

COMOX STRATHCONA WASTE MANAGEMENT ADVISORY COMMITTEE

Minutes from the meeting held on August 24, 2017 in the Comox Valley Regional District boardroom, located at 550B Comox Road, Courtenay, BC, commencing at 1:30 pm

PRESENT:	S. Ashfield, Municipal Engineer	Town of Comox
	S. Russwurm, Acting CAO	Town of Comox
	C. Freundlich, Director of Finance	Town of Comox
	G. Westendorp, Public Works Superintendent	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 via teleconference	City of Campbell River
	G. Feser, Assistant Superintendent, Public Works	Village of Tahsis
	L. Plourde, Chief Administrative Officer	Village of Gold River
	J. France, Chief Administrative Officer, via teleconference	Village of Sayward
	S. Veselinovic, Manager via teleconference	Hornby Island Recycling
	R. Crisfield, Manager of Operations	Village of Cumberland
	A. MacDonald, Acting CAO	CVRD
	M. Rutten, General Manager of Engineering Services	CVRD
	G. Bau Baiges, Manager of CSWM Projects	CVRD
	J. Lee, Manager of CSWM Operations	CVRD
	L. Butler, Engineering Analyst	CVRD
	C. Wile, Manager of Operational Communications	CVRD
	L. Dennis, Legislative Services Assistant	CVRD

ITEMS:

Minutes

The committee reviewed the minutes of the May 18, 2017 Comox Strathcona Waste Management Advisory Committee (CSWMAC) meeting and no errors or omissions were noted.

For discussion: Host Community Agreements

The host community agreements between the CVRD and the Village of Cumberland and the City of Courtenay, including amendments and memorandums of understanding, were presented to the committee for discussion.

The committee had requested that the host agreements be included on an agenda for discussion as there have been some long-standing questions about how the agreements came to be in place and why they did not go through the advisory committee for review and comment.

The committee discussed some of the background and the process that was followed, and the committee came to the following consensus:

- Items going forward to the board need to be presented to the advisory committee so that staff can inform and advise their board members before the item is brought to the board table;
- for those items that due to timing may not have a complete staff report at the time of the advisory meeting, CVRD staff will endeavor to provide as much information as possible to the advisory committee;
- that the advisory committee be consulted when the host agreements come up for review in 2020; and,

- that the Solid Waste Joint Resources Committee, as described in the host community agreement with the Village of Cumberland, continue to meet regarding local issues and that the minutes from that committee continue to be included on CSWMAC agendas.

Draft staff report: Project status report August 2017 - CVWMC New Engineered Landfill - Cell 1 Construction and Leachate Treatment Facility

G. Bau Baiges provided an overview of the draft staff report regarding a status update on the Cell 1 construction and leachate treatment centre. Cell 1 is complete and the leachate treatment centre will be complete by September. Both projects are on time and under budget. The committee suggested that a column be added to the table on page 6 of the staff report to show the original cost estimates. Staff will look into whether that is feasible.

The report will be presented to the board at the September 14, 2017 meeting for information only and will include the current newsletter and staff will present a short video.

Minutes of the August 10, 2017 Waste to Energy (WTE) Select Committee meeting, with verbal report on the results of this meeting and the next steps for the CSWM WTE assessment

L. Butler provided a verbal summary of the staff report to be presented to the board at the September 14, 2017 meeting regarding the recommendations from the Waste to Energy (WTE) Select Committee from their August 10, 2017 meeting.

At the WTE meeting on August 10, 2017 consultants from Morrison Hershfield presented their evaluation of request for information submissions for energy recovery technologies. The committee passed a resolution to support the findings of the Morrison Hershfield report and to carry forward three (rather than two as previously planned) vendors to the detailed analysis phase. The report to be presented to the board on September 14, 2017 will request that the board authorize an additional \$14,000 for the consultants to assess three proposals rather than two, with an adjusted timeline. If approved, the consultants will move forward with the detailed analysis including cost modelling and the effects on organics and recycling programs. The detailed analysis report will come to the advisory committee for input before being presented to the board.

For discussion: Asbestos Disposal Communications Strategy

C. Wile provided an overview of the asbestos disposal communications strategy, which is set to launch on October 1, 2017. The strategy will be provided to the directors at the September 14, 2017 board meeting for information only.

NEW BUSINESS:

Staffing Changes

M. Rutten informed the committee that the CVRD is currently recruiting for a Senior Manager of Solid Waste Services. In addition, there have been changes to the management structure, which includes the Manager of Operations now encompassing both landfills. To support the Manager of Operations, the CVRD is recruiting a landfill supervisor and an assistant manager.

RFP for Engineering Services for Organics Facility

M. Rutten updated the committee that the deadline for the RFP for engineering services for the CSWM Regional Organics Management Facility has been extended a week to September 14, 2017. The committee members requested that they have the opportunity to provide feedback on the project once some of the unanswered questions have been addressed by the consultant.

GENERAL:

The next Comox Strathcona Waste Management Advisory Committee meeting is scheduled for October 19, 2017 at 1:30 pm.

TERMINATION:

The meeting terminated at 2:36 pm.

Recorded by:

Certified correct:

L. Dennis
Legislative Services Assistant

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