

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 19, 2025**

SUBJECT **Service Contracts for Salt Spring and Southern Gulf Islands Recycling Depots**

ISSUE SUMMARY

To seek Capital Regional District (CRD) Board direction on new recycling depot service agreements for the recycling depots on Galiano Island, Pender Island, and Salt Spring Island.

BACKGROUND

The CRD has worked, in partnership, with several local community groups on Salt Spring Island and the Southern Gulf Islands to provide residential recycling services for more than 30 years. These long-term depots have successfully collected packaging and printed products in communities where curbside blue box collection is not feasible.

Recognizing the value of these relationships, at its October 14, 2015 meeting, the CRD Board approved a motion (Appendix A) authorizing the Board Chair to sign service agreements (2015-2019) with the five recycling depots on Galiano, Mayne, Pender, Saturna and Salt Spring Islands to continue collection services for residential packaging and printed products on behalf of the CRD. The most recent agreements with each of these depots expired on December 31, 2024, and the expiring agreements were extended until negotiations with the depots concluded. Staff assumed a continued desire to sole source from the existing not-for-profit depot operators and have been working with representatives of each depot to negotiate new agreements. In view of the specialized nature of the work, the geographic location of these communities and the fact that each depot is operated by local non-profit societies, staff believed that a competitive process would not result in a new service provider with ability to maintain service continuity for residents on the islands.

Negotiations have now concluded. The Galiano, Pender and Salt Spring Island agreements are attached for information (Appendix B).

These new agreements would secure residential recycling services for each community, until December 31, 2029, after which they would again need to be renewed. The duration of these new agreements aligns with the terms of the CRD's Statement of Work with Recycle BC that provides the CRD with funding to contract these depot collection services.

Table 1: Gulf Island Depot Service Contracts — Total Contract Commitment

Depot	2026 Commitment	Total Contract
Galiano Island	\$ 152,213.25	\$ 627,363.36
Pender Island	\$ 143,219.64	\$ 590,295.21
Salt Spring Island	\$ 411,578.48	\$ 2,099,873.45
Totals	\$707,011.37	\$3,317,532.02

Total funding for the depots on Saturna Island and Mayne Island both fall below the \$500,000 direct award threshold that requires Board approval and have not been included in this report.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board:

That the Chief Administrative Officer be authorized to approve new Galiano, Pender and Salt Spring Island recycling service agreements as prepared by staff for continued service until December 31, 2029.

Alternative 2

The Environmental Services Committee recommends to the Capital Regional District Board:

That staff extend existing recycling service agreements with Salt Spring and Southern Gulf Island recycling depots until Dec 31, 2026 and be directed to undertaking a public procurement process for the provision of depot-based residential packaging and printed product recycling services for Salt Spring and Southern Gulf Islands.

IMPLICATIONS

Alignment with Board & Corporate Priorities

Maintaining residential recycling services on Salt Spring Island and the Southern Gulf Islands aligns with the CRD Board's strategic priority of Climate Action and the Environment, Initiative 3a to "maximize solid waste diversion and resource recovery from waste materials".

Alignment with Existing Plans & Strategies

Maintaining residential recycling services on these islands supports the CRD's Solid Waste Management Plan goals by helping to reduce the quantity of packaging and paper products that are landfilled.

Environmental Implications

The Salt Spring Island and Southern Gulf Island depots typically collect between 1,500 and 2,000 tonnes of residential packaging and paper products each year. Without depot recycling services, most of these materials would instead be discarded as waste and landfilled.

Financial Implications

Approval of the new recycling service agreements for the three depots are projected to cost a combined total of \$707,011 in 2026. The total cost of these multi-year agreements is \$3,317,532.02 over the full term of these agreements. Funds are currently budgeted in the Environmental Resource Management core budget for all three service agreements and are reflected in the CRD's Five Year Financial Plan. There are no tax requisition requirements to support the CRD's Environmental Resource Management service.

Social Implications

The CRD has enjoyed a mutually beneficial partnership with each island-based depot for over 30-years. Disrupting or discontinuing these relationships would likely negatively impact the CRD's reputation in these communities.

CONCLUSION

The Capital Regional District (CRD) has worked, in partnership, with various local community groups on Galiano, Pender and Salt Spring Island to provide residential recycling services for over 30 years. The agreements with each of these groups are expiring and need to be renewed or extended. New recycling depot service agreements have been negotiated; however, to comply with CRD procurement policies, CRD Board approval is required. The new agreements will ensure that residential packaging and printed product recycling services are maintained on these islands through to December 31, 2029.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board: That the Chief Administrative Officer be authorized to approve new Galiano, Pender and Salt Spring Island recycling service agreements as prepared by staff for continued service until December 31, 2029.

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: CRD Board Minutes - ERM 15-106 - Approval of Salt Spring Island and Gulf Island Recycling Depot Service Agreements (October 14, 2015)

Appendix B: 2025 Gulf Island Recycling Depot Agreements – Galiano, Pender and Salt Spring Island