



# Capital Regional District

## Meeting Minutes Special Task Force on Integrated Resource Management

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Monday, February 26, 2016

8:40 AM

Room 107

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### PRESENT

DIRECTORS: V. Derman (Chair), K. Williams (Vice-Chair), R. Atwell, A. Finall, C. Hamilton, C. Plant, J. Ranns, G. Young, B. Desjardins (Board Chair, ex-officio)

STAFF: R. Smith, Senior Manager, Environmental Resource Management, D. Dionne (recorder)

### 1. Approval of Agenda

**MOVED by Director Finall, SECONDED by Director Plant,  
That Brian Gilbert be added as a speaker under Item 4  
Presentations/Delegations.  
CARRIED**

**MOVED by Director Plant, SECONDED by Director Williams,  
That the agenda be approved as amended.  
CARRIED**

### 2. Adoption of Minutes

#### 2.1. 16-297 Adoption of the Minutes of February 19, 2016

**MOVED by Director Williams, SECONDED by Director Hamilton,  
That the minutes of February 19, 2016 be approved.  
CARRIED**

*Director Plant acknowledged the work of the Chair in the preparation of the report to the Core Area Liquid Waste Management Committee (CALWMC).*

### 3. Chair's Remarks

*Chair Derman remarked on the CALWMC's discussion of the Task Force's report, noting that it was received for information and that there were five members who were opposed to receiving it for information.*

### 4. Presentations/Delegations

#### 4.1. Brian Gilbert - Delegation

*Mr. Gilbert spoke to the Task Force and thanked them for the work they have done.*

## 5. Committee Business

### 5.1. 16-312 Question and Answer with Rudy Kilian of Carollo Engineers, Inc. – Conference Call

*Mr. Kilian joined the meeting by telephone and responded to questions from the Task Force regarding Integrated Resource Management (IRM) technologies, cost, feedstock, revenue potential, anaerobic digestion, biochar and energy output.*

### 5.2. 16-300 Preliminary Discussion of March Report to the Board

*Chair Derman noted that, under normal circumstances, any report going to the March 9 Board meeting would have to be in Legislative Services by March 1. Chair Derman will discuss with staff about delaying the Task Force report so that it can be drafted and considered by the Task Force at its March 4 meeting prior to forwarding to the Board. The Task Force agreed to this process.*

*Discussion ensued and the following changes and additions were requested:*

- *Include an Executive Summary at the beginning of the report*
- *Recommend that staff consider IRM*
- *Note that there may be significant benefits to combining municipal solid waste (MSW), wood waste and biosolids*
- *Note that the information in the Urban Systems Carollo report is incomplete, due to its narrow parameters.*

### 5.3 16-310 Recommendation on a Demonstration Pilot

*Chair Derman spoke to his handout (on file) for Task Force consideration. The Task Force discussed the information and noted the following:*

#### **9:55 B. Desjardins left the meeting**

- *Add to the Rationale section the question, “how can the heat requirements from external fuels be minimized?”*
- *Include before the Rationale section the statement, “Based on the Terms of Reference, provided to us from the Board, we are coming back with some responses to those Terms of Reference.”*

#### **10:00 C. Plant left the meeting**

- *Need to get someone who can manage the pilot criteria evaluation process. Chair Derman has identified Don Harfield of Alberta Innovates as a possible candidate.*

**10:06 R. Atwell left the meeting**

- Note that the pilot should be at the Peninsula Waste Water Treatment Facility
- Provincial approval process - the Task Force should request that the Board authorize the Task Force to, on its behalf, meet with ministry staff to discuss a pilot
- The report should identify that it is submitted by the entire Task Force
- Ladysmith received some resource money for a new technology they are using in their wastewater system – what is that technology – this information should be provided in the report
- Add under Evaluation Criteria the question, “Can the pilot be incorporated into a full proposal?”
- That the Task Force write to the Peninsula Waste Water Commission, identifying its support of a pilot at the Peninsula Waste Water Treatment site, and that the Task Force is prepared to recommend to the Board that they allow MSW and/or kitchen scraps, collected on the peninsula, to be diverted to a pilot facility for integrated waste management treatment.
- Evaluation Criteria 4b should specify biosolids, kitchen scraps and MSW as the waste streams and that the system should be flexible to handle the variations of the waste streams
- Staff involvement in the process needs to be acknowledged within the report
- Include information about the Board approved kitchen scraps pilot – it may want to be included as part of the gasification pilot

**5.4      16-311      Recommendation on Next Steps to Canvass the Private Sector Broadly for a Full Project**

*Chair Derman provided a discussion paper (on file) regarding procurement and advised that Director How, Chair of the Finance Committee, is interested in partnering with the Task Force to review the CRD procurement process and whether there needs to be change.*

*Chair Derman identified the Omni Processor by Janicki Bioengery as another possible presentation, and asked the Task Force if they would like him to invite them to present their technology. The Task Force agreed.*

**5.5      16-295      Action List Update**

*Staff provided an update on the last two outstanding items on the action list. (On file).*

**6. New Business**

*There was no new business.*

**7. Adjournment**

**MOVED by Director Finall, SECONDED by Director Hamilton,  
That the meeting be adjourned at 10:36 a.m.  
CARRIED**

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*CHAIR*

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*RECORDER*