

COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE

Minutes from the meeting held on May 30, 2019 in the Comox Valley Regional District boardroom, located at 550B Comox Road, Courtenay, BC, commencing at 1:30 pm

PRESENT:	R. O'Grady, Director of Engineering	City of Courtenay
	S. Ashfield, Municipal Engineer	Town of Comox
	D. Hadfield, Transportation Manager	City of Campbell River
	J. Humphreys, Environmental Services Coordinator	Strathcona Regional District
	S. Topham, CAO	Village of Cumberland
	R. Crisfield, Manager of Operations	Village of Cumberland
	M. Rutten, General Manager of Engineering Services	CVRD
	A. McGifford, Senior Manager of CSWM Services	CVRD
	G. Bau Baiges, Manager of CSWM Projects	CVRD
	J. Lee, Manager of CSWM Operations	CVRD
	C. Wile, Manager of External Relations	CVRD
	L. Dennis, Legislative Services Assistant	CVRD

ITEMS:

Minutes

The committee reviewed the minutes of the March 21, 2019 Comox Strathcona Waste Management Advisory Committee meeting and no errors or omissions were noted.

Draft staff report: Director Remuneration Update

J. Bradley, CVRD Executive Manager of Human Resources, provided an overview of the above-noted staff report which provides the background for remuneration increases that went into effect on January 1, 2019. The report will be presented to the board at the June 10, 2019 meeting with the consultant's report "Director's Remuneration Review" dated July 4, 2019, attached, for information only.

Draft staff report: Year-end Review of the Comox Strathcona Waste Management Illegal Dumping Prevention Program

This illegal dumping program review report will be presented to the board at the June 20, 2019 meeting for information only, as part of the commitment to provide regular updates to the board. The committee suggested that the report clarify on page 4 what the increased percentages refer to—occurrences or volume of waste.

Draft staff report: Regional Organics Compost Project – May 2019 Update

G. Bau Baiges provided an overview of the above-noted report outlining the timeline for the Regional Organics Compost Project. The committee suggested that estimates for potential lease agreements or extension of host agreements, be included in the cost analysis.

In response to the request for support for the Organic Infrastructure Program grant application Comox provided a conditional letter of support. Comox Staff confirmed it was subject to an updated cost analysis for siting a facility in Campbell River, Comox, and both sites.

Staff will conduct a workshop with the municipalities in August to review the preliminary design drawings for Block J and Norm Wood as well as the backhauling analysis. The committee suggested that placeholders be added to the project budget for backhauling cost estimates. The committee discussed the terms of the grant and the importance of having a plan in place should the project timeline require an extension. Point 15 of the timeline will be changed to read "design/build team selected". The committee suggested clarity on the methods of project delivery. The current report is provided for advisory committee discussion and a report is forthcoming for the Board.

Draft staff report: Remote Facilities – Composting Pilot Program

J. Lee provided an overview of the above-noted staff report which recommends that the board approve a one-year organic composting pilot project in Tahsis and on Cortes Island. The report will be presented to the board at the June 20, 2019 meeting.

Draft staff report: Campbell River Waste Management Centre - Landfill Gas Management Regulation Warning Letter

A. McGifford provided an overview of the above-noted report which outlines the context of a letter received from the Ministry of Environment and Climate Change Strategy warning that the CVRD is out of compliance with sections of the Landfill Gas Management Regulation at the Campbell River Waste Management Centre. Staff outlined the “substitution requirement” application and the Ministry would not accept the substitution as the CVRD’s substitution plan was not an equal or an improvement of the regulations. Staff will continue to work with the consultant and the Ministry to see if the substitution application can be improved. As this matter is ongoing, the report will be updated before it is presented to the CSWM Board at the June 20, 2019 meeting to address the feedback from the Ministry.

Verbal update on June 20, 2019 Board meeting format – round table topics

A. McGifford provided a verbal update on a round-table exercise that will be conducted at the June 20, 2019 CSWM Board meeting. Topics for small-group discussion will include Solid Waste Management Plan history, waste composition, tipping fees and governance. The goal of the exercise will be to present information to the directors and to capture their discussion and feedback. The committee suggested that the record of group discussions be summarized and brought back to a subsequent meeting.

The committee discussed confidential material at 2:55 pm and resumed its open session at 3:23 pm.

GENERAL:

The next Comox Strathcona Waste Management Advisory Committee meeting is scheduled for August 15, 2019 at 1:30 pm.

TERMINATION:

The meeting terminated at 3:24 pm.

Recorded by:

Certified correct:

L. Dennis
Legislative Services Assistant

Andrew McGifford
Senior Manager of CSWM Operations