

# TECHNICAL MEMO

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ISSUED FOR USE

<b>TO:</b>	Mayor Anita Fisher, Chair Capital Region Waste Minimization Advisory Committee	<b>DATE:</b>	July 19, 2013
<b>C:</b>		<b>MEMO NO.:</b>	2
<b>FROM:</b>	Laury North Project Manager	<b>EBA FILE:</b>	C22501183
<b>SUBJECT:</b>	Review of Program Implementation Information Capital Region Integrated Waste Management Plan		

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## 1.0 INTRODUCTION

EBA Engineering Consultants Ltd. operating as EBA, A Tetra Tech Company (EBA) presented the latest information on the Capital Region Integrated Waste Management Plan to the Capital Region Waste Minimization Advisory Committee at the meeting on July 18, 2013. The information presented included the following:

- Program summaries for the individual activities or programs that support the recommendations in the Phase 1 report;
- A “Resource Planner” that provided a consolidation of the 22 program summaries;
- An “Implementation Schedule” that provided a graphic representation of the potential timing for implementing the various programs; and
- The “Triple Bottom Line Assessment” of the various optional programs.

During the presentation, we identifies a number of areas that would be updated and revised. Since a number of these items were prepared concurrently, the Implementation Schedule needs to be revised to reflect the priorities that fell out of the Triple Bottom Line (TBL) Assessment. Comments related to the scoring and assessments in the TBL Assessment also need to be included. Some work is also required to complete the Resource Planner. EBA has committed to completing these update ASAP and the revised information will be distributed to all committee members. During the discussion, we also emphasized that this really is a list of options that municipalities can chose to implement when the circumstance allow. It is not an “all-in” plan that must be accepted or implemented as a whole.

During the discussion of the various pieces, two outcomes in particular were identified. Committee members requested advice on the level of detail EBA wants in feedback from committee members. The other was agreement on the timeline for committee member review and EBA’s completion of the draft plan.

## 2.0 REVIEW GUIDANCE

Keeping in mind the nature of the discussion at the July 18<sup>th</sup> meeting, the following suggestions are provided as guidance for the review of the information presented:

- Does the information in the program summaries seem reasonable and make sense? The individual programs need to be reviewed in the context of the specific recommendations in the Phase 1 report.
- Do the program description and expected outcomes (“Importance to Success of Plan Goals” and “Benefits”) support the associated recommendation?
- Without getting into the details of the numbers, do the resource requirements seem reasonable?
- Do you agree with the scorings and subsequent assessments provided for each program under the TBL assessment?
- From the perspective of your municipality should the priority of some programs be revised? Keep in mind that the priorities resulting from the TBL assessment are relative to one another. Therefore, a low priority does not mean it should not be considered. It may influence the timing of implementation.
- Will the information presented assist you in obtaining Council approval to move forward with implementation when appropriate? (It is not within the scope of the project for EBA to provide support beyond preparation of the plan.)
- Please provide comments directly to Laury North via e-mail to [lnorth@eba.ca](mailto:lnorth@eba.ca) or by phone at 780-451-2130 ext 514. Any questions participants may have can be directed to Laury North as indicated above or to Mark Rowlands at [mrowlands@eba.ca](mailto:mrowlands@eba.ca) or 604-685-0017 ext 355.

## 3.0 TIMELINES

EBA has agreed to provide the update information as quickly as possible. At the latest, this information will be available for distribution to participants by Monday, July 22, 2013. The timeline from that point will be as follows:

- Participants provide comments to EBA by July 31, 2013;
- EBA provides the draft Capital Region Integrated Waste Management Plan which will include the implementation component to the CRWMAC by August 8, 2013;
- CRWMAC may meet on August 15, 2013 to consider the draft plan.

## 4.0 CLOSURE

The revised documents will be forwarded under separate cover. EBA will also post them on the shared SharePoint site.

If you have any questions, please contact the undersigned at your convenience.



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