

REGIONAL DISTRICT OF NANAIMO  
SOLID WASTE MANAGEMENT SELECT COMMITTEE  
AGENDA

Tuesday, December 12, 2017

4:00 P.M.

Committee Room

Pages

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES
  - 3.1 **Solid Waste Management Select Committee Meeting - September 14, 2017** 2

That the minutes of the Solid Waste Management Select Committee meeting held September 14, 2017, be adopted.
4. UNFINISHED BUSINESS
5. REPORTS
  - 5.1 **Bylaw No. 1591.08–Solid Waste and Recycling Collection Service Rates and Regulation Amendment Bylaw** 4
    1. That Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.08, 2018”, be introduced and read three times.
    2. That “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.08, 2018”, be adopted.
6. NEW BUSINESS
7. IN CAMERA

That pursuant to Sections 90 (1)(g), (i), (j) and (m) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to litigation, receipt of advice that is subject to solicitor-client privilege, third party business interests, and intergovernmental relations.
8. ADJOURNMENT

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE MEETING**

**Thursday, September 14, 2017**

**2:30 P.M.**

**Committee Room**

In Attendance:	Director A. McPherson	Chair
	Director M. Young	Electoral Area C
	Director H. Houle	Electoral Area B
	Director T. Westbroek	Town of Qualicum Beach
	Director B. McKay	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director J. Kipp	City of Nanaimo
	Alternate	City of Parksville
	Director Oates	
Regrets:	Director J. Stanhope	Electoral Area G
	Director M. Lefebvre	City of Parksville
Also in Attendance:	P. Carlyle	CAO
	R. Alexander	GM, RCU
	L. Gardner	Manager Solid Waste Services
	R. Graves	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Solid Waste Management Select Committee Meeting - July 17, 2017**

It was moved and seconded that the minutes of the Solid Waste Management Select Committee meeting held July 17, 2017, be adopted.

CARRIED UNANIMOUSLY

**REPORTS**

**Waived Tipping Fees for Charitable Organizations – Follow up**

It was moved and seconded that this report be received for information.

Opposed (1): Director Kipp

CARRIED

It was moved and seconded that tipping fees be waived for all charitable organizations.

Opposed (6): Director McPherson, Director Houle, Director Westbroek, Director McKay, Director Hong, and Director Oates

DEFEATED

It was moved and seconded that a 50/50 Cost Share Model be adopted with a set maximum fixed budget amount to be dispersed between qualifying charities and payable at 50% of the disposal/hauling costs. Qualifying charities would be those carrying out activities associated with waste diversion.

Opposed (4): Director Young, Director McKay, Director Hong, and Director Kipp

DEFEATED

It was moved and seconded that there be no change to the current policy on tipping fees for Charitable Organizations.

Opposed (1): Director Hong

CARRIED

**IN CAMERA**

It was moved and seconded that pursuant to Sections 90 (1)(j), and (m) of the *Community Charter* the Board proceed to an In Camera meeting for discussion related to third party business interests, and intergovernmental relations.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

Time: 4:28 pm.

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CHAIR

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**TO:** Solid Waste Management Select Committee      **MEETING:** December 12, 2017

**FROM:** Sonam Bajwa  
Zero Waste Coordinator      **FILE:** 0360-20-SWMSC

**SUBJECT:** Bylaw No. 1591.08–Solid Waste and Recycling Collection Service Rates and Regulation Amendment Bylaw

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**RECOMMENDATIONS**

1. That Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.08, 2018”, be introduced and read three times.
2. That “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.08, 2018”, be adopted.

**SUMMARY**

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. The program is entirely funded by user fees.

The 2018 user fees identified in the 2018 financial plan represent a 2% increase over 2017, reflecting costs associated with service delivery, 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. 1591.07, 2017, be amended to reflect the user fees in the 2018 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. In accordance with the Bylaw, the RDN provides collection of recycling and food waste to the Town of Qualicum Beach and garbage, recycling and food waste to all other RDN single family residences with the exception of the City of Nanaimo. The program is entirely funded by user fees.

Attached to this report is the bylaw amendment to reflect the user fees incorporated into the 2018 financial plan.

*The Collection Service*

The RDN’s curbside collections service provides weekly collection to over 28,500 households throughout the region, excluding the City of Nanaimo. The collection service is contracted to Waste Connections of Canada (formerly Progressive Waste Solutions) who operates 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 Waste Collections contract allows for fee escalation based Statistics Canada Consumer Price Index (CPI) data. Staff project an increase in the collection fees of up to 2% based on CPI, and historical program cost increases.

#### *Program Administration*

In 2013, the RDN partnered with Recycle BC (formerly Multi Material British Columbia) to become a collector of Packaging and Printed Paper (PPP). In doing so, the RDN benefits from a collection, education and administration rebate totaling \$37.25 per household. The collection rebate is then applied to user fees district wide lowering them by about \$30 per year, while the education and administration component is retained to provide summer outreach and public educational material to district residents and to administer the program.

RDN staff continue to develop regional solid waste newsletters every year, to help educate the public on current diversion goals and methods. Program staff also provide public information sessions, attend local events, distribute social media campaigns and respond to area residents concerns and questions.

#### *Diversion Rates*

The table below shows the average weight in kilograms, collected from each household in the RDN and member municipalities except the City of Nanaimo for the last seven years. For 2017, there has been an increase in the amount of garbage, a corresponding decrease in the amount of recycling, as well as an increase in the amount of food waste diversion. This change is believed to be a result of the RDN efforts, in cooperation with the contracted hauler, to educate residents on appropriate materials separation. It is likely the lower recycling values are due to wastes now being placed in the garbage that are considered contamination in the recycling stream.

**Table 1: Curbside Material Collected – Annual Comparison - Kg per household per year**

<i>Kg per household/year</i>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Garbage</b>	283	272	177	165	165	167	167	166	174
<b>Recycling</b>	123	121	109	112	109	103	100	104	95
<b>Food Waste</b>	5	23	106	108	107	106	107	107	112
<b>Diversion Rate</b>	31%	35%	55%	57%	57%	56%	55%	56%	54%

In 2017, the RDN Curbside Collection program is projected to see an average diversion of 56% per household, removing over 2000 tonnes of recyclables and over 2400 tonnes of food waste from the Regional Landfill. Since the program began in 2010 over 17,000 tonnes of food waste have been diverted, saving valuable landfill space and reducing landfill gas emissions.

In 2016, the curbside food waste diversion program in the RDN and member municipalities reduced greenhouse gas emissions by 3,501.8 tonnes which has largely helped the RDN achieve carbon neutrality.

## ALTERNATIVES

1. Adopt “Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.08”
2. Do not amend the bylaw and amend the ten year financial plan accordingly.

## FINANCIAL IMPLICATIONS

The amendment reflects the increased labor and maintenance costs of the contractor as well as a gradual increase in reserves. As the collector’s contract ends in 2020 allowing an increase in reserves will help offset the increase in costs associated with changes we may see with a new collector’s contract. With many municipalities moving to automation or changing collection methods and material streams, this reserve contribution will minimize the impacts to the resident’s user fees should there be changes to the RDN program.

The annual user fee for weekly food waste collection and bi-weekly garbage and recycling will increase from \$127.65 in 2017 to \$130.22 in 2018 (discounted prompt payment rates shown). Typically, 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 (weekly food waste collection and bi-weekly recycling – no garbage) will increase from \$84.15 in 2017 to \$85.83 in 2018.

The RDN curbside collection program is entirely funded by user fees. These fees are set each year and cover the expenses associated with collection (63%), disposal (18%), promotion and public education (2%), administration (15%), and transfer to reserve (2%).

## STRATEGIC PLAN IMPLICATIONS

The residential curbside collection program incorporates the *focus on the environment* as set out in the Strategic Plan by encouraging residents to reduce the amount of waste they send to the landfill thereby saving expensive landfill capacity as well as reducing GHG emissions.

The service is funded through user fees which cover the costs associated with the contracted collection, disposal, program administration, education and communications. The proposed 2% increase in the cost for the service is consistent with the *focus on service and organizational excellence* as maintains the economic viability of the service.



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Sonam Bajwa  
[sbajwa@rdn.bc.ca](mailto:sbajwa@rdn.bc.ca)  
December 6, 2017

Reviewed by:

- L. Gardner, Manager, Solid Waste Services
- R. Alexander, General Manager, RCU & Solid Waste
- P. Carlyle, Chief Administrative Officer

Attachment

1. Bylaw Amendment to reflect the user fees applied in the 2018 Financial Plan

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1591.08**

**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. 1591.08, 2018".

Introduced and read three times this \_\_\_ day of \_\_\_\_\_, 201\_\_.

Adopted this \_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER



Schedule `A' to accompany "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591.08, 2018".

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Chair

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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.

<b>Service Area</b>	<b>Prompt Payment Rate (Rates rounded for convenience)</b>	<b>Payment after Due Date (Rates rounded for convenience)</b>	<b>Other Charges</b>
Electoral Areas <sup>(1)</sup>	\$130.22	\$144.69	
City of Parksville <sup>(1)</sup>	\$130.22	\$144.69	
District of Lantzville <sup>(1)</sup>	\$130.22	\$144.69	
Town of Qualicum Beach <sup>(2)</sup>	\$85.83	\$95.37	
Recycling Only <sup>(3)</sup>	\$24.10	\$26.78	
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 <sup>(4)</sup> 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.**