

## INFRASTRUCTURE SERVICES COMMITTEE

## Thursday, March 19, 2020 SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

## AGENDA

CALL TO ORDER	9:30 a.m.
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## AGENDA

1. Adoption of Agenda

## PRESENTATIONS AND DELEGATIONS

#### REPORTS

2.	General Manager, Infrastructure Services Water and Energy Project Coordinator Universal Water Metering Program Overview and Implementation Timelines (Voting – A, B, D, E, F, Sechelt)	Annex A pp 1 - 13
3.	General Manager, Infrastructure Services Water Supply Advisory Committee – Terms of Reference <b>(Voting – All)</b>	Annex B pp 14 - 19
4.	General Manager, Infrastructure Services 2020 Snow Pack Update <b>(Voting – All)</b>	Verbal
5.	Manager, Solid Waste Programs Garbage Drop-off Service Options for Non-Permanent Residents and Tourists (Voting – All)	Annex C pp 20 - 25
6.	General Manager, Infrastructure Services Manager, Solid Waste Operations Disposal Options for Boats and Motorhomes (Voting – All)	Annex D pp 26 - 28
7.	Manager, Capital Projects Contract Award Groundwater Investigation – Phase 4 Church Road Well Field (Voting – A, B, D, E, F, Sechelt)	Annex E pp 29 - 31

8. Manager, Capital Projects Contract Award Raw Water Reservoir(s) – Feasibility Study Phase 4 (Voting – A, B, D, E, F, Sechelt)
9. Solid Waste Plan Monitoring Advisory Committee (PMAC) Meeting Minutes - February 18, 2020 (Voting – All)

#### COMMUNICATIONS

10. Petition from the residents of Ikelon Trailer Court received Annex H February 24, 2020 regarding cancellation of uphill transit service pp 39 - 41 on Flume Road (Voting – B, D, E, F, Sechelt, Gibsons, SIGD)

#### **NEW BUSINESS**

#### **IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e) and (2) (b) of the *Community Charter* – "the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality" and 'the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party".

### ADJOURNMENT

#### SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO:	Infrastructure Services Committee - March 19, 2020
AUTHOR:	Remko Rosenboom, General Manager, Infrastructure Services Raphael Shay, Water and Energy Projects Coordinator
SUBJECT:	UNIVERSAL WATER METERING PROGRAM OVERVIEW AND IMPLEMENTATION TIMELINES

#### **RECOMMENDATION(S)**

THAT the report titled Universal Water Metering Program Overview and Implementation Timelines be received.

#### BACKGROUND

At the May 16, 2019 Infrastructure Services Committee meeting the report titled Universal Water Metering Program Update was presented (Attachment A).

One of the tactics of the Board's 2019-2023 Strategic Plan is to "Complete the development and implementation of a water metering program".

In support of this tactic the Board decided to include the following budget proposals in the 2020 Budget:

- Water Meter Data Analytics, \$63,000
- Meter Installation Phase 3 District of Sechelt and Sechelt Indian Government District, \$7,000,000
- Metering program (1 FTE), \$42,166

A report on the timelines and process to seek the required electoral approval for the long-term loan to fund the Phase 3 of the meter installation project will be brought to an early Q2 2020 committee meeting.

Staff subsequently identified that the Board and community could benefit from a more comprehensive overview of the different components and the development and implementation timelines of the Universal Water Metering Program. The purpose of this report is to provide this information.

#### DISCUSSION

Water metering is widely acknowledged as a best management practice with the majority of major cities across North America, Europe and Australia already metered.

Benefits of water metering include improved billing equity, water conservation, leak detection and reduction, water systems management, environmental stewardship, and resiliency to climate change.<sup>1</sup>

The metering program consist of the following components:

#### 1. Metering infrastructure

This project component includes the installation of the remainder of the water meters at existing service connection in the Sechelt area, installation of water meters at new service connections, as well as the development and implementation of a maintenance and replacement program.

As indicated in the above mentioned May 16, 2019 report currently a bulk install of these meters is contemplated, as this would be the most cost-effective.

Recently a community members suggested an opt-in option as a means to gradually build-up community support for the metering program. While such op-in option could indeed have a positive effect on the community support, it would result in an additional cost of up to 50% more compared to an option where the meters are installed in bulk.

One of the other suggestions received by community members included an opt-out program for those residents who are not in support of having a meter installed and instead are willing to pay a rate similar to high water users. This option is not recommended as it does not support the objective of the metering program and will most likely not result in an increased community support from the program.

Given that in both an opt-in or opt-out option water users will pay different rates depended on if they have a water meter or not, the current rate structure would need to be updated prior to any of these options could be implemented.

Both an opt-in and an opt-out option would result in additional program administration costs and would require additional supply, treatment, and distribution infrastructure to be developed and operated compared to a scenario where all service connection would have a water meter installed.

A 2019 Best Practices Guide for Local Governments on residential water metering scenarios and best practices concludes that the highest value for local governments, developers, and homeowners, is to adopt a universal water metering approach without any opt-in or opt-out options.

#### 2. Rate structure review

This project component includes the review of the current flat rate structure for any residential use. This rate structure does not allow for an actual-use-pay-approach (volumetric rate structure) for water that is commonly in place for other utility services such as electricity and natural gas. This would allow water users to actually influence their water user fee bills.

Under the current flat-rate structure, people who use less water subsidize people who use more. The District of Mission found that 80% of homes used less than this the

<sup>&</sup>lt;sup>1</sup> Metro Vancouver, (2019), Residential Water Metering in Metro Vancouver: Best Practices Guide for Local Governments.

<sup>2020-</sup>March-19 ISC staff report - Universal Water Metering Program Overview and Implementation Timelines

average volume the flat rate was based on, and were essentially subsidizing the 20% of high water users.

The implementation of an actual-use -pay-approach would allow for the tailoring of the user fees for equity in the community and would incentivize water conservation.

Previous communication material indicated that any rate structure review would involve public participation and should reflect community values.

The timing of the rate structure review is dependent on the completion of the Asset Management plans for all water systems and more details are available on the development and operational costs associated with the current efforts to address the Water Supply Deficit.

Reviewing the rate structure prior to this information being available would result in the need for a major update to the updated rate structure within a couple of years after it was first updated. This not suggested as it would not be cost-effective and most likely not result in a rate structure that is well-supported by the community.

#### 3. Development of data management and data analysis tools

This project component includes advancing the current meter reading practices and the management and analysis of water use data and the development of a web portal to support communication with water users on their actual water use.

In order to achieve these objectives, the following IT tools are required:

- a. Development of a customer relationship management system for staff to track their interactions with water users on their historical leak resolution and water conservation regulation compliance;
- b. A data warehouse and management system with analytical capabilities to allow staff to do more advanced data analysis on the community's water use; and
- c. An online portal for customers to learn about water consumption trends.

The timeline for the development of some of these tools is dependent on the release of updated tools by software developers.

#### 4. Water use community outreach

This project component will include the communication with the community and water users on their actual water use. Currently staff are able to provide water users with information on their actual water use if they contact staff by phone or visit the SCRD main office. Advancing this component to a more customer friendly process is dependent on the development of the supporting IT tools.

The development of water use targets (water budgets) per service connection type could be considered if meters are installed at all service connections and a volumetric rate structure is introduced.

#### 5. Leak resolution

This project component will include the detection and resolving of leaks in service connections and in the main water distribution system.

Currently leaks in the main distribution systems are detected with sensors, meters and visual observations. Leaks in service connections are detected via the analyses of the data collected from water meters and thru visual observations in the areas were no meters are installed.

Staff are currently in the process of testing several systems that could be added to its current set of tools to detect leaks. All of these systems would take two staff several hours to test several hundred meter of water main. Given that the SCRD has several hundred kilometers of water main it would require several dedicated full-time staff to assess all water systems on an annual basis for leaks in service connections. With if water meters are in place, these leaks could be detected at every monthly meter read.

The type of systems currently tested could have an added value to determine the exact location of a leak within a section of water main once the presence of one is confirmed thru other means.

As part of this project component staff will also assess the benefits of installing more sensors and water meters for this purpose in the distribution systems.

#### Organizational and Intergovernmental Implications

The program activities scheduled for 2020 and 2021 are in part dependent on hiring several positions approved as part of the 2020 budget process:

A universal metering program is in place at the Town of Gibsons and in the majority of other local governments in BC.

#### *Timeline for next steps*

The table below presents the currently anticipated timelines for the completion of the more significant activities initiated as part of the metering program.

Activity	Timeline	Dependencies
Installation of meters at new service connections	Ongoing	
Development of Operations and Maintenance and Asset Management plans for water meters	2020-2021	Hiring staff
Installation of meters at current service connections	1.5 year after funding is secured	Funding secured

#### Staff Report to Infrastructure Services Committee – March 19, 2020 Universal Water Metering Program Overview and Implementation Timelines Page 5 of 6

Basic water use analysis	Ongoing	
Advanced water use data analysis	2020-2021	Hiring staff, software development
Leak resolution service connections	Ongoing	
More efficient and effective leak resolution process service connections	2020-2021	Software development
Advanced leak detection in water mains	2020-2021	Testing and purchase of additional equipment, sensors and water meters
Increase water use outreach (including web portal)	2020-2021	Hiring staff, software development
Rate structure review	2022	Development of Asset Management plans and advanced insight in estimated total cost to address Water Supply Deficit

A report on the timelines and process to seek the required electoral approval for the long-term loan to fund the Phase 3 of the meter installation project will be brought to an early Q2 2020 committee meeting.

#### Financial Implications

The financial implications for the work scheduled to be conducted in 2020 is included in the 2020 budget. Budget proposals for other project components will be brought forward as part of the budget process in the upcoming years.

Provincial staff recently indicated that having water meters installed or scheduled to be installed in an entire water system and an associated program in place or under development is eligibility criteria for provincial and federal water infrastructure grant programs.

#### Communications Strategy

Information included in this report will be included in the general water supply related communication materials and specifically those in support of the process to seek funding approval for the installation of water meters in the Sechelt area.

#### STRATEGIC PLAN AND RELATED POLICIES

One of the tactics of the Board's 2019-2023 Strategic Plan is to "Complete the development and implementation of a water metering program".

#### CONCLUSION

This report provides an overview of the different components and development and implementation timelines of the Universal Water Metering Program.

#### Attachments:

Attachment A – May 16, 2019 ISC staff report Universal Water Metering Program Update

Reviewed by	/:		
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Infrastructure Services Committee – May 16, 2019

AUTHOR: Remko Rosenboom, General Manager of Infrastructure Services

SUBJECT: UNIVERSAL WATER METERING PROGRAM UPDATE

#### **RECOMMENDATION(S)**

THAT the report titled Universal Water Metering Program Update be received;

AND THAT the Board provide direction on the preferred funding and implementation options for the completion of Phase 3 of the Universal Water Metering Program.

#### BACKGROUND

The following Resolution was adopted at the September 27, 2018 regular Board meeting:

#### 266/18 **Recommendation No. 2** Universal Water Meter Program

THAT the report titled Universal Water Meter Program be received;

AND THAT the Sunshine Coast Regional District confirms its commitment to the Universal Water Meter Program;

AND FURTHER THAT funding and program options for implementation be brought to the 2019 budget.

Water metering was first supported by the Board in 2003 and 2004.

243/03 **Recommendation No. 7** Water Metering

Proceed with grant application for Water Conservation Program to include Universal Metering and Toilet Replacement

#### 340/04 Recommendation No. 6 Water Metering

Amend subdivision service bylaw; 2) implement voluntary metering program;
 introduce rate structure that encourages customers to have meters installed;

4) meter all non-residential properties; 5) develop public information package

In 2013, Universal Water Metering was identified as a central component of the Comprehensive Regional Water Plan's (CRWP) intensive demand management program.

The purpose of this report is to update Committee on the progress of the Universal Water Meter Program and to reaffirm the SCRD's commitment to the program.

#### DISCUSSION

#### Program Developments to Date

The first component of a program is water meter installations. Installations were divided into three phases. Phase 1 and 2 resulted in the installation of 6,186 meters in the Electoral Areas. North and South Pender Harbour Water Service Areas were equipped with water meters between August 2014 and February 2015. Halfmoon Bay, Egmont, Earls Cove, Roberts Creek, Elphinstone, and West Howe Sound (excluding Hopkins Landing) were equipped with water meters between September 2016 and October 2017 with a few remaining properties receiving installations in 2018. Phase 3 involves installations in the District of Sechelt and the Sechelt Indian Government District.

Other components of the Universal Water Metering Program are still to be developed. These include, development of policies and procedures, development of meter maintenance program, and advancing the engagement with private property owners with leaks.

#### Water Conservation

The Universal Water Metering Program will help the SCRD achieve its conservation goals as outlined in the Comprehensive Regional Water Plan in several ways. The first is by raising awareness about consumption. At this time, water consumption data is shared on bills for commercial accounts while residential accounts can contact staff if interested. In the future this could be enhanced by sharing information via myscrd.ca accounts or bills.

Other approaches could include use of a volumetric rate structure and advanced targeted outreach programs.

The timing of the development and implementation of these program components are in part related to the installation of the meters in the District of Sechelt and the Sechelt Indian Government District.

Water meters also help conserve water by detecting leaks. A simplified outline of the leak resolution procedure can be found in Figure 1.



Figure 1. Simplified Leak Resolution Procedure

The table below presents the number of leaks resolved to date and those currently being addressed in the Electoral Areas.

Area	Resolved leaks	Active leaks
Egmont / Earls Cove	18	7
North Pender	137	23
South Pender	264	79
В	400	103
D	291	94
E-F	401	134
TOTAL	1511	440

Active leaks receive a first warning letter or an escalated second warning letter from staff. Staff are currently in dialogue with 135 property owners with active leaks. Although staff can escalate responses when dealing with larger leaks that remain unresolved, a collaborative approach is generally successful. In some cases, site visits to help troubleshoot and isolate the leak are undertaken. Smaller active leaks that remain unresolved are monitored in future meter reads.

There are various ways of estimating the volume of water saved from resolved leaks. Once a leak is resolved, a comparison can be made between a property's monthly water use when a leak was present to water use without a leak. The difference between the two demonstrates how much treated drinking water was being wasted. Using this method, an estimated 5.3 million litres of treated water is saved per day. Combined with the number of resolved leaks, this information provides an indicator for the reach of the program.

Of all the resolved leaks, some would have eventually been resolved without communication from staff and some would have gotten worse. Water distribution trends therefore provide a useful indicator of the impact of the program. The North and South Pender Water Systems are useful systems to look at because they are fully metered and are not impacted by watering restrictions. The following represents the change in water demand compared to the three year average prior to the start of the leak program.

- South Pender Water Service Area: 15% decrease
- North Pender Water Service Area: 8% increase

The North Pender Water Service Area has suffered several major water main breaks that have impacted the total distribution numbers in the last two years.

#### Current Status of Meters in District of Sechelt and Sechelt Indian Government District

There are 4,800 water services in this area. Of these, approximately:

- 1,200 have water meters. These include most of the commercial accounts.
- 1,100 of the existing meters are not equipped with data transmitters and will need a new radio frequency transmitter. In most cases, the meter will not need to be replaced.
- Over 250 meter setters and meter boxes are ready for meter installations and will not require excavation.

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These numbers are approximate because some situations, such as multi-unit residential buildings, will require a custom approach.

During the 2019 budget process, the SCRD was notified that a grant application to support the third and final phase of meter installations in the Sechelt area was unsuccessful. Universal water metering is identified in the CRWP's intensive demand management program and a decision was made to proceed with an Alternative Approval Process (AAP) to authorize long term borrowing to finance the project.

At the July 26, 2018 Board meeting the results of the AAP for the Universal Water Meter Installations Project Loan Authorization were presented to be as follows:

10% of electors in the service area	1,957
Number of valid elector response forms received before the deadline	2,454

Elector approval for the borrowing was not obtained.

It has been confirmed that implementing a program such as the Universal Water Meter Program is essential for any future water infrastructure grants from both the Provincial and Federal Governments.

Following the failed AAP, a number of residents took the opportunity to meet with SCRD staff to share their feedback and opportunities to be cost effective with implementing the next phase of the water meters. With respect to the water meter program, one of the most common themes staff heard from residents is that they supported the water meters; however, did not want to pay (directly or through a loan) for them until additional water supply sources would become available.

#### Program funding Options for Consideration

Staff identified four options to fund Phase 3 water meter installations:

#### Option 1: Hold another AAP when additional water supply sources are confirmed.

It is expected that by late 2019 more detailed cost estimates would be available for the development of a well field in the Church Road area. This would allow the Board to confirm its commitment to actually construct this well field. Depending on the funding needs for that project, an AAP could be held in 2020 to authorize long term borrowing to support the financing of both the development of this well field and the Phase 3 installation project. Funds available through this loan could be supplemented by existing reserves and Development Cost Charge funds.

Based on the community feedback following the failed AAP, staff recommend this Option.

#### Option 2: Hold a Referendum

A referendum to authorize long term borrowing could address the long-term funding needs for the Phase 3 installation project. Should the Board select this Option, staff would report on the process and implications for the Legislative Services division work plan. There would also be costs associated with holding a referendum which would need to be incorporated into the budget for 2020 or 2021.

Based on the community feedback following the failed AAP, staff do not recommend this Option for the financing of solely the Phase 3 installation project. If the Board considers holding a referendum, staff recommend broadening the scope of such referendum to also include the borrowing approval for water supply expansion projects, such as the development of the well field in the Church Road area.

#### **Option 3: Wait For Future Grant Success**

Water meter installations could be paused while staff seek out grant opportunities. This Option would be viewed as a 'pause and wait' scenario and as such, could work against the SCRD when applying for further water supply expansion infrastructure grants.

This is not an option staff recommend, although staff will continue to monitor for grant opportunities for the Phase 3 installations.

#### Option 4: Use existing reserves

Solely relying on existing reserves as a funding source would deplete them and would be contrary to the SCRD's financial sustainability policy. The intent of the reserve funds is to support the operations, maintenance and replacement of current infrastructure. Development Cost Charge funds are intended for new infrastructure as a result of growth and therefore, are not an option to be considered.

Staff do not recommend this is option.

Staff is seeking Board direction on the preferred funding option.

#### Program Implementation Options for Consideration

Regardless of the approach taken to install the remaining water meters, the following activities will always need to be part of such a project:

- Confirming location of all water mains to private properties to install water meters on
- Communication with residents (including in-person, mail outs and customer call centre)
- Archaeological investigations
- Invasive species management
- Actual water meter installations, including repairs to sidewalks and driveways
- Project and contract management

To date contractors have installed the thousands of water meters as part of Phase 1 and 2 of the Universal Water Metering Program in North and South Pender Water Systems and those of the rural areas of the Regional Water System.

On a limited but routine basis, the installation or replacement of water meters has been addressed by SCRD staff.

Staff explored options for the completion of the Phase 3 installations that ranged from fully contracting this service through to hiring additional staff to fully address or a combination thereof. Contracting this service is the most cost effective at a cost of approximately \$6.6M versus up to \$10.4M for the other options. Contractors would also be able to complete the project within one year while all other options would require at least three years to complete.

The differences in total costs are in part due to the fact that the unit price for purchasing a water meter by the SCRD is about twice the cost a contractor can provide them for, given that they are also the manufacturer of the water meters.

All options for the implementation of the Phase 3 installation project could be financed with longterm borrowing or through grants as described in the above mentioned funding options 1, 2 and 3.

Staff recommend contracting as the preferred implementation option given that it is the most cost-efficient and quickest option.

#### **Organizational Implications**

Parallel to or following the completion of the Phase 3 installation, staff will work on the remaining components of the Universal Water Metering Program. These include a rate structure and billing review with public consultation, updates to utility accounts, and development of greater analytical tools including online information dashboards on myscrd.ca accounts.

Work plans and budget proposals associated with these components could be brought forward once staff receives direction on the installation and funding options for the Phase 3 installations.

#### STRATEGIC PLAN AND RELATED POLICIES

The SCRD Strategic Priority: Embed Environmental Leadership is achieved by implementing a Universal Water Meter Program. The SCRD will reduce waste and promote conservation of water. The CRWP has an objective of reducing water use by 33% from 2010 levels by 2020. This will principally be accomplished via the Universal Water Meter Program, supported by other water conservation programs.

The We Envision Regional Sustainability Plan (2012) has a water consumption reduction target of 33% relative to 2010 levels by 2020.

The CRWP financial model meets the objective of the Strategic Priority: Ensure Fiscal Sustainability by aligning service levels and long term capital planning with a sustainable funding model guided by the Financial Sustainability Policy and Debt Management.

#### CONCLUSION

The first component of a program is water meter installations. Installations were divided into three phases. Phase 1 and 2 resulted in the installation of 6,186 meters in the Electoral Areas. North and South Pender Harbour Water Service Areas were equipped with water meters between August 2014 and February 2015. Halfmoon Bay, Egmont, Earls Cove, Roberts Creek, Elphinstone, and West Howe Sound (excluding Hopkins Landing) were equipped with water meters between September 2016 and October 2017 with a few remaining properties receiving installations in 2018. Phase 3 involves installations in the District of Sechelt and the Sechelt Indian Government District.

Staff identified several options for the funding and implementation of the water meters in the District of Sechelt and the Sechelt Indian Government District and are seeking Board direction on the preferred options.

Other components of the Universal Water Metering Program are still to be developed. These include, development of policies and procedures, a rate structure and billing review with public consultation, updates to utility accounts, and development of greater analytical tools including online information dashboards on myscrd.ca accounts.

Work plans and budget proposals associated with these components could be brought forward once the Board provides direction on the installation and funding options for the Phase 3 installations.

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault
GM		Legislative	X – A. Legault
Interim CAO	X – A. Legault	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Infrastructure Services Committee – March 19, 2020

**AUTHOR:** Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: WATER SUPPLY ADVISORY COMMITTEE – TERMS OF REFERENCE

#### **RECOMMENDATION(S)**

THAT the report titled Water Supply Advisory Committee – Terms of Reference be received;

AND THAT the Terms of Reference be approved;

AND FURTHER THAT staff be authorized to initiate Water Supply Advisory Committee recruitment.

#### BACKGROUND

At its February 27, 2020 meeting the Board adopted the following recommendation:

069/20 **Recommendation No. 3** Water Supply Advisory Committee

THAT staff bring forward the draft Terms of Reference for a Water Supply Advisory Committee to a future Committee meeting.

#### DISCUSSION

Section 24(4) of the Board Procedures Bylaw states that the Board may establish advisory committees to provide advice and recommendations on matters determined to be within Board approved Terms of Reference. The proposed Water Supply Advisory Committee (WASAC) Terms of Reference, included as Attachment A, have been provide for the Committee's consideration.

Under the Terms of Reference:

- The mandate of the WASAC is to provide recommendations on:
  - the development and implementation of Water Supply Plans for the SCRD water systems;
  - new or updated policies related to water supply expansion and water conservation;
  - public participation regarding water supply expansion and water conservation plans and policies.
- Members are appointed by the Board for a two year term.

• Membership will reflect to the extent possible all SCRD water systems in a manner that all water systems and interests of residential users are adequately represented.

If the Board approves the Terms of Reference and initiation of the recruitment process for members in March 2020, staff will bring forward applications for the Board's consideration at a Q2 2020 Committee meeting. Once members are appointed, a first meeting of the WASAC could then be scheduled for no later than Q3 2020.

#### Communications Strategy

Recruitment of WASAC members will be shared broadly through paid advertising, corporate newsletters, social media and the SCRD website. Directors could play an active role in promoting applications for WASAC membership.

#### STRATEGIC PLAN AND RELATED POLICIES

A Water Supply Advisory Committee supports the following strategies and tactics of the SCRD Board's 2019-2023 Strategic Plan:

- Plan for and ensure year round water availability now and in the future
  - Develop strategic watershed protection action plan
- Enhance first nations relations and reconciliation
  - Meet at the governance and administration levels to discuss opportunities for collaboration and process improvements
- Increase intergovernmental collaboration
  - Identify and implement opportunities for joint initiatives, collaboration and information sharing between local governments

#### CONCLUSION

The SCRD is looking to commence the recruitment process for the WASAC. Board approval of the Terms of Reference and direction to staff to initiate this process is required.

#### Attachments:

Attachment A – Water Supply Advisory Committee – Terms of Reference

Reviewed b	y:		
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

## Attachment A

#### **TERMS OF REFERENCE**

#### WATER SUPPLY ADVISORY COMMITTEE

#### 1. Purpose

1.1. The purpose of the Water Supply Advisory Committee is to advise the Sunshine Coast Regional District (SCRD) Board on the development and implementation of Water Supply and Water Conservation Plans for the SCRD's water systems.

#### 2. Duties

- 2.1 The purpose of the Water Supply Advisory Committee (WASAC) is to provide recommendations on:
  - a. the development and implementation of Water Supply Plans for the SCRD water systems;
  - b. new or updated policies related to water supply expansion and water conservation; and
  - c. public participation regarding water supply expansion and water conservation plans and policies.
- 2.2 In support of these purposes, typical duties of the WASAC will include:
  - a. providing recommendations on documents referred to the Committee by the SCRD Board;
  - b. providing recommendations to the Board for their consideration as part of their decision making on a topic;
  - c. providing recommendations for inclusion in SCRD staff's future work on a topic;
  - d. providing recommendations on new initiatives the SCRD Board could consider to initiate; and,
  - e. undertake these duties with a regional and residential perspective.
- 2.3 While the SCRD Board could refer any documents within the scope of this Committee to this committee, SCRD staff may present the following types of documents in a draft form to the Committee without them first being presented to the SCRD Board:
  - a. public participation plans and materials;
  - b. draft documents with factual technical information.
- 2.4 The WASAC serves at the pleasure of the Board and may be reconstituted as required.

#### 3. Membership

- 3.1 The WASAC is comprised of not less than 6 and not more than 10 members, with the following representation:
  - a. Public representation from all SCRD water systems will be pursued in a manner that all water systems and interests of residential users are adequately represented.
  - b. Members shall be appointed for a term of two (2) years.
  - c. Members who are appointed part way through a two-year term will be appointed for the remainder of the two-year term.
- 3.2 The WASAC will include one elected representative from the SCRD Board as a nonvoting member to provide direct liaison between the WASAC and the SCRD Board.
- 3.3 The WASAC may include one elected official appointed by and representing each of the Town of Gibsons, District of Sechelt and Sechelt Indian Government District as a non-voting member to provide direct liaison between the WASAC and their respective councils.
- 3.4 One Regional District staff member will be assigned to serve in a liaison capacity as a resource to this committee. Other staff members may attend when appropriate. The role of the staff liaison includes:
  - a. providing information and professional advice;
  - b. facilitating discussions during meetings;
  - c. assisting the committee secretary in preparing agendas and minutes;
  - d. assisting the committee secretary in writing reports and recommendations to the Board as requested by the committee;
  - e. bringing such matters to the committee's attention as are appropriate for it to consider in support of SCRD Board direction;
  - f. providing advice to the Board that is at variance to a Committee recommendation;
- 3.3 The SCRD Board is responsible for appointing new members as needed.
- 3.4 The Chair and Vice Chair is a voluntary position that will be elected at the first meeting of each year by WASAC members.
- 3.5 The WASAC Chair has the following additional responsibilities:
  - a. Review and provide input into the agenda.
  - b. Chair WASAC meetings.
  - c. Review final meeting minutes before distribution.
- 3.6 All WASAC members are expected to:
  - a. Undertake research and review materials.
  - b. Share knowledge and keep current on the topic of community water supply and conservation.
  - c. Contribute to discussions and formulating of recommendations.

- d. Engage in a respectful and constructive manner in all WASAC activities.
- e. Engage on the full scope of the Committee as defined in Section 1.
- 3.7 The WASAC reports to the Infrastructure Services Committee.

#### 4. Operations

- 4.1 The WASAC will meet bi-monthly in the first full week of the month at the SCRD Office located at 1975 Field Road, Sechelt. The Committee may recommend that the SCRD Board increase the meeting frequency to monthly for a predetermined period of time. The Committee can elect to choose an annual 2 months recess if desired.
- 4.2 A quorum of the voting members of the Committee will be a majority of the members appointed.
- 4.3 All Committee meetings must be open to the public except where the WASAC resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- 4.4 All formal recommendations of the Committee will be duly passed by a majority of the voting members present.
- 4.5 Delegations may appear upon written request and in accordance with the SCRD Board Procedures Bylaw.
- 4.6 The authority of the Committee is limited as follows:
  - a. The WASAC does not have the authority to bind the SCRD in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCRD.
  - b. The WASAC may communicate with external organizations and agencies to collect information and make inquiries.
  - c. The duties of the WASAC as listed under section 2 are limited to the development and implementation of plans and excludes the implementation of individual water supply expansion and water conservation projects (e.g. detailed design, engineering, and construction phases) and projects or operations of a more routine nature.
- 4.7 Committee members are encouraged to:
  - a. attend and participate in meetings of the Committee;
  - b. share experiences and ideas while maintaining an open mind to others' perspectives;
  - c. Speak to the SCRD staff Liaison first regarding information, issues or recommendations related to the Committee purposes.
- 4.8 Members who are absent for four consecutive bi-monthly meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the SCRD Board.

- 4.9 In carrying out its mandate, the Committee will work towards conducting operations in a way that:
  - a. improves the economic, environmental, and social well-being for present and future generations;
  - b. encourages and fosters community involvement;
  - c. enhances the friendly, caring character of the community;
  - d. maintains an open, accountable, and effective operation;
  - e. preserves and enhances the unique mix of natural ecosystems and green spaces in the SCRD while mitigating and adapting to climate change;
  - f. is consistent with the goals and objectives of the SCRD's Strategic Plan;
  - g. conducts business in the spirit of reconciliation with First Nations; and
  - h. recognizes advisory committees are one of many channels that the SCRD Board may utilize to obtain opinions and advice when making decisions.
- 4.10 The SCRD will provide a staff member as committee secretary whose duties will include:
  - a. preparing meeting agendas and distributing them to the Committee members in advance of the meeting;
  - b. preparing minutes of all meetings using SCRD standard practices;
  - c. forwarding the approved minutes to the Infrastructure Services Committee for further consideration and approval.
- 4.11 Unless otherwise provided for, meetings shall be conducted in accordance with the rules of procedure set out in the Board Procedure Bylaw.
- 4.12 Committee members are subject to the Conflict of Interest legislation outlined in Section 100 109 of the *Community Charter*. The terms "Council" and "Committee" shall be interchangeable for the purpose of interpretation of these sections.
- 4.13 Committee members must respect and maintain the confidentiality of the issues brought before them.
- 4.14 Committee members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.

#### 5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 717
- 5.2 *Community Charter*, Section 100 109 Conflict of Interest
- 5.3 *Community Charter*, Section 90 Open/Closed Meetings
- 5.4 *Committee Volunteer Meeting Expenses*

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

- **TO:** Infrastructure Services Committee March 19, 2020
- **AUTHOR:** Robyn Cooper, Manager, Solid Waste Programs
- SUBJECT: GARBAGE DROP-OFF SERVICE OPTIONS FOR NON-PERMANENT RESIDENTS AND TOURISTS

#### **RECOMMENDATION(S)**

THAT the report titled Garbage Drop-off Service Options for Non-Permanent Residents and Tourists be received;

#### BACKGROUND

The following resolution was adopted at the February 28, 2019 Board Meeting (in part):

061/19 AND THAT a report be provided to Committee with an analysis of options to accommodate garbage drop-off bin services for part-time or travelling residents or tourists.

The purpose of this report is to provide an overview of the available locations and options for waste disposal for travelling residents and visitors.

#### DISCUSSION

#### Existing Garbage Drop-off Services – SCRD Partners

The SCRD has a historic partnership with government docks and marinas to share in the cost of garbage drop-off bin services. The locations are summarized in Table 1. These locations are frequently utilized by Island residents who may or may not have a vehicle on the mainland side. Staff's understanding is that these locations were intended for Island residents use in lieu of curbside collection and supplements the once-per-year Islands Clean Up barge service. This partnership dates back to at least 2008 and is funded from taxation from Function 350 – Regional Solid Waste.

 Table 1 – Summary of SCRD Partner Garbage Drop-off Bin Services

Garbage	Bin Location	Annual Cost	Availability	Funding Source
Pender Harbour	Hospital Bay Government Dock	\$750	lun to Con	Toyotion
	Madeira Park Government Dock	\$750	Jun to Sep	Taxation

#### Staff Report to Infrastructure Services Committee – March 19, 2019 Garbage Drop-off Service Options for Non-Permanent Residents and Tourists Page 2 of 6

Halfmoon Bay	Buccaneer Bay Marina	\$2,450		
	Secret Cove Marina	\$800 <sup>1</sup>		
Gibsons	Gibsons Government Dock	\$5,141	Year Round	Taxation
Langdale	BC Ferries Terminal	\$9,558		
	Total	\$19,449		

<sup>1</sup>Note: To be confirmed for 2020.

Although the garbage bins are intended to be primarily utilized by Island residents, there is no method to verify their actual use. There is no fee for use at the time of drop-off nor is there active monitoring at all times. The bins are monitored by the organization who administers the location as follows in Table 2 and they estimate the usage by Island residents. These 6 locations do not encompass all of the marine access points available on the Sunshine Coast.

Table 2 – SCRD Partner Garbage Bin Oversight

Garbage Bin Location	Oversight
Hospital Bay and Madeira Park Government Docks	Landing Authority of Pender Harbour
Buccaneer Bay Marina	Marina Owner
Secret Cove Marina	Marina Owner
Gibsons Government Dock	Gibsons Harbour Landing Authority
BC Ferries Langdale Terminal	BC Ferries

The marina and government docks also provide waste disposal to paying users of the marine facilities, which would include tourists who could be boaters visiting the area.

The marinas and docks may lock their bins, throughout the day, as well as overnight. Signage is put up that indicates that usage of the bins is only for approved users. At all locations, without active monitoring, there have been items, which are not considered household waste, left on top of, stuffed in or left next to the disposal bins. With no way to verify the user, the organization pays for disposal of non-household waste out of pocket.

#### Existing Garbage Drop-off Services – SCRD Sites

The SCRD has garbage drop-off services via the Sechelt Landfill and Pender Harbour Transfer Station in bags or loose. Both sites have a \$5 minimum fee, otherwise, garbage has a tipping fee of \$150 per tonne (\$0.15 per kilogram). The hours of operation are summarized in Table 3. Both sites are gated, staffed and waste is screened for hazardous or banned materials.

	Hours of Operation	Statutory Holidays
Pender Harbour	Winter: Mon, Wed to Sat – 8:30am to 4:30pm Sun and Tue Closed	Open - Victoria Day to Labour Day
Transfer Station	Summer: Mon, Wed to Sun – 8:30am to 4:30pm Tue Closed	Closed – Thanksgiving to Easter Sunday
Sechelt Landfill	Tue to Sat - 8:30m to 5pm Sun - 12pm to 5pm	Open - Victoria Day to Labour Day Closed – Thanksgiving to Easter Sunday

Table 3 – SCRD Landfill and Transfer Station Hours of Operation

Existing Garbage Drop-off Services – Private Sector

The Gibsons Recycling Depot has decided to accept household garbage in clear bags for \$5 minimum and \$1.00 kg beyond \$5 (e.g. 15 kg bag would cost \$15.) Hours of operation are included in Table 3. The site is gated, staffed and given the use of clear bags, waste is easily screened for hazardous or banned materials.

Table 4 – Gibsons Recycling Depot Hours of Operation

	Hours of Operation	Statutory Holidays
Gibsons Recycling Depot	Mon to Sat - 8am to 5pm Sun - 9am to 5pm	Closed

Other private locations include other marinas, such as the Gibsons Marina, which provides garbage bin services, however the SCRD does not contribute funds towards their use. These garbage bins are not necessarily accessible by part-time or travelling residents or tourists unless using the marina.

#### Disposal Options for Travelling or Part-Time Residents

Travelling or part-time residents may not be able to always utilize their weekly curbside collection service or may live in an area that does not receive collection. These residents could access any of the current pay-for facilities listed in the previous sections of these reports. Coordination on the resident's part would be needed to access the services during the hours of operation of each facility. If a resident is not full-time on the Sunshine Coast they may have access to waste disposal options off-coast at their primary or secondary residences and could utilize those as needed instead of the current pay-for facilities. It should also be noted that all the pay-for facilities do not have comparable diversion options for food waste and recycling.

#### Disposal Options for Tourists

There are seasonal influxes of tourists during the warmer months of the year that typically coincide with the return of seasonal and some part-time residents. The increase of activity on

#### Staff Report to Infrastructure Services Committee – March 19, 2019 Garbage Drop-off Service Options for Non-Permanent Residents and Tourists Page 4 of 6

the Sunshine Coast is noticeable in garbage tonnages for August from both the residential and commercial sectors. Tourist visits are either on a short-term or long-term basis.

Short-term visiting tourists are staying for a day or a weekend. Typically they will have access to waste services provided by the local residents, friends or family, amenities, and small businesses they are visiting. It is not likely that they will generate a household's weekly amount of garbage during their stay nor generate enough recycling to warrant a visit to a recycling facility. Providing diversion options would be up to the businesses that tourists are visiting.

Long-term visiting tourists are typically staying for more than a few days and could be as long as several months. These visitors would likely have access to waste services as needed through their accommodations as well as through businesses and places they visit.

Visiting tourists to the Sunshine Coast are making use of private sector small, home or larger scale businesses which would provide waste services for their patrons. As well, if they are visiting by boat, the dock and marina facilities provide waste services to their users. It is not likely considered a priority for visitors to adopt a pack out what is packed in approach. Access to waste services is typically expected to be provided by the vacation destination that tourists are visiting. Unless the visit is purposefully designed to be low waste prior to arriving.

It should be noted that private accommodations would be also responsible for diversion options for their patrons and this could include food waste or recycling.

#### **Options and Analysis**

Staff have prepared three high-level options for part-time or travelling residents and tourists for the Committee's consideration.

# <u>Option 1 – Status Quo: part-time or travelling residents or tourists utilize existing garbage drop-off services available on the Sunshine Coast or take waste off-coast</u>

Part-time or travelling residents have access to waste disposal at any of the paying facilities listed in this report, or have the option to take their waste off-coast. If the visitors are island residents or visitors accessing by boat, they have access to waste disposal at several marinas and government docks in multiple Electoral Areas. Short-term or long-term visiting tourists have access to waste disposal services through the residents or businesses they are visiting, existing amenities and their accommodations.

The current drop-off locations are provided as a partnership between the particular location and the SCRD for Island residents. They have minimal oversight and are not staffed by the SCRD. This partnership currently has an annual cost of approximately \$20,000 from taxation.

Given the variety of existing options to dispose of garbage, staff recommend this option.

#### <u>Option 2 – SCRD to expand current drop-off location partnerships to accommodate an increase</u> in access to drop-off services at current locations for all users

Part-time or travelling residents or tourists most often utilize the BC Ferries terminals in Langdale or Earls Cove. Others may, in a smaller portion, visit by personal boat or water taxi and could utilize the large variety of private and public marinas or docks or floats available. The expansion of services at current locations may assist the part-time or travelling residents in

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providing an alternative waste disposal option but could not capture residents utilizing Earls Cove ferries and other docks not in partnership.

As outlined in this report there is currently no ability to verify users at any of the drop-off locations and a more accessible drop-off service could be accessible to everyone, regardless if they are part-time or travelling residents or tourists.

The cost and infrastructure implications of additional service are unknown. Further investigation into the cost and infrastructure implications to expand partnerships to allow for greater access would be required. Although the costs are unknown staff estimate at least a portion of the cost to add infrastructure to divert food waste would be comparable to the current cost of waste disposal as a separate bin with its own collection frequency would be needed.

It is unknown if the current partnerships would be willing or able to expand their service provision beyond the current scope.

Staff do not recommend this option given that:

- part-time or travelling residents or tourists have reasonable access to waste disposal.
- there is no means to verify users of current waste drop-off locations meant for Island residents.
- the expanded service could be utilized by more than the intended part-time or travelling residents.
- expansion to include diversion could at a minimum double the cost of the program.

#### <u>Option 3 – SCRD to provide additional garbage drop-off service location(s) or expand current</u> locations

Staff could analyze the costs and infrastructure needs to establish a separate, SCRD staffed drop-off service with opening hours to accommodate part-time or travelling residents.

Analysis could consider factors like:

- identify levels of service required.
- be in keeping with industry best practices, which would require that any new drop-off location would be staffed, secured overnight and is monitored for hazardous or banned materials.
- identify through a procurement process how waste would be collected and disposed of.
- identify through a procurement process an appropriate location to meet the service requirements.

It is suggested that any expansion of current garbage drop-off service locations would include a full review of current SCRD services and locations provided to Island residents.

Given the expected substantial financial impacts and existing services available, staff do not recommend this option.

#### Financial Implications

Any additional SCRD or SCRD partner garbage drop-off service would require additional budget and would result in an increase to taxation.

#### Timeline for next steps

With Option 1, no further action is required at this time.

With Option 2 or 3, further analysis regarding service level and financial considerations is required.

#### STRATEGIC PLAN AND RELATED POLICIES

Staff have prepared the options in this report to align with concerns that Strategy 2.3 from the Strategic Plan 2019-2023, to Achieve Sustainable Solid Waste Management could address. These include further investigation to ensure any options considered do not increase access to illegal dumping, or waste disposal without diversion options.

#### CONCLUSION

Part-time or travelling residents or tourists have reasonable access to waste disposal and diversion options either at current waste drop-off locations or through accommodations on the Sunshine Coast.

Given the available services and estimated SCRD annual costs of about \$20,000 per year, staff recommend Option 1.

Reviewed by:			
Manager		Finance	
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO:	Infrastructure Services Committee – March 19, 2020
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AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services Arun Kumar, Manager, Solid Waste Operations

SUBJECT: Disposal Options for Boats and Motorhomes

#### **RECOMMENDATION(S)**

THAT the report titled Disposal Options for Boats and Motorhomes be received;

AND THAT staff initiate the process in Option 1 to accept boats, motorhomes and camping trailers under specific conditions at the Sechelt Landfill;

AND FURTHER THAT the proposed tipping fees of \$265 per tonne for boats, motorhomes and camping trailers be approved and incorporated in an amendment to Bylaw 405.

#### BACKGROUND

Sanitary Landfill Site Bylaw No. 405 regulates the type of materials accepted at SCRD disposal sites (Sechelt Landfill and Pender Harbour Transfer Station). This bylaw does not currently include any references to the acceptance of boats and motorhomes.

Over the years the practice has been established for the SCRD to accept small fiberglass boats (<10 feet) which were stripped of any wooden or metal components and broken up into smaller sections. The tipping fee for bulky items (\$265 per tonne) was charged for their disposal.

Recently the SCRD has been approached regarding the disposal of larger boats and motorhomes.

The purpose of this report is to seek direction on future disposal options of boats and motorhomes at SCRD solid waste disposal facilities.

#### DISCUSSION

#### Disposal Considerations

In deciding on the future disposal options for boats and motorhomes, the following factors should be considered:

- They may be bulky in nature and consequently will take up a substantial amount of landfill space and are a challenge to manage by the landfill operations contractor;
- They may contain a significant amount of recyclable materials like wood and metal;
- They may contain products that may be harmful to the environment and humans (e.g. oils and asbestos);

- They may be disposed of illegally or abandoned if no easily accessible disposal options are available;
- For boats, there are no other legal disposal options on the Sunshine Coast;
- For motorhomes there is a private disposal option, however, that facility does not accept motorhomes with a limited amount of valuable recyclable materials; and
- If motorhomes are to be considered acceptable for disposal, it is suggested that camping trailers also be accepted.

#### Options

Staff identified the following options:

# Options 1: Initiate the process to accept boats, motorhomes and camping trailers under specific conditions (recommended)

This option would expand the legal disposal options for boats, motorhomes and camping trailers and thus reduce the risk of illegal disposal or abandonment of these materials. Given the considerations listed above, the following conditions would be applied:

- Any liquids and recyclable materials (e.g. wood and metal) would need to be removed prior to disposal;
- The items would need to be dismantled into four feet sections or less;
- The materials may only be disposed of at the Sechelt Landfill to avoid hauling costs for the SCRD; and
- Disposal times would need to be booked upfront to facility quick processing of the items at the Sechelt Landfill.

A tipping fee of \$265 per tonne for these items, which is the current rate charged for contaminated wood, is expected to cover the additional costs for the special handling of these items by the Landfill Operations contractor.

While the volume per accepted boats, motorhomes and camping trailers can be significant, it is not anticipated that the annual number of items received would significantly impact the expected lifespan of the Sechelt Landfill.

#### Options 2: Status quo

This option would not result in a reduction of the illegal dumping or abandonment of boats and motorhomes. This option would also not impact the expected lifespan of the landfill.

#### Timeline for Next Steps

Prior to implementation of the process to accept boats, motorhomes and camping trailers at the Sechelt Landfill, the Sanitary Landfill Site Bylaw No. 405 rate schedule will need to be amended to include rates for boats, motorhomes and camping trailers. The amended bylaw could be presented at a Board meeting in April 2020, which would allow for acceptance of these materials by late Q2 or early Q3 2020.

#### Financial Implications

The proposed tipping fees are expected to cover the actual cost of the disposal of these items. This will be reviewed as part of the comprehensive Tipping Fee Review that will be presented at a future 2020 Committee meeting.

#### STRATEGIC PLAN AND RELATED POLICIES

N/A

#### CONCLUSION

There are currently no disposal options for boats and limited disposal options for motorhomes and camping trailers on the Sunshine Coast. It is, therefore, recommended that the process to start accepting these items for disposal at the Sechelt Landfill with a tipping fee of \$265 per tonne be initiated. Acceptance of these items under specific conditions is required to maximize recycling of materials and to reduce the risk to the environment and staff working at the Sechelt Landfill.

Reviewed by:			
Manager	X - A. Kumar	Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

- **TO:** Infrastructure Services Committee– March 19, 2020
- **AUTHOR:** Stephen Misiurak, Manager, Capital Projects
- SUBJECT: CONTRACT AWARD GROUNDWATER INVESTIGATION PHASE 4A CHURCH ROAD WELL FIELD

**RECOMMENDATION(S)** 

THAT the report titled Contract Award Groundwater Investigation – Phase 4A Church Road Well Field be received;

AND THAT the contract for Groundwater Investigation - Phase 4A be awarded to Associated Environmental Consultants Inc. in the amount up to \$687,157 (excluding GST);

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

#### BACKGROUND:

With respect to the project to seek additional water supply on the Chapman Creek Water system from the development of a well field in the Church Road area, the Board adopted the following recommendation at its February 27, 2020 Board meeting:

065/20 (part)<u>Recommendation No. 34</u> *Regional Water Service [370] – 2020 R2 Budget Proposals* 

THAT the report titled 2020 R2 Budget Proposal for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2020 Budget:

 Budget Proposal 22 – Groundwater Investigation Phase 4 – Church Road, \$8,270,000 funded \$270,000 from Capital Reserves and \$8,000,000 Long Term Loan.

The Groundwater Investigation – Phase 4 Church Road project, has been separated into two sub-phases: Phase 4A Detailed Design and Phase 4B Construction and Commissioning. The purpose of this report is to provide an explanation of the scope of services to be included in Phase 4A of the Groundwater Investigation and to make a recommendation for contract award to Associated Environmental Consultants Inc.

It is estimated that Phase 4A tasks will be completed by the end of Q4 2020. Contingent upon permit approval and funding, construction and construction management of the appurtenant waterworks and commissioning of the well field could occur in Q4 2020 under a future Phase 4B contract. The Phase 4B would consist of the construction contract and the associated contract

management assistance anticipated in Q4 2020, with completion of construction in the late summer 2021.

The scope of this detailed design phase (Phase 4A) as presented at the December 12, 2019 Planning and Community Development Committee included:

- Drilling and testing of a second production well within the Church Road area;
- Application for environmental construction approvals and completion of studies required to support water license application;
- Detailed engineering design of a water treatment plant, pump station, water distribution and transmission mains, and various appurtenance works;
- Preparation of tender bid ready documents for award and construction;
- Communication with the public, local governments, and Skwxwú7mesh Nation.

At the February 27, 2020 Board meeting, the Board authorized the staff to prepare an Alternative Approval Process (AAP) to authorize long-term borrowing of up to \$8,000,000 over a 30 year term to fund the Groundwater Investigation Phase 4 – Church Road well field project. Additionally, the Board allocated \$270,000 from Capital Reserves towards available funds for this project.

#### **DISCUSSION:**

In May 2018, a Request for Proposal (RFP) for the Groundwater Investigation – Phase 2 engineering study was advertised and Associated Environmental Consultants Inc. was awarded as the most qualified consultant to complete this study. The Phase 2 RFP contained a stipulation that would allow the flexibility, at the conclusion of the Phase 2 study, for the SCRD to enter negotiations with the selected consultant to proceed with future phases of this project.

Based on the experience with Associated Environmental Consultants Inc. during Phase 2 of the Groundwater Investigation, staff engaged with this consultant and a contract for Groundwater Investigation - Phase 3 was awarded in April 2019. Phase 3 was completed in December 2019. Staff then entered negotiations with Associated Environmental Consultants Inc. to establish the scope of work and fee for the Groundwater Investigation - Phase 4A.

Staff and the consultant have agreed on the terms and conditions, therefore, it is recommended to award the contract for the Groundwater Investigation - Phase 4A project to Associated Environmental Consultants Inc. in the amount of up to \$687,157 (exclusive of GST).

Included within this scope and fee estimate is a management reserve of \$50,000 that, at the sole discretion of the SCRD, may be used for this project. These items may include additional permitting requirements or other out of scope design work, as required, in order to keep the project on schedule. This contingency is only to be used on an as needed basis, through a contract amendment process and must be approved by the SCRD in writing and in advance of performing the work.

#### Financial Implications

The Phase 4A contract value of \$687,157 is roughly 8% of the total approved Groundwater Investigation Phase 4 Budget of \$8,270,000. This is an appropriate percentage given the nature

of the work and Staff are confident that construction of all required works could be complete within the total Phase 4 Budget.

From a funding perspective, the contract value exceeds the approved funding from capital reserves by \$417,157. This portion of the contract will eventually be funded from the long-term loan as articulated in the December 12 PCD report; however, any expenditures exceeding the approved capital reserve funding level of \$270,000 incurred prior to adoption of the loan authorization bylaw will need to be funded internally from reserves on an interim basis.

Should the loan authorization bylaw not be adopted or the project not move forward for whatever reason, operating reserves will be required to fund any expenditures that would have been covered by the long-term loan.

#### **Contract Award Implications**

As the competitive RFP process done in May 2018 outlined the option for additional phases to be awarded under that RFP to the selected Proponent, the contract award for Phase 4A to Associated Environmental Consultants Inc. would not be considered a procurement policy exemption for sole sourcing.

#### STRATEGIC PLAN AND RELATED POLICIES

The Groundwater Investigation Project supports the SCRD Board's 2019-2023 Strategic Plan to plan for and ensure year round water availability now and in the future.

#### CONCLUSION

At the February 27, 2020 Board meeting, the Board authorized staff to prepare an Alternative Approval Process (AAP) to authorize long term borrowing of up to \$8,000,000 over a 30 year term to fund the Groundwater Investigation Phase 4 – Church Road well field project. Additionally, the Board allocated \$270,000 from Capital Reserves towards available funds for this project. Staff recommend awarding the contract for Phase 4A Detailed Design of the Church Road Well Field to Associated Environmental Consultants Inc. in the amount of up to \$687,157 (excluding GST).

Reviewed by:			
Manager		CFO/Finance	X T-Perreault
_			X-B. Wing
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other/Purchasing	X-V.Cropp

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Infrastructure Services Committee – March 19, 2020

**AUTHOR:** Stephen Misiurak, Manager, Capital Projects

SUBJECT: CONTRACT AWARD RAW WATER RESERVOIR FEASIBILITY STUDY - PHASE 4

THAT the report titled Contract Award Raw Water Reservoir Feasibility Study - Phase 4 be received;

AND THAT the contract for Raw Water Reservoir Feasibility Study - Phase 4 be awarded to Integrated Sustainability Consultants Ltd. in the amount up to \$239,980 (excluding GST);

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

#### BACKGROUND:

On November 21, 2019, the Infrastructure Services Committee received the results of the Raw Water Reservoir Feasibility (Phase 3). At its February 27, 2020 meeting, the Board adopted the following recommended:

065/20 **Recommendation No. 35** *Regional Water Service (370) – 2020 R 2 Budget Proposal* 

THAT the following budget proposal be approved and incorporated into the 2020 Budget:

• Budget Proposal 24 – Regional Water Reservoir Feasibility Study Phase 4, \$250,000 funded from Operating Reserves.

The scope of the Phase 4 Feasibility Study would evaluate the following attributes associated with the Reservoir Site B location:

- Geophysics and geotechnical program for the reservoir Site B to confirm design assumptions and criteria developed during Phase 3 of the Project;
- Hydroelectric power potential evaluation and cost-benefit analysis for Site B intake;
- Comparative greenhouse gas (GHG) and climate resiliency assessment for Site B;
- Conceptual reservoir design and refinement of the existing Class D cost estimate for the Site B reservoir;
- The economic value pertaining to the volume of excavated material used in the construction of the reservoir;
- A Management Reserve Fund, to allow for the completion of any out of scope work that may be required in completion of this study.

It is estimated that Phase 4 tasks will be complete by end of Q3 2020. Staff will bring forward a report to Committee with the results in late Q3/ early Q4.

#### **DISCUSSION:**

In June 2018, a Request for Proposal (RFP) for the Raw Water Reservoir(s) Feasibility Study – Phase 2 engineering study was advertised and Integrated Sustainability Consultants Ltd. was awarded as the most qualified consultant to complete this study. The Phase 2 RFP contained a stipulation that would allow the SCRD the flexibility, at the conclusion of the Phase 2 study, to enter negotiations with the selected consultant to proceed with future phases of this project.

Based on the experience with Integrated Sustainability Consultants Ltd. during Phases 2 and Phase 3 of the Raw Water Reservoir study, staff engaged with this consultant regarding a potential contract for Raw Water Reservoir Feasibility Study - Phase 4.

Staff and the consultant have agreed on the terms and conditions. Therefore, it is recommended to award the contract for the Raw Water Reservoir Feasibility Study - Phase 4 project to Integrated Sustainability Consultants Ltd., in the amount of up to \$ 239,980 (excluding GST).

Included within this scope and fee estimate is a contingency of approximately \$42,000 which, at the sole discretion of the SCRD, may be used for this project. These items may include additional permitting requirements or other design work that is required in order to keep the project on schedule. This contingency is only to be used on an as needed basis, through a contract amendment process, and must be approved by the SCRD in advance. This contingency, is approximately 24 percent of the total contract amount, which is within industry standard for these types of projects, considering the complexity of this project.

#### Financial Implications

The Phase 4 contract value of \$239,980 is within the approved budget of \$250,000, funded from the Regional Water Service Operating Reserves.

#### Contract Award Implications

As the competitive RFP process done in June 2018 outlined the option for awarding additional contracts for the services described in the RFP to the selected Proponent, the contract award for Phase 4 to Integrated Sustainability Consultants Ltd. would not be considered a procurement policy exemption for sole sourcing.

#### STRATEGIC PLAN AND RELATED POLICIES

With respect to the 2019-2023 Strategic Plan, this project supports strategy 2.1 to plan and ensure year round water availability now and in the future. Since climate change is straining the water system, the raw water reservoir will contribute to the development and implementation of adaption strategies and measure for priority risk areas.

#### CONCLUSION

At its February 27, 2020 meeting, the Board recommended that the Phase 4 Feasibility Study be approved and incorporated into the 2020 budget. Staff recommends awarding Phase 4 Feasibility design study to Integrated Sustainability Consultants Ltd. in the amount not to exceed \$240,000 (excluding GST).

Reviewed by:			
Manager		CFO/Finance	X - T.Perrault
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other/Purchasing	X – V. Cropp

#### SUNSHINE COAST REGIONAL DISTRICT

#### SOLID WASTE MANAGEMENT PLAN MONITORING ADVISORY COMMITTEE

February 18, 2020

RECOMMENDATIONS FROM THE SOLID WASTE MANAGEMENT PLAN MONITORING ADVISORY COMMITTEE MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT: (Voting)	Chair Members	I. Winn J. Boyd G. Bennett S. White P. Robson M. Cambon D. New-Smalls S. Higginson
ALSO PRESENT: (Non-voting)	Director, Electoral Area E Director, Electoral Area F Manager, Solid Waste Programs Solid Waste Programs Coordinator/Recorder Infrastructure Services Assistant/Minutes	D. McMahon M. Hiltz R. Cooper A. Patrao S. Clayton
	Public	1
REGRETS:	PMAC Member	B. Hetherington

CALL TO ORDER 11:00 a.m.

#### WELCOME & ROUNDTABLE

Members were given an opportunity to introduce themselves.

AGENDA The agenda was adopted as presented.

MINUTES

Recommendation No. 1 PMAC Meeting Minutes of December 10, 2019

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of December 10, 2019 be received.

#### PRESENTATIONS AND DELEGATIONS

Robyn Cooper, Manager, Solid Waste Services, presented the following draft SCRD curbside food waste collection outreach materials to PMAC:

- Brochure Introduction to curbside collection of food waste
- Frequently Asked Questions List of questions to be posted online to answer resident's questions about curbside collection of food waste
- High level communication plan Outreach to the community on curbside collection of food waste

Discussion included the following:

- Supportive of the brochure.
- Expressed that the size of the curbside food waste bin should be presented clearly to the public with visual comparisons.
- Requested clarity to be added to communication materials regarding:
  - Use of paper liner is not mandatory for collection of food waste.
  - $\circ$   $\;$  How theft or loss of food waste bins will be accounted for.
  - o Inclusion of certain exempt food items in the food waste bins.
  - How extra food waste would be addressed.
  - The weight regulations of food waste bins.
  - SCRD's enforcement plan to ensure public awareness.
- Suggested further questions be added to the Frequently Asked Questions, these included questions to ensure residents are informed that:
  - Pet waste is not accepted in the program.
  - Use of kitchen counter top bins is not mandatory and that residents can utilize any container to bring their food to their collection bin.
  - Preparation of food waste should include the removal of packaging, stickers and elastics bands from produce.
  - Plastics are not included from items like tea bags and these should be emptied of their tea leaves and thrown away.
- Expressed that based on the experience from the Town of Gibsons curbside program launch, it would be helpful for staff to prepare to discuss mitigation of wildlife impacts for residents when using the program. Examples referenced ensuring prominent messaging on when to put the bin out for collection and to store food waste collection bin indoors.
- Suggested that the high level communications plan could include the following additional opportunities to meet with the public:
  - Attending senior's days at local malls.
  - Addition of Eric Cardinal Hall as a community meeting place.
- Expressed that it could be beneficial for communication and outreach to begin as soon as possible to give residents time to learn about the program.

#### **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

#### **Recommendation No. 2** SCRD Recycling Depots – Overview

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled SCRD Recycling Depots – Overview from the June 20, 2019 Infrastructure Services Committee meeting be received for information.

<u>Recommendation No. 3</u> Recycle BC Sample Statement of Work for Depot Collection Services

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled Recycle BC Sample Statement of Work for Depot Collection Services be received for information.

Discussion included the following:

• Expressed interest in receiving updates on Recycle BC Other Flexible Plastic Packaging recycling pilot program.

Robyn Cooper, Manager, Solid Waste Services provided a verbal update on the Local Government Food Waste Collection Programs and Options for Food Waste Diversion.

**Recommendation No. 4** SCRD Board Resolutions Related to Solid Waste

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the table titled SCRD Board Resolutions Related to Solid Waste – January 2020 be received;

AND THAT the SCRD Board Resolutions Related to Solid Waste table be a standing item on the Solid Waste Management Plan Monitoring Advisory Committee agenda.

#### REPORTS

#### <u>Recommendation No. 5</u> Request for Proposal (RFP) 1935005 Contract Award Curbside Collection of Food Waste

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled Request for Proposal (RFP) 1935005 Contract Award Curbside Collection of Food Waste be received for information.

**Recommendation No. 6** Request for Proposal (RFP) 1935004 Contract Award Green and Food Waste Processing Services

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled Request for Proposal (RFP) 1935004 Contract Award Green and Food Waste Processing Services be received for information.

#### Recommendation No. 7 January 30, 2020 ISC Staff Reports

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the following reports from the January 30, 2020 Infrastructure Services Committee meeting be received for information:

- 2020 Refuse Collection Fee Review;
- 2020 Food Waste Drop-off Program Update;
- Gypsum Screening Process Improvements;
- Request for Proposal (RFP) 19 35007 Contract Award for Islands Clean Up Services;
- Infrastructure Services Department 2019 Q4.

Discussion included the following:

• Interest in reviewing a commercial food waste ban at a future PMAC meeting.

#### **NEW BUSINESS**

**NEXT MEETING** Tuesday March 17, 2020

ADJOURNMENT 12:56 p.m.

To: Andreas Tize Area D Representative SCRD Board

CC: Lori Pratt, Chair, SCRD Board Nicholas Simons, MLA

21 Feb 2020.

Dear Andreas,



Janet Walters Box 35 Roberts Creek, BC VON 2W0

ANNFX H

Please find enclosed a petition from the Flume Road residents objecting to the proposed change to the uphill section of the #1 transit bus route.

The proposed change would pose a significant safety risk to transit riders, most especially to young mothers with children, children travelling alone, and seniors. At the moment, these riders can safely get off the bus on Flume Road and walk home. If the bus route changes to Marlene, then Flume Road riders will have to either get off on Marlene and walk a long way to Flume (impossible for many seniors and probably undesirable for children travelling alone) or get off the bus on the highway and cross it at their peril. As you know, there is no crossing on the highway at Flume, and if it is a dangerous intersection for a bus then it is an exceedingly dangerous intersection for pedestrians! At night time, it is precarious. You may remember the elderly woman who was killed crossing the highway in Gibsons after getting off the bus near Wood Creek Park a few years ago.

These safety concerns are very grave. I would request that you and other representatives please walk this area of the bus route yourself, both as it is now, and again after dark using the proposed change to Marlene. The residents of Roberts Creek deserve to be able to use the transit system safely, and this is clearly not safe.

As well as the Flume Road residents, the proposed change will present further hardship to the Roberts Creek residents west of Marlene Road who will have to walk even further for a bus. In addition, the geography of this area is very steep – the proposed change will likely make it impossible for seniors and others with reduced mobility to walk up to the bus on the highway or to the bus on Marlene. As you may know, the Ikelon Trailer Court on Flume has many elderly residents who would not be able to access the bus if the route changes.

Finally, there have not been any collisions involving the bus at the intersection of Flume and the highway. It is no less safe for the bus than for any other vehicle. If safety is the primary concern then a pedestrian crossing and a traffic light would seem to be a far better solution.

In closing you will see from the petition that there is considerable opposition to the proposed move from people who will be directly affected. As our representative we hope that you will respond to our concerns and make yourself personally aware of the pedestrian safety issues, and geography and walking distances involved in the proposed change, and advocate for keeping transit safe and accessible in this area for all.

Your sincerely,

J Cnet Walters

Janet Walters (604) 885-6051

## Petition regarding cancellation of uphill transit service on Flume Road, Roberts Creek

We, the undersigned are residents of Ikelon Trailer Court, 1123 Flume Road, Roberts Creek and other Flume Road residents. Approximately 50 people live in the trailer court, most of whom are senior citizens. We are regular transit users and depend on this service. We object to the decision to stop the uphill transit service on Flume Road. This move will place the residents of Flume Road in danger, because they will either have to get off the bus on Marlene Road, and scramble through the bushes to Flume Rd., or get off the bus on the highway, and walk down Flume Road in the dark, which is both unsafe, and too far for people with reduced mobility. This move will cause great hardship to people with limited mobility and limited income. We will not be able to use the bus at night, and many people will not be able to use it at all. This will greatly affect our quality of life and independence. We submit that a better solution would be a traffic light at the top of Flume Road which would increase safety for the bus and everyone else.

Print name	Sign	Address
JANET WALTERS	J Watler	H7, 1123, Fluene Rd.
DOUG ROUTLY	Doug Roatly	#5,1123-FLIEME RD.
Ada Routly	- all port	#5.1123-FLUME-RO
Maria Zigking	Making	44, 1123 FLUME (29.
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Andred iFFANY	Andres MA	#31-1123 " "
Diane McIntosh	Diane phalitel.	#30 -1123 Flume Rel.
Heather Rowland	Alapyond	#29-1123 Flyme RA.
John Lloyd	SM .	1071 Flume RD
KEN UNE	They	1123-FLUMEND-
SALLY DOLAHIN	Jally Dolphin	#1125-1123 FLUME RD
MEBORAL CRIBBES	Malarty	22-1123FL4 ME ROAD
HLS	BORA MILE40	19-1123 FLUME

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. PRINTNAME N Sig.	n Address
PAT RANDALL	#17 1123 Flume Rd
ZOE HILLS PALING	1. × 15 . 1123 Frame Rd
AMANDA OFFARS ////	17 #13-1123 FUME RD
Judith Grieve Judith Grieve	# 11-1123 Flume Rd.
Rick Bruner Rick Bruner	1 #9- FLUMERd1123
Pathrine Durran Lator Dam	#9 FLUMP Rd 1123
MYKOLA LAPKA plin, D	# 10 FLUME RD - 1123
GEORGE COMBAS, We	28 FLUMERD 1122
ACATERENDENZUE AL ADIM UMM	~ #12-1123 FLUMERP
S.A. MAGUIRES S. Mugue	e 154-1123 Flume Ro-
D. Ross Heby	16 - 1123 Flume Rd
K. YOUNG	-17A-1123 Flume R.
G. TILLET AD Ille	1- 17A- 1123 Flump Rd.
DEN GREENAWAS Schund	4 18-1123 ECUME BD
N GAEENAUM CARA	10-1123 FLUME MA
Susan Davidson Davidson	~ 20-1123 Flume Rd.
Richard Cotll (Clued	
Linda Child Schild of	23-1123 Flume Rd,
MEL MCKEWZIE Elle allegie	3 1154 FLUMER RD VON-2W
ARIENE ME KENZIE MMC King	154 FLUME RO
Aladalanth Glallys Canthia	1134 Flume Rd.
BRIAD WILLSE Smille	, #6-1123 FLUNE RO.