



INFRASTRUCTURE SERVICES COMMITTEE

Thursday, February 20, 2020
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

2. Water and Energy Programs Coordinator
2019 Water Use and Water Users Analysis
(Voting – A, B, D, E, F, Sechelt) Annex A
pp 1 - 4
3. Water and Energy Project Coordinator
2020 Drought Management Plan Updates
(Voting – A, B, D, E, F, Sechelt) Annex B
pp 5 - 8
4. General Manager, Infrastructure Services
Water Supply Advisory Committee
(Voting – All) Annex C
pp 9 - 13
5. Manager, Solid Waste Programs
Recycle BC Curbside Recycling Collection Eligibility Update
(Voting – B, D, E, F) Annex D
pp 14 - 29
6. Manager, Solid Waste Programs
Commercial Use of SCRD's Green Waste Recycling Program -
Considerations
(Voting – All) Annex E
pp 30 - 34
7. Manager, Solid Waste Programs
Industrial, Commercial and Institutional (ICI) Recycling
Considerations
(Voting – All) Annex F
pp 35 - 39
8. Transportation Advisory Committee Meeting Minutes –
January 16, 2020
(Voting – All) Annex G
pp 40 - 44

COMMUNICATIONS

9. Lyle and Jean Wharton, dated January 16, 2020
Regarding Wastewater Treatment Facilities Funding
(Voting – A, B, D, E, F) Annex H
pp 45 - 46
10. Josh Thomas, Director, Policy & Campaigns, Capilano Students' Union received February 3, 2020
Regarding Access to Public Transit for Sunshine Coast Students
(Voting – B, D, E, F, Sechelt, Gibsons, SIGD) Annex I
pp 47 - 48
11. 2019 WildSafe BC Sunshine Coast Annual Report
(Voting – All) Annex J
pp 49 - 56

NEW BUSINESS**IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (k) of the *Community Charter* –“personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Service Committee – February 20, 2020
AUTHOR: Raphael Shay, Water and Energy Projects Coordinator
SUBJECT: 2019 WATER USE AND WATER USERS ANALYSIS

RECOMMENDATION(S)

THAT the report titled 2019 Water Use and Water Users Analysis be received.

BACKGROUND

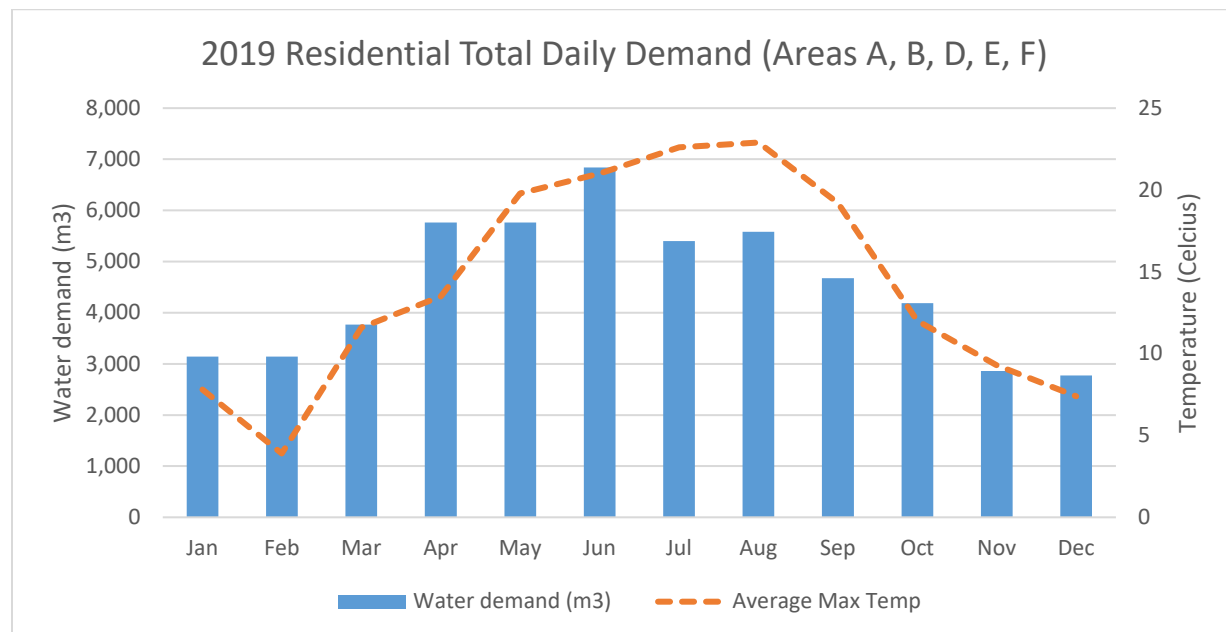
A 2018 Water Use and Water Users Analysis was presented to the April 18, 2019 Infrastructure Services Committee.

The purpose of this report is to provide an update on water use and major water users based on 2019 data.

DISCUSSION

Residential Use

The tally of all water use from residential water meters in Areas A, B, D, E, and F is presented in the figure below. Higher demand in hotter and dryer weather is expected. Demand decreased during July and August even though temperatures increased, demonstrating the effectiveness of Stage 3 water conservation regulations that took effect June 27 for Areas B, D, E, and part of F.



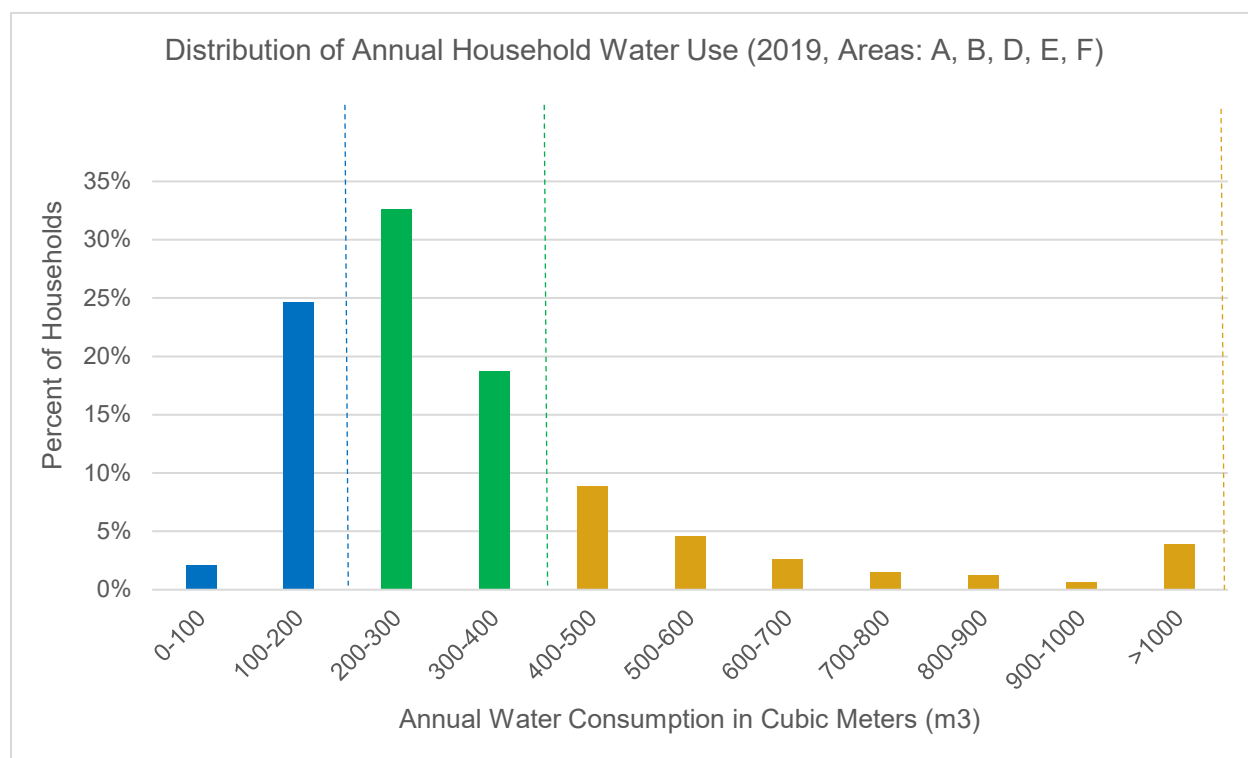
The figure below provides an overview of the total annual water consumption at all residential service connections outside of the District of Sechelt and the Sechelt Indian Government District.

On the low range, there are several properties that use under 100 m³ of water per year. These are generally cottages that are used only a few times in the year. The next band between 100 to 200 m³ per year includes situations such as seasonal residents and low water users.

The tallest bar shows that a third of residential service connections considered here use between 200 and 300 cubic meters of water per year. This equals to approximately 548 to 822 litres per day per service connection. At 2.1 people per household¹, that equals 261 to 391 litres per person per day on average.

The higher ranges of total household use include cases such as the high water users, the large irrigators and large leaks. The outliers had very large leaks. In total, 4% of users had yearly consumption between 1,000 and 16,900 m³ in the year. Staff is conducting more detailed analysis on this subset of users to determine potential engagement activities.

The figure demonstrates that the majority of the community uses water conscientiously.



¹ Statistics Canada, 2016 Census.

Major Commercial Users

All commercial, institutional and other large users on the Chapman Creek water system have meters installed which are read every quarter. The table below presents an overview of the top 20 commercial users on the Chapman Creek water system in 2019 sorted highest to lowest in Q3 (Jul-Aug-Sept). For privacy reasons the names of these users are not listed.

Average Daily Use of Top 20 Chapman System Commercial Utility Accounts in 2019 (liters per day)						
Type	Q1	Q2	Q3	Q4	Summer (Q3) vs Winter (Q1)	Yearly Average
Institutional	25,121	36,659	55,121	50,143	30,000	41,761
Institutional	50,555	55,413	42,669	46,522	-7,886	48,790
Housing/Camp/Campground*	24,165	12,615	38,044	21,934	13,879	24,190
Housing/Camp/Campground*	31,110	22,187	25,890	17,055	-5,220	24,060
Housing/Camp/Campground*	27,736	30,165	23,912	18,011	-3,824	24,956
Public Facility	33,495	30,374	23,835	26,187	-9,659	28,473
Commercial*	#N/A	27,505	23,000	6,725	#N/A	19,077
Public Facility*	758	44,846	18,725	945	17,967	16,319
Housing/Camp/Campground*	17,198	16,681	18,692	2,462	1,495	13,758
Housing/Camp/Campground*	17,385	12,703	17,626	16,725	242	16,110
Housing/Camp/Campground*	637	5,429	17,253	813	16,615	6,033
Housing/Camp/Campground*	8,077	6,495	17,044	6,055	8,967	9,418
Commercial	16,780	17,011	15,385	17,187	-1,396	16,591
Commercial*	18,956	12,242	15,099	14,263	-3,857	15,140
Commercial	10,516	12,571	14,055	11,440	3,538	12,146
Commercial	5,703	8,264	13,956	7,209	8,253	8,783
Commercial	8,874	6,857	13,846	3,890	4,972	8,367
Commercial*	9,429	7,956	13,747	11,846	4,319	10,745
Commercial	18,910	14,582	13,138	15,055	-5,772	15,421
Commercial*	8,297	43,648	13,077	8,923	4,780	18,486

* The outdoor use by these users was subject to the 2019 Drought Management Plan watering restrictions.

Other highlights from the commercial accounts connected to the Chapman System include:

- During the summer months (Q3) these 20 users consumed just over 434,000 litres per day. This represents approximately 2% of the maximum daily demand for the summer of 2019.
- Due to a combination of water conservation measures by the water users and the duration and the level of Water Conservation Restrictions in place throughout the summer of 2019 there is a 28% reduction compared to the top 20 commercial users use in Q3 2018.
- There was a shift in the composition of the top 20. This shift was the result of a reduction in use from some accounts. The reductions came from:
 - The prolonged Stage 3 where in some cases, the drop was significant enough to no longer be part of the top 20 list;
 - Resolution of large leaks; and
 - Optimization of processes resulting from data sharing and engagement from staff.

Staff will continue to work with these users to reduce their water use in general and during the summer months. Some users could reduce their use without significant impacts to the community; however, reductions by certain users could not occur without causing such impacts.

STRATEGIC PLAN AND RELATED POLICIES

This report supports the Strategic Plan Infrastructure Management priority area. Specifically, Strategy 2.1 to plan for and ensure year-round water availability now and in the future is supported by developing a better understanding of water use and major water users.

CONCLUSION

This report provides information on the water use and water users during 2019.

Reviewed by:			
Manager		Finance	
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Service Committee – February 20, 2020
AUTHOR: Raphael Shay, Water and Energy Projects Coordinator
SUBJECT: 2020 DROUGHT MANAGEMENT PLAN UPDATES

RECOMMENDATION(S)

THAT the report titled 2020 Drought Management Plan Updates be received;

AND THAT the Drought Management Plan be renamed the Drought Response Plan;

AND THAT the Drought Response Plan be updated to incorporate an option for watering trees, shrubs, and flowers in the morning or evening at Stage 3;

AND FURTHER THAT a request be sent to the Town of Gibsons to harmonize their bylaw with SCRD's Water Rates and Regulations Bylaw 422 (Schedule J) concerning the Drought Response Plan regulations.

BACKGROUND

The following report responds to the Strategic Plan tactic to “Review and update Drought Management Plan to ensure alignment with water supply capacity” on an annual basis.

The Drought Management Plan (DMP) is a technical guide that provides direction for managing water supply during times of supply challenges or seasonal droughts. Changes have been made to the DMP in the past to reflect changing community values and priorities as well as to provide greater clarity.

The regulations are structured to create an escalating mechanism that minimizes the negative impacts of regulations on the community while providing staff with operational tools for responsive and timely management of water supplies.

On one end of the spectrum, Stage 1 describes “normal” conditions where regulations limit demand peaks on water treatment and distribution infrastructure as well as foster conservation habits. On the other end of the spectrum, Stage 4 describes a “severe” situation where water supplies are at risk of not meeting needs. At Stage 4, water is prioritized only for the essential uses of human health, environmental flow needs (EFN), and fire protection.

The purpose of this report is to present options for an updated DMP. Recommendations are based on consultation with key staff, feedback from the community during the summer, research on neighbouring jurisdictions, and the results of the public participation presented to the Board at the Infrastructure Services Committee Meeting of November 21, 2019.

DISCUSSION

1. *Name Change*

The Drought Management Plan has many components including the schedule of allowed uses at different stages, communication plans, and decision making frameworks for the declaration of stages.

The Drought Management Plan has long been the policy's name. When speaking with the public, staff have generally used a different name that refers specifically to what water uses are allowed and restricted at different stages. The name for this component has changed many times including "sprinkling regulations" to more recently "water conservation regulations".

To make the policy's name more representative of what is being addressed, staff recommend changing the name for the entire plan to "Drought Response Plan" (DRP). For the schedule of allowed uses at different stages, staff will continue to use "water conservation regulations" to help with clarity and cause minimal disruption to communication efforts.

2. *Watering Times at Stage 3 for Trees, Shrubs, and Flowers*

At Stage 3, hand watering and micro-drip irrigation of trees, shrubs, and flowers is allowed for one hour in the morning. Many citizens inquired about an evening watering option. The findings of the public participation on the water conservation regulations presented at the November 21, 2019 Infrastructure Services Committee meeting support this, with half of the responses preferring evening hours and half preferring morning hours.

In 2019, the allowable time for hand watering and micro-drip irrigation was reduced at Stage 3 in order to create more water availability for food producing plants. Adding the option of evening hand watering would better meet the community's needs without increasing the total time allowed for watering. Allowing watering beyond that may impact water supplies, increase the possibility of Stage 4 regulations and undermine the intent of the 2019 changes.

Therefore, staff recommend modifying Stage 3 hand watering and micro-drip irrigation of trees, shrubs, and flowers to include the option to water for one hour in the morning or one hour in the evening, seven days a week.

3. *Sprinklers for lawns and ornamental plants at Stages 1 and 2*

The Water Conservation Regulations currently differentiate between lawns and ornamental plants. Automatic irrigation systems with zones covering both types of plants are no longer legally usable when lawn watering is prohibited, currently at Stage 2.

In many cases, modifying the coverage area of an irrigation zone is challenging or impossible. A relaxation of lawn watering restrictions to allow for the watering of mixed irrigation zones will most likely result in a significant increase in overall water use, this is not suggested until the Water Supply Deficit is fully addressed. Staff therefore will continue to work with residents on separating their irrigation zones between lawn and ornamental plants and will assess compliance of the watering of a mixed irrigation zones on a case by case basis.

4. Other considerations

Several inquiries, requests, and complaints were shared with staff through the public consultation process or directly with staff during the summer. These included water use for pressure washing, kiddie pools, and micro-drip definitions, amongst others.

Staff have taken these into consideration but do not recommend changes to the regulations at this time given that doing so would result in increased water use or unenforceable regulations.

Organizational and Intergovernmental Implications

Bylaw 422 will be reviewed where needed to integrate the above mentioned revisions.

A request will be shared with the Town of Gibsons to harmonize regulations with Bylaw 422.

Timeline for next steps or estimated completion date

Bylaw 422 changes will be completed prior to May 1, the start of the Water Conservation Regulations.

Communications Strategy

A communication plan will be developed to announce the changes to the Water Conservation Regulations. The proposed changes are smaller than in previous years and will involve a scaled down communication plan. Stage 1 through 4 all have their own communication plans that will be implemented as needed during the summer of 2020.

STRATEGIC PLAN AND RELATED POLICIES

This report supports several aspects of the Strategic Plan.

- Strategy 2.1 is: "Plan for and ensure year round water availability now and in the future." A specific tactic involves: "Review and update Drought Management Plan to ensure alignment with water supply capacity."
- Engagement & Communications Strategic Focus is supported in the public participation process that informed this review of the Water Conservation Regulations and the communication plans that will be implemented to inform the community about updates to the regulations as well as the declaration of Stages when needed.

CONCLUSION

The DMP is the policy document that provides direction for managing water supply during times of supply challenges or seasonal droughts. Staff are proposing to change the name of this document to Drought Response Plan. Minimal disruption to communication efforts and the community are expected from this change.

Staff recommend continuing to use the term Water Conservation Regulations for the schedule of allowed uses at different stages.

Staff recommend adding an optional evening hour to complement the morning hour for hand watering or micro-drip irrigation for trees, shrubs, and flowers during Stage 3.

Approved changes will require revisions to Bylaw 422 and coordination with the Town of Gibsons.

Reviewed by:			
Manager		Finance	
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee, February 20, 2020

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: **WATER SUPPLY ADVISORY COMMITTEE**

RECOMMENDATION(S)

THAT the report titled Water Supply Advisory Committee be received;

AND THAT the SCRD initiate the process to establish a Water Supply Advisory Committee;

AND FURTHER THAT staff bring forward the draft Terms and Reference for a Water Supply Advisory Committee to a future Committee meeting.

BACKGROUND

The SCRD's 2019-2023 Strategic Plan identifies several strategies and supporting tactics associated with the management of the SCRD's water supply sources on the Sunshine Coast, they include:

- Plan for and ensure year round water availability now and in the future
 - Complete and adopt water sourcing policy
 - Investigate and/or develop water supply plans/sources for North and South Pender, Langdale, Soames, Granthams, Eastbourne, Cove cay, Egmont and Chapman Creek water systems
- Increase intergovernmental collaboration
 - Identify and implement opportunities for joint initiatives, collaboration and information sharing between local governments
- Develop Public Outreach Strategy

At its March 28, 2019 meeting the Board adopted the following recommendation:

093/19 **Recommendation No. 5** *Water Governance*

THAT the Town of Gibsons be requested to initiate discussion around a water governance model for the Sunshine Coast.

As a follow-up to this request the SCRD received a letter from the Town of Gibsons dated November 20, 2019 regarding a proposal to advance watershed management and governance. With its focus on the management of entire watersheds, the scope of this proposal is broader than what was originally requested by the SCRD Board.

In the context of the SCRD, the following definitions for Water Governance and Watershed Governance are used:

Water governance includes the laws and regulations, the agencies and institutions responsible for decision-making and the policies and procedures (including public participation) used to make decisions and manage water supply sources. Water governance focuses on those watersheds that are being used or are contemplated to be used as community water supply sources.

Watershed governance builds on water governance to include potentially all activities (and sectors) within a watershed and the related impacts that these have on watershed function (i.e. both land and water). This scope of water governance could include activities (e.g. logging, drinking water supply, land use planning, land development, recreation) and values (e.g. public safety, ecosystem values and cultural values) and could focus on all watersheds.

At its January 30, 2020 meeting the Board directed staff to advance with a Feasibility Study on Watershed Governance (resolution 026/20).

As part of this Feasibility Study, a Watershed Working Group will be established to allow for discussions between agencies and stakeholders on the broad topic of management of watersheds on the Sunshine Coast. The SCRD's 2019-2023 Strategic Plan lists the development of a Watershed Protection Action Plan as one of the potential outcomes of this process.

The experience from other Regional Districts is that it could take several years to complete a Feasibility Study, to develop a Watershed Protection Action Plan and receive electoral approval for the establishment of a new service for the actual implementation of such a plan. This would not align with the SCRD's Strategic Plan 2022 timeline for all updated strategic water supply plans for all its water systems to be completed.

In order to develop the strategic water supply plans with an advanced Water Governance model in place and within the timelines of the Board's Strategic Plan, staff prepared this report to provide options for the Board's consideration to advance the current SCRD Water Governance Model in the short-term.

DISCUSSION

Current SCRD Water Governance model

The SCRD's current water governance model is of a basic nature: The Board is the ultimate decision-making body based on recommendations from the Infrastructure Services Committee. At that committee staff present reports with recommendations for the Committee to consider. Residents can provide input by requesting to be a delegation at a committee meeting or through informal communication with staff and Directors.

Public participation in planning processes is a standard component of any Strategic Plan development within the SCRD. Such processes are often focused on one specific project and are time bound and are therefore not considered to be part of the SCRD's Water Governance model.

The other three local governments on the Sunshine Coast have representatives on the SCRD Board and are able, via those committees, to influence decisions that could impact their residents.

The SCRD has several committees where residents, on an ongoing basis, are providing advice to the Board on specific topics of interest to the community, such as planning, natural resource management, agriculture, and implementation of the Solid Waste Management Plan. These committees are considered part of the SCRD's governance model on those topics. The SCRD currently does not have such a committee for water supply planning.

Options for Advanced Water Governance

Staff and individual Directors have over the last several years been in frequent contact with residents on the SCRD's water supply expansion initiatives. While staff consider these contacts extremely valuable, it also recognizes that there is no formal and ongoing structure in place for the Board to receive advice from residents regarding water supply planning.

Within the context of the current SCRD bylaws, the SCRD has two options to provide a formal and ongoing role for residents in the SCRD's Water Governance model:

Option 1 – Citizen Advisory Committee

A citizen advisory committee contributes to the decision-making process of the SCRD by advising and providing recommendations on a broad range of matters that fall within the various committees' mandate, as set out in each committee's Terms of Reference. Committee members are appointed by the SCRD Board of Directors. These committees are chaired by and consist of residents. Residents would be the only voting members and representatives from the SCRD Board and other local governments could be appointed as non-voting liaison members.

Current examples are the Solid Waste Management Plan Monitoring Advisory Committee, the Natural Resources Advisory Committee and the Agricultural Advisory Committee.

Based on the feedback received from residents and individual Directors, there is an appetite to provide an additional means for the general public to provide input and advice on the decision making process about the SCRD's water supply planning and water conservation in general.

Staff therefore recommend the establishment of a new citizen advisory committee: the Water Supply Advisory Committee. The purpose of this committee would be to advise the Board on the development and implementation of water supply and water conservation plans for the SCRD's water systems.

The proposed Committee would consist of representatives from all SCRD water systems to allow for the interest of all water systems to be considered included in its advice to the SCRD Board. More details on the composition and scope of this committee would be included in the committee's Terms and Reference.

Option 2 – Select Committee

A select committee considers issues pertaining to specific matters and make recommendations to the SCRD Board on these issues. These committees consist of all Directors and representatives of relevant agencies and organizations and are chaired by a Director.

Current examples are the Transportation Advisory Committee and the Sunshine Coast Policing and Public Safety Committee.

This committee structure may not be the appropriate instrument to seek citizen input into the SCRD decision making process and is therefore not recommended.

Timeline for next steps

If the recommendation to establish a Water Supply Advisory Committee is supported, a report will be brought forward to a future Committee meeting with the draft Terms of Reference for the Water Supply Advisory Committee.

Organizational and intergovernmental implications

As part of the 2020 budget process new staff resources were approved to be included in the 2020 budget that would enable staff to support this new committee. This would include the Manager, Strategic Infrastructure Initiatives, the Coordinator Strategic Planning and the Infrastructure Services Assistant.

The proposed committee would support further alignment of water supply planning initiatives between all local governments on the Sunshine Coast.

Financial implications

Besides staff time, the establishment of a Water Supply Advisory Committee would not directly result in additional financial implications that could not be included within existing budget.

Timeline for next steps or estimated completion date

Staff could bring forward the draft Terms of Reference for Water Supply Advisory Committee in early Q2 2020. Upon adoption of the Terms and Reference, staff would initiate an application process and a report regarding the appointment of members to a Committee in early Q3 2020. The first Water Supply Advisory Committee meeting anticipated for Q3 2020.

STRATEGIC PLAN AND RELATED POLICIES

A Water Supply Advisory Committee supports the following strategies and tactics of the SCRD Board's 2019-2023 Strategic Plan:

- Plan for and ensure year round water availability now and in the future
 - Develop strategic watershed protection action plan
- Enhance first nations relations and reconciliation
 - Meet at the governance and administration levels to discuss opportunities for collaboration and process improvement
- Increase intergovernmental collaboration
 - Identify and implement opportunities for joint initiatives, collaboration and information sharing between local governments

CONCLUSION

In order to meet the timelines in the SCRD's 2019-2023 Strategic Plan to develop the strategic water supply plans that incorporates public participation, staff recommend establishing a new citizen advisory committee: the Water Supply Advisory Committee.

The purpose of this committee would be to advise the Board on the development and implementation of water supply plans for the SCRD's water systems. This committee would provide a formal and ongoing structure for the Board to receive advice from residents regarding water supply planning.

A Water Supply Advisory Committee would run in parallel to the Feasibility Study on Water Governance and its associated Watershed Working Group.

The first step in establishing such a committee is to develop the Terms of Reference which staff could bring forward a draft for the committee's consideration in early Q2 2020. Upon adoption of the Terms of Reference, staff would then initiate an application process. The first Water Supply Advisory Committee meeting is anticipate for Q3 2020.

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – February 20, 2020

AUTHOR: Robyn Cooper, Manager, Solid Waste Programs

SUBJECT: RECYCLE BC CURBSIDE RECYCLING COLLECTION ELIGIBILITY UPDATE

RECOMMENDATION(S)

THAT the report titled Recycle BC Curbside Recycling Collection Eligibility Update be received;

AND THAT staff initiate a questionnaire for the residents of SCRD Electoral Areas B, D, E and F who currently receive curbside garbage collection services to determine interest in receiving and paying for curbside recycling service.

BACKGROUND

Since May 2014, Recycle BC is the stewardship agency responsible for residential packaging and printed paper (PPP) as per the BC Recycling Regulation.

Recycle BC provides incentives to local governments, First Nations, private companies and non-profits to collect packaging and paper under contract with Recycle BC.

The Sunshine Coast Regional District (SCRD) has a contract with Recycle BC to be a depot collector. The SCRD has three depots and receives financial incentives from Recycle BC based on material type and tonnage.

For curbside collection, being approved and part of the Recycle BC program results in having all of the processing costs covered by Recycle BC and receiving financial incentives to offset the cost of collection.

The SCRD was approved by Recycle BC to be a collector for curbside collection for Electoral Areas B and D only. This 2014 approval is considered a 'grandfathering' as Recycle BC's eligibility criteria excluded Regional District Electoral Areas. Electoral Areas E and F could receive curbside recycling services, however, would be responsible for covering the full costs of collection and processing.

Based on resolution number 089/18, RFP 18334 was issued in 2018 for bi-weekly garbage, weekly food waste and bi-weekly recycling collection for Electoral Areas B, D, E and F. The Board decision in February 2019 was to award a contract for garbage collection only (resolution #037/19 and #092/19), not for curbside recycling or food waste.

Subsequent Board decisions in June 2019 directed staff to investigate the process and implications of creating a new service for curbside recycling collection in B and D only (resolution #181/19). The subsequent staff report outlined that a new service establishment process would be a requirement and the direction in October 2019 was to initiate an Alternative

Approval Process (AAP) (resolution #245/19) anticipated for Q1 2020. Part of the decision making was based on Electoral Areas E and F not receiving financial incentives and thus creating a differential user fee rate structure: an estimated \$20 - \$34 per year for Electoral Areas B and D and \$107-\$121 per year for Electoral Areas E and F.

On November 13, 2019, staff participated in a webinar hosted by Recycle BC regarding changes to their curbside eligibility criteria.

The purpose of this report is to provide an update on the recent Recycle BC revision to their curbside recycling collection eligibility criteria and how it impacts the SCRD Electoral Areas E and F.

DISCUSSION

Recycle BC curbside recycling collection eligibility criteria was revised for their stewardship plan as follows:

Regional Districts are eligible to join the Recycle BC program as contracted collectors if they implement a PPP curbside collection program in one or more unincorporated areas, provided each of the following criteria are met:

- *The proposed service area has a minimum population of 5,000 residents*
- *The proposed service area has a minimum household density of 0.42 households/hectare*
- *There is a maximum distance of 20 km between proposed service area sections*
- *A curbside garbage collection program was in place for a minimum of two years in that service area*

Staff confirmed the service area identified in the revised eligibility criteria is considered all Electoral Areas combined that a Regional District is proposing to service. This means that SCRD Electoral Areas B, D, E and F would be eligible to receive the financial incentives.

Options and Analysis

As per the staff report dated September 19, 2019 (Attachment A), implementing a service for only two of the four Electoral Areas receiving garbage collection service requires a new service and that, an AAP process is required. If the Board desired to proceed with recycling collection service for all four Electoral Areas, the service could proceed under the existing garbage collection service and an AAP process would not be required.

The first step prior to AAP is to determine electoral support for the service, typically via questionnaire. The questionnaire would outline the service parameters including what materials would be collected curbside, what materials need to be taken to a depot and the estimated annual user fee.

Given the recent update to Recycle BC's curbside recycling collection eligibility criteria, staff have prepared three options for the Committee's consideration. In options one and two, completing a questionnaire does not commit the SCRD to implementing a service.

Option 1 – Initiate a Questionnaire for Residents of SCRD Electoral Areas B, D, E and F

Option 1 allows for maximum community engagement to confirm interest in receiving and paying for curbside collection services. The questionnaire would be for those residences who currently receive curbside garbage collection services in Electoral Areas B, D, E and F.

Option 2 – Initiate a Questionnaire for Residents of SCRD Electoral Areas B and D only

Option 2 follows the current Board direction, however, does not provide opportunity for residents in Electoral Areas E and F to participate to confirm their level of interest in receiving and paying for curbside collection services. The questionnaire would be for those residences who currently receive curbside garbage collection services in Electoral Areas B and D only.

Option 3 – Implement Curbside Recycling for Residents of SCRD Electoral Areas B, D, E and F

For Option 3, there is previous Board direction, supported by the SCRD's Solid Waste Management Plan, to implement curbside recycling in Electoral Areas B, D, E and F. This option could negate a questionnaire and there is authority under Bylaw 431 to proceed, so an AAP would not be legislatively required.

Implementing curbside recycling collection provides a convenient option for recycling and could reduce the incidence of recyclables disposed in the garbage, positively impacting landfill life. The SCRD's 2014 residential waste composition study showed that approximately 8% of garbage was paper and 4% was rigid plastic containers, both which could be collected curbside.

Providing curbside recycling collection would also provide the opportunity for the SCRD to consider changing the definition of 'collected garbage' in Bylaw 431 – Refuse Collection to exclude recyclables, thus banning residential recycling from the garbage collected curbside.

Financial Implications – Recycle BC Financial Incentives

The financial incentives that Recycle BC offers for curbside recycling collection is \$35.40 to \$40.65 per household depending on service type and approximately \$2.75 per household per year for education and administration. A summary of financial incentives is summarized in Tables 1 and 2. The SCRD would procure contracted services for collection and the incentives help offset those contracted costs as well as costs for education and administration of the service. Recycle BC funds all the processing costs. The per household rate financial incentive provided by Recycle BC does not change if the SCRD proceeds with curbside recycling in two or four Electoral Areas, only the total number of households and thus the total incentives received would change.

Table 1 – Recycle BC Curbside Recycling Collection Financial Incentives

Service Type	\$ per curbside household per year
Single-stream using automated carts	\$35.40
Single-stream using container other than automated cart	\$36.65
Multi-stream	\$40.65

Table 2 – Recycle BC Education and Administration Financial Incentives for Curbside Recycling

Education & Administration Incentive	\$ per curbside household per year
Resident Education	\$0.75
Depot Top Up	\$0.25
Service Administration	\$1.75

Financial Implications – Anticipated Annual User Fees

Based on the staff report Rural Areas Curbside Collection Services Award Report dated January 25, 2019, the estimated annual user fee for bi-weekly manual recycling collection with resident provided containers (blue boxes), was \$20, inclusive of overhead and Recycle BC financial incentives.

Financial Implications – Impacts to Depot Recycling Financial Incentives

As per the staff report dated June 20, 2019 (Attachment B), due to anticipated reduced tonnages at the Gibsons and Sechelt Depots and lower incentive rates for the Sechelt Depot, a reduction of \$30,000 to \$50,000 in incentive revenue is projected.

Any decrease in incentive revenue would need to be offset by an increase to taxation.

Additionally, there would be a corresponding reduction in baled incentives that are paid directly to the Gibsons Recycling Depot in addition to their monthly depot contract rate. The anticipated reduction is unknown at this time.

The recycling depot in Pender Harbour would not be affected by curbside recycling collection in Electoral Areas B, D, E and F.

Timeline for next steps

If option 1 is selected, a questionnaire could be initiated in Q3 2020. A report back to the Committee on the questionnaire results could be brought forward in Q4 2020 or Q1 2021 and would identify options and next steps based on the results.

If option 2 is selected, a questionnaire could be initiated in the timeline identified for Option 1. If the decision is then to proceed to an AAP, the timing will be considered along with other SCRD AAP processes.

If option 3 is selected, then a report back to the Committee identifying next steps could be brought forward to a Committee meeting in Q3 2020.

Communications Strategy

A communications plan would be developed and would include posts to the SCRD website, social media accounts and print advertising.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD's Solid Waste Management Plan's target of 69% diversion identifies bi-weekly recycling collection services for households in Electoral Areas B, D, E and F currently receiving garbage collection services.

CONCLUSION

In November 2019, Recycle BC curbside recycling collection eligibility criteria was revised to allow Regional Districts to participate. This means that SCRD Electoral Areas B, D, E and F would be eligible to receive the financial incentives. Whereas previously, only Electoral Areas B and D were eligible for financial incentives due to a 'grandfathering.'

Given this change, staff prepared three options for the Committee's consideration. Option 1 was to initiate a questionnaire for the residents of SCRD Electoral Areas B, D, E and F and Option 2 was to initiate a questionnaire for residents of SCRD Electoral Areas B and D only. The questionnaire would be for those residents who currently receive SCRD garbage collection services in the Electoral Areas as identified in Options 1 and 2. Option 3 was to implement curbside recycling for Electoral Areas B, D, E and F.

Staff recommend Option 1, to initiate a questionnaire for the residents of SCRD Electoral Areas B, D, E and F who currently receive garbage collection services. Option 1 allows the maximum community engagement opportunity to gauge interest in receiving and paying for a curbside recycling service. A questionnaire could be initiated in Q3 2020 with a report back to a Committee with the results, options and next steps in Q4 2020 or Q1 2021.

Attachments:

Attachment A – September 19, 2019 ISC staff report Process and Implications of Establishing a Curbside Recycling Service for Electoral Areas B and D

Attachment B - June 20, 2019 ISC staff report SCRD Recycling Depots Overview

Reviewed by:			
Manager		Finance	
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – September 19, 2019

AUTHOR: Sherry Reid, Corporate Officer
Robyn Cooper, Manager, Solid Waste Programs

SUBJECT: **PROCESS AND IMPLICATIONS OF ESTABLISHING A CURBSIDE RECYCLING SERVICE FOR ELECTORAL AREAS B AND D**

RECOMMENDATION(S)

THAT the report titled Process and Implications of Establishing a Curbside Recycling Service for Electoral Areas B and D be received.

BACKGROUND

The purpose of this report is to provide an overview of the process and implications of establishing a new service for curbside recycling in Electoral Areas B and D.

The current contract with Recycle BC does not allow the SCRD to equalize the costs for providing curbside recycling collection service to the four participating Electoral Areas in the Refuse Collection Service. At present, only Electoral Areas B and D qualify for financial incentives from Recycle BC. The cost for providing curbside collection recycling services for Electoral Areas E and F would therefore have to be entirely funded by the SCRD.

At the June 27, 2019 Board Meeting, the following resolution was adopted (in part):

181/19 **Recommendation No. 6** *SCRD Recycling Depots – Overview*

AND THAT staff provide a report to Committee on the process and implications of creating a new service for rural area curbside recycling for Electoral Areas B and D.

It should be noted that Recycle BC determines what materials are accepted curbside and at depots. Not all materials accepted at depots are accepted at the curb. Table 1 summarizes the difference.

Table 1 – Recycle BC Accepted Materials Summary

Material Category	Examples	Accepted at Depots	Accepted Curbside
Printed papers	office paper, newspaper	✓	✓
Cardboard	cardboard box	✓	✓
Other paper packaging – containing liquids when sold	ice cream container, coffee cup, frozen juice concentrate, cartons for soup or milk	✓	✓
Other paper packaging – not containing liquids when sold	cereal box, cookie or cracker box	✓	✓
Metal packaging	soup can, aerosol can, foil take out container, aluminum cans	✓	✓
Plastic packaging	plastic bottles, jars and jugs e.g. mayo, laundry detergent, plastic take-out bowl, cup or lid	✓	✓
Glass packaging	Glass bottles and jars – clear & coloured e.g. pickle jar	✓	x
Polystyrene foam - white	packaging around electronics, take-out cups or trays	✓	x
Polystyrene foam – coloured	meat trays, egg cartons	✓	x
Plastic bags and overwrap	shopping bags, bread bag	✓	x
Other flexible plastic packaging	chip bags, candy bar wrappers, mesh produce bags, zipper lock bags	✓	x

DISCUSSION

The Refuse Collection Service area is established by *Sunshine Coast Regional District Refuse Collection Local Service Bylaw No. 1021*. Electoral Areas B (excluding islands), D, E and F are the participating areas in that service. If the existing Refuse Collection service bylaw is to be used to provide an enhanced service, such as curbside collection for recycling, then it should be a service established for all participating areas within that bylaw. The process to establish a curbside recycling service for Electoral Areas B and D only will therefore require the establishment of an entirely new service in a newly defined service area.

The decision to establish a new service is voted on by the entire regional district Board and passes with a majority vote. However, before a service establishment bylaw can be enacted it must also be approved by the electors within the benefitting area of the service.

Steps to Implement a Curbside Recycling Service

Establishing a new curbside recycling service in Areas B and D requires the development of a new service establishment bylaw to define what the service will be, what participating areas will benefit, how it will be delivered, what the maximum cost will be, and the method for cost recovery. The establishing bylaw will also require the approval of the provincial Inspector of Municipalities and elector approval before it can be adopted.

An Alternative Approval Process (AAP) would be the most cost effective manner to obtain the elector approval required to establish the new service. The AAP process is a form of approval that allows electors to indicate whether they are against moving forward with the adoption of the bylaw to establish the service. Eligible electors may register their opposition to the creation of the service by signing and submitting response forms during the AAP. In order for elector approval to be obtained, response forms would need to be received by less than 10% of eligible electors. If 10% or more of eligible electors sign and submit response forms, the service establishing bylaw may not proceed without first holding an assent vote (referendum).

The estimated timeline for a process to establish a new curbside recycling service would take between six months and one year to complete.

The following steps are required:

- **Feasibility Study/Consideration of service decisions**
 - Define service area, service level and proposed annual budget
 - Determine the method of cost recovery
 - Calculate tax rate (should be sufficient to ensure amendment isn't required for at least five years) and estimated user fees
 - Public consultation via online survey/information sessions to determine community support for a curbside service
 - Staff report to Board summarizing community response
- **Draft bylaw**
 - Bylaw must receive 3 readings and be approved by the Inspector of Municipalities prior to commencing AAP
- **Prepare for and initiate AAP**
 - Order and prepare voters lists, calculate eligible electors
 - Develop response forms and AAP information package
 - Report to Board to authorize AAP process
 - Draft statutory advertising (run for two consecutive weeks)
 - Manage communications - website updates, respond to public inquiries
 - Receive and register elector responses, determine final results
- **If elector approval obtained - bylaw adoption and submission to Province**
- **Information to BC Assessment for service area coding**

Financial Implications – curbside recycling service costs

Based on the staff report titled *Rural Area Curbside Collection Services Award Report* presented at the January 25, 2019 Special Infrastructure Services Committee meeting, the estimated annual cost and user rate for curbside recycling services for Electoral Areas B and D at that time was as follows in Table 2:

Table 2 – Summary of Annual Costs for Curbside Recycling in Electoral Areas B and D

Option (Electoral Area B and D)	Projected Annual Cost	Projected User Rate
Manual Collection (Resident supplies cart)	\$63,540	\$20
Semi-automated Collection (SCRD buys cart)	\$108,018	\$34

The estimated user rates and annual costs noted above incorporate the financial incentives that would be received by Recycle BC. These values would need to be reviewed and possibly updated prior to proceeding with an AAP.

Financial Implications – impacts to depot recycling service costs

The implementation of a curbside recycling collection service in Electoral Areas B and D would reduce the incentives the SCR D receives from Recycle BC to support the Sechelt depot service by an estimated \$10,000 annually. This is based on reduced tonnages of accepted materials as well as lower incentive rates.

Depot services are funded through the Solid Waste service funded from taxation with incentive revenue used to offset taxation. Based on current service levels and contract commitments, any decrease in incentive revenue will need to be offset by higher taxation. The Solid Waste service is funded by all SCR D Electoral Areas, including Islands, the District of Sechelt, Sechelt Indian Government District and the Town of Gibsons.

Financial Implications – AAP Process

The amount of staff time required for the AAP will depend on the level of elector response. Given past experience with matters related to solid waste, it would be reasonable to expect a high level of community interest. Legislative Services staff would deal with elector response forms and inquiries about process. Solid Waste staff would deal with service related inquiries.

Estimated costs for an AAP are as follows:

Legal (contingency)	\$	500
Statutory Advertising		1,500
Meetings & Supplies		500
Staff Time*		<u>9,500</u>
Total		\$12,000

** Staff time will be dependent on the amount of public interest generated.*

These costs would initially be funded through Electoral Areas B and D Feasibility functions 152 and 153. If a service is ultimately established, the costs are deemed to be a cost of the service and would be recovered as such.

A financial plan amendment is required to initiate the AAP process within the feasibility functions. Initial funding for this would generally come from taxation which would ultimately be refunded if a service was established; however, in 2014 the Board adopted the following resolution (excerpt) at its regular meeting on February 27:

131/14 **Recommendation No. 36** *Area B [152] Feasibility and Area D [153] Feasibility*

THAT the \$50,000 required for a Request for Proposal and other costs for the Electoral Areas B and D Curbside Recycling Program in 2014 be funded out of Area B Feasibility [152] and Area D Feasibility [153] and apportioned by assessment;

The intent of this funding was to conduct a feasibility pilot project in advance of establishing a new service; however, the project was never initiated and the majority of these funds were not spent and were subsequently placed in reserves. With interest earned, the combined balance is now \$52,944. These funds are available to cover the upfront costs associated with the AAP but will ultimately be recovered through the service if it is established. If the service does not proceed by or if funds are not used in full by 2020, they can be returned to the Area B and D tax payers.

Organizational and Intergovernmental Implications

If direction is to proceed with a process to establish a curbside recycling service for Electoral Areas B and D, staff recommend aligning the timeline for all the required steps with other SCRD electoral approval, public engagement processes and other solid waste initiatives.

Timeline for next steps

If direction is to proceed with a process to establish a curbside recycling service for Electoral Areas B and D, staff recommend delaying the commencement of the AAP process until early January 2020. This will ensure the availability of adequate staffing resources and will provide more optimal timing for community engagement and the elector approval process.

If the AAP passes, then the following sequential steps can be initiated that are anticipated to take a minimum of six to eight months:

- Board report to amend the financial plan
- Procurement for curbside collection services
- Amendment of Waste Collection regulatory bylaw for operation and administration of the service, including fees and charges
- Amendment to Recycle BC contract
- Outreach and Education
- Launch service

Based on the timelines for completion of an AAP and the actual implementation steps of the new service the earliest anticipated start date for a curbside collection service would be in Q1 or Q2 2021. A more detailed timeline would be included in an implementation plan to be presented at a future committee meeting.

Should elector approval not be obtained through the AAP, the bylaw cannot proceed to adoption and if the Board wishes to proceed with the service, an assent vote (referendum) must be held within 80 days after the deadline established for submitting AAP response forms. This will require significant staff and financial resources.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

This report provides an overview of the process and implications of establishing a new service for curbside recycling in Electoral Areas B and D. Staff are seeking direction based on the information provided.

Reviewed by:			
Manager		CFO/Finance	X – T. Perreault
GM	X – R. Rosenboom	Legislative	
Interim CAO	X – M. Brown	Finance	X – B. Wing

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – June 20, 2019

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: COMMERCIAL RECYCLING – UPDATE

RECOMMENDATION(S)

THAT the report titled Commercial Recycling - Update be received;

AND THAT the SCRD send a letter to the Minister of Environment and Climate Change Strategy to request that the BC Recycling Regulation be amended to expand the scope for Packaging and Paper Products to include the Industrial, Commercial and Institutional sector.

BACKGROUND

On May 6, 2019, the SCRD received a request from qathet Regional District to write a letter to the Minister of Environment and Climate Change Strategy (MoE) to ask that the scope of the Recycling Regulations for Packaging and Paper Products (PPP) be expanded to include the Industrial, Commercial and Institutional (ICI) sector. A copy of qathet's letter is included as Attachment A. A draft letter to the Minister has been prepared for consideration (Attachment B).

DISCUSSION

Background

In 2011, the BC Recycling Regulation (Regulation) was amended to include residential packaging and paper products (PPP). Recycle BC (formerly MMBC) developed a stewardship plan to meet the requirements of the Regulation and launched the program in 2014 changing the landscape of residential recycling in BC and has resulted in improved recycling for the residential sector.

Many British Columbia local governments, including the SCRD, signed on to the Recycle BC program for depot recycling, curbside recycling or both.

The transition to the provincial program for PPP resulted in Recycle BC being responsible for the costs and coordination for the transportation and marketing of the materials collected. Whereas prior to the provincial program the private sector was responsible for securing markets and all transportation costs for the all recycling materials they collected.

Although the Regulation dictates broadly what PPP is to be collected, it is Recycle BC who identifies the specific materials accepted based on their ability to market the recycling. Recycle BC has secured markets in BC, North America and globally to ensure the material they collect is recycled.

For the ICI sector, which includes schools, recreational facilities, hospitals, restaurants and grocery stores, the materials collected are outside the scope of the Recycle BC program because the Regulation stipulates residential PPP only. The ICI sector also includes residential collection programs that did not or cannot sign on to the current provincial program such as Regional District electoral areas.

The ICI sector is required to hire their own recycling service provider. The service provider is responsible for securing a private sector recycling facility to accept the materials. The private sector recycling facility is responsible for the processing and marketing of the materials and thus dictates what can be collected. If a material does not have a market for recycling then the material is not collected. This results in varying access and availability of recycling for the ICI sector across BC.

ICI Provision within Recycle BC

When the Recycle BC program launched, there was a provision that depots could accept material from the ICI sector with the following penalties:

- Payment of transportation costs for ICI sector material
- Payment of processing costs for ICI sector material
- No tonnage incentive received for ICI sector material

Based on the penalties, most communities in BC, including the SCRD, chose to restrict the depots to residential only. However, there are some who chose to include ICI and fund the costs from either user fees or taxation, thus subsidizing ICI sector recycling.

As of May 2019, Recycle BC has communicated that they are not considering any new requests to accept ICI material to the depots (Attachment C).

Commercial Recycling on the Sunshine Coast

The Sunshine Coast has one private sector recycling facility. It is the operator of the recycling facility who dictates what can be accepted for recycling based on their ability to market the materials through various processors in the lower mainland. Additionally, the operator also dictates who has access to bring their recycling to their facility.

Access to global markets for recycling have changed significantly since China implemented restrictions on receiving materials destined for recycling, known as the National Sword. This has resulted in a volatile recycling market and has reduced or limited access to recycling for the ICI sector. Should this volatility continue, ICI recyclables are at risk of being landfilled?

Materials being landfilled instead of recycled not only take up valuable landfill space and impact landfill life, they also affect SCRD's ability to meet reduction and diversion targets identified in the Solid Waste Management Plan (SWMP). The effects are twofold in that the SCRD becomes restricted in their ability to ban and prevent ICI recycling from being landfilled if the materials are not accepted for recycling.

The operator of the local recycling facility has recently made changes to what recyclable material is accepted locally from the ICI sector. Based on discussions with the operator, further

changes are anticipated. Table 1 summarizes the currently accepted materials at the local recycling facility from the Sunshine Coast ICI sector as compared to the SCRD's depots operating within the provincial program.

The changes to ICI recycling affects the entire ICI sector on the Sunshine Coast and as mentioned previously, also includes any residential recycling collected outside of the provincial depot program. This currently includes all SCRD Electoral Areas, SIGD or the Town of Gibsons curbside recycling collected via a private hauler. These materials cannot be delivered to the SCRD depots and must be taken to the private recycling facility or a recycling facility located outside the Sunshine Coast. Depot operators have reported to SCRD staff that they are actively turning away ICI sector recycling.

Depot operators are not restricted from accepting commercial sector recycling. However, the depot operator would be responsible for keeping ICI sector materials separate from the residential sector as well as responsible for all transportation costs and securing a recycling facility to accept the materials. At this time, none of the depot operators have set up an ICI recycling program.

The District of Sechelt's curbside recycling service is part of the provincial program and is not subject to the ICI sector restrictions as noted in this report. A summary of what is accepted in their curbside program was provided in a report on this Committee's agenda.

Table 1 – Accepted Materials for Recycling Summary

Material Category	Examples	Accepted Recycle BC Depots Residential only	Accepted ICI Sunshine Coast
Printed papers	office paper, newspaper	✓	✓
Cardboard	cardboard box	✓	✓
Other paper packaging containing liquids when sold	ice cream container, coffee cup, frozen juice concentrate, cartons for soup or milk	✓	No coffee cups
Other paper packaging not containing liquids when sold	cereal, cookie or cracker box	✓	✓
Metal packaging	soup can, aerosol can , foil take out container, aluminum cans	✓	✓
Plastic packaging	plastic bottles, jars and jugs e.g. mayo, laundry detergent, plastic take-out bowl, cup or lid	✓	Rigid plastic with #: 1, 2, 4, 5, 6 only
Glass packaging	Glass bottles and jars – clear & coloured e.g. pickle jar	✓	X
Polystyrene foam white or coloured	packaging around electronics, take-out cups or trays	✓	X
Plastic bags and overwrap	shopping bags, bread bag	✓	X
Other flexible plastic packaging	chip bags, candy bar wrappers, mesh produce bags, zipper lock bags	✓	X

Amendment to the BC Recycling Regulation to include ICI PPP

Given the SCRD cannot accept ICI sector recycling at the depots, one approach to improve access to recycling for the ICI sector would be that the ICI sector recycling be included in the provincial program. This requires an amendment to the Regulation.

The SCRD could send a letter to the MoE asking the Province to amend the Regulation to expand the scope to include PPP from the ICI sector. This would result in the ICI sector being able to self-haul to the depots and given access to the range of materials collected by Recycle BC. ICI materials collected by a hauler may or may not be able to be delivered to the existing depots and would require further investigation should the Regulation be amended.

Additionally, amending the Regulation would remove the penalties and costs borne by those local governments whose depots accept ICI material, and instead the costs would be covered by Recycle BC who recover their costs from the producers of the PPP. Currently, ICI sector PPP is not paid for by the producers because the materials are not included in the Regulation.

Locally, and throughout BC, improving ICI sector recycling will reduce the risk of recyclables being landfilled and help SCRD meet reduction and diversion targets in the SWMP.

This approach is aligned with qathet Regional District's letter and their request for support from other BC Regional Districts to submit similar letters to the MoE. Based on discussions with qathet staff, it was indicated that qathet Regional District will be bringing this Regulation amendment request forward to the Union of BC Municipalities this year. It is recommended that the SCRD send a similar letter and a draft letter to the Minister has been prepared for consideration (Attachment B).

Operational and financial implications

Depending on if and how the Recycling Regulation will get changed to include ICI recycling there will be operational and financial implications to the SCRD. At that time staff will provide an analyses of those implications and options to address them for the Committees' consideration.

STRATEGIC PLAN AND RELATED POLICIES

This report is in support of the SCRD's Solid Waste Management Plan.

CONCLUSION

Residential recycling for packaging and paper products (PPP) is included in the MoE's Regulation and this provincial stewardship program is managed by Recycle BC. Launched in 2014, this provincial program changed the landscape of recycling in BC and has resulted in improved recycling for the residential sector.

The transition of residential recycling from the private sector to the provincial program, resulted in Recycle BC being responsible for the costs and coordination for the transportation and marketing of the materials collected. Recycle BC has secured markets in BC, North America and globally for the materials they collect without reducing the types of materials collected.

The ICI sector, including residential recycling collected outside the scope of the provincial program, is reliant on the private sector and is subject to the changes in the global recycling

markets. This has resulted in instability of what is collected and varies based on each recycling facility and their ability to secure markets for the materials they collect. This is negatively impacting the Sunshine Coast's ICI sector's ability to recycle.

The ICI sector could have improved access to recycling by being included in the provincial program. This would require an amendment to the Regulation to expand the scope to include ICI sector PPP. This could decrease the risk that ICI recyclables are landfilled, transfer the costs to the producers of ICI PPP and help meet SWMP reduction and diversion targets.

The SCRD could send a letter to the MoE requesting that the Regulation be amended to expand the scope for PPP to include the ICI sector. It is recommended to send this letter and a draft letter has been prepared for consideration (Attachment B).

Attachments:

Attachment A – Letter from qathet Regional District dated April 29, 2019

Attachment B – Draft letter from the SCRD to the MoE

Attachment C – May 2019 Communication from Recycle BC

Reviewed by:			
Manager	X – R. Cooper	Finance	
GM		Legislative	
Interim CAO	X – I. Hall (Acting)	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – February 20, 2020

AUTHOR: Robyn Cooper, Manager, Solid Waste Programs

SUBJECT: **COMMERCIAL USE OF SCRD'S GREEN WASTE RECYCLING PROGRAM - CONSIDERATIONS**

RECOMMENDATION(S)

THAT the report titled Commercial Use of SCRD's Green Waste Recycling Program – Considerations be received;

AND THAT SCRD Bylaw 405 define residential green waste as all vehicles up to and including small pick-up trucks, but excluding dump-style trucks and trailers, up to 250 kg;

AND FURTHER THAT the tipping fee for residential green waste remain at \$0.

BACKGROUND

Currently, the Sunshine Coast Regional District's (SCRD) green waste recycling program includes the following:

- Three locations for drop-off of residential self-hauled green waste up to 5 tonnes
 1. Pender Harbour – Pender Harbour Transfer Station
 2. Sechelt - Salish Soils
 3. South Coast - Town of Gibsons Public Works Yard in Elphinstone
- Two locations for drop-off of commercial green waste
 1. Pender Harbour – Pender Harbour Transfer Station
 2. Sechelt – Sechelt Landfill
- Hauling from the drop-off locations to the processing facility at Salish Soils
- Processing of green waste into compost

The program includes contracted services for processing, hauling, and the operation of the South Coast residential green waste drop-off depot.

The purpose of this report is to provide some considerations regarding commercial use of the SCRD's green waste recycling program and provide options for the Board's consideration.

DISCUSSION*Current SCRD Green Waste Recycling Program Parameters*

The SCRD's green waste recycling program includes garden plants, grass clippings, leaves, and tree and hedge pruning/branches up to 20 cm (8") in diameter. It does not include dirt, logs,

sod, stones, stumps, or trees, with the exception of Christmas trees accepted in January of each year. These program parameters are as per the SCRD's green waste processing contract.

SCRD Bylaw 405 – Sanitary Landfill Site, identifies residential self-haul green waste less than five tonnes at \$0 (no charge). Whereas, all other green waste is defined as commercial green waste and has a tipping fee of \$86 per tonne. The tipping fee is assessed by utilizing scales at the Pender Harbour Transfer Station or Sechelt Landfill. Since the South Coast depot does not have a scale to weigh and assess a tipping fee, commercial green waste is not accepted. The tipping fees fund the hauling and processing of the green waste.

In lieu of collecting tipping fees, Board direction was to fund the residential self-haul green waste costs for hauling, processing and site operations of the South Coast depot from taxation from Function 350 – Regional Solid Waste.

The annual budget for 2018 and for 2019 was \$322,500 per year. However, the total green waste recycling program costs were approximately \$364,000 in 2018 (4,176 tonnes) and approximately \$377,000 in 2019 (4,077 tonnes). The total annual cost is variable based on the tonnage of green waste received: an increase in green waste results in an increase in costs for processing and hauling. The SCRD pays per tonne for processing, per truck for hauling and per year for operation of the South Coast depot.

Private Green Waste Facilities on the Sunshine Coast

Outside of the SCRD green waste program, commercial green waste is accepted at two private facilities on the Sunshine Coast: Salish Soils in Sechelt and Elphinstone Aggregates in Elphinstone.

Salish Soils accepts lawn clippings, leaves, branches, shrubs, cut-up trees and stumps. Elphinstone aggregates does not accept lawn clippings or leaves but does accept branches, shrubs, cut-up trees and stumps. Both private facilities set their own tipping fees. Salish Soils processes green waste into compost, whereas Elphinstone Aggregates processes green waste for use as boiler fuel.

In 2018, Salish Soils received 3,000 tonnes of commercial green waste in addition to the SCRD-contracted green waste. No data for Elphinstone Aggregates was available at the report deadline.

Options

Staff are aware there is a desire in the community and from the SCRD Board to allow green waste from small contractor-owned trucks that are hauling green waste from residential premises at the South Coast depot. However, all SCRD green waste sites should be included in any considerations. As such, staff have prepared three options for the Board's consideration.

To keep within the SCRD's green waste recycling program accepted materials, excluded from the options below are branches in excess of 20 cm in diameter, land clearing debris such as stumps or logs, container loads of green waste or dump-style trucks and trailers.

It is recognized that the source of the green waste hauled by small contractor-owned trucks cannot be verified and it could be from residential and commercial sources.

Option 1 – SCRD Bylaw 405 define residential green waste as all vehicles up to and including small pick-up trucks, but excluding dump-style trucks and trailers, up to 250 kg and that the tipping fee for residential green waste remain at \$0.

With Option 1, tipping fees will apply to all green waste greater than 250 kg or dump-style trucks or container loads of green waste.

With the removal of tipping fees, this green waste would then be accepted at the South Coast depot. Although there is no scale at the South Coast depot, historically, a small truck with a trailer of in-scope green waste has been below the suggested 250 kg when delivered to sites with scales.

Given that green waste is directed from the Sechelt Landfill to Salish Soils (similar to wood waste) this option also includes removing tipping fees for the same green waste program scope delivered to Salish Soils. This is aligned with the current SCRD process for residential self-hauled green waste.

This option has significant financial considerations including increased hauling costs from the South Coast depot to Salish Soils, an anticipated increase to South Coast depot operations costs and increased processing cost. A preliminary high-level estimate is approximately an additional \$150,000 to \$200,000 per year. The green waste program is funded from taxation and thus would require an increase to match expenditures.

Despite the financial considerations, Staff recommend this option for equity at all SCRD green waste sites, maximizing composting of green waste and the ability to administer and enforce.

Option 2 – Develop green waste fee mechanism at South Coast Depot for small contractor-owned trucks

Despite the inability to charge fees at this site, staff considered two alternate fee mechanisms: coupon and sticker.

A coupon for SCRD Electoral Area residents similar to the garbage coupon was considered. However, coupons issued as part of Function 355 – Refuse Collection must be funded from the user fees collected from those residences who receive SCRD garbage collection services while the current green waste program is funded from taxation. The implementation of a coupon program would therefore require a means to separate the green waste paid for by the coupon program from the general green waste paid for by taxation. Consequently, a full-time site attended would be required to manage this new program. The green waste paid for by the coupon program would also need to put in a separate bin for weighing at the processing facility, or alternatively a scale would need to be installed at the South Coast depot to weigh the materials there. A coupon would also require additional staff resources to administer the program.

In summary, the implementation of a coupon program would result in substantial financial and operational implications and is not recommended.

An annual sticker with an annual rate per truck or per truck and trailer was considered. Currently, green waste from this site costs approximately \$145 per tonne when factoring in costs for site operations, hauling and processing. This cost per tonne will increase if more green waste is received at this site. This cost per tonne equivalent would need to be assessed for each sticker type, for example truck or truck and trailer. Determining a fair annual sticker rate is

too problematic given the range of variables: truck size e.g. Ford Ranger vs Ford F350 and use of the site, e.g. once per week vs four times per week vs two times per month. As well, monitoring sticker use requires a full-time site attendant at the South Coast depot.

Given the variables of truck size and frequency of use of the site to determine a fair annual rate as well as the inability to monitor sticker use, a sticker as a fee mechanism is not recommended.

Given the limitations of being able to assess a fee mechanism at the South Coast depot and that this option would create inequity at the various SCRD green waste sites (some have tipping fees and one would not for the same green waste), staff do not recommend this option.

Option 3 – Status Quo

Option 3 continues at status quo: residential self-hauled green waste has no tipping fee, commercial green waste is assessed a tipping fee at SCRD sites with scales and no commercial green waste is accepted at the South Coast depot.

Status quo does not address small contractor-owned trucks hauling residential green waste and allowing access to the South Coast depot nor does it address the tipping fees that are assessed for that green waste.

Given the desire of the Board to not remain at status quo, staff do not recommend this option.

Timeline for Next Steps

For Option 1, the next steps would be to initiate contract discussions with the Town of Gibsons for site operations at the South Coast depot and with Salish Soils for processing to discuss impacts of changing the scope of the SCRD's green waste recycling program. Staff would bring forward a report to a Committee in Q2 2020 with the results of those discussions. Following that, if the Board direction is to proceed, SCRD Bylaw 405 would require an amendment for the definition of residential green waste as well as a budget amendment would be required.

If the Board would consider a budget amendment outside of the 2020 budget process, then implementation could be Q3-Q4 2020. Otherwise, this could be part of the 2021 budget process and implementation could be Q2 2021.

For Option 2, staff would bring forward a report in Q2 2020 regarding next steps, Bylaw implications and timelines.

For Option 3, no further action is required.

STRATEGIC PLAN AND RELATED POLICIES

Green waste recycling is in support of the SCRD's Solid Waste Management Plan.

CONCLUSION

The SCRD has a green waste recycling program to collect and process green waste into compost. If the green waste is self-hauled by residents and under five tonnes, then the tipping fee is \$0 as set out in SCRD Bylaw 405 - Sanitary Landfill Site. Whereas, all other green waste is defined as commercial green waste and has a tipping fee of \$86 per tonne. Because the

South Coast depot does not have a scale to assess the commercial green waste tipping fee, commercial green waste is not accepted.

Staff are aware there is a desire in the community and from the SCRD Board to allow green waste from small contractor-owned trucks at the South Coast depot. However, all SCRD green waste sites should be included in any considerations and three options have been prepared for the Board's consideration.

Option 1 was to change the definition of residential green waste in SCRD Bylaw 405 to include all vehicles up to and including small pick-up trucks, but excluding dump-style trucks and trailers, up to 250 kg and that the tipping fee for residential green waste remain at \$0. Option 2 was to develop a green waste fee mechanism at the South Coast Depot for small contractor-owned trucks. Option 3 was status quo.

Despite the financial considerations, Staff recommend Option 1 for equity at all SCRD green waste sites, maximizing composting of green waste and the ability to administer and enforce.

Reviewed by:			
Manager		CFO/Finance	
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other/Purchasing	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – February 20, 2020

AUTHOR: Robyn Cooper, Manager, Solid Waste Programs

SUBJECT: INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL (ICI) RECYCLING CONSIDERATIONS

RECOMMENDATION(S)

THAT the report titled Industrial, Commercial and Institutional (ICI) Recycling Considerations be received;

AND THAT the Industrial, Commercial and Institutional sector utilize existing recycling services;

AND FURTHER THAT the SCRD Board send a letter to the BC Ministry of Environment and Climate Change Strategy requesting the BC Recycling Regulation be amended to include Industrial, Commercial and Institutional Packaging and Paper Products.

BACKGROUND

At the June 20, 2019 Infrastructure Services Committee meeting a report on [Commercial Recycling – Update](#) was presented.

At the October 24, 2019 Board Meeting, the following resolution was adopted:

266/19 (part) **Recommendation No. 8**

AND THAT staff investigate options for Industrial, Commercial and Institutional (ICI) waste and recycling diversion and bring a report forward to an Infrastructure Services Committee meeting in Q1 2020.

The purpose of this report is to provide an update on the progress made to date on the implementation of this resolution.

DISCUSSION

Currently, the SCRD operates recycling programs at the Sechelt Landfill and Pender Harbour Transfer Station for the following materials: cardboard, gypsum, mattresses, scrap metal, paint (Sechelt only), propane tanks and tires. The SCRD also has a recycling program for wood waste which is provided by contracted services. The recycling program costs (e.g. transportation and processing) are funded by tipping fees and are intended to be full cost recovery. Both the residential and commercial (ICI) sectors can utilize these programs.

Additionally, at 2020 Round 2 Budget Proposal was adopted for inclusion in the 2020 budget for a food waste drop-off in Pender Harbour (at the Pender Harbour Transfer Station) that would be available for use by residents and small businesses up to 50L and funded from tipping fees.

Considerations for an Enhanced SCRD Recycling Program for the ICI Sector

The BC Recycling Regulation (Regulation) mandates that certain categories of products or materials are managed by extended producer responsibility programs (EPR). The Regulation specifies that EPR for packaging and paper products (PPP) is residential only. There is no provision for ICI. This means the ICI Sector cannot use the SCRD's three recycling depots, they are residential only.

The SCRD's contracts with the three recycling depots allow for the depots to operate an entirely separate service for the ICI sector should they choose to do. At this time, none of the depots have chosen to initiate an ICI recycling program.

Given there is no EPR for ICI recycling, and no ICI recycling option at the SCRS's recycling depots, considerations for an enhanced SCRD recycling program for the ICI sector have been outlined in this report for the SCRD's sites, the Sechelt Landfill and Pender Harbour Transfer Station. Considerations include the following:

- Site Constraints and Staffing
- Costs
- Accepted Materials

For the purpose of this report and the considerations, the scope of an enhanced SCRD recycling program for the ICI sector is for self-hauling of recyclables. Container loads of recyclables will continue to be most cost-effectively managed by the private sector.

Considerations – Site Constraints and Staffing

The materials being recycled must remain clean, dry and uncontaminated. To meet those requirements an indoor space or a shelter is required and the recycling must be staffed at all times. Contaminants are considered either materials that are not included, dirty or not prepared properly (e.g. a container full of containers).

Currently, there is no usable indoor space or adequate outdoor space to build a shelter to collect ICI recycling at either the Sechelt Landfill or Pender Harbour Transfer Station.

Additionally, an SCRD ICI recycling program would require a minimum of one new full-time site attendant for each site to monitor the program with the goal of eliminating contamination. If the material has contaminants, the SCRD would risk the material being rejected by the recycling processor and then landfilled.

Considerations - Costs

In addition to any infrastructure or site upgrades, costs for an SCRD ICI recycling program would include:

- One new full-time site attendant for the Sechelt Landfill and one new full-time site attendant at the Pender Harbour Transfer Station.
- Costs of equipment to collect. For example, bin rental fee.
- Contracted hauler's cost to pick up materials from the sites and deliver to the recycling processor.

- Processing costs, including provisions for contamination.

Staff have prepared a cost example for consideration, utilizing cardboard.

The Sechelt Landfill currently expends between \$1,400 and \$1,700 per month for the cardboard recycling program. The costs include the pick-up and removal of four 8 yard bins, twice per week and processing of the cardboard as well as fines for contamination. Staff estimate that the actual costs are between \$400 and \$600 per tonne whereas the tipping fee is \$150 per tonne, the same tipping fee as garbage. These costs do not include SCRD site overhead or staff time required to monitor the program, mitigate contamination or educate customers.

These costs consider that cardboard recycling currently has some value (i.e. revenue per tonne from processor) in the global recycling market, whereas ICI recycling does not (i.e. pay per tonne, no revenue from processor).

Considerations – Accepted Materials

Without EPR for ICI recycling, the SCRD would likely be limited to collecting the same scope of materials that is currently offered by the private recycling facility on the Sunshine Coast. Table 1 provides the summary comparison of what is currently collected as residential PPP and ICI PPP.

Table 1 – Accepted Materials for Recycling Comparison Summary

Material Category	Examples	Accepted Recycle BC Depots Residential only	Accepted ICI Sunshine Coast at Private Facility
Printed papers	office paper, newspaper	✓	✓
Cardboard	cardboard box	✓	✓
Other paper packaging containing liquids when sold	ice cream container, coffee cup, frozen juice concentrate, cartons for soup or milk	✓	No coffee cups
Other paper packaging not containing liquids when sold	cereal, cookie or cracker box	✓	✓
Metal packaging	soup can, aerosol can , foil take out container, aluminum cans	✓	✓
Plastic packaging	plastic bottles, jars and jugs e.g. mayo, laundry detergent, plastic take-out bowl, cup or lid	✓	Rigid plastic with #: 1, 2, 4, 5, 6 only
Glass packaging	Glass bottles and jars – clear & coloured e.g. pickle jar	✓	X
Polystyrene foam white or coloured	packaging around electronics, take-out cups or trays	✓	X
Plastic bags and overwrap	shopping bags, bread bag	✓	X
Other flexible plastic packaging	chip bags, candy bar wrappers, mesh produce bags, zipper lock bags	✓	X

Options and Analysis

Option 1 – ICI sector utilize existing recycling services

Option 1 is that the ICI sector utilize existing recycling services. The Sunshine Coast has one private recycling facility, two private haulers for ICI recycling (one is in Pender Harbour only) as well as the SCRD's existing recycling services at the Sechelt Landfill and Pender Harbour Transfer Station.

Staff recommend this option given the considerations for an enhanced SCRD recycling program for the ICI sector outlined in this report: site constraints, staffing requirements, anticipated costs and limited materials accepted.

As well, Staff recommend the SCRD Board continue to advocate to the BC Provincial government for the BC Recycling Regulation to be amended to include ICI PPP.

Option 2 – Continue investigation into an enhanced SCRD recycling program for the ICI Sector

Staff do not recommend this option as it is unlikely that the SCRD would be able to provide such service at a tipping fee rate that would actually increase the overall diversion of recyclables and would be cost neutral for the SCRD.

However, if Option 2 is selected, the next step would be to initiate a Request for Information process to determine if the private sector is interested in receiving and processing ICI recycling from the SCRD, what materials could be accepted, how the materials would need to be collected and sorted at the landfill and transfer station and anticipated costs. This option does not consider the existing site constraints of the Sechelt Landfill and Pender Harbour Transfer Station and does not provide for a service on the South Coast.

Timeline for Next Steps

If Option 1 is selected, staff could integrate ICI recycling information into current outreach and into engagement opportunities anticipated for Q3 or Q4 2020.

If Option 2 is selected, staff could implement a Request for Information process in Q3 2020.

STRATEGIC PLAN AND RELATED POLICIES

One of the SCRD's Solid Waste Management Plan reduction initiatives is to enhance business waste diversion and responsible management of business waste through education.

CONCLUSION

Currently, the SCRD operates recycling programs at the Sechelt Landfill and Pender Harbour Transfer Station for a variety of materials and is available for both the residential and ICI sector.

The SCRD operates three recycling depots for packing and paper products (PPP), however, because of provisions within the BC Recycling Regulation, the SCRD's recycling depots are residential only and none of the depots have chosen to initiate a separate ICI recycling program

Considerations for an enhanced SCRD recycling program for the ICI sector at the Sechelt Landfill and Pender Harbour Transfer Station included site constraints and staffing, costs and accepted materials.

Two options were presented for consideration: Option 1 – ICI sector utilize existing recycling services and Option 2 – Continue investigation into an enhanced SCRD recycling program for the ICI Sector.

Given the site constraints, staffing requirements, anticipated costs and limited materials accepted, staff recommend Option 1, the ICI sector utilize existing recycling services as well as recommend the SCRD Board continue to advocate to the BC Provincial government for the BC Recycling Regulation to be amended to include ICI PPP.

Reviewed by:			
Manager		Finance	
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	X – A. Kumar

**SUNSHINE COAST REGIONAL DISTRICT
TRANSPORTATION ADVISORY COMMITTEE
January 16, 2020**

RECOMMENDATIONS FROM THE TRANSPORTATION ADVISORY COMMITTEE MEETING
HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975
FIELD ROAD, SECHELT, BC

PRESENT:

(Voting Members)	Director, Electoral Area E, Chair Director, Electoral Area A, Vice-Chair Director, Electoral Area B Director, Electoral Area F Director, District of Sechelt Director, District of Sechelt Transportation Choices (TraC) Trustee, School District No. 46 BC Ferries Ministry of Transportation and Infrastructure Southern Sunshine Coast Ferry Advisory Committee	Donna McMahon Leonard Lee Lori Pratt Mark Hiltz Darnelda Siegers Alton Toth Alun Woolliams Sue Girard Robert Edwards Colin Midgley Diana Mumford
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ALSO PRESENT:

(Non-Voting)	Chief Administrative Officer Interim Chief Administrative Officer GM, Planning and Community Development GM, Infrastructure Services	Dean McKinley Mark Brown Ian Hall Remko
Rosenboom	Manager, Planning & Development Manager, Transit and Fleet RCMP Staff Sergeant Capilano Highways Services, Manager Roads SCRD Administrative Assistant / Recorder Public Media	Dave Pady James Walton Poppy Hallam Tyler Lambert Tracy Ohlson 1 1

CALL TO ORDER

2:52 p.m.

AGENDA

The agenda was adopted as amended to add to following items:

New Business:

- Meeting time of Transportation Advisory Committee

Business Arising from Minutes and Unfinished Business:

- Update on Park and Ride Options
- Update on Annual Project Plan meeting between SCRD and MOTI

MINUTES

Recommendation No. 1 *Transportation Advisory Committee Meeting Minutes of October 17, 2019*

The Transportation Advisory Committee recommended that the Transportation Advisory Committee meeting minutes of October 17, 2019 be received.

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

Recommendation No. 2 *Park and Ride Options*

The Transportation Advisory Committee recommended that SCRD staff work with other local governments on the Sunshine Coast to determine short-term park and ride locations.

Update on the Annual Project Plan meeting between SCRD and MOTI was discussed during the Roundtable.

REPORTS

The General Manager, Infrastructure Services and the General Manager, Planning and Community Development provided an update on the Highway 101 Corridor Review. Staff will bring the Corridor Review to the next Transportation Advisory Committee meeting for information.

Recommendation No. 3 *2019 Transit Fare Update*

The Transportation Advisory Committee recommended that the report titled 2019 Transit Fare Update be received.

Discussion included the following points:

- *Concerns on student only focus*
- *Expansion to routing and increased frequency*
- *Nominal fee option excluded in report*
- *Emission reduction strategies*
- *Incentives to get people on the bus*
- *Monthly pass pricing*

Recommendation No. 4 *Flume Road Safety Concern*

The Transportation Advisory Committee recommended that the report titled Flume Road Safety Concern be received.

Discussion included the following points:

- *Marlene Road option*
- *Bus impact on road deterioration*
- *Pedestrian controlled crossing on highway*

Recommendation No. 5 *Transportation-related items from Infrastructure Services Department Q4 – 2019 Quarterly Report*

The Transportation Advisory Committee recommended that the report titled Transportation-related items from Infrastructure Services Department Q4 – 2019 Quarterly Report be received.

Recommendation No. 6 *Proposed 2020 Association of Vancouver Island and Coastal Communities (AVICC) Resolutions*

The Transportation Advisory Committee recommended that the Proposed 2020 Association of Vancouver Island and Coastal Communities (AVICC) Resolutions circulated at the meeting be received;

AND THAT paragraph 3 of the AVICC Resolution on Abandoned Vehicles be amended to read:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities (AVICC) urge the provincial government to provide additional funding resources to support rural RCMP detachments or the Ministry of Transportation and Infrastructure in responding to time consuming and costly removal *and disposal* of abandoned vehicles from rural roads, and to ensure that community safety concerns are prioritized and adequately attended to.

Discussion included the following points:

- *Funding options for towing*
- *Impound lot locations*
- *Options to hold registered owners accountable*

Recommendation No. 7 *2011 Integrated Transportation Study*

The Transportation Advisory Committee recommended that the 2011 Integrated Transportation Study be received.

Discussion included the following points:

- *Usefulness as a guiding document*
- *Diversifying focus group*
- *Updating 2011 Study with Regional Growth Strategy*

COMMUNICATIONS

Recommendation No. 8 *Correspondence from Southern Sunshine Coast Ferry Advisory Committee Record of Meeting November 5, 2019*

The Transportation Advisory Committee recommended that correspondence from Diana Mumford, Southern Sunshine Coast Ferry Advisory Committee regarding November 5, 2019 Ferry Advisory Committee Record of Meeting be received.

Discussion included the following points:

- *Medical assured boarding*
- *Knowledge gap in awareness of Travel Assistance Program (TAP)*
- *On-time performance improvement*

- *Accessibility and mobility on lower decks of BC Ferries*
- *Funding*
- *Capacity Issues*

Recommendation No. 9 *Correspondence from Minister of Transportation and Infrastructure*

The Transportation Advisory Committee recommended that correspondence from Honourable Minister Trevena dated November 18, 2019 regarding Active Transportation be received.

NEW BUSINESS

Recommendation No. 10 *Transportation Advisory Committee Meeting Time*

The Transportation Advisory Committee recommended that the Transportation Advisory Committee meeting time be changed to begin at 3:00 p.m.

ROUNDTABLE

Committee members provided roundtable updates as follows:

Colin Midgley (MOTI) – Noted that all available resources including additional hired equipment were in full force during the recent snow storms.

Alun Woolliams (TraC) – Indicated that planning has begun on Active Transportation Month (April) and that feedback or ideas can be forward to Mark Lebell.

Director Pratt (Halfmoon Bay) – Thanked Capilano Highways, Ministry of Transportation and Highways and BC Transit for their hard work during the recent snow storms.

Director Tize (Roberts Creek) – Also thanked Capilano Highways and Ministry of Transportation and Highways for their coordination and noted the icy conditions on Lower Road.

Director Hiltz (West Howe Sound) – Noted Granthams residents are looking for an update on the Modified Drainage Study.

Director McMahon (Elphinstone) – Directors Hiltz and McMahon met with Michael Braun, Operations Manager, Ministry of Transportation and Infrastructure. The budget for line painting with the focus on collection roads was discussed. Mr. Braun has agreed to a quarterly check in with Rural Directors and to come to an information session for the SCRD Board. She noted that a 2018 Qathet Regional District Stormwater Management Study is available online and would like one completed for the SCRD.

Director Toth (District of Sechelt) – Noted the metal plate installation at Wharf and Sunshine Coast Highway.

Staff Sgt. Poppy Hallam (RCMP) – Noted traffic statistics are down, the push for increased traffic enforcement continues and she supports line painting.

Director Siegers (District of Sechelt) – Noted the crosswalk accident at Teredo and Trail Avenue was the third accident in this location in the past few years.

Director Croal (Town of Gibsons) – Noted that the Sunshine Coast roads were in better condition during the snow storm than North Vancouver and West Vancouver.

ADJOURNMENT

4:25 p.m.

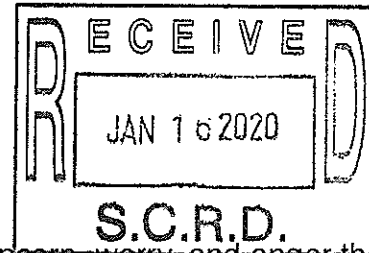
Committee Chair

COPY

January 15, 2020

Lori Pratt
Area B Director and Chair
SCRD Board of Directors

MASTER FILE COPY



Dear Lori:

We are sure that you are very aware of the tremendous concern, worry, and ~~anger~~ that has arisen from the proposed waste water treatment facility funding. And, we hope that you are sensitive to how the proposal would have a very significant impact on homeowners' finances, property valuations, and broader impacts on the economy of the Regional District. As a formula for funding capital projects, there also are implications for other requirements such as water sourcing and distribution, the airport, and many other community facilities. **It will affect all in the Regional District.**

For those serviced by Square Bay, it will be life-changing and will cause some to have to move from their homes.

We have lived in this community for over 25 years and we have never seen an issue that has caused people such worry and concern about the leadership of our elected Directors — not even close. This neighbourhood has an established communication network, and we have informed and received substantial input from a majority of homeowners here on this proposal.

In addition to the notion of a "pay forward" future funding basis, it is easy to identify problems with assumptions used to arrive at the user fee increases. We expect that you have heard them clearly:

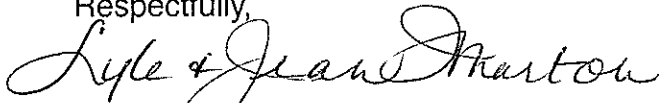
1. A large and unsubstantiated inflation rate. (over a 50 - 80 year period)
2. No consideration for transfer funding from senior government funded by our taxes ("to provide a permanent and stable source of capital") to assist communities.
3. No consideration for a debt component such as we who are serviced by Square Bay are currently paying, and that has been the way communities have financed capital projects in North America in living memory.
4. The impact of bio-waste technology addressing what is a global concern and which is now attracting substantial investment and research. Do we have confidence that the treatment of waste 50 to 80 years from now will look anything like current methods?

However, in our opinion, this is not the time to debate assumptions or to act on a proposal that has such potential to upheave people's lives.

We have been told that SCRD staff will present the proposal with the recommendation to suspend approval which would allow time for more comprehensive plan development and communication, visibility and consultation with our communities over the coming year. Further, the recommendation will be that there will be no change in frontage fees for the following year.

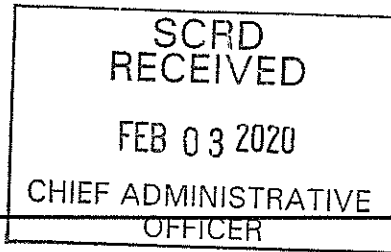
We request that you support this delay, and that you review policies and direction that have created such a wholly negative community response, worry, and concern.

Respectfully,

A handwritten signature in cursive script that reads "Lyle & Jean Wharton".

Lyle & Jean Wharton
9273 Truman Road
604-885-3415
ljwharton@telus.net

cc: Nicholas Simons, MLA for Powell River -Sunshine Coast
The Coast Reporter
The Local



December 9, 2019

Board of Directors [delivered by email: board@scrd.ca]
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1

Re: Access to Public Transit for Sunshine Coast Students

Dear board members,

As the only post-secondary institution campus in the region, *kálaḡ-ay* – the Sunshine Coast campus of Capilano University – plays a unique role on the Sunshine Coast, with over 200 students studying career and community-based programs in areas of health, education, and business. The campus offers pathways to further education and direct employment for students so they can stay on the coast to live and work in their home communities.

We are writing to you on behalf of the Capilano Students' Union to request that the Sunshine Coast Regional District provide a discounted pass for transit services to Capilano University students studying at *kálaḡ-ay*.

If post-secondary students were to receive a pass for transit services with the same discount as for the K-12 discounted pass, they would save about \$150 per academic year. The implementation of this program may result in an annual reduction in fare revenue of just \$3,600.

This investment in students would reduce financial barriers to education, and allow Sunshine Coast learners to enjoy a break on the cost of public transit, as their counterparts in Metro Vancouver do through the U-Pass BC program. Affordability continues to be a pressing issue for students across the province, and this would be extra money in students' pockets that could be used for groceries, housing, and other services that put money back into the local economy.



Capilano Students' Union

Capilano Students' Union

Maple 121 ~ 2055 Purcell Way
North Vancouver, BC V7J 3H5

RECEPTION 604.984.4969

FAX 604.984.4995

WEB www.csu.bc.ca

Please consider introducing a discounted transit pass for Capilano University students studying at kálay-ay to make it easier for students to stay and learn in the community that they call their home.

Yours sincerely and on behalf of the Capilano Students' Union board,

Emily Bridge
President

Happy Singh
Vice-President External

Brigid Mychael
Sunshine Coast Representative

cc: Christopher Girodat, Executive Director (Capilano Students' Union).

WildSafeBC Annual Report 2019

Sunshine Coast

Prepared by: Alison Maxwell, WildSafeBC Sunshine Coast
Coordinator



WildSafeBC: Credit P. Sulzle



Executive Summary

This report describes the highlights from the delivery of the WildSafeBC Sunshine Coast Regional District (SCRD) program in 2019 (Figure 1). The WildSafeBC Community Coordinator (WCC) provided public outreach and education about how to prevent human-wildlife conflict.

In 2019, 465 wildlife reports were made to the Conservation Officer Service (COS) and Wildlife Alert Reporting Program (WARP). This number of reports is higher than the three year average of 369 and may be a result of less natural food availability or greater access to unnatural food sources in the community.

Due to unforeseen events early in the season, the coordinator position was not filled until July 19, 2019. Despite this and serious personal challenges that limited the amount of time spent delivering the program, the WCC reached 67 people through phone calls and emails, 37 people through door-to-door canvassing, 35 people at a bear spray demonstration, and 900 people through a series of public display booths. Through garbage tagging activities, 6 people received education stickers for having their garbage out the night before collection. Additionally, the popularity of the WildSafeBC Sunshine Coast Facebook page grew with 41 new followers.

Unmanaged garbage and fruit trees continued to be a challenge in the Sunshine Coast. Goals for 2020 include reaching more students through the WildSafe Ranger Program, continuing to work with the newly formed Sunshine Coast Bear Alliance, developing a better relationship with the local Indigenous community, further communication and collaboration with the COS, as well as reaching more of the community with both door-to-door canvassing and with the highly successful display booths. Moving forward, these initiatives and collaborations will help “keep wildlife wild and our community safe”.

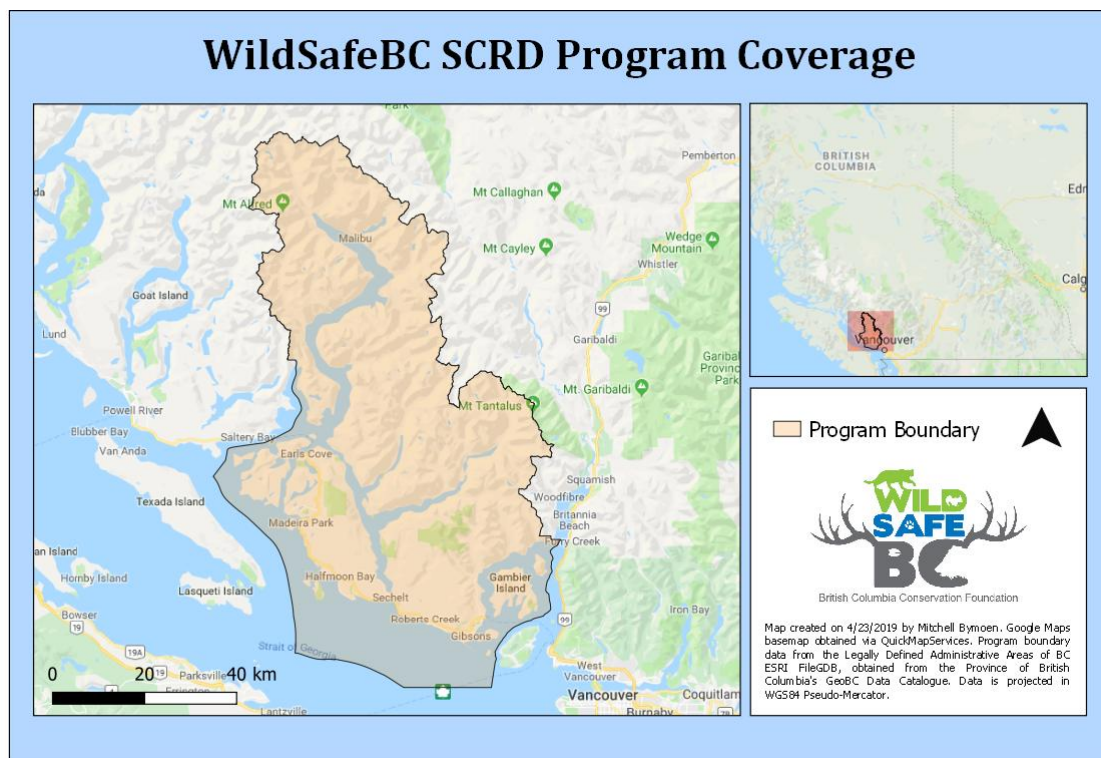


Figure 1. WildSafeBC SCRD program coverage area.

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Highlights from the 2019 Season

Wildlife Activity

Calls made to the Conservation Officer Service (COS) through the RAPP line (1-877-952-7277) are available to the public through WildSafeBC's Wildlife Alert Reporting Program (WARP). This data is updated daily and this report for the SCRD includes data from January 1, 2016 to December 31, 2019. In 2019, black bears were the most reported species, followed by cougars, deer, and coyote (Figure 2). There were 373 black bear reports which is higher than the 3 year average of 272 (Figure 3) but comparable to 2017 which was also a high conflict year. Bear conflicts in the SCRD tend to have two peaks, one in the spring after mating season and one in the fall when bears enter hyperphagia and their caloric demands increase to over 20,000 calories per day.

Deer conflicts were also higher than average with 77 reports (Figure 2). Urban deer conflicts are on the rise in many communities in BC as deer find shelter, food and protection from predators among urban landscapes. Other species were lower than average. Garbage remained the most reported attractant followed by fruit trees (Figure 4).

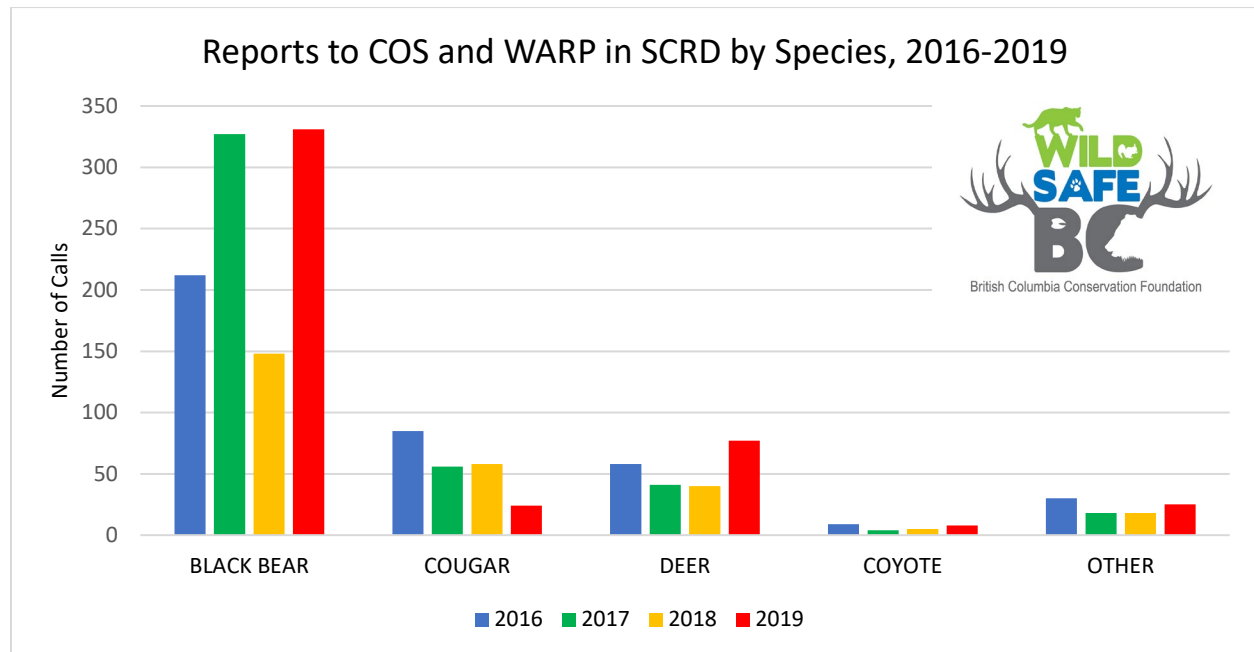


Figure 2. Reports to the COS and WARP in SCRD by species, 2016 - 2019.

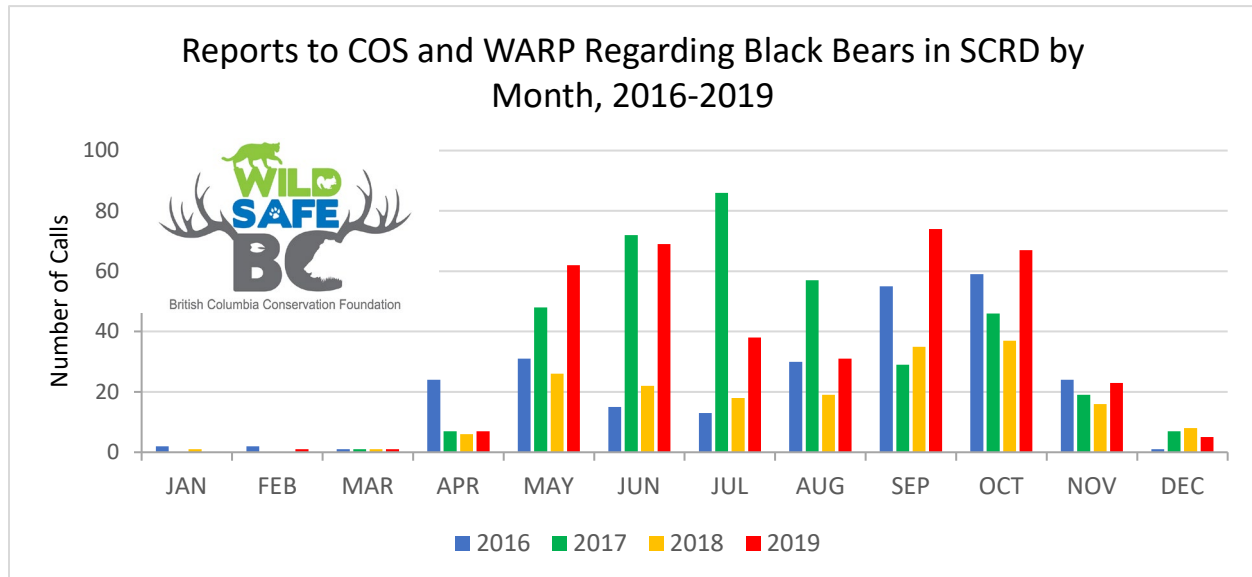


Figure 3. Reports to the COS and WARP regarding black bears in SCRD by month, 2016 - 2019.

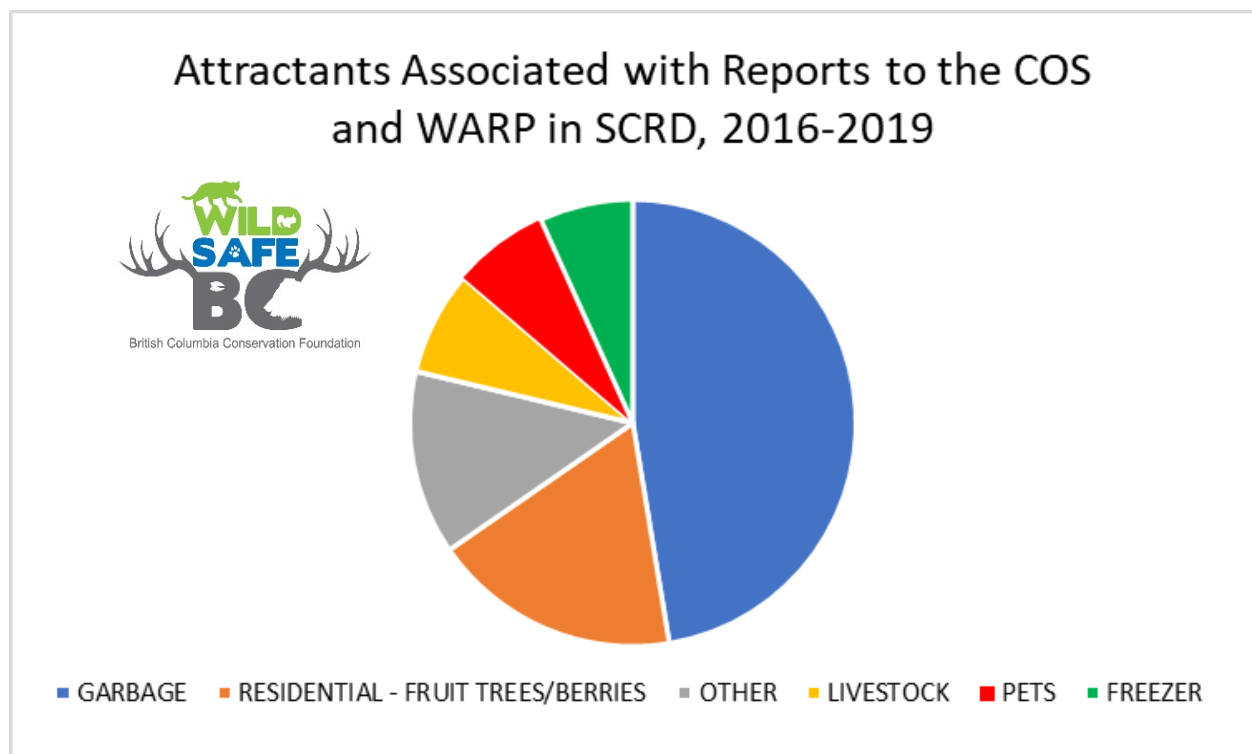


Figure 4. Attractants associated with reports to the COS and WARP in SCRD, 2016 - 2019.

Presentations to Community Groups

The WCC gave one bear spray demonstration to 35 participants as part of the BC Goes Wild event (see the 'Public Displays and Events' section for more information).

Public Displays and Events

The WCC connected with 900 people when displaying the WildSafeBC information booth at community events including:

- Gibsons Night Market – August 20, 2019
- Harvest Festival – September 1, 2019
- Sechelt Public Market - September 7, 2019
- Fall Fair – October 12, 2019 (Figure 5 A)

Additionally, the WCC hosted a BC Goes Wild event at Persephone Brewing on September 29, 2019. Thirty-five people participated in a bear spray demonstration and activities for children (Figure 5 B).

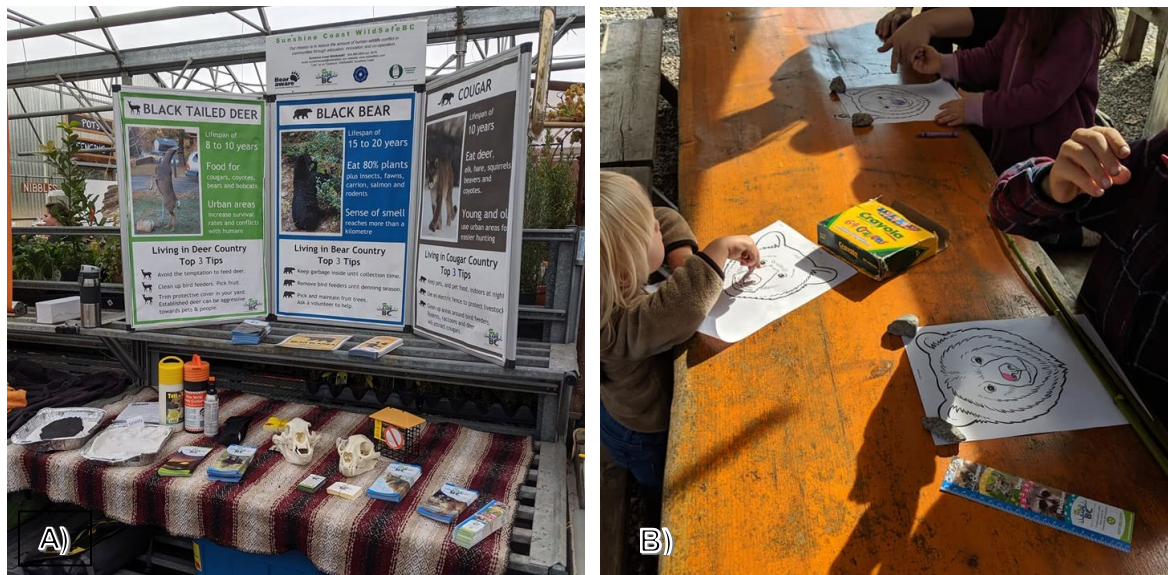


Figure 5. A) WildSafeBC display booth at the fall fair. B) Children colouring at the BC Goes Wild event.

Door-to-Door Education and Garbage Tagging

Door-to-door education was used to promote awareness when dangerous wildlife was known to be in an area. This type of outreach was also used proactively, to bring attention to backyard wildlife attractants and encourage people to report sightings of dangerous wildlife to the RAPP

line. If a resident was not home, an educational door hanger was left with the WCC's contact information. Through this activity, 37 people were reached.

Garbage tagging is an educational activity consisting of placing a highly visible and removable sticker on containers set curbside the day before collection or outside of times stated in local bylaws. Six people received stickers for having their garbage out early.

Social Media and Press

The popularity of the [WildSafeBC Sunshine Coast Facebook page](#) grew with 41 new followers. Over 29,260 people were reached through posts to the page during 2019.

Wildlife in Area Signs

The WCC used information provided by WARP, as well as direct communication with the COS, to focus efforts in areas where sightings or conflict had recently occurred. When human-wildlife conflict was reported in an area, the WCC would visit the neighbourhood and place a 'Bear in Area' sign at a highly visible location (Figure 7). Signs were placed at Kinnikinnick Park, Mission Point Park, and Sargeant Bay Park.



Figure 6. Bear in Area sign at Kinnikinnick Park.

Collaborations

The COS provided valuable information on current human-wildlife conflict areas as well as historical knowledge of trends in neighbourhoods. The bylaw departments in the District of Sechelt and the Town of Gibsons also worked with the WCC to share information on neighbourhoods experiencing human-wildlife conflict. The WCC worked with both of these bylaw groups and followed up directly when necessary. For example, the Gibsons Market had an issue with bears accessing used grease bins outside as well as a locally owned restaurant experiencing the same problem. Suggestions were made and both of these issues were resolved. The WCC attended a meeting with the Sunshine Coast Bear Alliance, a newly formed group of concerned citizens who bring to the table a wealth of knowledge and experience, as well as a significant number of people to help spread the message of reducing human-bear conflicts.

Province-wide Initiatives for 2019

WildSafeBC focused on two initiatives in 2019: increased use and acceptance of bear spray and increased Indigenous awareness and engagement.

Bear Spray

The WCC gave one bear spray demonstration to 35 participants as part of the BC Goes Wild event (see the 'Public Displays and Events' section for more information).

Indigenous Awareness and Engagement

The WCC received training about how to build relationships with Indigenous Peoples.

Challenges and Opportunities

Unmanaged garbage and fruit trees continued to be a source of attractants in the community that drew wildlife into residential areas. Residents were also reported to be intentionally feeding wildlife and unintentionally through birdfeeders. Several areas were identified as hotspots in the community and they would benefit in receiving increased education and outreach activities. To address these issues, the following initiatives should be implemented in 2020:

- Continued collaboration with the Sunshine Coast Bear Alliance
- Continued education and outreach activities
- Provide information to residents on bear-resistant composters
- Identify barriers to adopting "bear smart" best practices and tailor solutions
- Work closely with local bylaw and the SCRD on education around waste management initiatives such as the new curbside collection program

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