

Subject: Tipping Fee Waiver Requests	
Category: Engineering Services (solid waste)	Procedure Reference: 0340-50

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.

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

Forms can be faxed, emailed or mailed to:

Tipping Fee Waiver Program
 Comox Valley Regional District
 600 Comox Road, Courtenay, BC V9N 3P6
 Email: cswm@comoxvalleyrd.ca
 Fax: 250-334-4358
 Telephone: 250-334-6090

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

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