

**DATE:** March 2, 2021

**FILE:** 5360-30/Organics

**TO:** Chair and Directors  
Comox Strathcona Waste Management Board

Supported by Russell Dyson  
Chief Administrative Officer

**FROM:** Russell Dyson  
Chief Administrative Officer

*R. Dyson*

**RE: Receipt of Unsolicited Organic Waste Processing Proposal**

### **Purpose**

To inform the Comox Strathcona Waste Management (CSWM) Board (Board) of the Convertus Group North America Inc. (Convertus) February 8, 2021 unsolicited proposal for the processing of organic waste following their delegation on December 3, 2020.

### **Recommendation from the Chief Administrative Officer:**

This report is presented for information only.

### **Executive Summary**

- Following Convertus' December 3, 2020 delegation presentation to the CSWM Board outlining their organic waste processing service offerings, Convertus submitted an unsolicited proposal on February 8, 2021 to the CSWM Board Co-Chairs for consideration.
- Per the [Comox Valley Regional District Procurement Policy](#), (Procurement Policy) there are clearly defined rules surrounding unsolicited proposals, specifically any direct contact with the Board as it could be considered lobbying, which could disqualify proponents from any future competitive process.
- The Procurement Policy is in place specifically to ensure the separation of political and administrative functions in the procurement process in order to remove any potential or perceived appearance of political influence or bias.
- In light of the possibility of a future competitive public procurement for an organic processor, it is imperative that the CSWM maintains an open, fair and transparent procurement process. On the advice of the Manager of Procurement, staff has communicated to Convertus to advise them of the following:
  - To refrain from contacting the CSWM Board directly with detailed proposals as it could be considered lobbying clause in the Procurement Policy; and
  - To prevent disqualification to any future procurement process.

Staff is committed to providing the CSWM Board with pertinent updates as the Regional Organics Project progresses, including relevant external communications. Staff will continue to work closely with all stakeholders to ensure the timely completion of the much anticipated Regional Organics Compost Facility.

Informed by extensive community input on the Regional Organics Compost Facility and its operations in 2020, CSWM staff have worked closely with consultants Sperling Hansen to design the site and facility.

Responsive to [what was heard](#) from the community and to project goals, the facility design incorporates best management practices, minimizes impacts to neighbours, and protects the environment.

Detailed design is now 50 per cent complete and will be presented in upcoming virtual open houses on:

- Tuesday, March 16, 2021, 12:00 to 1:00 pm
- Thursday, March 18, 2021, 5:00 to 6:00 pm

Construction of the Regional Organics Compost Facility is expected to begin fall 2021, upon completion of the final design and pending necessary regulatory approvals which are well underway, and fully operational by fall 2022.

The Regional Organics Compost Facility will have a processing capacity to accommodate 14,500 tonnes per year (t/yr) of organics, 77 per cent of which is expected from residential sources and the balance from the institutional, commercial and industrial (ICI) sector. The CSWM Regional Organics Compost Facility will initially focus on the residential curbside collection of co-mingled food and yard waste from the City of Campbell River, City of Courtenay, Town of Comox and Village of Cumberland. Once the facility has proven operations for a period of time, ICI organic material will be integrated into the process as much as possible to obtain optimal feedstock ratios.

As the Regional Organics Compost Facility matures over time, the CSWM will continue to analyze and consider long term solutions for all organic waste sources. If the projected demand outweighs the facility's processing capability and as other harder to compost materials (i.e. contaminated ICI compost) are able to be diverted, the CSWM will further evaluate the need for additional processing capacity, which may include working in partnership with the Regional District of Nanaimo and/or undertaking a competitive public procurement for an organics processor.

Prepared by:

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Concurrence:

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