

**Subject:** Tipping Fee Waiver Requests

**Category:** Engineering Services (solid waste)

**Procedure Reference:** 5360-40

The purpose of this policy is to provide guidelines for consideration of waiving tipping fees based on the guiding principles of eliminating or reducing environmental impact, improving social and community connectivity, and reducing financial hardship during emergency circumstances.

All Tipping Fee Waiver requests will be considered and approved based on their eligibility. Requests will be considered on a first come, first serve basis with consideration to available funding. Maximum funding for any one group/individual will be assigned annually through the Financial Plan.

Tipping Fee Waiver requests must be submitted to the Comox Valley Regional District (CVRD) by completing the Tipping Fee Waiver Request form attached as Appendix A. Waiver requests are approved by the Senior Manager of Comox Strathcona Waste Management (CSWM) Services or their alternate. Requests are to be received a minimum of two weeks prior to the event and must meet the parameters of one of the following sets of criteria:

**A. Environmental clean-up waiver:**

Environmental clean-up waivers are available for community groups wanting to canvas an area to collect litter and debris. Waivers will be approved if they meet the following criteria:

1. The group/individual has identified itself to the CVRD stating the nature, location and purpose of the community clean up event;
2. The group/individual has identified someone as the event coordinator for the group, organization or agency;
3. The group/individual has provided information as to the date and time of the clean-up, as well as the date they wish to dispose of the material;
4. The group/individual has established that the lands to be cleaned are lands which are normally accessible to the public, are not privately owned, leased, used exclusively by or rented by the group, organization or agency undertaking the cleanup;
5. The group/individual has identified an environmental benefit from an aesthetic or pollution prevention perspective for cleaning the site;
6. The group/individual has ensured the safety of volunteers and CSWM staff by advising the CVRD of any hazardous, controlled or prohibited wastes (as per Bylaw No. 170 “Schedule B – Prohibited Waste”), that will be collected or delivered to a CSWM facility as a result of the cleanup;
7. The group/individual has confirmed the wastes collected during the clean-up were not generated as a result of prior activity of the group, organization or agency;
8. The group/individual has agreed to ensure all reasonable efforts are made to divert clean and/or uncontaminated materials from the landfilling process and that all recyclable material is separated prior to disposal.

**B. Community events waiver:**

Community event waivers will be approved for organizations that are hosting community events and require assistance with diversion/collection/disposal of wastes generated by the event.

Waivers will be approved if they meet the following criteria:

1. The group/society has identified itself to the CVRD stating the nature and purpose of the community fundraising event and has provided the group's not-for-profit corporation number;
2. The group/society has identified an individual who will act as the event coordinator for the group, organization or agency;
3. The group/society has provided information as to the date and time of the community event, as well as the date they wish to dispose of the material;
4. The group/individual has established that the event is open to the general public and that funds raised will not be used by or for the group members;
5. The group/society has clearly identified an environmental/diversion benefit related to the event occurring, the group/society must work with CSWM staff to identify the benefit of waste collected at the event;
6. The group/society will ensure the safety of volunteers and staff by advising the CVRD of any hazardous, controlled or prohibited wastes (as per Bylaw No. 170 Schedule "B – Prohibited Waste"), collected or being delivered to a CSWM facility, as a result of the event;
7. The group/society has confirmed the wastes collected during the event were not generated as a result of prior activity of the group, organization or agency;
8. The group/society has agreed to ensure all reasonable efforts are made to divert applicable materials from the landfilling process and that all recyclable and divertible material is separated prior to disposal and any organic waste will be collected in accordance with the organic waste diversion program.

**C. Emergency Event waiver:**

Under certain circumstances, the CSWM service may work with volunteers or organizations to remove waste from the community on an emergency/special circumstance basis. All requests for an emergency Tipping Fee Waiver are to be handled on a case by case basis and are approved by the CVRD Chief Administrative Officer.

1. The appropriate agency or senior level of government should be approached prior to approaching the CSWM service for a Tipping Fee Waiver request.
2. If the waiver request is approved, the applicant will receive an authorization letter valid for the date of disposal specified in the application, and which provides for a waiver of tipping fees for material collected as part of the emergency event.
3. The group/individual or society will ensure all materials deposited in a CSWM Waste Management Centre as a result of the emergency event clean-up are properly recorded and sorted (when possible) to ensure recyclables are not entering the landfill, as per Bylaw No. 170 "Schedule B – Prohibited Waste".

**Event coordinator responsibilities:****The event coordinator for the waiver events will ensure that:**

1. The operator of each transport vehicle disposing of waste at the CSWM facility is provided with a copy of the Tipping Fee Waiver authorization letter prior to arrival;
2. All participants are aware there is no financial compensation for this work;
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 and placed in the appropriate containers, either collected at the event or placed into approved containers provided at the waste management centres. This information is available as Appendix B.

**Approval History**

Policy adopted:	November 27, 2000
Amended:	February 28, 2005 Revisions: To include charitable organizations whose goals include the reuse and recycling of consumer products including but not limited to clothing, furniture, appliances and housewares. (Adds Section A-5, Section B-5, Section C-4, and Section D-3)
Amended	May 10, 2012 Revisions: To separate the policy into two sections, one for Tipping Fee Waivers for volunteer community cleanup events and the other for a 50 per cent tipping fee discount for registered non-profit groups with the goals of reuse and recycling of consumer products and/or building materials.
Amended	September 6, 2018 Revisions: Repeal and replace with one policy to address environmental clean ups, community event waivers and emergency requests.

**Appendix A – Tipping Fee Waiver Request form**



Tipping Fee Waiver Request

**Type of Waiver Event:**    Environmental    Community    Emergency

**Event Description:**

Name of Event Coordinator:	Contact Information:
Organization Name:	Non-Profit # (if applicable):

If this event is sponsored by another organization(s), please list the name(s):

**Event details:**

Date(s) of Event:	Location of Event:
Material to be: Delivered to landfill <input type="checkbox"/> Picked Up from site <input type="checkbox"/>	Disposal facility: CVWMC <input type="checkbox"/> CRWMC <input type="checkbox"/>
Collection site:	Disposal Date:

**Waste generated. Please check all that may apply:**

Tin/foil containers <input type="checkbox"/>	Paper <input type="checkbox"/>	Organics <input type="checkbox"/>	Foam packaging <input type="checkbox"/>
Metal <input type="checkbox"/>	RecycleBC Glass <input type="checkbox"/>	Cardboard <input type="checkbox"/>	Soft Plastics <input type="checkbox"/>
Regular Garbage <input type="checkbox"/>	RecycleBC Plastic <input type="checkbox"/>	Reusable items <input type="checkbox"/>	Refundables <input type="checkbox"/>
Hazardous waste <input type="checkbox"/>	Appliances <input type="checkbox"/>	Furniture <input type="checkbox"/>	Textiles <input type="checkbox"/>

**Emergency Waiver Authorization:** \_\_\_\_\_

(Senior Manager of CSWM Services or CAO)   **Date**

Ensure loads contained in each transport vehicle are properly secured while travelling to prevent wind-blown debris. If you have rented a bin, please ensure with the driver that the bin is not overloaded.

**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](mailto:cswm@comoxvalleyrd.ca)  
 Fax: 250-334-4358  
 Telephone: 250-334-6016



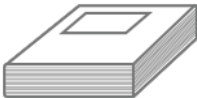


Additional copies of the application form are available on the CSWM website [www.cswm.ca](http://www.cswm.ca).

<b><u>For internal use only:</u></b> Date received: _____ Date approved: _____ Applicant advised: <input type="checkbox"/> Landfill advised: <input type="checkbox"/> Proposed disposal date: _____	<b><u>Scale attendant use only:</u></b> Date of disposal: _____ Ticket #: _____ Weight (kg): _____
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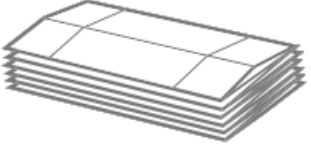


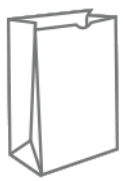
**Appendix B – [RecycleBC material list – items to be diverted](#)**

## Paper

Material	Description	Do not include
 <p>Newspapers and flyers</p>	<p>Daily and community newspapers and advertising flyers</p>	<p>Plastic bags used to cover newspapers/flyers (take to <a href="#">Recycle BC recycling depot</a>)</p> <p>Rubber bands</p>
 <p>Magazines, Catalogues</p>	<p>All types</p>	
 <p>Telephone books</p>	<p>Phone books; directories</p>	<p>Hardcover or paperback books (donate or sell)</p>
 <p>Paper gift wrap and greeting cards</p>		<p>Non-paper gift wrap</p> <p>Ribbons or bows</p> <p>Musical greeting cards with batteries**</p>
 <p>Writing/home office paper and correspondence</p>	<p>Note pads; loose leaf paper; white or coloured computer, copier and printer paper; printed paper; plain and window envelopes; shredded paper</p> <p><i>If you live in a community or multi-family building that has separate bins or bags for paper and containers recycling, you may place shredded paper securely inside a paper bag or box (to prevent litter) and include with your paper recycling.</i></p> <p><i>If you live in a community or multi-family building that utilizes one bin or bag for all of your recycling, please place shredded paper inside a securely-tied, see-through, plastic bag (no opaque, coloured or black bags) and place at the curb separately.</i></p>	<p>Padded envelopes</p>


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## Paper Packaging for Dry Goods



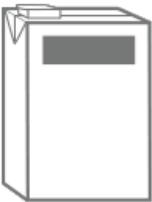
Material	Description	Do not include
 Corrugated cardboard boxes	<p>Shipping boxes, grocery and liquor store boxes, pizza boxes</p> <p><i>Empty boxes</i></p> <p><i>Flatten large corrugated boxes and cut down to no larger than 30" wide (78 cm) X 30" tall (78 cm); staples and tape OK</i></p>	<p>Cardboard boxes with wax coating, e.g., empty shipping boxes made available for residents to transport their groceries home</p>
 Cardboard/boxboard	<p>Boxes for cereal, shoes, tissues, pizza, frozen entrees, desserts, detergent, etc.</p> <p>Carrier trays for bulk bottled water, soft drinks, cans, food, etc.</p> <p>Cores for paper towel and toilet tissue</p> <p><i>Flatten and place boxboard directly into the collection container, not inside another box</i></p> <p><i>Remove liner bags and food residue</i></p>	<p>Paper towels or napkins (include with green waste, if applicable)</p> <p>Tissues</p>
 Moulded boxboard packaging	<p>Egg cartons, take-out beverage trays, empty paper-based garden pots, etc.</p>	<p>Dirt in paper-based garden pots</p>
 Paper bags (kraft paper)	<p>Any colour, including brown grocery sacks, white prescription bags, brown envelopes</p>	<p>Padded envelopes</p> <p>Foil-lined bags, e.g., packaged cookies</p>

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## Paper Packaging for Dry Goods (cont.)

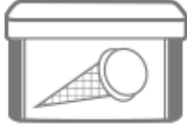
Material	Description	Do not include
 Multi-layer paper bags	Multi-layered bags for pet food, flour, sugar, etc.  <i>Empty and rinse bags</i>  <i>Remove lids and place loose with container recycling</i>  <i>Recycle paper sleeves separately</i>	Bags with a foil layer Bags with a thin plastic layer

## Cartons and Cups (recycle with Containers)

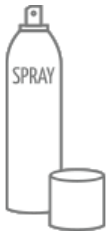
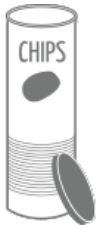

Material	Description	Do not include
 Paper cups	For hot and cold beverages  <i>Empty and rinse cups</i>  <i>Remove lids and place loose with container recycling</i>  <i>Recycle paper sleeves separately</i>	Straws
 Gable-top cartons	For milk, milk-type beverages, cream, substitute eggs, sugar, molasses, etc.  <i>Empty and rinse cartons.</i>	Juice cartons (return for deposit refund)
 Aseptic boxes or cartons	For milk, milk-type beverages, cream, soup, broth, sauces, etc.  <i>Add loose to recycling container</i>	Juice/drink boxes (return for deposit refund) Straws Stand up pouches



## Cartons and Paper Cups (cont.)

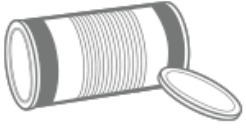
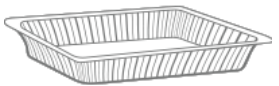


Material	Description	Do not include
 Frozen dessert boxes	For ice cream, frozen yogurt, etc.  <i>Empty and rinse cartons</i>	

## Containers

Material	Description	Do not include
 Empty aerosol cans	For food, air fresheners, shaving cream, deodorant, hairspray, etc.  <i>Empty cans.</i>  <i>Remove caps and place loose in recycling container.</i>	Spray paint cans** Aerosol cans with any contents remaining** Propane cylinders**
 Spiral wound cans and metal lids	For frozen juice concentrate, potato chips, cookie dough, coffee, nuts, baby formula, etc.  <i>Remove lids and place loose in recycling container.</i>	
 Aluminum cans and lids	For food, e.g., seafood, cat food, etc.  <i>Empty and rinse cans.</i> <i>Labels OK.</i>	Propane tanks or propane canisters** Deposit cans (return for deposit refund)



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## Containers (cont'd)

Material	Description	Do not include
 <p>Steel cans and lids</p>	<p>For food including pet food; tins for cookies, tea, chocolates, etc.; include metal lid</p> <p><i>Empty and rinse cans. Labels OK.</i></p>	<p>Steel beverage cans (return for deposit refund)</p> <p>Steel paint cans**</p> <p>Coat hangers (return to dry cleaners)</p> <p>Pots, pans and baking trays**</p> <p>Propane cylinders **</p> <p>Metal toys**</p> <p>Appliances**</p> <p>Metal hardware or other scrap metal**</p> <p>Wiring or metal cords, extension cords**</p>
 <p>Aluminum foil and foil take-out containers</p>	<p>Foil wrap and take-out containers including pie plates, food trays, etc.</p> <p><i>Empty and rinse containers.</i></p>	<p>Chip or foil bags</p> <p>Foil wrap with paper backing for butter, cigarettes, etc.</p> <p>Foil-lined cardboard take-out containers or lids</p>
 <p>Plastic jugs with screw tops</p>	<p>For milk, cooking oil, laundry detergent, fabric softener, cleaning solutions, cleaning products, body care products, windshield washer fluid, etc.</p> <p><i>Empty and rinse jugs. Labels OK.</i></p>	<p>Jugs for flavoured tea, juice, other beverages (return for deposit refund)</p>
 <p>Plastic clamshells</p>	<p>For baked goods, fruit, produce, eggs, etc.</p> <p><i>Containers are clear with hinged or click-closed tops.</i></p> <p><i>Empty and rinse containers.</i></p> <p><i>Labels OK.</i></p>	<p>Packaging labelled biodegradable or compostable</p> <p>Liquid-absorbing pads</p>

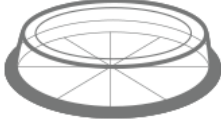



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## Containers (cont.)

Material	Description	Do not include
 <p>Plastic bottles and caps</p>	<p>For food, dish soap, mouthwash, shampoos, conditioners and other personal care products, pills and vitamins, laundry products, household cleaners, automotive cleaners, e.g., glass cleaner, windshield washer fluid, etc.</p> <p><i>Plastic bottles have screw caps, spray pump or pull-up tops.</i></p> <p><i>Empty and rinse bottles.</i></p> <p><i>Labels OK.</i></p> <p><i>Remove caps, spray pump and pull-up tops, and place loose in recycling container.</i></p>	<p>Beverage bottles (return for deposit refund)</p> <p>Stand up pouches</p> <p>Containers for motor oil, vehicle lubricant, or antifreeze products **</p>
 <p>Plastic jars and lids</p>	<p>For peanut butter, jam, nuts, condiments, vitamins and supplements, personal care products and cosmetics, pharmaceuticals, etc.</p> <p><i>Plastic jars have wide mouths with screw-top lids.</i></p> <p><i>Empty and rinse jars. Labels OK.</i></p> <p><i>Remove lids and place loose in recycling container.</i></p>	



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## Containers (cont.)

Material	Description	Do not include
 <p>Plastic trays and tops</p>	<p>For deli chicken, single serve meals, prepared foods, baked goods, housewares and hardware, e.g. screws, picture hangers, etc.</p> <p><i>Containers are clear or have black bottom trays with clear domes.</i></p> <p><i>Empty and rinse trays.</i></p>	<p>White, black or colour foam trays (take to <a href="#">Recycle BC recycling depot</a>)</p> <p>Soft plastic packaging for perishable foods, e.g. meat, poultry, fish or cheese, etc.</p> <p>Plastic/foil packaging for items like chewing gum and pills</p>
 <p>Plastic tubs and lids</p>	<p>For margarine, spreads, yogurt, cottage cheese, sour cream, ice cream, etc.</p> <p><i>Empty and rinse tubs. Remove lids and place loose in recycling container.</i></p> <p><i>For single-use coffee and tea pods: Empty and rinse pods. Remove lids and do not include lids with recycling. Grounds can be composted.</i></p>	<p>Packaging labelled biodegradable or compostable</p> <p>Plastic or foil lids from coffee and tea pods</p> <p>Coffee grounds (include with green waste, if applicable)</p>
 <p>Plastic cold drink cups with lids</p>	<p>Beverage take out cups</p> <p><i>Empty and rinse cups</i></p> <p><i>Remove lids and place loose in recycling container.</i></p>	<p>Foam cups (take to <a href="#">Recycle BC recycling depot</a>)</p> <p>Plastic packaging labelled biodegradable or compostable</p> <p>Napkins (include with green waste, if applicable)</p> <p>Straws</p>
 <p>Plastic garden pots and trays</p>	<p>For bedding plants, seedlings, vegetable plants, etc.</p> <p><i>Remove remaining soil from garden pots and trays.</i></p>	<p>Ceramic plant pots</p> <p>Lawn edging, tarps, plastic furniture or toys**</p> <p>Garden hoses**</p> <p>Plastic string or rope</p>

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## Containers (cont.)

Material	Description	Do not include
 <p>Plastic pails</p>	<p>For laundry detergent, ice cream, pet food, etc.</p> <p><i>MMBC accepts pails that are less than 25L; larger pails should be disposed of via a commercial hauler.</i></p>	<p>Plastic paint cans**</p> <p>Plastic pails larger than 25L**</p> <p>Pails for lubricants and oils**</p>
 <p>Microwavable bowls &amp; cups</p>	<p>For soups and entrees</p> <p><i>Remove lids and place loose in recycling container.</i></p>	<p>Bowls with metal rims</p> <p>Napkins (include with green waste, if applicable)</p> <p>Cutlery</p>

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## Glass Containers

(May be collected separately from curbside or multi-family buildings - check with your collector)

Material	Description	Do not include
 <p>Non-deposit glass bottles and jars</p>	<p>Clear or coloured</p> <p><i>Check with your recycling collector for instructions.</i></p> <p><i>Empty and rinse bottles and jars. Labels OK.</i></p> <p><i>Place lids with container recycling.</i></p>	<p>Drinking glasses, dishes, cookware, whole or broken window glass or mirrors**</p> <p>Ceramic mugs or other ceramic products**</p> <p>Deposit glass bottles (return for deposit refund)</p> <p>Light bulbs and light fixtures**</p>

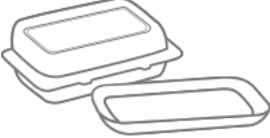
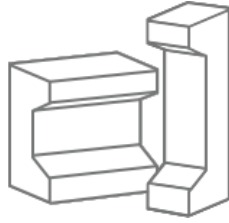
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## Plastic Bags and Outerwrap (Depot only)

Material	Description	Do not include
 <p>Plastic bags and overwrap</p>	<p>Plastic bags for groceries, dry cleaning, bread, newspapers and flyers; bags for produce, dry bulk foods, and most frozen vegetables; outer bags and wrap for diapers, feminine hygiene products, paper towels, tissues, soft drink can flats; bags for water softener salt, wood pellets and garden products; overwrap on mattresses, furniture and electronic equipment</p> <p><i>Empty bags of food</i></p>	<p>Crinkly cellophane wrap, for tea, floral arrangements, etc.</p> <p>Stand up pouches</p> <p>Bags for pre-washed salad</p> <p>Kitchen stretch wrap or plastic wrap for meat, poultry, fish or cheese</p> <p>Chip or snack bags</p> <p>Zipper-lock sandwich and freezer bags</p> <p>Plastic shipping envelopes</p> <p>Packaging labelled biodegradable or compostable</p> <p>Soft packaging for perishable foods, e.g. bacon, deli meats, cheese slices, fish, etc.</p> <p>Lumber or construction wrap</p> <p>Garbage bags or any bag sold as a</p>

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## Foam Packaging (Depot only)

Material	Description	Do not include
 <p>Foam food containers and trays</p>	<p>Meat trays, foam egg cartons, foam clamshells, foam cups and bowls for take-out food; etc.</p> <p><i>Remove food residue and liquid-absorbing pads</i></p> <p><i>Sort white and coloured foam into appropriate collection container at depot</i></p>	<p>Liquid-absorbing pads</p> <p>Shrink wrap for meat, poultry, fish, cheese, etc.</p> <p>Napkins (include with green waste, if applicable)</p>
 <p>Foam cushion packaging</p>	<p>Foam cushion packaging used to protect electronics, small appliances, etc.</p> <p><i>Remove labels, tape paper, cardboard</i></p> <p><i>Sort white and coloured foam into appropriate collection container at depot</i></p>	<p>Labels, tape</p> <p>Paper and cardboard (recycle separately)</p> <p>Foam peanuts, packing chips or noodles</p> <p>Blue or pink foam board insulation</p> <p>Squishy or flexible foam</p> <p>Foam furniture (e.g. sofa cushions)</p>