

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
ENVIRONMENTAL PROTECTION COMMITTEE**

Wednesday, December 18, 1991

Second Floor Meeting Room
2580 Shaughnessy Street, Port Coquitlam, BC

5:00 p.m.

AGENDA

PERSONNEL IN ATTENDANCE:

ITEM I: CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM II: PROCESSING & MARKETING OF RECYCLABLE MATERIALS
(Report from Deputy City Engineer Attached)

ITEM III: COMPOSTING - 1992 BUDGET
(Report from Deputy City Engineer Attached)

ITEM IV: PITCH-IN WEEK - 1992 REQUEST FOR ASSISTANCE
(Report from Deputy City Engineer Attached)

ITEM V: FRASER BASIN MANAGEMENT AGREEMENT
(Report from Deputy City Engineer Attached)

ENVIRONMENTAL PROTECTION COMMITTEE AGENDA Cont'd...

ITEM VI: XMAS TREE BURN
(Report from Protective Services Committee Attached)

ITEM VII: NEW BUSINESS - No

NOTE: NEXT MEETING - JANUARY 8, 1991 (IF REQUIRED)
OR
CONFIRMED - JANUARY 15, 1991

THE CORPORATION OF THE CITY OF PORT COQUITLAM
ENVIRONMENTAL PROTECTION COMMITTEE
MINUTES

A meeting of the Environmental Protection Committee was held in the Second Floor Meeting Room, 2580 Shaughnessy Street, Port Coquitlam, on Wednesday, December 18, 1991 at 5:00 p.m.

In attendance were:

Alderman M. Gates, Chairman
Alderman M. Gordon, Co-Chairman
C.F. (Kip) Gaudry, P. Eng., Deputy City Engineer

ITEM I: CONFIRMATION OF MINUTES

The Minutes of the Environmental Protection Committee Meeting held on Wednesday, December 11, 1991 were considered, read and adopted.

ITEM II: PROCESSING & MARKETING RECYCLABLE MATERIALS

Committee reviewed the report that was sent to Council on December 13, 1991 regarding the award of contract for processing and marketing of recyclable materials for 1992 to ETL Environmental Technology Ltd. at an estimated cost of \$164,000 subject to approval of the 1992 operating budget for recycling. The report was received for information since it had already been dealt with at Council.

ITEM III: COMPOSTING - 1992 BUDGET

Committee considered a report from the Deputy City Engineer dated December 17, 1991 regarding the 1992 Composting Budget. The report outlined that the following budgets would be put forward for the 1992 Budget:

Home Composting Program	\$ 36,000.00	
Eight Week Pick up of Compostable Materials & compost site care & Maintenance	\$ 128,000.00	
ICI - initial program for 1992	\$ 20,000.00	
Environmental Issues Budget	\$ 10,000.00	
SUBTOTAL		\$194,000.00
Minus Savings From processing & Marketing Contract		- \$ 20,000.00
TOTAL		<u>\$174,000.00</u>

Cont'd /2...

Environmental Protection Committee Minutes, December 18, 1991 Cont'd...

Committee therefore recommended that:

1. Council set the 1992 Composting Budget at \$164,000.
2. The Budget for Institutional, Commercial, and Industrial Recycling Program (ICI) be set at \$20,000 for the 1992 Budget.
3. The Environmental issues Budget be set at \$10,000 for the 1992 Budget.
4. The \$20,000 savings from the processing and marketing be acknowledged.

ITEM IV: PITCH-IN WEEK-1992 REQUEST FOR ASSISTANCE

Committee considered a report from the Deputy City Engineer dated December 17, 1991 regarding the 1992 Pitch-In Campaign. Committee agreed that Council should be requested to support the 1992 "Pitch-In Week" of the Pitch-In British Columbia Campaign with a the \$600 towards the organization of clean up services. In addition, Council should be requested to ask the Mayor to approve the week of May 4 to May 10, 1991 as "Pitch-In Week".

In further discussions Committee directed that organizational letters be sent out to various interested community groups in January, and a coordination meeting take place sometime in February or March. Andrew de Boer will be the staff liaison for this project.

ITEM V: FRASER BASIN MANAGEMENT AGREEMENT, NOTICE OF MEETING

Committee considered a report from the Deputy City Engineer dated December 17, 1991 regarding the inaugural meeting of the Fraser Basin Management Agreement. Committee agreed that full Committee should make arrangements to attend the inaugural meeting on Friday, January 10, 1992 at Pacific Delta Resort.

ITEM VI: CHRISTMAS TREE BURN

Committee reviewed the matter of the annual Christmas Tree Burn requested by the members of the Port Coquitlam Fire Department. Since it was turned down by Council, Committee could not see where they could ask for it to be reconsidered in time for use at Christmas. Therefore, Committee felt they would check once again informally with the members of Council to see whether there was anything that could be done to support either a Burn Program or a Chipping Program for the Christmas Trees for 1992.

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ENVIRONMENTAL PROTECTION COMMITTEE MINUTES, December 18, 1991 Cont'd...


ITEM VII: NEW BUSINESS

No new business

The next meeting will be held on January 15, 1992 unless important agenda items require it to be held January 8, 1991.

The Meeting Adjourned at 6:15 p.m.


C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer


Alderman M. Gates
Committee Chairman

CFG:gc

NOTE: Minutes not read and adopted by the Committee until certified correct by the Committee Chairman's signature.

cc: Mayor and Aldermen
City Administrator

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Bryan Kirk
City Administrator

DATE: December 13, 1991

FROM: C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

SUBJECT: PROCESSING AND MARKETING OF RECYCLABLE MATERIALS
AWARD OF CONTRACT

RECOMMENDATION:

That Council award the contract for processing and marketing of recyclable materials for 1992 to E.T.L. Environmental Technology Ltd. at an estimated cost of \$164,000 subject to approval of the 1992 operating budget for recycling (Environmental Protection).

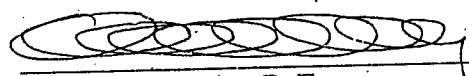
BACKGROUND & COMMENTS:

The current contract with E.T.L. Environmental Technology Ltd. for processing and marketing of recyclable materials expires December 31, 1991. The City entered into the contract with E.T.L. on a short term basis since we were unsure what our volume of recyclable materials would be each month. We now have three solid months of experience and based on this information we asked for proposals for the processing and marketing of recyclable materials for 1992. We estimate that we will collect and process approximately 2500 tonnes of recyclable materials in 1992.

Proposals were issued to five leading companies in the processing and marketing of recyclable materials in the lower mainland. Of the five, two companies submitted proposals; E.T.L. Environmental Technology Ltd. and International Paper Industries Ltd. A summary of each bid is contained in the attached report from the Project Engineer to the Deputy City Engineer dated December 13, 1991.

Cont'd .../2

We are recommending that the contract for 1992 for the processing and marketing of recyclable materials be awarded to E.T.L. Environmental Technology Ltd. based on the lowest price as well as their excellent service to us during the first three months of their current contract.


C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

CFG:ck

cc: Alderman Gates
Alderman Gordon
Igor Zahynacz, P. Eng., City Engineer
Jim Maitland, City Treasurer
Andrew de Boer, Project Engineer

ENGINEERING DEPARTMENT
THE CORPORATION OF
THE CITY OF PORT COQUITLAM

REQUEST FOR PROPOSALS

FOR

THE PROCESSING AND MARKETING
OF RECYCLABLE MATERIALS

INTRODUCTION

The City of Port Coquitlam is requesting proposals for the processing and marketing of co-mingled recyclable materials

Faxed or written proposals entitled "PROPOSAL FOR THE PROCESSING AND MARKETING OF RECYCLABLE MATERIALS" will be received up to 10:00 a.m. Friday December 13, 1991 at the following address:

Engineering Department
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, B.C.
V3C 2A8

FAX# 944-5407

BACKGROUND INFORMATION

The City of Port Coquitlam recycling program collects co-mingled recyclable materials at curbside using see-through plastic bags. Presently approximately 10,000 single-family households are serviced. The program is to be expanded to 3,500 multi-family households in 1992.

The monthly tonnages of co-mingled recyclable materials collected to date are:

SEPTEMBER 1991.....113 tonnes
OCTOBER 1991.....133 tonnes
NOVEMBER 1991.....133 tonnes

The co-mingled materials collected by the program include but are not limited to the following items:

- paper products - newspaper, telephone books, magazines and books, milk cartons, corrugated cardboard, boxboard, computer and office paper, shopping and grocery bags and other mixed paper;
- plastic products - milk jugs, bottles and film (grocery and garbage bags);
- glass products - green, brown and clear bottles and jars;
- metals - tin and aluminum cans and pie plates.

Some materials collected will be contaminants such as household garbage and some materials may not be in "see-through" plastic bags.

The materials will arrive at the contractors plant compacted in a 40 cubic yard roll-off container. The weight per roll-off container varies between 7 and 10 tonnes.

CONTRACTOR REQUIREMENTS

The stipulated work to be performed by the contractor includes:

- a. Tared weigh-in of the City's collection vehicles or the vehicles of an agent for the City at the Contractor's plant
- b. Daily weigh-in receipts indicating the time, date, gross vehicle weight and tared payload weight to be submitted to the City each month
- c. Processing and marketing of a minimum of 85% of all co-mingled recyclable materials delivered to the Contractor's processing facility. All processed recyclable materials are to be marketed to manufacturers which will utilize the materials to create a usable product for resale or reuse.

The materials will require debagging from the "see-through" blue bags. The bags are to be collected for transport and recycling by First Brands Canada (Contact Mr. Rob Mantini, at 270-4302 for more information).

RFP for Processing and Marketing Recyclable Materials

Please provide in the proposal:

1. A ~~before tax~~ price per tonne for the processing and marketing of recyclable materials F.O.B. the contractor's processing facility. The per tonne price can be a flat rate or a sliding scale based on monthly tonnage and must include any disposal charges for contaminants;
2. three business references with telephone numbers;
3. the address of the processing facility;
4. a brief description of your processing facility including manpower requirements, equipment used and the sorting process.

The duration of this contract will be for a period of one (1) year, commencing in January 1992.

The successful proponent will require a minimum of \$2,000,000 liability insurance as well as proof of good standing with the Worker's compensation board of British Columbia

For further information contact Andrew de Boer, City of Port Coquitlam Engineering Department at 944-5411.

NOTES:

1. All recommendations for award of any contract are forwarded to Council for approval
2. The lowest or any proposal not necessarily accepted.

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Kip Gaudry, P.Eng.
Deputy Engineer

FROM: Andrew de Boer
Project Engineer

DATE: December 13, 1991

SUBJECT: REQUEST FOR PROPOSALS, PROCESSING AND
MARKETING OF RECYCLABLE MATERIALS

RECOMMENDATION

- that ETL (Environmental Technologies Ltd.) be awarded the contract for the processing and marketing of recyclable materials at an estimated annual cost of \$164,000

BACKGROUND

Proposals for the processing and marketing of recyclables were issued to five candidates. Of these five, two companies submitted, Environmental Technologies Ltd. and International Paper Industries Ltd.

SUMMARY OF PROPOSALS

The following summarizes the proposals brought forward by the two bidders:

Environmental Technologies Ltd. (ETL)

Proposal

53.50 \$/tonne from January - June 30, 1992
69.00 \$/tonne from July 1 - December 31, 1992

Estimated Annual Costs (After Tax)

Total Annual Cost for
Processing and Marketing \$ 164,000

International Paper Industries Ltd. (IPI)

Proposal

54 \$/tonne from January 2 - December 31, 1992
69 \$/tonne for disposal of contaminants in
recyclable materials + haulage charges

Estimated Annual Costs (After Tax)

Processing and Marketing	\$ 144,500
Contaminant disposal	\$ 17,000
Additional haulage	\$ 12,000

Total annual cost \$ 173,500

Additional haulage includes the costs to transfer the contaminants to landfill as well as the extra costs to transport the materials to the processing facility. The IPI facility is farther away from Port Coquitlam than the ETL processing facility which we are presently using.



Andrew de Boer
Project Engineer

ETL Environmental Technology Ltd.



360 Edworthy Way, New Westminster, British Columbia V3L 5G5 Telephone: (604) 524-5113 Fax: (604) 524-4148

December 13th 1991

Engineering Department
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, B.C.
V3C 2A8

By Fax to 944-5407

Dear Sirs,

re: REQUEST FOR PROPOSALS FOR PROCESSING AND
MARKETING OF RECYCLABLE MATERIALS

Thank you for your invitation to quote on the above mentioned Request for Proposals.

ETL is a strong supporter of the BLUE BAG Concept and the City of Port Coquitlam's efforts to maximize the source reduction of Municipal Solid Waste.

After reviewing our original proposal made jointly to Port Moody and Port Coquitlam we have determined that our commitment to this program expires at June 30th 1992. We will therefore maintain, with your agreement the existing price schedule to the end of that period, that is until June 30th 1992.

It is ETL's philosophy that wherever the cost of recycling is equal to, or less than the cost of disposal, recycling should be mandatory. In light of the above we have developed a proposal which we believe is fair and equitable to all concerned parties. As of July 1st 1992, our price will change to \$69.00 (sixty nine dollars) per tonne, such price being effective until December 31st 1992.

We suggest that this arrangement will give Port Moody and Port Coquitlam sufficient time to plan their recycling activities beyond the original term (June 30th 1992). If you choose to re-tender beyond June 30th 1992, we

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ETL ENV TECH LTD

TEL 604-524-4148

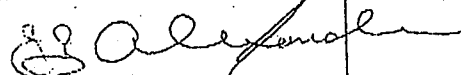
P. 2

will be happy at that time to re-submit a new proposal, either on a joint (2 city) basis, or individually as you may require.

Since we have an existing operating contract, this letter may be attached to that document to serve as agreement of the terms contained herein.

If you have further questions or require additional information, please contact myself or Don Mazankowski at your convenience.

Yours very truly,
ETL Environmental Technology Ltd



(J.J. Alexander) President



International Paper Industries Ltd.

PROPOSAL FOR THE PROCESSING AND MARKETING OF RECYCLABLE MATERIALS


COMPANY : INTERNATIONAL PAPER INDUSTRIES LTD.

ADDRESS : 132 RIVERSIDE DRIVE
NORTH VANCOUVER, B.C.
V7H 1T9

TELEPHONE NO: (604) 929-7377

FAX NO. : (604) 929-3417

NAME: : ANDREW CHOY

SIGNATURE: 

TITLE : PROJECT OFFICER

PROPOSED COST: \$54.00 per tonne for the processing and marketing of recyclable materials F.O.B. Contractor's processing facility.

Disposal charges for contaminants will be based on current GVRD disposal fee rate plus transportation of contaminants to the dump site.

Head Office: 132 Riverside Drive
& North Vancouver, B.C.
North Shore Canada V7H 1T9
Plant Tel: (604)929-7377, 525-8810
Fax: (604)929-3417

Surrey Plant: 6362-148th Street
Surrey, B.C.
Canada V3S 3C4
Tel: (604)599-8151
Fax: (604)597-5051

Nanaimo: P.O. Box 968
Station A
Nanaimo, B.C.
Canada V9R 5N2
Tel: (604)756-2522

Victoria: 2025 Millstream Road
Victoria, B.C.
Canada V8X 3X2
Tel: (604)478-5665
Fax: (604)478-5352

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Environmental Protection Committee

DATE: December 17, 1991

FROM: C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

SUBJECT: 1992 COMPOSTING BUDGET

RECOMMENDATION:

- 1) That Committee recommend to Council that the budget for the 1992 composting program be set at \$164,000.
- 2) That the budget for institutional, commercial and industrial recycling program (ICI) be set at \$20,000 for the 1992 budget.
- 3) That the environmental issues budget be set at \$10,000 for 1992 budget.
- 4) That the \$20,000 savings from Processing and Marketing be acknowledged.

BACKGROUND & COMMENTS:

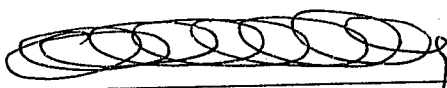
The matter of a recycling composting program for 1992 was referred from Council budget discussion to the Environmental Protection Committee for final recommendations. At the Environmental Protection Committee meeting of December 11, 1991 it was decided that the following budget would be put forward for composting for 1992:

• Home Composting Program	\$36,000
• Eight week pick up of compostable materials	\$128,000
and compost site care and maintenance	\$20,000
• ICI - Initial Program for 1992	<u>\$10,000</u>
• Environmental issues budget	
Sub Total	\$194,000
Minus Savings	<u>- \$20,000</u>
TOTAL	<u>\$174,000</u>

It was decided that the 1992 recycling program should include at least an introduction to the ICI Sector for recycling. Recycling is in the general tax base and the ICI Sector is paying their share of recycling and is currently not receiving any of the direct benefits. The \$20,000 would be put towards a detailed advertising campaign using the newspaper, printed brochures plus some individual help from staff based on inquiries received from various ICI sector groups.

Committee also felt that there should be a certain amount of discretionary money in the Environmental Protection budget for environmental issues that come up on an occasional basis throughout the year. Committee has suggested that this amount be set at \$10,000 and request it from Council at the current budget deliberations.

It should be noted that based on the recent award of the 1992 processing and marketing of recycled materials contract, there is a savings of approximately \$20,000 in the proposed 1992 recycling budget.


C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

CFG:ck

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Environmental Protection Committee

DATE: December 10, 1991

FROM: C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

SUBJECT: 1992 COMPOSTING PROGRAM

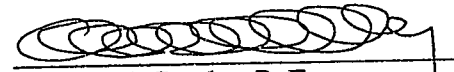
RECOMMENDATION:

That a composting program be included in the recycling program for 1992 based on the allocated 1992 Budget.

BACKGROUND & COMMENTS:

The matter of a composting program for 1992 was referred back from the Budget discussion meeting of December 5, 1991 to the Environmental Protection Committee. Attached to this report is the original information submitted to EPC on December 3, 1991. Also, Andrew de Boer of the Engineering Department will be available to discuss our plans and intentions regarding composting for 1992.

It is interesting to note that the 1992 recycling budget was based on a processing and marketing cost for materials of approximately \$75,000 per tonne. If bids come in at a lower rate than any potential savings from this process could be diverted to a composting program. Savings could be in the order of \$25,000 to \$30,000.


C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

CFG:ck

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Kip Gaudry, P.Eng.
Deputy Engineer

FROM: Andrew de Boer
Project Engineer

DATE: December 3, 1991

SUBJECT: 1992 COMPOSTING PROGRAM

1.0 RECOMMENDATIONS

That for 1992 the City:

- 1) Initiate a home composting program at an initial cost of \$76,000.
- 2) Initiate a curbside pick-up of leaves over an eight week period in the fall at a cost of \$110,000. **K**
- 3) Locate and develop a composting site at a cost of \$40,000.

2.0 OTHER MUNICIPAL COMPOSTING PROGRAMS

Several municipalities in the lower mainland already have curbside composting programs in place. Some examples are:

Vancouver

Leaf composting in Vancouver was initiated in 1990 using yellow plastic bags for curbside pick-up.

Vancouver found the costs of emptying the bags prohibitive so this year they are asking residents to purchase ECO bags at local stores. ECO bags are 100 litre biodegradable paper bags. The retail cost of the bags is \$3.50 for a pack of five or 70 cents a piece.

Residents are instructed to leave the bags at curbside and they will be picked up within a two week period. The bags are then taken to a composting facility for processing.

Coquitlam

As with Vancouver, the District of Coquitlam is using ECO bags in their curbside pick-up program. Coquitlam has a contract with Laidlaw for garbage pick-up and as part of this contract Laidlaw is required to pick-up twice a year (Spring and Fall), compostable materials from curbside. The compostable material is taken to an old GVRD landfill in Coquitlam.

Coquitlam is buying the first bags for residents at 40 cents a piece. Residents are asked to buy future bags at local stores.

OPTIONS FOR PORT COQUITLAM COMPOSTING PROGRAMS

There are two composting programs which should be considered for the 1991 fiscal year:

1. Backyard Composting

This type of program is being started in many other municipalities (Vancouver, North Vancouver, Kamloops, Seattle). The city purchases a quantity of composters and distributes them to residents.

The cost of the composter for the residents is reduced because of the 1/3 provincial grant and the large volume purchase made by the city. Residents usually pay from \$20 to \$30 for the units.

The costs for this type of program for Port Coquitlam are as follows:

Expenses

750 composters @ \$80 ea.	60,000
Advertising	6,000
Administration	<u>10,000</u>
Subtotal:	76,000

Revenue

Provincial grant @ 1/3 composter cost	20,000
Resident purchase @ 1/3 composter cost	<u>20,000</u>
Subtotal:	40,000

Net cost to city 36,000

For this year only 750 composters would be purchased. If demand is in excess of 750 units the program could be expanded in 1993.

As an alternative to a City home compost program a local company, Biocompost Systems Inc. is investigating the possibility of distributing 8,000 home composters in the City over a two year period.

The company intends to solicit financial assistance from the Ministry of Environment and the Environmental Partners fund. If the company is successful in obtaining funding the City will be asked to consider a subsidizing the cost of the composters to the residents by \$40,000 annually. More information on this proposal is in a report by the Deputy Engineer dated December 3, 1991.

2. Curbside compost pickup


A eight week leaf collection program could be initiated in the fall using the existing fleet of rear-end packer trucks. Paper bags would be used for collection and the first bags could be purchased by the city for residents. Over the eight week period there would be four pick-ups, with one pick-up occuring every two weeks.

Costs for this type of program for Port Coquitlam are:

Collection	90,000
Composting	10,000
Promotion	6,000
Bag purchase (optional)	<u>4,000</u>
Initial cost to City	110,000

Potential revenue (320 tonnes @ 69 \$/t)	22,000
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Additional funds of \$40,000 would be required to locate and develop a composting site on city-owned land.



Andrew de Boer
Project Engineer

cc. Igor Zahynacz
Jim Maitland

GARBAGE.XLS

Kip Gaudry

Nov.28/91
rev.1 Dec.11/91

EXTRACT FROM
PUBLIC WORKS BUDGETS
GARBAGE & RECYCLING
1991 & 1992

Description	1990 Final	1991 Budget	1991 Final	1992		
				Growth	Inflation	Request
<u>Enviromental Protection</u> (RECYCLING)						
Administration	\$11,000	\$73,600	\$73,600	\$0	\$3,000	\$76,600
Recycling	\$50,000	\$143,600	\$125,650	\$328,000	\$5,050	\$458,700
Composting		\$0	\$0	\$164,000	\$0	\$164,000
Hazardous Waste	\$10,000	\$15,000	\$15,000	\$0	\$0	\$15,000
I.C.I.		\$0	\$0	\$0	\$0	\$0
SUB TOTAL	\$71,000	\$232,200	\$214,250	\$492,000	\$8,050	\$714,300

Garbage

Administration	\$40,500	\$42,100	\$42,100	\$0	\$1,684	\$43,784
Collection & Disposal	\$1,305,000	\$1,451,400	\$1,523,705	\$29,745	\$60,948	\$1,614,398
SUB TOTAL	\$1,345,500	\$1,493,500	\$1,565,805	\$29,745	\$62,632	\$1,658,182

GRAND TOTAL	\$1,416,500	\$1,725,700	\$1,780,055	\$521,745	\$70,682	\$2,372,482
GARBAGE AND RECYCLING						

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Environmental Protection Committee DATE: December 17, 1991

FROM: Kip Gaudry, P. Eng.
Deputy City Engineer

SUBJECT: **PITCH-IN WEEK 1992 REQUEST FOR ASSISTANCE**

RECOMMENDATION:

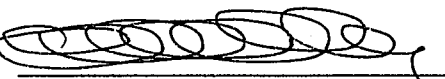
1. That Council be requested to approve a payment of \$600 to the 1992 Pitch-In British Columbia Campaign for organization of clean up services.
2. That the Mayor be requested to declare the week of May 4, 1992 to May 10, 1992 as "Pitch-in Week".

BACKGROUND & COMMENTS:

Attached are two reports dated January 16, 1991 and February 26, 1991 summarizing how the 1991 "Pitch-In" campaign was handled. Council did approve the \$600 toward the "Pitch-In" campaign and declared the week of May 6, 1991 to May 12, 1991 as "Pitch-In Week". However, the request for \$5,000 was denied by Council and in its stead a \$1,000 budget was provided to help in the collection and disposal of additional garbage. The entire 1991 campaign was co-ordinated through the Engineering Department by Andrew de Boer, and received a good degree of success. Primarily, schools and service clubs participated in the program but unfortunately, we do not have a good estimate of the amount of litter collected.

Again, we are recommending that a \$600 payment be made for organization of clean up services for the 1992 program and that the Mayor be requested to declare the week of May 4, 1992 to May 10, 1992 as "Pitch-In Week". In 1991 we arranged for the proclamation to be signed by the Mayor about a week and a half before the May 6, 1991 start, and I suggest we do the same this year.

Committee may wish to discuss the various programs that could be undertaken in 1992 and instruct staff how they are to be handled this year. It is my understanding that in years past the Aldermen became directly involved in the co-ordination of the "Pitch-In" campaign and the staff acted more as resource, compared to 1991 when the staff undertook the overall organization.


C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

CFG:gc
cc:

I.R. Zahynacz, P. Eng., City Engineer
J. Maitland, City Treasurer

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: B.R. Kirk January 16, 1991
City Administrator

FROM: C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

SUBJECT: PITCH-IN CAMPAIGN - REQUEST FOR 1991 CONTRIBUTION
(Environmental Protection Committee, January 15, 1991)

Recommendation:

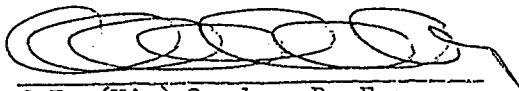
That Council approve a contribution of \$600 to "Pitch-In British Columbia" for the 1991 year.

Background & Comments:

The Environmental Protection Committee considered a request from Outdoors Unlittered for a \$600 contribution from the City in support of the 1991 "Pitch In British Columbia" campaign and other programs of Outdoors Unlittered.

"Pitch-In British Columbia" is one of the programs sponsored by Outdoors Unlittered. The "Pitch-In" week which is held in May of each year, encourages organized litter pickup, clean up and recycling programs throughout the Province. It is estimated that last year alone, over 500,000 British Columbia residents actively participated in some part of the "Pitch-In" campaign during the week of May 7 to 13, 1990.

The Environmental Protection Committee strongly supports the "Pitch-In" campaign and the Committee will continue to monitor and coordinate the "Pitch-In" campaign with other City activities. Once the information kits have been distributed throughout the Province the Committee will finalize plans for Port Coquitlam's participation and advise Council. The Committee anticipates reporting back to Council in April, 1991.


C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

CFG:gc

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Environmental Protection Committee DATE: February 26, 1991

FROM: Kip Gaudry, P. Eng.,
Deputy City Engineer

SUBJECT: PITCH IN WEEK

RECOMMENDATION:

1. That the City of Port Coquitlam write to the School Board, Boy Scouts and Girl Scouts, all service clubs and other identified organizations to advise them of the City's offer to pick up and dispose of any collected litter and recyclable materials.
2. That the Committee recommend Council proclaim the week of May 6-12, 1991 as Pitch In Week.
3. That \$5,000.00 be requested from Council for Pitch In Week to provide Engineering Operations with funds in their Garbage - Collection and Disposal Budget.

BACKGROUND & COMMENTS:

Committee dealt with this item January 15, 1991 and recommended a \$600.00 contribution towards the Pitch In British Columbia campaign for 1991. This recommendation was subsequently approved by Council.

Historically, in Port Coquitlam it appears we have not utilized the Pitch In concept to a great extent. Gord Voncina advises that operationally very little differs during the actual Pitch In week. They have not specifically been requested to add additional trucks etc., nor have we apparently placed newspaper advertisements for Pitch In week.

Because of the lack of historical participation no budgets were set aside for either newspaper advertising, additional trucks, or additional disposal fees for collected materials.

Therefore, should we wish to proceed with notification and encouragement to the various clubs and organizations to participate in Pitch In week with the City collecting and disposing of the materials then we will have to work out a budget and request funding from Council for this item. While we do not have an exact number we have guesstimated that \$5,000.00 would be an approximate budgetary number.

C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Kip Gaudry
Deputy Engineer

FROM: Danielle Pagé
Administration Department

RE: PITCH-IN WEEK

DATE: November 28, 1991

His Worship Mayor Traboulay is referring the attached correspondence to the Environmental Protection Committee, for consideration.

Kip, I've attached a revised copy of last year's proclamation. Please let me know whether you have any changes to it or not.

Thank you.

Danielle Pagé

CITY OF PORT COQUITLAM		
ENGINEERING DEPT.		
NOV 28 1991		
FILE #		
TO	FROM	DATE
	IZ	Nov 29
KG		

Att.
dp/

- WHEREAS: The generation and disposal of waste has become a major concern to Canadians especially when it is discarded as litter, spoiling the beauty of the environment;
- WHEREAS: Waste, when improperly disposed of, pollutes parks, recreational areas, beaches, highways, schoolgrounds and other areas and can cause physical harm to man and animals;
- WHEREAS: The amount of waste can be controlled by the reduction, re-use and recycling of packaging and other components of the waste stream and littering can be reduced by technology, education, streamlined enforcement, legislation and community pride;
- WHEREAS: Local government is concerned with the amount of waste produced by residents and businesses and wishes to encourage the reduction, re-use and recycling of wastes;
- AND WHEREAS: Residents and businesses can reduce the amount of waste discarded as litter, it is appropriate to appoint the week of May 4 to 10, 1992 as Pitch-In Week in this community and to urge all residents to participate in the Pitch-In Canada Campaign by reducing, re-using, recycling and properly disposing of all waste and by developing a sense of community pride.

NOW THEREFORE: I, Leonard M. Traboulay, Mayor of the Corporation of The City of Port Coquitlam, DO HEREBY PROCLAIM the week of May 4 to 10, 1992

"PITCH-IN WEEK"

Mayor Len Traboulay

in the City of Port Coquitlam and urge all citizens to participate in initiating projects which will improve the environment in the City.



PITCH-IN BRITISH COLUMBIA

Waste management...in action!

November 18, 1991

Len Traboulay
Mayor
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, B.C.
V3C 2A8

Dear Mayor and Members of Council:

We are pleased to announce that **PITCH-IN WEEK** will take place May 4 - 10, 1992. The thrust of the campaign will be waste reduction, recycling, composting and litter clean-up. Comprehensive information kits will go to all of your schools, Scouts, Girl Guides and many other groups in your community at the end of January, 1992.

Our **CIVIC PRIDE Program** will also be launched early next year. Many communities have already been in contact with us to express their interest. Workshops to introduce the program will be held throughout the province. Details will be sent to you in the near future.

Finally, we ask for your continued financial support of our provincial programs. As a result of increased tipping fees, the implementation of user-based strategies to more accurately reflect the cost of disposal and reduce the cost of waste discharged, and the banning of certain waste items from land fills altogether, the indiscriminate dumping of waste in most communities is on the rise. The results include rapidly increasing clean-up costs. This places greater emphasis on the annual **PITCH-IN WEEK** campaign which involves hundreds of thousands of volunteers in cleaning up litter from public and private property.

Ours is a partnership program between industry, the media, the public and all levels of government. Based on your population, we request that your community contribute \$600 towards the British Columbia **PITCH-IN** Campaign. There has been no increase over 1991. It is also based on the premise that most Councils will, again, make a contribution. Some of you already have for which we thank you.

We look forward to your early response.

Kindest regards,

PITCH-IN BRITISH COLUMBIA

Allard W. van Veen, APR
President

P.S. The payback on **PITCH-IN WEEK** 1991 was \$141 for every dollar invested in the program!



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**PITCH-IN
CANADA!**

Provincial Office: 200 - 1676 Martin Drive, White Rock, B.C., Canada V4A 6E7
Telephone: (604) 538-0577 Fax: (604) 538-3497
PITCH-IN is a registered trademark in Canada



PITCH-IN CANADA NEWS RELEASE

FOR IMMEDIATE RELEASE

CONTACT:

**Allard van Veen or Lea Macdonald
(604) 538-0577; Fax: (604) 538-3497**

FIRST BEACHES IDENTIFIED IN PITCH-IN CANADA'S MARINE DEBRIS RESEARCH PROGRAM

VANCOUVER: Preliminary research conducted on Canada's West Coast has identified the first seven beaches of PITCH-IN CANADA's CLEAN BEACHES Marine Debris Monitoring Program.

"A total of 54 beaches were surveyed by our teams of researchers during March, 1991 to determine which would most accurately reflect the incoming debris problem," said Lea Macdonald, PITCH-IN CANADA's Manager of Special Projects in releasing the report today.

"We will add a few additional sites in the northern part of British Columbia to allow sampling of all accessible shoreline areas on the West Coast."

PITCH-IN CANADA's CLEAN BEACHES Research Program is the first component of a comprehensive program aimed at determining the extent of the problem of marine debris on Canadian beaches. The research will determine where the debris originated, who disposed of it and what port/marina garbage reception facilities exist to handle debris from pleasure craft, fishing boats and other ships.



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PITCH-IN CANADA

(over)

Armed with the data which they plan to collect, PITCH-IN CANADA will track debris to its origins and attempt to address the problem. This will include lobbying for government legislation to reduce marine debris at its sources.

Initial research undertaken on the West Coast of Canada was supported by Environment Canada, the British Columbia Ministry of the Environment, the Environment and Plastics Institute of Canada, ITW Hi-Cone and PITCH-IN BRITISH COLUMBIA. The program is expected to be extended to the Great Lakes Eco. Basin, the St. Lawrence Seaway and Atlantic Canada in 1992-1993.

"We can no longer afford to treat our waterways and oceans as dumping grounds for garbage and other pollutants," said Macdonald adding "I suspect that some of the debris which we'll find will have originated in other countries but I wouldn't be surprised if much of it is coming from our own on-shore sources such as sewage outfalls, our own commercial fisherman and recreational boaters."

What is disposed of in the oceans in one part of the world can wash up on beaches elsewhere. Action to stem the disposal of debris at sea must, therefore, be international in scope and undertaken in cooperation with all countries around the world.

Such a international initiative was recently launched by Clean World International, an international Secretariat of national environmental organizations of which PITCH-IN CANADA is a founding member.

"Northern Europe recently established a North Sea Working Group to tackle the increasingly serious problem of waste in the marine environment," says Allard van Veen,

(over)

PITCH-IN CANADA's President and Canadian representative at a recent meeting held to establish the Working Group in Gothenburg, Sweden².

"Europeans are finding that debris is drifting from one country to another and they realize that they must get to the sources if they are going to stop the problem," said van Veen. He further indicated that research, undertaken in the United Kingdom during the Summer of 1991 and which will be released in the Spring of 1992, may also document that Canadian debris is washing up on European shorelines.

The CLEAN BEACHES Research Program is the first step of PITCH-IN CANADA's Marine Debris Program. The national organization plans to also introduce a clean-up program and an "Adopt-a-Beach" program within the near future.

"Our first priority is to discover the sources of the debris," said Macdonald. "It is easy to clean up, it is much more difficult to stop the debris from being dumped in the first place."

The CLEAN BEACHES Research Program was designed by Mr. Trevor Dixon, PITCH-IN CANADA's Advisor, Marine Research Program who is recognized as an international expert in developing marine debris research standards. Canada is one of two countries who have adopted the standards he has developed and which will, in the near future, be promoted by the U.S. Environmental Protection Agency.

Individuals and groups interested in being involved in PITCH-IN CANADA's CLEAN BEACHES Research Program in western, central or eastern Canada can contact PITCH-IN CANADA at #200 - 1676 Martin Drive, White Rock, BC, V4A 6E7.

THE CORPORATION OF
CITY OF PORT COQUITLA

MEMORANDUM

TO: B.R. Kirk
Administrator

DATE: December 19, 1991

FROM: C.F. Gaudry, P. Eng.,
Deputy City Engineer

SUBJECT: Pitch-In Campaign - 1992 Request for Support
(Environmental Protection Committee Meeting, December 18, 1991)

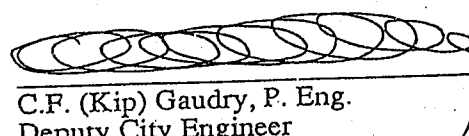
Recommendation:

1. That Council approve payment of \$600 to the 1992 Pitch-In British Columbia Campaign for organization of cleanup services.
2. That the Mayor declare the week of May 4, 1992 to May 10, 1992 as "Pitch-In Week".

Background & Comments:

The Environmental Protection Committee considered a request for a \$600 contribution from the City in support of 1992 Pitch-In British Columbia Campaign.

"Pitch-In Week", which is held in May of each year, encourages organized litter pick up, clean up, and recycling programs throughout the Province. It is estimated that last year, over 500,000 BC residents actively participated in some part of the Pitch-In Campaign during the week of May 6, to 12, 1991. The Environmental Protection Committee strongly supports the Pitch-In Campaign and the Committee will be organizing a full Pitch-In Campaign throughout the City this Spring. The Committee anticipates reporting back to Council with more details in March or April, 1992.



C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

CFG:gc

cc: I.R. Zahynacz, P. Eng., City Engineer
J. Maitland, City Treasurer



November 18, 1991

Len Traboulay
Mayor
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, B.C.
V3C 2A8

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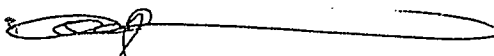
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PITCH-IN CANADA NEWS RELEASE

FOR IMMEDIATE RELEASE

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Allard van Veen or Lea Macdonald
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"PITCH-IN WEEK"

Mayor Len Traboulay

in the City of Port Coquitlam and urge all citizens to participate in initiating projects which will improve the environment in the City.

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Environmental Protection Committee DATE: December 17, 1991

FROM: C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

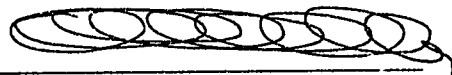
SUBJECT: Fraser Basin Management Agreement - Notice of Meeting

Recommendation:

That the inaugural meeting of the Fraser Basin Coalition be attended by members of Environmental Protection Committee.

Background & Comments:

The information of the inaugural meeting is self explanatory in the attached report from UBCM dated November 30, 1991. I plan to attend this meeting and as soon as I know which other members of EPC will attend, I will phone Ms. Gillis for briefing packages and agendas so we have them for the meeting.


C.F. (Kip) Gaudry, P. Eng.
Deputy City Engineer

CFG:gc

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

M E M O R A N D U M

TO: Members of the Environmental
Protection Committee

COPY: Kip Gaudry, P.Eng.
Deputy Engineer

FROM: Danielle Pagé
Administration Department

RE: FRASER BASIN MANAGEMENT AGREEMENT

DATE: December 9, 1991

His Worship Mayor Traboulay is referring the attached letter and advance notice of meeting to the Environmental Protection Committee, for its information.

Please respond directly to Marie Gillis of the UBCM.

Thank you.

Danielle Pagé

CITY OF PORT COQUITLAM ENGINEERING DEPT.		
FILE #		
TO	FROM	DATE

Att.

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Suite 15
10551 Shellbridge Way
Richmond
British Columbia
Canada V6X 2W9
(604) 270-8226
Fax (604) 660-2271

PRESIDENT
MAYOR JOYCE HARDER

EXECUTIVE DIRECTOR
RICHARD TAYLOR

November 30, 1991

Mayor Len Traboulay
City of Port Coquitlam
2580 Shaughnessy
Port Coquitlam, B.C.
V3C 2A8

Dear Mayor Traboulay:


RE: FRASER BASIN MANAGEMENT AGREEMENT

In June 1990 the Federal Government released its Green Plan that contained an allocation of \$100 million over 6 years for Fraser River clean-up initiatives. This initiative followed on recommendations of the Fraser Cities Coalition. Subsequent to the announcement it was also recognized that there was a need for better coordination of government management activities that affect resource use in the Fraser River Basin.

A Start Up Committee was established and one of its objectives is to draft a Fraser Basin Management Agreement. What is significant about the proposal is that it would be a three way management agreement between the federal, provincial and local governments.

As municipal voices on the Start Up Committee we would like to invite you to a briefing on the activities of the Committee and the proposals being considered for the Management Agreement. Attached is a notice of meeting. An agenda and briefing package will be circulated prior to the meeting.

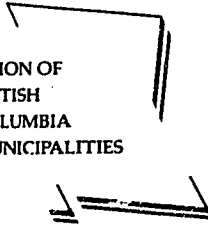
Yours truly,


Mayor Gordon Campbell,
City of Vancouver


Mayor John Backhouse,
City of Prince George

81.80:MAL





UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Suite 15
10551 Shellbridge Way
Richmond
British Columbia
Canada V6X 2W9
(604) 270-8226
Fax (604) 660-2271

FRASER BASIN COALITION

ADVANCE NOTICE OF MEETING

Friday January 10, 1992
Delta Pacific Resort
(formerly Delta Airport Inn)

11:45 am - 4:00pm

The purpose of the meeting is to brief municipalities and regional districts within the Fraser Basin area of a proposed federal - provincial - local government management agreement.

A briefing package and agenda will be circulated prior to the meeting.

Please advise Ms. Marie Gillis at the UBCM office (270-8226) if you will attend.

DEC 16 1991

MEMORANDUM

DATE: December 12, 1991

TO: B.R. Kirk
City Administrator

FROM: J.D. Shardlow
Staff Resource Person
Protective Services Committee

SUBJECT: Annual Christmas Tree Burn
(Protective Services Committee Meeting, December 10, 1991)

RECOMMENDATION:

1. That the Fire Fighters Union be permitted to conduct their annual tree burn by Council resolution.
2. That the Fire Prevention Bylaw No. 2578 be amended to allow the tree burn as an annual event.

BACKGROUND AND COMMENTS:

The Committee evaluated the concerns presented to Council regarding a tree burn. The recommendation was brought forward after considerable deliberation and a split vote by the Aldermen on the Committee.

J. Shardlow B.R.K.
John Shardlow

JDS/vrmf

ITEM	PAGE
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