



# SOLID WASTE MANAGEMENT PLAN MONITORING ADVISORY COMMITTEE AGENDA

Tuesday, November 17, 2020

Via Zoom, 1975 Field Road, Sechelt, B.C.

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**CALL TO ORDER** 11:00am

## **AGENDA**

1. Adoption of Agenda

## **MINUTES**

2. Solid Waste Management Plan Monitoring Advisory Committee Meeting  
Minutes of October 20, 2020 Annex A  
pp 1-3

## **PRESENTATIONS AND DELEGATIONS**

### **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

3. Review of Ministry of Environment and Climate Change Strategy  
[Recycling Regulation Policy Intentions Paper](#)
4. SCRD Board Resolutions Related to Solid Waste – October 2020 Annex B  
pp 4-7

## **REPORTS**

5. October 22, 2020 Corporate and Administrative Services Committee –  
Solid Waste Staff reports Annex C  
pp 8-10

## **NEW BUSINESS**

6. Illegal Dumping

## **NEXT MEETING**

## **ADJOURNMENT**

**SUNSHINE COAST REGIONAL DISTRICT  
SOLID WASTE MANAGEMENT PLAN MONITORING ADVISORY COMMITTEE**

**October 20, 2020**

RECOMMENDATIONS FROM THE SOLID WASTE MANAGEMENT PLAN MONITORING  
ADVISORY COMMITTEE MEETING HELD VIA ZOOM

**PRESENT:**

(Voting Members)

Chair  
Members

I. Winn  
J. Boyd  
D. New-Small  
G. Bennett  
P. Robson  
M. Cambon  
S. Higginson

**ALSO PRESENT:**

(Non-Voting)

Director, Electoral Area E  
Director, Electoral Area A  
Manager, Solid Waste Services  
Infrastructure Services Assistant/Recorder

D. McMahon  
L. Lee  
R. Cooper  
M. Martel

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**REGRETS:**

PMAC Vice-Chair  
PMAC Member  
Solid Waste Programs Coordinator

S. White  
B. Hetherington  
A. Patrao

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

**CALL TO ORDER**

11:04 a.m.

**AGENDA**

The agenda was adopted as presented.

**MINUTES****Recommendation No. 1**     *PMAC Meeting Minutes of September 15, 2020*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of September 15, 2020 be received.

**PRESENTATIONS AND DELEGATIONS**

*Robyn Cooper, Manager, Solid Waste Services, provided a verbal update on the launch of the curbside food waste collection program which included:*

- Update on how many single family and multi-family homes have received their bins.
- Update on outreach and engagement of program.
- Preliminary results on the first two weeks of food waste collection.
- Update on feedback from residents to date.
- Overview of next steps for the program.

Discussion included the following:

- Anticipated tonnage versus preliminary results of collected food waste and garbage.
- Weight restriction of green bins, concern with manual collection.
- Participation of program and how many residents put out garbage on a non-garbage collection week.

## **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

### *SCRD Board Resolutions Related to Solid Waste*

Robyn Cooper, Manager, Solid Waste Services, provided a verbal update that there were no SCRD Board resolutions related to Solid Waste from the September board meeting.

## **NEW BUSINESS**

### October 2020 Solid Waste Staff Reports

Discussion included the following:

- SCRD response to increase in tipping fees.
- Correlation between increase in tipping fees and illegal dumping.
- Parameters around the RFPs and contracts awarded.
- Review of Islands Clean Up.
- High level review of SCRD solid-waste related resolutions presented to the AVICC, UBCM and FCM.

### Review of Draft SCRD Curbside Recycling Questionnaire

Discussion included the following:

- Background on board resolution to send out questionnaire to residents in Electoral Areas B, D, E and F.
- Goal is to issue and close questionnaire and share results with SCRD Board by end of 2020 or early 2021.
- Feedback included
  - Questionnaire is short and concise;
  - Clarification on curbside/depot headings to make distinction of what is collected from home and include name of depots;
  - Include examples of recyclable materials for each category;
  - Concern with use of the word curbside (not connecting to the term curbside);
  - Options for residents to complete who won't/can't complete online.

Review of Ministry of Environment and Climate Change Strategy Recycling Regulation Policy Intentions Paper

Discussion included the following:

- Overview of changes they are looking to implement.
- Opportunity to provide feedback individually and collectively as Committee to the SCRD Board.

**NEXT MEETING** Tuesday, November 17, 2020

**ADJOURNMENT** 12:55 p.m.



**2020 SOLID WASTE RELATED SCRD BOARD RESOLUTIONS  
PROVIDED TO PMAC**

From October 8, 2020 Board Meeting:

<p>320/20 Recommendation No.2</p>	<p><i>Sechelt Landfill Drop-Off Area Final Design</i></p> <p>THAT the report titled Sechelt Landfill Drop-Off Area Final Design be received;</p> <p>AND THAT the Sechelt Landfill Drop-Off Remediation budget be increased by \$940,110 to \$1,377,714 for the construction phase of the project;</p> <p>AND THAT the Sunshine Coast Regional District authorize up to \$940,110 be borrowed, under Section 403 of the <i>Local Government Act</i>, from the Municipal Finance Authority, for the purpose of the Sechelt Landfill Drop-off Remediation project;</p> <p>AND THAT the loan be repaid within five years with no rights of renewal; AND FURTHER THAT the 2020-2024 Financial Plan be amended accordingly.</p>
<p>320/20 Recommendation No.3</p>	<p><i>Comprehensive Landfill Engineering Consulting Services Contract – Update</i></p> <p>THAT the report titled Comprehensive Landfill Engineering Consulting Services Contract – Update be received;</p> <p>AND THAT the contract with XCG Consulting Limited for general landfill engineering services be increased by \$167,000 to \$307,000 (excluding GST);</p> <p>AND FURTHER THAT the delegated authorities be authorized to execute the contract.</p>
<p>320/20 Recommendation No.4</p>	<p><i>Cardboard at SCRD Landfill and Transfer Station Sites – Update</i></p> <p>THAT the report titled Cardboard at SCRD Landfill and Transfer Station Sites - Update be received;</p> <p>AND THAT the SCRD continue with the cardboard recycling program at the Sechelt Landfill and Pender Harbour Transfer Station;</p> <p>AND THAT <i>SCRD Bylaw No. 405</i> be amended to include cardboard as controlled waste;</p> <p>AND FURTHER THAT a proposed cardboard tipping fee be included in the report on the review of all tipping fees of diverted materials to be presented at a Committee in Q4 2020.</p>

320/20 Recommendation No.7	<p><i>Solid Waste Management Plan Monitoring Advisory Committee – July 21, 2020</i></p> <p>THAT the Solid Waste Management Plan Monitoring Advisory Committee minutes of July 21, 2020 be received.</p>
320/20 Recommendation No.12	<p><i>Correspondence Federal Regulations to Reduce Plastic Waste</i></p> <p>THAT the correspondence from the Honourable Minister Wilkinson dated July 28, 2020 regarding federal regulations to reduce plastic waste be received.</p>
322/20 Recommendation No.9	<p><i>RFP 2035007 Contract Award for Metal Container Hauling and Recycling Services</i></p> <p>THAT the report titled Request for Proposal (RFP) 2035007 Contract Award for Metal Container Hauling and Recycling Services be received;</p> <p>AND THAT a contract for Metal Container Hauling and Recycling Services be awarded to Salish Environmental Group Inc. in the amount up to \$212,550 (plus GST);</p> <p>AND THAT <i>Bylaw 405</i> be amended as part of the Q4 2020 tipping fee review to reflect the increase for metal recycling from \$70 to \$140 per tonne;</p> <p>AND THAT the 2020-2024 Financial Plan be amended accordingly;</p> <p>AND FURTHER THAT the delegated authorities be authorized to execute the contract.</p>
322/20 Recommendation No.10	<p><i>RFQ 2035006 Contract Award for Gypsum Container and Transportation Services</i></p> <p>THAT the report titled Request for Quotation (RFQ) 2035006 Contract Award for Gypsum Container and Transportation Services be received;</p> <p>AND THAT a contract for Gypsum Container and Transportation Services be awarded to Salish Environmental Group Inc. in the amount up to \$239,859 (plus GST);</p> <p>AND THAT <i>Bylaw 405</i> be amended as part of the Q4 2020 tipping fee review to reflect the increase for gypsum;</p> <p>AND THAT the 2020-2024 Financial Plan be amended accordingly;</p> <p>AND FURTHER THAT the delegated authorities be authorized to execute the contract.</p>

From October 22, 2020 Board Meeting:

<p>350/20 Recommendation No.5</p>	<p><i>Contract Award for Recycling Depot Site Operations in Pender Harbour for Residential Packaging and Paper Products (PPP)</i></p> <p>THAT the report titled Contract Award for Recycling Depot Site Operations in Pender Harbour for Residential Packaging and Paper Products (PPP) be received;</p> <p>AND THAT a contract for operating a Recycling Depot for Residential PPP in Pender Harbour be awarded to GRIPS for a 3-year term expiring November 30, 2023 in the amount up to \$481,853 (plus GST);</p> <p>AND THAT the 2020-2024 Financial Plan be amended accordingly;</p> <p>AND FURTHER THAT the delegated authorities be authorized to execute the contract.</p>
<p>350/20 Recommendation No.6</p>	<p><i>Islands Clean Up Program 2020 Update</i></p> <p>THAT the report titled Islands Clean Up Program 2020 Update be received;</p> <p>AND THAT the SCRД provide annual islands clean up service for Nelson Island.</p>
<p>350/20 Recommendation No.7</p>	<p><i>Islands Clean Up Program Review</i></p> <p>THAT staff engage in a community consultation process to review the service scope, the number of islands serviced and the scope of materials accepted in the Islands Clean Up program.</p>
<p>350/20 Recommendation No.8</p>	<p><i>Mintie Road Garbage Bin – Update</i></p> <p>THAT the report titled Mintie Road Garbage Bin – Update be received;</p> <p>AND THAT the SCRД remove the roadside bin located on Mintie Road and return it to the Halfmoon Bay Community Association.</p>
<p>350/20 Recommendation No.9</p>	<p><i>Summary of SCRД Solid Waste Related Resolutions to the AVICC, UBCM and FCM</i></p> <p>THAT the report titled Summary of SCRД Solid Waste Related Resolutions to the AVICC, UBCM and FCM be received.</p>
<p>350/20 Recommendation No.12</p>	<p><i>Solid Waste Plan Monitoring Advisory Committee – September 15, 2020</i></p> <p>THAT Solid Waste Plan Monitoring Advisory Committee minutes of September 15, 2020 be received.</p>
<p>350/20 Recommendation No.14</p>	<p><i>Correspondence Expansion of BC Recycling Regulation – Mattresses, Bulky Furniture and Carpets</i></p> <p>THAT the correspondence from the Ministry of Environment and Climate Change Strategy dated October 1, 2020 regarding the expansion of the BC Recycling Regulation to include mattresses, bulky furniture and carpets be received.</p>

<p>350/20 Recommendation No.15</p>	<p><i>Alternate to Association of Vancouver Island Coastal Communities Special Solid Waste Committee</i></p> <p>THAT Director McMahon be appointed as the SCRD's alternate representative to the Association of Vancouver Island Coastal Communities Special Solid Waste Committee.</p>
<p>351/20 Recommendation No.2</p>	<p><i>Request for Proposal 2035008 Contract Award for Future Waste Disposal Options Analysis Study</i></p> <p>THAT the report titled Request for Proposal (RFP) 2035008 Contract Award for Future Waste Disposal Options Analysis Study be received;</p> <p>AND THAT a contract for Future Waste Disposal Options Analysis Study be awarded to Tetra Tech Canada Inc. in the amount up to \$101,577 (plus GST);</p> <p>AND FURTHER THAT the delegated authorities be authorized to execute the contract.</p>



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

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**TO:** Solid Waste Management Plan Monitoring Advisory Committee – Nov. 17, 2020  
**AUTHOR:** Robyn Cooper, Manager, Solid Waste Services  
**SUBJECT:** OCTOBER 2020 SOLID WASTE STAFF REPORTS

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### **RECOMMENDATION(S)**

**THAT the report titled October 22, 2020 Corporate and Administrative Services Committee - Solid Waste Staff Reports be received for information.**

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### **BACKGROUND**

At the December 10, 2019 Solid Waste Management Plan Monitoring Advisory Committee (PMAC) meeting, the Committee requested that SCRDR reports related to solid waste from the month of the PMAC meeting become a standing item on future PMAC agendas.

### **DISCUSSION**

The following report was presented at the [Corporate and Administrative Services Committee meeting on October 22, 2020](#):

1. Request for Proposal RFP 2035008 Contract Award for Future Waste Disposal Options Analysis Study  
General Manager, Infrastructure Services (**Attachment A**)

### **CONCLUSION**

The staff reports included in this report have been provided to the Solid Waste Management Plan Monitoring Advisory Committee for information.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Corporate and Administrative Services Committee – October 22, 2020

**AUTHOR:** Remko Rosenboom, General Manager, Infrastructure Services

**SUBJECT:** **REQUEST FOR PROPOSAL (RFP) 2035008 CONTRACT AWARD FOR FUTURE WASTE DISPOSAL OPTIONS ANALYSIS STUDY**

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### RECOMMENDATION(S)

**THAT the report titled Request For Proposal (RFP) 2035008 Contract Award for Future Waste Disposal Options Analysis Study be received;**

**AND THAT a contract for Future Waste Disposal Options Analysis Study be awarded to Tetra Tech Canada Inc. in the amount up to \$101,577 (plus GST);**

**AND THAT the delegated authorities be authorized to execute the contract;**

**AND FURTHER THAT these recommendations be forwarded to the October 22, 2020 Regular Board meeting.**

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### BACKGROUND

As part of the 2020 budget process a budget was approved for the Future Waste Disposal Options Analysis Study of \$175,000 (res (004/20)).

In accordance with the Sunshine Coast Regional District's (SCRD) Procurement Policy, a Request for Proposal (RFP) 2035008 was issued August 24, 2020 and closed September 18, 2020. There were three addendums issued. The RFP sought service providers to conduct an analysis of future waste disposal options for waste disposed on the Sunshine Coast. Part one of this project consists of a high level assessment of the long-term demand for waste disposal. Part two consists of a feasibility study for the following options:

- Option 1: Siting a New Landfill.
- Option 2: Disposal at Third Party Facility (waste export).
- Option 3: Development of a Waste to Energy facility.
- Option 4: A to be determined alternative solution.

The options will be compared in a Multi Criteria Analysis and result in recommendations on next steps to be presented to the Board at a January 2021 Committee meeting. Based on Board direction received staff and contractor will undertake further detailed analyses for one or two of the options. This work is anticipated to be completed by March 31, 2021.

**DISCUSSION**

*Analysis*

Four compliant proposals were received.

Led by Purchasing, and an evaluation team which consisted of four team members, reviewed and scored the proposals against the criteria set out in the RFP. Staff recommend that a contract be awarded to Tetra Tech Canada Inc. in the amount up to \$101,577 as per the specifications as outlined in the RFP for the above-mentioned project.

Name	Total Contract Value (in the amount up to, not including GST)
Tetra Tech Canada Inc.	\$101,577

Included within this budget is a contingency allowance of 15%. This contingency is only to be used on an as-needed basis and must be approved by the SCRD in writing and in advance of performing the work.

*Financial Implications*

The approved budget for this project is \$175,000 and is funded from Regional Solid Waste [350]. The contract value is within the approved budget.

**STRATEGIC PLAN AND RELATED POLICIES**

This project is listed in the 2019-2023 Strategic Plan as one of the initiatives in support of the strategy to Achieve Sustainable Solid Waste Management.

**CONCLUSION**

In accordance with the SCRD’s Procurement Policy, RFP 2035008 was issued for completion of a Future Waste Disposal Options Analysis Study.

Staff recommend that the contract for the Future Waste Disposal Options Analysis Study be awarded to Tetra Tech Canada Inc. in the amount up to \$101,577 (plus GST). This includes a contingency allowance of 15%.

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