

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 14, 2024

AUTHOR: Marc Sole, Manager, Solid Waste Services

SUBJECT: **SOUTH COAST RESIDENTIAL GREEN WASTE DROP-OFF DEPOT OPERATIONS CONTRACT EXTENSION**

RECOMMENDATION(S)

- (1) THAT the report titled South Coast Residential Green Waste Drop-off Depot Operations Contract Extension be received for information;**
 - (2) AND THAT the contract for South Coast Residential Green Waste Drop-off Depot Operations be extended to Salish Environmental Group Inc. for an additional 11 month period to October 31, 2025, and a value up to \$109,520 with the total contract value of \$422,923;**
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
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BACKGROUND

The Sunshine Coast Regional District (SCRD) has a contract with Salish Environmental Group Inc. (Salish) to operate the South Coast Residential Green Waste Drop-off Depot. The SCRD entered into a three-year contract in 2021. Two additional one-year extensions are allowed under the current contract.

The purpose of this report is to seek Board approval for an 11-month extension to the current operations contract, which expires on November 30, 2024.

DISCUSSION

The SCRD's Green Waste Recycling Program includes contracted services for hauling, processing, and the operation of a drop-off depot for residential self-hauled green waste on the South Coast. Currently, Salish provides service for the operation of the South Coast Depot.

Financial Implications

Table 1 outlines the contract values of this proposed contract extension.

Table 1: Contract Values

| | Cost |
|---|------------------|
| Original Contract Value – three-years | \$313,403 |
| First Contract Extension Value (one-month) | \$0 |
| Second Contract Extension Value (11 months) | \$109,520 |
| Total Contract Value | \$422,923 |

The Green Waste Program is administered through the Regional Solid Waste Service [350] and is funded entirely through taxation. The total cost of the program is budgeted at \$579,140 for 2025 with \$351,641 budgeted for the South Coast Residential Green Waste Drop-off Depot which includes processing and hauling. The 2024 budgeted amount for this contract is \$101,440, leaving a shortfall of \$5,943, as shown in Table 2. As per the Q3 Variance Report, Function Area [350] is trending towards a surplus and the shortfall in 2024 can be absorbed in the [350] base budget. It is anticipated that the 2025 Base Budget will also have sufficient capacity to fund this service for November and December, should the Board decide to continue this service at the end of the proposed extension.

Table 2: Budget implications

| | Budgeted amount | Contract Value | Shortfall |
|------|-----------------|--------------------------|---|
| 2024 | \$101,440 | \$107, 383 | \$5,943 |
| 2025 | \$101,440 | \$91,2681 (until Oct 31) | No shortfalls for this contract during proposed extension |

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board's Service Delivery Focus Area of Solid Waste Solutions: Enhance diversion and recycling programs and look for ways to reduce costs.

CONCLUSION

The current South Coast Residential Green Waste Drop-off Depot operations contract expires on November 30, 2024. Staff recommend extending the contract with the current depot operator, Salish, for 11 months at \$109,520, with a maximum contract value of \$422,923.

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| Reviewed by: | | | |
| Manager | | Finance | X - A. Taylor |
| GM | X - R. Rosenboom | Purchasing | X - V. Cropp |
| CAO | X - T. Perreault | Other | |