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ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE

WEDNESDAY, FEBRUARY 27, 2013
3:00 P.M.
CVRD Boardroom, 175 Ingram Street

AGENDA

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2.	**ADOPTION OF MINUTES:**		
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3.	**BUSINESS ARISING FROM THE MINUTES:**		
4.	**DELEGATIONS:** No delegations		
5.	**CORRESPONDENCE** – No correspondence		
6.	**REPORTS**		
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9.	**ADJOURNMENT**		

The next meeting of the Engineering & Environmental Services Committee will be held March 27, 2013.

Distribution:

Director Lefebure, Chair
Director Iannidinardo, Vice Chair
Director Dorey
Director Duncan
Director Fraser
Director Giles
Director Marcotte
Director McGonigle
Director Morrison
Director Walker
Director Weaver

As Well As:
Director Hutchins, Chair, CVRD
Warren Jones, CAO
Brian Dennison, General Manager, Engineering & Environmental Services
Bob McDonald, Manager, Recycling & Waste Management
Dave Leitch, AScT., Manager, Water Management
Kate Miller, Manager, Regional Environmental Policy
Mark Kueber, General Manager, Corporate Services

Agenda Cover Only:
Directors Hartmann, Kent, Lines
Norm Olive, P. Eng., Manager, Capital Projects
Tom Anderson, General Manager, Planning & Development
Joe Barry, Corporate Secretary

PRESENT:

Minutes of the regular meeting of the Engineering & Environmental Services Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on January 23, 2013 at 3:00 p.m.

PRESENT: Director Lefebure, Chair
Directors Dorey, Duncan, Fraser, Giles, Hutchins, Iannidinardo, Marcotte, McGonigle, Morrison, Walker, Weaver

ABSENT:

ALSO PRESENT: W. Jones, CAO <3:10 p.m.>
B. Dennison, P. Eng., General Manager, E & E
D. Leitch, AScT., Manager, Water Management
B. McDonald, Manager, Recycling & Waste
K. Miller, Manager, Regional Environmental Policy
J. Bath, Recording Secretary

APPROVAL OF AGENDA

Items R4.1, R5 and NB1 were added to the agenda.

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

MOTION CARRIED

ADOPTION OF MINUTES

It was moved and seconded that the minutes of the November 28, 2012 regular Engineering & Environmental Services Committee meeting be adopted.

MOTION CARRIED

BUSINESS ARISING OUT OF MINUTES

The recycling education report requested at last meeting will be provided at the February Committee meeting.

REPORTS

R1

A staff report was considered regarding carrying out a feasibility study for the Warmland Properties Sewer Systems in Shawnigan Lake.

It was moved and seconded that the CVRD Board approve 100% funding from the CVRD Feasibility Study Function to carry out an engineering assessment of the Warmland Property development's three strata sewer systems, to a maximum cost of $15,000, and further that if a new CVRD sewer service function is created, the funds be reimbursed by the newly created service area.

MOTION CARRIED

R2

A staff report was considered regarding capital expenditures prior to the 2013 budget approval.

It was moved and seconded that it be recommended to the Board that the CVRD Purchasing Policy be waived, and prior to approval of the 2013 budget, authorize undertaking of capital works for The Carlton and the Shellwood Water Systems.

MOTION CARRIED

R3

A staff report was considered regarding award of the RFP for supply of curbside collection totes.

A full educational campaign is about to be launched and there will be samples of the totes on display at CVRD facilities. Staff will advise Committee members once these locations are established.

It was moved and seconded that the Board waive the CVRD Purchasing Policy, and, prior to approval of the 2013 budget, authorize award of Request for Proposals ES-020-12 for supply and delivery of seventeen thousand five hundred (≤17 500) automated waste collection totes to Rollins Machinery, for a total of up to $845,000, plus applicable taxes; and further that the Board Chair and Corporate Secretary be authorized to sign the agreement for this purchase.

MOTION CARRIED

R4 and 4.1

A staff report was provided regarding consideration of a sole source contract for Peerless Road Recycling Depot upgrades.

Director Marcotte requested that the RDN be approached regarding accepting waste from local residents if Peerless Road Recycling Depot is closed during the upgrades.

It was moved and seconded that it be recommended to the Board that the CVRD Purchasing Policy be waived and, prior to approval of the 2013 Budget, a sole source contract be awarded to McElhanney Engineering Ltd. for $270,000, plus applicable taxes, for completion of detailed design, tender preparation and construction supervision, for the Peerless Road Ash Landfill Remediation and Upgrades project.

MOTION CARRIED

R5

A staff report was considered regarding formation of a Solid Waste Advisory Committee as a sub-committee to the Engineering and Environmental Services Committee.

Mr. Dennison suggested that this Committee would meet approximately every 6 months and consist of waste industry stakeholders, Environment Commission members and CVRD directors.

It was moved and seconded:

1. **That the draft Terms of Reference be provided to the stakeholder group for comment prior to being brought before the Committee**
2. **That the Terms of Reference and staff presentation be brought before the Environment Commission for comment;**
3. **That staff look at consideration of providing industry comment to an already existing committee.**

MOTION CARRIED

NEW BUSINESS

NB1

A staff report was considered regarding "*Bylaw No. 3678 – Twin Cedars Sewer System Service Amendment Bylaw N, 2013*".

It was moved and seconded that it be recommended:

1. **That "*Bylaw No. 3678 - Twin Cedars Sewer System Service Amendment Bylaw, 2013*" be forwarded to the Board for three readings, and following Provincial approval, adoption.**

2. **That the connection fees be waived for inclusion of the following CVRD Park properties in the Twin Cedars Sewer System service area:**
   - **PID 025-019-058, Lot 1, Sections 11 & 12, Range 5, Shawnigan District, Plan 72280;**
   - **PID 000-546-640, Lot A, Sections 12 & 13, Range 5, Shawnigan District, Plan 41279;**
   - **PID 006-913-211, Lot 1, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;**
   - **PID 006-913-229, Lot 2, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;**
   - **PID 006-913-253, Lot 3, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;**
   - **PID 006-913-261, Lot 4, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;**
   - **PID 006-913-300, Lot 5, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;**
   - **PID 006-913-326, Lot 6, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;**
   - **PID 006-913-270, Lot 7, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;**
   - **PID 006-913-296, Lot 8, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;**

- **PID 017-390-842, Lot 4, Section 12, Range 6, Shawnigan District, Plan VIP 52499**

MOTION CARRIED

NB2

Curbside Collection Program
Staff advised that they are in discussion with the Town of Lake Cowichan regarding providing curbside collection service. This initiative will be brought back to Committee.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 4:20 p.m.

Chair

Recording Secretary

Dated:

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R1

STAFF REPORT

ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 27, 2013

DATE: February 20, 2013 **FILE NO:** 2013 Budget

FROM: Brian Dennison, P. Eng., General Manager, Engineering & Environment

SUBJECT: 2013 Budget Discussion – Utilities, Curbside, South Cowichan Water Plan Study

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Recommendation/Action:
That it be recommended that:

1. **The Shellwood Water System budget be amended by decreasing parcel tax and operational expenditures by $700 and decreasing transfer from new system funds and capital by $104,999.**
2. **The Carlton Water System budget be amended by decreasing transfer from new system funds and capital by $35,000.**
3. **The Arbutus Mountain Water System budget be amended by decreasing parcel taxes and transfer to reserves by $10,000.**
4. **The Sewer, Water, Drainage, Streetlighting, Curbside and South Cowichan Water Plan budgets be approved as amended.**

Relation to the Corporate Strategic Plan: Essential reliable services

Financial Impact: *(Reviewed by Finance Division* SGV):
The following comments will provide further explanation to the 2013 Water Management, Curbside Collection and South Cowichan Water Plan Study budgets, the financial impact of many capital projects and exceptions in the proposed budgets:

For budgets not individually identified below, there is no new capital projects planned for 2013 and there are no changes to either the user fees or parcel taxes.

Streetlighting:
There are no significant changes to street lighting budgets in 2013. As most of these budgets are very small, a series of planned annual increases in the requisition for each of these functions is required due to the large hikes in BC Hydro rates, which has a significant impact to the overall budgets.

Drainage:
There are no proposed increases to any of the drainage functions in 2013. Shawnigan Creek Cleanout was a new function created in 2012. One-third of the requisition for this function is for works carried out in 2012, the reminder will be for continuing work in 2013.

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Function 601, (Satellite Park Water):
It is being proposed that a small increase of $32.00/year be applied to the Satellite Park Water System Parcel Tax for 2013. This is due to an increase to the cost of contractor services and utilities, such as hydro. Revenues for this system have decreased since quarterly billing was introduced.

Function 603, (Douglas Hill Water):
In 2013, it is proposed that the Water Management Division complete the upgrades to the Douglas Hill Water system that include the replacement of water meters and a well protection plan. Funding for this work is through the remaining Gas Tax allocation.

Function 616/617, (Shellwood/Carlton Water):
Both these water systems have been newly acquired by the CVRD in 2013. Included in the approved petition process for these systems were major capital works to their reservoirs and Water Treatment Buildings. Funding for these works is through a combination of system reserves, borrowed funds and Gas Tax allocations. The Shellwood Water System Parcel Tax requisition has been amended from $22,400 in the draft budget to $21,700. Also, in error, the draft budget reflects the *Transfer of New System Funds* as $218,407, but needs to be amended to $113,408. *Transfer of New System Funds* for Carlton Water System has been amended from $77,830 to $42,830, thereby causing a small reduction in the capital budget.

Function 605/805, (Arbutus Mountain Water and Sewer):
A decrease of $81/year to the parcel tax for the water utility and an increase of $100/year to the sewer utility parcel tax is proposed in the 2013 budget. The Waste Water Treatment Plant has seen a significant increase in energy costs from BC Hydro which cannot be absorbed within the existing rate structure. Offsetting the increase to the sewer rates, the water utility is functioning very efficiently and will have a reduction in rates. The decrease to parcel tax was not reflected I the draft budget, but is being amended.

Function 660, (Honeymoon Bay water):
Contingent upon funding and approval from the area residents, a Capital Works project to extend the Honeymoon Bay waterline to Gordon Bay Park and provide fire protection to the area residents is proposed for 2013. Funding for this project would come from funds borrowed on the community's behalf.

Function 680/840, (Shawnigan Water and Sewer):
The continuation of the Capital Works projects to complete the water conservation/metering program and upgrades to the WWTP are proposed for 2013. Funding for these projects is through a combination of Gas Tax allocations, conservation fees and current revenue.

Function 802, (Sentinel Ridge Sewer):
In 2013, it is proposed that the Water Management Division complete the second phase of the Sentinel Ridge WWTP expansion. Funding for this work is through the acquisition of connection fees.

Function 815/615, (Arbutus Ridge Sewer and Water):
It is being proposed that a 3% increase to the Arbutus water and sanitary sewer user fees be applied for 2013. Upon transfer of ownership of these utilities to the CVRD, the Arbutus Ridge Strata Council requested that the annual user fees be increased by an amount of 3% each year to maintain an operational cost of living increase, as well as to ensure adequate contributions to reserve funds are available.

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Proposed Capital Works for 2013 include upgrades to the distribution wells and construction of an RV Sani-Dump. Funding for this work will be through current revenue.

Function 820, (Eagle Heights Sewer):
An increase of $160/year to the Eagle Heights user fee is being proposed in the 2013 budget. Significant increases to the JUB user fee charges and third party capital contributions over the last two years, carrying forward into 2013, cannot be absorbed within the current user fee limits.

Function 830, (Maple Hills Sewer):
In 2013, it is proposed that the Water Management Division construct a bio-filter at the Maple Hills WWTP to better manage nuisance odors. Funding for this work will be from current revenue and Gas Tax allocations.

Function 640, (Saltair Water):
It is proposed that the Saltair water system will have an increase of $300,000/year to the overall parcel tax requisition. This increase will generate the necessary funds to do incremental upgrades to the water system over a 15 year period. The approval for this increase was obtained by a successful petition process in 2012.

As well, a capital project to build an additional reservoir and upgrade the South Watts water treatment facility is planned for 2013. The money for this work has been carried forward in the surplus from previous years and will not require borrowing or reserve transfers.

Functions 690/850, (Kerry Village Sewer and Water):
A decrease of $4 per parcel to the parcel tax for the water utility and an increase of $7 per parcel to the sewer utility parcel tax is proposed in the 2013 budget. An increase to the number of parcels, with no increase in requisition, resulted in the decrease to the water users. Whereas, an increase to the Sewer Parcel Tax requisition resulted in an increase to the sewer users.

In 2013, the Water Management Division will continue work on the Capital project of connecting the Kerry Park recreation center to the Kerry Village WWTP. Funding for this project is from Kerry Park reserves and Gas Tax allocation.

Functions 800 (Cowichan Bay Sewer):
An increase of $51/year to the Cowichan Bay parcel tax is being proposed in the 2013 budget. Significant increases to the JUB user fee charges and third party capital contributions over the last two years, carrying forward into 2013, cannot be absorbed within the current user fee limits. Capital woks to upgrade the pump station and continue works on the sanitary sewer inflow and infiltration problems are planned for 2013 with funds for these works coming from reserves.

Function 803 (Twin Cedars Sewer):
It is being proposed that a small increase of $34/year be applied to the Twin Cedars parcel tax for 2013. An increase to the cost of contractor services, operational functions and utilities such as BC Hydro requires that the function increase the parcel tax requisition by a small amount in 2013.

The Capital works project to connect the Cobble Hill Dog Park and the Galliers Road sewer system to Twin Cedars is continuing on in 2013 with funding coming from a Towns for Tomorrow grant and Gas Tax allocations.

.../4

Functions 804/604, (Lambourn Estates Sewer and Water):
There is a proposed decrease in the parcel taxes of $7 per parcel for the Lambourn Estates Water System due to an increase in the number of overall users in the system. Whereas, the parcel tax for the Lambourn Estates Sewer System has increased by $4 per parcel due to an increase in requisition.

Capital upgrades to the final phase of the WWTP are planned for 2013 with costs for these works coming from connection fees.

Budget 515 – Curbside Collection
The 2013 budget includes transition to in-house service in June and stays consistent with that consulted on during the AAP process. Long term borrowing of $1 775 000 for trucks and totes and establishment of two full-time drivers are reflected in budget

South Cowichan Water Plan
Work continues on developing the South Cowichan Water Plan. There are no changes to the requisition in this budget.

Submitted by,

Brian Dennison, P. Eng., General Manager,
Engineering & Environmental Services

Reviewed by:
Division Manager:
Not required
Approved by:
General Manager:
Not required

DL:LKJ/jlb

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R2

STAFF REPORT

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 27, 2013

DATE: February 12, 2013 **FILE NO:** 5340-30-TCS/09

FROM: Jeralyn Jackson, AScT., PMP, Project Engineer, Capital Projects Division

SUBJECT: **Cobble Hill Farmers' Institute Out-of-Area Sewer Service Connection Charges**

Recommendation/Action:
That it be recommended to the Board that the $3,500 connection charge be waived for lands owned by the Cobble Hill Farmers' Institute to connect to the Twin Cedars Sewer System and that the required sewage macerator pump be provided at no charge.

Relation to the Corporate Strategic Plan: Develop long-range plans for sustainability in land use.

Financial Impact: *(Reviewed by Finance Division: SEM)*
The current connection charge for the Twin Cedars Sewer System is $3,500. However, in exchange for a Statutory Right of Way for the sewer forcemain and as the Farmers Institute is a non-profit organization, they are requesting that the connection fees be waived for their lands (3 folios / 8 PIDs) and that a sewage macerator pump (estimated cost $3,000 to $5,000) be provided at no charge. The Institute is also requesting connection fees for the purple pipe system be waived. The Farmers' Institute would be responsible for all construction costs to tie-into the sewermain, as well as future parcel taxes and user fees.

Background:
In November, 2012, the Farmers Institute, a non-profit organization, in Cobble Hill requested inclusion to the Twin Cedars Sewer System Service Area due to an aging septic system and close proximity to the new sewer forcemain. In exchange for a Statutory Right of Way for the sewer forcemain and as the Towns For Tomorrow Cobble Hill Sewer System Amalgamation and Sewer Effluent Re-use Project has been funded through grants, the Electoral Area Director has supported the request to waive connection fees and provide the macerator pump at no charge.

At this time, connection fees to provide treated effluent through the purple pipe system to the public have not been determined. A sufficient petition and amendment bylaw will also be required to include these lands in the Twin Cedars Sewer System service area.

Submitted by,

Jeralyn Jackson, Project Engineer
Capital Projects Division

Reviewed by:
Division Manager:

Approved by:
General Manager:

JJ/LKJ/jlb

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STAFF REPORT

R3

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 27, 2013

DATE: February 14, 2013 **FILE NO:** 5340-30-EHS

FROM: Dave Leitch, AScT., Manager, Water Management Division

SUBJECT: Emergency Expenditure prior to adoption of 2013 Budget

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Recommendation:
That it be recommended to the Board that the CVRD Purchasing Policy be waived and, prior to approval of the 2013 Budget, authorize purchase of a pump for the Eagle Heights Sewer System, in an amount not to exceed $19,500.

Relation to the Corporate Strategic Plan: Reliable essential service.

Financial Implications: *(Reviewed by Finance Division: SEM)*
This $19,500 expenditure will be funded from to Eagle Heights Sewer System Capital Reserve Fund under CVRD Bylaw No. 3506 – Eagle Heights Sewer System Capital Reserve Fund Expenditure (Flood Mitigation and Capital Upgrades) Bylaw, 2011.

Background:
One of the two main pumps at the Christopher Road pump station in Eagle Heights burned out last week and is beyond the point of repair as the pump is about 15 years old. The system had an available spare on hand to quickly replace the pump and put the system back in service. In order to have continued redundancy and back up availability, the Division needs to replace this spare pump as quickly as possible in case of another pump failure.

Submitted by,

Dave Leitch, AScT., Manager,
Water Management Division

Approved by:

Brian Dennison, General Manager,
Engineering and Environmental Services

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STAFF REPORT

R4

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 27, 2013

DATE: February 6, 2013 **FILE NO:** 5340-30-LES/09

FROM: Jeralyn Jackson, AScT., PMP, Capital Projects

SUBJECT: Lambourn Estates Sewer Service Area Amendment Request

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Recommendation/Action:
That it be recommended to the Board:

1. **That the *Certificate of Sufficiency*, confirming that a sufficient petition requesting inclusion into the Lambourn Estates sewer service area be received.**

2. **That "*CVRD Bylaw No. 3052 – Lambourn Estates Sewer System Service Establishment Bylaw, 2008*", be amended to include the following property: *PID 003-988-333, Lot 3, Section 4, Range 6, Plan 16068, Cowichan District.***

3. **That the Lambourn Estates Sewer System Service amendment bylaw be forwarded to the Board for consideration of three readings and adoption.**

Relation to the Corporate Strategic Plan: Provides a reliable essential service.

Financial Impact: *(Reviewed by Finance Division: SEM)*
Each new user brought into the sewer service area will generate the following fees, thereby improving the financial stability of this system:

User Fee	Parcel Tax
$350.00	$200.00

Background:
Lanes Road residents in the Lambourn Estates subdivision have expressed interest in connection to the community sewer system at a number of public meetings held by the CVRD. The CVRD has combined the timelines and financial efforts of five developers to pay for the extension of the sewermain to provide service to the 24 homes situated along Lanes Road, Chestnut Road and Greenbriar Road, which were not included in the original sewer service area. The extension of the existing sewer system was completed in 2012 and a 2-year window of opportunity, commencing October 1, 2012, has been granted to the 24 residents to connect to the sewer system.

This sewer service area amendment deals with one of the existing 24 residents who has requested inclusion to the service area and paid the $4,000 sewer connection fee.

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The amendment bylaw requires the approval of the service area voters before it can be adopted. In cases where a sufficient petition for service has been received, voter approval may be obtained by the Electoral Area Director consenting, in writing, to the adoption of the Bylaw. Engineering & Environmental Services are responsible for the operation and administration of this service. A valid and sufficient Petition for Service has been received. The *Certificate of Sufficiency* and a site plan are attached for consideration.

Submitted by

Jeralyn Jackson, AScT.,
Project Engineer
Engineering & Environmental Services

Reviewed by:
Division Manager:

Approved by:
General Manager:

JHJ/LKJ:jlb

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CERTIFICATE OF SUFFICIENCY

I hereby certify that the petition for inclusion in the *Lambourn Estates Sewer System Service Area* within a portion of Electoral Area D – Cowichan Bay is sufficient, pursuant to section 797.4 of the *Local Government Act*.

DATED at Duncan, British Columbia)
this 8th day of February, 2013)
)
) Kathleen Harrison, Deputy Corporate Secretary

Lambourn Estates Sewer System Service Area

Total Number of Parcels requesting inclusion in Service Area: (PID 003-988-333)	1
Net Taxable Value of All Land and Improvements of Parcels requesting inclusion in the Service Area:	$287,000
Number of Petitions received:	1
Net Taxable Value of Petitions received (Land and Improvements):	$287,000

CVRD

NEW BUSINESS SUMMARY

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING
FEBRUARY 27, 2013

NB1 Letter to Ministry of Environment requesting film plastic to be left in curbside service.

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NB1

STAFF REPORT

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 27, 2013

DATE: February 26, 2013 **FILE NO:** 5380-01-PPP

FROM: Kathleen Milward, Environmental Technologist

SUBJECT: Letter to Ministry of Environment requesting film plastic to be left in curbside service

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Recommendation/Action: That the Board authorize that a letter from the Chair be sent to the Ministry of Environment/Multi-Material British Columbia in support of having all film plastic on the proposed list of packaging and printed paper materials to be collected via curbside recycling programs in the CVRD beginning May, 2014.

Relation to the Corporate Strategic Plan: Responsible waste management.

Financial Impact: *(Reviewed by Finance Division: _____)*

Background:

Under the BC Recycling Regulation, producers of packaging and printed paper (PPP) must assume responsibility for recovery of PPP as of May, 2014. Multi-Material British Columbia (MMBC), a stewardship agency acting on behalf of the producers, has submitted a PPP Stewardship Plan to the Ministry of Environment (MOE) which describes how the producers will meet this requirement. While the MOE is considering the PPP Stewardship Plan, MMBC is preparing to implement the plan. MMBC has recently issued a proposed list of PPP materials to be collected in May, 2014, and has invited stakeholder consultation prior to finalizing the list.

While there are proposed additions to the current list of recyclable materials collected at curbside within the CVRD, staff are concerned about the exclusion of film plastic. MMBC proposes to not offer film plastic recycling via curbside programs, and further intends to collect only two of eight varieties at depots only. Within our region, curbside recycling collection programs for CVRD Electoral Areas, and all member municipalities, will have included film plastic since their inception for almost 15 years. It has long been a convenient option for a commonly generated household item.

While film plastic is recyclable, limited markets exist for this material as it has historically contained a high degree of contamination. However, within the CVRD, we have been promoting the "bag the bag" approach, which is a cleaner and more reliable way to segregate the material and keep it from becoming tangled in machines or contaminating paper at the sorting plant.

.../2

Although staff are participating in the consultation process and outlining their case for keeping film plastic recycling available at curbside within the CVRD, and not losing the behavior that has been well established within our population, a request from the CVRD Board itself will substantially further that argument (as would similar requests from respective member municipal councils also facing this situation).

Submitted by,

Kathleen Milward
Environmental Technologist
Engineering & Environmental Services

Reviewed by:
Division Manager:

Approved by:
General Manager: