

**DATE:** November 6, 2019

**FILE:** 5360-20/CV CR

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

**FROM:** Russell Dyson  
Chief Administrative Officer

Supported by Russell Dyson  
Chief Administrative Officer

*R. Dyson*

**RE: Waste Management Centre's – Operational Days and Hours**

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### **Purpose**

To amend the hours of operation for the Comox Valley Waste Management Centre (CVWMC) by being open between 8:00 am to 5:30 pm and to cease operations and close both the CVWMC and the Campbell River Waste Management Centre (CRWMC) on all statutory holidays.

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

THAT the Comox Valley Waste Management Centre and Campbell River Waste Management Centre cease operations and be closed to the public on statutory holidays, effective July 1, 2020;

AND FURTHER THAT the normal hours of operation at the Comox Valley Waste Management Centre are from 8:00 am to 5:30 pm daily, effective January 2, 2020.

### **Executive Summary**

The Comox Strathcona Waste Management (CSWM) services regional landfills are open more days and hours per year than other facilities on Vancouver Island. Currently there are only two days that the facilities close in the year – Christmas and New Year's Day. The CSWM Board (Board) has supported this level of service for many years. While continuing to provide a high level of service, closing on statutory holidays can provide cost savings for the service.

- It is recommended to close on all statutory holidays (10 per year, a three per cent reduction of total days open per year).
- In conjunction with closing on stats, it is recommended to extend the hours of operation at the CVWMC through the management of breaks and start times by opening at 8:00 am rather than 8:30 am daily. This will increase access to the site by 86 hours per year with no increase in costs.
- The overall cost of operations will be reduced by approximately \$30,000 per year at the CVWMC.
- The contract costs at CRWMC will require negotiations with the contractor to amend the contract to reflect the reduced level of effort.

These changes will not have a significant impact on the public and CSWM staff will work with member municipalities and commercial haulers to ensure the notification timeframe is adequate to allow them to adjust their operations. Changes to hours and closing on statutory holidays requires additional communication and outreach to ensure a reasonable notification period is provided.

Prepared by:

Concurrence:

**A. McGifford****M. Rutten**


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 Andrew McGifford, CPA, CGA  
 Senior Manager of CSWM Services

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 Marc Rutten, P.Eng.  
 General Manager of Engineering Services
**Stakeholder Distribution (Upon Agenda Publication)**

Village of Cumberland	✓
City of Campbell River	✓
Town of Comox	✓
City of Courtenay	✓
Berry and Vale Contracting Ltd.	✓
CUPE 556	✓

**Background/Current Situation**

The CVWMC and CRWMC operate 363 days per year, and current hours of operation are from 8:30 am to 5:30 pm daily.

The days of operation are the highest of all the landfills on the island (see Appendix A). The following is a summary of the days open per year in the following regional districts:

- Regional District of Nanaimo – 360 days open per year
- Alberni-Clayoquot Regional District – 355 open days per year
- Regional District of Mount Waddington – 313 days per year
- Capital Regional District – 301 days open per year

The proposed reduction in days by closing on statutory holidays, would result in a three per cent reduction operational days over a full year. The landfill would remain open 353 days per year. The Capital Regional District has the largest population and volumes of waste on the island, yet the Hartland Landfill is the least available on the island for the public. This shows that the public and haulers will adapt to the hours of operation. The anticipated date to make this change needs to consider the haulers and commercial traffic that are currently set up to transport waste on statutory holidays. This change is proposed to occur on July 1, 2020.

When total hours of operations is evaluated at sites across the island the CVWMC is also the leader in total number of hours open per year with 3,258 hours of operation annually.

- Regional District of Nanaimo – 3,231 hours open per year
- Alberni-Clayoquot Regional District – 3,004 hours open per year
- Capital Regional District – 2,348 hours open per year
- Regional District of Mount Waddington – 2,120 hours open per year

At the CVWMC, the proposed changes will increase total hours of operation each year by 86 hours, or the equivalent of approximately 10 days of operational time, even if the CVWMC is closed on statutory holidays. There are operational changes being made that allow the earlier opening of the

CVWMC without any financial impact to the service. The hours of operation change is proposed to take effect on January 2, 2020 for the CVWMC.

The volume of traffic on statutory holidays is included within the following tables:

#### Comox Valley Waste Management Centre

Statutory Holiday	Number of visits
Family Day – 2019	138
Good Friday – 2019	187
Easter Monday – 2019	245
Victoria Day – 2019	271
Canada Day – 2019	162
BC Day – 2019	203
Labour Day - 2019	277
Thanksgiving Day – 2019	196
Remembrance Day - 2018	165
Boxing Day - 2018	128

#### Campbell River Waste Management Centre

Statutory Holiday	Number of visits
Family Day – 2019	109
Good Friday – 2019	142
Easter Monday – 2019	134
Victoria Day – 2019	134
Canada Day – 2019	96
BC Day – 2019	119
Labour Day - 2019	144
Thanksgiving Day – 2019	116
Remembrance Day - 2018	106
Boxing Day - 2018	100

Traffic volumes depend on several factors including weather and time of year. The table above is provided to show traffic volumes that would need to access the site on alternative days. In general, landfill traffic on statutory holidays is lower than on normal weekends.

#### Financial Factors

The current cost of operations for the CVWMC on statutory holidays is approximately \$30,000 annually. Employees can bank their statutory holiday time at 18.5 hours per stat worked and if all staff banked their time there is 1,425 hours of additional leave throughout the year. This leave time requires coverage from our casual staff in order to allow for the time off to be provided.

Occasionally overtime is incurred to allow banked time off. Overtime was not factored into the above cost savings and is avoided when possible.

The CRWMC is operated by Berry and Vale Contracting Ltd. and the cost of the contract includes the additional cost for operations on the statutory holidays. The actual cost savings for the change in the contract will be negotiated.

**Intergovernmental Factors**

CSWM staff will need to work with our municipal partners to ensure changes will be manageable with minimal impact to any operation needs.

**Interdepartmental Involvement**

CSWM staff will work with the human resources and CUPE local 556 on the timing and communications to the staff at the CVWMC and the contractor.

**Citizen/Public Relations**

Changing the opening time from 8:30 am to 8:00 am at CVWMC will require a minimal effort, but changes to signage, automated messaging and print material will need to be reviewed. If the Board approves the statutory holiday closure, print material will be developed to include both changes at the same time.

The residents will require a moderate communications plan to ensure reasonable notice is provided to limit any confusion related to the closing on statutory holidays. Staff would provide a variety of media communication that would include print, radio and social media to get the word out.

Attachments: Appendix A – “Summary of Vancouver Island landfills days and hours of operation”

## Summary of Municipal Landfill Operating Hours and Statutory Operations on Vancouver Island - Fall 2019

Regional District	Location	Hours of operation - week days	Hours of operation - weekends days	Operation on Stats (CUPE 12, BC Labour code 10)	Other information
Comox Strathcona Solid Waste Service Current	Comox Valley Waste Management Centre	8:30 am to 5:30 pm	8:30 am to 5:30 pm	Open 10 of 12	Closed on Christmas and New Year's Day
Comox Strathcona Solid Waste Service Proposed	Comox Valley Waste Management Centre	8:00 am to 5:30 pm	8:00 am to 5:30 pm	No	Closed on all Stats, and Boxing Day and Easter Monday
Regional District of Mount Waddington	7 - Mile Landfill & Recycling Centre - Winter	9:00 am to 4:00 pm	Saturdays - 10:00 am - 4:00 pm Sundays - CLOSED	No	No commercial customers permitted to dump on Saturday
Regional District of Mount Waddington	7 - Mile Landfill & Recycling Centre - Summer	9:00 am to 4:00 pm	10:00 am - 4:00 pm	No	No commercial customers permitted to dump on Saturday or Sunday.
Alberni-Clayoquot Regional District	Alberni Valley Landfill - Summer	8:00 am to 5:30 pm	9:00 am to 4:30 pm	No	
Alberni-Clayoquot Regional District	Alberni Valley Landfill - Winter	8:00 am to 4:30 pm	9:00 am to 4:00 pm	No	
Regional District of Nanaimo	Regional Landfill - Cedar	8:00 am to 5:00 pm	8:00 am to 5:00 pm	Open 7 of 12	Closed on Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and New Year's Day
Capital Regional District	Hartland landfill - general public	9:00 am to 5:00 pm	Saturdays - 7:00 to 2:00 pm Sundays - CLOSED	No	
Capital Regional District	Hartland landfill - Registered Tag customers	7:00 am to 5:00 pm	Saturdays - 7:00 to 2:00 pm Sundays - CLOSED	No	Registered only to open face between 7:00 and 9:00 weekdays, unstaffed scale

RD	Days	Hours	Weekend hours	Total	
Alberni-Clayoquot Regional District		355	2250	754	3004
Regional District of Nanaimo		360	2295	936	3231
Regional District of Mount Waddington		313	1736	384	2120
Capital Regional District		301	1984	364	2348
CSWM - currently		363	2322	936	3258
CSWM - proposed		353	2356	988	3344

Current Hours		
	VS. ACRD	254
	VS. RDN	27
	VS. RDMW	1138
	VS. CRD	910

Proposed Hours		
	VS. ACRD	340
	VS. RDN	113
	VS. RDMW	1224
	VS. CRD	996

Increase	
86	Hours
9.56	Equivalent days