



**INFRASTRUCTURE SERVICES COMMITTEE**  
**Thursday, September 17, 2020**  
**SCRD Boardroom, 1975 Field Road, Sechelt, B.C.**

**AGENDA**

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**CALL TO ORDER      9:30 a.m.**

**AGENDA**

1. Adoption of Agenda

**PRESENTATIONS AND DELEGATIONS**

**REPORTS**

- |  |                       |
|--|-----------------------|
| 2. Water Supply Update<br>General Manager, Infrastructure Services<br><b>Regional Water (Voting – A, B, D, E, F and Sechelt)</b>   | Verbal                |
| 3. Electoral Approval Process Metering Installation – Phase 3<br>Corporate Officer / General Manager, Infrastructure Services<br><b>Regional Water (Voting – A, B, D, E, F and Sechelt)</b>            | To follow             |
| 4. Sechelt Landfill Drop-off Area Final Design<br>General Manager, Infrastructure Services<br><b>Regional Solid Waste (Voting – All)</b>   | Annex A<br>pp 1 - 16  |
| 5. Comprehensive Landfill Engineering Consulting Services<br>Contract - Update<br>Manager, Solid Waste Services / Superintendent, Solid Waste Operations<br><b>Regional Solid Waste (Voting – All)</b> | Annex B<br>pp 17 - 19 |
| 6. Cardboard at SCR D Landfill and Transfer Station Sites - Update<br>Manager, Solid Waste Services / Superintendent, Solid Waste Operations<br><b>Regional Solid Waste (Voting – All)</b>             | Annex C<br>pp 20 - 23 |
| 7. Water Supply Advisory Committee Meeting Minutes of<br>July 14, 2020<br><b>Regional Water (Voting – A, B, D, E, F and Sechelt)</b>   | Annex D<br>pp 24 - 26 |
| 8. Transportation Advisory Committee Meeting Minutes of July 16,<br>2020<br><b>(Voting – All)</b>  | Annex E<br>pp 27 - 31 |

- |   |                       |
|---|-----------------------|
| 9. Solid Waste Management Plan Monitoring Advisory Committee Meeting Minutes of July 21, 2020<br><b>Regional Solid Waste (Voting – All)</b> | Annex F<br>pp 32 - 35 |
| 10. Water Supply Advisory Committee Meeting Minutes of August 11, 2020<br><b>Regional Water (Voting – A, B, D, E, F and Sechelt)</b>        | Annex G<br>pp 36 - 39 |
| 11. Water Supply Advisory Committee Meeting Minutes of September 1, 2020<br><b>Regional Water (Voting – A, B, D, E, F and Sechelt)</b>      | Annex H<br>pp 40 - 42 |

## COMMUNICATIONS

- |   |                       |
|---|-----------------------|
| 12. <u>Honourable Minister Wilkinson, Ministry of Environment and Climate Change dated July 28, 2020</u><br>Regarding federal regulations to reduce plastic waste<br><b>(Voting – All)</b>  | Annex I<br>pp 43 - 46 |
| 13. <u>Honourable Minister Heyman, Ministry of Environment and Climate Change Strategy dated July 31, 2020</u><br>Regarding Church Road Well Field Project notification under <i>Environmental Assessment Act</i><br><b>(Voting – A, B, D, E, F, Sechelt)</b> | Annex J<br>pp 47 - 49 |
| 14. <u>Ed Pednaud, Executive Director, Sechelt &amp; District Chamber of Commerce dated August 14, 2020</u><br>Regarding leak detection in SCRD watermain<br><b>(Voting – A, B, D, E, F, Sechelt)</b>   | Annex K<br>pp 50 - 51 |
| 15. <u>Honourable Minister Trevena, Ministry of Transportation and Infrastructure received August 17, 2020</u><br>Regarding COVID-19 financial relief for Transit<br><b>(Voting – B, D, E, F, Sechelt, Gibsons, SIGD)</b>                                     | Annex L<br>pp 52 - 54 |
| 16. <u>Associate Deputy Minister Bailey, Environmental Assessment Office dated August 25, 2020</u><br>Regarding Church Road Well Field Project<br><b>(Voting – A, B, D, E, F, Sechelt)</b>  | Annex M<br>pp 55 - 56 |
| 17. <u>Brian Anderson, Vice President, Strategy &amp; Community Engagement, BC Ferries received August 26, 2020</u><br>Regarding Public Input on Improvements to Sunshine Coast Ferry Service<br><b>(Voting – All)</b>  | Annex N<br>pp 57 - 59 |
| 18. <u>Michael Jackson, The Loon Foundation dated September 1, 2020</u><br>Regarding request for letter of support for grant funding<br><b>(Voting – All)</b>   | Annex O<br>pp 60 - 61 |

**19. Ned Hodaly, Telus dated September 10, 2020**

Regarding letter to Prime Minister to prioritize rural connectivity

**(Voting – All)**

Annex P  
pp 62-64

**NEW BUSINESS**

**IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”.

**ADJOURNMENT**

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Infrastructure Services Committee – September 17, 2020

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

**SUBJECT:** SECHELT LANDFILL DROP-OFF AREA FINAL DESIGN

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**RECOMMENDATION(S)**

**THAT the report titled Sechelt Landfill Drop-Off Area Final Design be received;**

**AND THAT the Sechelt Landfill Drop-Off Remediation budget be increased by \$940,110 for the construction phase of the project;**

**AND THAT the Sunshine Coast Regional District authorizes up to \$940,110 be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of the Sechelt Landfill Drop-off Remediation project;**

**AND THAT the loan be repaid within five years with no rights of renewal;**

**AND FURTHER THAT the 2020-2024 Financial Plan be amended accordingly.**

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**BACKGROUND**

At the July 16, 2020 Infrastructure Services Committee meeting the Board was presented with several design options for the renewed drop-off area at the Sechelt landfill (see report [Sechelt Landfill Drop-Off Area Design Options](#)).

At the July 23, 2020 Board Meeting, the following resolution was adopted:

267/20 (part) **Recommendation No. 3**      *Sechelt Landfill Drop-Off Area Design Options*

FURTHER THAT staff proceed with the development of a detailed design and cost estimate for Option 2: Basic Drop-off area for the Board's consideration at a September 2020 Committee meeting.

The purpose of this report is to present the detailed design, associated cost estimates and to seek support to amend the 2020-2024 Financial Plan in order to advance the procurement phase for this project.

**DISCUSSION**

Appendix A includes a detailed design of the public drop-off area at the Sechelt Landfill as per option 2 as presented at the July 16, 2020 Infrastructure Services Committee meeting. This design is considered a 75% design and it includes all the design details that could have a significant impact on the cost estimate for this project. This 75% design is, therefore, considered to be sufficient detail to initiate a procurement process.

The 100% design will include all the details required for the construction of the design and will be developed in parallel with the procurement process.

This design allows for the same materials to be dropped-off as was possible until early 2020. Operational staff have been engaged in the development of the design and are looking forward

to working on the new drop-off area. While the new drop-off area will have a smaller footprint, staff consider it to be an improvement compared to the previous layout.

The new design also allows for the option to transition the site to a residential transfer station once the landfill is at capacity and is being closed.

### *Financial Implications*

The current project budget of \$437,605 allows for the development of the 100% design and for the additional costs associated with the current operations of the drop-off area until December 31, 2020.

The funding sources for this budget are as follows:

- \$200,000 is funded with taxation collected in 2020;
- \$153,605 is funded with taxation to be collected in 2021;
- \$84,000 is funded from the [352] Landfill Operational Reserve.

The current balance of the [352] Landfill Operational Reserve is \$0.

A high-level breakdown of the cost estimates (Class “C”) associated with the remediation and construction of the drop-off area is included in the table presented below:

<b>Project Phase</b>	<b>Estimated Cost</b>
Remediation of ground disturbance	\$250,000
Construction of new drop-off area	\$484,875
Engineering support with procurement and project management during construction phase	\$48,549
Contingency allowance (20%)	\$156,686
<b>Total</b>	<b>\$940,110</b>

Combined with the previously approved budget the total budget for this project would be \$1,377,714.

The actual remediation cost will primarily depend on the number and magnitude of the voids discovered during the actual remediation.

The cost estimates for the construction of the new drop-off area do account for some reuse of materials from the former drop-off area. Reuse of materials will be indicated as a priority during procurement.

Staff concluded that there are currently no grants available to cover the costs of the remediation of the ground disturbance or the construction of the new drop-off area. Instead, current solid waste related grants are oriented towards the development and implementation of new innovative methods to reduce the amount of solid waste buried in landfills.

Staff contacted the Municipal Finance Authority to explore the option of borrowing for the remediation portion of the project. It was concluded that short term borrowing, under Section 403 of the Local Government Act (Liability Under Agreement), could be used to fund the construction phase of project. This program has a variable rate of interest which is currently 1.4825%. As a conservative estimate, annual repayment could range between \$195,000 to

\$205,000, which would be recovered through taxation starting in 2021. Alternatively, the full cost of the project would need to be funded 100% through 2021 taxation, therefore, a short term loan with a 5 year repayment period is recommended.

Both the inclusion of the Sechelt Landfill drop-off remediation project and associated funding requires an amendment to the 2020-2024 Financial Plan.

#### *Timeline and Next Steps*

If supported by the Board, staff will proceed with the procurement of the remediation and construction phase of this project. This would allow for a contract award report to be presented at a November 2020 Committee meeting. The intent is to have the actual work start in January 2021 and the entire project to be completed in Q1 2020. These timelines will be confirmed at contract award.

It is anticipated that full or partial closure of the drop-off area and/or landfill will be required at times for the remediation of the ground disturbance and the construction of the site. Staff will work with its engineering consultant and the contractor, once selected, to minimize the times this would be required and develop alternative solutions for the disposal of garbage collected via curbside collection, in overhead bins and transferred from the Pender Harbour Transfer Station. The timing of such closure is advantages as January is usually one of the months with the lowest traffic and lowest residential and commercial volumes.

Staff will also develop a communication plan to the residential and commercial users of the site.

#### **STRATEGIC PLAN**

N/A

#### **CONCLUSION**

Based on the 75% design of the new drop-off area for the Sechelt landfill, the total remaining costs associated with the remediation of the ground disturbance and the construction of the new drop-off area are estimated at \$940,110 (including 20% contingency allowance).

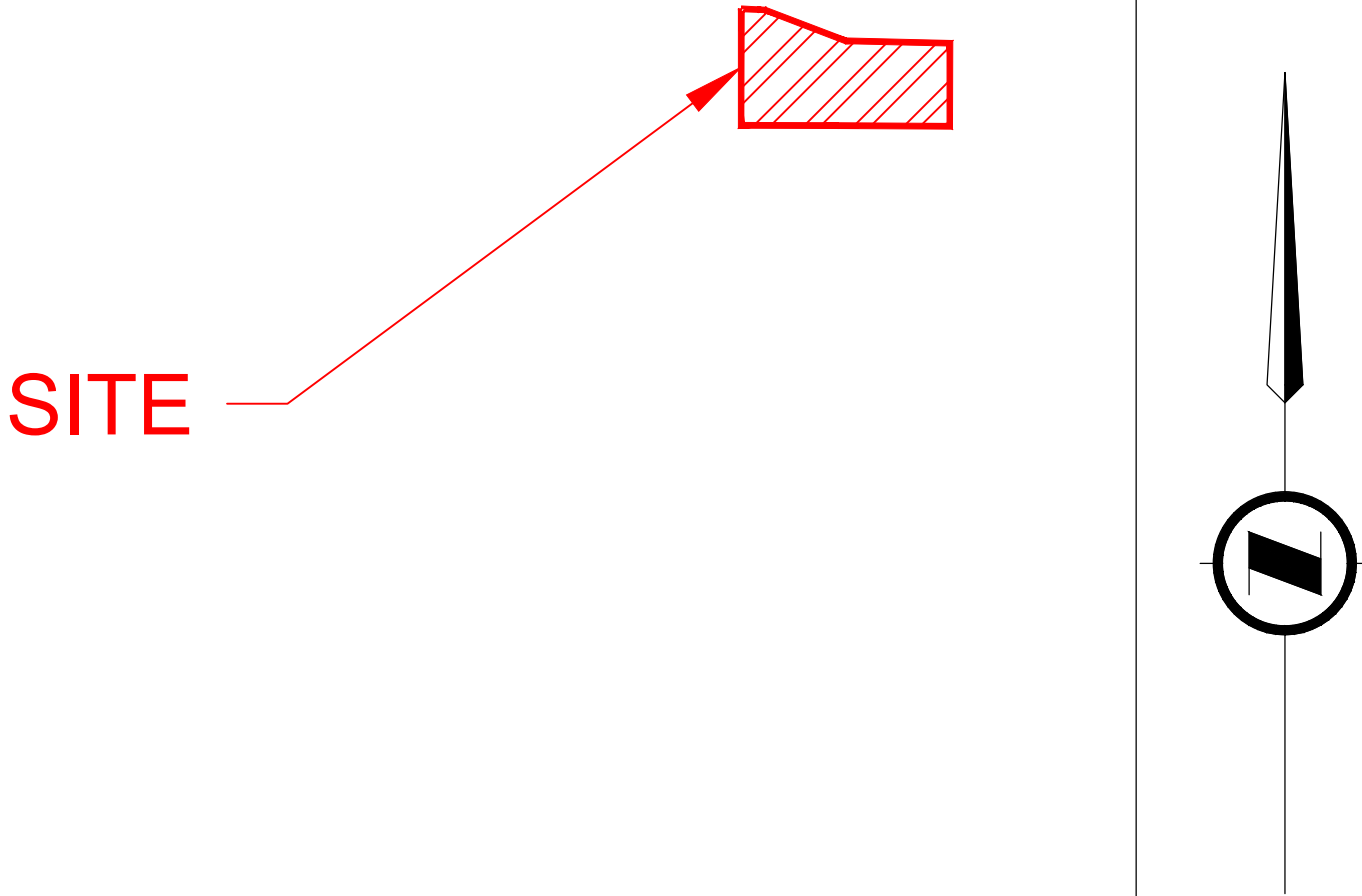
Staff assessed the funding options and recommend to fund 100% of these costs through a short term loan through the Municipal Finance Authority with a five year repayment period and amend the 2020-2024 Financial Plan accordingly.

If these recommendations are approved by the Board, staff will proceed with the procurement of this project with the intent to present a contract award report in November 2020 with the actual remediation and construction work to occur in January and February 2021.

#### **Attachments**

Attachment A – 75% Design new Sechelt Landfill drop-off area

Reviewed by:			
Manager	X. - R. Cooper	CFO	X - T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Solid Waste	X – A. Kumar



KEY MAP  
SCALE 1:40000

DRAWING INDEX

SHEET	REV.#	DATE	TITLE
G-01	1	SEPTEMBER 9, 2020	COVER PAGE
C-01	1	SEPTEMBER 9, 2020	EXISTING CONDITIONS
C-02	1	SEPTEMBER 9, 2020	PROPOSED WORKS
C-03	1	SEPTEMBER 9, 2020	PROPOSED GRADING PLAN
C-04	1	SEPTEMBER 9, 2020	SURFACE WATER PLAN
C-05	1	SEPTEMBER 9, 2020	TIRE AND MATTRESS AREA PLAN AND PROFILE I OF III
C-06	1	SEPTEMBER 9, 2020	TIRE AND MATTRESS AREA PLAN AND PROFILE II OF III
C-07	1	SEPTEMBER 9, 2020	TIRE AND MATTRESS AREA PLAN AND PROFILE III OF III
C-08	1	SEPTEMBER 9, 2020	ORGANIC AND HAZARDOUS WASTE AREA PLAN AND PROFILE I OF II
C-09	1	SEPTEMBER 9, 2020	ORGANIC AND HAZARDOUS WASTE AREA PLAN AND PROFILE II OF II
C-10	1	SEPTEMBER 9, 2020	BIN AREA PLAN
C-11	1	SEPTEMBER 9, 2020	PROPOSED COMPOSTABLE AND HAZARDOUS WASTE AREA PLAN
C-12	1	SEPTEMBER 9, 2020	PROPOSED SCALE AND SCALE HOUSE AREA PLAN
D-01	1	SEPTEMBER 9, 2020	DETAILS I
D-02	1	SEPTEMBER 9, 2020	DETAILS II
D-03	1	SEPTEMBER 9, 2020	DETAILS III

PUBLIC DROP OFF  
SECHELT LANDFILL



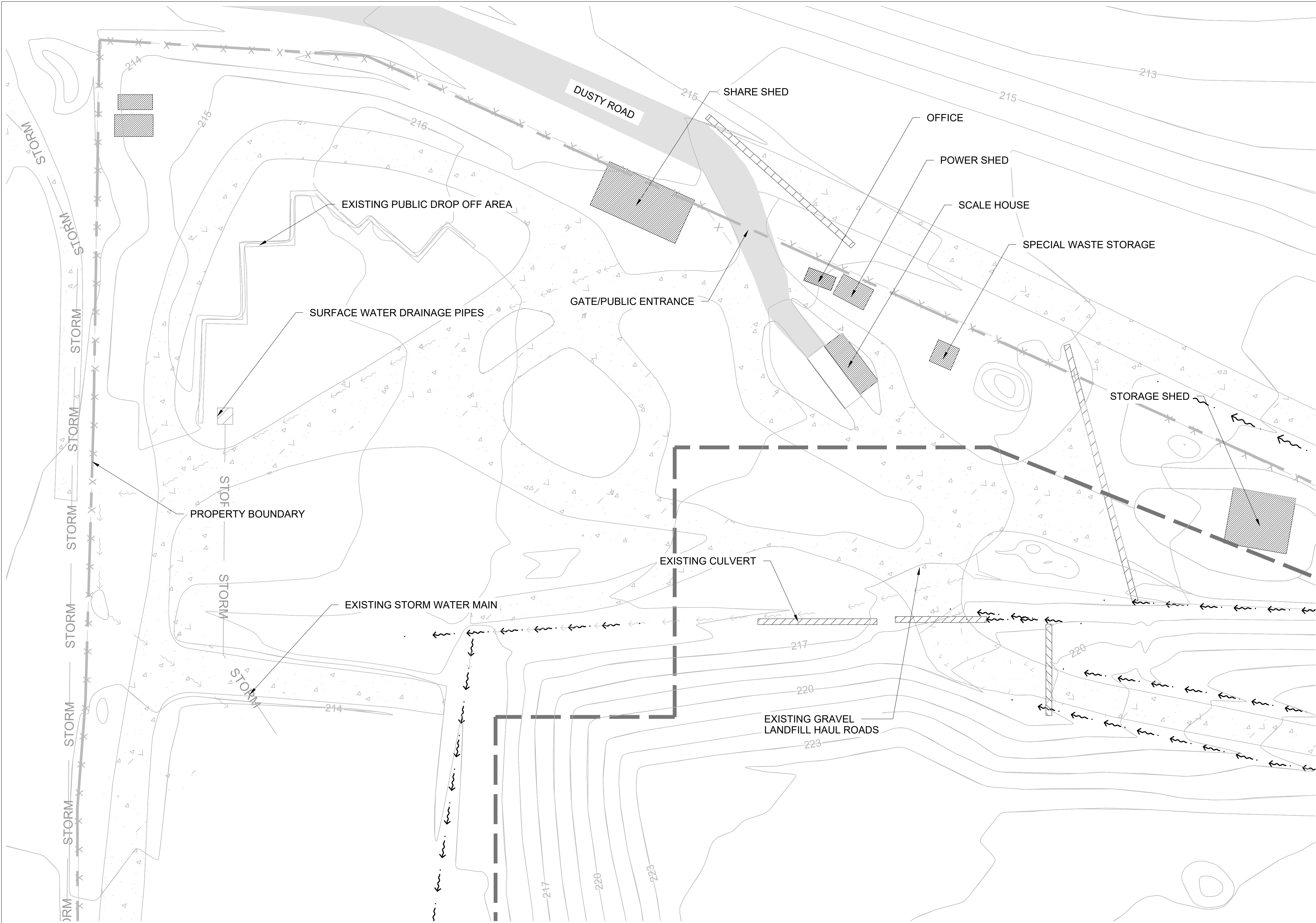
SUNSHINE COAST REGIONAL DISTRICT  
SECHELT, BRITISH COLUMBIA



DRAFT  
ISSUED FOR REVIEW

ISSUED FOR REVIEW  
Issue Date: SEPTEMBER 9, 2020





**LEGEND:**

- PROPERTY BOUNDARY
- APPROXIMATE LIMIT OF WASTE
- APPROXIMATE FENCE LINE
- EXISTING CONTOURS
- EXISTING ASPHALT ROAD
- EXISTING GRAVEL ROAD
- EXISTING BUILDING
- EXISTING CULVERT
- EXISTING SURFACE
- STORM
- SURFACE WATER DRAINAGE PIPES

**DRAFT**  
ISSUED FOR REVIEW

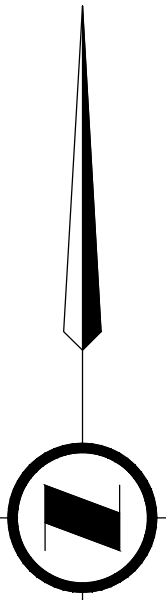
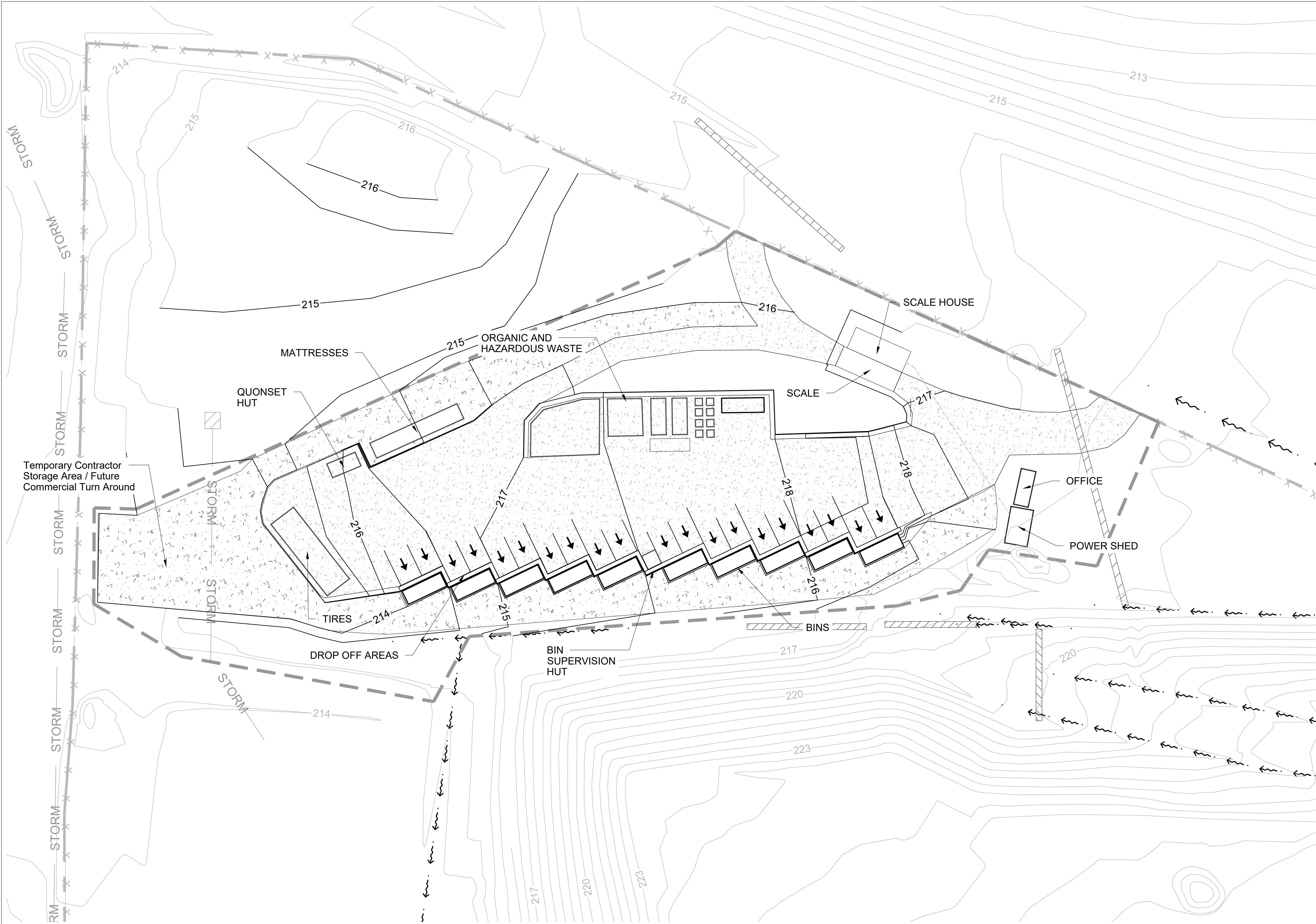
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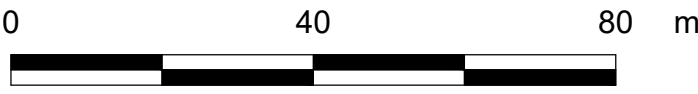




LEGEND:

- PROPERTY BOUNDARY
- APPROXIMATE FENCE LINE
- EXISTING CONTOURS
- REMEDIATION ZONE
- PROPOSED PUBLIC GRAVEL ROADS
- PROPOSED COMMERCIAL GRAVEL ROAD
- PROPOSED CONTOURS

**DRAFT**  
ISSUED FOR REVIEW



1 : 300

FILE: TND42111079000Gen+\_REV\_1.dwg

No.	Description	Auth.	By	Date
1	ISSUED FOR REVIEW	TAM	SEPT 9, 2020	
0	ISSUED FOR REVIEW	TAM	JULY 29, 2020	

REVISIONS

1) CONTOUR INTERVAL = 0.5 METRE
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NOTES

VERIFY SCALE  
BAR IS 20 mm ON  
ORIGINAL DRAWING.



IF NOT 20 mm ON THIS  
SHEET, ADJUST SCALES  
ACCORDINGLY.

6



Designed By: T. MAHONEY  
Date: JULY 2020  
Drawn By: R. MESSENGER-LEHMANN  
Date: JULY 2020  
Checked By: T. KOLODZIEJ  
Date: JULY 2020



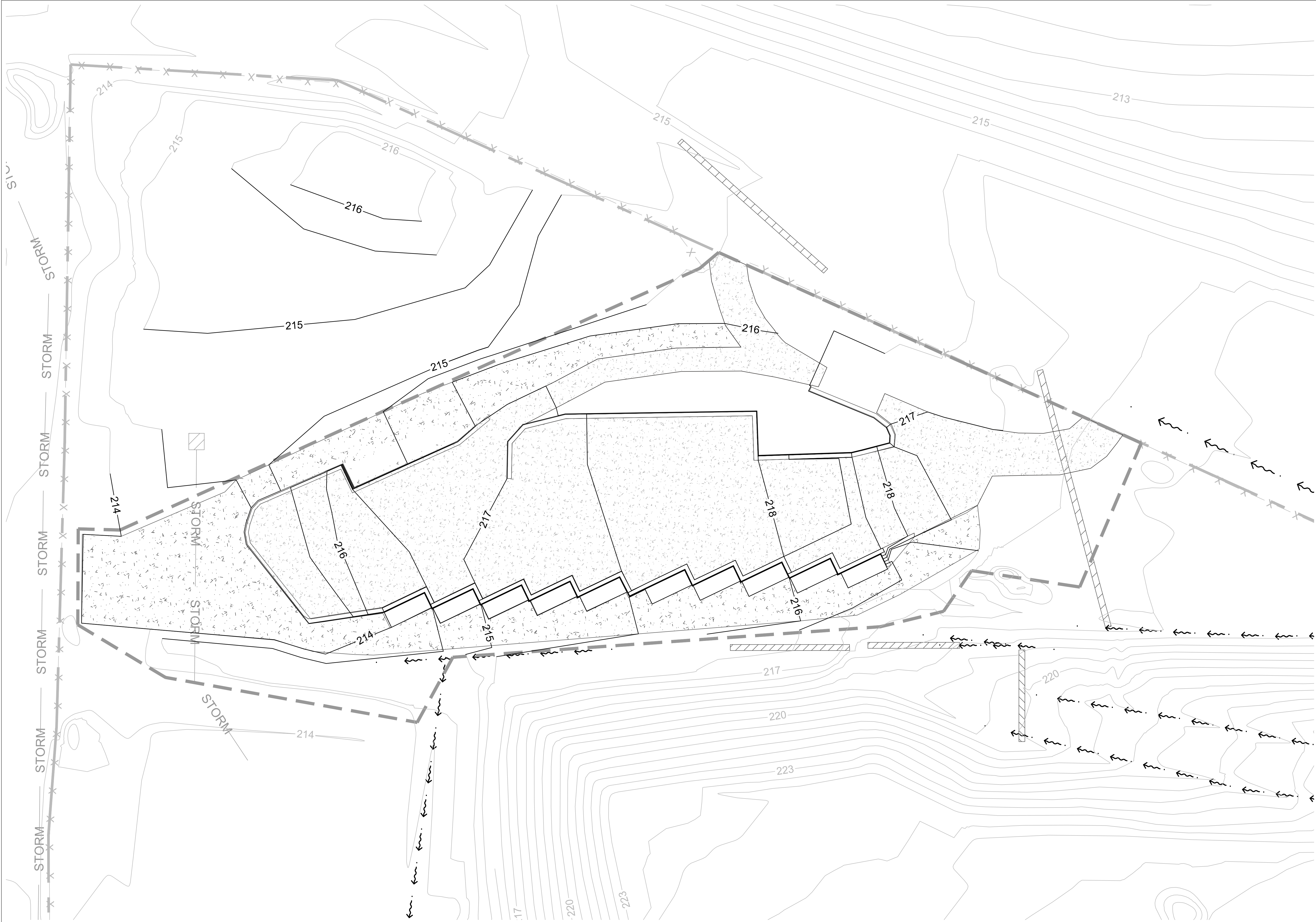
SUNSHINE COAST REGIONAL DISTRICT,  
SECHELT LANDFILL

PUBLIC DROP OFF DESIGN

PROPOSED WORKS

Scale: 1:300 Drawing No: C-02 Rev. 1

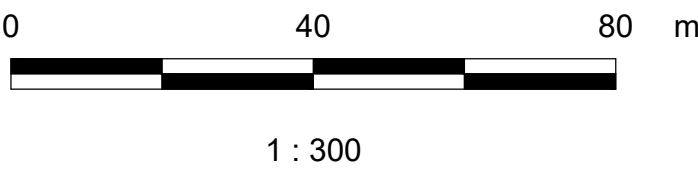




LEGEND:

- PROPERTY BOUNDARY
- APPROXIMATE FENCE LINE
- EXISTING CONTOURS
- REMEDATION ZONE
- PROPOSED BIN LOCATIONS
- PROPOSED DROP OFF LOCATIONS
- ADDITIONAL WASTE COLLECTION AREAS
- PROPOSED LOCK BLOCK WALL
- PROPOSED PUBLIC GRAVEL ROADS
- PROPOSED GRAVEL ROAD
- EXISTING BUILDING
- PROPOSED CONTOURS

DRAFT  
ISSUED FOR REVIEW



FILE: TND4211079000Grv+\_REV\_1.dwg

REVISIONS			
No.	Description	Auth. By	Date
1	ISSUED FOR REVIEW	TAM	SEPT 9, 2020
0	ISSUED FOR REVIEW	TAM	JULY 29, 2020


NOTES	
1) CONTOUR INTERVAL = 0.5 METRE	

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VERIFY SCALE  
BAR IS 20 mm ON  
ORIGINAL DRAWING.

0 20 mm

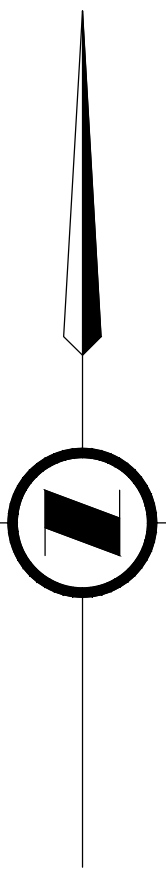
IF NOT 20 mm ON THIS  
SHEET, ADJUST SCALES  
ACCORDINGLY.

	
Designed By:	T. MAHONEY
Date:	JULY 2020
Drawn By:	R. MESSENGER-LEHMANN
Date:	JULY 2020
Checked By:	T. KOLODZIEJ
Date:	JULY 2020



SUNSHINE COAST REGIONAL DISTRICT, SECHULT LANDFILL		
PUBLIC DROP OFF DESIGN		
PROPOSED GRADING PLAN		
Scale: 1:300	Drawing No: C-03	Rev.: 1

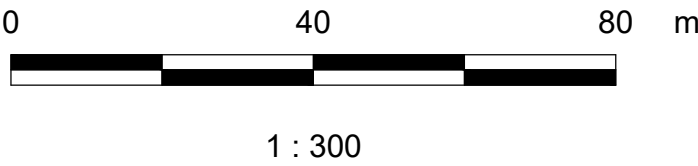




LEGEND:

- LEGEND**
- PROPERTY BOUNDARY
  - APPROXIMATE FENCE LINE
  - EXISTING CONTOURS
  - REMEDATION ZONE
  - PROPOSED BIN LOCATIONS
  - PROPOSED DROP OFF LOCATIONS
  - ADDITIONAL WASTE COLLECTION AREAS
  - PROPOSED LOCK BLOCK WALL
  - PROPOSED PUBLIC GRAVEL ROADS
  - PROPOSED GRAVEL ROAD
  - EXISTING BUILDING
  - PROPOSED CONTOURS

**DRAFT**  
ISSUED FOR REVIEW



FILE: TND4211079000Gen\_REV\_1.dwg

REVISIONS			
No.	Description	Auth. By	Date
1	ISSUED FOR REVIEW	TAM	SEPT 9, 2020
0	ISSUED FOR REVIEW	TAM	JULY 2020

NOTES	
1) CONTOUR INTERVAL = 0.5 METRE	

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VERIFY SCALE  
BAR IS 20 mm ON  
ORIGINAL DRAWING.

0 20 mm

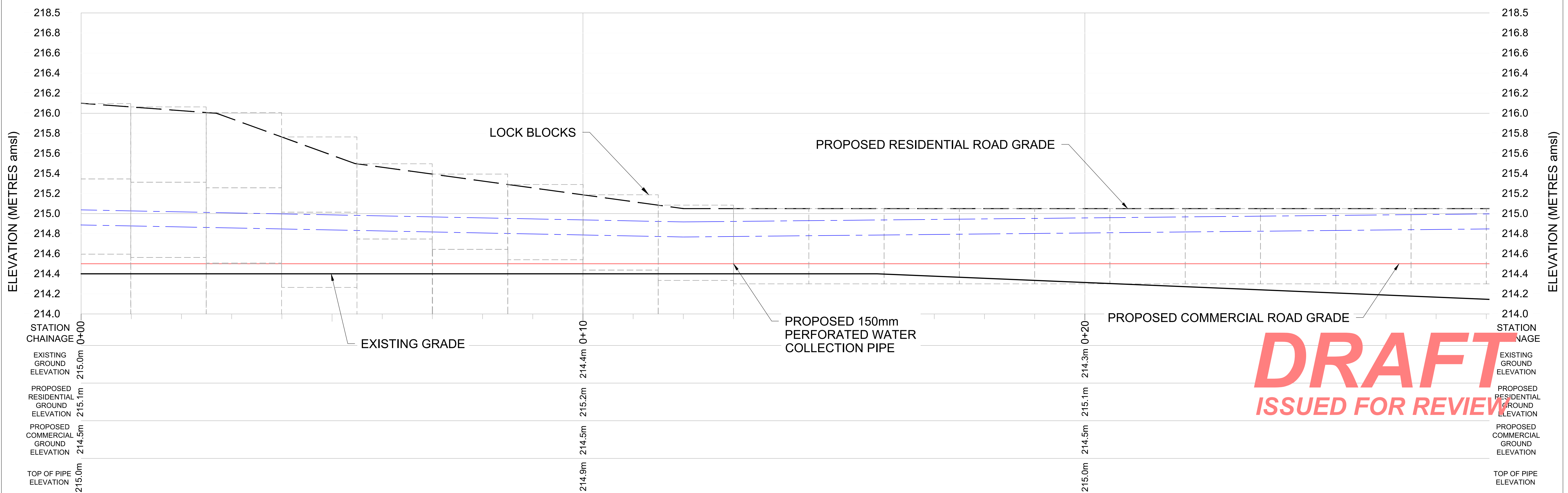
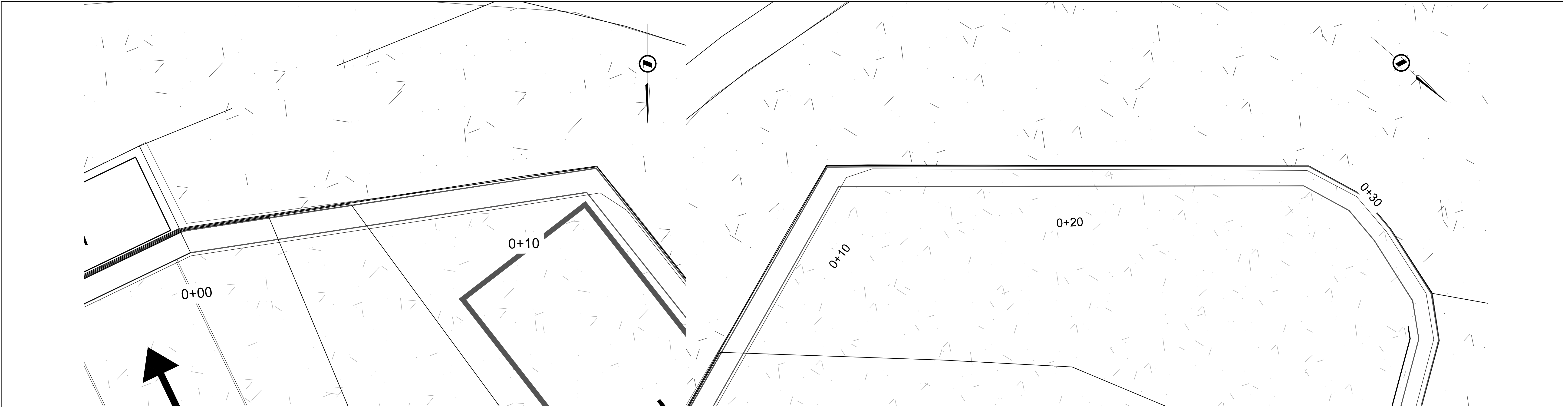
IF NOT 20 mm ON THIS  
SHEET, ADJUST SCALES  
ACCORDINGLY.



Designed By:	T. MAHONEY
Date:	JULY 2020
Drawn By:	R. MESSENGER-LEHMANN
Date:	JULY 2020
Checked By:	T. KOLODZIEJ
Date:	JULY 2020

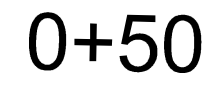


SUNSHINE COAST REGIONAL DISTRICT, SECHULT LANDFILL		
PUBLIC DROP OFF DESIGN		
PROPOSED SURFACE WATER PLAN		
Scale: 1:300	Drawing No: C-04	Rev.: 1





<div>1</div> <div>ISSUED FOR REVIEW</div> <div>TAM</div> <div>SEPT 9, 2020</div>		1) ALL MEASUREMENTS IN MILLIMETRES UNLESS OTHERWISE STATED	<div>VERIFY SCALE</div> <div>BAR IS 20 mm ON ORIGINAL DRAWING.</div> <div>020 mm</div> <div>IF NOT 20 mm ON THIS SHEET, ADJUST SCALES ACCORDINGLY.</div> <div>9</div>	<div><div>Environmental Engineers &amp; Scientists</div><div>Designed By: T. MAHONEY</div><div>Date: JULY 2020</div><div>Drawn By: R. MESSENGER-LEHMANN</div><div>Date: JULY 2020</div><div>Checked By: T. KOLODZIEJ</div><div>Date: JULY 2020</div></div>	<div></div>	SUNSHINE COAST REGIONAL DISTRICT, SECHLT LANDFILL		
PUBLIC DROP OFF DESIGN								
TIRE AND MATTRESS AREA PLAN AND PROFILE I OF III								
REVISIONS		NOTES			Scale: NTS	Drawing No: C-05	Rev. 1	



SUNSHINE COAST REGIONAL DISTRICT, SECHLT LANDFILL		
PUBLIC DROP OFF DESIGN		
TIRE AND MATTRESS AREA PLAN AND PROFILE II OF III		
Scale: NTS	Drawing No: C-06	Rev. 1

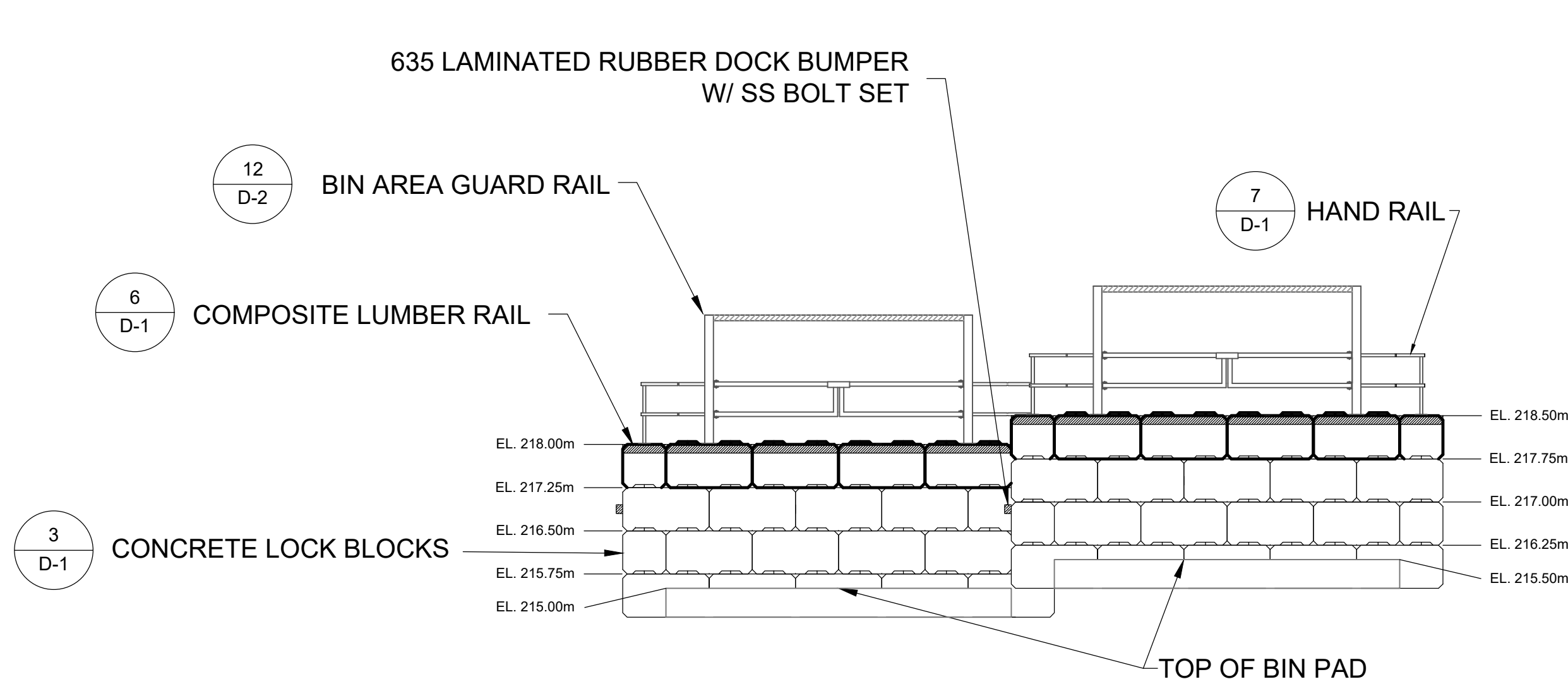




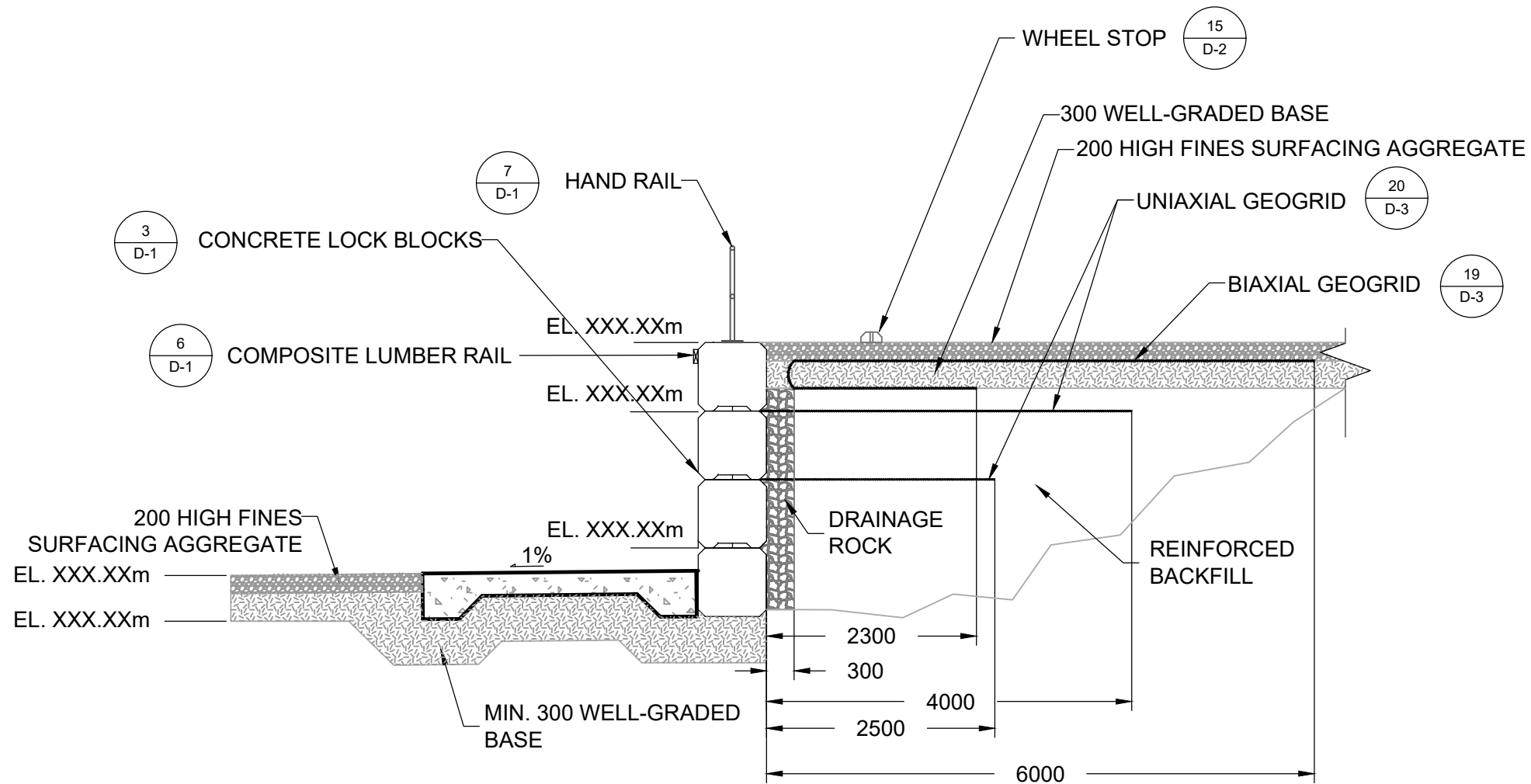




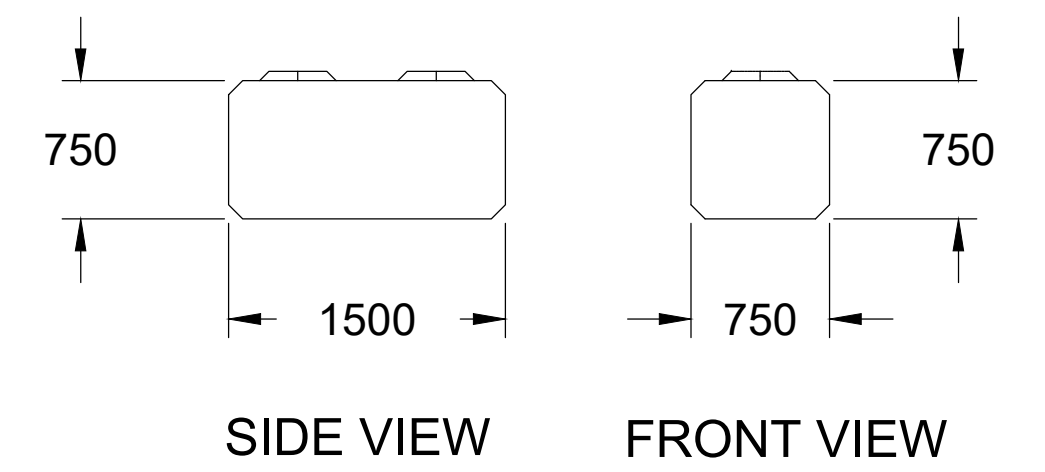




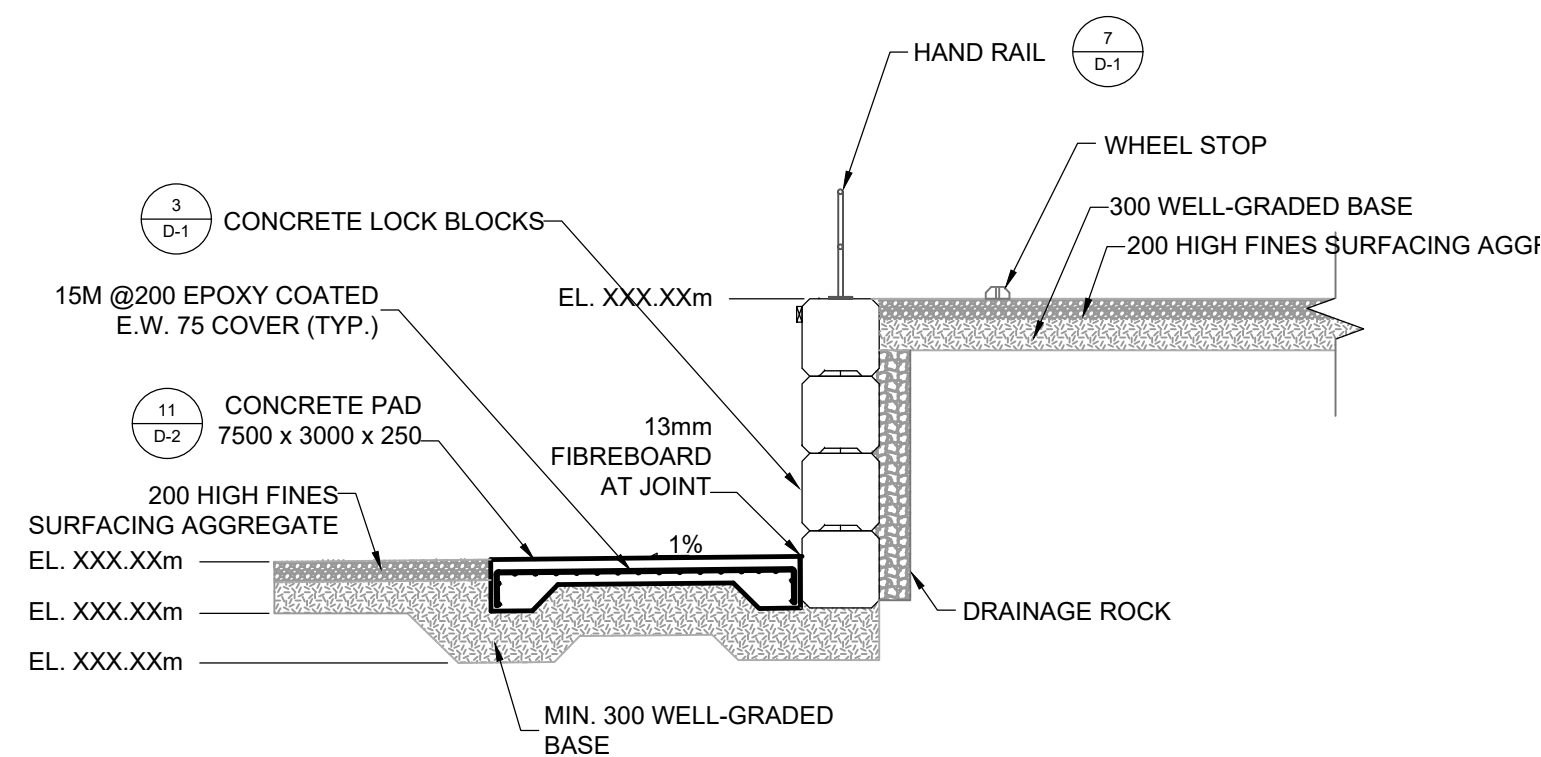
DETAIL 1 RETAINING WALL  
N.T.S. D-01



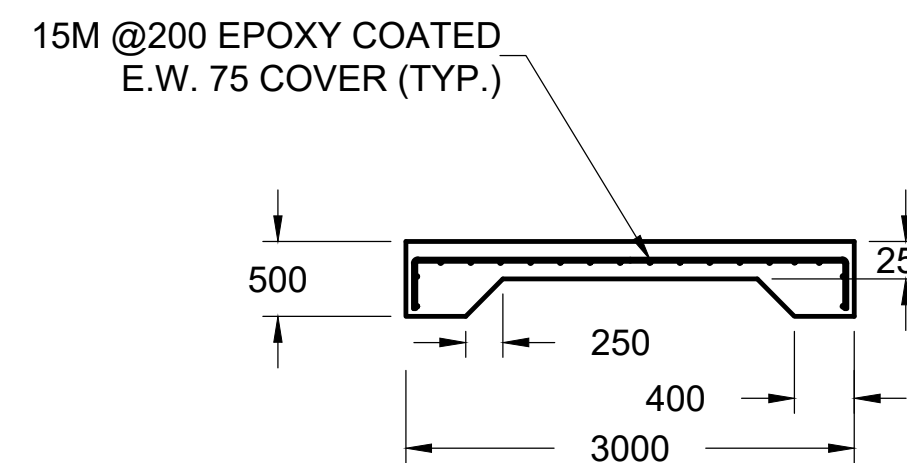
DETAIL 2 RETAINING WALL DETIAL  
N.T.S. D-01



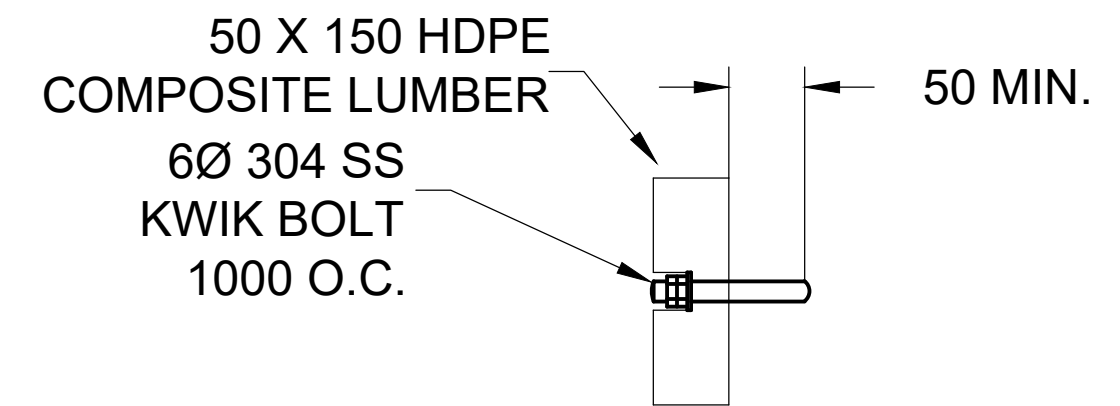
DETAIL 3 CONCRETE LOCK BLOCKS DETAIL  
N.T.S. D-02



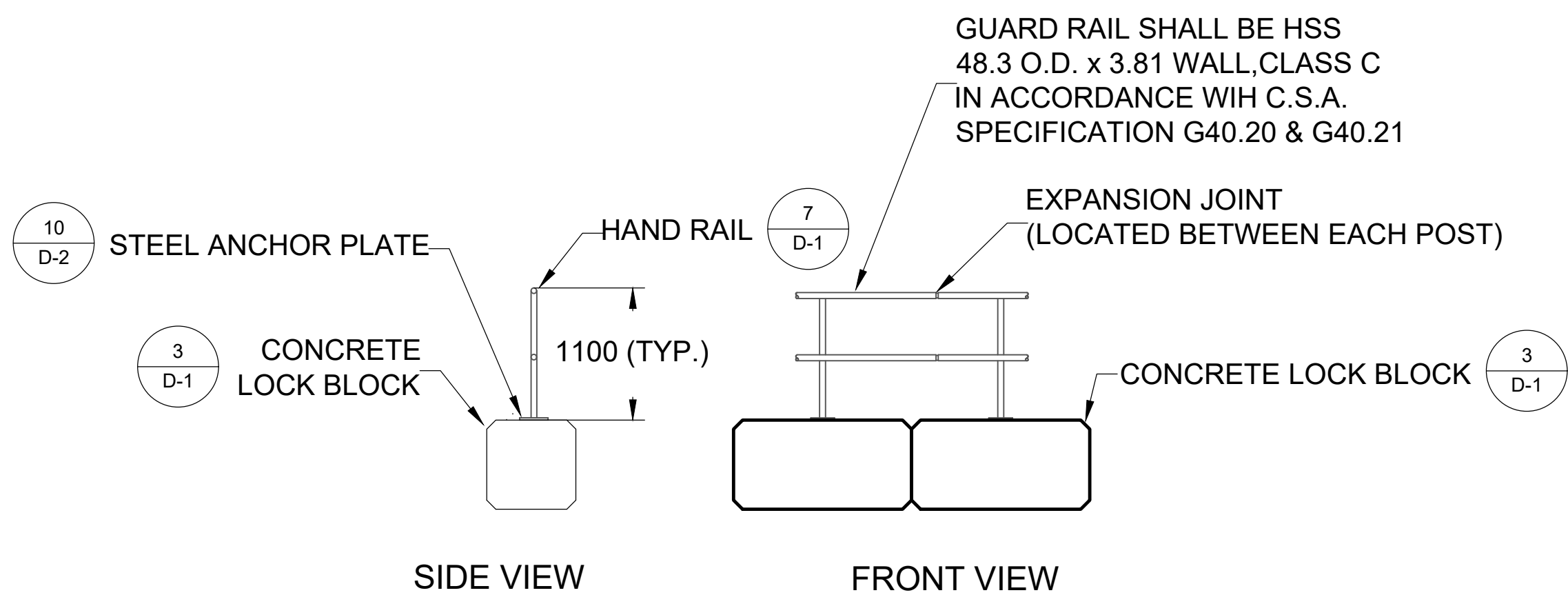
DETAIL 4 BIN PAD DETIAL  
N.T.S. D-01



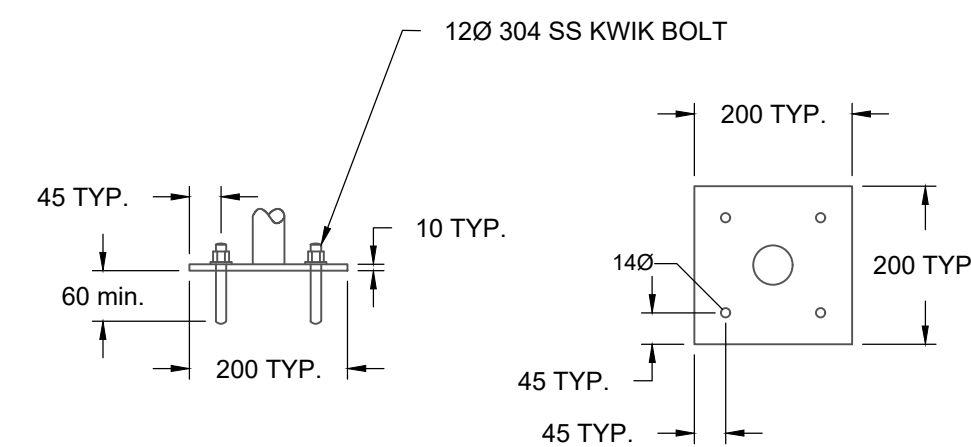
DETAIL 5 BIN PAD - STRUCTURAL DETAIL  
N.T.S. D-01



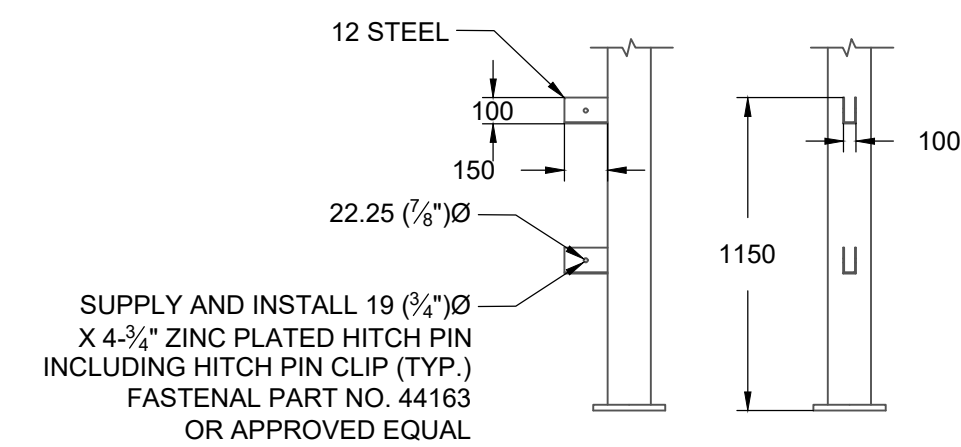
DETAIL 6 COMPOSITE LUMBER RAIL  
N.T.S. D-02



DETAIL 7 HAND RAIL DETAIL  
N.T.S. D-01



DETAIL 8 HAND RAIL ANCHOR PLAN AND PROFILE DETAIL  
N.T.S. D-01



DETAIL 9 BIN AREA GUARD RAIL SADDLE DETAIL  
N.T.S. D-01

**DRAFT**  
**ISSUED FOR REVIEW**

FILE: TND4211079000Gen\_REV\_1.dwg

No.	Description	Auth. By	Date
1	ISSUED FOR REVIEW	TAM	SEPT 9, 2020
0	ISSUED FOR REVIEW	TAM	JULY 29, 2020

REVISIONS	NOTES

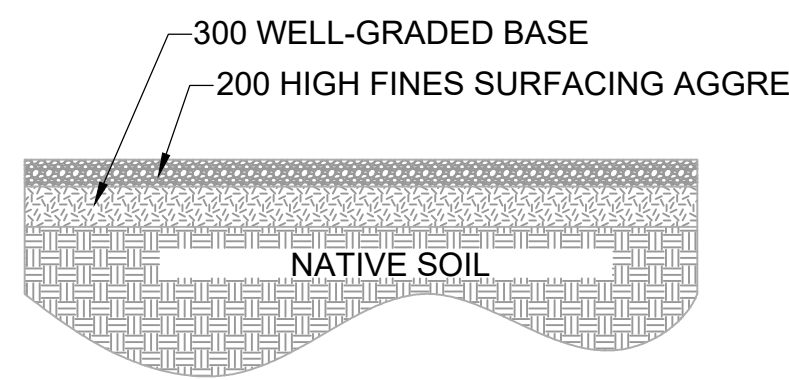
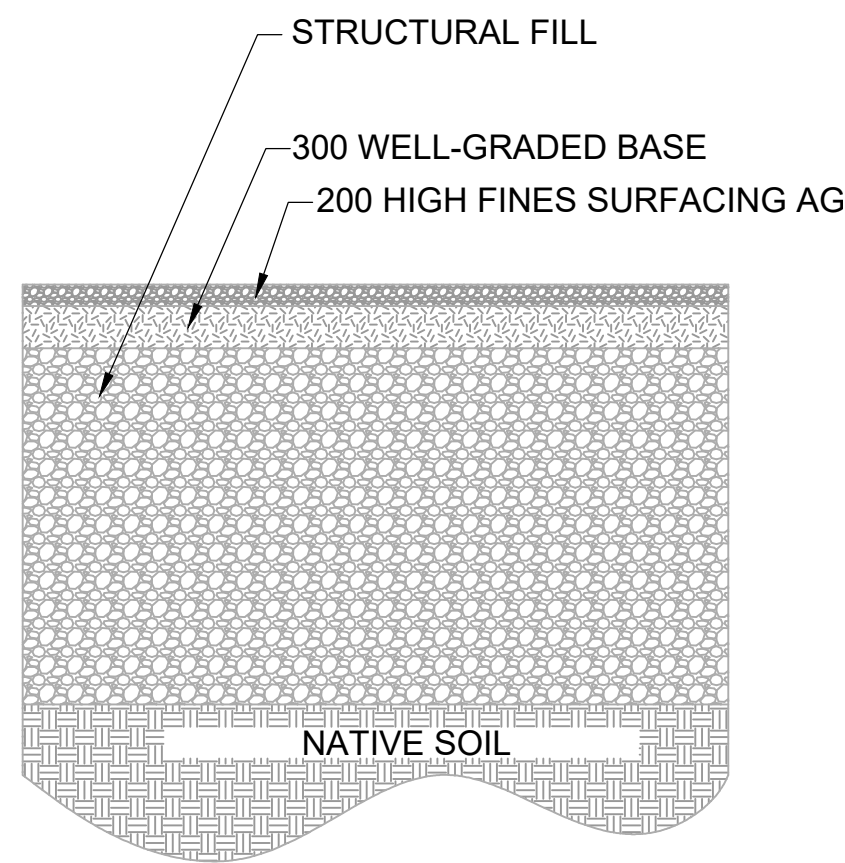
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<p>VERIFY SCALE BAR IS 20 mm ON ORIGINAL DRAWING.</p> <p>0 20 mm</p> <p>IF NOT 20 mm ON THIS SHEET, ADJUST SCALES ACCORDINGLY.</p>	<p><b>XCG</b> Environmental Engineers &amp; Scientists</p> <p>Designed By: T. MAHONEY</p> <p>Date: JULY 2020</p> <p>Drawn By: R. MESSENGER-LEHMANN</p> <p>Date: JULY 2020</p> <p>Checked By: T. KOLODZIEJ</p> <p>Date: JULY 2020</p>
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	<p>SUNSHINE COAST REGIONAL DISTRICT, SECHLT LANDFILL</p> <p>PUBLIC DROP OFF DESIGN</p> <p>DETAILS I</p>
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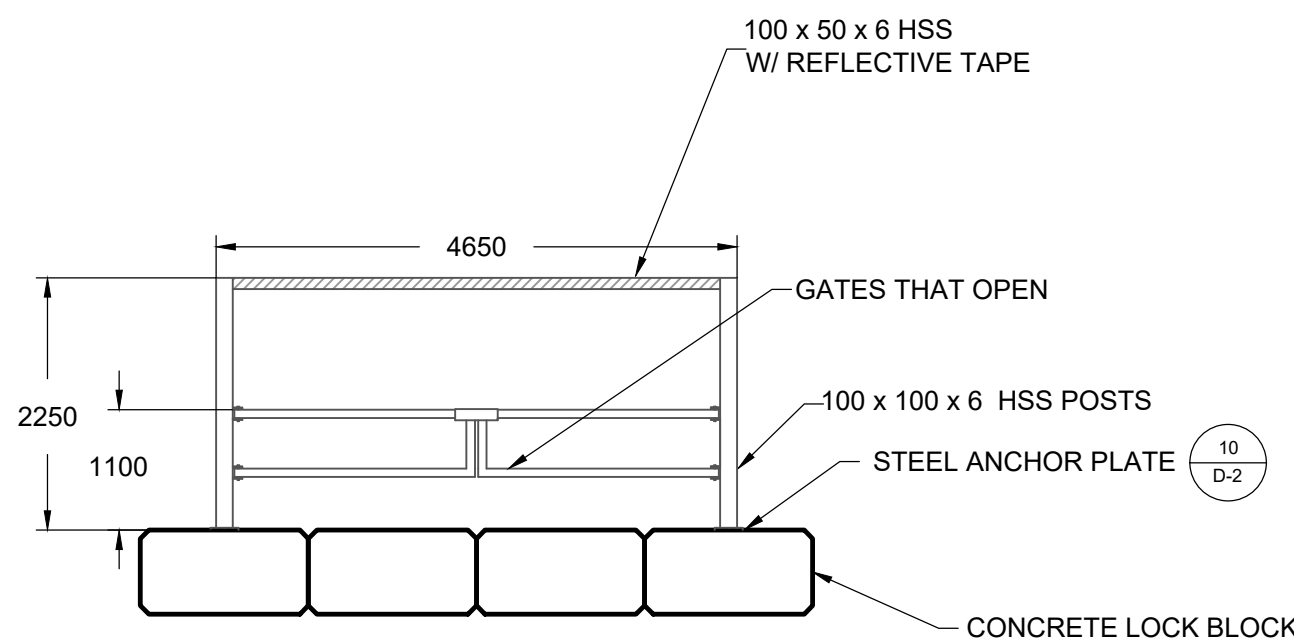
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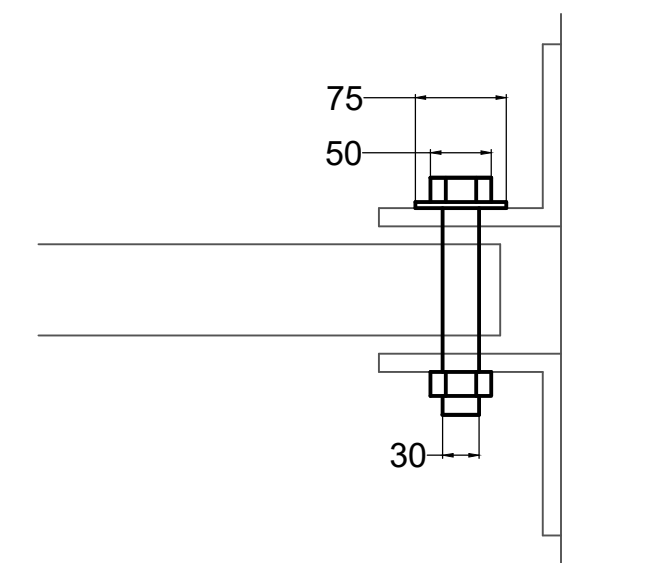


DETAIL 10 RESIDENTIAL ROAD DETAIL  
N.T.S. D-02

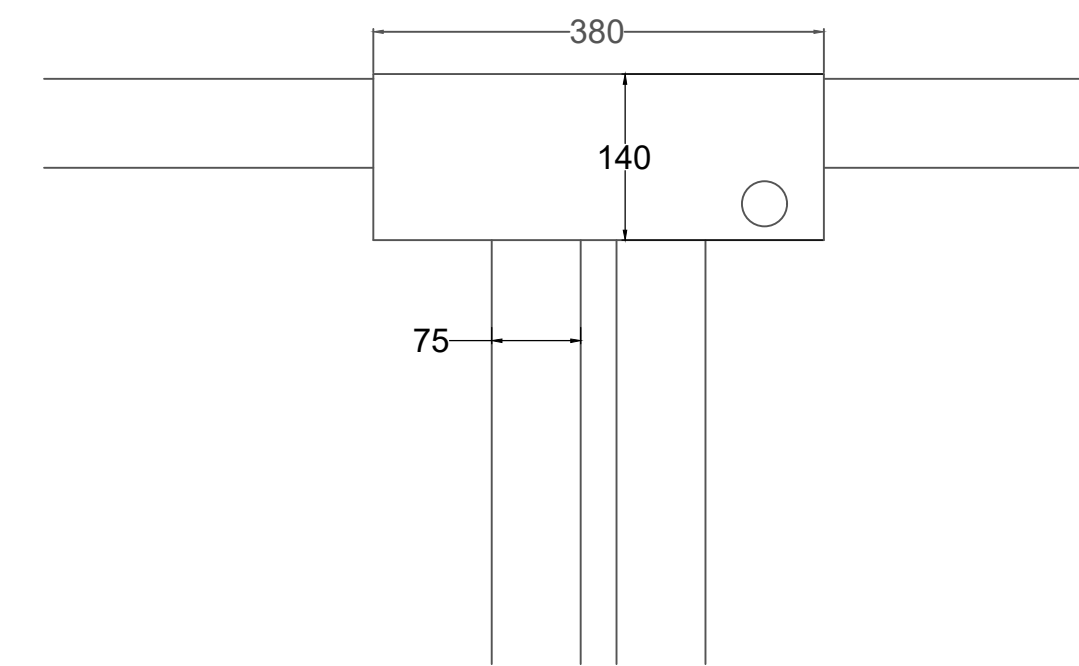
DETAIL 11 COMMERCIAL ROAD DETAIL  
N.T.S. D-02



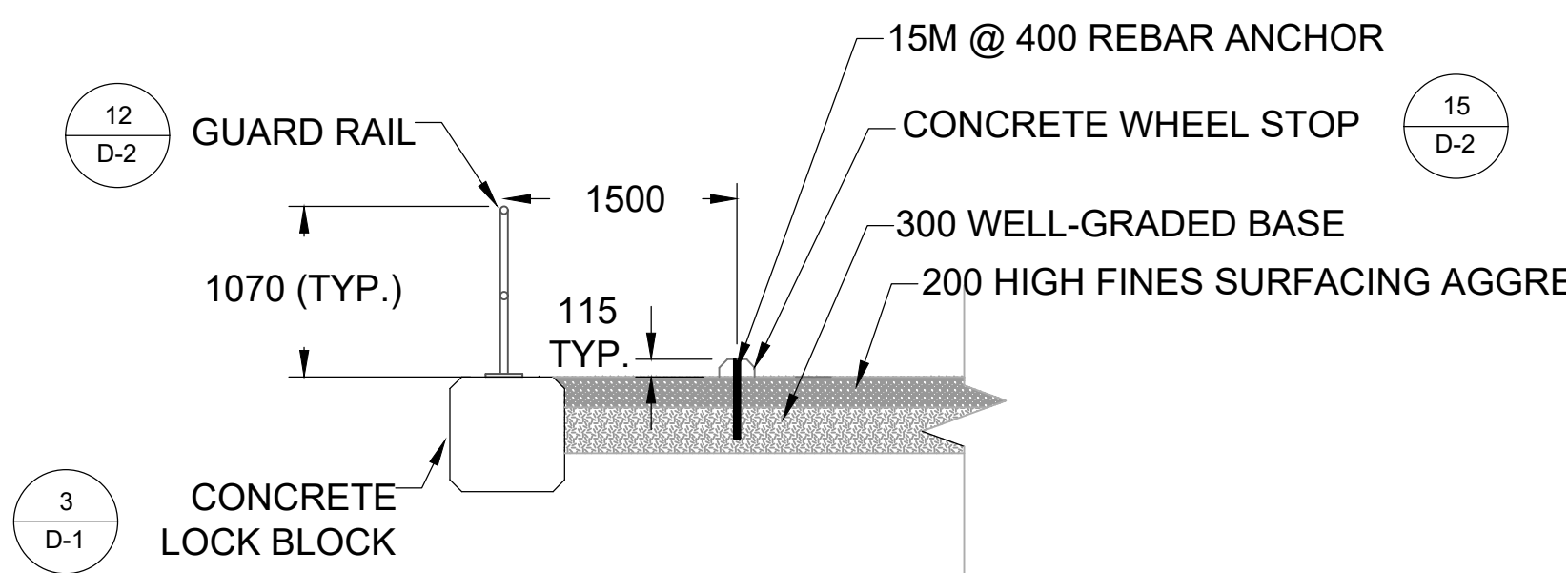
DETAIL 12 BIN AREA GUARD RAIL  
N.T.S. D-01



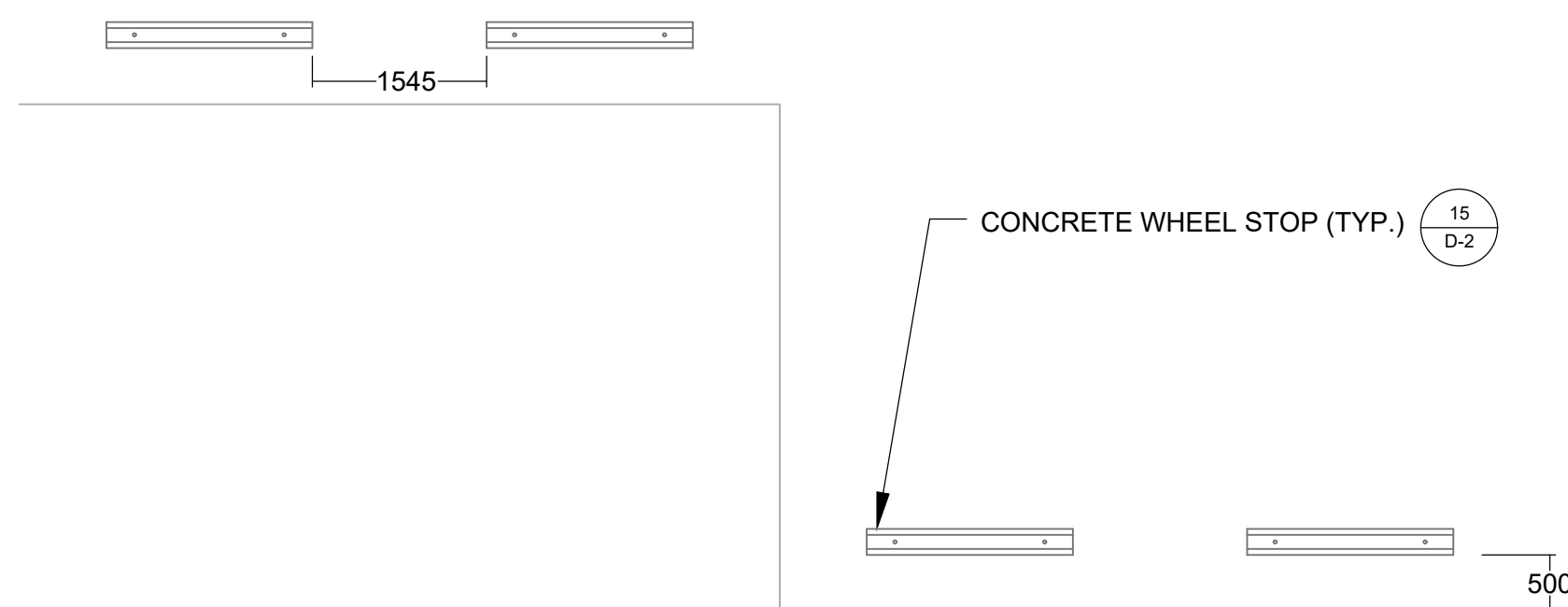
DETAIL 13 GUARD RAIL OPENING GATE  
N.T.S. D-02 BOLT CONNECTION



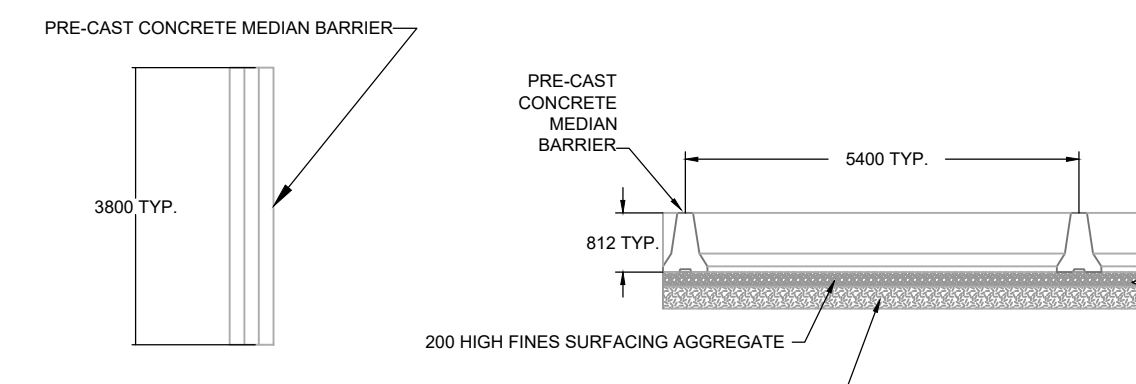
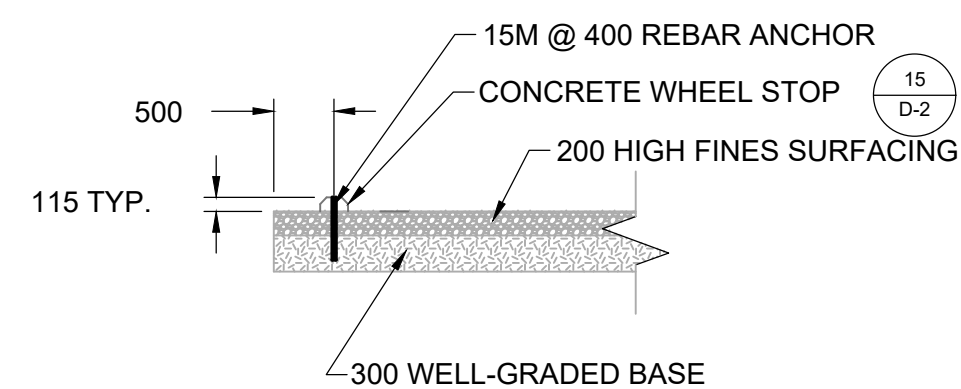
DETAIL 14 GUARD RAIL GATE OPENING  
N.T.S. D-02



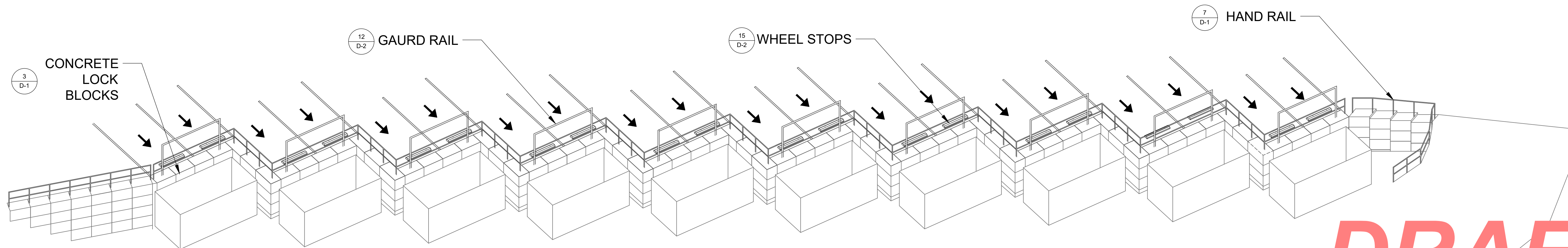
DETAIL 15 WHEEL STOP DETAIL  
N.T.S. D-01



DETAIL 16 PARKING AREA - PLAN AND PROFILE  
N.T.S. D-02



DETAIL 17 PRE-CAST CONCRETE MEDIAN BARRIERS -  
N.T.S. D-02 PLAN AND PROFILE



DETAIL 18 PROPOSED BIN AREA DETAIL  
N.T.S. D-02

**DRAFT**  
**ISSUED FOR REVIEW**

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No.	Description	Auth. By	Date
1	ISSUED FOR REVIEW	TAM	SEPT 9, 2020
0	ISSUED FOR REVIEW	TAM	JULY 29, 2020

NOTES
1) ALL MEASUREMENTS IN MILLIMETRES UNLESS OTHERWISE STATED

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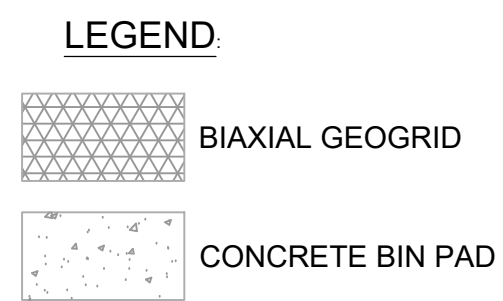
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<b>XCG</b> Environmental Engineers & Scientists
Designed By: T. MAHONEY
Date: JULY 2020
Drawn By: R. MESSENGER-LEHMANN
Date: JULY 2020
Checked By: T. KOLODZIEJ
Date: JULY 2020

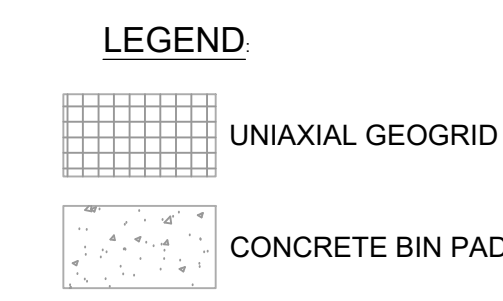
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SUNSHINE COAST REGIONAL DISTRICT, SECHLT LANDFILL		
PUBLIC DROP OFF DESIGN		
DETAILS II		
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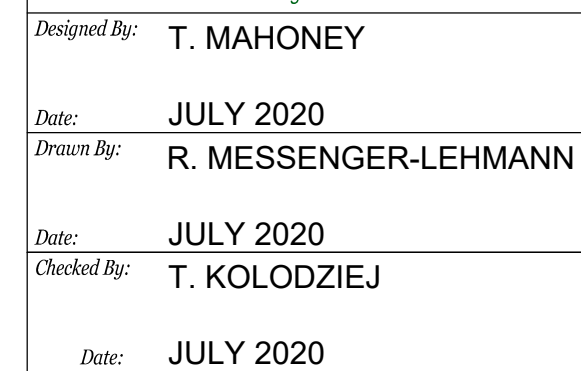
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## NOTES

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## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Infrastructure Services Committee – September 17, 2020

**AUTHOR:** Robyn Cooper, Manager, Solid Waste Services  
Arun Kumar, Superintendent, Solid Waste Services

**SUBJECT:** **COMPREHENSIVE LANDFILL ENGINEERING CONSULTING SERVICES CONTRACT - UPDATE**

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### RECOMMENDATION(S)

**THAT the report titled Comprehensive Landfill Engineering Consulting Services Contract - Update be received;**

**AND THAT the contract with XCG Consulting Limited for general landfill engineering services be increased by \$167,000 to \$307,000 (excluding GST);**

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

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### BACKGROUND

Currently, the SCRD has a contract with XCG Consulting Limited (XCG) to provide a range of engineering consulting services for the Sechelt Landfill and Pender Harbour Transfer Station. The contract term is August 2, 2016 to August 1, 2021. Some of these services include preparing reports that are mandated by the Ministry of Environment and Climate Change Strategy (MOE), preparing the annual Sechelt Landfill liability letter, reviewing water sampling results, and providing expertise related to the design and operations plan or the landfill closure plan.

When Request for Proposal (RFP) 16 258 was issued for these landfill engineering consulting services, the RFP identified specific projects over the five year contract term to be completed. However, the awarded contract value was based on the existing budget at the time over the five year term. Over time, projects were completed by XCG based on the scope of work in the RFP and complimentary projects through the budget approval process or within existing budget. However, the contract was not amended to reference these projects.

The purpose of this report is administrative; to amend the SCRD's contract with XCG to align with the work that XCG has completed and will complete until the end of the contract term within approved budget. This does not include additional projects to be completed in 2021 that will be brought forward as part of the 2021 budget process.

### DISCUSSION

The current contract value over the five year term is \$140,000 and was based on projects that were within existing budget at the time. A summary of the projects included in the contract value is included in Table 1.

A summary of additional projects completed by XCG not included in the contract value is included in Table 2. Some of these projects were within the RFP, whereas others were complimentary projects directly related to the landfill or transfer station.

Table 1 – Projects within RFP scope and within existing budget

<b>Project</b>	<b>Completion Date</b>
General Landfill Engineering Consulting Services	Ongoing
<b>Sechelt Landfill</b>	
Annual Report	2017, 2018, 2019, 2020, 2021
<b>Pender Harbour Transfer Station</b>	
Annual Report	2017, 2018, 2019, 2020, 2021

Table 2 – Additional projects completed by XCG from 2017-2021

<b>Projects within the RFP</b>	<b>Completion Date</b>
Sechelt Landfill Design and Operations Plan – update	2017
Sechelt Landfill Progressive Closure Plan – update	2017
Installation of 4 new ground water wells – Sechelt Landfill	2017
Installation of 2 new gas probes – Sechelt Landfill	2017
Sechelt Landfill Geotechnical & Seismic Assessment – update	2018
Sechelt Landfill Environmental Monitoring Plan – update	2018
Sechelt Landfill Hydrogeological Assessment – update	2020
Sechelt Landfill Leachate Management – update	2020
<b>Complimentary Projects</b>	<b>Completion Date</b>
Assistance with transition to Pender Harbour Transfer Station	2017
Increases to Sechelt Landfill Annual Report due to change in MOE requirements	2017
Increase to Pender Harbour Transfer Station Annual Report due to changes in MOE requirements	2017
Post-closure Liability Letter for Sechelt Landfill	2017-2021
Gibsons Landfill Land Use Guidelines Development	2017
Gibsons Landfill Environmental Monitoring Review	2017-2021
Sechelt Landfill Gas Monitoring Training of SCRD Staff	2017
Completion of Federal Environment and Climate Change Canada GHG reporting	2019, 2020, 2021
Assistance with Sechelt Landfill Fill Plan	2020
Sechelt Landfill Biocover Feasibility	2020
<b>Total Value to Amend Contract</b>	<b>\$167,000</b>

*Financial Implications*

The updated contract value of \$307,000 exceeds the approved funding by \$167,000.

However, the contract increase does not require an amendment to the 2020-2024 Financial Plan as all projects were completed within the existing budget or as part of an approved budget proposal process.

*Timeline for next steps*

Following Board adoption, staff will prepare an amended contract for signing by the delegated authorities.

**STRATEGIC PLAN AND RELATED POLICIES**

n/a

**CONCLUSION**

The purpose of this report is administrative in order to amend the SCRD's contract with XCG to align with the work that XCG has completed and will complete until the end of their contract term in 2021. The updated contract value is \$307,000 (excluding GST). No Financial Plan amendment is required as all projects were completed within the existing budget or as part of an approved budget proposal process.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Infrastructure Services Committee – September 17, 2020

**AUTHOR:** Robyn Cooper, Manager, Solid Waste Services  
Arun Kumar, Superintendent, Solid Waste Services

**SUBJECT:** CARDBOARD AT SCRD LANDFILL AND TRANSFER STATION SITES – UPDATE

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### RECOMMENDATION(S)

**THAT the report titled Cardboard at SCRD Landfill and Transfer Station Sites - Update be received;**

**AND THAT the SCRD continue with the cardboard recycling program at the Sechelt Landfill and Pender Harbour Transfer Station;**

**AND THAT the SCRD Bylaw 405 be amended to include cardboard as controlled waste;**

**AND FURTHER THAT a proposed cardboard tipping fee be included in the report on the review of all tipping fees of diverted materials to be presented at a Committee in Q4 2020.**

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### BACKGROUND

Currently, the SCRD collects cardboard from residential and commercial customers at the Sechelt Landfill and Pender Harbour Transfer Station. Cardboard is charged \$150 per tonne, the same rate as municipal solid waste (garbage), however, cardboard is segregated for recycling. Container, transportation and recycling services are provided by a contracted service provider.

At the July 16, 2020 Infrastructure Services Committee meeting, a report titled *Sechelt Landfill Drop-off Area Design Options* was presented that included information about the cardboard recycling program with the following rationale for discontinuation:

- All recycling depots under contract by the SCRD accept residential cardboard for free and the SCRD receives a financial incentive per tonne from Recycle BC;
- The vast majority of cardboard delivered is commercial in nature;
- There are private haulers on the Sunshine Coast for the commercial sector;
- The hauling and processing of cardboard cost the SCRD \$18,650 in 2019;

Given the very low weight to volume ratio of cardboard, continuing with the current \$150 per tonne tipping is not sustainable.

At the July 23, 2020 Board Meeting, the following resolution was adopted:

267/20 (part) **Recommendation No. 3** *Sechelt Landfill Drop-off Area Design Options*

AND THAT the cardboard program be discontinued as of October 1, 2020.



The purpose of this report is to provide an update on the above referenced resolution.

## **DISCUSSION**

During development of a cardboard discontinuation implementation plan, the following were identified that impact the implementation of the Boards' direction.

- SCRD Bylaw 405, does not currently list cardboard as controlled waste, thus this bylaw would need to be updated for the SCRD to prohibit cardboard from being landfilled.
- A discontinuation of the cardboard program would most likely result in more cardboard being included in the general waste stream. This would be contrary to the Operating Certificate for the Sechelt Landfill which prohibits cardboard from being landfilled.
- If Bylaw 405 is amended to include cardboard as controlled waste, the SCRD will have the ability to segregate cardboard from a load of garbage (and charge accordingly as per Bylaw 405) and therefore, the SCRD would still require container, transportation and recycling services for a reduced amount of cardboard.

Staff therefore recommend not to implement resolution 267/20 as is, but instead have prepared the following options to address the current concerns with the cardboard program.

### *Options and Analysis*

Staff have prepared two options for the Committee's consideration.

#### Option 1 – SCRD to introduce a material specific tipping fee and continue cardboard recycling at the Sechelt Landfill and Pender Harbour Transfer Station (recommended option)

This option ensures that there is full cost recovery for the cardboard disposed of at the landfill and transfer station and ensures that a recycling option is available at the time of disposal for both residential and commercial customers. Residential customers will have the choice of bringing the cardboard for free to a SCRD recycling depot or paying the tipping fee at the landfill or transfer station. Commercial customers could connect with one of the private collection service providers on the Sunshine Coast or pay the tipping fee at the landfill or transfer station.

This option will also help mitigate having to remove cardboard from the garbage from a mixed load after the fact.

With this option, staff recommend that Bylaw 405 be amended to include cardboard as controlled waste. This amendment will allow the SCRD to set a specific tipping fee for this material and to apply a penalty if cardboard is contained in a load of garbage as well as fund the landfill operator's costs to remove and segregate the cardboard. This is aligned with the approach for other materials such as wood or metal and aligns with the Sechelt Landfill Operating Certificate.

Staff would include a proposed tipping fee for cardboard in the report regarding the review of the current tipping fees for diverted materials that is currently being undertaken and is forthcoming to a Committee in Q4 2020.

Option 2 – SCRD to discontinue cardboard recycling program at the Sechelt Landfill and Pender Harbour Transfer Station

This is the current Board direction. With this option, staff still recommend amending Bylaw 405 accordingly as per Option 1 to ensure the SCRD has the best ability to prohibit cardboard from being disposed as garbage.

Residential customers with cardboard would be re-directed to the SCRD recycling depots. Commercial customers would be provided with contact information for the private collection service providers on the Sunshine Coast. Both types of customer's cardboard would not be accepted for recycling or disposal as garbage at the Sechelt Landfill or Pender Harbour Transfer Station.

Similar to option 1, cardboard being segregated for recycling (if disposed in garbage and removed by SCRD staff and on-site operator) would still require some level of service for container, transportation and recycling. Staff would investigate further through procurement for services that would match the reduced service level.

Given that recycling services are still required to manage the cardboard included in the general waste and that additional capacity from SCRD staff and the on-site operator are required to screen incoming general waste loads, staff no longer support this option.

*Operational implications*

Option 1 has no additional operational implications other than a specific tipping fee would need to be collected for cardboard and customers would need to be provided with clear information on their disposal options and associated costs. The reintroduction of cardboard as a collected material at the landfill would not require a change in the current design for the new drop-off area for the Sechelt landfill as presented in a report on that topic on this Committee's agenda.

Option 2 might require additional capacity for SCRD staff and on-site operator to screen and segregate out the cardboard. If this option would be implemented staff will evaluate the actual capacity required once this option has been in place for six months.

*Financial Implications*

A report reviewing the existing tipping fees in SCRD Bylaw 405 compared to the associated costs for diverted materials will be presented at a Committee in Q4 2020. A new tipping fee for cardboard will be included in this report. Such tipping fee be based on the anticipated costs to run the program moving forward.

*Timeline for next steps*

If Option 1 is selected, an amended to Bylaw 405 is required. This is anticipated to be completed in Q1 2021 to align with other potential amendments to the same bylaw that could result from the upcoming tipping fee review report.

If Option 2 is selected, the same timing as Option 1 applies in terms of bylaw amendment. However, for the discontinuation, staff recommend a February 1, 2021 effective date instead of the October 1, 2020 date to allow for the update of Bylaw 405 and this change in service level to be communicated to the current users.

*Communications Strategy*

A communications plan will be developed based on the option selected and will be implemented in Q1 2020. Until that time, staff will continue to promote the use of SCRD recycling depots for residential cardboard.

**STRATEGIC PLAN AND RELATED POLICIES**

Providing cardboard recycling supports the SCRD's Solid Waste Management Plan.

The Operating Certificate for Sechelt Landfill prohibits corrugated cardboard from being landfilled at the Sechelt Landfill.

**CONCLUSION**

Current Board direction is to discontinue cardboard recycling at the SCRD's Sechelt Landfill and Pender Harbour Transfer Station Sites. During development of a discontinuation plan, several items were identified that impact the implementation of the Boards direction. The report outlines the items and proposes two options for the Committee's consideration.

Staff recommend Option 1 - SCRD to introduce a material specific tipping fee and continue cardboard recycling at the Sechelt Landfill and Pender Harbour Transfer Station.

With this option, staff recommend that Bylaw 405 be amended to include cardboard as controlled waste. This amendment will allow the SCRD to set a tipping fee for this material and to apply a penalty if cardboard is contained in a load of garbage as well as fund the landfill operator's costs to remove and segregate the cardboard. This is aligned with the approach for other materials such as wood or metal and aligns with the Sechelt Landfill Operating Certificate.

Staff would include a proposed tipping fee for cardboard in the report regarding the review of the current tipping fees for diverted materials that is current being undertaken and is forthcoming to a Committee in Q4 2020.

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

**SUNSHINE COAST REGIONAL DISTRICT  
WATER SUPPLY ADVISORY COMMITTEE**

**July 14, 2020**

RECOMMENDATIONS FROM THE WATER SUPPLY ADVISORY COMMITTEE MEETING  
HELD VIA ZOOM.

**PRESENT:**

(Voting)

Members

D. Marteinson  
J. Bowen  
D. McCreath  
T. Beck  
M. Hennessy  
S. Thurber  
T. Adams

**ALSO PRESENT:**

Director, Electoral Area F  
Mayor, Town of Gibsons  
Councillor, Sechelt Nation  
Councillor, District of Sechelt

M. Hiltz  
B. Beamish  
A. Paul  
T. Lamb

(Non-voting)

GM, Infrastructure Services  
Water and Energy Projects Coordinator  
Infrastructure Services Assistant/Recorder

R. Rosenboom  
R. Shay  
S. Clayton

Public

0

*Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

**CALL TO ORDER**

2:00 p.m.

**AGENDA**

The agenda was adopted as amended to move agenda item 4 after agenda item 5.

**WELCOME & ROUNDTABLE**

Members were given an opportunity to introduce themselves, share their professional and educational backgrounds, as well as what they hope to contribute and gain from participating in the committee.

**MINUTES****PRESENTATIONS AND DELEGATIONS**

*Remko Rosenboom, General Manager, Infrastructure Services and Raphael Shay, Water and Energy Projects Coordinator, presented the following orientation items to WASAC:*

- 2019 – 2023 Strategic Plan

- Terms of Reference
- Water Service Areas and Revenue Sources
- Understanding the Water Systems

Discussion included the following:

- Clarified that it is within the committee's scope to investigate water systems that are not currently being explored by the Board, and to look at all possible options for future water systems on the Sunshine Coast, regardless of cost.
- Requested that further information on the environmental flow need of Chapman Creek and how much water is required, be presented to the committee in the future.
- Requested further information on how water conservation has reduced water demand per household and whether there is the option to adjust water conservation regulations further to continue to decrease daily water demand.

*Remko Rosenboom, General Manager, Infrastructure Services presented some recommended future meeting topics.*

Discussion included the following:

- Supportive of the topics presented.
- Requested that the following topics be included in future WASAC meetings:
  - Water recycling options from the District of Sechelt Water Resource Centre wastewater treatment plant.
  - Alternate water sources, including Clowhom Lake, Sakinaw Lake, connecting the Pender Harbour Water Systems with the Chapman Water System, Trout Lake, and Dusty Road well site.
  - Grey and black water recycling options for residential and commercial properties.
  - All other potential water sources available on the Sunshine Coast, including further ground water locations.

*Remko Rosenboom, General Manager, Infrastructure Services, presented recommended meeting schedule options.*

Discussion included the following:

- Meeting schedule on the first Monday of the month at 2:30 p.m.
- When first Monday of the month falls on a Statutory Holiday, the meetings will be held on the following Tuesday morning.
- Meeting frequency.
- Date for next meeting - Tuesday August 11, 2020 at 2:30 p.m.

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

### **REPORTS**

### **NEW BUSINESS**

The Committee deferred the following agenda item to the next WASAC meeting:

- Election of Water Supply Advisory Committee Chair and Vice Chair



Infrastructure Project Financing

Discussion included the following:

- Expressed that further financing options should be explored to fund water source projects.
- Made the decision to include financing options and processes as a future WASAC agenda item.

Public Engagement

Discussion included the following:

- Interest in Committee members being introduced to the public through press release and that information be made available to the public on the SCRD website once a Chair is appointed.
- Options for a virtual water treatment plant tour for Committee members while regular tours are suspended.

**NEXT MEETING**                      Tuesday August 11, 2020

**ADJOURNMENT**                      4:09 p.m.

**SUNSHINE COAST REGIONAL DISTRICT  
TRANSPORTATION ADVISORY COMMITTEE  
July 16, 2020**

RECOMMENDATIONS FROM THE TRANSPORTATION ADVISORY COMMITTEE MEETING  
HELD VIA ZOOM

**PRESENT:**

(Voting Members)	Director, Electoral Area E, Chair	Donna McMahon
	Director, Electoral Area A, Vice-Chair	Leonard Lee
	Director, Electoral Area B	Lori Pratt
	Director, Electoral Area D	Andreas Tize
	Director, Electoral Area F	Mark Hiltz
	Director, District of Sechelt	Darnelda Siegers
	Director, District of Sechelt	Matt McLean
	Director, Town of Gibsons	David Croal
	Transportation Choices (TraC)	Alun Woolliams
	Trustee, School District No. 46	Sue Girard
	BC Ferries	Robert Edwards
	Ministry of Transportation and Infrastructure	Colin Midgley
	Southern Sunshine Coast Ferry Advisory Committee	Diana Mumford
	On behalf of MLA, Powell River Sunshine Coast	Rob Hill (part)
	Ministry of Transportation and Infrastructure	Michael Braun

**ALSO PRESENT:**

(Non-Voting)	Chief Administrative Officer	Dean McKinley
	GM, Planning and Community Development	Ian Hall
	GM, Infrastructure Services	Remko Rosenboom
	Manager, Transit and Fleet	James Walton
	RCMP	Phil Atuni
	Sunshine Coast Tourism	Paul Kamon
	SCRD Administrative Assistant / Recorder	Tracy Ohlson
	Public	0
	Media	0

**CALL TO ORDER** 3:03 p.m.

**AGENDA** The agenda was adopted as amended to remove Item #10  
Redroofs Road Safety Concerns.

**MINUTES**

**Recommendation No. 1** *Transportation Advisory Committee Meeting Minutes of  
January 16, 2020*

The Transportation Advisory Committee recommended that the Transportation Advisory Committee meeting minutes of January 16, 2020 be received.

**BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS****Recommendation No. 2**     *Park and Ride Options*

The Transportation Advisory Committee recommended that the park and ride options be referred to the January 2021 Transportation Advisory Committee meeting.

**REPORTS****Recommendation No. 3**     *Transit Schedule Options Fall 2020*

The Transportation Advisory Committee recommended that the report Transit Schedule Options Fall 2020 be received.

*Discussion included the following points:*

- BC Transit presentation of July 16, 2020 to be provided to TAC;
- Continuation of 80% of regular transit service until end of 2020.

*The General Manager, Infrastructure Services provided an update on the Youth Transit Pilot program noting the project has been deferred to 2021 due to COVID-19.*

**Recommendation No. 4**     *Excerpt of transportation-related items from Q1- Quarterly Report presented at the April 16, 2020 Infrastructure Services Committee meeting*

The Transportation Advisory Committee recommended that the report titled Excerpt of transportation-related items from Q1- Quarterly Report presented at the April 16, 2020 Infrastructure Services Committee meeting be received.

**Recommendation No. 5**     *Excerpt of transportation-related items from Q2 – 2020 Quarterly Report presented at the July 16, 2020 Infrastructure Services Committee meeting*

The Transportation Advisory Committee recommended that the report titled Excerpt of transportation-related items from Q2- Quarterly Report presented at the July 16, 2020 Infrastructure Services Committee meeting be received.

**Recommendation No. 6**     *Active Transportation Improvements, Active Transportation Event and Knotweed*

The Transportation Advisory Committee recommended that the report titled Active Transportation, Active Transportation Event and Knotweed be received.

*Discussion included the following points:*

- *Meeting with Ministry of Transportation and Infrastructure regarding improvements to Active Transportation Infrastructure*
- *Community Safety Enhancement Program funding option for safety projects through Union of British Columbia Municipalities (UBCM)*
- *TraC conducted survey to determine Community priorities*
- *Next steps - TraC to prepare formal report and request another meeting with Ministry of Transportation and Infrastructure*

- *Active Transportation event being held week of September 28 – October 4, 2020*
- *Looking for provincial and local solutions and plans on how to deal with knotweed*
- *Concerns about knotweed obstructing paved shoulder, poor sightlines and no room to pass*
- *Ministry of Transportation and Highways' invasive plant program, trimming planned and treatment of knotweed where potential contamination of water requires approval from Environment Canada*
- *Highway 101 repaving project includes shoulder widening between Stewart and Reed Road, opportunity for bike lanes on both sides of North Road requiring Town of Gibsons support*
- *Resurfacing of Stewart Road to Pratt Road starting next week*
- *Improvements to communication to elected officials and public about transportation projects*

**Recommendation No. 7**      *Southern Sunshine Coast Ferry Advisory Report*

The Transportation Advisory Committee recommended that Southern Sunshine Coast Ferry Advisory Report be received.

*Discussion included the following points:*

- *Concern BC Ferries not receiving financial support from provincial or federal government and utilizing capital funding to fund operational expenses*
- *Challenges of priority boarding for residents*
- *Better signage on bypass regarding ferry traffic use right lane*
- *Importance of advocacy from business community, public and local governments*

Cpl. Phil Atoui, RCMP discussed the Ruby Lake Boat Launch on Ramp Road.

*Discussion included the following points:*

- *Vehicles blocking the roadway*
- *Challenges of towing*
- *Improvements to signage, installation of traffic barriers and possible parking lot options*
- *Ministry of Transportation and Highways, Capilano Highways and RCMP will set up meeting to further discuss*

**COMMUNICATIONS**

**Recommendation No. 8**      *Correspondence from Sunshine Coast Highway Society*

The Transportation Advisory Committee recommended that correspondence from Robin Merriott dated February 21, 2020 regarding appointment to Transportation Advisory Committee be received.

**Recommendation No. 9**     *Correspondence from Southern Sunshine Coast Ferry Advisory Committee*

The Transportation Advisory Committee recommended that correspondence from Diana Mumford, Southern Sunshine Coast Ferry Advisory Committee regarding March 23, 2020 COVID-19 Update from BC Ferries be received.

**Recommendation No. 10**     *BC Ferries April 2020 Traffic Stats*

The Transportation Advisory Committee recommended that correspondence from Diana Mumford, Southern Sunshine Coast Ferry Advisory Committee regarding BC Ferries April 2020 Traffic Stats be received.

**Recommendation No. 11**     *Flume Road Safety Concerns*

The Transportation Advisory Committee recommended that correspondence to the Ministry of Transportation and Infrastructure dated May 27, 2020 regarding Flume Road Safety Concern be received.

**Recommendation No. 12**     *Correspondence from Ministry of Transportation and Infrastructure*

The Transportation Advisory Committee recommended that correspondence from Elena Farmer, Ministry of Transportation and Infrastructure dated June 11, 2020 regarding Flume Road Safety concerns be received.

**Recommendation No. 13**     *Speed Limit Reduction in Woodcreek Park Area*

The Transportation Advisory Committee recommended that correspondence to the Ministry of Transportation and Infrastructure dated May 27, 2020 regarding the speed limit reduction in Woodcreek Park area be received.

**Recommendation No. 14**     *Correspondence from Ministry of Transportation and Infrastructure*

The Transportation Advisory Committee recommended that correspondence from Elena Farmer, Ministry of Transportation and Infrastructure dated June 11, 2020 regarding response to Woodcreek Park safety concerns be received.

**ROUNDTABLE**

Committee members provided roundtable updates as follows:

David Croal (Town of Gibsons) – noted that the requested support from TraC and BC Ferries will be brought back to Town of Gibsons council.

Matt McLean (District of Sechelt) – noted increased communication between Ministry of Transportation and Highways and local governments appreciated.

Mark Hiltz (West Howe Sound) – Thanked Ministry of Transportation and Highways and Capilano Highways for the upcoming paving on Stewart and North Road to Reed Road.

Director Tize (Roberts Creek) – Inquired when the paving on Lower Road would be complete and Ministry of Transportation and Highways advised within the next week.

Director Siegers (District of Sechelt) – Noted the Trail Avenue work currently being completed includes walking and bike lanes and also noted the recent Active Transportation Infrastructure grant funding received for improvements to Wharf Avenue, Highway 101 and Dolphin Street in downtown Sechelt.

Alun Woolliams (TraC) – looking forward to release of Sunshine Coast Highway Corridor Review.

Colin Midgley (MOTI) – Noted that line painting is planned for almost every major side road to begin in late summer.

Leonard Lee (Pender Harbour) - Thanked Capilano Highways and Ministry of Transportation and Highways for the pothole repair work being completed in Pender Harbour. It is very appreciated by the community.

Paul Kamon (Sunshine Coast Tourism) – noted that he is following BC ferries closely and noted a Sunshine Coast Tourism Industry Forum will be held at 10:00 a.m. on Wednesday, July 22, 2020.

Director Pratt (Halfmoon Bay) – Thanked Michael Braun from Ministry of Transportation and Highways for meeting with residents from Halfmoon Bay Citizens Association and Halfmoon Bay Community Association recently.

Sue Girard (School District No. 46) – mentioned a recent presentation by Lianne Carley, Vancouver Coastal Health, on June 23 on transportation strategies for students in School District No. 46. She noted there were great ideas to encourage our students to be active in their transportation choices to and from school.

**ADJOURNMENT**

4:15 p.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT

## SOLID WASTE MANAGEMENT PLAN MONITORING ADVISORY COMMITTEE

July 21, 2020

## RECOMMENDATIONS FROM THE SOLID WASTE MANAGEMENT PLAN MONITORING ADVISORY COMMITTEE MEETING VIA ZOOM

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

*Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

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**CALL TO ORDER** 11:01 a.m.

**AGENDA** The agenda was adopted as presented.

**MINUTES****Recommendation No. 1** *PMAC Meeting Minutes of May 19, 2020*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of May 19, 2020 be received.

**Recommendation No. 2** *PMAC Draft Meeting Minutes*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the PMAC meeting minutes be permitted to be included on future PMAC agendas prior to adoption by the SCRD Board.



## PRESENTATIONS AND DELEGATIONS

*Robyn Cooper, Manager, Solid Waste Services, provided a verbal update on the timeline of the following curbside food waste collection items to PMAC:*

- Program launch date finalized for Tuesday October 6, 2020.
- Communication materials to be mailed out the week of August 10, 2020.
- Green bins and starter kit to be delivered to residents in late September.
- Schedule overview for weekly food waste collection and biweekly garbage collection.

Discussion included the following:

- PMAC clarified that food waste and garbage will be collected in two separate Waste Management trucks.
- Requested a link to the curbside food waste collection program on the SCRD website be included in the minutes; <https://www.scrd.ca/curbside-food>.

## BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### **Recommendation No. 3**     *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 – June 2020 be received.

## REPORTS

### **Recommendation No. 4**     *June 18, 2020 ISC Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the following reports from the June 18, 2020 Infrastructure Services Committee meeting be received for information:

- Sechelt Landfill Ground Disturbance.

Discussion included the following:

- Upon the committee's request, staff provided a verbal overview to clarify the cause and current conditions of the ground disturbance that occurred at the Sechelt Landfill.

### **Recommendation No. 5**     *July 16, 2020 ISC Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommends that the following reports from the July 16, 2020 Infrastructure Services Committee meeting be received for information:

- Sechelt Landfill Drop-Off Area Design Options;
- Request For Proposal (RFP) 2035002 Contract Award for South Coast Green Waste Drop-Off Depot;
- Wood Waste Receiving And Processing – Contract Extension;
- Request For Quotation (RFQ) 2035001 Contract Award For Mattress Transportation Services;
- Landfill Capacity Management Options;
- 2020 Q2 Report.

Discussion included the following:

*Robyn Cooper, Manager, Solid Waste Services provided a verbal introduction and brief summary for each of the reports from the July Infrastructure Services Committee (ISC) meetings.*

- Upon the committee's request, staff provided a verbal summary of the following ISC recommendations that resulted from the presentation of the Sechelt Landfill Drop-Off Area Design Options report:
  - That the Cardboard program be discontinued as of October 1, 2020.
  - That the Share Shed Program be discontinued indefinitely at the Sechelt Landfill, but continue at the Pender Harbour Transfer Station.
  - That staff proceed with development of a detailed design and cost estimate for Option 2 - basic drop-off area for the Board's consideration at a September 2020 committee meeting.
- Upon the committee's request, staff provided a verbal summary of the following items that resulted from the presentation of the Request For Proposal (RFP) 2035002 Contract Award For South Coast Green Waste Drop-Off Depot at the ISC meeting:
  - ISC Recommendations:
    - Cancellation of the RFP 2035002.
    - Secure a long-term agreement with the Town of Gibsons for the current Henry Road site.
    - Re-initiate a procurement process for site operations (at the Henry Road site).
  - Hauling and Processing costs.
  - Program Funding options.
- The Committee asked for clarification where the wood waste is being processed. The Committee was advised by staff that wood waste accepted under the current program is processed locally at Salish Soils and is utilized locally at the Howe Sound Pulp and Paper Mill.
- Surprised at the number of mattresses disposed of at the Sechelt Landfill.
- Supportive that there is firm advocacy for mattresses to be included in the Extended Producer Responsibility Program to eliminate tipping fees at the time of disposal.
- Requested whether anecdotally there has been evidence for an increase in illegal dumping of mattresses. Staff advised that anecdotally, there has not been an increase to illegally dumped mattresses since the inception of a set tipping fee in 2015 (\$8 in 2015, \$10 in 2018 for one dry mattress.)
- The Committee discussed that there should be an effort made to communicate to the public regarding the following:
  - That the annual Sechelt Landfill Capacity is 15,000 tonnes per the operating certificate.
  - That the Sechelt Landfill would have to temporarily shut down if disposal capacity is reached, until the next calendar year.
  - That the Sechelt Landfill reached 90% capacity in 2019.
- The Committee discussed that there be public engagement and signage at the Sechelt Landfill and throughout the community, perhaps in the form of a warning thermometer, which would illustrate the Sechelt Landfill capacity levels throughout the year.
- It was expressed when looking at diversion options at the Sechelt Landfill, it is important to the District of Sechelt to maintain a program to accept Boats and RV's at the Sechelt Landfill to deter illegal dumping throughout the Sunshine Coast as well as ensure there is an on-coast disposal option.

- The Committee suggested that the annual landfill capacity level of 15,000 tonnes be added to the Buried at Sechelt Landfill (Tonnage) graph that was part of the 2020 Q2 Report.

## **NEW BUSINESS**

### Future Guest Presentations

Discussion included the following:

- Consensus to extend an invitation to a representative from Sea to Sky Removal this fall to learn about construction and demolition diversion methods being used by their company.
- Supportive of exploring other companies who might be able to contribute ideas of alternative diversion methods.

**NEXT MEETING**                      Tuesday September 15, 2020

**ADJOURNMENT**                      12:23 p.m.

**SUNSHINE COAST REGIONAL DISTRICT  
WATER SUPPLY ADVISORY COMMITTEE**

**August 11, 2020**

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RECOMMENDATIONS FROM THE WATER SUPPLY ADVISORY COMMITTEE MEETING  
HELD VIA ZOOM.

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**PRESENT:**

(Voting)	Members	D. Marteinson D. McCreath T. Beck M. Hennessy S. Thurber T. Adams
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**ALSO PRESENT:**

	Director, Area E Mayor, Town of Gibsons Councillor, District of Sechelt	D. McMahon B. Beamish T. Lamb
(Non-voting)	GM, Infrastructure Services GM, Corporate Services/Chief Financial Officer Water and Energy Projects Coordinator Infrastructure Services Assistant/Recorder	R. Rosenboom T. Perreault R. Shay S. Clayton
	Public	0
<b>REGRETS:</b>	WASAC Members	J. Bowen

*Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

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**CALL TO ORDER**                      2:30 p.m.

**AGENDA**                              The agenda was adopted as presented.

**MINUTES****PRESENTATIONS AND DELEGATIONS**

*The General Manager, Corporate Services / Chief Financial Officer provided a presentation on Financial Structures of Regional Districts and Capital Project Financing to WASAC.*

Discussion included the following:

- Clarification provided on the definition of a new service versus a change in service and the difference in approval processes.
- Further information requested regarding the investment of the Sunshine Coast Regional District funds and growing capital funding reserves through investments.

- Confirmation provided that the SCRD is actively pursuing grants to fund capital projects and that there are staff designated to continuously look for funding options available.

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

### **REPORTS**

*Raphael Shay, Water and Energy Projects Coordinator provided a brief overview of each of the staff reports received for information.*

#### **Recommendation No. 1**     *2018 Water Demand Analysis*

The Water Supply Advisory Committee recommends that the report titled 2018 Water Demand Analysis be received for information.

Discussion included the following:

- Clarification that the Chapman Creek Environmental Flow Need is 200 Litres per second due to legislation, and if there was a reduction in the Environmental Flow Need, it would impact available water supply and reduce the water supply deficit by approximately 5%.
- Confirmation that the current ground water wells are not affected by the Chapman Creek Watershed.

#### **Recommendation No. 2**     *Raw Water Reservoir (s) Feasibility Study Results*

The Water Supply Advisory Committee recommends that the report titled Raw Water Reservoir(s) Feasibility Study be received for information.

#### **Recommendation No. 3**     *Results of Raw Water Reservoir Feasibility Study Phase 3*

The Water Supply Advisory Committee recommends that the report titled Results of Raw Water Reservoir Feasibility Study Phase 3 be received for information.

Discussion included the following:

- Information provided regarding the following operations and structure of the Chapman Creek Watershed:
  - Location of the Weir and Intake on Chapman Creek.
  - That there are SCRD staff monitoring the Chapman Weir 24 hours a day to maximize the length of time we have water available in the lakes.
  - Location of the Water Treatment Plant.
- Inquiry about what ground materials are located at the potential Raw Water Reservoir site and the industrial partnerships that are being explored to utilize the excavated materials.
- Cost estimate of the Site B Raw Water Reservoir Construction:
  - That the cost estimates include a 20 percent contingency.
  - That the cost estimate includes incidental cost and not operational costs, such as royalties that would have to be paid for the development of Crown Land.
- Confirmation that water treatment costs would not increase when using water from the Raw Water Reservoir.

**Recommendation No. 4**      *Groundwater Investigation to Supplement Chapman Creek Water Supply*

The Water Supply Advisory Committee recommends that the report titled Groundwater Investigation to Supplement Chapman Creek Water Supply be received for information.

**Recommendation No. 5**      *Groundwater Investigation Phase 2 Results*

The Water Supply Advisory Committee recommends that the report titled Groundwater Investigation Phase 2 Results be received for information.

Discussion included the following:

- Committee confirmed that based on the pump test completed in 2018 the Dusty Road well could be one of the best producing wells out of the Groundwater Investigation Program, and decided that they would like to further explore whether Dusty Road well could be a possible water source at a future WASAC meeting.
- Committee decided they would like to discuss the drill log and geological assessment of Dusty Road Well at a future WASAC meeting.
- Clarified that the Church Road Well would reduce roughly 50% of the supply deficit in 2025.

**Recommendation No. 6**      *Groundwater Investigation Phase 3 – Church Road Results*

The Water Supply Advisory Committee recommends that the report titled Groundwater Investigation Phase 3 – Church Road Results be received for information.

**Recommendation No. 7**      *Overview Metering Program*

The Water Supply Advisory Committee recommends that the report titled Overview Metering Program be received for information.

Discussion included the following:

- Clarified that a water meter program for the entire sunshine coast is one of the requirements for being eligible to access grants for future capital water projects because the federal and provincial government sees metering as best management practice.
- Requested clarity on how the SCRD monitors their distribution infrastructure for leaks.

**NEW BUSINESS****Election of the Water Supply Advisory Committee Chair and Vice Chair**

- Shanti Thurber was elected Chair of the Water Supply Advisory Committee.
- Dougal McCreath was elected Vice Chair of the Water Supply Advisory Committee.

**Future Meeting Topics**

- Committee decided that revisiting the production of Mahan Road Well be a future WASAC agenda item.
- Committee decided that a committee visioning and strategy for being effective be discussed at a future meeting.

- Committee decided that more a frequent meeting schedule be established as a future WASAC agenda item.

**NEXT MEETING**                      Tuesday September 1, 2020

**ADJOURNMENT**                      4:43 p.m.

**SUNSHINE COAST REGIONAL DISTRICT  
WATER SUPPLY ADVISORY COMMITTEE**

**September 1, 2020**

RECOMMENDATIONS FROM THE WATER SUPPLY ADVISORY COMMITTEE MEETING  
HELD VIA ZOOM.

**PRESENT:**

(Voting Members)	Chair Vice-Chair	S. Thurber D. McCreath D. Marteinson T. Beck M. Hennessy T. Adams
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**ALSO PRESENT:**

	Director, Area D Director, Area F Mayor, Town of Gibsons Councillor, District of Sechelt	A. Tize M. Hiltz B. Beamish T. Lamb
(Non-voting)	GM, Infrastructure Services Water and Energy Projects Coordinator Administrative Assistant/Recorder	R. Rosenboom R. Shay T. Ohlson
	Public	3
<b>REGRETS:</b>	WASAC Members	J. Bowen

*Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

**CALL TO ORDER**                      3:38 p.m.

**AGENDA**                              The amended agenda was adopted as presented.

**PRESENTATIONS AND DELEGATIONS**

The General Manager, Infrastructure Services addressed the Committee regarding how to be impactful on the Water Supply Advisory Committee.

*Discussion included the following:*

- *Roles and responsibilities of WASAC, SCRD Board, and staff*
- *Process for recommendations to be presented to SCRD Board*
- *Streamlining process for recommendations*

The Water and Energy Projects Coordinator provided the Committee with an overview of the Eastbourne Water System.



*Discussion included the following:*

- *Establishment of Eastbourne Water System as part of the SCRD Regional Water System*
- *Confirmation that this is a metered system*
- *Concerns about the costs of the project*

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

### **REPORTS**

*The Committee Chair, Shanti Thurber provided a list of the new initiatives the Water Supply Advisory Committee would like to explore including Clowhom Lake, Dusty Road Well, Mahan Road Well, connecting Pender Water Systems to Chapman Water System, Chapman Lake infrastructure improvements, Greywater, Leak correlators and fixed monitoring for distribution system.*

*Discussion included the following:*

- *Chapman Lake infrastructure improvements project taken off the list of initiatives*
- *Background on the Mahan Road well project*
- *Updating the Dayton & Knight Study on Clowhom Lake, Sakinaw Lake, and Rainy River*
- *Clarification on water savings from leak detection*
- *Options for Clowhom Lake*
- *Approach to determining water supply sources*
- *Exploration of groundwater sources*
- *Demand Management would be further explored at the next meeting*

### **Recommendation No. 1**     *Raw Water Reservoir*

The Water Supply Advisory Committee recommended that the Raw Water Reservoir project be put on hold after completion of this year's study;

AND THAT further analysis of additional water supply sources be explored before advancement of the Raw Water Reservoir project.

### **Recommendation No. 2**     *Groundwater Investigation*

The Water Supply Advisory Committee recommended that the Board consider initiating a desktop study in 2021 to confirm the hydrogeotechnical feasibility of not yet fully explored aquifers as additional groundwater sources in the region, including the Dusty Road well.

**Recommendation No. 3**     *Long-term Water Supply Sources*

The Water Supply Advisory Committee recommended that the Board consider initiating a study in 2021 to confirm the technical, regulatory, and financial feasibility of Clowhom Lake, Sakinaw Lake, and Rainy River as long-term water supply sources for the Sunshine Coast;

AND THAT such study will consider the conceptual alternatives included in the 2007 Dayton & Knight Ltd. Technical Memorandum as well as other alternatives.

**Recommendation No. 4**     *Public Participation at the SCRD*

The Water Supply Advisory Committee recommended that the report titled Public Participation at the SCRD be received.

**Recommendation No. 5**     *Meeting Schedule for Water Supply Advisory Committee*

The Water Supply Advisory Committee requested that as per Section 4.2 of the Committee's Terms of Reference, the meeting schedule for the Water Supply Advisory Committee be changed to meet on a monthly basis from October 2020 to February 2021.

**Recommendation No. 6**     *Public Engagement on Water Supply and Demand Management*

The Water Supply Advisory Committee recommended that the SCRD Board request the Water Supply Advisory Committee to provide comment on the SCRD's public engagement processes on water supply and demand management.

**COMMUNICATIONS****Recommendation No. 7**     *Correspondence Sechelt and District Chamber of Commerce*

The Water Supply Advisory Committee recommended that the correspondence from the Sechelt and District Chamber of Commerce dated August 14, 2020 regarding the leak detection in SCRD watermains be received for information;

AND THAT the Sechelt and District Chamber of Commerce letter dated August 14, 2020 be referred to the Water Supply Advisory Committee for consideration.

**NEW BUSINESS****District of Sechelt Water Conservation Measures Study**

*The General Manager, Infrastructure Services advised the Committee about the District of Sechelt's virtual presentation on September 2, 2020 at 7:00 p.m. regarding the Water Conservation Measures Study.*

**Topics for Next Meeting Discussion**

- Water demand projects including grey water, leak correlators, and fixed monitoring for distribution system.

**NEXT MEETING**     October 5, 2020 @ 2:30 p.m.

**ADJOURNMENT**     5:38 p.m.



JUL 28 2020



Ms. Lori Pratt  
Chair  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt BC V0N 3A1

Dear Ms. Pratt:

Thank you for your letter of November 28, 2019, informing me of the Sunshine Coast Regional District's support for federal regulations to reduce plastic waste. I appreciate your kind words of congratulations on my appointment as federal Minister of Environment and Climate Change, and I regret the delay in responding.

The Government of Canada is implementing a comprehensive agenda focused on addressing the causes of plastic pollution and waste, recognizing that actions will be needed from all levels of government, industry and individuals. The federal government is also working with provinces and territories through the Canadian Council of Ministers of the Environment to implement the Canada-wide Strategy on Zero Plastic Waste to co-ordinate actions and drive concrete solutions across the country.

Under the Canadian Council of Ministers of the Environment, federal, provincial and territorial environment ministers are implementing the first phase of the Canada-wide Action Plan on Zero Plastic Waste, which consists of specific actions and timelines to address plastic waste in Canada. For more information, please visit [www.ccme.ca/en/resources/waste/waste/plastic-waste.html](http://www.ccme.ca/en/resources/waste/waste/plastic-waste.html).

Alongside the provinces and territories, the federal government has committed to take several actions that will reduce single-use plastic waste and pollution. These include developing performance requirements and standards to improve the recyclability and promote recycled content in packaging and other plastic products; developing guidance for consistent extended producer responsibility policies related to plastic packaging across the country; and addressing single-use plastics that are harmful to the environment through bans, where warranted and supported by scientific evidence, as well as exploring other measures to reduce use. This work complements regulations under the *Canadian Environmental Protection Act, 1999*, that ban the manufacture, sale, and import of toiletries containing plastic microbeads.

.../2

The Government still plans to achieve its goals with respect to plastic waste reduction and the single-use plastics ban. However, the timing of its actions is uncertain as the COVID-19 pandemic is unpredictable and Ottawa needs to focus on responding to the current crisis. Regulatory measures, including which items are good candidates for a ban and which should be managed through other measures, will be developed taking into account the impacts of the current pandemic and other factors. The transition to a more circular economy would not only reduce pressure on the environment, but would increase competitiveness, stimulate innovation and boost economic growth by creating new jobs.

Environment and Climate Change Canada, as well as other federal departments and agencies, will work closely with industry during the regulatory development process. Consultations with businesses, other levels of government, organizations and the public on the integrated approach to managing plastics, as well as on the development of specific regulatory measures, will take place when appropriate as operations return to normal.

In the meantime, the Government of Canada has published a draft science assessment of plastic pollution to inform any future federal measures. You can view this assessment at [www.canada.ca/en/environment-climate-change/services/evaluating-existing-substances/draft-science-assessment-plastic-pollution.html](http://www.canada.ca/en/environment-climate-change/services/evaluating-existing-substances/draft-science-assessment-plastic-pollution.html).

In addition, the Government of Canada has committed to eliminate the unnecessary use of single-use plastics in government activities, and divert at least 75 percent of plastic waste from federal operations by 2030. It believes that actions by individuals, communities and industry can make a big difference. To this end, the Government is supporting education programs, community actions, and clean-up activities such as the Great Canadian Shoreline Cleanup. Through the Canadian Plastics Innovation Challenge, the federal government is also supporting accelerated research to reduce impacts along the lifecycle of plastics. As well, the Government is providing financial support through innovation challenges to small businesses across the country that are finding new ways to reduce plastic waste and turn it into a valuable resource.

To learn more about the actions the Government of Canada is taking to address plastic waste and marine litter, please visit [www.canada.ca/zero-plastic-waste](http://www.canada.ca/zero-plastic-waste).

I appreciate your commitment to protecting the natural environment. By improving how we manage plastic waste and investing in innovative solutions, we can reduce carbon and plastic pollution, generate revenue, create new jobs, and achieve Canada's goal of zero plastic waste.

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- 3 -

Please accept my best regards.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jonathan Wilkinson', written in a cursive style.

The Honourable Jonathan Wilkinson, P.C., M.P.

**Sunshine Coast Regional District**

1975 Field Road  
Sechelt, British Columbia  
Canada V0N 3A1

P 604.885.6800  
F 604.885.7909  
Toll free 1.800.687.5753

info@scrd.ca  
www.scrd.ca



November 28, 2019

The Honourable Jonathan Wilkinson  
Minister of Environment and Climate Change  
200 Sacré-Coeur Boulevard  
Gatineau, Quebec, K1A 0H3

**FILE COPY**

Dear Minister Jonathan Wilkinson,

**Re: Regulations to Reduce Single-Use Plastics and Disposable Plastic Packaging**

Congratulations on your appointment as Minister of Environment and Climate Change.

The Sunshine Coast Regional District wishes to express its support of Federal regulations to reduce single-use plastics and disposable plastics packaging.

The impact of single-use plastics on the environment and water systems is well understood and documented. A very small percent of single-use plastics are recycled. The majority end up in landfills, lakes, parks and oceans, harming wildlife and the environment. As a coastal community, the Sunshine Coast is deeply connected to the natural environment economically, socially and culturally. In short, a healthy environment is vital for the well-being of all local residents.

There are some municipalities in BC that have begun to implement or have implemented bylaws to restrict or reduce the use of single-use plastics by businesses. However, Regional Districts do not have the same authority and cannot impose those restrictions on businesses or implement bylaws to protect the natural environment. The resulting impact is inconsistent rules about single-use plastics and disposable plastic packaging, depending on the area you live.

Although the BC Provincial Government has developed the CleanBC Plastics Action Plan Policy Consultation Paper and are considering bans on single-use packaging, dramatically reducing single-use plastic in landfills and waterways, plastic bottle and beverage container returns and reducing plastics overall, we would welcome Canada-wide regulations. Such Federal regulations will provide a level playing field for business operators and go a long way in protecting our oceans, lakes and natural environment from the many harmful effects of single-use plastics. We ask that your department take a leadership role in this matter.

Sincerely,

**SUNSHINE COAST REGIONAL DISTRICT**

Lori Pratt, Chair



Reference: 359558

July 31, 2020

Lori Pratt, Chair and Director Area B (Halfmoon Bay)  
and Directors  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt BC V0N 3A1

Sent via email: [lori.pratt@scrd.ca](mailto:lori.pratt@scrd.ca)

Dear Chair Pratt and Directors:

Thank you for your letter of June 30, 2020, regarding the Church Road Well Field Project and for making me aware that it would trigger the notification requirements under Section 10 of the *Environmental Assessment Act* (2018) (Act).

I acknowledge the urgency of this project proceeding for the Sunshine Coast Regional District. As required by the Act, the project notification process is to be completed within 60 days. The Church Road Well Field Project Notification process was initiated on June 25, 2020 and a 21-day public comment period on the notification opened on July 17 and closes on August 3, 2020. By August 25, 2020, the Chief Executive Assessment Officer of the Environmental Assessment Office is required to:

- Refer the project notification to me for consideration under Section 11 of the Act;
- Require further review of the notification; or
- Determine that no further review of the project notification is required. The project may then proceed to permitting with other agencies.

The Environmental Assessment Office is aiming to conclude the Church Road Well Field Project Notification process within the required 60 days, by August 25, 2020.

Please contact the project lead, Fern Stockman, at [Fern.Stockman@gov.bc.ca](mailto:Fern.Stockman@gov.bc.ca) or at 778 698-9313, with any further enquiries.

Thank you again for taking the time to write.

Sincerely,

George Heyman  
Minister



## Sunshine Coast Regional District

1975 Field Road  
Sechelt, British Columbia  
Canada V0N 3A1

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June 30, 2020

The Honourable Minister George Heyman  
Ministry of Environment and Climate Change Strategy  
Room 112 Parliament Buildings  
Victoria, BC V8V 1X4

**Dear Minister Heyman:**

**RE: Timeline for review Notification under *Environmental Assessment Act***

I am writing to request your support for an expedited review of a Notification under the *Environmental Assessment Act* for the Church Road Well Field project.

The Sunshine Coast Regional District is experiencing a significant water shortage and the community needs cannot be met with water conservation measures alone. The current water shortage is expected to continue and increase due to our changing climate.

One of the projects undertaken to address this shortage is the development of a new well field at Church Road in the Granthams Community. The construction of this project is planned to start in early fall 2020 and be commissioned prior to the summer of 2021. Once commissioned this new well field could, in the short term (2025), reduce the water shortage during a dry summer with approximately 50 percent. The engineering design of this project is now considered "shovel ready" and the Water Licence application is in an advanced stage of review.

Section 10 of the *Environmental Assessment Act* (EAC) requires that proponents notify the Environmental Assessment Office (EAO) of projects that meet the notification thresholds set out in Section 5 of the Reviewable Projects Regulation (RPR). The Church Road Well Field project previously did not trigger any of the notification thresholds, however a recent technical analyses revealed that the productivity of this well field could be increased by approximately 25 percent without additional impact to the environment or interest from other water users or First Nations. Given the significance of the current water shortage, it is vital that we capitalize on this opportunity. As this increase results in the project now meeting the notification thresholds set out in Section 5 of the RPR, the SCRD submitted the required notification to the EAO on June 26, 2020.

With the current water shortage on the Sunshine Coast and the impact this project will have on that shortage, it is paramount that the EAO concludes its review of this Notification within the set timeframe of 60 days. At last year's UBCM, the SCRD received commitment from your colleague, the Honourable Minister Doug Donaldson that the associated Water Licence applications for this project would be reviewed with the highest priority and could most likely



be issued in late summer of 2020. Minister Donaldson made this commitment as he considered our water supply situation a public safety concern.

Your commitment to ensure that the review of the Notification under the EAC for this project would receive a similar priority would be greatly appreciated.

Yours truly,

**SUNSHINE COAST REGIONAL DISTRICT**

A handwritten signature in black ink, appearing to read 'Lori Pratt', with a long horizontal flourish extending to the right.

Lori Pratt  
Chair and Director Area B (Halfmoon Bay)

BY EMAIL

August 14, 2020

Sunshine Coast Regional District  
1975 Field Rd  
Sechelt, B.C.  
V0N 3A1

Attention: Chair & Directors

**Re: Leak Detection in the SCRD Water Mains**

On behalf of our members, The Sechelt & District Chamber of Commerce ("The Chamber") is writing to express our concern about the lack of progress made in regard to leak detection in the SCRD water mains.

As you know, in December 2019, The Chamber hosted a public session on "Water Solutions". A part of this was a presentation about using acoustic technology to identify the locations of leaks quickly and economically.

Since then, we understand the company involved has been in contact with SCRD staff several times, but no substantive progress has been made.

Having an ongoing system to identify and repair leaks is best practice and contributes to a more sustainable asset management plan. It also has the potential to reduce the future water supply needs which could be a very substantial savings to taxpayers.

You may be interested to know that the City of Langley has begun a comprehensive leak detection programme. Perhaps most interesting is that they are taking advantage of the FCM programme providing funding for asset management. We understand this funding mechanism provides 80% of the funding up to a total grant of \$50,000. This means a project cost of \$60,000 would only cost the SCRD taxpayers a total of \$10,000.

**Sechelt & District Chamber of Commerce**

Phone: +1 604 885-0662

PO Box 360, Sechelt, BC V0N 3A0

[www.SecheltChamber.bc.ca](http://www.SecheltChamber.bc.ca)

[exec@SecheltChamber.bc.ca](mailto:exec@SecheltChamber.bc.ca)

The Chamber is of the view that this type of investigation is absolutely mandatory. (even if grant funding is not available) Other parts of the solution to solving the water supply deficit (well investigation, etc.) involve millions of dollars and several years to implement. This project has the potential to identify significant leaks that could be causing the loss of millions of litres of water which could be repaired very quickly.

We encourage you to direct staff to proceed on an expedited basis to undertake a comprehensive leak detection programme with qualified technology and experts.

Respectfully submitted,  
SECHELT & DISTRICT CHAMBER OF COMMERCE



ED PEDNAUD  
Executive Director



Hello,

Over the last number of months, British Columbians have come together to face the challenges presented by the COVID-19 pandemic. Local governments and BC Transit have worked hard together to ensure operators and passengers have been able to safely use public transit throughout this challenging period. As our local transit partners, I want to thank you for this important work.

Today, I am writing to provide you with an update on the recent announcement of Federal and Provincial funding support for municipalities and transit services across Canada. Our government is committed to strong public transit systems across British Columbia and to continuing to work collaboratively with our local government partners to ensure that our public transit services remain strong.

As we continue to focus on preventing the spread of COVID-19 and on slowly and safely restarting our economy through [BC's Restart Plan](#), we know how important a strong transit service will be to our success. Since my conversations with many local government partners in May, our government launched BC's Restart Plan, which lays out a series of steps that are intended to protect people and help ensure that the province can recover from the effects of COVID-19. Through this effort, the Province has implemented a number of significant initiatives to support British Columbians and assist local governments and businesses. However, we know that there is still more to do to ensure that public transit systems across BC remain strong.

Public transit continues to be an essential service across our communities for people to get to work, get groceries, or see their close friends and family. Not only has public transit provided an affordable, reliable and safe transportation option during the COVID-19 pandemic, it also plays an important role in supporting social and economic recovery efforts. Keeping service levels strong as we work together to ensure you are supported will be critical as we continue to move through the recovery phase.

As you well know, COVID-19 has presented significant social, economic, operational and health and safety challenges across Canada, and around the world. We know our public transit systems have been uniquely affected by these challenges. BC Transit and local government partners have identified significant fiscal impacts and pressures, due to the impacts on travel and ridership demand and other measures required to help ensure health and safety of employees and the public using BC Transit services during this unprecedented time.

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To date, the Province has already implemented some short-term measures to help address the cashflow needs of local governments resulting from COVID-19. These include: authorizing local governments to borrow, interest-free, from their existing capital reserves to help pay for their operating expenses; delaying provincial school tax remittances from municipalities until January 2021; cutting provincial school property taxes for commercial properties by 50 per cent to help businesses pay their municipal property taxes and other fees, and; providing local governments with greater flexibility to carry debt-financed deficits for an additional year.

I was proud to see our government announce alongside the federal government an agreement for \$19 billion in federal funding for Canadian provinces and territories to support a variety of important programs and services during the recovery phase, which includes support for municipalities and public transit. Our government has made up to \$1 billion dollars available to match this federal funding for public transit and municipal services. Further details will be provided to municipalities in the weeks ahead.

Support for our public transportation agencies will be a critical part of this funding support, including support for BC Transit and our local government transit partners. Over the coming weeks, the Province will be working with BC Transit and local government partners to better understand the magnitude of the impact of COVID-19 operational and financial impacts on transit services. This includes a review of financial losses of a significantly reduced farebox, which would have flowed direct to municipalities. This work, which is underway and should be completed very soon, will inform proposals for consideration by the Province for funding through this federal/provincial program. In the meantime, I am seeking your cooperation and patience so that essential community transit service can remain in place as part of the BC Restart Plan.

Again, I would like to thank you for your ongoing support and commitment to making sure BC Transit services remain available in your communities as a trusted and reliable service that British Columbians can count on. I look forward to our continued collaboration.

Sincerely,



Claire Trevena  
Minister

...3

Copy to: Grant Main  
Deputy Minister

Nancy Bain, Assistant Deputy Minister  
Finance and Management Services Department

Deborah Bowman, Assistant Deputy Minister  
Transportation Policy and Programs Department

Erinn Pinkerton, President and CEO  
BC Transit

Catherine Holt, Board Chair  
BC Transit

Mayor Maja Tait, President  
Union of British Columbia Municipalities



File: ENVA-30020-04/OGIPN 2020

Reference: 360410

August 25, 2020

**SENT VIA EMAIL**

Stephen Misiurak  
 Manager, Capital Projects  
 Sunshine Coast Regional District  
 1975 Field road  
 Sechelt, BC V0H 3A1  
[Stephen.Misiurak@scrd.ca](mailto:Stephen.Misiurak@scrd.ca)

Dear Stephen Misiurak:

On June 26, 2020, the Environmental Assessment Office (EAO) received a project notification from the Sunshine Coast Regional District (SCRD) for the Church Road Wellfield Development Project (CRWD Project).

The EAO invited the public, local governments, provincial government agencies and Indigenous nations to comment on the Project Notification during a 21-day Indigenous and Public Engagement and Public Comment Period, held from July 13 to August 4, 2020.

After considering SCRD's project notification and the Project Notification Report prepared by the EAO which contained EAO's analysis of the input received, I have determined that no further review of the Project is required for the CRWD Project as per Section 10(4)(c) of the *Environmental Assessment Act* (2018).

Information regarding this determination is available on the EAO's [EPIC](#) website.

For any questions, please contact Fern Stockman, Project Assessment Director, at [Fern.Stockman@gov.bc.ca](mailto:Fern.Stockman@gov.bc.ca) or by telephone at 778 698-9313.

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With best regards,

A handwritten signature in black ink, appearing to be 'S. Bailey', written in a cursive style.

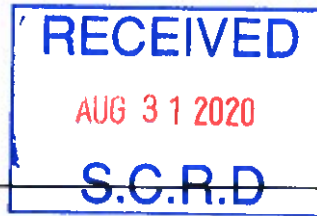
Scott Bailey  
Acting Chief Executive Assessment Officer  
and Associate Deputy Minister

cc: Fern Stockman, Project Assessment Director  
Environmental Assessment Office  
[Fern.Stockman@gov.bc.ca](mailto:Fern.Stockman@gov.bc.ca)

Marta Green, Project Manager  
Associated Engineering & Associated Environmental  
[greenm@ae.ca](mailto:greenm@ae.ca)

Remko Rosenboom, General Manager Infrastructure Services  
Sunshine Coast Regional District  
[Remko.Rosenboom@scrd.ca](mailto:Remko.Rosenboom@scrd.ca)





MASTER FILE COPY

British Columbia Ferry Services Inc.  
The Atrium  
Suite 500, 1321 Blanshard St.  
Victoria, BC V8W 0B7  
Tel (250) 381-1401  
Fax (250) 360-2093  
bcferries.com

August 26, 2020

Board of Directors  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V0N 3A1

Dear Board of Directors,

On Tuesday, August 25, 2020, we launched a community engagement project called Moving Ahead Together on the Sunshine Coast. This engagement opens conversation with our customers, employees, and the wider Sunshine Coast community that will help us develop practical, near-term solutions to improve ferry travel on the Sunshine Coast. The initiative will include broad community engagement efforts and the establishment of a temporary project working group of approximately 20 members representing a variety of community and employee perspectives.

The first phase of online community engagement is now open and runs until Monday, September 14. In this phase we are asking for feedback on priority challenges and potential solutions from the community. A call for applications to the Project Working Group is also open during this time. More information about the project, the engagement survey, and the Project Working Group application form can be found at [www.bcferrysprojects.ca/aheadtogether](http://www.bcferrysprojects.ca/aheadtogether).

As COVID-19 restrictions make it difficult to hold large community gatherings at the moment, we will be doing careful outreach to promote the engagement on board the Horseshoe Bay – Langdale route and at the Langdale terminal. To ensure engagement is as accessible as possible to all, we will also be providing paper copies of the engagement survey at a select few community spaces including Sechelt Municipal Hall and Gibsons Public Library.

We know this has been a challenging time for Sunshine Coast residents as we have adjusted service and operations to meet fluctuating traffic levels and new regulations as a result of the COVID-19 pandemic. We look forward to working with you and your constituents as we find ways to improve ferry service in the near-term and explore how we can all move ahead together.

Sincerely,

Brian Anderson  
Vice President, Strategy & Community Engagement

For Immediate Release  
20-044

August 25, 2020

**BC FERRIES WORKS WITH COMMUNITIES ON IMPROVEMENTS  
TO SUNSHINE COAST SERVICE  
Public input will guide enhancements**

VICTORIA – BC Ferries is engaging with communities and residents of the Sunshine Coast to explore ways to deliver the best ferry travel possible. Engagement activities include opportunities for the community and employees to provide feedback and suggestions, as well as the creation of a project working group to oversee development of an action plan.

In response to the COVID-19 pandemic, BC Ferries adjusted service and operational procedures to accommodate fluctuating traffic levels and temporary regulations. BC Ferries heard from Sunshine Coast residents who have been particularly affected by these changes and wants to work with the community on a better way forward.

The goal of this engagement is to develop a practical list of solutions that can be implemented in the near term. This includes potential changes to operational procedures, schedules, reservation policies and communications.

The engagement effort will include wide community and employee engagement opportunities through an online platform, as well as focused conversations with a working group comprised of approximately 20 people representing a cross-section of the community, ferry users and BC Ferries employees. Launching today, the first phase of online engagement offers residents and ferry users the opportunity to share feedback regarding their experiences on the Langdale – Horseshoe Bay route. Online engagement runs from August 25-September 14 and is available at [bcferriesprojects.ca/aheadtogether](https://bcferriesprojects.ca/aheadtogether).

At the same time, BC Ferries is seeking applications from residents interested to take part in the project working group. This group will work with BC Ferries to review community feedback and identify and evaluate collaborative solutions. Working group meetings will be held during September and October, with expected completion by November. BC Ferries invites anyone interested in joining the working group to learn more and complete a short application online at [bcferriesprojects.ca/aheadtogether](https://bcferriesprojects.ca/aheadtogether). Successful applicants will be notified by September 23.

BC Ferries expects that the engagement process will create a more efficient and pleasurable experience for customers, while supporting the region and the economy by moving people and goods with greater ease. BC Ferries looks forward to hearing from customers and community members on their thoughts for improving the Sunshine Coast service. For more information, please visit [bcferriesprojects.ca/aheadtogether](https://bcferriesprojects.ca/aheadtogether)

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Media Contact:  
BC Ferries, Media Relations  
Victoria: (250) 978-1267

Customer Contact:  
Victoria: (250) 386-3431  
Toll-free: 1-888-BCFERRY (1-888-223-3779)



## The Loon Foundation

PO Box 8, Madeira Park  
BC, V0N 2H0 CANADA  
604.883.9006  
[www.loonfoundation.org](http://www.loonfoundation.org)

September 1, 2020

Attn: Lori Pratt, Chair  
Sunshine Coast Regional District Board  
1975 Field Road  
Sechelt, BC V0N 3A1

Dear Lori,

It is an exciting time for the Loon Foundation (formerly the Ruby Lake Lagoon Nature Reserve Society), as we prepare to break ground on the Pender Harbour Ocean Discovery Station (PODS) in the new year. This innovative facility will host marine and freshwater research, offer educational opportunities for people of all ages, and provide valuable cultural and recreational experiences. Features of PODS will include: interactive exhibits on nature and history, including that of the shíshálh Nation; underwater aquarium galleries; research labs; a cafe; and multipurpose rooms for art, culture, and wellness activities and workshops.

PODS will benefit the Pender Harbour and Sunshine Coast communities with these educational, cultural, and recreational opportunities, and by invigorating the local economy through employment and tourism. It aims to be a place of learning and gathering, unlike anything yet operating in the area. Art and science will combine to bring visitors closer to nature and foster meaningful community connections.

We are currently seeking funding from a number of grants, including the Investing in Canada Infrastructure Program (ICIP) through the Community, Culture, and Recreation Program grant. A successful application could award us with up to 60% of the total cost of the PODS facilities, currently estimated at \$30 million. We are also through to the second stage of funding with the Island Coastal Economic Trust (ICET).

We are very fortunate to already have written pledges of \$11 million in matching funds to date, but we require additional support to demonstrate wider approval within the community. We respectfully request Letters of Support for these two applications from the SCRDB Board for this exciting and innovative project. We ask that the letters specifically acknowledge our applications and stress the community, cultural, recreational, and economic benefits that PODS will supply to the whole of the Sunshine Coast.

The submission for the ICIP grant is due to the province by October 1, 2020, and that of the ICET grant is due October 31, 2020. Addressees can be seen on the following page. A timely response would be much appreciated.

Sincerely,

Michael Jackson  
Loon Foundation Executive Director



## **The Loon Foundation**

PO Box 8, Madeira Park  
BC, V0N 2H0 CANADA  
604.883.9006  
[www.loonfoundation.org](http://www.loonfoundation.org)

The ICIP letter can be addressed to:

Attn: Laird McLachlin, Infrastructure Resource Officer  
Ministry of Municipal Affairs and Housing  
PO Box 9838 Stn Prov Govt  
Victoria, BC V8W 9T1

The ICET letter can be addressed to:

Attn: Line Robert, Chief Executive Officer  
Island Coastal Economic Trust  
#108 - 501 4th Street  
Courtenay, BC V9N 1H3



## Prioritization of Rural Connectivity Across Canada

September 10, 2020

Good Afternoon,

As a follow up to the update I sent earlier today, I'm reaching out to gauge your interest in sending a letter to Prime Minister Justin Trudeau to request that his government prioritizes rural connectivity in the upcoming Speech from the Throne on September 23. Municipalities of all sizes play a role in representing rural and remote communities and know too well the essential role connectivity infrastructure plays in the daily lives of Canadians.

COVID-19 has reinforced the importance of access to high speed internet and wireless services not only to stay in touch with loved ones, but to enable telecommuting, virtual health care services, and remote learning. While many Canadians and businesses have been able to adapt to this new reality, there are still too many rural Canadians that are being left behind.

That is why we need your help to urge the Government of Canada to prioritize policies that encourage private sector investment in connectivity for rural and remote communities, including a new approach to spectrum policy.

To assist, we've taken the liberty of providing a proposed draft letter (**attached**) to the Prime Minister, that can be customized as you see fit.

If you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read 'N. Hodaly'.

Ned Hodaly  
General Manager  
Cell: (604) 209-8605

September XX, 2020

The Right Honourable Justin Trudeau, P.C., M.P.  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

By email: [pm@pm.gc.ca](mailto:pm@pm.gc.ca)

CC: [Chrystia.Freeland@canada.ca](mailto:Chrystia.Freeland@canada.ca) (Hon. Chrystia Freeland, Minister of Finance)

CC: [ISI.minister-ministre.ISI@canada.ca](mailto:ISI.minister-ministre.ISI@canada.ca) (Hon. Navdeep Bains, Minister of Innovation, Science and Industry)

CC: [Alyx.holland@pmo-cpm.gc.ca](mailto:Alyx.holland@pmo-cpm.gc.ca); [ryan.dunn@canada.ca](mailto:ryan.dunn@canada.ca); [elder.marques@canada.ca](mailto:elder.marques@canada.ca);  
[jeremy.broadhurst@dpmo-cvpm.gc.ca](mailto:jeremy.broadhurst@dpmo-cvpm.gc.ca)

Dear Prime Minister,

On behalf of [INSERT NAME OF MUNICIPALITY], I am writing to you to raise the urgent need for increased rural connectivity, and to ask that you **prioritize rural connectivity in the upcoming Speech from the Throne** on September 23. The ongoing COVID-19 pandemic has reinforced the essential role connectivity services play in the daily lives of Canadians, not only to stay in touch with loved ones, but to telecommute, access virtual health care services, and enable remote learning. While many Canadians and businesses have been able to adapt to the new reality we find ourselves in, there are still too many rural Canadians that are being left behind.

As you prepare to lay out the Government of Canada's priorities in the Speech from the Throne, we urge you to prioritize policies that **encourage private sector investment in connectivity for rural and remote communities**. The need for new or improved broadband connectivity in [MUNICIPALITY], and communities like ours, is urgent.

To deliver better connectivity to our communities – and all of rural Canada – we ask that the federal government encourage rural network investment and deployment by:

1. **Expediting the 3500 MHz and 3800 MHz spectrum auctions** so that this spectrum can be put to use for all Canadians, sooner;
2. Imposing meaningful deployment conditions across accelerated timelines to all spectrum holders. For example, a **“use it or lose it” spectrum policy** that requires greater rural deployment within five years of a license grant, where failure to build results in forfeiture of that license;
3. **Ending the use of spectrum set asides**, particularly for rural areas, as set-aside eligible telecoms companies do not have a track record of deploying in rural Canada, and that spectrum goes unused; and
4. Continuing to invest in rural connectivity programs by launching the Universal Broadband Fund, supporting the CRTC Broadband Fund, and identifying opportunities to match or **coordinate funding programs with the provinces**.

We can no longer afford delays to the roll out of wireless connectivity. We hope that you will include rural connectivity as a key priority in the Speech from the Throne. We ask that these commitments be reflected in new ministerial mandate letters, reflecting your government's commitment to **encourage private sector investment in connectivity for [INSERT NAME OF MUNICIPALITY]**, and all of rural Canada.

I look forward to hearing from you on how your government is going to prioritize rural connectivity to ensure equal access for all Canadians to reliable wireless services and high speed internet.

Sincerely,

**[INSERT NAME]**