

Policy Title: Non-Profit Reuse Tipping Fee Subsidy CSWM		Policy Number: P73
Policy Category: Engineering		
Approval Date: June 25, 2020		Policy Owner: Engineering Branch
Approved by: Board		File Reference: 0340-50

The purpose of the Reuse Tipping Fee Refund is to support the viability of reuse organizations, thereby extending the life of products and materials while reducing the environmental impacts and supporting community and social services. This policy provides guidelines for consideration of providing a refund to subsidize tipping fees, based on the guiding principles of eliminating reusable material going to landfill and moving towards a circular economy of waste.

Policy Statement

Requests will be considered on a first come, first serve basis, with consideration to available funding. Refund applications must be submitted to the Comox Valley Regional District (CVRD) by completing the application form attached as Appendix A. Requests are approved by the Senior Manager of Comox Strathcona Waste Management (CSWM) Services or their alternate. Requests are to be received no later than December 1 for the following year. Successful applicants will be required to provide statistics and data to the CSWM service in order to continue receiving funding. Site visits to ensure all criteria is met may be required prior to approval.

A. Non-Profit Reuse Tipping Fee Refund Criteria:

All organizations applying for funding must identify an individual who will act as the coordinator for the organization and they must provide their non-profit number. Refunds will be provided on an annual basis in the form of a cheque or credit to the customer's account. Funding is based on the volume of material brought to the closest regional landfill facility. Staff may request a tour of facility operations to ensure all criteria below is being met and maintained.

Applications must meet the following criteria in order to be considered:

1. The organization must be a registered non-profit and provide their non profit number.
2. The non-profit organization has identified itself to the CSWM service, stating the nature and types of materials collected as donations from residents who live within the CSWM service area;
3. The non-profit organization has an account with the CSWM service that is in good standing and must continue to remain in good standing throughout the year;
4. The organization has established that their operation is open to the general public and that funds raised will not be used by or for the group members but are intended to go back to the local community for social or community services that are open to all residents;
5. The organization has confirmed the wastes collected are not generated as a result of any activity of the organization, due to renovations, construction or collected elsewhere and brought to the donation drop off location by the organization for disposal in their waste stream;

6. The organization has signage posted at their location to indicate what types of donations are welcome and when they should be left;
7. The organization attempts to prevent after hours dumping at their donation drop off location by limiting areas normally accessible during donation drop off times;
8. The group/society will ensure the safety of volunteers and staff by advising the CSWM of any hazardous, controlled or prohibited wastes (as per Bylaw No. 170 Schedule “B – Prohibited Waste”), collected or being delivered to a CSWM facility;
9. The organization has established agreements or a relationship with a member organization that will ensure all applicable extended producer responsibility (EPR) programs are in place to divert as much as possible from the waste stream and capture valuable resources;
10. The organization must host an education session at least once per year to educate residents on the importance of waste diversion;
11. The organization must sign up and advertise to the community that they are a collection center for EPR materials related to their business (see Appendix B for a list attached of current EPR programs);
12. The organization will conduct material exchanges, when possible, to ensure that items which need to be circulated out of the organizations facility are given a second recovery opportunity by being donated or brought to an alternate location. This will ensure items are circulated to other communities in need or to specific organizations where they can be of use and ensures reusable items are being kept out of landfill, this may include transferring the material to a remote community, family in need or free store or provided for free at the organizations retail location.

Coordinator Responsibilities:

The Coordinator for the refund applications will ensure that:

1. The operator of each transport vehicle disposing of waste at the CSWM facility is provided with the account to be charged;
2. All participants are aware there is no financial compensation for this work outside of refund funding;
3. The loads contained in each transport vehicle are properly secured while travelling to prevent wind-blown debris; and
4. All recyclable, divertible or hazardous wastes as defined in Bylaw No. 170 are separated from the waste delivered to the landfill.

Process

Reporting

At the end of every year each organization must submit diversion data. Included in the data will be the volume of EPR material diverted, either mega bag counts (confirmed by stewardship) or tonnage, any scrap metal tonnages and any additional diversion volumes. The report shall also include a brief summary of any education sessions hosted by the non-profit, including number of residents that participated and any comments. In addition, please include any volume (cubic meters or tonnage) of materials donated for a second recovery opportunity.

Funding

Funds are calculated based on tonnage of material diverted from landfill. For each tonne diverted, the non-profit organization will receive a discounted tipping fee rate of \$90 for one tonne of landfilled waste. Funds will only be provided to match the volume landfilled. There is no credit to be applied to future landfilled materials. Funds will be provided in the form of a cheque at the end of each calendar year, provided all information is received by the CVRD before the deadline. Funding is provided on a first come first serve basis.

Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping

Appendix



Thrift Store Diversion
Refund Rate
Application

Name of Coordinator:		Contact Info: (phone or email)	
Organization Name:		Non-Profit #	
Mailing Address:			
Landfill Account Number:		Previous year's Tipping fees:	
Disposal facility:	CVWMC <input type="checkbox"/> CRWMC <input type="checkbox"/>	Other disposal facility:	

Waste diverted, please select all that apply:

Cardboard <input type="checkbox"/>	Paper <input type="checkbox"/>	Books <input type="checkbox"/>	Textiles <input type="checkbox"/>
Metal <input type="checkbox"/>	RecycleBC Glass <input type="checkbox"/>	Wood <input type="checkbox"/>	Electronics <input type="checkbox"/>
Batteries <input type="checkbox"/>	Appliances (CESA) <input type="checkbox"/>	Appliances (MARR) <input type="checkbox"/>	Refundable containers <input type="checkbox"/>
Hazardous waste <input type="checkbox"/>	Lights and Ballasts <input type="checkbox"/>	Furniture <input type="checkbox"/>	<input type="checkbox"/>
Date: _____ Signature: _____			

Ensure loads contained in each transport vehicle are properly secured while travelling to prevent wind-blown debris.

Additional copies of the application form are available on the CSWM website www.cswm.ca.

For all telephone inquiries, please contact the CSWM service at 250-334-6016

Forms can be faxed, emailed or mailed to:

Tipping Fee Waiver Program
Comox Valley Regional District
770 Harmston Avenue, Courtenay, BC
V9N 0G8
Email: cswm@comoxvalleyrd.ca
Fax: 250-334-4358

For internal use only: Date received: _____ Date approved: _____ Applicant advised: <input type="checkbox"/> Landfill advised: <input type="checkbox"/> Disposal date: _____	Scale attendant use only: Date of disposal: _____ Ticket #: _____ Weight (kg): _____
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List of current Extended Producer Responsibility programs:

<https://www.rcbc.ca/recycling-programs/epr#Current>



For a detailed description of each program, click on the links below

- [BC Used Oil Management Association](#)
- [BC Brewers' Recycled Container Collection Council \(BRCCC\)](#)
- [Call2Recycle](#)
- [Canadian Battery Association](#)
- [Electrical Equipment Manufacturers Association](#)
- [Electronic Products Recycling Association](#)
- [ElectroRecycle Small Appliance Recycling Program](#)
- [Return-It](#)
- [Health Products Stewardship Association](#)
- [Major Appliance Recycling Roundtable](#)
- [Recycle BC](#)
- [Outdoor Power Equipment Institute of Canada](#)
- [Product Care Recycling](#)
- [Recycle My Cell](#)
- [Thermostat Recovery Program \(TRP\)](#)
- [The TELUS Return and Recycle Program](#)

- [Tire Stewardship BC](#)