

**COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE**

Minutes from the meeting held on November 19, 2020, by Zoom 3, commencing at 1:30 pm

<b>Present:</b>	K. Shaw, Director of Public Works Services	City of Courtenay
	S. Ashfield, Municipal Engineer	Town of Comox
	D. Hadfield, Director of Operations	City of Campbell River
	W. Parada, Capital Projects Manager	Strathcona Regional District
	J. Humphreys, Environmental Services Coordinator	Strathcona Regional District
	R. Crisfield, Manager of Operations	Village of Cumberland
	M. Tatchell, CAO	Village of Tahsis
	R. Dyson, CAO	Comox Valley Regional District
	J. Warren, Deputy CAO	Comox Valley Regional District
	M. Rutten, General Manager of Engineering Services	Comox Valley Regional District
	M. Foort, Chief Financial Officer	Comox Valley Regional District
	K. Douville, Manager of Financial Planning	Comox Valley Regional District
	C. Makinson, A/Manager of CSWM Projects	Comox Valley Regional District
	J. Lee, Manager of CSWM Operations	Comox Valley Regional District
	C. Wile, Manager of External Relations	Comox Valley Regional District
	S. Willie, Solid Waste Analyst	Comox Valley Regional District
	S. Valdal, Service Coordinator	Comox Valley Regional District
	L. Fraser, External Relations Advisor	Comox Valley Regional District
	J. Wallis, Branch Assistant Engineering Services	Comox Valley Regional District

**Items Discussed**

**Minutes**

The Comox Strathcona Waste Management (CSWM) Advisory Committee (Committee) reviewed the minutes of the August 27, 2020 Committee meeting. No errors or omissions were noted.

**Draft Staff Reports**

**CSWM 2021 Public Engagement Budget & Workplan**

C. Wile, L. Fraser and S. Valdal gave an overview of the CSWM 2021 Public Engagement Budget and Workplan draft staff report, providing a breakdown of the proposed public engagement initiatives for the CSWM service for 2021. Educators for 2021 include Tina Willard-Stepan, Environmental Educator and Elaine Jansen, Garden Educator. This report was for information only.

Advisory comments

There were no questions from the Committee.

**Implications of Extending Operating Hours at the Gold River Transfer Station**

S. Valdal summarized the Implications of Extending Operating Hours at the Gold River Transfer Station draft staff report which recommends that the operating hours at the Gold River transfer station remain the same, and that the two non-RecycleBC bins be removed from within the Village of Gold River effective January 1, 2021.

Advisory comments:

Concern was expressed about the potential for increased illegal dumping. S. Valdal – this was not experience elsewhere in the service following the closure of bins and is not expected in Gold River. CSWM staff will monitor.

**Single-Use Items Reduction Approach**

S. Willis provided an overview of the Single-Use Items Reduction Approach draft staff report regarding the efforts being made to reduce the distribution of single-use items in our community. This report is for the Committee only.

Advisory comments

- S. Willis enquired as to the level of interest of the Committee in a combined participation approach to reduction efforts. Committee – most municipalities are waiting for federal directives, however any planning and awareness campaigns should be Comox Valley wide.
- M. Rutten suggested that municipal technical leads could meet with CSWM staff for more detailed discussions.

**Regional Organics Compost Project Update**

C. Makinson provided an update on the Regional Organics Compost Project draft staff report. A tipping fee model will be developed and presented in the future as well as more detailed project timelines. Staff will be setting up meetings in early 2021 with municipalities to discuss the project's implementation and a communication plan for residents.

Advisory comments:

There were no questions from the Committee.

**Comox Valley Waste Management Centre (CVWMC) Recycling Depot Improvements Budget Amendment**

J. Lee provided an update of the CVWMC Recycling Depot Improvements Budget Amendment draft staff report regarding the recycling depot improvements project proposed increase to infrastructure expenditures within the 2020-2024 Financial Plan.

Advisory comments:

There were no questions from the Committee.

**2021-2025 Preliminary Financial Plan – CSWM Service – Function 391**

M. Rutten presented the 2021–2025 Preliminary Financial Plan – CSWM Service – Function 391 including the preliminary operating and capital financial plan and budget versus actual comparisons.

Advisory comments:

- D. Hadfield noted that staff costs showed a two per cent increase but details showed a five per cent increase. This should be clarified.
- K. Shaw enquired how fixed (tax requisition revenue) and variable (tipping fee revenue) rates will change with the operation and continued management of the organics facility, including lifecycle costs and increased taxation, and if staff had considered reduced debt.

M. Rutten:

- Tipping Fee revenue will increase with the implementation of organics. Municipalities will tip all yard/food waste at the new facility with a tipping fee expected at approximately \$120/tonne
- Future municipal tipping fees for garbage should reduce slightly after implementation of organics but it will not likely fully offset additional organics costs.
- Municipalities should be aware of these future tipping fee costs.
- Debt is required in the short term as significant capital spending is required in the next two years. Utilizing an additional tax requisition of \$1million would not significantly reduce debt servicing requirement in 2021/2022.

M. Foort

- Staff did look at various funding models to balance debt and reserve levels and felt that using a mixed funding model was the best method for the long term.

### **Confidential Item**

#### **CVWMC Landfill Gas Beneficial End Use Project Update**

S. Willis provided an update on the CVWMC Landfill Gas Beneficial End Use Project Update draft staff report on the negotiations for a biogas purchase agreement with Fortis BC Energy Inc. and the purchase of landfill gas generated at the CVWMC. This report was for information purposes only.

#### Advisory comments:

There were no questions from the Committee.

### **Municipal Service/Project Updates**

#### **Town of Comox request to repeal the closure of the landfills on statutory holidays**

M. Rutten – the Town of Comox request to repeal the closure of the landfills on statutory holidays letter dated November 12, 2020, will be provided to the CSWM Board at their meeting dated December 3, 2020, along with a staff report that outlines the decision process that had been made and the concerns of municipalities and service providers. The staff report will have a continued recommendation to remain closed on these holidays and include options for the CSWM Board consideration.

#### Advisory comments:

- M. Rutten – The CSWM has provided notice to all account holders of both major landfills and has prepared materials for 1,500 Royston residents informing of the statutory closures. The City of Courtenay (City) has expensed considerable resources in development and implementation of an add-a-day schedule to begin in 2021 as a direct response to statutory closures. The Comox Valley Regional District and the City are not in favour of making any changes at this late stage.
- The Town of Comox, Village of Cumberland and City of Campbell River all expressed concern that their contractor Emterra will not be able to adequately service these municipalities on stats and they have not identified alternate solutions
- Members request consideration for minimal access (2 hours?) to the landfill on statutory holidays for municipal waste disposal. This option will be reflected in the staff report brought forward to the CSWM Board for consideration, however, it is a departure from their original decision process.

**The meeting terminated at 3:00 pm.**

Certified correct

***M. Rutten***

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M. Rutten, P.Eng.  
General Manager Engineering  
Services