



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMITTEE OF THE WHOLE
SUPPLEMENTARY AGENDA**

FILE COPY

Thursday, March 10, 2016

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REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM
"Supplementary Agenda"



To: Chairperson Miller and Committee of the Whole (March 10, 2016)
From: Janine Dougall
 Director of Environmental Services
Date: March 8, 2016
Subject: Reuse Shed Operations

Staff have been in the process of attempting to develop minimum standards associated with the operation of the reuse sheds to adequately address liability issues in a cost effective manner. These minimum standards are assuming the reuse sheds would be reopened at their current locations.

To that end, documentation regarding the issues associated with the reuse shed facilities were forwarded to a risk management company that completes assessments of local government facilities on behalf of the Municipal Insurance Association of BC. The Risk Control Survey document completed through this process is attached for further information.

Five recommendations were made in the document as follows:

1. Implement distinct hours of operation at the reuse sheds where there will be supervision and regular inspections prior to opening and after closing.
2. Install lighting to deter possible incidents during hours of darkness.
3. Consider re-locating the sheds to more visible areas of the sites and provide vehicle impact protection and improved traffic flow.
4. Improve signage at each shed regarding what can be dropped off and what should be redirected to recycling areas.
5. Secure each site and building and consider installing cameras.

In moving forward with reopening the reuse sheds, a few items need to be figured out, especially considering the recommendations outlined above. They are as follows:

1. Staff Supervision

To address the recommendation made to have supervised reuse shed operations (including a pre-opening and post-closing check and documentation), staff have developed proposed operational hours and staffing associated with the facilities. All RDBN reuse sheds have been considered in this analysis even though not all communities/rural areas have indicated a desire to reopen the reuse sheds in their current locations.

Smithers/Telkwa Transfer Station

Open Thursday, Friday, Saturday and Sunday (10:30am - 5pm) for a total of 26 hours/week. Hire a temporary RDBN attendant to operate reuse shed where currently located. Additional staffing costs are estimated at \$28,100 (28 hours/week) for a 1 year period at \$17/hr. There are sufficient monies available in the current 2016 draft recycling budget for the Smithers/Telkwa and area to fund the additional staffing requirements.



Burns Lake Transfer Station

Open Thursday, Friday, Saturday and Sunday (10:30am - 5pm) for a total of 26 hours/week. Hire temporary RDBN attendant to operate reuse shed where currently located. Additional staffing costs are estimated at \$28,100 (28 hours/week) for a 1 year period at \$17/hr. There are sufficient monies available in the current 2016 draft recycling budget for Burns Lake and area to fund the additional staffing requirements.

Vanderhoof Transfer Station

Open Thursday, Friday, Saturday and Sunday (10:30am - 5pm) for a total of 26 hours/week. Hire temporary RDBN attendant to operate reuse shed where currently located. Additional staffing costs are estimated at \$28,100 (28 hours/week) for a 1 year period at \$17/hr. There are sufficient monies available in the current 2016 draft recycling budget for Vanderhoof and area to fund the additional staffing requirements.

Fort St. James Transfer Station

Open Thursday, Friday, Saturday and Sunday (10:30am - 5pm) for a total of 26 hours/week. Hire temporary RDBN attendant to operate reuse shed where currently located. Additional staffing costs are estimated at \$28,100 (28 hours/week) for a 1 year period at \$17/hr. There are sufficient monies available in the current 2016 draft recycling budget for Fort St. James and area to fund the additional staffing requirements.

Area "D" Transfer Station

Open Friday, Saturday, Sunday (10:30am – 5:30pm) for total of 21 hours/week. Existing RDBN staff are to manage operation of reuse shed, so there would be no additional staffing costs.

Granisle Transfer Station

Open Monday, Thursday, Saturday (10:30am-5:30pm) for total of 21 hours/week. Existing RDBN staff are to manage operation of reuse shed, so there would be no additional staffing costs.

Southside Transfer Station

Open Wednesday, Friday, Saturday, Sunday (10:30am-3:30pm) for total of 20 hours/week. Existing RDBN staff are to manage operation of reuse shed, so there would be no additional staffing costs.

Knockholt Landfill

Open Saturday, Sunday (10:30am – 5:30pm) for total of 14 hours/week. Existing RDBN staff are to manage operation of reuse shed, so there would be no additional staffing costs. Existing staffing levels at the landfill are at minimal levels given the size of the facility. The proposed open hours are on the weekend only as this is when on site staff are more available to monitor the transfer station area and reuse shed area. During the week, commercial garbage disposal activities are the priority for staff and hence if the reuse shed is open, additional staffing will be required.

2. Accepted Materials List

The list of prohibited materials below was developed after conversations with Northern Health in discussing the health risks associated with bed bugs and lice. Lice, although not pleasant, are not considered a significant health issue as they do not spread diseases and they die relatively quickly after being separated from a host. Bed bugs are considered a public health nuisance and do have minor health risks associated, primarily due to the potential infections that can result from scratching bites. Further, bed bugs are very adept at surviving for long periods of time, even in relatively cold weather without human hosts. Bed bugs are most commonly found in mattresses, however they can



be found in any fabric upholstered furniture item where people tend to reside (sleep) for extended periods of time (eg. couches, loveseats, recliners etc.).

Staff are also recommending not accepting items with safety certifications (car seats, booster seats, helmets) and children's cribs, cradles, strollers and playpens, safety gates or enclosures, high chairs, infant bath seats and rings. This recommendation follows research completed on consumer product safety regulations and second-hand products. Based on the *Canada Consumer Product Safety Act* and associated regulations, any person who imports, sells, distributes or gives away products not complying with the current legislation (regulatory standards) is breaking the law in Canada. Further, for second-hand retailers, it is very important to check that the consumer products you receive have not been recalled, as children have been injured and have died using recalled products. Also, when recalled products have been repaired with retrofit kits, or other means offered by the manufacturer, make sure the product has been corrected properly as directed by the manufacturer. Due to the difficulties in ensuring that items covered by CCPSA would meet the current regulatory and safety standards, especially given the fact that some reuse sheds are proposed to be operated without additional staffing levels, the recommendation is to simply not accept these products in the reuse sheds. Below is the recommended accepted and prohibited materials lists:

Items for placement in reuse shed must:

1. Be clean and in good/reusable condition.
2. Electronic devices must be in working order.

Prohibited Materials:

1. Hazardous/toxic materials (eg. needles, medication, pesticides, cleaning products, ammunition, cosmetics)
2. Pornographic magazines and personal pleasure items intended for adult use
3. Broken, damaged or soiled items
4. Liquids
5. Food
6. Mattresses
7. Couches, loveseats or other fabric upholstered furniture
8. Items with safety certifications (eg. car seats, booster seats, helmets, etc.)
9. Children's cribs, cradles, strollers, playpens, safety gates or enclosures, high chairs, infant bath seats and bath rings or other items with safety standards

One of the outstanding items that requires clarification is the acceptance of clothing in the reuse sheds. Some have indicated that clothing items should be excluded, due to the presence of local thrift stores, while it could also be argued that the reuse sheds provide another opportunity for reuse for this material as many thrift stores have limited space.

3. Reuse Shed Rules

Staff have developed recommended rules associated with operation of the reuse sheds, based on the feedback received at the public meetings and staff knowledge and experience.

One of the potential controversial rules is the allowance of children to access the reuse sheds. There is significant liability and challenges associated with allowing children on a worksite with heavy truck traffic even with requiring that children be under the direct supervision of an adult. In addition, as the sheds are not proposed to be moved from their current locations at this time, ensuring safety is extremely problematic.



It is understood that some members of the public appreciate the educational opportunity associated with the reuse sheds for their children. It could be argued however, that thrift stores or garage sales also provide an opportunity to educate young people on the benefits of reuse, without the added liability to the RDBN. Further, upon request, the RDBN has historically and is happy to host school tours at the various transfer stations. For this reason it is being recommended by staff that children are not to have access to the reuse shed facilities.

It is also being recommended to only allow drop off of items when the reuse sheds are open and staffed. It is appreciated that there may be a desire to be able to allow drop off of items during non-operational hours, especially with the limited hours of operations proposed. As the reuse sheds are not being moved, and with the added infrastructure and complications associated with designing and constructing off hour drop off access, this is not being recommended by staff as a viable option at this time. It would however be recommended that this issue be explored in greater detail during the review and update of the solid waste management plan.

The reuse shed rules as recommended by staff are as follows:

1. Attendant has final say in determination of acceptability of items in reuse shed.
2. All items must be inspected by the reuse shed attendant prior to placement in the reuse shed.
3. Items are to be dropped off only during times reuse shed is open and staffed.
4. No loitering – maximum 15 minutes/visit, no more than 2 visits/day unless dropping items off.
5. Children and pets are to remain in vehicles at all times.
6. No aggressive behaviour or foul language will be tolerated.
7. Mass purging of the reuse shed by the public is prohibited.
8. No smoking, drug use or alcohol consumption while on RDBN property. Members of the public arriving at the reuse shed facility appearing to be under the influence of drugs or alcohol will be asked to leave the site immediately.

4. Additional Infrastructure Requirements

The Risk Control Survey recommended the installation of vehicle impact protection and improved traffic flow. Obviously if the reuse sheds are not to be moved at this time, improved traffic flow will be problematic to implement. However, vehicle impact protection is realistic and would entail the placement of concrete barriers in specific areas to protect the buildings and pedestrian traffic. The Municipal Insurance Association of BC provides grant monies to Regional Districts to assist in implementing initiatives which minimize liability. Funding from these grant monies could be utilized to purchase and install the concrete barriers.

Additional signage is also required at the reuse sheds, including, but not limited to "reuse shed rules", "acceptable and prohibited materials", "hours of operation", "liability language". Estimated costs for required signage at each reuse shed is \$2,500. The MIA grant monies discussed previously could be used to fund the costs for some, but not all of the signs.

Request for Direction

To be able to move forward with reopening the reuse sheds, direction is being requested from the Committee of the Whole on the following topics:

1. Whether to allow clothing to be an accepted item in the reuse sheds.
2. Given the proposed operations of the facilities, including, current locations, staff supervision, hours of operation, rules and accepted and prohibited materials, which communities/areas would like staff to proceed with reopening of the facilities?



RECOMMENDATION

(All/Directors/Majority)

1. That the Committee of the Whole provide direction as to the acceptability of clothing in the reuse sheds.
2. Further, that the Committee of the Whole provide direction as to which reuse sheds are to be reopened under with new operational standards.
3. That the Committee of the Whole receive the memorandum titled, "Reuse Shed Operation" and dated March 8, 2016.
4. Further, that the Committee of the Whole recommend to the Board of Directors that the following accepted and prohibited materials lists be adopted at all RDBN reuse sheds that are reopened:

Items for placement in reuse shed must:

1. Be clean and in good/reusable condition.
2. Electronic devices must be in working order.

Prohibited Materials:

1. Hazardous/toxic materials (eg. needles, medication, pesticides, cleaning products, ammunition, cosmetics)
2. Pornographic magazines and personal pleasure items intended for adult use
3. Broken, damaged or soiled items
4. Liquids
5. Food
6. Mattresses
7. Couches, loveseats or other fabric upholstered furniture
8. Items with safety certifications (eg. car seats, booster seats, helmets, etc.)
9. Children's cribs, cradles, strollers, playpens, safety gates or enclosures, high chairs, infant bath seats and bath rings or other items with safety standards

5. Further, that the Committee of the Whole recommend to the Board of Directors that the following reuse shed rules be adopted at all RDBN reuse sheds that are reopened:
 1. Attendant has final say in determination of acceptability of items in reuse shed.
 2. All items must be inspected by the reuse shed attendant prior to placement in the reuse shed.
 3. Items are to be dropped off only during times reuse shed is open and staffed.
 4. No loitering – maximum 15 minutes/visit, no more than 2 visits/day unless dropping items off.
 5. Children and pets are to remain in vehicles at all times.
 6. No aggressive behaviour or foul language will be tolerated.
 7. Mass purging of the reuse shed by the public is prohibited.
 8. No smoking, drug use or alcohol consumption while on RDBN property. Members of the public arriving at the reuse shed facility appearing to be under the influence of drugs or alcohol will be asked to leave the site immediately.

Respectfully submitted,


Janine Dougall

Director of Environmental Services

Risk Control Survey



Bulkley-Nechako RD

Provided

RECEIVED

MAR 04 2016

REGIONAL DISTRICT
OF BULKLEY-NECHAKO





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Surveyed by: Kyle Martin

Reference #: 1794563

1.0 FACILITY GENERAL INFORMATION

LOCAL GOVERNMENT NAME	Bulkley-Nechako RD
LOCATION	Re-Use Shed Sites: Area D, Burns Lake, Fort St. James, Granisle, Knockholt, Smithers-Telkwa, Southside, Vanderhoof
PERSON CONTACTED	Janine Dougall
TITLE OF CONTACT	Director of Environmental Services
INITIAL INSPECTION DATE	17-FEB-16
ASSESSMENT TYPE	<input type="checkbox"/> BOAT LAUNCH <input type="checkbox"/> CAMPGROUNDS <input checked="" type="checkbox"/> LANDFILL/TRANSFER SITE <input type="checkbox"/> PLAYGROUNDS <input type="checkbox"/> PLAYFIELDS <input type="checkbox"/> PUBLIC BUILDINGS <input type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> RECREATIONAL CENTRE/COMMUNITY HALLS <input type="checkbox"/> RECREATIONAL TRAILS <input type="checkbox"/> SKATEBOARD/BMX/BIKE PARKS <input type="checkbox"/> SWIMMING POOL/ICE ARENA <input type="checkbox"/> WATERFRONTS <input type="checkbox"/> WATER SPRAY PARK <input type="checkbox"/> WATER SYSTEM

SUMMARY AND GENERAL DESCRIPTION OF OPERATIONS

The Regional District of Bulkley-Nechako requested a review of the Re-Use Sheds within their District. Re-Use Sheds consist of small structures in local Transfer Station Depots where the general public can drop reusable items off for other members of the public to take for free from this designated area. These areas are generally not supervised during normal operating hours and in some cases not secured when the site is unoccupied. The Re Use Sheds were closed in late 2015 after there were a number of unsettling incidents that occurred within some of the structures. One incident included live ammunition and dirty diapers found at the Burns Lake Shed. Additionally two other incidents including public urination and defecating as well as the report of hypodermic needles mixed with childrens toys were found at another site. In order to re-open the Re-Use Sheds a number of recommendations were made in this report in order to provide guidance to the Regional District towards creating a safe space for this exchange of goods to continue to occur.

RISK EVALUATION

The following recommendations were made:

- 2016-01 - Implement distinct hours of operation at the Re-Use Sheds where there will be supervision and regular inspections prior to opening and after closing.
- 2016-02 - Install lighting to deter possible incidents during hours of darkness.
- 2016-03 - Consider re-locating the Sheds to more visible areas of the Transfer Sites and provide vehicle impact protection and improved traffic flow.
- 2016-04 - Improve signage at each Shed regarding what can be dropped and what should be redirected to recycling areas.
- 2016-05 - Secure each site and building and consider installing cameras.

2.0 RECOMMENDATIONS

Committed to Service Excellence

RMS reports, prepared in compliance with commonly accepted risk control standards existing at the time services are rendered, are developed from an inspection of the premises and/or from data supplied by or on behalf of the Purchaser. RMS does not purport to list all hazards. While changes and modifications referred to in the reports are designed to upgrade protection and loss prevention of the premises, RMS assumes no responsibility for management and control of these activities. RMS will not be responsible to the Purchaser for any losses or damages, whether consequential or other, however caused, incurred or suffered, as a result of the services being provided.



2.0 RECOMMENDATIONS

NUMBER OF RECOMMENDATIONS	5
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2.1 RECOMMENDATION



Hazard Description

There are no regulated hours or supervision at the Re-Use Sheds.

Cause and Effect

In adequate supervision and operating times may lead to unauthorized dumping of hazardous materials leading to serious liability issues.

Hazard Location

Re-Use Sheds

RECOMMENDATION REFERENCE ID

2016-01

RECOMMENDATION SUB-TYPE

LIFE SAFETY

RECOMMENDATION

In order to provide a safe Re-Use Shed site it is recommended that designated hours of operation be implemented in which there is a supervisor onsite that monitors the items coming in and out of the shed as well as the people entering the Re-Use Shed. Further, the supervisors should be inspecting the site prior to opening and do a final inspection before locking it up for the day. Any issues found should be logged and sent to the relevant contacts for handling. A checklist for each opening and closing inspection should be provided to the supervisor. Lastly, the supervisors should be approving the items that enter the Re-Use Shed for drop off. An "approved item" list should be provided to the supervisor.

ADEQUACY OF EXISTING CONTROLS

LOW MEDIUM
 HIGH

CONSEQUENCE RATING

1 2
 3 4
 5

LIKELIHOOD RATING

1 2
 3 4
 5

RISK SCORE-LEVEL OF RISK

1-3 INSIGNIFICANT 3-5 LOW
 5-10 MEDIUM 10-15 HIGH
 15-25 EXTREME

RECOMMENDATION STATUS

OPEN NEW REPEAT
 PENDING IN PROGRESS
 CLOSED

CODE REFERENCE

Good loss control practice.



2.3 RECOMMENDATION



Hazard Description

The Re Use Sheds locations appeared to be far away from the main operations.

Cause and Effect

Poor visibility of the Re Use Sheds may lead unwanted activity onsite and possible liability issues.

Hazard Location

Re Use Sheds

RECOMMENDATION REFERENCE ID

2016-03

RECOMMENDATION SUB-TYPE

LIFE SAFETY

RECOMMENDATION

In order to provide a safe location for members of the Public to use the Re Use Sheds, it is recommended that the Sheds be relocated, where necessary, near the main operators office area or depot in order to provide additional supervision.

In addition, it is recommended that impact protection be provided in front of the Re Use Sheds, by way of a curb stop or bollard in order to reduce possible impact injuries from taking place. It may also be of interest to the District to implement a more effective traffic flow for certain sites in order to bring more attention to the Re Use Sheds and to protect the public from possible vehicle impact injuries.

ADEQUACY OF EXISTING CONTROLS

LOW MEDIUM
 HIGH

CONSEQUENCE RATING

1 2
 3 4
 5

LIKELIHOOD RATING

1 2
 3 4
 5

RISK SCORE-LEVEL OF RISK

1-3 INSIGNIFICANT 3-5 LOW
 5-10 MEDIUM 10-15 HIGH
 15-25 EXTREME

RECOMMENDATION STATUS

OPEN NEW REPEAT
 PENDING IN PROGRESS
 CLOSED



2.3 RECOMMENDATION

CODE REFERENCE	Good loss control practice
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2.4 RECOMMENDATION



Hazard Description

There did not appear to be adequate signage onsite.

Cause and Effect

Inadequate signage may lead to items being dropped off that are hazardous or unwanted, leading to possible incidents that have occurred in the past.

Hazard Location

Re Use Sheds

RECOMMENDATION REFERENCE ID

2018-04

RECOMMENDATION SUB-TYPE

SIGNAGE GENERAL

RECOMMENDATION

It was noted that many of the sites were either missing signage directing users what they were allowed drop off, or the signage was not in an adequate place in order to be seen. Some signs were in the Re Use Sheds and others were only at the entrances to the area. Also, some of the signage was missing important information.

It is recommended that the signage be updated at each location, posted at the entrance to the Re Use Sheds as well as the entrance to the property. And each sign should include the following information:

- Hours of Operation
- List of unacceptable items (currently electronics, garbage and mattresses are listed)
- No Smoking
- Not to leave the car idling
- Not to leave children or pets unsupervised
- Emergency numbers (911 or local maintenance concerns phone numbers)
- A separate sign for items that can be recycled (to divert items from the Re Use Sheds)
- All items must be approved by the local supervisor before being dropped off

These signs may reduce possible issues arising from members of the public dropping items at the Re Use Sheds.

ADEQUACY OF EXISTING CONTROLS

LOW MEDIUM
 HIGH

CONSEQUENCE RATING

1 2
 3 4
 5

LIKELIHOOD RATING



2.4 RECOMMENDATION

LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input checked="" type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS
CODE REFERENCE	Good loss control practice	



2.5 RECOMMENDATION



Hazard Description

The Re Use sheds did not appear to be adequately secured.

Cause and Effect

Inadequately secured Sheds may lead to unauthorized entry and liability issues.

Hazard Location

Re Use Sheds

RECOMMENDATION REFERENCE ID

2016-05

RECOMMENDATION SUB-TYPE

VANDALISM GENERAL

RECOMMENDATION

In order to better protect the Re Use Sheds during off hours (even when the Sheds are closed and the Transfer Station is still open), it is recommended that the Re Use Sheds be more adequately secured. This may include better locking mechanisms (and a constant updated key list), and security cameras. These additions will help protect the public from possible violators that wish to dump items in the Sheds during off hours and lower the possible allurements of the situation.

ADEQUACY OF EXISTING CONTROLS

LOW MEDIUM
 HIGH

CONSEQUENCE RATING

1 2
 3 4
 5

LIKELIHOOD RATING

1 2
 3 4
 5

RISK SCORE-LEVEL OF RISK

1-3 INSIGNIFICANT 3-5 LOW
 5-10 MEDIUM 10-15 HIGH
 15-25 EXTREME

RECOMMENDATION STATUS

OPEN NEW REPEAT
 PENDING IN PROGRESS
 CLOSED

CODE REFERENCE

Good loss control practice



Photographs

Area D



Area D





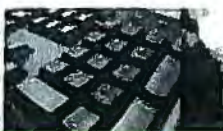
Photographs

Burns Lake



Burns Lake





Photographs

Knockholt



Knockholt





Photographs

Smithers/Telkwa



Smithers/Telkwa





Photographs

Smithers/Telkwa



Smithers/Telkwa





Photographs

Smithers/Telkwa



Southside





Photographs

Southside



Southside





Photographs

Vanderhoof



Vanderhoof

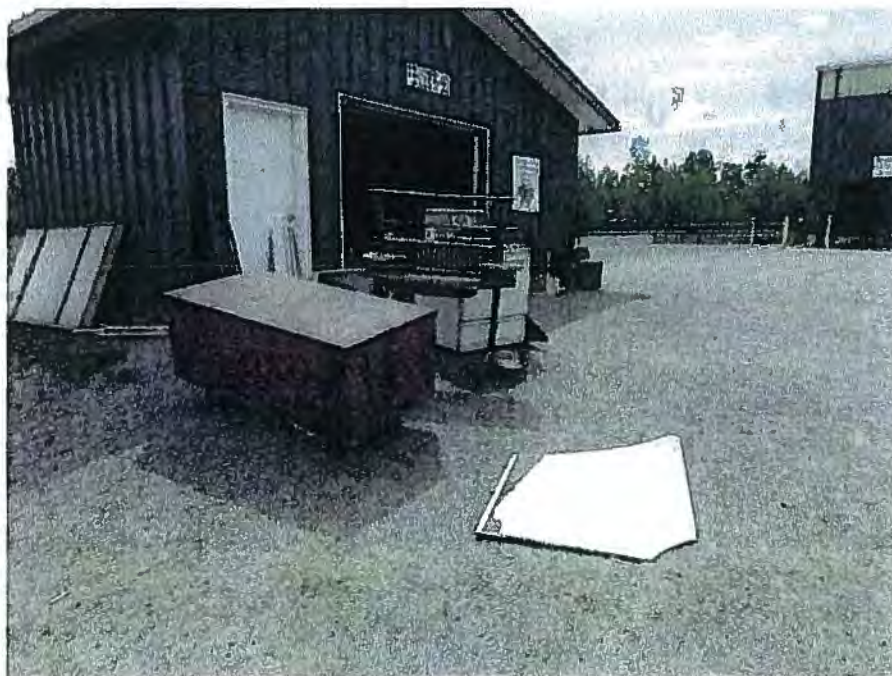


Photographs

Vanderhoof



Vanderhoof





Photographs

Vanderhoof



Vanderhoof



28

Gail Chapman

From: Geraldine Craven
Sent: March-09-16 1:14 PM
To: Gail Chapman
Subject: FW: presentation

-----Original Message-----

From: mpholz@citywest.ca [mailto:mpholz@citywest.ca]
Sent: March-09-16 11:38 AM
To: inquiries <inquiries@rdbn.bc.ca>
Subject: presentation

Hi Gail

Outline for presentation:

Currently under the Climate Action Revenue Incentive Program only reductions by municipal operation get funded. My proposal is to get the province to fund any reduction, by any entity that reduces with the same amount of the reduction benefit going to the local government were the reduction happened. However for that proposal to be accepted by the province, there is strength in number, it would be best if every town, city and RD made separate submissions as well as every organization that all the local governments are part of. Since the Climate Action Revenue Incentive Program is an existing program it could be easily expanded and at the same time help the province to meet their emissions reduction target for 2020. As it looks right now the province will miss that target.

Martin Holzbauer