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**REGIONAL DISTRICT OF BULKLEY-NECHAKO
WASTE MANAGEMENT COMMITTEE**
(Committee of the Whole)

**SUPPLEMENTARY
AGENDA**

Thursday, October 12, 2017

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2-3	Rory McKenzie, Director of Environmental Services -Solid Waste Management Plan Project Schedule	Receive

NEW BUSINESS

ADJOURNMENT



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
WASTE MANAGEMENT COMMITTEE
SUPPLEMENTARY AGENDA
MEMORANDUM**

To: Chairperson Fisher and Board of Directors (October 12, 2017)
From: Rory McKenzie
Director of Environmental Services
Date: October 11, 2017
Subject: Solid Waste Management Plan Project Schedule

The Environmental Services Department would like to present the Solid Waste Management Plan (SWMP) project schedule to the Waste Management Committee and the Board of Directors for receipt.

Tetra Tech Canada has been awarded the project contract for the SWMP review and update on September 21, 2017. The Environmental Services Department met with the consulting team via telephone conferencing on October 10, 2017 to kick-off of Stage One of the project and to prepare for the site visits that will occur on October 24-26th, 2017. The following is the proposed methodology to complete the project:

Stage 1: Project Initiation and System Assessment

- Kick-off meeting, project planning meeting and site visit, current system assessment and presentation to the Advisory Committee (Workshop #1).

Stage 2: Plan Update and Stakeholder Engagement

- Development of options, presentation of options to the Advisory Committee (Workshop #2), development of financial analysis, presentation of financial analysis to the Advisory Committee (Workshop #3), stakeholder engagement, development of a consultation plan, presentation of the SWMP elements and the consultations plan to the Advisory Committee (Workshop #4), development of a SWMP Update Issued for Review.

Stage 3: Public Consultation and Plan Update

- Preparing consultation materials, facilitating public consultation, preparing a consultation summary report, finalizing the 2018 SWMP Update Issue of Use.

Included with this Memorandum is the proposed Project Schedule. Dates for the Workshops will be scheduled closer to the proposed dates to take into consideration of project timelines and staff and consultant schedules.



Updated Project Schedule

Stage	Deliverable	Target Date
Stage 1	▪ Kickoff Meeting	October 10, 2017
	▪ Project Planning Meeting an Site Visits*	October 24 - 26, 2017
	▪ Current System Assessment Report Completion	November 22, 2017
	▪ Advisory Committee Workshop #1* (System Assessment)	Mid-January 2018
Stage 2	▪ Options Technical Memos Complete	February 7, 2018
	▪ Advisory Committee Workshop #2* (Options)	Mid-February 2018
	▪ Financial Analysis Technical Memo Complete	February 28, 2018
	▪ Advisory Committee Workshop #3 (Financial Analysis -- Teleconference)	Mid-March 2018
	▪ Consultation Plan	March 21, 2018
	▪ Advisory Committee Workshop #4* (Plan and Stakeholders)	Late March, 2018
	▪ SWMP Update Issued For Review	April 11, 2018
Stage 3	▪ Public Consultations*	April to May, 2018
	▪ Advisory Committee Workshop # 5 (Summary of Public Consultation)	Early June 2018
	▪ Consultation Summary Report	Late June 2018
	▪ SWMP Update Issued For Use	July 25, 2018

* Indicates the five trips to the region, inclusive of the public consultation.

RECOMMENDATION **(All/Directors/Majority)**

1. That the Board of Directors receive the memorandum titled, "Solid Waste Management Plan Project Schedule", dated October 11, 2017.