

DATE: August 24, 2018**FILE:** 5360-40**TO:** Chair and Directors
Comox Valley Regional District
(Comox Strathcona Waste Management Board)Supported by Russell Dyson
Chief Administrative Officer**FROM:** Russell Dyson
Chief Administrative Officer**R. Dyson****RE: CSWM Tipping Fee Waiver Policy**

Purpose

To present a revised Tipping Fee Waiver Policy for consideration and adoption, in order to reflect the current practice and service needs.

Recommendation from the Chief Administrative Officer:

THAT the Comox Strathcona Waste Management Board repeal and replace the current Tipping Fee Waiver Policy with the Tipping Fee Waiver Policy presented to the Board at its September 6, 2018 Board meeting, and attached as Appendix A to the staff report dated August 24, 2018.

Executive Summary

The Comox Strathcona Waste Management (CSWM) Tipping Fee Waiver Policy enables staff to follow Board approved guidelines for Tipping Fee Waiver requests. In order to support diversion goals and to more closely reflect current practices and needs, staff recommend an update to the Tipping Fee Waiver Policy. This update aligns the policy with Board priorities for diversion and provides support to the community to further divert waste from landfilling, keep our communities clean and litter free, and protect the environment from emergency situations.

The waiver policy was created in November 2000 to address the waiving of fees for litter clean ups. In 2005 it was amended to include partial waivers for charitable organizations that resell reusable products and in 2012 it was further amended to provide 50 per cent waivers for registered non-profits.

In order to reflect current practices and the needs of the community the policy is recommended to be updated and amended to cover three main categories as follows:

1. Environmental Clean-up Waiver – focused on community clean up events of litter and debris from publically accessible land.
2. Community Events Waiver – focused on materials that are not recyclable (divertible) that are collected as part of a community event by a non-profit organization.
3. Emergency Event Waiver – considered only on a case by case basis for emergencies that could have an adverse impact on the environment, community or service.

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Concurrence:

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Background/Current Situation

The CSWM Tipping Fee Waiver Policy has provided guidance for the way in which waiver requests have been considered since 2000. The policy was amended in 2005 to include requests from non-profit charitable organizations that divert household items from the landfill by collecting and reselling much of the material. This allowed groups like the Salvation Army and Habitat for Humanity to receive a 50 per cent reduction in landfill fees. In 2012 the policy was further amended to include volunteer clean ups of litter from publically accessible lands.

At this point in time, a policy update is required to more closely reflect current practices with respect to the consideration of tipping fee waivers, as well as the diversion goals of the service. This recommended update aligns the policy with Board priorities for diversion and provides support to the community to further divert waste from landfilling. The recommended changes will remove named organizations from the policy with the intent to open the policy to all applicable non-profits.

The proposed Tipping Fee Waiver Policy amendments would split waiver requests into three main categories as follows:

- 1) Environmental Clean-up Waiver - waiver that has a positive impact to the environment resulting from the removal of debris from publically accessible lands. Common examples include beaches, beach accesses and other publically accessible lands. This would generally exclude road side clean ups, which are the responsibility of the BC Ministry of Transportation and Infrastructure and exclude private land clean-ups.
- 2) Community Events Waiver – waiver for material not normally divertible and collected as part of a community event by a non-profit organization. These events often raise money for the community through specific groups and organizations and at the same time repurpose material that would otherwise likely end up in the landfill.

CSWM will work closely with each organization to provide education on waste reduction, encourage maximum diversion and limit the amount of garbage going to the landfill from community events.

- 3) Emergency Event Waiver – a waiver considered on a case by case basis that is not covered by either of the previous two categories. Focus for this waiver would be on preventing adverse impacts to the environment, community or service.

The Emergency waiver will not be used to assume responsibility for cleanup activity that is not within the scope of the CSWM service. Where it is deemed that an alternate level of

government is responsible for the clean-up activity, all attempts at transferring responsibly will be exhausted prior to approaching the CSWM service to request a waiver.

Emergency requests will be vetted through the Comox Valley Regional District Senior Manager of Solid Waste and only those that meet the criteria will be considered by the Chief Administrative Officer.

The updated CSWM “Tipping Fee Waiver Requests” policy more closely aligns the policy with current practices, improves recycling and diversion (when waivers are issued) and allows the community to continue to organize clean-ups and reuse a multitude of materials that could otherwise find their way into our landfills.

Policy Analysis

The Tipping Fee Waiver Policy is currently under review and staff are recommending that the policy be updated to align with current practices. The suggested updates are in line with the policy’s original intent and now include additional focus to ensure the maximum diversion of recyclables from the landfill.

Options

The Board has the following options to consider:

- 1) Repeal and replace the Tipping Fee Waiver Policy with the new policy, as presented;
- 2) Modify the old Tipping Fee Waiver Policy, as directed by the Board;
- 3) Leave current policy unchanged.

At this time, staff are proposing the Board proceed with option 1. Option 1 more closely aligns the policy with current practices, improves recycling and diversion (when waivers are issued) and allows the community to continue to organize clean-ups and reuse a multitude of materials that could otherwise find their way into our landfills. The updated policy is aligned with the goals of the CSWM Solid Waste Management Plan.

Financial Factors

Based on actual tipping fee waiver costs (lost revenue) from 2014 to 2017 has been analyzed based on the three proposed categories. Table 1 below shows the actual historical fee’s waived per year:

Table 1: Historic Tipping Fee Waivers by Category

Year	Waiver type	Weight (mt)	Cost @ \$130/Tonne	Total fees waived per year
2014	Environmental	7.22	\$938.60	\$1,652.30
	Community	2.31	\$300.30	
	Emergency	3.18	\$413.40	
2015	Environmental	131.97	\$17,156.10	\$32,263.40
	Community	2.47	\$321.10	
	Emergency	113.74	\$14,786.20	
2016	Environmental	28.27	\$3,675.10	\$4,934.80
	Community	4.32	\$561.60	
	Emergency	5.37	\$698.10	
2017	Environmental	12.39	\$1,610.70	\$9,409.40
	Community	4.09	\$531.70	
	Emergency	55.90	\$7,267.00	

It can be seen in Table 1 above that costs vary dramatically from one year to the next. It would seem that in a year when a large emergency clean-up is identified and a waiver issued, adequate funding may not be available. In this case the waiver budget may be exceeded for that year. On average, the amount is less than \$10,000 per year.

There are currently no restrictions on the number of Tipping Fee Waivers that can be approved as part of the policy, however the impact on the Financial Plan needs to be considered. At this time it is proposed that budget for this program in 2019 allow up to \$10,000 of tipping fees to be waived per fiscal year. Currently there is \$13,500 budgeted per year for waivers.

Interdepartmental Involvement

The update of the waiver policy is being led by Solid Waste, with support from Financial Services and Legislative Services.

Citizen/Public Relations

The Tipping Fee Waiver program has been very successful. It supports local non-profit and community groups by reducing landfilling costs, it encourages clean communities and public spaces and it allows for the emergency removal of harmful debris when required.

Attachment: Appendix A – Draft “Tipping Fee Waiver Policy”

Subject: Tipping Fee Waiver Requests	
Category: Engineering Services (solid waste)	Procedure Reference: 5360-00

The purpose of this policy is to provide guidelines for consideration of waiving tipping fees based on the guiding principles of eliminating or reducing environmental impact, improving social and community connectivity, and reducing financial hardship during emergency circumstances.

All Tipping Fee Waiver requests will be considered and approved based on their eligibility. Requests will be considered on a first come, first serve basis with consideration to available funding. Maximum funding for any one group/individual will be assigned annually through the Financial Plan.

Tipping Fee Waiver requests must be submitted to the Comox Valley Regional District (CVRD) by completing the Tipping Fee Waiver Request form attached as Appendix A. Waiver requests are approved by the Senior Manager of Comox Strathcona Waste Management (CSWM) Services or their alternate. Requests are to be received a minimum of two weeks prior to the event and must meet the parameters of one of the following sets of criteria:

A. Environmental clean-up waiver:

Environmental clean-up waivers are available for community groups wanting to canvas an area to collect litter and debris. Waivers will be approved if they meet the following criteria:

1. The group/individual has identified itself to the CVRD stating the nature, location and purpose of the community clean up event;
2. The group/individual has identified someone as the event coordinator for the group, organization or agency;
3. The group/individual has provided information as to the date and time of the clean-up, as well as the date they wish to dispose of the material;
4. The group/individual has established that the lands to be cleaned are lands which are normally accessible to the public, are not privately owned, leased, used exclusively by or rented by the group, organization or agency undertaking the cleanup;
5. The group/individual has identified an environmental benefit from an aesthetic or pollution prevention perspective for cleaning the site;
6. The group/individual has ensured the safety of volunteers and CSWM staff by advising the CVRD of any hazardous, controlled or prohibited wastes (as per Bylaw No. 170 "Schedule B – Prohibited Waste"), that will be collected or delivered to a CSWM facility as a result of the cleanup;
7. The group/individual has confirmed the wastes collected during the clean-up were not generated as a result of prior activity of the group, organization or agency;
8. The group/individual has agreed to ensure all reasonable efforts are made to divert clean and/or uncontaminated materials from the landfilling process and that all recyclable material is separated prior to disposal.

B. Community events waiver:

Community event waivers will be approved for organizations that are hosting community events and require assistance with diversion/collection/disposal of wastes generated by the event.

Waivers will be approved if they meet the following criteria:

1. The group/society has identified itself to the CVRD stating the nature and purpose of the community fundraising event and has provided the group's not-for-profit corporation number;
2. The group/society has identified an individual who will act as the event coordinator for the group, organization or agency;
3. The group/society has provided information as to the date and time of the community event, as well as the date they wish to dispose of the material;
4. The group/individual has established that the event is open to the general public and that funds raised will not be used by or for the group members;
5. The group/society has clearly identified an environmental/diversion benefit related to the event occurring, the group/society must work with CSWM staff to identify the benefit of waste collected at the event;
6. The group/society will ensure the safety of volunteers and staff by advising the CVRD of any hazardous, controlled or prohibited wastes (as per Bylaw No. 170 Schedule "B – Prohibited Waste"), collected or being delivered to a CSWM facility, as a result of the event;
7. The group/society has confirmed the wastes collected during the event were not generated as a result of prior activity of the group, organization or agency;
8. The group/society has agreed to ensure all reasonable efforts are made to divert applicable materials from the landfilling process and that all recyclable and divertible material is separated prior to disposal and any organic waste will be collected in accordance with the organic waste diversion program.

C. Emergency Event waiver:

Under certain circumstances, the CSWM service may work with volunteers or organizations to remove waste from the community on an emergency/special circumstance basis. All requests for an emergency Tipping Fee Waiver are to be handled on a case by case basis and are approved by the CVRD Chief Administrative Officer.

1. The appropriate agency or senior level of government should be approached prior to approaching the CSWM service for a Tipping Fee Waiver request.
2. If the waiver request is approved, the applicant will receive an authorization letter valid for the date of disposal specified in the application, and which provides for a waiver of tipping fees for material collected as part of the emergency event.
3. The group/individual or society will ensure all materials deposited in a CSWM Waste Management Centre as a result of the emergency event clean-up are properly recorded and sorted (when possible) to ensure recyclables are not entering the landfill, as per Bylaw No. 170 "Schedule B – Prohibited Waste".

Event coordinator responsibilities:**The event coordinator for the waiver events will ensure that:**

1. The operator of each transport vehicle disposing of waste at the CSWM facility is provided with a copy of the Tipping Fee Waiver authorization letter prior to arrival;
2. All participants are aware there is no financial compensation for this work;
3. The loads contained in each transport vehicle are properly secured while travelling to prevent wind-blown debris; and
4. All recyclable, divertible or hazardous wastes as defined in Bylaw No. 170 are separated from the waste delivered and placed in the appropriate containers, either collected at the event or placed into approved containers provided at the waste management centres. This information is available as Appendix B.

Approval History

Policy adopted:	November 27, 2000
Amended:	February 28, 2005 Revisions: To include charitable organizations whose goals include the reuse and recycling of consumer products including but not limited to clothing, furniture, appliances and housewares. (Adds Section A-5, Section B-5. Section C-4, and Section D-3)
Amended	May 10, 2012 Revisions: To separate the policy into two sections, one for Tipping Fee Waivers for volunteer community cleanup events and the other for a 50 per cent tipping fee discount for registered non-profit groups with the goals of reuse and recycling of consumer products and/or building materials.
Amended	DATE X, 2018 Revisions: Repeal and replace with one policy to address all environmental (community) clean ups.

Appendix A – Tipping Fee Waiver Request form
**Tipping Fee Waiver
Request**
Type of Waiver Event: ☐ Environmental ☐ Community ☐ Emergency

Event Description:

Name of Event Coordinator:		Contact Information:	
Organization Name:		Non-Profit # (if applicable):	

If this event is sponsored by another organization(s), please list the name(s):

Event details:

Date(s) of Event:		Location of Event:	
Material to be:	Delivered to landfill <input type="checkbox"/> Picked Up from site <input type="checkbox"/>	Disposal facility:	CVWMC <input type="checkbox"/> CRWMC <input type="checkbox"/>
Collection site:		Disposal Date:	

Waste generated. Please check all that may apply:

Tin/foil containers <input type="checkbox"/>	Paper <input type="checkbox"/>	Organics <input type="checkbox"/>	Foam packaging <input type="checkbox"/>
Metal <input type="checkbox"/>	RecycleBC Glass <input type="checkbox"/>	Cardboard <input type="checkbox"/>	Soft Plastics <input type="checkbox"/>
Regular Garbage <input type="checkbox"/>	RecycleBC Plastic <input type="checkbox"/>	Reusable items <input type="checkbox"/>	Refundables <input type="checkbox"/>
Hazardous waste <input type="checkbox"/>	Appliances <input type="checkbox"/>	Furniture <input type="checkbox"/>	Textiles <input type="checkbox"/>

**Emergency Waiver
Authorization:**

(Senior Manager of CSWM Services or CAO) Date

Ensure loads contained in each transport vehicle are properly secured while travelling to prevent wind-blown debris.

 Additional copies of the application form are available on the CSWM website www.cswm.ca

For all telephone inquiries, please contact the CSWM service at 250-334-6016

Forms can be faxed, emailed or mailed to:
 Tipping Fee Waiver Program
 Comox Valley Regional District
 600 Comox Road, Courtenay, BC V9N 3P6
 Email: cswm@comoxvalleyrd.ca
 Fax: 250-334-4358

<u>For internal use only:</u> Date received: _____ Date approved: _____ Applicant advised: <input type="checkbox"/> Landfill advised: <input type="checkbox"/> Disposal date: _____	<u>Scale attendant use only:</u> Date of disposal: _____ Ticket #: _____ Weight (kg): _____
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Appendix B – [RecycleBC material list – items to be diverted](#)

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