



# SOLID WASTE MANAGEMENT PLAN MONITORING ADVISORY COMMITTEE

Tuesday, April 20, 2021  
Held Via Zoom  
1975 Field Road, Sechelt, B.C.

## AGENDA

---

**CALL TO ORDER**      11:00 a.m.

### AGENDA

1. Adoption of Agenda

### MINUTES

2. Solid Waste Management Plan Monitoring Advisory Committee Meeting Minutes of March 16, 2021 - *for receipt only*      Annex A  
pp 1 - 3

### PRESENTATIONS AND DELEGATIONS

3. Aiden Buckley, Manager, Communications and Engagement      Verbal  
Regarding Let's Talk SCRD
4. Robyn Cooper, Manager, Solid Waste Services      Verbal  
Regarding SCRD's [Curbside Recycling Questionnaire Results](#)

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

5. SCRD Board Resolutions Related to Solid Waste – March 2021      Annex B  
pp 4 - 8

### REPORTS

6. April Solid Waste Staff Reports to PMAC      Annex C  
pp 9

### NEW BUSINESS

**NEXT MEETING**      May 18, 2021 at 11:00 a.m.

### ADJOURNMENT

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

**March 16, 2021**

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

**PRESENT:**

(Voting Members)

Chair  
Vice-Chair

I. Winn  
S. White (part)  
J. Boyd  
D. New-Small  
P. Robson

Members

**ALSO PRESENT:**

(Non-Voting)

Director, Electoral Area E  
Director, Electoral Area A  
Sechelt Indian Government District  
Sechelt Indian Government District  
District of Sechelt  
Manager, Solid Waste Services  
Solid Waste Programs Coordinator  
Recorder

D. McMahon  
L. Lee  
J. Waldorf  
E. Glover  
P. Appelt  
R. Cooper  
A. Patrao  
T. Ohlson

**REGRETS:**

PMAC Members

B Hetherington  
M. Cambon

*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**

11:01 a.m.

**AGENDA**

The agenda was adopted as presented.

**MINUTES****Recommendation No. 1**     *PMAC Meeting Minutes of February 16, 2021*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of February 16, 2021 be received for information.

**PRESENTATIONS AND DELEGATIONS**

*The Manager, Solid Waste Services provided the Committee with a 2021 Round 2 Budget update which included a brief overview of the budget process and the status of all Solid Waste budget proposals brought forward by category.*

**BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS****Recommendation No. 2**      *SCRD Board Resolutions Related to Solid Waste – February 2021*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled SCR D Board Resolutions Related to Solid Waste – February 2021 be received for information.

Discussion included the following:

- Term of the Sechelt Landfill drop-off bins and hauling contract has been extended
- Amount of money available and number of parties interested in the Waste Reduction Initiatives Program
- Costs related to the Sechelt Landfill power system failure
- Local options and partnerships to be explored for Pender Harbour Transfer Station food waste drop-off program

**REPORTS****Recommendation No. 3**      *February 2021 CAS – Solid Waste Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled February 25, 2021 Corporate and Administrative Services Committee – Solid Waste Staff Reports be received for information.

Discussion included the following:

- Whether the threshold for use of Eco-Fee Reserves is too restrictive
- Bylaw 670 outlines use of Eco-Fee Reserves as a funding source
- Timeline for Solid Waste Management Plan Update
- Solid Waste Management Plan update and the process to establish the Solid Waste Management Plan Technical Advisory Committee (PTAC), their role and the role of PMAC in the update
- Budget Proposal for Solid Waste Management Plan includes consultant services and outreach costs; SCR D staff time is in addition to these costs

**Recommendation No. 4**      *March 2021 Special CAS – Solid Waste Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled March 4 & 5, 2021 Special Corporate and Administrative Services Committee, Round 2 Budget – Solid Waste Staff Reports be received for information.

Discussion included the following:

- Pender Harbour Transfer Station food waste drop-off service
- Changes to the Sechelt Landfill and Pender Harbour Transfer Station Operating Hours
- Book recycling currently offered at Gibsons Recycling Depot
- Costs related to budget proposal for book recycling included trucking and per tonne processing fee
- Sechelt Landfill monitoring well replacement and additions
- Operating Reserves for the Sechelt landfill and Pender Harbour Transfer
- Asset Management Planning for Solid Waste Operations

- Timing of South Coast green waste drop-off audit and student involvement

**Recommendation No. 5**     *March 2021 ISC – Solid Waste Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled March 11, 2021 Infrastructure Services Committee – Solid Waste Staff Reports be received for information.

Discussion included the following:

- Lease Agreement with Town of Gibsons regarding South Coast green waste drop-off depot
- SCRD to issue Request for Proposals for contractor to operate South Coast green waste drop-off depot
- SCRD holds contract for processing and hauling green waste from South Coast site
- Future use of the Sechelt Landfill site
- Timing of Recycling Questionnaire results

**NEW BUSINESS**

**NEXT MEETING**                      Tuesday, April 20, 2021

**ADJOURNMENT**                      12:20 p.m.



**2021 SOLID WASTE RELATED SCRD BOARD RESOLUTIONS  
PROVIDED TO PMAC**

From March 11, 2021 Board Meeting:

<p>068/21 Recommendation No. 24</p>	<p><i>Pender Harbour Transfer Station Food Waste Drop-Off Program Tipping Fees</i></p> <p>THAT the Pender Harbour Transfer Station Food Waste Drop-Off Program be deferred to 2022;</p> <p>AND THAT a staff report be brought forward in Q4 2021 regarding the feasibility of service delivery and the funding model for the food waste drop off program; AND</p> <p>FURTHER THAT the potential for community partnerships be explored and included in the staff report.</p>
<p>068/21 Recommendation No. 25</p>	<p><i>Pender Harbour Transfer Station Food Waste Drop-Off Program Funding</i></p> <p>THAT the Pender Harbour Transfer Station Food Waste Drop-Off Program funded through User Fees (Tipping) in the amount of \$54,000 be removed from the 2021-2025 Financial Plan.</p>
<p>068/21 Recommendation No. 26</p>	<p><i>Sechelt Landfill and Pender Harbour Transfer Station – Operating Hours and Schedule Considerations</i></p> <p>THAT the report titled Sechelt Landfill and Pender Harbour Transfer Station – Operating Hours and Schedule Considerations be received for information.</p>
<p>068/21 Recommendation No. 27</p>	<p><i>Book Recycling Program Considerations</i></p> <p>THAT the report titled Book Recycling Program Considerations be received for information.</p>
<p>068/21 Recommendation No. 28</p>	<p><i>Regional Solid Waste [350] – 2021 R2 Budget Proposals</i></p> <p>THAT the report titled 2021 R2 Budget Proposals for [350] Regional Solid Waste be received for information;</p> <p>AND THAT the following budget proposals be approved and incorporated into the 2021 Budget:</p> <ul style="list-style-type: none"> <li>• Budget Proposal 22 – Solid Waste Programs Coordinator (base budget increase), \$42,000 funded through Taxation;</li> </ul>

	<ul style="list-style-type: none"> <li>• Budget Proposal 10 – Waste Composition Study, \$100,000 funded from Eco-Fee Reserves;</li> <li>• Budget Proposal 11 – Solid Waste Management Plan Update, \$150,000 funded from Eco-Fee Reserves;</li> </ul> <p>AND THAT the following budget proposal be deferred to 2022 for ongoing discussions with the Ministry of Environment and Climate Change Strategy to confirm specific regulatory requirements of initiating the proposed waste re- diversion:</p> <ul style="list-style-type: none"> <li>• Budget Proposal 5 – Re-Diversion of Waste from Sechelt Landfill, \$25,000 funded through User Fees (Tipping) and future base budget increase \$50,000;</li> </ul> <p>AND FURTHER THAT the following budget proposal be deferred to 2022 to allow for more analysis and discussion regarding the funding of the operations of the SCRD solid waste disposal sites and the actual Municipal Solid Waste (MSW) tipping fees variance for 2021:</p> <ul style="list-style-type: none"> <li>• Budget Proposal 8 – Increase to Landfill Operations Funding (Base Budget), \$97,500 funded through Taxation.</li> </ul>
<p>068/21 Recommendation No. 29</p>	<p><i>Regional Solid Waste [350] – 2021 R2 Budget Proposals</i></p> <p>THAT the following budget proposal be approved and incorporated into the 2021 Budget:</p> <ul style="list-style-type: none"> <li>• Budget Proposal 15 – Site Attendant (Option 2b), 0.47 FTE, funded \$27,450 from User Fees (Tipping) for 2021 (\$26,800 wages and benefits and \$650 overhead costs), and future base budget increase to approximately \$35,740.</li> </ul>
<p>068/21 Recommendation No. 30</p>	<p><i>Regional Solid Waste [350] – 2021 R2 Budget Proposals</i></p> <p>THAT the following budget proposal be approved and incorporated into the 2021 Budget:</p> <ul style="list-style-type: none"> <li>• Budget Proposal 16 – Audit of South Coast Green Waste Drop-off Depot (base budget increase), \$6,200 funded from Eco-Fee Reserves.</li> </ul>
<p>068/21 Recommendation No. 31</p>	<p><i>Regional Solid Waste [350] – 2021 R2 Budget Proposals</i></p> <p>THAT the following budget proposal be approved and incorporated into the 2021 Budget:</p> <ul style="list-style-type: none"> <li>• Budget Proposal 17 – Biocover Feasibility Study – Phase 2, \$150,000 funded from Taxation.</li> </ul>
<p>068/21 Recommendation No. 32</p>	<p><i>Biocover Feasibility Study Partnership Opportunities</i></p> <p>THAT staff explore other partnership opportunities in relation to the Biocover Feasibility Study and report back to a future Committee.</p>

<p>068/21 Recommendation No. 33</p>	<p><i>Use of Biosolids as Landfill Cover Material</i></p> <p>THAT a letter be sent to the Director at the Ministry of Environment and Climate Change Strategy to request approval for the use of biosolids as a landfill cover material per 3.7 of the Sechelt Landfill Operational Certificate.</p>
<p>068/21 Recommendation No. 34</p>	<p><i>Regional Solid Waste [350] – 2021 R2 Budget Proposals</i></p> <p>THAT the following budget proposal be abandoned:</p> <ul style="list-style-type: none"> <li>• Budget Proposal 20 – Book Recycling at Pender Harbour Transfer Station and Sechelt Landfill (Base Budget), \$15,000 funded through Taxation.</li> </ul>
<p>068/21 Recommendation No. 35</p>	<p><i>Regional Solid Waste [350] – 2021 R2 Budget Proposal – Late Item</i></p> <p>THAT the report titled 2021 R2 Budget Proposal for [350] Regional Solid Waste – Late Item be received for information;</p> <p>AND THAT the following budget proposal be approved and incorporated into the 2021 Budget:</p> <ul style="list-style-type: none"> <li>• Budget Proposal 21 – Power Supply System Repair Sechelt Landfill, \$125,000 funded, \$115,000 through Municipal Finance Authority (MFA) 5-Year Equipment Finance Loan and \$10,000 through Taxation;</li> </ul> <p>AND FURTHER THAT a loan of up to \$115,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the repair of the Power Supply System at the Sechelt Landfill.</p>
<p>070/21</p>	<p><i>ITT Contract Award Sechelt Landfill</i></p> <p>THAT the report titled Invitation to Tender (ITT) 2035202 Contract Award Sechelt Landfill Drop-Off Remediation - Construction be received for information;</p> <p>AND THAT a contract for Sechelt Landfill Drop-off Remediation be awarded to Summit Earthworks Inc. in the amount up to \$899,762.21 (plus GST);</p> <p>AND THAT the contract with XCG Consulting Ltd. for Engineering Services for the Detailed Design of the Sechelt Landfill Public Drop-off Area be increased from \$56,127 up to \$116,660 (plus GST) to provide Construction Oversight of the Sechelt Landfill Drop-off Remediation;</p> <p>AND THAT the delegated authorities be authorized to execute both contracts;</p> <p>AND THAT the Sechelt Landfill Drop-Off Remediation budget be increased by \$122,661 to \$1,500,376 for the construction phase of the project;</p> <p>AND THAT the Sunshine Coast Regional District authorizes up to \$1,118,898 be borrowed, under Section 403 of the Local Government Act, 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;</p> <p>AND FURTHER THAT the Draft 2021-2025 Financial Plan be amended accordingly.</p>

From the March 25, 2021 Board Meeting:

090/21 Recommendation No. 4	<p><i>South Coast Green Waste Drop-off Depot – Land Use Agreement</i></p> <p>THAT the report titled South Coast Green Waste Drop-off Depot – Land Use Agreement be received;</p> <p>AND THAT the delegated authorities execute the Lease with the Town of Gibsons for the South Coast Green Waste Drop-off Depot;</p> <p>AND FURTHER THAT the Town of Gibsons be requested to continue operating the South Coast Green Waste Drop-off Depot on a month-to-month basis from July 1, 2021 for a period up to September 30, 2021.</p>
090/21 Recommendation No. 5	<p><i>Solid Waste Management Plan Monitoring Advisory Committee Minutes – February 16, 2021</i></p> <p>THAT the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of February 16, 2021 be received for information;</p> <p>AND THAT the following recommendation be referred to staff for further information and potential consultation with the construction industry:</p> <p><b><u>Recommendation No. 2</u></b> <i>Waste and Issuance of Building Permits</i></p> <p>THAT the SCR D make the issuance of building permits conditional on the applicant adopting the principles of zero waste by providing a zero waste plan, with zero waste as defined in the SCR D’s Solid Waste Management Plan;</p> <p>AND THAT the SCR D Board send a letter to the other local governments on the Sunshine Coast to request that they take the same approach to the issuance of building permits;</p> <p>AND THAT the following recommendation contained therein be adopted and acted on as follows:</p> <p><b><u>Recommendation No. 3</u></b> <i>Presentation to Infrastructure Services Committee</i></p> <p>THAT Sea to Sky Removal be invited as a delegation to an Infrastructure Services Committee meeting;</p> <p>AND FURTHER THAT the following recommendation be referred to staff for further information:</p> <p><b><u>Recommendation No. 8</u></b> <i>Billboard at Sechelt Landfill</i></p> <p>THAT a billboard be erected at the Sechelt Landfill, as a visual indicator, showing fill level relative to annual maximum capacity.</p>
099/21	<p><i>Exemption from Noise Control Bylaw</i></p> <p>THAT the report titled Request for Exemption to SCR D Noise Control Bylaw No. 597 for Sechelt Landfill Drop-off Remediation and Construction Project be received;</p>



	<p>AND THAT enforcement against Summit Earthworks Inc. under Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008 be waived from March 25, 2021 to August 31, 2021 in order to complete critical remediation and construction work for the Sechelt Landfill Drop-off Remediation and Construction Project;</p>
--	--

	<p>AND FURTHER THAT Summit Earthworks Inc. be requested to attempt to minimize disturbance and that appropriate notice to be provided to area residents.</p>
--	--

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

---

**TO:** Solid Waste Management Plan Monitoring Advisory Committee – April 20, 2021  
**AUTHOR:** Robyn Cooper, Manager, Solid Waste Services  
**SUBJECT:** APRIL SOLID WASTE STAFF REPORTS TO PMAC

---

**RECOMMENDATION(S)**

**THAT the report titled April Solid Waste Staff Reports to PMAC be received for information.**

---

**BACKGROUND**

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

**DISCUSSION**

The following reports were presented at the [Infrastructure Services Committee Meeting on April 8, 2021](#):

1. Curbside Recycling Questionnaire Results
2. Infrastructure Services Department – 2021 Q1 Report.

**CONCLUSION**

The staff reports listed above are for information to PMAC.