

memo

To: Regional District of Kitimat-Stikine

From: Sarah Wilmot

Date: January 30, 2018

Re: Step 1 Memo – Proposed Approach to Solid Waste Management Plan Review Process

1 Introduction

The Regional District of Kitimat-Stikine (RDKS) is preparing to develop a new Solid Waste Management Plan (SWMP). On January 20, 2017, the Regional District Board authorized “the preparation work to conduct a Solid Waste Management Plan review following the commissioning of the new solid waste facilities in the Hazelton and Highway 37 North Service Area; and, that Administration report back to the Board later in 2017 with a recommended process to conduct the review.” Administration has drafted a recommended process, documented in this memo. The draft process will be presented first to the Plan Monitoring Advisory Committee (PMAC) for their review and input in August, and then to the Board for approval in September or October.

2 Draft Recommended Process

The draft process is outlined in Table 1. The draft process draws on the document “A Guide to Solid Waste Management Planning” published by the Ministry of Environment in 2016. The Guide describes a four-step process, which the RDKS has adapted to meet its needs. The dates in Table 1 are draft and subject to Board approval.

Table 1. Outline and Timeframe of Proposed Process

Step	Action	Timeframe
Initiation	<ul style="list-style-type: none">Regional District Board passes a resolution to initiate the preparatory work for the SWMP; develop a recommended planning process	January 2017 (complete)
Step 1	<ul style="list-style-type: none">Define the area covered by the planAssemble background information about the plan area (including current waste management practices)Set the scope of workDevelop the overall consultation planSet the project budgetPresent draft approach to PMAC; receive and incorporate feedback	Fall and early winter 2017

	<ul style="list-style-type: none"> Seek a resolution from the Regional District Board to initiate development of the SWMP following the recommended approach 	
Step 2	<ul style="list-style-type: none"> Notify interested parties of the upcoming process and invite them to join advisory committee Formally establish Public and Technical Advisory Committee Begin to implement the consultation plan Identify strengths of current system and opportunities for improvement Establish principles, goals and targets Develop options for waste management 	Winter and spring 2018
Step 3	<ul style="list-style-type: none"> Combine options to develop strategies Evaluate strategies in terms of effectiveness and affordability Follow the consultation plan 	Summer and fall 2018
Step 4	<ul style="list-style-type: none"> Draft the plan Publish plan for consultation Revise the plan and submit for Ministry approval Board adoption of approved plan 	Winter 2018/19

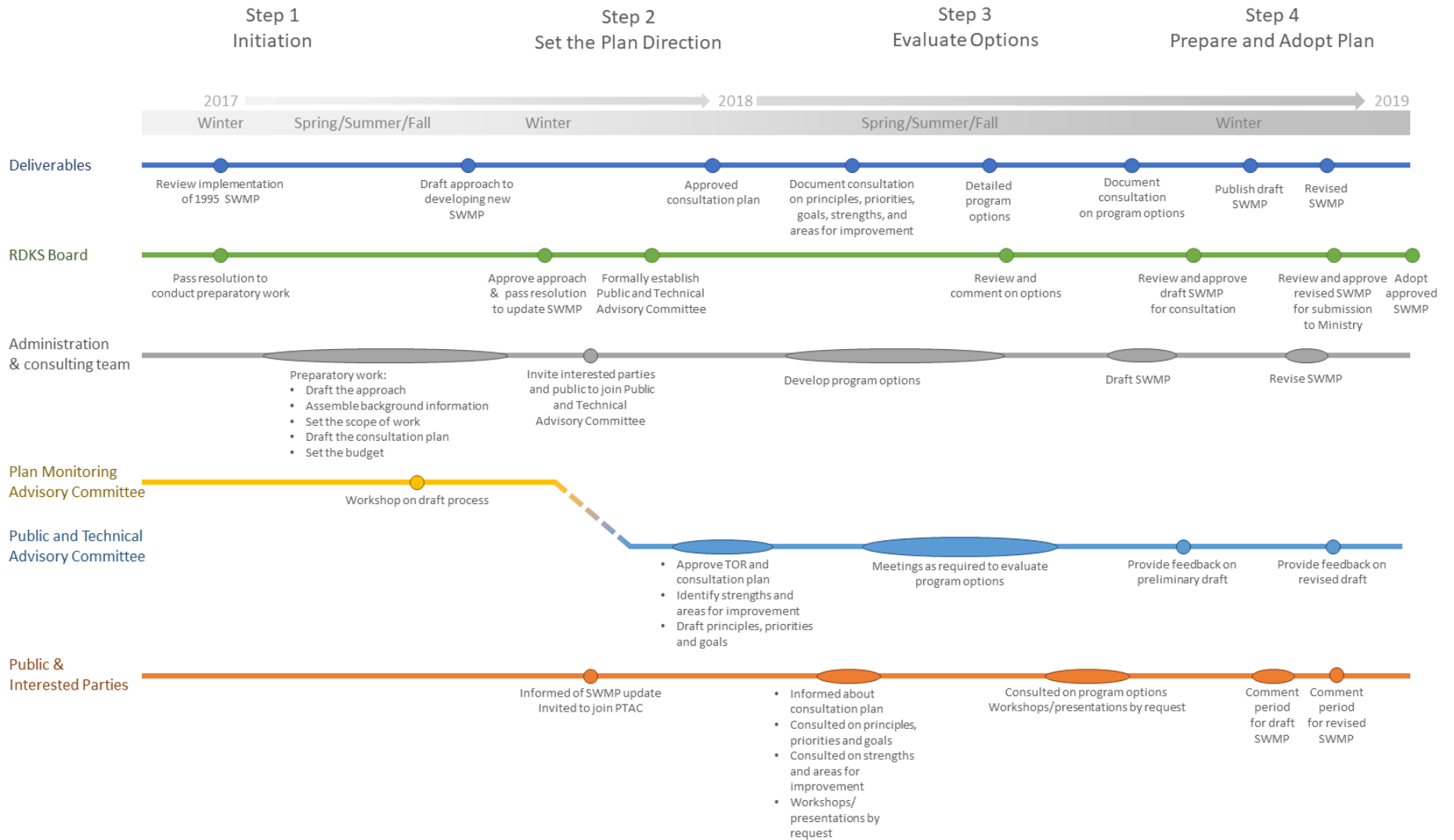
The draft process includes obtaining the Board’s approval twice before beginning development of the SWMP; this is different from the Guide, which calls for only one Board resolution. The RDKS already obtained Board authorization to prepare for SWMP development, and will seek authorization again to proceed with developing the SWMP following the proposed process. The approach taken by the RDKS gives the Board more direct opportunity to review and comment on the proposed process before substantive work and consultation are completed.

The proposed process also moves the compilation of background information on the plan area and current waste management system to Step 1, rather than the beginning of Step 2. The RDKS believes the background information will inform the scope of work and will help interested parties decide on their preferred level of involvement. Furthermore, much of that information was compiled when an assessment was completed of the RDKS’s progress towards completing its current SWMP. That assessment was presented to the Board in January 2017.

The amount of time allocated to each step may change as required. The timeframes indicated in Table 1 are estimates based on experiences in other jurisdictions and the RDKS’s experience with consultation in its own jurisdiction.

Figure 1 (following page) illustrates the entire draft process.

Step 1 Memo – Proposed Approach to Solid Waste Management Plan Review Process
 January 30, 2018



Note that timing is approximate; additional time can be allocated to any tasks as required.

Figure 1. Overall draft process

3 Step 1 Details

The following sections of this memo include draft content for Step 1; content for subsequent steps will be written after the draft process is approved, and as the SWMP development process unfolds.

For each element of Step 1, excerpts have been taken directly from the Guide and placed in a grey text box for easy identification. The text following each excerpt explains how that element applies in the RDKS

3.1 Define the Area covered by the Plan

The plan area typically includes a single regional district

The SWMP will include the entire regional district.

The RDKS has established two service areas within its boundaries: the Terrace Service Area and the Hazelton and Highway 37 North Service Area. The Terrace Service Area is established by Bylaw 658 and includes the City of Terrace and all of Electoral Areas C and E. The Hazelton and Highway 37 North Service Area is established by Bylaw 657, and includes the District of New Hazelton, the Village of Hazelton, the District of Stewart, and Electoral Areas A, B and D. Service plans are being developed for each service area to specify the services provided and cost recovery model.

The District of Kitimat is not included in a service area because the District of Kitimat currently provides its own waste collection and disposal services. The RDKS previously invited the District of Kitimat to use regional facilities, and will continue to extend that offer. In 2016, the District of Kitimat developed its own Waste Management Plan, which calls for moving to alternate weeks of garbage and recycling collection, weekly collection of organic waste from residential households, and using either the composting facility at the Forceman Ridge Waste Management Facility, or siting and constructing an in-vessel composting facility in the District. The plan also calls for ongoing use of the Kitimat Landfill through 2020 and possibly beyond.

Electoral Area F is also not included in a service area, because the RDKS does not provide waste services there. The Dease Lake Landfill in Electoral Area F is currently owned by and operated by the BC Ministry of Transportation and Infrastructure. Landfill operations are contracted.

Despite these two areas of the RDKS not being covered by a service plan, the District of Kitimat and Electoral F will be invited to participate in the SWMP development process.

3.2 Assemble Background Information

The background information in the plan provides an overview of the regional district. This information could include:

- A map of the region showing participating municipalities, First Nations and adjacent regional districts
- Pertinent information from official community plans, regional growth strategies and other regional documents (e.g., relating to air shed management or emergency debris management)
- Population statistics (current and projected for the next 10–20 years)
- Economic base (major drivers of the economy, especially as they relate to waste generation)
- Topography, including any physical constraints affecting waste management
- Climate adaptation and mitigation considerations for the region, especially as it relates to waste management

This information could be useful as a brief introduction for the purpose of consulting with interested parties (including the public). A summary of this information may be written into the plan itself.

The ministry recommends regional districts conduct a comprehensive review of their system, including programs by both public and private sector operators, and include information on:

- The sources, composition and quantities of municipal solid waste generated within the planning area and / or transported into the planning area for management²⁵
- Any materials that are not typical municipal solid waste that may be handled at municipal solid management waste facilities in the region²⁶
- How “reduce” and “reuse” is addressed by the current system
- Collection pathways for recycling, recovery and residual management
- The existing and planned solid waste management capacity, including remaining available capacity within the system and projected needs of the region
- Product stewardship programs within the region
- Education programs, including those supporting behavioural change

This review also provides an opportunity to look at what is or is not working well:

- What are the strengths of the existing system (what is working well, should be retained / enhanced)?
- What are the areas for improvement in the existing system (what is not working well, needs improvement or a new approach)?
- Has the existing plan been implemented as expected?
- Is the region on track to meet the targets it set previously?
- Are there information gaps to be filled?

Appendix A contains a draft of the background information on the RDKS, including all of the items listed above. This information provides a foundation for the plan development process. The draft report will

be presented to the Public and Technical Advisory Committee (PTAC)¹ to provide a common understanding of the existing solid waste management activities in the RDKS (the RDKS recognizes that PTAC members who have served on PMAC already have an excellent understanding of the system). Once finalized, the report will also be made public to support consultation during the plan development process.

3.3 Set the Scope of Work

The regional district should determine what aspects of the existing solid waste management plan will be changed (or not). Any aspects of the solid waste management system that will remain unchanged (e.g., the landfill will remain the same) may be out of scope for strategy options and discussion purposes. Information on items that will remain unchanged should still be referenced in the plan to provide opportunity for comment on the whole system during the public consultation process.

A wide range of new facilities were built under the previous SWMP, including engineered landfills, transfer stations and a sophisticated in-vessel composting system. New programs and policies to support the facilities were also developed and implemented (including curbside collection programs and disposal restrictions). The new SWMP will focus on monitoring and improving the operational efficiency of all RDKS facilities, programs and services. This is intended to ensure staff and operations contractors know how to operate the facilities to the standard expected by Administration, maintaining staffing levels, providing staff with ongoing professional development, and confirming that staff are placed in roles that match their skills and abilities. The RDKS also intends to focus on maintaining and improving relationships with large generators. The RDKS plans to hire qualified professionals to conduct waste audits at regular intervals to identify and measure the waste that remains in the disposal stream from residential and commercial sources. This information will be used to design programs to target those waste streams. The RDKS does not expect the new SWMP to call for major changes to current policies and infrastructure.

Table 2 lists all the actions, programs and policies from the 1995 SWMP and indicates the status of each (complete, incomplete or ongoing) and whether or not Administration recommends that each item be included in the scope of the new SWMP or not.

Table 2. 1995 SWMP Status

1995 Plan Section	Action, Program or Policy	Status	In scope of new SWMP?
2.3.2 Reduction and reuse programs, including promotion and education			
	RDKS shall formally encourage and insist that the Senior government develop and implement programs and policies which will encourage the reduction and reuse of waste materials.	Ongoing	Yes, propose to keep text or make minor modifications
	RDKS shall direct staff to develop and disseminate educational and promotional	Ongoing	Yes, propose to keep text or make minor modifications

¹ See Section 3.7 for more information about the planned structure and role of the advisory committee.

1995 Plan Section	Action, Program or Policy	Status	In scope of new SWMP?
	material to the public and to businesses on effective ways to reduce waste.		
	RDKS shall set tipping fees at regional landfill facilities to at least partially cover the costs of developing, operating, closing and monitoring the landfills.	Ongoing	Yes, propose to keep text or make minor modifications
	RDKS shall implement certain material bans at specific municipal solid waste landfills in the Regional District.	Ongoing	Yes, propose to keep text or make minor modifications
	For all areas serviced by a formal collection service, RDKS and its member municipalities shall, through the advice of the Plan Monitoring Advisory Committee, set limits on curbside waste at a specific number of specific volume cans or bags.	Complete	Keep (in case serviced areas expand) and add “continue to” to reflect policies already in effect.
	RDKS shall work with the local school districts to promote and encourage curriculum changes with respect to waste management.	Ongoing	Yes, propose to keep text or make minor modifications
	RDKS shall establish in-house reduction and reuse programs	Complete, ongoing	Yes, propose to keep text or make minor modifications
	The above program will be encouraged in other government offices and private and public organizations within the RDKS through the education program.	Complete, ongoing	Yes, propose to keep text or make minor modifications
	RDKS shall require segregation of certain materials at all landfills in the Regional District.	Ongoing at RDKS landfills, not complete at non-RDKS landfills	Yes, but confirm capacity/willingness of other landfill owners and operators to implement segregation. If it is not feasible, reword to apply to RDKS landfills only.
	RDKS shall encourage the participation of local recycling and environmental groups, such as KUTE and the Three Rivers Recycling Society, in reduction and reuse education and promotion through grants and other funding support.	Complete, no longer active.	Could discuss potential role of RDKS in helping those groups get funding from product stewardship agencies instead
	RDKS shall explore and encourage opportunities for private sector and non-profit society involvement in solid waste management.	Ongoing	Yes, propose to keep text or make minor modifications

1995 Plan Section	Action, Program or Policy	Status	In scope of new SWMP?
	RDKS may assist in advertising and would encourage participation in materials and waste exchanges available to industry	Ongoing	Yes, propose to keep text or make minor modifications
2.3.3 Recycling			
	RDKS shall include education and promotion as high priorities to encourage participation in the regional recycling program	Ongoing	Yes, propose to keep text or make minor modifications; need to expand scope to include businesses affected by disposal restrictions.
	RDKS shall develop an in-house procurement program for recycled content products	Ongoing	Yes, propose to keep text or make minor modifications
	Member municipalities and other private and public organizations will be encouraged to develop procurement programs similar to that of the Regional District.	Ongoing	Yes, propose to keep text or make minor modifications
	RDKS shall encourage its member municipalities to develop bylaws requiring new commercial, institutional and multi-unit and multi-family developments (greater than four units in one building) to include adequate space for integrated waste management.	Not completed	Yes, for discussion with member municipalities, particularly planning departments.
	RDKS shall make every effort to recycle as many materials as possible, to the extent that economics does not prevent their collection and processing	Ongoing	Yes, propose to keep text or make minor modifications.
	RDKS shall continually search for new and better markets for materials	Ongoing	Yes, propose to keep text or make minor modifications, need to reflect new context with Recycle BC for some recyclables.
	The RDKS shall develop a drop-off depot system for recyclables	Ongoing	Yes, requires updating to reflect new context with Recycle BC
	RDKS shall encourage the private and non-profit sectors to pick-up office paper from commercial establishments and deliver this material to an appropriate recycling facility	Ongoing	Yes, propose to keep text or make minor modifications
	Under bylaw, RDKS may develop a reserve fund to help finance any capital expenditures required to expand or upgrade the central recycling facility.	Complete	Not necessary with current system

1995 Plan Section	Action, Program or Policy	Status	In scope of new SWMP?
	RDKS will encourage parks and/or resorts to include on-site drop-off facilities for recyclable materials, to be delivered to the regional recycling facility	Ongoing	Yes, propose to keep text or make minor modifications
	RDKS will continue to investigate the possibility of coordinating with other regional districts for joint processing and shipment of recyclable materials.	Not undertaken	Yes, but likely not necessary now that Recycle BC is operating and DYP Recycling has the contract for commercial cardboard.
	RDKS may assist in advertising alternative recycling opportunities, operated by private enterprise or other groups, that are not a part of the regional waste management program.	Ongoing	No, Recycle BC provides its partners with its own advertising.
	Collection and recycling of difficult wastes will be reserved for private enterprise. (Difficult waste includes auto hulks, tires, batteries, etc.).	Ongoing	Yes. RDKS may also provide supplementary service if necessary.
	Member municipalities of RDKS will not be discouraged from implementing a recycling program which involves more sophisticated technology than what the Regional District is utilizing, as long as the effective diversion rate is at least that obtained by the regional system.	Ongoing	Yes, propose to keep text or make minor modifications
	RDKS shall investigate the feasibility of, and may subsequently implement, a more sophisticated recycling system, if this is deemed necessary to attain the projected waste diversion targets.	Ongoing	Yes, propose to keep text or make minor modifications
2.3.4 Composting			
	RDKS shall include education and promotion as a high priority to encourage participation in the regional composting program	Ongoing	Yes, propose to keep text or make minor modifications
	RDKS shall develop an in-house procurement program	Ongoing	Yes, propose to keep text or make minor modifications
	RDKS composting programs will target as many organic materials as economically possible, while minimizing odour problems. Materials which will be targeted include residential food waste (in backyard bins); yard waste including leaves, trimmings, brush and limited quantities	Ongoing	Yes, propose to keep text or make minor modifications

1995 Plan Section	Action, Program or Policy	Status	In scope of new SWMP?
	of grass; wood waste from demolition and renovation projects; and land clearing debris.		
	RDKS may provide, to most interested residents, backyard composting bins at a subsidized cost.	Ongoing	Yes, propose to keep text or make minor modifications
	RDKS may establish and maintain a compost demonstration garden staffed by qualified individuals	Ongoing	Yes, revise to reference new garden at Thornhill Transfer Station
	On establishing a compost garden, RDKS may establish a composting hotline to respond to enquiries about operation of home composting bins and other local waste management issues	Not undertaken	Yes, reword to reflect current approach (i.e. not limited to hotline)
	RDKS will establish a yard waste composting program accessible to residents and businesses in the Regional District. The program will involve windrow technology at several locations. Large pieces such as stumps will undergo volume reduction, e.g. in a chipper/hammermill contracted to RDKS, which will be transported between sites. The program will be strictly on a drop-off basis at each windrow site, with (initially) no charge for materials. The final compost product will be utilized in Regional District operations and sold at low cost to buyers. Municipalities which own landfills will be encouraged to develop similar composting facilities on their sites	Ongoing as other landfills may also develop composting facilities in the future.	Yes, reword to reflect current approach.
	Member municipalities of RDKS will not be discouraged from implementing a composting program which involves more sophisticated technology than what the Regional District is utilizing, as long as the effective diversion rate is at least that obtained by the regional system.	Complete	Yes, likely not needed but can keep in case a municipality wants to move faster than the RDKS.
	In the event that revenues from recycling paper and cardboard products decrease substantially for a sustained period of time, the RDKS reserves the option of composting these materials as an alternative to stockpiling them until favourable market conditions return.	Not undertaken	Yes, not necessary with current arrangement although can keep to maintain option

1995 Plan Section	Action, Program or Policy	Status	In scope of new SWMP?
	RDKS shall investigate the feasibility of, and may subsequently implement, a more sophisticated composting technology, if this is deemed necessary to attain the projected waste diversion targets	Complete	New SWMP will reference new composting facility, but no action items related to feasibility studies are required
2.3.5 Energy Recovery			
	RDKS shall not, at this time, consider energy recovery as a component of its waste management system	Complete	Yes, propose to keep text or make minor modifications
	RDKS reserves the right to review the economic and environmental viability of incineration in each Plan review (every five years).	Ongoing	Yes, propose to keep text or make minor modifications
	Private sector proposals for incineration, energy recovery or co-generation within RDKS boundaries shall be presented to RDKS for approval	Ongoing	Yes, propose to keep text or make minor modifications
2.3.6 Residuals management			
	Existing permitted landfills will remain in operation as long as capacity, environmental protection and economics allow. Regional District, Municipal and/or First Nations landfills will continue to be operated by the operational certificate holder(s) until these landfills are closed.	Ongoing	Yes, propose to keep text or make minor modifications
	Subject to hydrogeological assessments and expansion potential being favourable and an inter-Band agreement being set-up, a single First Nations landfill, located near Laxgalts'ap (Greenville) (a proposed new landfill site) or Gitlaxt'aamiks(New Aiyansh) (an existing landfill) could service all of the Nass Valley	Complete	No, no longer necessary
	Landfill action plans (including upgrades) for all existing municipal waste landfills in the RDKS are presented in Appendix A.	Partially complete	Yes, include updated commitments
	Any new landfills in the RDKS shall be designed, constructed, operated and closed in accordance with the BC Landfill Criteria for Municipal Solid Waste or justified exemptions.	Underway	Yes, to cover any other new landfills developed over the life of the plan

In addition to considering which items from the 1995 SWMP should carry forward into the new SWMP, it is important to think about the current facilities and programs, and identify which items are or are not part of the scope. Table 3 summarizes the current facilities and programs and indicates which elements of each facility or program are in and out of scope.

Table 3. *Current Facilities and Programs In/Out of Scope*

Facilities and Programs	In scope of SWMP?
Thornhill Transfer Station	No; no substantial changes are planned at the facility until it has been in operation for a longer period of time.
Forceman Ridge Waste Management Facility	Yes; the following aspects of the facility are in scope: <ul style="list-style-type: none"> • LFG utilization/carbon pricing • Acceptance of organics from Kitimat • Acceptance of garbage from Kitimat
Disposal restrictions in Terrace Service Area	No; no substantial changes are planned to the restrictions until they have been in place for a longer period of time.
Terrace yard waste composting facility	No changes are planned to the facility at this time; interested parties will be asked to identify any concerns with ongoing operation the facility with yard waste as the only feedstock. The RDKS is open to receiving the yard waste at the Forceman Ridge Waste Management Facility.
City of Terrace curbside collection programs	No; no substantial changes are planned to the program until it has been in operation for a longer period of time.
RDKS Terrace area curbside collection programs	No; no substantial changes are planned to the program until it has been in operation for a longer period of time.
Kitimat landfill	Yes; Kitimat is exploring options for solid waste management, including partial or full use of the Forceman Ridge Waste Management Facility
Kitimat disposal restrictions	Yes, disposal restrictions in Kitimat should be consistent with disposal restrictions in the Terrace Service Area since the same diversion opportunities exist in both places.
Kitimat organics management	Yes, the RDKS and Kitimat will discuss the potential for Kitimat to use the Forceman Ridge Waste Management Facility composting infrastructure
Kitimat curbside collection programs	Yes, particularly if the RDKS and Kitimat reach agreement on accessing the composting facility.
Hazelton Waste Management Facility	No; no substantial changes are planned at the facility until it has been in operation for a longer period of time.
Kitwanga Transfer Station	No; no substantial changes are planned at the facility until it has been in operation for a longer period of time.
Stewart Transfer Station	No; no substantial changes are planned at the facility until it has been in operation for a longer period of time.
Meziadin Landfill	No; no substantial changes are planned at the facility until the new systems have been in operation for a longer period of time.

Facilities and Programs	In scope of SWMP?
Iskut Landfill	No; no substantial changes are planned at the facility until the new systems have been in operation for a longer period of time.
Dease Landfill	No, this facility is owned by and operated under contract to the Ministry of Transportation and Infrastructure.
Telegraph Creek Landfill replacement	This facility is not in scope, but the SWMP may address options for siting a new facility (transfer station or landfill, depending on results of ongoing investigations).
Collection of garbage and/or recycling in electoral areas A, B, D and the portions of electoral area C that are not already serviced	The RDKS will consult residents of these areas on their willingness to pay for curbside collection services.

The scope of the SWMP will also include the cost recovery models for each service area. This includes the funding mix (currently set at an even split between user fees and taxes in the Terrace Service Area, and expected to be approximately 80 percent tax and 20 per cent user fees in the Hazelton and Highway 37 North Service Area) and the approaches to take when revenue projections fall short or exceed projections.

The SWMP is also expected to include specific steps to increase the diversion rate for residential routes or commercial generators that do not achieve the local average diversion rate. A variety of tools will be explored and the SWMP will include those with the highest level of effectiveness and greatest support. Since the new Plan is intended to focus on optimizing operations and making efficient use of services and infrastructure, the new SWMP include actions and strategies related to enforcing desired behaviour and providing oversight.

3.4 Design the Consultation Process

The EMA requires regional districts to provide for a “comprehensive” public review and consultation respecting all aspects of the development, amendment and final content of a plan and for the minister to be satisfied there has been “adequate” public review and consultation. The approach to consultation will vary by regional district. At a minimum, the regional district should be making use of online tools (online information and questionnaires for feedback) and local media to seek input, as well as including notification to the public through regular mail-outs, such as invoices or newsletters, and notification in local newspapers and media. Note that not all British Columbians have access to or use the internet, so a variety of notification and feedback methods should be provided.

In designing the public review and consultation process, regional districts should aim for the following outcomes:

- 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 publicly 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

Appendix B provides a draft consultation strategy that describes the types of consultation tools that will be used in the different stages of SWMP development. The draft consultation strategy will be presented to the PTAC for review and refinement, prior to being presented to the RDKS board. The Ministry requires that the PTAC be involved in the design of the consultation strategy and that the Board approve the consultation strategy prior to implementation.

3.5 Set the budget

Regional district staff will need to develop a budget for the preparation of the solid waste management plan, including support to the advisory committees and the consultation process.

Regional districts may contact the provincial ministry responsible for community services to identify any grants that may be available to support the development of solid waste management plans. Federal funding may also be available.

The budget for undertaking the plan review should include the following line items:

- Costs of travel to meetings for PTAC members and for RDKS administration to travel to member municipalities and First Nations for presentations and workshops
- External consultants and service providers
- Advertising and promotion through local media as well as website
- Printing promotional material as required.

In addition to the hard costs above, the RDKS must be prepared to devote a substantial amount of staff time to the SWMP development process. The time commitment will vary, but the RDKS should expect that on average, half of a full-time staff position will be spent on this project over its duration. This amount could be higher if RDKS staff take on a larger role with respect to information

gathering and plan-writing. If the RDKS is not able to allocate that much staff time to the SWMP, the project may take longer to complete. Administration will review priorities and staff capacity with the Board before confirming the time frame to initiate and execute the plan.

3.6 Notify Interested Parties

Notifications, with a copy of the regional district resolution, should be sent to all interested parties. This initial notification states that the plan is being updated. It should include information such as a contact name / information for the planning team, preliminary information on why the plan is being updated, and any major directions set by the Board regarding the scope of work. Regional districts should also publicize this notice, including in the local media and online.

List of groups to be directly notified includes but is not limited to the following:

- Ministry of Environment and Climate Change Strategy Regional Director
- Other provincial agencies (e.g., local health board, ministries responsible for community services and aboriginal affairs)
- Any regional district that could be impacted by the plan
- Member municipalities
- First Nations within or adjacent to the plan area
- Owners of private waste management facilities and those responsible for materials management and storage (e.g., haulers, recycling facility owners/operators (including collection facilities), product stewardship producers and agencies, waste and recycling sector associations)
- Members of previous public and technical advisory committees (or existing monitoring committee)
- Public and private commercial or institutional organizations that create large amounts of municipal solid waste or non-typical municipal solid waste (e.g., hospitals)
- Organizations with a known interest in waste management (e.g., local environmental organizations)
- Other community organizations (e.g., chambers of commerce)

Once the Board has approved the draft process, the RDKS can notify interested parties that a new SWMP is being developed. Interested parties may request additional information such as the background information, assessment of the current system, and scope of work. The purpose of providing this notification is to raise awareness about the upcoming work, and to provide an opportunity for interested parties to participate in the plan development process. The RDKS may choose to combine the notification with the invitation to participate on the advisory committee (see Section 3.7.3).

A draft notification is provided below:

The Regional District of Kitimat-Stikine hereby notifies [name of interested party] that a new and updated solid waste management plan (SWMP) will be developed to replace the 1995 SWMP. The 1995 SWMP provided the RDKS with a clear mandate for the past 22 years; now that the plan has been implemented, it is time to develop a new SWMP. The new SWMP is anticipated to focus on monitoring

and improving the operational efficiency of all RDKS facilities, programs and services. The RDKS does not expect the new SWMP to call for major changes to current policies and programs. This is consistent with direction received from the Ministry of Environment and Climate Change Strategy (formerly the Ministry of Environment).

The RDKS will provide you with project updates throughout the review process, which is expected to last until the end of 2018. If your organization is interested in playing an active role by participating in the joint Public and Technical Advisory Committee, or if you would like to receive more information about the SWMP development process, please contact Nicki Veikle at (250) 615-6100.

The preliminary list of interested parties that should receive this notice is provided in Table 4. This list should be reviewed by the PMAC, which may identify additional interested parties who should be notified. The RDKS will compile and maintain contact information for each of the interested parties.

Table 4. List of Interested Parties

Category	Organization
Provincial agencies	Ministry of Environment & Climate Change Strategy
	Ministry of Transportation & Infrastructure
	Ministry of Municipal Affairs & Housing
	Ministry of Indigenous Relations & Reconciliation
	Ministry of Agriculture
	Ministry of Jobs, Tourism and Skills Training and Responsible for Labour
	Ministry of Energy, Mines & Petroleum Resources
	Ministry of Health
	Ministry of Forests, Lands, Natural Resource Operations & Rural Development
	Agricultural Land Commission
Federal agencies	Fisheries and Oceans Canada, Coast Guard
	Ministry of Crown-Indigenous Relations and Northern Affairs
	Ministry of Environment and Climate Change
Other agencies	Northern Health Authority
	Hazelton Community Health
Neighbouring Regional Districts	Bulkley Nechako Regional District
	Skeena Queen Charlotte Regional District
Member municipalities	District of Stewart
	Village of Hazelton
	District of New Hazelton
	City of Terrace
	District of Kitimat
First Nations within or adjacent to the plan area	Gingolx Nisga'a Village
	Gitanmaax Band
	Gitanyow Band
	Gitlaxt'aamiks Nisga'a Village
	Gitsegukla Band
	Gitwangak Band

Category	Organization
	Gitwinksihlkw Nisga'a Village
	Gitxsan Government Commission
	Glen Vowell Band
	Hagwilget Village Council
	Iskut Band
	Kispiox Band
	Kitasoo Band Council
	Kitselas Band
	Kitsumkalum Band
	Laxgalts'ap Nisga'a Village Government
	Morictown Band
	Nisga'a Lisims Government
	Tahltan Band
	Haisla Nation
Owners/operators of private waste management facilities	Geier Waste Services
	Waste Management Inc.
	Do Your Part Recycling
	ABC Recycling
	Cooper's Used Auto Parts
	Allen's Scrap and Salvage
	Troll Zone
	Hazelton Bottle Depot
Stewardship Organizations and their local service providers	Beverage containers
	Beer containers
	Electronics
	Cell phones
	Small appliances & power tools
	Outdoor power equipment
	Lighting products
	Household batteries
	Lead-Acid Batteries
	Paints, flammables and alarms
	Used Oil & Antifreeze
	Tires
	Thermostats
	Medication
	Packaging and Printed Paper
Health Service Providers	Kitimat General Hospital
	Wrinch Memorial Hospital
	Mills Memorial Hospital
	Stewart Health Centre
	Stikine Health Centre
	BC Ambulance Service
	Paramedicare Program

Category	Organization
Industrial Camps	Bruce Jack Mine
	Red Chris Mine
	Avanti Mines
	Chevron
	Shell Canada
Educational Institutions	School District No. 92
	School District No. 82
	School District No. 87
	Northwest Community College (all campuses)
	University of Northern British Columbia – Terrace
	UNBC Wilp Wilxo'oskwhl Nisga'a
Grocery Stores	Super A Deli
	Kluachon Centre Store
	Bell 2 Lodge Store
	Bob's Mercantile Ltd
	Harbour Light General Store
	Gitanmaax Market
	Red Apple Store
	McDonald's Store
	Kitwanga General Store
	Skeena Trading Centre
	Save On Foods Terrace
	Safeway Terrace
	Walmart Terrace
	Real Canadian Wholesale Terrace
Department Stores/Major Retailers	Wal-Mart
	Canadian Tire
	Real Canadian Wholesale Club
	Kondolas Furniture
	Beertema Furniture
	The Brick
Chambers of Commerce	Terrace & District Chamber of Commerce
	Stewart/Hyder Chamber of Commerce
	Kitimat Chamber of Commerce
Environmental groups	KUTE
	Skeena Watershed Conservation Coalition - Hazelton, BC
	Lakelse Watershed Stewardship Society - Terrace, BC
	Douglas Channel Watch- Kitimat, BC
	Steelhead Society of BC
Community Associations	Kitwanga Community Association
	Jackpine Flats Community Association
	Kispiox Valley Community Association
	Lakeslse Lake Community Association
	Rosswood Community Association
	South Hazelton Community Association

Category	Organization
	Two Mile Community Association
Current Plan Monitoring Advisory Committee	If not listed elsewhere

3.7 Establish the Advisory Committee

Using advisory committees to assist with the planning process helps to ensure that diverse views are represented. Some regional districts appoint both a public advisory committee and a technical advisory committee; however, others find it more efficient and practical to combine these into a single committee (public and technical advisory committee). Committee membership should be balanced between technical and non-technical members, and between industry / private sector and public members.¹⁸ Ideally, these committees would continue to meet after a plan is implemented (as the plan monitoring advisory committee) and should already be in place when amendments and updates occur

An engagement strategy for First Nations should be developed as part of the consultation process to outline an approach for sharing information and inviting participation in the preparation of or review of plan consultation documents

3.7.1 Structure and Membership

The RDKS intends to use a joint Public and Technical Advisory Committee (PTAC), rather than separate committees for public and technical stakeholders. A single committee provides more opportunities for learning and sharing ideas between members of the committee, and will facilitate the development of a single set of recommendations for presentation to the Regional Board. Having a single committee is also simpler to manage.

The RDKS has been working with PMAC to track implementation of the current SWMP since 2008.² Members of the PMAC will be asked to transition to the new PTAC.³ The transition to a PTAC and the addition of new members will occur once the Board passes a resolution to begin the SWMP development; this is expected in late 2017 or early 2018, depending on the implementation of the Hazelton and Highway 37 North Service Plan. The PTAC could hold its first meeting in March 2018. Solicitation of PTAC members will not occur until the Board reviews and approves the approach to developing the SWMP.

PTAC membership will be solicited from the organizations listed in Table 4 and the general public. Roles that are filled by current PMAC members are listed in

² The committee was active from 1995-2004 and went on hiatus before resuming in 2008.

³ Once the new SWMP is approved, the RDKS will form a new PMAC, which may include former PMAC members as well as members of the PTAC who became involved during the SWMP development process.

Table 5. The organizations they represent will be asked to reaffirm their appointment to the PTAC.

Draft

Table 5. Current PMAC Membership

Category	Specific to the RDKS
Provincial agencies	
	Ministry of Environment
Board Liaisons (elected officials)	
	Terrace Area
	Hazelton Highway 37 North Area
Regional District	
	Environmental Services Coordinator
	Works and Services Manager
Municipal Representatives	
	District of New Hazelton
	City of Terrace
	District of Kitimat
	District of Stewart
	Village of Hazelton
First Nations	
	Gitksan Government Commission (2 representatives)
Environmental Groups	
	Kitimat Understanding the Environment (KUTE)
General Public/Community Associations	
	Individuals representing the public at large

Membership solicitation efforts for the PTAC will focus on obtaining representation from organizations that are not currently represented on PMAC. New members will help to represent the geographic, social, and economic interests of the region and will provide a balance of technical and non-technical perspectives. Draft text for the invitations is provided below. An updated version of the PMAC application form will be used to screen applicants.

3.7.2 Scope of Work

The RDKS anticipates that the new SWMP will focus on optimizing the operations of the waste management system, including monitoring facilities and systems, providing RDKS staff and contractors with professional development and training, and maintaining and improving relationships with large generators. The PTAC's work will focus on evaluating and providing feedback on specific options for implementing each measure. Two examples are provided on the next page.

1. Monitoring and encouraging residential compliance with disposal restrictions and curbside collection requirements. PTAC would be asked to provide feedback on options such as:
 - 1.1. Conduct waste characterizations studies at the transfer station and identify routes that are not compliant with disposal restrictions

- 1.1.1. Target identified routes with education programs and other incentives
 - 1.1.1.1. Check waste containers at the curb on target routes and enter all compliant households into a lottery for a prize
 - 1.1.1.2. Check waste containers at the curb on target routes and leave “oops” stickers on non-compliant containers
 - 1.1.1.3. Check waste containers at the curb on target routes and do not collect non-compliant containers
- 1.1.2. Develop region-wide education programs based on results of waste characterization study.
- 1.2. Conduct random curb-side checks of waste containers throughout the service area
 - 1.2.1. Enter all compliant households into a lottery for a prize
 - 1.2.2. Leave “oops” stickers on non-compliant containers
 - 1.2.3. Do not collect non-compliant containers
2. Refinement of cost recovery model. PTAC would be asked to provide feedback on alternatives if the tipping fee revenue deviates from projections by a certain amount, such as:
 - 2.1. If tipping fee revenue exceeds projections by 10%:
 - 2.1.1. Decrease tax rate for following year
 - 2.1.2. Decrease tipping fee prices for following year
 - 2.2. If tipping fee revenue is less than 90% of projections
 - 2.2.1. Increase tax rate for following year
 - 2.2.2. Increase tipping fee rate for following year

Since the RDKS does not intend to implement any major new programs or infrastructure, the PTAC will likely not be asked to provide feedback on new processing technologies or waste-to-energy systems.

3.7.3 Invitation to Interested Parties

The invitation may be combined with the notification in the previous section; all communication should be sent after the RDKS Board approves the proposed approach to developing the SWMP. The invitation could include the draft terms of reference (see Section 3.7.5).

The following is draft text that will need to be customized for each category of organization. Additional customization will be needed for organizations that are already represented on the PMAC and are being asked to transition to the PTAC. Those organizations will be told that the PMAC is transitioning to a PTAC, and will be asked to reaffirm their representative’s participation on the PTAC, or appoint an alternate representative.

Dear [name of interested party],

As you know, the Regional District of Kitimat-Stikine will soon be developing a new solid waste management plan (SWMP). We are seeking representatives from businesses, institutions, and regulatory agencies to play a role in creating the new SWMP. Representatives will be part of a joint public and technical advisory committee (PTAC) that balances technical and non-technical perspectives and reflects the Regional District’s varied geographic, social, and economic interests.

The PTAC will be asked to provide input on the consultation framework and its implementation, the guiding principles that shape the SWMP, solid waste management services and programs, and the terms

of reference for any supporting studies. PTAC members will also be asked to comment on the reports resulting from each planning step, and on the draft SWMP. PTAC members will not be responsible for drafting the plan, and final approval of the SWMP is the responsibility of the Board.

PTAC members will commit to attending meetings on a regular basis (usually every 2 – 3 months) review information provided before each meeting, and provide feedback at the meetings. The meetings can be attended in person or by conference call and are expected to be held mainly in Terrace. This formal process is expected to take 18-24 months.

The Regional District expects the new SWMP to confirm the importance of and implement programs to support the following: continued monitoring of new and upgraded solid waste management facilities and services, improved operational efficiencies, ongoing professional development for staff, and maintaining and improving relationships with large generators. The Regional District does not currently expect to develop new programs or implement any major changes to policies.

The PTAC will be strengthened by the addition of a representative from your sector and we look forward to hearing from you regarding your possible participation. If you or an alternate from your organization can participate please contact us through email at wasteplan@rdks.bc.ca, phone at 250-615-6100, or drop by the office at 300-4545 Lazelle Avenue, Terrace, B.C.

Information regarding this process will be posted to our website at www.rdks.bc.ca/wasteplan.

We look forward to hearing from you no later than XXX, 2017.

Yours truly,

3.7.4 Invitation to the General Public

An invitation to the public should be published in local newspapers, and on RDKS and member municipality websites. The invitation may also be posted at community centers, libraries, pools, halls, and other community gathering places. A short version and a full version are provided below; the short version can be used in print media and the full version can be posted online.

Short version (print use):

The Regional District of Kitimat-Stikine will soon be developing a new solid waste management plan (SWMP) that focuses on operating the recently established facilities, programs and services as efficiently as possible. We are looking for members of the public to join our Public and Technical Advisory Committee (PTAC) to give us input on the new SWMP.

- *18-24 month commitment*
- *Meetings usually every 2-3 months (can attend in person or by phone)*
- *Need to review information provided before each meeting, and provide feedback to the RDKS*
- *Represent the geographic, social, and economic interests of the region.*

More information, including an application form is available at www.rdks.bc.ca, or at the Regional District office at 300-4545 Lazelle Avenue, Terrace. Applications must be received by (date TBD).

Full version (online use):

The Regional District of Kitimat-Stikine is looking for members of the public to work together with technical experts on the development of a new Solid Waste Management Plan (SWMP). Participants will form a Public and Technical Advisory Committee (PTAC). The PTAC is intended to balance technical and non-technical perspectives and to represent the geographic, social, and economic interests of the region.

The process is expected to take 18-24 months and the PTAC will meet on a regular basis, usually every 2-3 months. Meetings may be attended in person or by phone; meetings will most often occur at the RDKS office in Terrace, but may also be held at other locations around the region. PTAC members will need to review information provided before each meeting and provide feedback to the RDKS.

Under the previous SWMP, the Regional District built and/or upgraded several waste management facilities around the region, established disposal restrictions, and started offering new services. To give the new system time to become fully established, the new SWMP is not expected to call for major changes. The new SWMP will focus on making sure the facilities and programs are working as planned, which will involve establishing monitoring programs, improving operational efficiency, maintaining staffing levels, providing staff with ongoing professional development, and maintaining and improving relationships with large generators.

The PTAC will provide the RDKS with recommendations related to the design and implementation of the consultation process, the guiding principles for the SWMP, terms of reference for any supporting studies, and will provide feedback on potential programs and services that the RDKS could implement. The PTAC will also provide comments on reports from each planning step and the draft plan. All final decisions will be made by the RDKS Board. Draft terms of reference for the committee are available here ([provide a link to PDF](#)). The PTAC will review and adopt the terms of reference at its first meeting.

If you are interested in helping develop the SWMP, please complete an application form. Forms are available at www.rdks.bc.ca, or can be picked up from the RDKS office at 300-4545 Lazelle Avenue, Terrace. Completed applications should be sent to wasteplan@rdks.bc.ca, or returned to the RDKS office. Applications must be received by (date TBD).

Thank you for your interest!

3.7.5 Terms of Reference

The PTAC will require terms of reference to define its role and responsibilities. Draft terms of reference are provided in this section; these should be vetted by the RDKS Board before PTAC members are solicited. The draft terms of reference can be included with the invitation sent to interested parties and should be posted online.

The terms of reference need to be reviewed and adopted by the PTAC at its first meeting. Any changes will require approval by the RDKS Board before adoption.

Name

Regional District of Kitimat-Stikine (RDKS) Public and Technical Advisory Committee (PTAC)

Purpose and Scope

The purpose of the PTAC is to provide input, from a variety of perspectives, on the development the solid waste management plan (SWMP). Input from the committee will be sought on:

- Reports and technical memoranda developed as part of the planning process
- Guiding principles, goals and targets
- The design and implementation of the consultation processes
- Strengths and weaknesses of the current system
- Identification, development and evaluation of options for the proposed plan
- The results of public consultation
- The draft plan

Since the RDKS will continue to operate under its 1995 SWMP while the new SWMP is being developed, the scope for the PTAC also includes reviewing information related to implementation of the 1995 SWMP and providing input on that information.

Committee members will be expected to:

- Review information provided by staff and consultants and provide comments and suggestions
- Report back about the progress of the SWMP development to their own organizations or constituent groups and share their organizations' concerns or interests with the committee
- Recommend proposed programs and policies that are in the best interests of all residents of the region, balancing both community and industry needs and technical requirements
- Participate in public consultation (for example, promote opportunities for public input, attend open houses)

There may be opportunities for some members to participate in smaller ad-hoc committees dealing with specific issues or tasks.

Authority

The committee makes recommendations to the RDKS Board. The Board is the final decision-making authority.

Membership

The committee shall consist of members representing a diversity and balance of backgrounds, interests and geographical locations within the RDKS. Membership shall include:

- Two representatives from the RDKS Board
- Up to 10 members representing a diversity of community interests, which could include representatives from the following groups:
 - Private sector waste management service providers
 - Non-profit groups with an interest in solid waste management (e.g., reuse/thrift organization)

- Large institutional solid waste generators
- Large commercial waste generators
- Business associations
- Members at large for the community, including First Nations (community associations, youth, seniors)
- Members representing a variety of government agencies, which may include:
 - Council-appointed staff from member municipalities
 - Council-appointed staff from First Nations
 - Staff from provincial agencies (e.g., Ministry of Environment, local health authority)
 - Staff from federal agencies
- Three RDKS staff members (Manager of Works and Services, Environmental Services Coordinator, and Solid Waste Services Coordinator)

Voting Structure

The following members of PTAC are non-voting members:

- Representatives from provincial and federal agencies

RDKS staff will be allocated one vote; the vote will be cast by the Manager Works and Services, or his delegate.

All other members each get one vote.

Members are encouraged to work collaboratively and to be committed to reaching consensus where possible. Any members unable to agree with a decision may have their objections noted in the minutes.

Term

The committee will serve until the SWMP is approved by the RDKS Board.

Members who miss three committee meetings during the term of the committee may have their membership revoked at the Board's discretion.

A member who is unable to fulfil his or her duties should inform the RDKS in writing of his or her resignation, so that an alternate member can be sought.

Roles and Responsibilities

- The Chair and Vice-chair will be elected from amongst the voting members at the first meeting. The role of Chair and Vice-chair will remain constant throughout the plan development process.
- RDKS staff will prepare agendas in consultation with the Chair and Vice-chair.
- RDKS staff and/or consultants are responsible for preparing the reports for each meeting.
- Agendas and accompanying reports will be circulated by email at least one week before the meeting date, and will be posted on the RDKS website prior to the meeting date.
- The Chair is responsible for reviewing the agenda with RDKS staff prior to each meeting and understanding the objectives for each meeting.
- RDKS staff are responsible for taking minutes. Draft minutes will be approved by the committee at the next meeting, and then forwarded to the RDKS Board for information.

- Regular communications between the RDKS and PTAC members between meetings will be by email or other accepted form of communication.

Meeting Conduct

- The committee will meet every other month, or at the call of the Chair. Meetings will take place in the RDKS boardroom unless otherwise specified. It is preferable for members to attend in person, although the RDKS can assist with arrangements for those needing to participate by phone.
- All committee members are equal and have equal opportunity to contribute at meetings, and must respect the opinions of others.
- Members must declare any real or perceived conflict of interest. The member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested (by a majority vote) to speak. Any subsequent information provided by the individual will clearly be identified in the minutes as coming from a source perceived to be in a conflict of interest.
- Members of the public may observe meetings but will not have voting rights or speaking rights unless invited to speak by the Chair.

Quorum

Quorum shall be a minimum of 50% plus one voting members.

Reporting

The committee reports to the RDKS Board. Meeting minutes are provided to the RDKS Board. The RDKS Board members who serve on the committee are expected to provide regular updates to the Board.

Resources and budget

RDKS provides the meeting space and equipment; if a meeting is scheduled over a mealtime, the RDKS will provide light refreshments.

Participation in the committee is voluntary and the RDKS does not offer remuneration for members' time. Travel assistance is provided for members following the RDKS travel guidelines.

Deliverables

The committee will provide its comments and suggestions during each meeting; members are not expected to generate individual written comments. A member who misses a meeting may submit his or her input by email within 3 business days of the meeting.

Review

Once approved, the terms of reference will remain in place until the SWMP is approved by the RDKS Board. Any changes to the terms of reference must be approved by the Board.

3.8 Present Draft Approach to PMAC

The PMAC will meet in August and will have an opportunity to review this document and provide feedback on the planned approach.

Once the PTAC is formally established, it will be given an opportunity to review the approach and consultation plan in detail and provide input and suggest changes to strengthen the approach and consultation plan.

3.9 Draft Board Resolution

The plan process begins when a regional district Board passes a resolution to develop or update a solid waste management plan. Oversight of this process may then pass to the appropriate committee of the Board (and staff).

Once the Board approves the approach documented in this memo, the Board will be asked to pass a second resolution to undertake the development of the new SWMP. A draft resolution for the Regional Board is provided below:

“That the Regional District of Kitimat-Stikine begin the process of updating the solid waste management plan for the entire regional district (including all member municipalities), and direct staff to begin developing a new solid waste management plan, based on a technical review of current and potential waste management policies and programs and broad consultation.”

3.10 Proceed with SWMP Development

Once the Board resolution is passed, RDKS staff will begin recruiting PTAC members and the plan development process will begin.

Draft

Appendix A Current System Report

Provided as a separate document.

Draft

Appendix B Draft Consultation Strategy

A detailed consultation strategy is available as a standalone document. A summary is provided here for reference.

B.1 Introduction

The Regional District of Kitimat-Stikine (RDKS) is preparing to develop a new Solid Waste Management Plan (SWMP). Consultation with identified “interested parties” (organizations, agencies and individuals with a special interest in waste management) and the general public will be a key component of developing the new SWMP. The consultation strategy describes the activities that the RDKS intends to undertake.

The proposed consultation strategy reflects the levels of influence that interested parties and the general public have over the SWMP.

- The RDKS is committed to **collaborating** with a Public and Technical Advisory Committee (PTAC), which will be formed from the existing Plan Monitoring Advisory Committee (PMAC) and new members recruited from interested parties and the general public.
- Interested parties who are not on PTAC may be **involved** through workshops offered by the RDKS, or may choose to be **consulted** or **informed** through other strategies that require less commitment.
- Members of the general public may be **involved** through PTAC, or can be **consulted** or **informed** depending on their personal preferences and time available.

The following subsections describe the proposed consultation activities associated with each level of influence. Within each subsection, the activities are listed in chronological order.

PTAC’s input on the draft consultation plan will be sought at its first meeting. A final consultation plan will be developed after that meeting; the final plan will be presented to the Board for approval to proceed.

B.2 Collaborating

- PMAC Meeting to review consultation strategy and revised overall process for SWMP development
- Board workshop to review overall process for SWMP development and consultation strategy
- Board meeting to pass a resolution to proceed with SWMP development following draft process
- Works and Services meet with other departments to discuss their involvement and confirm their support
- Establish internal review and approval procedures
- Form PTAC (send letters to interested parties, post ads/notices for the general public)
- PTAC Meeting 1 – Establishment
- PTAC Facility Tour (Optional)
- PTAC Meeting 2 – Survey Results, Guiding Principles and Goals, Waste Reduction and Diversion Options
- PTAC Meeting 3 – Residual Management Options & Other Waste Management Issues
- PTAC Meeting 4 – Identifying Preferred Options
- PTAC Meeting 5 – Financing of Preferred Options

- PTAC Meeting 6 – Review and Evaluate Strategies from Preferred Options
- Board Workshop
- PTAC Meeting 7 – Review draft Plan and Community Consultation Program
- PTAC Meeting 8 – Review Final Plan
- Board Workshop to Review Final Draft Plan (in conjunction with Board Meeting)
- Board Approval of Final Draft Plan

B.3 Involving

- Addressed Mail #1 – sent to interested parties to alert them that the SWMP development process has started, to provide details on the survey, and to offer a presentation/workshop on the current system, strengths, areas for improvement, principles, goals)
- Presentations/Workshops for interested parties
- Addressed Mail #2 – sent to interested parties to alert them that the draft SWMP is ready for review, to provide details on the survey, and to offer a presentation/workshop on the draft SWMP
- Presentations/Workshops

B.4 Consulting

- Survey on Strengths, Areas for Improvement, Principles, Goals
- Survey on Draft Plan
- Review by Regional Representative of the Ministry of Environment and Climate Change Strategy

B.5 Informing

- Establish brand
- Set up and maintain website and email address
- Mailer #1 – Community Awareness of SWMP and Upcoming Survey
- Ad #1 – Community Awareness of SWMP and Upcoming Survey
- News Release #1 - Community Awareness of SWMP and Upcoming Survey
- Open Houses round #1 (optional, focused on strengths, areas for improvement, principles, and goals)
- Mailer #2 – Community Awareness of Draft Plan and Survey/Open Houses
- Ad #2 – Community Awareness of Draft Plan and Survey/Open Houses
- News Release #2 – Community Awareness of Draft Plan and Survey/Open Houses
- Open Houses round #2 (required, focused on draft plan)

B.6 First Nations Consultation

The Ministry Guide encourage development of a specific First Nations engagement strategy. Since the RDKS contributes to the costs of waste management facilities that are owned by First Nations (to cover the cost of off-reserve individuals using the facilities) and receives contributions from First Nations to cover the cost of their use of RDKS facilities, the RDKS communicates regularly with each First Nation community on matters related to level of service and contributions. This communication is generally in the form of letters, phone calls and face-to-face meetings between RDKS administration, community leaders and Operations and Maintenance staff. First Nations are consulted with in much the same way as member municipalities, and this approach is expected to continue throughout the plan development

process. First Nations representatives participate on PMAC, and each band will be invited to join PTAC. The RDKS will offer presentations to any bands that do not appoint a representative to PTAC.

B.7 Documentation

Throughout the plan review process, RDKS staff will document the steps taken to engage interested parties and the general public. This will include retaining copies of all related correspondence, news releases, media coverage, advertisements, and social media posts. The RDKS will also retain copies of presentations, handouts, blank surveys and display boards. All completed surveys will be compiled and anonymized. All other forms of feedback received (emails, letters, notes from phone calls or other conversations) will be retained. This documentation will form the core of the consultation summary report, which will be submitted to the Ministry along with the final plan. The documentation will also be used to generate interim reports, which will record feedback received and be used to share the results publicly. The interim reports will be issued at the completion of each phase.

Draft