

**REGIONAL DISTRICT OF NANAIMO
SOLID WASTE MANAGEMENT SELECT COMMITTEE MEETING**

**MONDAY, NOVEMBER 28, 2016, 1:30 PM - 3:30 PM
RDN Committee Room**

A G E N D A

RDN meetings may be recorded

PAGES

CALL TO ORDER

DELEGATIONS

MINUTES

2-3 Minutes of the Solid Waste Management Select Committee meeting held October 25, 2016.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

ADVISORY COMMITTEE

REPORTS

4-7 AVICC Special Committee on Solid Waste – 2017 Funding (M. Larson)

8-12 Bylaw No. 1591.07 – Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw. (B. Routledge)

PRESENTATIONS

AVICC Special Committee on Solid Waste – Proposed Cost-Sharing Formula.
(L. Gardner, verbal)

Solid Waste and Recycling Service Rates 2017 (B. Routledge, presentation)

Status Update SWMP – Communications Plan (L. Gardner, presentation)

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE MEETING HELD ON TUESDAY, OCTOBER 25, 2016 AT 1:30 PM RDN BOARD ROOM

Present:

Director A. McPherson	Chairperson
Director J. Stanhope	Electoral Area 'G'
Director C. Pinker	Electoral Area 'C'
Alternate	
Director H. Houle	Electoral Area 'B'
Director B. McKay	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

P. Carlyle	CAO, RDN
B. Veenhof	Electoral Area 'H'
R. Alexander	GM, RCU, RDN
D. Trudeau	GM, Transit, SW & Emergency Planning
L. Gardner	Manager of Solid Waste, RDN
M. Larson	Solid Waste Planner, RDN
W. Idema	Director, Finance
R. Graves	Recording Secretary, RDN

Regrets:

Director M. Lefebvre	City of Parksville
Director M. Young	Electoral Area 'C'

CALL TO ORDER

The meeting was called to order at 1:30pm by the Chairperson.

DELEGATIONS

Orgaworld – Regional District of Nanaimo and Advanced Organics Processing Presentation.

Orgaworld presented on long term composting opportunities for the RDN at the existing Nanaimo Organic Waste site. Possible upgrades include improvements to the existing equipment and facilities and the introduction of tunnel composters that will reduce odour complaints and improve the end composting product. Orgaworld outlined possible approaches to fund future capital investments through extended contract terms.

MINUTES

MOVED Director Stanhope, SECONDED Director Houle, that the minutes from the Solid Waste Select Committee meeting held September 20, 2016 be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

AVICC Special Committee on Solid Waste.

MOVED Director Stanhope, SECONDED Director Hong, that the correspondence from Association of Vancouver Island Coastal Communities Special Committee on Solid Waste be received.

CARRIED

UNFINISHED BUSINESS

ADVISORY COMMITTEE

REPORTS

Stage 2 Draft Solid Waste Management Plan.

MOVED Director Houle , SECONDED Director Hong , that the Stage 2 Draft Solid Waste Management Plan report be received.

CARRIED

PRESENTATION

Status Update SWMP Review Process-Stage 2 Draft SWMP.

L. Gardner gave a verbal update on recent activities within the SWMP review process. The presentation included the Draft Stage 2 SWMP report, future strategies including household hazardous waste, regulatory authorities as well as new and emerging technologies.

NEW BUSINESS

MOVED Director Hong SECONDED Director Westbroek that the SWMSC direct staff to prepare a report with respect to the options and implications regarding the Orgaworld proposal.

CARRIED

NEXT MEETING

Next SWMSC meeting to be announced.

ADJOURNMENT

Moved Director Stanhope, SECONDED Director Hong, that the meeting be adjourned.

CHAIRPERSON

TO: Solid Waste Management Select Committee **DATE:** November 17, 2016
FROM: Meghan Larson
Solid Waste Planner,
Solid Waste Services **MEETING:** November 28, 2016
FILE: 5360-01
SUBJECT: AVICC Special Committee on Solid Waste – 2017 Funding

RECOMMENDATION

That the Regional District of Nanaimo (RDN) approve 2017 funding for the Association of Vancouver Island Coastal Communities (AVICC) Special Committee on Solid Waste Management in the amount of \$2,941.44.

PURPOSE

To obtain approval of \$2941.44 for 2017 funding for the AVICC Special Committee on Solid Waste Management.

BACKGROUND

The Special Committee has proposed a cost allocation formula for their \$20,000 annual 2017 budget towards the funding of the research, technical expertise and other shared costs. The cost formula is composed of a fee of \$500 plus a portional cost based on each participating regional district's waste disposal tonnage set out in attachment 1.

The recommended approach has been developed based on the recognition that both small and large regional districts will benefit from collaborating to develop strategies that address the management of solid waste.

ALTERNATIVES

1. Commit to the proposed cost-sharing formula for the AVICC Special Committee on Solid Waste Management.
2. Receive the report for information and provide an alternate response to the AVICC Special Committee on Solid Waste Management.

FINANCIAL IMPLICATIONS


The RDN's cost share has been included in the 2017 preliminary solid waste budget.

STRATEGIC PLAN IMPLICATIONS

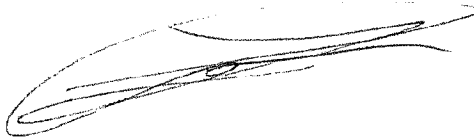
Participation with the AVICC Special Committee is consistent with the Strategic Plan priorities of focusing on relationships areas and focusing on the environment.

SUMMARY/CONCLUSIONS


The AVICC Special Committee on Solid Waste Management has a proposed cost sharing formula for it's \$20,000 2017 budget for the funding of the research, technical expertise and other shared costs. The RDN's contribution under this cost sharing formula is \$2,941.44.



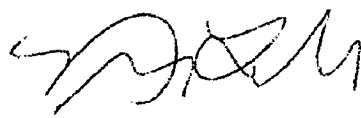
M. Larson
mlarson@rdn.bc.ca



L. Gardner
Manager,
Solid Waste Services



R. Alexander
General Manager,
Regional & Community Utilities & Solid Waste



P. Carlyle
Chief Administrative Officer



October 18, 2016

Regional District Board Chairs

Re: AVICC Special Committee on Solid Waste - Proposed Cost-Sharing Formula

The Association of Vancouver Island and Coastal Communities (AVICC) special committee on solid waste management was established and endorsed by the membership at the 2015 AVICC annual convention. At the 2016 AVICC annual convention the membership passed a resolution supporting the continued work of the special committee special committee through five actions. The 2016/17 terms of reference (Appendix A), 2016/17 action plan (Appendix B) and Vision and Goals (Appendix C) are attached.

The special committee has considered a fair cost allocation formula to support an annual budget of \$20,000.00 towards the funding of the research, technical expertise and other shared costs. Three cost sharing options were considered by the special committee, and the special committee recommended a hybrid approach to a cost sharing formula.

The recommended approach has been developed based on the recognition that small and large regional districts will benefit from collaborating to develop strategies that address the management of solid waste.

The special committee is advancing the work through staff committees, and is looking forward to reporting back to the membership at the Annual Convention in April 2017 in Campbell River. The following resolution was approved by the special committee at the August 2016 meeting:

On motion by Capital RD Director Windsor, seconded by Cowichan Valley RD Director Morrison,

That there be a contribution of \$500 from each regional district with the remainder of costs for the first \$20,000 to be based on cost share C, total waste disposed, was

CARRIED



The outcome for each regional member:

AVICC Member	Member flat participation contribution	Total Waste Disposed (tonnes)	% AVICC Total Waste	Participant contribution based on % of waste disposed	Total Member contribution based on \$20,000.00 budget
Alberni-Clayoquot	500.00	21,044	6.40%	992.19	1,492.19
Capital	500.00	139,412	42.41%	6,573.06	7,073.06
Comox Valley	500.00	39,427	11.99%	1,858.92	2,358.92
Cowichan Valley	500.00	23,677	7.20%	1,116.33	1,616.33
Mount Waddington	500.00	6,172	1.88%	291.00	791.00
Nanaimo RD	500.00	51,782	15.75%	2,441.44	2,941.44
Powell River RD	500.00	9,242	2.81%	435.75	935.75
Strathcona	500.00	27,723	8.43%	1,307.10	1,807.10
Sunshine Coast	500.00	10,270	3.12%	484.21	984.21
Total	\$4,500.00	328,749	100%	\$15,500.00	\$20,000.00

The special committee respectfully requests your support of the cost sharing formula as recommended.

We would greatly appreciate your member contribution being forwarded to AVICC by November 15, 2016.

Best regards,

Edwin Grieve
Chair, AVICC Special Committee on Solid Waste

TO: Solid Waste Management Select Committee **DATE:** November 17, 2016
FROM: Ben Routledge
A/Zero Waste Coordinator **MEETING:** November 28, 2016
SUBJECT: Bylaw No. 1591.07 – Solid Waste and Recycling Collection Service
Rates and Regulations Amendment Bylaw **FILE:** 5370-01

RECOMMENDATIONS

1. That “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.07, 2017”, be introduced and read three times.
2. That “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.07, 2017”, be adopted.

PURPOSE

To introduce a bylaw to amend “Regional District of Nanaimo Solid Waste and Recycling Collections Service Rates and Regulations Bylaw No. 1591, 2010” to reflect the user fees in the 2017 Financial Plan.

BACKGROUND

The Regional District of Nanaimo’s (RDN) residential garbage and recycling collection program is a compulsory service set up under Local Service Establishment Bylaw No. 793 and applies to the entire region with the exception of the City of Nanaimo (CON). The RDN curbside collection program is entirely funded by user fees. These fees are set each year and cover the expenses associated with collection (61%), disposal (21%), promotion and public education (2%), administration (14%), and transfer to reserve (2%).

Attached to this report is the Bylaw Amendment to reflect the user fees applied in the 2017 financial plan.

The Collection Service

The RDN’s curbside collections service provides weekly collection to over 28,180 households throughout the region, excluding the CON. The collection service is contracted to Progressive Waste Solutions who operate from a facility in Parksville. Since 2010, single family households receiving curbside service sort their material into three waste streams: food waste which is collected weekly; garbage which is collected every other week; and recycling which is collected on the alternate week to garbage.

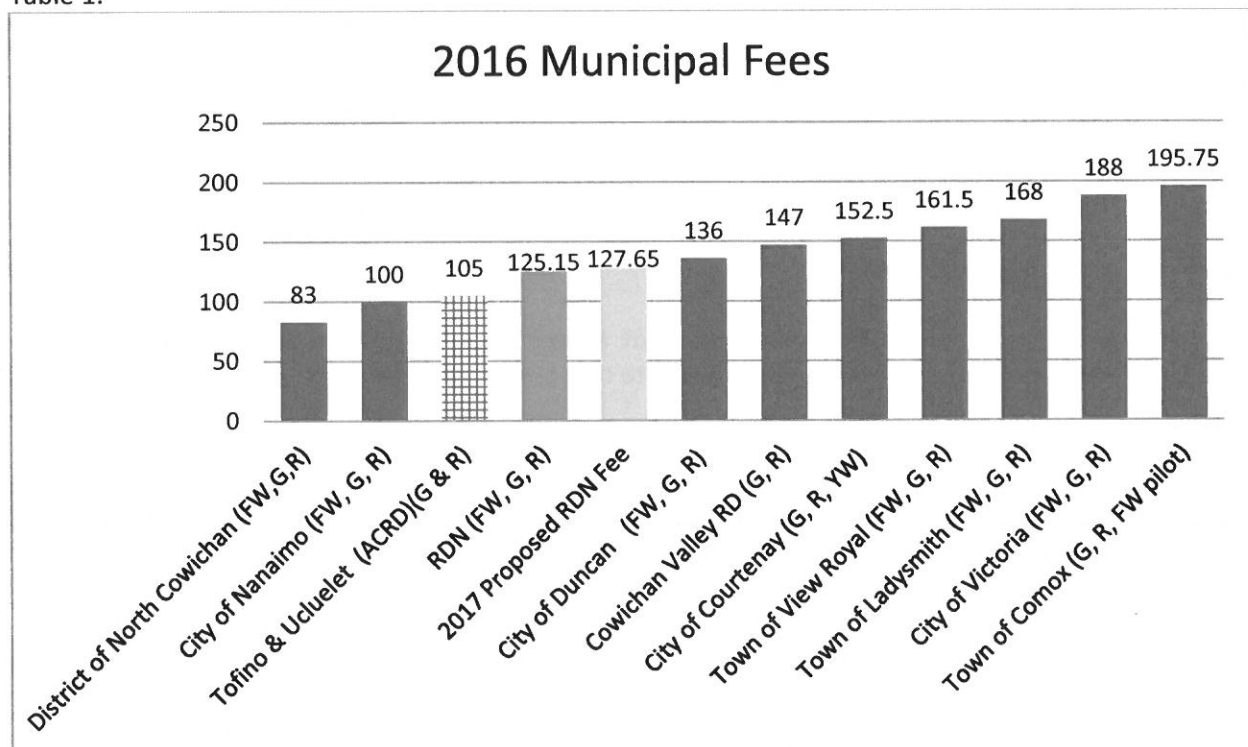
The current contract allows for fee escalation based on Statistics Canada Consumer Price Index (CPI) data. Review of recent CPI data leads staff to recommend an increase of 1.5% over 2016 collection fees.

Program Administration

In 2013, the Regional Board partnered with Multi Material British Columbia (MMBC) to become a collector of Packaging and Printed Paper (PPP). The RDN receives a payment of \$37.25 per household from MMBC to support collection, education and program administration. As a result the RDN was able to reduce the utility rate. The pre-MMBC rate was \$150.30 and the current rate is \$125.15.

Comparable curbside waste collection rates for neighboring communities are provided in Table 1 below. The RDN ranks in the lower one third for cost. Note that the RDN Curbside Service is entirely funded by the utility rate. It is not known to what extent other programs also receive funding from taxation. Further, the District of North Cowichan and the City of Nanaimo only allow a 77L garbage collection container, while the RDN allows for up to 100L.

Table 1:



*G = Garbage, FW = Food Waste, R = Recycling

RDN staff continue to develop up to three regional solid waste newsletters per year, to help educate the public on current diversion goals and methods. As well program staff provide public information session, attend local events, distribute social media campaigns and respond to area residents concerns and questions.

ALTERNATIVES

1. Adopt "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.07"
2. Do not amend the bylaw and amend the ten year financial plan accordingly.

FINANCIAL IMPLICATIONS

The amendment reflects the expected labor and maintenance costs of the contractor and allows for a gradual increase in reserves of 3%, to help offset the future increase in costs. With many municipalities moving to automation and/or a change in collection methods and material streams, a reserve contribution will minimize the impacts to the resident's user fees with any future change in service.

The annual user fee for weekly food waste collection and bi-weekly garbage and recycling will increase from \$125.15 in 2016 to \$127.65 in 2017 (discounted prompt payment rates shown). Over 90% of customers take advantage of the prompt payment rate which applies a 10% discount if paid by the due date. The user fee for the service provided to the Town of Qualicum Beach (TQB) (weekly food waste collection and bi-weekly recycling – no garbage) will increase from \$82.50 in 2016 to \$84.15 in 2017.

When the food waste program began, district residents were equipped with a green bin, to facilitate an easier adoption of the program. Residents may purchase an extra bin from the RDN. Due to increase of shipping costs, the price per bin will need to increase from \$26 to \$27.50 per bin to stay cost neutral.


STRATEGIC PLAN IMPLICATIONS

The user fees for the solid waste and recycling collection service reflect the costs associated with the contracted collection, disposal, program administration, education and communications. The curbside program contributes to the Boards strategic focus on economic health, service excellence and the environment by encouraging residents to reduce the amount of waste they generate, which in turn lowers the amount of waste entering the regional landfill.

SUMMARY/CONCLUSIONS

The solid waste and recycling collection services are funded entirely by user fees. The 2017 user fee increase is the result of the increase in service delivery costs, increasing education and promotion of the program, and planning for future costs.

Staff recommends that Solid Waste and Recycling collection Service Rates and Regulations Bylaw No. 1591.04, 2014, be amended to reflect the user fees in the 2017 Financial Plan.




B. Routledge
broutledge@rdn.bc.ca



L. Gardner
Manager, Solid Waste Services



R. Alexander
General Manager
Regional & Community Utilities & Solid Waste



P. Carlyle
Chief Administrative Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1591.07

**A BYLAW TO AMEND THE SOLID WASTE AND RECYCLING
COLLECTION SERVICE RATES AND REGULATIONS BYLAW**

WHEREAS the Regional District of Nanaimo established the Solid Waste and Recycling Collection Service pursuant to Bylaw No. 793, cited as "Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989";

AND WHEREAS the Regional District of Nanaimo adopted a rates and regulations bylaw in relation to the Solid Waste and Recycling Collection Service, cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates And Regulations Bylaw No. 1591, 2010";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to update user rates;

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. Amendments

"Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" is amended as follows:

- (a) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to and forming part of this bylaw.

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.07, 2017".

Introduced and read three times this ___ day of _____, 2016.

Adopted this ___ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591.07, 2017".

Chairperson

Corporate Officer

SCHEDULE 'A'

BYLAW NO. 1591

User Fees associated with Collection of Garbage, Food Waste and Recyclable Materials

The rates in this schedule apply to the jurisdictions as outlined in the body of this bylaw.

Service Area	Prompt Payment Rate (Rates rounded for convenience)	Payment after Due Date (Rates rounded for convenience)	Other Charges
Electoral Areas ⁽¹⁾	\$127.65	\$141.85	
City of Parksville ⁽¹⁾	\$127.65	\$141.85	
District of Lantzville ⁽¹⁾	\$127.65	\$141.85	
Town of Qualicum Beach ⁽²⁾	\$84.15	\$93.50	
Recycling Only ⁽³⁾	\$23.65	\$26.25	
Tags for set out of additional Garbage Containers (excluding Town of Qualicum Beach)	-	-	\$3.00 per garbage container
Green Bin food waste containers			\$27.50 ⁽⁴⁾ each

Explanation of Service Level Container Limits included in Basic Rate

(1) Service Level Basic Rates Container Limits =

The basic rate will include up to one container of Residential Garbage per collection period (one container per two weeks), one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(2) Service Level Basic Rates Recycling and Food Waste Collection for Town of Qualicum Beach =

The basic rate will include up to one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(3) Service Level Basic Rates Recycling Only Collection =

The basic rate includes unlimited Recyclable Materials only per collection period.

(4) \$27.50 charge for Green Bin food waste container includes taxes.