



British Columbia Product Stewardship Council

BCPSC Meeting Agenda

Date: Tuesday, January 12, 2010

Time: 9:30am

Venue: Conference Call, hosted by RCBC

1. **Meeting called to order (Brock Macdonald)**
2. **Adoption of agenda (Brock Macdonald)**
3. **Adoption of minutes from November 3, 2009 meeting** (*attachment #1*)
4. **Task List Review** (*attachment #2*)

5. **Correspondence**
 - 5.1 BCPSC letter to Ministry requesting funding (*attachment #3*)
 - 5.2 BCPSC letter to Stewards at November Roundtable Meeting (*attachment #4*)
 - Stewardship Roundtable summary
 - Waste Characterization Studies working group update

6. **Information Items**
 - 6.1 Updated BCPSC Contact List (*attachment #5*)
 - 6.2 Stewardship Brochure - PDF for review (Teresa Conner)
 - 6.3 Signage for Recycling Businesses (Mairi Welman) (*attachment #6*)
 - 6.4 UBCM Conference information (Jordan Best)
 - 6.5 Rural Service Level Working Group update (Jordan Best)
 - 6.6 Events and Reporting for 2009/2010 – CWMA, Canadian Product Stewardship Conference, RCBC, FCM, UBCM, etc.
 - 6.7 EPR Event in Hazeltons - any other events in BC? Toolkit? Funding formulas?
 - 6.8 Glass markets - RD as end market (Laurie Gallant)

7. **Stewardship Issues to Resolve**
 - 7.1 Information gaps on RCBC and steward websites
 - 7.2 Updates/overview to implementation of EPR programs

8. **Recycling Regulation update - December 2009**
 1. Electronics
 2. Antifreeze and Lead-acid
 3. Lamps
 4. Other

9. **Next Meeting**
10. **Adjournment**

B.C. Product Stewardship Council
Post-Meeting Package
January 12, 2010

This Package Includes:

1. Agenda – November 3rd, 2009
2. Minutes – November 3rd, 2009

Prepared By RCBC Staff



British Columbia Product Stewardship Council

BCPSC Meeting Agenda

Date: Tuesday November 3rd, 2009

Time: 9:30am

Venue: Conference Call, hosted by RCBC

- 1. Meeting called to order**
- 2. Adoption of agenda**
- 3. Adoption of minutes from December 9, 2008 meeting** (*attachment #1*)
- 4. Correspondence**
 - 4.1 Florida lamp recycling standards (*attachment #2*)
 - 4.2 Clorox Canada – BC Recycling programs
 - 4.3 Regional District of Okanagan-Similkameen EPR Resolutions (*attachment #3*)
- 5. Information Items**
 - 5.1 Environmental Management Act - definitions of stewardship materials (*attachment #4*)
 - 5.2 Retail Council and Phase 2 electronics (Alan Stanley)
- 6. Old Business**
 - 6.1 *TABLED* – Motion 090303-3 - Endorsement of EPR Management Board (*attachment #5*)
 - 6.2 *IN PROCESS* – Motions 090526-5 and 6 – Waste Characterization Studies (*attachment #5*)
- 7. New Business**
 - 7.1 BCPSC EPR Working Group (Motion 090526-8) (*attachment #5*)
 - 7.2 Establishing research fund - propose \$500 per member
 - 7.3 Research project - standardized clauses for EPR to included in SWMPs
 - 7.4 Research project - Waste comp studies - to include in SWMPs for RDs and Stewards
 - 7.5 Research project - UBCM Env't conference preparation
 - 7.6 Website assessment and upgrades - summary of consultations etc.
- 8. Stewardship Issues to Resolve**
 - 8.1 BCUOMA – infrastructure for oil containers and filters
- 9. Next Meeting**
- 10. Adjournment**

B.C. Product Stewardship Council
Conference Call Minutes - DRAFT
Tuesday, November 3, 2009
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Present:

Janine Dougall (Bulkley-Nechako)	Anke Bergner (Capital)
Nicole Ward (Central Kootenay)	Sabina Kasprzak (Fraser Valley)
Harmony Huffman (Cowichan Valley)	Don Hamilton (Okanagan-Similkameen)
Kathleen Milward (Cowichan Valley)	Cathy Kenny (Sunshine Coast)
Andrew Doi (Metro Vancouver)	Laurie Gallant (Kitimat Stikine)
Cameron Baughen (Okanagan-Similkameen)	Sharon Horsburgh (Nanaimo)
Nicole Kohnert (North Okanagan)	Shannon Anderson (Peace River)
Carmen Fennell (Columbia Shuswap)	Greg Tyson (Ministry of Environment)
Brock Macdonald (RCBC)	Jennifer Ellis (RCBC)
Jordan Best (RCBC)	

Regrets:

Brenda Fortais (Alberni Clayoquot)	Bob McDonald (Cowichan Valley)
Joy Mackay (Central Coast)	Jim Penson (East Kootenay)
Peter Rotheisler (Central Okanagan)	Greg Fletcher (Mount Waddington)
Roger Tooms (Kitimat Stikine)	Frances Ladret (Powell River)
Jesse Lee (Squamish-Lillooet)	Jarred Wright (UBCM)
Peter Hughes (Thompson-Nicola)	David Lawes (Ministry of Environment)
Scott Barry (Northern Rockies)	Jeff Rahn (Cariboo)
Darcy Mooney (Columbia Shuswap)	Drew Hadfield (Comox Valley)
Petra Wildauer (Fraser-Fort George)	Alan Stanley (Kootenay-Boundary)
Tim Des Champ (Skeena Queen Charlotte)	

1. Meeting called to order

Meeting was called to order at 9:33am by chair Brock Macdonald.

2. Adoption of agenda

- New item requested under New Business: 7.7 Recycling business signage (Andrew Doi)

091103-1PSC **Moved/seconded by Anke Bergner/Shannon Anderson to adopt the agenda of the November 3, 2009 BC Product Stewardship Council meeting with amendments.**

Carried

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3. Adoption of minutes from May 26, 2009 meeting (attachment #1)

Amendment – Shannon Anderson was marked as absent, but was in attendance.

091103-2PSC

Moved/seconded by Sharon Horsburgh/Shannon Anderson to adopt the minutes of the May 26, 2009 BC Product Stewardship Council meeting with amendments.

Carried

4. Correspondence

4.1 Florida lamp recycling standards (attachment #2)

4.2 Clorox Canada – BC Recycling programs

- Note: If anyone did not receive this correspondence and would like a copy please email RCBC staff.

Action Item: RCBC Staff will post BCPSC correspondence and similar items on the website.

4.3 Regional District of Okanagan-Similkameen EPR Resolutions (attachment #3)

5. Information Items

5.1 Environmental Management Act - definitions of stewardship materials (attachment #4)

- Tabled until later in the meeting as item presented by Nicole Kohnert who was not yet on the call.

5.2 Retail Council and Phase 2 electronics (Alan Stanley)

- Tabled until later in the meeting as Alan Stanley was not yet on the call.

6. Old Business

6.1 *TABLED* – Motion 090303-3 - Endorsement of EPR Management Board (attachment #5)

- Left as tabled

6.2 *IN PROCESS* – Motions 090526-5 and 6 – Waste Characterization Studies (attachment #5)

- Laurie Gallant reviewed this item.
- The Kitimat-Stikine Regional District is finishing a pilot project Waste Characterization Study. They are currently compiling data and expect to be finished near the end of November.
- Results will be distributed to the BCPSC and RCBC
- The approximate cost of the project was \$35,000, however a more realistic budget would be closer to \$50,000-\$70,000

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- Capital Regional District is also working on Waste Composition Study, which is in its third week.
- Metro Vancouver is also in the last quarter review of a Waste Characterization Study.
- There was concern that all Regional Districts are approaching stewards for funding separately and that there needs to be more communication and a unified approach so districts are not competing.
- It was announced that the Stewardship Roundtable will be held on November 26th, 2009 and the BCPSC should consider presenting this issue to them.
- Concerns were raised about how the 8 archetypal regional districts would be chosen

Action Item: RCBC Staff will put together a letter detailing the 2 motions (090526-5/090526-6) and the working group to present at Stewardship Roundtable meeting.

Action Item: It was requested that the three current Waste Composition Studies' results be circulated to the BCPSC when complete.

Action Item: RCBC Staff will send BCPSC members an invitation for a Waste Characterization Study Working Group and set up a new meeting time. They will also invite Stewards and Ministry of Environment representatives.

- Early December was suggested as meeting date.
- Jordan Best will coordinate the Terms of Reference with Laurie Gallant and finalize them before meeting.

7. New Business

7.1 BCPSC EPR Working Group (Motion 090526-8) (attachment #5)

- Jordan Best addressed the item.
- Only five members have expressed interest thus far and the group still needs a Chair.
- Additional members on the call expressed interest and were directed to email Jordan directly to participate.
- Jordan will request input from members to help create Terms of Reference for the group.
- The group was renamed the **Rural Service Level Working Group**
- There was a concern that the "framework" portion of the motion, which was intended to address definitions of Municipal Solid Waste and EPR materials, would be excluded if renamed "rural service level working group"
- It was decided to address both issues in the Working Group. How and when they are addressed can be further defined in the Terms of Reference.

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7.2 Establishing research fund - propose \$500 per member

- The issue was addressed by Laurie Gallant.
- Next three items (7.3, 7.4, 7.5) represent possible research ideas that would require extra funding.
- The discussion indicated that most Regional Districts are unlikely to have extra funding right now, but they would be more likely to approve the funding request for a specific project, rather than general "research" fund.
- It was noted that this work is something that falls under the mandate of the Ministry of Environment and that the BCPSC's role is to lobby them to do it.

Action Item: RCBC staff will re-send the letter requesting funding to the Ministry of Environment (in the names of the new chairs).

- It was recommended that both Working Groups start their work and examine possible research projects as part of their Terms of Reference and wait on funding requests.

7.3 Research project - standardized clauses for EPR to included in SWMPs

7.4 Research project - Waste comp studies - to include in SWMPs for RDs and Stewards

7.5 Research project - UBCM Env't conference preparation

- There was a suggestion that BCPSC create presentation for UBCM environmental conference in the spring.
- RCBC noted that they are already presenting the motion regarding packaging as an EPR program on behalf of the BCPSC to UBCM.

Action Item: RCBC Staff will contact to Jarred Wright about the agenda/schedule for the conference and bring it to the next BCPSC meeting for further discussion.

7.6 Website assessment and upgrades - summary of consultations etc.

- It was decided that the website should be used more as a means of sharing information and resources.

Action Item: RCBC staff will look at ways to improve the website and add appropriate information. They will also send members a link to the website.

- If members have links or documents they would like to see on the website, please forward them to RCBC Staff.

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7.7 New item – Signage for recycling businesses (Andrew Doi)

- There is some need for standard generic signage for private businesses that accept public drop-offs of materials.
- A similar program would be the BC Wineries standardized signs
- Directional signage as a way for the public to find private recyclers, consistent colours throughout province.
- Multiple levels of government would need to be involved to monitor sign placement and use.
- Andrew Doi suggested that Mairi Wellman from RCBC present this issue at the next BCPSC meeting.

8. Stewardship Issues to Resolve

8.1 BCUOMA – infrastructure for oil containers and filters

- Unsure who brought forward this issue, tabled until next meeting.

Item 5.2 – Retail Council and Phase II Electronics

- The Ministry of Environment has granted some components of the Electronics category and extension on their stewardship plan. No dates are confirmed but it is believed that Toys have been extended until 2012 and some appliances have been given a six month extension.
- The Retail Council posted a letter on their website which seemed to celebrate the extension and their successful lobbying of Ministry.
- RCBC is writing letter to the Retail Council in response.

9. Next Meeting

- The next meeting is scheduled for January 12th, 9:30am.
- There was some discussion about why item 6.1 was tabled.
- It was explained that there had been a lot of disagreement about the motion and no consensus reached.

091103-3PSC **Moved/seconded by Anke Bergner/Shannon Anderson to rescind motion 090303-3PSC.**

Carried

10. Adjournment

091103-4PSC **Moved/seconded by Nicole Kohnert/Brock Macdonald to adjourn the meeting.**

Carried

Task List - January 12, 2010

Task	Reference Document	Reference motion	Status/Notes
Official Motions			
Moved/seconded/approved that a qualified consultant be retained to update the existing "official" waste characterization methodology and that this procedure be considered by the Ministry of Environment and Stewards as an essential part of performance evaluation.	BCPSC meeting (May 26, 2009)	090526-5PSC	
Moved/seconded/approved that the BC Product Stewardship Council consider an acceptable funding formula for waste characterization studies after the waste characterization methodology has been updated.	BCPSC meeting (May 26, 2009)	090526-6PSC	
Action Items			
It was requested that the three current Waste Composition Studies' results be circulated to the BCPSC when complete.	BCPSC Meeting Minutes (November 3, 2009)	Item 6.2	
Completed Items			
Moved/seconded/approved that the BCPSC write a letter to the Ministry of Environment recommending the formation of a Management Board for the monitoring of Extended Producer Responsibility programs under the Recycling Regulation, including the management of monies that are generated within the programs, depot licensing, handling fees for depots and service providers, and hiring and monitoring of collection agencies.	BCPSC meeting (March 3, 2009)	090303-3PSC	Complete - rescinded by motion 091103-3PSC
Moved/seconded/approved to adopt the changes to the BCPSC Terms of Reference.	BCPSC meeting (May 26, 2009)	090526-7PSC	Complete - updated on website
Moved/seconded by Anke Bergner/Shannon Anderson to rescind motion 090303-3PSC.	BCPSC Meeting Minutes (November 3, 2009)	091103-3PSC	Complete

BC Product Stewardship Council**Task List - January 12, 2010**

RCBC Staff will post BCPSC correspondence and similar items on the website.	BCPSC Meeting Minutes (November 3, 2009)	Item 4.2	Complete
RCBC Staff will put together a letter detailing the 2 motions (090526-5/090526-6) and the working group to present at Stewardship Roundtable meeting.	BCPSC Meeting Minutes (November 3, 2009)	Item 6.2	Complete - on Jan.12 agenda
RCBC Staff will send BCPSC members an invitation for a Waste Characterization Study Working Group and set up a new meeting time. They will also invite Stewards and Ministry of Environment representatives.	BCPSC Meeting Minutes (November 3, 2009)	Item 6.2	Complete
RCBC staff will re-send the letter requesting funding to the Ministry of Environment (in the names of the new chairs).	BCPSC Meeting Minutes (November 3, 2009)	Item 7.2	Complete
RCBC Staff will contact to Jarred Wright about the agenda/schedule for the conference and bring it to the next BCPSC meeting for further discussion.	BCPSC Meeting Minutes (November 3, 2009)	Item 7.2	Complete
RCBC staff will look at ways to improve the website and add appropriate information. They will also send members a link to the website.	BCPSC Meeting Minutes (November 3, 2009)	Item 7.6	Complete/On-going



Funding Proposal | 2009-2010

January 12, 2010

Ms. Kris Ord
Ministry of Environment
PO Box 9339
Stn Prov Govt
Victoria, BC V8W 9M1

Dear Ms. Ord:

Re: Funding Proposal for the BC Product Stewardship Council

As you know, the British Columbia Product Stewardship Council (BCPSC) is a coalition of 28 regional districts, provincial agencies and organizations associated with solid waste management and waste reduction. Our purpose is to shift BC's product waste management system from one focused on government-funded and ratepayer-financed waste diversion to one that relies on producer responsibility in order to reduce public costs and drive improvements in product design that promote environmental sustainability.

As a cohesive affiliation of primarily local government staff whose everyday role is to manage waste on the ground, the BCPSC can also provide a forum for the exchange of information regarding existing and proposed Extended Producer Responsibility (EPR) Programs in British Columbia. BCPSC can also provide valuable information to the Ministry of Environment (MOE) regarding the effectiveness of operations of existing EPR programs within Regional Districts, and can assist in developing time lines for the implementation of new EPR programs for all product waste, and liaise with product stewardship councils within BC and other jurisdictions.

The primary objectives of the BCPSC are:

- a) To be granted formal consultative status by the Province of British Columbia in the review and approval of stewardship plans
- b) To ensure all British Columbia Local Governments are represented and have a voice on the Council
- c) To liaise with other waste reduction and recycling agencies and societies to present a cooperative voice to regulators
- d) To develop practical local and educational tools such as template by-laws, newsletters, articles, policy briefings, PowerPoint presentations, etc.

Our Terms of Reference allow for the collection of funds from each local government member (\$1,000 per year for a total of \$28,000) for administration, provided by the Recycling Council of BC.

However, to undertake the full scope of activities needed to meet the organization's mandate, financial assistance from the Ministry of Environment would be required.

These steps include:

1. Assisting with policy review and development
2. Attending conferences and seminars both within and outside BC
3. Interacting with other stewardship-related agencies through letters, meetings, etc.
4. Covering expenses incurred by members doing stewardship business (e.g. presentations at conferences and meetings).

Ideally, BCPSA requests that MOE match the current funding provided by our member local governments. We would also be open to a cost-sharing formula, thereby reducing the \$1,000 per-year cost our local government members incur. Any financial assistance would be appreciated.

If you have questions or need clarification, please contact me at lgallant@rdks.bc.ca. I look forward to hearing from you.

Yours truly,

A handwritten signature in cursive script that reads "L. Gallant".

Laurie Gallant
Regional District of Kitimat-Stikine

Co-Chair
British Columbia Product Stewardship Council



November 18, 2009

Dear B.C. Product Stewardship Agencies,

At the RCBC conference in May, the British Columbia Product Stewardship Council (BCPSC) formed a Waste Characterization Study Working Group. Given the working group's relevance to the province's product stewards, the BCPSC would like to formally invite a member of the B.C. Stewardship Roundtable to participate in this group.

Building on the progress made since May, the working group's next meeting will be held in mid-December. The May 2010 RCBC conference has been established as the deadline for the group to produce its final proposals. In general, these proposals will be based on the working group's three main objectives, outlined below.

1) Develop recommendations on a standardized methodology for waste characterization studies that incorporate waste composition details by product type

Historically, waste characterization studies performed by regional districts in B.C. have collected details of waste composition by material type (plastic, glass, metal etc.). Equally detailed studies, organized by product type, will provide information on the quantity of legislated stewardship products in the municipal solid waste stream. These types of studies would also facilitate a clearer understanding of the types and quantities of products in the waste stream that are not currently captured by the Recycling Regulation. In turn, this information could be used to guide the development of future stewardship programs and to estimate changes in the municipally-managed waste stream as these programs are introduced.

The Capital Regional District, Metro Vancouver and the Regional District of Kitimat-Stikine have all initiated recent waste characterization studies that, in part, study the composition of waste by product type. These studies will provide a starting point for further discussions on methodology recommendations. If appropriate, the working group's recommendations on methodology could be used to update the MoE's waste composition study guidelines.

2) Develop a proposed funding formula to finance these waste studies

In the past, regional districts have paid the full cost of waste composition studies. Given the increased scope of composition studies organized by product type and the potential value of this data for product stewards, it is hoped that arrangements can be made for stewards to contribute towards the cost of these studies.

(2)

3) Develop a representative sample of regional districts across B.C. to perform these studies

Waste composition studies are expensive, time consuming and initiated on an irregular basis. Methodology to extrapolate province-wide data, based on the studies of a sample of representative regional districts, would ensure an efficient approach relevant to the entire province.

Thank you for your consideration of this matter. If a representative of the BC Stewardship Roundtable is able to participate in the working group, please contact Jordan Best, RCBC's Policy and Research Coordinator, at jordan@rcbc.bc.ca.

We look forward to discussing this issue further in the near future.

Sincerely,

Laurie Gallant
Regional District of Kitimat-Stikine

Sharon Horsburgh
Regional District of Nanaimo

Co-Chairs
British Columbia Product Stewardship Council

Name	Regional District/Organization	Email	Phone
Brenda Fortais	Alberni Clayoquot	Brenda.fortais@acrd.bc.ca	250-720-2714
Janice Hill	Alberni Clayoquot	janice.hill@acrd.bc.ca	250 720-2709
Janine Dougall	Bulkley-Nechako	janine.dougall@rdbn.bc.ca	250-692-3195
Anke Bergner	Capital	abergner@crd.bc.ca	250-360-3218
Wendy Dunn	Capital	wdunn@crd.bc.ca	
Tera Grady	Cariboo	tgrady@cariboord.bc.ca	250-392-3351
Joy Mackay	Central Coast	ccrd@belco.bc.ca	250-799-5291
Nicole Ward	Central Kootenay	NWard@rdck.bc.ca	250-352-8192
Peter Rotheisler	Central Okanagan	peter.rotheisler@cord.bc.ca	250-469-6259
Carmen Fennell	Columbia Shuswap	cfennell@csrd.bc.ca	250-832-8194 ext.5936
Darcy Mooney	Columbia Shuswap	dmooney@csrd.bc.ca	250-832-8194 ext.238
Drew Hadfield	Comox Valley	dhadfield@comoxvalleyrd.ca	250 334-6025
Bob McDonald	Cowichan Valley	bmcdonald@cvrd.bc.ca	250-746-2630
Harmony Huffman	Cowichan Valley	hhuffman@cvrd.bc.ca	250-746- 2530
Kathleen Milward	Cowichan Valley	kmilward@cvrd.bc.ca	
Jim Penson	East Kootenay	jpenson@rdek.bc.ca	250-489-2791
Mike Hofer	Fraser Valley	mhofer@fvrd.bc.ca	604-702-5026
Sabina Kasprzak	Fraser Valley	skasprzak@fvrd.bc.ca	604-702-5047
Petra Wildauer	Fraser-Fort George	PWildauer@rdffg.bc.ca	250-960-4483
Roger Tooms	Kitimat Stikine	rtooms@rdks.bc.ca	250-615-6100
Laurie Gallant	Kitimat Stikine	lgallant@rdks.bc.ca	250-847-1670
Alan Stanley	Kootenay-Boundary	astanley@rdkb.com	250-368-0232
Andrew Doi	Metro Vancouver	andrew.doi@metrovancover.org	604-436-6825
Greg Fletcher	Mount Waddington	gffletcher@rdmw.bc.ca	250-956-3301
Sharon Horsburgh	Nanaimo	shorsburgh@rdn.bc.ca	250-390-6560
Nicole Kohnert	North Okanagan	nicole.kohnert@rdno.ca	250-550-3741
Don Hamilton	Okanagan-Similkameen	dhamilton@rdos.bc.ca	250-490-4103
Cameron Baughen	Okanagan-Similkameen	cbaughen@rdos.bc.ca	250-490-4203
Jeff Rahn	Peace River	Jeff.Rahn@prrd.bc.ca	250-784-3226
Frances Ladret	Powell River	administration@powellriverrd.bc.ca	604-483-3231
Tim Des Champ	Skeena Queen Charlotte	recycle@citytel.net	250-624-2455
Jesse Lee	Squamish-Lillooet	jlee@slrd.bc.ca	604-894-6371 ext.236
Cathy Kenny	Sunshine Coast	cathy.kenny@scrd.bc.ca	604-885-2261
Dion Whyte	Sunshine Coast	Dion.Whyte@scrd.ca	
Peter Hughes	Thompson-Nicola	phughes@tnrd.bc.ca	250-377-7057
Martin Dickson	Thompson-Nicola	mdickson@tnrd.bc.ca	250.377.8673
Scott Barry	Northern Rockies	sbarry@northernrockies.org	250-774-2541 ext.291
Jarred Wright	UBCM	jwright@civicnet.bc.ca	604-270-8226 ext.113
Brock Macdonald	RCBC	brock@rcbc.bc.ca	604-683-6009 ext.307
Greg Tyson	Ministry of Environment	Greg.Tyson@gov.bc.ca	250 387-9774
Lyn Smirl	Ministry of Environment	Lyn.Smirl@gov.bc.ca	250 356-0535
David Lawes	Ministry of Environment	David.Lawes@gov.bc.ca	250-387-1161
Teresa Conner	Ministry of Environment	Teresa.Conner@gov.bc.ca	250 387-9754



Canadian Association of Recycling Industries

Association canadienne des industries du recyclage

Unit 1, 682 Monarch Avenue, Ajax, Ontario L1S 4S2 • Telephone (905) 426-9313 • Fax (905) 426-9314 • e-mail: donna.turner-cari@on.aibn.com
3 Clay Street, Almonte, Ontario K0A1A0 • Telephone: (613) 256-8533 • Fax: (613) 256-8534 • e-mail: len.shaw-cari@on.aibn.com

BRITISH COLUMBIA CHAPTER

CHAIRMAN

BRAD W. RUDOVER

DAVIS TRADING
& SUPPLY LTD.
1100 Grant Street
Vancouver, BC V6A 2J6
Tel: (604) 255-3111
Fax: (604) 255-1355

VICE CHAIRMAN

HARMAN DHATT

ABC RECYCLING LTD.
8081 Meadow Ave.
Burnaby, BC V3N 2V9
Tel: (604) 522-9727
Fax: (604) 522-9723

SECRETARY/TREASURER

BRIAN BERMAN

STEEL PACIFIC RECYCLING
2770 Pleasant Street
Victoria BC V8T 4V3
Tel: (250) 381-5865
Fax: (250) 381-3866



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