

**CORPORATION OF THE CITY OF COURTENAY  
COUNCIL MEETING AGENDA**

**DATE:** Monday, December 10, 2012  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**1.00 ADOPTION OF MINUTES**

1. Adopt December 3, 2012 Regular Council Meeting Minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

**4.00 COMMITTEE/STAFF REPORTS**

**(a) Operational Services**

- 1 1. Traffic Calming Measures – 4<sup>th</sup> & Harmston
- 11 2. Encroachment Agreement – 565-19<sup>th</sup> Street
- 19 3. Comox Strathcona Solid Waste Management Plan
- 77 4. Hunt Road Walkway Road Closure Bylaw

**(b) Financial Services**

- 81 5. Revenue Anticipation Borrowing Bylaw
- 83 6. RCMP Detachment – Revised Fees and Charges
- 85 7. 2013 Citizen Syndicated Survey Options
- 87 8. CETA
- 101 9. C.V. Water Committee – Assignment of Weighted Votes

**5.00 REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 123 1. Police Report for November 2012

**6.00 REPORTS FROM COUNCIL REPRESENTATIVES**

## **7.00 RESOLUTIONS OF COUNCIL**

### **1. In Camera Meeting**

That under the provisions of Section 90(1)(c)(g)(j) of the *Community Charter*, notice is hereby given that a Special In-Camera meeting closed to the public, will be held December 10, 2012 at the conclusion of the Regular Council Meeting.

## **8.00 UNFINISHED BUSINESS**

## **9.00 NOTICE OF MOTION**

## **10.00 NEW BUSINESS**

- 125 1. The Partnership for Water Sustainability in BC Champion

## **11.00 BYLAWS**

### **For First, Second and Third Reading**

- 127 1. "Revenue Anticipation Borrowing Bylaw No. 2734, 2012"  
(to include a regional context statement consistent with the RGS)
- 129 2. "City of Courtenay Fees and Charges Bylaw No. 2737. 2012"  
(to update the fees for services provided by the local RCMP detachment)
- 133 3. "Hunt Road Walkway Road Closure Bylaw No. 2721, 2012"  
(to close a small portion of the Hunt Road walkway)

### **For Final Adoption**

- 137 1. "City of Courtenay Fees and Charges Amendment Bylaw No. 2736, 2012"  
(to set garbage user fees for 2013)

## **12.00 COUNCIL MEMBER ROUND TABLE**

## **13.00 ADJOURNMENT**

# THE CORPORATION OF THE CITY OF COURTENAY

## REPORT TO COUNCIL

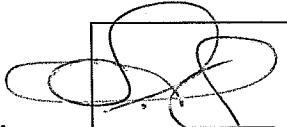
**FROM:** Kevin Lagan, P. Eng.  
Director of Operational Services

**FILE:** 5460-60 Traffic  
Safety 4<sup>th</sup> and  
Harmston  
**DATE:** December 10, 2012

**SUBJECT:** Traffic Calming Measures – 4<sup>th</sup> & Harmston

### C.A.O COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Operational Services be accepted.

  
For Sandy T. Gray

### RECOMMENDATIONS:

That the proponents of the petition (attached) solicit input from the Old Orchard Traffic Calming Committee and that their comments be forwarded to staff for further evaluation; and

That additional traffic flow information be obtained relating to the warranting of the traffic calming measures.

### PURPOSE:

To receive the petition from residents in the vicinity of 4<sup>th</sup> Street & Harmston Avenue regarding proposed traffic calming measures.

### BACKGROUND:

Residents in the Old Orchard Area, in the vicinity of 4<sup>th</sup> Street & Harmston Avenue wish to implement traffic calming measures to discourage downtown motorists from using their neighbourhood as a short-cut route by avoiding downtown intersections.

The residents engaged the services of a local engineering consultant to provide a report (attached) and recommend a solution to their concerns.

### DISCUSSION:

In addition to the warranting of traffic calming measures, the overall traffic needs of the community and in particular the local neighbourhood must be considered. The local Traffic Calming Committee should be part of this process.

Concrete barriers are proposed on 4<sup>th</sup> Street at the intersection of 4<sup>th</sup> Street & Harmston Avenue. Consideration should be given to the form and character of the neighbourhood and as such, if calming measures are warranted, alternatives to concrete barriers, such as low profile corner bulbs, should be considered.

**FINANCIAL IMPLICATIONS:**

The approximate cost of the installation of the proposed concrete barriers is \$3000. The approximate cost of low profile corner bulbs as an alternative is \$10,000-\$20,000

**STRATEGIC PLAN REFERENCE:**

No reference.

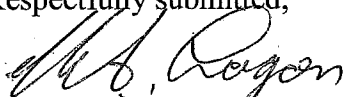
**OCP SUSTAINABILITY REFERENCE:**

No reference.

**REGIONAL GROWTH STRATEGY REFERENCE:**

No reference.

Respectfully submitted,



Kevin Lagan, P.Eng.

Director of Operational Services

City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC  
V9N 2J7

To: Mayor and Council

Re: Enclosed Petition

Petition: Page 1 of 2

We request that the traffic calming measures recommended in the Traffic Review completed by McElhanney Engineering dated October 22, 2012 be implemented for our neighborhood. Specifically, placing new traffic calming measures at 4<sup>th</sup> and Harmston to limit motorists from entering the residential area. We endorse a partial road closure to prohibit west bound vehicles on 4<sup>th</sup> Street from entering the study area per the attached map. Traffic calming measures would include erecting traffic 'no-post' barriers with hazard signage and reflectors.

Name	Address	Signature
Kate Laughlin	310 Johnston Ave	
<u>Thomas Krahn</u>	310 Johnston Ave	
Sandy Gray	325 Johnston Ave	
Sandy Gray	325 Johnston Ave	
Don McRae	320 Johnston Ave	
Deanne McRae	320 Johnston Ave	
<i>→ In Mexico → For a month.</i> Don Ferguson	375 Johnston Ave	
Sunhee Ferguson	375 Johnston Ave	
Dave Ferguson	375 Johnston Ave	
Denise Woods	405 Johnston Ave	
Bob Paton	405 Johnston Ave	
Nathan <u>Babcock</u>	455 Johnston Ave	

Anne Johnson<sup>son</sup> 420 Johnston Ave

Anne W. Johnson

Annette Hagel 695 4<sup>th</sup> Street

Annette Hagel

Peter Gerritsen 675 4<sup>th</sup> Street

Peter Gerritsen

Rosanne Gerritsen 675 4<sup>th</sup> Street

Rosanne Gerritsen

Sheila Pierolie 615 4<sup>th</sup> Street

Sheila Pierolie

Jayson Fuerstenberg 615 4<sup>th</sup> Street

Jayson Fuerstenberg

October 22, 2012

Our File: 2211-47276-0

Quest Homes  
Unit 10, 145-19<sup>th</sup> Street  
Courtenay, BC V9N 9G2

**Attention: Mr. Peter Gerritsen**

Dear Sir,

**TRAFFIC REVIEW AND COMMENTARY – 4TH ST & JOHNSTON AVENUE AREA**

This assignment seeks to provide technical commentary following a recent resident-driven petition to close Johnston Avenue at 5th Street, as presented to City of Courtenay Council on September 10, 2012.

We have completed a review of the road network in the area of 4th Street between Harmston Avenue and Johnston Avenue, as well as the portion of Johnston Avenue between 4th Street and 5th Street, the "study area". The City's road network plan has classified 4th Street, Harmston Avenue and Johnston Avenue as local roads, and 5<sup>th</sup> Street as a minor arterial. The study area forms part of the Old Orchard and Area, with a Local Area Plan developed and adopted by the City in 2008 to incorporate smart growth strategies, including traffic calming measures. The study area is occupied by single family residences and lies on the outer limits of the City's downtown core. It is noted that several neighbouring streets within the Old Orchard and Area have employed various measures to calm traffic, ranging from signage, mini-roundabouts and partial access closures.

Residents based their petition over concerns of motorists using the study area to bypass downtown intersections, a lack of adherence to a stop sign at 4<sup>th</sup> and Johnston, and near misses between parked cars and utility poles. Typically, according to residents, most issues are caused by vehicles exiting the downtown area.

MCSL attended the site to review existing traffic control measures. At the four leg intersection of 4<sup>th</sup> Street and Harmston, stop signs are located on the Harmston approaches, with no controls present on 4<sup>th</sup> Street. The downtown core is to the east of this intersection, with the subject residential area to the west. A 'Traffic Calming Neighbourhood' sign exists on the north leg of Harmston Avenue towards 3<sup>rd</sup> Street. 4<sup>th</sup> Street ends at Johnston Avenue at a tee intersection with a stop sign. Johnston Avenue ends approximately 65m to the north (right) and exits to 5<sup>th</sup> Street (another tee intersection) approximately 80m to the south (left). A stop sign is present to motorists on Johnston Avenue at 5<sup>th</sup> Street only.



During the site visit, we observed motorists travelling through the 4<sup>th</sup> & Harmston intersection to the end of 4<sup>th</sup> Street at Johnston, turn left and exit Johnston at 5<sup>th</sup> Street, presumably to exit downtown. In several cases, motorists were observed to come to a 'rolling stop' at 4<sup>th</sup> & Johnston, as there is negligible cross-traffic on Johnston Avenue.

The original petition proposed to close Johnston Avenue at 5<sup>th</sup> Street to address residents' concerns. Several factors would suggest this closure as less than ideal. Fire department response would be limited to one access via 4<sup>th</sup> Street, confirmed in an interview with Courtenay Fire Chief Don Bardonnex. Chief Bardonnex stated a full closure would not be endorsed by the Fire Department. Johnston Avenue also lacks sufficient turnaround facilities, i.e. a cul-de-sac, for vehicles to turn around without utilizing residents' driveways.

MCSL recommends placing new traffic calming measures at 4<sup>th</sup> and Harmston to limit motorists from entering the residential area. Of various calming options available, we suggest a partial road closure to prohibit west bound vehicles on 4<sup>th</sup> Street from entering the study area. This approach is consistent with the traffic calming goals of Old Orchard and Area LAP. Similar partial closures exist along Cliffe Avenue at 1<sup>st</sup> Street and 2<sup>nd</sup> Street. In the interview with Chief Bardonnex, partial closures do not limit fire response and would be an acceptable alternative. Erecting traffic 'no-post' barriers with hazard signage and reflectors is both a cost effective approach to achieve the traffic calming and consistent with traffic calming in the area.

We trust this report addresses the residents' concerns while providing a cost effective solution for the City of Courtenay to consider.

Yours truly,

MCELHANNEY CONSULTING SERVICES LTD.

Prepared by:



Matt Sanderson, ASCT

Reviewed by:



José S. Pinto, P.Eng., PTOE

Division Manager, Traffic & Transportation Planning

email: jpinto@mcelhanney.com

MS/njg

Page 2 of 2

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Study Area

Ex. Stop Sign

Proposed Traffic Calming - Barricade and signage to prevent 4 St traffic from traveling SW past Harmston Ave

47276 - 4th/Johnston

©2012 Google - Map data ©2012 Google -

October 22, 2012

Our File: 2211-47276-0

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Matt Sanderson, ASCT

Reviewed by:

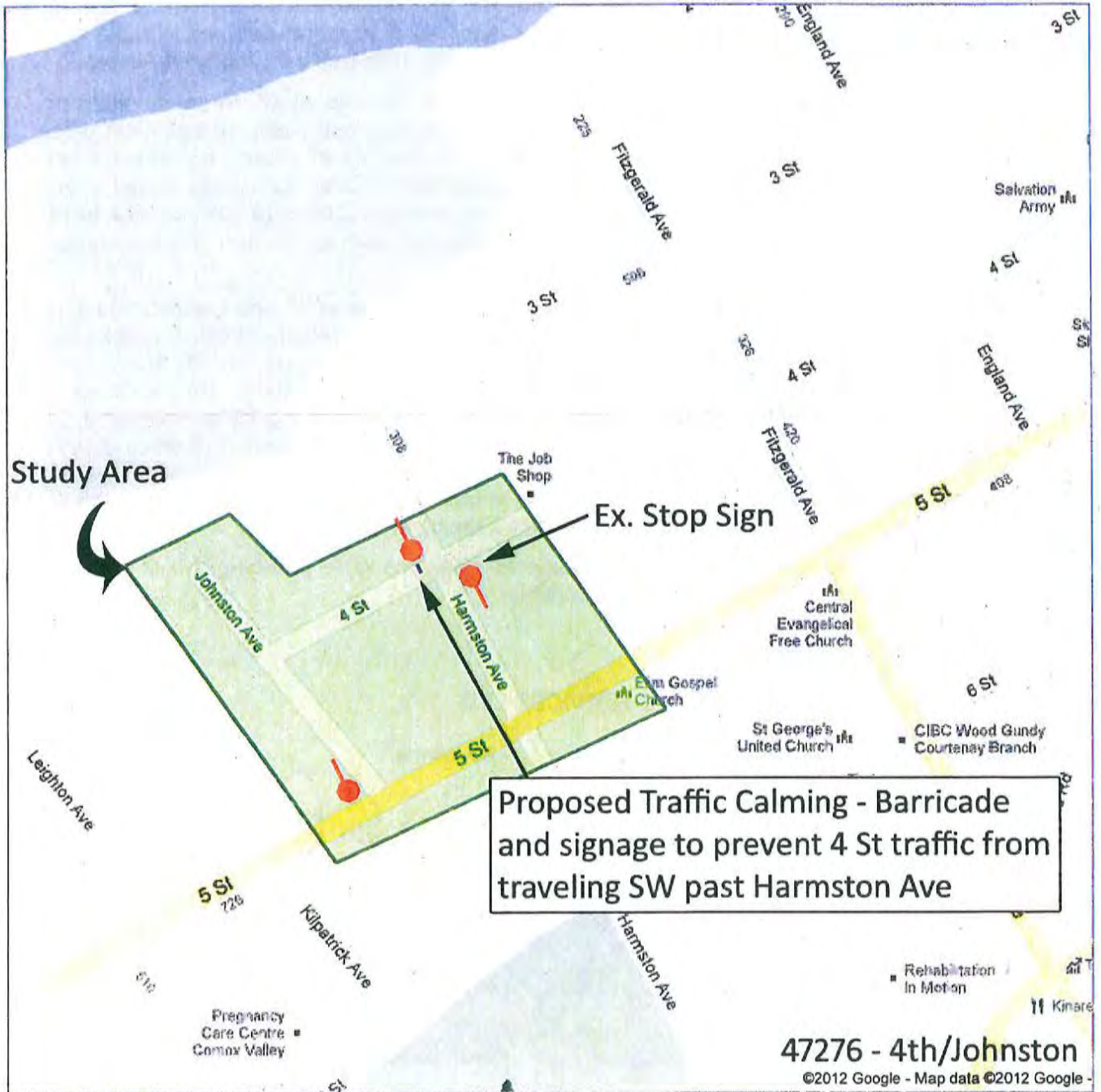
José S. Pinto, P.Eng., PTOE

Division Manager, Traffic & Transportation Planning

email: [jpinto@mcelhanney.com](mailto:jpinto@mcelhanney.com)

MS/njg





**THE CORPORATION OF THE CITY OF COURTENAY**

**REPORT TO COUNCIL**


**FROM:** Kevin Lagan, P.Eng.  
Director of Operational Services

**FILE #:** 3220-20 565 19<sup>th</sup> St  
**DATE:** December 3, 2012

**SUBJECT:** Encroachment Agreement – 565 19<sup>th</sup> Street

**C.A.O. COMMENTS/RECOMMENDATIONS:**

That the recommendation of the Director of Operation Services be accepted.

  
For Sandy T. Gray

**RECOMMENDATION:**

That Council approve the encroachment agreement between the City and the owners of 565 19<sup>th</sup> Street to allow a wall to encroach onto City property to a maximum of 1.1metres; and

That the Mayor and Director of Legislative Services be authorized to sign all documentation relating to this encroachment.

**PURPOSE:**

To approve an encroachment agreement between the City and the owners of 565 19<sup>th</sup> street.

**BACKGROUND:**

In 2011, the owners of 565 19<sup>th</sup> Street commenced the construction of a block retaining wall on the front and side yard of their property. This work did not require a building permit. Both the Operations and Planning Departments were aware of the construction but were not aware that it posed a location issue at the time the work began on the wall. It was assumed at that time that the location of the wall along Grant Avenue was within the property line. As this is an older part of the City, there is little survey information. The location of the wall was well away from the paved road and behind an existing hedge. However, after the wall construction had commenced, it was noted that the wall facing Grant Avenue was on part of the City Road allowance. Unfortunately, once this information was determined the wall was well on its way to completion.

**DISCUSSION:**

The owners of the property have expended considerable time and money to improve the property by the construction of this wall. Consequently, on August 14, 2012, a letter was sent to the

owners proposing that an encroachment agreement between the City and the Owners should be signed thereby allowing the wall to remain in its built location. We also brought to the owners attention that part of the row of trees planted on 19<sup>th</sup> Street posed a present and future visibility issue to the safety of motorists and pedestrians and that it therefore needed to be removed. Copies of the letter and agreement are attached.

**FINANCIAL IMPLICATIONS:**

In order to establish the legal survey data required to determine the location of the road right of way adjacent to the property the City paid for the survey work. The cost for the legal survey was \$900 and was covered by the general legal survey budget.

**STRATEGIC PLAN REFERENCE:**

No reference.

**OCP SUSTAINABILITY REFERENCE:**

No reference.

**REGIONAL GROWTH STRATEGY REFERENCE:**

No reference.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K. Lagan', written in a cursive style.

Kevin Lagan, P.Eng.  
Director of Operational Services



**HIGHWAY ENCROACHMENT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_, 2012.

**BETWEEN:**

**THE CORPORATION OF CITY OF COURTENAY**, a municipal corporation incorporated under the *Community Charter* and having an office at 830 Cliffe Avenue, Courtenay, B.C. V9N 2J7

("City")

**OF THE FIRST PART**

**AND:**

Judith Murakami  
565 19<sup>th</sup> Street  
Courtenay, B.C.  
V9N 2B2

("Licensee")

**OF THE SECOND PART**

**GIVEN THAT:**

- A. The Licensee is the registered owner in fee simple of those lands and premises in the City of Courtenay legally described as:  
  
("Lands");
- B. The Licensee has requested permission from the City to encroach upon lands the City possesses as highway for the benefit of the public; and
- C. The City may, pursuant to the *Community Charter*, permit an encroachment in respect of a highway that is vested in the municipality.

**THIS AGREEMENT IS EVIDENCE** that in consideration of the premises and covenants herein contained, and the sum of \$10.00 (Ten Dollars) now paid by the Licensee to the City, the receipt of which is hereby acknowledged by the City, the parties agree as follows:

- 1. **Permission to Encroach** - The City grants to the Licensee the non-exclusive licence to encroach upon that portion of road allowance in the City which is shown outlined in heavy black line on the sketch attached as Schedule "B" to this Agreement ("Encroachment Area"), for the sole purposes to allow one (1) home situated on the Lands to encroach upon the City's Lands ("Encroachment").
- 2. **Fee For Use** - The Licensee agrees to pay to the City, upon execution of this Agreement:
  - (a) an administrative fee of \$10.00; and

3. **Term** - This Agreement shall be for a term of ten (10) years, commencing on      and terminating on      unless terminated sooner or unless extended pursuant to the terms of this Agreement ("Term").
4. **Acknowledgment of Highway** - The Licensee acknowledges and agrees that the Encroachment Area is a highway and that the City has limited power to authorize the private use of highways. The Licensee further acknowledges and agrees that any rights granted by the City to the Licensee by this Agreement are not exclusive and are subject to the public's right to pass and repass.
5. **Maintenance and Repair** - The Licensee must at all times keep and maintain the Encroachment and the Encroachment Area in good and sufficient repair to the satisfaction of the City, and must, without limitation, make all necessary repairs to the Encroachment Area in any way arising out of the use of the Encroachment Area by the Licensee.
6. **Indemnification** - The Licensee hereby indemnifies, releases and saves harmless the City at all times and from all losses, damages, actions, proceedings, claims, demands, costs, expenses, liabilities of any nature whatsoever, by whomsoever brought (including the Licensee) made or suffered, for which the City shall or may become liable, incur or suffer by reason of injury to person (including death) or damage to property or economic loss, arising directly or indirectly from any wrongful act, omission or negligence of the Licensee or anything done pursuant or ostensibly pursuant to this Agreement including without limitation the construction, maintenance and repair of the Encroachment.
7. **Notice** - Any notice required or allowed to be given under this Agreement shall be deemed to have been given to the party to whom it is addressed if it is mailed in British Columbia, in a prepaid envelope addressed to the address of the party as set out on page one (1) of this Agreement and any notice, demand or request so given shall be deemed to have been received and given five (5) days after the date of mailing. Alternatively, any notice under this Agreement may be delivered by hand and shall be deemed to be received upon the day of delivery.
8. **Termination** - The Licensee understands and agrees that the City may at any time, in its sole discretion, withdraw the rights it has granted herein to the Licensee by giving ninety (90) days notice to the Licensee in writing. In the event of such withdrawal, for any cause or reason whatsoever, the Licensee shall, at its own expense, within such time as may be specified by the City, remove the Encroachment and fill up any excavation made, constructed or maintained with respect to it, and otherwise restore the Encroachment Area to its original state to the satisfaction of the City.
9. **Removal of Encroachment by City** - If the Licensee fails to remove the Encroachment and restore the Encroachment Area as required under section 9, the City and its agents may remove all fixtures, chattels, improvements, personal property and all other things on the Encroachment Area and otherwise restore the Encroachment Area, on behalf of the Licensee and at the Licensee's expense, and all costs of such removal and restoration shall be a debt due and owing to the City by the Licensee upon receipt by the Licensee of the City's invoice. In performing the removal and restoration on behalf of the Licensee, the City shall have full

access to the Lands, as it deems necessary, and may perform all works it deems necessary on the Lands in connection with the removal and repair of the Encroachment Area, and the Licensee hereby grants a license to access and perform works on and to the Lands to the City for these purposes.

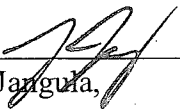
50. **Sale of Land** - This Agreement must not be assigned and shall terminate upon any sale, transfer or alienation of the title to the Lands by the Licensee, such termination effective as of the date of the transfer, and all provisions relating to the removal of the Encroachment and restoration of the Encroachment Area shall apply, unless the transferee of the Lands enters into a satisfactory agreement on substantially the same terms as this Agreement with the City prior to the transfer date of the Lands.
11. **Compliance with Other Laws** - Nothing in this Agreement exempts the Licensee from complying with all applicable laws, including all municipal bylaws, or from obtaining all required permits and licenses relating to the use of the Encroachment Area or the Encroachment.
62. **Compensation** - Notwithstanding any provision of this Agreement, the Licensee shall not be entitled to compensation for injurious affection or disturbance resulting in any way from the removal of the Encroachment and, without limitation, shall not be entitled to business losses, loss of profit, loss of market value, relocation costs or other consequential loss by reason of the removal of the Encroachment or by reason of the termination of the Agreement.
73. **Interest in Land** - This Agreement grants no interest in land in the Encroachment Area to the Licensee.
84. **Waiver** - Waiver of any default by either party shall not be deemed to be a waiver of any subsequent default.
95. **Interpretation** - Whenever the singular or masculine is used in this Agreement, the same is deemed to include the plural or feminine or the body politic or corporate as the context requires.
106. **References** - Every reference to each party is deemed to include the heirs, executors, administrators, permitted assigns, employees, servants, agents, contractors, officers, directors and invitees of such party, where the context so permits or requires.
117. **Enurement** - This Agreement shall enure to the benefit of and be binding on the parties and their respective successors and assigns.
128. **Severance** - If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.
19. **Assignment** - The Licensee shall not be entitled to transfer or assign this Agreement, in whole or in part, and shall not permit or suffer any other person to occupy the whole or any part of the Encroachment Area, without the written consent of the City.

20. **Entire Agreement** - The provisions herein contained constitute the entire agreement between the parties and supersede all previous communications, representations and agreements, whether verbal or written, between the parties with respect to the subject matter hereof.

131. **Time of Essence** - Time is of the essence of this Agreement.


AS EVIDENCE of their agreement to the above terms, the parties have executed this Agreement on the day and year first above written.

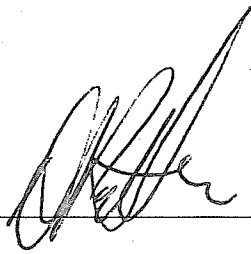
The Corporation of the **CITY OF COURTENAY**  
by its authorized signatories:

  
\_\_\_\_\_  
Larry Janguila,  
Mayor

  
\_\_\_\_\_  
Judy Murakami,  
Homeowner

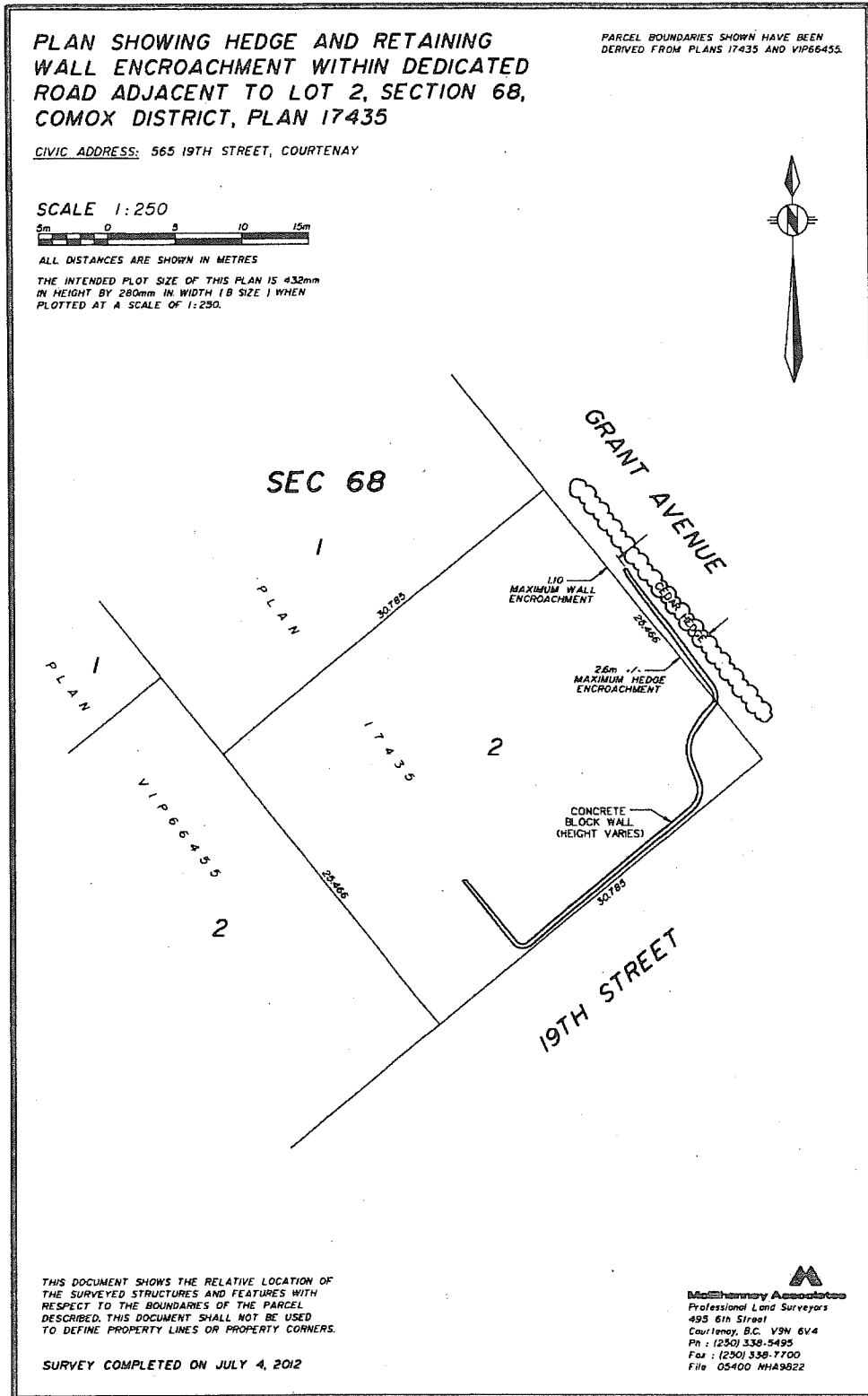
  
\_\_\_\_\_  
Sarah Gray  
Dep/Director of Legislative Services

EXECUTED in the presence of: )  
)  
  
\_\_\_\_\_)  
Name: )  
)  
565 19<sup>th</sup> STR. COURTENAY BC. )  
\_\_\_\_\_)  
Address: )  
)  
SELF EMPLOYED. )  
\_\_\_\_\_)  
Occupation: )

  
\_\_\_\_\_

# SCHEDULE "B"

[Sketch of Encroachment Area]



# THE CORPORATION OF THE CITY OF COURTENAY

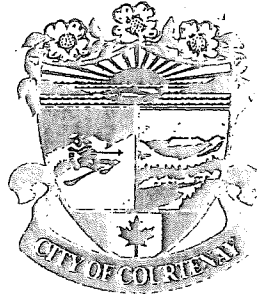
Operational Services Department  
Engineering Division  
830 Cliffe Ave.,  
Courtenay, B. C. V9N 2J7

Phone: (250) 334-4441

Fax: (250) 703-4864

E-Mail: [engineering@courtenay.ca](mailto:engineering@courtenay.ca)

Web Site: [www.courtenay.ca](http://www.courtenay.ca)



File No: 3220-20 565 19<sup>th</sup> Street

August 14, 2012

Judith Murakami  
565-19<sup>th</sup> Street  
Courtenay, BC  
V9N 2B2

COPY

## Re: Wall Encroaching on City Property

It has come to my attention that the retaining wall that you have erected on your property is encroaching onto a City of Courtenay Right of Way. City staff has visited your property and determined that the wall infringes on City property by 1.10m. In order to rectify this situation, the City requests that you sign the attached Encroachment Agreement and return it to City Hall. The second copy is for your records.

In addition, you have planted a row of hedges along the front of your property that present a line of sight issue. According to the City of Courtenay's Zoning Bylaw (No. 2500, 2007, Division 6, Part 7):

*6.71 On any corner lot...nothing shall be erected, placed, planted or allowed to grow in such a manner as to impede vision between a height of 1.0m and 3.0m above the centre line grade of the intersecting street in the area bounded by the property lines of such corner lots and a line joining points along said property lines 6.0m from the point of the street intersection...*

As the planted hedges will continue to grow and reach a height higher than 1.0m, the City requires that you have the hedges removed.

We recommend that you consult a lawyer prior to signing this agreement.

If you have any questions, please contact Kate Usher at 250-334-4441 to set up an appointment to see myself or Derek Richmond, P.Eng, Manager of Engineering. I thank you in advance for your cooperation.

Yours truly,

Kevin Lagan, P.Eng  
Director of Operational Services

CC: Derek Richmond, Manager of Engineering

John Ward, Director of Legislative Services



23

**THE CORPORATION OF THE CITY OF COURTENAY**

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**REPORT TO COUNCIL**

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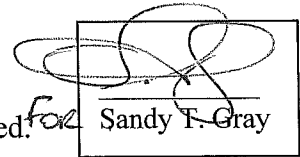
**FROM:** Kevin Lagan, P. Eng.  
Director of Operational Services

**FILE #:** 5360-20 CSSWMP  
**DATE:** December 3, 2012

**SUBJECT:** CSSWMP – Comox Strathcona Solid Waste Management Plan

**C.A.O. COMMENTS/RECOMMENDATIONS:**

That the recommendation of the Director of Operational Services be accepted.

  
Sandy T. Gray

**RECOMMENDATION:**

That Council review and provide a letter of support to the Comox Valley Regional District for the Comox Strathcona Solid Waste Management Plan.

**PURPOSE:**

To review and support the Comox Strathcona Solid Waste Management Plan.

**BACKGROUND:**

Over the past two years, the participating municipalities in the Comox Valley and Strathcona Regional District have been developing a new Solid Waste Management Plan. This work was coordinated and facilitated by the consulting company of AECOM.

The attached letter from the Comox Valley Regional District provides the resolution passed by the Waste Management Committee relating to the Solid Waste Management Plan.

**DISCUSSION:**

The Solid Waste Management Plan Advisory Committee has met on many occasions during the past two years to review the existing plan and to draft a new one. The plan was presented to the Solid Waste Committee of the CVRD on September 13, 2012. Following review by the member municipalities, it will be forwarded to the Ministry of the Environment for approval.

**FINANCIAL IMPLICATIONS:**

City contributions to the Solid Waste program will be collected by the CVRD through tipping fees.

**STRATEGIC PLAN REFERENCE:**

No reference.

**OCP SUSTAINABILITY REFERENCE:**

No reference.

**REGIONAL GROWTH STRATEGY REFERENCE:**

The Solid Waste Management Plan will provide direction for how waste is managed in the region for the next twenty years.

Respectfully submitted,

Yours Sincerely,

A handwritten signature in black ink, appearing to read "K. Lagan". The signature is written in a cursive, flowing style.

Kevin Lagan, B.A., P.Eng.  
Director of Operational Services

Office of the Chair

600 Comox Road, Courtenay, BC V9N 3P6  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



File: 5360-30

September 20, 2012

Sent via email only: jward@courtenay.ca

Mayor and Council  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, B.C. V9N 2J7



Dear Mayor and Council:

**Re: Approval of the solid waste management plan**

The Comox Valley Regional District (Comox Strathcona waste management) board adopted the following resolution at its September 13, 2012 meeting:

*THAT the 2012 Comox Strathcona solid waste management plan (CS-SWMP) attached in appendix B of the staff report dated August 30, 2012 be approved, including the final updates as noted in appendix C of the staff report dated August 30, 2012, and including adding the word 'best' following WTE in the second paragraph of section 18.2;*

*AND FURTHER THAT the final 2012 CS-SWMP be forwarded to all participating local government jurisdictions requesting a letter of support per Ministry of Environment requirements by November 30th, 2012 be provided for submission along with the final 2012 CS-SWMP to the Minister of Environment requesting CS-SWMP approval;*

*AND FURTHER THAT the final 2012 CS-SWMP be forwarded to all First Nation communities requesting a letter identifying any comments or concerns by November 30th, 2012 and to be provided for submission along with the final 2012 CS-SWMP to the Minister of Environment requesting CS-SWMP approval;*

*AND FINALLY THAT the 2012 CS-SWMP and all letters received be forwarded to the Minister of Environment requesting CS-SWMP approval.*

The Comox Valley Regional District (CVRD) is requesting your council review the final plan (enclosed) and provide your support of the plan by way of council resolution. We are extending the opportunity to have staff attend your next council meeting to present and discuss the approval of the plan, in order to ensure clarity of content and procedure, in order to better facilitate this request.

Please forward a letter of support to the CVRD no later than November 30, 2012. If you have any questions regarding the content of the plan, please direct them to Tom Boatman, manager of solid waste, by email at [tboatman@comoxvalleyrd.ca](mailto:tboatman@comoxvalleyrd.ca) or by telephone at 250-334-6025.

Sincerely,

Edwin Grieve  
Chair

Enclosure: Comox Strathcona Solid Waste Management Plan

cc: Debra Oakman, chief administrative officer  
Sandy Gray, administrator

OPERATIONAL SERVICES DEPARTMENT			
FILE NO:			
TO:		PRIORITY	
FROM:			
ACTION:			
	DATE	INITIAL	COPIES TO:
ACK.			
RESP.			

Comox Strathcona Waste Management

## **2012 Solid Waste Management Plan**

**Prepared by:**

AECOM

3292 Production Way, Floor 4

604 444 6400 tel

Burnaby, BC, Canada V5A 4R4

604 294 8597 fax

[www.aecom.com](http://www.aecom.com)

**In association with:**

Maura Walker and Associates Environmental Consultants

Jan Enns Communications

**Project Number:**

60141938-10

**Date:**

September 2012



## Executive Summary

The 2012 Solid Waste Management Plan is a long term vision for solid waste management in the Comox Strathcona waste management (CSWM) area and is an update to the previous plan that was approved in 2003. This plan presents the programs, services, infrastructure and policies that will serve to guide the design and implementation of solid waste services and disposal over the next several years.

The contents of this Plan reflect the input received from the Solid Waste Management Plan Advisory Committee over the past two years, and input received during the community consultation phase held in March and April of 2012. A special thanks to the contribution of all of the members of the Advisory Committee is extended on behalf of CSWM services.

Implementation of the waste minimization components of the Plan presented herein is designed to achieve a waste diversion rate of over 70%, primarily through:

- Increasing access to recycling at multi-family buildings;
- Increasing the amount of waste recycled by industrial, commercial and institutional activities; and
- Increasing diversion of organic waste, with a focus on diversion of food waste.

The waste that cannot be reduced, reused or recycled is referred to as "residual waste". The proposed long-range plan is to pursue energy recovery from the residual waste through Waste to Energy technologies. In addition, two regional engineered sanitary landfills are planned, one in each regional district, located adjacent to the existing regional landfill sites.

Closure of the current landfills is planned for all CSWM landfills. Updated operating and closure plans will be developed for the landfills in Tahsis, Zeballos and Gold River. The closure of the Tahsis and Zeballos landfills is planned to begin in 2017, to meet BC Ministry of Environment requirements. Upon full closure, each of these sites may be replaced with a transfer station. Closure of the current landfills at the Comox Valley waste management centre and Campbell River waste management centre is scheduled to commence in 2012 and 2013 respectively.

The actions in this plan will be implemented through Solid Waste Board authorization over the next ten years. During this period, the funding of CSWM operations and capital projects is anticipated to be done through revenues received from tipping fees and financial reserves (a portion of previously collected tipping fees).

As part of plan implementation, CSWM will be considering opportunities for integrated resource recovery. In particular, integrated resource recovery will be considered as part of assessing organics processing and waste-to-energy options.

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# 1. Background

In British Columbia, each regional district is mandated by the Provincial Environmental Management Act to develop a Solid Waste Management Plan that provides a long term vision for solid waste management, including waste diversion and disposal activities. Plans are updated on a regular basis to ensure that the plan reflects the current needs of the regional district, as well as current market conditions, technologies and regulations.

The Comox Valley Regional District (CVRD) is responsible for solid waste management planning in both the CVRD and the Strathcona Regional District (SRD) geographic areas. The service is governed by a board of directors that includes elected officials from member municipalities and electoral areas of both regional districts and is branded "Comox Strathcona waste management" (CSWM).

Over the past two years, CSWM has engaged in a process to update the 2003 Comox Strathcona Solid Waste Management Plan (SWMP or Plan) to reflect current and future waste management needs. The process to update the Plan was conducted in three stages. The first stage was a review of the current system and a report on the implementation status of the 2003 Plan. This stage created the baseline for development of the new Plan. The second stage was a review of options to address the region's future solid waste management needs and the selection of preferred options through the Solid Waste Management Plan Advisory Committee. The third stage involved community consultation to obtain input on the selected options.

The planning process and the development of this Plan were completed in accordance with the BC Ministry of Environment (MoE) document entitled "Guide to the Preparation of Regional Solid Waste Management Plans for Regional Districts" (BC MoE, 1994).

## 1.1 Plan Objectives

There are three main objectives associated with this new solid waste management plan:

1. The initiatives outlined in the plan work towards a goal of zero waste<sup>1</sup> and aim to minimize the amount of waste buried in landfills.
2. Improvements to the solid waste management system will reduce greenhouse gases emissions from solid waste management activities.
3. All CSWM landfills will be designed and operated to minimize impact on the environment and the surrounding community and to satisfy the BC Landfill Criteria for Municipal Solid Waste.

## 1.2 Guiding Principles

The following guiding principles were developed by the Ministry of Environment and adopted by the Solid Waste Management Plan Advisory Committee and the CSWM board to help direct the selection of Plan options:

- Solid waste is a resource.

---

<sup>1</sup> As defined by the Recycling Council of BC, zero waste is a philosophy that views solid wastes as resources, and recognizes the importance of "closing the loop"(putting waste materials back into the production cycle). Zero waste requires that products and processes be designed so that their components can be dismantled, repaired and recycled. It means linking communities, businesses and industries so that one's waste becomes another's feedstock. It means preventing pollution at its source. It means new local jobs in communities throughout British Columbia.

- The consumption of material and energy resources should be set at a level which is ecologically sustainable.
- The regional solid waste stream should be reduced to the greatest extent possible, in accordance with the hierarchy of reduce, reuse, recycle, recovery and residual waste management and consistent with local resources and the nature of the regional solid waste stream.
- The goal of environmental policy is to strive towards zero pollution and the strategies for achieving that goal are in accordance with the precautionary principle.
- Individuals and firms will be enabled to make environmentally sound choices about consumption of resources and generation of waste through provision of appropriate information, including user-pay and market-based incentives wherever possible.
- Reduction policies and strategies will be developed through public consultation and are socially acceptable and cost-effective, based on full accounting of costs and benefits, both monetary and non-monetary.

### 1.3 Participants in the Planning Process

The planning process involved a number of stakeholders and the general public through a variety of different activities.

The CVRD hired AECOM as their technical consultant for the duration of the process to update the plan. AECOM, with the assistance of Maura Walker and Associates and Jan Enns Communications, guided the process, provided technical input on the options, prepared the planning documents, and assisted with the consultation process.

A **Solid Waste Management Plan Advisory Committee** was formed at the beginning of the planning process to provide community-based and technical input into the planning process and to provide recommendations to the solid waste Board. The advisory committee participants included **representatives from member municipalities, the private waste management sector, an environmental group from a local high school, BC Ministry of Environment (MoE), CVRD staff, SRD staff, and the solid waste Board.**

Stage three of the planning process involved an extensive community consultation process that included:

- Public open houses and presentations held in 14 locations throughout the CSWM area;
- Feedback forms completed at the open houses and on-line (700 received);
- A telephone survey of 600 randomly selected homes covering all communities in the CSWM area to achieve an accuracy of  $\pm 4.0\%$ , with a 95% confidence interval; and
- Presentations to all municipal councils and the electoral area sub-committees of the CVRD and SRD.

Additionally, a separate consultation process was undertaken with First Nation communities in the CSWM area. Details on the consultation processes are provided in two separate reports entitled "Public Consultation Report" (AECOM, 2012) and "First Nations Consultation Report" (TRI, 2012).

## 2. Plan Area

The CVRD and SRD were established on February 15, 2008, as part of the provincial restructuring of the Comox Strathcona Regional District. Regional solid waste services are provided to the combined CVRD and SRD geographic areas by the CVRD. The service is branded as Comox Strathcona waste management (CSWM).

The CVRD covers approximately 1,725 km<sup>2</sup> and the electoral boundaries include the Town of Comox, the City of Courtenay, the Village of Cumberland, Electoral Area 'A' (Baynes Sound – Denman / Hornby Islands), Electoral Area 'B' (Lazo North), and Electoral Area 'C' (Puntledge-Black Creek). The SRD covers approximately 20,000 km<sup>2</sup>. The electoral boundaries of the SRD include the City of Campbell River, the Village of Gold River, the Village of Sayward, the Village of Tahsis, the Village of Zeballos, Electoral Area 'A' (Sayward – Kyuquot / Nootka), Electoral Area 'B' (Cortes Island), Electoral Area 'C' (Discovery Islands – Mainland Inlets), and Electoral Area 'D' (Oyster Bay – Buttle Lake).

In addition, there are 14 First Nations with reserve lands located in the Plan area.<sup>2</sup>

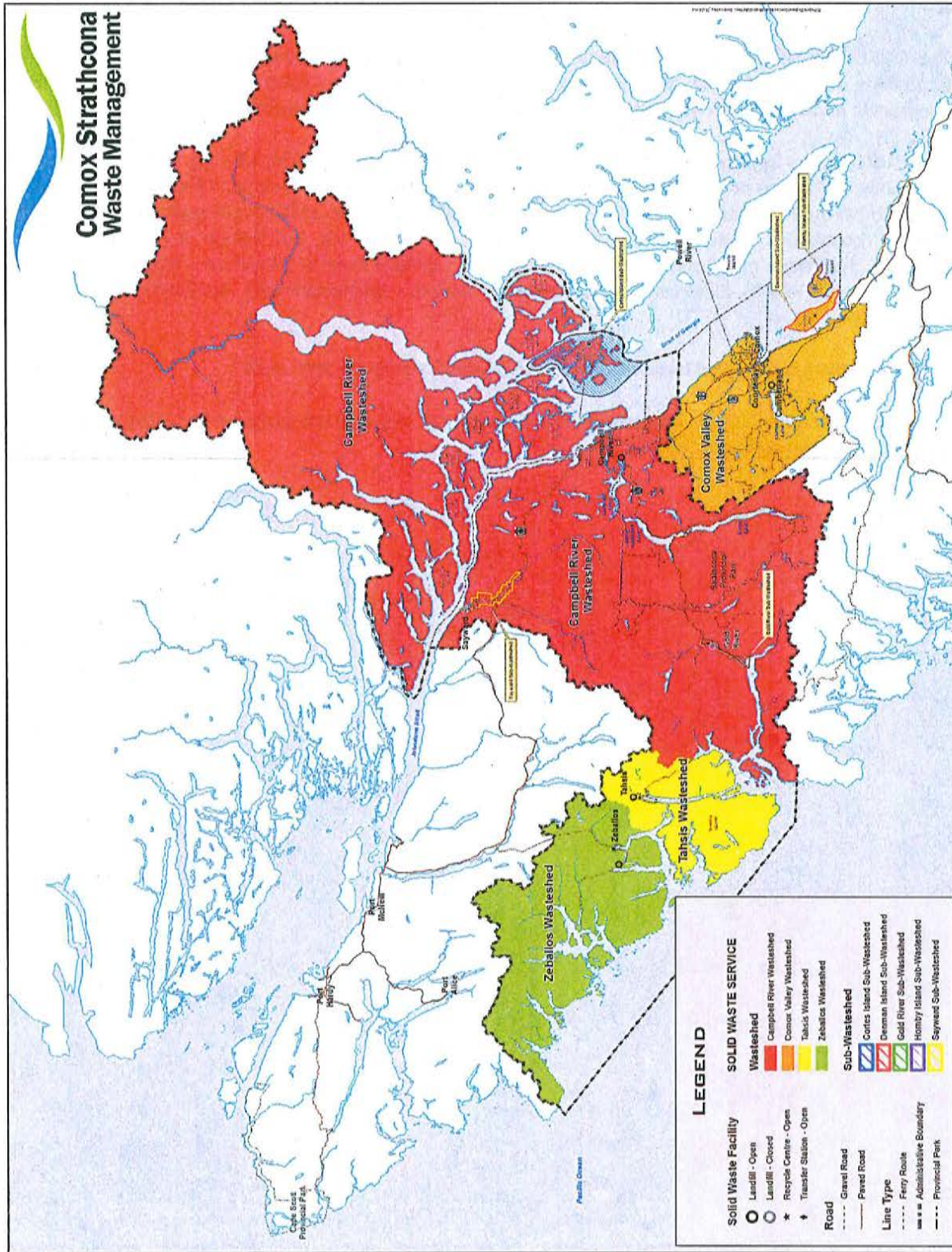
Figure 2-1 shows the CSWM wastesheds. Each wasteshed indicates the geographical areas served by each of the CSWM Waste Management Centres.

---

<sup>2</sup> TRI. First Nation Consultation Final Report. 2012



Figure 2-1. CSWM Wasteshed Area





## 2.1 Physical Description and Constraints

The CSWM area extends from Kyuquot-Nootka on the west coast of Vancouver Island, across the islands of Cortes, Quadra, Denman, Hornby and the Discovery Islands, into a portion of the British Columbia mainland north of Powell River. The terrain includes rugged coastline, remote inlets, populous valleys, and the highest peaks of the Vancouver Island Ranges. Constraints that were considered during the planning process relate to the terrain and waterways, and their impact on access to communities and transportation distances.

The region's climate is one of the mildest in Canada due to moderation by the Pacific Ocean, which also contributes heavy precipitation to the western coast of Vancouver Island. The eastern portion of the CSWM area receives some relief due the rain shadow effect of the Vancouver Island Ranges. As the climates in the western and eastern coastal areas are unique, the precipitation patterns vary greatly across the planning region.

The planning region lies predominantly in the temperate rainforest biome, home to large conifers like the western hemlock, western red cedar, pacific silver fir, yellow cedar, Douglas fir, grand fir, Sitka spruce, and western white pine. The fauna is similar to that of the mainland coast, and the rivers, lakes and coastal regions are renowned for trout, salmon, and steelhead.

## 2.2 Population

The population in the CSWM in 2011 was 104,950, based on 2011 census data. Table 2-1 provides the permanent population in 2011 by area.

**Table 2-1. CSWM Estimated 2011 Population**

Southern Wasteshed Area	Population
Comox	13,627
Courtenay	24,099
Cumberland	3,398
Baynes Sound-Denman/Hornby Islands (Electoral Area A)	6,899
Lazo North (Electoral Area B)	6,939
Puntledge-Black Creek (Electoral Area C)	8,325
<b>Sub Total</b>	<b>63,287</b>
Northern Wasteshed Area	
Campbell River	31,186
Gold River	1,267
Sayward	317
Tahsis	316
Zeballos	125
Kyuquot/Nootka-Sayward (Electoral Area A)	807
Cortes (Electoral Area B)	1,007
Discovery Islands-Mainland Inlets (Electoral Area C)	2,601
Oyster Bay-Buttle Lake (Electoral Area D)	4,037
<b>Sub Total</b>	<b>41,663</b>
<b>Total</b>	<b>104,950</b>

Source: BC Stats

An estimated additional 5,200 people live on First Nation Reserves in the CSWM area.<sup>3</sup>

### 2.2.1 Population Projections

Table 2-2 provides the estimated population projections for the CSWM area as provided by BC Stats. The southern watershed population is expected to grow at an average rate of 1.5% per year and the northern watershed population is expected to grow at an average rate of 0.7% per year.

**Table 2-2. CSWM Population Projections (2011-2031)**

Year	Southern Watershed Area	Northern Watershed Area	Total CSWM Area
2011	63,287	41,663	104,950
2012	64,367	41,926	106,293
2013	65,395	42,192	107,587
2014	66,652	42,457	109,108
2015	67,737	42,729	110,466
2016	68,831	43,016	111,847
2017	69,887	43,344	113,232
2018	70,976	43,673	114,648
2019	72,079	44,003	116,082
2020	73,159	44,362	117,521
2021	74,245	44,726	118,970
2022	75,301	45,082	120,383
2023	76,366	45,428	121,794
2024	77,454	45,774	123,227
2025	78,441	46,109	124,549
2026	79,512	46,427	125,940
2027	80,582	46,733	127,316
2028	81,636	47,023	128,659
2029	82,686	47,302	129,988
2030	83,685	47,567	131,252
2031	84,711	47,828	132,539

Source: <http://www.bcstats.gov.bc.ca>

## 2.3 Economic Data

Based on 2011 census data, there were approximately 46,500 private dwellings in the CSWM area. Based on 2006 census data<sup>4</sup>, housing consists of roughly 69% single households, 1% multi-family dwellings and 30% non-family dwellings. This is consistent with figures for the entire province.

According to the 2006 census data, the main industries (by labour force) for the region are retail trade, health care and social assistance, agriculture / forestry / fishing / hunting, accommodation and food services, and construction.

<sup>3</sup> TRI. *First Nation Consultation Final Report. 2012*

<sup>4</sup> Detailed 2011 census data on housing and the economy was not available at the time of preparing this report.

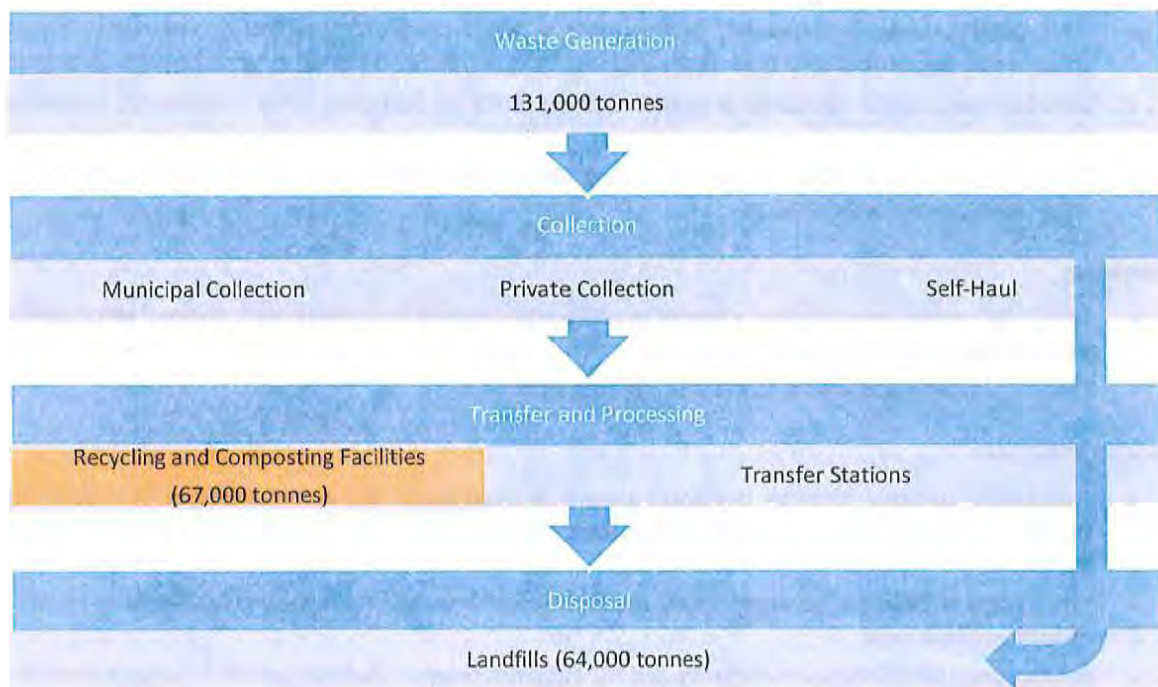


The mean age of the population in the CVRD is increasing and associated with this is an increasing number of retired persons. In contrast, the mean age of the SRD is younger than that in the CVRD and there are a greater proportion of people working in the primary resources sector.

### 3. Existing Solid Waste Management System and Waste Characterization

Figure 3-1 shows the general flow of waste from the point of generation (at homes, work places or at construction / demolition sites), through to waste diversion facilities (recycling processors and composting facilities) or disposal facilities (landfills), based on the waste management system in 2011.

Figure 3-1. Waste Flows



There is a broad range of solid waste management programs and infrastructure in the CSWM area including:

#### Education and Promotion

- CSWM's "Power of R" program;
- CSWM's Compost Education Centres with contract educators;
- CSWM website with a directory of recycling, composting and local disposal options and additional information on recycling and waste management; and
- Most municipalities and not-for-profit waste management centres maintain web-based information to assist their communities and help visitors understand their options for recycling and reuse.

### Reduction and Reuse Programs

- Backyard composting is encouraged through education and supply of low cost backyard composters;
- Municipalities and communities have garbage “can limits” for their curbside collection programs which limit the weekly allotment of waste to one or two containers per week;
- There are reuse centres / free stores at the waste management centres on Hornby, Denman and Cortes Islands, and in Gold River and Tahsis; and
- Several private and not-for-profit entities provide services for the salvage and reuse of goods.

### Recycling

- Curbside collection of recyclables is provided to residents of Campbell River, Courtenay, Comox, Cumberland and Royston;
- There are recycling drop-off depots located throughout the CSWM service area;
- There are staffed recycling centres on Hornby, Denman and Cortes Islands, and in Gold River and Tahsis;
- Most CSWM waste management centres offer a broad range of recycling opportunities, including scrap metal, appliances and other items that are not collected at curbside or through drop-off depots;
- Curbside yard waste collection is provided to residents of Campbell River, Courtenay, Comox and Cumberland; and
- There are private collection companies that provide recycling collection services to businesses and multi-family residential buildings.

### Composting

- The CVRD owns and operates a biosolids composting facility that uses clean, chipped wood waste in the composting process; and
- There are two private yard waste composting operations.

### Garbage Collection

- Residential curbside garbage collection service is provided in the communities of Campbell River, Courtenay, Comox, Cortes Island, Cumberland, Denman Island, Gold River, Royston, Sayward, and Tahsis;
- The Village of Zeballos provides centralized, bear-proof bins located throughout the community for the collection of garbage;
- In Courtenay and Comox, multi-family and ICI buildings receive garbage collection service through the municipality. In all other areas, multi-family and ICI buildings must contract their own garbage collection service; and
- In the following areas, residents must hire their own garbage collection company or “self haul” their garbage to a local waste management centre:
  - Quadra Island
  - Union Bay
  - Merville
  - Black Creek
  - Oyster River
  - Oyster Bay
  - Dove Creek
  - Puntledge
  - Lazo North
  - Hornby Island
  - Fanny Bay
  - Stories Beach
  - Buckley Bay

### Transfer Stations

- There are CSWM transfer stations located in Gold River, Campbell River, on Cortes Island and Hornby Island. Waste from these transfer stations is hauled to either the Comox Valley or Campbell River waste management centres.

### Landfills and Other Disposal Facilities

- There are five active CSWM landfills located at or near the following communities: Campbell River, Cumberland, Gold River, Tahsis and Zeballos;
- The Gold River Landfill, which is closed as a municipal solid waste landfill, continues to receive inert construction and demolition waste;
- There are closed landfills in Sayward and on Cortes, Hornby and Denman Islands; and
- There are four active private disposal facilities that receive wood waste and / or inert construction / demolition / land clearing waste.

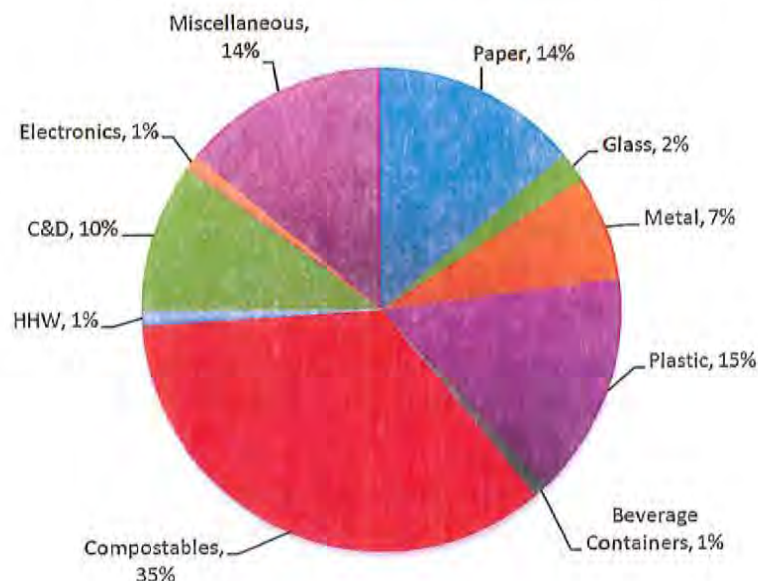
### Household Hazardous Waste

- Household hazardous waste (HHW) disposal is managed, to a large extent, through BC product stewardship programs which have set up collection programs for the majority of household hazardous waste products, such as paint, pesticides, solvents, and used motor oil. To supplement the stewardship activities, CSWM has held collection events.

## 3.1 Composition of CSWM Waste Disposed

Figure 3-2 shows the estimated weight-based composition of the CSWM waste currently going to disposal. Based on this estimate, roughly one-third of the disposed waste is recyclable (e.g., paper, metal, plastic, beverage containers) and one third is compostable.

Figure 3-2. Estimated Composition of Waste Disposed





### 3.2 Disposal, Diversion and Waste Generation

Table 3-1 provides a summary of the current estimated waste disposal, waste diversion quantities, the disposal facilities and methods of diversion. In 2011, CSWM disposed of 64,292 tonnes of waste (based on scale house records and an estimate of waste disposal for Tahsis and Zeballos) and diverted from landfilling an estimated 67,126 tonnes of material, resulting in a waste diversion rate of 51%.

**Table 3-1. Current Disposal and Diversion Estimates**

	<b>Tonnes</b>
<b>Disposal</b>	
Comox Valley Waste Management Centre Landfill	38,445
Campbell River Waste Management Centre Landfill	24,921
Tahsis Landfill (estimated)	300
Zeballos Landfill I(estimated)	300
Gold River Inert Waste Landfill	326
<b>Total landfill disposal</b>	<b>64,292</b>
<b>Diversion</b>	
Curbside blue box	3,205
Recycling depots	4,146
Recycling at landfills	11,975
Municipal yard waste programs	4,690
Private recycling activities (estimated)	38,650
Encorp Return-It (Beverage Containers)	2,253
Product Care(HHW)	70
Tire Stewardship BC	425
BC Used Oil Management	1,220
ESABC (Electronics)	492
<b>Total diversion</b>	<b>67,126</b>
<b>Total waste generation (disposal + diversion)</b>	<b>131,418</b>
<b>Diversion rate (diversion / waste generation)</b>	<b>51%</b>

The disposal rate for the CSWM in 2011 was 0.61 tonnes per person.

### 3.3 Sources of Waste Disposed

Table 3-2 shows the major sources of landfilled waste at the Comox Valley and Campbell River waste management centres (CVWMC and CRWMC) and the relative quantity from each source. This information is based on 2011 scale data for each site.

Municipal waste collection contributes 39% of the waste landfilled at the CVWMC by weight, 32% is from commercial collection and customers who self-haul, and 29% is from the construction industry. The CRWMC has a different

profile as it receives 18% from municipal collection, 15% from the construction industry and 67% from commercial collection, self-haul customers and waste transferred from the Gold River and Cortes Island transfer stations. Much of this difference can be attributed to the different municipal collection services in Courtenay, Comox and Campbell River. In Courtenay and Comox, the municipal service includes collection from businesses and institutions as well as residences. In Campbell River, the municipal service is provided only to residences.

**Table 3-2. Sources of Landfilled Waste (2009)**

Waste Source (Generator)	Comox Valley Waste Management Centre	Campbell River Waste Management Centre
Municipal collection	39%	18%
Commercial collection, transfer stations and self-haul customers	32%	67%
Construction	29%	15%
<b>Total</b>	<b>100% of 38,455 tonnes</b>	<b>100% of 24,921 tonnes</b>

## 4. Future Solid Waste Management System

The future solid waste system builds on the existing framework of services and programs while seeking to improve the delivery of those services to reduce the quantity of waste sent to disposal. The proposed programs, infrastructure and policies for the updated Solid Waste Management Plan are outlined in Section 5 through Section 18 and are presented in accordance with the waste management hierarchy shown in Figure 4-1.

**Figure 4-1. Waste Management Hierarchy**



The waste management hierarchy presents the various means of managing solid waste, from most desirable at the top, to least desirable at the bottom, as described below:

- "Reduce" is the most important part of waste minimization. Waste reduction avoids the unnecessary use of resources such as materials, energy and water and means there is less waste to manage.

- “Reuse” is the second level in the waste management hierarchy. Reuse is defined as the repeated use of a product in the same form, but not necessarily for the same purpose.
- “Recycle” involves some form of reprocessing of waste materials to produce the same or another product.
- “Recover” is defined as the reclamation of energy or recyclable materials from the remaining waste stream.
- “Residuals” management is the final treatment and / or disposal of a waste that cannot be used in any other way. For CSWM, residual management of solid waste is presently undertaken through landfilling.

The hierarchy has been applied to the development of the Solid Waste Management Plan options with the intent of minimizing the amount of residual waste that must be landfilled. In 2010, the Province developed a policy<sup>5</sup> related to recovering energy from the waste stream: that regional districts must plan to achieve at least 70% waste diversion through the first 3Rs (reduce, reuse and recycle) prior to considering the 4th R of “recover” (e.g. waste-to-energy facilities). This policy has also been considered in the development of the Plan’s options and it is expected that the actions in this plan can achieve 70% diversion upon full implementation.

#### 4.1 Diversion Estimates

For each plan component described in sections 5 through 16, an estimate of how much diversion can be attributed to the component is included. These estimates are based on the waste composition data (provided in Section 3-1), current waste disposal data, and expected diversion performance. The anticipated diversion associated with each plan component are intended to illustrate how 70% diversion can be achieved and to show the relative impact of each plan component on the overall diversion estimate provided in Section 17.

## 5. Reduction / Reuse Actions

Reduction and reuse policies, programs and facilities minimize the amount of waste that must be managed by the waste management system. There are several reuse facilities available, including thrift stores operated by the not-for-profit sector and “free stores” operated at some of the local waste management centres. To further encourage reduction and reuse, the following actions are planned:

- **On-Line Reuse:** Incorporate reuse services into the existing CSWM on-line recycling directory.
- **Reduction and Reuse Promotional Campaign:** Develop a campaign focused on “reduce” as a key part of a responsible lifestyle – linking solid waste reduction with other responsible behaviours such as energy use and water use.
- **Professional Salvage in Support of Community Organizations:** Salvageable materials are frequently observed in waste delivered to the landfill, particularly associated with source-separated construction wood waste and metal goods (appliances, bicycles, etc.). Although there are safety and liability concerns that prohibit salvage of materials by the general public at the waste management centres, professional salvage operators have the skills to recover materials for reuse and repair purposes. Recovery from source-separated waste piles at the CSWM-managed waste management

<sup>5</sup> *Considerations for the Inclusion of Waste-to-Energy Facilities (WTE) in Solid Waste Management Plans, MoE, 2010*



facilities by pre-approved<sup>6</sup> salvage operators that are associated with not-for-profit community organizations will be supported.

- **Reuse at Regional Waste Management Centres:** Assess the potential of reuse facilities at the regional waste management centres.

These actions have the potential to divert an estimated 300-500 tonnes per year from landfilling.

## 6. Residential Waste Management

### 6.1 Curbside Services

In each community that receives curbside garbage, recycling and yard waste collection through their local government, this service will be maintained through local bylaws. Policies that support participation in available recycling and composting programs should also be maintained, including:

- Limiting the amount of garbage set out for weekly collection (in some communities garbage volumes that are "over limit" must be accompanied by a pre-purchased tag).
- Restricting the inclusion of recyclables, yard waste and materials managed under product stewardship programs in garbage containers.

Curbside collection services are local services that are typically funded through local user fees. The cost per household of the curbside services varies slightly between the service areas depending on service variables and contract arrangements.

#### 6.1.1 Food Waste Collection

The curbside collection of food waste (also referred to as kitchen scraps) can significantly reduce the amount of residential waste sent to disposal and is a critical element for achieving waste diversion goals.

Residential food waste collection has the potential in the CSWM to divert roughly 3,250 tonnes of organics from residual waste across the service area. For the purposes of estimating diversion, it is assumed that Courtenay, Campbell River, Comox and Cumberland would participate in a residential food waste collection program. Each jurisdiction should assess the suitability of adding food waste collection to its curbside service.

It is anticipated that food waste collection will result in no (or nominal) increases in curbside collection costs for residents. However, there will likely be a capital cost associated with the provision of food waste collection containers. Most island communities that provide curbside food waste collection have opted to provide each home with a kitchen container and a small green wheeled cart, as shown in Figure 6-1. The estimated cost of these two containers is approximately \$37. These costs are based on recent collection contracts awarded in the Regional District of Nanaimo.

The development of local food waste processing capacity is described in Section 9.

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<sup>6</sup> *Salvage operator has proven that they have the skills and insurance to safely salvage from specific waste streams.*

**Figure 6-1. Food Waste Collection Containers**

Example of a Countertop Bin to Collect Food Scraps



Example of a Curbside Green Cart for Food Waste Collection

## 6.2 Multi-Family Waste Management

Multi-family buildings may include apartment buildings, condominiums, townhouse complexes, mobile home parks or any other residential building considered "multi-family" under local bylaws. Due to the variation in building configurations from property to property, collection of waste and recyclables from multi-family buildings is generally not part of the residential curbside collection program but rather, it is undertaken by the same vehicles that service commercial buildings.

The following mandatory multi-family recycling criteria have been effective in other communities:

1. Mandate all multi-family buildings to implement a recycling collection service by a defined date. This approach has been used by the Cities of San Francisco and Portland and requires each building to set up a recycling service with a private contractor.
2. Provide recycling collection services to multi-family buildings as a municipal service. Participation in the program may be mandatory or voluntary for multi-family buildings. This approach has been used by the Cities of Vancouver, Richmond, Burnaby and, is currently being used by the Town of Comox.

With Board authorization, CSWM is planning to provide promotion and education assistance to support the multi-family collection programs to ensure consistency in communications related to multi-family recycling. Promotion and education assistance includes:

- Developing and distributing promotion / education materials targeted to multi-family building managers and residents;
- Providing assistance to building managers with tenant outreach; and
- Developing web-pages related to the program that can be linked to municipal web sites.

The provision of recycling services to multi-family buildings could divert an estimated 740 tonnes of waste per year based on the projected level of participation of the municipalities of Comox, Courtenay and Campbell River.

### 6.3 Recycling Depots

CSWM provides recycling depots, collection and transportation services for recyclables across the service area. Recycling depots are operated by local communities and through contracts managed by the CSWM. Recycling depots and services will continue to be provided where supported by the community and deemed necessary.

CSWM will monitor progress in the development of an industry-led stewardship plan for packaging and printed paper due to take effect in May 2014 and assess the potential impacts of this plan on the recycling depot service. (See Section 10 for more details on BC stewardship programs.)

### 6.4 Recycling at the Waste Management Centres

Each of the CSWM waste management centres is intended to provide a variety of waste management services to the local community. These services generally include two or more of the following:

- Garbage disposal;
- Appliance recycling;
- Recycling of household materials (paper, plastic containers, metal cans);
- Scrap metal recycling;
- Tire recycling;
- Reuse Centre / Free Store;
- Clean wood waste disposal;
- Yard waste drop off; and
- Household hazardous waste collection.

These facilities are located throughout the CSWM area to ensure reasonable access to recycling and disposal services. To ensure that the servicing levels at these centres meets the needs of the local community, service reviews are being conducted by CSWM on a regular basis.

## 7. Industrial, Commercial & Institutional (ICI) Waste Management

The following programs and services can increase recycling and diversion of ICI waste.

### 7.1 Variable Tipping Fees to Encourage Source Separation

To encourage recycling by the ICI sector, waste loads arriving at the Regional waste management centres that contain recyclable materials such as cardboard, paper and metal are currently charged a tipping fee that is significantly greater than the standard waste tipping fee. In contrast, recyclables are charged only 25% of the regular tipping fee and yard waste and scrap metal are received at no charge. This application of variable tipping fees provides a significant financial incentive to ICI waste generators to source-separate recyclable materials which increases diversion of waste to recycling and away from landfill disposal.

This incentive mechanism will continue to be used and the range of materials defined as “recyclable” may be expanded at CSWM facilities. As new recycling opportunities are established, adding those materials to the list of recyclable materials will be considered. The fee structure will be reviewed by CSWM staff and consultation with the construction industry will occur before changes in tipping fees authorization is sought. Before implementation of tipping fee increases, industry outreach will occur.

### 7.2 Mandatory Recycling by the ICI Sector

As a means to reinforce disposal policies and further encourage recycling at ICI locations, local government policies to encourage businesses to recycle may be considered by communities where ICI recycling services are readily available. Similar to encouraging recycling in multi-family buildings, it is anticipated that each local government will determine the most effective approach to recycling by the ICI sector based upon the local government’s current waste management protocols. The following are examples of the approaches that are being effectively employed by other local governments:

- Require all ICI buildings to implement a recycling collection service by a defined date. Under this approach, each ICI building would contract recycling services to meet their specific needs.
- Provide recycling collection services to ICI buildings as a local government service.
- A combination of the above two approaches:
  - Small ICI buildings that can be serviced by the same collection vehicle that collect recyclables from the residential sector are included in the curbside program.
  - Larger ICI buildings that cannot be serviced by the curbside program may be required to contract recycling services directly with a collection company.

This service, if operated as a local government service, would be funded through local user fees, as is the case with existing municipal curbside collection services.

CSWM will provide promotion and education assistance to support the ICI collection programs to ensure consistency in communications related to ICI recycling.

Through application of the above methods in the communities of Campbell River, Comox, Courtenay and Cumberland, it is estimated that by improving local ICI recycling, up to 5,000 additional tonnes of waste can be diverted from landfilling per year.

### 7.3 ICI Technical Assistance Program

To support waste reduction and source-separation of recyclables by the ICI sector, a CSWM technical assistance program specific to the ICI sector may be required. This program may include:

- Web-based recycling directory;
- Zero Waste audit and certification program;
- Zero Waste Awards program (this could be undertaken in association with local Chambers of Commerce);
- Awareness campaigns targeting specific commercial generators (e.g., retailers, restaurants, garages);
- Working with local business associations to provide education and outreach in the commercial sector;
- Working with tourism / hotel associations to develop a program and support materials for tourists; and
- Developing tools and information specific to different types of businesses (office, retail, restaurant, etc.).

### 7.4 Local Government Leadership

As role models for the ICI sector, CSWM will strive to implement “zero waste” initiatives within their own buildings and operations, and aim to build “zero waste” requirements into all Regional District contracts.

### 7.5 Mandatory Space Allocation in New Buildings

A common barrier to setting up recycling in multi-family and ICI buildings is the lack of space allocated to store collection containers. It is recommended that in communities where recycling services exist, that all new construction of multi-family and ICI buildings should be designed and constructed to accommodate collection of three material streams including:

- Residual waste or garbage
- Recyclables
- Organics

Mandatory space allocation in multi-family and commercial buildings has been adopted by several municipalities including the City of Surrey (for multi-family buildings) and the City of Seattle (for multi-family and ICI buildings). This space requirement has been applied as part of the process to obtain a development and / or construction permit. CSWM will consult with industry and local governments to develop a model bylaw for space allocation for consideration across the service area.

## 8. Recyclable Material Processing

Across the CSWM service area, much of the processing of recyclable materials is currently undertaken by the private sector as a part of a managed contract. When possible, a contract requirement for regular reporting by recycling contractors about the market destination of materials collected through local government collection services should be considered for all local government recycling processing contracts.



## 9. Organics Management

The organic fraction of landfilled waste is estimated to be 35% by weight. Much of this fraction can be diverted to organic waste processing facilities that use composting or anaerobic digestion technologies. By redirecting the recoverable organic fraction from residual landfilling, the following can be achieved:

- Reduction of the amount of waste landfilled (increasing landfill life);
- Reduction of the production of leachate;
- Reduction of the production of landfill gas and reducing greenhouse gas emissions; and
- Development of useful end-products such as compost, gas or energy.

### 9.1 Develop Organics Processing Capacity

To achieve organics diversion, organic processing capacity that can manage food waste and yard waste will need to be developed. This may be achieved by contracting with the private sector, the public sector building and operating its own facility, or through a public-private partnership. Operating models and technologies will need to be assessed before authorization. Based on a pre-feasibility study for a composting facility prepared for the CVRD in 2010/2011, the following steps are planned by CSWM in support of developing composting capacity:

1. Establish a pilot project to divert organics from the landfill.
2. Assess a location, including Campbell River, for a regional organics processing facility.
3. Assess organics management technologies, including composting and anaerobic digestion.
4. Partner with other local governments where possible.

#### 9.1.1 Feedstock Supply

To be successful, the organics processing facility will need a guaranteed supply of feedstock (food waste and / or yard waste). CSWM and any participating municipalities will need to consider the following steps to support an organics diversion program:

1. Add food waste to the curbside collection program and possibly ban food waste from the curbside garbage collection service.
2. Have commercial generators of food waste participate at an acceptable level.
3. Include food waste in the list of "recyclable materials" that triggers higher tipping fees at the regional disposal sites.
4. Consider providing municipal food waste collection for small and medium size ICI food waste generators that can be serviced through the curbside food waste collection programs.
5. Consider food waste collection from rural areas.

It is estimated that roughly 7,000<sup>7</sup> tonnes per year of organic waste can be diverted from landfilling in the CSWM through the development of organics processing capacity. At this time, it is estimated that organics diversion costs for the CSWM may be in the range of \$60 to \$90 per tonne, depending on the operation model and technology employed.

<sup>7</sup> The estimate of 7,000 tonnes is based on 3,250 tonnes of residential food waste and 3,675 tonnes of ICI organic waste, as shown in Table 17-1.

## 9.2 Yard Waste Collection

Many areas within the CSWM service area have curbside yard waste collection or yard waste drop off depots. Through increased promotion of yard waste collection programs CSWM would be able to:

- Reduce the cost of composting organics by increasing needed bulk material;
- Reduce the quantity of yard waste in the landfill;
- Reduce the amount of "illegal dumping" of yard waste through the availability of alternatives; and
- Improve air quality by reducing the residential burning of yard waste.

CSWM plans to promote the availability of municipal and regional district yard waste collection services to the public.

## 9.3 Backyard Composting

Backyard composting is one of the most effective methods of reducing the amount of waste that enters the solid waste management system. A recent study by the North Shore Recycling Program indicated that an average home diverts 361 kg of organic waste per year when they use a backyard composter and that the diversion increases to an average of 452 kg when provided with educational support.<sup>8</sup> Consequently, encouraging backyard composting through our education programs is one of the most cost-effective means of achieving waste diversion. CSWM plans to maintain the existing backyard composting program to encourage residents to compost at home. The program currently includes:

- Backyard composter sales;
- Promotion of backyard composting, grass cycling and xeriscaping through the website, advertising, community events and print materials; and
- Two staffed compost education gardens.

CSWM will seek solid waste Board authorization to enhance the backyard composting program by:

- Linking backyard composting education with Bear Aware information;
- Increasing the time that compost educators are available to the public during the year; and
- Improve composting education sites as necessary.

For estimating costs and diversion potential, it was assumed that CSWM will distribute 300 backyard composters annually for 5 years and that each composter could divert 400 kg per year. This would divert roughly 1,800 tonnes of organic waste over that time and another 1,800 tonnes would continue to be diverted annually for as long as those composters are in use.

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<sup>8</sup> *Backyard Composting Undervalued. North Shore Recycling Program, May 2011.*

## 10. Product Stewardship Programs

*"In British Columbia, Industry-led Product Stewardship is a government strategy to place the responsibility for end of life product management on the producer and consumers of a product and not the general taxpayer or local government."* (MoE Product Stewardship website).

Product Stewardship programs play an integral and increasingly significant role in the management of municipal solid waste in BC. Most existing Product Stewardship programs, also referred to as Extended Producer Responsibility (EPR) programs, have been established by producers and brand owners of products in accordance with requirements set out in the BC Recycling Regulation. Other programs have been set up voluntarily by individual companies and industries (e.g. for milk containers).

In accordance with the BC Recycling Regulation, mandatory waste management programs have been established for the following categories of products (or will be as per regulatory phase-in schedules as indicated below):

1. Beverage Containers
  - All ready-to-drink beverages except milk and milk substitute products
2. Electronic and Electrical Equipment
  - Televisions, computers, monitors, printers and computer peripherals
  - Audio-visual and consumer equipment, thermostats, cell phones, residential fluorescent lamps, batteries used in these products
  - Small appliances, smoke detectors, and batteries used in these products
  - (July 2012) Large appliances, electrical and electronic tools, medical devices, automatic dispensers, lighting equipment, toys, leisure and sports equipment, monitoring and control instruments, information technology (IT) and telecommunications equipment, and batteries used in these products
3. Lead Acid Batteries
4. Used Lubricating Oil, Filters and Containers
  - Oil - any petroleum or synthetic crankcase oil, engine oil, hydraulic fluid, transmission fluid, gear oil, heat transfer fluid or other fluid used for lubricating purposes in machinery or equipment
  - Oil filters, any spin-on or element oil filter used in hydraulic, transmission or internal combustion engine applications - includes diesel fuel filters but does not include gasoline fuel filters
  - Oil containers - any plastic container with a capacity of less than 30 litres that is manufactured to hold oil
5. Pharmaceuticals
  - All unused or expired consumer medications, as defined in the Food and Drugs Act (Canada) except for veterinary drugs and drugs from hospitals, health clinics or doctor's offices. Medications are prescription drugs, non-prescription drugs and natural health products that treat, prevent or alleviate symptoms of illness or disease
6. Paints
  - Household paint such as latex and alkyd paint, coatings, sealers, glazes, primers, shellacs, undercoats, varnishes, paint aerosols and many other paint products

## 7. Solvents, Flammable Liquids, Gasoline and Pesticides

- Flammable liquids include acetone, BBQ lighter fluid, kerosene, paint thinner and flammable aerosols
- Pesticides are accepted in liquid, solid or aerosol form, however, only domestic pesticides labeled with a poison symbol and a "Pest Control Product" registration number (e.g., PCP Reg. #2464) are accepted. Gasoline products include gasoline leftovers, spoiled gasoline, or old gas contaminated with oil or water

## 8. Tires

- Pneumatic or solid tires designed for use on a motor vehicle, farm tractor, trailer, or other equipment or machinery

## 9. Packaging and Printed Paper

- In May 2011, the MoE added packaging and printed paper to the Recycling Regulation. The implementation of this program is expected to take place at the end of 2014; during the term of this Plan. The definitions used regarding packaging and printed paper appear to cover all materials currently collected by municipal and CSWM residential recycling programs.

The collection infrastructure for existing product stewardship programs consists of return-to-retail and / or stand-alone depot systems. Stewardship agencies which have been set up by industry to manage the collection system may directly operate their collection and systems themselves or under contract to service providers including local government. In accordance with the BC Recycling Regulation, the costs of collection and management of Product Stewardship programs are to be borne by producers and consumer, not by local governments or tax payers.

Most stewardship programs charge separate fees at the point of purchase to cover the costs of managing the discarded product, and the fee is shown on the sales receipt as an "eco-fee". These fees are applied by producers / brand owners as part of the price of the product; they are not government-applied taxes. The stewardship agencies are responsible for educating consumers regarding their programs and for providing information about collection options, fees, and handling practices.

In support of current Product Stewardship programs and to encourage the expansion of product stewardship to other waste products and materials the CSWM plans to:

- Incorporate product stewardship education into its "Power of R" education program and promote local options for disposing of products covered by Product Stewardship programs;
- Work directly with stewards and BC MoE to ensure that stewardship agency collection depots meet the needs of the communities;
- Participate on the BC Product Stewardship Council (BCPSC, an association whose membership includes province-wide representation of all Regional Districts) to lobby stewardship agencies to improve services, and for a broader deposit-based return system (deposits provide a financial incentive for generators to return HHW materials to the proper location); and
- Expand solid waste website links to include local locations and information for disposal of stewardship products.

It is estimated that 850 tonnes of additional waste can be diverted away from landfills annually through improved promotion and increased availability of information for product stewardship programs.

## 11. Household Hazardous Waste (HHW) Management

Household Hazardous Waste (HHW) is not a large volume of the total waste disposed, but because of its toxic nature, its environmental impact can be significant if disposal is not properly managed. To help ensure that these materials are managed appropriately, a combination of promotion and information on product stewardship programs (discussed above), consumer education and HHW collection services will be employed to better collect and manage HHW. Through Board authorization, CSWM plans to:

- Continue to incorporate proper HHW education into its "Power of R" education program and promote local options for properly disposing of HHW;
- Establish and maintain permanent HHW depots at CSWM waste management centers and transfer stations located in Campbell River, Comox Valley, Gold River, Cortes Island and Hornby Island; and
- Hold HHW round up events for smaller communities.

Funding for these services will be shared with the stewardship agencies since they are tasked with funding the collection and disposal of most HHW generated in BC.

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## 12. Construction and Demolition (CD) Waste Management

Waste generated by construction, demolition and renovation projects includes a wide variety of waste materials, including cardboard, plastic, metal and wood. A large portion of the waste is typically reusable, recyclable or can be used for energy recovery in accordance with MoE legislation, regulations and requirements<sup>9</sup>, and therefore this waste stream represents a significant opportunity for waste diversion.

### 12.1 Construction and Demolition Project Permitting

CSWM will consult with construction / demolition industry and local government Building Permit and Planning Departments to assess the feasibility of policy tools to encourage diversion of CD waste including:

- Variable permit costs (deconstruction vs. demolition) to encourage source-separation, reuse and recycling of CD Waste.
- Solid waste management plans for large construction projects to ensure that waste diversion is considered in the planning for and during construction.
- Recycling of specific waste materials generated during construction and demolition projects.
- Adopting green building standards (e.g., LEED) that will reduce the amount of waste generated during construction and through the life of the building.

It is estimated that diversion of 11,500 tonnes of construction and demolition waste from CSWM landfills can be achieved with increased CD waste separation and diversion.

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<sup>9</sup> *E.g. Clean wood waste may be chipped and used as hog fuel at some Vancouver Island pulp mills in accordance with MoE authorizations*



## 12.2 Variable Tipping Fees

CD waste diversion will continue to be supported by variable tipping fees (lower tipping fees on source-separated recyclable / divertable materials). In particular, variable tipping fees may be used as an incentive for generators to source-separate clean and dirty wood waste as well as gypsum drywall.

## 12.3 CD Waste Recycling Services

At present, the only CD waste recycling opportunities are at publicly-funded landfills and transfer stations. CSWM will encourage the private and non-profit sectors to develop CD waste recycling services locally through:

- Setting appropriate pricing on loads of CD waste that does not compete with private and non-profit recycling efforts; and
- Any project permitting guidelines established through the activities discussed above in Section 12.1.

It is the intention of CSWM to continue to provide areas at the regional waste management centres for source-separated CD waste materials to ensure that there is on-going customer access to CD waste recycling options.

## 12.4 CD Diversion Promotion and Education

The CD waste diversion initiatives listed above are effective when supported by promotion and education targeting the construction industry. CSWM will work in concert with local industry associations to determine the industry's information needs to provide better promotion and education opportunities. CSWM promotion and education activities may include proven methodologies of increasing diversion such as:

- Developing a construction / demolition industry waste minimization tool kit. Similar tool kits have been developed by Metro Vancouver and Portland, Oregon;
- Providing a CD waste recycling directory on the website and in hard copy; and
- Organizing and holding CD recycling seminars in conjunction with local construction associations.

# 13. Promotion / Education of Solid Waste Management Programs

The success of waste management programs and policies requires that people know and understand why and how to effectively participate. Promotion and education, therefore, are critical to all components of the solid waste management system.

Promotion and education efforts directly related to municipal waste management services such as garbage collection will continue to be undertaken by the jurisdiction providing the service. However, to reduce costs and to create consistent messaging and branding throughout the service areas, CSWM plans to work with municipalities to develop standardized communications related to new programs such as food waste collection, multi-family recycling, and ICI recycling.

CSWM will continue to provide promotion and education related to their services such as recycling drop-off depots, transfer stations, landfills, as well as promotion and education on waste reduction and reuse, composting, household hazardous waste and product stewardship programs. Promotion and education activities will include the "Power of

R" program and will continue to use a range of promotion and education activities and tools for solid waste management and zero waste education.

## 14. Wildlife Conflict Management

The CSWM area is home to a large population of bears that are integral to the local ecosystem. Developing and maintaining a solid waste management system that minimizes the potential for human-bear conflict and minimizes bird populations at the waste management centres will continue and be improved.

To minimize potential wildlife conflict, CSWM plans to:

- Work with local Bear Aware groups and the Province to establish an on-going awareness and education opportunities for waste generators that addresses "bear awareness";
- Encourage local governments to review their waste collection bylaws to consider containerization requirements for garbage and enforced set-out times for curbside collection to minimize wildlife access opportunities;
- Backyard composting education on composting methods that reduce the attraction of wildlife to residential areas and limit access to organic waste near homes;
- Maintain bear fencing around active landfills and all other waste management facilities, including transfer stations and composting facilities, that accept putrescible waste; and
- Maintain and improve bird management at the landfill working face at the Comox Valley waste management center and the Campbell River waste management center. As part of this initiative, a study will be undertaken in 2012 that includes quantitative and qualitative analysis of birds that contact waste at the landfill on adjacent lands and waters.

## 15. Land Clearing Waste Management

Land clearing waste is the vegetative debris created by the clearing of land, generally undertaken as the first step in a greenfield construction project. Land clearing waste is typically made up of tree stumps, trunks, branches and associated brush. Land clearing waste may be used as firewood, ground / chipped and land applied, composted, or used for energy recovery in accordance with MoE legislation, regulations and requirements. Land clearing waste can also be disposed at a MoE authorized disposal facility or burned on-site in accordance with the *BC Open Burning Smoke Control Regulation* and local requirements.

## 16. Illegal Dumping Prevention

Illegal dumping of waste is common in the CSWM area and throughout British Columbia. Per board authorization, specific initiatives are proposed to reduce illegal dumping and roadside litter include:

- Continue to waive tipping fees as per the current CSWM solid waste policy for organizations cleaning up illegal dumping sites or conducting community clean-ups;
- Continue to encourage municipalities to provide yard waste collection programs through depots or curbside collection (yard waste is frequently disposed of on back roads and is believed to lead to the dumping of other waste materials over time);

- Provide education to the community on disposal options and to encourage reporting of illegal dumping activities; and
- Require users of the waste management centres to cover their loads in order to prevent litter along transportation routes.

## 16.1 Enforcement Bylaw

Section 25(3) of BC Environmental Management Act allows BC Regional Districts to make bylaws to regulate the management of municipal solid waste or recyclable material including, bylaws regulating, prohibiting or respecting:

- The discarding or abandonment of municipal solid waste or recyclable material;
- The delivery, deposit, storage or abandonment of municipal solid waste or recyclable material at authorized or unauthorized sites; and
- The requirement of an owner of municipal solid waste or recyclable material, the deposit of which has been prohibited by bylaw, to pay the cost of its disposal in a manner specified in the bylaw.

The Act requires that a regional district indicate in its Plan its intention to undertake consultations with affected stakeholders and to subsequently undertake consultations as outlined in the Act prior to approving a bylaw affording the regional district the powers listed above. Accordingly, the CSWM intends to draft a bylaw to allow for enforcement actions against illegal dumping activities in the CSWM area. In all cases, CSWM will conduct required consultations to satisfy the requirements of the Act.

## 17. Diversion Estimate

Table 17-1 presents the estimated new waste diversion that can be achieved from each of the proposed plan components upon full implementation.

**Table 17-1. Summation of Estimated Increase in Diversion from Plan Components**

Plan Component	Estimated Increase in Diversion (tonnes per year)
<b>Reduction and Reuse Actions</b>	400
<b>Residential Recycling</b>	
Food waste collection	3,250
Improved Multi-Family Recycling	740
<b>ICI Recycling</b>	
Improved Recycling by the ICI Sector	5,000
<b>Organic Waste Diversion</b>	
Develop Organic Disposal Capacity	3,675
Backyard composting	1,800
<b>Household Hazardous Waste and Extended Producer Responsibility Programs</b>	2,600
<b>Construction and Demo Waste Management</b>	
CD Project Permitting	11,500
<b>Total Estimated New Plan Diversion</b>	<b>28,615</b>

The current waste diversion rate is estimated to be 51%; with the implementation of the reduction, reuse and recycling components of this plan, the diversion from landfill is expected to reach 70%, as illustrated in Figure 17-1. This would reduce the per capita disposal rate from 0.61 tonnes per year to 0.38 tonnes per year.

**Figure 17-1 Current and Targeted Diversion**



Table 17-2 shows the projected residual waste quantities for the next 30 years based on population projections and the diversion estimates provided in Table 17-1.

**Table 17-2. Residual Waste Projections**

Year #	Year	Projected Population	Waste Disposed (tonnes)
1	2011	104,950	62,970
2	2012	106,293	63,776
3	2013	107,587	64,552
4	2014	109,108	53,463
5	2015	110,466	54,128
6	2016	111,847	54,805
7	2017	113,232	37,366
8	2018	114,648	37,834
9	2019	116,082	38,307
10	2020	117,521	38,782
11	2021	118,970	39,260
12	2022	120,383	39,726
13	2023	121,794	40,192
14	2024	123,227	40,665
15	2025	124,549	41,101
16	2026	125,940	41,560
17	2027	127,316	42,014
18	2028	128,659	42,457
19	2029	129,988	42,896
20	2030	131,252	43,313
21	2031	132,539	43,738
22	2032	133,865	44,175
23	2033	135,204	44,617
24	2034	136,556	45,063
25	2035	137,921	45,514
26	2036	139,300	45,969
27	2037	140,693	46,429
28	2038	142,100	46,893
29	2039	143,521	47,362
30	2040	144,956	47,836



## 18. Residual Waste Management

The long-range vision for residual waste management for CSWM services includes two regional landfills and ongoing consideration of waste-to-energy (WTE) technologies. Public consultation for this Plan showed strong regional public support (73% in favour) for expanding both the Campbell River and the Comox Valley regional landfills and strong public support (72% in favour) for continuing to assess the feasibility of WTE technologies as an alternative to landfilling residual wastes.

### 18.1 Two Engineered Regional Landfills

Expansion of the landfills at the Comox Valley waste management centre and the Campbell River waste management centre is planned to provide future disposal capacity. Expansion of the regional landfills will be in accordance with MoE environmental criteria for new landfills including bottom liners, leachate systems, landfill gas systems, groundwater control systems and groundwater monitoring.

The expansion at the Comox Valley waste management centre will be undertaken before expansion at the Campbell River waste management centre. The land adjacent to the existing Campbell River landfill site will undergo additional assessment of technical feasibility and a conceptual design for expansion will be prepared based on the outcome of the assessment work. The expansion at the Campbell River waste management centre will be undertaken in the future when capacity is required.

In consideration of the EBA May 2012 report to the Board that provided a triple bottom line business case for the long-term disposal options), CSWM plans to continue discussions with the Village of Cumberland and the City of Campbell River for mutually beneficial agreements between the host communities and the CVRD, the landfill owner.

### 18.2 Waste-to-Energy Technologies

Waste-to-energy (WTE), also defined as thermal processing or thermal treatment, involves the conversion of municipal solid waste into gaseous, liquid and solid products and a concurrent or subsequent release of heat energy. The heat energy is then used in many cases to generate electricity.

WTE best technologies and costs will continue to be explored as an alternative to landfilling residual waste and opportunities will continue to be assessed. CSWM services will communicate and cooperate with other regions in developing potential WTE capacity.

The MoE's policy is for local governments to have a minimum target of 70% reduction of waste before utilizing a WTE facility. The 70% target is calculated only from reduce, reuse, and recycle initiatives. The initiatives outlined in this Plan are projected to increase the diversion rate to over 70%, thereby making WTE a viable option for CSWM services.

Based on present conditions, it is anticipated that WTE may become part of the solid waste management system for CSWM in the future and that solid waste planning must consider WTE technologies and include such consideration in reporting to the Board for all related authorizations.

### 18.3 Proposed Waste-to-Energy Facility in Gold River

Covanta is a private sector waste management company that proposes to develop a WTE facility in the CSWM area through converting the former Gold River Pulp and Paper Mill into a thermal electric power plant that burns refuse

derived fuel (RDF). The RDF is described by Covanta as MSW that is processed to remove the majority of the recyclable components. The primary source of RDF would be Metro Vancouver waste; however the facility would also accept processed waste from other local governments.

The location of the site is the former Gold River Pulp and Paper Mill in Gold River. Covanta proposes to use many of the physical works and structures that were part of the mill. They plan to replace the existing power boiler with two new RDF boilers and associated pollution control equipment, and fuel and ash handling systems. RDF will be the primary fuel for both boilers. Steam produced in the boilers will drive a turbine-generator to produce 97 MW of electricity for delivery to the BC Hydro grid and in-plant use.

RDF storage and processing is expected to be 2,358 tonnes per day, with a total annual capacity of 750,000 tonnes. The WTE plant will employ the Martin system for refuse combustion and conversion of the RDF into energy. Emissions controls include combustion controls to maintain low levels of carbon monoxide and minimize products of incomplete combustion. Post combustion controls include a semi-dry scrubber followed by a baghouse.

As a by-product of the combustion process, the plant design is expected to produce up to 200,000 tonnes of ash annually from which ferrous and non-ferrous metal are to be recovered. Ash will be treated and landfilled in a private ash landfill located 12.8 km from the power plant.

This project has obtained environmental permits from the Province of BC. However, implementation of this project is subject to obtaining a contract with Metro Vancouver to manage its solid waste.

#### **18.4 Existing CSWM System - Active Residual Waste Landfills**

CSWM plans to close all five (Campbell River, Comox Valley, Gold River, Tahsis and Zeballos) of the existing MoE non-compliant landfills per the capital schedule (Table 23-1) of this report. The schedule for the closure of the Tahsis and Zeballos Landfills has been adjusted based upon direction from the MoE. For all landfills, planned environmental improvements include management of leachate, stormwater, improved landfill operations, and gas collection / management systems where required.

Closure plan updates and design of partial closure construction to address MoE compliance issues is scheduled for 2012 for landfills near Campbell River, Comox Valley, Gold River, Tahsis and Zeballos. For these facilities, all completed external slopes are planned to be capped, and improvements to stormwater and leachate management systems are to be completed from 2012 to 2015. Based on the improved facilities and operation plans, compliant with MoE permit criteria, new operations agreements will be required for some landfills. Subsequent and final landfill slope closure is planned as permitted capacity is reached.

##### **18.4.1 Comox Valley Waste Management Centre Landfill**

Upon authorization by the CSWM board, design will be undertaken to close and cap the existing landfill cell using engineered systems for managing leachate, landfill gas and stormwater. Partial closure construction for the existing landfill cell is planned to begin in 2013.

Between three to five years of permitted capacity remains at the existing landfill. The CVRD owns property available for expanding the CVWMC and a conceptual plan exists for the expansion to the north east and east of the existing landfill. Further investigative work is required to confirm the findings of the preliminary plan and to develop the details and phasing for landfill expansion. Starting in 2013, planning for a lateral expansion using MoE approved engineered landfill facility design and permitting is recommended at the CVWMC. The property authorized for

landfilling under the Operational Certificate is shown on Figure 18-1. Potential expansion properties to the north east and east are shown on Figure 18-2.

PLAN VIP 52723  
DEPOSITED IN THE LAND TITLE OFFICE  
AT OTTAWA ON FEBRUARY 26, 1982.

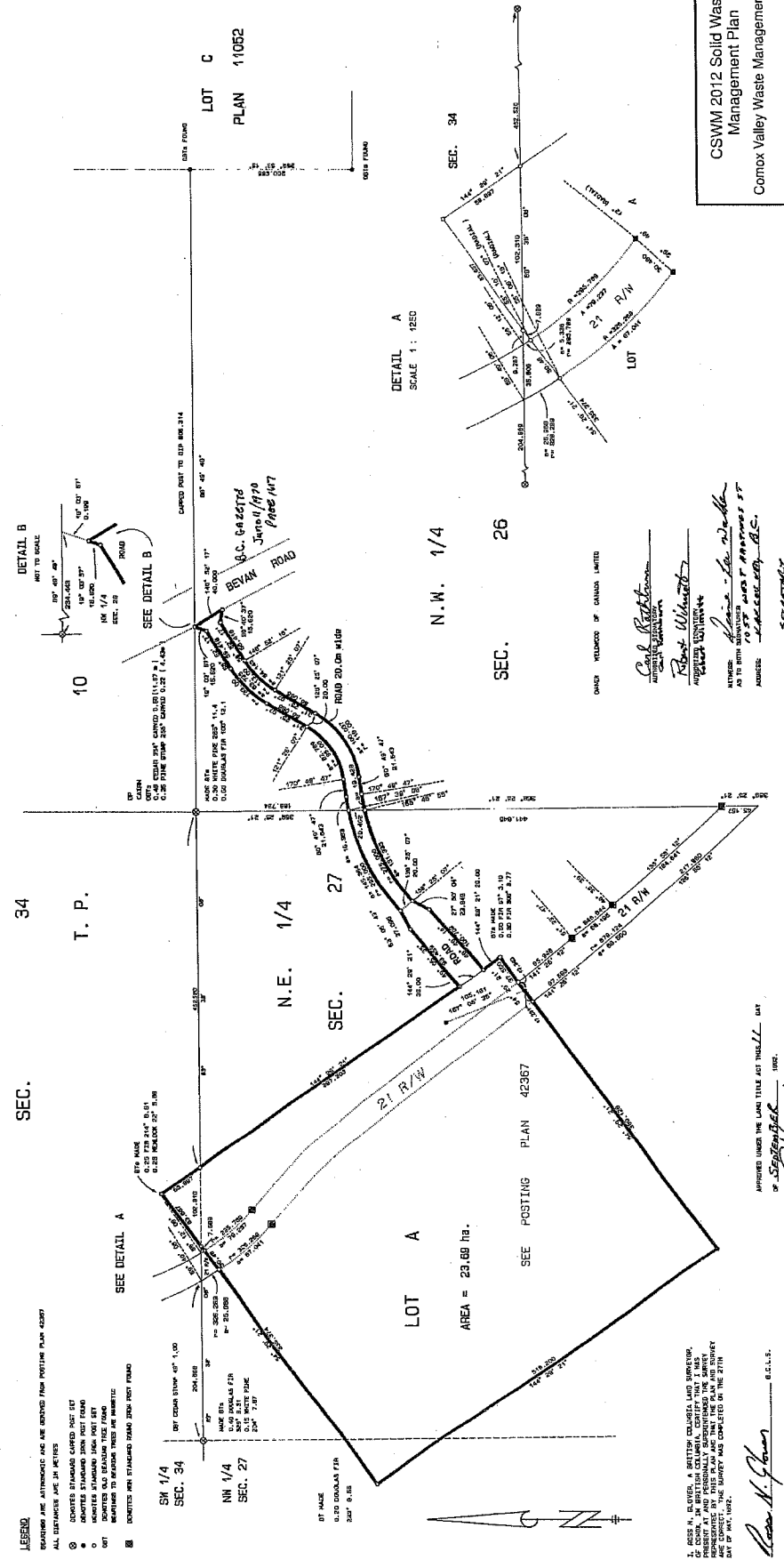


SUBDIVISION PLAN OF PARTS OF THE NW & NE 1/4 SECTION 27, PART OF PLAN 21 R/W,  
PART OF THE SE 1/4 SECTION 34 AND PART OF THE NW 1/4 SECTION 26,  
ALL OF TOWNSHIP 10, COMOX DISTRICT, PLAN 552 H.  
B.C.G.S. 92F 065

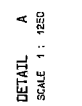
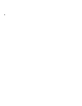
06-XS-771-R'S

Depot

S.E. 1/4 34  
S.W. 1/4 35



LEGEND:  
BOUNDARIES AND ATTRIBUTION ARE AS INDICATED FROM PROPOSED PLAN 42367  
ALL DISTANCES ARE IN METERS  
COURTESY STANDARD CHARTERED BANK  
DOTTED LINES SHOW PROPERTY BOUNDARIES  
DOTTED LINES SHOW PROPERTY BOUNDARIES  
DOTTED LINES SHOW PROPERTY BOUNDARIES  
DOTTED LINES SHOW PROPERTY BOUNDARIES



I, JOHN H. JONES, A BRITISH COLUMBIA LAND SURVEYOR  
OF COMOX, IN BRITISH COLUMBIA, CERTIFY THAT I WAS  
PRESENT AT THE SURVEY AND THAT THE PLAN AND SURVEY  
HEREIN REPRESENTS THE ACTUAL SURVEY AND THAT THE SURVEY  
DATE OF THIS PLAN IS 1982.

John H. Jones  
B.C.L.S.

THIS PLAN LIES WITHIN THE COMOX-STANTRACHIA REGIONAL DISTRICT

APPROVED UNDER THE LAND TITLE ACT IN ALL RESPECTS  
BY: [Signature]  
REGISTERED PROFESSIONAL LAND SURVEYOR

APPROVED UNDER THE LAND TITLE ACT IN ALL RESPECTS  
BY: [Signature]  
REGISTERED PROFESSIONAL LAND SURVEYOR

OWNER: [Signature]  
REGISTERED PROFESSIONAL LAND SURVEYOR

APPROVED UNDER THE LAND TITLE ACT IN ALL RESPECTS  
BY: [Signature]  
REGISTERED PROFESSIONAL LAND SURVEYOR

APPROVED UNDER THE LAND TITLE ACT IN ALL RESPECTS  
BY: [Signature]  
REGISTERED PROFESSIONAL LAND SURVEYOR

CSWM 2012 Solid Waste  
Management Plan  
Comox Valley Waste Management Centre

Existing Landfill  
Property

July 2012  
Project: 60141938

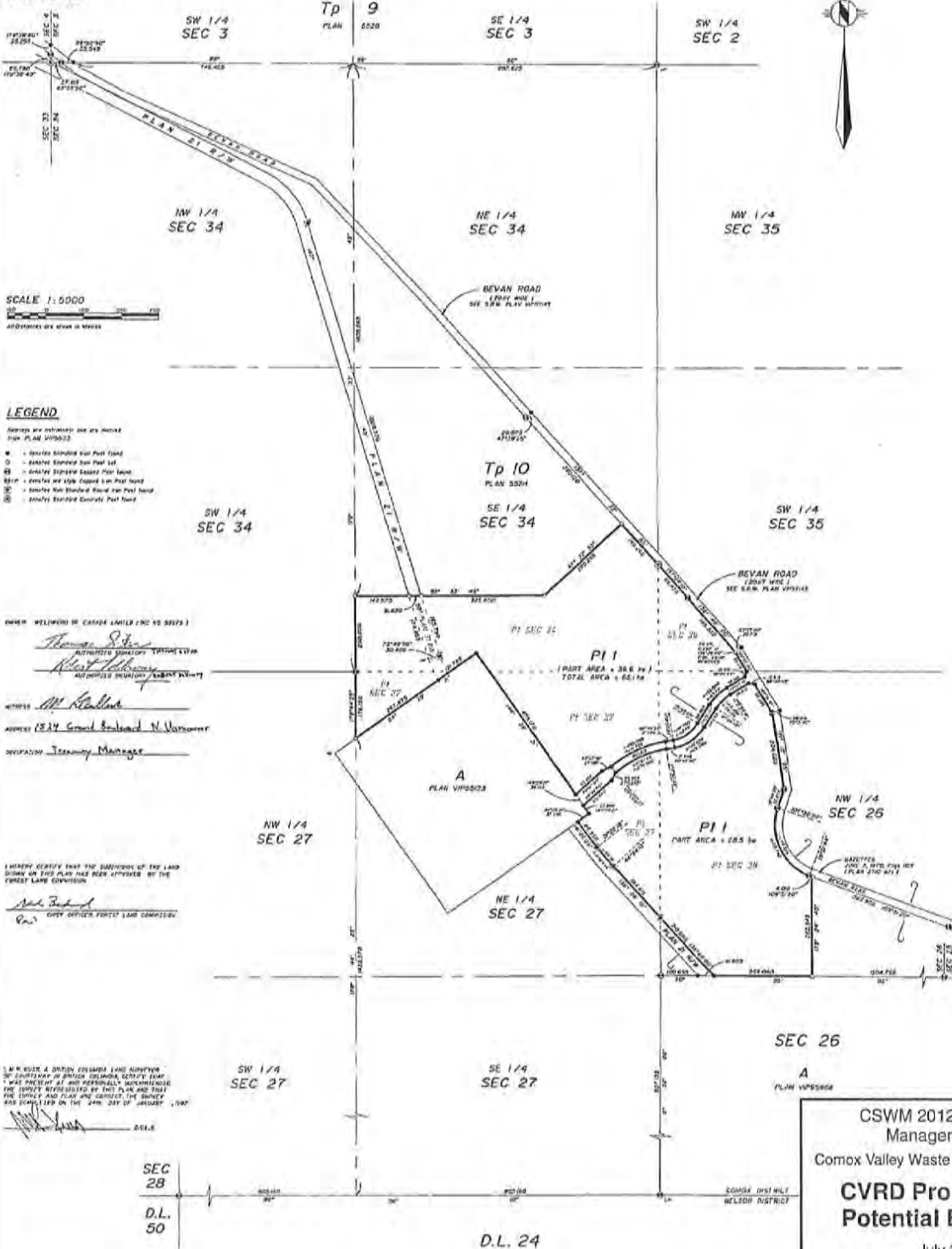
AZCOM Figure 18-1

SUBDIVISION PLAN OF PART OF SECTION 26, EXCEPT THAT PART SHOWN OUTLINED IN RED ON PLAN 21RW, AND EXCEPT THOSE PARTS IN PLANS 4222, 11052, 26084, VIP55123 AND VIP65968, AND PART OF SECTION 27, EXCEPT THOSE PARTS SHOWN OUTLINED IN RED ON PLAN 21RW AND EXCEPT THAT PART IN PLAN VIP55123, AND PART OF THAT PART OF SECTION 27, CONTAINING 6.73 ACRES AS SHOWN ON PLAN 21RW EXCEPT THAT PART IN PLAN VIP55123, AND PART OF SECTION 34, EXCEPT THAT PART SHOWN OUTLINED IN RED ON PLAN 21RW AND THAT PART IN PLAN VIP55123, AND PART OF THAT PART OF SECTION 34, INCLUDED IN PLAN 21RW, AND PART OF SECTION 35, EXCEPT THAT PART IN PLAN 11052, ALL OF TOWNSHIP 10, COMOX DISTRICT, PLAN 552H

PLAN VIP 69987

REGISTERED IN THE LAND TITLE OFFICE AT VICTORIA BC THE 30 DAY OF DECEMBER 1999

PURSUANT TO SECTION 99 (1)(1h) L.T.A.  
BCGS 92F 063



SCALE 1:5000

**LEGEND**  
 Symbols for various features:  
 - Surveyed boundary line  
 - Boundary line from Plan 11052  
 - Boundary line from Plan 21RW  
 - Boundary line from Plan 55123  
 - Boundary line from Plan 552H  
 - Boundary line from Plan 552H

NAME: WELLMOND W. CANADA LIMITED (INC AS SEEPS)  
 APPROVED BY: *Thomas S. Jones*  
 APPROVED BY: *Robert J. Hargrave*  
 ADDRESS: 1234 Grand Boulevard, N. Vancouver  
 OCCUPATION: *Inventory Manager*

I HEREBY CERTIFY THAT THE SUBDIVISION OF THE LAND SHOWN ON THIS PLAN HAS BEEN APPROVED BY THE FOREST LAND COMMISSION  
*John Smith*  
 CHIEF OFFICER FOREST LAND COMMISSION

I AM SOLE A DUTY OF THE LAND SURVEYOR OF BRITISH COLUMBIA, CERTIFY THAT I WAS PRESENT AT AND PERSONALLY SUPERVISED THE SURVEY REPRESENTED BY THIS PLAN AND THAT THE CORNERS AND PLANS ARE CORRECT, THE SURVEY WAS COMPLETED ON THE 24th DAY OF JANUARY, 1997

CSWM 2012 Solid Waste Management Plan  
 Comox Valley Waste Management Centre  
**CVRD Properties for Potential Expansion**  
 July 2012  
 Project: 60141938  
**AECOM** Figure 18-2

Path: P:\60141938\500-Progress-Submittals & Deliverables\505-Misc-Deliverables\Figure 18-2\_CVRD\_Properties\_20120725.mxd Date Saved: 7/25/2012 12:08:20 PM User: MorellatoM



#### 18.4.2 Campbell River Waste Management Centre Landfill

Due to existing capacity of the landfill being reached in 2012, a transfer station was completed at the CRWMC in 2012. Residual waste will be transferred to the CVWMC until additional capacity in the present cell at the CRWMC becomes available<sup>10</sup>. Closure construction for the existing landfill is planned to begin in 2012 through 2013 and will include engineered leachate collection systems, landfill gas systems, and improvements to the stormwater control system as well as capping completed external slopes to address MoE landfill compliance issues.

In order to expand the landfill laterally, a feasibility assessment is required. The assessment will be used to assess the technical feasibility of landfill expansion and determine whether the additional property can be acquired. The assessment will include determination of the geotechnical and hydrogeological conditions beneath the proposed landfill footprint and development of a preliminary plan for expansion. After the assessment, a conceptual plan should be completed which can be followed by landfill expansion design, permitting and construction. The property authorized for the purpose of landfilling under the Operational Certificate is defined as Block C of District Lot 85, Sayward Land District. The property to the north that may be used in the future for landfill purposes is defined as Block J of District Lot 85, Sayward Land District. Both properties are under Crown Land Leases, with titles being transferred from the District of Campbell River to the CVRD.

#### 18.4.3 Tahsis, Zeballos, Gold River and Sayward Residual Waste Management

Residual waste from the Villages of Tahsis and Zeballos is managed at two small landfills, referred to as the Tahsis and Zeballos Waste Management Centres. After closure of these facilities, residual waste will be delivered to a regional landfill site and the construction of transfer stations may be required. Residual waste from Gold River is currently transferred to the CRWMC and the plan is to continue this residual waste disposal practice. Sayward Valley and the Village of Sayward currently send residual waste to the CRWMC and the plan is to continue this residual waste disposal practice.

A detailed transfer station feasibility assessment report to the Board will be completed in 2012 for the Sayward disposal area and includes an assessment of waste haul options for Gold River and Tahsis. All transportation options will be in accordance with the current CSWM Unified Transportation Plan. Resulting CSWM facility disposal of residual waste for these communities is not anticipated to change as a result of this study.

##### 18.4.3.1 Tahsis Waste Management Centre

To improve the operations of the Tahsis Waste Management Centre, CSWM will update the operations and closure plans in 2012. In the short term, facility and operational improvements will be undertaken, as per the updated plans. Closure and capping of completed areas will begin prior to 2017. The landfill will eventually be closed permanently and may be replaced with a transfer station, if required. Waste will be delivered to the nearest permitted CSWM disposal facility.

##### 18.4.3.2 Zeballos Waste Management Centre

To improve the operations of the Zeballos Waste Management Centre, CSWM will update the operations and closure plans in 2012. In the short term, facility and operational improvements and upgrades will be undertaken, as per the updated plans. Closure and capping of completed areas will begin prior to 2017. The landfill will eventually be closed

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<sup>10</sup> It is anticipated that the closure design will create additional capacity on the existing footprint.

permanently and may be replaced with a transfer station, if required. Waste will then be delivered to the nearest permitted disposal facility.

#### 18.4.3.3 Gold River Landfill

The Gold River Landfill no longer receives municipal solid waste for disposal. This landfill receives inert waste (e.g. concrete, asphalt shingles) and the plan is to continue this residual waste disposal practice. In 2012 an updated operations and closure plan will be developed. Improvements to the stormwater control system, the leachate control system and the closure and capping of slopes that have reached final grade are scheduled to begin in 2013.

### 18.5 Cortes Island Waste Management Centre

Residual waste generated on Cortes Island will continue to be delivered at the Cortes Island Waste Management Centre and subsequently transferred to a CSWM regional landfill.

### 18.6 Hornby Island Waste Management Centre

Residual waste generated on Hornby Island will continue to be delivered at the Hornby Island Waste Management Centre and subsequently transferred to a CSWM regional landfill.

### 18.7 Kyuquot Waste Management

The Village of Kyuquot is accessed by water and residual waste and recyclables are removed from the community by way of a private barge funded by CSWM. Waste is transferred from Gold River to a CSWM Waste Management Centre. This service will be reviewed by CSWM to ensure that the community's waste management needs can be adequately met into the future and to determine if the services could be expanded to the neighbouring First Nations communities.

### 18.8 Remote Homes and Businesses

Other than the services previously listed in this chapter, CSWM does not provide solid waste collection services to remote homes and businesses. It is expected that these properties will self-haul their waste to the nearest waste management centre for proper disposal.

### 18.9 Private Demolition, Land Clearing and Construction (DLC) Waste Disposal Facilities

There are four active private DLC waste disposal facilities authorized by the MoE in the CSWM area:

- Giese Holdings (MoE Authorization 9081), a DLC waste landfill and open burn site near Campbell River;
- Upland Excavating (MoE Authorization 10807), a DLC waste landfill and open burn site near Campbell River;
- Surgenor Landfill (MoE Authorization 8834), a DLC waste landfill near Courtenay; and
- West Shore Aggregates Ltd. (MoE Authorization Permit PR-07730), a DLC waste landfill located across the road from the entrance to the Campbell River Waste Management Centre.

The private DLC waste disposal facilities are expected to satisfy the same standards as publicly-owned facilities in the CSWM. It is expected that each private DLC waste disposal facility will prepare a proposed action plan and schedule to upgrade the facility to satisfy MoE standards or to phase-out and close the facility, and that the MoE will replace / update / amend the existing authorizations with updated permits or operational certificates that reflect the action plans and requirements.

The next Solid Waste Management Plan review / update is expected to include the private DLC waste disposal facilities action plans, schedules, updated authorizations and requirements.

### **18.10 Disaster Debris Management**

A regional disaster debris response plan was prepared in 2010 and provides detailed direction on the removal, sorting, recycling and disposal of disaster debris, including the identification of temporary storage facilities.

In March 2010, the CVRD Board passed a recommendation that the regional disaster debris response plan be adopted as a schedule of the Comox Valley and Strathcona emergency plans.

### **18.11 Closed Landfills**

CSWM is currently undergoing a process to identify and clarify the responsible public entity of former public landfills and dumps that were permitted by the Province (see section 18.12 for more information). Known closed public landfills are located in Sayward and on Cortes Island. In 2013, CSWM plans to prepare closure plans for the Cortes and Sayward landfills. CSWM anticipates that any appropriate closure and post-closure maintenance work will be defined by a qualified professional and that a request to abandon the permits will be sent to the MoE once closure is complete. The schedule for closure will be defined based on the information presented in the closure plan.

### **18.12 Ownership and Authorization of Public Landfill Sites**

The publicly owned landfills discussed in this chapter, either currently operational or closed, are owned by the CVRD, however the legal entity on the landfill authorizing document (permit or operational certificate) and the land title/lease varies from site to site depending on the name of the public body that initiated the original authorizations and agreements. CSWM is currently undergoing the process of having the Comox Valley Regional District named on all public landfill related documentation to provide clarity and consistency regarding their responsibility for the landfills. Table 18-1 lists all of the public landfill sites and the documentation that is being reviewed and revised. All revisions are expected to be completed by the end of 2013.

Table 18-1. Administrative Revisions

Lease/Licence Assignments				
Facility	Crown Lands File Number	Tenure Document Number	Tenure Type	Current Lessee / Licensee
Tahsis	1401702	112889	Licence	Village of Tahsis
Zeballos	1403252	112829	Licence	Village of Zeballos
Gold River	1401708	104678	Lease	Village of Gold River
Campbell River (Landfill)	307020	101210	Lease	District of Campbell River
Campbell River (Block 'J')	1405218	103555	Lease	District of Campbell River
Campbell River (GW Monitoring)	1408983	114345	Licence	Strathcona Regional District
Sayward	1405725	112024	Licence	Strathcona Regional District
MoE Authorization Amendments				
Facility	MoE Authorization#	MoE Authorization Type	Current MoE Permittee	
Tahsis	PR-04278	Permit	Village of Tahsis	
Zeballos	PR-07496	Permit	Village of Zeballos	
Gold River	PR-03825	Permit	Village of Gold River	
Campbell River	MR-02401	Operational Certificate	Regional District of Comox – Strathcona	
Sayward	PR-04917	Permit	Regional District of Comox – Strathcona	
Cortes Island	PR-01696	Permit	Regional District of Comox – Strathcona	
Comox Valley	MR-05050	Operation Certificate	Regional District of Comox-Strathcona	
Comox Valley	PR-04865	Permit	Fields Sawmill Limited Partnership	
Land Title Amendments				
Facility	Parcel ID (PID)	Registered Owner on Title	Status	
Comox Valley	017-941-709	Regional District of Comox-Strathcona	Transferred to CVRD Jan/12	
Comox Valley	024-670-545	Regional District of Comox-Strathcona	Transferred to CVRD Jan/12	

## 19. Linkages

### 19.1 Integrated Resource Recovery

As part of plan implementation, CSWM will be considering opportunities for integrated resource recovery (IRR), linking solid waste management options with liquid waste and other biomass management options. In particular, IRR will be considered as part of assessing organics processing and waste-to-energy options.

The CVRD has commissioned a report entitled Integrated Resource Recovery Options for the Comox Valley Regional District (Farallon Consultants Limited, 2012). IRR is based on the view that waste is a resource that can be used to provide economic, social and environmental benefit. The IRR study objectives are to determine viable resource recovery options with the potential to generate revenue and provide other benefits such as greenhouse gas emissions reductions and reductions in the lifecycle costs of waste management.

## 19.2 Land Use Planning

Waste management facilities, including recycling, composting and disposal facilities are essential elements of a sustainable waste management system. The siting and operation of these facilities should be undertaken in conjunction with long-range community planning at the local government level to protect the environment and minimize the potential for future land use conflicts.

## 19.3 First Nations

To ensure proper and cost-effective management of municipal solid waste generated in First Nations communities within the CSWM area, it is recommended that CSWM continually liaise with local First Nations to:

- Identify future disposal requirements at CSWM facilities;
- Identify opportunities to work cooperatively for waste management servicing (e.g., garbage and recycling collection);
- Provide opportunities to participate in all programs; and
- Develop service agreements to ensure that First Nations communities are included in the infrastructure services provided, or to be provided, by CSWM or the municipalities.

## 19.4 Other Regional Districts

To minimize the likelihood of unapproved inter-regional movement of residual waste, it is proposed that CSWM aim for consistency in waste management policies with Vancouver Island regional districts. CSWM will liaise with other Vancouver Island regional districts on a regular basis to share information and, as appropriate, conduct collaborative studies (e.g. WTE studies).

# 20. Solid Waste Management Facility Review

To ensure that any proposed solid waste management facility is aligned with Solid Waste Management Plan and to ensure that any decisions related to facility approvals are fully informed, all applications or notifications submitted to the MoE or a local government in the CSWM area related to the development of a municipal solid waste management facility should be forwarded to the CSWM board for comment.

# 21. Provincial Legislation

Solid waste management is subject to provincial Acts and Regulations. The following is a list of BC legislation that influences how solid waste (residual waste, recyclables and compostable waste) is managed by the public, private and non-profit sectors and will need to be considered and adhered to in the on-going operation of CSWM facilities:

- Municipal Government Act;
- Environmental Management Act;
- Contaminated Sites Regulation;
- Hazardous Waste Regulation;
- Landfill Gas Management Regulation;





- Organic Matter Recycling Regulation;
- Ozone Depleting Substances and Other Halocarbons Regulation;
- Recycling Regulation;
- Storage of Recyclable Material Regulation;
- Local Government Act;
- Community Charter; and
- Regional Districts Liabilities Regulation

## 22. Implementation Schedule

Table 22-1 outlines the planned implementation schedule for the Solid Waste Management Plan from 2012 to 2022. Board authorization is required for all diversion and education programs or plan changes as well as for capital improvements per existing financial policy. For new or significant changes to programs, one year is suggested for program development and start-up (shown in orange on the table). For new infrastructure and other capital projects, one or more years may be required for additional research and / or design.

Table 22-1. Proposed Implementation Schedule

PLAN COMPONENT	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>General Policies</b>											
3 Stream Waste Management											
Disposal Bans on Recyclable and EPR Wastes											
Financial Incentives To Encourage Source Separation											
Long-Range Planning for Waste Management Infrastructure											
<b>Reduction and Reuse</b>											
On-Line Recycling/Reuse Directory											
Reduction and Reuse Promotional Campaign											
Encourage Professional Salvage											
<b>Residential Recycling</b>											
Maintain current curbside services											
Food waste collection											
Mandatory Multi-Family Recycling											
Recycling Depots											
Recycling at Waste Management Centres											
<b>ICI Recycling</b>											
Variable Tipping Fees											
Recycling by the ICI Sector											
ICI Technical Assistance Program											
Local Government Leadership											
Mandatory Space Allocation											
<b>Organic Waste Diversion</b>											
Develop Composting Capacity											
Yard waste collection											
Backyard composting											
<b>Household Hazardous Waste and EPR</b>											
<b>Construction &amp; Demo Waste Management</b>											
CD Project Permitting											
CD Waste Recycling Services											
Promotion and education											
<b>Promotion &amp; Education</b>											
<b>Bear Human Conflict Management</b>											
<b>Illegal Dumping Prevention Plan and Bylaw</b>											
<b>Residual Waste Management</b>											
Comox Valley WMC											
Closure of filled area											
Landfill Expansion (Lined Cell 1)											
Campbell Rver WMC											
Closure of filled area											
Transfer station											
Tahsis Waste Management Centre											
Closure of filled area											
Zeballos Waste Management Centre											
Closure of filled area											
Gold River Waste Management Centre											
Closure of filled area											
Regional Transfer Stations											
Closure of Cortes and Sayward Landfills											
Waste to Energy											
Administrative Revisions for Public Landfills											
<b>First Nations Linkages</b>											
<b>Waste Composition Study</b>											
<b>SWMP Update</b>											

Legend:  
 Program development or infrastructure planning   
 On-going program/activity 

## 23. Budget

### 23.1 Estimated Expenditures

The estimated operating costs of the solid waste management system are not expected to change significantly as a result of the actions listed in this Plan.

Table 23-1 shows the estimated capital expenditures from 2012 to 2022 for the recommended solid waste management options. These costs were developed by CSWM staff. The most significant capital expenditures are associated with the closure of the completed slopes at the two regional landfills and the development of new regional landfill space that meets BC Landfill Criteria.

### 23.2 Funding Mechanisms

MoE guidelines for solid waste management plans indicate that major municipal and regional district funding sources for solid waste management services be included in the plan. The funding mechanisms that will be utilized to fund the Plan's implementation include:

- User fees;
- Landfill tipping fees;
- Sales (e.g., backyard composters, compost, recyclables);
- Reserve funds generated by tipping fees; and
- Grants (if available).

Table 23-2 shows the anticipated funding mechanisms for each proposed Plan component. The funding of CSWM services is primarily through user fees and tipping fees (as per CVRD Bylaw 170). Opportunities for sponsorship and grants will be explored to assist in funding.

### 23.3 Authority to Borrow Funds

It is anticipated that existing reserves will not be adequate to fund all of the capital projects listed in this plan and consequently, borrowing of funds will be required. The *Environmental Management Act* (Section 24(7)) states that once the Plan is approved by the Minister of Environment, funds that have been identified in the plan for its implementation do not require any additional public approvals, such as a referendum, to borrow funds to implement the plan. However, as with all borrowing for capital projects by local governments, the borrowing of funds to implement a solid waste management plan requires preparation of a bylaw that must be approved of the inspector of the municipalities.

Table 23-4: Estimated Capital Expenditures (based on 2012 \$)

Plan Component	Local or Regional Service	Estimated Future Capital Expenditures (2012 \$)																
		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022						
<b>Residential Recycling</b>																		
Food waste collection containers	Local				\$ 962,000													
Mandatory Multi-Family Recycling	Local				Depends on local services offered (Services are intended to be full user pay)													
<b>ICI Recycling</b>																		
Mandatory Recycling by the ICI Sector	Local				Depends on local services offered (Services are intended to be full user pay)													
<b>Organic Waste Diversion</b>																		
Develop Composting Capacity	Regional			\$ 300,000	\$ 200,000													
<b>Residual Waste Management</b>																		
Comox Valley WMC	Regional	\$ 205,000	\$ 2,591,000	\$ 1,195,000														
Closure of filled area	Regional		\$ 215,000	\$ 72,000	\$ 72,000	\$ 357,000	\$ 4,779,000	\$ 4,779,000										
Landfill Expansion - Lined Cell 1	Regional																	
Campbell Rver WMC	Regional	\$ 2,830,000	\$ 4,467,000															
Closure of filled area	Regional	\$ 1,500,000																\$ 944,000
Transfer station	Regional																	
<b>Tahsis Waste Management Centre</b>																		
Closure of filled area	Regional	\$ 44,000	\$ 143,000							\$ 100,000	\$ 226,000	\$ 120,000						
<b>Zeballos Waste Management Centre</b>																		
Closure of filled area	Regional	\$ 44,000	\$ 177,000							\$ 100,000	\$ 200,000	\$ 120,000						
<b>Gold River Waste Management Centre</b>																		
Closure of filled area	Regional	\$ 51,000	\$ 108,000	\$ 225,000														
<b>Regional Transfer Stations</b>																		
Closure of filled area	Regional		\$ 16,000	\$ 50,000	\$ 200,000													
<b>Closure of Cortes and Sayward Landfills</b>																		
Closure of filled area	Regional	\$ 4,674,000	\$ 7,717,000	\$ 2,026,000	\$ 1,434,000	\$ 357,000	\$ 4,979,000	\$ 5,670,000	\$ 959,000	\$ -	\$ 944,000	\$ 920,000						
<b>Total Estimated Expenditure</b>																		

Note: Debt is anticipated to be incurred for some capital projects.



Table 23-2. Anticipated Funding Mechanisms

Plan Component	Local or Regional Service	Proposed Cost Recovery Mechanisms				
		User Fees	Tipping Fee Revenue	Tipping Fee Reserves	Sales	Grants (Potential)
<b>Reduction and Reuse Activities</b>	Regional		✓			
<b>Residential Recycling</b>						
Curbside Services	Local	✓				
Food Waste Collection	Local	✓				✓
Mandatory Multi-Family Recycling	Local	✓				
Multi-Family Recycling Education Program	Regional		✓			
Recycling Depots	Regional		✓			
Recycling at Waste Management Centres	Regional		✓			
<b>ICI Recycling</b>						
Mandatory Recycling by the ICI Sector	Local	✓				
ICI Technical Assistance Program	Regional		✓			
<b>Organic Waste Diversion</b>						
Regional Composting Facility	Regional		✓		✓	✓
Yard Waste Collection	Local	✓				
Backyard composting	Regional		✓			
<b>Construction &amp; Demo Waste Management</b>						
CD Waste Recycling Services	Regional		✓			
Promotion and Education	Regional		✓			
Promotion & Education	Regional		✓			
Bear Human Conflict Management	Regional		✓			
Illegal Dumping Prevention	Regional		✓			
<b>Residual Waste Management</b>						
Comox Valley WMC	Regional					
Operation			✓			
Closure of Filled Area	Regional			✓		
Expansion	Regional			✓		
Campbell River WMC	Regional					
Operation			✓			
Closure of Filled Area	Regional			✓		
Tahsis Waste Management Centre	Regional					
Operation			✓			
Closure of Filled Area	Regional			✓		
Construction of Transfer Station	Regional					
Zeballos Waste Management Centre	Regional					
Operation			✓			
Closure of Filled Area	Regional			✓		
Construction of Transfer Station	Regional					
Gold River Waste Management Centre	Regional					
Operation			✓			
Closure of Filled Area	Regional			✓		
Kyuquot	Local		✓			
Closure of Cortes and Sayward Landfills	Regional			✓		
Waste Composition Study	Regional		✓			
SWMP Update	Regional		✓			



## 24. Plan Target

Based on the schedule provided in Table 22-1 and the estimated diversion listed in Table 17-1, this plan targets an increase of the diversion rate from 51% to 70%, as represented in Figure 23-1. Achieving this target will be based on reducing the per capita waste sent for disposal in CSWM landfills from 0.61 tonnes per capita (2011) to 0.38 tonnes per capita by 2022.

## 25. Plan Monitoring and Measurement

### 25.1 Plan Monitoring

The Regional Solid Waste Management Advisory Committee will be responsible for monitoring the implementation of the Plan. The objective of this committee is to aid in the management of the regional solid waste management services at the administrative level and to provide a forum for review of all recommendations to the Solid Waste Board. This committee typically meets four or five times per year.

Meeting minutes, as well as the year-end summary report on the progress of the Solid Waste Management Plan will be provided on an annual basis to the Solid Waste Board and the MoE. The terms of reference for the committee will be included in the first annual report submitted to the Ministry.

### 25.2 Plan Measurement

Measurement of progress towards the plan's target of "0.38 tonnes of waste disposed per capita per year in CSWM landfills" will be done through an annual review of scale data from the waste management centres.

Progress will also be measured through waste composition studies (described below) that will provide an indication of how successful the plan's programs and policies are at affecting diversion of specific waste streams (e.g. wood, organics, cardboard) and from specific sectors (e.g. single-family residential, multi-family residential, ICI). Waste composition studies will also indicate where enhancements can be made to improve diversion program performance.

#### 25.2.1 Waste Composition Studies

In 2013, a multi-location waste composition study on the residual waste disposed in CSWM landfills is planned to establish a current baseline specific to CSWM. A follow-up composition study is planned for 2017, in advance of the next SWMP update, to assist in assessing the success of this plan in achieving specific diversion measures, as well as to identify future opportunities for additional diversion. Each composition analysis will be a "moment in time" look at the waste stream, and as such, should be conducted during the summer so that the prevalence of yard waste in the waste stream can also be estimated.

### 25.3 Annual Operating and Monitoring Reports

Annual operating and monitoring reports will be prepared for CSWM landfills in accordance with the specific Operational Certificate/Permit requirements for each site. Each landfill report will be for the preceding 12 months from January 1 to December 31st of each year and will include:

- An executive summary;
- A review of the preceding year of operation, plans for the next year and any new information or proposed changes relating to the facility;

- A summary of the landfill operation equipment;
- The tonnage of each type of waste discharged into the landfill;
- The remaining site life and capacity update;
- An updated estimate of the MSW disposal per capita;
- A waste area population table including adjusted projected population for the estimated facility life;
- A certified aerial survey including volume changes, on required frequency; and
- Certified updates to the landfill financial assurance report (part of Landfill Operational Plan) as required per the Public Sector Accounting, Section PS 3270 and related to the most current Landfill Closure Plan.

#### **25.4 Plan Updates**

The provincial *Guide to the Preparation of Regional Solid Waste Management Plans by Regional Districts* recommends that a review and update of the Solid Waste Management Plan be undertaken every five years to ensure that the Plan reflects the current needs of the CSWM area. The next plan review is anticipated to begin in 2017 and any necessary plan amendments and updates will be done as part of the review.

#### **25.5 Plan Flexibility**

Costs provided in this plan are estimates in 2012 dollars and may not reflect actual costs at the time of implementation. As a result, programs and infrastructure may undergo further assessment, including an assessment of costs and continued community support, by the Solid Waste Management Advisory Committee prior to implementation.

The Plan implementation schedule is intended to be flexible to allow for changes in priorities and available funding for CSWM services. Notwithstanding, the contents of this Plan are subject to legal requirements and, as a result, guidance and the direction from the MoE will be sought in regards to the level of flexibility, as appropriate.

#### **25.6 Dispute Resolution**

It is recognized that disputes may arise among stakeholders during Plan implementation. Disputes will first be presented to the Regional Solid Waste Management Advisory Committee for review, consideration and for recommendations to the Solid Waste board. Parties involved in the dispute will be given the opportunity to speak to the Regional Solid Waste Management Advisory Committee and to the Solid Waste board to present their viewpoints. Disputes may be settled by the Solid Waste board. The dispute resolution is limited to the following types of disputes:

- Administrative decisions made by CSWM staff.
- Interpretation of a statement or provision in the Plan.
- Any other matter not related to a proposed change to the actual wording of the Plan or an Operational Certificate.

Disputes that cannot be resolved at the Solid Waste board level or that are beyond the scope of the disputes described above may be referred to the Regional Manager of the Ministry of Environment or an independent arbitrator, who will make a final, binding decision.

Disputes between CSWM and member municipalities or First Nations in relation to implementation or interpretation of this Plan will be referred to the Regional Manager of the Ministry of Environment to assist in resolving the dispute. Disputes that cannot be resolved by the Regional Manager will be referred to an independent arbitrator, who will make a final, binding decision. The costs for this arbitration will be split between the parties in dispute.

## **26. Board Resolution**

On September 13, 2012, the CSWM board approved a motion to forward the 2012 Comox Strathcona Solid Waste Management Plan and all letters received from member municipalities and First Nations to the Minister of Environment requesting approval.

September 21, 2012

Thomas A. Boatman, PE, Manager of Solid Waste  
Comox Valley Regional District  
600 Comox Road  
Courtenay, BC V9N 3P6

Dear Mr. Boatman:

**Project No: 60141938-10**  
**Regarding: 2012 Solid Waste Management Plan**

AECOM, in association with Maura Walker and Associates and Jan Enns Communications, are pleased to submit the 2012 Solid Waste Management Plan for the Comox Valley Regional District. This report describes the programs, policies and infrastructure for managing the solid waste generated in the Comox Valley Regional District and Strathcona Regional District geographic areas and is designed to achieve 70% waste diversion upon implementation. In addition, recommendations are made concerning development of future waste disposal facilities that will be needed for the Comox Strathcona waste management services to continue to dispose of residual waste in the future.

Sincerely,

**AECOM Canada Ltd.**



Todd Baker, P.Eng.  
Senior Environmental Engineer  
[Todd.Baker@aecom.com](mailto:Todd.Baker@aecom.com)

MW:cap  
Encl.

## Signatures

Report Prepared  
By:



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Todd Baker, P.Eng.  
Senior Environmental Engineer  
AECOM



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Maura Walker  
Senior Environmental Planner  
Maura Walker and Associates



## Glossary / Acronym List

Term	Definition / Description
<b>Aseptic containers</b>	Juice boxes, dairy and dairy substitute containers, soup boxes, etc.
<b>Board</b>	Comox Strathcona waste board
<b>CD waste</b>	Construction and demolition (CD) materials consist of the waste generated during the construction, renovation, and demolition of buildings, roads, and bridges. C&D materials often contain bulky, heavy materials, such as concrete, wood, metals, glass, and salvaged building components.
<b>Carpet</b>	Carpet, rugs
<b>Clean wood waste</b>	<p>Uncontaminated wood or wood products, from which hardware, fittings and attachments, unless they are predominantly wood or cellulose, have been removed (e.g., clean wooden shakes and shingles, lumber, wooden siding, posts, beams or logs from log home construction, fence posts and rails, wooden decking, mill work and cabinetry). Clean wood waste excludes:</p> <ul style="list-style-type: none"> <li>▪ Any engineered or chemically treated wood products, such as products with added glues or those treated for insect or rot control (oriented strand board, plywood, medium density fiberboard, wood laminates or wood treated with chromate copper arsenate, ammoniacal copper arsenate, pentachlorophenol or creosote);</li> <li>▪ Upholstered articles;</li> <li>▪ Painted or varnished wood articles or wood with physical contaminants, such as plaster, metal, or plastic; and</li> <li>▪ Any wood articles to which a rigid surface treatment is affixed or adhered.</li> </ul> <p>Clean wood waste also excludes other materials found in the construction and demolition waste stream such as gypsum or drywall, fiberglass, asphalt or fiberglass roofing shingles, metals or plastics.</p>
<b>Composite materials</b>	<ul style="list-style-type: none"> <li>▪ Packaging (dog food bags, food packaging such as cylindrical cardboard and metal tubes).</li> <li>▪ Household goods (children's toys).</li> <li>▪ Diapers, sanitary products</li> <li>▪ Bulky items (luggage, sporting goods)</li> </ul>
<b>Compostable paper products</b>	Compostable packaging, coffee cups, paper bags, tissues, paper towel
<b>CSWM</b>	Comox Strathcona waste management
<b>CVRD</b>	Comox Valley Regional District
<b>Dirty wood waste</b>	Treated wood, painted wood
<b>Disposal</b>	Waste that is sent to landfill
<b>DLC waste</b>	Demolition, land clearing and construction waste.
<b>Diversion</b>	Waste that is generated and managed through recycling or reuse instead of being disposed.
<b>E-waste</b>	Electronic waste. All products operating by AC or DC current.
<b>Extended Producer Responsibility (EPR)</b>	An environmental policy approach in which a producer's responsibility (physical and/or financial) for a product is extended to the post-consumer stage of a product's lifecycle. There are two key features of EPR policy: (1) the shifting of responsibility (physically and/or economically, fully or partially) upstream to the producer and away from local governments, and (2) to provide incentives to producers to take environmental considerations into the design of the product.
<b>Glass</b>	<p>Includes:</p> <ul style="list-style-type: none"> <li>▪ Beverage containers (deposit and non-deposit bearing containers)</li> <li>▪ Glass food containers (jars)</li> <li>▪ Non-container glass (broken glass, picture frames, etc.)</li> </ul>
<b>Gypsum</b>	Drywall
<b>Household Hazardous Waste (HHW)</b>	Toxic waste products generated by residential premises which include items covered by stewardship programs (such as paint, solvents, pesticides, used oil and containers, and batteries) and similar items not covered by stewardship programs.
<b>ICI waste</b>	Waste generated by institutions (such as schools), commercial establishments (such as stores, restaurants) and industrial establishments (light manufacturing)
<b>Inert waste</b>	Waste that does not biodegrade, including dirt, rocks, ash, concrete, stone



Term	Definition / Description
<b>Land Clearing Waste</b>	Debris created by the clearing of land, typically done as the first step in a construction or development project. Land clearing waste is typically made up of tree stumps, trunks, branches and associated brush.
<b>Metal</b>	Includes: <ul style="list-style-type: none"> <li>▪ Beverage containers (deposit and non-deposit bearing containers)</li> <li>▪ Metal food containers (cans)</li> <li>▪ Household metal (keys, nails, hangers etc.)</li> <li>▪ Non-household metal (siding, pipes)</li> </ul>
<b>MoE</b>	BC Ministry of Environment
<b>MSW</b>	Municipal solid waste. Includes predominantly household and commercial waste. MSW generally excludes hazardous wastes.
<b>Organics</b>	Includes: <ul style="list-style-type: none"> <li>▪ Food waste</li> <li>▪ Yard waste (grass clippings, yard trimmings)</li> <li>▪ Organic matter as defined by the Organic Matter Recycling Regulation</li> </ul>
<b>(The) Plan</b>	Comox Strathcona Solid Waste Management Plan
<b>Plastics #1-7</b>	<p><b>#1 PET:</b> soda bottles and water bottles</p> <p><b>#2 HDPE:</b> milk bottles, detergent bottles and grocery/trash/retail bags</p> <p><b>#3 PVC:</b> loose-leaf binders and plastic pipes</p> <p><b>#4 LDPE:</b> dry-cleaning bags, produce bags and squeezable bottles</p> <p><b>#5 PP:</b> medicine bottles, aerosol caps, drinking straws and food containers (such as yogurt, ketchup bottles and yogurt tubs)</p> <p><b>#6 PS:</b> compact disc jackets, packaging Styrofoam peanuts and plastic tableware</p> <p><b>#7 Other:</b> reusable water bottles, certain kinds of food containers, plastic consumer goods</p>
<b>Product Stewardship</b>	A term used in British Columbia to describe a government strategy to place the responsibility for end of life product management on the producer and consumers of a product and not the general tax payer or local government.
<b>Reduction</b>	Waste that is prevented from being generated. This may be achieved through changes in consumption habits or changes in the way products are sold.
<b>Residential waste</b>	Waste generated by households.
<b>Residual waste</b>	The waste that has not been captured through reuse, recycling or composting programs and requires disposal.
<b>SRD</b>	Strathcona Regional District
<b>SWMP</b>	Comox Strathcona Solid Waste Management Plan
<b>Textiles</b>	Clothing, rags, cloth material.
<b>Waste management hierarchy</b>	A concept that refers to the 5Rs of waste management: reduce, reuse, recycle, recover, residuals management. The hierarchy places greater emphasis on up-stream waste management activities, such as reduce and reuse.
<b>Waste-to-energy (WTE)</b>	Waste-to-energy (WTE) is the process of generating energy in the form of electricity or heat from the incineration of waste source. WTE also refers to a range of processes where the waste is burned, gasified or digested at a high temperature. Most WTE processes generate electricity directly through combustion, or produce a combustible fuel commodity, such as methane, methanol, ethanol or synthetic fuels.

## Statement of Qualifications and Limitations

The attached Report (the "Report") has been prepared by AECOM Canada Ltd. ("Consultant") for the benefit of the client ("Client") in accordance with the agreement between Consultant and Client, including the scope of work detailed therein (the "Agreement").

The information, data, recommendations and conclusions contained in the Report (collectively, the "Information"):

- is subject to the scope, schedule, and other constraints and limitations in the Agreement and the qualifications contained in the Report (the "Limitations");
- represents Consultant's professional judgement in light of the Limitations and industry standards for the preparation of similar reports;
- may be based on information provided to Consultant which has not been independently verified;
- has not been updated since the date of issuance of the Report and its accuracy is limited to the time period and circumstances in which it was collected, processed, made or issued;
- must be read as a whole and sections thereof should not be read out of such context;
- was prepared for the specific purposes described in the Report and the Agreement; and
- in the case of subsurface, environmental or geotechnical conditions, may be based on limited testing and on the assumption that such conditions are uniform and not variable either geographically or over time.

Consultant shall be entitled to rely upon the accuracy and completeness of information that was provided to it and has no obligation to update such information. Consultant accepts no responsibility for any events or circumstances that may have occurred since the date on which the Report was prepared and, in the case of subsurface, environmental or geotechnical conditions, is not responsible for any variability in such conditions, geographically or over time.

Consultant agrees that the Report represents its professional judgement as described above and that the Information has been prepared for the specific purpose and use described in the Report and the Agreement, but Consultant makes no other representations, or any guarantees or warranties whatsoever, whether express or implied, with respect to the Report, the Information or any part thereof.

Without in any way limiting the generality of the foregoing, any estimates or opinions regarding probable construction costs or construction schedule provided by Consultant represent Consultant's professional judgement in light of its experience and the knowledge and information available to it at the time of preparation. Since Consultant has no control over market or economic conditions, prices for construction labour, equipment or materials or bidding procedures, Consultant, its directors, officers and employees are not able to, nor do they, make any representations, warranties or guarantees whatsoever, whether express or implied, with respect to such estimates or opinions, or their variance from actual construction costs or schedules, and accept no responsibility for any loss or damage arising therefrom or in any way related thereto. Persons relying on such estimates or opinions do so at their own risk.

Except (1) as agreed to in writing by Consultant and Client; (2) as required by-law; or (3) to the extent used by governmental reviewing agencies for the purpose of obtaining permits or approvals, the Report and the Information may be used and relied upon only by Client.

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4

**THE CORPORATION OF THE CITY OF COURTENAY**

**REPORT TO COUNCIL**

**FILE #:** 3320-20-12650

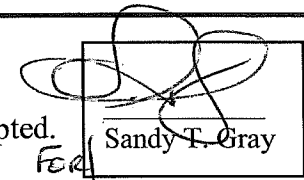
**FROM:** Director of Operational Services

**DATE:** December 6, 2012

**SUBJECT:** Hunt Road Walkway Road Closure Bylaw

**C.A.O. COMMENTS/RECOMMENDATIONS:**

That the recommendation of the Director of Operational Services be accepted.

  
Sandy T. Gray

**RECOMMENDATION:**

That Council approve the closure of a portion of Hunt Road Walkway;

That "Hunt Road Walkway Road Closure Bylaw No. 2721, 2012" proceed to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading; and

That Council approve the disposition of the closed road 7.0 square metres in size with a value of \$606.42 legally described as Part of Section 14, dedicated as Walkway at the Victoria Land Title Office by Plan VIP60575, Comox District, which is shown outlined in bold black on the reference plan prepared by M. R. Kuss, B.C.L.S. dated 10<sup>th</sup> day of August, 2012, a reduced copy of which is attached to this report as Schedule "A" to PT Courtenay Enterprises Ltd. (Inc. No. BC0667117), in exchange for land along the future alignment of Tunner Drive with a value of \$411,497.33 legally described as Part of Lot A, Section 14, Comox District, Plan VIP83482 as shown as proposed Lot 3 on the plan attached to this report as Schedule "B" with an area of 0.475 hectares.

**PURPOSE:**

To close a portion of Hunt Road Walkway and exchange the closed road for proposed Lot 3 to be owned by the City and used as the Future Extension of Tunner Drive.

**BACKGROUND:**

The portion of Hunt Road Walkway proposed to be closed is no longer required by the City of Courtenay, and was originally dedicated by previous subdivision. PT Courtenay Enterprises Ltd. has proposed that the City close this portion of road to allow them to consolidate their land prior to subdivision of the land and the transfer to the City of proposed Lot 3.

**DISCUSSION:**

Under the proposed road closure, the owner of the subject property will receive 7.0 square metres of land to be consolidated with the adjacent parcel. In exchange for the road closure land, the City will receive 0.475 hectares (4,750 square metres) of land to be used for the future extension of Tunner Drive. *Schedule A* provides an overview of the portion of Road to be closed  
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under Bylaw 2721. *Schedule B* provides an overview of the Road Closure and adjacent parcel consolidation as proposed Lot 2 to be owned by PT Courtenay Enterprises Ltd., as well as proposed Lot 3, land to be owned by the City of Courtenay.

Regarding disposition of the land subsequent to the road closure, the values of the road to be closed as well as the land to be obtained by the City are based on BC Assessment Authority value of Lot A Plan VIP83482 owned by PT Courtenay Enterprises Ltd.

Prior to the adoption of a road closure bylaw, Council is required to publish a notice of the road closure in order to allow members of the public to make representations to Council. In addition, prior to disposing of municipal property, Council is required to publish notice outlining the details of such disposition.

**FINANCIAL IMPLICATIONS:**

To be included in future five year capital plan.

**STRATEGIC PLAN REFERENCE:**

No specific reference.

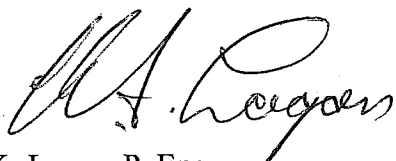
**OCP SUSTAINABILITY REFERENCE:**

No specific reference.

**REGIONAL GROWTH STRATEGY REFERENCE:**

No specific reference.

Respectfully submitted,

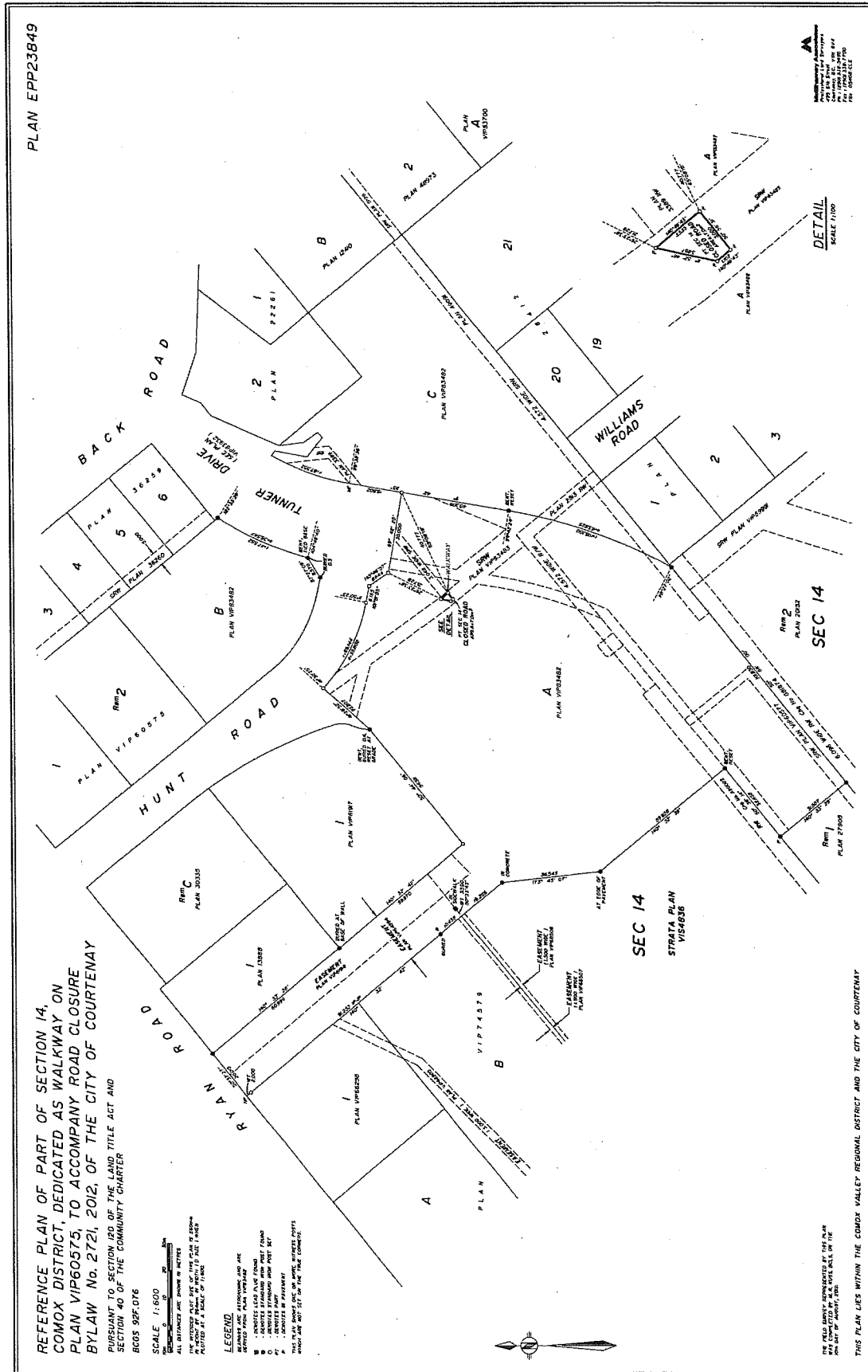


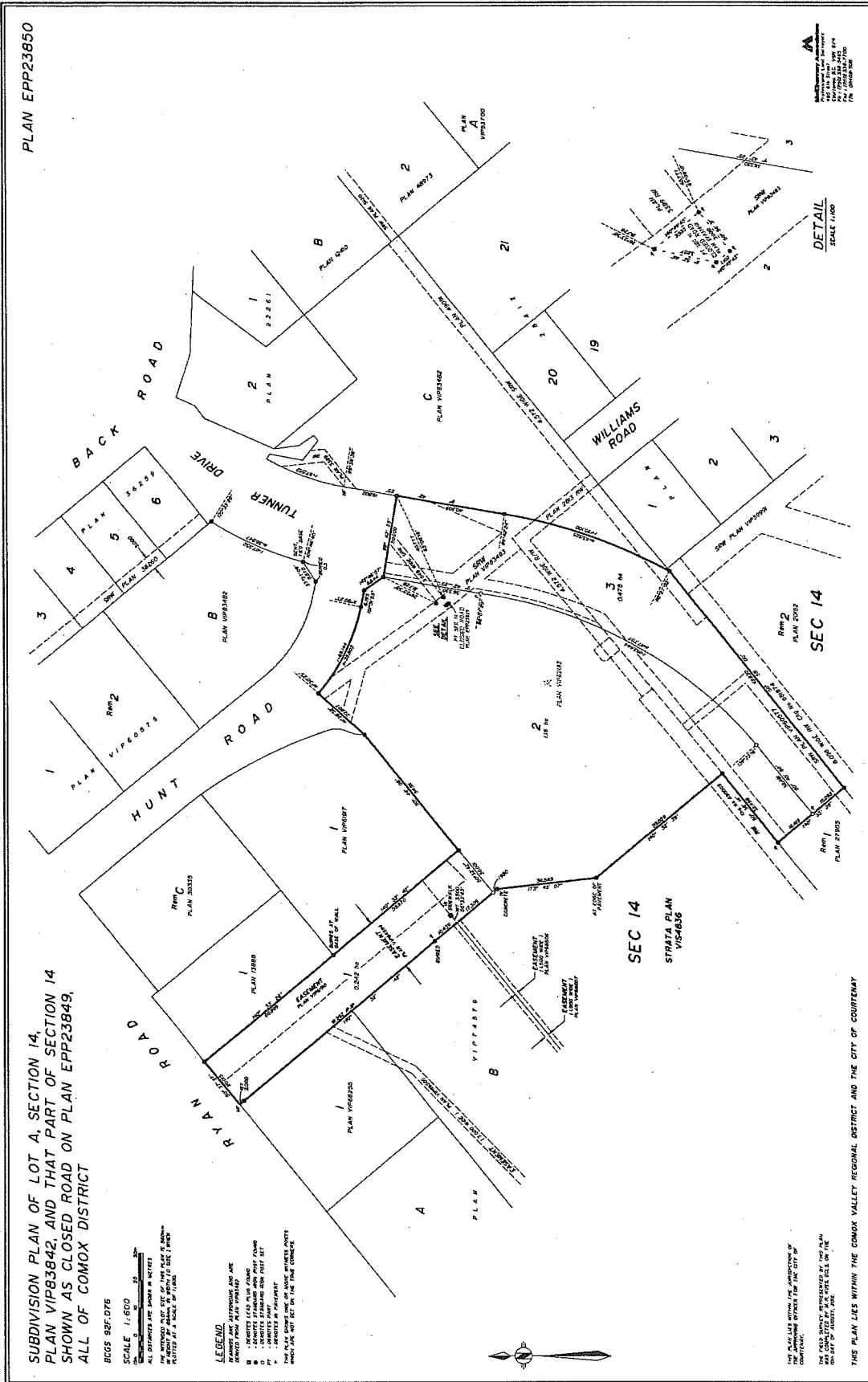
K. Lagan, P. Eng.  
Director of Operational Services

LAD/lid



# Schedule A





PLAN EPP23850

SUBDIVISION PLAN OF LOT A, SECTION 14, PLAN V154836, AND THAT PART OF SECTION 14 SHOWN AS CLOSED ROAD ON PLAN EPP23849, ALL OF COMOX DISTRICT

BEGS 89F.D76  
SCALE 1:600

ALL DISTANCES ARE SHOWN IN METERS  
AND ARE TO BE MEASURED FROM THE  
CORNER TO CORNER OF THE LOTS  
PLotted AT A SCALE OF 1:1000

- LEGEND**
- SECTORS ARE SHOWN BY A DOTTED LINE
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THIS PLAN WAS DRAWN BY THE ENGINEER OF THE COMOX VALLEY REGIONAL DISTRICT AND THE CITY OF COURTEMAY

**THE CORPORATION OF THE CITY OF COURTENAY**

**REPORT TO COUNCIL**

**FILE #:** 1760-02

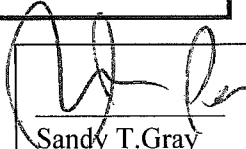
**FROM:** Director of Financial Services/Deputy CAO

**DATE:** December 3, 2012

**SUBJECT:** Revenue Anticipation Borrowing Bylaw

**ADMINISTRATORS COMMENTS/RECOMMENDATIONS:**

That the recommendation of the Director of Financial Services/Deputy CAO be accepted.

  
Sandy T. Gray

**RECOMMENDATION:**

That Council endorse the Revenue Anticipation Borrowing Bylaw No. 2734, 2012.

**PURPOSE:**

To consider the annual bylaw which provides the security required under the "credit terms and conditions" set out in the City's agreement with the Bank of Nova Scotia.

**BACKGROUND:**

Each year the City adopts a revenue anticipation borrowing bylaw pursuant to Section 177 of the *Community Charter*. This bylaw provides the security required by the Bank of Nova Scotia to financially back the City's operating line of credit in the amount of \$2,500,000 plus the corporate visa program limit in the amount of \$1,000,000.

**DISCUSSION:**

The Revenue Anticipation Borrowing Bylaw is a mechanism which provides local governments with a means to manage cash flow requirements.

The City has not required the use of its operating line of credit in many years. We do, however, utilize the corporate visa program on a continuous basis to manage purchases and access discounts where they are available. For example, the corporate visa program provides a 1% "cash back" mechanism for amounts paid via visa. For 2012, the cash back credit totalled \$6,404 (2011=\$5,587) which, prior to using the corporate visa program, is revenue the City did not previously receive.

The terms and conditions of the banking agreement with the Bank of Nova Scotia require that the Revenue Anticipation Bylaw be approved for use as security for both the operating line of credit and the corporate visa program.

**FINANCIAL IMPLICATIONS:**

None.

**STRATEGIC PLAN REFERENCE:**

n/a

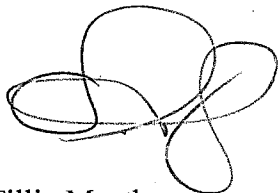
**OCP SUSTAINABILITY REFERENCE:**

n/a

**REGIONAL GROWTH STRATEGY REFERENCE:**

n/a

Respectfully submitted,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Tillie Manthey, BA, CGA  
Director of Financial Services/Deputy CAO

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THE CORPORATION OF THE CITY OF COURTENAY

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REPORT TO COUNCIL

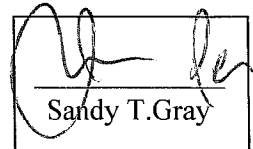
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**FROM:** Director of Financial Services/Deputy CAO **FILE #:** 1810-01  
**DATE:** December 4, 2012

**RE:** RCMP Detachment – Revised Fees and Charges

**C.A.O.'S COMMENTS/RECOMMENDATIONS:**

That the recommendation of the Director of Financial Services/Deputy CAO be accepted.



Sandy T. Gray

**RECOMMENDATION:**

That Council endorse the City of Courtenay Fees and Charges Amendment Bylaw No. 2737, 2012.

**PURPOSE:**

To consider and update the schedule of fees and charges for services provided by the Comox Valley RCMP Detachment.

**DISCUSSION:**

Fees and charges for services provided by the Comox Valley RCMP Detachment were last reviewed and revised in 2004.

City staff have met with the detachment commander and detachment office manager to review the fees for services provided by the detachment. As these fees were last revised in 2004, it was felt by both the Detachment and the City that the fee schedule required updating to better reflect the cost of providing these services.

**FINANCIAL IMPLICATIONS:**

Cost recovery for the various services provided by the detachment will be more effectively recovered through the revised fees for services.

**STRATEGIC PLAN REFERENCE:**

Not applicable

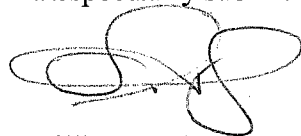
**OCP SUSTAINABILITY REFERENCE:**

Not applicable

**REGIONAL GROWTH STRATEGY REFERENCE:**

Not applicable

Respectfully submitted,



Tillie Manthey, BA, CGA  
Director of Financial Services/Deputy CAO





**THE CORPORATION OF THE CITY OF COURTENAY**

**REPORT TO COUNCIL**

**FILE #:** 1425-20 [CITIZEN SURVEYS]

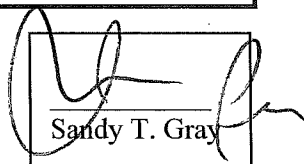
**FROM:** Director of Financial Services/Deputy CAO

**DATE:** December 5, 2012

**SUBJECT:** 2013 Citizen Syndicated Survey Options

**C.A.O. COMMENTS/RECOMMENDATIONS:**

That the recommendation of the Director of Financial Services/Deputy CAO be accepted.

  
Sandy T. Gray

**RECOMMENDATION:**

That Council approve entering into an agreement with Ipsos Reid to participate in the syndicated Citizen Satisfaction Survey in the spring of 2013.

**PURPOSE:**

The purpose of the survey is to gather reliable and comparable information about citizen attitudes and concerns regarding municipal affairs in Courtenay.

**BACKGROUND:**

At their strategic planning meeting held October 29, 2012, Council passed the following resolution:

*“That staff present options to Council regarding a syndicated study from external resources for the spring of 2013”.*

**DISCUSSION:**

The survey product being recommended is a syndicated survey which consists of a standard list of general questions being offered to communities across Canada. The results then provide norms resulting from the analysis of all the data accumulated from participating communities. The product provided by Ipsos Reid has been identified as being suited to the objectives identified by Council and can be provided at the price point preferred by Council.

Ipsos Reid is an established Canadian market research firm that has products of specific value to municipalities. The survey is a telephone survey with results weighted and balanced to the local demographic of the community.

The survey is a phone survey that would target adults (18 years of age or older) residing within City boundaries. The sample would consist of 300 interviews.

All the municipalities participating in the syndicated surveys are carried out at the same time in the spring of each year. The specific date for 2013 has not been announced but the survey is usually undertaken in April or May with results available by June or July. Council is reminded

that the data results would not be available for the 2013 budget discussions.

The syndicated survey is the same in each community and does not include questions related to specific projects, proposed services, funding priorities, or cost saving measures. Questions specific to council concerns for Courtenay could be added for additional charges.

The syndicated service has the advantage of low cost as well as access to comparable norms from other communities. Other communities using this survey product include Nanaimo, Nelson, Port Moody, Delta, Coquitlam to name a few. There is a substantial cost benefit to sharing the survey questions and analysis. An example of the results report for Nanaimo can be viewed at <http://www.nanaimo.ca/assets/Whats~New/PDFs/2012/IpsosReid2012CitizenSatisfactionSyndicatedSurvey.pdf>

The cost of the 2013 survey is estimated at \$6,000. The custom survey products being offered by Ipsos Reid and other vendors is in excess of \$20,000 or more depending on the many options selected.

Although there are many market research vendors available, staff were not able to locate a similar product or product price. Most solutions appear to be of a more custom nature at higher costs.

**FINANCIAL IMPLICATIONS:**

The 2013 cost of the Ipsos Reid syndicated survey is estimated to be \$6,000.

**STRATEGIC PLAN REFERENCE:**

Value No. 3 – An open, inclusive and vibrant community.

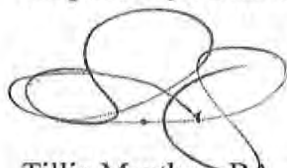
**OCP SUSTAINABILITY REFERENCE:**

No reference

**REGIONAL GROWTH STRATEGY REFERENCE:**

No reference

Respectfully submitted,



Tillie Manthey, BA, CGA  
Director of Financial Services

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**THE CORPORATION OF THE CITY OF COURTENAY**

**REPORT TO COUNCIL**

**FILE #: 1200-01**

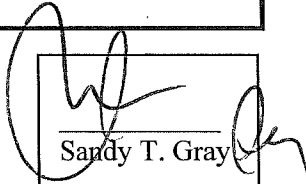
**FROM: Director of Financial Services/Deputy CAO**

**DATE: December 5, 2012**

**SUBJECT:** Canadian-European Comprehensive Economic and Trade Agreement (CETA) Information

**C.A.O. COMMENTS/RECOMMENDATIONS:**

That the recommendation of the Director of Financial Services/Deputy CAO be accepted.

  
Sandy T. Gray

**RECOMMENDATION:**

That Council receive the report on the Canadian-European Comprehensive Economic and Trade Agreement (CETA) for information.

**PURPOSE:**

To inform Council of the UBCM position on the federal government's ongoing CETA negotiations

**BACKGROUND:**

At the Regular Council meeting of December 3, 2012, Council received correspondence from Kathie Woodley for the Comox Valley Chapter of the Council of Canadians concerning the Federal CETA agreement. Council requested additional information regarding the UBCM or FCM positions on the subject.

**DISCUSSION:**

The federal government has been in negotiations with the European Union (EU) since 2009 to draft a broad reaching trade agreement. The Comprehensive Economic and Trade Agreement (CETA) is similar to the North American Free Trade Agreement (NAFTA) and the Trade, Investment, and Labour Mobility Agreement (TILMA) in its concept. The objective is to remove barriers to trade and investments between the participating nations. Many of the same concerns recur regarding each of these agreements. Concerns relate to such subjects as the protection of local business interests, loss of control of natural resources, or limiting the legal jurisdiction of governments on foreign corporations.

The CETA negotiations are not public at this time, which results in heightened public concern. As a federal initiative, other levels of government in Canada are not represented, although the provinces are able to submit input to the CETA negotiations. Municipalities can participate through the province via organizations such as UBCM and FCM.

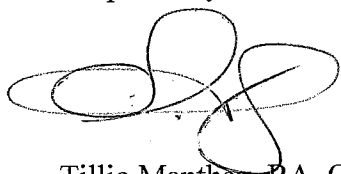
The CETA negotiations are not yet complete and no formal draft has been published.

The UBCM Position:

Four resolutions (see appendix "A" for details of the resolutions) relating to CETA were endorsed at the 2012 UBCM convention. The subsequent process is that UBCM then submits all the endorsed resolutions to the Province for comment. The Province responds to all the resolutions in a single document. That response document has not yet been received, but is expected early in the New Year.

UBCM has not issued a policy position but has maintained communications on the subject with senior governments and assisted with the distribution of information on the subject. The latest information is contained in a "Member Release" dated February 22, 2012. (See appendix "B"). The release updates the status of the CETA negotiations and provides information provided by the Federal government in a "Question & Answer" format.

Respectfully submitted,

A handwritten signature in black ink, consisting of several overlapping loops and a horizontal line, positioned above the typed name.

Tillie Manthey, BA, CGA  
Director of Financial Services/Deputy CAO

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NEW BUSINESS

#104 1830 Riverside Lane  
Courtenay, BC V9N 8C7  
November 14, 2012

Mayor and Council  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear Mayor Jangula and Council,

We would like to raise new concerns around the Canada-European Comprehensive Economic and Trade Agreement (CETA).

The federal government has been telling provinces and municipalities that water services are already covered by Canadian trade agreements, and therefore the provinces do not need to take any additional protections in CETA. A legal opinion obtained from the Canadian Environmental Law Association (CELA) indicates that this is not the case.

There is a major difference between the style of sector commitment under GATS and CETA. GATS applies a positive-listing approach, meaning that only the sectors listed in each party's annexes are subject to the provisions of the agreement. On the other hand, CETA enlists a negative-listing approach, meaning that all sectors are committed except those listed. This latter style requires extensive foresight and careful drafting skills on behalf of negotiators in order to protect essential public services that may benefit from an exemption in the future.

The EU's GATS carve-out for public utilities is broadly worded to exclude all local services. Canada has no such carve-out and in fact lists sanitation services in its GATS commitments. Canada wants EU member states to have to list each and every service they want to exclude from CETA rules that would, among other things, ban local governments from bringing private services back into public hands.

We would hope that Canada's municipal governments would at least insist on the same broad wording in CETA as the EU traditionally puts into its trade agreements. Water services should be fully carved out of CETA along the lines proposed by the EU.

We would once again urge you to pass a resolution requesting a permanent exemption from CETA and to advise the provincial and federal ministers involved in the CETA negotiations of your concerns.

Sincerely,

Kathie Woodley  
For the Comox Valley Chapter  
Council of Canadians

<http://www.cela.ca/sites/cela.ca/files/808CETA-Report-Oct-14-2011.pdf>

Appendix "A"

Resolutions B48, B51, B87, and B88 from the 2012 UBCM Conference

B48 REGULATION OF PUBLIC WATER SERVICES

Burnaby

WHEREAS the successful delivery of a Comprehensive Economic and Trade Agreement (CETA) between Canada and the European Union (EU) requires the federal government to negotiate full access to procurement to sub-national governments including local governments, social boards, and other provincial agencies;

AND WHEREAS the Government of Canada is fully committed to preserve the right of all Canadians to safe water services and believes that water in its natural state is not considered a good product and, therefore, remains outside the scope of Canada's trade agreements:

THEREFORE BE IT RESOLVED that UBCM call upon the federal government, through the provincial government and the Federation of Canadian Municipalities, to enact strong domestic policy to preserve the right of provinces, territories and local governments to provide safe water services for the collection, purification and distribution of water, including the provision of drinking water, water management, and waste water management for Canadians as a public service;

AND BE IT FURTHER RESOLVED that the federal government identify and invest needed funding to support sub-national governments in carrying out this mandate.

NOT PRESENTED TO THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: *Endorse*

UBCM RESOLUTIONS COMMITTEE COMMENTS:

*The Resolutions Committee notes that the UBCM membership has endorsed similar resolutions that have sought to protect the provision of water and waste water treatment and management as domestic rights. Members endorsed resolution B112 in 2011 which requested that UBCM call on the Government of British Columbia to remove water services from any commitments under the proposed Canada-EU CETA and that the Federation of Canadian Municipalities call on the Government of Canada to remove water services from its negotiations on CETA with the European Union.*

*Members have also supported banning bulk export of water and to ensure that water services are not privatized (1999-LR2, 2006-B147, 2003-B31).*

*The second enactment within the resolution speaks to the federal government providing the necessary funding to support sub-national governments carry out their mandate to protect, preserve and provide safe water services. Members have consistently endorsed resolutions that have sought federal government support for infrastructure funding programs aimed at water and wastewater treatment projects (2011-B143, 2000-B12, 1999-A8, 1998-LR10, 1997-A2).*

Conference decision: ENDORSED

**B51 PRIVATIZATION OF WATER SYSTEMS**

**Sunshine Coast RD**

WHEREAS decisions on whether to privatize Canada's public water systems are guided by federal policy directions;

AND WHEREAS the government of Canada is currently negotiating the Comprehensive Economic and Trade Agreement (CETA) with the European Union:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities re-affirm opposition to the privatization of water systems.

*NOT PRESENTED TO THE ASSOCIATION OF VANCOUVER ISLAND & COASTAL COMMUNITIES*

*UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: Endorse*

*UBCM RESOLUTIONS COMMITTEE COMMENTS:*

*The Resolutions Committee notes that the membership endorsed resolution B147 in 2006 which requested that UBCM "call on the Government of Canada to implement measures in federal bilateral and multilateral agreements and policies that prevent the privatization of water services".*

Conference decision: ENDORSED

**B87 CANADA EUROPEAN UNION TRADE AGREEMENT**

**Prince Rupert  
Port Edward**

WHEREAS the Canadian government is close to concluding negotiations with the European Union (EU) on a Comprehensive Economic and Trade Agreement (CETA), with participation from the provinces and territories;

AND WHEREAS the EU is insisting on full access to procurement by local governments which could significantly reduce the ability of local governments to hire or source locally or use public spending as a tool for economic development, environmental protection and support for local farmers and small businesses;

AND WHEREAS government procurement rules combined with investment protections related to transit, water, electricity and other public services delivered locally may lock in privatization and make it prohibitively expensive to apply new regulations, to re-municipalize services, or create new municipal programs;

AND WHEREAS local governments in British Columbia already have open and fair procurement policies:

THEREFORE BE IT RESOLVED that UBCM request that the BC government:

- issue a clear, permanent exemption for BC local governments from the Canada-EU CETA, and

- that it otherwise protect the powers of local governments; and
- disclose what it is putting on the table regarding procurement, services and investment as part of CETA discussions, explain the impacts CETA would have on municipal governance, and give local governments the freedom to decide whether or not they will be bound by the agreement.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: *Endorse*

UBCM RESOLUTIONS COMMITTEE COMMENTS:

*The Resolutions Committee notes that the UBCM membership endorsed resolution 2010-B108, which requested:*

- a briefing from the Province of BC on the scope and content of trade negotiations with the European Union;*
- the Federation of Canadian Municipalities to provide sector-by-sector analysis of the potential impacts on local government functions and powers of the procurement regime that the European Union is seeking;*
- the Federation of Canadian Municipalities to urge the government of Canada not to provide the European Union with access to sub national government procurement; and*
- that the provincial government negotiate a clear, permanent exemption for local governments from the CETA.*

*With respect to the 2010 resolution, UBCM received a briefing from the Province on CETA in April 2011; has conveyed our position to FCM; has been monitoring the discussions between FCM and the federal government; received informal briefings from the Province on the status of negotiations; and continued to express the membership's request for a clear and permanent exemption.*

*Members also endorsed resolution B56 in 2008 requesting UBCM and FCM petition the provincial and federal governments to conduct an open and accountable public debate of any proposed trade and prosperity agreements being negotiated.*

*UBCM issued a memo to members on February 22, 2012 conveying correspondence from the federal government that had been provided to FCM related to local government procurement and CETA. The Q & A portion addresses some of the issues raised in the sponsors' resolution -public vs. private service provision; environmental considerations; local supply and sourcing; support for local farmers and small business.*

*The first bullet requests that local governments be exempted from CETA, which is in keeping with the 2010 resolution. The second bullet in the enactment speaks to disclosing what is being negotiated, advising of impacts and providing local governments with the freedom to decide whether or not they will be bound by the agreement. While not exactly the same, these requests in the second part of the enactment are similar to the 2010 resolution, so the Committee would suggest the intent is similar enough to the 2010 resolution to recommend endorse.*

*See also resolutions C25 and C26.*

Conference decision:           *ENDORSED*

WHEREAS the Canadian government is conducting negotiations with the European Union (EU) on a Comprehensive Economic and Trade Agreement (CETA) that includes full access to local government procurement, which could significantly reduce the freedom of local governments to hire or source locally, or to use procurement policies as a tool for social and economic development, environmental protection and support for local farmers and small businesses;

AND WHEREAS the provincial and territorial governments are responsible for the provision of procurement legislation for local governments, school boards, universities, hospitals and other provincial agencies:

THEREFORE BE IT RESOLVED that UBCM call upon the federal government, through the Federation of Canadian Municipalities, the provinces and territories and other avenues, to enact strong domestic policy to preserve the right of local governments, school boards, universities, hospitals and other provincial agencies to use public procurement and investment as social tools to create jobs, protect the environment, stimulate local development, and support the social, economic, and environmental goals of their local communities.

NOT PRESENTED TO THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: *Endorse*

UBCM RESOLUTIONS COMMITTEE COMMENTS:

*The Resolutions Committee notes that the UBCM membership has considered a number of resolutions on trade agreements (Agreement on Internal Trade, WTO, NAFTA, TILMA) and issues related to consultation with local governments as well as their potential implications for local governments (1996-ER4; 1999-B94; 2000-A14; 2001-A11; 2001-LR5; 2002-A3; 2005-SR5; 2007-A3).*

*As well in 2010 members endorsed resolution B108, which called for:*

- a briefing from the Province of BC on the scope and content of trade negotiations with the European Union;*
- the Federation of Canadian Municipalities to provide sector-by-sector analysis of the potential impacts on local government functions and powers of the procurement regime that the European Union is seeking;*
- the Federation of Canadian Municipalities to urge the government of Canada not to provide the European Union with access to sub national government procurement; and*
- that the provincial government negotiate a clear, permanent exemption for local governments from the CETA.*

*In response to concerns expressed from FCM and local governments across Canada, the Honourable Ed Fast federal minister responsible for trade issued a statement with respect to CETA and related procurement provisions. The February 14th letter included a Q & A which responds to the resolution:*

*“Will the CETA Government Procurement Chapter prevent municipalities from adopting environmental or social criteria in conducting their procurements?”*

*No. All governments in Canada can continue to meet their socioeconomic objectives under international trade agreements. For example, the Canadian government implements a green procurement policy which is compliant*

*with our international trade agreements. In situations that are specific to Canada, such as our commitments to aboriginal populations, exclusions are made under our trade commitments to allow for preference in procurement for Aboriginal peoples.*

*In addition, all of Canada's international procurement obligations allow governments to implement social, environmental and sustainability criteria as long as these criteria are applied in a non-discriminatory manner.*

*In addition, municipalities will be able to continue to use selection criteria such as quality, price (including transportation costs, duties, etc.), technical requirements or relevant prior experience."*

*The Q & A also addresses the issue of sourcing goods and services locally to spur job creation and economic development and specifically municipalities:*

*"Municipalities will continue to retain the ability to give preferences to local companies, in cases it so desires, with "Municipalities will continue to retain the ability to give preferences to local companies, in cases it so desires, with policy options such as:*

- non-contractual agreements (e.g. grants, loans or fiscal incentives)*
- government procurement in cases of procurements that are not subject to the CETA procurement obligations (e.g. below threshold, excluded goods and services)"*

Conference decision:                     *ENDORSE D*



**Appendix "B"**  
**UBCM Member Release Feb 2012**



**MEMBER RELEASE**

February 22, 2012

**TO:** Mayor and Council; Chair and Board; Senior Staff  
**FROM:** Heath Slee, UBCM President  
**RE:** **Comprehensive Economic and Trade Agreement (CETA)**

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UBCM has recently received a number of resolutions / letters from members related to the CETA negotiations that have been taking place between Canada and the European Union.

The purpose of this memo is provide you with an update on the most recent correspondence from the federal government to FCM on CETA, specifically in regard to local government procurement obligations. Attached please find a letter from the federal minister responsible for trade, Honourable Ed Fast to FCM President Barry Vrbancovic accompanied by a 2-page question and answer document. This correspondence is now posted on the FCM website at: [www.fcm.ca/home/issues/more-issues/international-trade.htm](http://www.fcm.ca/home/issues/more-issues/international-trade.htm). However, due to the many letters and resolutions that have been received from members we wanted to ensure that this information was directly conveyed to each of you.

The Q & A document was prepared by federal government officials. UBCM has specifically sought clarity with references on page 2 of the Q&A related to "ability to give preferences to local companies" with a reference to "non-contractual agreements (e.g. grants, loans, fiscal incentives)" due to the fact that: 1) the Community Charter prohibits subsidies to business and 2) other trade agreements prohibit any form of discrimination that favours local companies. FCM staff have flagged this an issue needing clarity with the federal government's Chief Negotiator who has indicated that further clarification will be forthcoming. The Chief Negotiator has agreed to meet with FCM board members at their March meeting.

With respect to UBCM's activities on the CETA file we met with provincial trade staff in January 2012, wrote to the provincial minister reiterating UBCM's policy position which is to seek an exemption to CETA and monitoring FCM's work at the federal level. At their February meeting, our Executive authorized staff to continue to meet with provincial officials to discuss local government interests and potential implications of CETA. To that end, provincial staff have also offered to meet with the UBCM Executive. If members have CETA questions we encourage you to call Janel Quiring, Director, International Trade with the Province at 250.356.5867 or email at: [janel.quiring@gov.bc.ca](mailto:janel.quiring@gov.bc.ca).

In conclusion, UBCM remains active on the CETA file by meeting with provincial staff and monitoring the activities of FCM-DFAIT Joint Working Group on International Trade. We will continue to keep members apprised as developments occur and clarity is received on the Q & A document. We trust this information is of assistance to the membership.

*Air - 4 pg - letter and Q&A document to FCM President from Minister Fast.*

[www.ubcm.ca](http://www.ubcm.ca)

Minister of International Trade and  
Minister for the Asia-Pacific Gateway



Ministre du Commerce international et  
ministre de la porte d'entrée de l'Asie-Pacifique

Ottawa, Canada K1A 0G2

**FEB 14 2012**

Mr. Berry Vrbanovic  
President  
Federation of Canadian Municipalities  
24 Clarence Street  
Ottawa ON K1N 5P3

Dear Mr. Vrbanovic:

Thank you for the opportunity to meet with you and the members of the National Board of Directors of the Federation of Canadian Municipalities (FCM) on December 1, 2011. This is a follow-up to my letter dated August 23, 2011, which provided your membership with an update on the Comprehensive Economic and Trade Agreement (CETA) negotiations with the European Union (EU) and is publicly available on your website.

It was a pleasure to welcome municipal leaders from across the country to Parliament Hill and engage in direct discussions on issues of particular interest to municipalities, including on municipal procurement in the context of negotiations toward a CETA with the EU.

Allow me to reiterate that municipalities have a key role to play in the delivery of our ambitious pro-trade plan. A successful CETA holds great potential for us to create more opportunities, jobs and prosperity in communities across Canada through increased trade and investment with the EU. The EU is already Canada's second-most important partner for trade and investment, and the relationship holds great potential for growth. Canada would gain preferential access to the EU, the wealthiest single market in the world. Removing barriers to trade in goods and services could bring a potential 20-percent boost to bilateral trade and gross domestic product gains of up to \$12 billion for Canada once implemented.

I took note of the FCM's request for additional information on the issue of procurement obligations in the CETA. I trust that the attached will be of assistance to the FCM and its members.

.../2

**Canada**

I am pleased to note the ongoing engagement with municipalities through the FCM-DFAIT Joint Working Group on International Trade, which allows for timely information sharing and a two-way dialogue on Canada's trade agenda and issues of relevance to the municipal sector. I appreciate our collaboration and encourage FCM members to continue to work closely with their respective provincial or territorial governments.

Once again, thank you for the opportunity to meet with the FCM Board of Directors and for your support. I look forward to working with you in the future.

Sincerely,



The Honourable Ed Fast, P.C., Q.C., M.P.

Enclosure

c.c.: Mr. Don Downe, Mayor  
District of Lunenburg, Nova Scotia  
Chair of the FCM/DFAIT Joint Working Group on International Trade  
Mr. Réjean Laforest, Councillor, Saguenay, Quebec  
Mr. Jerrod Schafer, Mayor, City of Swift Current, Saskatchewan  
Mr. Claude Dauphin, Second Vice-President, Mayor of Lachine

**Comprehensive Economic Trade Agreement (CETA)  
Government Procurement  
Questions & Answers**

***What are the benefits of securing preferential access for Canadian businesses to the European Union's government procurement market?***

- According to the European Commission, the European procurement market is the largest procurement market in the world, estimated at 1,700 billion euros (\$2.3 trillion) or 16% of gross domestic product.
- Government procurement commitments in international trade agreement:
  - Help promote transparency, non-discrimination, good governance, and offer opportunities for suppliers of goods and services;
  - Provide Canadian suppliers with a guarantee of predictable and secure access to foreign markets on an equal footing with domestic suppliers;
  - Helps increase competition, allowing government entities to ensure better value for taxpayer money for the goods and services procured.

***Will the CETA Government Procurement Chapter prevent municipalities from adopting environmental or social criteria in conducting their procurements?***

- No. All governments in Canada can continue to meet their socioeconomic objectives under international trade agreements. For example, the Canadian government implements a green procurement policy which is compliant with our international trade commitments. In situations that are specific to Canada, such as our commitments to aboriginal populations, exclusions are made under our trade commitments to allow for preference in procurement for Aboriginal peoples.
- In addition, all of Canada's international procurement obligations allow governments to implement social, environmental and sustainability criteria as long as these criteria are applied in a non-discriminatory manner.
- In addition, municipalities will be able to continue to use selection criteria such as quality, price (including transportation costs, duties, etc.), technical requirements or relevant prior experience.

***Will the CETA prevent governments from sourcing goods and services locally to spur job creation and economic development?***

- As a trading nation, it is the Government of Canada's belief that free and open markets are the best way to ensure the global economy can recover from this period of instability.
- It is in the best interest of communities to make efficient use of taxpayer dollars; government procurement commitments help to achieve this goal.

- Overall, Canada's procurement system is already quite open at all levels of government.
- Municipalities will continue to retain the ability to give preferences to local companies, in cases it so desires, with policy options such as:
  - Non-contractual agreements (e.g., grants, loans or fiscal incentives)
  - Government procurement in cases of procurements that are not subject to the CETA procurement obligations (e.g., below threshold, excluded goods or services)
- Furthermore, when a foreign supplier wins a bid, it can—and usually does—source and hire locally.

***Will giving access to procurement by municipalities encourage privatization of public water systems?***

- Nothing in any of Canada's international trade agreements can force countries to privatize or to deregulate their public services. Decisions to either privatize or deregulate in certain public sectors are guided by domestic policy decisions. When a government decides to do so, foreign companies who enter the market are always subject to Canadian laws and regulations.
- Obligations in the Government Procurement Chapter of the CETA will not force municipalities to privatize water distribution, nor prevent municipalities from setting standards to ensure that Canadians have access to safe drinking water.
- If public water treatment and distribution entities are covered under CETA, this simply means that any procurement of goods or services in support of the government ability to provide such water services would be required to follow the obligations of the chapter.

***Will the CETA negotiations threaten municipalities' right to regulate?***

- The CETA will not affect the ability of municipalities to regulate. All of Canada's international trade agreements preserve the right of countries to regulate, and to introduce and amend regulations to meet policy objectives, so long as these regulations do not apply in a discriminatory manner.
- The fundamental right of all levels of government in Canada to regulate in the public interest will not be jeopardized.
- Even in those sectors where Canada undertakes obligations, there is nothing that will exempt foreign services providers from complying with Canadian laws and regulations.





**THE CORPORATION OF THE CITY OF COURTENAY**

**REPORT TO COUNCIL**

**FILE #:** 470-20

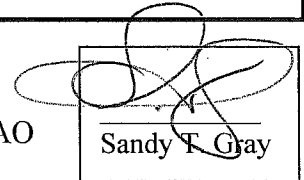
**FROM:** Director of Financial Services/Deputy CAO

**DATE:** December 5, 2012

**SUBJECT:** Comox Valley Water Committee – Assignment of Weighted Votes

**C.A.O. COMMENTS/RECOMMENDATIONS:**

That the recommendation of the Director of Financial Services/Deputy CAO be accepted.



Sandy T. Gray

**RECOMMENDATION:**

That Council receives the additional information provided in regards to the Comox Valley Water Committee assignment of weighted votes.

**PURPOSE:**

To provide Council with clarification in regards to the CVRD staff recommendation to the Comox Valley Water Committee in regards to the allocation of weighted votes.

**BACKGROUND:**

At their regular meeting held December 3, 2012, Council passed the following resolution:  
*“That the referral from the CVRD regarding the Comox Valley Water Committee voting be referred to staff for a report to Council”.*

**DISCUSSION:**

Prior to dealing with the matter referred from the CVRD Water Committee, Courtenay Council requested that City staff obtain clarity from the CVRD staff as to the actual impact of, and purpose for, setting the weighted vote base line values at Courtenay – 6, Comox – 4, Area A – 1, Area B – 1; and Area C – 1, when the weighted vote for all of 2012 had been 7,4,1,1,1.

These questions were emailed to the CVRD and the return email with answers is attached for Council information. Clarification is as follows:

1. The recommended baseline of 6,4,1,1,1 is the only way to achieve the weighted vote outcome of 7,4,1,1,1 for the 2013 calendar year. If the baseline is not set at this vote allocation, the CVRD must use the old baseline of 6,3,1,1,1. Using the old baseline does not provide the Town of Comox with the desired 4 votes, as they will not be entitled to a fourth vote based on the calculated consumption based entitlement.
2. Adopting the recommended baseline of 6,4,1,1,1 does not impact and will not change the 2012 existing weighted vote of 7,4,1,1,1. The baseline is only used for the purpose of setting the 2013 vote entitlement.

**FINANCIAL IMPLICATIONS:**

No implication

**STRATEGIC PLAN REFERENCE:**

No reference

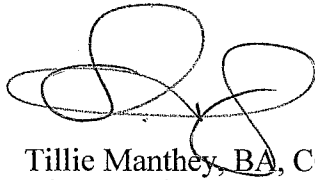
**OCP SUSTAINABILITY REFERENCE:**

No reference

**REGIONAL GROWTH STRATEGY REFERENCE:**

No reference

Respectfully submitted,



Tillie Manthey, BA, CGA  
Director of Financial Services

G:\FINANCE\Tillie\REPORTS\COUNCIL\2012 Comox Valley Water Committee Vote for 2013.docx

P102

**Comox Valley Water Supply System Consumption Report 2012**

Month	Master Meter (m3)	Puntledge Standby	Penstock	Arden Road	Marsden Camco	Comox Valley	Courtenay	Comox	W.P.P.C.	Comox Indian Band	Greaves Crescent	England Road	Unaccounted Consumption	% of MM	Total for Month
January	484,464		484,464	11,620	819	23,410	268,911	147,717	3,748	3,741	510	391	23,597	4.9	460,867
February	425,594		425,594	11,493	934	26,150	278,782	118,407	4,587	3,935	237	278	-19,209	(4.5)	444,803
March	470,142		470,142	12,025	1,057	20,927	278,253	130,625	3,527	2,965	263	321	20,179	4.3	449,963
April	509,959	126,967	382,992	14,270	1,117	25,195	313,979	156,362	2,786	3,564	355	287	-7,956	(1.6)	517,915
May	708,687		708,687	16,123	1,476	43,681	418,901	226,529	3,417	3,420	640	577	-6,077	(0.9)	714,764
June	688,175		688,175	15,231	1,654	40,885	419,712	209,814	2,899	3,258	505	351	-6,134	(0.9)	694,309
July	1,172,087		1,172,087	21,614	3,053	82,863	697,407	367,550	6,615	4,626	1,085	835	-13,561	(1.2)	1,185,648
August	1,202,426		1,202,426	17,848	3,841	76,395	696,164	384,453	5,629	5,045	1,130	661	11,260	0.9	1,191,166
September	874,851	259,411	615,440	12,092	2,221	64,440	536,670	271,921	4,215	4,128	755	707	-22,298	(2.5)	897,149
October	576,054		576,054	8,056	1,844	30,359	331,633	183,132	11,050	3,595	510	327	5,548	1.0	570,506
November			0										0		-
December			0										0		-
<b>TTD 2012</b>	<b>7,112,439</b>	<b>386,378</b>	<b>6,726,061</b>	<b>140,372</b>	<b>18,016</b>	<b>434,305</b>	<b>4,240,412</b>	<b>2,196,510</b>	<b>48,473</b>	<b>38,277</b>	<b>5,990</b>	<b>4,735</b>	<b>-14,651</b>	<b>(0.2)</b>	<b>7,127,090</b>
<b>TTD 2011</b>	<b>6,236,573</b>	<b>334,173</b>	<b>5,902,400</b>	<b>102,875</b>	<b>19,373</b>	<b>481,559</b>	<b>3,715,491</b>	<b>1,883,307</b>	<b>39,448</b>	<b>43,448</b>	<b>5,230</b>	<b>4,767</b>	<b>-38,925</b>	<b>(0.6)</b>	<b>6,275,498</b>
<b>% Total 2012</b>				<b>1.97</b>	<b>0.25</b>	<b>6.09</b>	<b>59.50</b>	<b>30.82</b>	<b>0.68</b>	<b>0.54</b>	<b>0.08</b>	<b>0.07</b>			<b>100</b>

Final report for the year will show the reconciliation of this spreadsheet to the year end voting structure calculations.



## Manthey, Tillie

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Subject: FW: CV Water Committee - referral

**From:** James Warren [mailto:jwarren@comoxvalleyrd.ca]  
**Sent:** December-05-12 10:19 AM  
**To:** Manthey, Tillie  
**Cc:** Ward, John; Debra Oakman  
**Subject:** RE: CV Water Committee - referral

Tillie,

Thanks for the email and questions. I'll answer them as best I can and please call me if you need any further clarification.

### Question 1:

1. Why is the "baseline" weighted voting allocation listed as the following, when the voting allocation for all of 2012, as per the March 2012 resolution was 7-4-1-1-1

Courtenay - 6  
Comox - 4  
Area A - 1  
Area B - 1  
Area C - 1

} SET AT THIS STARTING POINT TO "ACHIEVE"  
7,4,1,1,1 FOR 2013

### Answer:

The 'baseline', as recommended in the [staff report dated November 7, 2012](#), would be used as the starting point to which more votes would be added based on the ratio of consumption for 2013 and future years. The 'baseline' is a policy statement only, in order to provide a starting point for future vote allocation. For example, Courtenay is expected to receive an additional vote in 2013, based on its ratio of consumption, which will give Courtenay 7 votes. No other participant's ratio has increased beyond the 1995 levels, and therefore no other participants will receive an additional vote. Therefore, the 2013 voting allocation should result in a 7-4-1-1-1 voting structure.

Note that there are two components to the March 2012 resolution: 1) the allocation of votes to the participants using the 7-4-1-1-1 voting structure; and 2) determining how voting allocation will be conducted in future years.

### Question 2:

2. What is the actual effect of the suggested 2012 baseline of 6-4-1-1-1. Will this effectively change the 2012 current weighted voting entitlement of 7-4-1-1-1 for the balance of the 2012 year to a voting entitlement of 6-4-1-1-1?

### Answer:

The 'baseline' should not be interpreted as a '2012' baseline. Rather, the baseline will be used in all future years as the starting point to which more votes would be added based on the ratio of consumption from the starting point of 1995. The effect of a baseline of 6-4-1-1-1 is explained in the answer to question #1 and repeated here. Courtenay is expected to receive an additional vote in 2013, based on its ratio of consumption, which will give Courtenay 7 votes. No other participant has increased its ratio beyond the 1995 levels, and therefore no other participants will receive an additional vote. The 2013 voting allocation, therefore, will be 7-4-1-1-1.



The March 2012 resolution that set voting for 2012 at 7-4-1-1-1 continues to apply for the remainder of 2012. The voting allocation will not change for 2012. **The 'baseline' does not impact 2012 voting.**

Also, here is a link to the [staff report dated October 4, 2012](#) that first introduced the application of the March 2012 resolution in anticipation of determining weighted votes for 2013. This report was considered at the October 16, 2012 Comox Valley water committee meeting, which resulted in the committee directing staff to acknowledge the baseline of 6-4-1-1-1. At the November 20, 2012 water committee meeting, the [staff report dated November 7, 2012](#) recommended confirmation of the 6-4-1-1-1 baseline, which was referred to your council and is the basis for this conversation.

It is important to note that I must use a 'baseline' of votes to which I will add more votes based on the ratio of consumption. Currently, I will use the baseline of 6-3-1-1-1, as per Bylaw No. 1783. I would require the committee to approve a policy statement to allow me to use a baseline of 6-4-1-1-1.

Please call me or email if you have any other questions.

James Warren  
Corporate Legislative Officer

Phone 250-334-6007  
Cell 250-334-7312

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**From:** Manthey, Tillie [mailto:tmanthey@courtenay.ca]  
**Sent:** Tuesday, December 04, 2012 9:47 AM  
**To:** James Warren  
**Cc:** Ward, John  
**Subject:** FW: CV Water Committee - referral

Hi James

Council discussed this item last night and requested clarity around the following:

1. Why is the "baseline" weighted voting allocation listed as the following, when the voting allocation for all of 2012, as per the March 2012 resolution was 7-4-1-1-1  
Courtenay - **6**  
Comox - 4  
Area A - 1  
Area B - 1  
Area C - 1
2. What is the actual effect of the suggested 2012 baseline of 6-4-1-1-1. Will this effectively change the 2012 current weighted voting entitlement of 7-4-1-1-1 for the balance of the 2012 year to a voting entitlement of 6-4-1-1-1?

With the additional information provided by you as above, Council will again consider the matter at their next regular meeting to be held December 10, 2012. I understand that the CVRD has scheduled a Water Committee meeting for December 11<sup>th</sup>, 2012.

Tillie

Tillie Manthey, BA, CGA  
Director of Financial Services/Deputy CAO  
City of Courtenay  
Phone: (250) 703-4852  
Fax: (250) 334-4241  
Email: [tmanthey@courtenay.ca](mailto:tmanthey@courtenay.ca)  
Web: [www.courtenay.ca](http://www.courtenay.ca)



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**From:** James Warren [<mailto:jwarren@comoxvalleyrd.ca>]

**Sent:** November-22-12 4:41 PM

**To:** Ward, John; Richard Kanigan; Shelly Russwurm

**Cc:** Lisa Dennis; Chair Grieve; Debra Oakman; Councillor Jon Ambler; Director Gillis; Director Grant ; bjolliffe; Councillor Manno Theos; Councillor Starr Winchester; Ward, John; Kevin Lorette; Lagan, Kevin; Lo Lockhard; Richard Kanigan; Gray, Sandy; Shelley Ashfield; Karvalics, Susie; Vice-chair Fletcher

**Subject:** CV Water Committee - referral

Please find attached the staff report regarding water committee weighted voting allocation. This report was presented to the Comox Valley water committee at its November 20, 2012 meeting. The committee adopted a resolution to refer the matter to the City of Courtenay and Town of Comox to be considered at the next meeting.

It is important to understand that in early January, the 2012 water consumption values will be tabulated and the weighted votes will be applied to the water committee members based on Bylaw No. 1783 being "Comox Valley Water Local Service Establishment Bylaw, 1995" and the water committee policy direction at the time. Without any further direction from the water committee in 2012, the baseline for voting of 6-3-1-1-1 will be used. Assuming the consumption values to date remain consistent, the voting allocation for 2013 will be set at 7 votes for the City of Courtenay, 3 votes for the Town of Comox and 1 vote each for the electoral areas.

James Warren  
Corporate Legislative Officer  
Executive Management Branch  
Comox Valley Regional District  
600 Comox Road  
Courtenay, B.C. V9N 3P6  
Tel: 250-334-6007; Fax: 250-334-4358  
Toll free: 1-800-331-6007



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**DATE:** November 7, 2012

**TO:** Chair and Members  
Comox Valley Water Committee

**FROM:** Debra Oakman, CMA  
Chief Administrative Officer

**RE:** Assignment of Weighted Votes

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**FILE:** 0540-20/CV Water

### Purpose

The purpose of this report is to provide the Comox Valley water committee with a policy statement that will provide direction for the corporate officer in assigning weighted votes.

### Policy analysis

The Comox Valley Regional District operates the Comox Valley water supply system through Bylaw No. 1783 being "Water Local Service Establishment Bylaw 1995" and board established policies. The bylaw and associated policies allocate weighted votes to committee members based on a consumption formula.

### Executive summary

The Comox Valley water committee considered a report on the assignment of weighted votes at its October 16, 2012 meeting. The report described that, based on a water committee policy statement made in March 2012, the allocation of weighted votes for committee members in 2013 (using year-to-date consumption values) would result in seven votes for the City of Courtenay, three votes for the Town of Comox and one vote each for the electoral areas. Upon further discussion, the committee adopted the following resolution at its October 16, 2012 meeting:

THAT the report dated October 4, 2012, regarding the Comox Valley water committee weighted voting and dispute resolution be referred to staff to acknowledge the **baseline weighted voting allocation for the purposes of calculating future weighted voting allocation** is as follows:

- City of Courtenay - 6
- Town of Comox - 4
- Area 'A' - 1
- Area 'B' - 1
- Area 'C' - 1

} Does NOT CHANGE  
2012 7,4,1,1,1  
WEIGHTED VOTE

Staff have considered this direction, and propose the recommendation below for committee consideration. If approved, the resolution would be considered as a policy statement and included with the consolidated Bylaw No. 1783 (attached as appendix A). Further, the estimated allocation for weighted voting for 2013 (using year-to-date consumption values) would be as follows:

Participant	1995% consumption	2012 YTD (Aug) % consumption (estimate)	Consumption difference (2012 – baseline)	Baseline values	Projected 2013 votes
City of Courtenay	51.69	60.26	8.57	6	7
Town of Comox	30.48	31.12	0.64	4	4
Electoral Area 'A'	2.74	0.54	-2.20	1	1
Electoral Area 'B'	12.52	6.07	-6.45	1	1
Electoral Area 'C'	0.44	2.01	1.57	1	1

**Recommendation from the chief administrative officer:**

THAT the corporate officer use the following baseline values to which a change in weighted votes will be made based on consumption changes in the Comox Valley water supply system, under Bylaw No. 1783 being “Water Local Service Establishment Bylaw 1995” and subsequent policy statements made by the Comox Valley water committee:

- City of Courtenay – 6
- Town of Comox – 4
- Area 'A' – 1
- Area 'B' – 1
- Area 'C' - 1

Respectfully:

*D. Oakman*

---

Debra Oakman, CMA  
Chief Administrative Officer

Prepared by:

*J. Warren*

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James Warren  
Corporate Legislative Officer

Attachments: Appendix A – Bylaw No. 1783 being “Water Local Service Establishment Bylaw 1995”

The following is a consolidated copy of the Comox Valley water local service establishment bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
1783	Water Local Service Establishment Bylaw, 1995	December 12, 1996	A bylaw to convert the water supply service to a local service for that portion of the regional district located within the boundaries of the City of Courtenay, the Town of Comox and Electoral Areas 'A', 'B' and 'C' of the regional district.
2640	Water Local Service Establishment Bylaw 1995, Amendment Bylaw No. 1, 2004	May 31, 2004	Amends Bylaw No. 1783 to allow for the supply of water from a bulk water dispensing system and to allow the sale of water to the Sandwick waterworks district in the event of an emergency
2670	Water Local Service Establishment Bylaw 1995, Amendment Bylaw No. 2, 2004	August 30, 2004	Amends Bylaw No. 1783 to allow for the supply of water from the Comox Valley water supply system, by agreement, to the Comox Indian Band and to allow the redistribution of water supply by the Town of Comox to HMCS Quadra

**The following actions are the result of committee and board resolutions and meant to apply as policy directives for the Comox Valley water supply system and Comox Valley water committee:**

Date	Action																								
May 3, 2011	<p>At its May 3, 2011 the CVRD board endorsed the following statement from a service review that concluded in April 2011 and relates to this Bylaw No. 1783:</p> <p>“Following a full review of the concerns expressed at the outset of the Comox Valley water supply system service review, including receipt of the CVRD administrative and corporate staffing review by Performance Concepts, the service review members feel that those concerns have been addressed and that there will be an annual performance monitoring report. In addition, the service review members:</p> <ul style="list-style-type: none"> <li>- support that voting on all issues at the Comox Valley water committee including the selection of the chair and vice-chair will be done using the weighted method;</li> <li>- acknowledge that the allocation of votes to committee members remains unresolved; and</li> <li>- recognize that where a decision has been made and that one or more parties may want to revisit that decision, that the parties be sensitive to such a request.</li> </ul> <p>The service review members hereby conclude the Comox Valley water supply system service review and extend their appreciation to all staff at the Comox Valley local governments for their assistance through the process.”</p>																								
May 2011	<p>THAT the Comox Valley water committee authorize its chair to cancel committee meetings where no reports are available for the committee’s consideration and/or no committee business is required;</p> <p>AND FURTHER THAT the monthly meeting requirement in section 13(d) of Bylaw No. 1783 being “Water Local Service Establishment Bylaw 1995” be waived in such instances.</p>																								
May 2011	<p>THAT the Comox Valley water committee approve the non-voting members on the committee as being the administrators for the Comox Valley Regional District, City of Courtenay and the Town of Comox, the general manager of property services at the CVRD and the senior manager for operations City of Courtenay and the Town of Comox in accordance with section 13(b) of Bylaw No. 1783 being “Water Local Service Establishment Bylaw 1995.</p>																								
June 2011	<p>THAT the Comox Valley water committee approve that all references to ‘secretary’ in Bylaw No. 1783 being “Water Local Service Establishment Bylaw 1995” be interpreted as ‘corporate legislative officer or deputy corporate officer’.</p>																								
January 24, 2012	<p>The Comox Valley water committee defeated a proposal to divide evenly the assignment of votes to committee members at its January 24, 2012 meeting.</p>																								
February 2012	<p>Following a Town of Comox council resolution, voting assignments for 2012 are as follows:</p> <table border="1" data-bbox="321 1566 1495 1864"> <tbody> <tr> <td>City of Courtenay</td> <td>Director Ambler</td> <td>2 votes</td> </tr> <tr> <td>City of Courtenay</td> <td>Director Theos</td> <td>2 votes</td> </tr> <tr> <td>City of Courtenay</td> <td>Director Winchester</td> <td>2 votes</td> </tr> <tr> <td>Town of Comox</td> <td>Director Fletcher</td> <td>2 votes</td> </tr> <tr> <td>Town of Comox</td> <td>Director Grant</td> <td>1 vote</td> </tr> <tr> <td>Electoral Area A</td> <td>Director Jolliffe</td> <td>1 vote</td> </tr> <tr> <td>Electoral Area B</td> <td>Director Gillis</td> <td>1 vote</td> </tr> <tr> <td>Electoral Area C</td> <td>Director Grieve</td> <td>1 vote</td> </tr> </tbody> </table>	City of Courtenay	Director Ambler	2 votes	City of Courtenay	Director Theos	2 votes	City of Courtenay	Director Winchester	2 votes	Town of Comox	Director Fletcher	2 votes	Town of Comox	Director Grant	1 vote	Electoral Area A	Director Jolliffe	1 vote	Electoral Area B	Director Gillis	1 vote	Electoral Area C	Director Grieve	1 vote
City of Courtenay	Director Ambler	2 votes																							
City of Courtenay	Director Theos	2 votes																							
City of Courtenay	Director Winchester	2 votes																							
Town of Comox	Director Fletcher	2 votes																							
Town of Comox	Director Grant	1 vote																							
Electoral Area A	Director Jolliffe	1 vote																							
Electoral Area B	Director Gillis	1 vote																							
Electoral Area C	Director Grieve	1 vote																							

Date	Action
March 13, 2012	<p>WHEREAS the Regional District of Comox-Strathcona enacted Bylaw 1783 in 1995 thereby establishing a "Water Local Service" for various areas in the Comox Valley;</p> <p>AND WHEREAS all policy related to the administration and operation of this local water service has been delegated to a standing committee of the regional board known as the "Water Committee";</p> <p>AND WHEREAS for the purpose of voting on all matters related to the water local service, a voting structure was assigned to each participant from January 1, 1997 based on the percentage of the water consumed by each of the participants relative to the total of water provided by the water local service;</p> <p>AND WHEREAS the solicitor for the regional district has "interpreted Section 15(d) of the bylaw...as meaning that when a participant's water consumption exceeds the base 1995 level by at least .50 of 8.33 per cent (or 4.17 per cent)-being one half of one vote – that particular participant is then entitled to an additional vote";</p> <p>AND WHEREAS the solicitor for the regional district has further advised "that there is no explicit indication in bylaw 1783 that the number of votes was inalterably fixed at twelve" and it was his "opinion Courtenay is therefore entitled to an additional vote in accordance with Section 15(d) of the bylaw";</p> <p>AND WHEREAS it is the opinion of the solicitor for the regional district "that Courtenay is now entitled (i.e. 2010) to a 7th vote at the water committee and at the board in connection with the Comox Valley service in accordance with bylaw 1783; and, "must be added to the total in order to give effect to Section 15(d) of the bylaw, creating a new voting structure that involves thirteen votes;</p> <p>AND WHEREAS based on the historical development of bylaw 1783 in 1995, the Town of Comox should have been assigned four votes based on consumption and to correct that action, the Town of Comox be awarded an additional vote;</p> <p>THEREFORE to give effect to the advice from the regional district solicitor, that the water committee determine the voting structure not be limited to twelve votes; and that for determining each participant's voting entitlement henceforth, the corporate officer interpret Section 15(d) of the bylaw as meaning when a participant's water consumption exceeds the base 1995 level by at least 0.50 per cent of 8.33 per cent (or 4.17 per cent)-being one half of one vote – that particular participant will be entitled to an additional vote;</p> <p>FURTHERMORE the water committee agree that there be an increase in the number of votes commencing in January 2012, as follows: - City of Courtenay 7 votes; Town of Comox 4 votes; Electoral Area A 1 vote; Electoral Area B 1 vote; Electoral Area C 1 vote</p> <p>AND FURTHERMORE the water committee adopt a dispute resolution process that will assure fairness and equity when resolving differences.</p>



Date	Action		
April 2012	Following council resolutions on weighted vote assignments, Comox Valley water committee weighted votes for 2012 are as follows:		
	City of Courtenay	Director Ambler	2 votes
	City of Courtenay	Director Theos	2 votes
	City of Courtenay	Director Winchester	3 votes
	Town of Comox	Director Fletcher	2 votes
	Town of Comox	Director Grant	2 votes
	Electoral Area A	Director Jolliffe	1 vote
	Electoral Area B	Director Gillis	1 vote
	Electoral Area C	Director Grieve	1 vote
	Totals		14 votes

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

**REGIONAL DISTRICT OF COMOX-STRATHCONA**

**BYLAW NO. 1783**

**A bylaw to convert the water supply service to a local service for that portion of the regional district located within the boundaries of the City of Courtenay, the Town of Comox and Electoral Areas 'A', 'B' and 'C' of the regional district.**

**WHEREAS** by supplementary Letters Patent dated the 17th day of February, 1967, the Regional District under Division VI Water Supply was empowered to design, construct, reconstruct, purchase, maintain and operate facilities for the purpose of supplying water in bulk to the City of Courtenay and to the Town of Comox, for redistribution by them within their municipalities, and to individual customers not within the boundaries of a municipality or improvement district having water supply as an object, which Letters Patent were further amended on the 9th day of March, 1977 to provide for the establishment of debt limit by the Inspector and on the 14th day of July, 1977 to renumber subsections;

**AND WHEREAS** a recommendation was made by Order in Council approved the 6th day of April, 1978 for the alteration of the basis for apportionment of costs;

**AND WHEREAS** the Board of the Regional District now wishes to exercise the power granted to it by the Letters Patent in accordance with Part 24 of the *Municipal Act* subject to all the terms and conditions contained in the Letters Patent except where the powers are herein amended;

**AND WHEREAS** the Board of the Regional District wishes to proceed to convert the service to a local service exercised under the authority of a bylaw for a portion of the Regional District under sections 767(4), 794 and 802 of the *Municipal Act*.

**NOW THEREFORE** the Regional Board of the Regional District of Comox-Strathcona in open meeting assembled enacts as follows:

**Local Service**

- 2670
1. The service hereby established is to design, construct, reconstruct, purchase, maintain and operate facilities for the supply, treatment, conveyance, storage and distribution of water,
    - (a) in bulk to the City of Courtenay and the Town of Comox for redistribution by those municipalities, including redistribution by the Town of Comox to HMCS Quadra;
    - (b) in bulk to water service areas in that part of the Regional District not within the boundaries of the City of Courtenay and the Town of Comox located within a participating area for this service;
    - (c) in bulk to the Comox Indian Band;
    - (d) in bulk to the Sandwick Waterworks District in the event of an emergency;
    - (e) in bulk from the bulk water dispensing system; and
    - (f) the service shall be known as "The Comox Valley Water System".

### **Boundaries**

2. The boundaries of the local service area shall be the boundaries of the participating areas.

### **Participating Areas**

3. The participating areas for the service shall be the City of Courtenay, the Town of Comox and Electoral Areas 'A', 'B' and 'C' of the Regional District.

### **Cost Recovery**

4. The annual costs for the local service may be recovered by:
  - (a) the imposition of fees and other charges that may be fixed by separate bylaw for the purpose of recovering these costs.

### **Apportionment**

5. The annual debt costs and operating costs of operating and maintaining the water service shall be apportioned among the participating areas on the basis of the volume of water supplied by the local service consumed within each participating area each year as a percentage of the total water supplied in that year by the water service.

### **Metering**

6. Water supplied from the local service shall be metered at the point of delivery from the facility of the local service to the City of Courtenay, to the Town of Comox and to each local service area within each participating Electoral Area that receives water from the local service authorized by this Bylaw.
7. The Regional District is authorized to sell water in bulk to the City of Courtenay and to the Town of Comox at a rate sufficient to meet the cost of such supply.
8. The Regional District is authorized to sell water in bulk to water local service areas created in the participating Electoral Areas at a rate sufficient to meet the cost of the Regional District providing such water service.

### **Local Service Areas Within Electoral Areas**

9. The existing Specified Areas of Comox Valley, Arden and Marsden/Camco Road as defined in the bylaws converting those specified areas to local service areas will continue to be entitled to receive water in bulk as local service areas within the participating Electoral Areas as shown on Schedule 'A' attached hereto and forming part of this Bylaw.
10. No new water local service area may obtain water from the water local service area created by this Bylaw unless approved by a majority of the weighted votes of the Water Committee created by this Bylaw.
11. Notwithstanding section 10, if a water supply is required by the Medical Health Officer as a result of a failure of the water supply of persons outside municipal boundaries located within one of the participating Electoral Areas to supply potable water, the water local service area to be created for the purpose of obtaining water under this section shall be restricted to the area specified by the Medical Health Officer if supply to the new local service area is approved by the Water Committee.

### **Water Committee**

12. The local service created by this Bylaw shall be operated by a standing committee of the Regional Board to be known as the Water Committee.
13. The Water Committee:
  - (a) shall consist of the Regional Board members of the participating Municipalities and Electoral Areas as voting members;

- (b) shall consist of the Administrators of the Regional District, the City of Courtenay and the Town of Comox and the Engineer of the City of Courtenay, the Supervisor of Field Services of the Regional District and the Superintendent of Works of the Town of Comox as non-voting members;
- (c) shall have the exclusive authority to approve or refuse the connection of any municipality or local service area under the Municipal Act, to the water system other than the City of Courtenay, the Town of Comox, the Arden Local Service Area, the Comox Valley Local Service Area and the Marsden/Camco Road Local Service Area which are more particularly shown on the map annexed hereto as Schedule 'A'.
- (d) shall meet at least monthly to conduct its business;
- (e) shall conduct their meetings in accordance with the Procedure Bylaw of the Regional District as applicable;
- (f) where a member of the Regional Board cannot attend then his/her Alternate may attend as provided for attendance at the Regional Board;
- (g) shall, on adoption of this Bylaw, then in January of each year, select from amongst their voting members, a Chairman and Vice-Chairman who shall be responsible for preparing the agenda for each meeting and chairing the meeting;
- (h) shall determine all policy related to the administration and operation of this local water service.

### Voting

14. For the purpose of voting on all matters related to the water local service including the creation or expansion of local service areas and notwithstanding the provisions of Part 24 of the *Municipal Act* and the Letters Patent of the Regional District, votes at the Water Committee and at the Regional Board under section 781(4) of the Municipal Act shall be as follows:

- (a) City of Courtenay            6 votes
- (b) Town of Comox             3 votes
- (c) Electoral Area 'A'         1 vote
- (d) Electoral Area 'B'         1 vote
- (e) Electoral Area 'C'         1 vote

15. The number of votes assigned to each participant from January 1, 1997 will be determined as follows:

- (a) The percentage of the water consumed by each of Courtenay and Comox and through the water local service areas by each Electoral Area of the total of water provided by the Water Local Service created by this Bylaw, shall be determined by the Regional District and provided to the Secretary of the Regional District and each member of the Water Committee on or before January 5th of each year for the previous year.
- (b) The Secretary of the Regional District shall, on or before January 10th of each year, apply the percentage of water consumed within each participant area to 12 votes.
- (c) For the purpose of determining any change in percentage for the calculation of vote entitlement in 1997, consumption within the participating areas for January 1, 1995 and the 1995 entitlement is:

City of Courtenay	51.69%	6 votes
Town of Comox	30.48%	3 votes

Electoral Area 'A'	2.74% less the amount in Arden within Electoral Area 'C'	1 vote
Electoral Area 'B'	12.52%	1 vote
Electoral Area 'C'	.44% plus the amount of Arden not in Electoral Area 'A'	1 vote

- (d) Where the number determined for any participant includes a part of a vote if the percentage exceeds .50 of a vote, the participant will be assigned the whole vote.
- (e) In no event shall any participant be assigned less than one vote.
- (f) At the first Board Meeting in February, the Secretary will report the result of the assignment of votes as determined by this section and his/her assignment will be final and binding for that year.

### Pressures and Flows

- 16. If a proposed expansion to the use of water from the local service system in any participating area would cause the pressure and flow of water to fall below 275 Kpa (40 psi) or 1800 litres/capita/day (400 imperial gallons/capita/day) or such other volume which may be determined by the Water Committee, the Water Committee shall refuse to approve such expansion until such time as the system can absorb the expansion and maintain the above specified pressures and flows.

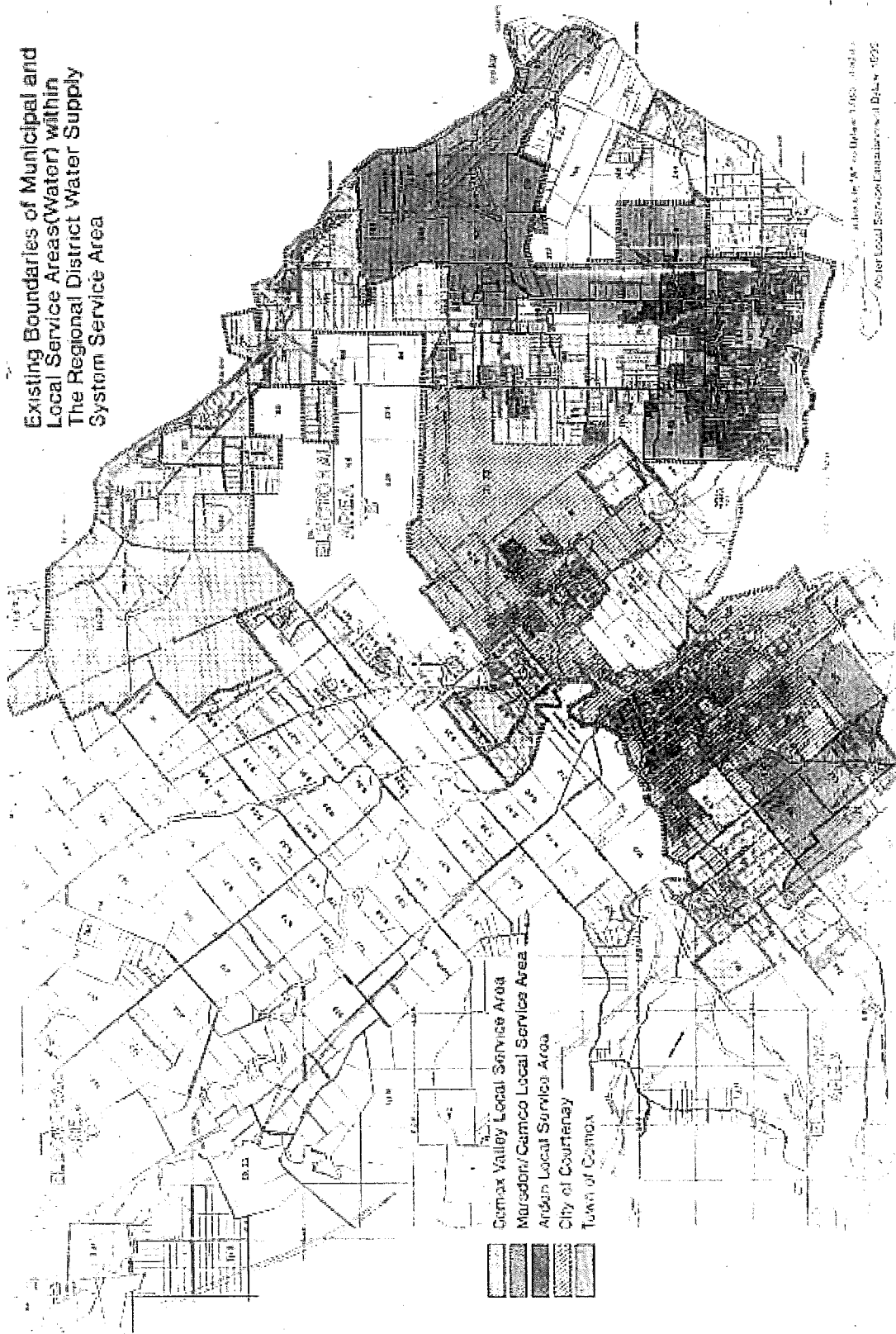
### Citation

- 17. This Bylaw may be cited for all purposes as "Water Local Service Establishment Bylaw, 1995".



Schedule A

Existing Boundaries of Municipal and Local Service Areas (Water) within The Regional District Water Supply System Service Area



at 10:00 AM on 10/10/2011  
Water Local Service Boundaries of B.C.A. 10/10/2011

**DATE:** October 4, 2012

**TO:** Chair and Directors  
Comox Valley water committee

**FROM:** Debra Oakman, CMA  
Chief Administrative Officer

**RE:** Weighted voting and dispute resolution

---

**FILE:** 0540-20/CV Water

### **Purpose**

The purpose of this report is to inform the Comox Valley water committee of its estimated weighted voting allocation for 2013 and to introduce a dispute resolution policy for consideration. It is important to identify the change in voting that will likely occur in January 2013 at this point to enable the water committee the opportunity to discuss the change.

### **Policy analysis**

The Comox Valley Regional District operates the Comox Valley water supply system through Bylaw No. 1783 being "Water Local Service Establishment Bylaw 1995" and board established policies. The bylaw and associated policies allocate weighted votes to committee members based on a consumption formula.

### **Executive summary**

At its March 13, 2012 meeting, the Comox Valley water committee adopted the following motion:

WHEREAS the Regional District of Comox Strathcona enacted Bylaw 1783 in 1995 thereby establishing a "Water Local Service" for various areas in the Comox Valley;

AND WHEREAS all policy related to the administration and operation of this local water service has been delegated to a standing committee of the regional board known as the "Water Committee";

AND WHEREAS for the purpose of voting on all matters related to the water local service, a voting structure was assigned to each participant from January 1, 1997 based on the percentage of the water consumed by each of the participants relative to the total of water provided by the water local service;

AND WHEREAS the solicitor for the regional district has "interpreted Section 15(d) of the bylaw...as meaning that when a participant's water consumption exceeds the base 1995 level by at least .50 of 8.33 per cent (or 4.17 per cent)-being one half of one vote – that particular participant is then entitled to an additional vote";

AND WHEREAS the solicitor for the regional district has further advised "that there is no explicit indication .in bylaw 1783 that the number of votes was inalterably fixed at twelve" and it was his "opinion Courtenay is therefore entitled to an additional vote in accordance with Section 15(d) of the bylaw";

AND WHEREAS it is the opinion of the solicitor for the regional district "that Courtenay is now entitled (i.e. 2010) to a 7th vote at the water committee and at the board in connection with the Comox Valley service in accordance with bylaw 1783; and, "must be added to the total

in order to give effect to Section 15(d) of the bylaw, creating a new voting structure that involves thirteen votes;

AND WHEREAS based on the historical development of bylaw 1783 in 1995, the Town of Comox should have been assigned four votes based on consumption and to correct that action, the Town of Comox be awarded an additional vote;

THEREFORE to give effect to the advice from the regional district solicitor, that the water committee determine the voting structure not be limited to twelve votes; and that for determining each participant’s voting entitlement henceforth, the corporate officer interpret Section 15(d) of the bylaw as meaning when a participant’s water consumption exceeds the base 1995 level by at least 0.50 of 8.33 per cent (or 4.17 per cent)-being one half of one vote – that particular participant will be entitled to an additional vote;

FURTHERMORE the water committee agree that there be an increase in the number of votes commencing in January 2012, as follows:

- City of Courtenay 7 votes
- Town of Comox 4 votes
- Electoral Area A 1 vote
- Electoral Area B 1 vote
- Electoral Area C 1 vote

AND FURTHERMORE the water committee adopt a dispute resolution process that will assure fairness and equity when resolving differences.

In moving forward, to consider allocation of weighted votes to be assigned in January 2013 based on the committee’s direction in the first ‘therefore’ statement above, an illustration of the 2012 year-to-date percent consumption is shown in the table below. Actual consumption amounts for the entire 2012 calendar year will be used to determine percent consumption and actual votes in January 2013.

Participant	1995 % consumption	1995 votes	2012 YTD (Aug) % consumption (estimate)	Consumption difference 2012 - 1995	Projected 2013 votes
City of Courtenay	51.69	6	60.26	8.57	7
Town of Comox	30.48	3	31.12	0.64	3
Electoral Area ‘A’	2.74	1	0.54	-2.20	1
Electoral Area ‘B’	12.52	1	6.07	-6.45	1
Electoral Area ‘C’	0.44	1	2.01	1.57	1

(Note: the 2012 year to date percent consumption values are not verified and are used as estimates only for the purpose of this illustration)

It is important to identify the change in voting that will likely occur in January 2013 at this point to enable the water committee the opportunity to discuss the change. Such discussions become much more challenging if left until January when the assignment of votes for the coming year is already complete.

With respect to dispute resolution, the draft policy (appendix A) serves as a process for committee members to work to resolve disputes. Adopting this policy would afford the water committee an additional method for identifying concerns or disputes and working to find common ground for a

resolution. Adopting this policy would not remove the service review requirements under the *Local Government Act*.

**Recommendation from the chief administrative officer:**

THAT the Comox Valley water committee adopt the dispute resolution policy as attached to the staff report dated October 4, 2012.

Respectfully:

Concurrence:

*D. Oakman*

*J. Warren*

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Debra Oakman, CMA  
Chief Administrative Officer

---

James Warren  
Corporate Legislative Officer





<b>Subject:</b> Dispute Resolution	
<b>Branch:</b> Executive Management Branch	
<b>Department:</b> Legislative Services - Public	<b>Policy Reference:</b> 0540-20/ CV Water

**Purpose**

To establish a policy that guides the dispute resolution process for the Comox Valley water committee.

**Scope**

This policy provides a framework for the communication and dispute resolution process between the Comox Valley water committee participants, the Comox Valley water supply system advisory committee and if necessary, an independent arbitrator.

**Guiding Principle**

The dispute resolution policy framework for the Comox Valley water committee:

1. Provides for open, transparent governance.
2. Encourages collaboration among committee members.
3. Expedites problem solving resolutions.
4. Utilizes the technical expertise of the Comox Valley water supply system advisory committee.

**Policy Statement**

It is recognized that disputes may arise among participants in the Comox Valley water supply system.

1. Disputes will first be presented to the Comox Valley water committee for review, consideration and resolution. Disputes may be settled by the water committee.
2. Disputes that cannot be resolved at the Comox Valley water committee level or that are beyond the scope of the water committee may be referred to an independent arbitrator, who will make a final, binding decision. The costs for this arbitration will be a cost of the service.

**Approval History**

Policy adopted:	
Policy amended:	







Royal Canadian  
Mounted Police

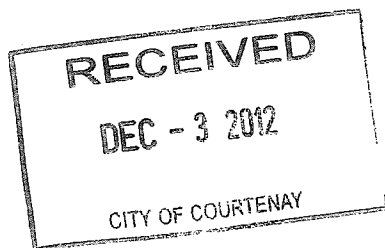
Gendarmerie royale  
du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Unclassified

Officer in Charge  
Comox Valley Detachment  
800 Ryan Road  
Courtenay, BC V9N 7T1

Mayor and Council  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7



Your File - Votre référence

Our File - Notre référence

302-2

Date

November 29<sup>th</sup>, 2012

*FORP  
INFO*

Dear Mayor and Council:

**Re: Comox Valley RCMP Monthly Policing Report - November, 2012**

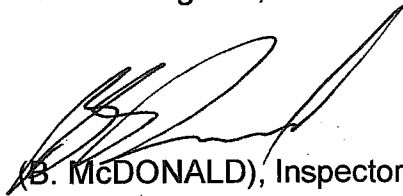
The following is a brief overview of some of the more significant events and activities of the Comox Valley Detachment for the month of November, 2012.

- The Comox Valley RCMP's drug section has been very active in late October and early November seizing drugs and money off of suspected drug dealers in the Comox Valley. On October 29th, after conducting a vehicle stop, 10 ounces of cocaine was seized. A 52 year old Courtenay man is facing possible charges of trafficking cocaine. On November 2nd, a search warrant was executed at a home in 2700 block of Cliffe Avenue in Courtenay. During the search 9 ounces of cocaine was located which was individually packaged. Also seized during the search was \$29,000 in cash. Two males, both from Courtenay have been charged with Possession of Cocaine for the Purpose of Trafficking.
- On November 16th, 2012 at approximately 5:40 p.m., the Comox Valley RCMP responded to a report of a collision between two trucks near Waveland and Larch Roads in Courtenay. Unfortunately, despite the efforts of all the emergency responders from BC Ambulance, Fire Rescue and the RCMP who attended, one of the drivers later died from injuries sustained in the crash.
- The Comox Valley RCMP attended to a motor vehicle incident at the Courtenay McDonalds drive thru on Cliffe Avenue. Emergency services personnel were called just before 11:00 on Remembrance day morning after receiving a report

from the McDonald's staff of a woman trapped in their drive thru. Initial investigation has revealed that during an exchange of money at the drive thru window, money was dropped. In an effort to retrieve the money, the driver opened her van door and reached to the ground. It was at this time that her foot appears to have released from the brake which then set her van in motion, pinning her between the wall and her van. The driver remains under medical care for head injuries.

Should you wish to discuss this report or any other matter, please feel free to contact me.

Kindest Regards,

A handwritten signature in black ink, appearing to read 'B. McDonald', written over a horizontal line.

(B. McDONALD), Inspector  
Officer in Charge  
Comox Valley RCMP Detachment



# the partnership for water sustainability in bc

New  
Bus.

151 - 32500 South Fraser Way, Suite #126, Abbotsford, BC, V2T 4W1

Sent by email: [klagan@courtenay.ca](mailto:klagan@courtenay.ca)

December 4, 2012

Mayor and Council  
City of Courtenay

C/o Kevin Lagan, P.Eng., Director of Operational Services

Re: **CHAMPION SUPPORTER OF THE PARTNERSHIP**

On behalf of the Directors, we are pleased to inform Mayor and Council that the City of Courtenay is hereby deemed to be a **Champion Supporter** of the Partnership for Water Sustainability in British Columbia. While the Partnership is a not-for-profit society, our voting members mostly represent local governments. Hence, the City's demonstrated commitment to achieving the vision for water sustainability in a local government setting is vitally important to the Partnership's capability to carry out our mission.

The Champion Supporter designation is the Partnership's way of formally recognizing government and non-government organizations that provide the Partnership with ongoing financial and/or in-kind support; and also play a leadership role in the "convening for action" initiative.

In 2003, the City was a founding partner and early proponent for the Water Balance Model initiative. Since 2007, the City has been a champion for the *CAVI-Convening for Action on Vancouver Island* initiative. Your commitment is underscored by the fact that the City's Derek Richmond is the current CAVI Chair.

We value our relationship with the City and greatly appreciate that you have hosted Comox Valley forums and/or Learning Lunch Seminar Series in 2007, 2008, 2010 and 2012. This year's set of Comox Valley Regional Team working sessions constituted "proof of approach" for the *Inter-Regional Education Initiative on Rainwater Management in a Watershed Sustainability Context* (IREI). The experience gained will help facilitate full-scale implementation on both sides of the Georgia Basin in 2013 and beyond.

In closing, please note that we will be featuring our Champion Supporters on the Convening for Action Community-of-Interest on the [waterbucket.ca](http://waterbucket.ca) website.

On behalf of  
Partnership for Water Sustainability in BC

Tim Pringle  
President  
[pringle@watersustainabilitybc.ca](mailto:pringle@watersustainabilitybc.ca)

Kim A Stephens, M.Eng., P.Eng.,  
Executive Director  
[kstephens@watersustainabilitybc.ca](mailto:kstephens@watersustainabilitybc.ca)



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2734

A bylaw authorizing the Corporation of the City of Courtenay to borrow the sum of Three Million, Five Hundred Thousand Dollars (\$3,500,000.00) to meet the current lawful expenditures of the Corporation

WHEREAS, pursuant to Section 177 of the *Community Charter*, Council may by bylaw, provide for the borrowing of money that may be necessary to meet current lawful expenditures of the municipality;

AND WHEREAS the debt outstanding under this section shall not exceed the sum of seventy-five percent (75%) of all taxes levied for all purposes in the preceding year and the money remaining due from other governments; such sum being Thirty Three Million, Sixty Five Thousand Dollars (\$33,065,000.00).

AND WHEREAS in order to borrow the said sum, the Corporation shall set aside as security the unpaid taxes for the years 2011 and 2012 and the whole of the taxes for the current year, and the money borrowed shall be a first charge thereon.

NOW THEREFORE, the Council of the Corporation of the City of Courtenay in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "**Revenue Anticipation Borrowing Bylaw No. 2734, 2012**"
2. It shall be lawful for the Corporation to borrow the sum of Three Million Five Hundred Thousand Dollars (\$3,500,000.00) in such amounts and at such times as may be so required.
3. The monies so borrowed and the interest thereon shall be paid on or before the 31<sup>st</sup> of January, 2014.
4. The form of obligation to be given as an acknowledgment of such liability shall be a promissory note or notes for sums as may be required and advanced from time to time, signed by the Mayor and Director of Financial Services and bearing the seal of the Corporation or other agreements as required by the lender. These notes shall be payable with interest before the 31<sup>st</sup> of January, 2014.
5. There shall be set aside as security for the payment of such money, the whole of the unpaid taxes for the years of 2011 and 2012 and the whole of the taxes for the current year.

Read a first time this 10<sup>th</sup> day of December, 2012

Read a second time this 10<sup>th</sup> day of December, 2012

Read a third time this 10<sup>th</sup> day of December, 2012

Finally passed and adopted this day of

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Legislative Services





**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2737**

**A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992**

The Council of the Corporation of the City of Courtenay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as **“City of Courtenay Fees and Charges Amendment Bylaw No. 2737, 2012”**.
2. That City of Courtenay Fees and Charges Bylaw No. 1673, 1992 be amended as follows:  

That **“Schedule of Fees and Charges Section I, Miscellaneous Fees”** be hereby repealed and substituted with the **“Schedule of Fees and Charges Section I, Miscellaneous Fees”** attached hereto and forming part of this bylaw.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 10<sup>th</sup> day of December, 2012

Read a second time this 10<sup>th</sup> day of December, 2012

Read a third time this 10<sup>th</sup> day of December, 2012

Finally passed and adopted this day of

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Legislative Services

**SCHEDULE OF FEES AND CHARGES  
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW  
NO. 2737, 2012**

**SECTION I  
MISCELLANEOUS FEES**

<b>Description</b>	<b>Fee or Charge</b>
1. Print or reproduce copy of "List of Electors"	\$ 0.10 per page
2. Copy of minutes of the proceedings of Council	\$ 0.25 per page
3. Copies of bylaws and of Council minutes (excepting Special InCamera Meeting Minutes)	\$ 0.25 per page
4. Copy of tax notice – per parcel	\$ 2.00
5. Property Tax Prepayment Program-cancellation and refund of prepaid taxes	\$50.00
6. Statement of taxes levied or taxes outstanding – per parcel <b>Certified Rate:</b>	
- Current tax year	\$10.00
- One year prior to current tax year up to and including ten years prior to current tax year – per year	\$15.00
- Greater than ten years prior to current tax year-per year	\$50.00
- Mortgage companies-notice of current year levy	\$ 5.00
Estimate of taxes levied in prior years using property Assessment and tax rates bylaw – per parcel/per year	\$10.00
7. Returned Cheque Fee (NSF)	\$20.00
8. Freedom of Information and Protection of Privacy Act Fees and Charges	see attached <b>Appendix I</b>
9. False Alarm Fees – Fire Alarm and Security Alarm	see attached <b>Appendix II</b>
10. Waste Management Act-Review Schedule 1 Site Profile	\$50.00 plus GST

**SCHEDULE OF FEES AND CHARGES  
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW  
NO. 2737, 2012**

**SECTION I  
MISCELLANEOUS FEES**

<b>Description</b>	<b>Fee or Charge</b>
<b>11. RCMP Fees:</b>	
Police Information Record Check	\$50.00
Fingerprints (Municipal Administration Fee including Pardon Kit Fingerprints)	\$25.00
Photographs/CD Disk – reproduction of Photographs	\$25.00
MV6020-Collision Report	\$25.00
Police Investigation Report	\$40.00
WCB Report	\$30.00
ICBC Reports-CL 152 (Records will process CL-59 and all requests for copies of MV104 as there is no charge for these reports for ICBC)	\$20.00
Field Diagram	\$30.00
Scale Diagram	\$30.00
Mechanical Investigation Report	\$400.00
Photocopy of files (\$.30 per page minimum)	\$40.00
Traffic Analyst Report	\$150.00



## THE CORPORATION OF THE CITY OF COURTENAY

### ROAD CLOSURE BYLAW NO. 2721, 2012

WHEREAS, pursuant to Section 40 of the *Community Charter*, Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway, if prior to adopting the bylaw, Council publishes notices of its intention in a newspaper and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS the Council of the City of Courtenay deems it expedient to close to traffic and remove the dedication of highway of that portion of highway comprising of seven (7) square metres in area in Part of Section 14, dedicated as Walkway at the Victoria Land Title Office by Plan VIP60575, Comox District, which is shown outlined in bold black on the reference plan prepared by M.R. Kuss, B.C.L.S. on the 10<sup>th</sup> day of August, 2012, a reduced copy of which is attached hereto as Schedule "A";

AND WHEREAS notices of Council's intention to close this portion of highway to traffic, to remove its dedication as highway, and to dispose of it were published in a newspaper and posted in the public notice posting place, and Council has provided an opportunity for persons who consider they are affected by the closure and disposition to make representations to Council;

AND WHEREAS the Council does not consider that the closure of that portion of highway will affect the transmission or distribution facilities or works of utility operators;

NOW THEREFORE the Council of the City of Courtenay in open meeting assembled, enacts as follows:

1. That portion of highway comprising of seven (7) square metres in area in Part of Section 14, dedicated as Walkway at the Victoria Land Title Office by Plan VIP60575, Comox District, which is shown outlined in bold black on the reference plan prepared by M.R. Kuss, B.C.L.S. on the 10<sup>th</sup> day of August, 2012, attached hereto as Schedule "A" (the Closed Road), is closed to all types of traffic, and its dedication as highway is removed.
2. On deposit of the reference plan attached hereto as Schedule "A" and all other documentation for the closure of the Closed Road in the Victoria Land Title Office, the Closed Road is closed to traffic, it shall cease to be public highway, and its dedication as highway is cancelled.
3. The Mayor and Director of Legislative Services are authorized to execute and deliver such transfers, deeds of land, plans and other documentation as may be necessary for the purposes aforesaid.
4. This Bylaw may be cited as "Road Closure Bylaw No. 2721, 2012".

Read a first time this 10<sup>th</sup> day of December, 2012

Read a second time this 10<sup>th</sup> day of December, 2012

Read a third time this 10<sup>th</sup> day of December, 2012

Published in two editions of the Comox Valley Echo on the    and    day of December, 2012

Finally passed and adopted this    day of    , 2013

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Mayor

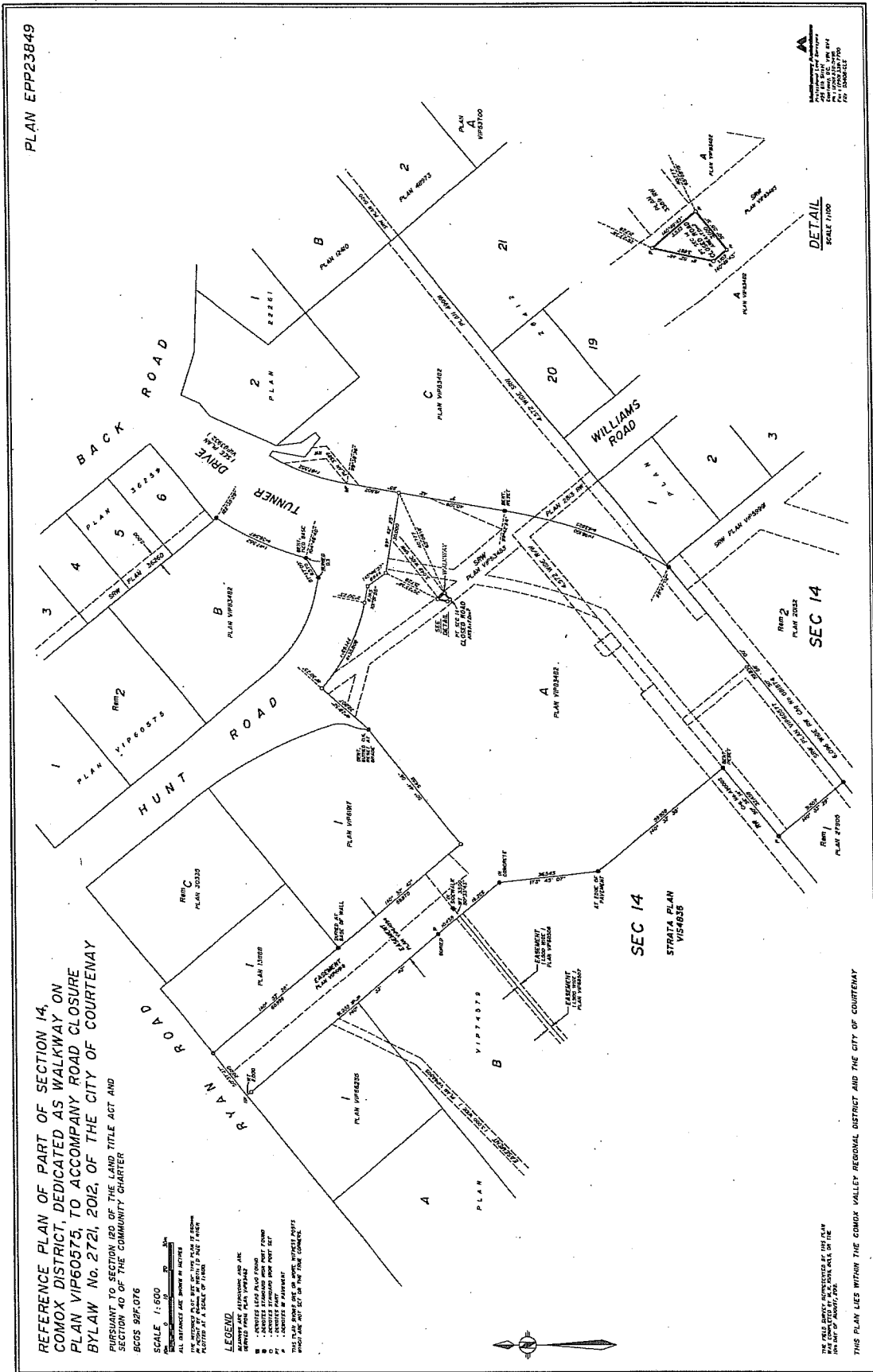
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Director of Legislative Services

G:\ADMIN\BYLAWS\2721. Road Closure Hunt Road.docx



# Schedule A





**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2736**

**A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992**

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as **“City of Courtenay Fees and Charges Amendment Bylaw No. 2736, 2012.”**
2. That **“City of Courtenay Fees and Charges Bylaw No. 1673, 1992”** be amended as follows:
  - (a) That Schedule of Fees and Charges, Section III, Appendix IV **“Garbage Collection Fees”** be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

**“Schedule of Fees and Charges Section III, Appendix IV – Garbage Collection Fees”**
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 3<sup>rd</sup> day of December, 2012

Read a second time this 3<sup>rd</sup> day of December, 2012

Read a third time this 3<sup>rd</sup> day of December, 2012

Finally passed and adopted this day of December, 2012

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Legislative Services



<b>Compactors – Mixed Waste (contains no recyclable material)</b>	<b>Per Pickup</b>
27 cubic yard	\$354.00
40 cubic yard	\$480.00
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$12.00

<b>Refuse to Recycling Centre (no tipping fees)</b>	<b>Per Pickup</b>
<b>Containers</b>	
2 cubic yard	\$8.20
3 cubic yard	\$12.30
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$4.10
<b>Compactors</b>	<b>Per Pickup</b>
40 cubic yard	\$200.00
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$ 5.00

**SCHEDULE OF FEES AND CHARGES  
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 2736  
SECTION III, APPENDIX IV  
GARBAGE COLLECTION FEES**

- A. Dwelling Basis Fee per unit per year  
- includes recyclables & yard waste pickup \$160.00
- Extra Bag Ticket (50 litre) - each \$ 2.00
- B. Residential Multifamily, Apartment, Strata per unit per year  
(Fee for yard waste, recyclables not included) \$126.00
- Additional service fee:
- (a) Recyclables pickup (all container types)  
per unit per year \$ 17.00
- (b) Yard waste pickup, per unit per year \$ 17.00
- C. Trade Premises

Where mixed waste containers are determined to include recyclable materials, the fee imposed shall be two times the regular pickup fee.

	Per Pickup
<b>Cans – mixed waste (contains no recyclable material)</b>	
1 can or equivalent (1 can = 121 litres)	\$2.45
Every additional can or equivalent 121 litres shall be charged at the rate of	\$2.45
DCBIA – per unit/premise per year (includes two cans per week plus recyclables/cardboard pickup – this fee is charged to those units that are constrained by space and cannot implement a mixed waste bin or cardboard bin service)	\$275.00
DCBIA - Recycle Toter Bin, per bin	\$ 2.00

**Containers - Mixed, Non-compacted (contains no recyclable material)**

2 cubic yard	\$15.00
3 cubic yard	\$22.50
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$7.50