



# SUNSHINE COAST REGIONAL DISTRICT



REGULAR BOARD MEETING TO BE HELD  
IN THE BOARDROOM OF THE SUNSHINE COAST  
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

THURSDAY, OCTOBER 26, 2023

## AMENDED AGENDA

CALL TO ORDER 1:30 p.m.

### AGENDA

1. Adoption of agenda

### IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (f), (g), (i), (k) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations...”, “law enforcement ...”, “litigation or potential litigation...”; “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

### MINUTES

2. Regular Board meeting minutes of October 12, 2023

Annex A  
Pages 4 - 8

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PRESENTATIONS AND DELEGATIONS

### REPORTS

3. Committee of the Whole recommendation Nos. 1-4 and 6-8 of October 12, 2023 (*recommendation No. 5 previously adopted*)
4. Electoral Services Area Committee recommendation Nos. 1-15 of October 19, 2023
5. Finance Committee recommendation Nos. 1-4 of October 19, 2023
6. Cover and Aggregate Material for Sechelt Landfill – Contract Award - Manager, Solid Waste Services  
(***Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1***)

Annex B  
pp 9 - 11

Annex C  
pp 12 – 16

Annex D  
pp 17 – 18

**⇒ADD**  
Annex E  
pp 19 - 21

- |     |   |                       |
|-----|---|-----------------------|
| 7.  | Request for Proposal 2235001 Contract Award – Drywall Testing and Abatement Services - Manager, Solid Waste Services<br><b>(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1)</b> | Annex F<br>pp 22 - 24 |
| 8.  | Metal Container, Hauling and Recycling Services – Contract Extension - Manager, Solid Waste Services<br><b>(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1)</b>                 | Annex G<br>pp 25 - 26 |
| 9.  | Sechelt Landfill Operations Contract Extension - Manager, Solid Waste Services<br><b>(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1)</b>                                       | Annex H<br>p 27 - 29  |
| 10. | Office of the CAO Monthly Report  | Verbal                |

**COMMUNICATIONS**

- |     |  |                       |
|-----|--|-----------------------|
| 11. | <u>Karen Spicer, Vice President, xwesam/Roberts Creek Community Association, dated October 12, 2023</u><br>Regarding a Letter of Support Request for the Rural Economic Diversification and Infrastructure Program Grant | Annex I<br>p 30       |
| 12. | <u>Karen Spicer, Vice President, xwesam/Roberts Creek Community Association, dated October 18, 2023</u><br>Regarding a Letter of Support Request for a BC Gaming Grant   | Annex J<br>p 31       |
| 13. | <u>Khelsilem, Chair, Squamish Nation, received October 5, 2023</u><br>Regarding Land Development Strategies Meeting Invitation   | Annex K<br>pp 32 - 33 |

**MOTIONS**

**BYLAWS**

- |     |   |                        |
|-----|---|------------------------|
| 14. | <i>Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.3, 2023 – receipt of staff report</i><br><b>- first, second and third reading</b><br><b>(Voting – All Directors – 1 vote each)</b> | Annex L<br>pp 34 - 36  |
| 15. | <i>Sunshine Coast Regional District Bylaw Revision Authorization Bylaw No. 760, 2023</i><br><b>- first, second, third reading and adoption</b><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>      | Annex M<br>pp 37 – 38  |
| 16. | <i>Sunshine Coast Regional District Zoning Bylaw No. 722, 2019, Revision Bylaw No. 761, 2023</i><br><b>- first and second reading</b><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>               | Annex N<br>pp 39 - 188 |

**DIRECTORS' REPORTS**

**NEW BUSINESS**

**ADJOURNMENT**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – October 26, 2023

**AUTHOR:** Marc Sole, Manager, Solid Waste Services

**SUBJECT:** COVER AND AGGREGATE MATERIAL FOR SECHELT LANDFILL – CONTRACT AWARD

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### RECOMMENDATION(S)

- (1) **THAT the report titled Cover and Aggregate Material for Sechelt Landfill Contract Award be received for information;**
  - (2) **AND THAT a contract be awarded to Salish Environmental Group Inc. for the supply and delivery of cover and aggregate material to the Sechelt Landfill up to a maximum of seven (7) years and a value of up to \$1,230,000 (excluding GST);**
  - (3) **AND THAT the delegated authorities be authorized to execute the contract;**
  - (4) **AND THAT the budget for cover and aggregate material for Sechelt landfill be increased by \$38,010 to \$151,200 funded through taxation;**
  - (5) **AND FURTHER THAT the revised amounts be included in the Draft 2024-2028 Financial Plan.**
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### BACKGROUND

The supply and delivery of cover and aggregate materials is a mandatory component of site operations at the Sechelt Landfill and is required on an ongoing basis to remain in compliance with the Ministry of Environment and Climate Change Strategy regulations. The use of cover material is required during day-to-day operations to bury exposed waste as it is landfilled. Aggregates are used in the maintenance of perimeter and haul roads around the landfill, as well as in the public drop-off area.

The purpose of this report is to seek Board approval to award a contract to Salish Environmental Group Inc. (Salish) for the supply and delivery of cover and aggregate material to the Sechelt Landfill for a value not to exceed \$1,230,000.

### DISCUSSION

#### *Request for Proposal Analysis*

In June 2023, Request for Proposal (RFP) 2335203 was issued to secure a contractor for the supply and delivery of cover and aggregate material to the Sechelt Landfill on an as and when needed basis. One compliant bid was received.

The evaluation team of three (3) was led by the Sunshine Coast Regional District (SCRD) Purchasing and Risk Management Division. The proposal was reviewed and scored based on

the evaluation criteria included in the RFP. Based on the evaluation committee review, staff recommend awarding the contract to Salish Environmental Group Inc., in the amount up to \$1,230,000 as their proposal met all requirements.

The proposed contract term is five (5) years with the option to extend up to one (1) additional two-year term.

*Financial Implications*

This contract extension exceeds the current budget for this service in 2024 by \$38,010. The existing contract is funded through tipping fee revenue; however, current tipping fee revenue is trending slightly below budget as of September 30, 2023. The Q3 Corporate Financial Variance Report presented at the October 19 Finance Committee meeting noted an unfavourable variance of \$21,610, or 99% of budget.

Therefore, it is recommended that the contract increase, and future budget shortfalls be funded through taxation to maintain financial sustainability within the service. Tipping fee revenue is assessed annually through the budget process and any future increases to budgeted tipping fee revenue will result in an offsetting decrease to taxation, all other things being equal.

Details of annual contract values and budget funding shortfalls are listed in the table below:

<b>Salish Environmental Group Inc.</b>	<b>Cover Material</b>	<b>Aggregate</b>	<b>Total</b>	<b>Budget</b>	<b>Budget Shortfalls</b>
Year 1	\$116,400	\$34,800	\$151,200	\$113,190	\$38,010
Year 2	\$121,000	\$37,700	\$158,700	\$123,190	\$35,510
Year 3	\$124,900	\$40,600	\$165,500	\$123,190	\$42,310
Year 4	\$130,900	\$44,000	\$174,900	\$123,190	\$51,710
Year 5	\$136,100	\$47,500	\$183,600	\$123,190	\$60,410
Year 6 (Optional)	\$141,600	\$51,500	\$193,100	\$123,190	\$69,910
Year 7 (Optional)	\$147,300	\$55,700	\$203,000	\$123,190	\$79,810
<b>Total Contract Value</b>			\$1,230,000		

**STRATEGIC PLAN AND RELATED POLICIES**

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

**CONCLUSION**

In accordance with the SCRD’s Procurement Policy, RFP 2335203 was issued for the supply and delivery of cover and aggregate material for the Sechelt Landfill. One compliant bid was received.

Staff recommend awarding the contract for the supply and delivery of cover and aggregate material for the Sechelt Landfill to Salish Environmental Group Inc. for an amount not to exceed \$1,230,000.

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