

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

Wednesday, August 10, 1994

Councillors' Lounge  
2580 Shaughnessy Street, Port Coquitlam, BC

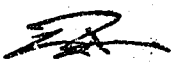
5:00 p.m.

**AGENDA**

**PERSONNEL IN ATTENDANCE:**

CONFIRMATION OF MINUTES OF PREVIOUS MEETING  
Held July 27/94

- ITEM I:** DIRT POLICE  
(Video)
- ITEM II:** FORESTRY PRACTICES IN CANADA  
(For Information)
- ITEM III:** CHEVRON CANADA LIMITED - AIR QUALITY MANAGEMENT PLAN  
(For Information)
- ITEM V:** NAVIGATING TIME: THE MAYOR'S INSTITUTE FOR COMMUNITY  
DEVELOPMENT
- ITEM VI:** ENVIRONMENTAL NEWSLETTER
- ITEM VII:** ADOPT-A-BLOCK PROGRAM
- ITEM VIII:** THE PACKAGING WASTED REDUCTION GUIDE

  
AUG 10 1994

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

A meeting of the Environmental Protection Committee was held at City Hall, 2580 Shaughnessy Street, Port Coquitlam, on Wednesday, August 10, 1994 at 5:00 p.m. in the Councillors' Lounge.

In attendance were:

Councillor M. Gates, Chairperson  
Councillor R. Talbot, Co-Chairman  
J.E. Yip, P. Eng., Deputy City Engineer  
F. Cheung, Project Engineer  
C. Deakin, Engineering Secretary

The minutes for the July 27, 1994 Committee meeting were considered, read and adopted.  
Carried

**ITEM I: "DIRT POLICE" VIDEO**

The Committee viewed the above video regarding contaminated soil legislation. Committee suggested that the UBCM be made aware of the video and possibly show it at the upcoming convention and then forward a resolution.

**ITEM II: FORESTRY PRACTICES IN CANADA**

For information only.

**ITEM III: CHEVRON CANADA LTD. - AIR QUALITY**

The Committee received this information.

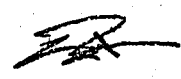
**ITEM IV: NAVIGATING TIME: MAYOR'S INSTITUTE  
FOR COMMUNITY DEVELOPMENT**

Deputy Engineer to find out from the Mayor whether he wants a Committee recommendation or not.

**ITEM V: ENVIRONMENTAL NEWSLETTER**

Committee reviewed the draft layout for the Environmental Newsletter and approved the layout.

Cont'd .../2

  
AUG 10 1994

**Environmental Protection Committee Meeting of August 9, 1994 Cont'd ...**

**ITEM VI: ADOPT A BLOCK PROGRAM**

Committee received for information.

**ITEM VII: PACKAGING WASTED REDUCTION GUIDE**

Committee suggested that a Council policy be adopted regarding any purchases in bulk to have the supplier either pick up and reuse packaging or deliver with no packaging at a reduced rate.

**ITEM VIII: OTHER BUSINESS**

a) **Fraser River Estuary Management Program**

Committee received this item for information.

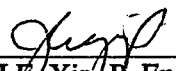
b) **Riverview Hospital Grounds**

Committee received this item for information.

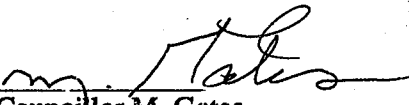
c) **Proposal for Recycling, Garbage and Composting Audit**

Committee asked that the Deputy Engineer meet with Mr. Bader after checking with other municipalities then get back to Committee.

There being no further business the meeting adjourned at 6:40 p.m.

  
J.E. Yip, B. Eng.  
Deputy City Engineer

JEY/ca

  
Councillor M. Gates  
Committee Chairman

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

cc: Mayor and Councillors  
City Administrator  
City Engineer  
Project Engineer  
Project Technician

  
AUG 10 1994

MAYOR'S OFFICE  
511 ROYAL AVENUE  
NEW WESTMINSTER, B. C.  
V3L 1H9



TELEPHONE  
(604) 521-3711  
FAX  
(604) 521-3895

July 13, 1994

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

Dear Mayor Traboulay and Members of Council:

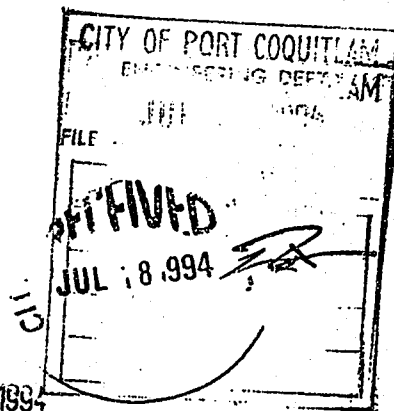
Enclosed is a video copy of a "W5" program on the contaminated soils issue called 'Dirty Dirt'. The City of New Westminster had originally purchased a copy to use with City Council and staff as a discussion generator and internal educational tool. Over the last few weeks we have had many inquiries about this video and its attractiveness as an educational presentation.

B.C.T.V. has facilitated reproduction of sufficient copies for us to send one to you. We really appreciate their assistance and hope you have an opportunity to show it to Council and staff in your municipality.

Sincerely,

*Betty Toporowski*  
Betty Toporowski  
MAYOR

Enclosure



AUG 10 1994



THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

**MEMORANDUM**

TO: Environmental Protection Committee

DATE: July 28, 1994

FROM: Francis K.K. Cheung, P. Eng.  
Project Engineer

FILE No: EPC

SUBJECT: DIRT POLICE

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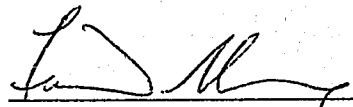
**RECOMMENDATION:**

1. That Committee receive this memorandum for information only.

**BACKGROUND & COMMENTS:**

Enclosed is a video copy of a "W5" program on the contaminated soils issue called 'Dirt Police'. This item was discussed at the February 9, 1994 EPC meeting and a transcript of the video was distributed to Committee members at that time.

The video was provided by Mayor Betty Toporowski of New Westminster.

  
Francis K.K. Cheung, P. Eng.  
Project Engineer

FKKC/  
attachment

THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

**MEMORANDUM**

TO: Environmental Protection Committee

DATE: July 27, 1994

FROM: Francis K.K. Cheung, P. Eng.  
Project Engineer

FILE No: EPC

SUBJECT: **CHEVRON CANADA LIMITED - AIR QUALITY MANAGEMENT PLAN**

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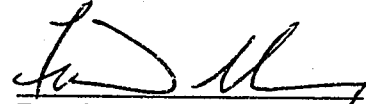
**RECOMMENDATION:**

1. That Committee receive this memorandum for information only.


**BACKGROUND & COMMENTS:**

Attached are two reports from Chevron Canada Limited (CCL) and Canadian Petroleum Products Institute (CPPI) commenting on the GVRD Air Quality Management Plan (AQMP).

The reports present a theme that the AQMP requirements are too severe and economically unfeasible. The reports stated that the AQMP requirements should be more moderate and a more reasonable compliance target.

  
Francis K.K. Cheung, P. Eng.  
Project Engineer

FKKC/  
attachment

  
AUG 10 1994



**Chevron Canada Limited**

1500 - 1050 West Pender Street, Vancouver, B.C. V6E 3T4 • Phone (604) 668-5300  
Refinery: 355 North Willingdon Ave., Burnaby, B.C. V5C 1X4 • Phone (604) 293-4040

D.W. Reed  
Vice-President & Refinery Manager

June 30, 1994

GVRD Air Quality Management  
Plan - February, 1994

*Nagor*  
Councillor Doug Drummond  
Chairman, Air Quality Committee  
G.V.R.D.  
4330 Kingsway Avenue  
Burnaby, B.C.  
V5H 4G8

Dear Councillor Drummond,

Thank you for the opportunity to comment on the subject plan as part of the GVRD public consultation process. Chevron operates an oil refinery in Burnaby plus over 100 service stations, marinas and cardlocks and some bulk plants within the GVRD. We are a major business stakeholder in this consultation process.

Chevron has participated fully in the GVRD Air Quality Advisory Committee, as the CPPI member, and in various Canadian Petroleum Products Institute submissions regarding the plan. Our primary concerns and recommendations for plan improvement are noted in the attached June 8, 1994 CPPI presentation to the GVRD Air Quality Committee. We also fully support the CPPI presentation on the costs and benefits of alternatives to the Stage II Vapour Recovery to be made at the July 13 meeting of the Air Quality Committee.

Chevron recognizes the need to implement an air quality management plan and is willing to work with the GVRD staff to insure that the resulting plan is prevention based to address future regional growth as well as realistic, prioritized, cost effective, affordable and equitable.

Specific Chevron concerns regarding several "severe" emission reduction measures relative to the GVRD "moderate" ozone non-attainment are attached for your information.

Please contact Bob Gray at 257-4916 if you or other members of the GVRD Air Quality Committee require further explanation of our submission.

Yours very truly,

*D.W. Reed*

Attach.

cc: G.V.R.D. Board  
Air Quality Committee  
Mr. M. Mennell - GVRD

P.A. Woertz  
M.H. Burnside  
J.M. Brown

R.F. Williamson  
R.E. Gray  
D.R. Kestell



## GVRD AIR QUALITY MANAGEMENT PLAN

### CHEVRON CONCERNS - PROPOSED EMISSION CONTROL MEASURES

#### A POINT SOURCES

##### P-REF-1 Fugitive VOC - Equipment Leaks

We strongly recommend against implementation of the CCME Code of Practice for the Measurement and Control of Fugitive VOC Emissions from Equipment Leaks. Leak detection and repair programs as proposed in the CCME code are very expensive and the VOC reductions claimed are speculative at best. Experience at other Chevron Refineries indicates that some of the leak estimating factors are in error by up to 80 percent.

As an alternative we propose continuation of the focused program which has been under way since 1988. Mechanical seals have replaced packed joints on rotating equipment and several equipment upgrades have occurred during major plants additions. We are currently converting control valves to a low emission trim for light ends services (propane and butanes). We would be pleased to discuss this program with GVRD staff.

##### P-REF-2 & 3 Tank Emission Controls

Floating and fixed roof tank emission reductions are ongoing. This work is best done as part of scheduled tank maintenance procedures. The implementation schedule should be driven by maintenance requirements. We are unable to comment on the CCME code of practice as we have not seen it.

##### P-REF-4 Vapour Recovery Systems - Tank Truck Loading

Our vapour recovery system has been in operation since early 1991.

##### P-REF-5 Process Heaters and Boilers

With completion of our new Sulphur Recovery Plant during April 1994 our refinery has achieved virtually complete desulphurization of the process gas burned on site. No further reductions are realistic or practical. We are employing the most advanced and reliable technology available. We recommend that the SOx portion of this measure be deleted from the plan.

Practical NOx reduction measures are limited to utilizing low NOx burners in heaters and boilers. During the past ten years, the best commercially available low NOx burners have been installed in the six new process heaters and boilers built on our site. The timing of these installations has been based on overall refinery process needs and maintenance considerations. The low NOx burners installed have at least a twenty five year life and premature retrofits should not be mandated.

Future retrofits of the remaining process heaters and boilers must be based on similar criteria and not be subject to arbitrary time schedules particularly in view of our "moderate" ozone non-attainment region.



10 1994



#### P-REF-6 FCCU's and Waste Heat Boilers

The FCC Unit at our refinery was completely rebuilt in 1984 using Universal Oil Products high efficiency regeneration technology. This technology utilizes three stages of cyclone separation to recover particulates in a very reliable and dependable manner. The cyclones have demonstrated reliability far in excess of the electrostatic precipitators we operated for 30 years previously. We recommend that consideration of the electrostatic precipitator use be deleted from the plan.

The combustion technology utilized by UOP includes two stage combustion which has yielded an 80% reduction in NOx emissions when compared to our original FCC Unit. Further reductions via selective catalytic or non-catalytic means are not warranted and have been well documented.

SOx emissions are currently controlled to permit limits via use of a sulphur sorbing catalyst. Since regional SOx ambient levels are well within acceptable standards and undetectable at the North Burnaby monitoring stations further reduction of SOx emissions from our FCC Unit is not necessary to improve air quality.

#### P-REF-7 Fugitive Emissions from Waste Water Treatment Operations

We recommend that due to safety hazards, waste water treatment facilities fugitive emission controls be deleted from the plan in favour of improved efforts at oil source control.

We strongly object to inclusion of any emission control measures on waste water treatment facilities for reasons of safety and practical common sense. To our knowledge no local industry sources have been consulted in regard to this proposed emission reduction measure.

### **B AREA SOURCES**

#### A-FMK-1 Stage 1 Vapour Recovery

Service Stations  
Bulk Plants  
Cardlocks

Installation is complete per the GVRD By Law. We have agreed to extend eastward to Hope, B.C.

#### A-FMK-2 & 4 - Stage II Vapour Recovery

Service Stations  
Bulk Users

We do not support use of Stage II Vapour Recovery at service stations. On board canisters will be available on 1998 model year cars and are more effective in capturing refuelling emissions at lower cost. A CPPI report on the subject has been made available to the GVRD staff. We note that Stage II is not required in United States moderate non-attainment areas.

A-FMK-5 - Tank Truck Loading Vapour Recovery

This measure is complete at major distribution terminals. Bulk plant loading is not included due to low volumes involved.

A-FMK-6 & 7      Comments are same as for P-REF-2 & 3.

M-LDV-7 - Alternative and Reformulated Fuels

We note that the southern part of our air shed is under United States jurisdiction. Reformulated fuels are not mandated and are not necessary in moderate non-attainment areas. Given the mobility of GVRD gasoline purchasers, the same fuel quality standards must be maintained throughout the region.

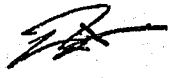
  
AUG 10 1994

TABLE ES-1  
CLASSIFICATION OF CITIES BY UNITED STATES CRITERIA

City/Region	U.S. CLASSIFICATIONS				
	Carbon Monoxide	Nitrogen Oxide	Sulphur Dioxide	PM10	Ozone
Lower Fraser Valley	Attainment	Attainment	Attainment	Attainment	Non-Attainment Moderate
Calgary	Non-Attainment Moderate	Attainment	Attainment	Attainment	Attainment
Edmonton	Attainment	Attainment	Attainment	Attainment	Attainment
Regina	Attainment	Attainment	Attainment	Not Classified	Attainment
Winnipeg	Attainment	Attainment	Attainment	Attainment	Attainment
Toronto	Non-Attainment Moderate	Attainment	Attainment	Attainment	Non-Attainment Serious
Montreal	Non-Attainment Moderate	Attainment	Attainment	Attainment	Non-Attainment Marginal
Saint John	Attainment	Attainment	Attainment	Not Classified	Attainment
Halifax	Attainment	Attainment	Attainment	Attainment	Attainment
Detroit	Not Classified	Attainment	Attainment	Non-Attainment Moderate	Non-Attainment Moderate
Los Angeles	Non-Attainment Serious	Non-Attainment	Attainment	Non-Attainment Moderate	Non-Attainment Extreme
New York	Non-Attainment Moderate	Attainment	Attainment	Non-Attainment Moderate	
Philadelphia	Non-Attainment Moderate	Attainment	Attainment	Not Classified	
Seattle	Non-Attainment Moderate	Attainment	Attainment	Non-Attainment Moderate	Non-Attainment Marginal

\* Air quality classifications based on 1988, 1989 and 1990 data

**Classification Legend**

- ☐ Attainment
- ☒ Marginal or Moderate Non-Attainment
- ☒ Serious Non-Attainment
- ☒ Severe Non-Attainment
- ☒ Extreme Non-Attainment

**CANADIAN PETROLEUM PRODUCTS INSTITUTE  
PRESENTATION TO  
GREATER VANCOUVER REGIONAL DISTRICT  
AIR QUALITY COMMITTEE  
ON  
DRAFT GVRD AIR QUALITY MANAGEMENT PLAN**

**JUNE 8, 1994**

94-06-07

AUG 10 1994

GE94F152



## **CPPI RESPONSE TO**

### **GVRD AIR QUALITY MANAGEMENT PLAN (AQMP)**

■ Canadian Petroleum Products Institute (CPPI), a national association of refiners and marketers -- for environmental, health, safety and business issues.

■ CPPI supports need to address Lower Fraser Valley (LFV) air quality issues. Solutions must be pollution prevention focused for the whole air shed and:

- realistic
- scientifically based
- prioritized
- cost effective
- affordable
- coordinated (other governments)
- equitably shared among sectors

## **CPPI RESPONSE TO GVRD AIR QUALITY MANAGEMENT PLAN (AQMP)**

**(cont'd)**

- Air quality targets for urban areas should be achievable and focus on "acceptable levels" (NAAQS).
- Emission Reduction Measures (ERM) for priority air quality issues  
- ozone
- Comprehensive air quality monitoring and modelling is essential to guide the AQMP implementation.
- Fine Particulate is an emerging issue requiring understanding and study prior to ERM implementation.
- LFV is a moderate ozone non-attainment area (1988 - 1990).

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# NUMBER OF DAYS IN WHICH THE AMBIENT AIR QUALITY STANDARDS WERE EXCEEDED IN SELECTED AIR BASINS DURING 1989

<u>AIR BASIN</u>	<u>NUMBER OF DAYS STANDARD EXCEEDED</u>			
	<u>OZONE</u>	<u>PM10</u>	<u>CO</u>	<u>NO<sub>2</sub></u>
South Coast <sup>(1)</sup>	211	306	66	8
San Francisco <sup>(1)</sup>	22	95	10	0
San Diego <sup>(1)</sup>	158	136	6	0
Sacramento Valley <sup>(1)</sup>	67	144	20	0
San Joaquin Valley <sup>(1)</sup>	148	274	0	0
Lower Fraser Valley <sup>(2)</sup>	7		0	0

- (1) from California Air Quality, Summary of 1989 Air Quality Data, Vol. XXI, 1989.  
Based on California air quality standards: ozone .09 ppm - 1 hr., PM-10 50 ug/m<sup>3</sup> - 24 hr.,  
CO 9 ppm - 8 hr. and NO<sub>2</sub> .25 ppm - 1 hr.
- (2) from GVRD Annual Air Quality Monitoring Report - 1989.  
Based on B.C. air quality objectives: ozone .082 ppm - 1 hr, CO 10 ppm - 8 hr.,  
NO<sub>2</sub> .21 ppm - 1 hr. (no PM-10 std.)

■ LFV air quality is improving concurrent with a growing population due to:

- improved vehicle emission standards and fleet turnover
- voluntary emission reduction measures
  - lower gasoline RVP (1990)
  - Stage 1 vapour recovery (1990)
  - tank emission control (1989)
- refinery closures

■ Further cost effective emission reductions will result from:

- Air Care
- extension of Stage 1 vapour recovery to Hope, B.C.
- 1994 - 1996 improved vehicle emission standards and fleet turnover
- low sulphur diesel fuel
- continuation of existing emission reduction measures (ERM)
  - tank emission controls
  - fugitive emission controls
- low NOx furnace burners (phased in)
- 1998 vehicles with on-board vapour recovery systems and fleet turnover

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■ Use cost/benefit analyses to assess the appropriateness of proposed ERM's to deal with today's priority issues.

■ CPPJ will develop a critique of the study "Clean Air Benefits and Costs in the GVRD".

■ CPPJ is willing to participate in development of a plan and implementation schedule for the ERM's we support.

■ Cross border nature of our air shed needs full consideration in AQMP development:

- same air quality strategies and timing need to apply north and south of the U.S. border
- Stage 2 vapour recovery, mandated alternate transportation fuels and reformulated gasolines are not required in moderate ozone non-attainment areas according to U.S. regulations.

## DRAFT AQMP CONCERNS

- 50 percent reduction target.
- "Desirable" air quality objectives with 100% compliance not reasonable.
- Perception of deteriorating air quality in the GVRD.
- Adoption of best available technology (BACT) as defined in British Columbia.
- Industry bears inequitable share of AQMP costs.
- Several proposed ERM's and BACT are not justified and challenge the viability of local industry.
- "Severe" measures are proposed to focus on issues that are at worst "moderate".
- Different air quality standards apply in Canadian and American portions of the same air shed.
- "Draft" cost/benefit study is quoted as fact.
- PM-10 issue should not drive AQMP.

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## RECOMMENDATIONS

- Substitute "acceptable" air quality objectives for the 50 percent reduction targets with a reasonable compliance target.
- Utilize 1994 and beyond incremental permit fee revenue to establish effective monitoring and modelling programs (ozone and particulates).
- Delete BACT from the AQMP.
- Adjust industry permit fees to reflect equity.
- Delete specific severe ERM's
  - Stage 2 vapour recovery
  - FCC unit particulate, SOx, and NOx controls
  - flue gas desulphurization
  - mandated alternative and reformulated fuels

## RECOMMENDATIONS (cont'd)

- Develop a priority list of ozone preventive ERM's based on:
  - need
  - cost effectiveness
  - affordability
  - equity among sectors
- Implement only the most cost effective ozone control ERM's.
- Gain an understanding of fine particulate concentrations, types, sources and health risks prior to aggressively pursuing remedial control measures.
- Coordinate air quality strategies, timing and control measures throughout the whole LFV air shed.
- Commence in-depth discussions of major issues directly (GVRD staff and CPPI members)
  - utilize 1991 GVRD/petroleum refinery environmental assessment priorities

AUG 10 1994

94-06-07

GE94F156b



THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Environmental Protection Committee

DATE: July 28, 1994

FROM: Francis K.K. Cheung, P. Eng.  
Project Engineer

FILE No: EPC

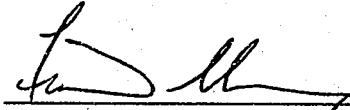
SUBJECT: NAVIGATING TIME: THE MAYOR'S INSTITUTE FOR COMMUNITY DEVELOPMENT

RECOMMENDATION:

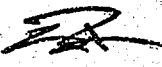
1. That Committee refer the invitation, from the West Coast Community Leadership Training Society, to Mayor L. Traboulay to attend the fourth annual "Navigating Time: The Mayor's Institute for Community Development" workshop to be held on September 13-16, 1994.

BACKGROUND & COMMENTS:

The "Navigating Time: The Mayor's Institute for Community Development" is a workshop which brings colleagues and selected professionals together to "Navigate Time" by inventing personal strategies that will assist their communities to chart a successful course to the future.

  
Francis K.K. Cheung, P. Eng.  
Project Engineer

FKKC/  
attachment

  
AUG 10 1994

The City of Port Coquitlam

MEMORANDUM

TO: J.E. Yip  
Environmental Protection Committee

DATE: July 25, 1994

FROM: M. Schmor  
Administration Dept.

SUBJECT: "Navigating Time: The Mayors' Inst. for Community Development"

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Mayor Traboulay is referring the attached info to your committee.

*M. Schmor*



## "Navigating Time: The Mayors' Institute for Community Development"

### THE MAYORS' INSTITUTE - NAVIGATING TIME

Time of rapid economic, social and environmental change demand exceptional efforts on the part of community leaders. Mayors face an endless series of constituencies, each of which has problems the leader is expected to solve. The drain on personal energies is continuous and the opportunities for serious recharge are few. The Mayors' Institute for Community Development brings colleagues and selected professionals together to "Navigate Time" by inventing the personal strategies that will assist their communities to chart a successful course to the future.

### THE INSTITUTE

The Institute brings together 9-12 mayors with a group of selected technical and professional experts drawn from provincial, national and international sources. The mayors invited represents a cross section of communities in British Columbia. The Institute staff interviews the mayors to determine the important development issues which they would prefer to discuss. The technical experts are then carefully selected to represent fields of experience most appropriate to the issues of concern and are thoroughly briefed.


The group meets in a private setting for three evenings and two days, uninterrupted by day to day pressures, and unaccompanied by municipal staff. The sessions are quietly facilitated to provide enabling structure and excellent service. The Institute is a superior opportunity for constructive exchange among all participants.

### DESIGN AND FUNDING SUPPORT

The Institute concept and program is based upon the Mayors' Institute for Civic Design which has been operating in the United States since 1986. In Canada the program is in its fourth year and was developed by the West Coast Community Leadership Training Society.

Since its start the Institute has been funded through grants from B.C. Ministry of Small Business, Tourism and Culture; the Samuel and Saidye Bronfman Family Foundation, and through the generous support from BC Gas Inc. and B.C. Hydro. Our organization is continuing to seek support from the corporate sector to cover travel and accommodation cost of mayors and visiting professionals. Each participating mayor is also asked for a \$500 contribution, this fee covers accommodation, meals and transportation cost.

The balanced portfolio of funding support is intended to provide a model of independence and continuity for the Institute. It allows the Institute to pay the direct cost of each mayor and professional and provide for the cost of research, organization and staff support.

  
AUG 10 1992



"Navigating Time: The Mayors' Institute for Community Development"

### RESULTS

Each mayor will have the opportunity to prepare a personal agenda for addressing community development issues. They will be provided with experienced evaluation of community development strategies and reflections on the priorities which they believe would most benefit their community.

### THE FOURTH MAYORS' INSTITUTE - SEPTEMBER 13-16, 1994

Nine to twelve mayors representing the various economic development regions in B.C. will be invited to attend the fourth Mayor's Institute which will be held in a retreat setting at the Inn at the Water at Cowichan Bay (Vancouver Island) on September 13-16, 1994.

Mayors and other participants in the Institute will assemble at the retreat location on Tuesday, September 13, for supper, personal introductions and a briefing session. The following morning the program will begin with an opportunity for each of the mayors to present the top development issues faced by their community and to receive initial response from the expert panel and from colleagues. From there the remaining 48 hour period will be organized to deal with common and unique issues, interspersed with relaxation, individual meetings with the professionals and group sessions.

The Institute will close on Thursday evening September 15, allowing mayors to rest overnight and return to their communities early next morning, refreshed and recharged!

### MAYORS ATTENDING THE 1994 INSTITUTE:

Ann Fiddick	Gold River
Lenore Harwood	Hudson's Hope
John Kus	Prince Rupert
Greg Deck	Radium Hot Springs
Shelby Harvey	Revelstoke
Corinne Lonsdale	Squamish
Frank Road	Vanderhoof
T.B.A.	
T.B.A.	
T.B.A.	





"Navigating Time: The Mayors' Institute for Community Development"

**INCUMBENT MAYORS THAT HAVE ATTENDED PREVIOUS MAYORS' INSTITUTES**

MAYOR	COMMUNITY	PHONE	YEAR
BOB BOSE	SURREY	591-4011	93
JOE CHUTE	LYTTON	455-2355	93
WALTER COBB	WILLIAMS LAKE	392-2311	91
FRED DEMMON	GOLDEN	344-2271	92
TOM EUVERMAN	HOUSTON	845-2944	91
LELA IRVINE	CRRSTON	428-2214	91
ROSEMARIE JOHNSON	NAKUSP	265-3689	93
JOE JUDGE	POUCE COUPE	786-5794	93
ALICE MAITLAND	VILLAGE OF HAZELTON	842-5991	93
DICK MULHOLLAND	FERNIE	423-6817	93
CLARA NORGAARD	MERRITT	378-4224	92
JIM OGILVIE	KIMBERLEY	427-5311	92
TOM SHIELDS	OSOYOOS	495-6564	93
YASUSHI SUCIMOTO	GRAND FORKS	442-8266	92
STEVE THORLAKSON	FORT ST. JOHN	785-4443	91
TONY THOMPSON	FRASER LAKE	699-6257	93
JEANETTE TOWNSEND	VALEMOUNT	566 4435	92
GILLIAN TRUMPER	PORT ALBERNI	723 2146	93
RICHARD WOZNEY	KITIMAT	632-2161	91

*[Signature]*  
AUG 10 1994



## "NAVIGATING TIME: THE MAYORS' INSTITUTE FOR COMMUNITY DEVELOPMENT"

### PARTICIPANTS - First Mayors' Institute, September, 1991.

#### MAYORS

Audrey Moore	Castlegar	Joe Lopushinsky	City of Langley
Lela Irvine	Creston	Joy Leach	Nanaimo
Steve Thorlakson	Fort St. John	Shirley Henry	Pemberton
Tom Euverman	Houston	Walter Cobb	Williams Lake
Rick Wozney	Kitimat		

#### RESOURCE PEOPLE

Dick Butler, Manager — B.C. Ministry of Economic Development	Victoria, BC
Patricia Cantrell, Research Associate — Rocky Mountain Institute	Snowmass, CO
Jim Carter, Assoc. Professor Dept. of Political Science — Sam Houston University	Huntsville, TX
Guy Dauncey, Consultant and Author — Environmental Issues	Victoria, BC
Maurice Favell, Senior Vice-President — BC GAS Inc.	Vancouver, BC
Jim Matkin, President & Chief Exec. Officer — B.C. Business Council	Vancouver, BC
Phil O'Brian, Developer and President — World Trade Centre	Montreal, PQ
David Pirnie, Director — Arts Board: North West	Manchester, UK
Dave Read, Community Relations Coordinator — B.C. Hydro	Prince George, BC
Dave Sargent, Director — B.C. Economic Development	Victoria, BC
Paul Sonnichsen, Coordinator — Urban Safety & Crime Prevention Program, FCM	Ottawa, ON
Bob Sokol, Owner and Manager — The Ann Starrett Mansion	Pt. Townsend, WA

### PARTICIPANTS - Second Mayors' Institute, September 1992.

#### MAYORS

Mary Ashley	Campbell River	Clara Norgaard	Merritt
Bob Trail	Dawson Creek	Al Huddelston	Port Hardy
Fred Denmon	Golden	Darlene Cornell	Stewart
Yasushi Sugimoto	Grand Forks	Jeanette Townsend	Valemount
Jim Ogilvie	Kimberley		

#### RESOURCE PEOPLE

Dick Butler, Manager — B.C. Ministry of Economic Development	Victoria, BC
Joanne Ang, Research Associate — Heartland Centre for Leadership Development	Lincoln, NE
Jim Cameron, Regional Manager — B.C. Ministry of Economic Development	Nanaimo, BC
Maurice Favell, Senior Vice-President — BC GAS Inc.	Vancouver, BC
Bula Hess, Consultant — Community Foundations	Sechelt, BC
Kevin Cass, Senior V.P. and G.M. — Burson-Marsteller	Vancouver, BC
Michael Kinsley, Director — Economic Renewal Program, Rocky Mountain Institute	Snowmass, CO
Daniel Kemmis, Mayor — Financial and Environmental Conflicts	Missoula, MT
Denis O'Gorman, Deputy Commissioner — C.O.R.E.	Victoria, BC
Dave Tomson, Community Relations Coordinator — B.C. Hydro	Nanaimo, BC
Richard Wozney, Lawyer and Mayor — Alumni September-91 Institute	Kitimat, BC



## "NAVIGATING TIME: THE MAYORS' INSTITUTE FOR COMMUNITY DEVELOPMENT"

### PARTICIPANTS - Third Mayors' Institute, 1993.

#### MAYORS

Dick Mulholland	Fernie	Tommy Shields	Osoyoos
Tony Thompson	Fraser Lake	Gillian Trumper	Port Alberni
Alice Maitland	Village of Hazelton	Joe Judge	Pouce Coupe
Joe Chute	Lytton	Bob Bose	Surrey
Rosemarie Johnson	Nakusp		

#### RESOURCE PEOPLE

Geoffrey Battersby — Mayor, City of Revelstoke	Revelstoke, BC
Dick Butler, Sr. Advisor, Sustainability Initiatives — B.C. Economic Development	Victoria, BC
Jim Carter, Assoc. Professor Dept. of Political Science — Sam Houston University	Huntsville, TX
John Dyble, Regional Director — B.C. Economic Development	Nanaimo, BC
Robert Gale — International Institute for Sustainable Development	Winnipeg, Man.
John Kerr, Chairman and C.E.O. — Lignum Ltd.	Vancouver, BC
Jim Ogilvie, Mayor — Alumni September - 92 Institute	Kimberley, BC
Terry Parsons, Community Relations Coordinator — B.C. Hydro	Vancouver, BC
Cindy Pearce, BC Forestry Continuing Studies Network — UBC Faculty of Forestry	Vancouver, BC
James Randall, Vice-President Coastal Operations — BC GAS Inc.	Burnaby, BC
Susan Witt, Executive Director — E.F. Schumacher Society	Great Barrington, Mass.

### FOCUS SESSION ON ECONOMIC RENEWAL - February 15-18, 1993.

#### PARTICIPATING RESOURCE PEOPLE AND MAYORS

Richard Allen, Chief Economist — B.C. Central Credit Union  
 William (Bill) Duncan, President and C.E.O — Mohawk Oil Co. Ltd.  
 Richard (Dick) Gathercola, Chair and C.E.O. — B.C. Energy Council  
 John (Jake) Kerr, Chairman and C.E.O. — Lignum Ltd.  
 Jack Lee, President — President Asian Enterprises Inc.  
 W. Randall Powell, Executive Vice-President Operations — BC GAS Inc.  
 Catherine Panter, Director, Community Economic Development, B.C. Ministry of Economic Development,  
 Small Business and Trade

#### MAYORS

Mary Ashley	Campbell River	Joe Lupushinsky	City of Langley
Walter Cobb	Williams Lake	Audrey Moore	Castlegar
Darlene Cornell	Stewart	Clara Norgaard	Merritt
Fréd Demmon	Golden	Jim Ogilvie	Kimberley
Shirley Henry	Pemberton	Yashushi Sugimoto	Grand Forks
Lela Irvine	Creston	Jeanette Townsend	Valemont
Joy Leach	Nanaimo	Richard Wozney	Kitimat

AUG 10 1993



"Navigating Time: The Mayors' Institute for Community Development"

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

July 14, 1994

Dear Mayor Traboulay,

The West Coast Community Leadership Training Society would like to invite you to attend the fourth MAYORS' INSTITUTE. The Institute will be held in a retreat setting at the Inn at the Water Resort at Cowichan Bay on September 13-16, 1994.

The Institute brings together ten mayors from across B.C. with a group of technical and professional experts to discuss social and economic development issues. The experts are drawn from provincial, national and international sources.

I am forwarding some information about the Institute, including a list of names and phone numbers of mayors who have attended previous Institutes. Please feel free to contact any of them.

The West Coast Community Leadership Training Society is a non-profit society. Funding for the September 94 Mayors' Institute has been provided in part by B.C. Ministry of Economic Development, Tourism and Culture, the Samuel and Saidye Bronfman Family Foundation, we are also seeking additional support from the corporate sector.

We are asking each of the participating mayors for a \$500.00 contribution towards the cost of the Institute (this portion represents a very small amount of the actual cost). The Institute fee covers travel, accommodation and meals.

We hope you will be able to attend the September Institute, I would like to confirm your attendance as soon as possible and set up a time for an interview. The interview is done over the phone and takes approximately 20 to 30 minutes.

If you should have any questions or require further information, please don't hesitate to give me a call at phone 246-1321 or fax me at 246-1320 (Crofton & I accept collect calls).

I look forward to talking to you soon.

Sincerely,

  
Ingrid Rennblad



THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

## MEMORANDUM

TO: Environmental Protection Committee

DATE: August 08, 1994

FROM: Francis K.K. Cheung, P. Eng.  
Project Engineer

FILE No: EPC

SUBJECT: ADOPT-A-BLOCK PROGRAM


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### RECOMMENDATION:

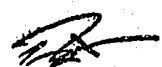
1. That Committee receive this memorandum for information only.

### BACKGROUND & COMMENTS:

Adopt-A-Block is a volunteer based anti-litter program which encourages community groups, businesses, schools, church groups and individuals to "adopt" an area. The history, mission statement and background information of the Adopt-A-Block program are enclosed. The Adopt-A-Block program requires one full-time coordinator to coordinate the program (job description is enclosed). The annual Adopt-A-Block budget for 1993 was \$55,200 of which \$25,000 was contributed by the District of Maple Ridge. The remaining budget was obtained from Provincial government, sponsorships and Adopt-A-Block sales. The estimated annual Adopt-A-Block budget between 1994 and 1997 are enclosed.

  
Francis K.K. Cheung, P. Eng.  
Project Engineer

FKKC/  
attachment

  
AUG 10 1994

# **ADOPT-A-BLOCK**

## **BRIEF HISTORY:**

ADOPT-A-BLOCK IS A VOLUNTEER BASED NON-PROFIT ANTI-LITTER ORGANIZATION UNDER THE AUSPICES OF THE MAPLE RIDGE CHAMBER OF COMMERCE. THE PROJECT STARTED OUT IN THE SPRING OF 1991, UNDER THE LEADERSHIP OF OUR LOCAL DENTIST, DR. JIM FINDLAY. SINCE THEN THE PROJECT HAS GROWN, AND NOW HAS A TWELVE MEMBER COMMITTEE, ONE CO-ORDINATOR, AND OVER TWO HUNDRED VOLUNTEERS AND BUSINESS SUPPORTERS.

## **THE MISSION OF ADOPT-A-BLOCK:**

THE OBJECTIVE OF AAB IS TO DEVELOP AN EFFECTIVE YEAR-ROUND ANTI-LITTER PROGRAM BY INFORMING, EDUCATING AND PLACING THE RESPONSIBILITY FOR LITTER CLEANUP ON OUR INDIVIDUAL RESIDENTS. WE BELIEVE THAT IT IS POSSIBLE TO ASSIST PEOPLE IN CHANGING THEIR POINT OF VIEW ABOUT LITTER; HOW THEY DEAL WITH IT AND HOW THEY CONDITION THEIR CHILDRENS ATTITUDES TOWARDS LITTER. OUR GOAL IS TO HAVE ALL STREETS IN MAPLE RIDGE ADOPTED AND TO ACT AS AN EXAMPLE TO OTHER COMMUNITIES ACROSS CANADA.

## **VOLUNTEERS:**

ALL VOLUNTEERS TAKE THE RESPONSIBILITY FOR LITTER CLEANUP IN THEIR "ADOPTED" AREA. FOR SOME VOLUNTEERS THIS WILL INCLUDE MORE THAN ONE STREET AND MAY INCLUDE PARKS, RAVINES, HOUSING PROJECTS, ILLEGAL DUMP SITES AND OTHER SPECIAL CLEANUP PROJECTS.

## **SPONSORS/CORPORATE SPONSORS:**

BEING A NON-PROFIT ORGANIZATION WITH NO MEANS OF FUNDS TO PAY EXPENSES INCURRED WITH THE PROJECT, WE RELY SOLEY ON SPONSORSHIPS FROM THE MAPLE RIDGE BUSINESS COMMUNITY. FROM TIME TO TIME WE ALSO DO FUNDRAISING EVENTS TO HELP PAY FOR ADVERTISING, OFFICE SUPPLIES, CLEANUP EXPENSES, NEWSLETTERS, PROMOTIONAL AWARDS, POSTAGE, EDUCATIONAL INFORMATION, ETC.

# ADOPT-A-BLOCK

## ILLEGAL DUMPING:

WITH AN INCREASE IN TIPPING FEES AND RESTRICTIONS ON GOODS ACCEPTED BY WASTE TRANSFER STATIONS, ILLEGAL DUMPING HAS BECOME A LARGE PROBLEM IN THE COMMUNITY. BUSINESSES TELL HORROR STORIES ABOUT GARBAGE BEING DUMPED ONTO THEIR PROPERTIES OR AROUND THEIR DUMPSTERS. BECAUSE OF THE AMOUNT OF DUMPING AROUND MAPLE RIDGE DISTRICT, ADOPT-A-BLOCK HAS ASKED FOR A FINES SYSTEM TO BE IMPLEMENTED THROUGH MUNICIPAL COUNCIL OF \$100.00 TO ANYONE CAUGHT DUMPING REFUSE ILLEGALLY. ADOPT-A-BLOCK HAS ALSO IMPLEMENTED ANOTHER PROGRAM CALLED " THE WHISTLE BLOWING HOTLINE " # (463-3366) FOR CONCERNED CITIZENS OF MAPLE RIDGE DISTRICT TO REPORT ILLEGAL DUMPINGS OR ILLEGAL DUMPERS. ILLEGAL DUMPING IS AN OFFENCE AND VIOLATORS WILL BE CHARGED.

## WHO OR HOW CAN A PERSON JOIN ADOPT-A-BLOCK?

TO JOIN ADOPT-A-BLOCK YOU MUST FILL OUT A REGISTRATION FORM AND LET THE ADOPT-A-BLOCK CO-ORDINATOR KNOW OF THE AREA YOU WISH TO ADOPT. THERE ARE NO AGE REQUIREMENTS EXCEPT PERSONS UNDER SIXTEEN MUST HAVE A GUARDIAN'S SIGNATURE. YOU CAN JOIN AS AN INDIVIDUAL, A FAMILY, COMMUNITY GROUP, SCHOOL, BUSINESS, CORPORATE OR AS ONE OF OUR LOCAL SPONSORS.

## WHAT ARE THE REWARDS OF ADOPT-A-BLOCK?

IT'S A GREAT FEELING WHEN YOU SEE THAT YOU CAN MAKE A DIFFERENCE. TOGETHER WITH FAMILY AND FRIENDS, YOU CAN TAKE PRIDE IN HELPING THE ENVIRONMENT AND KEEPING THE COMMUNITY BEAUTIFUL. EACH PARTICIPANT RECEIVES A SPECIAL DECAL TO DESIGNATE THEIR ADOPTED AREA, A MONTHLY NEWSLETTER ABOUT THE LATEST ADOPT-A-BLOCK NEWS AND AN OPPORTUNITY TO BE FEATURED IN THE ADOPT-A-BLOCK NEWSLETTER, AN ADOPT-A-BLOCK LOGO BUTTON, A SUPPLY OF GARBAGE BAGS, THE USE OF OUR GARBAGE BIN LOCATED AT THE CHAMBER OF COMMERCE (FOR PICKED UP LITTER) BY MEMBERS, AND ALL THE SUPPORT YOU NEED WILL BE PROVIDED BY YOUR ADOPT-A-BLOCK CO-ORDINATOR AND VOLUNTEERS OF ADOPT-A-BLOCK.

ADOPT-A-BLOCK IS LOCATED AT THE MAPLE RIDGE CHAMBER OF COMMERCE  
22238 LOUGHEED HWY. MAPLE RIDGE, BC V2X 1T2 PH: 463-3366 FAX: 463-3201

REMEMBER ..... EVERY LITTER BIT COUNTS !!  
PLEASE BE A PART OF OUR SOLUTION , AND NOT THE PROBLEM !!  
PLEASE USE YOUR THREE R'S WISELY.....REDUCE, REUSE OR RECYCLE !!

  
AUG 10 1994

July 20th, 1994

Don Klimchuk  
City of Vancouver

RE: Adopt-A-Block

#### WHAT IS ADOPT-A-BLOCK

Adopt-A-Block is a volunteer based anti-litter program which encourages community groups, businesses, schools, church groups and individuals to "adopt" an area and pledge to : keep it litter-free; be alert and report illegal dumping; and help create public awareness about litter, vandalism and property destruction and in doing so, contribute to a cleaner, safer community.

Maple Ridge Adopt-A-Block got started as a brain child idea of Dr. James Findlay back in March of 1991. Like any child it has grown, Adopt-A-Block has approximately 210 areas adopted todate in the Maple Ridge distict. The program is gaining awareness Country Wide, it is a issue of the 90's, where people are getting concerned about their environment. Our Adopt-A-Block plan for the future is to spread the idea to all communities accross Canada to become litter-free communities, such as our Neighbours Abbotsford/Matsqui who have adopted our brain child idea, and now the idea is being addressed in Mission and now the City of Vancouver.

The City of Vancouver would benefit tremendously by adopting the idea of Adopt-A-Block and would have a lot of support from, Maple Ridge and Abbotsford/Matsqui. To market this concept, our motto is " stroll with a goal". On your leisure walk why not carry a plastic bag and help your environment to be litter-free.

Maple Ridge Adopt-A-Block has the logo rights for Adopt-A-Block, we are offering all communities the one time purchase of \$150.00 dollars to buy our kit to help you get started. In our kit you will find helpful information, registered logo, decals, how to approach City Hall for Fee for Service Contract. Adopt-A-Block kit is well worth your money and will save you much time.

Maple Ridge Adopt-A-Block is a non-profit organization, which is a municipality funded program under the auspice of Maple Ridge Chamber of Commerce. The Municipality pays wages for one full time Co-odinator. The Co-odinator then looks for funding from sponsors to support the program to pay for expenses such as Advertising, Operational Costs, Information Materials, Decals, Dumping Fees, Clean-up Equipment,



T-Shirts, Signs, Special Projects such as Environmental Fairs etc.

Maple Ridge Adopt-A-Block has a Twelve Member Steering Committee, which meets on a monthly basis for direction and ideas. Our Goals are:

1. To recruit and support Volunteers on an ongoing basis.
2. Funding: To obtain Corporate Sponsors and Government Funding sufficient to carry the project yearly.
3. To create public awareness to our cause through the media etc.
4. To succeed in making Maple Ridge a noticeable cleaner community.
5. To educate the public to a strong anti-litter stance.
6. To show Adopt-A-Block to be such a successful anti-litter program, that it will be adopted province-wide.
7. To make a real difference environmentally.
8. To have Adopt-A-Block run as a successful non-profit organization.
9. Adopt-A-Highway

Maple Ridge Adopt-A-Block thanks the City of Vancouver for inquiring about about our program, and we wish you every success in getting Adopt-A-Block started. For further information feel free to contact Maple Ridge Adopt-A-Block anytime, 463-3366 or fax 463-3201, or drop by at 22238 Lougheed Hwy. Maple Ridge, BC.

" STROLL WITH A GOAL "

Goodluck. Please let me know what the outcome is, and if there is anything more I can do for you. I hope some of this information will be helpful and your outcome will be as successful as ours.

Sincerely Yours,

*Marilyn Bray*

Marilyn Bray  
Adopt-A-Block Co-ordinator

*[Signature]*  
AUG 10 1994

## ADOPT-A-BLOCK JOB DESCRIPTION

### POSITION: COORDINATOR

Hours: Seven hours per day, five day week.

Mainly Monday to Friday-- but in Spring & Summer working designated weekends is a necessity (working with/coordinating volunteer crews for cleanup of illegal dump-sites.

### VOLUNTEERS:

It is important to have frequent volunteer blitzes-- that is, to set up a table in the malls on a regular basis for recruitment. Once volunteers have signed agreement, they receive a free AAB T-Shirt and button, are put on the computer labels list to receive monthly newsletter, and should be contacted regularly to praise them and see how they are doing, and that bags/gloves be given when needed.

Find businesses to sponsor cost of volunteer recognition ads. Take photo of volunteer/group/family/organization, draft ad, and book ad with newspaper. Take turns using The Times and the News. AAB receives 50% off rates. Contact Lois Lee, The Times; Dale Nelson, The News.

### MAP

Map showing areas adopted is colour coded and must be up to date at all times.

### NEWSLETTER

The Newsletter goes out once a month, year-round. It is hand delivered to those within walking distance of downtown core. Drop off Mayor and Councillor's envelopes off at Municipal Hall. The rest are mailed. Make sure stamp count is written on list for Helen.

Coordinator publishes Newsletter on Pagemaker, then xeroxes 190 copies once AAB and Chamber logos have been added. See Newsletter file for logos and back issues. In Pagemaker, see AABNEWS3.

### QUARTERLY REPORT

Finance Director Richard Wells expects a detailed report on a quarterly basis. See past reports in QUARTERLY REPORT FILE.

#### COUNCIL PRESENTATION

Every October a presentation must be made before Council for the following year's Fee For Service. See Fee For Service file.

Request date and time via letter to Jim McBride at Municipal Hall.

Make 12 copies of Presentation and give to Jim McBride one week before Council meeting.

#### GARBAGE PICK-UP

Some people have no vehicle or means of disposing of litter they have collected. When their bags are full, they call and coordinator picks them up and leaves 6 new bags.

#### BLOW THE WHISTLE CAMPAIGN

People call in when they spot someone dumping illegally or when they spot an illegal dump-site. The coordinator dashes to the area, armed with a camera. If possible, coordinator tries to find incriminating evidence against the culprit. Check through trash for addressed envelopes, visa receipts etc. Contact Const. Fred Elder at RCMP-- he can track down people through visa number.

#### MOUNDS OF GARBAGE/COMPLAINTS

If you receive a complaint, or find garbage bins overflowing or a smelly mess that has been left for a period of time, take a photo, and contact Sylvia Jimmo, By-Laws Officer at Municipal Hall.

#### GARBAGE PICK-UP

Meadowridge Trucking supplies us with a complimentary garbage bin and collects it gratis when full.

Coordinator is responsible for keeping area around Chamber Office litter free. This includes bushes at side and rear, front of building, and side facing Haney Hotel.

#### BOOKKEEPING

Coordinator keeps cheque book, general ledger, and pay sheets balanced (month-end) and makes AAB deposits. Pauline makes out Coordinator's pay cheque, and coordinator repays chamber.

#### RECORDS

Coordinator keeps written record of all long distance fax/phone calls, number of xeroxed copies made, and post

*ER*

Aug 10 1994

## LITTER TREE

Every November the coordinator erects and decorates a litter tree in Maple Ridge Square, then dismantles it after Christmas. The tree is now in storage at Yves Duamels house.

## ENVIRO-FAIR

Sponsored by Van City, this is a challenge to four students from each school in district 42 to design a project pertaining to the preservation of our environment. It will be an annual event. Contact schools to set date, draft ads for newspaper, contact media for P.R. coverage. Make reservation for table space with Mall Administrator. Order ribbons and arrange for cash prizes for winners. Invite five judges for prearranged time, have media present for awards. See desk computer listings under "Fair" and "Project".

## EDUCATION

Make appointments through School Principals to make AAB presentation to students. AAB believes change of habits will happen if the young are taught/educated to respect and care for the environment. We are therefore aiming particularly at the primary levels. But all schools and age levels are being approached to join AAB. Coordinator to make appointment with individual teachers, and present a 30 minute up-beat, interesting/fun presentation to students. Ceed Centre is locating an Environment video which they say will be educational and interesting to show students. They will loan it to us, gratis.

## THE CHALLENGE

Each year AAB pits groups of business people against each other and the one who gathers the most litter/junk/garbage in the time allotted wins the challenge and the engraved plaque. Plaque is under desk; take to Toru at Maples Trophies for engraving.

This should get mega media coverage. Have judges on hand, (usually Chamber Directors.)

## AWARDS

Solicit nominations every November/December for Corporate Environmental Awareness Awards, bring nominations before Committee for vote. Decision to be kept secret until the Chamber's Installation and Awards Ceremonies held in late January. Have Perpetual trophy and Keeper's trophy engraved, find a suitable gift (framed picture) and make sure all are at Ceremonies for presentation. Have blurb written out on recipients for presenter to read out to audience.



## COMMITTEE MEETINGS

Meetings are held the first Wednesday of every month, 12:00 noon, in the Chamber Office. 1994 committee members include: Chair, Jim Findlay; Joe Smesovsky; Lois Lee; Mike Davies; Kelli Speirs/Vicki Benzen; Diane Eaton; Helen Secco; Darryl Schick. The coordinator faxes agenda to all on Friday before meeting, contacts McDonald's to make arrangements for lunch goodies, takes minutes of meeting, and later, faxes typed minutes to committee members.

## MONTHLY REPORT

Coordinator types brief summary/update of AAB's progress over the last month, and gives it to Helen the Thursday before the Tuesday Board Meeting.

## P.R.

The Coordinator is responsible for keeping AAB in the public's eye-- and giving it a high profile. Work closely with media-- try to think of ideas that will lend itself to coverage.

## PARADES

Coordinator organizes volunteer group to walk in parades (Mountain Festival & Santa Claus Parade). If possible, walk in costume. Have everyone pick up litter as they go. (Onlookers leave their candy wrappers and styrofoam cups on the curbs and sidewalks.) Arrange for vehicle to carry garbage bins (McDonald's Litter Gitter) be prepared-- bring lots of bags. Arrange for disposal of garbage. Make arrangements for luncheon goodies to be served to volunteers, following parade. (they will be cold and most-likely wet.) Make up placards bearing sponsor's name and have them mounted on vehicle or carried during parade.



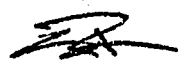
AUG 10 1994

Adopt-A-Block Budget  
1993-1997  
Municipality of Maple Ridge

ITEM	1993	1994	1995	1996	1997
Office Space *	3,600	3,708	3,819	3,933	4,050
Telephone +	500	515	530	545	561
Copying/Printing * ^	1,700	1,751	1,803	1,857	1,912
Garbage Pick Up ****	5,500	5,665	5,834	6,009	6,189
Coordinator ** 1994 7% increase yearly/no benefits 40 hour week	25,000	26,750	28,622	30,625	32,768
} DISTRICT OF MAPLE RIDGE CONTRIBUTION					
Tipping Fees ****	1,900	1,958	2,016	2,075	2,138
Garbage Bin Locks and keys					
Newspaper **** Advertising	1,500	1,545	1,591	1,639	1,686
Information Kiosks **** Home-A-Rama	1,000	1,030	1,060	1,091	1,123
Home Show outside **** Maple Ridge/starting 1994		1,000	1,030	1,060	1,091
Video/Entrant Fees **** Environment Fairs	1,500	1,545	1,591	1,639	1,686
Volunteer **** Recognition	2,500	2,575	2,652	2,731	2,813
Sponsorship Recognition *	500	515	530	545	561
Garbage Bags ****	2,000	2,060	2,121	2,184	2,249
Office Supplies * ^	2,000	2,060	2,121	2,184	2,249
Audit *	500	515	530	545	561
Gas/Coordinator(s) +	500	515	530	545	561
Clean-up Costs ****	1,000	1,030	1,060	1,091	1,123
Promotional Materials + Decals/Banners/Awards T-Shirts/Jackets	4,000	4,243	4,370	4,501	4,636
Totals	55,200	56,797	59,562	66,652	69,399

Page Two  
December 09, 1992  
Year AAB Budget

- SYMBOLIZES A PORTION OF APPROX. 30%
- \* FUNDING FROM ANTI LITTER COMMIT  
MAPLE RIDGE CHAMBER OF COMMERCE
- \*\* MAPLE RIDGE MUNICIPALITY
- \*\*\* FUNDING FROM OTHER GOVERNMENT BODIES
- \*\*\*\* FUNDING FROM SPONSORSHIP - Private Citizens or Corporation
- + FUNDS RAISED BY AAB SALES

  
AUG 10 1994



**MARILYN Y. BRAY**  
COORDINATOR

22238 LOUGHEED HWY.  
MAPLE RIDGE, B.C.

TEL: 463-3366 FAX: 463-3201

SPONSORED BY  
MAPLE RIDGE CHAMBER OF COMMERCE

MEMORANDUM

TO: Environmental Protection Committee

DATE: August 02, 1994

FROM: Francis K.K. Cheung, P. Eng.  
Project Engineer

FILE No: EPC

SUBJECT: THE PACKAGING WASTE REDUCTION GUIDE

RECOMMENDATION:

1. That Committee consider the following packaging waste reduction practices:
  - a. Introduce a clear and concise Packaging Waste Reduction Objective.
  - b. Raising key questions to suppliers to obtain basic information to the suppliers' overall profile, reinforce the interests of the organization in packaging waste reduction, and offer an opportunity to begin engaging suppliers in the packaging waste reduction process.
  - c. Carry out pre-bid discussion or exchange with potential bidders of the organization's Packaging Objective.
  - d. Implement a tender disclaimer on packaging that reducing packaging waste will be a factor in the awarding of a contract along with price, time, performance, product(s) quality and other critical factors.
  - e. Set up statements of packaging categories.
  - f. Set up packaging description/product(s) sample clause to gather information on the environmental profile of the packaging, and the package waste reduction potential it carries.
  - g. Set up model clauses by packaging category which would be used for the products being quoted.
  - h. Gaining an understanding of the Canadian Code of Preferred Packaging Practices.
  - i. Set up elements of the evaluation process to be utilized to assess the quality of one bid versus another with respect to packaging waste reduction.
  - j. Set up award and rejection letters which reinforce the notion that bidders who made a more significant commitment to reducing packaging waste may have benefited more.
  - k. Set up quality control statement and charges to monitor general quality control and penalty provisions.
  - l. Set up questionnaires to suppliers and users on packaging to solicit the input of suppliers through the course, and the end, of a contract.
2. That Committee refer the packaging waste reduction practices to the Purchasing Department for consideration.

BACKGROUND & RECOMMENDATION:

The Packaging Waste Reduction Guide (PWRG) is a tool to assist municipalities and other organizations in implementing a series of progressively more comprehensive practices directed at minimizing packaging waste. This is done by working with suppliers to reduce packaging waste, and divert it towards reuse and recycling facilities.



AUG 10 1994

Cont'd. .../2



The National Packaging Protocol was developed by the Canadian Council of Minister for the Environment (CCME). The Protocol sets the objective of diverting 50% of packaging waste set for disposal by the year 2000. The first target to meet this objective was a 20% reduction in packaging waste by 1992 and this has been achieved voluntarily. The next target of 35% reduction may require more formal measures and, therefore, the need for purchasing practices such as those contained in the PWRG.

A purchasing practices through all stages of the procurement process must be introduced in order to have a significant impact on the generation of packaging waste. The purchasing practices recommended in the PWRG should be reviewed in the context of the purchasing process framework with a critical eyes as to how they will play "on the line" in the purchasing department.

#### Where Do You Start - First Steps

##### Practice 1: Packaging Waste Reduction Objective

A *Packaging Objective* of reducing waste is of critical importance in making the organization's interest to bidders. The Packaging Objective should be clearly identified and found on the Bidder's Application Form when suppliers are registering to be part of a roster which receives tenders, a suppliers' guide or applying for a specific one-time tender. The following Packing Waste Reduction Objective is one option to consider:

#### **Packaging Waste Reduction Objective**

All packaging should be reduced to minimize solid waste contributions to landfill sites while still maintaining the integrity of the product, assuring consumer safety and complying with all legal and regulatory requirements. In attaining this objective, greater emphasis will be placed on reducing packaging waste followed by actions which involve the reuse and recycling of packaging. It is noted that the Canadian Code of Preferred Packaging Practices will guide the achievement of this objective.

## Practice 2: Raising Questions with Suppliers

Posing certain key questions to suppliers provide an indication of the suppliers' current packaging waste reduction practices, and their capacity to respond to the specifications of various tenders. The questions could be used with first-time suppliers; with all suppliers; or, during bids, quotes or proposals. The questions and associated responses are not intended to be used to "screen" suppliers out but rather to obtain some basic information to add to the supplier's overall profile recorded in the purchasing department. The following Questions Addressed to Suppliers are proposed:

### Questions Addressed to Suppliers

1. Do you take all possible steps to minimize the packaging in which your product(s) are delivered or sent to the end user?
2. Have you responded positively to requests or stipulations by customers for changes in the type of packaging or form in which your product(s) were delivered in the past?
3. Would you be open to making alterations to your product's(s) packaging and/or packaging systems to conform with the provisions of tenders or put your company in a more advantageous position on tenders, in the following areas:

Shipping bulk rather than individually packaged products (if applicable)?	Y	N
Changing packaging containers?	Y	N
Taking back empty packaging (at your cost)?	Y	N
Delivering products in reusable containers?	Y	N
4. Do you have a copy of the Canadian Code of Preferred Packaging Practices? Y N
5. Does your company have an environmental policy statement?  
Could you give us a copy? Y N

Please explain your answers.

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Cont'd. .../4

## Working with Suppliers

### Practice 3: Pre-Bid Talking Points

Any pre-bid discussion or exchange should bring to the attention of potential bidders on a tender that they should note the organization's *Packaging Objectives*. The following Pre-Bid Points are proposed:

#### Pre-Bid Points

1. Cover all substantive and procedural elements of the tender first.
2. When identifying the criteria on which a contract will be awarded, include the following points with respect to packaging waste.
  - Bidders should be aware that their bid will be improved if they address how they will conform to the organization's *Packaging Objective*, statements by packaging category and specific clauses (if any) on packaging waste in the tender.
  - Due consideration will be given to those bidders that respond to reflect the buyer's interest in reducing packaging waste in their bid.
  - A bidder's response on packaging provisions is only one aspect of the evaluation of the bid along with factors such as price, time, performance, product(s) quality, etc. These other factors will be given their due priority.

### Practice 4: Tender Disclaimer on Packaging

The purchasing manager or officer must be very clear and precise about the information required on packaging waste reduction and state, in legally defensible terms, how this aspect of the tender will affect the awarding of a contract and its administration. It is important to state in a tender that while the responses a bidder makes with respect to reducing packaging waste will be an evaluation criteria - it may play a part in the award stage. The following Tender Disclaimer on Packaging is strongly proposed:

#### Tender Disclaimer on Packaging

The reduction of packaging waste will be one of the criteria in the evaluation process of bids. Packaging waste reduction may be a factor in the awarding of a contract along with price, time, performance, product(s) quality and other critical factors.

Putting the System into Place

**Practice 5: Statement on Packaging Categories**

It is valuable to make a statement of an organization's openness to various ways of reducing packaging waste. The statement emphasizes an organization's interests in reducing packaging altogether or reusing packaging material ahead of the suitability of packaging for recycling. The purchasing department should give suppliers the statements at the time the Bidder's Application Form is submitted. The following Statement on Packaging Categories is proposed:

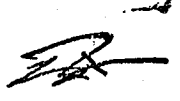
**Statement on Packaging Categories**

Our organization prefers that suppliers who deliver and supply their product(s) minimize the amount of packaging. It is preferred that packaging either be reduced or reused, with recycled packaging being the last resort. Durable, long-lasting forms of reusable packaging must be used, where appropriate. Where packaging can be recycled the associated recycling system must be at minimal or no cost to our organization.

Where applicable, the packaging must utilize a high proportion of post-consumer (i.e., recycled) products. Suppliers should be willing to work with our organization to reduce packaging waste and take a "life cycle" or product stewardship responsibility for the packaging materials they use for their product(s).

Certain packaging waste reduction practices are highly desirable, including:

- multi-materials packaging should allow for ease of separation of various materials to facilitate reuse and recycling;
- products contained in packaging should not preclude the packaging from being reused and recycled;
- secondary markets for reused and recycled packaging are desired especially when developed between suppliers and manufacturers;
- any technology required for the reuse and recycling of packaging should be available in the local community and be commercially-viable;
- that the supplier make all arrangements for collection, reuse and recycling of packaging, and at its cost; and
- that, to the full extent possible, packaging be reused for the same purposes.

  
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Cont'd. .../6

#### Practice 6: Packaging Description/Product(s) Sample Clause

There are two types of clauses on reducing packaging waste which can be inserted into a tender. The first is a general clause which requests information about the product as it pertains to packaging waste and packaging redesign. The second involves clauses that are tailored to apply to various packaging categories. The general packaging description clause seeks to gather information on the environmental profile of the packaging, and the package waste reduction potential it carries. The following packaging Description/Product (s) Sample clause should be considered:

#### Packaging Description/Product(s) Sample Clause

For all products which are offered under bids responding to this tender, the following information is required with respect to packaging accompanying the product shipped to the customer and/or delivered to the end user.

- What is the net weight (in kilograms) of packaging material per shipping unit (i.e. carton, crate, pallet, container)?
- What is the amount of packaging materials that are used, by percentage (i.e. plastic, wood, paper and board, glass, metals, multi-materials)?
- What is the recycled content (post consumer) of packaging materials?
- What proportion (provide descriptions for illustration) of packaging materials will be reused by, and at the responsibility of, the supplier?
- Where packaging containers or receptacles are reused by the supplier, specify how many times each container or receptacle will be reused, including method, cost and location?
- Where packaging materials are recyclable; specify what recycling system they will employ in this region, and at whose cost?
- What is the potential to redesign the packaging system to reduce packaging waste; and to what extent is the bidder willing to implement these changes?

Please provide a sample of the product and all related packaging material.



**Practice 7: Model Clauses by Packaging Category**

For each tender, clauses would be inserted according to the expected packaging categories which would be used for the products being quoted. The following Model Clauses by Packaging Category are proposed:

**Multi-Material Packaging**

Where multi-material packaging is used to ship or deliver product(s), the bidder must state how the packaging can be separated and to what extent the components can be reused or recycled.

**Plastic Packaging**

Where plastic packaging is used, the following questions must be answered by the bidder:

- Can the bidder utilize a superior packaging technology or product design to reduce the amount of plastic packaging?
- Will plastic containers be reused by the bidder?
- Will the supplier manage and cover the cost of recycling plastic packaging?
- Is the plastic packaging used suitable for the normal recycling systems for these materials, including consideration of the contents contained in the packaging?

**Wood Packaging**

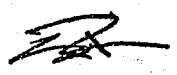
Where wood packaging or wood shipping material is used the following questions must be answered by the bidder:

- Will wood packaging and shipping materials be reused by the supplier?
- Will the bidder make the necessary arrangement, at their cost, to recycle wood packaging and shipping materials?

**Paper & Cardboard Packaging**

Where paper and cardboard packaging is used the following questions must be answered by the bidder:

- Will cardboard cartons be reused by the bidder?
- Are there alternative means of packaging that are more durable and reusable than cardboard that the bidder is willing to use?
- Is the paper and cardboard packaging suitable for the normal recycling systems for these materials?

  
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Cont'd. .../8

### **Glass Packaging**

Where glass packaging is used the following questions must be answered by the bidder:

- Will glass containers be reused by the bidder?
- Can the bidder use a superior packaging technology to reduce the amount of glass packaging?
- Is the glass packaging suitable for the normal recycling systems for these materials?
- Are the contents contained in the packaging suitable for normal recycling of these materials?

### **Ferrous Metals & Aluminum**

Where ferrous metals and aluminum packaging is used the following questions must be answered by the supplier:

- Will metal containers be reused by the bidder?
- Can a superior packaging technology or product design reduce the amount of metal packaging required?
- Is the metal packaging suitable for the normal recycling systems for these materials?

### **Making Decisions**

#### **Practice 8: Gaining an Understanding of the Canadian Code of Preferred Packaging Practices**

A useful general guide for evaluating packaging is provided by the Canadian Code of Preferred packaging Practices. Suppliers should be encouraged to review the Code.

## SYNOPSIS OF THE CANADIAN CODE OF PREFERRED PACKAGING PRACTICES AND NATIONAL PACKAGING PROTOCOL

The goal of the Protocol, to which all provincial and territorial governments are committed, is to ensure that all packaging will be designed, manufactured, filled, used and disposed of in such a way as to minimize its effect on the environment and to achieve maximum diversion from disposal options through application of the Rs including Reduce, Reuse and Recycle.

Several guiding principles are set out by the Protocol:

### 1. Function

While being environmentally sound, all packaging will maintain the integrity of the product, assure consumer safety and comply with all legal and regulatory requirements.

In order to fulfill this role, packaging must perform a number of essential functions during transportation, storage and use:

- containment of the product to ensure its integrity and safety;
- protection of the product from physical damage and spoilage/deterioration;
- convenience of use and consumer acceptance; and
- the package must satisfy all legal and regulatory requirements related to the contents and their safe use as well as provide other information.

### 2. The 3-Rs and More

In reviewing packaging and identifying opportunities for waste diversion, it should be understood that there is a hierarchy within the 3-Rs. Source reduction will be considered first, with elimination (i.e. no packaging) most favored. Reuse is the second favored option with recycling third. Additional Rs such as Repair are also encouraged.

**Reduction (Source Reduction):** The minimum amount of packaging will be used consistent with functional requirements. Materials used in packaging, which have been designated by authorities as having unacceptable

toxicological properties, will be eliminated or reduced to acceptable levels as soon as possible. Source reduction may be achieved through many different means including: total elimination, elimination of packaging components, redesign and weight and/or volume reduction and/or redesign of the product itself.

**Reuse:** Refillable or reusable packaging will be considered when the preferred options for source reduction have been explored or are not feasible. Primary reuse – reusing the packaging for the purpose for which it was originally intended – is the preferred option.

**Recycling:** Wherever possible, and to the maximum extent, recycled materials will be used in the production of packaging materials. The use of post-consumer or post-use recycled material, which includes household, institutional, commercial and industrial recycled material, must be strongly encouraged. All packaging should be recyclable. Packaging is considered recyclable if there are widely available and economically viable collection, processing and marketing systems in place. Primary or "closed loop" recycling, where the material is recycled into its original material or container form, is the preferred option, provided that health and regulatory requirements are met. Recycling into some other package form – secondary recycling – is also desirable. Tertiary recycling – into a product other than packaging material – may be the only option available for some materials.

### 3. Disposal

After all opportunities for waste diversion have been identified and implemented, it remains the responsibility of the package user to ensure that any disposable materials can be disposed of safely and with minimum impact on the environment.

Copies of the Code can be obtained for the Canadian Council of Ministers of the Environment (CCME) in Winnipeg, Manitoba. Tel: 204-948-2090.



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Cont'd. .../10

### Practice 9: Elements of the Evaluation Process

A number of elements should be considered in the evaluation of a bid with respect to packaging waste reduction. Several key evaluations elements can be utilized to assess the quality of one bid versus another with respect to packaging waste reduction. The following Elements of the Evaluation Process serve as information for the analyst:

#### Elements of the Evaluation Process

**Features in a bid which would receive a High Priority Rating since they follow the Reduce principle.**

A commitment by the bidder to:

- completely eliminate packaging waste;
- change packaging geometry, structural design of packaging, or design a completely new type of packaging that reduces the amount of packaging;
- change the form of their product(s) to reduce packaging (i.e. high versus low concentration cleaning agents);
- change the nature of the transportation system to reduce packaging waste;
- emphasize more bulk versus individual packaging units;
- eliminate toxic or hazardous materials in their product(s) which makes the packaging more reusable or recyclable; and
- use a high (recommended at >50%) level of recycled (post-consumer) content in packaging materials.

**Features in a bid which would receive a Medium Priority Rating since they follow the Reuse principle.**

A commitment by the bidder to:

- reuse a substantial portion of their packaging materials;
- change the packaging material's structure, form or materials to make it more reusable;
- reuse delivery pallets;
- reuse each packaging container more than twice;
- work with the customer to develop secondary markets for packaging that is reusable but not by the bidder, or for packaging that can be recycled;
- cover costs associated with reusing packaging or creating a market for recycling packaging; and
- use a moderate (25%-50%) level of recycled (post-consumer) content in packaging material.

**Features in a bid which would receive a Low Priority Rating since they follow the Recycle principle.**

A commitment by a bidder to:

- use packaging that can be recycled;
- change the packaging materials, structure or design to make it more recyclable;
- make outer and inner packaging used for shipment recyclable; and
- use a low level (less than 25%) of recycled (post-consumer) content in packaging material.

Through experience, a purchasing department should develop a system on evaluating bids with respect to reducing packaging waste that is fast and simple, cost-effective and tailored to its needs.

Cont'd. .../12

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## Awarding, Administering & Evaluating Contracts

### Practice 10: Award & Rejection Letters

Feedback should be provided to the bidders at the time a contract is awarded to reinforce the notion that bidders who made a more significant commitment to reducing packaging waste may have benefited more. The following elements of Award and Rejection Letters are recommended:

#### Components of letter to unsuccessful bidders:

Standard opening paragraph used by municipality to inform bidders that their bid was unsuccessful.

#### Body of letter:

We wish to inform you that, as noted in the tender form used by all bidders, packaging materials were among the criteria used to evaluate bids received. This is in keeping with our publicly-declared commitment to eliminate excessive packaging in accordance with the National Packaging Protocol, and the Canadian Code of Preferred Packaging Practices, adopted by federal and provincial governments in March 1990.

The [City/Municipality of \_\_\_\_\_] encourages its suppliers to reduce the amount of waste materials being generated through packaging, and will place increasing emphasis on such environmental criteria as packaging in the future. Accordingly, all bidders are encouraged to take whatever steps possible to eliminate excessive packaging materials. To assist you with such efforts, a copy of the Canadian Code of Preferred Packaging Practices can be obtained from Environment Canada or the Canadian Council of Ministers of the Environment.

Standard closing paragraph used by municipality.

#### Components of letter to successful bidders:

Standard opening paragraph used by municipality to inform bidder that their bid was successful.

#### Body of letter:

As you will be aware from both the Bidder's Application Form and the Tender Form, the [City/Municipality of \_\_\_\_\_] is strongly committed to minimizing packaging materials wherever possible, in keeping with the National Packaging Protocol, and the Canadian Code of Preferred Packaging Practices, adopted by the federal and provincial governments in March 1990.

In this particular case, the commitment by [company X] to take steps to reduce packaging played a part in the decision to award the bid to [company X]. Your commitment to [quote here the written commitment made by the company to reduce packaging] was viewed favorably by the [City/Municipality of \_\_\_\_\_]. We look forward to working closely with you in implementing this step to reduce the amount of packaging generated through purchases made by the [City/Municipality of \_\_\_\_\_].

For this reason, we are requesting at this time that you take whatever steps are available to you to reduce the quantity of, and environmental risk posed by the packaging of your product. Should you believe this matter to be out of your control and in the hands of the manufacturer, we would request that you contact that manufacturer and bring to their attention the concerns we have raised regarding packaging, asking that they take prompt steps to address these concerns in the future.

The [City/Municipality of \_\_\_\_\_] encourages its suppliers to reduce the amount of waste materials being generated through packaging, and will place increasing emphasis on such environmental criteria as packaging in the future. Accordingly, all bidders are encouraged to eliminate excessive packaging materials. To assist you with such efforts, a copy of the Canadian Code of Preferred Packaging Practices can be obtained from Environment Canada or the Canadian Council of Ministers of the Environment.

Standard closing paragraph used by municipality.

#### Practice 11: Quality Control Statement & Charges

The actual awarding of a contract is followed by the lengthy stage of contract administration. What is required under the contract may differ from the actual performance of the supplier, especially in the area of packaging waste reduction. Therefore, there is a need for an ongoing relationship between the purchasing manager and the operational manager(s) using the suppliers product(s) and dealing with packaging waste, to ensure all stipulations and conditions of the contract are met.

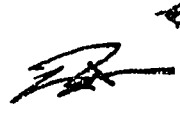
A Quality Control Statement generally helps improve the level of performance of a supplier since it is an ongoing standard for day-to-day operations. The ability to apply charges to the non-compliance of contract standards is the "stick behind the carrot" of the Quality Control Statement. The Quality Control Statement and Charges related to packaging and packaging waste can be part of general quality control and penalty provisions. The following Quality Control Statement and charges is proposed:

##### Quality Control Statement

The compliance of the supplier with all provisions related to packaging and packaging waste in the awarded contract is one element of their quality service, following the time, cost, performance criteria. The supplier is responsible for ensuring that the required measurements are taken and records kept to monitor adherence to the packaging and packaging waste standards in the contract. The supplier will provide to the customer any of this information, on request.

##### Charges

Where the supplier is in contravention of packaging and packaging waste standards in the contract, the customer may choose to apply penalty charges against the supplier which reflect the additional economic and/or environmental cost to the organization for this non-compliance, and other reasonable charges that may apply.

  
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Cont'd. .../14

### Practice 12: Questionnaires to Suppliers & Users on Packaging

Relationship between customers and suppliers is not a one-way street - for the relationship to work over the long-term it needs to be a form of partnership where either party is helping the other meet their objectives and, therefore, both parties benefit. By using the customer-supplier relationship effectively, an organization can generate the goodwill and good ideas to reduce packaging waste. One way to do this is to solicit the input of suppliers through the course, and the end, of a contract. The following Questionnaire to Suppliers on Packaging is proposed:

#### Questionnaire to Suppliers on Packaging

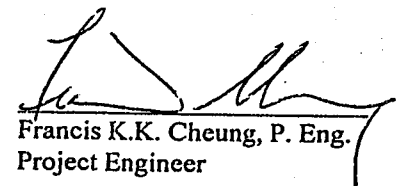
1. In the course of this contract was it feasible to meet all, or a substantial majority, of the packaging and/or packaging waste conditions?
2. Which packaging and/or packaging waste conditions were the most difficult to attain?
3. Which costs did you incur in implementing various packaging waste reduction provisions?
4. Were there packaging conditions which gave you other benefits than those related to this contract (e.g. cost reductions)?
5. Has the development of systems to meet the packaging and/or packaging waste conditions of this contract made your company more competitive on other bids?
6. If future tenders included similar packaging and/or packaging waste conditions as this contract would you be a bidder? If not, could you explain why not?
7. Can you offer any suggestions or advice for tenders and contracts with packaging and/or packaging waste conditions?
8. Can you offer any suggestions about how to continue to reduce the amount of packaging waste?

Thank you for your assistance.


### Questionnaire to Users on Packaging

1. Did you find that all aspects of packaging waste reduction specified in the contract were followed? Identify any of the aspects that were not followed.
2. Did you incur any costs in adhering to the packaging waste provisions?
3. Did you note any areas of potential improvement in how packaging waste can be reduced in any subsequent contracts? Please identify them.

Thank you for your assistance.

  
Francis K.K. Cheung, P. Eng.  
Project Engineer

FKKC/  
attachment

  
AUG 1 6 1994



Federation of Canadian Municipalities  
Fédération canadienne des municipalités

June 30, 1994

Mayor D. Laurence Mawhinney  
Lunenburg, Nova Scotia  
President  
Président

Mayor John Les  
Chilliwack, British Columbia  
First Vice President  
Premier vice-président

Councillor Bryon Wilfert  
Richmond Hill, Ontario  
Second Vice President  
Deuxième vice-président

Maire suppléant Claude Cantin  
Québec (Québec)  
Troisième vice-président  
Third Vice President

Alderman Ron Hayter  
Edmonton, Alberta  
Past President  
Président sortant

James W. Knight  
Executive Director  
Directeur général

His Worship Mayor Len Traboulay  
City of Port Coquitlam  
2580 Shaughnessy Street  
Port Coquitlam, British Columbia  
V3C 2A8

Dear Mayor Traboulay:

The Federation of Canadian Municipalities is pleased to provide you with three copies of The Packaging Waste Reduction Guide. The Guide is intended to help municipal governments and others reduce packaging waste through efficient procurement practices. It responds to the challenge municipalities face to make our communities more environmentally sustainable. Please circulate this guide to your elected officials and staff, especially to those involved in procurement and environmental matters.

The Guide represents four years of collaborative work of FCM with all orders of governments and with the private sector. It is being released at a time when the packaging industry has voluntarily met the National Packaging Protocol (NAPP) policy guideline to reduce waste destined for disposal by 20%. The industry has targeted additional waste reduction guidelines, so that by the year 2000, no more than 50% of the amount of refuse disposed of in 1988 will go to landfill sites.

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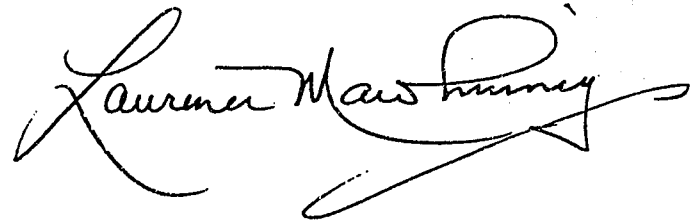
24, rue Clarence Street, Ottawa, Ontario K1N 5P3  
Telephone/Téléphone: (613) 241-5221 • Fax/Télécopieur: (613) 241-7440  
International Office/Bureau international:  
Telephone/Téléphone: (613) 241-8484 • Fax/Télécopieur: (613) 241-7117



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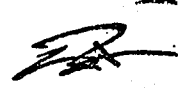
FCM is interested in hearing from you about this document. In particular, we would like to know if you find it useful, and if you have any suggestions to improve it. Should you wish to receive an additional copy, or if you have any questions, please contact Charlene Lambert, Senior Policy Analyst, at (613) 241-5221.

Yours truly,

A handwritten signature in cursive script, reading "D. Laurence Mawhinney". The signature is fluid and extends across the width of the page.

D. Laurence Mawhinney  
President

LM/cl:sd  
Enclosure

A small, handwritten mark or signature in the bottom right corner of the page, possibly initials.

AUG 10 1994

**THE CORPORATION OF THE CITY OF PORT COQUITLAM**

**ENVIRONMENTAL PROTECTION COMMITTEE**

**MINUTES**

A meeting of the Environmental Protection Committee was held at City Hall, 2580 Shaughnessy Street, Port Coquitlam, on Wednesday, August 24, 1994 at 5:00 p.m. in Meeting Room #2.

In attendance were:

Councillor R. Talbot, Co-Chairman  
J.E. Yip, P. Eng., Deputy City Engineer  
F. Cheung, Project Engineer  
C. Austin, Engineering Secretary

The minutes for the August 10, 1994 Committee meeting were considered, read and adopted.  
Carried

**ITEM I: PROPOSED CREEK RELOCATION 4040 TORONTO**  
**(Letter from Mr. and Mrs. Smith dated August 17, 1994)**

The Committee acknowledged receipt of Mr. and Mrs. Smith's letter for information. J. Yip to get further update from Colin Stewart, M.O.E.

**ITEM II: CANADIAN BIODIVERSITY STRATEGY**

For information only. F. Cheung to fax questionnaire to Kelly Orr of Ministry of Environment.

**ITEM III: WASTE MANAGEMENT ACT (BILL 26)**  
**(Information from New Westminster)**

The Committee received this information and will forward to Mayor and Council.

**ITEM IV: OTHER BUSINESS**

1. Recycling, Garbage and Composting Audit

The Committee agreed to do this work in-house by A. Jensen under supervision of F. Cheung and A. Pynenburg.

2. Roof Top Ventilator Noise and Odour Problem

Committee has not received any further complaints regarding the noise from a blower fan since the fan was reversed.

Cont'd .../2

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AUG 24 1994

**Environmental Protection Committee Meeting of August 24, 1994 Cont'd ...**

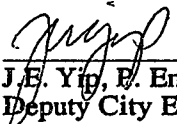
3. Draft Contaminated Sites Regulations (CSR)

For information only.

4. Dumping into Storm Sewer at Citadel Mews

It was brought to Committee's attention that contractors for the School District #43 doing hydro seeding at Citadel Middle School were seen dumping a green liquid into City storm sewers (first half of August). Committee instructed F. Cheung to contact Bill Low (School District #43) regarding our concerns.

There being no further business the meeting adjourned at 6:30 p.m.

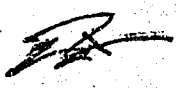
  
J.E. Yip, E. Eng.  
Deputy City Engineer

JEY/ca

  
Councillor M. Gates  
Committee Chairman

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

cc: Mayor and Councillors  
City Administrator  
City Engineer  
Project Engineer  
Project Technician

  
AUG 24 1994

**THE CORPORATION OF THE CITY OF PORT COQUITLAM**

**ENVIRONMENTAL PROTECTION COMMITTEE**

**MINUTES**

A meeting of the Environmental Protection Committee was held at City Hall, 2580 Shaughnessy Street, Port Coquitlam, on Wednesday, September 7, 1994 at 5:00 p.m. in Meeting Room #2.

In attendance were:

Councillor M. Gates, Chair  
J.E. Yip, P. Eng., Deputy City Engineer  
F. Cheung, Project Engineer  
C. Austin, Engineering Secretary

The minutes for the August 24, 1994 Committee meeting were considered, read and adopted.  
Carried

**ITEM I: AN INVITATION TO JOIN THE CITIES FOR CLIMATE PROTECTION CAMPAIGN**

The Committee approved the following recommendations to refer to Council:

1. That Committee refer the invitation to join "The Cities for Climate Projection" to GVRD as part of their Air Quality Management Plan.
2. That Committee request the GVRD to join "The Cities for Climate Protection Campaign" on behalf of all municipalities within the GVRD.

Copies to be sent to Planning Committee and Public Works Committee for their information and comments. Environmental Protection Committee will do follow up on waste management and recycling procurement policies.

**ITEM II: PAINT STEWARD PROGRAM**

For information only.

**ITEM III: ILLEGAL FLUSHING INTO CITY SEWER**

For information only.


**ITEM IV: PROPOSED CREEK RELOCATION 4040 TORONTO**

For information only.

**ITEM IV: OTHER BUSINESS**

1. Downtown Parking Study

Item deferred.

  
SEP - 7 1994

**Environmental Protection Committee Meeting of September 7, 1994 Cont'd ...**

2. Environmental Achievement Awards Nomination - Mayor Traboulay

Letter received acknowledging nomination of Mayor Traboulay. A. Pynenburg to check into the details of the Awards Ceremony.

3. District of Mission - Bill 26 - Amendment to Waste Management Act

For information only.

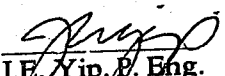
4. Debris Control Board Annual Report

For information only.


5. Environmental Assessment Act

For information only

There being no further business the meeting adjourned at 5:30 p.m.

  
J.E. Yip, P. Eng.  
Deputy City Engineer

JEY/ca

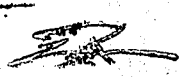
  
Councillor M. Gates  
Committee Chairman

**NOTE**

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

cc:

Mayor and Councillors  
City Administrator  
City Engineer  
Project Engineer  
Project Technician

  
SEP - 7 1994