



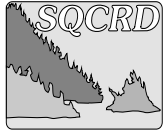
MEMO

To: Skeena-Queen Charlotte Regional District Board / Public
Date: February 8, 2013
From: Joanne Fraser, Deputy Corporate Officer
Subject: February 9, 2013 SQCRD Board Agenda – Report Insertions

Please note that the following reports are listed on the February 9, 2013 SQCRD Board Agenda as late items. Please insert them into the agenda package accordingly.

8.1 Reports/Resolutions

- | | | |
|-----|--|----------------|
| 8.1 | J. Merrick, CAO – Reserve Balances | Pg 6a-b |
| 8.2 | T. Des Champ, Superintendent of Waste Management – Mainland Recycling – Opportunities and Efficiencies | Pg 6c |
| 8.3 | T. Des Champ, Superintendent of Waste Management – Transfer Station | Pg 6d |



STAFF REPORT

DATE: February 4, 2013
FROM: Joan Merrick, Chief Administrative Officer
SUBJECT: Reserves

RECOMMENDATION:

That the staff report entitled "Reserves" be received for information.

BACKGROUND:

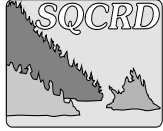
At the January 19, 2013 Special SQCRD Board Meeting, Resolution No. 061-2013 was adopted:

MOVED by Director Putterill, SECONDED by Director Nobels, that for Round 2 budget discussions, staff provide a listing of reserve balances and/or other monies not included in the budget.

DISCUSSION:

Staff has attached a schedule listing the services that have a reserve balance.

Reserves	2011	Used in 2012	Contributed in 2012	2012 Interest	Balance
340 MSW Building	106,272.74	-		2,005.49	108,278.23
340 Reg Recycling	8,623.84	-	21,817.00	162.74	30,603.58
310 ISW	24,460.43	-	50,550.00	461.61	75,472.04
810 Sandspit Water	33,219.42	-		626.91	33,846.33
110 Administration		-	2,932.00		2,932.00
120 Electoral Area Admin			1,438.00		1,438.00
130 Elections	-	-	10,000.00		10,000.00
510 Rural Land Use Planning			12,636.00		12,636.00
901 Feasibility	-	-	5,000.00		5,000.00
	<u>172,576.43</u>	<u>-</u>	<u>104,373.00</u>		<u>280,206.18</u>
317 Landfill Closure					94,392.44
					<u>374,598.62</u>



STAFF REPORT

DATE: February 4, 2013
FROM: Tim Des Champ, Superintendent of Waste Management
SUBJECT: Mainland Recycling – Opportunities and Efficiencies

RECOMMENDATION:

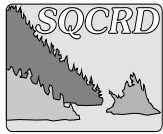
That the staff report entitled “Mainland Recycling – Opportunities and Efficiencies” be received.

DISCUSSION:

The addition of the new baler has allowed the Recycling Depot to become more efficient in processing materials. This efficiency is creating an opportunity to increase capacity at the depot. Future opportunities include:

- Developing new contracts such as processing material from Metlakatla or other first nation communities.
- The new provincial program for all Printed Paper and Packaging (PPP) is expected to be implemented in May 2014. This program could have a significant impact on amount of materials processed at the depot. Staff will provide an update to the Board when details about a PPP agreement become known.
- Additionally, if the City of Prince Rupert moves to curbside recycling and/or additional landfill bans, there is an opportunity for the depot to support the City by processing those materials.

While, at this time, the timing of these programs and the impact on the depot is not known, staff will continue to monitor the staffing resources and ensure that they are used in the most efficient and productive manner possible.



STAFF REPORT

DATE: February 09, 2013

FROM: Tim Des Champ, Superintendent of Waste Management

SUBJECT: Recycling Transfer Station

RECOMMENDATION:

That the Board receives the staff report entitled "Recycling Transfer Station".

BACKGROUND:

Staff was asked to report on the costs to develop an un-manned recycling transfer station.

DISCUSSION:

The staff report previously received by the Board in May 2012 provided options for an un-manned recycling transfer station which would allow 24/7 access. However, the recycling transfer station was contingent on the installation of the new baler which would enable the efficient processing of materials collected outside the depot.

COST & BUDGET IMPLICATIONS:

The costs to develop a transfer station will be approximately \$40,000, including the purchase of six 3-cubic yard bins (\$20,000) and the site development and installation costs of approximately \$20,000. The installation costs would include electrical for lighting and cameras, installation of masts for the lights, purchase of the security cameras, site preparation and re-installation of gates and fencing.

CONCLUSION:

Should the Board choose to support the installation of the "Recycling Transfer Station", these costs will need to be included in the 2013 Mainland Recycling budget. Options for funding this project include:

- Use Gas Tax funding - of which a portion could come from the Regional District and/or City of Prince Rupert and District of Port Edward;
- The usage of prior year surplus, however, these funds were earmarked for rate stabilization;
- Apply to the Prince Rupert Port Authority for up to half of the funding through their Community Investment Fund. Staff has completed an application for one-third funding and are seeking a motion from the Board to submit the application.