



INFRASTRUCTURE SERVICES COMMITTEE

Thursday, September 9, 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. Water Supply Update Verbal
General Manager, Infrastructure Services
Regional Water (Voting – A, B, D, E, F and Sechelt)
3. Church Road Well Field Development Project Update To Follow
General Manager, Infrastructure Services
Regional Water (Voting – A, B, D, E, F and Sechelt)
4. Grant Results – SCRD Planning Enhancement Project and Annex A
Downstream Flood Analysis of Chapman, Edwards, McNeil and pp 1-4
Harris Lake Dams
GM, Planning and Development / Manager, Capital Projects
Regional Water (Voting – A, B, D, E, F and Sechelt)
5. ITT 2137009 Contract Award Chapman Creek WTP On-Site Annex B
Hypochlorite Generation – Construction pp 5-7
Manager, Capital Projects
Regional Water (Voting – A, B, D, E, F and Sechelt)
6. Langdale Well Pump Station Improvement Project Update Annex C
Manager, Capital Projects pp 8-9
Regional Water (Voting – A, B, D, E, F and Sechelt)
7. RFP 2135002 Contract Award Site Operations Services for South Annex D
Coast Green Waste Drop-off Depot pp 10-13
GM, Infrastructure Services / Manager, Solid Waste Services
Regional Solid Waste (Voting – All)
8. SCRD Home Composter Rebate Pilot Program Update Annex E
Solid Waste Programs Coordinator / Manager, Solid Waste pp 14-17
Services
Regional Solid Waste (Voting – All)

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|--|---------------------|
| 9. 2022 Transit Improvement Program Recommendations
Manager, Transit and Fleet
(Voting – B, C, D, E, F, Sechelt, Gibsons and SIGD) | Annex F
pp 18-23 |
| 10. Transit Route 3 Sechelt Arena Proposed Routing Change
Manager, Transit and Fleet
Transit (Voting – B, C, D, E, F, Sechelt and Gibsons) | Annex G
pp 24-34 |
| 11. 2021- Q2 Quarterly Report
General Manager, Infrastructure Services
(Voting – All) | Annex H
pp 35-48 |
| 12. Water Supply Advisory Committee Meeting Minutes of
July 12, 2021
Regional Water (Voting – A, B, D, E, F and Sechelt) | Annex I
pp 49-51 |
| 13. Transportation Advisory Committee Meeting Minutes of
July 15, 2021
(Voting – All) | Annex J
pp 52-55 |
| 14. Solid Waste Management Plan Monitoring Advisory Committee
Meeting Minutes of July 20, 2021
Regional Solid Waste (Voting – All) | Annex K
pp 56-58 |

COMMUNICATIONS

- | | |
|--|---------------------|
| 15. <u>Raquel Kolof, Sunshine Coast Farmer's Institute Board dated
August 11, 2021</u>
Regarding Request for Stage 4 Water Restriction Exemption for
Commercial Farmers | Annex L
pp 59-60 |
| 16. <u>Ed Pednaud, Sechelt and District Chamber of Commerce to
Minister Katrine Conroy dated September 3, 2021</u>
Regarding SCRD Church Road Water License Application | Annex M
pp 61-62 |

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

TO: Infrastructure Services Committee – September 9, 2021

AUTHOR: Ian Hall, General Manager, Planning and Development
Stephen Misiurak, Manager, Capital Project

SUBJECT: GRANT RESULTS- SCRD PLANNING ENHANCEMENT PROJECT AND DOWNSTREAM FLOOD ANALYSIS OF CHAPMAN, EDWARDS, MCNEIL AND HARRIS LAKE DAMS

RECOMMENDATION(S)

THAT the report titled Grant Results- SCRD Planning Enhancement Project and Downstream Flood Analysis of Chapman, Edwards, McNeil and Harris Lake Dams be received for information;

AND THAT the SCRD approve the acceptance of the Union of BC Municipalities- Community Emergency Preparedness Fund Grant for Downstream Flood Analysis of Chapman, Edwards, McNeil, and Harris Lake Dams in the amount of \$143,000;

AND THAT the SCRD approve the acceptance of the Union of BC Municipalities- Local Government Development Approvals Program Grant for the SCRD Planning Enhancement Project in the amount of \$253,000;

And THAT the SCRD Planning Enhancement Project be included in the [504] Rural Planning 2021 Budget in the amount of \$253,000;

AND THAT the delegated authorities be authorized to execute the grant agreements;

AND THAT the 2021-2025 Financial Plan Bylaw be amended accordingly;

AND FURTHER THAT this recommendation be forwarded to the September 9, 2021 Regular Board Meeting for adoption.

BACKGROUND

At the February 25, 2021 Sunshine Coast Regional District (SCRD) Board meeting, the following resolution 053/21 was passed, partial excerpt below:

Recommendation No. 6 *UBCM Community Emergency Preparedness Fund – 2021 Grant Funding Application*

THAT the report titled Union of BC Municipalities - Community Emergency Preparedness Fund – 2021 Grant Funding Application for Downstream Flood Analysis of Chapman, Edwards, McNeil and Harris Lake Dams be received for information;

AND THAT an application be submitted for \$143,000 in grant funding through the Union of BC Municipalities – Community Emergency Preparedness Fund for Downstream Flood Analysis of Chapman, Edwards, McNeil, and Harris Lake Dams;

AND THAT the Board supports the Downstream Flood Analysis Project and commits to provide overall grant management;

AND FURTHER THAT staff report to a future Committee on results of the grant application.

At the April 22, 2021 Sunshine Coast Regional District (SCRD) Board meeting, the following resolution 127/21 was passed, partial excerpt below:

Recommendation No. 9 *Local Government Development Approvals Grant Program Application*

THAT the report titled Local Government Development Approvals Grant Program Application be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) endorses the grant application to the Union of British Columbia Municipalities (UBCM) for the Local Government Development Approvals Grant Program for \$253,000 for the SCRD Planning Enhancement Project;

AND THAT the SCRD indicates to the UBCM a willingness to provide overall grant management;

AND FURTHER THAT a joint letter of support be written by the District of Sechelt and the SCRD for both grant application submissions.

The Local Government Development Approvals Grant application was submitted to UBCM on May 7, 2021. On August 6, 2021, the SCRD was informed that the application was successful.

The purpose of this report is to provide an update of the grant applications and inclusion in the 2021-2025 Financial plan for the funding received and costs of the SCRD Planning Enhancement project.

DISCUSSION

Community Emergency Preparedness Fund – 2021 Grant Funding Application

At the Round 1 2021 Budget deliberations the following projects were recommended to be included in Round 2 2021 budget:

- McNeil Lake Dam Upgrades;
- Chapman and Edwards Dam improvements.

The downstream flood analysis for the dams at Chapman, Edwards, and McNeil Lake are part of the scope of the above-mentioned projects.

The SCRD submitted a grant application to the 2021 intake of the Community Emergency Preparedness Fund- Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning program on February 26, 2021. The application sought funding for the Downstream Flood

Analysis of Chapman, Edwards, McNeil and Harris Lake Dams in the total amount of \$143,000, which aligned with the maximum funding available of \$150,000 to the SCRD under the grant program for this activity. On July 23, 2021, the SCRD was informed that the application was successful. The Community Emergency Preparedness Fund (CEPF) grant fund covers 100% of project costs, including staff and administrative costs.

Local Government Development Approvals Grant Program Application

In response to current planning/development pressures following Advisory Planning Commission orientation sessions and a Board Workshop on Housing Needs Assessment Implementation Framework, staff submitted a Grant application through the Local Government Development Approvals Program on May 7, 2021 to complete a Planning Enhancement project to:

- Review & update development processes
- Review OCP and Zoning bylaws
- Review and recommend updates to SCRD development bylaws
- Complete a market scan to identify suitable products and software
- Develop communications materials (FAQ Sheets and Workshop Materials)
- Conduct Public Participation Activities
- Hire a temporary part-time project manager

The application sought \$253,000 in funding which aligns with the estimated value of the work including the temporary staffing position that would be required. On August 6, 2021, the SCRD was informed that the application was successful. The Local Government Development Approvals program will contribute a maximum of 100% of the cost of all eligible activities.

Operational Implications

The contracts for flood analyses for both dam projects were awarded at the July 8, 2021 Board meeting to WSP Canada Inc. The contracts were executed and the projects were part of the workplan before the CEPF grant was awarded to the SCRD. Consequently, there will be no additional operational implications of accepting the Community Emergency Preparedness Fund grant.

A request for proposals for work related to the Development Approvals Fund Program grant and recruitment of a project manager will occur in the coming two quarters. Work will be sequenced to follow zoning bylaw update work and substantial progress on the regional growth baseline project. This timing, coupled with the incremental resources of a project manager, will help to manage operational implications of accepting the grant.

Financial Implications

The approved 2021 Round 1 budget proposal for McNeil Lake Dam Upgrades [366] for \$149,500 includes expenses for downstream flood analysis to be funded from Area A-Community Works Fund Gas Tax. In addition, the Chapman and Edwards Dam improvements [370] 2021 Round 1 budget proposal for \$240,500 includes expenses for downstream flood analysis to be funded from Capital reserves. All expenses and original funding streams have been included in the 2021-2025 Financial Plan as part of Financial Plan

Bylaw 731. Therefore, the financial plan would need to be amended to reflect the new source of funding while reducing the Area A Gas Tax and Capital Reserve Contributions without any additional costs being recognized.

The acceptance of the Planning Enhancement Project grant requires a Financial Plan Bylaw amendment through [504] Rural planning to recognize the grant funding and related project costs of \$253,000 including the incremental staffing costs eligible for grant funding. The total project value aligns with total approved grant funding and hence no additional funding sources are being requested at this time. This grant has the potential to offset some costs that would otherwise be borne by rate payers through [504] Rural Planning, if similar work was undertaken by the SCRD.

Timeline for next steps or estimated completion date

A resolution of acceptance is required in order for the delegated authorities to sign the agreements. Forwarding this report's recommendations direct to the afternoon Regular Board meeting facilitates meeting signing deadlines.

All grant related activities must be completed by one year following award date. This will align with the anticipated project schedules.

STRATEGIC PLAN AND RELATED POLICIES

The downstream flood analysis projects align with the SCRD's Strategic Plan focus areas of Asset Stewardship, Community Resilience and Climate Change Adaption.

The Planning Enhancement Project contributes to Community Resilience and Climate Change Adaptation.

CONCLUSION

The Board approved a grant submission to the CEPF for the Downstream Flood Analysis of Chapman, Edwards, McNeil and Harris Lake Dams on February 25, 2021. The SCRD was informed of the success of the application on July 23, 2021.

The Board approved a grant submission for the Local Government Approvals Program for the Planning Enhancement Project on April 22, 2021. The SCRD was informed of the success of this application on August 6, 2021.

This report is seeking the approval and acceptance of two successful grant applications as well as the inclusion of the grants and costs associated with the SCRD Planning Enhancement Project in the 2021-2025 Financial Plan Bylaw.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – September 9, 2021

AUTHOR: Stephen Misiurak, Manager, Capital Projects

SUBJECT: INVITATION TO TENDER (ITT) 2137009 CONTRACT AWARD CHAPMAN CREEK WATER TREATMENT PLANT (WTP) ON-SITE HYPOCHLORITE GENERATION - CONSTRUCTION

RECOMMENDATION(S)

THAT the report titled Invitation to Tender (ITT) 2137009 Contract Award Chapman Creek WTP On-Site Hypochlorite Generation - Construction be received for information;

AND THAT a contract for Chapman Creek WTP On-Site Hypochlorite Generation be awarded to CHB Services Ltd. in the amount up to \$1,118,820 (plus GST);

AND THAT the contract with Associated Environmental for Construction Management, Engineering, and Post Construction Engineering Services for the Chapman Creek WTP On-Site Hypochlorite Generation be increased from \$117,171 up to an amount not to exceed \$304,348 (plus GST) to provide Construction Management and Post Construction Engineering Services for the Chapman Creek WTP On-Site Hypochlorite Generation Project;

AND THAT the delegated authorities be authorized to execute both contracts;

AND FURTHER THAT these recommendations be forwarded to the September 9, 2021 Board Meeting.

BACKGROUND

At the February 25, 2021 Board meeting the following resolution was adopted:

046/21(in part) **Recommendation No. 67** *Regional Water Service [370] – 2021 R1 Budget Proposals*

THAT the report titled 2021 R1 Budget Proposal for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Round 2 Budget:

- Budget Proposal 3 – Chapman Creek Water Treatment Plant Chlorine Upgrades, \$1,000,000 funded from Capital Reserves;

As such, in accordance with the Sunshine Coast Regional District's (SCRD) Procurement Policy, Invitation to Tender (ITT) 2137009 was issued on June 24, 2021 and closed on July 30, 2021. Three addendums were issued. The ITT sought qualified companies to complete the construction, integration, and commissioning of the Chapman Creek WTP onsite hypochlorite generation system.

The purpose of this report is to seek approval of the execution of contracts for this construction project.

DISCUSSION

Analysis

Purchasing received three compliant proposals. Led by Purchasing, the evaluation committee consisted of five members. The evaluation committee reviewed and scored the proposals against the criteria set out in the ITT. The ITT was issued during the transition period for proactive release of bid information, as such this information is not included in this report.

Staff recommend that a contract be awarded to CHB Services, Ltd. Their proposal met the specifications as outlined in the ITT and are the best value for the above-mentioned project.

The listed contract value doesn't include a contingency allowance and a 16% contingency allowance is recommended to be added to the contract amount for a total contract value not to exceed \$1,118,820 to address any unforeseen construction circumstances that may arise.

Associated Engineering is currently engaged as the design engineer for this project. The construction management services was to some extent already included in the original scope of the Request for Proposals for this project. With a deficit of two Capital Project Technicians and given the overall divisional workload, the Capital Project Division is unable to provide the necessary construction management oversight required on this project. Instead the scope of the contract with Associated Engineering for the construction management and post construction closeout services is recommended to be expanded to include many of the construction management tasks that would otherwise have been undertaken by SCRD staff. SCRD staff would still provide overall project management.

Associated Engineering's proposed contract amendment is in the amount not to exceed \$218,123. This amount includes a ten percent contingency allowance.

Financial Implications

The currently approved funding is \$1,644,903 of which the unallocated amount is \$1,605,557.

An updated high-level cost breakdown of expenses for this project is presented in Table 1.

Table 1 – WTP Hypochlorite Project Expenses

Project Phase	Estimated Cost
Preliminary Engineering and Design Services	\$117,171
Deductive Change Order-credit for unused amount from original consultant proposal.	(\$30,946)
Construction Management and Post Construction Services (incl. 10 % contingency allowance)	\$218,123
Staff Wages and other Expenses	\$29,145
Contractor for construction phase (incl.16 % contingency allowance)	\$1,118,820
Total	\$1,452,313

Timeline for next steps

Pending Board approval, the listed contracts will be executed to allow for the actual construction to commence shortly after. The anticipated construction duration is expected to take up to eight months to complete. The contractor pricing is contingent upon Board contract execution in a timely manner. This is due to the current market material pricing volatility.

STRATEGIC PLAN AND RELATED POLICIES

The purchasing process followed for this service is aligned with the SCRD Procurement Policy.

CONCLUSION

In accordance with the SCRD's Procurement Policy, Invitation to Tender (ITT) 2137009 Contract Award Chapman Creek WTP On-Site Hypochlorite Generation was issued for construction.

Staff recommend that ITT 2137009 Contract Award Chapman Creek WTP On-Site Hypochlorite Generation 2137009 Contract be awarded to CHB Services, Ltd. in the amount up to \$1,118,820 (plus GST), which includes a project contingency of \$154,320.

Staff also recommend that the existing contract with Associated Engineering be increased from \$117,171 up to an amount not to exceed \$304,348 (plus GST) to provide the required construction management and construction closeout oversight.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – September 9, 2021

AUTHOR: Stephen Misiurak, Manager, Capital Projects

SUBJECT: LANGDALE WELL AND PUMP STATION IMPROVEMENTS PROJECT UPDATE

RECOMMENDATION(S)

THAT the report titled Langdale Well and Pump Station Improvements Project Update be received for information;

AND THAT the contract with Coastal Mountain Excavations Ltd. for the Langdale Well and Pump Station Improvements Project be increased from \$281,545 to \$289,917.59 (plus GST);

AND THAT the delegated authorities be authorized to execute the contract;

AND FURTHER THAT this recommendation be forwarded to the September 9, 2021 Board meeting.

BACKGROUND

The Langdale Well and Pump station was constructed in 1971 and is the primary water supply source for the Langdale water system. Since its original construction, the well, pump and motor have not been removed for servicing and there have been no significant improvements to the facility.

At the October 8, 2020 regular Board meeting, the following resolution was adopted:

322/20 **Recommendation No. 8** *ITT 2037005 Langdale Well and Pump Station Improvements*

THAT the report titled Invitation to Tender (ITT) 2037005 Langdale Well and Pump Station Improvements be received;

AND THAT the construction contract for Langdale Well and Pump Station Improvements be awarded to Coastal Mountain Excavations, Ltd. in the amount up to \$281,545 (plus GST);

AND THAT the budget for the Langdale Pump station project be increased by \$43,679 to \$318,679 and that it be funded from [370] Regional Water Capital Reserves;

AND THAT the 2021-2024 Financial Plan be amended accordingly;

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

Construction began in earnest in February 2021, and was completed in mid-April with the successful commissioning of the new pump and motor assembly and associated improvements. Since that time the equipment is working without any issues.

The purpose of this report is to seek approval for a contract amendment to accommodate an unexpected design change within the approved project budget.

DISCUSSION

During construction, a redesign of the chlorine piping alignment was necessary as it was determined that the alignment could not be constructed as designed. There were other related minor construction changes that had to be addressed in a timely manner so as to not impede the progress of the well pump subcontractor that was performing critical and concurrent work.

In order not to impede the progress of the construction of both the general contractor and the pump and well subcontractor to ensure that we met the requirement to have the pump station fully completed and operational in time for the increased peak summer water usage (by the end of April), this extra work was tracked and authorized by the SCRD's construction manager. The resulting changes in work amounted to \$8,327.57, which is beyond the awarded contract amount authorized by the Board at the October 8, 2020 Board meeting.

Financial Implications

On October 8, 2020 the total value for the contract with Coastal Mountain Excavations for the construction was set up to \$281,545, not including GST. It was also stated the awarded contract amount was to include a construction contingency of \$20,000 which was to be used at the sole discretion of the SCRD for any construction changes. The contract value awarded inadvertently did not have this contingency in the award value.

It is now recommended to increase the contract value in the amount of \$8,327.57 and this increase to be funded from the existing project contingency fund. The amended total contract with Coastal Mountain Excavations would be \$289,917.57 (without GST).

STRATEGIC PLAN AND RELATED POLICIES

The Langdale Well and Pump Station Improvements Project supports the SCRD Board's 2019-2023 Strategic Plan to plan for and ensure year-round water availability now and in the future.

CONCLUSION

Staff recommend that the contract for the Langdale Well and Pump Station Improvements with Coastal Mountain Excavations Ltd. be increased by \$8,327.57 for a revised and amended contract amount of \$289,917.57 (plus GST).

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – September 9, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services
Robyn Cooper, Manager, Solid Waste Services

SUBJECT: **REQUEST FOR PROPOSAL (RFP) 2135002 CONTRACT AWARD FOR SITE OPERATIONS SERVICES FOR THE SOUTH COAST GREEN WASTE DROP-OFF DEPOT**

RECOMMENDATION(S)

THAT the report titled Request for Proposal (RFP) 2135002 Contract Award for Site Operations Services for the South Coast Green Waste Drop-off Depot be received for information;

AND THAT Contract Award for Site Operations Services for the South Coast Green Waste Drop-off Depot be awarded to Salish Environmental Group Inc. at a value of \$313,403 (not including GST).

AND THAT the delegated authorities be authorized to execute the contract;

AND FURTHER THAT these recommendations be forwarded to the September 9, 2021 Board meeting.

BACKGROUND

Currently, the Sunshine Coast Regional District's (SCRD) green waste recycling program includes the following:

- Three locations for drop-off of residential self-hauled green waste (up to 5 tonnes no tipping fee applies)
 1. Pender Harbour – Pender Harbour Transfer Station
 2. Sechelt - Salish Soils
 3. South Coast - Town of Gibsons Public Works Yard in Elphinstone
- Two locations for drop-off of commercial green waste (tipping fee applies)
 1. Pender Harbour – Pender Harbour Transfer Station
 2. Sechelt – Sechelt Landfill
- Hauling from the drop-off locations to the processing facility at Salish Soils
- Processing of green waste into compost

The program includes contracted services for processing, hauling and the operation of a drop-off depot for residential self-hauled green waste on the South Coast. More information about the SCRD's green waste program can be found in the [July 16, 2020 Infrastructure Services Committee](#) report.

The SCRD's contract with the Town of Gibsons to operate the South Coast drop-off depot located at their public works yard in Elphinstone expired December 31, 2018. Since then, the Town of Gibsons has been operating under short-term agreements and stated they would continue to do so until September 30, 2021 until new site operations services are in place.

Additionally, in May 4, 2021, a land use agreement between the Town of Gibsons and the SCRD was signed that leases the land used for the South Coast green waste drop-off depot to the SCRD.

As such, and in accordance with the Sunshine Coast Regional District's (SCRD) Procurement Policy, Request for Proposal (RFP) 2135002 was issued on July 19, 2021 and closed on August 17, 2021. The RFP sought qualified companies to provide site operation services for the green waste drop-off depot for a contract term of three years with options to extend up to two additional one year terms with a service start date of October 1, 2021 or as soon as possible after that date.

The purpose of this report is to provide an update on the outcome of the RFP and seek direction regarding the site operations of the South Coast green waste drop-off depot.

DISCUSSION

Scope of Work

The RFP outlined that the Site Operator is responsible for screening the loads for type of customer and types of green waste to ensure compliance with SCRD green waste program.

Proponents could propose utilizing a scale or adding infrastructure to improve the service. The SCRD also requested proponents provide options for a per tonne tipping fee, a flat rate per vehicle fee, as well as how small commercial pick-up trucks containing residential green waste could be accepted. Optional services could be explored if a contract is awarded.

RFP Results

Purchasing received one proposal. Led by Purchasing, the evaluation team consisted of four team members. The evaluation committee reviewed and scored the proposal against the criteria set out in the RFP. The compliant proposal met the specifications as outlined in the RFP and while the only proposal received, the evaluation believes the proposal provides value for the above-mentioned project.

Table 1 summarizes the compliant proposal and proposed costs for each year.

Name	Year 1	Year 2	Year 3	Total Contract Value (in the amount up to, not including GST)
Salish Environmental Group Inc.	\$102,000	\$104,448	\$106,955	\$313,403

The costs include full time video surveillance of the site by Salish Soils staff from their site in Sechelt. This video surveillance is intended to promote compliance with the type of materials accepted at this site, site safety, and service standards such as the need to load and switch out bins.

Transition would be scheduled to occur October 1, 2021 and current site operating hours (7 days a week from 8am to 3:50pm) would remain the same. Transition to the new operator is not anticipated to cause any service interruptions.

Financial Implications

The 2021 approved annual budget for this program is \$248,851, funded from taxation within Regional Solid Waste [350].

However, an additional \$100,000 from taxation within Regional Solid Waste [350] was approved in 2021 to contribute towards the entire green waste program.

Table 2 provides a summary of total green waste tonnage received and actual costs for operating the South Coast Green Waste Drop-off Depot. Tonnage, and therefore costs, continue to increase each year and expenditures are higher than budgeted.

Table 2 – Annual Tonnage and Costs for the South Coast Green Waste Drop-off Depot

	2018 Actual Costs	2019 Actual Costs	2020 Actual Costs	2021 Budget	2021 Estimated Costs
Site Operations	\$76,920	\$86,848	\$101,440	\$101,440	TOG: \$82,620 Salish: \$25,500 Total: \$108,120
Site Improvements (2016-2018)	\$23,010	-	-	-	-
Hauling	\$53,000	\$68,420	\$100,630	\$54,171	\$90,000
Processing	\$79,000	\$76,809	\$124,570	\$93,240	\$130,00
Total	\$231,930	\$232,077	\$326,640	\$248,851	\$328,120
Tonnes	1,681	1,634	2,307	-	2,300
Cost per Tonne	\$138	\$142	\$142	-	\$143

Although the proposed site operations costs are within approved budget for site operations, based on increased site operations costs from July to September of \$1,893 per month and increased green waste tonnages, there is a year-end deficit for this program projected to be approximately \$79,300.

However, some, or all of the \$100,000 of additional 2021 taxation may be able to fund the projected deficit. If at year-end there is a deficit, it would need to be funded from operational surpluses within Regional Solid Waste [350] or 2022 taxation.

Timeline for next steps

If the Board decides to award the contract, execution of the contract will follow and staff will collaborate with the Town of Gibsons and the proponent regarding the transition. Given the use of surveillance cameras, the contract will include terms to ensure that all legislative requirements to ensure that the privacy of visitors to the site are being met.

If a contract is awarded, staff can explore the optional services with the proponent and provide a staff report in Q2 2022. The report would outline the optional services proposed and associated costs. As well, the report would provide funding models for the entire green waste program for the Committee's consideration as per prior Board direction to do so.

STRATEGIC PLAN AND RELATED POLICIES

The purchasing process followed for this service is aligned with the SCRD Procurement Policy.

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 2135002 was issued for site operations of the South Coast Green Waste Drop-off Depot. The term of the contract is three years with two additional one-year renewal options, at the SCRD's discretion.

One compliant proposal was received. Staff are recommending to award the Site Operations Services for the South Coast Green Waste Drop-off Depot to Salish Environmental Group Inc. at a value of \$313,403 (not including GST).

Reviewed by:			
Manager		CFO/Finance	X-T. Perreault
GM		Legislative	
CAO	X- D. McKinley	Other	X-V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – September 9, 2021

AUTHOR: Andrea Patrao, Solid Waste Programs Coordinator
Robyn Cooper, Manager, Solid Waste Services

SUBJECT: HOME COMPOSTER REBATE PILOT PROGRAM UPDATE

RECOMMENDATION(S)

THAT the report titled Home Composter Rebate Pilot Program Update be received for information;

AND THAT staff bring forward a Home Composter Rebate Program Proposal to the 2022 Budget Process for consideration.

BACKGROUND

A Home Composter Rebate Program is an initiative of the SCRD's Regional Organics Diversion Strategy to assist with providing options to divert food waste and other compostable materials from the landfill. It was approved as a pilot program as part of the 2021 Budget Process.

At the February 25, 2021 meeting the Board adopted the following recommendation (in part):

054/25 **Recommendation No. 6** *Eco Fee Reserve Fund Considerations*

AND THAT staff bring forward a report in Q4 2021 regarding the Home Composter Rebate Program regarding whether or not to continue the program in 2022;

The purpose of this report is to provide the Committee with an update of the 2021 Home Composter Rebate Pilot Program and to seek Board direction regarding the future of this program.

DISCUSSION

Scope of Home Composter Rebate Pilot Program

Through the 2021 Budget Process, \$10,000 from Eco-Fee Reserves was approved for conducting a pilot program. Eco-Fee Reserves can only be used for one-time initiatives.

The SCRD's Home Composter Rebate Pilot Program (Pilot Program) was modelled after the SCRD's rain water harvesting rebate program and is available for home owners from any of the SCRD's Electoral Areas and all member municipalities.

Up to \$100 in rebate is available to eligible applicant home owners of the Sunshine Coast.

The rebate is applicable for the purchase of a new composter or the materials to build a composter or expand an existing home composting system. Applicants must agree that the installation will occur at a residence on the Sunshine Coast and is completed within 3 months. More information on the program can be found at www.scrd.ca/composter-rebate.

Summary of 2021 Home Composter Rebate Pilot Program

The Home Composter Rebate Pilot Program was launched June 2021 and to date staff have received 51 applications with approximately \$4,400 earmarked for rebates within three months.

Until August 31, 2021, of the 51 applications, 41 have been approved for rebates and 10 are waiting for staff review and 1 has been cancelled.

Table 1 outlines the community where rebates were requested and the types of composters.

Table 1: Summary of Composter Types by Area

Electoral Area or Municipality	Composter Types								Subtotal by area
	Static above ground	Tumbling	Electric (Vitamix)	Bokashi	3 - stage	Vermicompost (worm)	Digester (greencone)	Own build	
A	2	2	1						5
B		4				1			5
D		6					1	1	8
E	2	5						1	8
F	2								2
DOS	3	9	4	1		1	1	1	20
TOG		1			1				2
SIGD									0
Total	9	27	5	1	1	2	2	3	50

Thus far, 6 applications are from residents who indicated that they are looking to expand their current composting system and at least 36 have indicated this is their first composting installation.

Supporting the Home Composter Rebate Pilot Program is a [Let's Talk webpage](#) dedicated to Composting on the Coast. The page has received 13 visits and staff include reminders to participants in the rebate to share their experience on the webpage when communicating with residents about the Pilot Program.

Staff provided an update to the Solid Waste Plan Monitoring Advisory Committee (PMAC) at their July 20, 2021 meeting and members from all member municipalities present indicated they would share messaging with their residents. Staff forwarded visuals advertising the rebate after the meeting and shared messaging with local gardening clubs as per the discussion from PMAC.

Options and Analysis

Staff are seeking Board direction on whether or not to proceed with the continuation of a Home Composter Rebate Program by considering the following options.

Option 1 – Continue the Home Composter Rebate Program (**recommended**)

The current uptake of the Home Composter Rebate Pilot Program supports its continuation as a Solid Waste Program. To continue the program would require that it be funded from taxation as Eco-Fee Reserves can only be used for one time projects such as this year's Home Composter Rebate Pilot Program.

The implementation of a Home Composter Rebate program would align with the Regional Organics Diversion Strategy and support resident interest in composting. There would be an increase to taxation to support this program.

Another consideration for the Board is should the program continue it can be discontinued in a future year. If in the following year or subsequent years the program does not receive a to be determined minimum amount of applications staff can bring forward a staff report at the appropriate time and recommend discontinuation.

Staff recommend that a Home Composter Rebate Program Budget Proposal be brought to the 2022 Budget process for consideration.

Option 2 – Discontinue the Home Composter Rebate Program and Refer Future Considerations to the Solid Waste Management Plan (SWMP) Update

Should the Board determine that the Home Composter Rebate Program should not be continued for 2022, Staff recommend that the program be referred to the SWMP update process for consideration. The program may or may not be implemented at a later date.

Diversion of organic material will continue to be supported through curbside collection programs provided by the SCRD, Town of Gibsons and upcoming launch of the District of Sechelt's curbside service. Residents also have access to free food waste drop-off at Salish Soils.

The discontinuation of the Home Composter Rebate Program would not increase taxation.

Organizational and Intergovernmental Implications

The workload associated with the continuation of this program could be absorbed within the current workload of the Solid Waste Services Division.

Financial Implications

An increase to taxation would be required to fund this program and this increase can be included in the 2022 Budget Process. Rebates not allocated in 2021 would stay within Eco-Fee Reserves and cannot be continued into 2022.

Timeline for next steps

If the Board direction is for the program to be considered for continuation, Staff will bring forward a Proposed Initiative to the start of the 2022 Budget Process. If the program is discontinued and the Board provides direction to have the program reconsidered as part of the SWMP update, staff will include it in the process at a future date.

Communications Strategy

Staff will continue to communicate about the Composting on the Coast Let's Talk webpage on social media and depending on rebate availability, will revisit further advertising in Q3 2021.

STRATEGIC PLAN AND RELATED POLICIES

The Home Composter Rebate Pilot Program supports the 2019-2023 Strategic Plan Strategy of Achieving Sustainable Solid Waste Management.

CONCLUSION

The Home Composter Rebate Pilot Program has set aside \$4,400 for rebates within 3 months of the program's launch. The variety of types of composters and participation from the majority of Electoral Areas and member municipalities has indicated interest in the program. The continuation of the Home Composter Rebate Program would align with the SCRD's Regional Organics Diversion Strategy. The continuation of the program requires that future years be funded from taxation and Staff recommend that a 2022 Proposed Initiative be brought forward to the 2022 Budget Process.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – September 9, 2021
AUTHOR: James Walton, Manager, Transit and Fleet
SUBJECT: 2022 TRANSIT IMPROVEMENT PROGRAM RECOMMENDATIONS

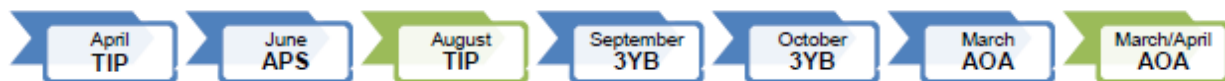
RECOMMENDATION(S)

THAT the report titled 2022 Transit Improvement Program Recommendations be received for information;

THAT based on Board direction, Administration confirm the intention to delay any expansion discussions until 2022.

BACKGROUND

Annually in April and August, BC Transit reviews the transit service under their Transit Improvement Program (TIPs), identifies a three-year service expansion plan, and initiates a discussion with the local government around the timing of the potential service improvements. If the priorities are supported, the financial requirements are then used by BC Transit to prepare a Provincial budget request for the following year. The first-year priorities require formal approval, while years 2 and 3 are for budget planning purposes with the Province. First year commitments made in August are then formally adopted into the subsequent Annual Operating Agreement. This advance planning is also required to provide the lead time necessary to acquire any additional buses (can take up 18 months).



TIP's priorities are derived from the Transit Future Plan. The 2014 Transit Future Plan (TFP) outlines service expansions/improvements for 25 years, including short term, medium term and long-term priorities. The 2014 TFP is currently under review to reaffirm and reprioritize the transit service and infrastructure proposals for the next 5 years, and is expected to be completed by the end of 2021. COVID-19 has significantly impacted travel behaviors across the region, and the 2021 Transit Future Action Plan (TFAP) will include an evaluation of the system and route performance, provide targeted improvements and optimization strategies for service and infrastructure proposals to ensure that existing and future resources are used efficiently. Once the TFAP priorities are approved, BC Transit will meet with Administration to discuss the priorities and which ones should be costed in the annual Transit Improvement Program (TIP's) Memorandum of Understanding and presented, fully costed, to the Board for decision.

This report is presented to introduce the proposed 2022-2025 transit service priorities (based on the 2014 TFP) as identified through the TIP's annual review, and to acquire Board direction.

DISCUSSION

On May 13, 2021 the Board received an Information Report providing an update on the implementation of the priorities of the TFAP through the annual TIP's planning process.

Priorities identified for 2015-17 were approved by the Board, but never executed due to a three-year expansion funding freeze by the Province. With a funding announcement made in 2016, expansion priorities for 2017-2020 were adjusted and approved by the Board which included the following:

AOA Year	Service Expansion	Annual Hours	Vehicle Requirements	Estimated SCRD Share
2017/18	TFAP Service Priority 1– Rte. 90: 30min frequency at peak, Rte. 1 (&5) hourly service	6,370	6 Med Duty	\$440,700
2018/19	TFAP Service Priority 6 – Route 4 Halfmoon Bay approx. hourly frequency Mon-Sat with increased hours of operation year round	2,100	1 Light Duty	\$133,800
2019/20	TFAP Service Priority 3 - Service to Chatelech School via Route 2 (if Cowrie Street completed)	200	None	\$8,300
	TFAP Service Priority 4 - Introduce service to Pender Harbour	840	1 Light Duty	\$80,100

The TIP's priority for 2017 was implemented in October 2017 and the full year costs were included in 2018 which resulted in 15% taxation increase for the service. Administration was also able to negotiate additional funding from BC Transit in the 2018 Annual Operating Agreement. The ridership revenue increase anticipated through the 2017 expansion was first achieved in 2019, one year earlier than anticipated, and has since decreased significantly due to the pandemic in 2020/21.

Given the financial status of the service in 2017, 2018 and 2019 the Board did not implement any further service expansions outlined, other than the financially attainable expansion of Route 2 to Chatelech Secondary School following the completion of the extension of Cowrie Street in the fall of 2019.

Due to the COVID-19 pandemic, the Province deferred expansions in 2020/21.

As noted in the May 13, 2021 report to the Board, expansion priorities and planning related to infrastructure improvements noted in the current TFAP have not been addressed and need to be considered in the revision of the TFAP that is currently underway.

The proposed 2022-2023 TIP's service expansions include the following (see also Attachment A):

AOA Year	Service Expansion	Annual Hours	Vehicle Requirements	Estimated SCRD \$ Share
2022/23	Implement priorities from upcoming Transit Future Action Plan, including consideration for improving service frequency on core transit routes #1 and #90	4,500	2 Heavy Duty	unknown
2023/24	Continue to implement priorities from upcoming Transit Future Action Plan including increased frequency and service to new priority areas as identified in the TFAP	1,320	1 Light Duty	unknown
2024/25	Investigate opportunities from Transit Future Action Plan	4,500	2 Heavy Duty	unknown

The SCRD is in a unique situation in that we are currently revisiting the Transit Future Action Plan and readjusting priorities. It is these finalized and approved priorities that are the source for the new expansion opportunities each year. The revised TFAP will not be presented to the Board for adoption until early in 2022. In the spring of 2022, it is anticipated that the next Transit Improvement Planning process will have clear priorities as well as the projected financial impacts for both parties.

Setting realistic expansion initiatives that are financially and practically feasible to implement in the coming years will be critical. Resource shortages and COVID fatigue are being realized throughout the region. Competing priorities for limited SCRD resources also need to be considered.

There are several challenges that the SCRD faces when considering the transit expansions proposed. Driver recruitment and retention to meet current levels of service has been a significant challenge in the past year. Expansion of service will have implications on current infrastructure capacity. Additional buses in the fleet will be difficult to accommodate at Mason Yards without significant changes. Current resources are stretched and an expansion would require additional considerations for the garage (mechanics), dispatch, supervision and support services.

BC Transit is looking for confirmation on how the SCRD would like to proceed with the proposed 2022-2025 TIP priorities. The choice to expand services or hold steady is at the discretion of the local government and there is no pressure from BC Transit to expand.

Option 1: Support the 2022+ TIPs recommendation and sign an MOU from BC Transit. (Not recommended)

Option 2: Delay expansion considerations until the 2022 TIP's discussions occur and the Transit Future Action Plan update is complete. (Recommended)

Administration does not recommend transit expansion in 2022/23. TIP's discussions will occur again in the spring of 2022, and at that point the TFAP update will be complete and further planning on the internal resource requirements for expansion will also have been explored.

STRATEGIC PLAN AND RELATED POLICIES

The Transit service aligns with SCRD 2019-2023 Strategic Priorities of community resilience and climate change adaptation.

CONCLUSION

The BC Transit 2022-2025 Transit Improvement Program (TIP's) has presented options for service expansion over the next three years using the current Transit Future Action Plan priorities.

Administration recommends no further expansion of Transit services in 2022. Planning in 2022 by Administration (both in terms of infrastructure and resources requirements for expansion) and the adoption of the re-visited TFAP priorities will better position Administration to understand the capacity and financial implications of expansion when the TIP's planning process occurs in the spring.

Reviewed by:			
Manager		Finance	X – B. Wing
GM	X – S. Gagnon	Legislative	
CAO	X – D. McKinley	Other	

ATTACHMENTS

Attachment A: 2022+- 2025 TIP's Expansion Form provided by BC Transit

TIPs Expansion Form: 2022-2023 (Year 1)

System Name	Sunshine Coast Transit System
Service Description	-Implement priorities from upcoming Transit Future Action Plan, including consideration for improving service frequency on core transit routes. Route #1 and #90 currently identified as high priority options.
Sub-System (Optional)	
Fiscal Year	2022/23
System ID	700
Implementation Month	January 2023
Annual Hours	4500
Part Year Hours	
Est. Rides/Hour	20
Planning Document	2021 Sunshine Coast Transit Future Action Plan
MOU Status	Proposed
High Capacity	-
Heavy Duty	- 2
Med Duty 35'	-
Med Duty 30'	
Light Duty LF	-
Light Duty HF	-
LD Sprinter	-
Hoists	-
* Please ensure that Fleet Planning has provided an up-to-date fleet sheet	

TIPs Expansion Form: 2024-2025 (Year 2)

System Name	Sunshine Coast Transit System
Service Description	Continue to implement priorities from upcoming Transit Future Action Plan – increase frequency and service to new priority area's as identified in TFAP
Sub-System (Optional)	
Fiscal Year	2023/2024
System ID	700
Implementation Month	January 2024
Annual Hours	1320
Part Year Hours	
Est. Rides/Hour	
Planning Document	2021 Sunshine Coast Transit Future Action Plan
MOU Status	Proposed
High Capacity	-

Heavy Duty	-
Med Duty 35'	-
Med Duty 30'	-
Light Duty LF	- 1
Light Duty HF	-
LD Sprinter	-
Hoists	-
* Please ensure that Fleet Planning has provided an up-to-date fleet sheet	
TIPs Expansion Form: 2025-2026 (Year 3)	
System Name	Sunshine Coast Transit System
Service Description	Transit Future Plan, investigate opportunities from Transit Future Action Plan
Sub-System (Optional)	
Fiscal Year	2025
System ID	700
Implementation Month	January 2025
Annual Hours	4,500
Part Year Hours	
Est. Rides/Hour	
Planning Document	
MOU Status	Proposed
High Capacity	-
Heavy Duty	2
Med Duty 35'	-
Med Duty 30'	-
Light Duty LF	-
Light Duty HF	-
LD Sprinter	-
Hoists	-
* Please ensure that Fleet Planning has provided an up-to-date fleet sheet	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – September 9, 2021

AUTHOR: James Walton - Manager, Transit and Fleet

SUBJECT: TRANSIT ROUTE 3 (SECHELT ARENA) PROPOSED ROUTING CHANGE

RECOMMENDATION(S)

THAT the report titled Transit Route 3 (Sechelt Arena) Proposed Routing Change be received for information;

AND THAT the proposed change to transit service Route 3 Sechelt Arena be approved for implementation on October 12, 2021.

BACKGROUND

At its July 27, 2021 meeting, the SCRD Mason Road Joint Health and Safety Committee discussed safety and operational concerns for Transit Route 3 (Sechelt Arena) brought forward by Transit Operators. The concerns were related to the space constraints of two intersections impacting the ability of the buses to navigate the turn without encroaching into oncoming traffic lanes. The specific intersections are at Cowrie St. and Trail Avenue and Wharf Avenue and Dolphin Street located in the District of Sechelt.

The purpose of this report is to present analysis of these operational concerns and proposed route changes to mitigate the associated risks.

DISCUSSION*Analysis*

The District of Sechelt began a roadway project which affected the intersection of Cowrie Street and Trail Avenue in 2017/2018. The works were constructed in 2020, which introduced a protected intersection (Figure 1). Unfortunately, during consultations regarding the intersection improvements, considerations regarding spatial requirements for transit buses was not identified.

In July 2021, Transit Operators brought forward safety and operational concerns as a result of the protected intersection upgrades. The intersection is controlled by a four-way stop and now features curb extensions as shown in Figure 2. The space constraints created by the curb extensions have narrowed the lane widths impacting the ability for buses negotiate the turn without encroaching into oncoming traffic.

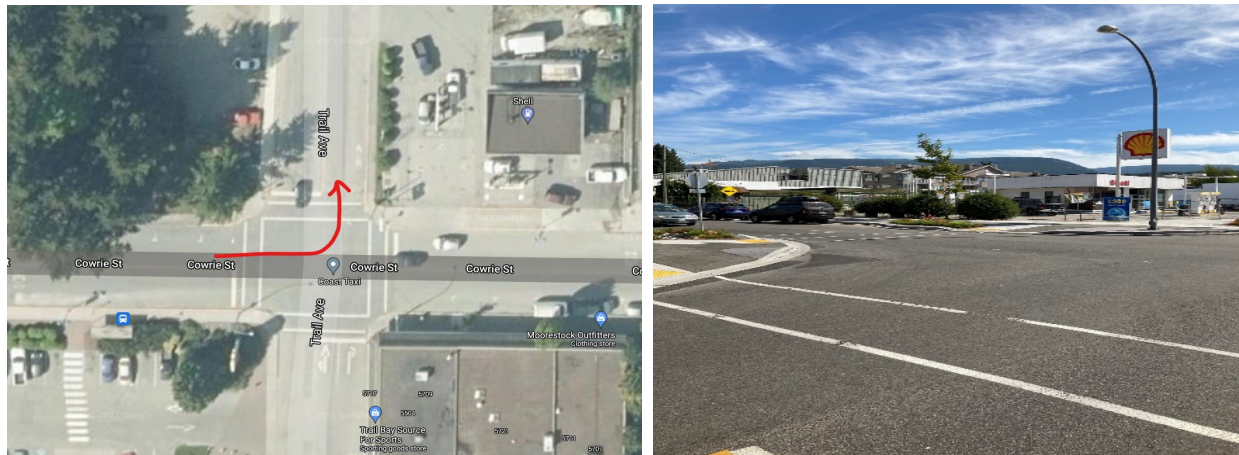


Figure 1 on the left shows the lefthand turn at Cowrie St. Figure 2 on the right shows the protected intersection as it exists today.

While in discussion with the Mason Road Joint Health and Safety Committee regarding the intersection at Cowrie Street and Trail Avenue, Transit Operators also identified a second concern for Route 3 at the intersection of Wharf Avenue and Dolphin Street. The current routing for Route 3 at this intersection has the bus travelling south on Wharf Street and making a right-hand turn onto Dolphin Street (Figure 3). A similar constraint exists at this corner in that the tight turn is difficult to navigate without encroaching into the left-hand turn lane for east-bound traffic on Wharf Avenue (Figure 4). In order to safely turn, the bus has to wait until the left-hand turn lane on Wharf Avenue is clear before completing their turn onto Dolphin Street.

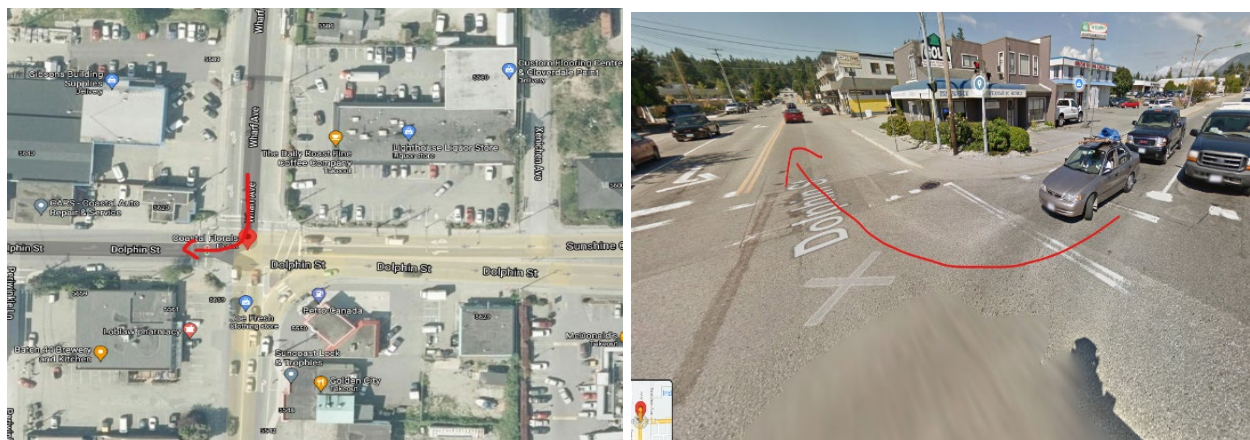


Figure 3 on the left shows the right-hand turn from Wharf Ave. to Dolphin St. Figure 4 on the right shows a street view of the same turn.

In August 2021 SCR D staff met with BC Transit staff to discuss the safety and operational concerns. After review, both parties recommend changes to the existing routing for Route 3 (Sechelt Arena). See attached letter of support from BC Transit (Attachment A).

Options:

Option #1: Continue status quo. (not recommended)

Option #2: Propose a route change to eliminate the challenging turns. Administration and BC Transit are recommending the following changes to Route 3 (Sechelt Arena):

1. **To the Arena:** Route 3 at Cowrie St. and Trail Ave. would continue to travel east on Cowrie St. to Wharf Ave., turn right onto the Sunshine Coast Highway, turn right once more on Trail Ave. and continue as per the current routing today.



2. **To Trail Bay Exchange:** Route 3 continue to operate south on Wharf Ave., proceeding onto the Sunshine Coast Highway, turning right on Shorncliffe Ave., turning right once again on Cowrie St., and returning to the downtown exchange.



Impact to Ridership

These Route 3 changes would result in the elimination of two current bus stops:

Stop #118033 – Dolphin and Inlet

- Option for riders to catch the bus at Wharf Avenue and Dolphin Street approximately 270m from the current stop
- Current use of this stop is on average 2 riders per day (based on data from January 2021 to date)

Stop #17011 – Dolphin and Trail Avenue

- Option for riders to catch the bus at Cowrie Street and Trail Avenue (at the Downtown exchange) approximately 330m from the current stop
- Current use of this stop is on average 1 rider per day (based on data from January 2021 to date)

The anticipated additional time required for the route changes is an additional two (2) minutes of running time, and scheduling has advised that the extra time can be accommodated within existing schedules.

Financial Implications

There are no anticipated financial implications to the SCRD.

Timeline for next steps or estimated completion date

If the proposed route changes are supported, the implementation date is recommended to coincide with the bus schedule change on October 12, 2021. Communication regarding the changes to the public would commence immediately by both the SCRD and BC Transit (e.g. Sunshine Coast Transit System “Trip Alerts” system, website, media, etc.).

STRATEGIC PLAN AND RELATED POLICIES

Supporting the proposed changes aligns with both the Board and Corporations commitment to the safety of the public, employees and property.

CONCLUSION

Due to the safety and operational concerns regarding the intersections of Trail Avenue and Cowrie Street as well as Wharf Avenue and Dolphin Street, it is recommended that the routes be changed to eliminate the need to use those particular intersections.

ATTACHMENTS

A – Letter of support from BC Transit dated August 10, 2021

Reviewed by:			
Manager		Finance	X - T. Perreault
GM	X – S. Gagnon	Legislative	
CAO	X – D. McKinley	Other	



August 10, 2021

James Walton
 Manager, Transit and Fleet
 Sunshine Coast Regional District
 5920 Mason Rd.
 Sechelt, BC V0N 3A8

Dear Mr. Walton

RE: Route 3 Sechelt Arena Proposed Routing Change

1.0 PURPOSE

To provide the Sunshine Coast Regional District with information identifying two safety/operational issues noted by SCRDC pertaining to the operation of Route 3 Sechelt Arena bus in the District of Sechelt, and recommendations for addressing these issues.

2.0 BACKGROUND

BC Transit was first made aware of recent roadway improvement project on (DATE). The roadway project included the construction a protected intersection, in the District of Sechelt at Cowrie St. and Trail Avenue, which has created impacts for the Route 3 Sechelt Arena bus operations. This protected intersection is impacting the ability for Route 3 Sechelt to negotiate a left turn from Cowrie St. (eastbound) onto Trail Ave. (northbound), please see *Figure 1*.

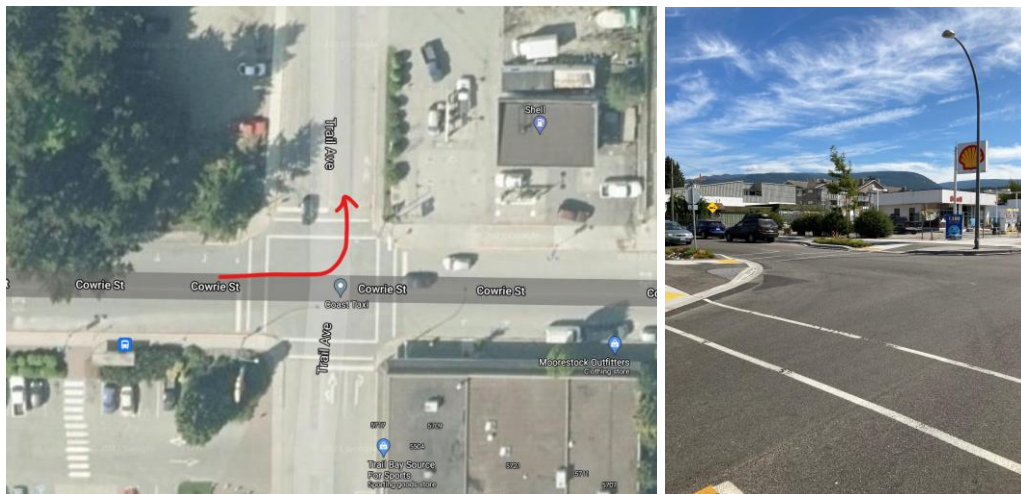


Figure 1 on the left shows the lefthand turn at Cowrie St. Figure 2 on the right shows the protected intersection as it exists today.

The intersection is controlled by a four-way stop and now features curb extensions as shown in *Figure 2 (above-right)*. These types of roadway improvements are typically installed as part of traffic calming efforts along with improving pedestrian crossings. These curb extensions have narrowed the lane widths impacting the ability for buses negotiate this turn without encroaching into oncoming traffic.

While exploring the challenges related to the Cowrie St. intersection, a second issue was identified at Wharf Ave. and Dolphin St. The current routing for 3-Sechelt has the bus travelling south on Wharf St. and making a right-hand turn onto Dolphin St. (see figure 3 below on the left). The issue noted by operations is for the bus vehicle to negotiate this right-hand turn, it must encroach into the left-hand turn lane for east-bound traffic on Wharf Ave. (see figure 4 below on the right). The bus has had to wait as a result to ensure the left-hand turn on Wharf Ave. is clear before completing their turn from Wharf Ave. onto Dolphin St.

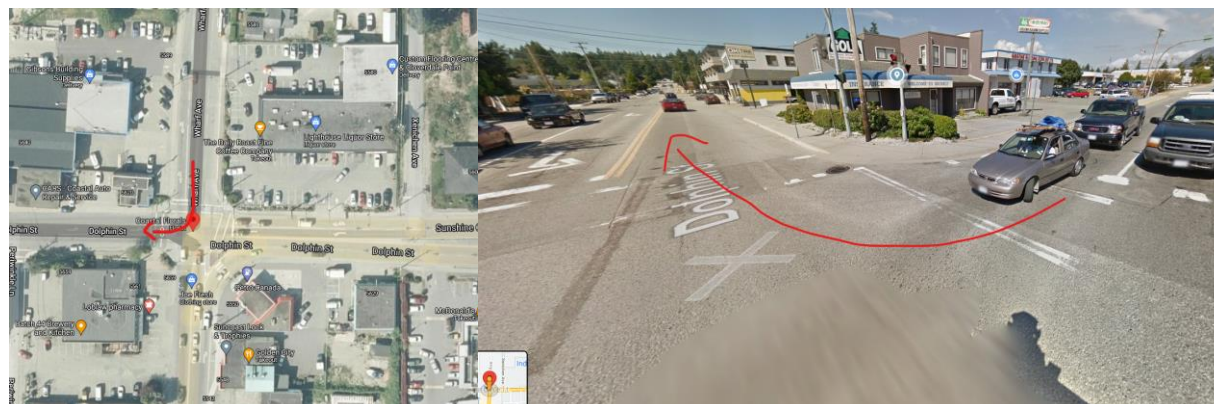


Figure 3 on the left shows the right-hand turn from Wharf Ave. to Dolphin St. Figure 4 on the right shows a street view of the same turn.

3.0 Proposal

SCRD operations staff have recommended the following changes to the existing routing in the short-term for Route 3 Sechelt Arena:

1. **To the Arena:** Route 3 at Cowrie St. and Trail Ave. would continue to travel east on Cowrie St. to Wharf Ave., turn right onto the Sunshine Coast Highway, turn right once more on Trail Ave. and continue as per the current routing today. *Please see Appendix B, Page 24 for details*
2. **To Trail Bay Exchange:** Route 3 continue to operate south on Wharf Ave., proceeding onto the Sunshine Coast Highway, turning right on Shorncliffe Ave., turning right once again on Cowrie St., and returning to the downtown exchange. *Please see Appendix B, Page 24 for details*

4.0 Bus Stop Information

This potential route proposal will mean that Route 3 will no longer stop at Dolphin and Inlet #118033, and Dolphin at Trail Ave. #170011.

1. *For Stop #118033 at Dolphin St. and Inlet,* a potential solution would be for passengers to use #170331 at Wharf Ave. and Dolphin St., nearside, approximately 270m from #118033.
2. *For Stop #170011 at Wharf Ave. and Dolphin St.,* a potential solution would be for passengers to use the stop at Cowrie St. and Trail Ave. at the Downtown Exchange, approximately 330m away.
3. Current passenger usage at these stops from Jan. 2021 to date for Route 3 show little usage in terms of alightings and boardings, or the total activity¹
 - Stop #170011 – total activity – 1 passenger on average per day
 - Stop #170331 – total activity – 2 passengers on average per day
 - Stop #118033 – total activity – 2 passengers on average per day

¹ Total Activity is the sum of alightings and boardings based on the average daily usage at a bus stop

5.0 Scheduling Implications

The additional time required for the Route 3 Sechelt Arena to accommodate this detour is an additional 2 minutes of running time. Scheduling has advised that this extra time can work with the existing bus blocking without the addition of significant revenue time.

6.0 RECOMMENDATIONS

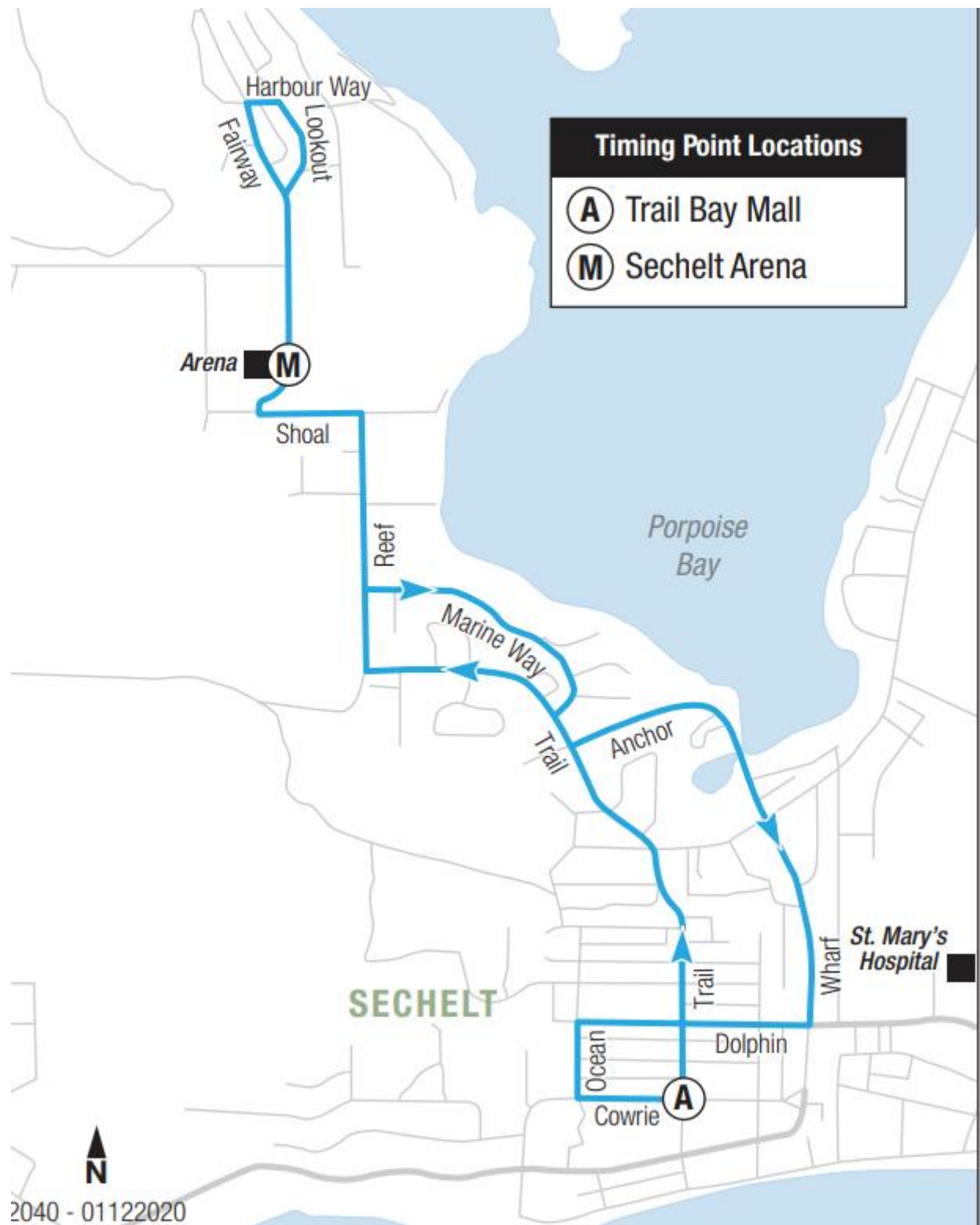
It is recommended that the:

- **SCRD receive this report for information and provide comment on how to proceed with the temporary proposal to re-route 3 Sechelt Arena**
- **SCRD and BC Transit work with the District of Sechelt to identify a long-term solution to ensure the safe operation of 3 - Sechelt Arena**

Rob Ringma
Senior Regional Transit Manager
BC Transit
Rob_ringma@bctransit.com

Frank Arellano
Transportation Planner
BC Transit
Frank_arellano@bctransit.com

Appendix A – Existing Routing



Appendix B– Proposed Detour Routing



1. Route 3 at Cowrie St. and Trail Ave. would continue to travel east on Cowrie St. from it's starting location at the interchange, the Trail Bay Mall (point A above)
2. From Cowrie St., a right turn onto to Wharf St. and onto the Sunshine Coast Highway
3. From the Sunshine Coast Highway, turn right on Trail Ave. and continue as per the current routing today going North on Trail Ave.



4. Route 3 will continue to operate south on Wharf St., turning right onto the Sunshine Coast Highway
5. From the Sunshine Coast Highway, the bus will travel will right onto Shorncliffe Ave.
6. From Shorncliffe Ave., the bus will turn right once again onto Cowrie St. returning to the Trail Bay Mall exchange as it currently does today.

Appendix C – Site Condition Images



Dolphin St. at Wharf Ave. – Southbound to Westbound turn



Cowrie St. at Trail Ave. Protected intersection additions

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – September 9, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: INFRASTRUCTURE SERVICES DEPARTMENT – 2021 Q2 REPORT

RECOMMENDATION(S)

THAT the report titled Infrastructure Services Department – 2021 Q2 Report be received.

BACKGROUND

The purpose of this report is to provide an update on activities in the Infrastructures Services Department for the Second Quarter (Q2) of 2021: April 1 – June 30, 2021.

The report provides information from the following divisions: Water, Wastewater, 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 382 km of watermain, 24 storage reservoirs, 20 pump stations, 38 pressure reducing valve stations, 1,422 fire hydrants, 6 chlorination stations, 12 Water Treatment Facilities, 18 Water Service Areas and approximately 11,516 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

- 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 Board awarded the material and services during construction contracts at the July 8th Board meeting and the construction phase is planned to occur in the fall of 2021.
- Henry Road Watermain Replacement
 - The final design and construction drawings are complete for the replacement of asbestos cement watermain along Henry Rd, north of Reed Road. The Board awarded the material and services during construction contracts at the July 8th Board meeting and the construction phase is planned to occur in the fall of 2021.
- Eastbourne Watermain Burying
 - The design drawings are complete for the replacement and burying of the above-ground 2 inch PVC pipeline on Keats Island. Project construction is scheduled to be initiated in Q1 2022.
- Exposed Watermain Rehabilitation
 - Completion of the work occurred in July 2021.
- San Souci Bridge Watermain replacement
 - In July 2021 during the Exposed Watermain Rehabilitation project it was identified that the watermain underneath a bridge on San Souci Road was deteriorated beyond repair and required urgent replacement. This replacement work is expected to be completed in the upcoming months.

Water Projects

- Groundwater Investigation– Phase 4 A Church Road well field
 - The final design and tendering documents are complete. Staff are still working with the Squamish Nation and FLNRORD on the review and submission of recent documents. 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 in the summer of 2022.
- Groundwater Investigation Phase 2 – Part 2
 - The Langdale well development project is currently being tendered.
 - The development of the RFP for Maryanne West Park well development project is currently scheduled to be initiated in the fall of 2022.

- Eastbourne Groundwater Development
 - Work on this project is scheduled to be initiated in Q4 2021
- Raw Water Reservoir(s) – Feasibility Study Phase 4
 - The exploratory geotechnical and multi criteria analysis still has to be completed before this project could be completed. Due to a variety of reasons the discussions on this project with the shíshálh Nation are delayed and are now expected to be concluded in Q4 2021 to allow for this project to be completed early 2022.
- Chapman, Edwards, McNeil Lake and Saddle Dam Safety Upgrades
 - This project was awarded in July 2021 and the design for the required upgrade and any outstanding regulatory documentation is expected to be completed in Q1 2022.
- Chapman Water Treatment Plant Chlorination Project
 - The project was formally tendered in July 2021 and a Contract Award report for the Construction Contract of this project is part of the September 9, 2021 ISC agenda package. Construction will commence in late Q3 2021 and carry over into Q1/Q2 2022.
- 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 2022. A RFP for engineering services will be released in Q3 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 are at risk of overflowing on crown land. In collaboration with the shíshálh Nation and Lehigh Hanson, a temporary measure is in place to avoid overflow during the upcoming fall, winter and spring season. A RFP for the development of a long-term residual disposal plan is currently being developed.
- Chapman Creek Water Treatment Plant Hot Water Upgrade
 - Chapman Water Treatment Plant hot water system tanks are on site and are in the process of being installed. Staff are coordinating this project with the onsite hypochlorite generation project to find efficiencies and cost savings. Upgrades will be completed in Q3 2021.
- Langdale Well Upgrade
 - Construction of the mechanical and electrical improvements began in early March and were completed in late April 2021.
- Chaster Well Surface Seal
 - Preliminary design is complete and drafting of the tender documents is currently scheduled for Q3 or Q4 2021.

- Cove Cay Pump Station Rebuild
 - The Cove Cay pump station needs 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, due to staffing workload upgrades to take place in 2022.
- Cemetery Reservoir Fencing and Road Access
 - This project is now complete.
- Reed Road pump station Zone 4 upgrade
 - This project will be initiated early 2022

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 Q3 2021. The draft tender document is complete and the staff are awaiting results of the Federal Grant approval to proceed with formal tendering.
- Curran Road Outfall Maintenance

Phase 1 of the outfall ballast replacement has been completed. Phase 2, the completion of the remaining work will be completed in Q3 2021. The contractor is currently constructing the weights and installation will follow. This project is scheduled to be completed in Q3 2021.
- Square Bay Infiltration
 - Ongoing inspections and record keeping are assisting in response and correction of Inflow & Infiltration. While the repairs reduced the infiltration into the collection system, more repairs to the collection system are required to avoid future non-compliance incidents. This work will take place in Q3 & Q4 2021.
- Secret Cove and Jolly Roger Trash Screen Replacement
 - The trash screens which screen out the solids going into the wastewater plants were failing and had holes in them which was allowing solids into the wastewater process and causing issues. Both screens have been replaced.
- Roberts Creek Co-housing
 - In Q2 staff began work at the wastewater facility to improve effluent quality and found significant design errors expanding the original scope of work. Currently staff are awaiting materials to complete essential improvements as work needs to be started and completed the same day. Progress report will be presented at October 2021 ISC meeting.

Public Participation

- Let's Talk Water Public Forums
 - April 26, 2021: Water Supply and Projections
 - May 26, 2021: Water Meter Program
 - Events were recorded and posted to the SCRD YouTube channel
- Recordings of the monthly water supply updates were shared on the Let's Talk SCRD webpage, immediately after ISC meetings
- Added new water supply project information on Let's Talk SCRD
- Monthly Update of Average Daily Water Use for residential properties, which includes personalized water consumption data.
 - Around 200 residents are currently subscribed to the Monthly Water Use update with ongoing interest generated from leak notification letter recipients.
- Leak notification letters were sent to 387 residents in early June. In addition, any commercial customers with a water leak received notification on their quarterly utility bill.
- Local newspaper advertisements on water meter program and water conservation programs in May and June.

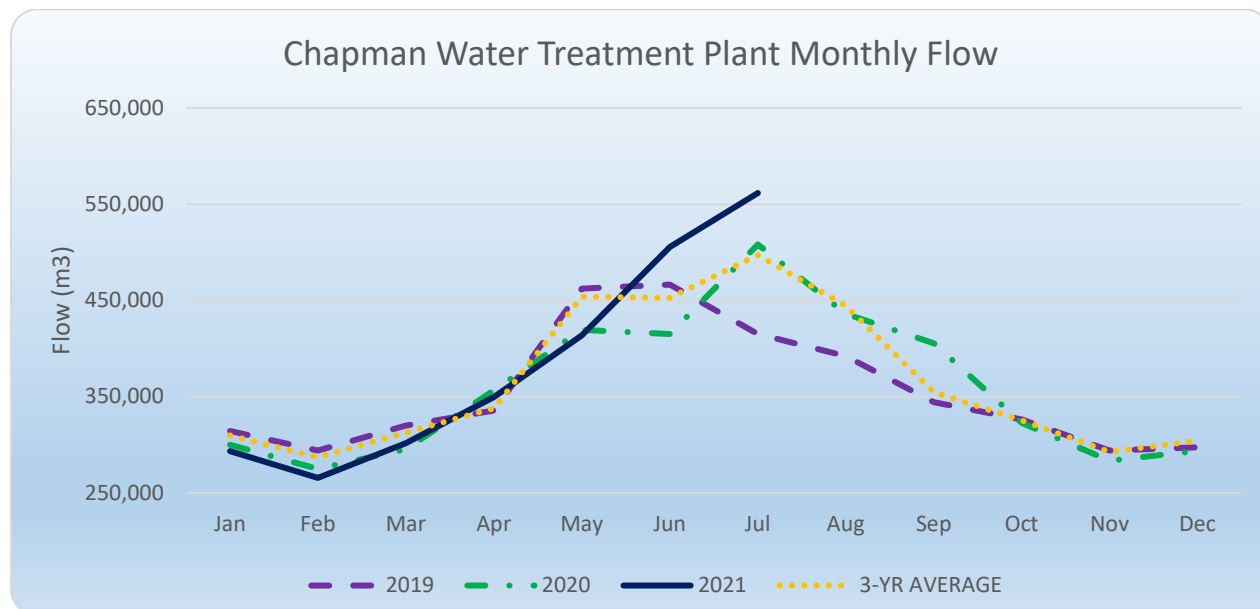
Water Planning and Policy development

- Feasibility Study Watershed management function
 - An RFP for a contractor to provide support on this project was issued in May and awarded in June. The first results are scheduled to be presented to the Board in Q4 2021.
- Water Sourcing Policy
 - This project will be initiated in Q4 2021
- Bylaw 422 review and updating
 - Staff are currently assessing the options to strengthen current or add new the water conservation-oriented provisions in this Bylaw and will present proposed bylaw amendments to the Board in Q1 2022. Subsequently, a full rewrite of the Bylaw to modernize and upgrade other components will be initiated and is expected to be completed in 2023.
- Water supply plans regional water system
 - This project is currently in the planning stage, which include the development of a project plan, public participation plan and scope of work for the model upgrade and technical development.
- Feasibility Study Long-term surface water supply sources
 - This project is current scheduled to be initiated early 2022

OPERATIONS - WATER DISTRIBUTION SYSTEM

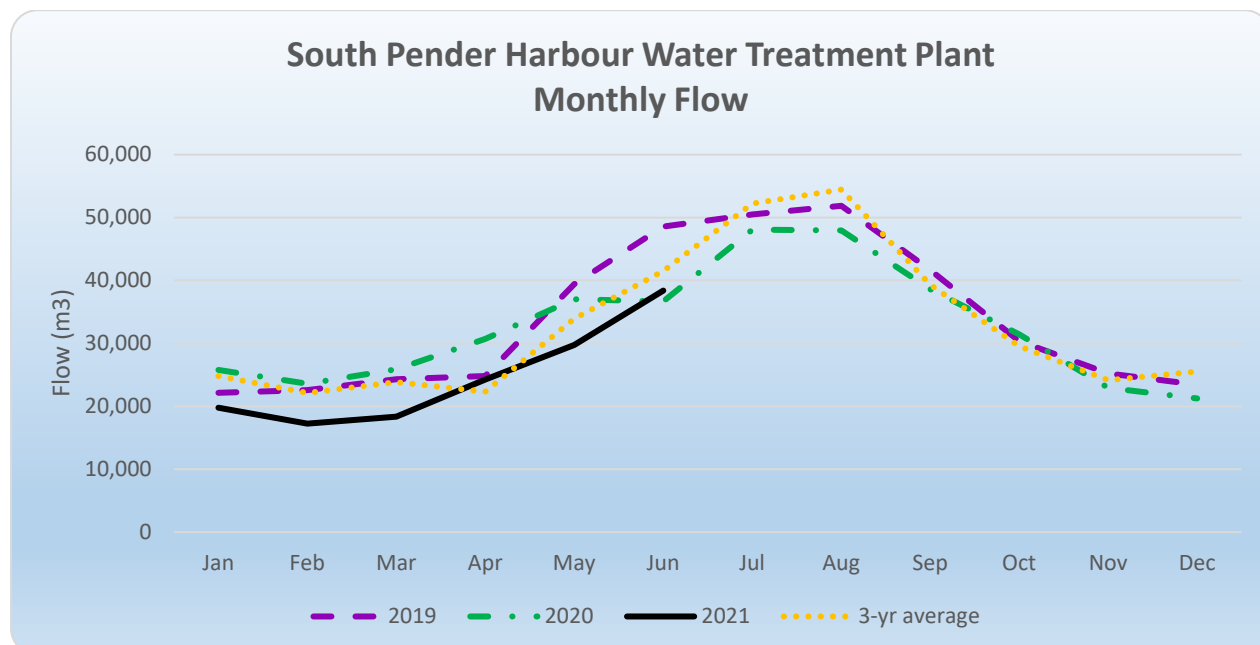
CHAPMAN WATER TREATMENT PLANT

In the Q2 2021, the Chapman Creek Water Treatment Plant produced and supplied 1,268,862 m³ of potable water to residents, an increase over the three year average.



SOUTH PENDER WATER TREATMENT PLANT

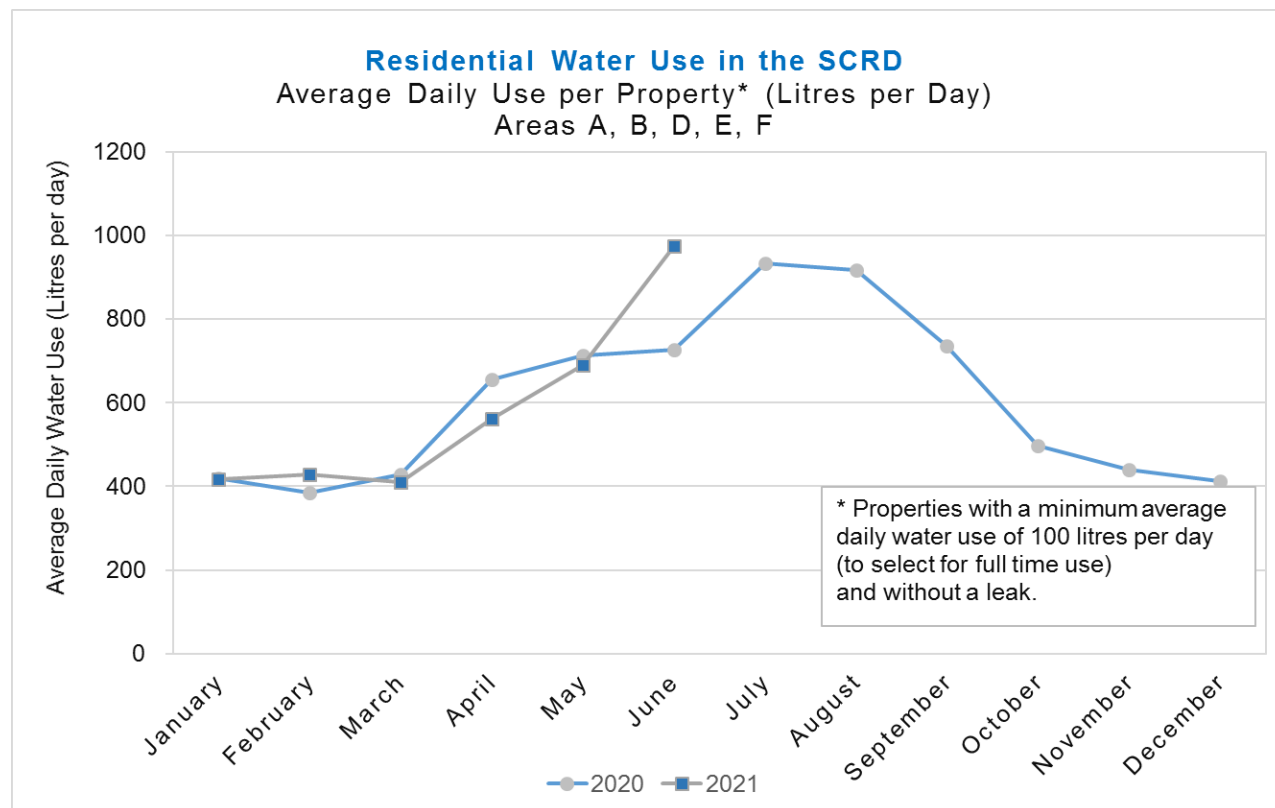
In the Q2 2021, the South Pender Water Treatment Plant produced and supplied 92,392 m³ of potable water to approximately 2,300 full and part-time residents of Madeira Park, Francis Peninsula and the surrounding area. This is a decrease over the three year average.



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

RESIDENTIAL WATER USE

Average monthly use increased in June 2021 compared to previous year. In 2020, average residential use on metered properties was less than 800 litres per day, while in 2021, the average was almost 1,000 litres per day. This could be attributed to above average seasonal temperatures and little precipitation in late spring. Water conservation education and outreach remains a top priority, particularly during the dry summer months.



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

Green Bin program information can be viewed at www.scrd.ca/curbside-food.

From January to June 2021 inclusive, 301 tonnes of food waste has been collected for composting.

From program launch on October 6, 2020 to June 30, 2021, 463 tonnes of food waste has been collected for composting.

Curbside Recycling Collection

The SCRD undertook a public engagement process in the form of a questionnaire for residents of SCRD Electoral Areas B, D, E and F to determine interest in receiving and paying for curbside recycling collection services.

Two staff reports regarding the questionnaire results and options for next steps were provided to this Committee: [Curbside Recycling Questionnaire Public Engagement Report](#) and [SCRD Curbside Recycling Service – Additional Information for Consideration](#).

Ultimately, the SCRD Board decided not to proceed with a curbside recycling service for SCRD Electoral Areas B, D, E and F. Instead, directed staff to consider this service as part of the Solid Waste Management Plan update.

Love Food Hate Waste (LFHW) 2021 Provincial Campaign

SCRD staff were informed that the Provincial partnership with LFHW Canada was ending on June 30, 2021. With the end of the formal agreement the provincially branded materials will no longer be made available to the SCRD for use on social media. Staff have been informed of future information sessions on this topic and will update when more information is available.

Metro Vancouver Municipal Waste Reduction Coordinator Committee (MVMWRCC)

Staff attended MVMWRCC Committee meeting on May 19, 2021. At the meeting information was provided on the launch of Metro Vancouver's Single Use Item Reduction campaign and a pre-engagement launch update on the Solid Waste Management Plan.

On June 22 staff attended a Single use items regulatory framework harmonization information session for Metro Vancouver. Metro Vancouver member municipalities, UBC, Fraser Valley Regional District and Squamish-Lillooet Regional District were also in attendance and were updated on what Metro Vancouver is working towards in terms of single use items and garner feedback to draft a bylaw standard for single use items and plastics. The goal is to have a regional base for creating bylaws that will be able to be aligned with provincial requirements and consistent fees and considerations.

British Columbia Product Stewardship Council (BCPSC)

Staff attended a BCPSC meeting on May 26, 2021. Staff received an update from SABC and information the development of an Accessibility Framework.

Coast Waste Management Association (CWMA)

Staff attended a Construction and Demolition Working Group meeting on April 14 and June 23 and information was shared about City of North Vancouver's Zero Waste Gap analysis that identifies Construction and Demolition as a large opportunity for improved diversion. The Vancouver Economic Commission shared work being done by the private industry.

Staff attended an Educators and Communications Working Group meeting on May 12, 2021 and were provided with an update on the development of a resource network for staff from member municipalities to share work resources and information with regards to organics and composting.

RCBC – Annual Conference June 10-11

Staff attended the Annual Conference where updates were shared about compostable plastics and work being done by industry to utilize them beyond compostable cutlery. Examples included compostable tarps used in weed suppression in farming that provides nutrients to growing plants while deterring unwanted weeds. Information was provided regarding mattress EPR and mattress recycling capacity in light of the provincial intentions paper on changes to the recycling regulation. There was information shared on efforts to support reuse even during the pandemic and lessons learned on how educating residents on recycling is key to ensure myths are perpetuated. Several remote communities shared their experiences in moving towards waste reduction goals when transportation networks are not as robust as parts of the province and this included developing local options advocating for provincial initiatives.

Islands Clean Up 2021

Islands Clean Up events are scheduled for the following dates:

Date	Event
Sun July 4	Nelson Island – Flag Stops
Sat July 17	Gambier Island – Flag Stops
Sat Aug 7	Keats Island –On land - Keats Landing Keats Island –On land - Eastbourne Keats Island – Flag stops Gambier Island –On land - New Brighton
Sat Aug 28	Thormanby and Trail Island

Staff have undertaken a "Community Check In" to seek feedback from island residents about the Islands Clean Up Program. [Islands Cleanup Check In](#). Feedback is being collected until September 10, 2021. A report will be provided in Q4 with a summary of the Check In's findings.

Home Composter Rebate Pilot Program

Staff launched the Home Composter Rebate Pilot Program in May. The pilot program provides rebates of up to \$100 towards the purchase of a home composter for any home owner on the Sunshine Coast. A report on pilot program is also included in the September 9, 2021 ISC agenda package.

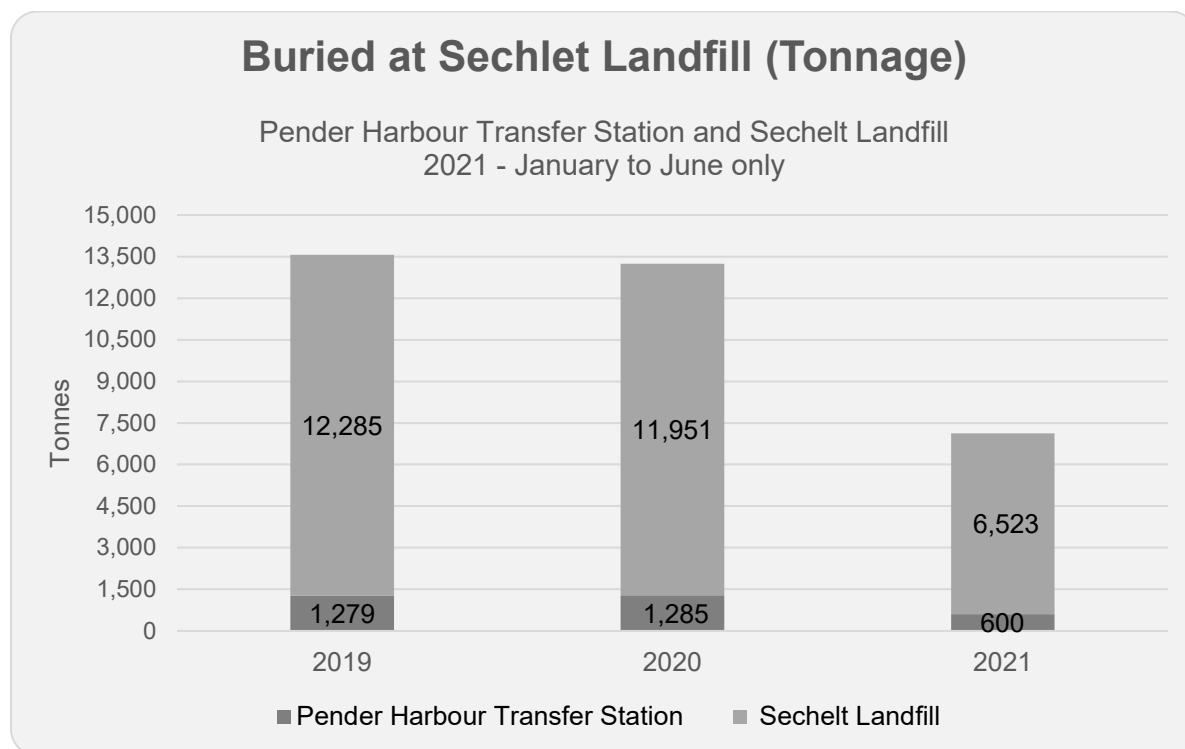
SOLID WASTE OPERATIONS

Sechelt Landfill Public Drop off area Construction Project

Construction for the new public drop off area at Sechelt Landfill began on May 17, 2021. Rapid Impact Compaction has stabilized the ground disturbance that was identified in Q1 2020 within the footprint of the new drop off site. Lock block walls have been constructed and the area is continuing to be built up. Alongside the construction, the temporary drop-off area has been re-arranged several times to ensure that operations remain uninterrupted as much as possible. Due to limited space, priority has been given to be able to accept materials that do not have alternative drop off locations on the Sunshine Coast. Materials that have been temporarily suspended until the project is completed are: tires, paint and Product Care waste, cooking oil and fridges with ammonia or Freon. Staff are undergoing public engagement through the [Let's Talk SCRD](#) page.

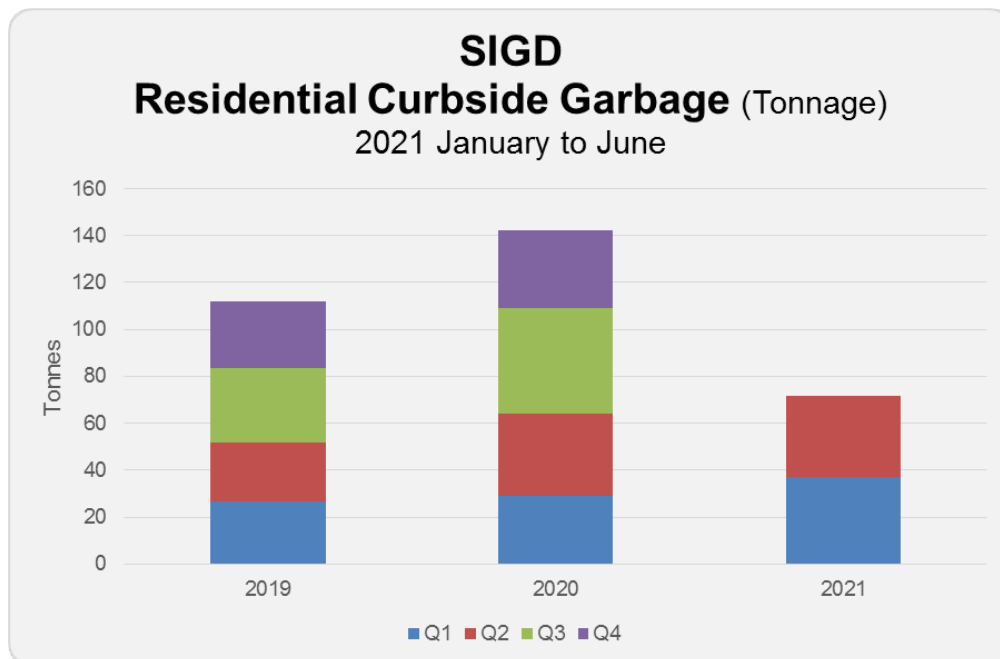
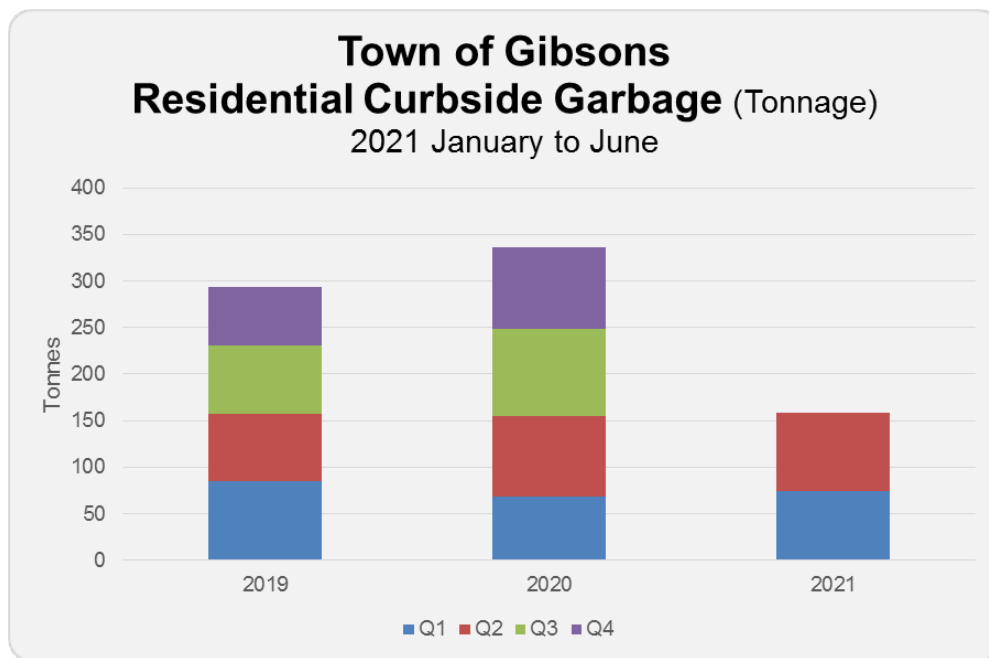
Statistics – Landfill

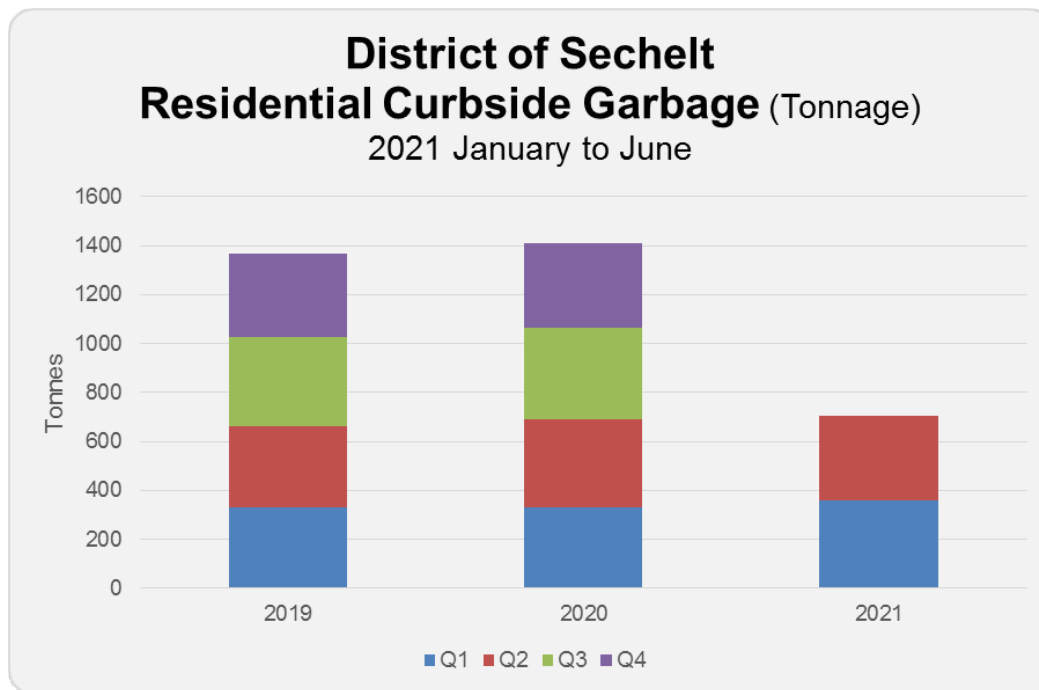
The tonnage presented includes an estimated combined total of all material from the Pender Harbour Transfer Station that is transferred to the Sechelt Landfill for burial and all material received at the Sechelt Landfill and buried. This includes: residential curbside garbage, self-hauled garbage, commercial garbage, roofing, 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.



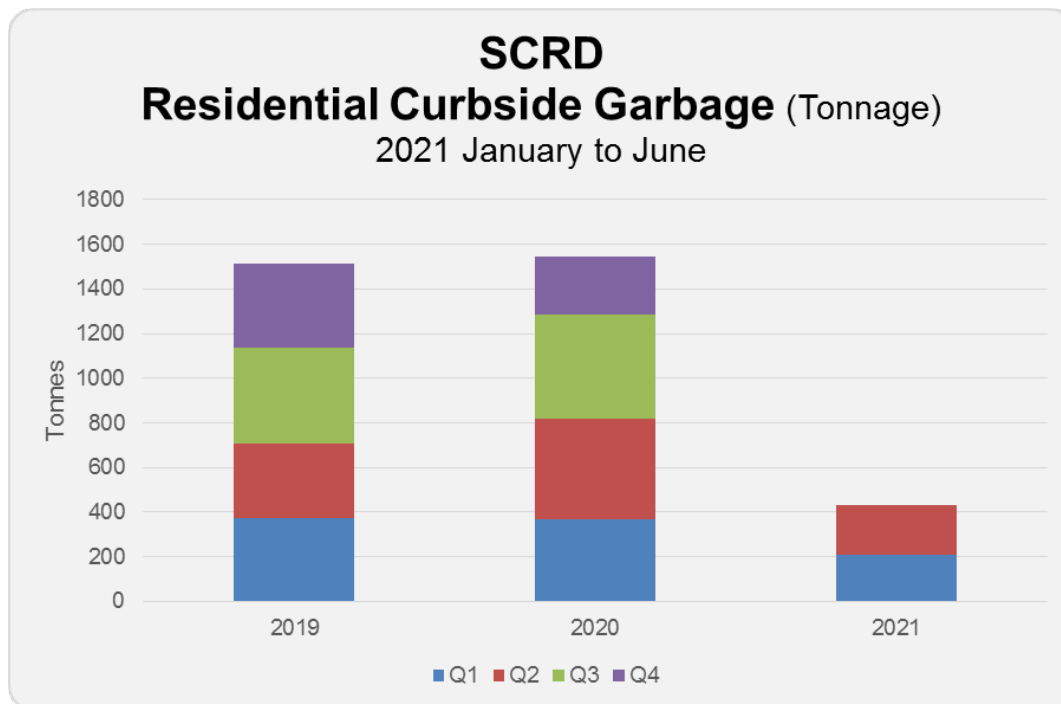
Statistics – Curbside Collection Services

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





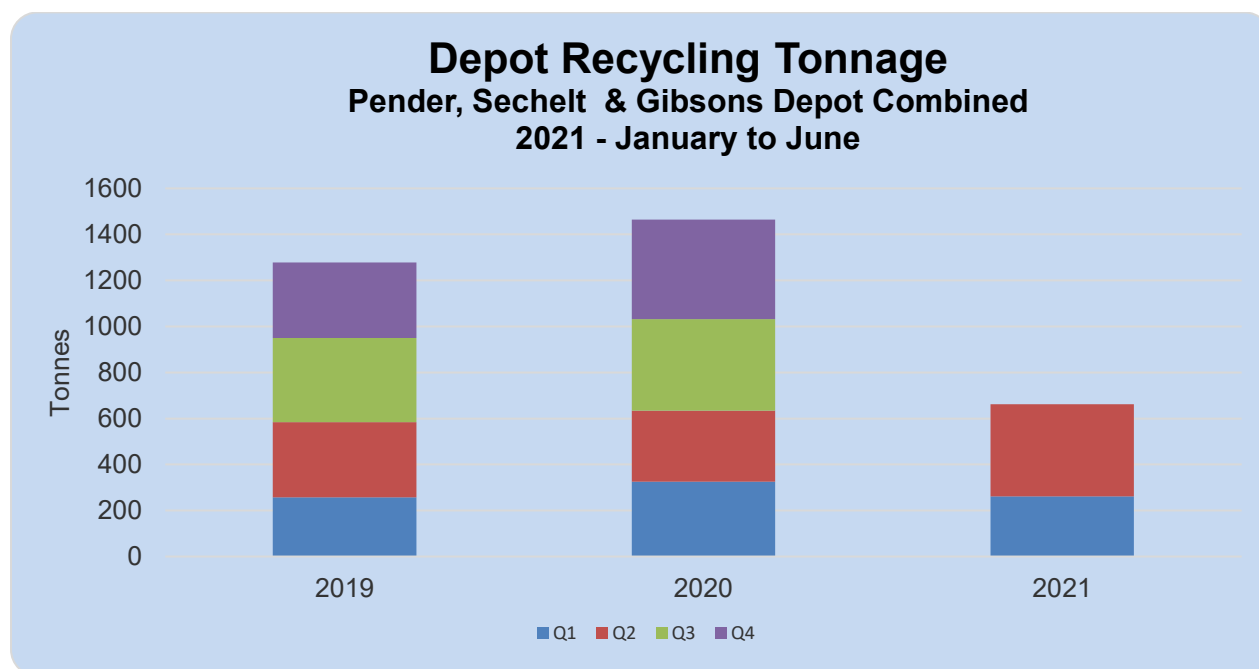
The residential curbside tonnage presented is for the curbside collection program from residential dwellings in the Sunshine Coast Regional District. Curbside residential garbage is then delivered to the Sechelt Landfill and buried. Curbside residential food waste is delivered to Salish Soils for composting.





Statistics – Recycling

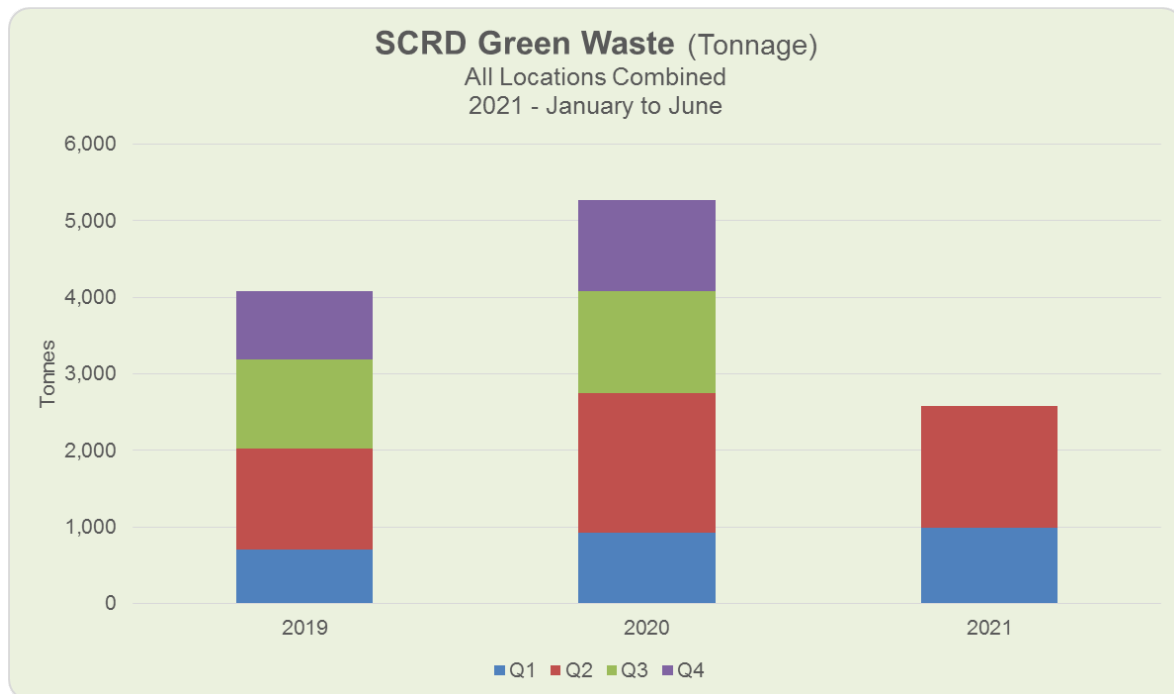
The SCRD has an agreement with RecycleBC to provide residential packaging and paper products (PPP) Depot Recycling Services in Gibsons, Pender Harbour and Sechelt. The SCRD contracts these services to Gibsons Recycling, GRIPS and Salish Soils respectively. The data presented is provided by RecycleBC 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 – M. Edbrooke	Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	

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

July 12, 2021

RECOMMENDATIONS FROM THE WATER SUPPLY ADVISORY COMMITTEE MEETING
HELD VIA ZOOM

PRESENT:	Chair	S. Thurber
	Vice-Chair	D. McCreath
		D. Marteinson
		A. Skelley
		M. Hennessy
ALSO PRESENT:		
	Director, Area F	M. Hiltz
	Director Area D	A. Tize
	Town of Gibsons	B. Beamish
(Non-voting)	GM, Infrastructure Services	R. Rosenboom
	Manager, Strategic Initiatives	M. Edbrooke
	Water Sustainability Coordinator	J. Callaghan
	Water Sustainability Technician	G. Starsage
	Administrative Assistant/Recorder	T. Ohlson
	Public	5
REGRETS:		
		B. Fielding
		T. Beck
		T. Silvey

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 3:40 p.m.

AGENDA The agenda was adopted as presented.

MINUTES

Recommendation No. 1 *Water Supply Advisory Committee Meeting Minutes of
June 7, 2021*

The Water Supply Advisory Committee recommended that the Water Supply Advisory Committee meeting minutes of June 7, 2021 be received for information.

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESSPublication of Water Data

The Committee discussed various opportunities and benefits of sharing water leak and water usage data with Sunshine Coast residents.

Discussion included the following:

- Providing the community with leak data, including the number of leaks detected and the quantity of water saved by fixing leak
- Use of local newspaper to share leak data (SCRD Weekly Bulletin)
- Increasing transparency on total SCRD drinking water used on the Sunshine Coast
- Providing the community with the amount of water produced and supplied to residents based on water distribution through water treatment plants

REPORTS

The Manager, Strategic Initiatives provided the Committee with the results and next steps of the Alternative Approval Process for Phase 3 of the water meter installations project.

The Manager, Strategic Initiatives provided the Committee with an update on Water Public Participation.

Discussion included the following:

- Let's Talk Water pages finalized – promoted widely
- Phase 1 of Communication Plan complete
- Phase 2 of Communications plan will involve initiating an update to Bylaw 422 and various SCRD Policy proposals to be brought forward to SCRD Board in fall 2021
- Policy proposals to be brought forward to public early next year
- Initiate the update and consider the incorporation of water conservation in Water Supply Plans
- Publicizing percentage of leaks fixed as a result of leak letters
- Discussion of behavioural changes that occur when water use data is shared
- Work underway to make all water use data available to all SCRD water customers
- Potential for usage based billing
- Let's Talk SCRD tool for providing information about public participation
- Clarification on calculation for average water use in BC (provided by Statistics Canada)

The General Manager, Infrastructure Services provided the Committee with an update on Water Supply projects which included the Langdale Well Field development and the Church Road Well Field.

Discussion included the following:

- Collaboration with Squamish Nation, Town of Gibsons and Ministry of Forest, Lands, Natural Resource Operations and Rural Development on the Church Road Well Field project
- Update to Regional Water Supply Plan and analysis to determine future options for additional water supply

The Manager, Strategic Initiatives discussed Water Supply Advisory Committee (WASAC) membership with the Committee.

Discussion included the following:

- Recruitment of new members
- Use of the 'Let's Talk' platform for recruitment
- Application process, representation and Board appointment of members

NEW BUSINESS

BC Timber Sales (BTS) and Sunshine Coast Community Forest 5-Year Operating Plans

Committee members discussed WASAC involvement in opposition to the 5-year plans due to the impact on SCRD drinking water.

Discussion included the following:

- Impacts of proposed cut blocks on water quantity and quality
- Proposed cut blocks in Chapman Creek, Gray Creek and Gibsons
- Water source protection
- New standing WASAC agenda item – Long-term integrity of water sources

NEXT MEETING September 13, 2021 @ 3:30 p.m.

ADJOURNMENT 4:54 p.m.

**SUNSHINE COAST REGIONAL DISTRICT
TRANSPORTATION ADVISORY COMMITTEE
July 15, 2021**

MINUTES OF THE TRANSPORTATION ADVISORY COMMITTEE MEETING HELD
ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND
TRANSMITTED VIA THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT
OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:

(Voting Members)	Director, Electoral Area E, Chair Director, Electoral Area F Director, Electoral Area D Director, Electoral Area B Director, District of Sechelt Director, Town of Gibsons Transportation Choices (TraC) Trustee, School District No. 46 Southern Sunshine Coast Ferry Advisory Committee Ministry of Transportation and Infrastructure Ministry of Transportation and Infrastructure Capilano Highways	D. McMahon M. Hiltz A. Tize L. Pratt M. McLean (Alt) D. Croal (Alt) A. Woolliams S. Haines D. Mumford M. Braun J. Tasker E. Paris
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ALSO PRESENT:

(Non-Voting)	Chief Administrative Officer GM, Planning and Community Development Manager, Transit and Fleet Sunshine Coast Tourism Sunshine Coast Highways Society Capilano Highways SCRD Administrative Assistant / Recorder Public Media	D. McKinley I. Hall J. Walton P. Kamon M. Bryce S. Drummond T. Crosby 1 0
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CALL TO ORDER 3:31 p.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS AND DELEGATIONS**MINUTES**

Recommendation No. 1 *Transportation Advisory Committee Meeting Minutes of
April 15, 2021*

The Transportation Advisory Committee recommended that the Transportation Advisory Committee meeting minutes of April 15, 2021 be received for information.

REPORTS

Recommendation No. 2 *BC Ferries Route 3 Traffic Statistics*

The Transportation Advisory Committee recommended that the report titled BC Ferries Route 3 Traffic Statistics be received for information.

Discussion included the following points:

- *June 2021 ferry statistics not available at the time of the reporting;*
- *Proposed reservation system change caused public concern and a list of the concerns from ferry advisory members were submitted for a meeting with Mark Collins, though the project was eventually cancelled.*
- *Better communication and consultation from BC Ferries with communities before making decisions – survey on BC Ferries site has not hit the mark on this project – many people on the Coast impacted.*
- *Advisory Committee meeting minutes not published in a timely way or not being posted on BC Ferries website at all.*

Recommendation No. 3 *Active Transportation*

The Transportation Advisory Committee recommended that the report titled TraC Agenda for July 15, 2021 regarding Active Transportation Weeks be received for information.

Discussion included the following points:

- *Looking for Local Government involvement and ways to participate;*
- *Cyclists need to learn and follow the rules of the road and take safety measures and precautions – many conflicts reported concerning cyclists and pedestrians sharing the road;*
- *Shoulder Grading – coordinated and prioritized with other activities (ditching, brushing, paving, etc.) which are planned by MOTI and work schedules completed on an annual basis. Shoulder Grading was added as a priority for 2021 maintenance budget items for this year. The prioritization list is completed by Capilano Highways and MOTI approves the list.*
- *Roadwork on Lower Road caused sand on the road, Capilano Highways remediated. Capilano Highways will take the Committee's suggestions under advisement to ensure the community is better informed of roadwork and debris potential. Signage posted at mailboxes and throughout the area, communication to SCRD to allow Directors to update the community and also other stakeholders coast wide.*
- *Active Transportation Gap Assessment Study from MOTI - local governments look forward to receiving the information. Michael Braun to action and meet with stakeholders to discussion action plans and create the communication plan when the results are received.*
- *Memorandum of Understanding (MOU) regarding Gas Tax use for shoulder repair – utilization for gas tax subject to the MOU signing by all parties. SCRD to bring forward to future Planning and Community Development meeting.*

Highway Median Maintenance

Councillor / Alternate Director McLean provided an update that Sechelt Indian Government District and District of Sechelt provided clean-up and maintenance between Chapley Avenue and Wharf Avenue after there was maintenance on Highway 101 as Capilano Highways was not

timely with maintenance standards. MOTI and Capilano Highways were unaware of the work and unauthorized lane closure on the highway – local government should communicate the need for any maintenance and clean-up issues to MOTI and Capilano Highways.

Maintenance standards – are to clean the areas 3 times per year with sweeping completed as soon as possible once winter is over to clear accumulations – frequencies to be checked (2-3 times). Specifications that trigger sweeping can be confirmed – accumulation greater than a certain number of cubic centimeters picked up right away or instances of spills.

With greater industrial activity there has been more debris – Capilano Highways will work with District of Sechelt on this particular instance to discuss if more cleaning is required – Director McLean will report back to District of Sechelt staff.

ROUNDTABLE

Committee members provided roundtable updates as follows:

Joey Tasker (MOTI) – new contact. Two years of experience with the Ministry of Transportation and Infrastructure in Fort St. John and Grand Forks.

Michael Braun (MOTI) – nothing new to report. Joey will be the first point of contact.

Eric Paris (Capilano Highways) – nothing further.

Paul Kamon (Sunshine Coast Tourism) – E-Bike Initiatives – consultants to develop a business plan for e-bikes at visitor centres (capital funding available to purchase e-bikes). Starting work on Destination Development projects such as Active Transportation, Highway 101 “points of interest” and signage / wayfinding. Promoting cycling through sustainability initiative.

Diana Mumford (Southern SC Ferry Advisory) - noted that Route 3 was not considered a major route until 2012 in the BC Ferries service contract. When a route is considered major, it does not receive funding service fees from the provincial government. Route 3 funding fees were stopped in 2013 due to the designation of major route and this impacts opportunities to get another ferry on the coast - received \$2.3M in 2012. Route 3 is struggling in sailings to have enough room for all the people coming. June stats will be higher.

Samantha Haines (School District No. 46) – attending on behalf of Nicholas Weswick and Sue Gerard - continuing with a review of the transportation committee. Schools buses will have cameras installed and also the six-foot stop arm project underway for installation on school buses in September.

Alun Woolliams (TraC) – nothing further.

Director Lee (Pender Harbour and Egmont) - thanked Michael for help with road right-of-ways clean-up situations.

Director Pratt (Halfmoon Bay) – pathways and roadways along Redrooffs still need to be looked at. Mintie Road residents concerned about speeding and how this will be addressed by MOTI. Speeding is an issue along many secondary roads on the Sunshine Coast e.g. Redrooffs Road, Lower Road, etc.

James Walton (SCRD) – August 20, 2021 to September 20, 2021 – Public Engagement Sessions for BC Transit Future Action Plan.

Alternate Director McLean (District of Sechelt) - Sechelt Airport substantial completion Open House Saturday, July 24, 2021 (runway – 3100 feet, repaired road service – much needed as was built in 1976, Sechelt Fire Truck will be there. Friday, July 16, 2021 District of Sechelt will have a funding announcement for Active Transportation 10:00 a.m. at Kinnikinnick park. Trail Avenue work continues after utilities work is completed – Surf Circle. Design progressing on Wharf Avenue sidewalk improvements – starting in the fall.

Director Tize (Roberts Creek) – resurfacing of Lower Road – both sides of the road work closed that caused grooves as people drove on the areas. Suggestion for school trustees – bike training part of primary education – consideration. (Grades 4, 5, 6, and 7). TraC - HUB – everyone rides program – bringing to the Coast in 2021 to elementary schools.

Director McMahon (Elphinstone) – Town of Gibsons and MOTI met regarding shared roads triggered by traffic calming measures on Gower Point Road. Discussed Chaster Road and the effects that Gospel Rock will have on that and Reed Road. Likely the Town of Gibsons will be developing pedestrian / bike path on their side – SCRD water main opportunity perhaps with Church Road Well project. Evacuation Routes and emergency planning – start addressing (especially areas with one road access only). Sunshine Coast Highways Society request to join the Committee is on hold until Committee Report to SCRD Board.

Director Hiltz (West Howe Sound) –welcome to Joey and thanks Michael for gap analysis. Residents asking regarding improvement grants – authorized work in right-of-ways – MOTI local office will respond regarding upgraded standards and then work with permitting and approvals teams. Spot fires – Capilano Highways is equipped to deal with their patrol trucks with fire extinguishers and shovels and they are out for fire watch when work has been done (mowing), this is not a core activity. Maintenance activities stopping due to wildfire potential - no brushing or machine work is proceeding.

Alternate Director Croal (Town of Gibsons) – working with Active Transportation regarding gaps in Town of Gibsons. Gibsons Way downhill bike work is completing and staff are familiarizing people where they can park – not in bike lanes. Ferry fares going up August 1, 2021 due to fuel costs. Suggestion - bike camps – licence and recording bike numbers for thefts, etc. Dialogue and collaboration needs to continue regarding continuation of bike lanes in all areas. Cyclists extricated out of bike parks – injuries – terrain (17 people to help) – part of education of users and awareness of the hazards, use, etc.

ADJOURNMENT

4:38 p.m.

Committee Chair

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

July 20, 2021

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

PRESENT:

(Voting Members)

Chair
Vice-Chair

I. Winn
S. White

Members

J. Boyd
D. New-Small
P. Robson
M. Cambon

ALSO PRESENT:

(Non-Voting)

Director, Electoral Area E
Director, Electoral Area A
District of Sechelt
Sechelt Indian Government District
Manager, Solid Waste Services
Solid Waste Programs Coordinator
Recorder

D. McMahon
L. Lee
P. Appelt
J. Waldorf
R. Cooper
A. Patrao
T. Ohlson

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

11:00 a.m.

AGENDA

The agenda was adopted as presented.

MINUTES**Recommendation No. 1** *PMAC Meeting Minutes of May 18, 2021*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of May 18, 2021 be received for information.

Recommendation No. 2 *PMAC Meeting Minutes of June 15, 2021*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of June 15, 2021 be received for information.

PRESENTATIONS AND DELEGATIONS

The Solid Waste Programs Coordinator provided the Committee with an overview of the SCRD Home Composter Rebate Program.

Discussion included the following:

- Sharing details of program with local gardening clubs
- Communication plan
- Statistics on rebates received to date
- Eligibility requirements
- Extend outreach to island residents
- Consultation with Bear Alliance
- Anticipated home composter rebates to be received

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

Recommendation No. 3 *SCRD Board Resolutions Related to Solid Waste – May and June 2021*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled SCRD Board Resolutions Related to Solid Waste – May and June 2021 be received for information.

REPORTS

Recommendation No. 4 *June 2021 Solid Waste Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled June Solid Waste Staff Reports be received for information.

Discussion included the following:

- Sechelt landfill remediation project contract amendment
- Major Appliance Recycling Roundtable – provincial Extended Producer Responsibility (EPR) program
- Book recycling costs
- Ammonia fridge tipping fees

Recommendation No. 5 *July 2021 Solid Waste Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled July Solid Waste Staff Reports be received for information.

Discussion included the following:

- Inclusion of future waste disposal options in the Solid Waste Management Plan update
- Scenarios regarding future waste disposal when Sechelt landfill reaches capacity

COMMUNICATIONS**Recommendation No. 6** *Correspondence Metro Vancouver*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the letter from Metro Vancouver dated April 28, 2021 regarding engagement on Metro Vancouver's Solid Waste Management Plan update be received for information.

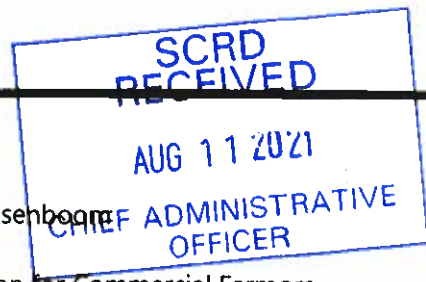
Discussion included the following:

- Ministry of Environment requirements for engagement on Solid Waste Management Plan updates
- Waste export engagement requirements

NEXT MEETING Tuesday, September 21, 2021

ADJOURNMENT 12:04 p.m.

Tracey Hincks



From: Raquel Kolof <raquelko@telus.net>
Sent: Wednesday, August 11, 2021 10:17 AM
To: Board Chair; Donna McMahon; info; Remko Rosenboom
Cc: Weiler, Patrick; nicholas.simons.mla@leg.bc.ca
Subject: Request for Stage 4 Water Restriction Exemption for Commercial Farmers

External Message

Dear SCR D Board of Directors,

The SSCFI requests that **soil-based commercial food farmers** be exempt from Stage 4 water restrictions. Water restrictions based on indoor vs outdoor water use are arbitrary, unfair and not in the best interest of our communities' need for food security, nor our aquifer's and ecosystem's long term health.

We urge the SCR D to permit Stage 4 exemptions to **soil-based commercial food farmers** based on the fact that, unlike other outdoor water uses, food is an essential requirement for human health. Locally grown food is a community asset.

We request this exemption for the following reasons:

- 1. Food is an essential human need and as such local food production needs to be protected.** At a time when food scarcity looms large and our traditional food suppliers in BC, the Prairies and California are experiencing unprecedented wildfires and drought, the duty to protect and invest in local food farmers is even more urgent.
- 2. Farm water use is part of the hydrologic cycle and recharges the aquifer:** Soil-based food farmers are an important part of the green water cycle as our outdoor watering recharges our aquifers with uncontaminated water. Unlike indoor businesses that produce grey water and operate on sewer systems, the outdoor watering of farmer's crops and orchards steward the water cycle.
- 3. Soil-based farming supports our ecosystem and reverses climate change:** Soil-based farmers with healthy living crops and livestock-grazed pastures sequester carbon. This carbon drawdown into living roots, feeds our soil microbiome and cools our climate. Farmers' crops, orchards and pastures also support wildlife and feed pollinators, which are essential to our food supply.
- 4. Local farmers are already at a breaking point** with unprecedented drought, heat domes, labour shortages, skyrocketing input costs, and low profit margins. Losing crops and income in one of the most productive summer months will push our farmers over the edge of viability and harm our local food security.
- 5. Commercial farmers need equitable access to our water infrastructure.** Equality issues arise when other ALR land owners and heavy water users, such as industrial marijuana grow ops and breweries have no water restrictions simply because they are indoor users. This inequality is even more difficult to accept given that some marijuana grow ops' water use returns contaminated grey water that pollutes our aquifers. Farmers, whose profit margins are far lower than marijuana grow ops, pay the same property taxes and commercial water rates, and therefore have the right to equitable access to our municipal services.

In addition to being aligned with the SCR D Ag Plan, several of the SCR D's We Envision: A Regional Sustainability Plan statements refer to the need to support a local, viable and resilient food system. Perhaps

this statement sums it up best, "all people on the Sunshine Coast having access to high-quality drinking water, locally grown and produced food". Food and water are equally vital to human life.

The number of commercial farms and the land area they cover is not large. Only 8% of ALR land is farmed. The Regional Sustainability Plan states "The actual land used for commercial food production may be as low as 12 hectares total. With recognized environmental stresses worldwide and the rising cost of fuel for transporting food, food security is a growing concern."

With rising costs and the dangerous effects of climate change, farmers need all the support they can get. By terminating water use at the height of the growing season, local governments are adversely affecting an already stressed essential sector. We ask our local government to take steps to protect the sector that feeds us, recharges our hydrologic cycle and reverses climate change.

The UN climate change report sounds "code red for humanity", we need to take bold action now to protect one of our most precious resources, our local food supply. Please permit soil-based commercial food farmers outdoor water use during stage 4 water restrictions.

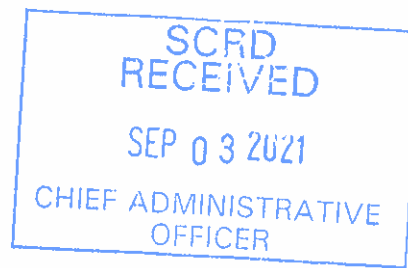
Please invest in our community's biological bank account.
Thank you for your time and consideration.

Regards,

The Sunshine Coast Farmers Institute Board
www.sscfi.ca

"In the soil, the decomposition of living things forms the soil carbon sponge, which can resiliently sustain plant life, affect the earth's hydrology and heat balance, and may give humans the near-term leverage we need to avert catastrophic climate change, restore hydrologic function, maintain our economies and civilizations, and maintain and enhance human health." - Peter Donovan

This message originated outside the SCRD. Please be cautious before opening attachments or following links.



EMAIL - September 3, 2021

Honourable Katrine Conroy
Minister of Forests, Lands, Natural Resource Operations and Rural Development
Government of British Columbia

Dear Minister

Re: Your Ministry's handling of the SCRD Church Road water license application

For several years, the Sechelt & District Chamber of Commerce ("The Chamber") has taken an active interest in addressing the urgent need for additional water supply within the Sunshine Coast Regional District.

Our efforts have included organizing a very successful summit meeting of water experts to consider different potential solutions as well as identifying technology to help the SCRD remotely detect leaks in the water mains system (which the SCRD has since acquired.)

We also encouraged the SCRD to pursue the Church Road and other wells as what is, in fact, a way of providing only some of the water we need. (There is no doubt we need to move on additional supply solutions, now.)

The Church Road water license application was made in 2019 and we understand promises were made at the time by your Ministry that this matter would be given priority. The fact that two years has now gone by and we, the residents of the Sunshine Coast, are still awaiting approval (or any other decision, for that matter) is disappointing and unacceptable. Leaving us in limbo is impacting our community's health and wellbeing on many levels.

Accordingly, we implore you to take decisive action now – either approve the application or reject it.

Sechelt & District Chamber of Commerce

Phone: +1 604 885-0662

PO Box 360, Sechelt, BC V0N 3A0

www.SecheltChamber.bc.ca

exec@SecheltChamber.bc.ca



We also extend an invitation to you to join us for a gathering of the business community on the Sunshine Coast in the near future, perhaps to discuss how all levels of government can better work together so that such vitally important infrastructure projects can be implemented without these types of delays.

Sincerely
SECHELT & DISTRICT CHAMBER OF COMMERCE

Ed Pednaud

ED PEDNAUD
Executive Director

cc: Sunshine Coast Regional District
Squamish Nation