

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****WASTE MANAGEMENT COMMITTEE****AGENDA**

Thursday, June 16, 2022

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>CALL TO ORDER</u>	
	<u>AGENDA</u> – June 16, 2022	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
3-6	Waste Management Committee Meeting Minutes – May 12, 2022	Approve
	<u>COMMITTEE ADVOCACY</u>	
	None	
	<u>SOLID WASTE ADVISORY COMMITTEE UPDATE</u>	
	Verbal Report – Alex Eriksen, Director of Environmental Services – June 14 Meeting Review	
	<u>POLICY REVIEW</u>	
	None	
	<u>DIVERSION & RECYCLING</u>	
7-8	Jannette Derksen, Waste Diversion Supervisor -Vanderhoof Transfer Station – Electronics Collection Pilot Program Draft Service	Recommendation
9-11	Jannette Derksen, Waste Diversion Supervisor -Reusable Metal Salvage - Pilot Program for Burns Lake Transfer Station	Recommendation
12-15	Alex Eriksen, Director of Environmental Services -Houston and Fraser Lake Recycling	Recommendation
	<u>MISCELLANEOUS</u>	
	Verbal Report – Cost Recovery Update – Alex Eriksen, Director of Environmental Services	Receive
16-17	Alex Eriksen, Director of Environmental Services - Burns Lake and Fort St. James Transfer Stations & Recycling Depots: Proposed Hours of Operation	Recommendation

OPERATIONS UPDATE

Verbal Updates- Alex Eriksen, Director of Environmental Services

- 1. Knockholt Capacity and Phase 3 Expansion - Update**
- 2. Department Activity**

FUTURE MEETING TOPICS

- 2m3 Rule Discussion – Strategy, Challenges, Enforcement – July 2022**

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**WASTE MANAGEMENT COMMITTEE MEETING****Thursday, May 12, 2022**

PRESENT: Chair Mark Fisher

Directors Gladys Atrill – via Zoom
Shane Brienen
Chris Newell
Jerry Petersen
Gerry Thiessen

Director Michael Riis-Christianson
Absent

Staff Curtis Helgesen, Chief Administrative Officer– via Zoom
Cheryl Anderson, Director of Corporate Services
Janette Derksen, Waste Diversion Supervisor
Alex Eriksen, Director of Environmental Services
John Illes, Chief Financial Officer
Wendy Wainwright, Deputy Director of Corporate Services

Others Clint Lambert, Electoral Area “E” (Francois/Ootsa Lake Rural)
– left at 3:35 p.m.
Linda McGuire, Village of Granisle – via Zoom – left at 3:27 p.m.
Sarrah Storey, Village of Fraser Lake– via Zoom – left at 3:27 p.m.

CALL TO ORDER

Chair Fisher called the meeting to order at 2:35 p.m.

AGENDAMoved by Director Brienen
Seconded by Director Newell**WMC.2022-5-1**

“That the Waste Management Committee Agenda for May 12, 2022 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Waste Management
Committee Meeting Minutes
April 14, 2022**Moved by Director Petersen
Seconded by Director Brienen**WMC.2022-5-2**

“That the Minutes of the Waste Management Committee for April 14, 2022 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

COMMUNITY ADVOCACY

Chair Fisher provided an update regarding:

- Attended teleconference calls with the Waste Management Association
 - o Discussed tires in the region and across the province not being picked up for recycling on a consistent basis
- Attended the Northern Working Group Meeting for the Coast Waste Management Association
 - o Good cross section of members
 - o Heard consistent message regarding collaboration and sharing information across northern BC.

Verbal Report – Chair Fisher – Welcome Youth Members

- Not able to attend today's meeting
- Chair Fisher has scheduled a Zoom meeting with youth members May 17th to provide an overview and preparation for a future Waste Management Committee (WMC) Meeting.

SOLID WASTE ADVISORY COMMITTEE (SWAC) UPDATE

Verbal Report – Alex Eriksen, Director of Environmental Services – First Meeting Date

- First Meeting is tentatively scheduled for June 14, 2022
- Staff have drafted a welcome e-mail with upcoming meeting date – not yet sent to members
- Staff will provide an update at the next WMC Meeting.

POLICY REVIEW

None

DIVERSION & RECYCLING

None

MISCELLANEOUS

Review of Cost Recovery and the RDBN

The following was discussed:

- Other groups unable to capitalize on cost recovery initiatives
- Polluter paid principle
- Implementing recommendations outlined in the Solid Waste Management Plan (SWMP)
- Incentives for diversion
- Resistance from rural residents
- Largest operating expense to implement cost recovery is staffing
 - o Each additional weigh scale will require additional staffing
- Unfunded liability for landfill closures – ensure incorporation in all planning and implementation of diversion initiatives moving forward
- Looking at diversion – if do not have a model that is fair and equitable across the region
- Balance and combination of fees/property taxation
 - o Shift/move the industry subsidization from one property class to another property class
 - o Some individuals will pay more, and some will pay less
 - o Those that continue to landfill rather than divert waste will continue to pay
 - o User pay model
 - Complete cost recovery through tipping fees – no taxes
 - Large urban centres can do full cost recovery
 - o Rural demographic – challenging to eliminate taxation
 - o Operation costs a consideration in reducing taxation
 - o Board to determine model

MISCELLANEOUS (CONT'D)

- Shifting responsibility to the individual
- Require updated Waste Characterization and Recycling Feedstock Inventory
- Addressing municipal waste pickup to incentivize diversion
- Addressing illegal dumping
 - o Impact to backcountry
- Innovative ideas to encourage diversion
- Residential recycling is Recycle BC's mandate
- Challenges with commercial waste
- Education campaigns and communication
- Amount of recyclable beverage containers being landfilled
- Organics diversion
 - o Methane gas recovery
 - o Currently operations do not generate large enough methane gas amounts to use on a large scale
 - o Small scale Bio-digesters
- Staff will bring forward proposed implementation plan for consideration.

Waste Characterization and Recycling Feedstock Inventory Update

Discussion took place regarding:

- The Study providing information regarding potential material that can be diverted
 - o Assist in developing cost recovery model
 - o The number and timing of field sampling events
 - o Cost and funding of the waste characterization and recycling feedstock inventory
 - o Full field-based waste characterization study
 - o Adjusting the scope of the project
 - o Determining a baseline of waste being disposed at RDBN facilities
 - o Real time data
 - o Difference across the region.

Waste Characterization and Recycling Feedstock Inventory Update Moved by Director Atrill
 Seconded by Director Thiessen

WMC.2022-5-3

"That the Board approve XCG as the consultant for conducting the Waste Characterization and Recycling Feedstock Inventory in 2022/2023 based on the proposed project budget of \$125,000 to be funded through general operations within the Environmental Services budget."

Opposed: Director Newell CARRIED

(All/Directors/Majority)

Verbal Update – Highlights of the SWANA (Solid Waste Association of North America) Zero Waste Conference

Mr. Eriksen and Ms. Derksen outlined highlights of the SWANA Waste conference:

- In person conference was beneficial
- Good seminars and networking opportunities
- Connections with contractors to move forward waste initiatives
- Received updates regarding stewardship programs and waste
- Toured a tire recycling plan, metal recycling facility and zero waste facility.

OPERATIONS UPDATE

Verbal Update – Knockholt Capacity and Waste Re-routing Plan Update

Mr. Eriksen provided an update regarding Knockholt capacity and waste re-routing. Weather dependent, the Knockholt expansion is scheduled to begin in June 2022. There is currently two months of space existing at the landfill before having to adjust for capacity.

Verbal Update – Department Activity

Mr. Eriksen noted that the Department is planning and moving forward with its capital projects and budgeted items for 2022.

FUTURE MEETING TOPICS

- Recycling Depot Discussion – May 2022
- 2m3 Rule Discussion – Strategy, Challenges, Enforcement – June 2022
- Daily Cover Material – Considerations for Sawmill waste (Hog fuel) – June 2022

ADJOURNMENT

Moved by Director Newell
 Seconded by Director Brien

WMC.2022-5-4

“That the meeting be adjourned at 4:11 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Fisher, Chair

Wendy Wainwright, Deputy Director of
 Corporate Services



REGIONAL DISTRICT OF BULKLEY-NECHAKO MEMORANDUM

To: Chair and Waste Management Committee

From: Janette Derksen, Waste Diversion Supervisor

Date: June 16, 2022

Subject: Vanderhoof Transfer Station – Electronics Pilot Program

RECOMMENDATION

- 1) That the Committee recommend that the Board approve the plan for the pilot program for Electronics Material Collection and Removal from the Vanderhoof Transfer Station.
- 2) That the Committee recommend that the Board authorize staff to initiate the contract negotiations with SD91 based on the terms and conditions of the draft contract provided.

BACKGROUND

In March 2022, staff brought forward the concept of the “one-stop-shop” at the RDBN transfer stations by incorporating additional Extended Producer Responsibility (EPR) Programs, to increase waste diversion and recycling. It was identified that some EPR programs were already being hosted by local, privately-owned Bottle Depots and, should the RDBN host the same programs, it could affect the revenue for the Bottle Depots. The program with the greatest financial impact to Bottle Depots, if shared with another entity is electronics recycling. With this impact in mind, three options were provided for consideration. The Committee chose to move forward with Option B (Waste Management Committee memo – March 17, 2022):

OPTIONS B - Establish collection points at RDBN Transfer Stations for EPR programs currently managed by the Bottle Depots, who would receive the revenue through the steward. The goal would be to try and minimize RDBN staff time used for this and have robust agreements with the Bottle Depots for servicing the on-site program.

The Committee approved to focus on a pilot program for the Vanderhoof Transfer Station by establishing an agreement with the local bottle depot operated by School District 91 (SD91). It was agreed that this location had the greatest need for diverting electronics and SD91 was in favour of having the opportunity to work with the RDBN in some way to divert more waste from the landfills.

Staff have drafted a contract agreement with general terms and conditions, and a description of the service for the Committee to Review. Once a contract agreement is finalized and accepted by SD91, this would initiate a pilot program for more electronics diversion in their area. This program would be a continuation of the current contractual agreement that SD91 has with the Steward (EPRA) for their electronics recycling program, except having a secondary collection location at the Vanderhoof Transfer Station and Recycling Depot. EPRA would not advertise on their website that the Vanderhoof Transfer Station be a collection location as it would not hold the contract for that material.



CONTRACT REVIEW

Attached is the Draft contract agreement for the Committee to review. Staff will receive feedback and adjust the contract for more clarity if needed before presenting to SD91.

CLOSURE

Staff has drafted a contract agreement for the Vanderhoof Bottle Depot (SD91) to make clear that the RDBN can provide a small amount of space and minimal labour for the collection of electronics for the Vanderhoof Bottle Depot and that SD91 will be responsible for all other resources needed to fulfil the agreement.

Respectfully Submitted,

Janette Derksen
Waste Diversion Supervisor

Attachments:

Draft Contract - Electronic Collection and Removal Agreement 2022



REGIONAL DISTRICT OF BULKLEY-NECHAKO MEMORANDUM

To: Chair and Waste Management Committee

From: Janette Derksen, Waste Diversion Supervisor

Date: June 16, 2022

Subject: Reusable Metal Salvage – Pilot Program for Burns Lake Transfer Station

RECOMMENDATION

That the Committee recommend that the Board approve the establishment of a reusable metal salvage pilot program at the Burns Lake Transfer Station.

BACKGROUND

At the March 17, 2022 Waste Management Committee meeting, Staff provided several potential operational site changes to increase re-use options at RDBN Transfer Stations. One of the initiatives was to try a 'daily' drop area for metal salvage. There was some apprehension from the committee to re-introduce the metal salvage concept due to the historical experiences the RDBN faced with the previous non-restricted salvage approach. The re-use of materials and items is an important component of reducing waste and saving money for residents, however, the potential loss of revenue for the RDBN from having our metal piles salvaged was a concern for the committee. Although this revenue is an important component of the funding model, the social aspect of re-usable materials persuaded most committee members to support staff efforts to explore the metal salvage option presented.

PILOT PROGRAM CONCEPT

Staff worked with site attendants to design a program that would provide respectful re-use options but also ensuring safety for staff and public. The focus of the program is to allow metal salvage for re-use and repair, not high-volume, or high value salvage. The goal for this pilot is to keep the development costs relatively low to allow management staff to truly assess the pilot programs progress over the next several months. The program should prevent high-volume salvage and be manageable for existing staff. The physical infrastructure needed for the program will be minimal and adjustable so the procedure can be refined as needed.

Location

Staff proposes to use Burns Lake Transfer Station for the pilot program, as it is close to management staff for monitoring purposes and is large enough to accommodate the public use area.

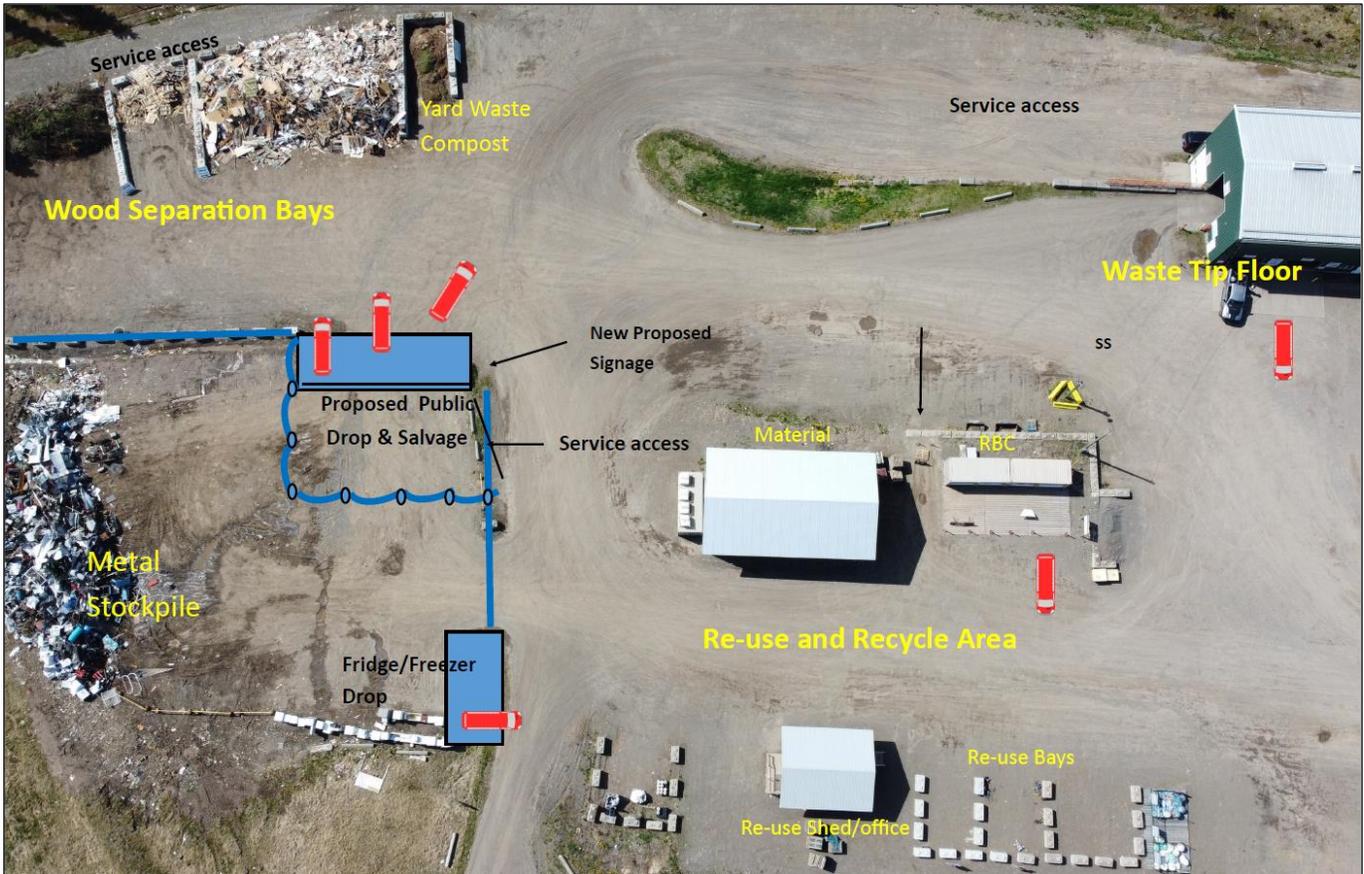
Public Drop & Salvage Zone

Staff will cordon off an area near the metal pile with portable barricades and signage that will be a barrier between the "Public Drop & Salvage" zone, and the "No-Public Access" zone (metal stockpile). Staff will monitor these zones but will allow the public to examine and salvage items that may be re-used for a project or repaired. Staff will inform people that high-volume or high-value salvage is not permitted.

The area chosen for the "Public Drop-off and Salvage" zone is in the line-of-sight from where attendants



are mainly stationed. The dimensions of this zone will be based on the traffic and volumes of the metal at the site. As we do not want the public to crawl over or climb on the metal, the material in the zone will have to be kept to a safe height and dispersed appropriately. Rig-Mats will be placed at the public access point with rubber bumpers or curb stops to prevent vehicles from going too far into the zone. This will keep vehicles safe and minimize the impact to tires. Below is the concept layout for the Burns Lake Transfer Station.



Once the “Public Drop & Salvage” zone is full and/or the inventory is stagnant, staff will remove barriers and push metal material into the metal stockpile in the “No-Public-Access” zone, clearing the “Public Drop & Salvage” zone. Modifications to the plan might be needed to re-define and delineate the area should the public breach their zone. The intent is to keep the zones flexible to grow and shape as needed.

Staff will encourage the public to drop off specific re-useable items such as intact metal drums, small motors, compressors, automotive parts, tin roofing and fencing material etc. to the “Reusable Items” bay that is situated with the other Re-use bays. Staff will facilitate this by moving appropriate items to the “Re-useable items” bay if found. The “Re-useable Items” bay will be monitored and periodically cleaned up if the inventory is stagnant. The “Re-useable Items” bay has been tested at the Burns Lake Transfer Station for over approximately one year and has proven to be a successful initiative for re-use.

Enforcement

Site staff will be provided additional training and suggested speaking-notes on ways to educate and



engage the public, encourage the safe and proper use of the program and to disengage if there is conflict. All program rules and procedures will be posted with clear signage and info boards at the “Public Drop & Salvage” zone. It has been recognized that allowing the opportunity to salvage metal for reuse and repair, will likely minimize some public confrontations over metal salvaging, but it is not expected to eliminate conflict.

Evaluating the Success of the Pilot

There are several factors that will determine if the program is successful and practical to replicate at other transfer stations. These are:

- 1) **Public Perception:** Does the public use and value the ability to salvage re-usable metal items?
- 2) **Safety:** Is the program providing a safe place and procedure for the public to drop-off and salvage metal items and for staff to manage the program?
- 3) **Site operations:** Are the new zones interfering with site operations or obstructing other areas of the site?
- 4) **Enforcement:** Are the rules and procedures of the program being followed by the public with minimal conflict?
- 5) **Staff Capacity:** Is site and management staff utilizing excessive time managing the program properly, educating the public, dealing with conflict, or adjusting existing operational procedures to accommodate?

The assessment period for the program will be the remainder of 2022. If adjustments to the program are made to address issues that arise, the assessment period can be extended to evaluate the changes.

Respectfully Submitted,

Janette Derksen
Waste Diversion Supervisor

Attachments: None



REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM

To: Chair Fisher and Waste Management Committee

From: Alex Eriksen, Director of Environmental Services

Date: June 16, 2022

Subject: Houston and Fraser Lake Recycling

RECOMMENDATION

1. That the Committee recommend to the Board that staff should proceed with developing final design and budgets for the establishment of Recycle BC Depots at the Knockholt Landfill and Area 'D' Transfer Station.

BACKGROUND

In 2018, the RDBN was funding private recycling initiatives in Burns Lake, Fraser Lake, Houston, Ft. St. James and Vanderhoof for a total approximate cost of \$172,000. On November 5, 2018, due to the planned establishment of Recycle BC Depots, the Board passed a motion to reduce existing funding to the above private recycling businesses by 50% in 2019 and 100% in 2020. In 2018, the Vanderhoof Bottle depot funding was halted. In 2019, with the establishment of the Burns Lake and Ft. St. James Recycling Depots, the funding for the Burns Lake Recycling Center and District of Ft. St. James was halted.

Currently, the Fraser Lake and Houston Bottle Depot continue to receive funding for residential cardboard recycling and transport of material. The existing agreements are currently not adequate and these towns are the only centers in the RDBN that currently do not have Recycle BC Depots.

Houston

The Houston Bottle Depot did not receive reduced funding in 2019 or 2020 as planned and currently receives annual funding of \$42,000 for residential cardboard and mixed-plastics recycling. An additional sum of \$43,000 is budgeted to pay Cascades Recovery for transporting and processing the collected cardboard. In 2021, the total reimbursed amount was \$104,000 due to the increases in transportation costs. The owner of the Houston Bottle depot is not interested in operating a Recycle BC depot.

In February of 2019, staff brought several location options for establishing a Recycle BC Depot to the Board, which included the Knockholt Landfill (deemed too constrained), a vacant parcel in the Houston Industrial zone (complicated process) and the old Houston Landfill site (most practical). A public consultation process in 2019 resulted in the Old Houston Landfill site being removed as an option. In 2020 and 2021, Staff inquired about several properties in the Houston Industrial zone that could be suitable for a Transfer Station and/or Recycling Depot but no property owners were interested in selling. One District-owned property that was being planned for a septage receiving facility was pursued in 2020 but was deemed too small to house the required facilities.



Staff has worked with the District of Houston to identify potential properties close to the town that would be suitable for a Transfer Station and Recycling Depot, however there are currently no promising options. The Knockholt Landfill and Transfer Station is approximately 12km from the Houston Town center, and there is a benefit to the Town having a more proximal facility.

In March 2022, staff reconsidered the option to establish a Recycling Depot at the Knockholt Landfill site which also has a public Transfer Station. The Phase 3 Landfill expansion project has forced staff to re-design and develop a new section of the Site to accommodate public drop-off for numerous materials which has identified potential space for a Recycle BC depot. Despite being a significant distance from the Houston town center (12km), there is a benefit to utilizing the existing RDBN waste management facility for the Recycling Depot.

Fraser Lake

The Fraser Lake Bottle Depot did not receive reduced funding in 2019 or 2020 as planned and currently receives annual funding of \$52,400 for residential Cardboard Recycling. The owner of the Fraser Lake Bottle Depot has been pursuing a contract with Recycle BC since 2019, however, COVID 19 related disruptions have delayed that process. In February 2022, the owner informed the RDBN that the Recycle BC contract was in place and scheduled to commence in July 2022 however, upon further analysis the owner could not justify the labour requirements of the Recycle BC program. The owner reached out to the RDBN requesting funding to operate the Recycle BC program otherwise the contract would be declined.

In March 2022, staff began considering the option to operate a Recycle BC Depot at the Area 'D' Transfer Station. Discussions with the municipal and rural directors revealed that there was a preference to have a Recycling Depot located within the Fraser Lake Town Boundaries for convenience as the Transfer Station was too far out (4.5km). It was agreed that a Recycling Depot located at the Transfer Station was better than no residential recycling service and that a Depot could be established without permanent infrastructure to allow for possible future relocation.

EVALUATION AND PROPOSAL

Staff is recommending that the RDBN establish residential recycling depots, under Recycle BC contracts at the Knockholt Landfill and the Area 'D' Transfer Station. Considerations for different locations can be examined at a later date.

Cost

In both Houston and Fraser Lake there was concern about having a Recycling Depot located at too great a distance from the town centers, which would discourage residents from utilizing the facility. This is probably true to some extent, however establishing Recycling Depots in the Town boundaries (not on existing RDBN waste management facilities) would come at significant additional costs for land acquisition and development, infrastructure, equipment purchases and new labour. The following table summarizes some of the approximate costs associated with establishing Recycling Depots at existing facilities and off-site locations in Houston and Fraser Lake. The presented costs are approximations and do not include all potential costs, however they do clearly demonstrate that utilizing existing sites is significantly cheaper for capital development and in Fraser Lake, less expensive to operate since existing labour could manage the additional workload. The land acquisition cost in Fraser Lake is set \$0 because the town has available land to



donate or lease for this purpose.

Cost Comparison: Existing vs. New Land & Infrastructure Expense	Fraser Lake		Houston	
	Town	ADTS	Town	KLF
Land Aquisition (purchase, admin., legal etc.)	\$0	\$0	\$200,000	\$0
Land Development (Access, hydro, fences etc.)	\$200,000	\$10,000	\$200,000	\$10,000
Storage Structure (Pre-eng Cover-all building, lockblocks etc.)	\$50,000	\$50,000	\$50,000	\$50,000
Seacans x2 (Public Drop-off)	\$40,000	\$40,000	\$40,000	\$40,000
Office/Washroom (Building, connections, furniture etc.)	\$75,000	\$0	\$75,000	\$0
Equipment (skidsteer)	\$100,000	\$0	\$100,000	\$100,000
Misc. (Design, traffic barriers, signage etc.)	\$25,000	\$5,000	\$25,000	\$5,000
Total Approximate Capital Cost	\$490,000	\$105,000	\$690,000	\$205,000
Annual Labour & Benefits (56 hours per week)	\$90,000	\$0	\$90,000	\$90,000
Annual Operations (utilities, maintenance, supplies etc.)	\$20,000	\$5,000	\$20,000	\$5,000
Total Approximate Operational Cost	\$110,000	\$5,000	\$110,000	\$95,000

Distance

Although having the Recycling Depots (and Transfer Stations for that matter) within the town limits would be ideal for any region as municipalities are the service centers for rural residents, this is actually not the case for most of the RDBN facilities. Currently, all of the active Transfer Stations and Recycling Depots except for Southside, are located at former RDBN Landfill sites several kilometers from the towns. Below is a table with the distance of the Transfer Stations and Recycling Depots to their respective Town centers

Town Center	Distance to Transfer Station	Recycling Depot
Smithers	11 km	Yes
Telkwa	4.5 km	Yes
Houston	12 Km	No
Granisle	3 km	Yes
Burns Lake	4 km	Yes
Fraser Lake (Area 'D')	4.5 km	No
Vanderhoof	2.5 km	Yes
Ft. St. James	3.5 km	Yes
Average	5.6 km	
Southside	20 km	Yes

Compared with the rest of the RDBN Facilities, Houston would have the furthest Recycling Depot at 12 km (the Southside location is anomalous and is not being included in the average) and Fraser Lake would have a fairly typical distance if established at the existing Transfer Stations.

Design

Existing RDBN Recycling Depots consist of Seacans (Metal Shipping Containers) with roll-up



doors for sorting recyclables, an office, a storage building and a farm tractor for moving pallets and totes. Each Transfer Station also has a re-use shed which may also be part of the design considerations. Staff has evaluated the function of each site with Recycling Depots and concluded that any future depots would consist of non-permanent infrastructure to allow for better flexibility when upgrading or redeveloping a site. The main limitation of existing sites is the permanence of the storage buildings and offices, which greatly hinders any adjustments to overall layout of the Recycling Depots and thus the potential for improvement.

The concept design of the Houston and Fraser Lake Recycling depots located at the existing Transfer Stations include only non-permanent and portable structures, this means that if in the future there is support for in-town Recycling Depots, the established Depots can be moved with minimal cost and effort.

CLOSURE

Increasing the Recycling opportunities in the RDBN is important for the region and Houston and Fraser Lake are currently the only communities in the region without Recycle BC depots. It is the most cost-effective and practical to establish Recycle BC Depots at the existing Knockholt (Houston) and Area'D' (Fraser Lake) Transfer Stations rather than acquire and develop new properties closer to the town centers. Establishing Recycle BC Depots at Knockholt and ADTS will provide fair and equitable access to recycling and consistent delivery of service across the RDBN, which supports the Solid Waste Management Plan and its directives.

Respectfully Submitted,

Alex Eriksen
Director of Environmental Services

Attachments:
None



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM**

To: Chair and Waste Management Committee

From: Alex Eriksen, Director of Environmental Services

Date: June 16, 2022

Subject: Burns Lake and Ft. St. James Transfer Stations & Recycling Depot: Proposed new hours of operation.

RECOMMENDATION

1. That the Committee recommend that the Board approve changing the Burns Lake Recycling Depot public open hours to match the existing Transfer Station Hours, for a total of 21 additional hours per week.
2. That the Committee recommend that the Board approve reducing the Ft. St. James Transfer Stations Saturday operating hours to 10:00am to 6:00pm and approve changing the Ft. St. James Recycling Depot operating hours to match the proposed Transfer Stations operating hours, for a net total of 19 additional man-hours per week.

BACKGROUND

The Environmental Services (ES) department is primarily responsible for delivering waste management services to the residents and business in the RDBN and the operation of the Transfer Stations and Recycling Depots play an integral role in delivering this service. Currently there are four (4) Recycling Depots operated by the RDBN, two (2) of which are open all of the same hours as the corresponding Transfer Station (Smithers-Telkwa and Vanderhoof) and two of which have both shortened daily hours and fewer open days per week than their respective Transfer Stations (Burns Lake and Ft. St. James). It has been a common complaint in Burns Lake and Ft. St. James that the Recycling Depots are not open during Transfer Station operating hours.

In March 2022, the Board approved increases to the Environmental Services Wage budget to improve the continuity and capacity of the Department which included, among other items, increasing the Burns Lake and Ft. St. James Recycling Depot open hours to match the existing hours of the respective Transfer Stations.

BURNS LAKE TRANSFER STATION AND RECYCLING DEPOT

Staff evaluated the unique conditions and needs of the Burns Lake area and discussed several potential scenarios with the CAO and municipal and rural Directors. The following table summarizes the current and proposed hours of operations for the Burns Lake Transfer Station & Recycling Depot:



Burns Lake Transfer Station & Recycling Depot Hours of Operation																
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Weekly Hours	Additional staff hours
	from	to	from	to	from	to	from	to	from	to	from	to	from	to		
Current TS Open	8am	6pm	8am	6pm	8am	6pm	8am	6pm	8am	6pm	10am	6pm	10am	6pm	66	
Current TSManned	8am	6pm	8am	6pm	8am	6pm	8am	6pm	8am	6pm	10am	6pm	10am	6pm	66	
Proposed TS	no changes														66	0
Current RD Open	closed		closed		10am	5pm	10am	5pm	10am	5pm	10am	5pm	10am	5pm	35	
Current RD Manned	closed		closed		10am	5pm	10am	5pm	10am	5pm	10am	5pm	10am	5pm	35	
Proposed RD Open	8am	6pm	8am	6pm	8am	6pm	8am	6pm	8am	6pm	10am	6pm	10am	6pm	66	
Proposed RD Manned	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	56	21

The scenario proposed above is fewer additional hours than proposed and approved at the March 2022 Budget meeting, however staff is confident that this scenario will be manageable at this site and provide the required service. Staff recommends the committee approve the above proposed hours of operation.

FT. ST. JAMES TRANSFER STATION AND RECYCLING DEPOT

Staff evaluated the unique conditions and needs of the Ft. St. James area and discussed several potential scenarios internally. The following table summarizes the current and proposed hours of operations for the Ft. St. James Transfer Station & Recycling Depot:

Ft. St. James Transfer Station & Recycling Depot Hours of Operation																
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Weekly Hours	Additional staff hours
	from	to	from	to	from	to	from	to	from	to	from	to	from	to		
Current TS Open	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	8am	6pm	10am	6pm	58	
Current TS Manned	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	8am	6pm	10am	6pm	58	
Proposed TS Open	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	56	-2
Current RD Open	closed		closed		10am	5pm	10am	5pm	10am	5pm	10am	5pm	10am	5pm	35	
Current RD Manned	closed		closed		10am	5pm	10am	5pm	10am	5pm	10am	5pm	10am	5pm	35	
Proposed RD Open	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	56	
Proposed RD Manned	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	10am	6pm	56	21

The scenario proposed above is fewer additional hours at the Recycling Depot and Transfer Station than proposed and approved at the March 2022 Budget meeting, however staff is confident that the reduced transfer station hours will still adequately serve the community and area. Staff recommends the committee approve the above proposed hours of operation.

CLOSURE

Increasing the Recycling opportunities in the RDBN is important for the region and increasing the operating hours of the Burns Lake and Ft. St. James Recycling depots is a practical step towards that goal.

Respectfully Submitted,

Alex Eriksen
Director of Environmental Services

Attachments: None