

COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE

Minutes from the meeting held on October 23, 2017 in the Comox Valley Regional District boardroom, located at 550B Comox Road, Courtenay, BC, commencing at 10:00 am

PRESENT:	S. Ashfield, Municipal Engineer	Town of Comox
	T. Kushner, Director of Public Works	City of Courtenay
	R. O'Grady, Director of Engineering	City of Courtenay
	D. Hadfield, Transportation Manager	City of Campbell River
	M. Thatchell, Chief Administrative Officer, via teleconference	Village of Tahsis
	D. Leitch, Chief Administrative Officer	Strathcona Regional District
	J. France, Chief Administrative Officer	Village of Sayward
	M. Rutten, General Manager of Engineering Services	CVRD
	G. Bau Baiges, Manager of CSWM Projects	CVRD
	J. Lee, Manager of CSWM Operations	CVRD
	C. Makinson, Engineering Analyst	CVRD
	C. Wile, Manager of Operational Communications	CVRD
	M. Dinesen, Bylaw Compliance Officer	CVRD
	K. Douville, Manager of Financial Planning	CVRD
	J. Warren, General Manager Corporate Services	CVRD
	A. Baldwin, Legislative Services Assistant	CVRD

ITEMS:

Minutes Comox Strathcona Waste Management Advisory Committee

The committee reviewed the minutes of the August 24, 2017 Comox Strathcona Waste Management Advisory Committee (CSWMAC) meeting. Concern was raised around the second bullet on page two of the minutes relating to staff reports being presented directly to the board. The minutes will be amended to reflect that although every effort will be made to bring all items to the advisory first, in certain circumstances minor items may be presented directly to the board when there are time constraints. The committee members reiterated the importance of being able to provide feedback and consult with elected officials, especially on major items. CVRD staff will look at scheduling meetings or 'project meetings' more frequently to facilitate timely discussions on major projects.

City of Courtenay staff requested an update on staffing and what staffing level is being considered for the organics facility. The CVRD has some staff shortages at the moment. Recruitment for the position of a Senior Manager of Solid Waste Services is underway. Recruitment for the supervisor position at the Comox Valley landfill and the engineering analyst term position were unsuccessful and those positions need to be re-posted. The assistant manager position will also be posted soon. The engagement of a consultant to assist with the regional organics management facility will help to move that project forward and to determine the long term staffing requirement for that facility.

Minutes of the September 13, 2017 Solid Waste Joint Resource Committee meeting

The committee reviewed the minutes of the September 13, 2017 Solid Waste Joint Resource Committee meeting. It was noted that the Village of Cumberland still needs to review and approve these minutes.

Draft staff report: Regional Compost Engineer Contract Award.

Cole Makinson provided an overview of the above-noted draft staff report. The main discussion points included:

- It was suggested that the prices for the bids be included in the ranking of proposals. CVRD staff commented that selection was based on a best-value points rated system in which price

was worth 30 (out of a possible 100) points. In this type of procurement it would not be appropriate to include the price.

- The report will be amended to make it clear that a decision has not yet been made to implement the design-build-operate for the organics compost facility or the design-build for the organics transfer station and that final procurement options will be analyzed as part of the work.
- The committee agreed that more and early stakeholder engagement is required especially as the project depends on a commitment from the municipalities to provide feedstock. CVRD staff to arrange a meeting between the municipalities and the consultant to consider the impacts and feasibility for each jurisdiction. This should be arranged as part of the project kickoff meeting.
- CVRD staff will review the wording in the scope of work to include a task to review work done to date, location and cost. This information will be shared with the municipalities.

Financial Modeling – Draft Slides Provided By AECOM

Marc Rutten provided a summary of the financial modeling draft slides provided by AECOM and requested feedback from the committee. Suggested feedback included:

- Including an allowance for future capital expenditure that may be required for the maintenance/upgrades of the facilities.
- As the service is not on track in terms of diversion targets and considering the future impact of diversion programs, developing a scenario that speaks to the Solid Waste Management Plan and its objectives, but also analyzes what is reasonably achievable by 2022.

The committee was invited to provide further feedback via email, which will be passed on to the consultant. This item will be brought back to the advisory and CVRD staff will endeavour to arrange for the consultant to be available on the phone. It's anticipated that AECOM will present the financial modeling to the board in January.

Draft staff report: 2018-2022 Preliminary Financial Plan – Solid Waste Service, Function No. 391

Marc Rutten provided an overview of the above-noted draft staff report and noted that the final report will include the financial impact of the increase in salaries and wages. Main discussion points included:

- Incorporating staffing projections for the future regional organics composting facility or at least indicate that staffing implications are not included.
- It was suggested that a full time employee count, historically and future-looking comparative, be provided as well as a more fulsome explanation on the decision making process to acquire additional staff.
- It was suggested that an allowance for asset management be included in the budget.
- The committee discussed the rationale for the increases in tipping fees shown in the 2014-2017 financial plan and encouraged the use of realistic numbers for the 2018-2022 financial plan. Further discussion was around identifying the extent to which the tax requisition 'subsidises' the tipping fees to generate revenue sources to operate the service versus providing for increased reserves to assist with offsetting capital cost and servicing long term debt. It was suggested that the information in the summary of the budget be extracted and expanded on in the staff report. CVRD staff to share a staff report that was prepared a few years ago regarding a financial model for long term funding options that speaks to capping the tipping fees at \$130/tonne and introducing a municipal tax requisition. CVRD staff to undertake further analysis on tipping fees and report back to the advisory.

Mark Thatchell left the meeting at 11:26 am.

A revised report that incorporates feedback from the committee will be presented to the CSWM Board on November 9, 2017.

The committee recessed at 11:36 am and resumed its meeting at 11:40 am.

Draft staff report: Summary of the Comox Strathcona Waste Management Illegal Dumping Prevention Program

Michael Dinesen provided an overview of the above-noted draft staff report. The report does not include a recommendation and will be presented at the board meeting to provide an update on progress, data collected and proposals for the CSWM Illegal Dumping Prevention Program.

NEW BUSINESS:

Waste-to-Energy

The committee agreed to meet prior to the Waste-to-Energy Select Committee to discuss a draft report from Morrison Hershfield that is due on November 3, 2017. CVRD staff to schedule a meeting.

Draft staff report: CSWM Public Education Program

Christianne Wile provided an overview of the above-noted draft staff report. The report speaks to four key principles to help guide the CSWM Education program. The report will be presented at the November 9, 2017 CSWM Board meeting for information.

Agreement with the Village of Tahsis

CVRD staff advised that a report will be going forward to the November board meeting to seek approval for the CSWM to enter into a formal agreement with the Village of Tahsis for the operation of the landfill and recycling depot. The agreement is for a period of five years with an annual value of \$96,000.

GENERAL:

The next Comox Strathcona Waste Management Advisory Committee meeting is to be determined.

TERMINATION:

The meeting terminated at 12:08 pm.

Recorded by:

Certified correct:

A. Baldwin
Legislative Services Assistant

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