



STAFF REPORT

DATE: May 4, 2023

FILE: EASC

TO: Chair and Directors,
Electoral Areas Services Committee

FROM: Dave Leitch
Chief Administrative Officer

RE: CORTES ISLAND CURBSIDE RECYCLING PICKUP REMEDIATION PLAN

PURPOSE/PROBLEM

To provide an update regarding the development of a collection yield remediation plan for Cortes Island as required by Recycle BC.

EXECUTIVE SUMMARY

At the April 12, 2023 Committee meeting, the attached report was received, which outlined the need to increase the yield of recyclable materials collected as part of the curbside program on Cortes Island. The draft plan to increase the yield was submitted to Recycle BC which has accepted the plan. Actions to increase the collection yield will commence on May 16.

The remediation plan outlines the proposed steps including glass collection in the curbside program, additional promotion and education about the service. It also contemplates alternating weeks for recycling and solid waste pickup should the volumes exceed the collection contractor's capacity to collect both waste streams on the same day. Meetings with Recycle BC and the collection contractor are ongoing as we refine the implementation schedule to ensure the service continues to run safely and smoothly, and residents have adequate time to incorporate the changes into the waste management routine.

The summer season typically sees higher volumes of solid waste as well as an influx of visitors to the island. Collection yields are expected to increase due to this seasonal change, which may skew the impact of the campaign.

Staff will continue to provide updates on the plan and any changes to the service delivery as they evolve.

RECOMMENDATION

THAT the report from the Chief Administrative Officer be received.

Respectfully:

A handwritten signature in blue ink, appearing to read "Dave Leitch", is written over a horizontal line. The signature is stylized and cursive.

Dave Leitch
Chief Administrative Officer

Prepared by: S. Fisher, Engineering Services Coordinator

Attachments: Strathcona Regional District – Curbside Collection Remediation Plan – 2023
Copy of April 3, 2023 report to Electoral Areas Services Committee



April 14, 2023

STRATHCONA REGIONAL DISTRICT – CURBSIDE COLLECTION REMEDIATION PLAN – 2023

Goal – To increase Curbside recycling collection volumes on Cortes Island.

OPPORTUNITIES	STRATEGIES
<ul style="list-style-type: none"> - Current users of the curbside service for household solid waste but who are taking their recyclables to the depot - Current users of the curbside service for household solid waste who may be putting recyclables in the waste stream - Visitors and seasonal residents who may lack awareness of curbside recycling - Increase curbside glass collection - Collaboration with Comox Strathcona Waste Management community campaigns on Cortes Island 	<ul style="list-style-type: none"> - Promote and encourage the use of curbside recycling via direct marketing in user invoices, on social media and on local newspaper and radio - Promote and educate diversion of curbside recyclables from the solid waste stream - Connect with the hospitality and short-term rental sector by placing posters in high-traffic locations - Support and collaborate with the collection contractor on a word-of-mouth campaign - Collaborate with the Area Director on messaging - Work with CSWM on messaging and materials that can be used during community events, promoting curbside recycling

RISKS	MITIGATION
<ul style="list-style-type: none"> - Overwhelming the collection contractor - Increased contamination of curbside recycling - Broken glass posing a risk to collection contractors and depot employees - Inability to reach seasonal residents and tourist community 	<ul style="list-style-type: none"> - Move to alternating weeks for recycling and refuse pick-up - Consider clear plastic bags for refuse to better identify users prone to contamination - Support and collaborate with collection contractor on monitoring and enforcement - Coordinate and discuss proper containment and handling procedures of glass with the collection contractor and depot

<p>STAGE ONE</p>	<ul style="list-style-type: none"> - Create a webpage for the initiative - Create a mail-out insert to include in the annual user fee invoices that are distributed to all curbside customers - Place posters at the depot and high-traffic areas on the island (ferries, grocery store, etc.) including the URL to direct people to where they can find more info - Social Media posts on the local Cortes Island Facebook groups and on the Tideline blog - Update collection contractors' handout and 'oops' notice - Work with the contractor to find a way of safely collecting and separating glass
<p>STAGE TWO</p>	<ul style="list-style-type: none"> - Increase the frequency of Social Media Posts - Provide sound bites for Cortes Radio; consider a radio interview - Work with the Area Director to see if he would like to engage and leverage his Social Media following

SCHEDULE

- March 6th – Meet with CSWM to better understand the depot volumes vs the curbside volumes
- March 10th – Meet with a contractor to discuss requirements, risks, opportunities, and timelines
- April 12th – Present Recycle BC letter to the Regional Board of Directors
- April 15th – Send response letter and Remediation Plan to Recycle BC
- April 15th to May 15th – Liaise with Recycle BC for review and refinement of the Remediation Plan
- May 16th – Initiation of Remediation Plan
- May 29th – 2023 annual Cortes Refuse bill to be sent to residents
- June 27th – Request a summary from Recycle BC on collection volumes (separate glass from commingled) post Plan implementation
- June 29th – Check in with the collection contractor and discuss collection data
- July 15th – Cortes Days – opportunity to distribute information at the event
- August 7th – Check in with the collection contractor
- August 15th – Provide 1st quarterly update to Recycle BC



STAFF REPORT

DATE: April 3, 2023 **FILE:** EASC

TO: Chair and Directors,
Electoral Areas Services Committee

FROM: Dave Leitch
Chief Administrative Officer

RE: CORTES ISLAND CURBSIDE RECYCLING PICKUP REMEDIATION PLAN

PURPOSE/PROBLEM

To consider a letter from Recycle BC requiring the Regional District to develop a collection yield remediation plan for Cortes Island.

EXECUTIVE SUMMARY

On January 25, 2023 staff met with Recycling BC representatives to discuss the recycling volumes being collected through the curbside program on Cortes Island. The volume of recycling being collected is far below the volumes stipulated in the Statement of Work in the contract with Recycle BC and is the lowest volume per household of any curbside program in the Province.

On February 22, 2023 Recycle BC issued a formal letter requiring the SRD to develop a plan by April 15 2023, to increase the volume collected in the curbside program within 90 days. Failure to increase collection yield may result in a decrease to the funding the SRD receives from Recycle BC to subsidize the collection program. A reduction in the subsidy may require an increase in the Cortes Island Solid Waste service user fees.

Following receipt of the letter staff met with representatives from the Comox Strathcona Solid Waste service to better understand the recycling volumes being taken directly to the depot. While significantly more recycling is being taken directly to the depot, to achieve the target collection rate of 45,000kg or 67kg/household, virtually 100% of the eligible materials taken to the depot would need to be collected curbside. Not everyone who takes recycling to the depot is eligible for curbside collection, including commercial properties, material from the outer islands brought to Cortes depot, the Klahoose First Nation, tourists, and live-aboard boat residents. This indicates that we may not be able to achieve the desired volumes stipulated by Recycle BC.

The reasons for not meeting the minimum volume requirements set by Recycle BC for Cortes Island may be significantly correlated to local culture and custom. If the Regional District is unsuccessful in negotiating an agreement with Recycle BC based on achievable goals it is likely that increased tipping and/or collection may need to be considered.

RECOMMENDATION

THAT the report from the Chief Administrative Officer be received.

Respectfully:



Dave Leitch
Chief Administrative Officer

Prepared by: *S. Fisher, Engineering Services Coordinator*

Attachments: Recycle BC's February 22 2023 letter

COPY



Request to Submit: Collection Yield Remediation Plan

February 22, 2023

Attention:

Sheena Fisher
Engineering Services Coordinator
990 Cedar St.
Campbell River, BC V9W 7Z8

Re: Requirement to develop a Collection Yield Remediation Plan

Dear Sheena,

Thank you for taking the time to meet with Brendan and I on January 25, 2023 to discuss the Strathcona Regional District's (SRD) curbside collection program on Cortes Island.

As per our discussion, Recycle BC has concerns regarding the increasing household count and low kilogram per household capture rate observed with Cortes Island's curbside recycling program. As discussed, the SRD's Cortes Island curbside program brings in the lowest volume of material for any curbside program in our network. This is also a unique scenario where the local depot (Cortes Island Depot) receives more volume by weight than the corresponding curbside program.

As discussed in our meeting, section 4 of attachment 5 to schedule 2.1(a) of the Statement of Work outlines a required collection yield of 135 kilograms per household and states that Recycle BC may request a remediation plan be drafted and implemented if the average annual amount of In-Scope PPP collected per Curbside Household by Contractor, in any 12 month period (based on the Curbside Household Baseline) falls below this.

The below table shows annual tonnage in kilograms received from the curbside program on Cortes Island:

Year	2014	2015	2016	2017	2018	2019	2020	2021	2022
Weight (kg)	3,133	6,290	10,158	6,549	4,745	9,300	4,785	8,712	11,246
Household Count	569	569	569	569	569	569	569	570	603
Kg/Household	5.51	11.05	17.85	11.51	8.34	16.34	8.41	15.28	18.65

** Please note that the first record I have on file of a household count is from April 2019 so this was used to estimate the annual kg/household for years preceding 2019.

For your reference, in comparison to other like size communities in the province, the average capture rate per household averages four times that collected on Cortes Island. As such, Recycle BC is requiring the Strathcona Regional District to develop and submit a Collection Yield Remediation Plan for the curbside collection program by May 15th, 2023, outlining actions and procedures to be implemented (with associate timeframes for each action) for the purpose of increasing the capture rate per household, or in scope, curbside materials to meet program requirements.

The requirement of this plan will be to increase the kg/household rate of material collected on Cortes Island to align with like sized communities throughout the province. Utilizing the most recent household count of 673 homes, this equates to an increased, total annual capture rate of in scope, residential material of 45,000 kgs, or 67 kg/household.

Primary points of concern:

- 1) The household count on the SRD's Cortes Island continues to increase, and the annual tonnage received does not mimic this increase in population;
- 2) The Cortes Island Depot seems to be the favoured material management method on Cortes Island, as demonstrated by the volume of material collected at the depot versus in the curbside program;
- 3) Collection of depot only materials at the curb, such as flexible plastics and foam packaging as part of the SRD's curbside collection offering is in breach of Recycle BC program requirements. These materials are required to be brought to the depot by individual residents;
- 4) Segregated glass can be collected curbside as per your current SOW, pending it is collected and managed separate from other materials. There has not been reported volume for this material since January 2020.

Key Dates and Required Deliverables:

- 1) Submission of a thorough and complete curbside Collection Yield Remediation Plan with a summarized list of all proposed actions/activities to implement and time frames for each action, along with specifics for the planned promotion and education campaign and monitoring strategy by April 15th, 2023;
- 2) April 15th - May 15th will provide an opportunity for review and implementation of revisions. Final plan will be submitted by May 15th, 2023;
- 3) Initiation of the Collection Yield Remediation Plan no later than May 15th, 2023;
- 4) The SRD will provide quarterly updates to Recycle BC starting August 15, 2023, detailing the progress and outcomes of the remediation plan;
- 5) If material volume increase is not observed within 90 days (August 15, 2023, comparing year over year averages) of beginning to execute the plan, the SRD will work with Recycle BC to establish additional changes to address the low capture rate. A meeting will be scheduled to go over the plan implementation and results to date.

Please note that at Recycle BC's discretion, failure to increase collection yield may result in an equitable downward change in the Fees paid to the SRD to reflect the reduces value of the amount of material collected.

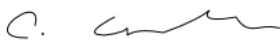
As much detail as possible should be provided in this plan, inclusive of timelines for measuring results.

Thank you for your attention and immediate actions to these concerns.

If you have any questions, please do not hesitate to reach out.

I look forward to hearing from you,

Sincerely,



Christine Combe
Field Services Specialist
Recycle BC
Phone: 604-908-8913
Email: combe@recyclebc.ca

CC: Wolfgang Parada, Senior Manager, Engineering Services, Strathcona Regional District; Brendan McShane, Director Collection, Recycle BC