



## CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, January 31, 2019  
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

### AMENDED AGENDA

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**CALL TO ORDER**      9:30 a.m.

#### AGENDA

1. Adoption of Agenda

#### PRESENTATIONS AND DELEGATIONS

2. Hope Keats, Sunshine Coast Lacrosse Association  
Regarding: Dry Floor Use  
i. Letter dated December 13, 2018  
Annex A  
Pages 1-2
3. Ian Overend and Terry Karleen, Sunshine Coast Pickleball Association  
Regarding: Summer Ice in SCRD Arenas

#### REPORTS

4. General Manager, Planning and Community Development  
Cost-Benefit Analysis For Year Round Ice  
**(Voting – B, D, E, F, Sechelt, Gibsons, SIGD)**  
Annex B  
pp. 3-56
5. General Manager, Planning and Community Development  
Sunshine Coast Arena - Chiller Replacement  
**(Voting – B, D, E, F, Sechelt, Gibsons, SIGD)**  
Annex C  
pp. 57-61
6. General Manager, Corporate Services / Chief Financial Officer  
and Asset Management Coordinator  
2019 Recreation Facility Capital Funding Review  
**(Voting – B, D, E, F, Sechelt, Gibsons, SIGD)**  
Annex D  
pp. 62-77
7. General Manager, Corporate Services / Chief Financial Officer  
and Asset Management Coordinator  
Wastewater Asset Management and Rate Reviews  
**(Voting – A, B, D E, F)**  
Annex E  
pp. 78-87

8. **ADD** General Manager, Infrastructure Services and General Manager, Corporate Services / Chief Financial Officer Rural Area Curbside Collection Services Award Report – Next Steps  
**(Voting – B, D, E, F)** **ADD** pp. 87a – 87o
9. Senior Manager, Administration and Legislative Services Draft Association of Vancouver Island and Coastal Communities (AVICC) Resolutions  
**(Voting – All Directors)** Annex F pp. 88-92
10. Senior Manager, Administration and Legislative Services Provincial Nominee Regional Pilot Program  
**(Voting – All Directors)** Annex G pp. 93-99
11. Manager, Financial Services Parcel Tax Roll Review Panel  
**(Voting – All Directors)** Annex H pp. 100-101
12. Joint Report Corporate and Administrative Services – Semi-Annual Report for 2018  
**(Voting – All Directors)** Annex I pp. 102-110
13. General Manager, Corporate Services / Chief Financial Officer 2019 Rural Areas' Grant-in-Aid Timeline and Procedures  
**(Voting – A, B, D, E, F)** Annex J pp. 111-120
14. Financial Analyst Long Term Debt as at December 31, 2018  
**(Voting – All Directors)** Annex K pp. 121-124
15. Financial Analyst Revenue Anticipation Borrowing Cost-Benefit Analysis  
**(Voting – All Directors)** Annex L pp. 125-127
16. Manager, Purchasing and Risk Management Contracts Between \$50k and \$100K (September to December)  
**(Voting – All Directors)** Annex M p. 128
17. Manager, Financial Services Director Constituency and Travel Expenses for Period Ending December 31, 2018  
**(Voting – All Directors)** Annex N pp. 129-130

18. General Manager, Planning and Community Development or  
General Manager, Corporate Services / Chief Financial Officer  
Sunshine Coast Tourism and the Municipal and Regional District  
Tax  
**(Voting – All Directors)** Annex O  
pp. 131-184
19. General Manager, Corporate Services / Chief Financial Officer  
Sechelt Public Library – Brief Funding History  
**(Voting – A, B, D)** Annex P  
pp. 185-203

## COMMUNICATIONS

20. Legislative Assembly of British Columbia  
Regarding: Call for Written Submissions – Select  
Standing Committee on Crown Corporation  
**(Voting – All Directors)** Annex Q  
pp. 204-205
21. Sunshine Coast Resource Centre Society  
Regarding: Seniors Planning Table Funding Request  
**(Voting – All Directors)** Annex R  
pp. 206-209
22. Sunshine Coast Botanical Society  
Regarding: Request for Letter of Support  
**(Voting – All Directors)** Annex S  
p. 210
23. Sunshine Coast Quilters Guild  
Regarding: Dry Arena Rental Request  
**(Voting – All Directors)** Annex T  
p. 211
24. Sunshine Coast Roller Girls  
Regarding: Dry Floor Arena Use  
**(Voting – All Directors)** Annex U  
pp. 212-214
25. **ØADD** Eleanor Jenkins and Ted Bentley, Pickleball  
Regarding: Dry Floor Arena Use  
**(Voting – All Directors)** **ØADD**  
pp. 214a-  
214b
26. Government Finance Officers Association  
Regarding: Canadian Award for Financial Reporting for  
SCRD 2017 Annual Report  
**(Voting – All Directors)** Annex V  
pp. 215-216

## NEW BUSINESS

**IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) and (k) of the *Community Charter* – “litigation or potential litigation affecting the municipality” and “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

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**TO:** Corporate and Administrative Services Committee - January 31, 2019

**AUTHOR:** Remko Rosenboom – General Manager, Infrastructure Services  
Tina Perreault – General Manager, Corporate Services / Chief Financial Officer

**SUBJECT:** RURAL AREA CURBSIDE COLLECTION SERVICES AWARD REPORT – NEXT STEPS

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### RECOMMENDATION(S)

**THAT** the report titled Rural Area Curbside Collection Services Award Report – Next Steps be received;

**AND THAT** Sunshine Coast Regional District (SCRD) implements a bi-weekly Garbage Curbside Collection Service and a weekly Organics Curbside Service, both with a manual collection method;

**AND THAT** RFP 18 334 for Curbside Collection Services be awarded to Waste Management for the total of \$5,635,095 (before GST);

**AND THAT** the SCRD initiate public and stakeholder consultation regarding rural areas' curbside recycling services in 2019;

**AND FURTHER THAT** the delegated authorities be authorized to execute the agreement.

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### BACKGROUND

At the January 25, 2019 Infrastructure Services Committee meeting the report titled Rural Area Curbside Collection Services Award Report was received and included the outcomes of the Request for Proposal (RFP) for Curbside Collection Services (see attachments A and B).

The Committee requested the following draft recommendation at the January 25, 2019 meeting:

**Recommendation No. 3** *Rural Area Curbside Collection Services Award Report*

THAT staff include an overview of the cost of manual collection options in the report to be brought forward at the January 31, 2019 Corporate and Administrative Services Committee.

The SCRD provides weekly collection of garbage to residences within a defined collection area in Electoral Areas B, D, E and F, through function 355-Refuse Collection. This service is funded from user fees and the 2018 annual fee for a single-family dwelling was \$146.90.

Residents of Electoral Area A either self-haul to the Pender Harbour Transfer Station or hire a private collection contractor.

The current garbage collection contract for Electoral Areas B, D, E and F is set to expire February 28, 2019 and there are no extension options.

In order to meet the new contract start date of March 1, 2019, a RFP was prepared and issued in the fall of 2018. This RFP was a Joint Venture between the SCRD, District of Sechelt, and the Sechelt Indian Government District. The Town of Gibsons was invited to participate in the joint RFP process but chose not to.

The scope of the RFP included the curbside collection services for garbage, organics and recyclables, and the carts associated with those collection services.

The purpose of this report is to provide additional background information to support a decision to award one or more curbside collection services.

## **DISCUSSION**

### *Procurement process*

SCRD is legally required to adhere to provisions included in the tender documents of this RFP, including but not limited to how a bidder can expect their tender response to be evaluated. It is generally expected that the owner will award the contract based on the completed tender documentation alone and will not negotiate with the bidders. In the event the owner fails to comply with the terms and conditions set out in the original tender the bidder can argue a breach of contract.

### *Service continuity*

The current curbside contract expires on February 28, 2019, ending any existing contractual obligations for services.

If Waste Management, as the highest scoring proponent, is awarded a new contract the new equipment specified in their proposal will have an eight to ten-month procurement lead time and will order the trucks upon contract execution. As such, in the agreement, Waste Management will continue services under the current terms, at the contracted prices in place with no changes, until the new equipment arrives at which time the new services and rates would commence.

Waste Management is not bound by any agreement to continue their current service after February 28, 2019 if they would not be awarded this contract, for example if this tendering process was cancelled.

The contract term stated in the RFP is five years commencing on March 1, 2019 and expiring on February 29, 2024. SCRD has the option to renew the contract for two additional one-year terms. Awarding the contract for a different term than included in the RFP could have financial impacts for the SCRD and other participating local governments (District of Sechelt and Sechelt Indian Government District).

The rationale for a five year term is to provide the proponent sufficient contract duration to invest capital on the Coast.

*Financial Implications to Scope Amendments*

Although the SCRD reserved the right to cancel, award all or part of the scope of work described in the RFP there are potential financial impacts for other partnering local governments (District of Sechelt and Sechelt Indian Government District):

- If one of the Partnering local governments opts out of the procurement process in its entirety, the Vendor reserved the right to revisit pricing;
- If one of the Partnering local governments opts out of recycling services, there are no changes to the Vendor’s recycling rates submitted for the other municipalities;
- If one of the Partnering local governments opts out of garbage or organic services, the Vendor reserved the right to revisit pricing.

As the above statement confirms the reduction of the scope is possible, but any work that is removed from the process will need to go back to the public market.

The tender may also be cancelled if the decision is made in good faith, or for “legitimate purposes”, and in a manner ensuring equal treatment to all parties who had submitted compliant bids. As this tender was a collaborative process, staff recommend that before considering this as an option a legal opinion be sought.

*Overview financial impacts award options*

The table presented below summarizes the projected costs and user rates for each of the curbside collection services and collection methods.

<b>Curbside Collection Service</b>	<b>Manual Collection (Resident supplies cart)</b>		<b>Semi-automated Collection (SCRD buys cart)</b>	
	<b>Projected Annual Cost</b>	<b>Projected User Rate</b>	<b>Projected Annual Cost</b>	<b>Projected User Rate</b>
<b>Garbage</b>	\$422,845	\$74	\$490,809	\$86
<b>Organics</b>	\$704,174	\$123	\$757,103	\$132
<b>Recycling - Electoral Area B and D</b>	\$63,540	\$20	\$108,018	\$34
<b>Recycling - Electoral Area E and F</b>	\$274,134	\$107	\$310,002	\$121

SCRD could decide to have a different collection method for each stream, such as manual collection for garbage and organics and semi-automated collection for recycling. The financial impacts of those options could be calculated based on the information presented in the above table.

The total projected costs and user rates for the options as defined in the report titled Rural Area Curbside Collection Services Award Report presented at the January 25, 2019 Infrastructure Services Committee meeting are presented in the table below.

	<b>Manual Collection (Resident supplies cart)</b>		<b>Semi-automated Collection (SCRD buys cart)</b>	
	<b>Projected Annual Cost</b>	<b>Projected User Rate</b>	<b>Projected Annual Cost</b>	<b>Projected User Rate</b>
<b>Option 1: Garbage and Organics</b>	\$1,127,019	\$197	\$1,247,912	\$218
<b>Option 2: Garbage, Organics, Recycling - Electoral Area B and D</b>	\$1,190,559	\$217	\$1,355,930	\$252
<b>Option 3: Garbage, Organics, Recycling - All Electoral Area</b>	\$1,464,693	\$324	\$1,665,932	\$373

As previously indicated, the highest bidder reserves the right to revisit pricing if garbage or organics collection service is not awarded. It is consequently not possible to provide rates if SCR D only awards Garbage Curbside Collection Services. It should be noted that awarding only this service would require the current weekly collection frequency to be continued.

If the SCR D opts out of awarding Curbside Recycling services at this time, there would not be any financial implications at this time. This would allow for further public and stakeholder consultation before a decision is made if a new tendering process for this service is initiated.

On January 25, 2019 the Infrastructure Services Committee considered revising the decision by the previous Board to not allow for an opt-out option if Organics Curbside Collection would be implemented. Such a decision would increase the user rates for the residents with this service and not impact the contract with the highest scoring bidder for providing this service. If directed, staff could bring a report assessing an opt-out option to a future committee meeting prior to when this service would commence.

*Organizational and Intergovernmental Implications*

The Regional Organics Strategy was approved by the SCR D Board in January 2018 and was based on extensive consultation with processors, haulers, residents and staff from all three member local governments.

In October 2017, SCR D organized a workshop with the elected officials of the member local governments to share and discuss information and strategies to manage solid waste on the Sunshine Coast. The Regional Organics Strategy was one of the major agenda items at this workshop.

The implementation of the additional solid waste diversion programs, such as the curbside collection of organics or recyclables, by any of the local governments on the coast will result in extension of the lifespan of the Sechelt Landfill.



**STRATEGIC PLAN AND RELATED POLICIES**

The implementation of curbside collection services for Organics and Recycling would align with the objectives of the Solid Waste Management Plan and the Regional Organics Diversion Strategy.

**CONCLUSION**

Although SCRD reserves the right to cancel, award all or part of the scope of work described in RFP 18 334, exercising this right could result in financial impacts to SCRD and the other participating local governments (District of Sechelt and Sechelt Indian Government District). Changing the scope of work or other terms included in the RFP could expose SCRD to financial and legal risks.

Not awarding curbside collection services for garbage and organics would at this point have financial and possibly legal implications for SCRD and other participating local governments. Not awarding Recycling Curbside Collection Services would not have any such implications.

SCRD could decide to have a different collection method for each curbside collection service it awards.

To ensure service continuity in the garbage curbside collection service after February 28, 2019, it is recommended to award this service to the highest bidder, Waste Management.

As per the Solid Waste Management Plan and Regional Organics Strategy, staff recommend to award curbside collection service for organics. This is expected to result in an extended lifespan of the Sechelt Landfill of up to 1 year. If directed, staff can bring a report assessing an opt-out option to a future committee meeting prior to when this service would commence.

Staff recommend a manual collection method for both services.

Reviewed by:			
Manager		Finance	
GM		Legislative	
Acting CAO	X-T. Perreault	Other	X-V. Cropp

**Attachments:**

- A- January 25, 2019- Special ISC- Rural Area Curbside Collection Services Award Report
- B- Draft minutes January 25, 2019 Special Infrastructure Services Committee Meeting

## **SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Special Infrastructure Services Committee - January 25, 2019

**AUTHOR:** Remko Rosenboom – General Manager, Infrastructure Services  
Tina Perreault – General Manager, Corporate Services / Chief Financial Officer

**SUBJECT:** **RURAL AREA CURBSIDE COLLECTION SERVICES AWARD REPORT**

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### **RECOMMENDATION(S)**

**THAT the report titled Rural Area Curbside Collection Services Award Report be received;  
AND THAT this report be referred to the January 31, 2019 Corporate and Administrative  
Services Committee.**

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### **BACKGROUND**

The Sunshine Coast Regional District (SCRD) provides weekly collection of garbage to residences within a defined collection area in Electoral Areas B, D, E and F, through function 355-Refuse Collection. This service is funded from user fees and the 2018 annual fee for a single-family dwelling was \$146.90.

Residents of Electoral Area A either self-haul to the Pender Harbour Transfer Station or hire a private collection contractor.

The current garbage collection contract for Electoral Areas B, D, E and F is set to expire February 28, 2019 and there are no extension options.

SCRD's Solid Waste Management Plan (SWMP) includes the following new initiatives for curbside collection services:

- Food scraps (weekly)
- Recycling (bi-weekly)
- Bi-weekly garbage collection once food scraps and recycling are implemented

The SWMP has two diversion targets based on which services are implemented in which Electoral Areas:

- A 69% target is based on implementing the above mentioned curbside collection services for Electoral Areas B, D, E and F; and
- A 65% diversion target is based on implementing those services in Electoral Areas B and D only with E and F receiving only weekly garbage collection.

The recently-adopted Regional Organics Diversion Strategy includes the following related to curbside collection services:

- Implement a residential curbside food waste collection service for all SCRD residences that currently receive curbside garbage collection (Electoral Areas B, D, E, F).

The following 2017 Board Recommendations related to collection services were adopted:

346/17 **Recommendation No. 15** *Elected Officials Solid Waste Workshop Summary and Recommended Direction*

AND THAT the following agreed upon direction heard at the Elected Officials Solid Waste Workshop be integrated into the SCRD Solid Waste work plan:

- Implementation of regional disposal bans for recycling and commercial organics.

In February 2018, staff presented a report providing options for the new curbside collection contract. At the March 8, 2018 Board meeting, the Sunshine Coast Regional District passed the following recommendation, excerpt below:

**Recommendation No. 11** *Curbside Collection Services – Service Options*

THAT the report titled Curbside Collection Services – Service Options be received;

AND THAT the Curbside Collection Services Request for Proposal include Service Option 1, as follows:

**Service Option 1**

Garbage	Bi-weekly
Organics	Weekly
Recycling	Bi-weekly - Areas B, D, E, F

Note: The Organics Curbside Collection service includes the collection of food scraps and green waste (yard waste).

A previous Board supported a request to Recycle BC to support the curbside collection of recyclables for Electoral Areas B and D and not for E and F. Due to a change in eligibility criteria by Recycle BC, the Electoral Areas E and F no longer qualify for any support from Recycle BC. On July 11, 2018, SCRD received a letter from Recycle BC confirming their commitment for Electoral Areas B and D only. Consequently, the SCRD would have to fund 100% of the costs associated with the collection and processing of recyclables in Electoral Areas E and F.

## **DISCUSSION**

### *Procurement Process*

In order to meet the new contract start date of March 1, 2019, a Request for Proposal (RFP) was prepared and issued in the fall of 2018. This Proposal was a Joint Venture between the Sunshine Coast Regional District (SCRD), District of Sechelt, and the Sechelt Indian Government District. The Town of Gibsons was invited to participate in the joint RFP process but chose not to.

### *Overview*

The scope of the RFP included the curbside collection services for garbage, organics and recyclables, and the carts associated with those collection services.

The RFP was posted in accordance with best practice to meet public sector procurement standards, and our Trade Agreement obligations. The RFP was posted on BC Bid, SCR D website and advertised in the Coast Reporter on October 11, 2018. A four week bid opportunity was planned. An extension was requested by the vendor community and the Joint Committee agreed to extend to November 23, 2018.

The RFP was designed so proponents could choose to bid on some or all of the services, creating more opportunity for businesses of all sizes. The evaluation criteria were developed on the principle of value for money, with consideration of proposal suitability, safety and environmental programs, and community added value.

Four companies submitted proposals. One proposal was for all services, one was for single collection service and two were for only providing carts. All bids received were compliant and were evaluated as outlined below.

### *Method of Evaluation*

The RFP process was facilitated by the SCR D in collaboration with partnering staff from the District of Sechelt and Sechelt Indian Government District.

The Evaluation Committee's review identified Waste Management as the highest scoring proponent, and overall best value. Their proposal was for all services. Waste Management employs approximately 30 local residents, and offers employees a livable wage, medical and pension benefits, and can successfully fulfil the scope of work requirements.

### *Assessment of award options*

#### *Collection method*

Waste Management's proposal includes options for either manual or semi-automated collection of garbage, recyclables and organics.

With manual collection, residents would be responsible for supplying their own receptacles which would be placed at the curb and manually lifted into the collection vehicle by an operator.

With semi-automated collection, the driver will manually bring the container to the truck and lift it into the truck with a mechanical arm. This option requires the purchase of heavy duty collection carts.

*Collection Carts*

Waste Management's proposal allows for either Waste Management or the SCRD to purchase collection carts. In either case, cart assembly, distribution, inventory, and warranty management are Waste Management's responsibility over the contract life.

If Waste Management purchases the carts they would be financed over time through a higher rate for the collection services. At the end of the contract life the SCRD would become the owner of the carts. Alternatively, the SCRD would purchase the carts upfront through Waste Management and would be responsible for any associated financing.

Based on the borrowing rates available to the SCRD, it is recommended that the desired carts be purchased upfront, financed through a five-year equipment financing loan or Liability Under Agreement through the Municipal Finance Authority. It is estimated that this option will save ratepayers approximately \$650,000 over the life of the contract if all curbside collection services are fully implemented.

*Garbage Collection*

Waste Management's proposal includes the option that SCRD purchase large carts (134L) that allow for a semi-automated collection method. These could contain almost two times the volume of the ones currently being used (70L).

Alternatively, SCRD could choose a manual collection method and have residents continue to use their own containers. It is expected that the bi-weekly collection of garbage with the container size currently used would not meet the needs of all residents, even if curbside collection services for recycling and organics are implemented.

The estimated cost, inclusive of overhead, and projected annual user rate per household for each option are detailed in the table below:

<b>Option</b>	<b>Projected Annual Cost</b>	<b>Projected User Rate</b>
Manual Collection (Resident supplies cart)	\$422,845	\$74
Semi-automated Collection (SCRD buys cart)	\$490,809	\$86

*Organics Curbside Collection*

Waste Management's proposal for the collection of food scraps includes the option to supply carts to all residential households. When implementing this service Waste Management will also provide all households outreach materials and a small container for use in the kitchen (a kitchen catcher).

Green waste would be picked up if contained in large fully compostable yard waste bags. These bags could be purchased from Waste Management or from several local retailers.

Implementing an Organics Curbside Collection service would align with the Regional Organics Diversion Strategy as adopted in February 2018. Diverting organics from the landfill is widely considered to be an effective method of extending the lifespan of the landfill. The implementation of this service could also benefit the SCRD in future discussions with regulatory agencies about its long term solid-waste management.

The estimated cost, inclusive of overhead, and projected annual user rate per household for each option are detailed in the table below:

<b>Option</b>	<b>Projected Annual Cost</b>	<b>Projected User Rate</b>
Manual Collection (Resident supplies cart)	\$704,174	\$123
Semi-automated Collection (SCRD buys cart)	\$757,103	\$132

*Recycling Curbside Collection*

Waste Management would provide carts for the bi-weekly collection of paper and containers (plastic and metal). These materials are selected for curbside collection as they represent the largest streams of recyclable materials. Even following implementation of curbside collection of these recyclables, these materials would continue to be accepted at recycling depots.

Recycle BC will provide additional incentives for implementing the curbside collection of recyclables in Electoral Areas B and D to offset hauling costs and would fully fund processing costs. Implementing this service in these areas would require an amendment to the current contract with Recycle BC, which will take approximately 3 months to complete.

For Electoral Areas E and F, where the SCRD has arranged the processing of the collected recyclables, the initiation of a competitive bid-process would be required.

Our contract with Recycle BC does not allow for SCRD to equalize the costs for providing Recycling Curbside Collection service over the four participating Electoral Areas.

The estimated cost, inclusive of overhead, and projected annual user rate per household for each option are detailed in the table below:

<b>Option with Electoral Area specific costs</b>	<b>Projected Annual Cost</b>	<b>Projected User Rate</b>
<b><u>Electoral Area B and D</u></b>		
Manual Collection (Resident supplies cart)	\$63,540	\$20
Semi-automated Collection (SCRD buys cart)	\$108,018	\$34
<b><u>Electoral Area E and F</u></b>		
Manual Collection (Resident supplies cart)	\$274,134	\$107
Semi-automated Collection (SCRD buys cart)	\$310,002	\$121

*Additional Financial Impacts*

Landfill

The implementation of organics and recycling curbside collection by SCRD, combined with those of the District of Sechelt and the Sechelt Indian Government District would result in a diversion of approximately 1,700 tonnes of waste from the Sechelt Landfill annually. Although this results in a savings for the Refuse Collection service, landfill tipping fee revenue will see a reduction of up to \$255,000 (10%) annually. Tipping fees currently fund 100% of landfill operations.

Conversely, the reduction in waste being landfilled will extend the expected lifespan of the Sechelt Landfill by an estimated 9 to 13 months. This would allow contributions to the landfill closure reserve to be spread out over a longer period, allowing for the annual contribution to be reduced by \$85,000. Closure reserve contributions are funded from taxation.

In consideration of the nature of these estimates, particularly with respect to tonnage and density of landfilled waste and the associated impact on landfill lifespan, Staff recommend monitoring the impact that changes to curbside services have on landfill tonnage and density in the first year of implementation. As a contingency, closure reserve funding can be temporarily reallocated to fund landfill operations if necessary during the first year.

Green Waste

The tonnage of green waste residents will drop off at the South Coast drop off site in Gibsons is expected to decrease with the implementation of an Organics Curbside Collection service. This will result in a currently unknown decrease in the green waste hauling costs. Staff will monitor this decrease and report these to the Board after the first whole year of an Organics Curbside Collection service being in place.

Recycling Depots

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

Implementation in Areas E and F would not impact incentive rates but would result in reduced depot volumes. It is estimated this would result in a \$20,000 to \$40,000 reduction based on a 20% to 40% reduction in volume.

Depot services are funded through the Solid Waste service funded from taxation with incentive revenue used to offset taxation. Based on current service levels and contract commitments, any decrease in incentive revenue will need to be offset by higher taxation.

**Service level options**

Semi-automated collection is recommended for all curbside collection services as the use would be the most convenient option for residents. Given the financial benefit to SCRD, it is recommended that the SCRD purchase the carts from Waste Management.

With respect to the implementation of the curbside collection of organics and recyclables the following options are suggested for consideration:

Option 1: Organics Curbside Collection in all Electoral Areas.

Option 2: Organics Curbside Collection in all Electoral Areas and Recycling Curbside Collection in Electoral Areas B and D.

Option 3: Both Organics Curbside Collection and Recycling Curbside Collection in all Electoral Areas.

The estimated cost, inclusive of overhead, and projected annual user rate per household for each option are detailed in the table below:

<b>Curbside Collection Options</b>	<b>Garbage</b>	<b>Organics</b>	<b>Recycling Areas B&amp;D</b>	<b>Recycling Areas E&amp;F</b>	<b>Total</b>
Option 1	\$86	\$132	-	-	\$218
Option 2	\$86	\$132	\$34	-	\$252
Option 3	\$86	\$132	\$34	\$121	\$252 / \$339

Staff is requesting direction on the preferred Curbside Collection Option.

The annual estimated base cost for the implementation of all three services over the five-year term of the contract is \$4,427,931, plus the estimated capital cost for purchasing of the carts of \$1,523,700.

*Timeline for next steps or estimated completion date*

Next steps are to award and execute a contract with the successful proponent. The new services will require significant capital investment for new equipment, therefore, the services are not anticipated to begin until late Q4 2019. Arrangements have been made with the current contractor to secure ongoing delivery of the current service until such time.

Therefore, staff do not recommend any material changes to rates for 2019 as financial implications resulting from changes to service delivery, such as reductions to tipping revenues, Recycle BC incentives, and other landfill related impacts will take time to emerge and be confirmed. Staff will bring a subsequent report to a February 2019 Committee meeting for recommended Refuse Collection Bylaw rate changes.

*Communications Strategy*

Staff and Waste Management will develop and implement a project-specific communication plan. This plan will include notices in newspapers, website and social media as well as door-to-door delivery of detailed information prior to the start of any new services.

**STRATEGIC PLAN AND RELATED POLICIES**

The implementation of curbside collection services for Organics and Recycling would align with the objectives of the Solid Waste Management Plan and the Regional Organics Diversion Strategy.



**CONCLUSION**

Waste Management was considered the highest scoring proponent in a competitive and open tendering process for curbside collection services for garbage, recyclables and organics.

Staff request direction on the preferred option for the implementation of curbside collection for organics and recyclables.

Staff recommend the following award options:

- Semi-automated collection for all selected curbside collection services
- Financing of the purchasing of the carts for all selected curbside collection services upfront by the SCRD.

In order to ensure the Committee has sufficient time to consider this report, referral to the January 31, 2019 Corporate and Administrative Services Committee is recommended.

Reviewed by:			
Manager	X – V. Cropp	Finance	
GM		Legislative	
CAO	X – J. Loveys	Other	X – B. Wing

**SUNSHINE COAST REGIONAL DISTRICT  
SPECIAL INFRASTRUCTURE SERVICES COMMITTEE**

**January 25, 2019**

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

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**PRESENT:**

Chair	D. McMahon
Directors	M. Hiltz L. Lee L. Pratt A. Tize A. Toth (Alt) B. Rowe (Alt) B. Beamish

**ALSO PRESENT:**

Chief Administrative Officer	J. Loveys
GM, Infrastructure Services	R. Rosenboom
GM, Corporate Services/Chief Financial Officer	T. Perreault
Manager, Solid Waste Operations	A. Kumar
Recording Secretary	T. Ohlson
Media	1
Public	7

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**CALL TO ORDER** 9:30 a.m.

**AGENDA** The agenda was adopted as presented.

**PRESENTATIONS and DELEGATIONS**

*Staff provided a presentation regarding SCRD Solid Waste Management Overview.*

**REPORTS**

**Recommendation No. 1** *SCRD Solid Waste Management Overview*

The Infrastructure Services Committee recommended that the report titled SCRD Solid Waste Management Overview be received for information.

**Recommendation No. 2**     *Rural Area Curbside Collection Services Award Report*

The Infrastructure Services Committee recommended that the report titled Rural Area Curbside Collection Services Award Report be received.

*The Infrastructure Services Committee recessed at 10:55 a.m. and resumed at 11:05 a.m.*

**Recommendation No. 3**     *Rural Area Curbside Collection Services Award Report*

The Infrastructure Services Committee recommended that staff include an overview of the cost of manual collection options in the report to be brought forward at the January 31, 2019 Corporate and Administrative Services Committee.

**ADJOURNMENT**                      12:10 p.m.

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Committee Chair

**From:** [eleanorjen@gmail.com](mailto:eleanorjen@gmail.com) [mailto:[eleanorjen@gmail.com](mailto:eleanorjen@gmail.com)]  
**Sent:** Monday, January 28, 2019 12:19 PM  
**To:** Ted Bentley <[tedmarybentley@gmail.com](mailto:tedmarybentley@gmail.com)>  
**Cc:** Tina Perreault <[Tina.Perreault@scrd.ca](mailto:Tina.Perreault@scrd.ca)>  
**Subject:** Re: Dry Floor Activities vs Ice at Arenas

Hello Ted,

My husband and I thoroughly enjoy Pickleball - the play, the fun, the social group. Ice sports have never grabbed my interest. Yet, a well played non violent hockey game using intelligent skill, and also the skill and dance of figure skating are a joy to others that I respect and do appreciate watching. In fact I have five family members involved in ice sports. For the grandchildren there are hours of practice, and for the adults there are financial challenges as with many sports today. Two in my family are dedicated volunteers for ice sports.

Us and them thinking is divisive. Our youth are our future. Sport teaches more than play. It encourages team skills, along with the physical, mental, and social skills that benefit our society. As adults, we ought to be mature leaders enriched by and enriching our society.

We have two ice skating rinks here on our coast. There is absolutely no reason they cannot be shared, one for dryland sports and one for ice sports, until appropriate dryland facilities are built here. For myself, I do not care to play in the atmosphere of the rinks. I do however appreciate the wood floors we play on in such as the Davis Bay School during the winters.

We lead by example. Is this the example we offer our youth here on the coast?

Regards, Eleanor Jenkins.

Sent from my iPad

On Jan 26, 2019, at 08:45, Ted Bentley <[tedmarybentley@gmail.com](mailto:tedmarybentley@gmail.com)> wrote:

Hello All:

As I am sure you are aware, dry floor activities at Sechelt Arena, including pickleball have, in effect, been under attack by a small group of ice users who want to extend ice year round, or as close to that as they can get it. Obviously this would have a major impact on pickleball as well as lacrosse, roller derby and other users. This is not a new issue. The ice folk have been pursuing their goal for many years. You will recall that last year they managed to persuade the SCR D to extend ice time at Sechelt Arena that cost pickleball 3-4 weeks of floor time. Your association, led by Ian Overend and Terry Karleen, have been pursuing this issue

with great diligence and persistence over the past year through numerous meetings with SCRD staff and research on the issue. Next Thursday, January 31, Ian and Terry will be presenting the case for pickleball to the SCRD Corporate and Administrative Services Committee at 9:30 am at the SCRD offices on Field Road. Now is the hour for pickleball players on the Coast to show their passion for the sport by showing up at this meeting to support Ian and Terry and pickleball on the Coast. I encourage any and all of you who are on the Coast to make a little time for this meeting. Fill the room to overflowing. Show the SCRD Board that we really care about this issue. Remember, the world is run by those who show up.

The following link provides a copy of the meeting Agenda and the Staff report on the issue

<http://www.scrd.ca/files/File/Administration/Agendas/2019/2019-JAN-31%20CAS%20Agenda%20PACKAGE.pdf>

Tom Pinfold  
Chair, SCPA

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“Ring the bells that can still ring.  
Forget your perfect offering.  
There is a crack in everything.  
That’s how the light gets in.”  
- Leonard Cohen

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