

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE  
MEETING OF WEDNESDAY, OCTOBER 25, 2017**

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**SUBJECT**     **Solid Waste Advisory Committees – Revised Approach**

**ISSUE**

To revisit the Capital Regional District's (CRD) solid waste advisory committee approach to better ensure public and technical input into CRD solid waste planning and operations.

**BACKGROUND**

At its September 13, 2017 meeting, Environmental Services Committee members directed staff to revive the Solid Waste Advisory Committee (SWAC) to provide opportunities for solid waste industry and public input on major issues.

The Solid Waste Advisory Committee was formed in 1998 to provide input on a list of solid waste issues, which have all been addressed. SWAC's Terms of Reference have been revised six times, with the last revision in 2014 when its mandate was defined as providing input on solid waste issues at the request of the Environmental Services Committee (ESC) and serving as the Plan Monitoring Advisory Committee (PMAC) for Revision 2 of the Solid Waste Management Plan (SWMP). SWAC's membership list was last approved by the Environmental Sustainability Committee in 2009, which exceeds the 3-year term outlined in the CRD *Procedures Bylaw*. The committee is composed of elected officials, industry representatives and community members.

In addition to the 1998 formation of a SWAC, the Capital Regional District (CRD) Board, in 2012, appointed the Public and Technical Advisory Committee (PTAC). Its sole purpose is to advise the regional district on the development of Revision 3 of the new SWMP. Public and Technical Advisory Committee (PTAC) is a requirement of the Ministry of Environment. Committee members comprise representatives from a diversity of sectors within the regional community and one elected official who acts as the liaison to the Steering Committee. The ESC acts as the Steering Committee for the SWMP. PTAC's work was put on hold in the fall of 2014 when Revision 3 of the SWMP was delayed to investigate Integrated Resource Management opportunities.

Appendix A provides the Terms of Reference for both SWAC and PTAC; both committees have not met since 2014 and there are a number of vacancies. While the two committees have functioned separately in the past and differ in membership composition, there are overlaps in their roles and responsibilities. Both report to the ESC and six of the SWAC appointees are also members of PTAC.

Appendix B provides proposed Terms of Reference for a consolidated solid waste advisory committee called the Solid Waste Advisory Committee (SWAC).

## **ALTERNATIVES**

That the Environmental Services Committee recommend to the CRD Board:

### *Alternative 1*

1. That the Terms of Reference for a new Solid Waste Advisory Committee be approved;
2. That staff be directed to initiate the process of recruiting members for appointment by the Environmental Services Committee; and
3. That the existing Public and Technical Advisory Committee and Solid Waste Advisory Committee structure be dissolved.

### *Alternative 2*

That the existing advisory committee structure be maintained, and that staff be directed to initiate the process of recruiting members for the existing advisory committees, Public and Technical Advisory Committee and the Solid Waste Advisory Committee, for appointment by the Environmental Services Committee.

## **IMPLICATIONS**

The existing solid waste advisory committee structure, SWAC and PTAC, has overlap in the roles, responsibilities and membership. A consolidated advisory committee would benefit from both administrative and membership efficiencies.

## **CONCLUSION**

The Environmental Services Committee has asked to revive the Solid Waste Advisory Committee. There are currently two solid waste advisory committees with overlapping roles and responsibilities. This report presents Terms of Reference for a consolidated committee called the Solid Waste Advisory Committee in consideration of the new provincial *Guide for Solid Waste Management Planning*.

## **RECOMMENDATION**

That the Environmental Services Committee recommend to the Capital Regional District Board:

1. That the Terms of Reference for the new Solid Waste Advisory Committee be approved;
2. That staff be directed to initiate the process of recruiting members for appointment by the Environmental Services Committee; and
3. That the existing Public and Technical Advisory Committee and Solid Waste Advisory Committee structure be dissolved.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

AB:ac

Attachment: Appendix A – Solid Waste Advisory Committee and Public and Technical Advisory  
Committee Terms of Reference  
Appendix B – New Solid Waste Advisory Committee Terms of Reference