



Regional Solid Waste Management Plan
Advisory Committee
MEETING MINUTES
Thursday, April 30, 2020
2:00 pm to 3:30 pm
Virtual Meeting (Zoom / Phone)

In Attendance:

Bonnie Danyk	Village of Port Alice
Janice Evans	VIHA
Greg Fox	Fox's Disposal
Kane Gordon	Village of Alert Bay
Derek Koel	Town of Port McNeill
Darby Gildersleeve	SD85
John Tidbury	District of Port Hardy
Leighton Wishart	District of Port Hardy

Regrets:

Diana Dick	Dzawada'enuxw First Nation
Michelle Hunt	Kwakiutl First Nation
Rod Inglis	Port Hardy Return It Centre
Ruby Mannila	Whe-La-La-U Area Council
Richard Opal	MOWI

Staff: Patrick Donaghy, Operations Manager and Nadine Weldon, Recording Secretary
Consultants: Maura Walker and Carey McIver, MWA Environmental Consultants Ltd.

MINUTES

Welcome and Introductions

Patrick Donaghy commenced the meeting at 2pm and introduced the participants on the Zoom meeting and the telephone. The Zoom meeting tools were reviewed and the protocols for the operation of the meeting were reviewed.

Minutes of Previous Meeting

Accepted as presented.

Where We Are In The Planning Process

Carey McIver did a brief review of the planning process and its status.

Recommended Strategies and Actions

Maura Walker and Carey McIver reviewed the strategies and options that were included in the Strategies and Options memo. Cost estimates for each strategy were also presented. . There was consensus among the committee members in attendance that all of the items as presented should be included in the draft RSWMP.

Financial Implications

Carey presented how the five-year financial plan, showing the additional costs associated with the actions discussed under “recommended strategies and actions.” She also presented the staffing implications.

Bonnie Danyk commented via email that Five-Year Financial Plan Table should show operating expenditures only and that capital is not generally funded by taxation.

Next Steps / Wrap Up

The next meeting will be Thursday, May 14, 2020 at 2 pm and will be held on-line and on the phone.

The meeting was closed at 3:25 pm.

REGIONAL SOLID WASTE MANAGEMENT PLAN ADVISORY COMMITTEE

April 30, 2020 Meeting



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Meeting Start Up (Patrick & Nicole)

- Online Meeting Protocols
- Roll Call



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Agenda (Carey)

- Minutes of our previous meeting
- Quick review of where we are at
- Proposed strategies and actions
- Financial implications
- Wrap Up



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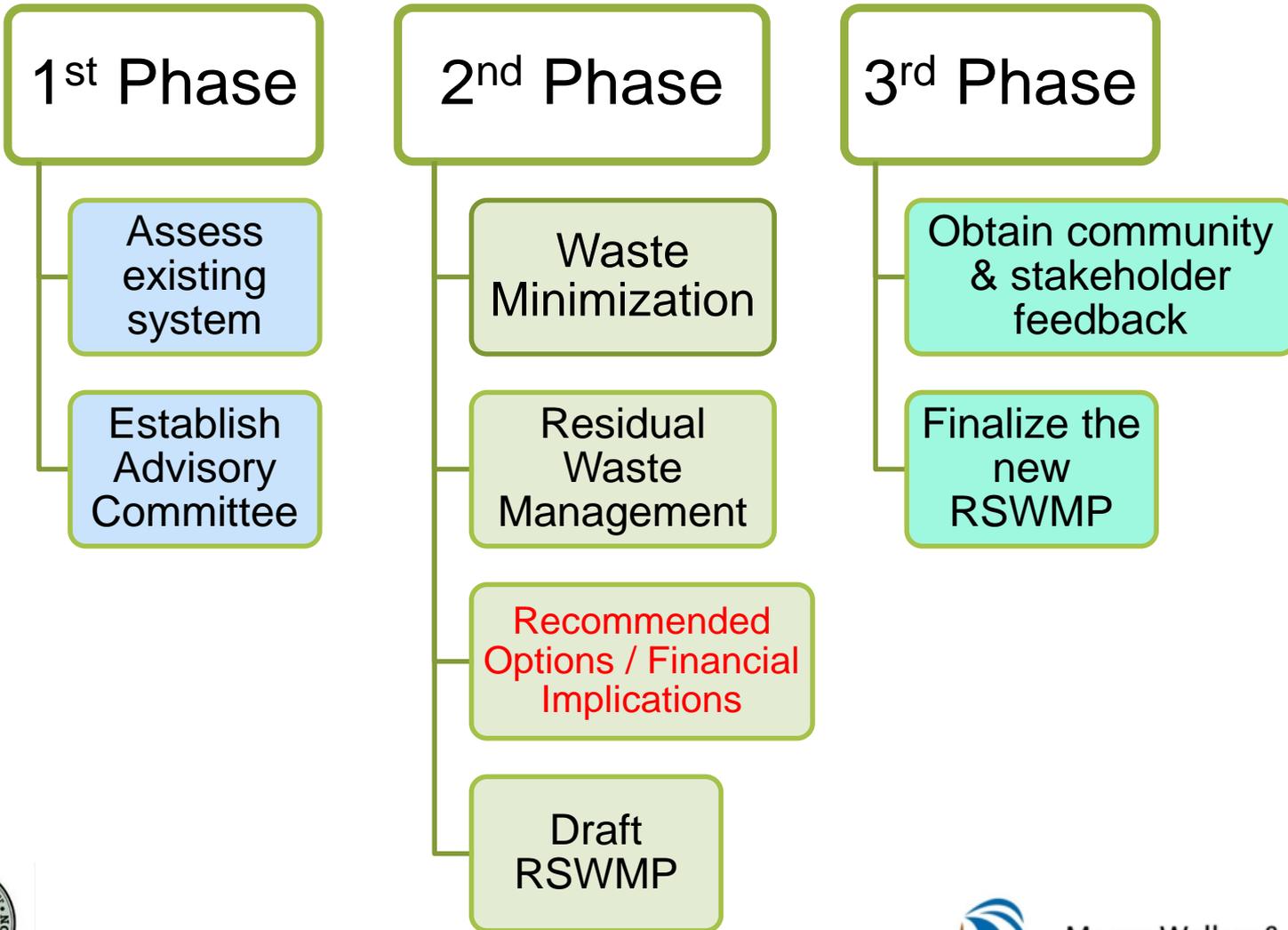
Review of Meeting Minutes

- Errors or Omissions?



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The RDMW SWMP Update Process



STRATEGIES AND ACTIONS



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Strategies and Actions

- Prepared based in input we received from you at previous meetings
- Feedback from today will be used to draft an new solid waste management plan for RDMW



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Focusing in...

- Status of 7Mile needs to be resolved
 - Cornerstone of our recycling, composting and disposal system
- Shift from establishing new diversion programs and infrastructure to
 1. Confirming the long term picture for 7 Mile
 2. Based on outcome of #1, develop the necessary strategies for:
 - Organic waste diversion
 - Collection (what, where, who, when)
 - Cost recovery



Strategies and Actions (Maura)

1. Reduction and Reuse
2. Organic Waste Management
3. Collection
4. Residential Recycling
5. ICI Recycling
6. CD Waste Diversion
7. Education & Outreach
8. EPR
9. Recovery
10. Residual Management
11. Illegal Dumping Mitigation
12. Human Wildlife Conflict Mitigation
13. Wood Waste
14. Finance & Administration



Reduction and Reuse Strategy

Build awareness of reduction and reuse through events and campaigns that encourage behaviours that minimize waste.



Reduction and Reuse Actions

1. Continue to allow for recovery of reusable items and materials received at 7Mile and continue to seek additional opportunities for reuse.
2. Increase support to the self-management of organic waste
3. Undertake a campaign that targets reduction of “avoidable” food waste
4. Identify and address barriers to the donation of food by businesses and institutions
5. Enhance the profile of organizations involved in the reuse, repair and rental of goods
6. Encourage a reuse mindset through hosting and/or supporting reuse events
7. Develop regional campaigns to encourage reduction and reuse behaviours
8. Develop a fund to seed local circular economy projects



Reduction and Reuse Estimated Cost

Cost Estimate	Capital	Operating		Notes
		Start-Up	On-going	
Increase self-management of organic waste	\$ 3,000 for backyard composters / digesters	\$ 1,000	\$ 2,500	Start up: develop information displays and other outreach materials (printed and online). Ongoing: provision of workshops and print materials
Food waste reduction campaign	\$ -	\$ -	\$ 2,000	Use communication materials available through other government agencies. On-going cost for printing, web site design, promotion.
Research barriers to ICI food donations	\$ -	\$ 4,000	\$ -	Study (contracted out)
Promote existing reuse organizations	\$ -	\$ 1,000	\$ 500	Start-up: Information gathering, development of on-line and printed materials. Ongoing: Information updated and reprinted bi-annually
Support reuse events	\$ -	\$ -	\$ 2,500	Funding of events and promotional materials
Regional reduction and reuse campaigns	\$ -	\$ -	\$ 2,000	Utilizing campaign materials available through other government agencies. On-going cost for printing, web site design, promotion.
Seed fund for circular economy projects	\$ -	\$ -	\$ 5,000	To be distributed annually based on applications. Other financial partners anticipated, which would increase the overall value of the fund.

Organic Waste Management Strategy

Expand composting capacity to include food scraps once the expansion of 7MLRC is confirmed.



Organic Waste Management Actions

1. Maintain the use of variable tipping fees
2. Continue to compost yard waste at 7 Mile Landfill
3. Develop a Food Waste Diversion Strategy in consultation with municipalities and First Nations. This strategy would include:
 - An assessment of the capacity of 7MLRC to have an expanded composting operation to include food waste, including associated capital and operating costs. This initial step would determine if there is a need to source organic waste processing capacity through an RFP or other means.
 - Options to encourage the diversion of ICI food waste
 - Options to collect residential food waste
 - Options for remote communities



Organic Waste Management **Estimated Costs**

Cost Estimate	Capital	Operating		Notes
		Start-Up	On-going	
Develop a Food Waste Diversion Strategy	\$ -	\$ 2,000	\$ -	To be undertaken with in-house resources. Budget for research-related costs.



Collection Strategy

To establish a collection system that allows for effective and efficient collection of all municipal solid waste streams and maximizes available waste diversion opportunities.



Collection Action

Develop a Collection Strategy in concert with municipalities and the solid waste industry that will look at the most effective way to provide garbage, recycling and possibly organic waste collection to homes and businesses in the municipalities and electoral areas. Items to be addressed as part of this strategy include:

- Based on community interest, the provision of collection services to communities in densely populated areas, particularly if the community is close to an area that already has curbside collection
- Potential provision of recycling collection services to multi-family buildings
- Collection of food scraps from homes, businesses and institutions
- Regional vs. municipal collection services



Collection Estimated Costs

Cost Estimate	Capital	Operating		Notes
		Start-Up	On-going	
Develop a Collection Strategy	\$ -	\$ 2,000	\$ -	To be undertaken with in-house resources. Budget for research-related costs and meetings.



Residential Recycling Strategy

Maintain, and possibly improve, RDMW's current high level of participation in recycling and low level of contamination.



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Residential Recycling Actions

1. Increase outreach to residents
2. Work with municipalities that provide curbside recycling collection to add single-family equivalent multi-family residences to the collection service (e.g. townhomes, mobile homes)



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Residential Recycling Estimated Costs

Cost Estimate	Capital	Operating		Notes
		Start-Up	On-going	
Increase outreach to residents	\$ -	\$ -	\$ 1,750	RDMW contribution of \$0.50 per household on curbside per year. To be matched by participatory municipal and First Nation partners. Estimate of 3500 homes on curbside region-wide.
Add single-family equivalent multi-family residences to the collection service	\$ -	\$ -	\$ -	No new costs, but municipal staff time will be required to reach out to eligible units to consult and/or inform of the service change and participation requirements.



Industrial, Commercial and Institutional (ICI) Recycling Strategy

Maintain and possibly increase current levels of ICI recycling through pricing signals complemented by policy and regulatory mechanisms



Industrial, Commercial and Institutional (ICI) Recycling Actions

1. Continue to use differential tipping fees to provide a financial incentive to source-separate waste materials for diversion.
2. As markets for recyclables improve and expand, extend the designation of “controlled waste” to other recyclable materials to reinforce RDMW’s expectation that divertible materials will be source-separated (like was done for cardboard).
3. Lobby the Province to include ICI-generated packaging and papers as a schedule in the Recycling Regulation

There are no new costs associated with the above actions



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Construction / Demolition (CD) Waste Diversion Strategy

Continue to reduce the quantity of waste from construction, renovation and demolition projects sent to landfill.



Construction / Demolition (CD) Waste Diversion Actions

1. Continue to develop and distribute CD waste management information, including information on recycling and reuse options, as well tipping fees and disposal bans.
2. Expand the definition of “controlled waste” to include items that are readily recyclable such as clean wood waste, asphalt shingles and metal. The list of controlled items should be reviewed annually and amended based upon the recycling market.
3. Lobby to have construction materials as part of an extended producer responsibility (EPR) program.

There are no new costs associated with the above actions



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Education and Outreach Strategy

Support all aspects of the waste management system through effective and efficient application of education and outreach



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Education and Outreach Actions

1. Work collaboratively with other key stakeholders on education and outreach. This may be achieved through developing an inter-agency communications strategy on an annual basis that identifies the outreach projects for the year, along with the associated tools, participants, roles and responsibilities.
2. Shift use of traditional print media to use of on-line media, including apps
3. Implement an educational outreach program targeting school children
4. Hire eco-ambassadors to do community outreach / direct community contact in the summer months (May through August)



Education and Outreach **Estimated Cost**

Cost Estimate	Capital	Operating		Notes
		Start-Up	On-going	
Work collaboratively with other key stakeholders	\$ -	\$ -	\$ -	Annually develop and execute a regional communications plan to support regional and municipal waste management services (including reduction and reuse communications).
Use on-line media	\$ -	\$ -	\$ -	Part of individual program budgets, no separate budget required.
Outreach program for school children	\$ -	\$1,000	\$ -	Use/build on program content prepared by other regional districts. Delivered by eco-ambassador in May and June.
Eco-ambassador	\$ -	\$2,000	\$14,000	1 Summer student (May-Aug). Start-up budget to cover the cost of material production not covered in other budgets.



Extended Producer Responsibility (EPR) Strategy

- To continue to ensure that EPR collection services are available in the RDMW and to support the expansion of EPR programs



Extended Producer Responsibility (EPR) Actions

1. Lobby the province to include ICI packaging and papers, mattresses, construction materials and textiles in the Recycling Regulation.
2. Continue to work to improve EPR in BC by participating in organizations that are active in this area, such as CWMA, AVICC and BC Product Stewardship Council.
3. Lobby the Province to expand the scope of hazardous materials included in the Recycling Regulation, and expand the definition of products currently included
4. Lobby senior governments and product stewards to improve product labelling regarding recyclability.

There are no new costs associated with the above actions



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Recovery Strategy

To be open to the application of recovery technologies in the future and to monitor opportunities that could contribute positively to RDMW's solid waste management system.



Recovery Action

Continue to **participate on the AVICC solid waste committee** that is looking into collaborative, inter-regional solutions to solid waste management, including resource recovery options.

There are no new costs associated with the above action



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Residual Waste Management: Key Strategy

Secure long term disposal capacity at 7MLRC while maintaining space for recycling and composting



Residual Waste Management **Actions**

The following actions are intended to be done chronologically since each action presupposes successful completion of the prior action.

- 1. Undertake a landfill conformance review**
- 2. Obtain approval from the Province to acquire the land adjacent to the current landfill** that was formerly used by Ministry of Transportation and Infrastructure (MOTI) for aggregate extraction.
- 3. Upon receiving approval to expand the landfill area from MOTI, RDMW will develop an updated DOCP**



Additional Residual Waste Management Actions

Continue to:

1. Provide disposal services to Bella Bella and Klemtu for as long as these communities require this service and the waste volumes do not increase considerably
2. Use compost as a biocover to mitigate landfill gas
3. Accept contaminated soil subject to management's approval, available storage space and anticipated need for material
4. Accept asbestos for disposal
5. Work with industrial waste generators, such as the local aquaculture industry, and local waste management businesses to identify appropriate solutions for key components of their waste



Residual Waste Management Estimated Cost

Cost Estimate	Capital	Operating		Notes
		Start-Up	On-going	
Landfill conformance review	\$ -	\$ 8,000		Budget to hire consultants, support review, review and report on results
Obtain approval for 7MLRC expansion	\$ -	\$ 5,000	\$ 1,000	Includes ongoing consultation/engagement with Kwakiutl
Update the DOCP	\$ -	\$ 80,000		Budget to hire consultants, support plan development, review draft and final, report on results



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Illegal Dumping Mitigation Strategy

RDMW will continue their current illegal dumping mitigation measures



Illegal Dumping Mitigation **Actions**

- 1. Continue to assist with clean up events** by waiving tipping fees and providing funding for equipment such as gloves & bags
- 2. Continue to clean up illegal dump sites:** RDMW will assess and, if required, organize site clean-ups based on available budget
- 3. Continue to not charge tipping fees on fine yard waste**
- 4. Continue to not charge tipping fees on recyclable items**
- 5. Establish a budget to support illegal dumping mitigation**



Illegal Dumping Mitigation Estimated Cost

Cost Estimate	Capital	Operating		Notes
		Start-Up	On-going	
Illegal Dumping Mitigation program	\$ -	\$ -	\$ 4,750	Assumes 30 t/year of fees waived @ \$125/t, plus \$1000 for financial assistance and cleanups



Human-Wildlife Conflict Mitigation

- **Strategy:** Continue to monitor and address wildlife-related issues and encourage residents, businesses and other stakeholders to implement waste management practices that mitigate potential conflict with wildlife
- **Action:** As part of the development of both the Collection Strategy and the Organic Waste Diversion Strategy, human-wildlife conflict mitigation measures will be considered and incorporated into the strategies
- There are no new costs associated with the above action



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Wood Waste / Land Clearing Waste Management Strategy

RDMW will continue to accept wood waste at 7MLRC as long as there is capacity at the site to receive, store and process the material. Additionally, RDMW supports the operation of private and public facilities that can receive wood waste and process it for beneficial use (hog fuel, compost amendment, etc.).



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Wood Waste / Land Clearing Waste Management Actions

1. Wood waste storage, processing and composting will be incorporated into the DOCP for 7MLRC.
 2. Assist local shake and shingle operations with identifying solutions for cedar wood waste management. This will be done through engaging with solid waste organizations that are actively engaged in developing Vancouver Island-based waste management solutions, such as the AVICC Solid Waste Committee and CWMA.
- There are no new costs associated with the above actions



Finance and Administration Strategy

To maximize the application of user pay for waste management services to ensure that the system is paid, in part, by those who use it and also to incentivize waste reduction, reuse and recycling.

The application of user pay will be balanced by the funding through property taxes to ensure that the system has a consistent source of income.



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Finance and Administration **Action**

- The current solid waste revenue system does not maximize “user pay” as a financial fairness tool or as an incentive to reduce or recycle. **RDMW will work with municipalities and other stakeholders to prepare a Cost Recovery and Fairness Strategy.** This strategy will be linked with both the Collection Strategy and the Organic Waste Strategy.
- The strategy will be developed with in-house resources, therefore there are no new costs associated with the above action.



Plan Monitoring

Actions	Capital/ One-Time Costs	Annual Operating Costs	Notes
1. Enhanced data management at the landfill	\$ 30,000	\$5,000	Scale house software, annual support
2. Plan Monitoring Advisory Committee		\$500	1-2 meetings/yr
3. Interim Assessment / Plan Update	\$35,000		Upon completion of DOCP and strategies
4. Waste Composition Study	\$25,000		In advance of interim update

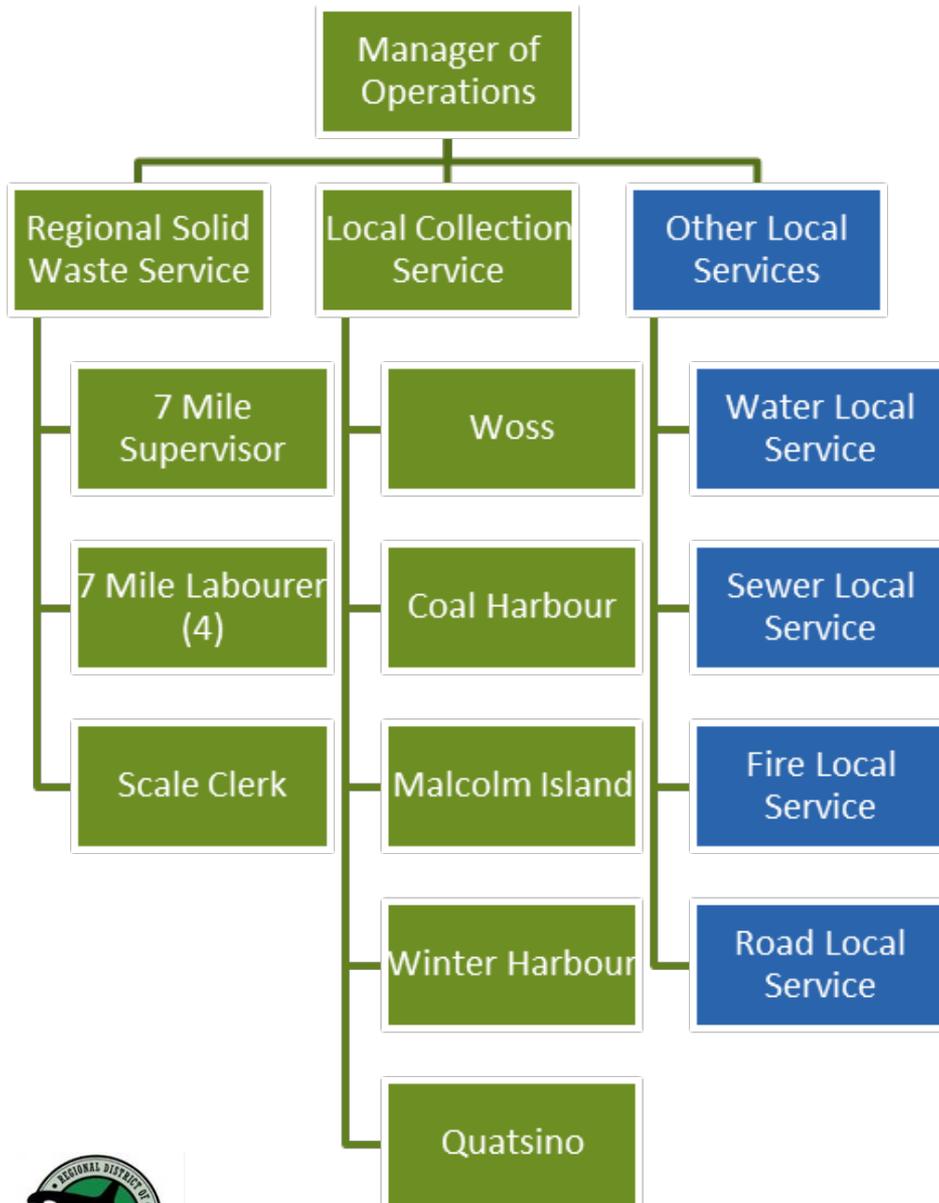


FINANCIAL IMPLICATIONS



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Current Staffing



- Recommend an additional 0.5-1.0 FTE** to plan and implement:
- 3Rs strategies
 - Regional education and outreach programs
 - Policy changes
 - Illegal dumping mitigation



Expenditures

- Strategies and actions increase expenditures for 2021-2024
- Increases are reasonable and could be accommodated through modest increases to taxes or tipping fees
- Financial implications will need to be reviewed pending results of Conformance Review, land tenure and DOCP

	2020	2021	2022	2023	2024
REVENUE					
Property Taxes	\$ 545,400	\$ 556,308	\$ 567,434	\$ 578,783	\$ 590,359
Tipping Fees	\$ 400,000	\$ 408,000	\$ 416,160	\$ 424,483	\$ 432,973
Composting Revenue	\$ 180,000	\$ 183,600	\$ 187,272	\$ 191,017	\$ 194,838
Recycling Revenues	\$ 173,300	\$ 176,800	\$ 180,300	\$ 183,900	\$ 187,600
User Fees First Nations	\$ 88,000	\$ 89,760	\$ 91,555	\$ 93,386	\$ 95,254
Transfer from Reserves	\$ 313,000	\$ 2,000	\$ 22,000	\$ 2,000	\$ 2,002,000
Other	\$ 80,000	\$ 81,600	\$ 83,232	\$ 84,897	\$ 86,595
TOTAL OPERATING REVENUE	\$ 1,779,700	\$ 1,498,068	\$ 1,547,953	\$ 1,558,466	\$ 3,589,619
EXPENDITURES					
Existing Operating Expenditures					
Recycling	\$ 255,500	\$ 260,610	\$ 265,786	\$ 271,130	\$ 276,543
Composting	\$ 180,000	\$ 183,600	\$ 187,272	\$ 191,017	\$ 194,838
Landfill Operations	\$ 954,400	\$ 966,532	\$ 998,365	\$ 1,011,398	\$ 1,024,831
Contribution to Reserves	\$ 76,800	\$ 85,326	\$ 74,531	\$ 82,921	\$ 91,406
Total Annual Existing Operating Expenditures	\$ 1,466,700	\$ 1,496,068	\$ 1,525,954	\$ 1,556,466	\$ 1,587,618
Existing Capital Expenditures					
Capital Expenditures	\$ 313,000	\$ 2,000	\$ 22,000	\$ 2,000	\$ 2,002,000
Total Annual Existing Capital Expenditures	\$ 313,000	\$ 2,000	\$ 22,000	\$ 2,000	\$ 2,002,000
TOTAL ANNUAL EXISTING EXPENDITURES	\$ 1,779,700	\$ 1,498,068	\$ 1,547,954	\$ 1,558,466	\$ 3,589,618
PROPOSED OPERATING EXPENDITURES					
DIVERSION					
Reduction and Reuse	\$ -	\$ 20,000	\$ 10,000	\$ 14,500	\$ 7,500
Organics - Develop Food Waste Diversion Strategy	\$ -	\$ 2,000			
Collection - Develop Collection Strategy	\$ -	\$ 2,000			
Residential Recycling	\$ -	\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,750
ICI & CD Expand the list of controlled waste materials	\$ -	\$ -	\$ -	\$ -	\$ -
Education and Outreach	\$ -	\$ 17,000	\$ 14,000	\$ 14,000	\$ 14,000
EPR - Lobby to have additional products under EPR	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total Diversion	\$ -	\$ 42,750	\$ 25,750	\$ 30,250	\$ 23,250
POLICIES					
Illegal Dumping Mitigation program		\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750
Cost Recovery and Fairness Strategy	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total Policies	\$ -	\$ 4,750	\$ 4,750	\$ 4,750	\$ 4,750
PLAN MONITORING					
Enhanced data management at the landfill	\$ -		\$ 5,000	\$ 5,000	\$ 5,000
Plan Monitoring Advisory Committee	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
Interim Assessment / Plan Update	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Waste Composition Study	\$ -	\$ -	\$ -	\$ 25,000	\$ -
Sub-Total Plan Monitoring	\$ -	\$ 500	\$ 5,500	\$ 30,500	\$ 40,500
STAFFING - Additional .5 FTE	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Total Proposed Annual Operating Expenditures		\$ 78,000	\$ 66,000	\$ 95,500	\$ 98,500
Proposed Capital Expenditures					
Increase self-management of organic waste	\$ -	\$ 3,000	\$ -	\$ -	\$ -
Enhanced data management at the landfill	\$ -		\$ 30,000	\$ -	\$ -
Total Proposed Annual Capital Expenditures	\$ -	\$ 3,000	\$ 30,000	\$ -	\$ -
Total Annual Proposed Expenditures	\$ -	\$ 81,000	\$ 96,000	\$ 95,500	\$ 98,500
TOTAL ANNUAL EXPENDITURES	\$ 1,779,700	\$ 1,579,068	\$ 1,643,954	\$ 1,653,966	\$ 3,688,118
Additional Funding Required	\$ -	\$ 81,000	\$ 96,000	\$ 95,500	\$ 98,500
Percentage Increase over approved Financial Plan	0%	5%	6%	6%	3%

WRAP UP



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Wrap Up

- How did this meeting format go? Feedback?
- Upcoming virtual meetings:

Topic	Meeting Date
Draft Plan and Targets	Thursday, May 14
Proposed Approach to Consultation	Thursday, May 28

- At 2 pm



Thank you!

