

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
CORPORATE REPORT



**DATE:** July 25, 2022  
**TO:** Mayor and Council  
**FROM:** Jim Gordon, P. Eng., Director, Engineering and Municipal Operations  
**SUBJECT:** Progress Update on MF & ICI Solid Waste Transition

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**RECOMMENDATIONS**

THAT Council:

1. Receive for information the corporate report dated July 25, 2022, from the Director of Engineering and Municipal Operations, titled “Progress Update on MF & ICI Solid Waste Transition;
  2. Direct staff continue preparing the RFP documents;
  3. Endorse the project schedule outlined in this Corporate Report including recommendation for awarding of the contract at Council’s regular meeting on October 3, 2022.
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**EXECUTIVE SUMMARY**

In response to direction from Council at the Regular Council meeting on October 4, 2021, staff has been working on the transition of individual MF & ICI properties into City-managed solid waste collection services. This report provides Council with a progress update on the RFP preparation and other transition details.

**PREVIOUS COUNCIL DIRECTION**

<b>Motion # &amp; Meeting Date</b>	<b>Motion Details</b>
2021-440 November 8, 2021	THAT Council give final reading “White Rock Financial Plan (2021-2025) Bylaw, 2021, No. 2377, Amendment No. 2, 2021, No. 2403”.  Bylaw 2403 – A bylaw to amend the Financial Plan for 2021 to 2025 to include:  \$111K to the 2021 Financial Plan for a new regular full time Solid Waste Coordinator position starting in December 2021, \$8K to 2021 and \$103K to 2022, funded from Reserves;

	<p>\$50K to the 2021 Financial Plan for a consultant to assist with the Request for Proposal for a Solid Waste Contractor funded from Reserves; and</p> <p>Add \$650K for the Centre Street Walkway Project funded from CAC's.</p> <p style="text-align: right;">CARRIED</p>
2021-408 October 25, 2021	<p>THAT Council give final reading to “Collection, Removal, Disposal and Recycling of Solid Waste, 2015, Bylaw No. 2084, Amendment Bylaw, 2021, No. 2402”.</p> <p style="text-align: right;">CARRIED</p>
2021-381 October 4, 2021	<p>THAT Council give first, second and third reading to “Collection, Removal, Disposal and Recycling of Solid Waste, 2015, Bylaw No. 2084, Amendment Bylaw, 2021, No 2402”.</p>
2021-360 October 4, 2021	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Receive the October 4, 2021, corporate report from the Director of Engineering and Municipal Operations, titled “Solid Waste Bylaw Update;”</li> <li>2. Approve the Regular full time Solid Waste Coordinator position in advance of adopting the 2022 Financial Plan to enable recruitment for this position in Fall 2021;</li> <li>3. Direct staff to procure a contractor to provide solid waste collection services for multifamily (MF) and institutional, commercial, and industrial (ICI) properties, and user-pay bulky waste collection services for single family (SF), MF and (ICI); and</li> <li>4. Consider approving the Collection, Removal, Disposal and Recycling of Solid Waste Bylaw which stipulates that MF and ICI properties can opt into the City managed collection services beginning January 30, 2023, and must transition by March 27, 2023, or the termination date of any private solid waste service agreement that was entered into prior to the Bylaw adoption date.</li> </ol> <p style="text-align: right;">CARRIED</p>
2021-084 February 22, 2021	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Direct staff to conduct a financial analysis and review funding models that would enable the City to provide solid waste collection for Multi- Family (MF) and Institutional, Commercial and Industrial (ICI) buildings by a City managed contractor; and</li> <li>2. Direct staff to obtain a legal opinion to determine if the City through bylaw can request private property owners to terminate contracts with private solid waste haulers.</li> </ol> <p style="text-align: right;">CARRIED</p>

<p>2020-490  October 5, 2020</p>	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Direct staff to prepare a 2020 Financial Plan Amendment that would include a \$985K adjustment for the purchase of the three solid waste vehicles discussed in this report; and</li> <li>2. Approve the purchase of the three solid waste collection vehicles in the amount of \$1.131M (excluding GST) upon adoption of the 2020 Financial Plan Amendment Bylaw.</li> </ol> <p style="text-align: right;">CARRIED</p>
<p>2020-394  July 27, 2020</p>	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. Approves the purchase of two (2) recycling replacement vehicles from the 2020 Financial Plan in the amount of \$820K (excluding GST) from Rollins Machinery Ltd; and</li> <li>2. Approves an increase of \$304K for the purchase of the two recommended vehicles that would be reallocated from funding that was to have been for the purchase of the three (3) residential collection vehicles.</li> </ol> <p style="text-align: right;">CARRIED</p>
<p>2018-395  November 19, 2018</p>	<p>THAT Council receives for information the corporate report dated November 19, 2018 from the Director of Engineering and Municipal Operations titled "Solid Waste Management: Current Status of the Program".</p> <p style="text-align: right;">CARRIED</p>
<p>2015-114  April 10, 2015</p>	<p>THAT Council endorses option three (3) as outlined in April 10, 2015 corporate report titled "Multi-Family Solid Waste Collection Additional Information" endorsing the City "Provide technical assistance to transition to private collection for multi-family properties."</p> <p style="text-align: right;">CARRIED</p>

## **INTRODUCTION**

The updated Solid Waste Bylaw approved by Council on October 4, 2021, provides the legal basis for the transition of multifamily (MF) & institutional, commercial and industrial (ICI) solid waste collection services into city managed services starting January 31, 2023. This transition to city managed contract services is a significant paradigm shift for MF and ICI properties.

The collection of detailed data from the 350 MF and ICI properties has been a large and fundamentally important project. Individual contract end dates, numbers and configurations of collection containers, locations etc. form the base for the RFP and resultant contract. The dataset is the foundation for defining the scope of services, pricing base for the contractor, and billing base for the city.

The critical work of the transition is to retain a contractor to take over the individual collection services. The procurement of solid waste services through a public competitive process is complex as it requires comprehensive knowledge of industry practices and expertise in solid waste management to detail the scope of work and to structure the billing mechanism. Dillon

Consulting was retained as a consultant in February 2022 to assist the City in preparing an RFP to procure the solid waste collection services.

To date, the pre-transition work has been completed including the following:

- Communication to MF & ICI property owners on the transition and the timeline
- Engaging MF & ICI property owners in data survey/input
- Preliminary data collection for 331 properties of MF and ICI
- Research and recommendation
- Industry expert consultation and hauler consultation and feedback
- Ownership of collection containers
- MF recycle stream composition - mixed single stream or separated multi-stream
- Discussion with Recycle BC on MF recycling program incentives
- Identifying the property number of six units and less currently serviced by the city staff for the transition into city managed contracted services

Right now, staff and the consultant are focusing on RFP preparation and finalization including:

- Investigating and validating dataset
- Formatting RFP
- Drafting Service Agreement
- Defining and detailing Scope of Work including MF, ICI, Recycle BC, and bulky waste collection
- Formatting proponent's technical proposal
- Formatting proponent's financial proposal

The RFP timeline is proposed below:

1. RFP to be issued on BC bid ..... August 12, 2022
2. RFP Closure ..... September 9, 2022
3. Evaluation and Selection ..... September 29, 2022
4. Council Award of Contract ..... October 3, 2022

### **ANALYSIS/DISCUSSION**

The updated Solid Waste Bylaw (Part 9) stipulates that MF & ICI properties transition into city managed collection service after January 30, 2023 and pay the city the solid waste collection service fee upon commencing using the city's collection services or after January 1, 2024. The preliminary data collection found some properties, approximately 10% of the total MF & ICI properties, having a service contract end beyond January 1, 2024. During the communication with properties on the transitions, this portion of property owners expressed concerns about double payments: paying the contractor as per the service agreement and paying the city as per the bylaw requirements.

There are options for city Council consideration to resolve the potential double billing situation. These include:

- The contractor may release the property from the contract as a sign of corporate goodwill;
- The contractor may be selected as the best value provider for the city during the RFP procurement process, awarded the contract, and as such releases the property from the contract;

- The city may initiate Business License or other bylaw changes ending the contractor's operation in the city; and
- City Council may agree to grandfather the properties with longer-term contracts (this may be possible if there are not too many of these situations and provided that the contracts were entered into before bylaw adoption last Fall).

Because of the complexity of the transition and the issue with potential double billing, it is proposed that the rollout of the transition will be done in stages.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

The MF & ICI solid waste transition is consistent with Council's Strategic Priorities.

### **CONCLUSION**

Staff and the consultant will continue RFP preparation and aim for the release on BC Bid on August 12, 2022. The Council award contract to the successful proponent is scheduled for October 3, 2022. Staff seek Council's support to continue with the process in preparing the RFP documents and endorse the project schedule outline as described, including the recommendation for awarding the contract at Council's regular meeting on October 3, 2022.

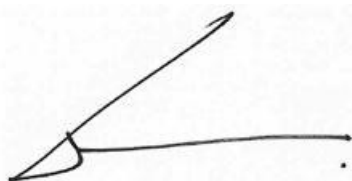
Respectfully submitted,



Jim Gordon  
Director, Engineering and Municipal Operations

### **Comments from the Chief Administrative Officer**

I concur with the recommendations of this corporate report.



Guillermo Ferrero  
Chief Administrative Officer