



REGIONAL DISTRICT OF BULKLEY-NECHAKO

WASTE MANAGEMENT COMMITTEE
(Committee of the Whole)

SUPPLEMENTARY AGENDA

Thursday, January 14, 2016

Page		Action
	1) Reports/Documents	
2-3	Smithers-Telkwa Transfer Station Re-Use Shed Proposal, Submitted by Mark Fisher, Darcy Repen and Taylor Bachrach	Receive
	2) New Business	
	3) Adjournment	

RECEIVED

Smithers-Telkwa Transfer Station Re-Use Shed Proposal
Submitted by Mark Fisher, Darcy Repen and Taylor Bachrach
January 13, 2016

JAN 13 2016

REGIONAL DISTRICT
OF BULKLEY-NECHAKO

Restoring Re-use Shed Service:

In order to achieve the goal of restoring the re-use shed service at the Smithers-Telkwa Transfer Station, we propose the following:

1. Tender a management contract for the re-use shed, to be paid for using a portion of the Smithers-Telkwa recycling allocation (the Alcan grant in lieu of taxes). The recycling reserves for Smithers, Telkwa and Area A currently contain \$82,000 and it is expected there will be a minimum annual surplus of \$17,200. This annual allocation is not confirmed or guaranteed, due to uncertainty of the ICI service provider as well as cardboard ban, but is assumed as a minimum annual amount for this proposal. Allocation of this funding would be subject to approval by Smithers and Telkwa councils.
2. It is proposed that the initial contract should be for a period of one year, due to uncertainty with regard to how much surplus will be available over the longer term.
3. It is expected the proposals will come in between \$25,000 and \$50,000 per year, however we have chosen not to commit to a specific amount until after proposals are reviewed.
4. Efforts will be made to develop other revenue streams through waste-based economic development programs in subsequent years. Director Fisher will follow up on this with the Bulkley Valley Economic Development Association.
5. It is expected that shed management will be somewhat autonomous, as per the terms of the contract. It is proposed that the contract to be managed by the Regional District's Sustainability Coordinator.

Addressing Safety Concerns:

To address the documented safety concerns at the Smithers-Telkwa re-use shed, we propose the following:

1. **Building Relocation:** Move the re-use shed to a new location near the compost area.
2. **Receiving Area:** Build a covered lean-to on the side of the shed to act as a receiving area. The receiving area should be enclosed with chain link fence and include several large drop-slots for depositing re-usable materials. Alternative systems may be required for furniture and large items. The public would be able to deposit material in this receiving area regardless of whether the re-use shed was open. Material not properly put in the receiving area, and material the contractor deems not suitable for re-use, would be moved to the transfer station floor by the RD attendant.
3. **Signage:** Install signage clearly stating that the public may not take any material from the receiving area and that the area is monitored by video camera. Signage would also address re-use shed etiquette and other logistical matters.

4. **Budget for Capital Costs:** Utilize Area A Gas Tax funds to cover all expenses related to the changes in facility. These include, but are not limited to, relocating the shed, building the lean-to and installing signage, and implementing video surveillance. Operating costs, such as maintenance and operation of the video equipment, can be built into the management contract.
5. **Management of Behaviour:** Develop a clear protocol for the contractor to guide how they deal with potential situations involving inappropriate behavior by users of the re-use shed. This would include documenting issues and notifying authorities.
6. **Further Work:** This re-use shed proposal is intended to be independent of the work staff have undertaken to conduct a safety audit of all RD transfer station facilities. Staff should continue to explore funding options through MIA, WorkBC, and other agencies to conduct a region wide safety audit of the facilities, with the expectation that the auditor will make recommendations that will help manage all re-use sheds and salvaging in an acceptable way.

Process and Timeline:

1. January 2016: staff to develop RFP outlining expectations of contractor
2. February 2016:
 - a. Logistics and cost of infrastructure changes finalized, Gas Tax funds secured.
 - b. RFP reviewed and published (Feb 29 deadline).
3. March 2016:
 - a. Options for safety audit presented to board
 - b. Develop site specific 'safety protocol' if it does not exist
 - c. Waste-based economic development project proposal finalized
4. March 31 2016: Re-use shed management contract awarded.
5. April 2016: Infrastructure changes made to facility.
6. May 1 2016: Shed re-opened.

Proposed Expectations of Contractor:

1. Be present when the re-use shed is open to the public.
2. Have shed open a minimum of 30 hours per week, with the majority on weekends.
3. Interact with the public (answer questions, educate users)
4. Document by weight/volume all materials received, landfilled, and re-used.
5. Given first choice of dropped off items and permitted to take from receiving area.
6. Provide all personal safety gear and be registered with WorkSafe BC, WCB.
7. Complete a workshop in conflict resolution, non-violent crisis intervention training, or similar, prior to commencing operations.
8. At slow times, salvage and organize material from the woodpile for public re-use.
9. Follow safety protocol established to deal with conflict situations.
10. Report monthly to the Regional District regarding volume of material (in and out); time spent organizing receivables, hours shed was open, hours spent on wood or other materials at the transfer station, problem incidents involving the public, personal or public feedback, and general suggestions.