



INFRASTRUCTURE SERVICES COMMITTEE

Thursday, January 14, 2021

Held Electronically in Accordance with Ministerial Order M192
and Transmitted via the SCRD Boardroom, 1975 Field Road,
Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

REPORTS

2. Landfill Disposal Bans for Food Waste and Recycling - Annex A
Considerations pp 1 - 9
Manager, Solid Waste Services
Regional Solid Waste (Voting – All)
3. BC Transit 2020-2021 Amended AOA Budget Annex B
General Manager, Infrastructure Services pp 10 - 14
General Manager, Corporate Services / Chief Financial Officer
Public Transit (Voting – B, D, E, F, Sechelt, Gibsons, SIGD)
4. 2021 Fleet Insurance Annex C
Manager, Transit and Fleet / Manager, Purchasing and Risk pp 15 - 16
Management
(Voting – All)
5. 2020 Q4 Report Annex D
General Manager, Infrastructure Services pp 17 - 27
(Voting – All)
6. Solid Waste Management Plan Monitoring Advisory Committee Annex E
Meeting Minutes of December 15, 2020 pp 28 - 30
Regional Solid Waste (Voting – All)
7. Water Supply Advisory Committee Meeting Minutes of Annex F
January 4, 2021 pp 31 - 33
Regional Water (Voting – A, B, D, E, F and Sechelt)

COMMUNICATIONS

NEW BUSINESS**IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – January 14, 2021

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: LANDFILL DISPOSAL BANS FOR FOOD WASTE AND RECYCLING - CONSIDERATIONS

RECOMMENDATION(S)

THAT the report titled Landfill Disposal Bans for Food Waste and Recycling – Considerations be received;

AND THAT a landfill disposal ban for food waste and food soiled paper from all sectors with a 5% volume based threshold be implemented;

AND THAT a landfill disposal ban for paper from all sectors with a 5% volume based threshold be implemented;

AND THAT paper be defined as printed paper and boxboard;

AND THAT the landfill disposal ban for food waste, food soiled paper and paper from all sectors be implemented as of January 1, 2022;

AND FURTHER THAT the fees associated with the enforcement of these bans be implemented July 1, 2022;

BACKGROUND

Currently, the lower Sunshine Coast has one disposal option for its garbage, the Sechelt Landfill (Landfill). Garbage is dropped off at the Pender Harbour Transfer Station, collected curbside, collected in bins at commercial businesses or dropped off at the Sechelt Landfill. All of this garbage is then buried in the Landfill.

As of November 29, 2019, the Landfill had approximately six years of capacity remaining, until early 2026. An updated landfill life estimate will be available late Q1 2021.

At the January 20, 2021 Special Infrastructure Services Committee meeting the initial results of the Future Waste Disposal Options Analysis project will be presented. This project will help direct the next steps for waste disposal beyond the lifespan of the Sechelt Landfill.

To determine what was being disposed in the garbage, the SCRD conducted waste composition studies (Study) in 2014 and 2015. The 2014 study included garbage from residential collection from all local governments, whereas the 2015 study included the drop-off bins at the Pender Harbour Transfer Station and Sechelt Landfill.

Overall, both studies indicated that food waste (34%), food soiled paper (9%) and recyclables (23%) were being disposed in the garbage and thus buried in the Sechelt Landfill instead of

being composted or recycled. A copy of the both studies can be found at www.scrd.ca/waste-composition. A similar study has never been completed for waste exclusively from the commercial sector.

This was the basis for the development of a Regional Organics Diversion Strategy as well as Board resolutions regarding implementing landfill disposal bans.

In 2017, the development of a Regional Organics Diversion Strategy was initiated.

Also in 2017, two solid waste workshops were held for local governments. The first was held on March 2, 2017 as a Special Infrastructure Services (ISC) Meeting and the second was an Elected Officials Solid Waste Workshop held on October 24, 2017. The Special ISC identified short-term and long-term Board priorities and the Elected Officials Solid Waste Workshop resulted in agreed upon direction for regional programming and services. Along with the SCRD's Solid Waste Management Plan, these priorities and direction guided the Solid Waste work plan.

The following are Board resolutions related to landfill disposal bans:

346/17 (in part) **Recommendation No. 15** *Elected Officials*

AND THAT the following agreed upon direction heard at the Elected Officials Solid Waste Workshop be integrated into the SCRD Solid Waste Work Plan:

- Implementation of regional disposal bans for recycling and commercial organics.

027/18 (in part) **Recommendation No. 5** *Regional Organics Diversion Strategy*

AND THAT the Regional Organics Strategy be adopted.

One of the initiatives in the Regional Organics Diversion Strategy (Strategy) is to implement a landfill disposal ban for organics for both the residential and commercial sector. A copy of the Strategy can be found at www.scrd.ca/organics-diversion-strategy.

Although there is Board direction for a landfill disposal ban for organics for both the residential and commercial sector, there is an opportunity to reaffirm that direction as well as seek clarity regarding thresholds and direction for a landfill disposal ban for recycling in terms of materials and sectors as well as determining implementation dates.

The purpose of this report is to provide options for landfill disposal bans for food waste, food soiled paper and recyclables for the Board's consideration and direction. The specific material type or types being considered for a ban will be referenced to ensure clarity for decision making.

DISCUSSION

Current Landfill Disposal Bans and Mechanisms for Enforcement

The SCRDC regulates materials received at the Sechelt Landfill and Pender Harbour Transfer Station (the Sites) via Bylaw 405 – Sanitary Landfill Site. A landfill disposal ban is determined under Bylaw 405 by designating a material as recyclable or controlled and requiring separation.

The following is a current list of materials designated as recyclable or controlled in Bylaw 405:

- Recyclable
 - Cardboard¹
 - Mattresses
 - Metal - includes appliances, propane tanks
 - Paint & Product Care Items (Sechelt Landfill only)
 - Tires
 - Yard and garden green waste
- Controlled
 - Asbestos containing materials (excluding gypsum)
 - Asphalt, concrete
 - Boats (Sechelt Landfill only)
 - Dead animals
 - Dirt & rocks
 - Gypsum
 - Recreation Vehicles (Sechelt Landfill only)
 - Roofing
 - Wood

One of the primary roles of the Scale Attendant, Site Attendant and Contracted Site Operator is to help identify recyclable or controlled materials in the loads delivered to the Sites. This is known as waste screening. If these materials are identified in the load, the hauler is given the choice to separate the recyclable/controlled material themselves and not be surcharged. If the hauler chooses not to separate the materials, the hauling company or self-hauler is charged a tipping fee which is double the regular fee of the most expensive item in the load. A \$100 per hour fee can also be charged to the hauler for the site operator to separate the materials. The customer is charged the fee at the time of transaction.

It should be noted that one of the limitations to successful waste screening is when waste is delivered to the Sites in black bags. Neither Scale nor Site Attendants can view the contents, while the Site Operator, if present during the unloading of a commercial load, can sometimes view the contents of the load.

As well, there are currently gaps in staffing levels for Site Attendants at the Sechelt Landfill and Pender Harbour Transfer Station. Typically, there are three hours at the Sechelt Landfill when there is only one Site Attendant available for waste screening due to lunch breaks (as opposed to two Site Attendants). At the Pender Harbour Transfer Station, there is no Site Attendant

¹ Cardboard disposal ban to be implemented in Q1 2021 as per resolution 320/20 #4 that indicates to implement a material category for cardboard and to designate cardboard as a recyclable material.

present for the first one and a half hours as well as there is one and a half hours of break coverage, resulting in all waste screening being performed by the Scale Attendant during these times. Waste screening is required for all drop-off areas at the Sites including those for green waste, wood waste (Pender only), appliances, mattresses and the drop-off bins (garbage, metal, gypsum). Enforcement of a disposal ban for food waste and recyclable products would primarily require additional waste screening at the self-haul garbage drop-off bins and commercial garbage drop-off areas.

Current implementation status of landfill bans for food waste and recycling

In 2018, following the direction to implement a landfill disposal ban for food waste and recycling, staff developed an implementation plan which included connecting with other jurisdictions in BC that already have implemented such a ban and then conducting four preliminary stakeholder engagement sessions, one for each of small and large business owners, haulers, local governments and SCRD staff and operators.

Based on this engagement with other jurisdictions and the local stakeholders it's recommended that the following is considered when implementing landfill disposal bans:

- Thresholds – that a threshold be set to establish the maximum allowable material accepted in a load before a fine would apply; the threshold limit should be able to be monitored and enforced; determining if there will be one set threshold or a decreasing volume based threshold target. E.g. 10% to start, decreasing to 5%
- Phases & Timelines – that an education phase be included (no fines would be assessed); that adequate time be provided between launch of an education phase and launch of an enforcement phase (when fines would be assessed)
- Readiness & Barriers/Motivators – that much engagement is needed ahead of launch(es) to ensure sector readiness
- Supports Provided by SCRD – that much engagement is needed to ensure adequate support is in place prior to ban launch and during the education phase e.g. brochure for commercial detailing options for diverting food waste and recyclables

Due to the delay in the implementation of a curbside collection service for residential food waste within the SCRD, District of Sechelt and Sechelt Indian Government District and unexpected unavailability of essential staff, no additional activities to implement these bans were initiated.

Current Composting and Recycling Options – Residential Sector

For composting of food waste and food soiled paper, the District of Sechelt (Davis Bay only), the SCRD Electoral Areas B, D, E and F and the Town of Gibsons currently provide curbside collection services. Other options include a free drop-off provided at Salish Soils, a pending drop-off (with a tipping fee) at the Pender Harbour Transfer Station and a variety of home composting options.

The District of Sechelt and the Sechelt Indian Government District provide curbside recycling collection services to their residences for those materials that can be collected curbside as part of the provincial recycling program for packaging and paper products. Those materials are paper (cardboard, printed paper, boxboard) and containers – plastic and metal.

Residents of the SCRD and the Town of Gibsons have recycling services provided by the SCRD via drop-off at three depots on the Sunshine Coast, one located in Pender Harbour, one in Sechelt and one in Gibsons. In addition to paper and containers, the depots also collect film plastic, other flexible plastic, polystyrene and glass, broadly known as PPP or packaging and printed paper. The materials collected at the depots are as determined by the BC Recycling Regulation. District of Sechelt residents can also utilize the depots for recycling the materials not collected curbside.

Current Composting and Recycling Options – Commercial Sector

Currently, if the commercial sector would like to recycle, they must contract their own private recycling services. The commercial sector is not permitted to utilize the SCRD depots due to the BC Recycling Regulation mandating that the packaging and paper products (PPP) must be from the residential sector only.

The private recycling sector has a limited scope of materials that can be collected. At the time of this report, cardboard, paper (printed paper and boxboard), metal containers and very limited plastic containers based on resin code could be collected. There are no commercial recycling options on the Sunshine Coast for glass, polystyrene, film plastic, other flexible plastic, paper containers that are used to hold liquids or plastics with specific resin codes or no codes.

For composting, options for the commercial sector include contracting a private hauler, self-hauling to Salish Soils (with tipping fee if a large load; currently free if 5 gallons or less) or choosing from a variety of composting systems that could be utilized on-site or off-site. As well, there are farms on the Sunshine Coast that accept food waste.

Proposed Landfill Disposal Ban Implementation Approach

The SCRD, as a regulator, will establish the rules and regulations. The proposal is to develop a non-prescriptive program such that the commercial sector can comply using the most cost-effective methods for their enterprise and the residential sector can comply utilizing the options previously mentioned.

The following proposed approach and timeline is based on the jurisdictional review and implementation plan feedback from local stakeholders as well as anticipated efforts for engagement, clarity with stakeholders, implementation and landfill life.

Staff propose the following as summarized in Table 1: Setting a volume based threshold of 5% instead of having a decreasing threshold; launch the ban January 1, 2022 with a six month education period (no fines issued) with a July 1, 2022 launch of the enforcement phase when fines would be issued to the customers.

Table 1 – Summary of Proposed Landfill Disposal Ban Approach and Timeline

	2021	Jan 1 2022 to Jun 30 2022	Jul 1 2022
Threshold	EDUCATION	5%	5%
Phase		EDUCATION	ENFORCEMENT
Materials		Food Waste, Food Soiled Paper Paper	

Landfill Disposal Ban Enforcement

After a customer arrives at the Sechelt Landfill or Pender Harbour Transfer Station sites, as part of the waste screening process, staff would view the contents of the load as best as is possible based on how the load arrives. If the threshold has been exceeded, staff would inform the Scale Attendant and the Scale Attendant would communicate this to the customer when the customer scales out of the site. The customer will not be given the option to separate materials themselves to avoid the surcharge as this is not deemed possible for food waste, food soiled paper or paper. The material will be landfilled.

What happens during this communication scaling out of the site depends on which phase of the ban applies.

During the education phase, the customer would be advised their load exceeded the threshold and be provided an education package. The education package would have information such as what is the disposal ban, what are the thresholds and options for diversion.

During the enforcement phase, the customer would be advised their load exceeded the threshold and that fines would be applied to the load as per Bylaw 405. The fee is charged to the customer regardless if the customer is a resident self-hauling, a commercial enterprise or a commercial hauler. An education package would also be provided.

As mentioned previously, there are staffing limitations at both sites with respect to conducting the required waste screening to enforce a ban on food waste or recycling. The most effective ways of doing this is to do random load checks of bagged garbage (i.e. cutting open bags and screening contents). Additional staff would be required to allow adequate screening of a food waste or recycling ban to occur.

As well, staff will track non-compliant loads from commercial haulers so SCRD staff can then liaise with the hauling companies or commercial enterprise.

Options and Analysis

Based on the availability of composting and recycling for the residential and commercial sectors, staff have prepared three options for the Board's consideration. Paper is considered to be printed paper and boxboard.

The increase in lifespan of the Sechelt Landfill associated with the presented options was not quantified due to the lack of data on the composition of commercial waste.

Option 1 – Implement landfill disposal ban for food waste, food soiled paper and paper from all sectors with a 5% threshold (recommended option)

This option aligns with the Regional Organics Diversion Strategy, is consistent for all sectors and there are available options for diverting food waste, food soiled paper and paper. For implementation, the approach would be able to be applied consistently at the sites for all loads regardless if self-hauled (residential or commercial), curbside collection or commercially hauled.

This option is expected to result in a maximum increase to the lifespan of the landfill. As well, this option maximizes GHG reduction potential by including all sectors in the food waste disposal ban. For these reasons, staff recommend this option.

This option does require additional staffing resources to ensure successful monitoring and enforcement at the sites.

Should the provincial recycling program be expanded to include commercial PPP, then the SCRD can at that time decide whether or not to expand the landfill disposal ban to include additional materials for both sectors.

Option 2 – Implement landfill disposal ban for food waste, food soiled paper from all sectors with landfill disposal ban for paper, containers (plastic and metal) from residential curbside collection only with a 5% threshold

Option 2 has a disposal ban for both sectors for food waste and food soiled paper only with an expanded recycling ban for a portion of the residential sector and no recycling ban for the commercial sector when compared to option 1.

As per Option 1, this option maximizes GHG reduction potential by including all sectors in the food waste disposal ban.

This option does not discourage the commercial sector or residential self-haul sector from disposing of paper in the garbage. This option would also exclude paper in loads of garbage from Pender Harbour and Egmont as the residents do not receive curbside garbage collection services.

Given the lesser increase to the lifespan of the Sechelt Landfill and in the inequalities this option would result in, staff do not recommend this option.

Option 3 – Do not implement landfill disposal bans for food waste, food soiled paper, paper or containers (plastic and metal)

This option does not align with previous Board direction, the Regional Organics Diversion Strategy, landfill life expansion intentions or GHG reduction potential and is not recommended.

Organizational and Intergovernmental Implications

A landfill disposal ban for all sectors would apply to all SCRD and local government facilities and all residents.

Financial Implications

To successfully implement a landfill disposal ban for food waste, food soiled paper and paper, additional Site Attendant resources are needed. Staff will prepare a 2021 Budget Proposal based on the Board direction of the ban scope and implementation timelines. This budget proposal will consider additional staffing requirements and other expenditures associated with the implementation of bans, including education materials and signage.

Staff do not anticipate the additional staff required for the implementation of bans under consideration to require more than 1.0 FTE Site Attendant at a cost of approximately \$75,000.

Timeline for next steps

Based on Board direction, staff will prepare an updated implementation plan. The implementation plan will include items such as timeline, engagement plan and communications strategy as well as outline the amendments required for Bylaw 405.

Communications Strategy

Based on Board direction, a communications strategy will be developed as part of the overall implementation plan.

STRATEGIC PLAN AND RELATED POLICIES

Landfill disposal bans are identified in the SCRD's Strategic Plan under the Strategy of Achieve Sustainable Solid Waste Management and Tactic of Update and implement Regional Organics Diversion Strategy, including curbside collection services and education program and organics ban from landfill.

As well, landfill disposal bans are initiatives included in the Regional Organics Diversion Strategy and Solid Waste Management Plan.

CONCLUSION

The SCRD has one landfill site for disposing of garbage on the Sunshine Coast, the Sechelt Landfill, which has approximately six years of site life remaining.

Results from waste composition studies in 2014 and 2015 indicated that food waste, food soiled paper and recyclables were being disposed in the garbage and thus buried in the Sechelt Landfill instead of being composted or recycled.

A Regional Organics Diversion Strategy was adopted in January 2018 and includes the implementation of a landfill disposal ban for organics (food waste, food soiled paper) for all sectors. As well, there is Board direction to implement a landfill disposal ban for recycling.

However, the recycling disposal ban parameters regarding which materials and which sectors as well as timelines and thresholds for both landfill disposal bans needs to be determined.

Staff engaged with other jurisdictions and local stakeholders to develop and review a preliminary implementation plan. To prepare proposed approaches and timelines staff also

considered anticipated efforts for engagement, clarity with stakeholders, implementation and landfill life.

Staff recommend to implement a landfill disposal ban for food waste, food soiled paper and paper from all sectors with a 5% volume based threshold. This option aligns with the Regional Organics Diversion Strategy, creates the largest increase in landfill life for the Sechelt Landfill, is consistent for all sectors and there are available options for diverting food waste, food soiled paper and paper. For implementation, the approach would be able to be applied consistently at the sites for all loads regardless if self-hauled (residential or commercial), curbside collection or commercially hauled. As well, this option maximizes GHG reduction potential by including all sectors in the food waste disposal ban.

This option does require additional staffing resources to ensure successful monitoring and enforcement at the sites and staff recommend a 2021 Round 1 Budget Proposal.

Staff also recommend that paper is defined as printed paper and boxboard.

As well, staff recommend that the landfill disposal bans launch January 1, 2022 with a six-month education phase followed by an enforcement phase to launch July 1, 2022.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee - January 14, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services
Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

SUBJECT: **AMENDED 2020-21 BC TRANSIT ANNUAL OPERATING AGREEMENT**

RECOMMENDATION(S)

THAT the report titled Amended 2020-21 BC Transit Annual Operating Agreement be received;

AND THAT the Delegated Authorities be authorized to execute the Amended 2020-2021 BC Transit AOA;

AND THAT 100% of the BC Transit COVID-19 Safe Restart funding with unallocated amounts be placed into the Transit Operating Reserve [310];

AND FURTHER THAT staff report to the February 2021 Infrastructure Services Committee with the draft 2021/2022 BC Transit Annual Operating Agreement for inclusion into the 2021-2025 Financial Plan.

BACKGROUND

Each year BC Transit and the Sunshine Coast Regional District (SCRD) enter into an Annual Operating Agreement (AOA) which governs transit service costs and funding for the BC Transit fiscal year from April 1 to March 31.

At its April 23, 2020 meeting the Board adopted resolution (157/20) which resulted in the execution of the 2020-2021 AOA.

In response to the COVID-19 pandemic the SCRD and BC Transit implemented the following transit specific operational measures:

- No fare collection between March 20, 2020 and June 1, 2020;
- Ongoing daily enhanced cleaning of all buses since mid-March 2020;
- Reduction in service levels for the conventional system to approximately 70% of the regular amount for the period between April 6 and Jun 26, 2020; and
- Reduction in service levels for the conventional system to approximately 80% of pre-pandemic levels from June 26, 2020 until at least May 15, 2021.

Under the federal 'Safe Restart' program the federal and provincial governments have committed to provide joint contributions in support of transit services. BC Transit has entered

into a Contribution Agreement to receive \$86 million to provide relief to Local Government Partners, like the SCRD to help meet their share of costs to maintain affordable Essential Transit Service Levels during the COVID-19 pandemic recovery period. The Safe Restart Contribution of \$86 million was based on forecasted fare revenue losses and COVID related expenses between April 1, 2020 and March 31, 2022.

The purpose of this report is to provide an update on the Safe Restart Funding allocated to the SCRD, provide insight on its financial implications and to present an Amended 2020-2021 AOA for the Board's consideration.

DISCUSSION

Operational impacts pandemic to date

The COVID-19 pandemic required the SCRD and BC Transit to keep the safety of employees and public at the forefront.

The pandemic resulted in the following operational implications:

- Thorough disinfecting of buses began in mid-March
 - Daily thorough cleaning of all buses requiring two additional staff positions
 - Mid-day disinfecting of buses when being used by two different drivers
 - Weekly disinfecting (fogging) of buses began in mid-June
 - Procuring special disinfecting products and personal protective gear for staff
- Installation of driver shields on all buses for personal protection
- Increased efforts to fill required shifts due to:
 - Numerous planned and unplanned service schedule changes
 - Increase leave due to COVID-19 sick procedures and staff not feeling safe working during COVID-19.
 - Early retirement or resignations of some permanent staff
 - Low response to job postings for hiring of new drivers

Though the COVID-19 pandemic has provided many operational challenges as indicated above, SCRD staff and BC Transit have been able to deliver reliable and safe transit service.

Financial impacts pandemic to date

The COVID-19 pandemic has resulted in an increase to SCRD operating costs as a result of safety requirements implemented under the Provincial Health Order.

Due to guidelines established from the Provincial Health Order, BC Transit and Worksafe BC, the SCRD has seen an increase in operational costs for the procurement of disinfecting products and personal protective equipment. Increased costs from March 2020 to December 2020 is approximately \$18,000 per month. These costs are reflected in the Amended 2020-2021 AOA.

There are also financial implications from lost revenue due to fares not being collected between March 20, 2020 and June 1, 2020 and reduced ridership from March 20, 2020 to the present date.

As a result of fares not being collected between March 20, 2020 and June 1, 2020, and service hours being reduced for conventional bus service to approximately 70% of regular service hours between April 6, 2020 and June 26, 2020 and to approximately 80% of regular service hours between June 26, 2020 to December 31, 2020, the loss of revenue in this time period compared to 2019 is approximately 60% (\$337,431).

The decision by the SCRD to reduce the service levels in 2020 reduced the budgeted operating costs for 2020 and minimizes the financial impacts of the lost revenue for 2020 by an estimated \$67,694 to \$231,320. This is reflected in the Amended 2020-2021 AOA.

Due to the pandemic the transit service has seen an increase in overtime for staff due to:

- Staff sick leave coverage. Staff following SCRD and Provincial Health Authority guidelines on sick leave during COVID
- Disinfecting requirements for buses added one additional daily 7 hour shift for 7 days a week and only a small number of staff are willing to work these shifts
- Staff had reduced regular hours due to reduction in service hours and some staff were forced to find alternative employment which further decreased our on call casual pool
- A number of casual staff elected to not take shifts due to safety concerns over COVID-19 which decreased our on call casual pool
- A number of casual staff elected to collect the Canadian Emergency Response Benefit which decreased our on call casual pool

Between March 2020 and December 2020 this resulted in an approximately 33% increase compared to the same pre-pandemic reporting period of March 2019 to December 2019 and resulted in an unforeseen expenditure of \$61,000.

Lease holiday

As indicated to the Committee on July 16, 2020 BC Transit announced on June 22, 2020 that all transit operators will not have to pay any lease fees for their fleet for the period from July to December 2020. For the SCRD, this amounts to a cost reduction of \$269,900. This reduction is reflected in the Amended 2020-2021 AOA.

Safe Restart Funding

Local Government Partners have been allocated a share of the Safe Restart Contribution based on their share of total budgeted fare revenues (for fare losses) and share of operating expenses (for COVID-related expenses). Under this Contribution Agreement, \$793,496 has been allocated to the Sunshine Coast Conventional Regional Transit System and \$21,118 to the Sunshine Coast Custom Transit System.

The SCRD was requested to confirm how it prefers to allocate the Safe Restart Funds. BC Transit could hold these funds in a Local Transit Reserve and allocate them to a particular AOA as requested by the SCRD. BC Transit originally proposed to allocated 50% to the 2020-2021 AOA and place the remainder in this reserve fund to be allocated to offset the SCRD portions of the operating costs in future years. Staff however requested 100% of the funds to be allocated to the Amended 2020-2021 AOA. This allows the SCRD to transfer these funds into the [310] Transit Operating Fund and allocate them to offset operational costs at a later date. This approach results

in the most effective administrative process to access these funds when desired. If the funds are held by BC Transit they could only be accessed if a current year AOA is amended or if the funds are included in a future AOA. Once the funds are in the SCRD's Transit Operating Fund, they can be accessed without involvement of BC Transit. Board's endorsement of this approach is requested.

Operational Implications Amended 2020-2021 AOA

While under the *Transportation Act* service levels and fares are set by the SCRD, BC Transit and the Province have indicated that as a condition of receiving the Safe Restart Funding the SCRD should maintain the service levels for the Sunshine Coast Transit System that were in place pre-pandemic and to limit any fare rate increases to 2.3% annually and to continue to do so until March 31, 2024.

Given the outlined operational impacts of the pandemic to date, the current ridership is currently such that there is no need to increase the service levels. Doing so would require more drivers than are currently available. Asking available drivers to take shifts in excess of their regular amount is not financially and operationally sustainable long-term.

BC transit is aware of the current situation of our transit system and will continue to support SCRD staff with adjusting service levels as required to meet ridership and address operational challenges. This includes updating schedules and a campaign to attract more drivers is considered.

BC Transit staff explained that maintaining pre-pandemic service levels is not an enforceable condition of receiving the Safe Restart Funds. Instead, the execution of the Amended 2020-2021 AOA by the SCRD would be considered as a statement of intent of doing so when financially and operationally sustainable.

The latest fare review for the transit system was concluded in the spring of 2020 and there is currently no plan for another fare review in the near future.

Financial Implications Amended 2020-2021 AOA

The Amended 2020-2021 formalizes the costs that have already occurred and been paid by BC Transit for the SCRD's Transit services 2020 operating year due to Covid-19. Based on preliminary year-end information at the time of this report, the Transit budget is expected to be balanced by year-end. If there are any unforeseen deficits, these will be presented as part of the SCRD's year-end process and can be funded from Safe Restart Funds. The 2020 Financial Plan and Year-end have been closed, so any changes related to the Amended 2020-2021 AOA for the months of January 1-March 31, 2021 will be part of the 2021-2025 Financial Planning process.

Staff are working with BC Transit on the draft 2021-2022 Annual Operating Agreement which is planned to be presented at the February 2021 Infrastructure Services Committee. Round 1 Budget Proposals for the Transit Service reflect formalizing into the 2021-2025 Financial Plan, items related to COVID-19 and desired service levels for 2021. Now that the BC Transit Safe Restart Funding is known, these proposals can be funded through Restart funds versus taxation.

Timeline for next steps

BC Transit has indicated that the SCRD would receive the draft 2021-2022 AOA in January or early February. Staff will present that to the Board shortly after and will include an analysis of any implications for the 2021 budget.

SCRD staff are analyzing the operational and financial implications of different options for service levels for the period after March 15, 2021 and will include those in the staff report on the draft 2021-2022 AOA.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The Amended 2020-2021 AOA reflects the additional funding received by the SCRD to address the lost revenue and additional expenditures due to the COVID-19 pandemic. Besides the already announced Lease Holiday, the SCRD will received \$793,496 for the Conventional Transit System and \$21,118 for the Custom System.

The decision by the SCRD to reduce the service levels in 2020 reduced the budgeted operating costs for 2020 and minimizes the financial impacts of the lost revenue for 2020 by an estimated \$67,694 to \$231,320. The additional efforts required by staff to operate the systems has resulted in an approximately 33% (\$61,000) increase associated with overtime.

Based on preliminary year-end information at the time of this report, the Transit budget is expected to be balanced by year-end. If there are any unforeseen deficits, these will be presented as part of the SCRD's year-end process and can be funded from Safe Restart Funds. The 2020 Financial Plan and Year-end have been closed, so any changes related to the Amended 2020-2021 AOA for the months of January 1-March 31, 2021 will be reflected as part of the 2021-2025 Financial Planning process.

Reviewed by:			
Manager	X - J. Walton	Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – January 14, 2021

AUTHOR: James Walton, Manager, Transit and Fleet
Valerie Cropp, Manager, Purchasing and Risk Management

SUBJECT: 2021 FLEET INSURANCE

RECOMMENDATION(S)

THAT the report titled 2021 Fleet Insurance be received;

AND THAT payment of \$146,236 be authorized for fleet insurance to Sechelt Insurance Agency (1987) LTD.

AND FURTHER THAT these values be updated in the draft 2021-2025 Financial Plan.

BACKGROUND

Delegation Bylaw 710 requires that all purchases over \$100,000 be authorized by a Board Resolution.

Fleet Insurance provides insurance for all Sunshine Coast Regional District (SCRD) vehicles and equipment including fire trucks, transit buses, Parks and Recreation and Water equipment. Coverage of fleet insurance includes basic road, liability, collision & comprehensive, non-owned automobile Policy, special excess third party, garage policy, and storage policy.

Fleet Insurance premiums for the SCRD term is January 1, 2021 to December 31, 2021. In order to ensure appropriate coverage for the SCRD by year-end, the payment was executed.

The purpose of this report is to receive Board approval for payment of the 2021 fleet premiums.

DISCUSSION

ICBC Fleet Insurance premiums for 2021 have increased compared to 2020 rates.

In past years the SCRD obtained basic insurance from ICBC and went to the private market for collision and comprehensive, which is not an option this year as the previous underwriter is not insuring vehicles in BC anymore.

Staff have looked at other insurers for the SCRD Fleet and with the hard market we are currently in, insurers currently just do not want to take on other fleet policies. The only option left for the SCRD Fleet is to put all coverages with ICBC.

Staff worked with our fleet insurance brokers on the insurance for all SCRD vehicles. Late Q4 2020 it was confirmed that the total amount was such that Board approval of this expenditure is required.

Financial Implications

The 2021 premium for Fleet insurance increases up to \$146,236, which is approximately 31% or \$34,878 higher than the prior year, which was \$111,358. Fleet insurance is charged directly to the function that owns the vehicle, this increase will need to be updated as part of the 2021 Round 1 Budget figures.

STRATEGIC PLAN AND RELATED POLICIES

This report aligns with the Board's Financial Sustainability Policy and speaks to the Board's Policy of *Fiscal Sustainability*.

CONCLUSION

Delegation Bylaw 730 requires that all purchases over \$100,000 be authorized by Board Resolution.

Staff recommend the payment of \$146,236 be authorized to Sechelt Insurance Agency.

Reviewed by:			
Manager		CFO/Finance	X-T.Perreault
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	<i>Other</i>	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – January 14, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: INFRASTRUCTURE SERVICES DEPARTMENT – 2020 Q4 REPORT

RECOMMENDATION(S)

THAT the report titled Infrastructure Services Department – 2020 Q4 Report be received.

BACKGROUND

The purpose of this report is to provide an update on activities in the Infrastructures Services Department for the Fourth Quarter (Q4) of 2020: October 1 – December 31, 2020.

The report provides information from the following divisions: Water, Wastewater, Transit and Fleet, Solid Waste Programs and Solid Waste Landfill Operations.

This report does not provide a detailed overview of all projects within the Department. Such overview is included in the Budget Project Status report which is frequently presented to the Board.

COVID-19 impacts to divisional work plans

Since the start of the COVID-19 pandemic a significant amount of staff resources have been redirected to ensure all essential and other services could continue to be provided in a safe manner. This has impacted the progress on projects and initiatives in all divisions that were originally included in the work plans for this year.

Utilities Services Division [365, 366, 370]

The Utilities Division serves three water service areas, the North Pender Water Service Area [365], the South Pender Water Service Area [366], and the Regional Water Service Area [370]. The Regional Water Service Area includes the Chapman water system as well as the smaller systems of Egmont, Cove Cay, Granthams, Soames Point, Langdale, and Eastbourne. The Utilities Division is also responsible for 18 wastewater facilities in Areas A, B, D, E, and F.

The SCRD water systems supply potable water to approximately 23,000 residents between Egmont and Langdale. This includes operations and maintenance of the Langdale, Soames Point, Granthams Landing, Eastbourne (Keats Island), Chapman/Gray Creek including the Chapman Creek Water Treatment Plant, the South Pender Harbour Water Treatment Plant, Cove Cay, Egmont and the North Pender Harbour Water Systems. In addition to water for drinking, these water systems supply potable water used for fire protection, recreation (pools and ice rinks), industrial use and irrigation.

Combined, the SCRD Water Systems consist of over 407 km of watermain, 16 storage reservoirs, 15 pump stations, 29 pressure reducing valve stations, 1,407 fire hydrants, 10 chlorination stations and approximately 11,354 water connections.

The quarterly report includes information about larger capital works and projects, and noteworthy program developments, as well as, monthly water treatment volumes from the Chapman Creek Water Treatment Plant and the South Pender Water Treatment Plant.

PROJECTS - CAPITAL WORKS

Watermain Replacement Program

- Mark Way / Chris Way Watermain Replacement
 - The 50 mm PVC waterline along Chris Way and the lower section of Mark Way has been upgraded to a 200 mm Ductile Iron waterline. A fire hydrant has been installed at the intersection of Chris/Mark Way which now provides better fire protection to the area. All water services were upgraded and connected to the new main. Paving and shouldering has been awarded and will be completed in early February.
- Chaster Road Watermain Replacement
 - The final design and construction drawings are complete for the replacement of approximately 750 m of 200 mm ductile iron watermain on Chaster Road, between Frank West Hall and Pratt Road, on Pratt Road, between Chaster Road and Malaview Road, and on Hough Road, between Malaview Road and Chaster Road. The timing of the construction is pending the confirmation of potential synergies that could be created with the development of a production well at Marry Anne West Park.
- Eastbourne Watermain Burying
 - The design drawings are complete for the replacement and burying of the above-ground 2 inch PVC pipeline on Keats Island. Construction is proposed and scheduled to be completed in Q2-Q3 2021.
- Exposed Watermain Rehabilitation
 - Tendering of this project has been deferred to Spring/Summer 2021 due to competing priorities of water supply expansion projects.

Water Projects

- Groundwater Investigation– Phase 4 A Church Road well field
 - Phase 4 A will result in completion of the final design, procurement of all the required permits and issuance of formal tender documents. The issuance of all authorizations and the final design are expected to be received in Q1 2021. Based on these timelines, staff and the consultant are currently finalizing the schedule for the construction and commissioning phase (Phase 4B) targeting the commissioning of this well field prior to the summer of 2022.
- Groundwater Investigation Phase 3 – Gray Creek
 - Drilling of a test well in a District of Sechelt Statutory Right of Way tapped into an unconfined aquifer on December 2, 2020 and more testing took place through December. The initial findings will be presented to the Board at a Special ISC meeting on January 20, 2021.
- Groundwater Investigation Phase 2 – Part 2
 - Drilling at the Mary Anne West Park location, just off of Chaster Rd, began in late September. The remainder of the well sites drilled in late October/early November 2020 are at the BC ferry terminal location adjacent to the SCRD Langdale well and along Harmon Rd, adjacent to District Lot 1312,

within Roberts Creek. The findings will be presented to the Board at a Special ISC meeting on January 20, 2021.

- Raw Water Reservoir(s) – Feasibility Study Phase 4
 - The draft Green House Gas Emissions and Hydro Power analysis have been completed. The Consultant is waiting for the Provincial permit authorization for the geotechnical test borings to occur.
- Chapman, Edwards, McNeil Lake and Saddle Dam Safety Audit
 - The final results of the Dam Safety Review and conceptual plans were presented at the December 17, 2020 Infrastructure Services Committee meeting. Staff will prepare a 2021 Budget Proposal for the Board's consideration at Round 1 budget in February 2021.
- Chapman Water Treatment Plant Chlorination Project
 - The Consultant is working on delivering the 90 percent design package to the SCRD, followed by preparation of formal bid documents and construction tendering in Q2 2021. Construction and commissioning is expected in late 2021.
- Chapman Creek Water Treatment Plant UV Upgrade
 - The new UV system will be designed for redundancy while the current UV system only employs a single UV module and regulatory requirements is to have multiple UV systems to allow for redundancy in case of failure of a single unit. Planning for this project has begun, upgrades to take place in 2021.
- Chapman Creek Water Treatment Plant Residual Disposal and Planning
 - The Chapman Creek Water Treatment Plant produces residuals from the water treatment process. The residual storage ponds are at capacity and a temporarily measure is in place to avoid overflow. A third party lab has been commissioned to conduct further sampling of the residuals to assist with ongoing planning for final disposal.
- Chapman Creek Water Treatment Plant Hot Water Upgrade
 - Engineered design and sizing for the replacement of the Chapman Water Treatment Plant hot water system has been completed and the tanks have been sourced. Staff are coordinating this project with the onsite hypochlorite generation project to find efficiencies and cost savings. Upgrades will be completed by the end of Q1 2021.
- Garden Bay UV Reactor Purchase
 - The UV unit has been installed and final programming is underway.
- Langdale Well Upgrade
 - The final design is currently being completed and arrangements are being made to start the construction part of this project shortly.
- Eastbourne Water Feasibility Study
 - A report titled [Results Feasibility Study Upgrades Eastbourne Water System project](#) was provided to the October 15, 2020 Infrastructure Services

Committee and a 2021 Budget Proposal will be brought forward as part of 2021 Budget discussions for this project.

- Chaster Well Surface Seal
 - Preliminary design is complete and drafting of the tender documents is postponed pending the results of the pump tests and water quality from the Mary Anne West Park test well.
- Cove Cay Pump Station Rebuild
 - The Cove Cay pump station is in need of upgrades such as a new roof, siding and interior work. All existing pump station interior infrastructure requires upgrading including pump, motors, controls and fittings. A new intake line should also be considered as part of this upgrade as the current line is shallow and made of inferior piping. Road access to this pump station is challenging to drive on and a hard surface such as concrete or asphalt is proposed. Preliminary planning for this project has begun, upgrades to take place in 2021.
- Cemetery Reservoir Fencing and Road Access
 - In recent years the reservoir road access has been impacted by flooding and erosion of the road surface. Survey and updated ROW documents for the reservoir site were completed. MOTI has repaired the damaged section of roadway and local contractors were employed by the SCRD to complete the final section of roadway near the reservoir. Staff are challenged with finding a fencing contractor but the goal is to complete fencing in Q1 2021.

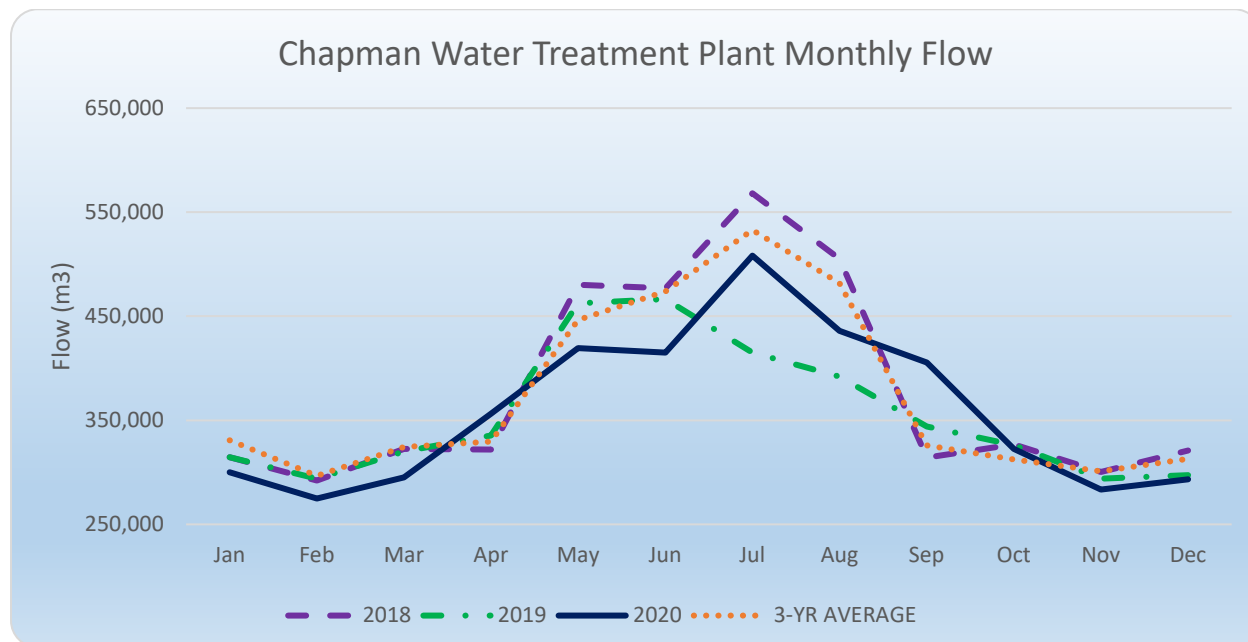
Wastewater Projects

- Woodcreek Wastewater Plant
 - The findings of the condition assessment were presented at the November 19, 2020 Infrastructure Services Committee meeting. Staff have applied for Provincial/Federal grant funding and anticipate funding announcements in mid-2021. A 2021 Budget Proposal will be brought forward as part of 2021 Budget discussions. Staff continue to work with the consultant to advance the design and planning for the project.
- Curran Road Outfall Maintenance
 - Phase 1 of the outfall ballast replacement has been completed. A 2021 Phase 2 Budget Proposal has been generated to complete the project.
- Square Bay Infiltration
 - To respond to and address ongoing non-compliance incidents substantial staff resources have been allocated to this plant. Two areas of infiltration were repaired on Susan Way. One manhole and one tee/service were repaired. While the repairs reduced the infiltration into the collection system, more repairs to the collection system are required to avoid future non-compliance incidents.

OPERATIONS - WATER DISTRIBUTION SYSTEM

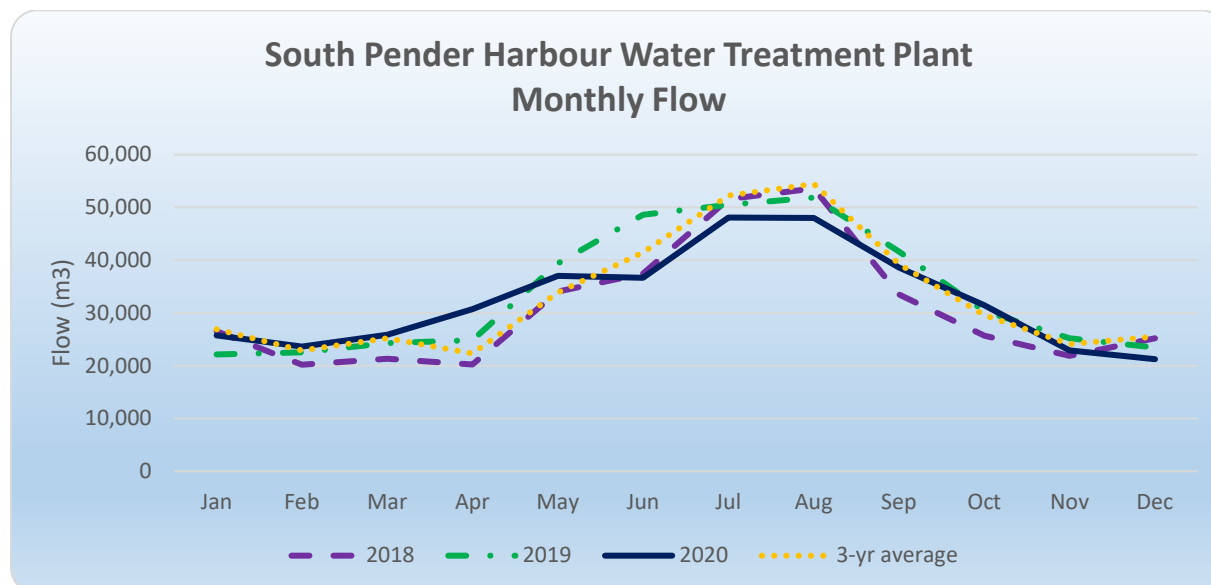
CHAPMAN WATER TREATMENT PLANT

In the Q4 2020, the Chapman Creek Water Treatment Plant produced and supplied 899,526 m³ of potable water to residents, a 7% decrease over the three year average.



SOUTH PENDER WATER TREATMENT PLANT

In the Q4 2020, the South Pender Water Treatment Plant produced and supplied 75,597 m³ of potable water to approximately 2,300 full and part-time residents of Madeira Park, Francis Peninsula and the surrounding area. This is a 4.5% decrease over the three year average.



Note: The 2020 data is based on a new flow meter which is providing more accurate data than the meter used in 2018 and 2019

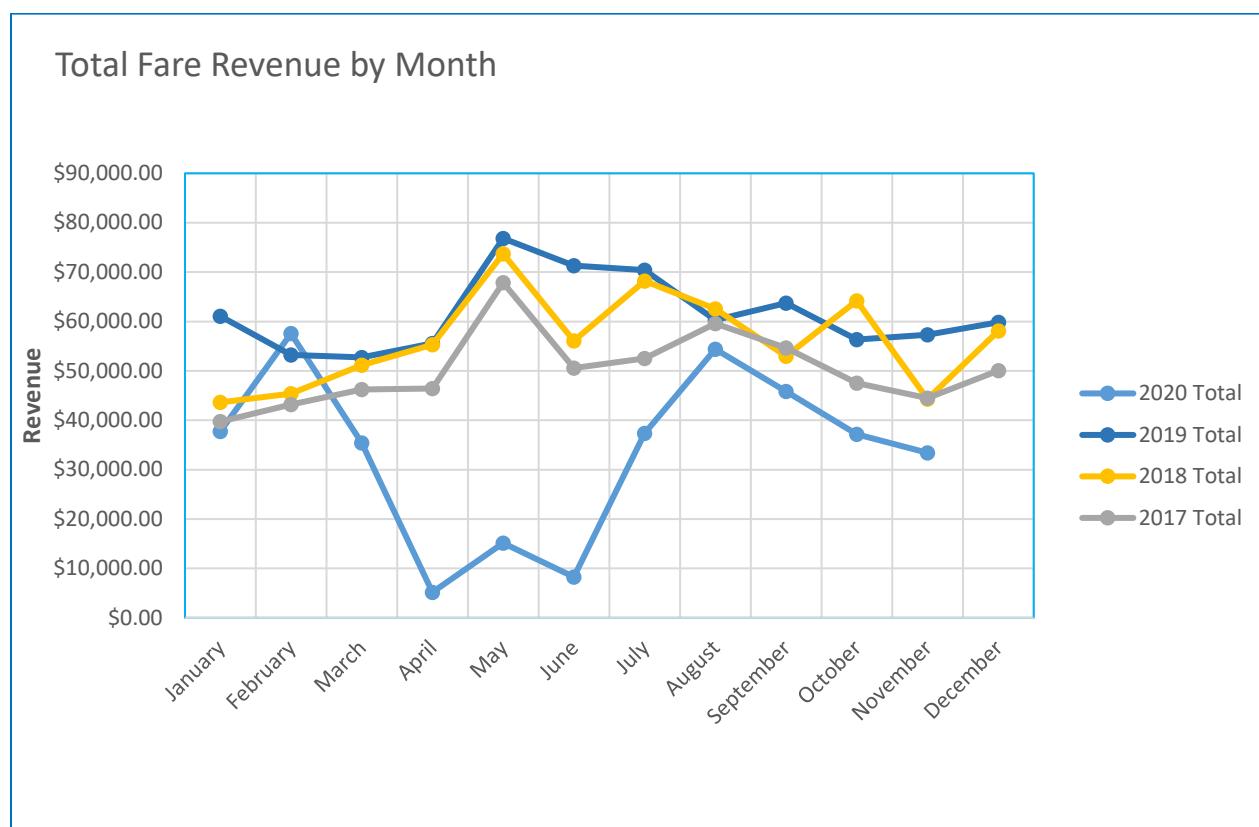
Transit and Fleet Maintenance [310, 312]

In contrast to most BC Transit systems, the SCRD functions as both the Local Government partner and the service contractor in relationship with BC Transit. This provides a clearer picture of costs than would otherwise be the case.

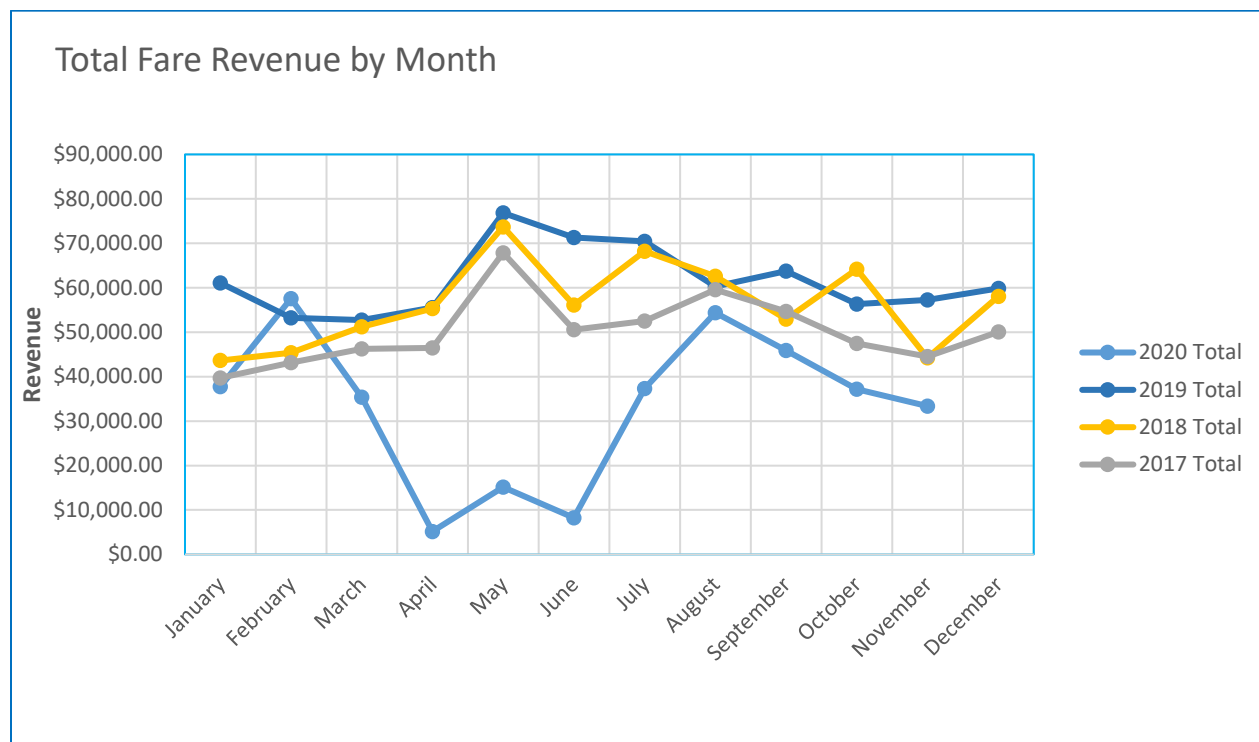
Transit

Transit operated at 80% of the regular scheduled winter hours due to COVID19. Mandatory face coverings implemented on August 24, 2020 provided a safer environment for drivers and riders and all buses continued to be disinfected daily as per Provincial Health Authority requirements. The average monthly ridership for Conventional buses throughout the winter was 30,000 trips which represents a 32% decrease of average monthly riders from the winter of 2019.

Revenue has decreased slightly in the winter months down from its peak in August and has decreased 34% from the same reporting period in 2019. The actual monthly revenue might differ slightly to what is presented in this graph due to an increased irregularity in the timing of registration of cash revenue.



*Includes all data received from BC Transit to date



*Includes all data received from BC Transit to date

Fleet

All annual commercial vehicle inspections were completed on all SCRD fire trucks. The extension of the Fleet shop exhaust system was completed and put into use in December and the safety enhancements including a new gate motor were completed on the Mason Road gate.

Solid Waste [350, 355]

The Solid Waste Division provides solid waste management for the Sunshine Coast. In British Columbia, Regional Districts are mandated by the Provincial *Environmental Management Act* to develop Solid Waste Management Plans. The SCRD's Solid Waste Management Plan 2011(SWMP) guides how the SCRD manages its solid waste including waste diversion programs, services and disposal activities.

The division oversees the operation and maintenance of the Sechelt Landfill and the Pender Harbour Transfer Station. The division also maintains the contracts for curbside garbage and food waste collection services for Electoral Areas B, D, E and F, three recycling depots and green waste recycling program.

The SCRD adopted the Regional Organics Diversion Strategy in January 2018. The goal of the Strategy is to develop a financially sustainable roadmap that will lead to a robust, region-wide organics diversion program.

The quarterly report provides an update on current projects, diversion programs, services and monthly statistics.

SOLID WASTE PROGRAMS

Curbside Food Waste Collection

The SCRD's weekly food waste collection program, the 'Green Bin,' launched on October 6, 2020. Coinciding with the launch, was every-other-week collection for garbage. A staff report titled [Preliminary Participation Summary – Green Bin Program](#) was provided to the November 19, 2020 Infrastructure Services Committee. Green Bin program information can be viewed at www.scrd.ca/curbside-food.

The SCRD Collects App launched on October 22, 2020. The collection app allows residents to receive program and service notifications, view individualized collection schedule and access to a "what goes where" directory. The collection schedule and directory can also be utilized from within the SCRD website (for those without a mobile device) at www.scrd.ca/curbside-schedule.

Love Food Hate Waste (LFHW) 2020 Provincial Campaign

SCRD staff attended a LFHW Provincial Partnership call on November 18, 2020 and received social media campaign materials that have been added as part of seasonal holiday content to help the community with ways to reduce their food waste.

Metro Vancouver Municipal Waste Reduction Coordinator Committee (MVMWRCC)

Staff attended Committee meeting on November 18, 2020 and received updates from Metro Vancouver regarding Single Use Item Reduction, Construction and Demolition Waste Reduction and Recycling Toolkit and a presentation was given on Sharing, Reuse and Repair.

British Columbia Product Stewardship Council (BCPSC)

Staff attended a Council meeting on November 25, 2020. Staff received updates from the joint Stewardship Agencies of BC and BCPSC executive meeting and actions regarding improving communications and potential actions for 2021.

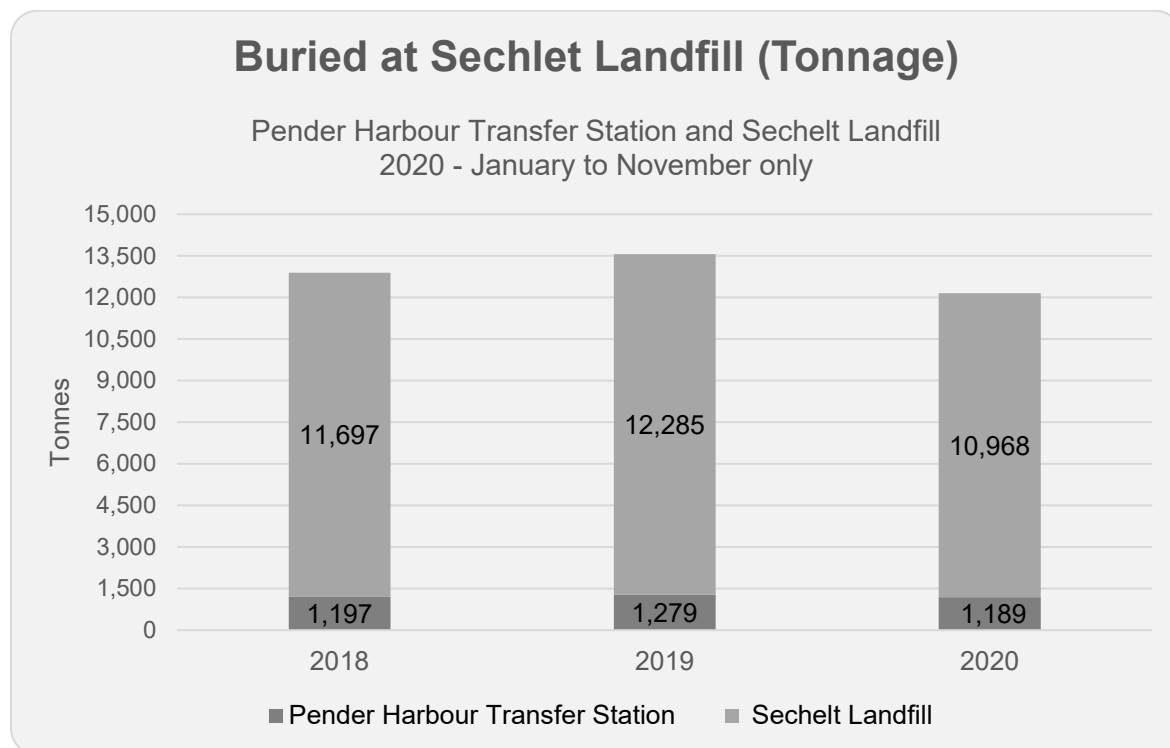
Solid Waste Association of North America (SWANA) Days

Staff attended the annual SWANA Days event hosted virtually over December 1, 2 and 3. Some of the topics included circular economy, recycling markets and contamination and EPR updates. Staff also participated in a panel session where Regional District's provided a summary of how COVID-19 has impacted solid waste services in 2020.

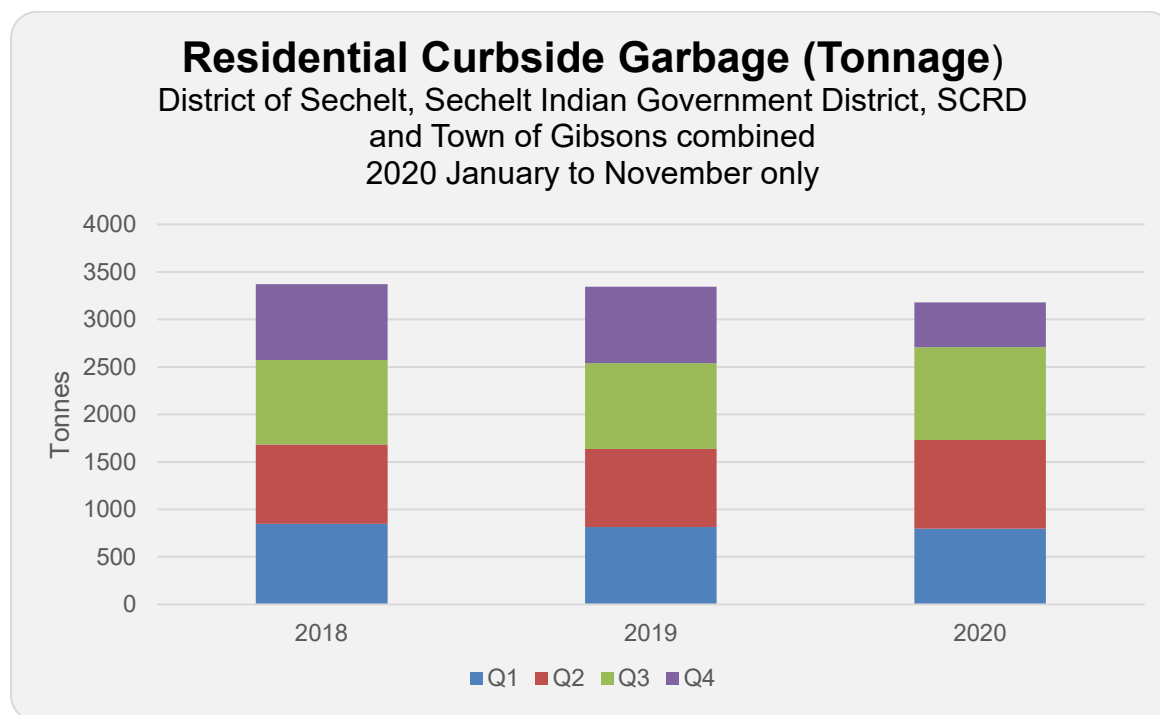
SOLID WASTE OPERATIONS

Statistics – Landfill

The tonnage presented includes a combined total of all material from the Pender Harbour Transfer Station that is transferred to the Sechelt Landfill for burial and all material received at the Sechelt Landfill and buried. This includes: residential curbside garbage, self-hauled garbage, commercial garbage, roofing (buried starting in 2019), dead animals, asphalt, asbestos, durable goods (e.g. couches, chairs), concrete, dirt and rocks, Styrofoam (non-recyclable) and share shed items not removed for reuse.

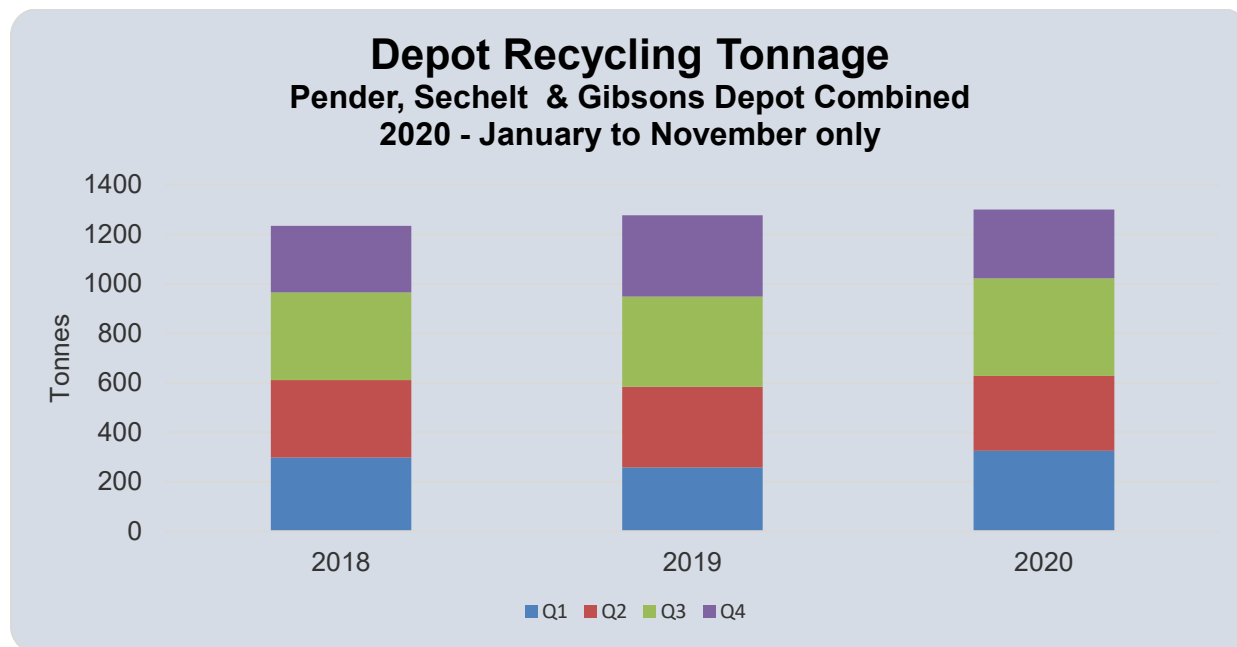


The residential curbside garbage tonnage presented includes a combined total of garbage collected curbside from residential dwellings in the Town of Gibsons, Sechelt Indian Government District, District of Sechelt and Sunshine Coast Regional District. Curbside residential garbage is then delivered to the Sechelt Landfill and buried.



Statistics – Recycling

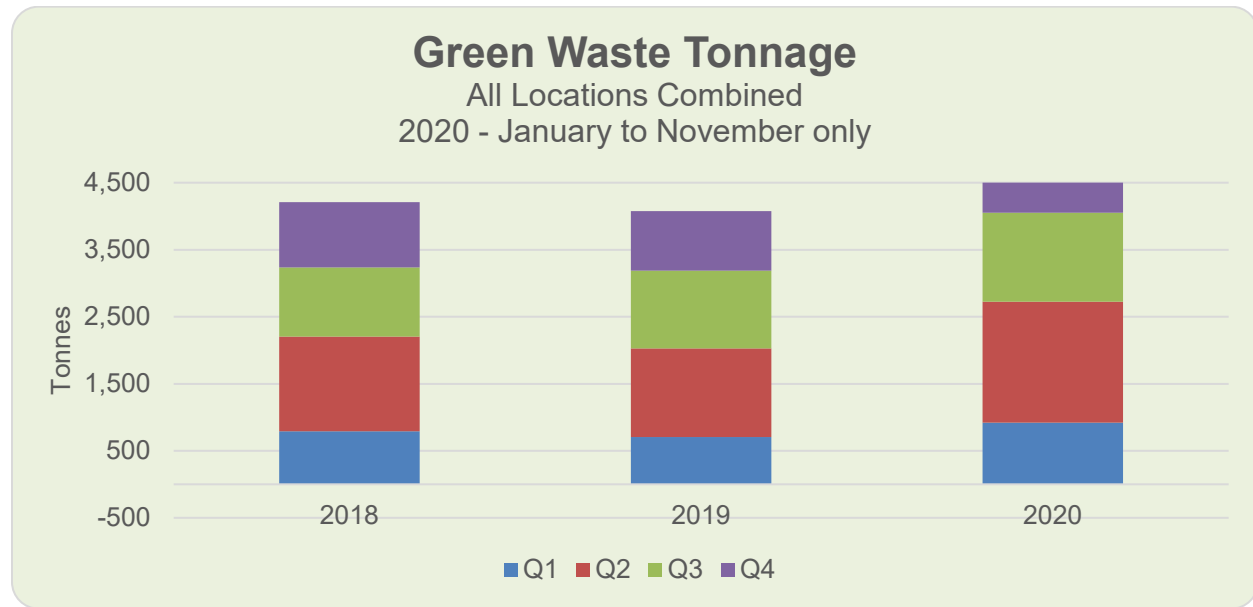
The SCRD has an agreement with RecycleBC to provide residential packaging and paper products (PPP) Depot Recycling Services in Gibsons, Pender Harbour and Sechelt. The SCRD contracts these services to Gibsons Recycling, GRIPS and Salish Soils respectively. The data presented is provided by RecycleBC and is updated as it is received. The data represents the combined monthly weight (by tonne) of the materials dropped off at the three recycling depots.



Statistics - Green Waste

The SCRD green waste recycling program provides collection locations for residents to self-haul and drop-off yard and garden green waste at the South Coast Residential Green Waste Drop-off Depot, Pender Harbour Transfer Station, and Salish Soils. The SCRD also provides commercial sector green waste drop-off at the Pender Harbour Transfer Station and Sechelt Landfill. The collected green waste is hauled and processed in Sechelt into compost.

The data presented provides the combined weight (by tonne) of green waste dropped off at the SCRD locations.



Reviewed by:			
Manager	X - R. Cooper X - S. Walkey X - S. Misiurak X - J. Walton	Finance	
GM	X - R. Rosenboom	Legislative	
CAO	X - D. McKinley	Other	

**SUNSHINE COAST REGIONAL DISTRICT
SOLID WASTE MANAGEMENT PLAN MONITORING ADVISORY COMMITTEE**

December 15, 2020

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

PRESENT:

(Voting Members)

Chair
Vice-Chair
Members

I. Winn
S. White
J. Boyd
D. New-Small
P. Robson
M. Cambon

ALSO PRESENT:

(Non-Voting)

Director, Electoral Area E
Director, Electoral Area A
Manager, Solid Waste Services
Solid Waste Programs Coordinator
Infrastructure Services Assistant/Recorder

D. McMahon
L. Lee
R. Cooper
A. Patrao
M. Martel

REGRETS:

PMAC Members

G. Bennett
B. Hetherington
S. Higginson

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

11:02 a.m.

AGENDA

The agenda was adopted as presented.

MINUTES**Recommendation No. 1** *PMAC Meeting Minutes of November 17, 2020*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of November 17, 2020 be received.

PRESENTATIONS AND DELEGATIONS

Robyn Cooper, Manager, Solid Waste Services, provided a verbal update on 2021 Solid Waste Proposed Initiatives which included:

- Overview of budget process
- Review of proposed initiatives
- Further information provided on Sechelt Landfill Stage H closure budget proposal

- Background on inclusion of WildSafe BC program under Solid Waste budget
- Clarification on proposed book recycling at Sechelt Landfill and Pender Harbour Transfer Station

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

Recommendation No. 2 *SCRD Board Resolutions Related to Solid Waste – November 2020*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled SCRD Board Resolutions Related to Solid Waste – November 2020 be received.

Discussion included the following:

- Review of resolutions
- Propane tank tipping fees and the inclusion of propane tanks in the recent Ministry of Environment and Climate Change Strategy's (MoE) engagement process for updates to the Recycling Regulation (materials to be added to Extended Producer Responsibility (EPR))
- Possible timeline if propane tanks are added to EPR and any related operational decisions
- Continuation of disposal for boats and recreation vehicles after pilot project end
- Reasons for request of audit on the South Coast Green Waste Drop-off Depot
- Invasive species and their disposal options

REPORTS

Recommendation No. 3 *November 2020 ISC – Solid Waste Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled November 19, 2020 Infrastructure Services Committee – Solid Waste Staff Reports be received.

Recommendation No. 4 *November 2020 CAS – Solid Waste Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled November 26, 2020 Corporate and Administrative Services Committee – Solid Waste Staff Reports be received.

Discussion included the following:

- Differentiation between user fees and taxation, only residents in defined service areas charged annual fees

NEW BUSINESS

Election of PMAC Chair and Vice-Chair

- Ian Winn was elected Chair of PMAC by acclamation
- Silas White was elected Vice-Chair of PMAC by acclamation

Infrastructure Services Committee (ISC) and PMAC Meeting Schedules

- Effective January 2021, ISC meetings will be held the second Thursday of the month instead of third Thursday
- No change to PMAC meeting date of third Tuesday of the month
- Special ISC meeting to be held January 20, 2021 for water and solid waste items that cannot meet the January 14, 2021 agenda deadline

NEXT MEETING Tuesday, January 19, 2020

ADJOURNMENT 12:16 p.m.

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

January 4, 2021

RECOMMENDATIONS FROM THE WATER SUPPLY ADVISORY COMMITTEE MEETING
HELD VIA ZOOM

PRESENT:	Chair Vice-Chair	S. Thurber D. McCreath D. Marteinson M. Hennessy A. Skelley B. Fielding T. Silvey
 ALSO PRESENT:		
	Director, Area F Town of Gibsons	M. Hiltz B. Beamish
(Non-voting)	GM, Infrastructure Services Water Sustainability Coordinator Administrative Assistant/Recorder	R. Rosenboom R. Shay T. Ohlson
	Public	4
 REGRETS:		J. Bowen T. Beck T. Adams

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 3:36 p.m.

AGENDA The agenda was adopted as presented.

MINUTES

Recommendation No. 1 *Water Supply Advisory Committee Meeting Minutes of
December 7, 2020*

The Water Supply Advisory Committee recommended that the Water Supply Advisory Committee meeting minutes of December 7, 2020 be received.

REPORTS

Recommendation No. 2 *December Water Staff Reports to WASAC*

The Water Supply Advisory Committee recommended that the report titled December Water Staff Reports to WASAC be received.

Discussion included the following:

- Dam safety results tested under high-level extreme conditions does not mean imminent failure
- Utilization of leak correlator does not include private properties
- Financial implications of Dam safety results on water supply projects
- Overview of Dam safety results

The General Manager, Infrastructure Services provided the Committee with an update on current water supply projects including Raw Water Reservoir, Church Road Well Field Project and noted the results of the Groundwater Investigation will be presented at a Special Infrastructure Services Committee meeting on January 20, 2021. An overview of the Water Sustainability Act was also provided.

Discussion included the following:

- Private stakeholder involvement in water licencing
- Water licence application process
- First Nation consultation completed by federal and provincial governments
- No new water licences issued to SCRD in recent years
- Nature of Chapman Lake siphon permits

The Water Sustainability Coordinator provided the Committee with a list of SCRD public education initiatives undertaken including water metering program, leak follow-up program, monthly water metering data updates, rainwater rebate program, washing machine rebate program, water treatment plant tours, community dialogues, let's talk water video series, pledge to reduce our water use campaign, information booth at community events, social media tips, website FAQ's, toilet rebate and fixture program, golden lawn awards, water wise audits at businesses. It was noted that there are targeted communication plans during Water Conservation Regulations and the District of Sechelt has developed a Water Conservation Plan for Sechelt.

Discussion included the following:

- Let's Talk Water video series availability

Recommendation No. 3 *Public Engagement Standing Agenda Item*

The Water Supply Advisory Committee (WASAC) recommended that at every WASAC meeting, SCRD staff provide an update on current water-related public engagement activities and report the water-related public engagement activities SCRD staff are committed to doing the next month.

The General Manager, Infrastructure Services and the Water Sustainability Coordinator provided the Committee with the decision making rationale regarding the Dusty Road well.

Discussion included the following:

- Timeline for communicating Dusty Road well
- Visual and map for public
- Potential impacts to Chapman Creek
- Foundation Agreement for the gravel lands concluded after drilling had already commenced

The General Manager, Infrastructure Services provided the Committee with an update on the landslide near the Chapman Creek Water Treatment Plant.

NEXT MEETING: Monday, February 1, 2021 @ 3:30 p.m.

ADJOURNMENT 5:05 p.m.