

DATE: October 6, 2017

FILE: 6430-01

TO: Chair and Directors
Comox Valley Regional District
(Comox Strathcona Waste Management) board

FROM: Russell Dyson
Chief Administrative Officer

Supported by Russell Dyson
Chief Administrative Officer

R. Dyson

RE: 2015-2018 Strategic Priorities – Status Report

Purpose

To provide, for background purposes, the strategic priorities for Comox Valley Regional District staff for function 391, being Comox Strathcona Waste Management.

Recommendation from the Chief Administrative Officer:

THAT the 2015 – 2018 strategic plan attached to this report, be received; AND FURTHER THAT the completed items (shaded blue) be removed from schedule A and added to schedule B (completed strategic priorities).

Executive Summary

Through the Office of the Chief Administrative Officer, the Executive Management Team is responsible for reporting results (outcomes) of the board's objectives on a yearly basis in the form of the Annual Report. In order to ensure the board is apprised of the current status of all strategic priorities leading up to the Annual Report, status reports are provided quarterly.

The CVRD board strategic priorities reflect the scope of work that will undertake from 2015 to 2018. New initiatives may come forward and the board may direct staff to undertake additional initiatives. It is important to acknowledge that new initiatives will have some impact on accomplishing the original priorities.

Prepared by:

T. Warnes

Teresa Warnes
Executive Assistant

Attachments: Schedule A – CVRD (CSWM) current strategic priorities
Schedule B – CVRD (CSWM) completed strategic priorities

**STRATEGIC PRIORITIES
ENGINEERING SERVICES BRANCH (CSWM only)
COMOX VALLEY REGIONAL DISTRICT**

SCHEDULE A

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Engineering Services	Waste Management	Advocacy	Comox Strathcona	391	Solid Waste	AVICC special committee on solid waste services	Regional District's working on separate initiatives. CVRD focused on illegal dumping and waste leakage.
Engineering Services	Waste Management	Board	Comox Strathcona	391	Solid Waste	Waste to Energy	Evaluation of three waste-to-energy technologies by November. Report to board January 2018.
Engineering Services	Waste Management	Next	Comox Strathcona	391	Solid Waste	Solid Waste Management Plan effectiveness review	Study work complete, final review, coordinate with waste-to-energy study.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Campbell River Waste Management Centre; landfill closure	Updated operations and closure plan to be submitted in the fall to Ministry of Environment
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley and Campbell River waste composition study	Study is in progress
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley new engineered landfill	Cell 1 contract awarded July 2016; Leachate contract awarded Sept 2016; planned completion December 2017
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley Waste Management Centre - GPS unit	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley Waste Management Centre above ground remediation fuel tank	Target completion fall 2017
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley Waste Management Centre asphalt paving for organic composting pilot project	On hold
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Cortes Island landfill: Make application to Ministry of Environment to formally close landfill	Ministry of Environment closure of landfill targeted 2019.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Illegal dumping (enforcement/outreach)	Report to November board
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Initiate annual household hazardous waste (HHW) collection in rural areas as a pilot project	Review the options of Product Care depots in Tahsis and Zeballos. Develop a program in 2017, implementation in 2018
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Landfill fire control plan (Ministry of Environment required)	In progress
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Regional organics management study – phase 2	Grant awarded, Request for Proposals issued summer 2017 construction completed by 2020.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Sayward landfill: Make application to Ministry of Environment to formally close landfill	2018 budget, landfill closure targeted by Ministry of Environment (MoE) for 2019. Application to MoE submitted summer 2017
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Solid waste landfill gas utilization study phase 2	Submitted grant application June 1, 2017
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Tahsis, Village of: Formalize operational agreements	Drafted under review
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Zeballos, Village of: Formalize operational agreements	Develop draft agreements in 2017

2015 - 2018 COMPLETED - STRATEGIC PRIORTIES

SCHEDULE B

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Based on MMBC recycling depot program that the five existing recycling depot centres be phased out. (Strathcona Gardens, Sportsplex, 19A Market, Home Depot, Canex)	Home Depot phased out, all other non-MMBC depots maintained in place
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Cortes Island waste management centre: ring road and tipping wall construction	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Hornby Island transfer station: Establish hazardous waste collection program at station	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Hornby Island waste management centre: Tipping wall safety improvements	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Cortes Island waste management centre: fencing improvements	Project cancelled
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Gold River, Village of: Update operational agreement	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Grinding technology review	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Hornby Island waste management centre: fencing improvements	Project cancelled
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Organics management / regional compost project	April 2016, board approved grant application submission.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Mechanically stabilized earth wall – risk assessment	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	New well installation for CV waste management centre, Tahsis and Gold River	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Tahsis waste management centre: Landfill design and operational plan as required by Ministry of Environment	No concerns from Ministry of Environment. CSWM service to proceed with using landfill. Update closure plan
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Tahsis: Construct new lock block transfer station (Includes compactor and use of sealed bins)	Deferred due to continued use of Tahsis landfill.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Zeballos waste management centre: Landfill design and operational plan as required by Ministry of Environment	No concerns from Ministry of Environment. CSWM service to proceed with using landfill. Update closure plan 2018.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Zeballos: Construct new lock block transfer station (Includes compactor and use of sealed bins)	Deferred due to continued use of Zeballos landfill.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley waste management centre equipment – excavator	Board award Oct 2016 - completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley waste management centre equipment – loader	Board award Oct 2016 - completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley waste management centre equipment – skid steer	Target completion Fall 2016 - completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Gold River waste management centre: Landfill design and operational plan as required by Ministry of Environment	To be revaluated pending discussion with the Village of Gold River. Targeted for 2017. Completed

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Gold River waste management centre: Tipping wall safety improvements	Handrails being fabricated, target install Nov 2016. Completed.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Gold River: Construct new lock block transfer station (Includes compactor and use of sealed bins)	Deferred to 2024 - staff to bring forward closer to date.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Three cubic yard bins	Purchase bins for waste transfer operations - completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	40 cubic yard bins	Awarded - completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Campbell River waste management centre closure Phase 1 – final landscaping	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley Closure Phase 1	Substantially complete – final payments scheduled for spring 2017. Completed
Engineering Services	Waste Management	Operational	Hornby Island	360	Hornby Island	Hornby Island waste management centre solar panels	Installation completed