

COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE

Minutes from the meeting held on January 13, 2022 by Zoom 2, commencing at 1:35 pm

PRESENT:

R. Crisfield, Manager of Operations	Village of Cumberland
D. Hadfield, Director of Operations	City of Campbell River
S. Ashfield, Director of Operations	Town of Comox
W. Parada, Manager of Engineering	SRD
T. McLean, First Nations Coordinator	SRD
R. Dyson, Chief Administrative Officer	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. Nelson, Chief Financial Officer	CVRD
K. Douville, Manager of Financial Planning	CVRD
C. Wile, Manager of External Relations	CVRD
K. Morro, Engineering Services Assistant	CVRD

ITEMS:

Minutes

The committee reviewed the minutes of the November 18, 2021 Comox Strathcona Waste Management Advisory Committee meeting no errors or omissions were noted.

Draft staff report: 2022 – 2026 Proposed Financial Plan Solid Waste Services Function 391-394

V. Schau provided an overview of the 2022 – 2026 Proposed Financial Plan Solid Waste Services Functions 391-394, this is the second budget review coming forward to the committee of four reviews as per the CSWM Regional Solid Waste Service Financial Planning Policy, the deadline for the recommended financial plan approval is March 31, 2022.

Tipping fee revenues was \$1.08M greater compared to budget while overall expenses is estimated to be \$887,660 less compared to budget.

An updated property values and tax assessment table is included in the report which provides a range of property values to better reflect the service area.

Minor capital was adjusted to include a \$25,000 expenditure for IT surveillance camera upgrades at the CVWMC and to account for a \$20,000 decrease in communication education to reflect the updated communications plan.

Capital plan was adjusted by \$50,000 for the Quadra Recycle BC Recycling Depot project while the Oyster River recycling depot improvements has been moved from minor capital to capital as the preliminary cost is estimated at \$470,000.

Overview of the revised timelines for the closure of the remote landfills and construction of the transfer station based on the updated airspace surveys.

City of Campbell River Staff inquired if the assessed value have been readjusted for the 2022 assessment values.

CSWM staff confirmed the residential tax rate estimates presented in the report were calculated using the 2022 completed roll.

City of Campbell River staff inquired about the business cases for the waste management attendants and operator, specifically, how the additional volume and traffic numbers do not seem to correlate from September to December 2021.

CSWM staff explained that partial waste transfers from Campbell River started in April and went to full transfer in September, hence the spike in tonnage volumes.

City of Campbell River staff asked for further clarification for the additional waste management attendants staff request if the basis for the ask is the tonnage increases related to the Campbell River waste transfers (roll off trailers) handled by the back end operator as oppose to the front end waste management attendants.

CSWM staff clarified that increase in traffic at the recycling depot area is not reflected in Figure 1 because residents do not come across the scale on the recycle side. However, based on the increase in recycling tonnage and the associated recovery revenues, it is reflective of the increase in traffic volume, resources required to support much needed customer service.

CSWM staff suggested footnote to explain the rational for the increase in tonnage.

Town of Comox staff inquired about the business case for the Environmental Technician, specifically, if the savings took into account the testing and laboratory work, which would be a 3rd party cost.

CSWM staff confirmed the proposed position is for the fieldwork component, which is currently done by the consultant, and the testing and laboratory work has been accounted in financial analysis. After the wages and benefits and the associated support costs are taken into consideration, the net benefit to the CSWM service will be roughly \$40,000 per year. This will be further clarified in the report.

Advisory comments:

Advisory supported the recommendation with more clarity added into the business cases per the aforementioned comments.

Verbal Update: Regional Organics Compost Project Update

C. Makinson provided an update on the organics compost project, the contracts were signed last September and October for the transfer station and compost facility, both to Knappett. Staff will be working on the building permits to start the foundation work at the compost facility in Campbell River and currently working on roughing in the roads at the transfer station in Cumberland. Overall, everything is on schedule so far, no issues with supply chain being reported.

In-Camera

1:57 moved to in-camera to review the in-camera minutes of the November 18, 2021 Comox Strathcona Waste Management Advisory Committee meeting.

No errors or omissions were noted.

GENERAL:

The next Comox Strathcona Waste Management Advisory Committee meeting will be held on February 3, 2022.

TERMINATION:

The meeting terminated at 2:00pm.

Recorded by:

K. Morro

K. Morro
Engineering Services Assistant

Certified correct:

V. Schau

V. Schau
Senior Manager of CSWM Services