Regional District of Central Kootenay

WEST RESOURCE RECOVERY COMMITTEE

Open Meeting Agenda

Date: Thursday, December 3, 2026

Time: 9:00 am

Location: Hybrid Model - In-person and Remote

Directors will have the opportunity to participate in the meeting electronically. Proceedings are open to the public.

Pages

1. **ZOOM REMOTE MEETING INFO**

   To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

   Meeting Time:

   9:00 a.m. PCT

   Join by Video:

   https://rdck-bc-ca.zoom.us/j/98887102696?pwd=SbadUFOzUZ3VfK3apb155QGYe956bx.1

   Join by Phone:

   833 955 1088 Canada Toll-free

   *6 to unmute or mute
   *9 to raise or lower your hand

   Meeting ID: 988 8710 2696
   Meeting Password: 002114

   In-Person Location: RDCK Board Room, 202 Lakeside Drive, Nelson

2. **CALL TO ORDER & WELCOME**

   General Manager Wolf to call the West Resource Recovery Committee meeting to order at 9:00 a.m.

3. ORIENTATION

3.1 Commission and Committee Orientation Presentation 4 - 13

3.2 West Resource Recovery Committee Orientation Presentation 14 - 36

4. ELECTION OF THE CHAIR

4.1 Call for Nominations (3 Times)

4.2 Opportunity for Candidates to Address the Committee
Two minutes per address.

4.3 Vote by Secret Ballot

4.4 Declaration of Elected of Acclaimed Chair

4.5 Destroy Ballots

RECOMMENDATION:
That the ballots used in the election of the West Resource Recovery Committee be destroyed.

5. CHAIR'S ADDRESS

6. COMMENCEMENT OF REGULAR COMMITTEE MEETING
The West Resource Recovery Committee Chair assumes the chair.

6.1 Traditional Lands Acknowledgement Statement
We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

6.2 Adoption of the Agenda

RECOMMENDATION:
The agenda for the December 3, 2026 West Resource Recovery Committee meeting be adopted as circulated.

6.3 Receipt of Minutes 37 - 39
The November 27, 2025 West Resource Recovery Committee minutes, have been received.

7. DRAFT 2027 - 2031 5 YEAR FINANCIAL PLANS
Note: Draft Financial Plans will be provided as part of the addendum on Monday.

8. PUBLIC TIME

The Chair will call for questions from the public and members of the media at _____ a.m./p.m.

9. ADJOURNMENT

RECOMMENDATION:
The West Resource Recovery Committee meeting adjourn at _____ a.m./p.m.

RDCK Commissions/Committees

General Orientation

Presented by: Uli Wolf,
General Manager for Environmental Services

Outline

1. Governance Overview
2. Roles and Responsibilities
3. Closed Meetings
4. Recommendations
5. Meeting Resources

Governance



Commissions /Committees are governed by:

- ***Local Government Act (LGA)/Community Charter (CC)***
  - Legislation enables authority to be delegated by the Board to subordinate bodies

- ***Governance Bylaws for each committee or commission***
  - Delegates authority and scope of committee or commission,
  - Defines membership
  - Meeting requirements
  - New template – defines what Commission **cannot** do

- **Other Bylaws Relevant to commission Business**
  - Service Establishment – establish maximum taxation, define service boundary
  - Regulatory Bylaws – to regulate services overseen by each Commission (e.g Parks)
  - RDCK Procedure Bylaw- applies to Commissions, reference to Roberts Rules of Order

- ***Important Policies***
  - 100-01-18 Receiving Delegations at Board Meetings
  - 100-03-08 Letters of Support

RDCK Governance Framework

- Board has sole authority for decision making unless that authority is delegated
- Purpose of delegated governance bodies is to enable detailed discussions and recommendations from service participant stakeholders regarding RDCK business
- 26 active commissions (e.g. Parks, Recreation, Water, Economic Development, Advisory Planning and Heritage)
- 17 committees of the Board - most consider service-related matters (e.g. Resource Recovery, Sustainability, Water Services)
- 15 Advisory committees- mostly related to RDCK water systems
- Not all committees and commissions are active or meet quorum



Sub-Regional Governance Committees

- Currently enabled in Slocan Valley, Kaslo and Area D, and Creston Valley
- RDCK Board has directed staff to investigate expanding this governance model in Nelson, Castlegar and Nakusp
- Opportunity for streamlining governance:
    - a single forum for discussion of sub-regional issues
    - Sub-regional governance committees may augment or replace existing committees and commissions
    - Advisory Committees enabled to ensure community input
- Overview and roadmap to be presented to Board in quarter two (Q2) 2027

Roles and Responsibilities



Corporate Administration:

- Corporate standards and processes
- Advise on In Camera eligibility
- Legislative and procedural rule interpretation
- Board agendas
- Tracking systems.

Managers:

- Primary meeting support and technical expertise
- Coordinate staff subject matter experts or external resources to support Commission discussions
- Understand and interpret RDCK guidelines, policy and standards

Committee/Commission Chair:

- agenda review and approval
- keeping order at meetings
- minutes review and approval

Meeting Coordinator:

- Coordinate agenda items and prepare agendas for approval
- Coordinate delegations
- Ensure accurate minutes are recorded stored appropriately, and moved along to the Board agenda
- The ‘information hub ’ that holds it all together

Closed Meetings (aka In Camera)



- A closed meeting deprives the public of the right to see and hear the debate about RDCK business, and therefore should only occur where it is truly required and permissible
- A meeting can only be closed to the public if the subject matter realistically relates to one or more of the 21 sections listed in Community Charter Section 90
- CAO, Corporate Officer, or Deputy Corporate Officer must approve the CC 90 grounds for a scheduled closed meeting
- Only committees and commissions comprised solely of elected officials are permitted to hold closed meetings
- A commission or committee holding a closed meeting must have a RDCK manager present.
- Commission and committees cannot move their closed meeting items to open session. Only the RDCK Board can do that.
- Restrictions on other people attending meeting (CC 91) and sharing closed meeting information with municipal councils (Procedures Bylaw 16 (11))

Recommendations

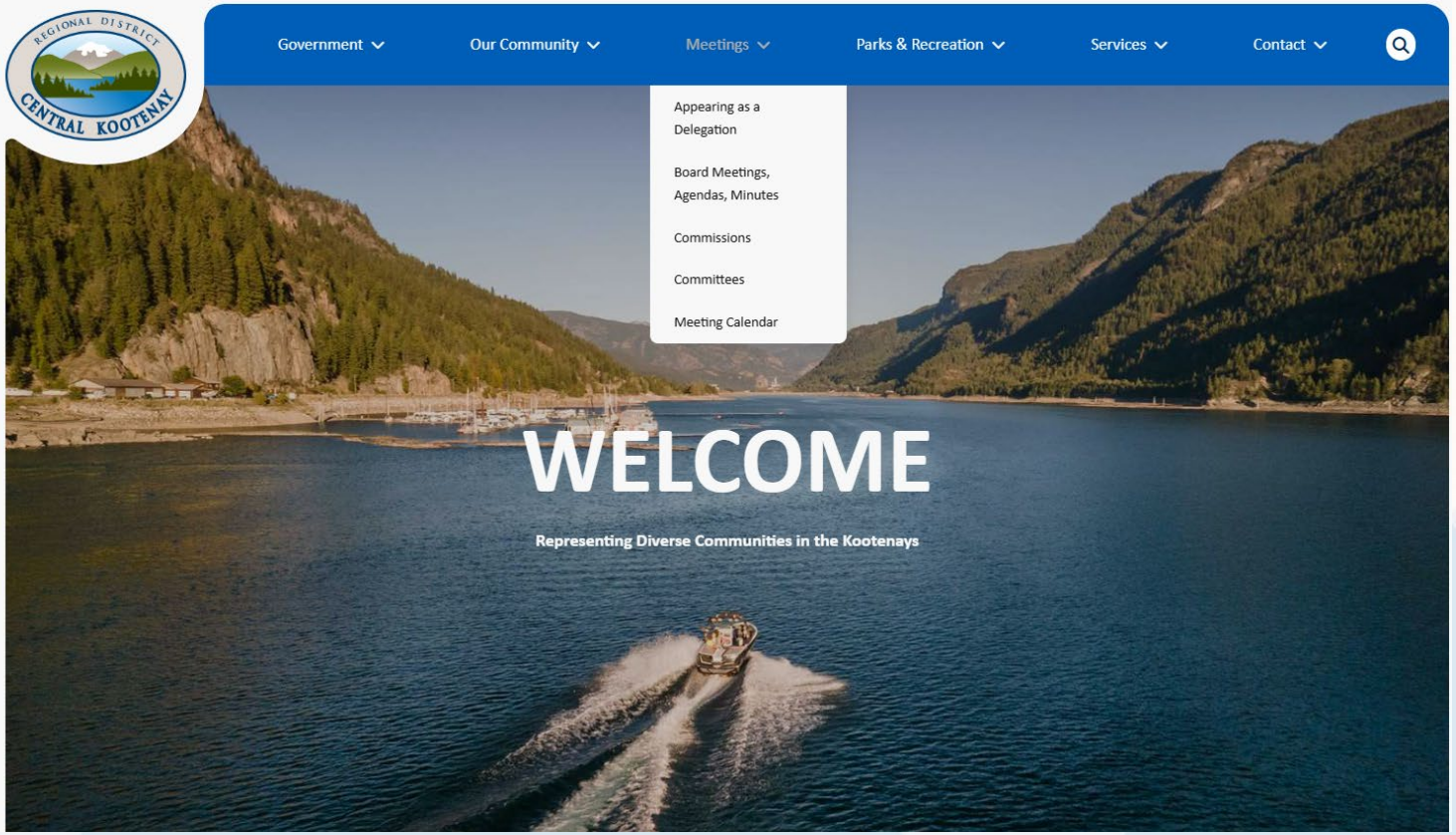
What goes to the Board?



- Financial Plan recommendations
- Amendments to the **adopted** Financial Plan
- Operation Hours Eg: Resource Recovery or Recreation
- Bylaws
- Policies
- Appointments to Commissions or Committees
- Feasibility Studies
- Service Case Analysis
- Alternative Approval Process/Assent Voting/Petitions
- Contracts and Agreements
- Documents that are legally binding
- Award of a project
- Acquisition or disposition of land
- Grant awards
- Borrowing
- Planning applications and exemptions
- Building Bylaw Contraventions
- Additions to work plans
- Stipend and expenses
- Letters of Support – **refer to policy**

RDCK Website

Commissions and Committees



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RDCK Website

Commissions and Committees



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Introduction to Resource Recovery

West Resource Recovery Committee (WRRC)

Presented by: Alayne Hamilton
Date: December 3, 2026

WRRC – TRAINING OUTLINE

1	Who is Who: Staff & Committee Membership
2	Purpose of West Resource Recovery Committee (WRRC)
3	How WRRC Supports RDCK Service Delivery
4	Service Establishment, Administrative Structure, Service Area and Facilities
5	WRRC Major Programs & Projects
6	Resource Recovery Budgets, and Documents
7	Questions & discussion

WRRC – WHO IS WHO?

West Resource Recovery Committee Members

Will Parker: Director, Electoral Area H

Chris Popoff: Director, Electoral Area I

Gordon Zaitsoff: Director, Electoral Area J

Teresa Weatherhead: Director, Electoral Area K

Brian Bogle: Director, City of Castlegar

Tom Zeleznik: Director, Village of Nakusp

Leonard Casley: Director, Village of New Denver

Tanya Gordon: Director, Village of Silverton

Jamie Ingram: Director, Village of Slocan

Staff Present Today

Uli Wolf: General Manager of Environmental Services

Emma Clark: Acting Administrative Supervisor – Environmental Services

Alayne Hamilton: Acting Resource Recovery Manager – Projects & Programs

WRRC – PURPOSE OF THE COMMITTEE

To provide a forum for elected representatives of the West Subregion to participate in the governance of resource recovery services.

Committee Members participate in the standalone WRRC to discuss Subregion specific items, but predominantly participate in the Joint Resource Recovery Committee (JRRC).

The WRRC (and JRRC) helps ensure that:

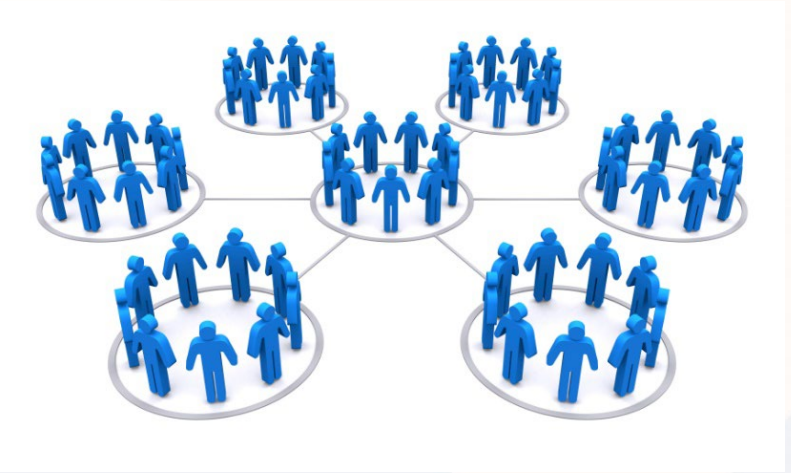
- Electoral Area and Municipal residents have a voice in decisions affecting their resource recovery services.
- Regional service priorities reflect local needs.



WRRC – HOW THE COMMITTEE SUPPORTS RDCK SERVICES

Resource Recovery Services in the West Subregion include refuse disposal, recycling, organics, septage, and other diversion programs.

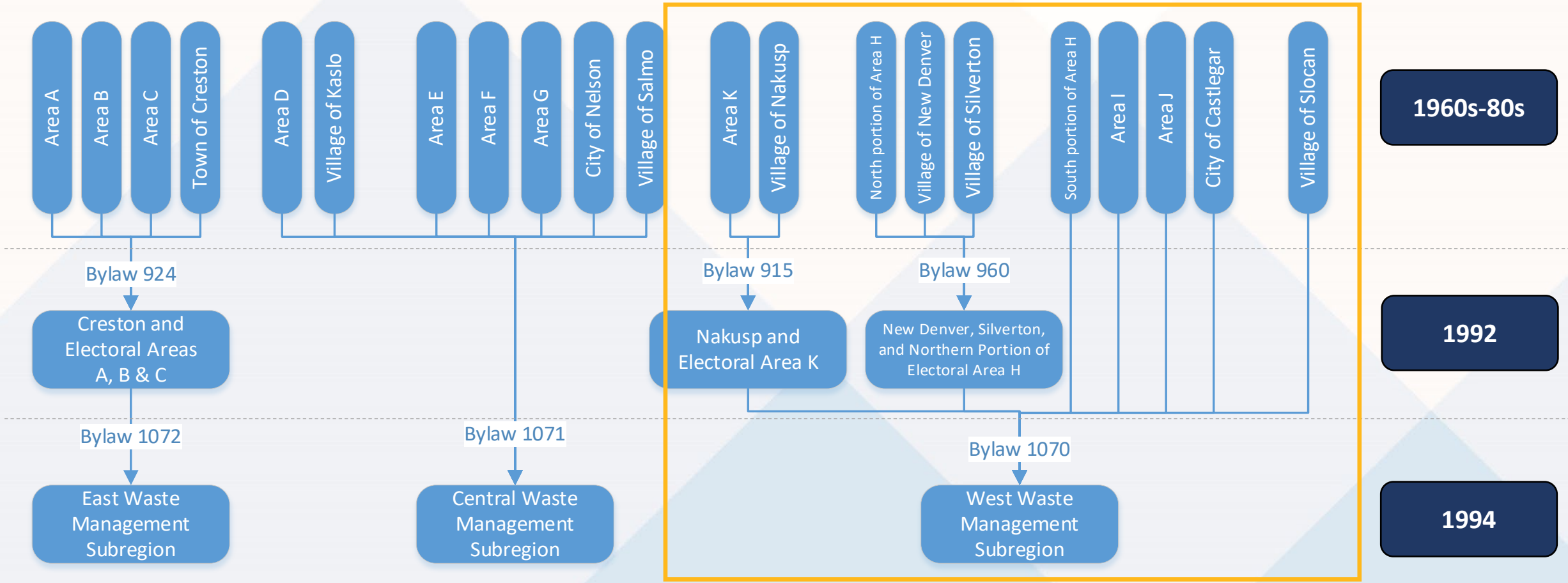
The committee supports the planning, financial oversight, and continuous improvement of resource recovery services in the West Subregion.



In practice, the committee:

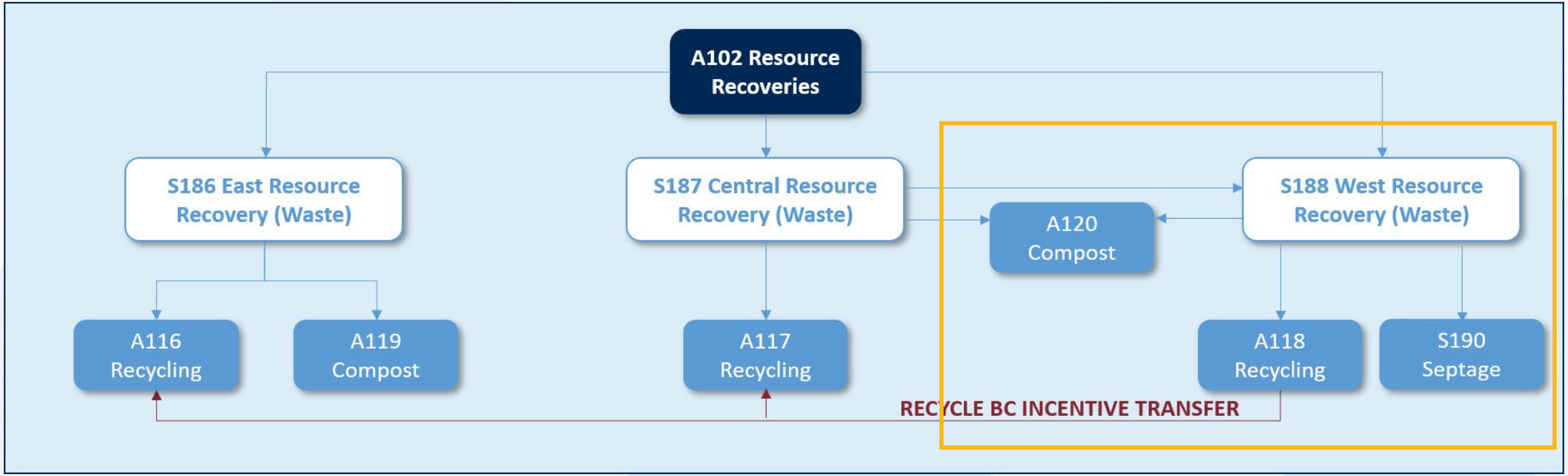
- **Reviews financial plans**
- **Considers service needs**
- **Supports long-term planning**
- **Reviews proposed initiatives**
- **Makes recommendations**

WRRC – SERVICE ESTABLISHMENT



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WRRC – ADMINISTRATIVE STRUCTURE



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WRRC – SERVICE AREA AND FACILITIES

Ootischenia Landfill

- Landfill site, recycling depot

Two combined transfer station and recycling depot sites, one standalone transfer station, two standalone recycling depot sites

- RDCK staffed, contracted hauling

Two combined contracted transfer station & recycling depot.

Approximately 106,000 visits annually

- 95,000 recorded visits at transfer stations and landfill facilities.
- 11,000 estimated visits at standalone recycling depots.

Supported by 33 employees, including site operations staff, a Lead Hand and a Field Supervisor.



Refuse Disposal (Service S188)

- Ootischenia Landfill
  - Contracted operations (GFL)
    - Annual contract $477,124, extensions available to June 2028
  - Disposal Tonnage 2025 – 23,342t

- Future planning
  - Updated Design, Operations & Closure Plan (Q4 2026 completion)
  - Operational Certificate (OC) Amendment
  - Projects (more on these later)
    - New transfer station, landfill footprint expansion, septage upgrades, landfill gas infrastructure



Recycling (Allocation Service A118)

Collecting **residential** recyclables at 7 Depots

- Operating 6 Core Depots (Ootischenia, Nakusp, New Denver, Slocan, Crescent Valley, Edgewood) and 1 Satellite Depot (Burton).

- Industrial, Commercial and Institutional Cardboard Recycling
  - Taxpayer funded Cardboard Recycling Services at 4 Depots (Ootischenia, Nakusp, New Denver, Crescent Valley).

- Household Hazardous Waste (HHW)
  - Hosting 3 annual HHW Collection events.
  - Aiming to establish year-round Eco-Depots in Castlegar and Nakusp in 2027.



Organic Waste Diversion (Allocation Service A120)

- Central (Salmo) Compost Facility
  - 2/3 grant funded construction (2023)
  - Composts food waste and chipped yard waste
    - City of Castlegar curbside program; RDKB
    - Grocery stores, restaurants, institutions, multi-family
  - Separately composting biosolids from Nelson Treatment Plant
- Compost sales: 2025 and 2026 distribution
- Industrial, Commercial, Institutional (IC&I) Regulation
  - Creating financial pressure/incentives for sector to participate
- Columbia Basin Trust funded rural residential program
  - Rebates, resources, supplies



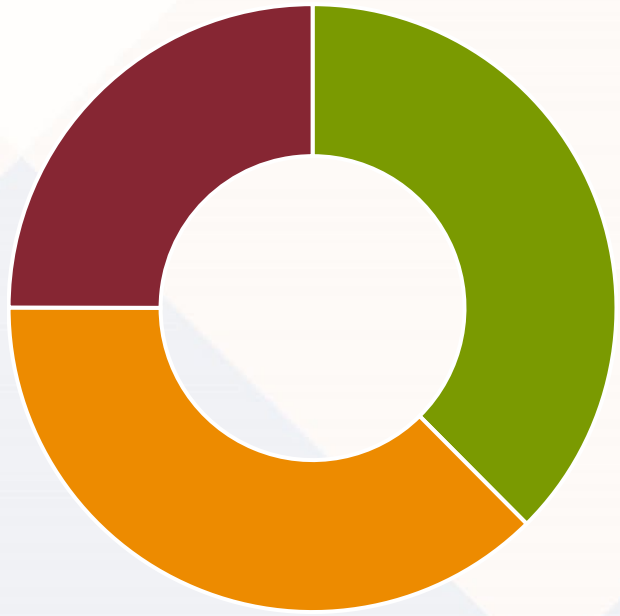
Septage (Service S190)

- 2019 regional septage strategy to increase standards and build reserves for future projects.
  - A partnership with Castlegar was the preferred option – not available for ~10 years.
- Ootischenia received 6,302 t of septage in 2025
  - Current site is overloaded & frequently requires diverting loads
  - Construction project at end of 2026 and early 2027 is intended as an intermediate solution.
- Nakusp received 1,183 t of septage in 2025
  - the drying beds may be shut down by the Ministry; Staff are looking at potential alternatives.



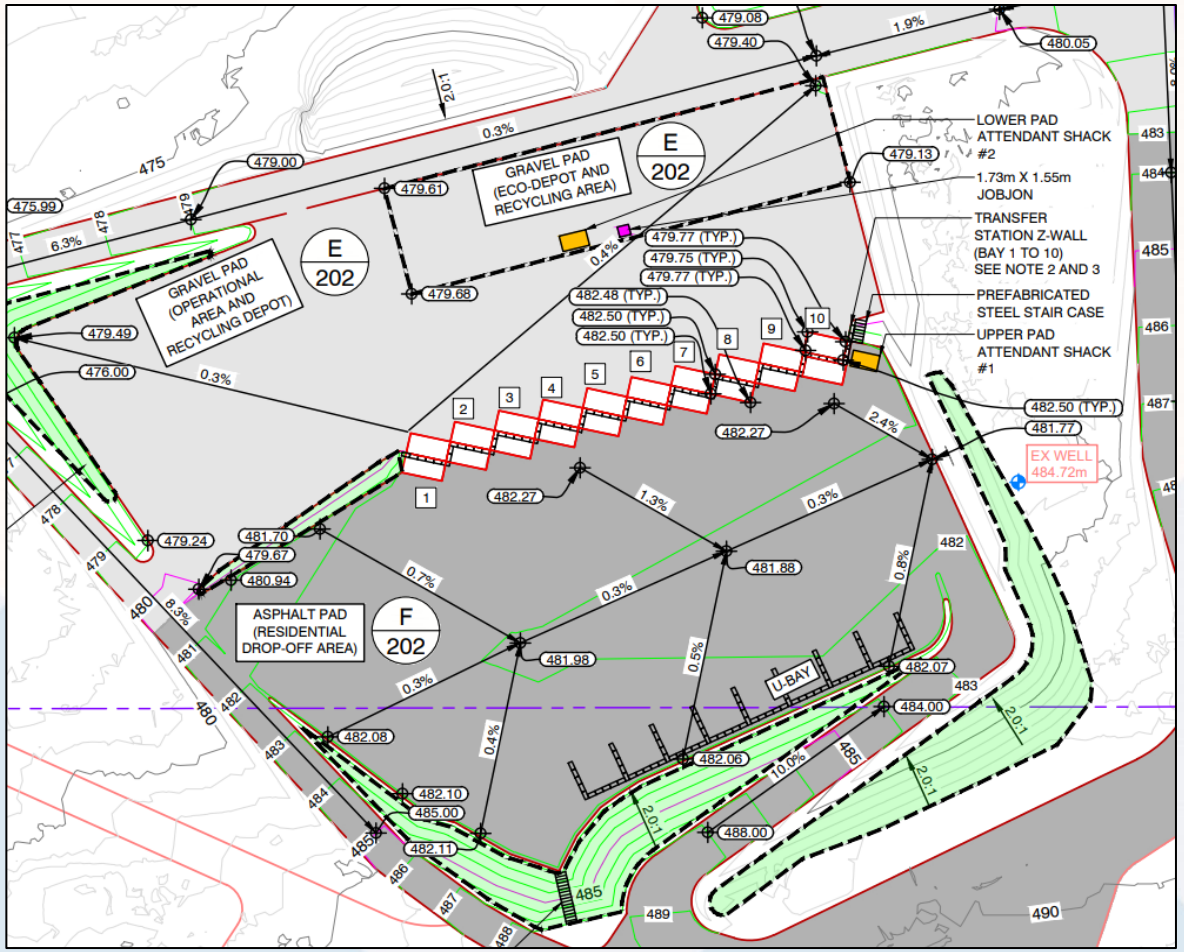
WRRC – RESOURCE RECOVERY PLAN (RRP) PROGRESS

STATUS	WEST SUB-REGION OBJECTIVES
	Curbside collection of food scraps in Castlegar (municipal service)
	Compost transfer facility construction at Ootischenia
	Ootischenia DOCP
	Ootischenia Landfill Expansion
	Castlegar Eco Depot
	Nakusp Eco Depot
	Nakusp compost facility pre-design
	Nakusp compost facility construction
	Nakusp Landfill Closure Plan
	Nakusp transfer station construction
	Nakusp Landfill Closure
	Rosebery Transfer Station Upgrades
	Slocan Transfer Station Upgrades
	Legacy landfill closure assessments
	Legacy landfill final closures
	Septage management (West & Central)



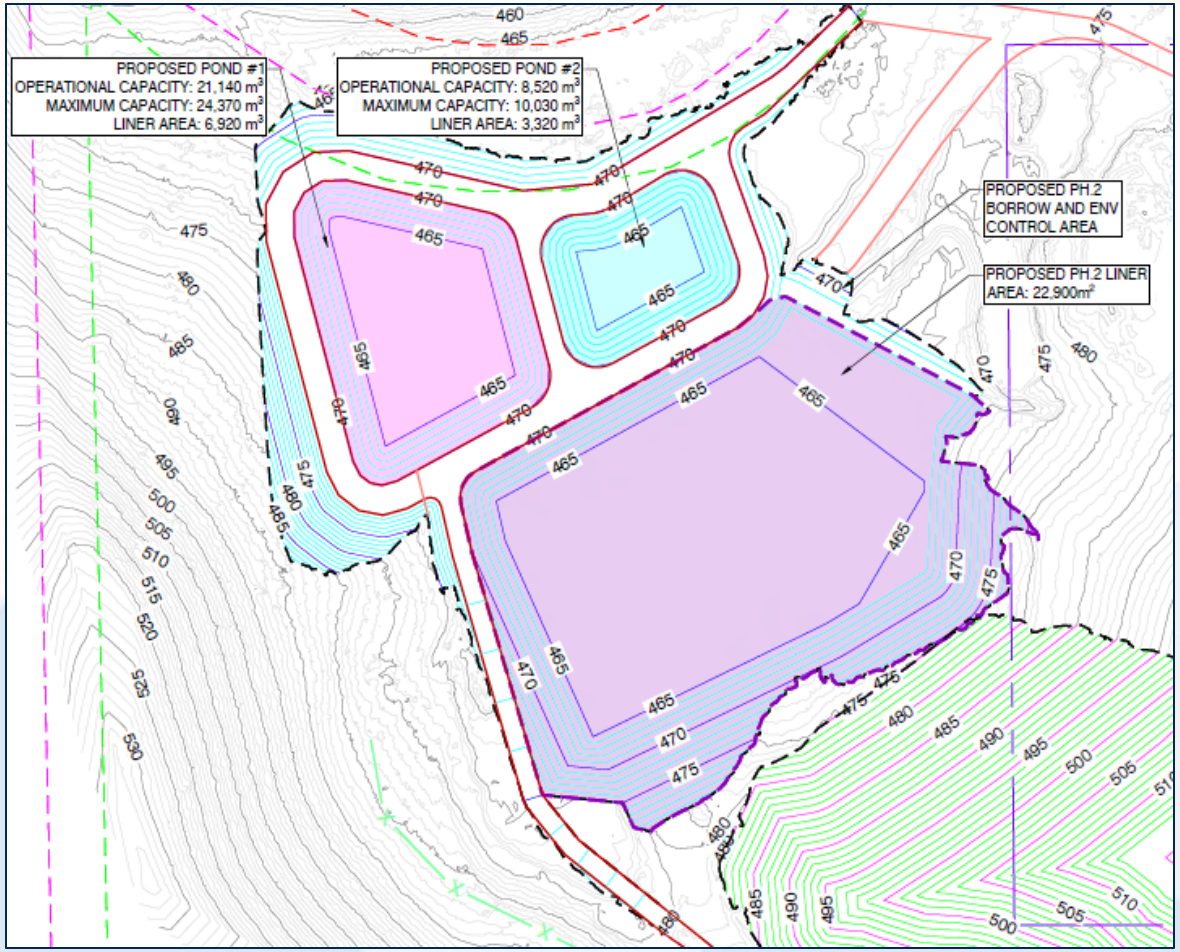
Ootischenia Landfill Transfer Station Upgrades

- New waste transfer area will be constructed in 2027, north of the scale house.
- Second scale and additional bins will address current issues of long lineups
- New dedicated recycling area, with separate entrance
- Invitation to Tender closes December 17th
  - Estimated cost $5.3M
  - Paid by reserves and long-term borrowing



Ootischenia Landfill Expansion

- Future Phases (fill areas) must have an engineered liner, and leachate collection system
- Design and construction planned to start in 2027, for the first phase (Phase 2) of landfill expansion
  - 2027: design, cell development, and liner (est. $4.6M)
  - 2028: leachate collection and ponds (est. $4.6M)
- Eventual expansion to Phase 5 will provide capacity for next 50 years (conservative est.)



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Ootischenia Landfill - Landfill Gas Management

Landfill Gas Management Regulation:

- New Federal Regulatory threshold: >664 tonnes of methane per year
  - modelling estimated landfill emitted 704 tonnes of methane in 2025.

Completed to date:

- All regulatory assessments
- Feasibility study to evaluate management strategies for rural landfills

What's next:

- Landfill Gas Facilities Conceptual Design Plan in 2027 (est. $50k)
- Landfill gas collection and flaring infrastructure (2030-2035)
  - Seek grant funding, if available, for capital works (est $3.9M)



Nakusp Landfill Closure

- Ceased landfilling waste in November 2025
- Closure Plan (2025) outlines strategy for closing and managing the landfill
  - Closure Plan submitted to Ministry of Environment in 2025.
- Closure detailed design, construction of an impermeable cap, surface water management, and revegetation planned for 2027 (est. $1.55M)
- Quarterly site inspections and biannual groundwater sampling will continue.



Legacy Landfills

Burton & Edgewood

- Clean-up of exposed waste and cover placement completed in 2026.

Rosebery

- Clean-up/covering of exposed waste completed in 2026
- Contaminated Sites Stage 1 Investigation completed in 2026
- Stage 2 Site Investigation in 2027 & 2028 ($275k), closure 2029 (est. $750k)

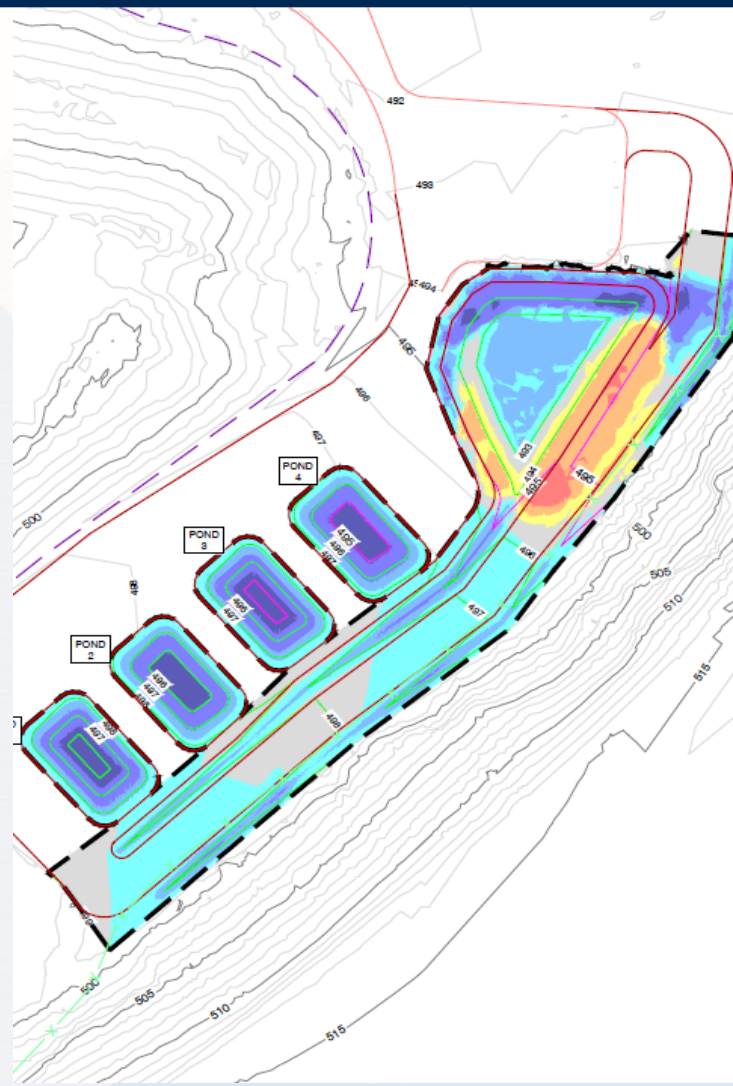
Slocan

- Considered closed. Groundwater monitoring to continue until 2049



Ootischenia Landfill Septage Facility Upgrades

- Increased septage volumes in recent years made it necessary to upgrade the existing septage facilities.
- New design allows for increased capacity, easier maintenance, and will make available additional landfilling space.
- Tender is complete and construction expected to start in coming weeks.
- Total project cost estimated at $707,399 (incl contingency).
- Work to be completed by Spring 2027.



Process for Staff Overview of Budgets at this Meeting

- Most items collapsed to Account level (grey shading)
- Larger Accounts (Contracted Services, Capital Expenditures) expanded to Work Order level (no shading)
  - Allows review of individual site budgets or projects
- We will discuss today:
  - Major deviations (greater than $10k) in '*2026 Budget*' vs '*2026 Projected Year End*'
  - Major deviations '*PREVIOUS 2027 Budget*' vs '*NEW 2027 Budget*'
  - New items in any budget year, greater than $10k
  - Reserve Contributions
  - Capital Projects

If you have questions on the budget sheets before or after the meeting, please direct them to: uwolf@rdck.bc.ca, ahamilton@rdck.bc.ca

WRRC – APPLICABLE DOCUMENTS

Resource Recovery Committee Documents *(access link with your RDCK email address)*

- *2021 Resource Recovery Plan* – guiding document for resource recovery projects & programs, until 2031
  - Since a new Plan development from start to finish (ministerial approval) takes about three years we will likely start the process for a new Plan in 2028
- *October 2024 Committee Report – Results of the System Efficiency Study*
  - Includes tipping fee cost recovery assessment
- *BC Landfill Criteria for Municipal Solid Waste*
  - Outlines regulatory requirements for a landfills
- *2025 Ootischenia Landfill Annual Report*
- *Resource Recovery Facilities Regulatory Bylaw No 3065*
  - Document is updated annually with new tipping fees and other additions

Questions & Discussion



Thank you!



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File: 0515-20-WRRC

West Resource Recovery Committee
Open Meeting **MINUTES**

A West Resource Recovery Committee meeting was held on Thursday, November 27, 2025 at 1:00 pm (PST) through a hybrid model.

ELECTED OFFICIALS PRESENT	**Director W. Popoff**	**Area H (Chair)**	**In-Person**
	Director A. Davidoff	Area I	
	Director H. Hanegraaf	Area J	
	Director T. Weatherhead	Area K	
	Director M. McFaddin	City of Castlegar	
	Alt. Director A. McLaren Caux	Village of Nakusp	In-Person
	Director E. Buller	Village of Slocan	
	Director L. Main	Village of Silverton	
ELECTED OFFICALS ABSENT	Director L. Casley	Village of New Denver	
GUEST DIRECTORS	Director G. Jackman	ERRC Chair	
	Director T. Newell	CRRC Chair	
STAFF PRESENT	U. Wolf	General Manager of Environmental Services	
	Y. Malloff	Corporate Financial Officer	
	A. Wilson	Resource Recovery Manager	
	E. Clark	Meeting Coordinator	

1. ZOOM REMOTE MEETING INFO

Join by Meeting Link:
https://rdck-bcca.zoom.us/j/98887102696?pwd=SbadUFOzUZ3VfK3apb155QGYe956bx.1

Meeting ID: 988 8710 2696
Passcode: 002114

Dial by your location
833 955 1088 Canada Toll-free

In-Person Location:
Board Room, 202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER

Chair Popoff called the West Resource Recovery Committee meeting to order at 1:00 p.m.

2.1 Traditional Lands Acknowledgement Statement

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

2.2 Adoption of the Agenda

Moved and Seconded,
And Resolved:

The Agenda for the November 27, 2025 West Resource Recovery Committee meeting be adopted as circulated.

Carried

Moved and Seconded,
And Resolved:

That Central Resource Recovery Committee Chair Newell and East Resource Recovery Committee Chair Jackman have freedom of the floor.

Carried

2.3 Receipt of Minutes

The May 12, 2025 West Resource Recovery Committee Minutes, have been received.

3. DRAFT 2026-2030 5 YEAR FINANCIAL PLAN

The following Financial Plans have been received:

a. Service S188 Refuse Disposal West Subregion
b. Service A118 Recycling Program West Subregion
c. Service A120 Organics Program Central & West Subregions

NOTICE OF MOTION

Notice of Motion from Director Davidoff for the December 10, 2025 Joint Resource Recovery Committee meeting:

To investigate prepaid tagging system and deposit options at Ootischenia Landfill to increase efficiency and to decrease tipping scale choke-point for users only depositing 4 bags or less and recycling materials.

RECESS / RECONVENE

The meeting recessed for a break at 2:36 p.m. and reconvened at 2:46 p.m.

DIRECTOR ABSENT

Director Main left the meeting at 3:11 p.m.

3. PUBLIC TIME

The Chair called for questions from the public and members of the media at 3:26 p.m.

No questions.

4. ADJOURNMENT

Moved and Seconded,
And resolved that:

The November 27, 2025 West Resource Recovery Committee meeting adjourn at 3:27 p.m.

Carried

CERTIFIED CORRECT

APPROVED BY

Director W. Popoff, Chair
West Resource Recovery Committee
November 27, 2025