



INFRASTRUCTURE SERVICES COMMITTEE
Thursday, July 16, 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

2. Rob Ringma, Senior Manager, Government Relations To follow
and Seth Wright, Transit Planner, BC Transit
Update on impact of COVID-19 Pandemic on Transit

REPORTS

3. Transit Schedule Options Fall 2020 Annex A
General Manager, Infrastructure Services / Manager, Transit and pp 1-6
Fleet
Public Transit (Voting – B, D, E, F, Sechelt, Gibsons, SIGD)
4. Water Supply Update Verbal
General Manager, Infrastructure Services
Regional Water (Voting – A, B, D, E, F and Sechelt)
5. Town of Gibsons Bulk Water - Financial Update Annex B
General Manager, Infrastructure Services pp 7-18
Regional Water (Voting – A, B, D, E, F and Sechelt)
6. Sechelt Landfill Drop-off Area Design Options Annex C
General Manager, Infrastructure Services pp 19-26
Regional Solid Waste (Voting – All)
7. RFP 2035002 Contract Award South Coast Drop-off Green Waste
General Manager, Infrastructure Services / Manager, Solid Waste Annex D
Services pp 27-38
Regional Solid Waste (Voting – All)
8. Wood Waste Receiving and Processing – Contract Extension
Superintendent, Solid Waste Services / Manager, Solid Waste Annex E
Services pp 39-41
Regional Solid Waste (Voting – All)

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|---|---------------------|
| 9. RFQ 2035001 Contract Award Mattress Transportation Services
Superintendent, Solid Waste Services / Manager, Solid Waste Services
Regional Solid Waste (Voting – All) | Annex F
pp 42-45 |
| 10. Landfill Capacity Management
General Manager, Infrastructure Services / Manager, Solid Waste Services
Regional Solid Waste (Voting – All) | Annex G
pp 46-49 |
| 11. 2020-Q2 Quarterly Report
General Manager, Infrastructure Services
(Voting – All) | Annex H
pp 50-62 |
| 12. Solid Waste Management Plan Monitoring Advisory Committee
Meeting Minutes of June 16, 2020
Regional Solid Waste (Voting – All) | Annex I
pp 63-65 |

COMMUNICATIONS

- | | |
|--|---------------------|
| 13. <u>Honourable Minister George Heyman, Ministry of Environment and Climate Change Strategy dated June 25, 2020</u>
Regarding BC Recycling Regulation Amendment to include ICI Sector
(Voting – All) | Annex J
pp 66-69 |
|--|---------------------|

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “negotiations and related discussion 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 Services Committee – July 16, 2020

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services
James Walton, Manager, Transit and Fleet

SUBJECT: **TRANSIT SCHEDULE OPTIONS FALL 2020**

RECOMMENDATION(S)

THAT the report titled Transit Schedule Options Fall 2020 be received;

AND THAT staff request BC Transit to incorporate the balance of the SCRD Local Transit Fund in the upcoming amendment to the 2020-2021 Annual Operation Agreement;

AND THAT staff are directed to work with BC Transit on the development and implementation of a September-December 2020 conventional transit schedule based on approximately 80% of the originally budgeted amount of service hours.

BACKGROUND

At the June 11, 2020 Board meeting the Board adopted the following recommendation:

235/20 **Recommendation No. 3** *Transit Service Levels as a Result of COVID-10*

THAT Sunshine Coast Transit system continue the current Saturday schedule with adjustments as required to meet the June 3, 2020 BC Ferries schedule changes;

AND THAT staff report to the July 2020 Infrastructure Services Committee meeting with an update on ridership and options for service to commence in September 2020.

The purpose of this report is to provide the requested information and to seek direction on the service level to be provided for conventional transit in the period from September to December 2020

DISCUSSION*Status of Current Service*

In response to the decreased ridership due to the COVID-19 Pandemic the amount of service hours has been at approximately 70% of the regular amount for the period between April 6 and Jun 26, 2020. Since June 26, 2020 this is approximately 80% and the current schedule is designed such that this will continue until September 7, 2020.

The transit schedule itself has changed several times over the last two months in response to changes to the ferry schedule. The often short notice from BC Ferries on these schedule changes has resulted in complaints from transit riders as staff were not able to change our schedule and operations quickly enough to ensure a smooth transition for passengers between the ferry and our transit system at all times. Due to a good team effort by SCRD and BC transit staff, the amount of complaints has been kept to a minimum.

Besides complaints from local passengers on the alignment with the ferry schedule, most complaints were regarding passengers' perception of a lack of physical distancing on the buses or request for more service at certain times of the day. Staff have actively monitored the number of pass-ups and actual ridership and considered these dates while creating updated schedules.

Drivers are required to pass-up passengers if the maximum capacity in their bus has been reached. In April and May the maximum capacity limit was set at 40% of the maximum capacity (seating and standing) and was increased to approximately 50% on July 1, 2020. For most buses this is 100% of the seating capacity. Passengers are strongly encouraged to wear face masks while using transit.

Compared to pre-COVID-19 levels, the ridership initially dropped to approximately 25% and has since increased to approximately 40%-45%.

Staff are hopeful that the current amount of service hours and capacity limit per bus will be sufficient to transport most passengers without significant delays or pass-ups during the months of July and August. The success rate of doing so is dependent on the amount of ferry related ridership (local and off-coast).

Financial Implications

The presented financial implications are based on a high level analysis by BC Transit and SCRD staff, undertaken for the purpose of this report. The Q2 variance report which will be presented at the July 23, 2020 Corporate and Administrative Services Committee and the report on an amendment to the Annual Operating Agreement is anticipated to be sent to the SCRD for approval in September 2020. This will include more detailed insight into the actual and forecasted financial implications.

The financial implications of the current situation can be divided into four components:

1. Cleaning costs

The costs associated with the additional daily cleaning of all buses (conventional and HandyDart) currently in service is approximately \$135,000 (labour and supplies) for the period between April and December 31, 2020. There is no confirmation by BC transit whether these costs will be reimbursed in whole or in part.

2. Lost revenue

Between April 6 and June, no fares were collected and the ridership has been low since mid-March. The revenue for the conventional transit over this period April-June was approximately 35% of the budgeted amount of approximately \$60,000 per month. This is estimated to be at approximately 45% for the months of July and August.

For the HandyDart service, this drop in revenue is estimated to be approximately 60% of the budgeted \$1,000 per month.

3. Reduction in service hours

Since April 6, the amount of service hours for conventional transit has been reduced and the need for the HandyDart service has also decreased. Until September 7, 2020 this is

expected to result in a total of service hour reduction of approximately 3500 hours. Based on the Shared Service Model arrangements, the SCRD is responsible for 53.3% of the driver wages for conventional transit and 33.3% of those for the HandyDart service. For the period between April 6 and September 7, 2020 this is projected to result in cost savings of approximately \$70,000.

4. BC Transit mitigation measures

BC Transit announced on June 22, 2020 that all transit operators will not have to pay any lease fees for their fleet for the period from July to December 2020. For the SCRD, this amounts to a cost reduction of \$269,900.

BC Transit will also allow the SCRD to use a reserve fund (Local Transit Fund) dedicated for the SCRD to offset any expenditures. The reserve fund has a balance of \$27,500. BC Transit requires the SCRD to confirm in July whether it wants to make use of this option as this would be included in the amendment to the 2020-2021 Annual Operating Agreement that is scheduled to be sent to the SCRD in September 2020. Staff recommend to make use of this option.

Due to the service level reductions since early April, BC Transit has incurred less operational costs related to our transit system. Instead of transferring this into a reserve fund to be used in future, BC Transit will use the funds to offset expenditures in the amendment to the Annual Operating Agreement. Staff have received no indication from BC Transit of the magnitude of these costs.

Staff are also aware that BC Transit is requesting financial support from the Province of BC and the Federal government to provide more support to transit operators like the SCRD.

Service Level Options for September – December 2020

BC Transit anticipates that without a significant second “wave” of COVID-19 infections, ridership could increase up to 55% of normal ridership for that time of year. In the case of a second “wave” of approximately two months, ridership is expected to drop back to the same level as it was in April 2020, approximately 25% of normal ridership.

Staff and BC Transit suggest the Board consider the following two options:

Option 1: Maintain an approximately 80% or regular amount of service hours (recommended).

Option 2: Return to full regular amount of service hours.

BC transit anticipates that the actual ridership would not differ significantly between the two options.

Financial implications

Compared to the 2020 budget the outlook of the variance until the December 31, 2020 for the two options listed above are presented in the tables below.

The revenue outlook is based on a scenario with and without a second “wave” of COVID-19 infection and associated significant initial drop and slow growth in ridership and revenue for a period of three to four months.

Option 1: Return to regular service

Component	Outlook	Anticipated Variance at year-end 2020	
		Without second “wave”	With second “wave”
BC Transit mitigation measures	<ul style="list-style-type: none"> - BC Transit Lease Holiday - Local Transit Fund - Potential support from Province of BC and Federal Government - 2020-2021 Operational underspending funds 	\$269,900 \$20,625 TBD TBD	\$269,900 \$20,625 TBD TBD
Reduction in Service Hours	Approximately 3500 hours until early September and 2200 if second “wave”	\$76,000	\$125,000
Less:			
Cleaning	Maintain current level of cleaning	(\$135,000)	(\$135,000)
Revenue Loss	Up to 55% of budgeted amount depending on second “wave” or not	(\$300,000)	(\$385,000)
Total (Deficit)		(\$68,475)	(\$104,475)

Option 2: Continue with current service level (80%)

Component	Outlook	Anticipated Variance at year-end 2020	
		Without second “wave”	With second “wave”
BC Transit mitigation measures	<ul style="list-style-type: none"> - BC Transit Lease Holiday - Local Transit Fund - Potential support from Province of BC and Federal Government - 2020-2021 Operational underspending funds 	\$269,900 \$20,625 TBD TBD	\$269,900 \$20,625 TBD TBD
Reduction in Service Hours	Approximately 5500 hours until end of year and 700 if second “wave”	\$121,000	\$136,000
Less:			
Cleaning	Maintain current level of cleaning	(\$135,000)	(\$135,000)
Revenue Loss	Up to 55% of budgeted amount depending on second “wave” or not	(\$300,000)	(\$385,000)
Total (Deficit)		(\$23,475)	(\$93,475)

Staff will continue to work with BC Transit on ways to create additional cost savings to the year-end deficit.

The Public Transit [310] service has approximately \$205,000 in uncommitted operational reserves as an option to mitigate the potential 2020 year-end deficits.

Given that the COVID-19 Pandemic is expected to continue well into 2021, it is reasonable to expect that the additional costs and the reduced revenues as a result of this pandemic will continue in 2021. Staff suggest to consider this when assessing the potential year-end deficits for 2020.

Analysis

Based on the ridership projection and the capacity limits on the buses, staff are confident that with maintaining the amount of service hours at the current 80% would provide an appropriate amount of service to the community. Staff expect that such service levels would result in a limited amount of pass-ups due to buses being at capacity or below what is common for July or August.

Returning to the regular amount of service hours would of course further enhance the service to the community, while it is not expected to increase ridership.

Staff, therefore, recommend to maintain the current 80% of regular amount of service hours (Option1), as it is expected to provide an adequate service to the community while limiting the financial risk to the SCRD.

Timeline and Next steps

Based on the direction by the Board, staff will work with BC Transit to develop and implement a schedule for the period September to December 2020.

BC Transit is expected to send an amended Annual Operating Agreement for their fiscal year April 1, 2020 - March 31, 2021) that addresses the budget implications of the COVID-19 pandemic. Staff will review this document and present it to the Board at a September or October Committee meeting.

STRATEGIC PLAN AND RELATED POLICIES

This report aligns with the Boards Financial Sustainability Policy.

CONCLUSION

The COVID-19 Pandemic has resulted in extra costs and reduced revenues associated with the transit system. Reductions in service hours and several measures by BC Transit are helping to reduce the magnitude of the overall financial impact. Function [310] Public Transit is anticipated to have a deficit at the end of 2020. The magnitude of this deficit is primarily depended on 1) receiving additional financial support from BC transit, 2) the amount of service hours during the September - December 2020 period, and 3) if a second “wave” of COVID-19 infections would significantly reduce ridership and revenue.

Based on the ridership projections and the capacity limits on the buses, staff are confident that maintaining the amount of service hours at the current 80% would provide an appropriate amount of service to the community, while limiting the financial risk to the SCRD.

Staff recommend to maintain the current 80% of regular amount of service hours (Option 1) as it is expected to provide an adequate service to the community while limiting the financial risk to the SCRD.

Reviewed by:			
Manager		CFO/Finance	X- T. Perreault X- B. Wing
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – July 16, 2020

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: TOWN OF GIBSONS BULK WATER AGREEMENT – FINANCIAL UPDATE

RECOMMENDATION(S)

THAT the report titled Town of Gibsons Bulk Water Agreement – Financial Update be received;

AND THAT staff proceed with the review of the Bulk Water Agreement and report back to the Board in Q4 2020 on the progress and the role of the Bulk Water Review Committee;

AND FURTHER THAT the 2020-2024 Financial Plan be amended to reflect the change.

BACKGROUND

The bulk sale of water to the Town of Gibsons was established by an agreement originally executed in 1992.

The current Bulk Water Agreement between the Sunshine Coast Regional District and the Town of Gibsons was signed on June 3, 2013. The term of the agreement is 25 years.

The latest version of the Bulk Water Agreement includes provisions associated with the water supply by the SCRD to the Town of Gibsons Zone 3 and several other properties within the Town of Gibsons and by the Town of Gibsons to several properties within SCRD jurisdiction.

As per the Bulk Water Agreement approved May 23, 2013; Clause 31 Review of the Agreement states:

Five years from the Execution Date, and every five years thereafter, the parties shall review the Agreement.

At the April 26, 2018 regular Board meeting, the SCRD adopted the following resolution:

137/18 **Recommendation No. 2** *Bulk Water Agreement - Terms of Reference*

THAT the report titled Town of Gibsons Bulk Water Agreement - Terms of Reference be received;

AND THAT the Terms of Reference for the Bulk Water Review Committee be sent to the Town of Gibsons for their comments.

The Terms of Reference are included in Attachment A and the response received from the Town of Gibsons is included in Attachment B.

The purpose of this report is to update the Committee on staff's discussions and the implications of soon to be completed infrastructure upgrades by the Town of Gibsons.

DISCUSSION

Status of review Bulk Water Agreement

In early 2018 senior staff from both the SCRD and the Town of Gibsons met several times to discuss the scope, process and objectives of a review of the Bulk Water Agreement. While staff were making progress on the scope and objectives of the review, such progress was not made on the process to be followed, including the formation of a Bulk Water Review Committee as per the Terms of Reference adopted by the Board in April 2018.

The review process stalled with the Local Government elections in the fall of 2018 and the departure of the SCRD's Chief Administrative Officer early 2019.

Senior technical staff from both organizations have since continued discussions regarding infrastructure planning and have not been able to prioritize the actual review of the Bulk Water Agreement itself.

Infrastructure Upgrades Town of Gibsons

Since 2018 the Town of Gibsons has been developing the required infrastructure to allow for their Zone 3 (Upper Gibsons) to receive water from their own water sources instead of from the SCRD. These infrastructure upgrades include the development of a new well, booster station and watermains and valves. The ability for the Town of Gibsons to accept SCRD water has not been impacted.

Senior staff from the Town of Gibsons indicated that these upgrades are currently expected to be completed in late July 2020.

It is expected that these upgrades would allow for the Town of Gibsons to be fully self-sufficient until 2030 in terms of the regular daily water supply. SCRD water will only continue to be used for firefighting purposes and during emergency situations.

Due to population growth, the Town of Gibsons expects that it will require SCRD water to support their daily water use during dry summer months from 2030 onwards.

Operational Implications

By the Town of Gibsons providing their own water to their Zone 3, there will be more water available for SCRD customers to use. In the summer (June – September) of 2019 approximately 4.8% of the daily water use in the Chapman Water System was by users in the Town of Gibsons Zone 3. The annual average Zone 3 usage for 2019 was 5.36%.

While the administration associated with the water supply by the SCRD to the Town of Gibsons Zone will be significantly reduced, there will continue to be minimal administrative work associated with the Bulk Water Agreement.

Financial Implications

By the Town of Gibsons providing their own water to their Zone 3, the pumps in the Reed Road pump station will be used less, resulting in an annual savings of approximately \$8,000.

In the 2020-2024 Financial Plan, the anticipated revenue associated with the water supply to the Town of Gibsons Zone 3 was \$360,000. Given the timing of the start of the Town of Gibsons water supply to Zone 3, the actual revenue is anticipated to be approximately 40 percent of the anticipated amount (approximately \$145,000). Based on the variance for the [370] Regional Water System function, this is not expected to result in an overall deficit for this function at year-end.

It is recommended that the current 2020-2024 Financial Plan and base operating budgets for 2021 and subsequent years be modified to reflect this change. This may result in a reduction to contributions to reserves. Staff will report back as part of the 2021 Budget deliberations.

The current rate structure included in the Bulk Water Agreement accounted for the asset management costs carried by the SCRD to maintain some infrastructure that is solely or in part being used for the water supply to the Town of Gibsons. As of the day the Town of Gibsons will provide their own water to their Zone 3, these costs are no longer sufficiently covered. This would therefore need to be addressed as part of the review of the agreement.

Timeline and Next steps

Staff have requested that the SCRD receive a formal letter from the Town of Gibsons indicating the date it will start providing their own water to their Zone 3. This would allow staff to do the required meter readings to ensure the correct billing for Q3 2020 and make other operational adjustments.

Staff's intent is to restart the review process for the Bulk Water Agreement in Q3 2020. Items to be reviewed include topics such as:

- Timing and type of flows to be provided (e.g. daily flow, daily peak flow, fire flow)
- Rate structure (including recovery of asset management costs)
- Development Cost Charges
- Infrastructure testing protocols
- Communication protocols
- Mutual assistance protocols during drought and emergency situation

Given the letter from the Town of Gibsons dated June 1, 2018, staff suggest to continue with the review of the agreement at a staff level and report back in Q4 2020 on progress and the role a Bulk Water Review Committee, as initiated in 2018, could have in this review process.

STRATEGIC PLAN AND RELATED POLICIES

This initiative by the Town of Gibsons supports the SCRD Board's 2019-2023 Strategic Plan to plan for and ensure year round water availability now and in the future

CONCLUSION

The Town of Gibsons is in the final stages of their initiative to secure their own water supply to their Zone 3. Based on 2019 data this will result in about 5% extra water to be available for use by SCRD users.

For 2020 the financial implications are estimates as a reduction in pumping costs of about \$4,000 and a reduction in revenue of approximately \$145,000. The 2020-2024 Financial Plan requires an amendment to reflect these changes.

Staff's intent is to restart the review of the Bulk Water Agreement in Q3 2020 and report back on the progress and the role of the Bulk Water Agreement Review Committee in Q4 2020.

Attachments

- A. Letter to Town of Gibsons, dated May 9, 2018, regarding Bulk Water Agreement – Terms of Reference with attachment.
- B. Response letter from Town of Gibsons, dated June 1, 2018.

Reviewed by:			
Manager		CFO/Finance	X-T.Perreault
GM		Legislative	
CAO	X-D. McKinley	Other	

Sunshine Coast Regional District

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May 9, 2018

Emanuel Machado
Chief Administrative Officer
Town of Gibsons
474 S Fletcher Rd
Gibsons, BC V0N 1V0

Dear Mr. Machado,

Re: Bulk Water Agreement – Terms of Reference

The current Bulk Water Agreement between the Sunshine Coast Regional District and the Town of Gibsons is due for review in June of 2018. A staff report and Town of Gibsons Bulk Water Agreement Terms of Reference was provided to the April 19, 2018 Infrastructure Services Committee meeting.

At the April 26, 2018 regular Board meeting, the SCRD adopted the following resolution:

137/18 **Recommendation No. 2** *Bulk Water Agreement - Terms of Reference*

THAT the report titled Town of Gibsons Bulk Water Agreement - Terms of Reference be received;

AND THAT the Terms of Reference for the Bulk Water Review Committee be sent to the Town of Gibsons for their comments.

The staff report and attached Terms of Reference are provided for your review. At your earliest convenience, the Town of Gibson's comments are appreciated.

Yours truly,

SUNSHINE COAST REGIONAL DISTRICT


Janette Loveys
Chief Administrative Officer

Attachment: Staff Report – Town of Gibsons Bulk Water Agreement – Terms of Reference

/th

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – April 19, 2018

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: TOWN OF GIBSONS BULK WATER AGREEMENT - TERMS OF REFERENCE

RECOMMENDATION(S)

THAT the report titled Town of Gibsons Bulk Water Agreement - Terms of Reference be received;

AND THAT the Terms of Reference for the Bulk Water Review Committee be sent to the Town of Gibsons for their comments.

BACKGROUND

The bulk sale of water to the Town of Gibsons was established by an agreement originally executed in 1992.

The current Bulk Water Agreement between the Sunshine Coast Regional District and the Town of Gibsons was signed on June 3, 2013. The Agreement is due for review in June of 2018.

This report and attached draft Terms of Reference is provided to Committee for their review and comments.

DISCUSSION

Analysis

As referenced at the March 1, 2018 Special Infrastructure Services Committee, there is an acknowledgement by both parties that the current Bulk Water Agreement is due for a review.

Staff have prepared the attached draft Terms of Reference for a Committee to undertake the review. The current agreement states that a review is to occur every five years but does not include an established review process.

Intergovernmental

Staff recommend that the draft Terms of Reference be forwarded to the Town of Gibsons for their comments and approval. Also attached to the report is correspondence from staff at the Town of Gibsons indicating their interest in participating in the review.

Timeline for next steps or estimated completion date

The current Agreement is due for review by June 2018. Staff recommend that the terms of the current Agreement remain in effect until a new Agreement is adopted by both parties.

STRATEGIC PLAN AND RELATED POLICIES

Establishing Terms of Reference and a clear process for the review and update to the Bulk Water Agreement is aligned with the following Board's Strategic Priorities.

- Enhances Board Structure and Process
- Ensure Fiscal Sustainability

In addition, this review process is supported by SCRD values of collaboration, respect and equality and transparency.

CONCLUSION

The current Bulk Water Agreement between the Sunshine Coast Regional District and the Town of Gibsons was signed on June 3, 2013. The Agreement is due for review in June of 2018.

This report and attached draft Terms of Reference is provided to Committee for their review and comments.

Staff recommend that the draft Terms of Reference be sent to the Town of Gibsons for their comments.

Reviewed by:			
Manager		Finance	
GM		Legislative	X-A.Legault
CAO		Other	

ATTACHMENT

Appendix A - Draft Terms of Reference

Appendix B - Correspondence from Town of Gibsons Administration.

DRAFT TERMS OF REFERENCE

TOWN OF GIBSONS BULK WATER AGREEMENT REVIEW COMMITTEE

1. Purpose

- 1.1 The purpose of the Town of Gibsons Bulk Water Agreement Review Committee is to review and make recommendations with respect to a revised Bulk Water Agreement with the Town of Gibsons as contemplated by Section 31 of the Bulk Water Supply Agreement.

2. Duties

- 2.1 The Town of Gibsons Bulk Water Agreement Review Committee will:
- a. Recommend revisions to the Bulk Water Agreement to the Town of Gibsons and SCRD.
 - b. Review the existing Agreement format and verbiage to ensure it meets the current needs of each party.
 - c. Share information with respect to Zone 3 and relative capital planning work as described by the March 12, 2018 Town of Gibsons presentation.
 - d. Review financials impacts and/changes including but not limited to development cost charges, reserve funding and infrastructure capital costs.
 - e. Review and recommend a rate structure based on the flow requirements.
 - f. Ensure the revised Bulk Water Agreement is aligned with the *Water Sustainability Act*.
- 2.2 The Town of Gibsons Bulk Water Agreement Review Committee will be dissolved upon the adoption of the revised Bulk Water Agreement by each party.

3. Membership

- 3.1 The Town of Gibsons Bulk Water Agreement Review Committee is comprised of the following members:
- a. Chair of SCRD Infrastructure Services Committee (ex-officio)
One SCRD Elected Official who is a participant in the Regional Water Service
One Town of Gibsons Elected Official
Chief Administrative Officers from Town of Gibsons and SCRD
Chief Financial Officers from Town of Gibsons and SCRD
Director of Infrastructure Services, Town of Gibsons
General Manager, Infrastructure Services SCRD

- b. Members will be considered to be appointed upon adoption of the Terms of Reference by the Town of Gibsons and SCRD.
- 3.2 The SCRD Infrastructure Services Committee Chair will serve as Chair (ex-officio) of the Bulk Water Agreement Renewal Committee.

4. Operations

- 4.1 A majority of the voting members of the committee, as listed in section 3 will constitute a quorum (or other number as may be appropriate).
- 4.2 At their first meeting, the Town of Gibsons Bulk Water Agreement Review Committee will set their meeting schedule and overall timeline to recommend a revised Bulk Water Agreement. The Committee will be responsible to set meeting locations and times.
- 4.3 All Committee meetings must be open to the public except where the committee resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- 4.4 The authority of the Committee is limited as follows:
 - a. The Town of Gibsons Bulk Water Agreement Review Committee does not have the authority to bind the SCRD in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCRD.
 - b. The Town of Gibsons Bulk Water Agreement Review Committee may communicate with external organizations and agencies to collect information and make inquiries.
 - c. Where the Town of Gibsons Bulk Water Agreement Review Committee wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCRD Board.
- 4.5 Committee members are encouraged to:
 - a. attend and participate in meetings of the Committee
 - b. share experiences and ideas while maintaining an open mind to others' perspectives
 - c. report back to the appropriate Standing Committee
 - d. be able to dedicate approximately 6 hours per month to the work of the Committee
- 4.6 In carrying out its mandate, the Committee will work towards conducting operations in a way that:
 - a. improves the economic, environmental and social well-being for present and future generations;
 - b. encourages and fosters community involvement;
 - c. enhances the friendly, caring character of the community;
 - d. maintains an open, accountable and effective operation; and,
 - e. is consistent with the goals and objectives of the SCRD's strategic plan.

- 4.8 The SCRD will provide a recording secretary whose duties will include:
- a. preparing meeting agendas and distributing them to the Committee members in advance of the meeting
 - b. preparing minutes of all meetings using SCRD standard practices
 - c. forwarding the approved minutes to the Infrastructure Services Committee and the Town of Gibsons for further consideration and approval.
- 4.9 Unless otherwise provided for, meetings shall be conducted in accordance with the rules of procedure set out in the Board Procedure Bylaw.
- 4.10 Committee members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
- 4.11 Committee members must respect and maintain the confidentiality of the issues brought before them.

5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 474
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 5.3 *Community Charter*, Section 90 – Open/Closed Meetings

Approval Date:	April 26, 2018	Resolution No.	137/18 No. 2
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



TOWN OF GIBSONS

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Gibsons BC | V0N 1V0

2240-40
Attachment B

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info@gibsons.ca

www.gibsons.ca

June 1 2018

Janette Loveys
Chief Administrative Officer
Sunshine Coast Regional District
1975 Field Road
Sechelt BC V0N 3A1

RECEIVED
JUN - 5 2018

MASTER FILE COPY

2240-20

SCRD
RECEIVED

JUN 05 2018

CHIEF ADMINISTRATIVE
OFFICER

Reference: Bulk Water Supply Agreement - Terms of Reference

Dear Janette,

Further to your correspondence of May 9, 2018, staff report of April 19, 2018, and associated terms of reference for a Town of Gibsons Bulk Water Agreement Review Committee, we are of the opinion that the proposed committee is unsuitable as a process to review the 2013 Bulk Water Supply Agreement.

The Sunshine Coast Regional District's proposed Review Committee ignores the fact that the Town of Gibsons is an independent party to the original agreement and would, under the proposed approach, become subject to the will of the SCRD Board, including as an example, having to obtain authorization from the Board to even talk about the Agreement, (Section 4.4(c)).

The Town of Gibsons formally notified the SCRD's General Manager of Infrastructure Services in early April, (copy of the letter is attached) but have not received a response, yet.

TOWN OF GIBSONS

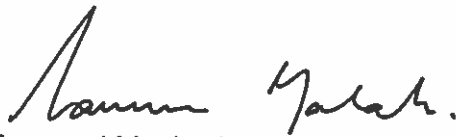
"Nature is our most valuable asset"

As senior staff, I believe we have a duty to improve upon and maintain open and active communication, which is crucial to deal adequately with this most important issue. I admit that we have room for improvement and commit to doing that.

To that end, I would like to propose that you and I meet informally and present the list of topics and issues to be reviewed, including the zone 3 project, the ground water management zone and plan, and the proposed Mahan Road well. I am available at any time over the next couple of weeks. At your convenience, please let me know when we can meet.

In summary, the Town of Gibsons is not supportive of the proposed Review Committee for the reasons outlined above. Our preference is to have staff-level discussions, which is normal procedure and how the original Agreement was arrived at. Should a dispute arise, the Agreement sets out a process for mediation and arbitration. Once a draft agreement is reached, consideration can be given by our respective Council and Board.

Regards,



Emanuel Machado
Chief Administrative Officer

/tf

Encl: 1 - Copy of April 6, 2018 Bulk Water Supply Agreement Letter

cc: Dave Newman, Director of Infrastructure Services
Remko Rosenboom, Sunshine Coast Regional District

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – July 16, 2020

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: SECHELT LANDFILL DROP-OFF AREA DESIGN OPTIONS

RECOMMENDATION(S)

THAT the report titled Sechelt Landfill Drop-Off Area Design Options be received;

AND THAT the cardboard program be discontinued as of October 1, 2020;

AND THAT the Share Shed program be suspended indefinitely;

AND FURTHER THAT staff proceed with the development of a detailed design and cost estimate for Option 2: Basic Drop-off area for the Board's consideration at a September 2020 Committee meeting.

BACKGROUND

At the June 18, 2020 Infrastructure Services Committee meeting the Board received an update report on the progress to date to remediate the ground disturbance at the Sechelt Landfill. This report included a high level overview of costs to remediate the entire drop-off area and to fully restore the original drop-off area. In addition, the report described three options staff were advancing to reduce the overall costs by reducing the footprint of the drop-off area.

The purpose of this report is to provide further details regarding these three options and to seek direction on next steps.

DISCUSSION*Materials to be accepted at Sechelt Landfill*

As part of the redesign of the drop-off area a confirmation of the materials to be collected is required and the preferred method of doing so. The table below presents the materials that were historically accepted at the landfill. The table below includes a proposal for a future drop-off area.

Material	Original	Proposed
General garbage	X	X
Bulky furniture, carpet	X	X
Dirt and Rocks	X	X
Asphalt, Concrete	X	X
Roofing	X	X
Construction and Demolition	X	X
Drywall	X	X
Cardboard	X	-
Boats and Recreational Vehicles	Pilot	TBD
Metal	X	X

Appliances	X	X
Mattresses	X	X
Paint	X	X
Residential hazardous materials	X	X
Tires	X	X
Wood (minimal amounts only)	X	X
Green waste (minimal amounts only)	X	X

As indicated in the table, the proposal is to continue with the collection of all materials in a similar method as was historically the case with the exception of cardboard.

Staff are recommending to discontinue accepting cardboard at both the Sechelt Landfill and the Pender Harbour Transfer Station for the following reasons:

- All recycling depots under contract by the SCRD accept residential cardboard for free and the SCRD receives a financial incentive per tonne from Recycle BC;
- The vast majority of cardboard delivered is commercial in nature;
- There are private haulers on the coast for the commercial sector;
- The hauling and processing of cardboard cost the SCRD \$18,650 in 2019;
- Despite the \$150 per tonne tipping fee, minimal tipping fees are collected for cardboard given that it has a very low weight to volume ratio.

Staff are recommending the discontinuation of the cardboard program as of October 1, 2020.

Share Shed Program

The Share Shed program at both the Pender Harbour Transfer Station and the Sechelt Landfill was intended to be a place for reusable items to be placed by customers and picked up by others. All items not taken after one week were removed and considered waste and placed in the garbage bin. Over the years, the numbers of items actually reused by customers has decreased and more and more materials had to be removed by staff for permanent disposal. This might be the result of an increasing role of thrift stores and online trade of these items.

The Share Shed at the Sechelt landfill has been closed since early February 2020. To date, staff have not received one complaint from the public about this.

Given that the stability of the Share Shed itself and the immediate surrounding ground is significantly compromised, it could cost between \$100,000 and \$150,000 to remediate the area. Combined with the low reuse of the items placed in the Share Shed in recent years, it is recommended to suspend this program at the Sechelt Landfill indefinitely.

At the Pender Harbour Transfer Station this program has been suspended as a safety measure in response to the COVID-19 Pandemic. Staff received a very minimal amount of inquiries about this or questions about a timeline for reopening. Staff therefore recommend to also suspend this program at the Pender Harbour Transfer station indefinitely.

Landfill Life Considerations

As presented to the Board at the May 21, 2020 Infrastructure Services Committee meeting the landfill is expected to have reached its maximum capacity by early 2026. Due to the pending introduction of the curbside food waste collection programs by local governments on the coast, this is expected to be extended by 9-12 months. For the purpose of comparing the different

options for a new drop-off area within this project, the landfill closure date is set at January 1, 2027.

In 2020, the SCRD initiated a project to explore the future options for the disposal of solid waste. These options are:

- 1) Development of new on-coast landfill;
- 2) Transport to a waste to energy facility;
- 3) Transport to an off-coast landfill.

In both Options 2 and 3, it is likely that shipment of waste with barges will be required. Currently, this is only possible from locations on the southern tip of the Coast and hence a transfer station at this location would be required.

Also, if a new on-coast landfill could be developed and decided on, it is very unlikely that it would be in a similar location with close proximity to the Sechelt and surrounding communities as the current one.

Consideration could therefore be given to the long-term need for a residential transfer station in close proximity to the Sechelt and surrounding communities. Such a facility could be located at the site of the current landfill or elsewhere.

A transfer station in the Sechelt area would only accept solid waste from residents. Haulers of materials collected via curbside collection or in bins would be required to deliver their materials at the new landfill or the transfer station for shipment off-coast.

The redevelopment of a landfill to a residential transfer station is not uncommon for local governments to undertake as it is very cost-effective and often very favourable from a regulatory and zoning perspective. This was the case for the Pender Harbour Landfill that was transitioned to a Transfer Station.

A transfer station at a different location than the current Sechelt Landfill site could provide better access for residents and large truck-trailer combinations. Any such site would need to be zoned properly and would need to be located to ensure the impacts to residents and business are acceptable. Land acquisition or lease costs and any development costs would also need to be considered and compared with those of a transfer station at the current landfill site.

Given that it will impact the design and construction methods of the new drop-off area, it is suggested that the possibility for the development of a transfer station at the Sechelt Landfill site be considered in this process.

The formal confirmation to establish a Transfer Station in the Sechelt area post-landfill closure would be part of the update to the Solid Waste Management Plan which is scheduled to be initiated in 2021.

Remediation Method Ground Disturbance

The June 18, 2020 staff report included a high level assessment of three remediation methods that could be used to address the current ground disturbance situation:

- **Rapid Impact Compaction:**
The technique uses a hydraulic hammer and an anvil to densify granular soils to a depth of about 6 metres deep.

- **Expose and Recover:**
An excavator would remove and replace the top layer over the entire area and in doing so expose and fill in all voids.
- **Void Filling with Grout:**
Holes would be drilled at one metre distance and grout will be poured into any identified void.

Given its lower costs and shorter timeframe required to treat an area, staff are recommending to proceed with the Rapid Impact Compaction method as the preferred method. The only downside of this method is that it cannot be used close to current infrastructure. As a secondary method, Void Filling with Grout could be used in close proximity to existing infrastructure. For the area around the scale and office building only, this could cost in excess of \$200,000. Staff are instead considering removal of all infrastructure prior to treatment and replacement of the infrastructure post treatment at a total cost of less than \$100,000. This would also allow for replacement of the infrastructure to optimize the operational effectiveness of the new drop-off area.

Drop-off area Design Options

The June 18, 2020 staff report outlined the following three options staff have been analyzing within a reduced footprint compared to the historically used one:

- **Option 1: Low-rise Bins**
 - Remediate a reduced area and adjust our current operations for the ongoing use of low-rise containers
 - Long-term arrangements for the use of low-rise bins and roll-off truck drivers required
- **Option 2: Basic drop-off area**
 - Remediate a reduced area
 - Develop a new raised drop-off area for use of 40-yards bins
 - No significant upgrades to current infrastructure
 - Infrastructure could be upgraded for use as Transfer Station at end of landfill life
- **Option 3: Advanced Drop-off area**
 - Remediate a reduced area
 - Develop a new raised drop-off area for use of 40-yards bins
 - Develop infrastructure for the transfer of solid waste to a new solid waste disposal facility post landfill closure, including.
 - Separate inbound and outbound scale
 - Extra bays for general Municipal Solid Waste

In all of these options, the former upper loading area would be abandoned and fenced off. It is expected that a drop-off area could continue to be operated long-term with a smaller than original footprint.

Staff and the consultant prepared cost-estimates for each option and assessed other factors. The results are presented in the table below.

	Option1: Low-rise bins	Option 2: Basic drop-off area	Option 3: Advanced drop-off area
Loading in to bins by public	Lifting over 1.2 m edge	At grade	At grade
Usability compared to original drop-off area	Decreased	Improved	Improved
Ability to manage large traffic volumes	Less compared to historical	Comparable to historical	Higher compared to historical
Lifespan	Until landfill closure only	Until landfill closure with options for ongoing use as transfer station	20-30 years, as transfer station post landfill closure
Operational impacts	Frequent brief pausing of operations for bin replacement	Bin replacement can occur during operations without interruption	Bin replacement can occur during operations without interruption
Total additional cost:	\$1,250,000	\$700,000-\$850,000	\$950,000-\$1,100,000
- Remediation costs ground	\$300,000	\$400,00	\$400,00
- Capital costs infrastructure:	\$275,000	\$300,000-\$450,000	\$550,000 to \$700,000
- Operation cost (up to landfill closure)	\$675,000	Comparable to current	Comparable or higher to current

The cost estimate for Option 1 is based on the SCRD purchasing the equipment and hiring the staff required to implement this service. Over the remaining anticipated lifespan of the landfill, the total costs are comparable with retaining the services of a contractor for these activities. Option 1 would require a smaller area to be remediated compared to Options 2 and 3.

The cost estimates for Options 2 and 3 are based on the conceptual designs as included in Attachment A. These cost estimates are high level and do not account for the salvaging of materials from the current drop-off area or the full replacement of current structures and scale. These aspects will be further explored in the detailed design phase.

As described above, staff are recommending to discontinue the Share Shed and the cardboard programs. These programs are therefore not accounted for in these options.

Option 1 would provide the community with a lower service level than was the case prior and would operationally not be ideal.

Option 2 would allow for the original service level to be provided while also allowing for the transition to a residential transfer station post-landfill closure. The additional costs for this transition at a later date are estimated at about \$150,000-\$250,000.

Option 3 would provide an increase to the service level for the community and would require the largest capital investment at this point in time.

Financial Implications

The additional budget approved at the June 25, 2020 Board meeting is sufficient to fund the costs for the detailed design and cost estimates for the option selected by the Board.

When this detailed design and cost estimate is presented at a September Committee meeting staff will include an assessment of funding options.

Timeline and Next Steps

Given the lower costs and the potential for the site to be upgraded into a transfer station post landfill-closure of Option 2 (Basic Landfill Design), staff are recommending to proceed with this option.

If this recommendation is supported by the Board, staff would present a detailed design, cost estimates and implementation schedule at a September 2020 Committee meeting for final consideration and Board adoption. This would allow for the entire project to be completed early 2021.

Staff will communicate the discontinuation of the cardboard and Share Shed programs at both sites, and through our website and social media.

STRATEGIC PLAN

N/A

CONCLUSION

Based on the advice from our geotechnical engineering consultant, staff recommend to remediate the ground disturbance situation at the Sechelt Landfill by applying the Rapid Impact Compaction method.

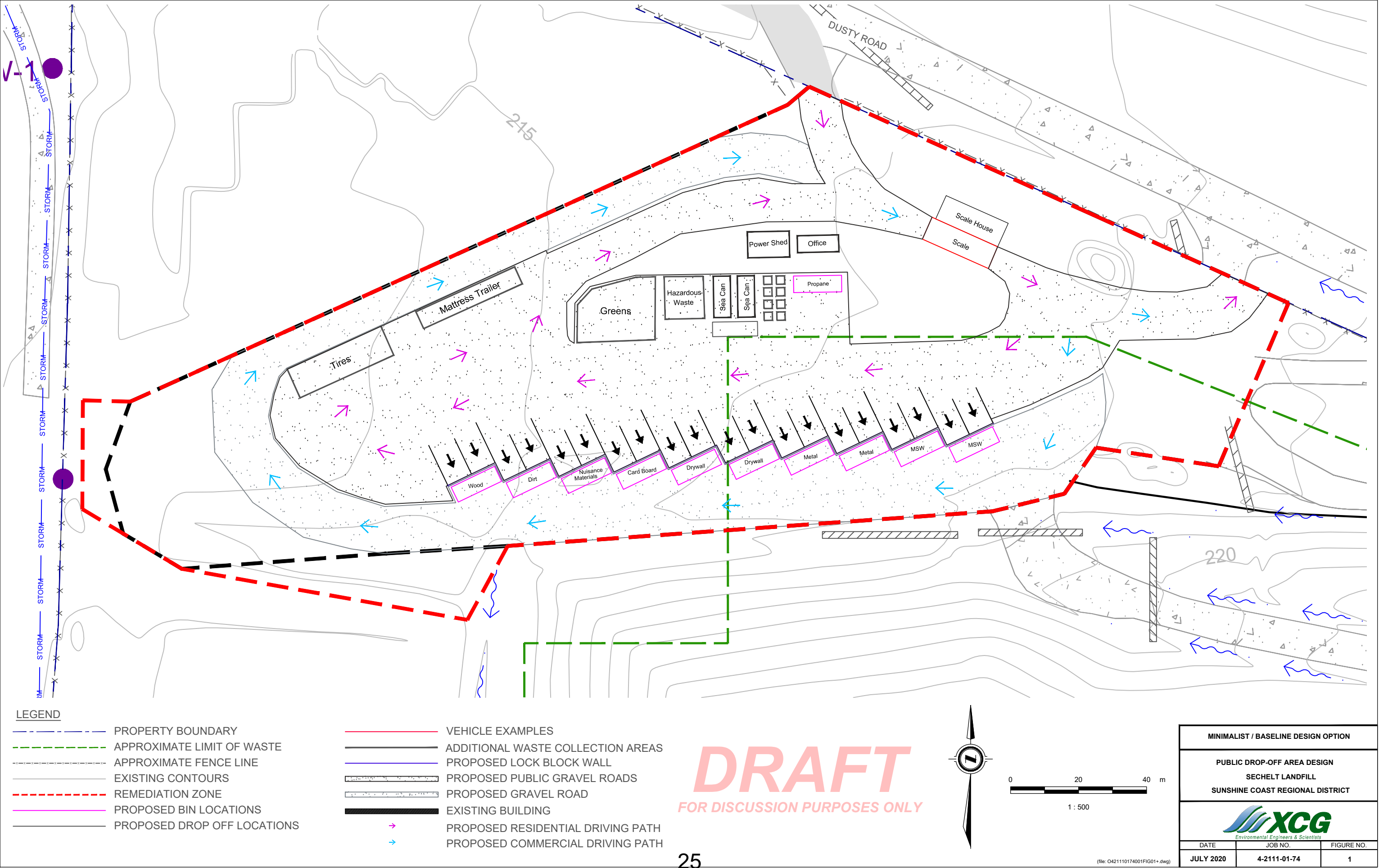
Staff recommend to proceed with the development of detailed designs and cost estimates for a Basic design for a new drop-off area (Option 2). This option has the lowest overall costs and allows for a future transformation of the site to a transfer station for the Sechelt Area when the Sechelt landfill is closed.

Staff will communicate the discontinuation of the cardboard and Share Shed programs at both sites, and through our website and social media.

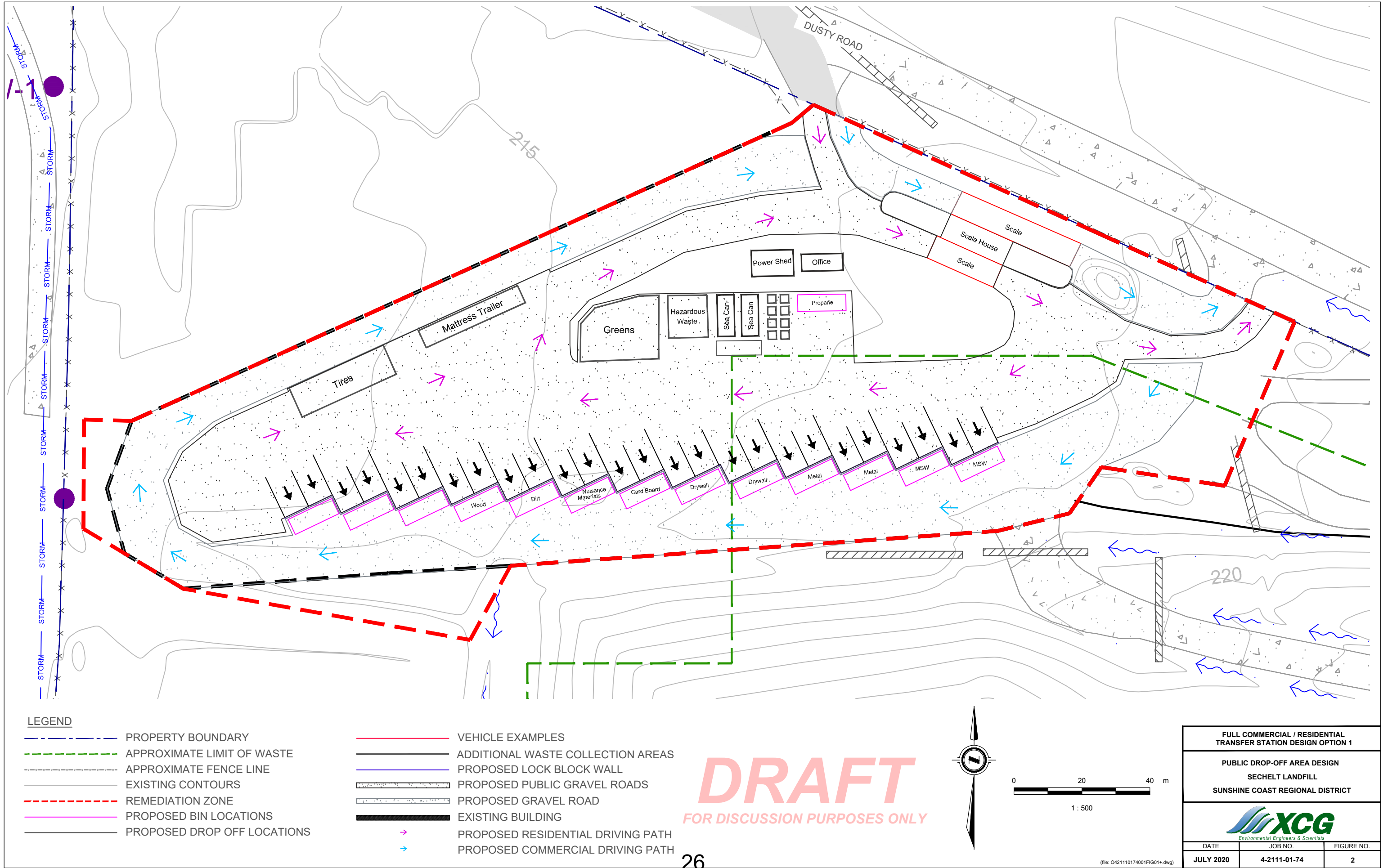
Attachments

Attachment A: Conceptual Designs new drop-off area

Reviewed by:			
Manager	X - R. Cooper	Finance	X
GM		Legislative	
CAO	X – D. McKinley	Solid Waste	X – A. Kumar



OPTION 3



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – July 16, 2020

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services
Robyn Cooper, Manager, Solid Waste Services

SUBJECT: **REQUEST FOR PROPOSAL (RFP) 2035002 CONTRACT AWARD FOR SOUTH COAST GREEN WASTE DROP-OFF DEPOT**

RECOMMENDATION(S)

THAT the report titled Request for Proposal (RFP) 2035002 Contract Award for South Coast Green Waste Drop-off Depot be received;

AND THAT the Board provide direction to staff on the desired funding model, the future status of a South Coast green waste drop-off depot and the status of the planned program expansion for small contractor-owned trucks.

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 no tipping fee applies)
 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 (tipping fee applies)
 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 a drop-off depot for residential self-hauled green waste on the South Coast.

Acceptable green waste includes garden plants, grass clippings, leaves, and tree and hedge pruning/branches up to 20cm (8") in diameter. It does not include dirt, logs, sod, stones or stumps, giant hogweed, knotweeds, leafy spurge or scotch broom.

The SCRD's contract with the Town of Gibsons to operate a South Coast drop-off depot located at their public works yard in Elphinstone expired December 31, 2018. Since then, the Town of Gibsons has been operating under short-term agreements.

Most recently, as per resolutions 033/20 and 251/20, the Town of Gibsons is continuing to operate the depot on a month-to-month basis for a period up to December 31, 2020.

As such, and in accordance with the Sunshine Coast Regional District's (SCRD) Purchasing Policy, Request for Proposal (RFP) 2035002 was issued on May 8, 2020 and closed on June 5, 2020. One addendum was issued. The RFP sought qualified companies to provide a site and site operations for green waste drop-off on the South Coast located between Electoral Area E and Electoral Area F, no farther north than Langdale. The RFP sought proposals for a contract term of three years with options to extend up to two additional one year terms.

Additionally, as per resolution 069/20 #5, the Board has directed that the SCRD green waste recycling program be expanded to include small contractor-owned trucks. Bylaw 405 would be amended to define residential green waste as all vehicles up to and including small pick-up trucks, but excluding dump-style trucks and dump-style trailers, up to 250 kg with a tipping fee of \$0. All green waste over 250 kg, from residential self-haul or small contractors, the tipping fee would apply.

The purpose of this report is to provide an update on the outcome of the RFP and seek direction on next steps regarding the service delivery for the SCRD's green waste recycling program, in particular the service on the South Coast.

DISCUSSION

RFP Results

One compliant proposal was received. Led by Purchasing, the evaluation team consisted of three team members. The evaluation committee reviewed and scored the proposal against the criteria set out in the RFP. Creekers' Containers Ltd. met the specifications as outlined in the RFP. However, the year 1 contract value is significantly over the 2020 budget amount of \$101,440. A summary of their proposed costs is provided below.

Name	Year 1	Year 2	Year 3	Total Contract Value (in the amount up to, not including GST)
Creekers' Containers Ltd.	\$220,000	\$226,600	\$233,398	\$679,998

The costs include the construction of three new raised bays to deposit the green waste into large bins as well as a new covered structure to be used as an office, operator and machine time to compact green waste in the bins as well as one full-time, year-round, site attendant. This would be the only material accepted at this site, and trucks with container bin loads would not be accepted, which is the equivalent service level to the current drop-off depot.

The proponent is aware that a zoning amendment for their property would be required before they could start operations.

It is anticipated the depot could be operational for January 1, 2021.

Given the significant increase to taxation required if this contract is awarded, staff considered it to be beneficial if such a decision was placed in a historical context and other service delivery and funding options for the Green Waste Program.

Historical Context

Historically, the SCRD has provided two sites for residents and the commercial sector to drop-off materials for either disposal or diversion, the Pender Harbour Landfill/Transfer Station and the Sechelt Landfill. Some of the accepted materials include garbage, gypsum, metal, wood and green waste. To cover the costs of operating the sites as well as the costs for processing and hauling (if applicable) those materials, tipping fees apply as per SCRD Bylaw 405. The tipping fees are intended to be full cost recovery.

In 2004, the SCRD initiated a pilot program for free green waste (“brush”) drop off for residents at the Pender Harbour Landfill and Sechelt Landfill (Resolution 597/04 #12). The purpose for eliminating the \$30 per tonne tipping fee was to discourage illegal dumping and provide an incentive not to burn by providing a disposal option.

Utilizing scale data from the landfills, the pilot resulted in increased tonnage of residential green waste being delivered to both sites when compared to the tonnage received when there was a tipping fee.

The pilot continued in 2005 and in 2006 the SCRD Board decided to permanently eliminate the tipping fee for green waste drop-off by residents at the Pender Harbour and Sechelt Landfills. Service was effectively incorporated into the budget funded by the tipping fees from other materials (611/05 #7).

There was no change or direction to eliminate the tipping fee for green waste hauled by the commercial sector.

The SCRD's green waste program grew to include a third drop-off site for residential green waste located on the South Coast. The South Coast residential drop-off site is located at the Town of Gibsons Public Works Yard and is operated by the Town of Gibsons. This site originally was for Town of Gibsons' residents only, to provide a disposal option in support of their burning ban. Over time, there was recognition that the site was being utilized by SCRD Electoral Area residents and in 2004, the SCRD started contributing funds towards the operations (597/04 #11) until when, in 2013, the SCRD funded 100% of the operations (110/13 #26). Commercially hauled green waste is not accepted at the South Coast site as there is not a scale to weigh the green waste and no mechanism to charge the tipping fee for commercial green waste.

Based on rising costs to the residential green waste program and in support of the SCRD's Financial Sustainability policy, in 2015, taxation was introduced to fund the program (406/15).

Tables 1 and 2 provide a summary of total green waste tonnage received by site and program costs.

Table 1 – Annual Tonnage for the Green Waste Program

Site	Tonnage (t)			
	2016	2017	2018	2019
Pender Harbour Transfer Station	328	302	375	413
Sechelt Landfill	60	51	48	24
South Coast Drop-off Site	1,932	1,691	1,681	1,634
Salish Soils	2,023	2,152	2,072	2,007
Total	4,343	4,196	4,176	4,078

Table 2 – Total Green Waste Program Costs

Site	Amount (\$)				
	2016	2017	2018	2019	2020 Budget
Processing	\$204,116	\$197,207	\$195,655	\$191,618	\$226,800
Hauling	\$67,118	\$67,445	\$74,354	\$105,328	\$85,728
South Coast Site Operations	\$80,000	\$80,750	\$99,940	\$86,848	\$101,440
Revenue from Commercial Green Waste	(\$3,781)	(\$4,369)	(\$6,037)	(\$4,067)	TBD
Total	\$347,453	\$341,033	\$363,912	\$379,727	\$413,968
Taxation	(\$272,000)	(\$322,750)	(\$322,750)	(\$322,750)	(\$413,968)
Deficit/(Surplus)	\$75,453	\$18,283	\$41,162	\$56,977	-
Tonnes	4,343	4,196	4,176	4,078	-
Cost per tonne Based on Total Cost	\$80	\$81	\$87	\$93	-

A summary of costs for the past four years for each of the three SCRD green waste drop-off sites is provided in Tables 3, 4, 5 and 6. There was a notable increase in the hauling costs in 2019 due to the outcome of procurement.

Table 3 – Total Costs for South Coast Green Waste Drop-off Depot

	2017 Actual Costs	2018 Actual Costs	2019 Actual Costs	2020 Budget
Site Operations	\$64,860	\$76,920	\$86,848	\$101,440
Site Improvements (2016-2018)	\$22,320	\$23,010	-	-
Hauling	\$54,000	\$53,000	\$68,420	\$52,339
Processing	\$79,500	\$79,000	\$76,809	\$90,720
Total	\$220,680	\$231,930	\$232,077	\$244,499
Tonnes	1,691	1,681	1,634	-
Cost per Tonne	\$131	\$138	\$142	-

Table 4 – Total Costs for Pender Harbour Transfer Station Green Waste

	2017 Actual Costs	2018 Actual Costs	2019 Actual Costs	2020 Budget
Hauling	\$12,707	\$19,438	\$36,369	\$31,477
Processing	\$14,197	\$17,609	\$19,391	\$21,600
Total	\$26,904	\$37,047	\$55,760	\$53,077
Tonnes	302	375	413	-
Cost per Tonne	\$89	\$99	\$135	-

There are no specific site operations costs charged directly to the green waste program for the Pender Harbour Transfer Station. These costs are embedded within the overall operational costs funded by other material types.

Table 5 – Total Costs for Residential Self-Haul to Salish Soils

	2017 Actual Costs	2018 Actual Costs	2019 Actual Costs	2020 Budget
Processing	\$101,130	\$97,383	\$94,313	\$112,590
Total	\$101,130	\$97,383	\$94,313	\$112,590
Tonnes	2,152	2,072	2007	-
Cost per Tonne	\$47	\$47	\$47	-

Commercial, either small contractor-owned or containers, self-hauled to Salish Soils is currently not part of the SCRD Green Waste program.

Table 6 – Total Costs for Sechelt Landfill

	2017 Actual Costs	2018 Actual Costs	2019 Actual Costs	2020 Budget
Hauling	\$786	\$1,288	\$540	\$1,912
Processing	\$2,402	\$2,248	\$1,105	\$1,890
Total	\$3,188	\$3,536	\$1,645	\$3,802
Tonnes	51	48	24	-
Cost per Tonne	\$63	\$74	\$67	-

Over the years, due to concerns by the Board over costs of the green waste recycling program and the impact to taxation, there have been numerous staff reports regarding green waste with options addressing service levels and funding. Options have included implementing tipping fees,

implementing curbside collection, closing the South Coast drop-off depot or a combination of options.

Each time, the Board direction has been to continue with the status quo: provide a drop-off depot on the South Coast, operated by the Town of Gibsons and to continue to fund residential self-hauled green waste from taxation.

Recent Board direction was to expand the program by removing tipping fees for small contractor-owned trucks and thus allow them to utilize the South Coast drop-off depot. This will result in an increase in hauling and processing costs associated with that site.

Considerations

The purpose of having a green waste recycling program is to maximize diversion instead of disposal in landfill, deter illegal dumping and reduce backyard burning.

To assist with decision making regarding the award of the contract as per the RFP, staff have prepared the following summary of service level and funding decisions required when contemplating the options presented.

- How many sites does the SCRD want to provide for green waste?
 - In the short to medium term and long-term.
- Who should use which sites?
 - Users: Residential self-haul, small commercial trucks and trailers, large commercial trucks.
 - Current Board direction is to expand the program to allow small contractor-owned trucks at an estimated additional cost of \$150,000 to \$200,000 annually.
- How should green waste be funded?
 - Taxation, tipping fees or a combination.
- What is an acceptable cost for this program given its value for the community compared to other solid waste diversion programs?

Options

On June 30, 2020, staff from the Town of Gibsons notified the SCRD that they are reviewing their operational capacity operational capacity to continue to operate the South Coast Green Waste Drop-off Depot on a month-to month basis beyond December 31, 2020. A formal decision by the Town of Gibsons about this is expected in Q4 2020.

The December 31, 2020 timeline aligns with the Board resolution 251/20 adopted on June 25, 2020 which outlines that the Town of Gibsons is requested to operate the South Coast Green Waste Drop-Off Depot on a month to-month basis for a period up to December 31, 2020.

As outlined above, in response to the RFP, there was only one compliant bid received for the long-term site operations for a South Coast Green Waste Drop-off Depot.

In the meantime, the SCRD is obligated to make a decision on the contract award within 90 days of the closure of the RFP. Staff also need adequate time to take the required steps to ensure continuation of service delivery past January 1, 2021.

Staff considered the options and associated timelines and concluded that in order for the SCRD to ensure that there is a continuation of service for South Coast residents as of January 1, 2021 or provide adequate communications of the current depot closure and alternate disposal options, Board direction on the service delivery and funding model is required sooner than later. Therefore, continuation of the service at the current location is not presented as an option below.

For each option, staff have identified the impacts to costs, service level, amount of green waste diverted and operational implications.

1a – Award contract as per bid received with no change to funding model

For this option, the impacts are related to costs as opposed to service level. Taxation would need to be increased significantly to cover the increased costs, an estimation of \$118,960 for year 1. It is anticipated that a similar amount of green waste would be received as per the current South Coast depot. This option will require a zoning amendment and construction. Operations are not anticipated to begin until January 1, 2021.

Trucks with container loads of green waste would not be accepted at this site and would continue to be directed to Salish Soils or another private facility.

1b – Award contract as per bid received and change funding model to tipping fees

This option would result in a decrease in taxation of approximately \$414,000 over current levels and would eliminate the need to increase taxation for the increase site operations costs as the tipping fees would fully fund all green waste program costs. Operationally, this option eliminates the logistics of determining which loads are free and which loads are assessed a tipping fee. A bylaw amendment to establish a flat rate tipping fee per truck or per truck/trailer load for all sites without a scale and a tipping fee per tonne for sites with a scale would be required.

Implementing a tipping fee for green waste is in-line with other materials, such as wood. However, there may or may not be an increase to illegal dumping should a tipping fee be implemented.

There may be additional annual operations costs for the South Coast drop-off depot to implement a tipping fee. Staff would need to confirm with the Proponent as the RFP did not include financial transactions at the depot while their proposal included a staff person to be onsite during opening hours.

The expansion of the program to allow small contractor-owned trucks to use the South Coast drop-off depot originated from a desire to ensure that residents using such contractors would not be charged twice for the disposal of their green waste (through taxation and through paying the tipping fee for commercial loads) and that such loads could be accepted at the current South Coast drop-off depot. This option would allow for tipping fees to be collected for these kinds of loads to be received at all sites and hence this program expansion is recommended to be funded from tipping fees instead of taxation.

A high-level estimate of the tipping fee rate that would be required to fully cover the program costs and keep the rate the same for all sites would be approximately \$160-\$180 per tonne. At this rate, illegal dumping and back yard burning is expected to increase across the Sunshine Coast.

As per Option 1a, a zoning amendment and construction is required to have the site be operational. As well, container loads would not be accepted.

2a – Do not award a contract, close the South Coast drop-off depot and direct residents to Salish Soils or other private sector drop-off sites with no change to funding model

This option would result in a decrease to taxation of approximately \$154,000 over current levels due to no longer requiring the budget for site operations or hauling (processing costs would still apply). However, continuing with the program expansion at an estimated \$100,000 for processing results in an overall taxation reduction of \$54,000.

Residents of the South Coast would be required to haul their materials to Sechelt or other private sector drop-off sites. This may or may not result in an increase to illegal dumping.

Operationally, if this option is selected, staff recommend closing the site effective November 1, 2020.

2b – Do not award a contract, close the South Coast drop-off depot and direct residents to Salish Soils or other private sector drop-off sites and change remaining program funding model

This option is a combination of 2a and 1b. This option would result in a decrease to taxation of approximately \$154,000 over current levels due to no longer requiring the budget for site operations or hauling (processing costs would still apply). However, taxation would decrease by an estimated total of \$414,000 over current as all program costs would be funded by tipping fees.

The expansion of the program to allow small contractor-owned trucks to use the South Coast drop-off depot originated from a desire to ensure that residents using such contractors would not be charged twice for the disposal of their green waste (through taxation and through paying the tipping fee for commercial loads) and that such loads could be accepted at the current South Coast drop-off depot. This option would allow for tipping fees to be collected for these kind of loads to be received at all sites and hence this program expansion is recommend to be funded from tipping fees instead of taxation.

A high-level estimate of the tipping fee rate for this option is \$60 to \$80 per tonne.

3 – Closure of the South Coast drop-off site depot and change service delivery model to curbside collection

With this option, residential green waste would be collected curbside similar to garbage and food waste. Residents could either conduct the yard work themselves or hire services to do that work and then place the green waste curbside for collection. The program costs would be administered under [355] Refuse Collection instead of [350] Solid Waste.

Any curbside collection program under function [355] Refuse Collection could only be implemented for SCRD Electoral Areas B, D, E and F. Electoral Area A residents would require

green waste to still be accepted at the Pender Harbour Transfer station. While the District of Sechelt is implementing a green waste curbside collection program in 2021, the Town of Gibsons has not.

Pending any direction from the Board to do so staff didn't analyze this option in further detail. If directed to do so, such analyses would include aspects like:

- the scope of such program (type of materials and pick-up schedule);
- the financial implications; and,
- impacts to the overall green waste program.

Staff anticipate a twelve month timeline to implement this option. A decision on the service delivery until the implementation of this new program would also be required.

Financial Implications

The table below presents a summary of the anticipated financial implications of the options as presented.

These anticipated annual costs include the financial implications of expanding the program to allow small contractor-owned trucks which are conservatively estimated at \$150,000 to fund increased hauling and processing costs:

	2020 service delivery model	Options for 2021				
		1a	1b	2a	2b	3
Processing	\$226,800	\$226,800	\$226,800	\$226,800	\$226,800	-
Hauling	\$85,728	\$85,728	\$85,728	\$33,389	\$33,389	-
South Coast Site Operations	\$101,440	\$220,000	\$220,000	-	-	-
Program Expansion Small Trucks- hauling		\$50,000	\$50,000	-	-	-
Program Expansion Small Trucks- processing	-	\$100,000	\$100,000	\$100,000	\$100,000	-
Total Anticipated Program Costs	\$413,968	\$682,528	\$682,528	\$360,189	\$360,189	TBD
Taxation increase / (decrease) compared to 2020)	-	\$268,560	(\$413,968)	(\$53,779)	(\$413,968)	-
Tipping Fee*	-	-	\$160-\$180	-	\$60-\$80	-

*Based on an estimated tonnage of approximately 4000 tonnes being received.

As indicated above, the cost for the operations of the new South Coast drop-off depot could increase as financial transactions at the depot were not part of the RFP.

Transitioning to a tipping fee funded service model may or may not result in a reduction of the tonnage due to more re-diversion to private green waste processors, backyard burning or illegal dumping.

For the purposes of calculations, hauling and processing costs were kept consistent for each option. The actual total costs for hauling and processing vary each year based on total tonnage

of green waste received. The program expansion costs were reduced in options 2a and 2b to reflect the elimination of hauling from the South Coast depot.

The tipping fees as presented in the table are intended to result in a full cost recovery of the program expenditures. For comparison, the current tipping fee rate for garbage is \$150 per tonne.

In addition to the financial implications outlined in the options presented, there are other financial considerations. There is already 2021 taxation for the ground disturbance at the Sechelt Landfill with additional taxation required for the remediation. As well, the user fee for curbside collection is increasing due to a full year of service for food waste.

Analyses

Staff analyzed the options outlined above and compared them to the program objectives and some other corporate objectives and presented its findings in the table below.

	Option 1a	Option 1b	Option 2a	Option 2b	Option 3
Reduction in program costs			X	X	X
Funding model aligns with other diversion programs		X		X	X
Equality in service across the SCRD	X	X			TBD
Maximize reduction in illegal dumping	X		X		X
Maximize reduction in backyard burning	X		X		X

Staff are seeking direction on if a South-Coast Drop-off depot is desired long-term.

Based on the decision by the Board staff suggest the following:

- If the Board prefers to have a South-Coast Drop-off depot, staff suggest option 1A, since option 1B would most likely result in an undesirable amount of illegal dumping and backyard burning because of the tipping fee rate.
- If the Board prefers to not have a South-Coast Drop-off depot, staff suggest option 2B as the tipping fees are generally considered a fair funding model for diversion programs and the associated risk of undesirable disposal of the material is comparable with that of other materials (e.g. furniture, appliances and demolition waste) while the environmental risk associated with the illegal dumping of green waste is less compared to those other materials.

Timeline for next steps

Based on the Board direction received:

- Staff will confirm with the Town of Gibsons the closure date of the current South Coast drop-off depot;
- If Option 1a or Option 1b is selected, staff will advise the proponent on the requirement and process for the required zoning amendment;

- If option 1b is selected, staff will negotiate with the proponent on the implications of accepting tipping fees as the new South Coast drop-off depot and report back to the Board with the outcome at a future Committee meeting;
- If Options 2a or 2b is selected, staff will contact Salish Soils to confirm the implications of them accepting green waste directly from customers instead of indirectly through the South-Coast drop-off depot;
- If Option 3 is considered, staff could bring forward a report in Q4 2020 or early 2021 with the result of a community consultation and an analysis of the potential scope and financial implications of such a program. As any such curbside program collection program would take approximately 12 months to implement, an interim solution for the service delivery on the South Coast would need to be explored;
- Develop and implement a communication plan to support any changes in the service delivery and funding model; and
- Prepare an update of any bylaws required for the Board's consideration.

Proposed wording for recommendations:

Depending on the option preferred by the Board the following wording could be used as a Recommendation:

AND THAT staff initiate the implementation process for the service delivery of the Green Waste Program as per Option [*insert full description option*];

AND THAT staff report back on the progress at a future Committee meeting;

AND FURTHER THAT staff confirms with the Town of Gibsons the closure date of the current South Coast green waste drop-off depot to allow for a transition towards the new service delivery model.

STRATEGIC PLAN AND RELATED POLICIES

The purchasing process followed for this service is aligned with the SCRD Purchasing Policy.

Supports the Solid Waste Management Plan's target of 65%-69% diversion by providing recycling options for green waste.

CONCLUSION

In accordance with the SCRD's Purchasing Policy, RFP 2035002 was issued for the site and site operations of a green waste drop-off depot on the South Coast. The term of the contract is three years with two additional one-year renewal options, at the SCRD's discretion.

One compliant proposal was received.

The proposed amount of \$220,000 for site and site operations is in excess of the existing budget of \$101,440 by \$118,560 in year one of the contract.

The SCRD's green waste recycling program is currently funded from taxation with a total 2020 budget amount of approximately \$414,000.

There are several considerations and decisions required including whether to award a contract and provide a drop-off depot for green waste on the South Coast or close the site and re-direct the green waste to Salish Soils or other private facilities. As well, changing the service delivery model to curbside collection is a consideration. Each option affects taxation, user fees and service levels.

Reviewed by:			
Manager		CFO/Finance	X-T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	X-V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – July 16, 2020

AUTHOR: Arun Kumar, Superintendent, Solid Waste Services
Robyn Cooper, Manager, Solid Waste Services

SUBJECT: **WOOD WASTE RECEIVING AND PROCESSING – CONTRACT EXTENSION**

RECOMMENDATION(S)

THAT the report titled Wood Waste Receiving and Processing – Contract Extension be received;

AND THAT the contract with Salish Environmental Group Inc. for wood waste receiving and processing be extended for an additional one (1) year period in the amount up to \$491,250 plus GST;

AND THAT the 2020-2024 Financial Plan be amended accordingly;

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

BACKGROUND

The SCRD has a contract with Salish Environmental Group Inc. to receive and process waste wood diverted from Sechelt Landfill (SLF) and Pender Harbour Transfer Station (PHTS). The contract will be expiring on August 31, 2020 and can be extended for one additional year.

The purpose of this report is to seek Board approval to extend the existing contract with Salish Environmental Group Inc. for receiving and processing wood waste.

DISCUSSION

Currently, Salish Environmental Group Inc. provides two services for processing wood waste for SLF and PHTS. The details are as follows:

- Wood waste, originally destined for SLF, is now received directly at Salish Soil's facility in Sechelt.
- Wood waste is received at PHTS and transported in bulk, by Salish Environmental Group Inc., to their facility in Sechelt.
- Once received, Salish Environmental Group Inc. segregates the wood waste into categories and grinds it into wood chips. The chips are then forwarded to local end users such as Howe Sound Pulp and Paper.
- A minimum of 2,000 m³ of wood chips is hauled to the SLF for use as cover material at no additional cost to SCRD. This is reducing the amount and cost of soil required for this purpose.

The SCRD has benefitted from Salish Environmental Group Inc.'s ability to provide this service. The details within the contract support the SCRD's Solid Waste Management Plan, outlining greenhouse gas reduction and waste diversion.

Financial Implications

Salish Environmental Group Inc.'s original pricing submission was re-evaluated and compared to current market pricing. Table 1 shows the breakdown of the overall contract value. Table 2 details the annual contract values for budgeting purposes.

Table 1: Contract Value Details

	Cost
Original Contract Value – 1 Year	\$491,250
Contract Extension Value (1 Year)	\$491,250
Total Contract Value	\$982,500

Table 2: Annual Contract Details

	Totals
Hauling and Processing	\$485,250
Bin Rental at SLF	\$6,000
Total	\$491,250

The actual total annual costs are based on tonnage of material received. Therefore, the more wood the SCRD receives and that requires processing, the higher the costs for processing.

The current tipping fee for clean wood is \$170 per tonne and \$265 per tonne for contaminated/dirty wood. The revenues received fully fund the processing costs.

The current budgeted amount for this service is a total of \$218,318 between the two sites, therefore a Financial Plan amendment of approximately \$272,932 will be required. These costs are funded by the tipping fee revenue and does not impact the bottom line.

STRATEGIC PLAN AND RELATED POLICIES

The wood waste receiving and processing contract aligns with the Board's Strategic focus areas of Regional Collaboration and Partnership and Climate Change and Resiliency as well as the Board's Purchasing Policy and social procurement.

CONCLUSION

The SCRD entered into a one year contract in 2019 with Salish Environmental Group Inc. for wood waste receiving and processing from Pender Harbour Transfer Station and Sechelt Landfill. The existing contract expires on August 31, 2020. The original contract includes the

option to extend the contract for a one year period with an additional option for a three year term.

The contract value of \$491,250 exceeds the current budget amount of \$218,318. The contract costs are fully funded from tipping fees collected on wood waste diverted at the Pender Harbour Transfer Station and Sechelt Landfill and require a Financial Plan amendment.

Reviewed by:			
Manager		CFO/Finance	X – T. Perreault
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other (Purchasing)	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – July 16, 2020

AUTHOR: Arun Kumar, Superintendent, Solid Waste Services
Robyn Cooper, Manager, Solid Waste Services

SUBJECT: REQUEST FOR QUOTATION (RFQ) 2035001 CONTRACT AWARD FOR MATTRESS TRANSPORTATION SERVICES

RECOMMENDATION(S)

THAT the report titled Request for Quotation (RFQ) 2035001 Contract Award for Mattress Transportation Services be received;

AND THAT a contract for Mattress Transportation Services be awarded to Pacific Coast Distribution Ltd. in the amount up to \$128,272 (plus GST);

AND THAT Board direction is required regarding the funding model for the mattress diversion program;

AND THAT the 2020-2024 Financial Plan be amended accordingly;

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

BACKGROUND

The Sunshine Coast Regional District (SCRD) currently provides a mattress recycling program at the Pender Harbour Transfer Station and the Sechelt Landfill. Mattresses are collected from both facilities and transported into the Vancouver area for recycling where approximately 97% of the mattress is recycled. The transportation and recycling are provided via contracted services.

The SCRД's current contract to transport mattresses from the Pender Harbour Transfer Station to the Sechelt Landfill for consolidation and from the Sechelt Landfill to the mattress recycling service provider is expired.

In accordance with the Sunshine Coast Regional District's (SCRD) Purchasing Policy, Request for Quotation (RFQ) 2035001 was issued on May 19, 2020 and closed on June 2, 2020. No addendums were issued. The RFQ sought qualified companies to provide mattress transportation services. Proponents were given the option to bid on one or both parts of the transportation service. The RFQ sought proposals for a contract term of three years with an option to extend up to two additional years.

DISCUSSION

Analysis

No proposals were received on the entire transportation route. However, one proposal was received for the transportation service from Sechelt Landfill to the mattress recycler.

Led by Purchasing, the evaluation team consisted of three team members. The evaluation committee reviewed and scored the proposal against the criteria set out in the RFQ. Staff recommend that a contract be awarded to Pacific Coast Distribution Ltd in the amount up to \$128,272. They met the specifications as outlined in the RFQ and are the best value overall for the above-mentioned project.

Name	Total Contract Value (in the amount up to, not including GST)
Pacific Coast Distribution Ltd	\$128,272

Procurement for transportation from Pender Harbour Transfer Station to the Sechelt Landfill is currently in progress.

Financial Implications

The following table summarizes the contract value by year.

The available 2020 budget for this service is \$17,000. Based on year 1, there is a budget shortfall of approximately \$18,000. At the end of the 3 year contract, the shortfall will compound to \$77,413 based on the current budget.

Mattresses are funded from tipping fees. However, the current tipping fee is \$10 per dry mattress and \$15 per wet mattress, whereas the actual total cost for transporting and recycling is between an estimated \$25 and \$29. The shortfall is typically funded from the revenue from other materials received at the Sechelt Landfill and Pender Harbour Transfer Station. However, this reallocates budget that could be utilized for operational needs or contribute to reserves.

	Year 1	Year 2	Year 3	Total
Pacific Coast Distribution Ltd.	\$34,800	\$45,936	\$47,536	\$128,272

Options

To address the budget shortfall identified in the Financial Implications section of this report, the following options are provided for consideration.

Option 1: Award contract and continue mattress recycling program

This option will involve continuing the current practice of segregating mattresses at the Sechelt Landfill and shipping the mattresses to an off-coast facility for recycling. Staff recommend this option.

This option requires transportation services. Three options are presented to address the budget shortfall.

- a) Increase tipping fee from \$10 to \$25 for dry mattresses and from \$15 to \$30 for wet mattresses to be full cost recovery. This option would ensure there is no budget shortfall and is in line with other BC Regional Districts. However, the high tipping fee may result in illegal dumping.
- b) Increase tipping fee from \$10 to \$15 for dry mattresses and from \$15 to \$20 for wet mattresses to help mitigate the funding gap. The remaining budget would be funded from revenue from other materials, which is the current situation, however, some shortfalls may result.
- c) No change to tipping fee and introduce taxation to offset the remaining budget shortfall of approximately \$18,000 for 2021; \$29,000 for 2022 and \$31,000 for 2023. This option is not recommended.

Option 2: Do not award contract, discontinue recycling program

This option would see the mattresses buried at the Sechelt Landfill, rather than being transported off-coast for recycling. There would be landfill life implications and revenue lost due to space consumed by the mattresses. In 2019, an estimated total of 3,587 mattresses were received between both SCRD facilities. The landfill life and financial implications are outlined in the table below, based on the 2019 estimates for year 1 with a slight increase in the number of mattresses for year 2 as there has been an upward trend for the past several years.

Year	Estimated Landfill Life Used if Mattresses are Buried	Estimated Value of Space Used
1	28 days	\$196,568
2	37 days	\$263,040
3	37 days	\$263,040
Total	102 Days	\$722,648

Option 3: Do not award contract, stop accepting mattresses

This option would see this material stream not accepted at either SCRD facility. This would leave residences and business on the Sunshine Coast without a local disposal option. Lack of disposal option could result in illegal dumping activities. Staff do not recommend this option.

Timeline for next steps

Depending on which option(s) are selected, staff will proceed accordingly.

Should a tipping fee adjustment be desired, an amendment to Bylaw 405 will be required.

If a contract is awarded, a budget and Financial Plan amendment will be required.

Should no contract be awarded, mattresses would begin to be buried within two weeks.

A staff report regarding a review of tipping fees for diverted materials is anticipated to be brought forward to a Committee in Q4 2020. This review will include mattresses.

If it is decided that the service is to be maintained, work will continue on the procurement process for Pender Harbour Transfer Station to the Sechelt Landfill.

STRATEGIC PLAN AND RELATED POLICIES

The purchasing process followed for this service is aligned with the SCRD Purchasing Policy.

This further supports the Solid Waste Management Plan's target of 65%-69% diversion by providing a recycling option for mattresses.

CONCLUSION

In accordance with the SCRD's Purchasing Policy, RFQ 2035001 was issued for mattress transportation services from the Sechelt Landfill and the Pender Harbour Transfer Station.

Staff recommend that RFQ 2035001 Contract Award Mattress Transportation Services be awarded to Pacific Coast Distribution Ltd. in the amount up to \$128,272 (plus GST).

The budgeted amount for service is less than the cost to transport this material. This will result in a budget shortfall. Several options are available to address the budget shortfall. They include increasing tipping fees (recommended), funding through taxation, and burial at the Sechelt landfill. Alternatively, the SCRD may stop accepting mattress.

Reviewed by:			
Manager		CFO/Finance	X – T. Perreault
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Purchasing	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – July 16, 2020

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services
Robyn Cooper, Manager, Solid Waste Services

SUBJECT: LANDFILL CAPACITY MANAGEMENT OPTIONS

RECOMMENDATION(S)

THAT the report titled Landfill Capacity Management Options be received;

AND THAT the Board provide direction on the implementation of landfill capacity management options.

BACKGROUND

The primary regulatory framework for the management of the Sechelt Landfill is the Operating Certificate (OC) under the authority of the *Environmental Management Act*. The OC sets the maximum tonnage of solid waste that can be buried at the landfill annually. The current authorized maximum annual tonnage is set at 15,000 tonnes. The OC also sets the ultimate size of the landfill beyond which point no further landfilling of waste is to occur.

The purpose of this report is to provide the Board with options for the management of the remaining landfill capacity annually and towards the end of its lifespan.

While some all of the options presented in this report will result in an increased lifespan of the Sechelt Landfill, that's not considered as the objective of the options presented in this report. An analyses on the management of material types to maximize the landfill life could be presented at a future committee meeting.

DISCUSSION

Current situation

The staff report on the [Regional Diversion - Annual Update 2020](#) as presented to the Board at the May 21, 2020 Infrastructure Services Committee meeting indicated that in 2019 the total solid waste landfilled at the Sechelt Landfill was approximately 13,600 tonnes, which is 90% of the maximum authorized annual amount of 15,000 tonnes. This is a 6% increase compared to 2017 and 2018 and a 12% increase compared to 2015.

The amount of landfilled waste per resident, population growth, renovation and construction and the degree that the waste can be compacted once delivered to the landfill are all influencing the ultimate remaining lifespan of the landfill.

The introduction of food waste curbside collection programs by local governments on the Sunshine Coast will help to reduce the annual tonnage of materials to be landfilled.

As well, the introduction of landfill bans for food waste from the commercial and residential sectors are anticipated to further reduce the annual tonnage of materials landfilled.

Landfill Capacity Management Options

Despite all the current efforts to reduce the amount of solid waste being buried at the landfill, the total amount of waste being buried annually has continued to increase. Staff are concerned that without any additional measures taken, the annual maximum tonnage of landfilled material will be reached at some point in the upcoming years. While this is unlikely to occur in 2020, it could happen as early as 2021. This would force an immediate closure of the landfill until January 1 of the following year when the annual maximum tonnage is reset to zero. Given the significant impact this would have on the community, staff explored several options to avoid this situation:

Option 1: Ad-hoc re-diversion of waste by the SCRD (recommended)

This option would include the SCRD arranging the re-diversion of certain materials to be landfilled at another landfill. This would only be initiated once a certain percentage of the annual authorized tonnage would be reached (e.g. 90%).

The additional costs to the SCRD would include retaining the services of a hauler to load and bring these materials to another landfill and any tipping fees for disposal at the other landfill.

The additional costs for the SCRD could be funded through several means:

- Landfill Capacity Surcharge on all tipping fees of materials landfilled to be implemented year-round;
- Increase taxation.

Given that tipping fees are intended to support the operating costs of the Sechelt Landfill and the Pender Harbour Transfer Station, a year-round Landfill Capacity Surcharge on all tipping fees of landfilled materials would be the most appropriate funding option over a taxation increase. Any unspent surcharges by the end of the year would be transferred into reserves and available for ad-hoc re-diversion of materials in future years.

This option would ensure that the landfill capacity limits are managed in a manner that aligns with the principals of the Solid Waste Management Plan; it limits the amount of re-diversion to a minimum, is financially responsible and the GHG emission associated with this option is also limited to a minimum.

Option 2: Permanent re-diversion of materials

The SCRD could re-divert certain materials for burial in another landfill year-round. This option could result in materials being re-diverted without knowing if the landfill capacity limits would be at risk of being exceeded if they would be landfilled at the Sechelt Landfill.

Further analyses would be required on the type of materials that would qualify for re-diversion as heavy and condensed materials would be the most cost-efficient to re-divert from a landfill capacity perspective.

The additional costs to the SCRD would include retaining the services of a hauler to load and bring these materials to another landfill and any tipping fees for disposal at the other landfill.

The additional costs for the SCRD could be funded through several means:

- Landfill Capacity Surcharge on all tipping fees of materials landfilled to be implemented year-round;
- Increasing tipping fees for only the re-diverted materials.

As the implementation of this option is not directly linked with the actual landfill capacity at a given time, it will only be possible to determine the value of the re-diversion of these materials after the fact. This could result in unnecessary expenditures and GHG emissions.

Option 3: Temporarily stop accepting certain types of materials

This option would include a stop on the acceptance of certain materials once a certain percentage of the annual authorized tonnage would be reached (e.g. 90%). From that point onwards customers wanting to dispose of these materials would have to make alternative arrangements, such as hauling the material to another landfill or temporarily store the materials until January 1 of the next year.

Material that could be temporarily not accepted could include construction waste (unsorted and not-recyclable), boats and recreational vehicles and waste from businesses and institutions.

This option would create a significant additional cost for a specific group of customers and only those that want to dispose of materials toward the end of a calendar year.

Option 4: Amendment of the Operating Certificate (OC)

While amending the OC to increase the annual maximum authorized tonnages of waste to be landfilled is a theoretical option to explore, it is not likely to be supported by the Ministry of Environment and Climate Change Strategy. The OC amendment process would take several years to complete, would be costly and would require extensive public consultation.

Operational Implications

The operational implications of the implementation of any of the above mentioned options are primarily associated with retaining the services of contractors and external communications and could be managed with current staffing levels.

Financial Implications

Based on the direction received from the Board, staff will analyze the financial implications of the preferred option and update the Board at a Committee meeting in late Q3 or early Q4 2020.

Timeline for next steps

As mentioned above, staff could report back late Q3 or early Q4 2020 with more details on the preferred option(s) for confirmation of implementation by the Board.

Staff could subsequently present an updated Bylaw 405 to a Committee in Q4 2020 with implementation to start as early as January 1, 2021.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The Operational Certificate for the Sechelt Landfill sets capacity limits on the amount of Solid Waste to be landfilled. Based on the recent trend, the SCRD could reach the annual maximum limit in the upcoming year which would result in a forced closure of the landfill. The SCRD currently has no mechanism in place to mitigate this risk.

This report provides some mitigation options for the Board's consideration.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	X-Arun Kumar

TO: Infrastructure Services Committee – July 16, 2020

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: INFRASTRUCTURE SERVICES DEPARTMENT – 2020 Q2 REPORT

RECOMMENDATION(S)

THAT the report titled Infrastructure Services Department – 2020 Q2 Report be received.

BACKGROUND

The purpose of this report is to provide an update on activities in the Infrastructures Services Department for the Second Quarter (Q2) of 2020: April 1 – June 30.

The report provides information from the following divisions: Water, Wastewater, Transit and Fleet, Solid Waste Programs and Solid Waste Landfill Operations.

This report does not provide a detailed overview of all projects within the Department. Such overview is included in the Budget Project Status report which is frequently presented to the Board.

COVID-19 impacts to divisional work plans

Since the start of the COVID-19 pandemic a significant amount of staff resources have been redirected to ensure all essential and other services could continue to be provided in a safe manner. This has impacted the progress on projects and initiatives in all divisions that were originally included in the work plans for this year.

Utilities Services Division [365, 366, 370]

The Utilities Division serves three water service areas, the North Pender Water Service Area [365], the South Pender Water Service Area [366], and the Regional Water Service Area [370]. The Regional Water Service Area includes the Chapman water system as well as the smaller systems of Egmont, Cove Cay, Granthams, Soames Point, Langdale, and Eastbourne. The Utilities Division is also responsible for 18 wastewater facilities in Areas A, B, D, E, and F.

The SCRD water systems supply potable water to approximately 23,000 residents between Egmont and Langdale. This includes operations and maintenance of the Langdale, Soames Point, Granthams Landing, Eastbourne (Keats Island), Chapman/Gray Creek including the Chapman Creek Water Treatment Plant, the South Pender Harbour Water Treatment Plant, Cove Cay, Egmont and the North Pender Harbour Water Systems. In addition to water for drinking, these water systems supply potable water used for fire protection, recreation (pools and ice rinks), industrial use and irrigation.

Combined, the SCRD Water Systems consist of over 407 km of water mains, 16 storage reservoirs, 15 pump stations, 29 pressure reducing valve stations, 1,407 fire hydrants, 10 chlorination stations and approximately 11,354 water connections.

The quarterly report includes information about larger capital works and projects, and noteworthy program developments, as well as, monthly water treatment volumes from the Chapman Creek Water Treatment Plant and the South Pender Water Treatment Plant.

PROJECTS - CAPITAL WORKS

Watermain Replacement Program

- Mark Way / Chris Way Watermain Replacement
 - The design drawings are complete for the replacement of 50 mm PVC watermain that is required due to emergency repairs. The construction methods and schedule for this project are currently under review due to the impacts of the COVID-19 Pandemic.
- Reed Road/Payne Road Crossing Watermain Replacement
 - Due to COVID-19 related disruption and competing priorities, this project will be postponed until a future time when the full length of 200 mm asbestos cement watermain connecting the Reed Road Pump Station to the Henry Reservoir will be replaced with 300 mm ductile iron pipe. Current plans project to have this work complete in 2022 or 2023.
- Chaster Road Watermain Replacement
 - Design drawings are 60% complete for the construction of approximately 750 m of 200 mm ductile iron watermain on Chaster Road, between Frank West Hall and Pratt Road, on Pratt Road, between Chaster Road and Malaview Road, and on Hough Road, between Malaview Road and Chaster Road. This project will replace a section of deteriorated and undersized watermain on Chaster Road, and will improve fire flows in the vicinity. The construction methods and schedule for this project are currently under review due to the impacts of the COVID-19 Pandemic.
- Eastbourne Watermain Burying
 - The design drawings are 95% complete for the replacement and burying of the above-ground 2 inch PVC pipeline on Keats Island. Construction is anticipated to begin in late Q3 or Q4 2020.
- Exposed Watermain Rehabilitation
 - Staff will initiate the tendering process in Q3 2020 for project completion in Q4 2020.

Water Projects

- Groundwater Investigation– Phase 4 A Church Road well field
 - Phase 4 A will result in completion of the final design, procurement of all the required permits and issuance of formal tender documents in Q3 2020. Construction on the well field is estimated to begin in Q4 2020 followed by completion of construction estimated for summer 2021. Award of the construction tender is contingent upon receipt of electoral approval for a long term loan, the required water license from the Province, along with the BC Hydro and other related permits. The consultant has submitted a Notification under the Environmental Assessment Act, 60 design drawings for SCRD review and the SCRD has submitted a Hydro BC permit application for the new Water Treatment Plant primary power application. This will provide new primary power to the treatment facility. The new production well was drilled in late June and early July to a depth of 190

feet resulting in an abundance of water flow. The screened pipe intake was also installed and water draw down testing, including the required 48 hour continuous water draw down testing will occur in mid-July.

- Groundwater Investigation Phase 3 – Gray Creek
 - Consultant selection was awarded in Q2 2020. A kick-off meeting is scheduled for July 19, 2020 and subsequent well drilling will follow for each of the test wells for water quantity and quality will occur in Q3 2020 and a summary technical report will be presented in Q4 2020.
- Groundwater Investigation Phase 2 – Part 2
 - Consultant selection was awarded in Q2 2020. A kick-off meeting is scheduled for July 19, 2020 and subsequent well drilling will follow for each of the test wells for water quantity and quality will occur in Q3 2020 followed by a technical report summarizing the results of the testing to be presented in Q4 2020. The four test well locations are at the following areas within the Peninsula: Langdale, Harmon Road, West Elphinstone and East Porpoise Bay areas.
- Raw Water Reservoir(s) – Feasibility Study Phase 4
 - This contract for the feasibility Study Phase 4 was awarded on April 9, 2020 and will include the geotechnical investigation of the preferred Site B location to further investigate and define the soil types and depths at this location. The SCRD has submitted to the Province the application to conduct the necessary geotechnical drilling to determine the depth of bedrock at this site and is waiting for permit issuance before this portion of the work can begin. This information will be used to update the assessment of the feasibility of the development of a reservoir at this site as well as the design and cost estimates.
- Chapman, Edwards, McNeil Lake Dam Safety Audit
 - The contract was awarded in Q2 and the field investigation at each of the dam sites will occur in July 2020, followed by a summary report in late Q3 2020.
- Chapman Water Treatment Plant Chlorination Project
 - The technical assessment is underway and consultant technical assessment of the available On-site Sodium Hypochlorite Generation System (OSGS) had been provided to the SCRD for review and consideration. The preparation of final design documents will be completed in Q3 2020, followed by tendering in Q4 2020, construction in Q1/Q2 2021 and commissioning by the end of Q2 2021.
- Chapman Creek Water Treatment Plant UV Upgrade
 - The new UV system will be designed for redundancy while the current UV system only employs a single UV module and regulatory requirements is to have multiple UV systems to allow for redundancy in case of failure of a single unit. Planning for this project has begun.

- Chapman Creek Water Treatment Plant Residual Disposal and Planning
 - The Chapman Creek Water Treatment Plant produces residuals from the water treatment process. The residual storage ponds are at capacity and a temporary measure is in place to avoid them to overflow. The RFP proposals for residual removal have been reviewed and all proposals are exceeding the budget. Staff are currently assessing alternative approaches to approach this project.
- Chapman Creek Water Treatment Plant Hot Water Upgrade
 - The current gas water boilers are oversized and inefficient. Right sizing these tanks will enable cost savings on future gas usage. Replacement of aged infrastructure to reduce breakdowns and service interruption is best practice for asset management. This project will be coordinated with the onsite hypochloride generation project to encourage cost savings and efficiencies.
- Chapman and South Pender Water Treatment Plant Water Quality Monitoring Upgrades
 - 2019 budget included monitoring equipment in need of replacement. The bench top lab equipment and the inline instrumentation have been installed and programmed. This project has been completed.
- Garden Bay UV Reactor Purchase
 - 2019 budget included the purchase of a second UV reactor for the Garden Bay pump station to provide redundancy as there is currently only one unit. The UV unit has been installed and final valve modifications and automation is underway. Commissioning is expected to take place in July or August 2020.
- Langdale Well Upgrade
 - The upgrades will consist of the well redevelopment, internal pump station mechanical, pumping, motor control and telemetry upgrades, and site civil improvements. The Construction tendering occurred in Q2 2020, which will be followed by award and construction in Q3 2020, followed by construction completion in Q4 2020, and construction completion may carry over in early 2021. Plans and specifications were predominately developed by in house staff. A pre bid meeting was held onsite on July 9, 2020 and was well attended by many contractors.
- Eastbourne Water Feasibility Study
 - A kickoff meeting was held on Keats Island with the consultant on July 2, 2020 and the existing water well locations and potential future water well locations were visited for consideration. A detailed engineering study will be forthcoming towards the end of Q3 or early Q4 2020.
- Chaster Well Surface Seal
 - The draft design documents are under review. Final design specifications and drawings will be completed by in house staff in Q3 2020, followed by tendering in Q4 2020 and construction in Q4 2020, which may carry over in early 2021

- Cove Cay Pump Station Rebuild
 - The Cove Cay pump station is in need of upgrades such as a new roof, siding and interior work. All existing pump station interior infrastructure requires upgrading including pump, motors, controls and fittings. A new intake line should also be considered as part of this upgrade as the current line is shallow and made of inferior piping. Road access to this pump station is challenging to drive on and a hard surface such as concrete or asphalt is proposed. Planning for this project will begin in Q3 followed by tendering in Q4 2020.
- Cemetery Reservoir Fencing and Road Access
 - Discussions with the Ministry of Transportation and Infrastructure have been initiated regarding improvements to the reservoir access road as in recent years it has been impacted by flooding and erosion of the road surface. The road access portion of this project is expected to take place in July 2020 with the fencing to be completed in Q3.
- Review Bulk Water Agreement Town of Gibsons
 - An update on this project is the topic the report Town Of Gibsons Bulk Water Agreement – Financial Update on this Committee agenda.

Wastewater Projects

- Woodcreek Wastewater Plant
 - The results of the engineering and design services will be completed in Q3 2020. This will identify the best replacement sewage treatment system, along with an accurate and updated construction cost estimate for the replacement treatment system. A 2021 budget proposal for the construction phase will follow.
- Curran Road Outfall Maintenance
 - The Curran Road Outfall ballast is failing and needs replacement. The contract was awarded and the marine outfall anchors are currently being manufactured. Installation of anchors to take place in Q3.

Public Participation

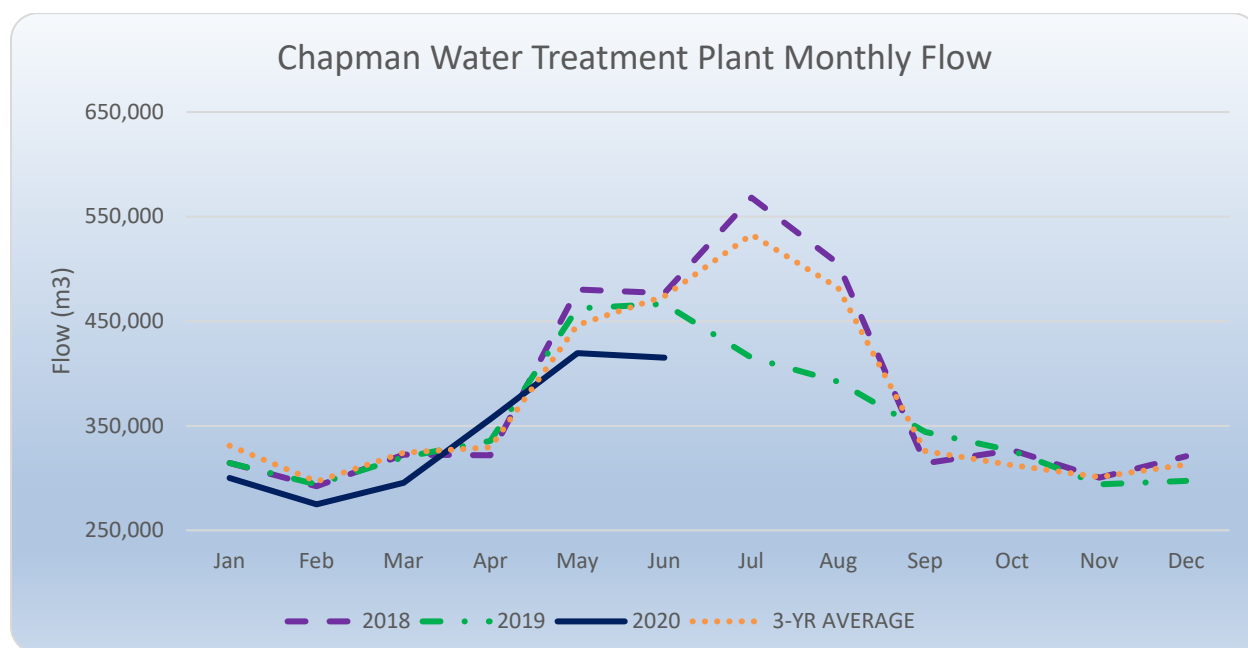
- Utility Billing 2020
 - Staff received approximately 800 phone calls and emails from residents regarding the Utility Bill they received for 2020.
- Water conservation Initiatives
 - The Rainwater harvesting program intake for 2020 was launched on March 16, 2020 and thus far approximately 40% of the available funding is allocated and applications are continuing to be received.
- Water Supply Advisory Committee
 - The committee has been selected and the inaugural meeting will occur on July 14, 2020.
- Let's Talk Water
 - A webinar was hosted by the SCRD on water projects and utility bills. It has 239 views on YouTube plus 25 webinar participants.

- A second webinar was held July 7, 2020 that focused on the Church Road Well Project and electoral approval. It has 36 views on YouTube plus 18 webinar participants and 8 participants on YouTube live during the event.
- Monthly Water Use Update
 - Residents in rural areas A through F were invited to subscribe to a monthly update of average daily water use at their property. To date, 85 residents, representing all five electoral areas, have subscribed to receive their water meter data.

OPERATIONS - WATER DISTRIBUTION SYSTEM

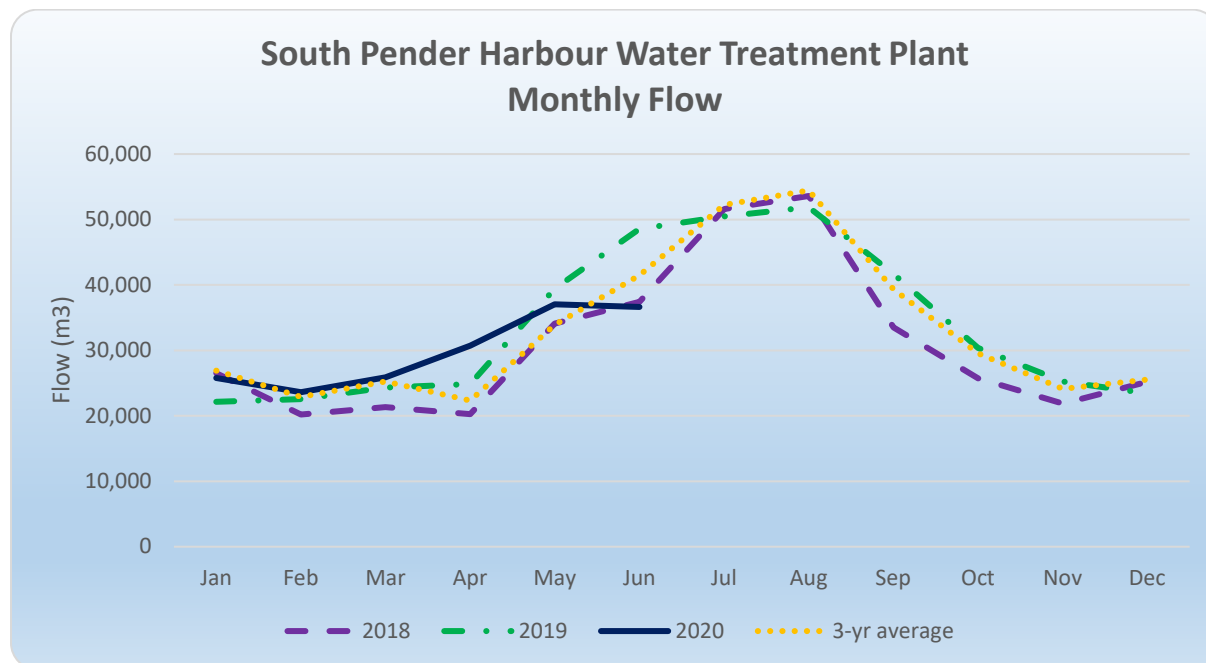
CHAPMAN WATER TREATMENT PLANT

In the Q2 2020, the Chapman Creek Water Treatment Plant produced and supplied 1,190,890 m³ of potable water to residents, a 6.8% decrease over the three year average.



SOUTH PENDER WATER TREATMENT PLANT

In the Q2 2020, the South Pender Water Treatment Plant produced and supplied 104,396 m³ of potable water to approximately 2,300 full and part-time residents of Madeira Park, Francis Peninsula and the surrounding area. This is an 8.1% decrease over the three year average.



Note: The 2020 data is based on a new flow meter which is providing more accurate data than the meter used in 2018 and 2019

Transit and Fleet Maintenance [310, 312]

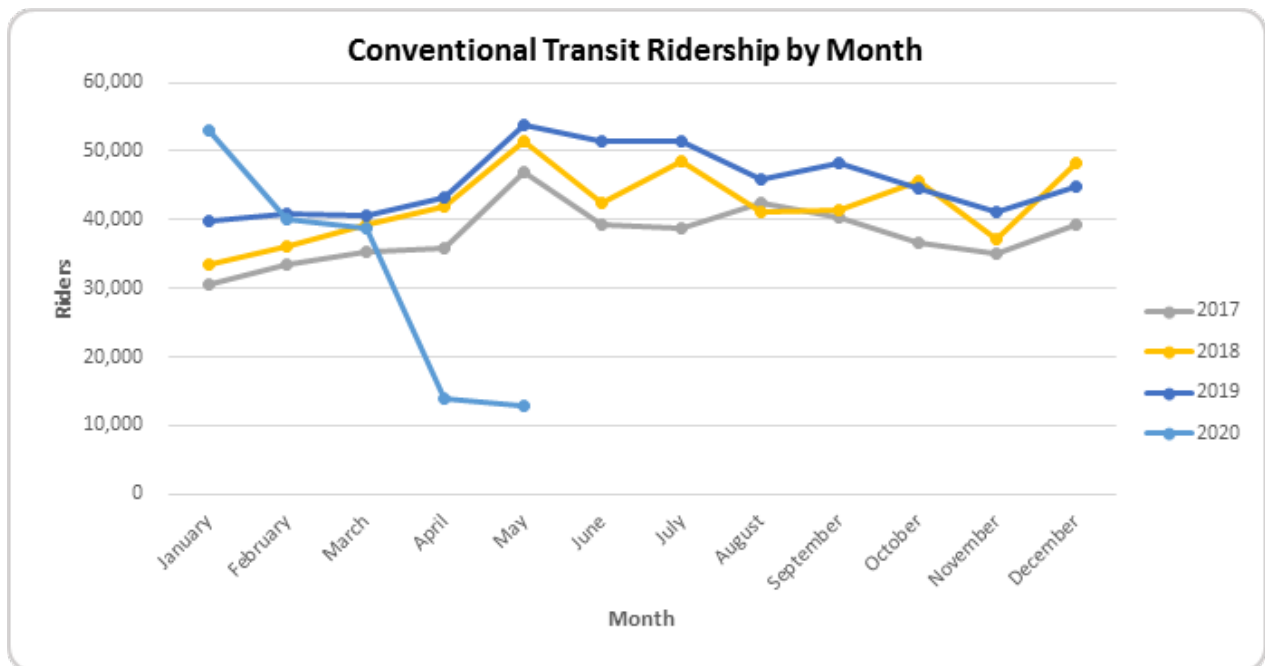
In contrast to most BC Transit systems, the SCRd functions as both the Local Government partner and the service contractor in relationship with BC Transit. This provides a clearer picture of costs than would otherwise be the case.

PROJECTS

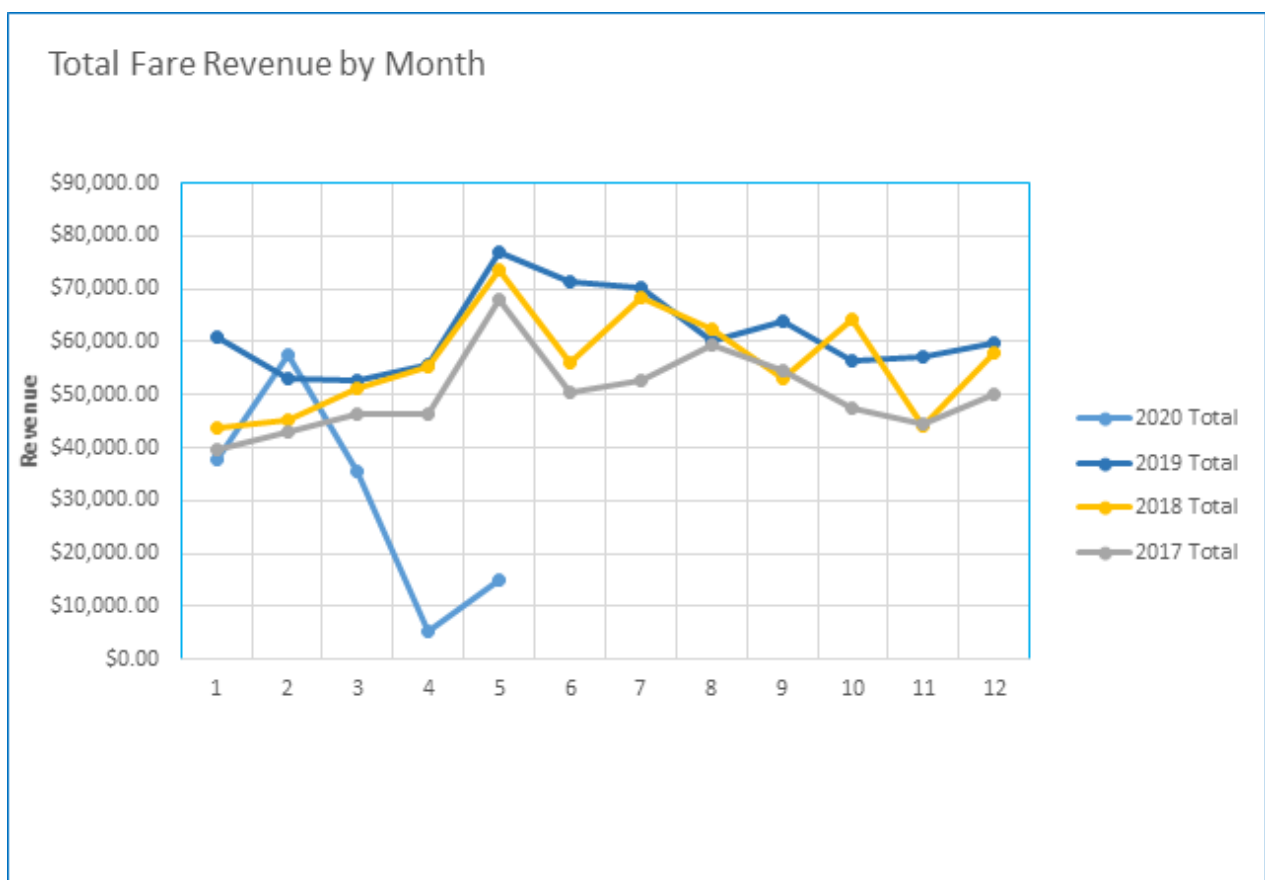
Transit

Due to COVID-19, fare collection ceased on March 20 and resumed June 1. The implementation of rear bus loading began on March 20, with physical distancing and limited passenger capacity to half seat occupancy beginning March 27. On June 1, 2020, passenger capacity was increased to 50% of total capacity and on July 1, 2020 to approximately 67% (full seating capacity).

For the month of June, staff received 18 calls for more service, 4 calls regarding pass ups and 5 calls regarding masks and social distancing.



*Includes all data received from BC Transit to date



*Includes all data received from BC Transit to date

The new fare structure and the DayPASS on board was implemented on July 1st.

The rerouting of the northbound bus from Flume Road to Marlene Road began service on June 14 to align with an ad hoc schedule change due to COVID-19.

Fleet

The replacement of the entire motor of eight Nova buses has started, taking several weeks per bus to complete. To date five replacements have been completed with another three buses scheduled for over the next few months.

All SCRD and Pender Harbour fire department trucks have either been services or are scheduled to be services in the next few weeks.

Solid Waste [350, 351, 352, 355]

The Solid Waste Division provides solid waste management for the Sunshine Coast. In British Columbia, Regional Districts are mandated by the Provincial *Environmental Management Act* to develop Solid Waste Management Plans. The SCRD's Solid Waste Management Plan 2011(SWMP) guides how the SCRD manages its solid waste including waste diversion programs, services and disposal activities.

The division oversees the operation and maintenance of the Sechelt Landfill and the Pender Harbour Transfer Station. The division also maintains the contracts for curbside garbage collection services for Electoral Areas B, D, E and F, three recycling depots and green waste recycling program.

The SCRD adopted the Regional Organics Diversion Strategy in January 2018. The goal of the Strategy is to develop a financially sustainable roadmap that will lead to a robust, region-wide organics diversion program.

The quarterly report provides an update on current projects, diversion programs, services and monthly statistics.

SOLID WASTE PROGRAMS

Curbside Food Waste Collection

The SCRD's curbside food waste collection program, "Green Bin," is scheduled to launch in early Q4. The communications plan will be initiated in early August 2020. Program details to date can be found at www.scrd.ca/curbside-food

Love Food Hate Waste 2020 Provincial Campaign

On June 24, 2020 staff received social media updates for content for the rest of the summer and into the fall that can be shared to help reduce food waste.

Metro Vancouver Municipal Waste Reduction Coordinator Committee (MVMWRCC)

Staff received updates throughout the quarter from member municipalities regarding open and closed depots as well as event cancellations or transition to online events. Staff attended a webinar on May 19, 2020 organized by Metro Vancouver regarding building deconstruction capacity in BC.

British Columbia Product Stewardship Council (BCPSC)

Staff attended the AGM BCPSC (Council) meeting on May 26, 2020. Staff received updates from MOECCS and participated in discussions regarding priorities for the upcoming year and work being done with SABC. Staff also received updates throughout April and May regarding depot closures and re-openings related to the pandemic throughout the province.

SWANA BC

Staff attended an online webinar on May 27, 2020 regarding updates to programs that are operating during the pandemic but with adjustments to their delivery, including donation and thrift stores reopening, virtual repair cafes and business adjustments to grocery stores.

WildSafeBC

On June 3, 2020 Solid Waste Programs staff met with the WildSafeBC Coordinator, WildSafeBC staff, and the Conservation Officer Service to kick off the 2020 season of outreach in the community. Updates regarding plans for outreach and solid waste programs were shared, as well as, available contacts.

Solid Waste Association of North America (SWANA)

On June 22, 2020, Solid Waste staff attended an online webinar regarding reopening public waste facilities in the midst of a pandemic. Updates were shared from solid waste facilities across Canada.

Coast Waste Management Association (CWMA)

On June 19, 2020 Solid Waste staff attended an online webinar regarding construction, demolition and renovation waste. Several companies provided an overview of their services and approaches to handle this type of waste stream.

SOLID WASTE OPERATIONS

Scotch Broom

Due to there no longer being a disposal option on the Sunshine Coast for scotch broom, starting July 1, 2020, it is now being accepted for disposal at the Sechelt Landfill. Scotch broom must be secured in a clear bag, not contain flowers or seed pods and is charged the garbage tipping fee of \$150 per tonne and will be placed in the garbage bins.

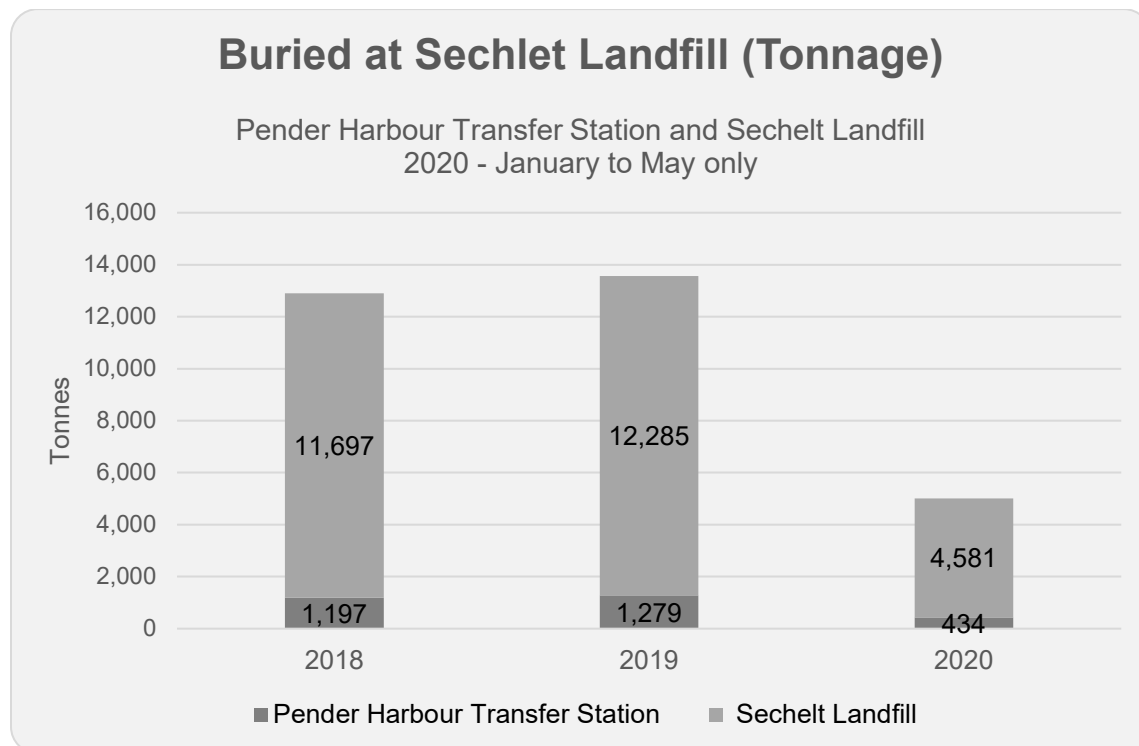
Boats and Recreation Vehicles

Boats and Recreation Vehicles are now being accepted at the Sechelt Landfill on a pilot basis. For acceptance, these materials must meet specific requirements and a tipping fee of \$265 per tonne applies.

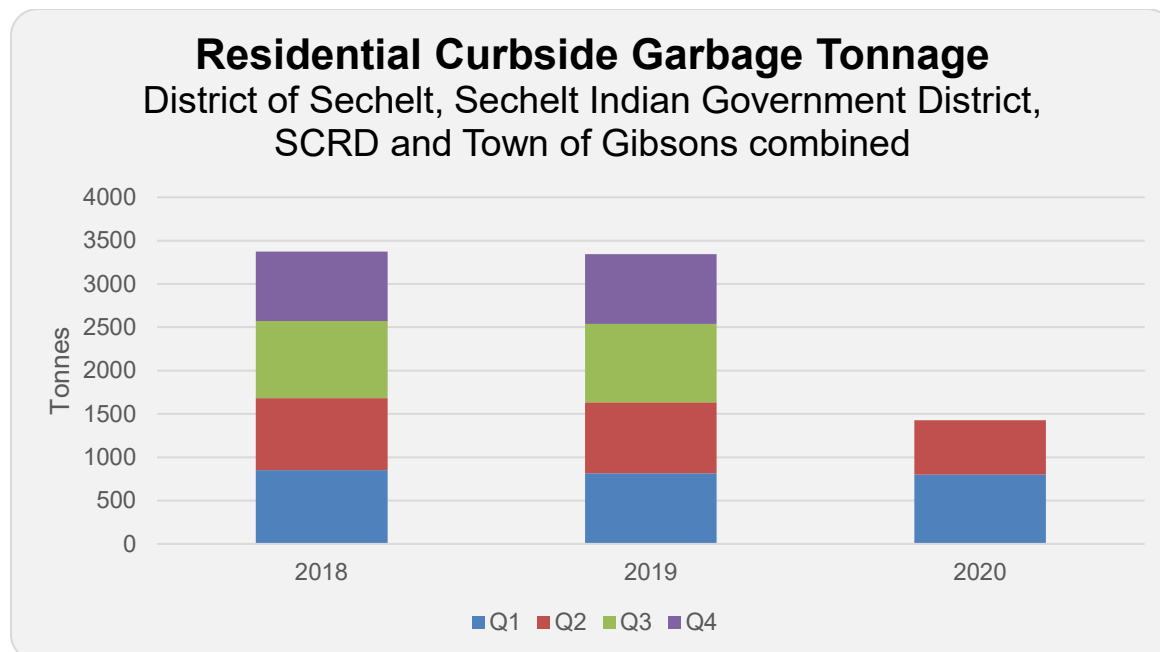
Statistics – Landfill

The tonnage presented includes a combined total of all material from the Pender Harbour Transfer Station that is transferred to the Sechelt Landfill for burial and all material received at the Sechelt Landfill and buried. This includes: residential curbside garbage, self-hauled garbage, commercial garbage, roofing (buried starting in 2019), dead animals, asphalt, asbestos, durable

goods (e.g. couches, chairs), concrete, dirt and rocks, Styrofoam (non-recyclable) and share shed items not removed for reuse.

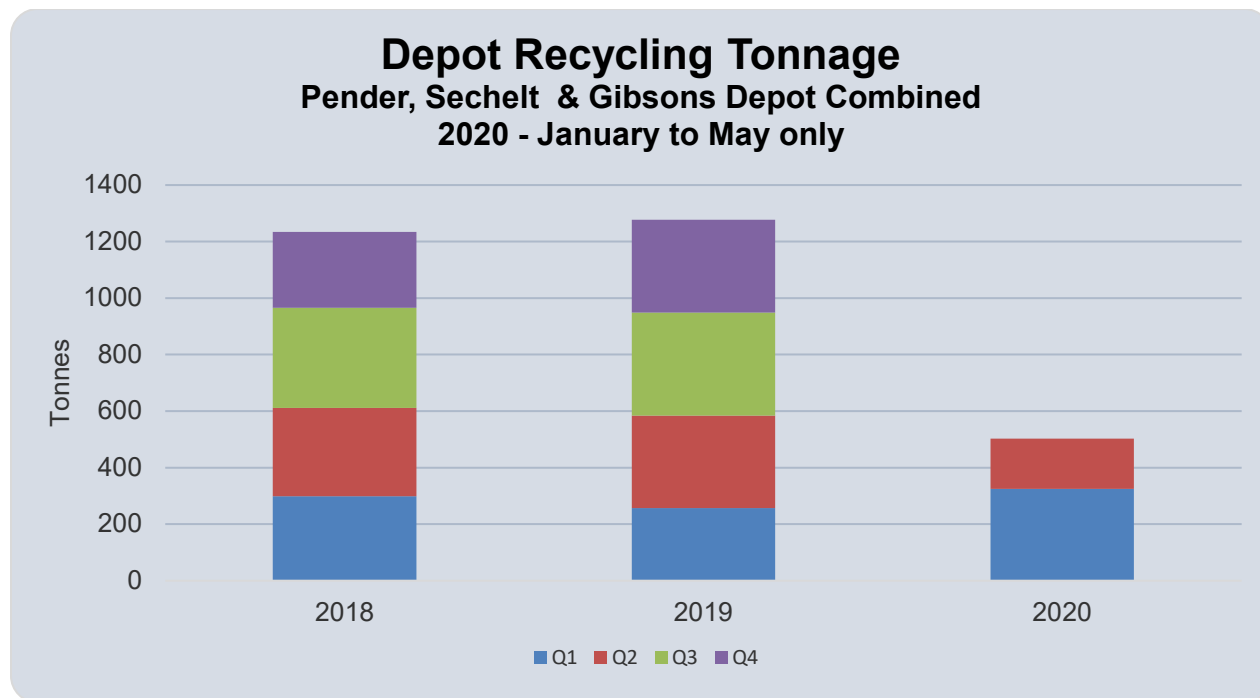


The residential curbside garbage tonnage presented includes a combined total of garbage collected curbside from residential dwellings in the Town of Gibsons, Sechelt Indian Government District, District of Sechelt and Sunshine Coast Regional District. Curbside residential garbage is then delivered to the Sechelt Landfill and buried.



Statistics – Recycling

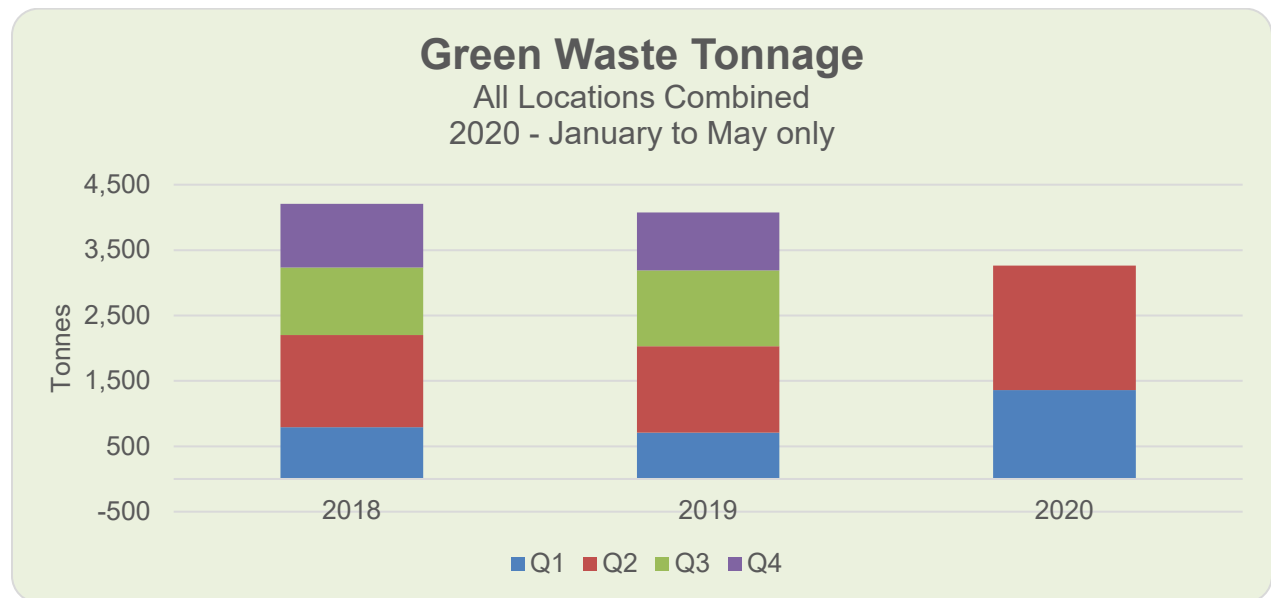
The SCRD has an agreement with RecycleBC to provide residential packaging and paper products (PPP) Depot Recycling Services in Gibsons, Pender Harbour and Sechelt. The SCRD contracts these services to Gibsons Recycling, GRIPS and Salish Soils respectively. The data presented is provided by RecycleBC and is updated as it is received. The data represents the combined monthly weight (by tonne) of the materials dropped off at the three recycling depots.



Statistics - Green Waste

The SCRD green waste recycling program provides collection locations for residents to self-haul and drop-off yard and garden green waste at the South Coast Residential Green Waste Drop-off Depot, Pender Harbour Transfer Station, and Salish Soils. The SCRD also provides commercial sector green waste drop-off at the Pender Harbour Transfer Station and Sechelt Landfill. The collected green waste is hauled and processed in Sechelt into compost.

The data presented provides the combined weight (by tonne) of green waste dropped off at the SCRD locations.



Reviewed by:			
Manager	X - A. Kumar X - R. Cooper X - S. Walkey X - S. Misiurak X - J. Walton	Finance	
GM		Legislative	
CAO	X - D. McKinley	Other	

UNSHINE COAST REGIONAL DISTRICT

SOLID WASTE MANAGEMENT PLAN MONITORING ADVISORY COMMITTEE

June 16, 2020

RECOMMENDATIONS FROM THE SOLID WASTE MANAGEMENT PLAN MONITORING ADVISORY COMMITTEE MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT: (Voting)	Chair Members	S. White J. Boyd G. Bennett P. Robson M. Cambon D. New-Small S. Higginson I. Winn
ALSO PRESENT: (Non-voting)	Director, Electoral Area E Director, Electoral Area A Manager, Solid Waste Programs Infrastructure Services Assistant/Recorder Public	D. McMahon L. Lee R. Cooper S. Clayton 0
REGRETS:	PMAC Members	B. Hetherington

Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.

CALL TO ORDER 11:00 a.m.

AGENDA The agenda was adopted as presented.

MINUTES**Recommendation No. 1** PMAC Draft Meeting Minutes

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the PMAC meeting minutes be permitted to be included on future PMAC agendas prior to adoption by the SCRD Board.

PRESENTATIONS AND DELEGATIONS**BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS****Recommendation No. 2** SCRD Board Resolutions Related to Solid Waste

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the table titled SCRD Board Resolutions Related to Solid Waste – May 2020 be received.

REPORTS

Recommendation No. 3 *Referral to PMAC – May 21, 2020 ISC staff report – Regional Diversion – Annual Update*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the referred report from the May 21, 2020 Infrastructure Services Committee meeting, titled Regional Diversion – Annual Update be received for their review and consideration for short-term actions to be taken by the SCRD.

Robyn Cooper, Manager, Solid Waste Programs provided a verbal introduction of the Regional Diversion – Annual Update report and provided an overview on how different municipalities in British Columbia collect and report their diversion data in comparison to the SCRD.

Discussion included the following:

- Concluded that there has been little improvement in SCRD diversion rates.
- Supportive in exploring which materials being buried in the Sechelt landfill can still be diverted for alternative disposal or recycling.
- Upon the committee's request, staff provided a verbal overview on the current disposal options for the following construction waste materials:
 - Dirty/contaminated wood waste.
 - Rubble Material.
 - Roofing.
 - Drywall.
- Suggested that it could be beneficial to partner with local companies such as Swanson's Ready-Mix Ltd to recycle and repurpose rubble materials brought to the Sechelt Landfill or Pender Harbour Transfer Station instead of the rubble material being buried at the Sechelt Landfill.
- Upon the committee's request, staff provided a verbal overview on the current disposal options for the following residential materials:
 - Bulky furniture, carpets and mattresses.
 - Residential books.
 - Textiles.
- Discussed whether certain materials such as roofing, bulky furniture and beach Styrofoam could be disposed off-coast instead of buried in the Sechelt Landfill.
- Expressed interest in receiving further information on the annual Island's Clean-Up events regarding:
 - Mattress disposal protocols.
 - Book recycling options for island residents.
 - Island resident waste disposal data.
- Communicated that implementing a residential and commercial food waste ban from the Sechelt landfill should be a priority to support diversion rates.
- Upon the committee's request, staff provided a verbal update on the process, possible implementation and timeline of a curbside recycling program for SCRD Electoral Areas B, D, E and F.
- Upon the committee's request, staff provided a verbal update on the timeline for the launch of the SCRD's and District of Sechelt's curbside food waste collection program.
- Suggested that staff could explore potential local or provincial avenues to collaborate with for the recycling of residential textiles.

Recommendation No. 4 *Bulky Furniture, Carpets and Mattresses*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the SCRD request that the Ministry of Environment and Climate Change Strategy amend the Recycling Regulation to include bulky furniture, carpets and mattresses.

Recommendation No. 5 *Rubble Material*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the SCRD investigate local partnerships for the diversion of rubble material received at the Pender Harbour Transfer Station and Sechelt Landfill.

Recommendation No. 6 *Book Recycling*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the SCRD explore setting up a drop-off for the recycling of residential books at the Pender Harbour Transfer Station and Sechelt Landfill.

Recommendation No. 7 *Textile Recycling*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the SCRD explore setting up drop-off locations for the recycling of textiles in Pender Harbour, Sechelt and Gibsons.

Recommendation No. 8 *Off-Coast Waste Disposal Options*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the SCRD consider off-coast waste disposal options as soon as possible.

Recommendation No. 9 *May 21, 2020 ISC Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the following reports from the May 21, 2020 Infrastructure Services Committee meeting be received for information:

- Solid Waste Programs – Sources of Funding;
- Regional Diversion – Annual Update.

NEW BUSINESS**Illegal Dumping**

Discussion included the following:

- Expressed that there currently is no solution to deter illegal dumping.
- Consensus to include illegal dumping as an agenda item at a future PMAC meeting.

NEXT MEETING Tuesday July 21, 2020

ADJOURNMENT 12:56 p.m.



Reference: 358238

June 25, 2020

His Worship Mayor Bill Beamish
and Councillors
Town of Gibsons
PO Box 340
Gibsons BC V0N 1V0
Sent via email: mayor@gibsons.ca

Lori Pratt, Chair
and Directors
Sunshine Coast Regional District
1975 Field Road
Sechelt BC V0N 3A1
Sent via email: lori.pratt@scrd.ca

Her Worship Mayor Darnelda Siegers
and Councillors
District of Sechelt
PO Box 129
Sechelt BC V0N 3A0
Sent via email: siegers@sechelt.ca

Dear Mayor Beamish, Mayor Siegers and Chair Pratt:

Thank you for your letter of June 1, 2020, regarding the Sunshine Coast Regional District's (SCRD's) request to amend the Recycling Regulation to expand the scope of packaging and paper products (PPP) to include the Industrial, Commercial and Institutional (ICI) sector.

The SCRD's continued engagement in Extended Producer Responsibility (EPR) is vital to the programs' success, and your comments regarding ICI generated packaging will be considered as we move forward with EPR in B.C.

My ministry has heard that both stakeholders and the public want more EPR programs. Based on the ministry's 2019 review of potential products for inclusion under EPR programs—which included a product and services gap analysis to identify opportunities for EPR expansion—the ministry is finalizing a priority listing of products/categories to be addressed going forward. Once this exercise is complete, we will begin development of an outreach strategy on proposed priorities.

You may also be interested to know, the [CleanBC Plastics Action Plan](#), released in 2019, sought feedback on new policy opportunities and proposed amendments to the Recycling Regulation, including the expansion of EPR programs. Responses were welcomed from all sectors of B.C. including the public, local governments, Indigenous groups and a range of stakeholders. The ministry will be releasing a "What We Heard" report and this feedback will help inform the appropriate policy or regulatory response(s) to address ICI generated waste and recyclables.

...2

We appreciate the concerns you have raised regarding PPP material from the ICI sector and recognize that the proper management of ICI PPP is a challenge for local governments.

Work to explore new regulatory or policy approaches, including the PPP from the ICI sector, would be accompanied by further consultation with stakeholders, local governments, Indigenous groups and the public in advance of specific regulatory changes. We are committed to continuing and building on our continent-leading EPR program in a timely and effective way that responds to the clear message we have heard from local governments around B.C. about the importance of including the ICI sector.

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Heyman", with a stylized, cursive script.

George Heyman
Minister



Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1



District of Sechelt
Box 129
Sechelt, BC V0N 3A



Town of Gibsons
Box 340
Gibsons, BC V0N 1V0

June 1, 2020

The Honourable George Heyman
Minister of the Environment and Climate Change Strategy
PO Box 9047 Stn Prov Gov
Victoria, BC V8W 9E2

Dear Minister Heyman,

Re: BC RECYCLING REGULATION AMENDMENT TO INCLUDE ICI SECTOR

We write further to the Sunshine Coast Regional District's (SCRD) letter dated June 28, 2019 regarding requesting an amendment to the BC Recycling Regulation to expand the scope of Packaging and Paper Products (PPP) to include the Industrial, Commercial and Institutional (ICI) sector.

This letter is to reaffirm the Sunshine Coast's request for that amendment.

BC is known across Canada and North America as a leader in Extended Producer Responsibility (EPR). However, there is a gap in service that occurred when in 2014, the BC Recycling Regulation was expanded to include Packaging and Paper Products (PPP). The amendment included the residential sector only and the ICI sector was excluded. This has resulted in schools, hospitals, restaurants, grocery stores and small businesses dependent on the private sector or in some cases, local governments for access to recycling and does not hold the producers of the ICI PPP accountable to fund the costs for recycling.


Regional Districts, through their Solid Waste Management Plans are required to set waste diversion targets and restrict recyclable material from the garbage. With recent changes in the global commodity market, as a result of the Chinese National Sword, local governments are facing challenges that include reduced access or lack of access to recycling for the ICI sector. Without being included in the Recycling Regulation, ICI recyclables such as cardboard, paper, metal, plastic and glass containers run a risk of being landfilled. This shortfall in services will delay the ability of local governments to meet diversion targets set out in their Solid Waste Management Plans and Provincial waste reduction targets. As well, if landfilled, landfill site life is decreased, of which the SCRD's only landfill has less than seven years remaining.

Amending the Recycling Regulation to expand the scope of PPP to include the ICI sector is a solution to the gap in accessible recycling for the ICI sector. This amendment will avoid ICI recyclables from being disposed of in the landfill, shifts the costs to the producers of ICI PPP and allows the SCRD to implement initiatives such as recycling bans to help reach diversion targets in our SWMP.

Thank you for your time. We respectfully ask that you move expediently on this amendment request to assist in promoting a healthy and sustainable environment.

Respectfully,

**SUNSHINE COAST
REGIONAL DISTRICT**



Lori Pratt
SCRD Board Chair

DISTRICT OF SECHELT



Darnelda Siegers
District of Sechelt Mayor

TOWN OF GIBSONS



Bill Beamish
Town of Gibsons Mayor