

DATE: June 19, 2020

FILE: 5360-40

TO: Chair and Directors
Comox Strathcona Waste Management Board

Supported by James Warren
Deputy Chief Administrative Officer

FROM: James Warren
Deputy Chief Administrative Officer

James Warren

RE: Tipping Fee Subsidy Policy – Not-for-Profit Reuse Organizations

Purpose

To present a tipping fee subsidy policy for consideration which subsidizes non-profit organizations who focus on reuse and waste diversion and whose revenue is used to fund local social or community service programs in the Comox Strathcona Waste Management (CSWM) service area.

Recommendation from the Chief Administrative Officer:

THAT the Comox Strathcona Waste Management Board approve the tipping fee subsidy policy, attached to the staff report dated June 19, 2020, to assist eligible organizations with waste diversion efforts;

AND FINALLY THAT the Comox Strathcona Waste Management Board increase the current tipping fee waiver budget by \$9,000, allocating a total annual tipping fee policy budget of \$25,000.

Executive Summary

- In September 2018 the non-profit fee waiver funding was removed from the waiver policy and the financial plan. At the time it was felt that the organizations utilizing this funding no longer required the support;
- Historically, Habitat for Humanity and Salvation Army received funding under this program, in the amount of \$4,500 each;
- Since 2018, staff have worked with both organizations to implement Extended Producer Responsibility (EPR) and diversion programs to significantly decrease the volume of garbage and increase diversion;
- The implementation of these programs has been successful, however challenges remain including residents leaving household garbage after drop off hours and theft of scrap metal;
- A request for support from Habitat for Humanity and Salvation Army has resulted in a draft policy that would provide a subsidized tipping fee to support the total tipping fee costs of the organization;
- The subsidy program will have a budget of approximately \$9,000 per year and will be provided on a first come, first serve basis.

Prepared by:

Concurrence:

Concurrence:

S. Valdal

J. Lee

M. Rutten

Stephanie Valdal
CSWM Services
Coordinator

Jesse Lee, B.Sc.
Manager of CSWM
Operations

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

Stakeholder Distribution (Upon Agenda Publication)

Comox Valley and Campbell River Salvation Army	✓
Comox Valley and Campbell River Habitat for Humanity	✓

Background/Current Situation

In November 2000, the CSWM Board adopted a Tipping Fee Waiver Requests policy for groups conducting community clean up events and for charitable organizations (like Habitat for Humanity and Salvation Army) who generate waste as a result of inappropriate donations or improper disposal at their facilities. This funding was provided by application on an annual basis and in 2012 the CSWM Board approved [amendments to the tipping fee subsidy policy](#) to provide up to \$4,500 annually for each non-profit.

In order to reduce the amount of waste generated by reuse stores like Habitat for Humanity and Salvation Army, CSWM staff worked with these organizations to implement diversion programs, including wood waste and EPR programs for batteries, appliances, tools, lighting and ballasts. This has reduced the amount of waste to landfill and in 2018 the tipping fee subsidy funding was removed. Over the past 18 months it has been recognized that a need remains to continue to assist these with some form of tipping fee subsidy.

Even with the implementation of enhanced recycling programs and excellent signage, these organizations continue to suffer from the inappropriate donation of materials, especially after hours. Between their three locations (two in Courtenay and one in Campbell River) the Salvation Army pays over \$60,000 annually in tipping fees.

The diversion work is of value to the solid waste service and saves landfill space, particularly with the implementation of EPR programs. In addition, the Salvation Army has established a textile diversion program and has recently started a book recycling program for the Comox Valley and surrounding community. This is of great value as there are no textile or book recycling programs on Vancouver Island and the CSWM service currently does not have an alternative to landfilling this material. In 2018-2019, the Salvation Army (Comox Valley) collected and diverted the following volumes of material - 538 tonnes of textiles, 673 mega bags electronics, 31 tonnes of scrap metal, 20 pallets of televisions, 252 Canadian Electrical Stewardship Association mega bags, and 18 tonnes of books (since September 2019).

Realizing there is a net benefit to the service in assisting organizations that provide both diversion and non-profit benefit to the community, a financial analysis of the old policy has been completed suggesting incremental funding based on the volume of material managed through each facility is an appropriate subsidy model. Criteria for the program includes: maintaining an account with the CSWM service in good standing; providing a report on diverted material; and hosting a diversion-focused community education event each budget year. Possible community events may include hosting a repair café, running an educational media campaign or competition, and/or organizing community clean up events. The draft policy is attached as Appendix A.

In support of the above, the BC Ministry of Environment and Climate Change Strategy released a report in 2017 to assist the province with implementing a waste-to-resource strategy. The report [Jurisdictional Scan for Circular Economy](#) (JSCE) included for reference, focuses on upstream components of waste prevention, through design, re-use, refurbishment and recycling. The report identifies that circular economies are of growing interest, not only for the private sector, but for policy makers around the globe.

Policy Analysis

There is currently no policy to assist reuse non-profits with tipping fees.

Options

The Board has several options to consider:

- 1) Approve the policy attached as Appendix A;
- 2) Re-implement the \$4,500 annual funding to the Salvation Army and the Habitat for Humanity at both the Campbell River and Comox Valley locations and provide this amount to those organizations only;
- 3) Cease the financial support to the Salvation Army and the Habitat for Humanity and support their activities by other means (staff support outreach).

At this time staff are recommending option 1.

Financial Factors

Funding for this subsidy program is already within the 2020-2024 Financial Plan for the solid waste service. Approval of the policy does not require a budget amendment. The current budget for community clean ups, environmental and emergency tipping fee waivers, is \$16,000, bringing the total budget of both programs to \$25,000.

Citizen/Public Relations

This policy provides a unique opportunity to not only collect additional diversion data for our service area, but encourage non-profits to educate residents on the waste prevention hierarchy and raise awareness regarding changing lifestyles and consumption habits, as identified in the JSCE. In turn we can educate residents on how to reduce tipping fees and the importance of the circular economy.

Appendix A – Draft policy “Non-Profit Reuse Tipping Fee Subsidy”

Subject: Non-Profit Reuse Tipping Fee Subsidy	
Category: Comox Strathcona Waste Management	Procedure Reference: 340-50

The purpose of the Reuse Tipping Fee Refund is to support the viability of reuse organizations, thereby extending the life of products and materials while reducing the environmental impacts and supporting community and social services. This policy provides guidelines for consideration of providing a refund to subsidize tipping fees, based on the guiding principles of eliminating reusable material going to landfill and moving towards a circular economy of waste.

Policy Statement

Requests will be considered on a first come, first serve basis, with consideration to available funding. Refund applications must be submitted to the Comox Valley Regional District (CVRD) by completing the application form attached as Appendix A. Requests are approved by the Senior Manager of Comox Strathcona Waste Management (CSWM) Services or their alternate. Requests are to be received no later than December 1 for the following year. Successful applicants will be required to provide statistics and data to the CSWM service in order to continue receiving funding. Site visits to ensure all criteria is met may be required prior to approval.

A. Non-Profit Reuse Tipping Fee Refund Criteria:

All organizations applying for funding must identify an individual who will act as the coordinator for the organization and they must provide their non-profit number. Refunds will be provided on an annual basis in the form of a cheque or credit to the customer's account. Funding is based on the volume of material brought to the closest regional landfill facility. Staff may request a tour of facility operations to ensure all criteria below is being met and maintained.

Applications must meet the following criteria in order to be considered:

1. The organization must be a registered non-profit and provide their non profit number.
2. The non-profit organization has identified itself to the CSWM service, stating the nature and types of materials collected as donations from residents who live within the CSWM service area;
3. The non-profit organization has an account with the CSWM service that is in good standing and must continue to remain in good standing throughout the year;
4. The organization has established that their operation is open to the general public and that funds raised will not be used by or for the group members but are intended to go back to the local community for social or community services that are open to all residents;
5. The organization has confirmed the wastes collected are not generated as a result of any activity of the organization, due to renovations, construction or collected elsewhere and brought to the donation drop off location by the organization for disposal in their waste stream;
6. The organization has signage posted at their location to indicate what types of donations are welcome and when they should be left;
7. The organization attempts to prevent after hours dumping at their donation drop off location by limiting areas normally accessible during donation drop off times;
8. The group/society will ensure the safety of volunteers and staff by advising the CSWM of any hazardous, controlled or prohibited wastes (as per Bylaw No. 170 Schedule "B – Prohibited Waste"), collected or being delivered to a CSWM facility;

9. The organization has established agreements or a relationship with a member organization that will ensure all applicable extended producer responsibility (EPR) programs are in place to divert as much as possible from the waste stream and capture valuable resources;
10. The organization must host an education session at least once per year to educate residents on the importance of waste diversion;
11. The organization must sign up and advertise to the community that they are a collection center for EPR materials related to their business (see Appendix B for a list attached of current EPR programs);
12. The organization will conduct material exchanges, when possible, to ensure that items which need to be circulated out of the organizations facility are given a second recovery opportunity by being donated or brought to an alternate location. This will ensure items are circulated to other communities in need or to specific organizations where they can be of use and ensures reusable items are being kept out of landfill, this may include transferring the material to a remote community, family in need or free store or provided for free at the organizations retail location.

Coordinator responsibilities:

The Coordinator for the refund applications will ensure that:

1. The operator of each transport vehicle disposing of waste at the CSWM facility is provided with the account to be charged;
2. All participants are aware there is no financial compensation for this work outside of refund funding;
3. The loads contained in each transport vehicle are properly secured while travelling to prevent wind-blown debris; and
4. All recyclable, divertible or hazardous wastes as defined in Bylaw No. 170 are separated from the waste delivered to the landfill.

Process:

Reporting

At the end of every year each organization must submit diversion data. Included in the data will be the volume of EPR material diverted, either mega bag counts (confirmed by stewardship) or tonnage, any scrap metal tonnages and any additional diversion volumes. The report shall also include a brief summary of any education sessions hosted by the non-profit, including number of residents that participated and any comments. In addition, please include any volume (cubic meters or tonnage) of materials donated for a second recovery opportunity.

Funding

Funds are calculated based on tonnage of material diverted from landfill. For each tonne diverted, the non-profit organization will receive a discounted tipping fee rate of \$90 for one tonne of landfilled waste. Funds will only be provided to match the volume landfilled. There is no credit to be applied to future landfilled materials. Funds will be provided in the form of a cheque at the end of each calendar year, provided all information is received by the CVRD before the deadline. Funding is provided on a first come first serve basis.

Approval History

Policy adopted:	DATE
-----------------	------



Appendix A
Thrift Store Diversion
Refund Rate Application

Name of Coordinator:		Contact Info: (phone or email)	
Organization Name:		Non-Profit #	
Mailing Address:			
Landfill Account Number:		Previous year's Tipping fees:	
Disposal facility:	CVWMC <input type="checkbox"/> CRWMC <input type="checkbox"/>	Other disposal facility:	

Waste diverted, please select all that apply:

Cardboard <input type="checkbox"/>	Paper <input type="checkbox"/>	Books <input type="checkbox"/>	Textiles <input type="checkbox"/>
Metal <input type="checkbox"/>	RecycleBC Glass <input type="checkbox"/>	Wood <input type="checkbox"/>	Electronics <input type="checkbox"/>
Batteries <input type="checkbox"/>	Appliances (CESA) <input type="checkbox"/>	Appliances (MARR) <input type="checkbox"/>	Refundable containers <input type="checkbox"/>
Hazardous waste <input type="checkbox"/>	Lights and Ballasts <input type="checkbox"/>	Furniture <input type="checkbox"/>	<input type="checkbox"/>
Date: _____			
Signature: _____			

Ensure loads contained in each transport vehicle are properly secured while travelling to prevent wind-blown debris.

Additional copies of the application form are available on the CSWM website www.cswm.ca.

For all telephone inquiries, please contact the CSWM service at 250-334-6016

Forms can be faxed, emailed or mailed to:
Tipping Fee Waiver Program
Comox Valley Regional District
600 Comox Road, Courtenay, BC V9N 3P6
Email: cswm@comoxvalleyrd.ca
Fax: 250-334-4358

<p><u>For internal use only:</u> Date received: _____ Date approved: _____ Applicant advised: <input type="checkbox"/> Landfill advised: <input type="checkbox"/> Disposal date: _____</p>	<p><u>Scale attendant use only:</u> Date of disposal: _____ Ticket #: _____ Weight (kg): _____</p>
--	--

List of current Extended Producer Responsibility programs:

Appendix B

<https://www.rcbc.ca/recycling-programs/epr#Current>



OUTDOOR POWER EQUIPMENT
INSTITUTE OF CANADA



For a detailed description of each program, click on the links below

- [BC Used Oil Management Association](#)
- [BC Brewers' Recycled Container Collection Council \(BRCCC\)](#)
- [Call2Recycle](#)
- [Canadian Battery Association](#)
- [Electrical Equipment Manufacturers Association](#)
- [Electronic Products Recycling Association](#)
- [ElectroRecycle Small Appliance Recycling Program](#)
- [Return-It](#)
- [Health Products Stewardship Association](#)
- [Major Appliance Recycling Roundtable](#)
- [Recycle BC](#)
- [Outdoor Power Equipment Institute of Canada](#)
- [Product Care Recycling](#)
- [Recycle My Cell](#)
- [Thermostat Recovery Program \(TRP\)](#)
- [The TELUS Return and Recycle Program](#)
- [Tire Stewardship BC](#)