



DRAFT

**PENDER ISLAND
WASTE & RESOURCE MANAGEMENT COMMISSION**

MEETING AGENDA

**12:30 PM, WEDNESDAY, SEPTEMBER 16, 2015
PENDER ISLAND COMMUNITY HALL (LOUNGE)
4418 BEDWELL HARBOUR ROAD,
NORTH PENDER ISLAND, B.C.**

- 1. CALL TO ORDER (5 – 10 MIN)**
- 2. APPROVAL OF AGENDA - ADDITIONS OR CHANGES**
- 3. APPROVAL OF THE DRAFT MEETING MINUTES OF AUGUST 27, 2015**
- 4. ELECTION OF CHAIR AND DEPUTY CHAIR (5 – 10 MIN)**
- 5. COMMUNITY COMMENTS (20 MIN)**
- 6. COMMISSIONERS REPORTS ON MATERIALS, VOLUMES AND NEEDS**
 - 6.1 Richard Philpot for PIRS (30 min)
 - 6.2 Barbara Johnstone Grimmer on Digesters (10 MIN)
 - 6.3 Davy report on discussion with Ron Henshaw (10 MIN)
 - 6.4 Dale Henning on Questions for Operators (15 MIN)
- 7. QUESTIONS/COMMENTS FROM COMMISSIONERS. DECISION ON NEXT STEPS. (15 – 20 MIN)**
- 8. QUESTIONS/COMMENTS FROM COMMUNITY (10 MIN)**
- 9. UPCOMING MEETING DATES PROPOSED**
- 10. NEXT MEETING DATE AND BEGINNING AGENDA**
- 11. ADJOURNMENT (TOTAL = ROUGHLY 2 HOURS)**



**Pender Island
Waste and Resource Management Commission
Special Advisory Planning Commission
Draft Minutes of a Meeting**

Date: Thursday, August 27, 2015 (12:30 p.m.)

Location: Driftwood Center Community Room
4605 Bedwell Harbour Road, North Pender Island, BC

Members Present: Elizabeth Montague, Deputy Chair
Dale Henning
Donn Korbin
Jim Petrie
Richard Philpot
John Pollard
Michael Sketch

Staff Present: Linda Adams, Chief Administrative Officer
Robert Kojima, Regional Planning Manager
Shannon McConchie, Recorder

Regrets: Davy Rippner, Commission Member
Ursula Poepel, Commission Member

Others Present: Seven (7) members of the public were present

1. CALL TO ORDER

Acknowledging the written resignation of former Chair Barbara Johnstone-Grimmer, Deputy Chair Montague called the meeting to order at 12:36 p.m.

2. APPROVAL OF AGENDA

A member of the Commission noted that contrary to what the Commission had previously agreed, this agenda did not provide for public input early in the meeting.

It was noted that the agenda was structured to accommodate a conference call with staff.

Deputy Chair Montague acknowledged the public and asked if any had input to provide. No member of the public stepped forward to provide input.

By general consent the agenda was approved as presented.

3. TERMS OF REFERENCE – INPUT

The Commission members reviewed the Terms of Reference regarding Conflicts of Interest.

Members suggested and discussed the following options:

- Not making further amendments to the terms.
- Adopting a similar model to that used by Salt Spring Island Advisory Planning Commission (APC)
- Amending the terms to suit the unique needs of this Special APC (SPAC).

A lengthy discussion was held regarding the merits of each option and how each would impact the SAPC's ability to meet their mandate.

Note: at 1:01 p.m. Chief Administrative Officer (CAO) Linda Adams and Regional Planning Manager (RPM) Robert Kojima joined the meeting via Teleconference.

Deputy Chair Montague gave staff an overview of the discussion and members shared the suggestions that they had made.

RPM Kojima provided clarification on the intent of paragraph 13 and the particular significance of a pecuniary conflict of interest. He also discussed the role of the APC Bylaw as it relates to procedural fairness.

In response to a Commission member's question, RPM Kojima and CAO Adams addressed the particular situation of Commission members who are also involved with the Pender Island Recycling Society. They discussed the possible conflicts of interest related to this specific issue and the legal advice that had been provided to them.

Members and Staff discussed the reasons for having guidelines on conflicts of interests and the disadvantages of guidelines that are either too narrow or too broad.

Note: at 1:29 p.m. the teleconference with Chief Administrative Officer (CAO) Linda Adams and Regional Planning Manager (RPM) Robert Kojima ended.

After receiving the answers from staff, the Commission members returned to discussing the options they had previously suggested.

NP-SAPC-2015-006

It was MOVED and SECONDED

THAT the Waste and Resource Management Commission amend their Terms of Reference as follows:

- Delete paragraph 9.
- Add subparagraph 12c to read “Ensuring that Commissioner deliberations are conducted with objectivity”.
- Replace paragraph 13 with “After approval of the agenda at the beginning of each meeting, Commissioners must disclose any conflict of interest the Commissioner may have in respect of agenda items for that meeting. Both the fact of the declared conflict and the nature of the conflict shall be recorded in the meeting minutes”.

CARRIED

NP-SAPC-2015-007

It was MOVED and SECONDED

THAT the Waste and Resource Management Commission’s revised Terms of Reference of August 18, 2015 and August 27, 2015 be submitted to the North Pender Island Local Trust Committee for approval and sent to the South Pender Island Local Trust Committee for information.

CARRIED

4. MINUTES

4.1 Waste and Resource Management Commission Meeting Minutes dated August 18, 2015 (for Adoption)

By general consent the Waste and Resource Management Commission adopted the August 18, 2015 meeting minutes.

5. QUESTIONS FROM THE PUBLIC

David Howe, Southern Gulf Island Electoral Area Director for the Capital Regional District (CRD) introduced himself. Director Howe noted that while the Capital Regional District (CRD) does not have jurisdiction over this matter, they would be available if the Commission chose to invite them as a resource.

Mr. Howe also introduced CRD Planner June Klassen.

Planner Klassen acknowledged that the CRD has authority for some related services and that they would be available to contribute to this SAPC’s work in an efficient and effective way.

Derek Masselink, North Pender Island Trustee, thanked the members and spoke to the uniqueness of this Special APC. He encouraged the Commission members to make it easy for others to participate and follow along with their work.

A member of the Commission asked Trustee Masselink whether In Camera sessions (sessions without public audience) could become part of this SAPC's future agendas.

The role of In Camera sessions was discussed and members shared their opinions on whether such sessions would be an asset to their work or not. While members acknowledged the value of such sessions for protecting confidential information, they also noted the importance of remaining open to the public.

6. COMMISSION WORK PLAN AND SCHEDULE

Members discussed the schedule and agreed that they would like to move their October meeting to September.

The question of whether they required any additional resources to attend the meeting was discussed. Although it was acknowledged that a representative from the CRD would be valuable, the members agreed that print resources would be sufficient. Member Philpot was asked to contact the CRD and have such resources distributed to the Commission members.

Members questioned why this meeting's notice and agenda had not been posted to the website and asked that the minutes reflect their concern.

NP-SAPC-2015-008

It was MOVED and SECONDED

THAT the Deputy Chair of the Waste and Resource Management Commission schedule a meeting for September 2015.

CARRIED

7. ADJOURNMENT

By general consent the meeting was adjourned at 2:18 p.m.

Elizabeth Montague, Deputy Chair

Certified Correct:

Shannon McConchie, Recorder

Attachement Item 6.1

Attached, please find two Excel documents: PIRS_Materials Accepted and PIRS Tonnage Records_2014_W&RMC_Sept 2015.

The materials accepted document also includes a link to the CRD's myrecyclopedia website resource (too extensive to print out).

The PIRS tonnage records are for 2014 and are based on weight. Weights are decreasing year over year as industry moves away from heavier and more costly to ship products and packaging (eg. glass) to lighter alternatives (eg. plastic/Styrofoam). The result of this continuing change is a need for increased real estate to sort and store these lighter products, more frequent shipping, and the possibility of new machinery.

Our vehicle traffic records show a seven year average of just over 13,000 annual vehicle visits to the recycling depot. Over the last three years, visits have increased at a rate of approximately 4%/year, but the size of vehicle loads (space not weight) has increased at a greater rate as a result of new product/packaging use and expanded BC recycling (programs and resident uptake).

Attachment Item 6.3

Notes on meeting with Ron Henshaw - (09/06/15)

discarded material handler

- woody debris
- construction and demolition detritus

Sources: older properties, estate property wrap-up for resale; deconstruction and clean-up, removal of old, accumulated and abandoned possessions of varied materials including existing buildings.

Volume: Hard to estimate. Sporadic and irregular. Not steady or predictable. His best solution for sorting into recyclable/ reusable categories is large containers brought to property and then removed to final destination, either on or off-island. Could not estimate # of bins needed.

Ron is willing to participate with a transfer station or facility on island and prefers a site controlled as much as possible by government, not by individual operators. The site would allow space for coming and going, to sort and organize materials.

Others we should speak with:

Wein family Yard Clean-up service across from Ross-Smith Farm.

DL Bins (Oldfield Road and Keating Cross Road). Ron suggests we visit this site - which is about an acre, where they manage high volumes of varied materials very efficiently.

What to do with woody debris? If material is clean, free of toxic substances, can be burned with air curtain burner which burns hotter and cleaner.

Questions:

What situation will optimize recycling and re-use?

What can we do on-island?

Issues include noise, traffic, and, depending on materials, contamination of soil and water.

WRMC - proposed meeting dates

For Commissioners and Meeting Recorder:

I have used the Project Charter work plan target dates as a starting point. In order to accommodate Commissioners' schedules and Trustees' schedules, I have stayed with Mondays and Fridays close to the middle of the month, avoiding dates when Trust Council is scheduled to meet. The following are proposed dates:

October 16 - Friday
November 20 - Friday
December 14 - Monday
January 15, Friday
February 12 - Friday
March 14 - Monday
May 16 - Monday
June 10 - Friday
June 2016 - regular LTC meeting
July 11 - Monday
July 2016 - regular LTC meeting

The time of day and venue would best be quite regular so that community members can more easily follow our meetings and attend. I have been asked to schedule at least some meetings on South Pender Island at the Fire Hall Meeting Room.

Liz Montague, Deputy Chair