



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** March 14, 2024  
**MEETING TYPE & DATE** Electoral Area Services Committee of April 17, 2024  
**FROM:** Recycling & Waste Management Division  
Operations Department  
**SUBJECT:** Amendment Bylaw No. 4560 – Curbside Collection Fee Adjustment  
**FILE:** 3900-30

## **PURPOSE/INTRODUCTION**

The purpose of this report is to propose an amendment to *CVRD Bylaw No. 1958 – Cowichan Valley Regional District Garbage and/or Recyclable Materials Collection Bylaw, 1999*.

## **RECOMMENDED RESOLUTION**

That “CVRD Bylaw No. 4560 - Garbage and/or Recyclable Materials Collection Amendment Bylaw, 2024” be forwarded to the Board for consideration of three readings and adoption.

## **BACKGROUND**

In 2024, revenue from utility fees requires an increase of approximately \$14,000 to balance the curbside collection budget (F515) and offset costs that will be incurred to support the Logistics Coordinator position, which was budget supplemental approved by the Board in 2024.

## **ANALYSIS**

The Logistics Coordinator position will support the CVRD three-stream curbside and roll-off hauling services. The annual cost to cover this position will be split between Function 515 through utility fees and Function 520 requisition. The fee changes identified in this bylaw update reflect the funds required from F515 to cover the position in Q4 2024 only; 2025 fees will be calculated and updated for the 2025 budget.

## **FINANCIAL CONSIDERATIONS**

Cost increases translate to an additional \$0.40 per year for households receiving recycling collection only, \$1.75 per year for households receiving bi-weekly garbage and recycling collection and \$2.00 per year for households receiving weekly (summer) garbage and bi-weekly recycling collection, shown in Table 1 below. These increases are in addition to the annual curbside collection fee adjustments that were approved by the Board on January 10, 2024.

Table 1 Curbside Collection Fees 2024

<b>Electoral Area</b>	<b>Collection Service</b>	<b>Current 2024 Utility Rate</b>	<b>Modified 2024 Utility Rate</b>	<b>\$ Change</b>
A	Bi-weekly recycling only	\$38.50	\$38.90	\$0.40
B	Bi-weekly recycling only	\$38.50	\$38.90	\$0.40
C	Bi-weekly recycling only	\$38.50	\$38.90	\$0.40
D	Bi-weekly garbage and recycling	\$184.50	\$186.25	\$1.75
E	Bi-weekly garbage and recycling	\$184.50	\$186.25	\$1.75
F	Bi-weekly recycling, weekly garbage (summer), bi-weekly garbage remainder of the year	\$209.50	\$211.50	\$2.00
G	Bi-weekly garbage and recycling	\$184.50	\$186.25	\$1.75
H	Bi-weekly recycling only	\$38.50	\$38.90	\$0.40
I	Bi-weekly recycling, weekly garbage (summer), bi-weekly garbage remainder of the year	\$209.50	\$211.50	\$2.00

**COMMUNICATION CONSIDERATIONS**

Electoral Area residents will be notified of changes to fees via CVRD utility billing this summer and CVRD website updates; Malahat First Nation will be notified of changes to fees via a letter and copy of the updated bylaw.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

The recommended resolution supports the objectives of the Solid Waste Management Plan.

**Referred to (upon completion):**

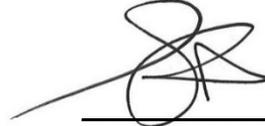
- Community Services (*Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Information Technology, Legislative Services*)
- Operations (*Utilities, Parks & Trails, Recycling & Waste Management*)
- Land Use Services (*Community Planning, Strategic Initiatives, Development Services, Building Inspection & Bylaw Enforcement*)
- Strategic Services (*Communications & Engagement, Economic Development, Emergency Management, Environmental Services*)

Prepared by:



\_\_\_\_\_  
Amanda Kletchko  
Environmental Technologist

Reviewed by:



\_\_\_\_\_  
Ilse Sarady  
Senior Manager



\_\_\_\_\_  
Darcy Mooney  
General Manager

Reviewed for form and content and approved for submission to the Committee:

Resolution:

Corporate Officer

Financial Considerations:

Chief Financial Officer

**ATTACHMENTS:**

Attachment A – Draft Amendment Bylaw No. 4560