

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

**FROM:** J. Zaffino, Chief Administrative Officer

**DATE:** January 23, 2025

**RE:** **Solid Waste Management Plan – PAC New Members and Alternate Committee Chair**

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**Administrative Recommendation:**

THAT the Regional District appoint an alternate Director to chair the Public Advisory Committee meetings and the Technical Advisory Committee meetings for the review and update of Solid Waste Management Plan in the absence of the appointed Director; and further,

THAT the Regional District approve the addition of the Public Advisory Committee members as outlined in the administrative report by Senior Manager of Public Works dated on January 23, 2025.

**Purpose:**

To strengthen the Technical and Public Advisory Committees to assist in the development of a Solid Waste Management plan consistent with the provincial guidelines.

**Reference:**

A Guide to Solid Waste Management Planning [swmp.pdf \(gov.bc.ca\)](#)

**Background:**

Regional Districts are required to review and to undertake major updates to their Solid Waste Management Plan (SWMP) every ten years. The last major update to the SWMP was conducted by the Regional District of Okanagan-Similkameen (RDOS) in 2011. As part of the provincial planning process, a Technical Advisory Committee (TAC) and a Public Advisory Committee (PAC) are required to be formed in compliance with the provincial “Guide to Solid Waste Management Planning.”

The primary purpose of the TAC is to review and help develop solutions to manage and reduce wastes consistent with the 5 R hierarchy to Reduce, Reuse, Recycle, Recover and Refuse. The PAC then reviews recommendations from the TAC in order to determine public acceptability and then provides the RDOS Board of Directors with its recommendations.

As per provincial guidelines, member municipalities, Indigenous communities, school boards, waste collectors, and provincial staff were contacted and invited to join the TAC and PAC according to the guidelines when the committees were first established. The PAC members were appointed by the Board on January 18, 2024.

**Analysis:**

The SWMP Team (RDOS Staff and Consultant) aim to expand the PAC for additional area representation with a diverse range of perspectives. Recruitment took place in December 2024 and four members of the public have applied and are being recommended accordingly.

Additionally, in accordance to the provincial guidelines, it is recommended to have an elected official chair the PAC and TAC meetings. Currently, Director Ryan Graham was elected as the chair for both committees. The SWMP Team is recommending the appointment of an alternative elected official to chair the PAC and TAC meetings for situations when the current chair is not available.

**Technical and Public Advisory Committee Alternate Committee Chair recommendation**

Representative	Geographic Representation	Qualification
Director Isaac Gilbert	Regional District	Elected Official

**Public Advisory Committee new member recommendation**

Representative	Geographic Representation	Qualification
John Todd	Hedley	Interested Resident
Steve Crout	Summerland	Interested Resident
Michelle Liota	Penticton	Interested Resident
Robert Ross	Penticton	Interested Resident

Future developments and updates on the review of Solid Waste Management Plans will be provided to the Board as the project progresses over the next 18 months.

**Financial Implications:**

No additional expenses for the project anticipated.

**Alternatives:**

The Board may choose to not add additional members to the PAC and an alternative director to act as chair of the PAC and TAC.

**Communication Strategy:** *(Outline the communications efforts being undertaken to ensure this initiative is communicated appropriately.)*

The public members will be contacted to confirm their appointment to the PAC.

**Respectfully submitted:**

“Liisa Bloomfield”

L. Bloomfield, Senior Manager of Public Works