



INFRASTRUCTURE SERVICES COMMITTEE

Thursday, May 21, 2020
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

2. General Manager, Infrastructure Services
Water Supply Update
(Voting – All) Verbal
3. General Manager, Corporate Services / Chief Financial Officer
2020 Utility Fees- Penalty Deferrals
(Voting – A, B, D, E, F, Sechelt) Annex A
pp 1 -12
4. Manager, Solid Waste Programs
Solid Waste Programs – Sources of Funding
(Voting – All) Annex B
pp 13 - 17
5. General Manager, Infrastructure Services
Regional Diversion – Annual Update
(Voting – All) Annex C
pp 18 - 27
6. Manager, Capital Projects
RFP 2037002 Contract Award for Groundwater Investigation
Phase 2, Part 2 and Groundwater Investigation Phase 3 – Gray
Creek
(Voting – A, B, D, E, F, Sechelt) Annex D
pp 28 - 30

COMMUNICATIONS

7. Honourable Minister Selena Robinson, Ministry of Municipal Affairs
and Housing dated April 22, 2020 Annex E
pp 31
Regarding Grant Funding for Merrell Crescent Wastewater
Treatment System
(Voting – All)

8. Honourable Minister Selena Robinson, Ministry of Municipal Affairs and Housing dated April 22, 2020

Annex F
pp 32

Regarding Grant Funding for Greaves Road Wastewater Treatment System
(Voting – All)

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (2) (b) of the *Community Charter* – “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee- May 21, 2020
AUTHOR: Tina Perreault, General Manager Corporate Services/Chief Financial Officer
SUBJECT: 2020 UTILITY FEES- PENALTY DEFERRALS

RECOMMENDATION(S)

THAT the report titled 2020 Utility Fees- Penalty Deferrals be received;

And THAT the following User Fee and Charges Bylaws be amended to postpone the application of 2020 penalties for unpaid utility fees and charges from June 16 to September 30:

- **Bylaw 422 – Water Rates & Regulations**
- **Bylaw 428 – Sewage Treatment Facilities Service Unit**
- **Bylaw 430 – Woodcreek Park Sewer User Rates**
- **Bylaw 644 – Painted Boat Wastewater**
- **Bylaw 714 – Sakinaw Ridge Wastewater**
- **Bylaw 431 – Waste Collection**

AND FURTHER THAT staff report back on the status of unpaid utility bills as part of the Q3 Variance report.

BACKGROUND

In mid-April, the Sunshine Coast Regional District's (SCRD) utility bills were distributed to users, which aligned with prior year's timelines. These bills include user rates and frontage charges for the: Regional, North and South Pender Water service; wastewater/sewage services; and curbside refuse collection services for a portion of the rural areas (Area B, D, E, & F). The cumulative amount billed for 2020 was approximately \$6.75 million (\$5.14 million-2019) and to date over \$1 million has been paid. The respective Bylaws which govern the fees and charges are as follows:

- Bylaw 422 – Water Rates & Regulations
- Bylaw 428 – Sewage Treatment Facilities Service Unit
- Bylaw 430 – Woodcreek Park Sewer User Rates
- Bylaw 644 – Painted Boat Wastewater
- Bylaw 714 – Sakinaw Ridge Wastewater
- Bylaw 431 – Waste Collection

Many of these services saw large rate increases, resulting in a considerable amount of feedback from the public.

As part of the 2020-2024 Financial Plan Bylaw amendments ratified on March 31, 2020, user rates and fees for utilities were not amended as projects which required funding from the rate increase remained in the Budget. These projects include the over 45 new water projects, the new curbside organics collection service, and the alignment and sustainable funding for the wastewater/sewer services.

The COVID-19 pandemic is causing an abrupt and immeasurable amount of social and economic hardship. In consideration of the pandemic and in recognition of the feedback from ratepayers and impacts on the community, staff are presenting options for the Committee to consider that may provide temporary financial relief with respect to the payment of the 2020 utility bills.

DISCUSSION

Options and Analysis

User fees and frontage charges are for services received from January 1 to December 31 of each year. All of the above referenced Bylaws currently have the following general payment terms and conditions (partial excerpts below):

- *The general rates or charges payable shall be due and payable by 4:30 p.m. PST on June 15 of the billing year. If June 15 falls on a Saturday, Sunday or Statutory Holiday the due date shall become the first business day immediately following June 15 for that year. If not paid by the due date, a non-compounding 2% monthly interest charge shall be imposed upon the unpaid balance.*
- *Interest is imposed on outstanding account balances in excess of \$10.00.*
- *Any rate remaining unpaid on the thirty-first (31st) day of December will be deemed to be taxes in arrears and will be recovered in the manner provided in the Local Government Act.*

The Bylaws were amended in 2017 for the calculation of penalties and interest on utility fees from a flat rate to the 2% non-compounding. The prior interest calculation was:

- *If not paid by the due date a penalty of 10% shall be imposed upon the unpaid balance.*

The SCRD budgeted and collected the following penalty revenue over the past 3 years:

Year	2017	2018	2019	2020
Budgeted	60,700	60,700	53,700	58,440
Actual	54,489	56,187	67,074	t.b.d.

The impact to the change in 2017 resulted in less penalty revenue being collected and the budget was not amended to reflect the new change until 2019.

With the SCRD offices currently closed to the public, rate payers may choose to pay in full or in installments by the following options:

- Pay in installments through [MYSCRD](#) via credit card
- Set up recurring payment with online banking
- Send post-dated cheques

Any amounts collected after the current year is paid in full are left on account for the subsequent year. Therefore, one could pay weekly, monthly or quarterly installments.

In late April, the Province announced several financial measures for local governments during COVID-19, such as postponing late payment penalties and delayed remittances of certain types of payments to September 30. Therefore, staff are proposing that for 2020, the SCRD look to amend its current Bylaws to allow for utility penalties to be postponed and provide options to the following.

Option 1-Defer interest charges and penalties from June 16 to September 30

This option aligns with other provincial deferral programs and provides an additional 106 day grace period for payments. It would also allow for rate payers to pay in installments while not incurring additional penalties. Draft amendment bylaws reflecting this change are provided in Attachment A.

Possible financial implications are provided below and although there is an expected negative variance with this option, staff believe it will not have a material impact on the service delivery for 2020. This option is recommended.

Option 2-Defer penalties for 2020

Any utility fees and charges that are not paid by December 31 are then transferred to property taxes. Amounts not paid with the SCRD rural areas are transferred and collected as part of 2021 property taxes through the provincial Surveyor of Taxes. Any unpaid amounts for properties within the District of Sechelt and the Sechelt Indian Government District are transferred and collected through the member municipalities through a transfer to taxes as well and remitted to the SCRD on August 1 with the current years' tax requisition.

This option would potentially result in the largest financial implication to the SCRD and may have a negative impact to the service's ability to balance its operational budget for 2020.

Option 3- Do not make changes to penalties for 2020

This option would stay status quo and would not require any changes to the Bylaws. This would not provide any financial relief to ratepayers and may create further financial hardship for ratepayers. Although this option is not recommended.

Financial Implications

To assess the financial implication of the deferral of payments as well as the reduction of penalty revenues, staff have compared 2019 revenue to the increased budgeted revenue for 2020 against the Municipal Finance Authority's short-term interest rates for those periods.

2019 Utility Billing Total (est.)	\$	5,141,000
2020 Utility Billing Total	\$	6,752,000
2019 ST Borrowing Rate		2.45%
2020 ST Borrowing Rate		1.58%

When unpaid amounts are transferred to tax, the SCRD must incur additional carrying costs until those amounts are paid by the surveyor of taxes and member municipalities on August 1 of the subsequent year.

For 2019, the SCRD had the following unpaid accounts resulting in carrying costs of \$12,752.

2019	Penalties	Unpaid Accounts	% Unpaid	Carrying Cost
June	\$ 18,263	\$ 913,150	17.8%	\$ 1,864
July	9,481	474,050	9.2%	\$ 968
August	8,780	439,000	8.5%	\$ 896
September	8,035	401,750	7.8%	\$ 820
October	7,625	381,250	7.4%	\$ 778
November	7,056	352,800	6.9%	\$ 720
December	6,568	328,400	6.4%	\$ 670
Transfer to Tax*		328,400	6.4%	\$ 6,034
	\$ 65,808			\$ 12,752

The net result of 2019 is a slight negative variance of **(\$644)** to actual penalties, less carrying costs, less budgeted penalty interest (\$65,808-\$12,752-\$53,700).

One assumption is that if the SCRD doubled the same trend in percentage of unpaid accounts as 2019, it would incur carrying cost of approximately \$21,602. It could also realize \$55,815 in penalties if applied from Oct 1-Dec 31. This is an estimate only and depending on payment trends these values are subject to change.

2020	Estimated Penalties	Estimated Increase in Unpaid Accounts over 2019	Unpaid Accounts	% Unpaid	Carrying Cost
June		100%	\$ 2,398,595	35.5%	\$ 3,158
July		100%	1,245,200	18.4%	\$ 1,640
August		100%	1,153,133	17.1%	\$ 1,518
September		100%	1,055,287	15.6%	\$ 1,389
October	\$ 20,029	100%	1,001,439	14.8%	\$ 1,319
November	\$ 18,534	100%	926,709	13.7%	\$ 1,220
December	\$ 17,252	100%	862,617	12.8%	\$ 1,136
Transfer to Tax*			862,617	12.8%	\$ 10,222
	\$ 55,815				\$ 21,602

Based on the scenario above, the estimated negative variance for 2020, depending if the Board chooses to defer penalties to Sept 30 or Dec 31 will range from **(\$24,227)** (\$55,815-21,606-58,440) up to **(\$80,042)** (\$58,440+21,602).

Timeline for next steps or estimated completion date

If approved, the referenced six Bylaws would be amended and presented at the May 28, 2020 Board Meeting for three readings and adoption.

Communications Strategy

Any approved changes to the 2020 utility fee penalties would be communicated through (but not limited to) the various media channels (by news release and advertisement in the SCRD Bulletin notice in the Coast Reporter), update to the Utility Billing FAQ's and SCRD website, social media, and information sharing as part of the public water sessions being held later in May as well as any other appropriate venue.

STRATEGIC PLAN AND RELATED POLICIES

Offering relief to ratepayers is in response to the COVID-19 pandemic and aligns with the SCRD Boards Strategic priorities of Infrastructure Management and Communication and Engagement.

CONCLUSION

In mid-April, the SCRD utility bills were distributed and many of these services saw rate increases, due in part to the many new water projects, resulting in a considerable amount of feedback from the public.

The COVID-19 pandemic is causing an abrupt and immeasurable amount of social and economic implications and in recognition of the impacts on the community and feedback from ratepayers, staff have presented three options to defer interest penalties for the Committee's consideration. They include: deferring interest penalties to September 30, which is in line with other provincial deferral programs; not charging interest penalties for 2020; and, no change. It is recommended that the application of interest penalties for 2020 utility bill payments be postponed to September 30 for 2020. This option is estimated to have the least amount of financial and service implications.

Once the Board approves any changes, the six impacted Bylaws will be amended accordingly. The timing to complete this change is by the May 28, 2020 Regular Board meeting.

Attachment A:

- Amendment Bylaw 422.36 – Water Rates & Regulations
- Amendment Bylaw 428.21 – Sewage Treatment Facilities Service Unit
- Amendment Bylaw 430.12 – Woodcreek Park Sewer User Rates
- Amendment Bylaw 431.23 – Waste Collection
- Amendment Bylaw 644.5 – Painted Boat Wastewater
- Amendment Bylaw 714.3 – Sakinaw Ridge Wastewater

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

Attachment A

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 422.36

A bylaw to amend *Sunshine Coast Regional District Revised Water Rates and Regulations Bylaw No. 422, 1995*

The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.36, 2020*.
2. *Sunshine Coast Regional District Revised Water Rates and Regulations Bylaw No. 422, 1995* is hereby amended as follows:
 - a) Renumber sections 24.4 through to 24.8 to 24.5 through to 24.9 respectively;
 - b) Insert a new section 24.4 as follows:

24.4 Despite section 24.3, in the event of a federal, provincial or local state of emergency, the non-compounding 2% monthly interest charges imposed upon unpaid balances, if not paid by the due date, shall not be imposed before October 1, 2020.

READ A FIRST TIME this day of

READ A SECOND TIME this day of

READ A THIRD TIME this day of

ADOPTED this day of

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 428.21

A bylaw to amend *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Bylaw No. 428, 1996*

The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.21, 2020*.
2. *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Bylaw No. 428, 1996* is hereby amended as follows:
 - a) Renumber sections 5.4 through to 5.7 to 5.5 through to 5.8 respectively;
 - b) Insert a new section 5.4 as follows:

5.4 Despite section 5.3, in the event of a federal, provincial or local state of emergency, the non-compounding 2% monthly interest charges imposed upon unpaid balances, if not paid by the due date, shall not be imposed before October 1, 2020.

READ A FIRST TIME this day of

READ A SECOND TIME this day of

READ A THIRD TIME this day of

ADOPTED this day of

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 430.12

A bylaw to amend *Woodcreek Park Sewer User Rates Bylaw No. 430, 1996*

The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited as *Woodcreek Park Sewer User Rates Amendment Bylaw No. 430.12, 2020*
2. *Woodcreek Park Sewer User Rates Bylaw No. 430, 1996* is hereby amended as follows:
 - a) Renumber sections 4 through to 9 to 5 through to 10 respectively;
 - b) Insert a new section 4 as follows:
 4. Despite section 3, in the event of a health, environmental or safety emergency, the non-compounding 2% monthly interest charges imposed upon unpaid balances, if not paid by the due date, shall not be imposed before October 1, 2020.

READ A FIRST TIME this day of

READ A SECOND TIME this day of

READ A THIRD TIME this day of

ADOPTED this day of

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 431.23

A bylaw to amend *Sunshine Coast Regional District Waste Collection Bylaw No. 431, 1996*

The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited as *Sunshine Coast Regional District Waste Collection Amendment Bylaw No. 431.23, 2020*.
2. *Sunshine Coast Regional District Waste Collection Bylaw No. 431, 1996* is hereby amended as follows:
 - a) Renumber section 5.1 (g) to 5.1 (h);
 - b) Insert a new section 5.1 (g) as follows:

5.1 (g) Despite section 5.1 (f), in the event of a federal, provincial or local state of emergency, the non-compounding 2% monthly interest charges imposed upon unpaid balances, if not paid by the due date, shall not be imposed before October 1, 2020.

READ A FIRST TIME this day of

READ A SECOND TIME this day of

READ A THIRD TIME this day of

ADOPTED this day of

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 644.5

A bylaw to amend *Painted Boat Community Sewage Treatment Fees and Charges Bylaw No. 644, 2012*

The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited as *Painted Boat Sewage Treatment Facilities Fees and Charges Amendment Bylaw No. 644.5, 2020*.
2. *Painted Boat Sewage Treatment Facilities Fees and Charges Bylaw No. 644, 2012* is hereby amended as follows:
 - a) Renumber sections 4.2 (c) through to 4.2 (d) to 4.2 (d) through to 4.2 (e) respectively;
 - b) Insert a new section 4.2 (c) as follows:

4.2 (c) Despite sections 4.2 (a) and 4.2 (b), in the event of a federal, provincial or local state of emergency, the non-compounding 2% monthly interest charges imposed upon unpaid balances, if not paid by the due date, shall not be imposed before October 1, 2020.

READ A FIRST TIME this day of

READ A SECOND TIME this day of

READ A THIRD TIME this day of

ADOPTED this day of

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 714.3

A bylaw to amend *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Bylaw No. 714, 2018*

The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited as *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Amendment Bylaw No. 714.3, 2020*.
2. *Sakinaw Ridge Community Sewage Treatment System Fees and Charges Bylaw No. 714, 2018* is hereby amended as follows:
 - a) Insert a new section 5.3 (d) as follows:

5.3 (d) Despite sections 5.3 (a) and 5.3 (b), in the event of a federal, provincial or local state of emergency, the non-compounding 2% monthly interest charges imposed upon unpaid balances, if not paid by the due date, shall not be imposed before October 1, 2020.

READ A FIRST TIME this day of

READ A SECOND TIME this day of

READ A THIRD TIME this day of

ADOPTED this day of

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – May 21, 2020

AUTHOR: Robyn Cooper, Manager, Solid Waste Programs

SUBJECT: SOLID WASTE PROGRAMS – SOURCES OF FUNDING

RECOMMENDATION(S)

THAT the report titled Solid Waste Programs – Sources of Funding be received.

BACKGROUND

At the January 30, 2020 Board Meeting, the following resolution was adopted:

026/20 (part) **Recommendation No. 7**

AND FURTHER THAT staff bring forward a report showing the Solid Waste Programs and sources of funding to a future Committee meeting.

The purpose of this report is to provide a summary of the Solid Waste Programs and sources of funding as per this resolution.

DISCUSSION

Solid Waste Programs are funded from a variety of sources including regional taxation, user fees and reserves. These programs are provided through two distinct services:

[350] Regional Solid Waste Service is utilized for the operations, services and staff time associated with solid waste programs, landfill operations, recycling depots and green waste. The service is funded from taxation and user fees in the form of tipping fees levied at SCRD facilities.

[355] Refuse Collection Service is utilized for the provision of curbside collection services of household waste. The user fee is collected from residential utility bills in the service area.

The following tables summarize the funding types and the associated programs. Budget amounts listed in the tables are for operations or contracted services only and do not include overhead, support service allocation, staffing, education or outreach materials. As well, the budget amount provided does not include specialized projects such as the 2020 Budget Proposal for the Sechelt Landfill Biocover Feasibility which are funded from taxation.

[350] Regional Solid Waste

Tax Funded Programs

Programs funded from regional taxation receive contributions from all SCR D Electoral Areas, Island residents and local governments. A summary is provided in Table 1.

Table 1 – Taxation Funded Programs under [350] Regional Solid Waste Service

[350] – Regional Solid Waste Service		
Source of Funding: Taxation		
Program or Service Name	Description	2020 Budget
Backroad Trash Bash	Started in 2012, the Backroad Trash Bash is a once per year clean-up event hosted by the SCR D where volunteers collect materials from illegal dump sites identified and inventoried by SCR D staff. The event changes location each year: Pender Harbour and Egmont, Halfmoon Bay to Roberts Creek and Elphinstone to Port Mellon.	\$8,000
Book Recycling	Contracted services for the collection and recycling of residential books.	\$14,400
Depot Recycling for Residential PPP	Three recycling depots provided via contracted services to collect residential packaging and paper products. Pender Harbour, Sechelt, Gibsons. 2020 Taxation: \$452,191 Estimated 2020 Recycle BC Tonnage Revenue: \$156,601	\$608,792 (74% funded through taxation)
Good Samaritan Program	Funds the tipping fees for materials removed from illegal dump sites by volunteers and delivered to the Pender Harbour Transfer Station or the Sechelt Landfill.	\$6,700
Islands Clean Up	A once per year barging service for SCR D island residents to collect residential garbage and recyclables. Serves all SCR D islands excluding Hardy Island. The budget amount funds contracted barging and hauling services and material disposal fees.	\$128,900
Landfill Closure Contributions	The SCR D is meeting their financial obligation to fund landfill closure via a reserve fund with annual contributions from taxation. Contributions increase by \$125,000/year for four years ending in 2021 per Board resolution 089/18 No. 9.	\$675,000 (2021 \$800,000)
Landfill Drywall Process Improvements	Increase to base budget funding approved in 2020 for additional staffing, outreach, training and equipment associated with the implementation of drywall process screening improvements. To be initiated in Q3 2020.	\$47,680
Remote Garbage Containers	Garbage bins are provided at several locations on the Sunshine Coast for use by Island residents,	\$19,000

	tourists or part-time residents. Refer to the report from the March 19, 2020 ISC Meeting Agenda for more information.	
Residential Self-Haul Green Waste Recycling Program	Three drop-off locations provided. One in each of Pender Harbour, Sechelt, Elphinstone. Program includes contracted services for containers and hauling, operations of south-coast drop-off depot and processing the green waste into compost. Hauling: \$85,728 Processing: \$226,800 South Coast Drop-off Depot Operations: \$101,440	\$413,968
WildSafe BC	Funding is utilized in conjunction with an annual grant from the BC Conservation Federation that funds a seasonal WildSafeBC Community Coordinator for the Sunshine Coast.	\$10,000

Tipping Fees

The operations of the Pender Harbour Transfer Station and Sechelt Landfill are funded from user fees. The user fees are charged as the tipping fees for the materials accepted at the two sites. Table 2 summarizes the operating costs for the two sites excluding SCR D staffing and associated overhead.

Table 2 – User (Tipping) Fee Funded Programs under [350] Regional Solid Waste Service

[350] Regional Solid Waste Service		
Source of Funding: User Fees (Tipping Fees)		
Program or Service Name	Description	2020 Budget
Pender Harbour Transfer Station - Contracted Services	Residents and commercial businesses can deliver a range of materials to the site and are charged tipping fees for those materials. Tipping fees are intended to be full cost recovery. Budget amount shown funds maintenance contract, hauling and processing of diverted materials.	\$421,030
Sechelt Landfill - Contracted Services	Residents and commercial businesses can deliver a range of materials to the site and are charged tipping fees for those materials. Tipping fees are intended to be full cost recovery. Budget amount shown funds maintenance contract, hauling and processing of diverted materials.	\$924,611
Area A Food Waste Drop-off Program	Residents and small businesses will be able to drop off up to 50L of food waste at the Pender Harbour Transfer Station. Funds would be used for the costs of hauling and processing food waste into compost. Tipping fee for food waste and program to be initiated in Q4 2020.	\$27,000 (2021 - \$54,000)

Pender Harbour Coupon Program	Pender Harbour residents are permitted to deliver one truck-load of materials to Pender Harbour Transfer Station at no charge. Materials are limited to those less than or equal to the tipping fee for garbage and does not include any item that has a per unit fee. This program is internally funded within the Regional Solid Waste service; landfill tipping fees are forgone and not recovered through any other service.	\$18,000 (Represents the value of forgone tipping fee revenue in 2019)
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Depending on the actual tipping fee revenue received and the actual operational costs, a portion of the tipping fees collected at the Sechelt Landfill are used to fund operational costs at the Pender Harbour Transfer Station. For 2020, the estimated amount is \$453,000.

Eco-Fee Reserves

The Eco-fee Operating Reserve is funded through a \$5 contribution for every tonne of municipal solid waste received at Sechelt Landfill and Pender Harbour Transfer Station to be used towards the implementation of waste reduction initiatives. A summary of programs funded from the Eco-Fee Reserve is provide in Table 3.

Table 3 – Reserve Funded Programs under [350] Regional Solid Waste Service

[350] Regional Solid Waste Service Source of Funding: Eco-Fee Reserves		
Name of Program	Description	2020 Budget
Waste Reduction Initiatives Program	Program that provides funding to community groups, non-profit societies, registered charitable organizations and school groups for projects that contribute to waste reduction or that divert materials from the landfill.	\$10,000
Backyard Composter Rebate Program	Program to provide rebates to residents of the community that install backyard composters. To be initiated in 2021.	\$10,000

In addition to the programs noted above, 50% of the funding for the Solid Waste Programs Coordinator position is derived from the eco-fee reserve. Budget funding from this source in 2020 is \$41,093.

[355] – Refuse Collection Service

Programs provided through the refuse collection service are funded from user fees collected from annual utility billing. Residents in SCR D Electoral Areas B, D, E and F within the service area, receive curbside collection services. The programs covered are summarized in Table 4.

Table 4 – User Fee Funded Programs under [355] – Refuse Collection Service

[355] – Refuse Collection Service		
Source of Funding: User Fees (Electoral Areas B, D, E and F only)		
Program or Service Name	Description	2020 Budget
Curbside Garbage Collection	Provision of weekly collection of one 77L can of residential garbage with disposal at the Sechelt Landfill. Service to be reduced to every-other-week once food waste collection service launches.	\$551,474 (2021 - \$374,374)
Curbside Food Waste Collection	Provision of weekly collection of one 45L can of residential food waste and composting of the collected food waste.	\$256,051 (2021 - \$522,969)
Coupon Program	Customers are permitted to deliver one truck-load of materials to the Sechelt Landfill at no charge at the time of drop-off. Materials are limited to those less than or equal to the tipping fee for garbage and does not include any item that has a per unit fee. The recovery of landfill tipping fees are funded through the Refuse Collection user fees.	\$63,500
	South Coast Drop-off - Provides a location on the South Coast for one-month for customers to deliver loads of material under the coupon program. Contracted services and the recovery of landfill tipping fees are funded through Refuse Collection user fees.	\$5,000

STRATEGIC PLAN AND RELATED POLICIES

This report provides background to achieving the Strategic Plan 2019 – 2023 goal of Sustainable Solid Waste Management.

CONCLUSION

This report provides information on the sources of funding for solid waste programs funded through the [350] Regional Solid Waste Service and [355] Refuse Collection Service.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – May 21, 2020
AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services
SUBJECT: REGIONAL DIVERSION – ANNUAL UPDATE

RECOMMENDATION(S)

THAT the report titled Regional Diversion – Annual Update be received.

BACKGROUND

The BC Ministry of Environment and Climate Change Strategy (MoE) requires all regional districts in BC to have a Solid Waste Management Plan (SWMP).

The SCR D's current SWMP was adopted by the Board in 2011 and outlines twenty-four initiatives that contribute to reaching targets by 2016. There are two targets: diversion and per capita disposal. The diversion target is 65%-69% and the per capita disposal target is 315kg – 279kg.

The purpose of this report is to provide an update on the SCR D's regional diversion from 2011 to 2019, the first eight years of the SCR D's SWMP.

DISCUSSION*Regional Diversion Data*

The format of the diversion data is consistent with the method utilized in the SWMP and was applied to the period of 2011 to 2019. This data was utilized for calculating waste generation, diversion rates and per capita disposal.

The data is compiled from the Sechelt Landfill, Pender Harbour Transfer Station, the SCR D recycling depots and green waste program, Extended Producer Responsibility (EPR) programs and from the curbside collection services in the District of Sechelt, Sechelt Indian Government District, Sunshine Coast Regional District Electoral Areas B, D, E and F and the Town of Gibsons. A summary of the types of materials collected for diversion is included as Attachment A.

A summary of the diversion data is provided in Table 1.

Table 1: SCR D Regional Diversion Data 2011 to 2019

Disposal and Diversion (t)	2011	2012	2013	2014	2015	2016	2017	2018	2019
Disposal									
Pender Harbour Landfill/Transfer Station	1,246	1,155	1,158	1,338	1,816	1,183	1,155	1,197	1,279
Sechelt Landfill	10,923	10,524	9,071	10,447	10,545	11,493	11,820	11,697	12,285
Total disposal	12,169	11,679	10,229	11,785	12,361	12,677	12,976	12,894	13,563
Diversion									
At Landfill & Transfer Station	1,444	2,483	2,285	2,244	3,614	4,427	4,873	4,560	3,257
Green Waste (<i>all sites combined</i>)	2,499	3191	3,437	3,672	3,415	4,343	4,061	4,209	4,077
Curbside Collection Programs	667	701	685	642	774	1,107	1,113	1,050	940
Depot Recycling	1,257	1,510	1,495	1,367	1,121	1,179	1,204	1,234	1,278
Extended Producer Responsibility	963	983	1,000	1,030	1,068	1,089	1,078	1,059	1,059
C&D Estimate (as per SWMP)	4255	4255	4255	4255	4255	4255	4255	4255	4255
Total diversion	11,085	13,123	13,158	13,210	14,247	16,399	16,585	16,368	14,866
Total waste generation (disposal + diversion)	23,254	24,802	23,387	24,995	26,608	29,076	29,561	29,262	28,429
Diversion rate (diversion/waste generation)	48%	53%	56%	53%	54%	56%	56%	56%	52%
Population	28,976	29,158	29,319	29,837	30,359	30,952	31,259	31,523	31,810
Disposal per person per year (kg)	420	401	349	395	407	410	415	409	426

*Not all 2019 EPR data yet available; 2018 data utilized

*Population estimates based on BC Stats as of April 16, 2019 and were updated for 2011-2019

*Landfill & Transfer station diversion does not include green waste or residential recycling as those are captured under green waste and depot recycling

Waste Generation

Waste Generation is the sum of waste disposed and diverted. Disposal means buried in the Pender Harbour Landfill (until 2015) and at the Sechelt Landfill. Whereas diversion means waste diverted from the landfill and includes materials recycled, composted, reused or waste exported for burial elsewhere.

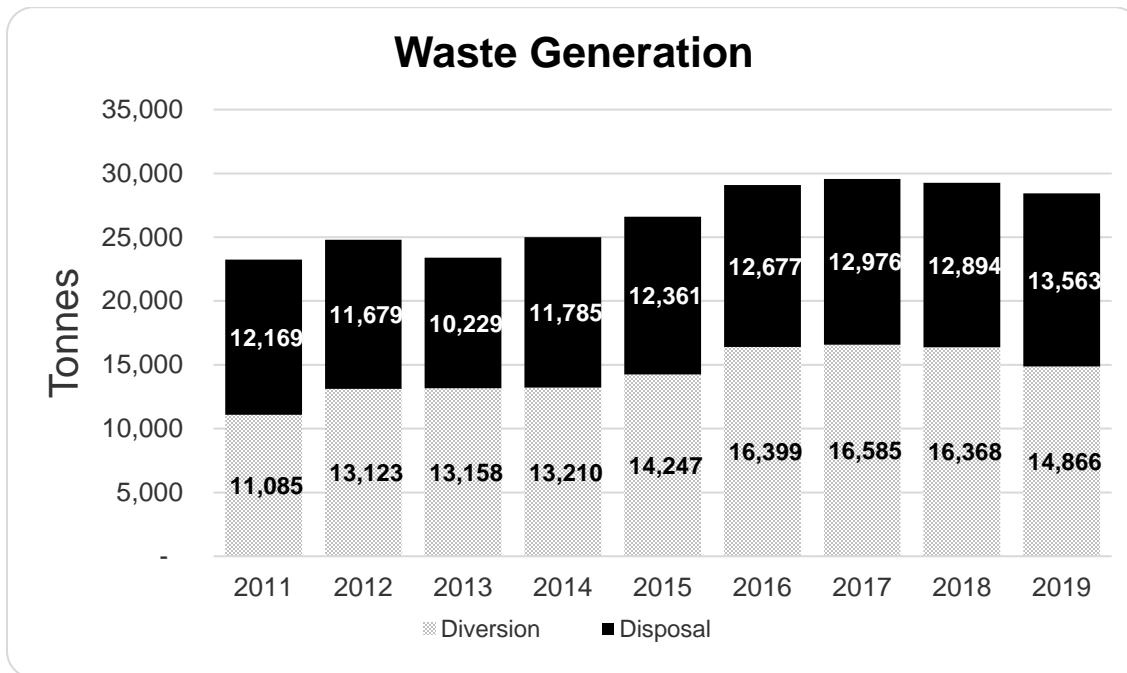
The trend from 2014 to 2017 had been an overall increase to the total waste generated. The primary factor contributing to this increase was considered to be a growing economy. However, in 2018 there was a small reduction in disposed materials at the Sechelt Landfill and a small overall reduction in diverted materials resulting in a small decrease in total waste generation in 2018 over 2017.

For 2019, there was an increase to disposed materials and a decrease to diverted materials at the landfill and transfer station, both attributed to roofing and dirty/contaminated wood being buried at the Sechelt Landfill in 2019. Whereas in prior years it was disposed off-coast and considered diversion. This, in conjunction with slight decreases to green waste and curbside recycling diversion resulted in an overall decrease to total waste generated.

Diversion tonnages for recycling at depots increased by approximately 74 tonnes from 2018 to 2019.

A summary of waste generation is provided in Figure 1.

Figure 1: Waste Generation



Diversion Rate

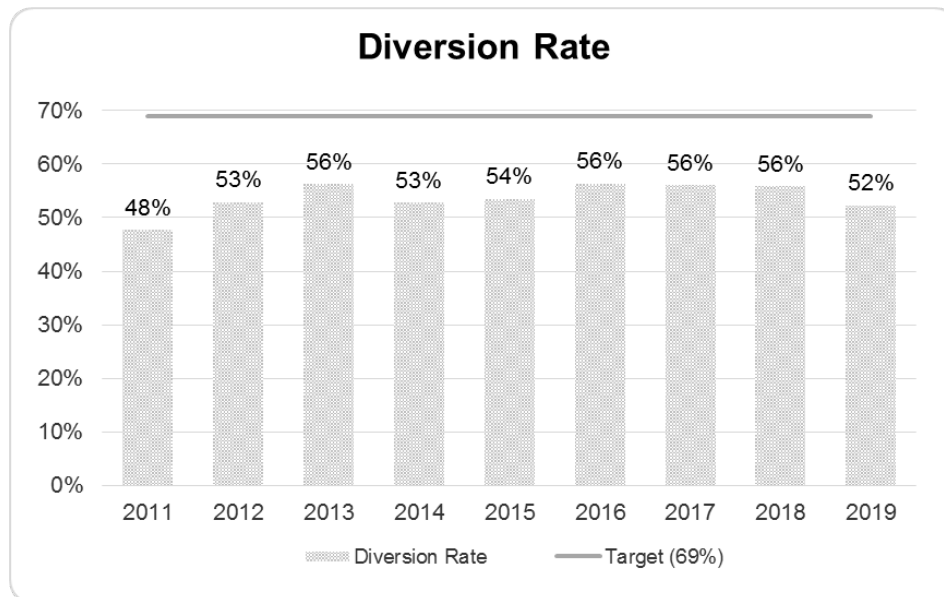
Diversion rate is calculated by dividing the diversion by the total waste generated.

2011 saw the lowest diversion rate at 48%. Since then, despite an overall increase in waste disposal, the diversion rate has remained fairly consistent with an improvement to 56% in 2016 and 2017. In 2019 there was an increase to disposed materials and a decrease to diverted materials attributed to roofing and dirty/contaminated wood being buried in the Sechelt Landfill, whereas prior years was disposed off-coast and considered diversion. This has resulted in an overall diversion rate of 52% for 2019. A summary of diversion is provided in Figure 2.

For 2020, roofing will continue to be buried until a recycling option exists. However, dirty/contaminated wood is now being diverted and utilized locally which will improve the diversion rate for 2020.

Additionally, the SCRCD is planning for implementation of curbside collection of food waste in Q3 2020 and the District of Sechelt’s launch is anticipated for Q4 2020 (or possibly Q1 2021) which will contribute to increased diversion.

Figure 2: Diversion Rate

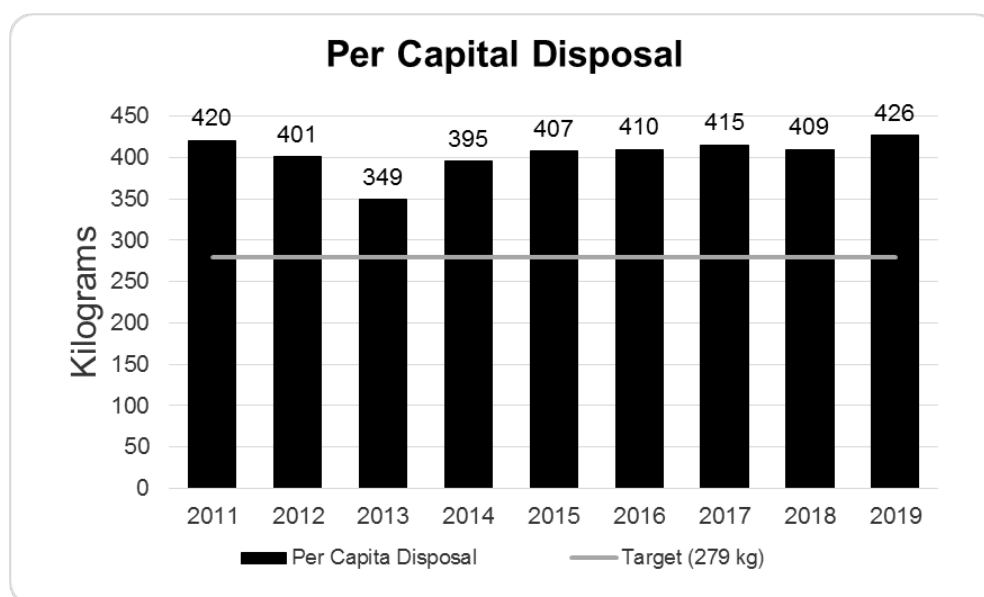


Per Capita Disposal

Per capita disposal is calculated by dividing the waste disposed by the population and is expressed in kilograms. The population estimates are from BC Stats as of April 16, 2019 and were updated for 2011-2019.

Disposal is typically related to economic trends. Since 2014, there has been a steady improvement to the economy with a corresponding increase to disposal. The 2019 per capita disposal was 426kg. The increase is attributed to the burial of roofing and dirty/contaminated wood in 2019.

Figure 3: Per Capita Disposal



Residential Curbside Collection

Residential curbside collection services are provided by each of the local governments on the Sunshine Coast and the service type and frequency varies by jurisdiction.

Currently, the SCRCD provides weekly garbage collection services for residents residing in a defined area of Electoral Areas B, D, E and F.

The District of Sechelt provides weekly garbage collection, bi-weekly recycling and has had a collection pilot for organics (food waste and green waste) for 500 homes in Davis Bay since 2014.

The Sechelt Indian Government District provides weekly garbage and weekly recycling collection.

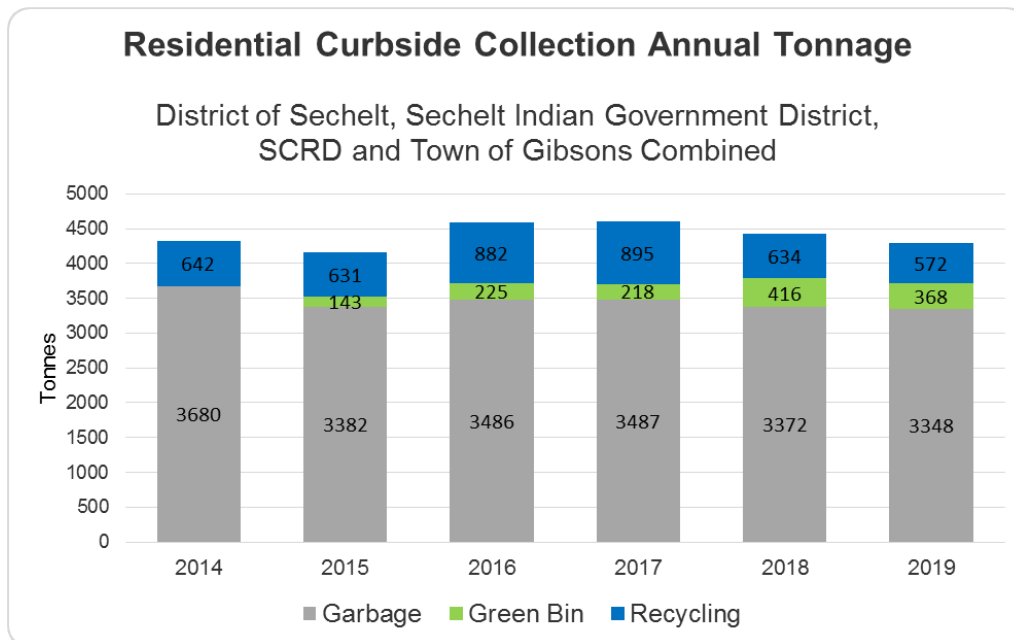
The Town of Gibsons provides weekly food waste collection that launched in 2018 at which time garbage collection services were reduced to bi-weekly.

Since 2016, there has been a decrease in overall annual waste generation and an increase in diversion opportunities with the District of Sechelt pilot collection of food waste and green waste which launched in 2015 and the Town of Gibsons food waste collection which commenced in 2018.

For 2019, when combined, there was a decrease overall waste generation over 2018 resulting from a decrease in all materials collected.

A summary by year with all jurisdictions combined is provided in Figure 4.

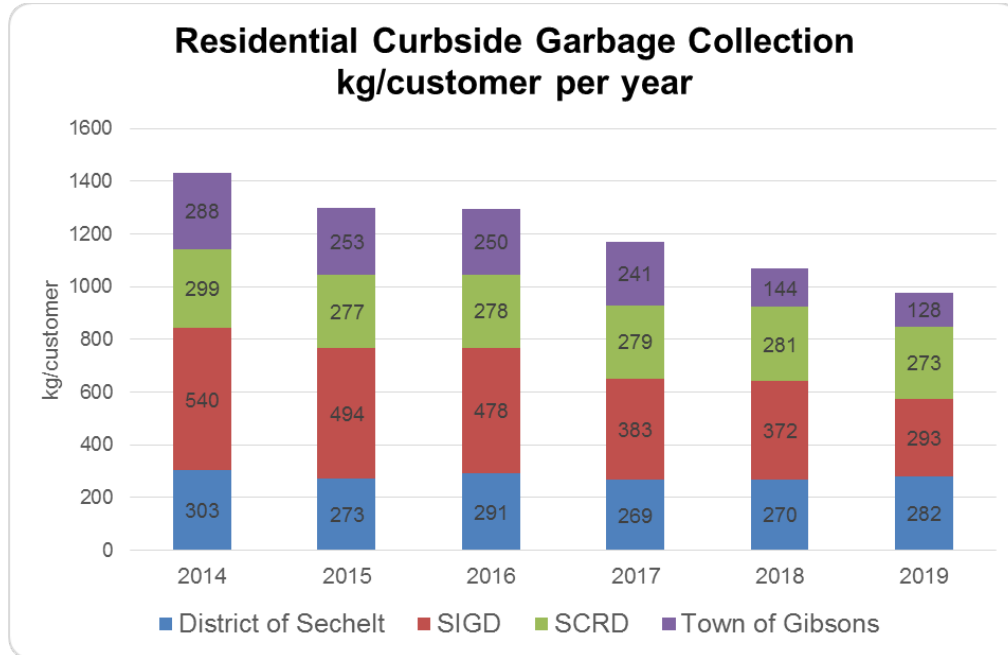
Figure 4: Summary of Residential Curbside Collection



Specifically for residential garbage collection, there has been a decrease in per household garbage disposal since 2016 for most local governments. This number is calculated by dividing total tonnage by the number of participants receiving the service for each jurisdiction and is

presented in kilograms. A summary is provided in Figure 5. It should be noted that the residential garbage collection tonnage for the Sechelt Indian Government District includes their annual spring clean-up.

Figure 5: Per Household Disposal for Residential Curbside Garbage Collection



The following is a summary for each local government in 2019 over 2018 for the overall residential curbside collection annual tonnages:

- For District of Sechelt, there was an increase to garbage and a slight decrease to recycling and food and yard waste.
- For Sechelt Indian Government District, there was a decrease to garbage and recycling was anticipated to be similar and as such 2018 data was utilized as 2019 data was not available.
- For SCRD, there was a decrease to garbage.
- For Town of Gibsons, there was a decrease to garbage and an increase to food waste.

Figures 6 to 9 provide a summary by jurisdiction and service type.

Figure 6: District of Sechelt Residential Curbside Collection

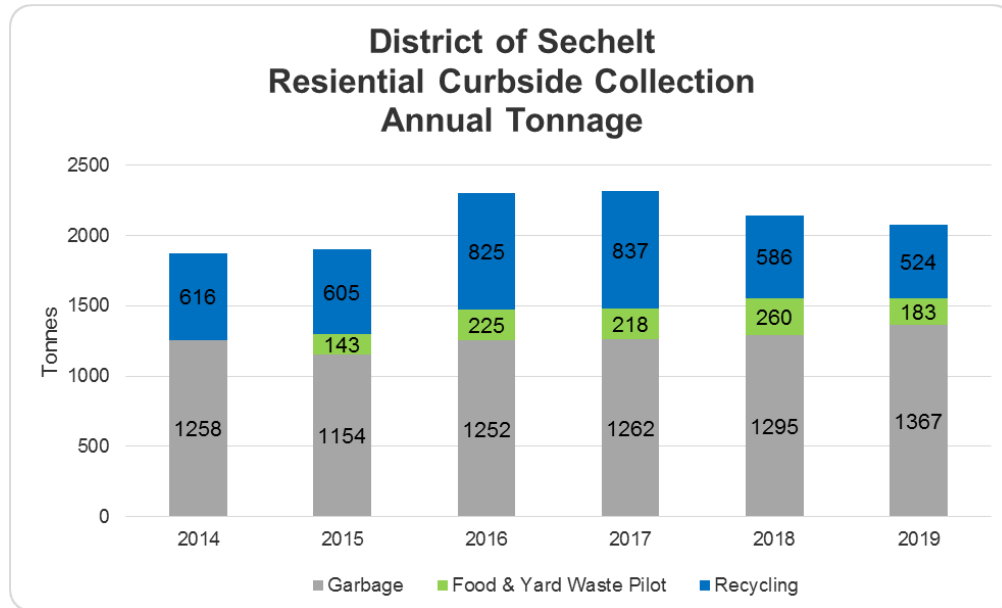


Figure 7: Sechelt Indian Government District Residential Curbside Collection

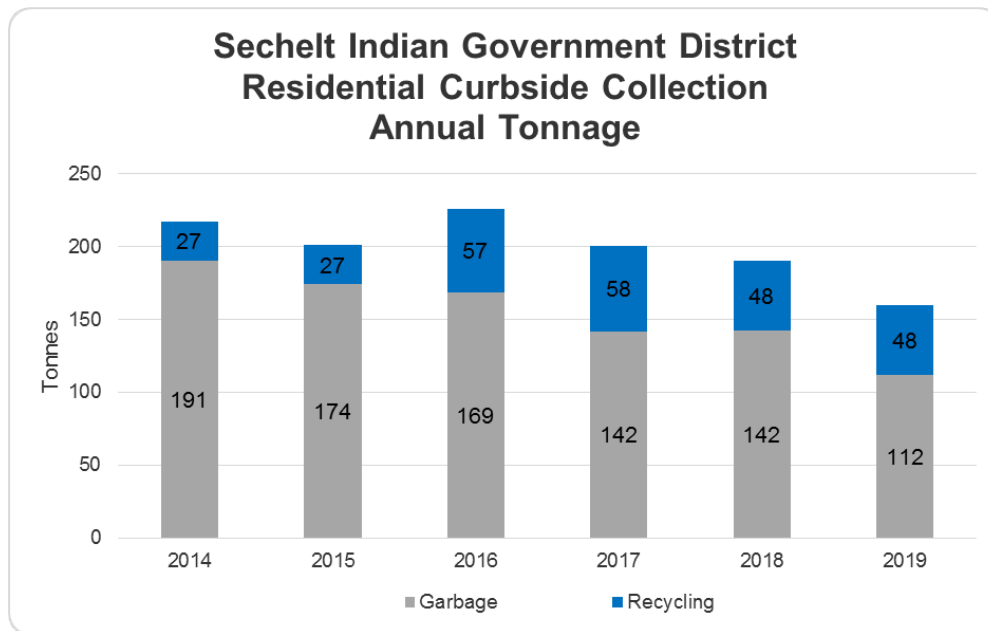


Figure 8: SCRD Residential Curbside Collection

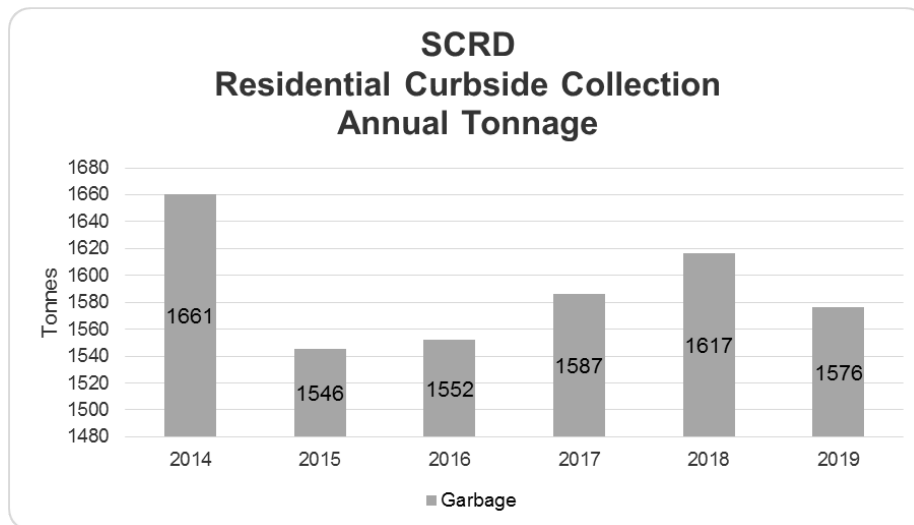
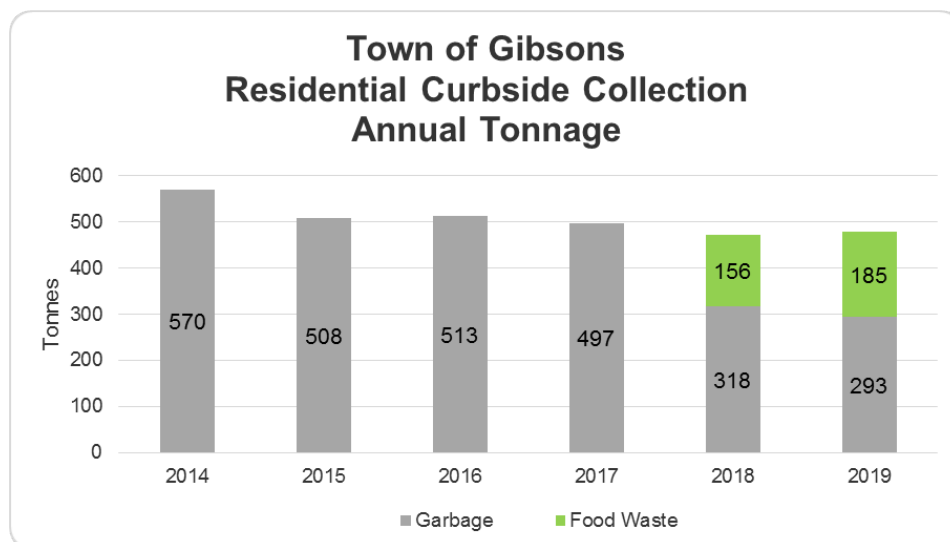


Figure 9: Town of Gibsons Residential Curbside Collection



Landfill Capacity

Based on the 2019 post-closure liability letter prepared by XCG Consulting Ltd., the Sechelt Landfill estimated remaining site life is approximately 6.1 years, to early 2026 at status quo diversion programs and services and status quo per capita disposal. This is an increase from late 2025 that was reported in the 2018 post-closure liability letter.

By comparing the 2018 Annual Report Landfill life of 6.9 years to 2019, 0.8 years' worth of remaining site life was used over the course of one year.

This increase to site life is likely attributed to a reduction in the use of cover soil.

The 2020 budget includes a Future Waste Disposal Options Analysis Study. Procurement for this project is anticipated to be initiated in Q2 2020.

Weekly residential food waste collection services are anticipated to proceed in Q3 2020 for the SCRD and Q4 2020/Q1 2021 for the District of Sechelt which is anticipated to increase diversion. As well, a residential food waste drop-off at the Pender Harbour Transfer Station is anticipated to be launched in Q3/Q4 2020. *Updates to Data*

Over the coming months, the 2019 annual reports for extended producer responsibility programs will be released. Once the data is available, the regional diversion data will be updated. It is not expected to affect the overall diversion percentage.

Solid waste tonnage data will continue to be provided as part of the existing quarterly reports (green waste, depot recycling, landfill) and regional diversion rates will be provided annually.

Communications Strategy

A specific web page was created for diversion data, www.scrd.ca/diversion. The 2019 data will be added to the web page in June.

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

The SCRD collects disposal and diversion data and calculates annual waste generation, diversion and per capita disposal rates.

There has been an increasing trend in disposal, diversion and waste generation from 2014 to 2017. The increase is likely attributable to a steady improvement to the economy. In 2019, there was a slight decrease to total waste generated, with a decrease to diversion at landfill/transfer station and increase to disposal. This change can be attributed to the burial of roofing and dirty/contaminated wood in 2019, whereas in prior years, these were diverted off-coast for burial at another landfill. This resulted in a decrease in diversion rate to 52%.

For curbside collection services, there has been a decrease in overall generation, a decrease in per household garbage for most local governments and an increase in diversion opportunities with the addition of the District of Sechelt's organics (food waste and green waste) pilot and the Town of Gibsons food waste collection service which had its first full year in 2019.

Further diversion and waste reduction is required in order to meet the targets identified in the SCRD's SWMP. The diversion of dirty/contaminated wood and the implementation of curbside collection services for food waste in the SCRD and District of Sechelt is expected to contribute to an increase in diversion and a decrease in waste disposed for 2020.

Attachments:

Attachment A: Diversion Materials Summary

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

Diverted Materials Summary

Service	Material Type Diverted
SCRD Landfill & Transfer Station	
Sechelt Landfill and Pender Harbour Transfer Station	Cardboard
	Glass
	Green Waste*
	Gypsum
	Mattresses
	Metal
	Reuse – Share Shed
	Tires
*Green waste is also collected at Salish Soils and Town of Gibsons Public Works Yard	Wood - Clean
Sechelt Landfill only	Paint (ProductCare)
Curbside Collection	
District of Sechelt	Food waste & green waste pilot, recycling ¹
Sechelt Indian Government District	Recycling ¹
Town of Gibsons	Food Waste
SCRD	Not applicable
SCRD Recycling Depots	
Gibsons Recycling, GRIPS, Salish Soils	As per Recycle BC - containers (plastic, metal paper, glass), paper and cardboard, Styrofoam food containers and packing blocks, plastic bags and overwrap and other flexible plastic packaging
Gibsons Recycling Depots	Books
Extended Producer Responsibility Programs	
Electrorecycle – small appliances e.g. toaster, microwave	
Encorp – beverage containers e.g. juice box, pop cans	
EPRA – electronics e.g. tv, computers	

¹ Curbside collection for recycling includes: containers (plastic, metal), paper and cardboard. The remaining materials accepted for recycling such as glass or polystyrene must be taken to a depot as per Recycle BC.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee, May 21, 2020

AUTHOR: Stephen Misiurak, Manager, Capital Projects

SUBJECT: RFP 2037002 CONTRACT AWARDS FOR GROUNDWATER INVESTIGATION PHASE 2 PART 2 AND GROUNDWATER INVESTIGATION PHASE 3 – GRAY CREEK

RECOMMENDATION(S)

THAT the report titled RFP 2037002 Contract Awards for Groundwater Investigation Phase 2 Part 2 and Groundwater Investigation Phase 3 – Gray Creek be received;

AND THAT the Groundwater Investigation Phase 2 Part 2 contract be awarded to Kalwij Water Dynamics Inc. in the amount up to \$272,070 (plus GST);

AND THAT the Groundwater Investigation Phase 3 – Gray Creek contract be awarded to Kalwij Water Dynamics Inc. in the amount up to \$148,408 (plus GST);

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

BACKGROUND

The Board adopted the following resolutions (excerpts) as part of the 2020 budget process at its regular meetings on January 9, 2020 and February 27, 2020 respectively:

004/20 (in part) **Recommendation No. 30** *Regional Water Service [370] – 2020
R1 Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 20 – Groundwater Investigation Phase 3 – Gray Creek, \$200,000 funded from Operating Reserves;

065/20 (in part) **Recommendation No. 34** *Regional Water Service [370] – 2020
R2 Budget Proposals*

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

- Budget Proposal 21 – Groundwater Investigation Phase 2, Part 2, \$375,000 funded from Operating Reserves;

The Groundwater Investigation Phase 2, Part 2 and Groundwater Investigation Phase 3 – Gray Creek Request for Proposal (RFP) was issued on March 30, 2020 and closed on April 27, 2020.

The two Projects were combined into a single RFP in order to benefit from efficiencies and consistencies from having a single consultant and set of subcontractor(s) conduct the work.

The RFP was issued to secure an experienced consultant to oversee the programs including well capacity testing and water quality analysis of six wells at five well sites in order to assess the feasibility of developing the sites into a production well or wells.

Following the completion of the test well investigation and pump testing, two separate reports will be brought forward with the results of the Phase 2, Part 2 Investigation and the Phase 3 - Gray Creek Investigation.

DISCUSSION

Analysis

Eleven compliant proposals were received. Led by Purchasing, the evaluation team consisted of four members. The evaluation team reviewed and scored the proposals against the defined set of criteria set out in the RFP document. Staff recommend that the Groundwater Investigation Phase 2, Part 2 and Groundwater Investigation Phase 3 – Gray Creek contracts be awarded to Kalwij Water Dynamics Inc. Their proposal met the specifications as outlined in the RFP and Kalwij Water Dynamics Inc. was determined to be the most qualified consultant overall for the above-mentioned projects.

Kalwij Water Dynamics Inc. fee estimate per the scope of the RFP was \$217,656 for Phase 2, Part 2 and \$106,006 for Phase 3 – Gray Creek.

Staff recommend an additional project contingency to allow for items such as payment for upsizing to a production well pipe size, exploring and or drilling additional test and or production wells on the selected sites and addressing any permitting requirements or other design work that is required in order to keep the project on schedule.

This contingency is only to be used on an as needed basis, through a contract amendment process, and must be approved by the SCRD in advance of completing the work.

Staff anticipate that a \$54,414 (25%) contingency for the Groundwater Investigation Phase 2 Part 2 project and a \$42,402 (40%) contingency for the Groundwater Investigation Phase 3 – Gray Creek project will be sufficient to address any additional required items.

The total recommended ‘up to’ contract values are summarized in the table below:

Kalwij Water Dynamics Inc.	Phase 2 Part 2 Contract Value (in the amount up to, not including GST)	Phase 3 – Gray Creek Contract Value (in the amount up to, not including GST)	Combined Contract Value (in the amount up to, not including GST)
Fee Estimate per RFP 2037002	\$217,656	\$106,006	\$323,662
Contingency	54,414	42,402	96,816
Total	\$272,070	\$148,408	\$420,478

Financial Implications

The 'up to' contract values, inclusive of contingency, are within the approved project budgets. Any approved funding not required will remain in the operating reserve and be available for use towards future projects.

Future phases associated with these projects are dependent on the results of the investigations and subject to separate budget and funding approval by the Board.

Timeline for next steps

Kalwij Water Dynamics Inc. proposal included a project schedule that initiates work promptly following the execution of the contract, with test well drilling and testing taking place over the summer months. A report summarizing the results of the Groundwater Investigation Phase 2, Part 2 and Groundwater Investigation Phase 3 – Gray Creek Phase 2 Investigation will be brought forward to the Board in Q4 2020.

STRATEGIC PLAN AND RELATED POLICIES

This project reflects the set of values identified in the Strategic Plan, including the Strategy to *Plan For and Ensure Year-Round Water Availability Now and in the Future*, and the Strategy to *Develop Climate Adaptation Strategy* through the investigation of additional water sources in effort to expand and diversify water supply.

CONCLUSION

In accordance with the SCRD Procurement Policy, RFP 2037002 was issued for consultants to conduct the Groundwater Investigation Phase 2, Part 2 and the Groundwater Investigation Phase 3 – Gray Creek, which includes drilling and testing six wells at five potential well sites.

Eleven compliant proposals were received.

It is recommended that RFP 2037002 contract for Groundwater Investigation Phase 2, Part 2 be awarded to Kalwij Water Dynamics Inc. in the amount up to \$272,070 (plus GST).

It is recommended that RFP 2037002 contract for Groundwater Investigation Phase 3 – Gray Creek be awarded to Kalwij Water Dynamics Inc. in the amount up to \$148,408 (plus GST).

Reviewed by:			
Manager		Finance	X – B. Wing
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Purchasing	X – V. Cropp



April 22, 2020

Ref: 252630

Lori Pratt, Chair
and Members of the Board
Sunshine Coast Regional District
1975 Field Rd
Sechelt BC V0N 3A1

Dear Chair Pratt and Board Members:

On behalf of the Province of British Columbia, I am pleased to advise you that your application under the Local Government Grants Act for an infrastructure planning grant has been approved for the following project:

Grant Description	Amount
Feasibility Study for Renewal or Replacement of Wastewater Treatment System at Merrill Crescent	\$6,250

Details of the terms and conditions attached to this grant will be dealt with in an agreement that will be forwarded to you by Ministry of Municipal Affairs and Housing staff as soon as possible. This agreement must be signed and returned to the ministry, indicating your acceptance of the terms and conditions.

The Province welcomes the opportunity to support planning in the Sunshine Coast Regional District. We believe that early and ongoing planning is the best way to ensure that the environmental, social and economic needs of your community will continue to be met in the years ahead.

Through your planning efforts, the Province encourages you to find ways to use new technology to promote environmental excellence and sustainable service delivery.

Congratulations on your successful application and my best wishes with your infrastructure study.

Sincerely,

Selina Robinson
Minister



April 22, 2020

Ref: 252630

Lori Pratt, Chair
and Members of the Board
Sunshine Coast Regional District
1975 Field Rd
Sechelt BC V0N 3A1

Dear Chair Pratt and Board Members:

On behalf of the Province of British Columbia, I am pleased to advise you that your application under the Local Government Grants Act for an infrastructure planning grant has been approved for the following project:

Grant Description	Amount
Feasibility Study for Renewal or Replacement of Wastewater Treatment and Disposal System at Greaves Road	\$6,250

Details of the terms and conditions attached to this grant will be dealt with in an agreement that will be forwarded to you by Ministry of Municipal Affairs and Housing staff as soon as possible. This agreement must be signed and returned to the ministry, indicating your acceptance of the terms and conditions.

The Province welcomes the opportunity to support planning in the Sunshine Coast Regional District. We believe that early and ongoing planning is the best way to ensure that the environmental, social and economic needs of your community will continue to be met in the years ahead.

Through your planning efforts, the Province encourages you to find ways to use new technology to promote environmental excellence and sustainable service delivery.

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Sincerely,

Selina Robinson
Minister