Initiatives

### 4. Organics Management Infrastructure and Operations in Rural and Remote Areas

- Bamfield Transfer Station Organics Management
- Other Rural and Remote Organics Management

### 5. Multi-Stream Collection Programs

- ~~Single Family three-stream collection~~ [Explore options for Single Family Waste Diversion in Rural and Remote Communities](#)
- [Develop](#) Multi-Family Recycling and Composting
- [Establish](#) Public Space Multi-Stream Recycling
- [Encourage](#) Zero Waste Events

### 6. Construction and Demolition (C&D) Material - Waste Minimization, Reuse and Diversion (Built Environment)

- Low Carbon Building Promotion
- [Promote](#) Deconstruction and Home Relocation
- [Increase](#) C&D Materials Management – Onsite Construction
- [Establish](#) C&D Materials Management – Transfer Stations

### 7. Other Materials and Products End of Life Management

- [Expand collection of](#) Hazardous Materials (non-Extended Producer Responsibility [EPR])
- [Incentivize](#) Large Item Management
- [Enhance](#) EPR Program Access and Usage Optimization
- [Develop](#) Disaster Debris Management Plan
- [Support](#) Illegal Dumping and Oceans Plastic Management

### 8. Residual Management

- Long Term [Tenure and](#) Disposal Options Alberni Valley
- [Complete](#) Landfill Capital Projects Alberni Valley [to ensure compliance with provincial regulations](#)
- [Complete](#) Landfill Capital Projects West Coast, [including leachate system upgrades, to ensure compliance with provincial regulations](#)

To support the draft strategies, staff have drafted the feasibility components that include financial and administrative implications. This report will be distributed as a technical memo and shared with the Board later this fall.

## Engagement

As part of the initial development of the SWMP Engagement – Phase 1, the Letsconnectacrd.ca/SWMP online platform was created for providing ongoing communications regarding timelines, outputs and progress. This provides an overview of the process, supporting information and videos that highlight why this SWMP process is required and its significance to the ACRD. It also includes information relating to the Advisory Committee(SWMPAC) and acts as the hub for those meeting summaries and work undertaken to date.

In spring/summer 2024, ACRD staff took the opportunity to meet with the public works staff from the majority of the First Nation communities and municipal partners to discuss what gaps, opportunities and focus areas they would like to see integrated into the SWMP renewal process. Staff also sought feedback on effective approaches to engage with each community to make Phase 2 engagement a success. This feedback has been incorporated into the engagement plan and schedule.

As the SWMP moves into Phase 2 – Public Engagement, the main objective is to generate feedback and provide updates on progress to date, introducing the eight strategies (with feasibility info, why they are important, and proposed cost), asking for input, seeking ‘top 3’ strategies and the least favorite as this is a good gauge as to what the public understands and prioritizes around solid waste management. This information will be collected through hard copy and online forms/surveys. This is an important aspect of the plan and creates buy-in with the public for when the strategies are implemented.

The active public engagement for phase 2 of the SWMP timeframe is scheduled to take place from Oct-Nov 8, as outlined below:

Timeframe (2024)	Consultation Steps
Aug-Sept	Preparation – Work and Event Plan
Week of Oct 2	Launch of Phase 2
Oct 2-Nov 8	Engagement Window
Week of Oct 21 – Nov 7	Open Houses/Community events
Dec 11	Feedback Summary Completed

Active promotion of the various ways to access information relating to engagement and feedback tools will also be a large focus of the process. Two main mechanisms for accessing the relevant information and collecting feedback will be:

1. In-person - open houses, information pop-up booths and presentations (community groups, Tourism Chambers, Chief and Council, Peoples Assemblies, etc.)
2. Virtual/online – letsconnectacrd.ca/SWMP, recordings of open house and community presentations, FAQs, email notices.

There are three In-person open house sessions planned specifically for SWMP Engagement for residents:

- 1x Alberni Valley/Port Alberni Area (TBD)
- 1x Tofino (Tofino Legion)
- 1 x Ucluelet (Community Centre)

These sessions will also be available to attend virtually and will be recorded and posted for virtual audiences to watch at leisure. In addition to these in-person public/resident sessions – presentations are being scheduled for the business sector with the AV, Tofino and Ucluelet Chambers of Commerce in late October. Presentations and delegations are scheduled for October Alberni Valley, Salmon Beach and Bamfield Services Committees. Various pop-up booths at community events through the ACRD will also focus on SWMP engagement and collecting feedback. Tseshaht, Huu-ay-aht, Yuulu?il?ath, Uchucklesaht and Toquaht First Nations have expressed interest in community and/or Chief and Council presentations which will occur on request.

Promotion of how to access the sessions or to provide feedback will be facilitated through the following:

- [Letconnectacrd.ca/SWMP](https://letsconnectacrd.ca/SWMP) signups and updates
- Print advertising
- Radio ads
- Utility bill inserts/mail outs
- First nations newsletters/publications
- Press releases
- Social media tags
- SD 70 notices
- Static displays at recycle depots, Sort'nGo Centre and WC Landfill.

During the 2024 Port Alberni Fall Fair, staff also promoted the upcoming SWMP Public Engagement phase with static displays and a prize draw for individuals who signed up to [letsconnectacrd.ca/swmp](https://letsconnectacrd.ca/swmp) - this will provide residents with up to date notifications on engagement activities and alerts on taking part in the process.

After the public engagement window wraps up there will be a feedback summary report that will be drafted and shared with the Board in late December/early January 2025. This is also a requirement as part of the SWMP final submission to the province that addresses and highlights our public engagement efforts around the plan.

#### **Time Requirements – Staff & Elected Officials:**

Implementation of this project is being managed by ACRD staff to lead the planning, development, community engagement and final development of the ACRD Solid Waste Management Plan framework and implementation strategy including contracting and administering agreements for technical/area experts. Additional staff time from the Community Services Department of approximately 600 hrs will be required along with approximately 300 hrs from support departments including Finance, Legislative Services, Communications and Planning.

#### **Financial:**

The 2024 budget for SWMP renewal and consultation is \$94,800, as reflected in the 2024 Annual Financial Plan. Work in 2024 is primarily focused on setting the plan direction including the goals, targets and strategies, completing the financial feasibility assessments and public engagement and consultation.

**Alignment with Strategic Plan:**

Strategy 2.2 Undertake comprehensive SWMP review process is dedicated to managing solid waste in the Alberni Valley and West Coast Waste Sheds. As a result, renewal of this plan is in line with the Board Strategic Plan.

**Policy or Legislation:**

The *Environmental Management Act* requires that all regional districts have a current SWMP approved by the Province of British Columbia. Final plans are approved by the Minister.

Submitted by: \_\_\_\_\_  
Jenny Brunn, GM of Community Services

Reviewed by: \_\_\_\_\_  
Cynthia Dick, General Manager of Administrative Services

Approved by: \_\_\_\_\_  
Daniel Sailland, MBA, Chief Administrative Officer