

**COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE**

Minutes from the meeting held on June 2, 2022 in the Comox Valley Regional District Civic Room, located at 770 Harmston Avenue, Courtenay, commencing at 1:35 pm

**PRESENT:**

|  |                        |
|--|------------------------|
| K. Shaw, Director of Public Works                  | City of Courtenay      |
| D. Hadfield, Director of Operations                | City of Campbell River |
| S. Ashfield, Director of Operations                | Town of Comox          |
| M. Tatchell, CAO                                   | Village of Tahsis      |
| G. Morphy, Director of Operations                  | Village of Gold River  |
| R. Crisfield, Manager of Operations                | Village of Cumberland  |
| R. Dyson, CAO                                      | CVRD                   |
| J. Warren, Deputy CAO                              | CVRD                   |
| M. Rutten, General Manager of Engineering Services | CVRD                   |
| V. Schau, Senior Manager of CSWM Services          | CVRD                   |
| C. Makinson, Manager of CSWM Capital Projects      | CVRD                   |
| J. Lee, Manager of CSWM Operations                 | CVRD                   |
| C. Wile, Manager of External Relations             | CVRD                   |
| J. Martens, General Manager of Corporate Services  | CVRD                   |
| S. Willie, Solid Waste Analyst                     | CVRD                   |
| K. Morro, Branch Assistant – Engineering Services  | CVRD                   |

**ITEMS:**

**Minutes**

The committee reviewed the minutes of the April 7, 2022 Comox Strathcona Waste Management Advisory Committee meeting and no errors or omissions were noted.

**Draft staff report: Referral of Proposed Value Management Review Policy**

J. Martens gave an overview of the staff report introducing the proposed corporate policy concerning value management reviews for major projects that meet a predefined threshold. This report has also gone to the CVRD water and sewage committees.

Advisory comments:

M. Tatchell: For projects that are lower scale around 10 – 15 million, can there still be 3<sup>rd</sup> party review in a less formal or lighter way? Any sort of review or audits on larger capital projects can be very beneficial.

J. Martens: Not at this time but something to consider for the future.

Advisory supported the recommendation.

**Draft staff report: Solid Waste Fees and Charges– Amendment Plan 2022**

V. Schau provided an overview of the fees and charges bylaw staff report to provide clearer definitions and clarity on the condition of use, violations and penalties, which will provide regulatory tools for bylaw enforcement. The greatest impact will be the update to the tip fee increase for MSW from \$140/tonne to \$145/tonne, based on the CPI increase. If CSWM had followed the original schedule,

the increase would have happened last year but had committed to maintaining the fees consistent with the COVID renewal plan to provide financial relief to residents and businesses. Based on a jurisdiction scan of the AVICC membership, the proposed tip fee changes are in line with our neighbouring regional district rates, which is important to avoid waste leakage and minimize the potential for illegal dumping, which affects the ability for the service to function. The tip fees for asbestos containing materials, gypsum (divertible), cut grass and leaves, clean fill and rubble, and organics have been updated to reflect new processing costs in light of fuel increases/fuel surcharges. Clean wood rate has been decreased to help incentivize diversion for the construction industry. The oceans plastics program, construction and demolition waste with recyclables, non-stewardship program/on-rim tires, non-stewardship refrigerant units are new waste categories being added to ensure cost recovery, consistent with the CSWM user pay model.

Advisory comments:

R. Crisfield: What is defined in the bylaw secured loads, seeing issues with people not having their loads secured, either nothing covering or only a strap over, are we looking at updating this to a tarped load or somehow more secured load? This is an issue both on Bevan and Argonaut.

V. Schau: This is more clearly defined within the updated bylaw under Improperly Secured or Covered Loads. We will go through a 6 month education period and start to enforce this surcharge in the new year.

M. Tatchell: Wanted to confirm no plans to introduce these tipping fees at the smaller villages. How does the penalties work if there is jurisdictional boundaries or authorities?

V. Schau: This bylaw is intended for the 2 waste management centres in Campbell River and Cumberland. Will add clarity to the bylaw to highlight this is specific to Campbell River and Comox Valley.

K. Shaw: Regarding Schedule A, specifically the out-of-area charges, how do we compare to other jurisdictions? Should we not be securing the airspace capacity for our own waste rather than taking in other regional districts' waste?

V. Schau: Most regional districts do not accept out of area waste to protect their own interests by maintaining that capacity within their respective regions. The CSWM has that same clause whereby out of area waste is only permitted through a contingency agreement as approved by the CSWM Board. Will revise Schedule A to exclude the out-of-area charges as it is not applicable to the daily operation of the facilities and attached as a separate schedule to be referenced in contingency agreements.

S. Willie: Looking at the data from previous years, out-of-area waste has not been an issue but we will continue to monitor this.

R. Crisfield: In regards to asbestos containing materials, how are we ensuring this doesn't go into our landfill?

V. Schau: We have waste disposal forms for customers bring drywall into the landfill to fill out and sign, staff at the facility check the drywall that comes in. If the drywall is older than 1990 the customer must bring in analytical showing there is no asbestos, and staff does a physical inspection of the material to ensure the material matches the description of the analytical report.

Advisory comments:

Advisory supported the recommendations.

**Draft staff report: Solid Waste Management Plan Renewal**

S. Willie gave an overview of the SWMP staff report. This report will seek approval from the Board to initiate the renewal and consultation process. Staff will be reaching out to all municipalities, key stakeholders and interested parties for input. Aiming to kick off in September by seeking Board approval for the RSWAC Terms of Reference, targeting a 2024/25 completion.

Advisory comments:

There were no comments or questions from the advisory committee.

**Draft staff report: CSWM Capital Budget Amendment**

V. Schau gave an overview on the report highlights two amendments required to be brought forward to the CSWM board for consideration: 1) Reintroducing the gravel truck replacement back onto the 2022 budget as it came to light that this was not carried forward from prior years' budget; 2) The scale software upgrade project is \$25,000 short based on the procurement results. Staff is seeking to proceed with both and has requested a \$270,000 amendment to the budget, with funds from capital works reserve.

K. Shaw: Please clarify on what is being carried forward and what the net new funds requested?

V. Schau: For the gravel truck, it is the \$200,000 to be carried forward with an additional \$50,000 based on the quotes received. For the scale software, an additional \$25,000 is requested to support the procurement of the new software. With both projects, this totals \$270,000 to be added to the 2022 budget, \$200,000 of which was previously approved but not carried forward due to a clerical error.

Advisory comments:

Advisory supported the recommendation

**Draft staff report: CSWM Capital Project Updates**

C. Makinson gave a presentation outlining the updates to the 3 capital projects: 1) Regional Organics; 2) Cell 2 Construction; and 3) Campbell River Landfill Closure. All projects are well underway, on track for completion per original schedule and tracking on budget.

Advisory comments:

There were no comments or questions from the advisory committee.

**MUNICIPAL SERVICE/PROJECT UPDATES:**

None.

**NEW BUSINESS:**

R. Crisfield: Noted that since CVRD cleared the vegetation from Bevan Rd, litter has been strewn from the last windstorm and causing a mess along Bevan Rd.

V. Schau: The Operations Manager is aware of this issue. Was limited in staff immediately following the windstorm but has since assigned staff to tend to work. We will be looking at other options to maintain this effort moving forward.

**GENERAL:**

The next Comox Strathcona Waste Management Advisory Committee meeting is scheduled for August 18, 2022 at 1:30 pm.

**TERMINATION:**

The meeting terminated at 2:26 pm.

Recorded by:

***K. Morro***

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Kristy Morro  
Branch Assistant – Engineering Services

Certified correct:

***V. Schau***

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Vivian Schau  
Senior Manager of CSWM Services