



**CLIMATE ACTION COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON THURSDAY, OCTOBER 3, 2024, AT 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

TO JOIN THE MEETING, CLICK HERE: <https://us02web.zoom.us/j/2780145720>
TO JOIN VIA PHONE, DIAL 778-907-2071 AND ENTER MEETING ID: 278 014 5720

AGENDA

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Public Questions & Comments**
- 4. Approval of Minutes**
 - A. Climate Action Committee Meeting Minutes – Aug 26, 2024 – *(page 2)*
- 5. Business Arising from the Minutes**
 - A. Review RFD progress on hall electrical upgrade - *(page 5)*
 - B. Update on Fireplace specifications and installation logistics.
- 6. Unfinished Business**
 - A. Hall renovation next steps – scope of work for electrical upgrade (in progress) to meet green municipal fund, spend requirements
 - i. Meter installation example - *(page 7)*
 - B. Water metering recommendations
 - C. Mini Recycling Depot update - *(page 8)*
 - D. HoneyBadger Charging – metering update
- 7. New Business**
- 8. Recommendation to Council**
- 9. Correspondence**
- 10. Public Questions & Comments**
- 11. Adjournment**



**CLIMATE ACTION COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON MONDAY, AUGUST 26, 2024, AT 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

In Attendance: Councillor Neville Abbott
Committee Member Greg Weary
Committee Member Andrew Wray
Committee Member John Robb
Committee Member Norm Barmeier (via Zoom)
Staff Karl Buhr

Absent with regret: Councillor Reuters
Committee Member Clara George

Staff: N/A (Recorder)

1. Call to Order

The meeting was called to order at 18:10 PM

2. Approval of the Agenda

Moved/Seconded

THAT the agenda of August 26, 2024, Climate Action Committee be adopted as amended:

Move to front of Agenda 6D, then 6A, then 6C, defer 6B to another meeting. Then resume with 7A.

CARRIED

3. Public Questions & Comments

None

4. Approval of Minutes

A. Climate Action Committee Meeting Minutes – July 29, 2024

Adopted with edits.

5. Business Arising from the Minutes:

A. N/A

6. Unfinished Business

A. Hall renovation next steps

Some LGCAP money must be spent by March 2025 with more funds coming until 2026. Some discussion on generator optimization and need in emergency. Heat can be addressed by a compliant fireplace replacement at around \$12,000 from the LGCAP money

Discussed power upgrade requirement and next steps. Electrical demands need to be understood during normal operating conditions as well as during emergency scenario in order to determine panel modification and UPS (generator) use case.

Action: Karl Buhr to talk to electrical design contractor. Norm Barmeier offered to support design base case with Karl contact.

Discussion on wood burning stove upgrade ensued including storage and handling logistics for logs. Fireplace proposal was discussed, including installation logistics and combustion make up routing was discussed.

General contracting logistics was discussed. Phasing a project would result in more smaller contracts.

Risks around electrical upgrade discussed, potential out of compliance costs.

Action: Neville to speak to Greg to update the Fire Place proposal.

B. Water metering recommendations – no updates

C. Mini Recycling Depot update

Discussion of logistics (staffing) and design of bin storage bays. Could hire local help to staff the depot. Funding needs to encompass paying a local staff person. Location was debated including logistics with container moves.

Committee agreed to furnish RFD and ask Neville to take to council and report back to the committee in due time.

D. HoneyBadger Charging – site visit and proposal

HoneyBadger spent 30 minutes answering questions and clarifying their proposal. Next steps were for Norm Barmeier to discuss metering logistics and discuss electrical scope and feasibility of additional locations.

7. New Business

A. Nature Lions Bay Initiatives – Bird Friendly and Biodiversity Actions

Trees are cool. Tree canopy initiative from BC Hydro and Nature Lions Bay. Only received a \$250 grant. The initiative asks to get rack cards made, and do an education around the rack cards. Meant to be a joint initiative with Bird Friendly and CAC - update

8. Recommendation to Council

A. None

9. Correspondence

A. None

10. Public Questions & Comments

A. None

11. Adjournment

Moved/Seconded

THAT the Climate Action Committee meeting be adjourned.

CARRIED

Meeting adjourned at 19:40 pm

Chair

Corporate Officer

Date Adopted by Committee:	
----------------------------	--



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Recommendation to Council		
Title	Electrical upgrade to accommodate heat pumps		
Author	Norman Barmeier	Reviewed By:	
Date	Aug 26, 2024	Version	0
Issued for	Aug 26, 2024 CAC		

Recommendation:

(1) THAT Council approve staff time to engage an electrical contractor to provide a cost estimate to achieve the required electrical service upgrade to support heat pumps.

Key Information:

The Climate Action Committee pulled together a rough capital cost estimate to replace the oil furnaces with heat pumps and replace the current wood burning fireplace with an EPA compliant fireplace to provide back-up heat in the winter.

Initial electrical contractor investigation found the hall to have:

1. Two 200 amp BC hydro service connections.
2. 2 large electrical panels in the back of the office
3. 400 amp back-up diesel generators

The Village currently has 2 oil burning furnaces with separate air handling units and separate duct work. Each furnace heats a different part of the Municipal hall. One furnace heats the office area, while the other furnace heats the gym area.

The heat pump electrical specifications will require an additional 220 amps (110 amps per unit). The hall will require 2 separate heat pumps and 2 separate air handling units to replace the existing 2 furnaces.

The additional power demand will push the hall to a 3rd service, which BC Hydro may not allow. The electrical contractor, in cooperation with BC Hydro needs to determine the total power required; 600 amp or 800 amp service. The electrical contractor needs to make recommendations on a cost effective approach to consolidating the existing panels and



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

integrating the power upgrades, and provide the Village with a budget quote for the power upgrade.

Options:

(1) Approve the recommendations above.

(2) Approve with amendments.

(3) Do nothing.

Preferred Option: Option 1 as we need a qualified electrical contractor to provide a reliable cost estimate in order for council to determine if the available Green Community Fund grant money can cover it.

Legal Considerations: staff to advise

Financial Considerations: staff to advise

Other Considerations:

Follow Up Action: Per Council direction.

Communication Plan: TBA





THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	REQUEST FOR DECISION		
Title	Mini Recycling Station		
Author	Andrew Wray	Reviewed By:	Neville Abbott
Date	Aug 31, 2024	Version	0
Issued for	COW Oct 01 and/or RCM Oct 15		

Recommendation:

THAT Council provide direction to staff with respect to the Climate Action Committee Recommendation to Council for the establishment of a mini-recycling depot at the Lions Bay works yard. Funding for this to come from LGCAP funds.

Key Information:

The Climate Action Committee has solicited a proposal from WCS, the current provider of recycling services, has prepared budgets and had logistics discussions with the Director of Public Works regarding the building, management and operations of a Mini Recycling Station for use by the residents of the Village with a goal of reducing garbage going to the landfill and maximizing the amount of material being recycled. In addition to the current weekly recycling pick up program residents will be able to drop off the following recyclables on Saturday mornings from 8am to 12pm:

- Soft plastics
- Crinkly plastics
- Styrofoam
- Small electrical items such as cords/wires, CDs/DVDs, electronics & small appliances that are under 3 feet
- Light bulbs (provided they are intact)
- Batteries

This program is in accordance with the recommendation made to council by the CAC on 23 January 2024.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Steps Proposed:

- (1) Enter into a contract with Waste Control Services based on their quote attached (Attachment 1).
- (2) Public Works to prepare a covered location within the Works Yard for the housing of recycling centre. This is proposed as a 20' container modified generally as in the photo attached (Attachment 2). Note that to achieve this the current container load of documents stored in the Works Yard will need to be relocated to another location.
- (3) Hire and train a staff person that will be a regular part time position to operate the Mini Recycling Station for four hours per week from 8am to 11am every Saturday morning.
- (4) Prepare and distribute materials to educate and inform the residents of the materials that can be recycled at the Mini Recycling Station and to also clearly indicate those that cannot.
- (5) Update the Village website to reflect the new recycling capabilities.
- (6) Develop a marketing plan using the Village Update as a tool to maximize recycling within the village.

Budget:

Capital Cost:

Container delivered and positioned on site	\$6,000
Signage	\$500
Handouts to all residents	\$2,000
TOTAL CAPITAL COST	\$8,500

Operating costs (annualized)

Waste Control Services (12 months at \$385/month) including monthly reporting.....	\$4,620
Labour to staff (4 hours per week @ \$30/hour plus 25% payroll loading)	\$7,800
Ongoing support materials (assumption)	\$2,000
Education (assumption)	\$5,000



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

ANNUAL OPERATING COST..... \$19,420

Legal Considerations: staff to advise

Financial Considerations: staff to advise if other considerations other than those listed above.
See attached 2024 Budget (Attachment 3)

- \$27,915 Revenue created by Recycle BC – see page 4 & 7, Note 13
- \$10,000 CAPEX approved - see page 9.
- \$55,010 surplus in BC Recycle Fund - see page 13.
- \$25,885 OPEX Included in maintenance budget see page 20

Other Considerations:

Follow Up Action: Per Council direction.

Communication Plan: TBA



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

ATTACHMENT 1

QUOTE VALID FOR 30 DAYS. Prepared by Charmaine W. on 2024-05-02.

Material Streams & Equipment:

WCS recommends setting up the following **collection 'bin' lineup** at the Lions Bay depot. WCS anticipates collecting approx. **2 x 96 g and 3 x 1.6 yd** collection 'bins' of material per month. If volumes are a little greater, WCS will collect as long as in-scope, and fits in our 1 x month cube truck pickup:

1. 1 x 96g - Soft Plastic
2. 1 x 96g - Crinklies
3. 2 x SS - Styrofoam
4. 1 x Metal Cage – End of Life Materials
 - a. **Electronics** – Cords/Wires, CDs/DVDs, Electronics & Small Appliances (under 3 ft.)
 - b. 1 x 2g pale – **Batteries**
 - c. Boxes – **Light Bulbs** (3 sizes of cardboard boxes are available. Light bulbs must be in-tact/unbroken, contained, sealed, and labelled (with sharpie "Light Bulbs" will suffice) in the cardboard boxes provided. WCS driver will swap out any full, sealed boxes with new empty ones upon each monthly collection.

Equipment Legend:

- 96g = 96 gallon wheeled tote (blue)
 - Dimensions: 43" Height x 24" Width x 35" Depth
- SS = 1.5 yard polywoven super sack / bulk bag (white)
 - Dimensions: 36" Height x 40" Width x 44" Depth
- Metal Cage = 1.5 yard metal cage (red)
 - Dimensions: 36" Height x 40" Width x 44" Depth
- 2g = 2 gallon battery pale (brown)
 - To be contained in Metal Cage on collection day

Bin Delivery:

- \$150 / haul (one-time placement fee before first day of collection)

Collection Frequency:

- 1 x month collection (1st Thursday of every month) priced at:
 - \$87.50 / per 1.5 yd (SS or Metal Cage) – Approx. 3
 - \$42.50 / per 96 g (wheeled tote) – Approx. 2



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

- TOTAL: \$347.50 / month

Diversions Report:

- \$35/month (Monthly weight reporting), or
- \$480 (one-time annual weight report)

Contamination Fee:

- \$95 / bin (each equipment type listed in “Equipment Legend” above e.g. wheeled tote, super sack, metal cage, battery pale are considered a bin).

On-call Lift:

- \$160 / bin (covers cost of an additional pickup beyond the 1 x month scheduled service e.g. to send a driver/truck).

Material Scope / Requirements:

- All material must be **clean & dry**, and **in-scope**.
 - Our drivers are trained to determine when a load is too contaminated to tip/accept. He will **“tag it & leave it”**. Upon the *next scheduled collection date*, if contamination has been removed, he will tip as usual.
 - If contamination has not removed by next scheduled collection date, driver will remove the “repeat contaminated load” with an automatic **\$95.00 contamination fine** applied per repeat contaminated stream/bin.
 - If driver is requested to return earlier than the scheduled collection date (e.g. an extra, on-call lift request), a **\$160.00 on-call lift fee** may apply to send the driver for an additional collection date.
- All material must be generated by/from the Lions Bay **residential** community (no construction/commercial waste allowed – all construction/commercial waste will be treated as contamination, tagged & left behind – fines may apply).

WCS does not offer collection services for the following:

Coffee Pods – depends what kind, but here’s what we recommend residents do:



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

- Rinsed out aluminum pod → put into **CONTAINERS**
- Coffee grounds → put into **ORGANICS**

Hangers

- **Disposable Hangers** → if from a clothing purchase (disposable plastic kind), can go into existing CONTAINERS stream.
- **Reusable Hangers** → if purchased itself as a product e.g. wooden, velour, durable plastic... cannot recycle – recommend residents to reuse/repurpose them.

Clothing/Textiles

- WCS cannot do anymore. Residents can bring used items can be donated to clothing donation centres. Check www.rcbc.ca for locations near you.

Ink Cartridges, Pen/Markers

- WCS cannot do. Check www.rcbc.ca for options near you.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

ATTACHMENT 2

