



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-022

From: Paulo Eichelberger, General Manager of Environmental Services Date: December 1, 2020

Subject: Draft RSWMP and Public Consultation Plan

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## **RECOMMENDATION #1: [Corporate Unweighted]**

That the Regional Board approve the Draft Regional Solid Waste Management Plan (RSWMP) as amended to move forward to the public consultation phase.

## **RECOMMENDATION #2: [Corporate Unweighted]**

That the Regional Board approve that a combination of an online and hard copy surveys be used as an alternative public consultation technique for the Regional Solid Waste Management Plan review during the months of January and February of 2021 at a cost of \$5,000.

## **RECOMMENDATION #3: [Corporate Unweighted]**

That the Regional Board approve that a combination of virtual open houses and town hall meetings, combined with a targeted mail-out survey, be used as an alternative public consultation technique for the Regional Solid Waste Management Plan review in the event that COVID-19 restrictions do not allow for in-person open houses to occur in March of 2021.

## **BACKGROUND/RATIONALE:**

The attached Draft Regional Solid Waste Management Plan (RSWMP) includes amendments made in response to recommendations made at the November 26, 2020 Committee of the Whole Meeting. Those recommendations were included in Report ENV-BRD-021 earlier on the December 11<sup>th</sup> agenda for consideration of Board approval. If those amendments are approved, staff recommend that the Draft Plan (attached) be approved.

If approved, the RSWMP review progresses to the next major milestone, which is the public consultation process. Once the draft Regional Solid Waste Management Plan (RSWMP) is approved by the Regional Board, public consultation can begin.

Originally, the strategy for public consultation was to hold 16 in-person open houses. These open houses were to happen at each of the member municipalities (7), each rural electoral area (4), and each member First Nations Community (5) that receives services via contract with the PRRD.

As a result of the COVID-19 pandemic, alternative public consultation techniques were investigated due to changing Provincial restrictions. A brief summary of the alternative techniques include:

- Virtual Open Houses/Town Halls
  - Information on the RSWMP would be provided online with opportunity for live polls and questions and answers.
  - The event could be recorded and accessed and viewed at alternative times.
- Online Survey (in combination with hard copy surveys)
  - A survey would be developed that would be accessed online via the PRRD Website Engage Page and shared via PRRD Facebook.
  - A hard copy survey would accompany the online survey and would be accessible from PRRD Facilities and Offices.
- Mail Survey
  - A survey package would be mailed to all residents and would include a pre-paid return envelope for residents to return the survey.
- Targeted Phone Survey
  - Structured questions would be asked to a random sample of 400 residents to gather information about the proposed strategies.

Attachment 1, titled “Alternative Engagement Techniques Memo,” contains more detailed information on the strategies and the anticipated benefit and limitations inherent in those strategies.

The proposed alternative technique to in-person open houses is a combination of virtual open houses and a targeted mail-out survey. This combination provides a similar budget as the originally planned open houses of \$32,000.

As an additional technique, an online/hard copy survey will be made available during the months leading up to the open houses (virtual or in-person) this additional technique comes at an additional cost of \$5,000.

The charts below illustrate the options and associated costs:

*Public Consultation Option 1 – In-person Open Houses*

Technique	Timeline	Cost
Online/Hard Copy Survey	January, February 2021	\$5,000
In-person Open Houses	March 2021	\$32,000
<b>Total Cost</b>		<b>\$37,000</b>

*Public Consultation Option 2 – Virtual Meetings/Mail out Survey*

Technique	Timeline	Cost
Online/Hard Copy Survey	January, February 2021	\$5,000
Targeted Mail Survey	March 2021	\$16,500
Virtual Open Houses	March 2021	\$15,000
<b>Total Cost</b>		<b>\$36,500</b>

Which option is utilized will be dictated by the restrictions in place due to COVID in February of 2021.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board authorize that a mailed out survey to all residents (25,000 civic addresses) be used as an additional public consultation technique for the Draft Regional Solid Waste Management Plan for an additional cost of \$50,000.
2. That the Regional Board authorize that targeted phone surveys be used as an additional public consultation technique for the Draft Regional Solid Waste Management Plan for an additional cost of \$15,500.
3. That the Regional Board postpone public consultation on the Draft Regional Solid Waste Management Plan until in-person open houses can be conducted safely.
4. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Review and Amend Solid Waste Management Plan

**FINANCIAL CONSIDERATION(S):**

The 16 planned open houses originally had an associated cost of \$32,000, which was budgeted for under the RSWMP review in 2020, and will be carried forward for the 2021 budget.

The chart below, outlines the cost for the Alternative Public Consultation Techniques and their associated costs.

*Alternative Public Consultation Techniques*

Technique	Amount	Cost
Virtual Open Houses	16 meetings	\$15,000
Online Survey	Infinite	\$5,000
Mail Survey (All Residents)	Approximately 25,000 civic addresses	\$50,000
Mail Survey (Targeted)	Approximately 1,600 civic addresses	\$16,500
Phone Survey (Targeted)	400	\$15,500

As an alternative public consultation method for the RSWMP review, a combination of Virtual open houses and targeted mail out survey will have an associated cost of \$31,500, this would be a reduction of \$500 against what was originally budgeted in 2020 and would see no change needed for the budget in 2021.

As the new methodology and alternative option is a result of COVID-19, the additional costs associated to the RSWMP review can be applied to the Provincial Grant.

**COMMUNICATIONS CONSIDERATION(S):**

A Communications Plan will be developed for advertising the RSWMP Draft Plan Public Consultation

**OTHER CONSIDERATION(S):**

The anticipated timeline for the RSWMP review is provided below:

*RSWMP review timeline*

Task	Time Frame
Draft RSWMP Adopted by Regional Board	December 11, 2020
Public Consultation	January to April 2021
Review Comments from Public Consultation	April 2021
Provide Updated RSWMP to PTAC <sup>1</sup> /CoW <sup>2</sup> for Comment	End of May 2021
Finalize RSWMP	Beginning of June 2021
RSWMP Adopted by Regional Board	End of June 2021
Submit to Province	End of June 2021
Receive approval from Province	TBD

## Attachments:

1. Engagement Techniques Memo
2. Draft Regional Solid Waste Management Plan

<sup>1</sup> Public and Technical Advisory Committee

<sup>2</sup> Committee of the Whole