



## COMMITTEE OF THE WHOLE

Thursday, May 12, 2022

Held Electronically

and Transmitted via the SCRD Boardroom,  
1975 Field Road, Sechelt, B.C.

## AGENDA

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**CALL TO ORDER**      **9:30 a.m.**

### AGENDA

1. Adoption of Agenda

### PRESENTATIONS AND DELEGATIONS

2. Alun Woolliams, Transportation Choices (TraC) VERBAL  
Regarding: TraC's Connect The Coast Trail / Active  
Transportation Study

### REPORTS

3. Water Supply Update VERBAL  
*General Manager, Infrastructure Services*
4. Church Road Well Field Project Construction – Update Two Annex A  
*Manager, Capital Projects* Pages 1 - 2  
**Regional Water (Voting – A, B, D, E, F, Sechelt)**
5. 2021 Solid Waste Regional Diversion – Annual Update Annex B  
*General Manager, Infrastructure Services* pp. 3 - 16  
*Interim Manager, Solid Waste Services*  
**Regional Solid Waste (Voting – All)**
6. Cityworks Software License Agreement – Three Year Renewal Annex C  
*Manager, Information Services* pp. 17 - 18  
**(Voting – All Directors)**
7. Infrastructure Services Department – 2022 Q1 Report Annex D  
*General Manager, Infrastructure Services* pp. 19 - 36  
**(Voting – All Directors)**

### COMMUNICATIONS

## **NEW BUSINESS**

### **IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) (f) (i) and (k) 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...”, “law enforcement, if the council considers that disclosure could reasonably be expected to harm...”, “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

### **ADJOURNMENT**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – May 12, 2022

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

**SUBJECT:** CHURCH ROAD WELL FIELD PROJECT CONSTRUCTION – UPDATE TWO

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### RECOMMENDATION

**THAT the report titled Church Road Well Field Project Construction - Update Two be received for information.**

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### BACKGROUND

On January 13, 2022, the Sunshine Coast Regional District (SCRD) formally awarded the Church Road Well Field Project construction contract to Maycon Construction Ltd. (Maycon), in the amount up to \$7,585,265 excluding taxes, as well as consulting contracts for the construction management and project administration services, and archeological monitoring services for this project.

The purpose of this report is to provide the Board with a status update of the construction activities for this project. This is the second such status update following the previous report provided to the Infrastructure Services Committee on March 10, 2022.

### DISCUSSION

#### *Status update*

Since March, all archeological permits have been issued to the SCRD and the contractor is adhering to the permit requirements of routine archeological monitoring.

The contractor has completed the following work activities since the issuance of the Notice to Proceed on February 16, 2022.

- March 7 - 21 Tree removal, brush clearing and erosion control setup along Reed Road north of Fisher Road and Stewart Road.
- April 11 – Two concurrent work crews began construction on the project with one subcontractor installing the transmission main along the shoulder area of Reed Road, beginning at Fisher Road working westerly towards North Road. A second subcontractor began work on the foundation for the new water treatment plant building at the intersection of Elphinstone Avenue and Fisher Road.
- April 18 – Work crews installed the western portion of the new transmission main at the North/Reed Road intersection. This work was completed during the overnight hours.
- April 25 - A third crew began work on waterlines along the north side of Reed Road, moving westerly towards the Reed Road pump station.

*Financial Implications*

The overall project budget was presented at the January 13, 2022 Board meeting. All costs to date are tracking within the allocated budgets and available overall project contingency.

*Timeline for next steps*

Other scheduled work, subject to change, is as follows:

- May through late June, Reed Road waterline installation followed by final paving in mid-July.
- Mid-June to mid-July, construction of three watermain on Elphinstone Avenue.
- Late July, final paving of Elphinstone Avenue and Church Road.
- Continued work on the water treatment plant through late August.

All parties involved recognize the importance of this project and will and are making every effort to ensure the work is completed and the system is commissioned by mid-September. However, due to global supply chain issues, there have been delays in fabrication and delivery of some key components of the water treatment plant which may impact the commissioning date.

The next project status update report will be included in a July 2022 Committee of the Whole agenda.

*Communications Strategy*

In early February 2022, a project update notice was mailed out to residents in the immediate project area, to approximately 470 properties. On March 24, staff set up a public information booth on Elphinstone Avenue to provide residents an opportunity for in-person questions about the project. An additional onsite public meeting will be scheduled in advance of the watermain work on Elphinstone Avenue. Subsequent updates have been provided weekly to the community on the scheduled key construction activities in the week ahead. Communication with the broader public has occurred through the SCRD “Let’s Talk Water” web page, including a Question and Answer Forum and the SCRD Facebook page.

**STRATEGIC PLAN AND RELATED POLICIES**

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

**CONCLUSION**

This report provides the Committee with a summary progress update of the completed and anticipated Church Road Well Field project construction activities.

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

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Committee of the Whole – May 12, 2022

**AUTHOR:** Remko Rosenboom, General Manager, Infrastructure Services  
Rebecca Porte, Interim Manager, Solid Waste Services

**SUBJECT:** 2021 SOLID WASTE REGIONAL DIVERSION – ANNUAL UPDATE

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**RECOMMENDATION(S)**

**THAT the report titled 2021 Solid Waste Regional Diversion – Annual Update be received for information.**

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**BACKGROUND**

The BC Ministry of Environment and Climate Change Strategy (MoE) requires all Regional Districts in the province to have a Solid Waste Management Plan (SWMP). SWMPs describe how a region will manage garbage, recycling, green waste, and food waste programs and services for a 10-year period, while identifying regional issues for the next 25 years.

The Sunshine Coast Regional District's (SCRD) current SWMP was adopted by the Board in 2011 and outlines 24 initiatives that contribute to reaching targets by 2016. There are two targets: diversion and per capita disposal. The diversion target is up to 69% and the per capita disposal target is 279-315kg.

The purpose of this report is to provide an update on the SCRD's regional diversion from 2011 to 2021.

**DISCUSSION***Regional Diversion Data*

The 2011-2021 diversion data is presented using the same format as the SWMP. This data was used for calculating waste generation, diversion rates and per capita disposal.

Data was compiled from the Sechelt Landfill, Pender Harbour Transfer Station (PHTS), SCRD recycling depots, green waste program, Extended Producer Responsibility (EPR) programs, and the curbside collection services in the District of Sechelt, Sechelt Indian Government District, SCRD Electoral Areas B, D, E and F and the Town of Gibsons.

A summary of the types of materials collected for diversion in 2021 is included as Attachment A.

A summary of the diversion data is provided in Table 1.

Table 1: SCRD Regional Diversion Data

SCRD Regional Diversion 2011 - 2021											
Disposal and Diversion (tonnes)	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>Disposal</b>											
Pender Harbour Landfill/Transfer Station	1,246	1,155	1,158	1,338	1,816	1,183	1,155	1,197	1,279	1,290	1,201
Sechelt Landfill	10,923	10,524	9,071	10,447	10,545	11,493	11,820	11,697	12,285	12,071	12,411
<b>Total disposal</b>	<b>12,169</b>	<b>11,679</b>	<b>10,229</b>	<b>11,785</b>	<b>12,361</b>	<b>12,677</b>	<b>12,976</b>	<b>12,894</b>	<b>13,563</b>	<b>13,361</b>	<b>13,612</b>
<b>Diversion</b>											
At Landfill & Transfer Station	1,444	3,253	2,903	2,244	3,614	4,427	4,873	4,560	3,257	5,226	4,284
Green Waste ( <i>all sites combined</i> )	2,499	3,191	3,437	3,672	3,415	4,343	4,061	4,209	4,077	5,266	4,988
Curbside Collection Programs ( <i>all combined</i> )	667	701	685	642	774	1,107	1,113	1,050	892	1,028	1,652
Depot Recycling	1,257	1,510	1,495	1,367	1,121	1,179	1,204	1,234	1,278	1,464	1,607
Books						33	26	18	33	37	41
Extended Producer Responsibility	963	983	1,000	1,030	1,068	1,089	1,078	1,059	1,050	998	998
C&D Estimate (as per SWMP)	4,255	4,255	4,255	4,255	4,255	4,255	4,255	4,255	4,255	4,255	4,255
<b>Total diversion</b>	<b>11,085</b>	<b>13,893</b>	<b>13,776</b>	<b>13,210</b>	<b>14,247</b>	<b>16,433</b>	<b>16,611</b>	<b>16,385</b>	<b>14,841</b>	<b>18,274</b>	<b>17,825</b>
<b>Total waste generation (disposal + diversion)</b>	<b>23,254</b>	<b>25,572</b>	<b>24,005</b>	<b>24,995</b>	<b>26,608</b>	<b>29,110</b>	<b>29,586</b>	<b>29,279</b>	<b>28,404</b>	<b>31,634</b>	<b>31,437</b>
<b>Diversion rate (diversion/waste generation)</b>	<b>48%</b>	<b>54%</b>	<b>57%</b>	<b>53%</b>	<b>54%</b>	<b>56%</b>	<b>56%</b>	<b>56%</b>	<b>52%</b>	<b>58%</b>	<b>57%</b>
<b>Population</b>	<b>28,976</b>	<b>29,158</b>	<b>29,319</b>	<b>29,837</b>	<b>30,359</b>	<b>30,952</b>	<b>31,268</b>	<b>31,551</b>	<b>31,681</b>	<b>31,723</b>	<b>32,307</b>
<b>Disposal per person per year (kg)</b>	<b>420</b>	<b>401</b>	<b>349</b>	<b>395</b>	<b>407</b>	<b>410</b>	<b>415</b>	<b>409</b>	<b>428</b>	<b>421</b>	<b>421</b>

\*2021 EPR data is currently incomplete; 2020 data utilized

\*Population estimates based on BC Stats as of March 3, 2022 and updated for 2011-2021

\*Landfill and Transfer Station diversion does not include green waste or residential recycling, as those are captured under green waste and depot recycling.

## Waste Generation

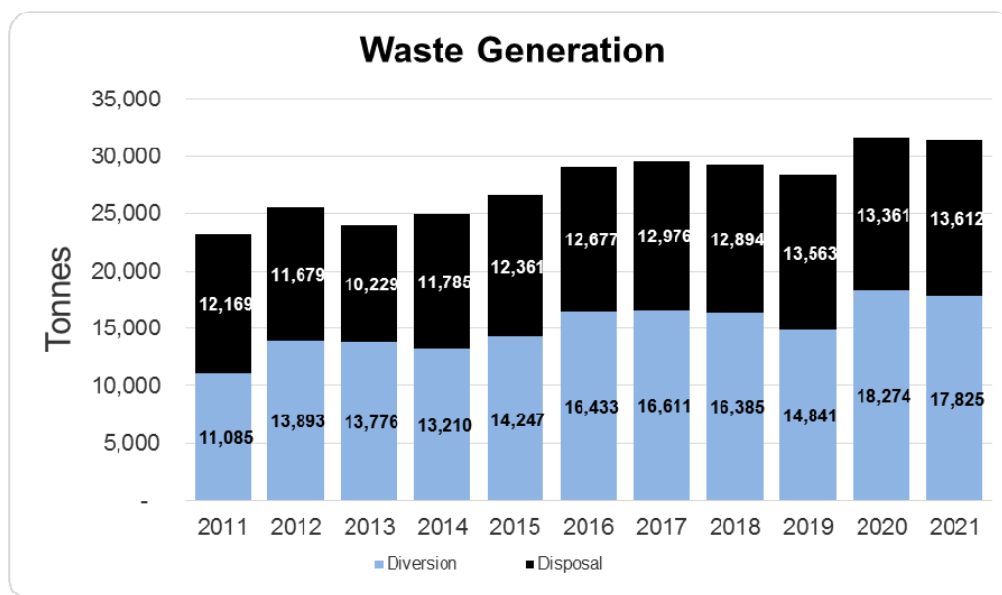
Waste generation is the sum of waste disposed and waste diverted. Disposal includes waste buried in the Pender Harbour Landfill (until 2015) and at the Sechelt Landfill. Diversion includes waste diverted from the landfill, and consists of materials recycled, composted, or reused.

The trend from 2014 to 2017 was an overall increase to the total waste generated. In 2018, there was a reduction in disposed materials at the Sechelt Landfill and in diverted materials, resulting in a small decrease in total waste generated. In 2019, there was an increase in disposed materials and a decrease in diverted materials, both attributed to roofing and dirty/contaminated wood being buried at the Sechelt Landfill that had in previous years been disposed off-coast and considered diverted. This, in conjunction with slight decreases to green waste and curbside recycling diversion, resulted in an overall decrease to total waste generated in 2019.

The total waste generation rates for 2020 and 2021 were similar, and higher compared to previous years. While diversion tonnages at the Sechelt landfill and PHTS were lower in 2021 than 2020, an increase in diversion through curbside collection in 2021 was observed.

A summary of waste generation is provided in Figure 1.

Figure 1: Waste Generation



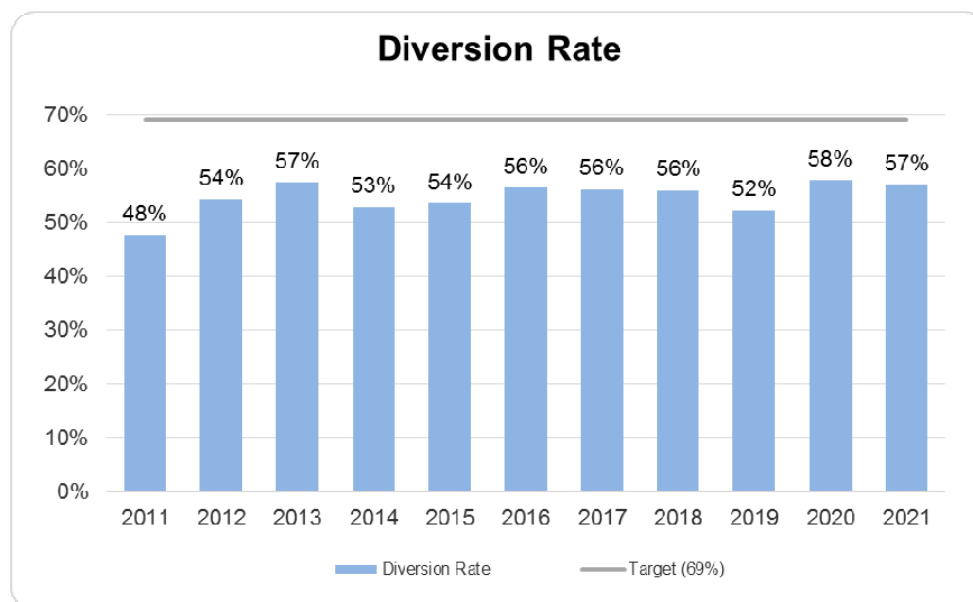
### Diversion Rate

The diversion rate is calculated by dividing diversion by total waste generated.

There was a diversion rate of 48% in 2011. It improved to 56% in 2016 and 2017. In 2019, there was an increase of disposed materials and a decrease of diverted materials due to roofing and dirty/contaminated wood being buried in the Sechelt Landfill. This resulted in an overall diversion rate of 52% in 2019.

In 2020, increased tonnages at recycling depots, green waste, recycling depots and at the landfill/transfer station resulted in an increase diversion rate of 58%. This remained consistent in 2021 with the diversion rate at 57%. This rate is below the 2011 SWMP diversion target of up to 69%. An annual diversion rate summary is provided in Figure 2.

Figure 2: Diversion Rate



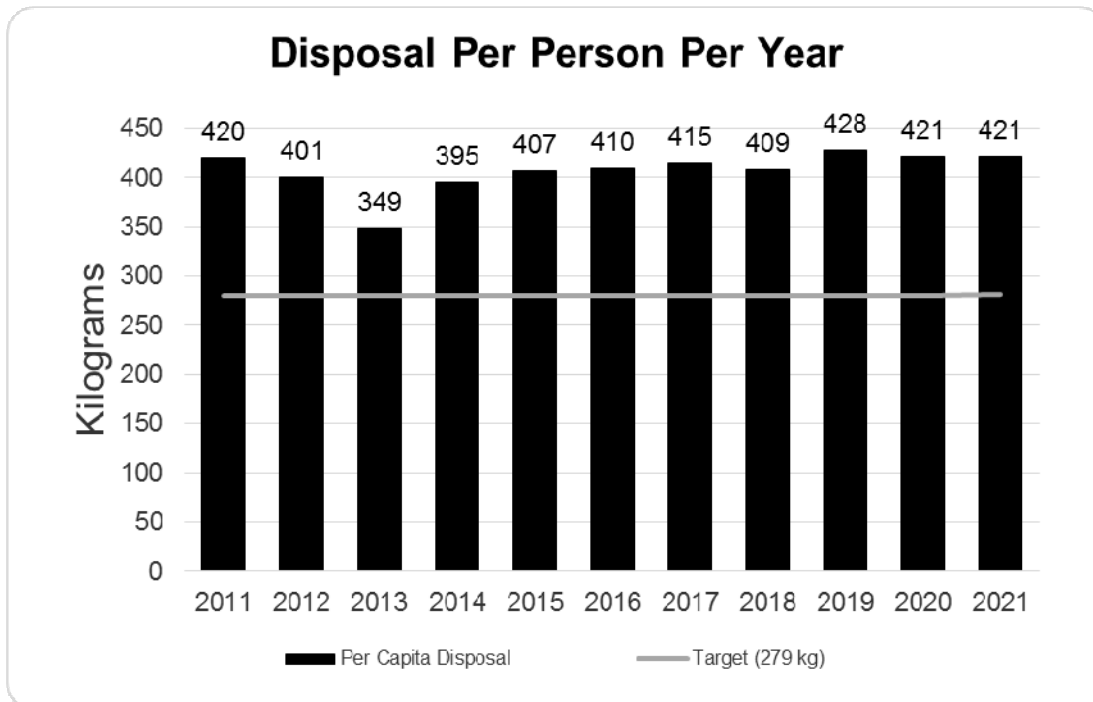
*Per Capita Disposal*

Per capita disposal is calculated by dividing the waste disposed by the population and is expressed in kilograms (kg).

The 2021 per capita disposal was 421 kg which is consistent with 2020. This is above the per capita disposal target of 279-315 kg.

An annual summary of per capita disposal is provided in Figure 3.

Figure 3: Per Capita Disposal



### *Residential Curbside Collection*

Residential curbside collection services are provided by each local government on the Sunshine Coast with the service type and frequency varying by jurisdiction.

The SCRD provides weekly food waste collection services and every-other-week garbage collection for residents within a defined area of Electoral Areas B, D, E and F. The District of Sechelt provides weekly collection for food waste and green waste and every-other-week collection for garbage and recycling. The Sechelt Indian Government District provides weekly collection for garbage and recycling. The Town of Gibsons provides weekly food waste collection and every-other-week garbage collection services.

The total amount of garbage collected curbside decreased in 2021. This may be due in part to a full year of food waste collection for Areas B, D, E and F.

Figure 4: Summary of Residential Curbside Collection

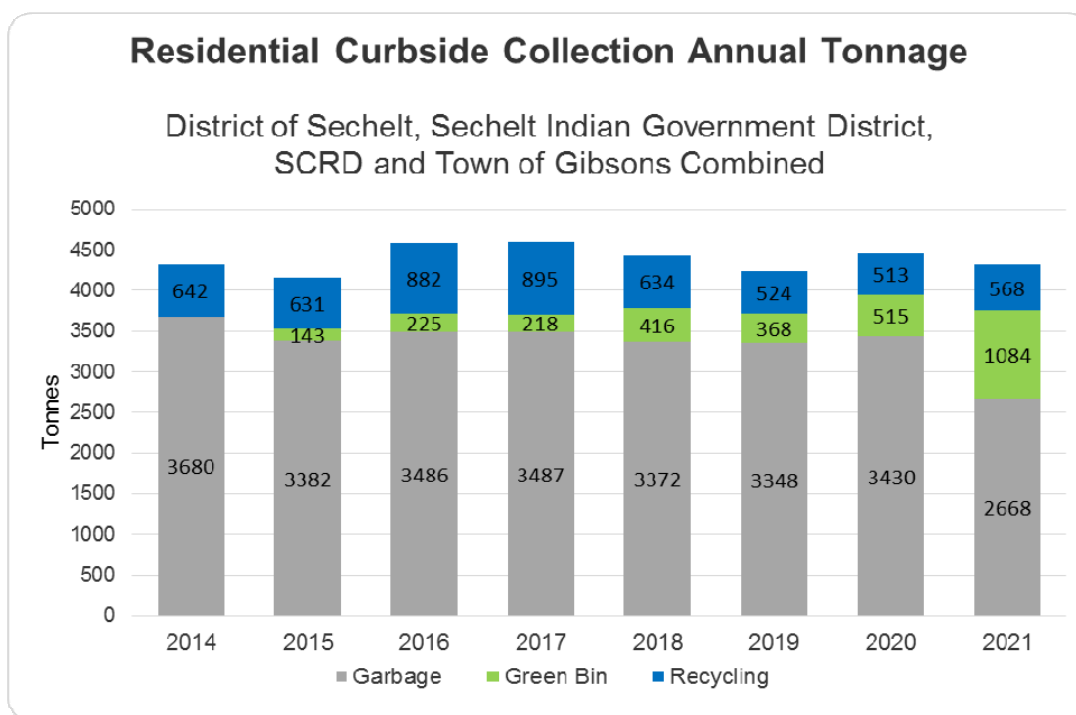
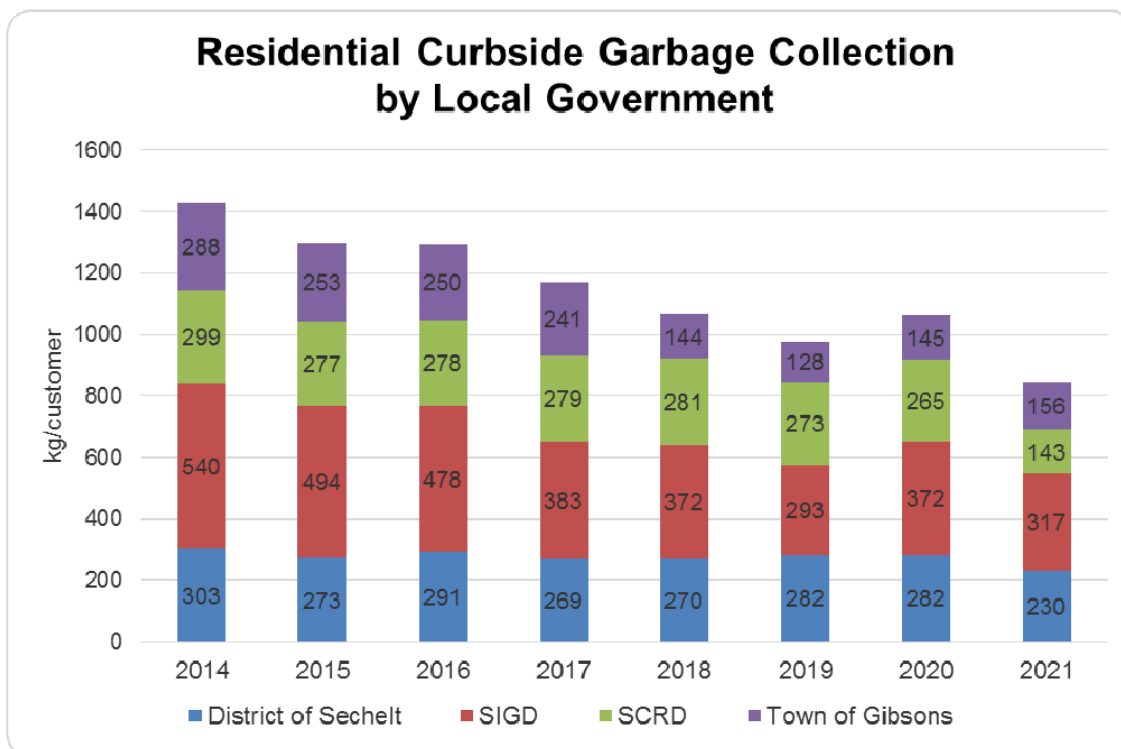


Figure 5: Per Household Disposal for Residential Curbside Garbage Collection



Figures 6 to 9 provide a summary of residential curbside collection annual tonnage rates by jurisdiction and service type.

In 2021, the District of Sechelt experienced a decrease in garbage tonnage, with increases to the food waste and recycling collected. The Sechelt Indian Government District saw a decrease in garbage and recycling tonnages. The SCRD experienced a decrease to garbage and increase in food waste collected after a full year of green bin collection. The Town of Gibsons experienced increases to garbage and food waste.

Figure 6: District of Sechelt Residential Curbside Collection

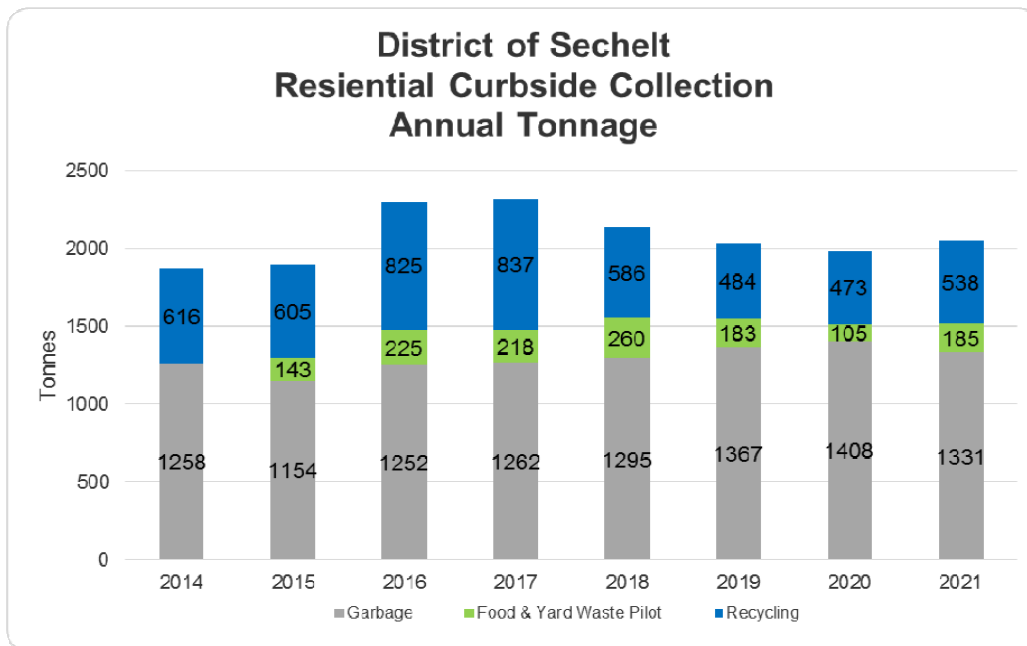


Figure 7: Sechelt Indian Government District Residential Curbside Collection

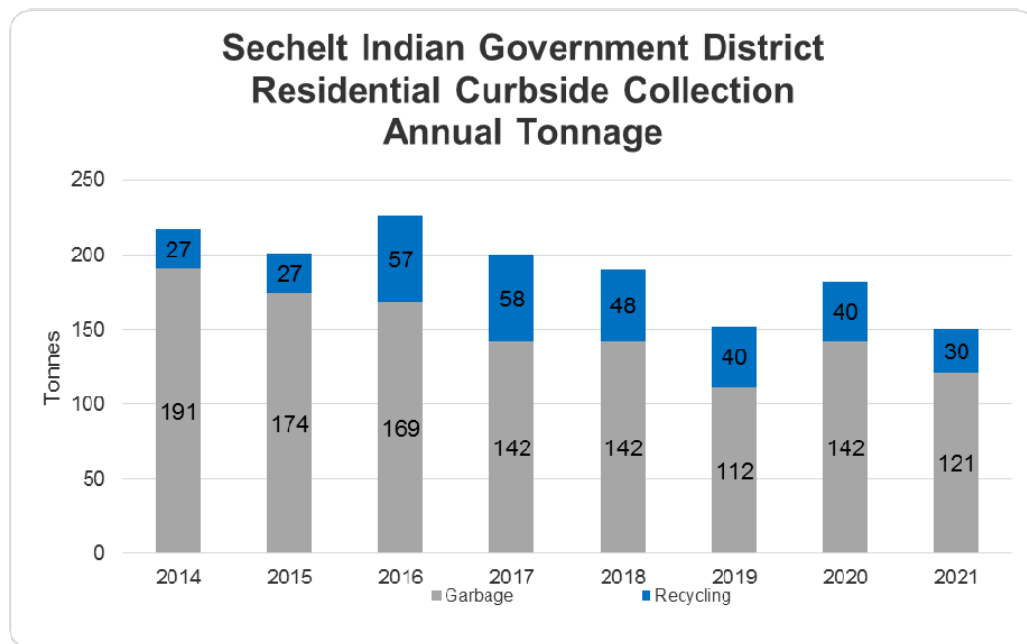


Figure 8: SCRD Residential Curbside Collection

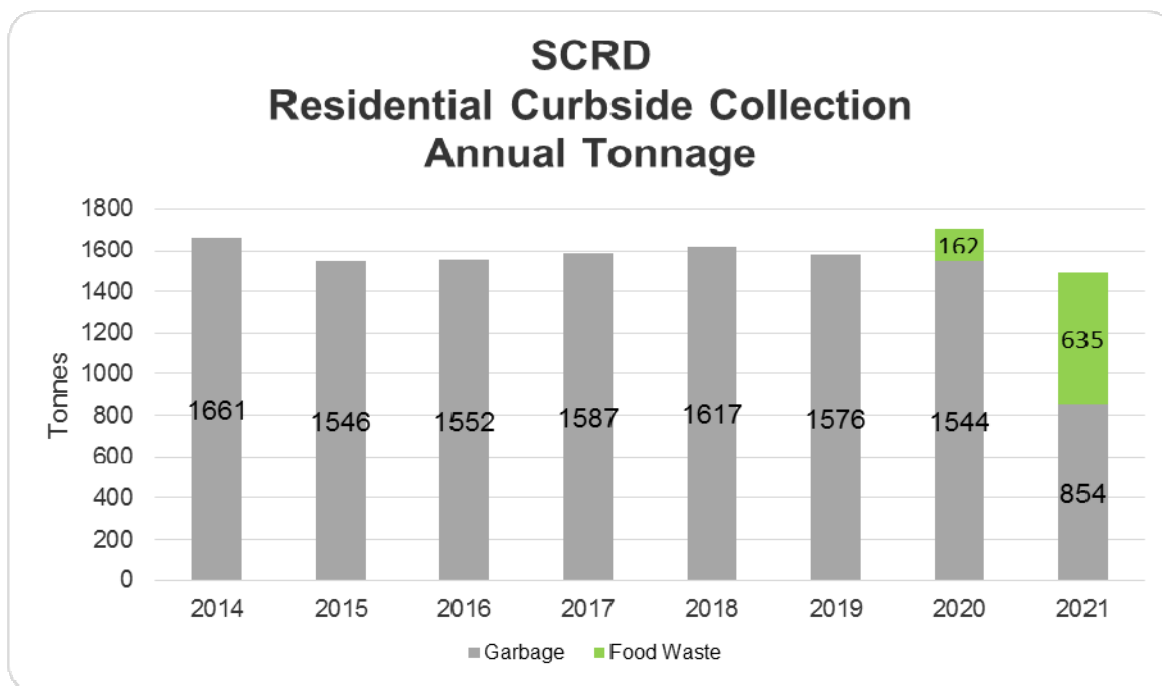
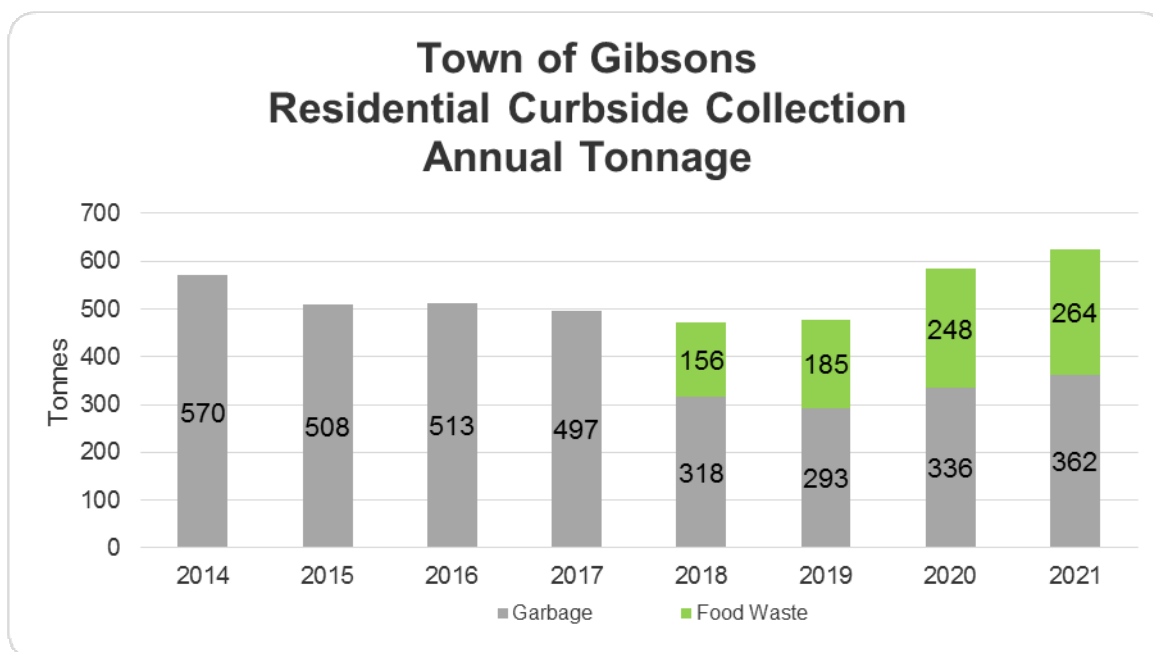


Figure 9: Town of Gibsons Residential Curbside Collection



*Landfill and Transfer Station Disposal and Diversion Trends*

From 2011 to 2021, the total amount landfilled has varied slightly by year, with the exception of 2013 which saw a marked reduction, potentially due to a reduction in economic activities at that time.

The top materials disposed at each site continue to be residential municipal solid waste (MSW), commercial and construction waste, and durable goods. Durable goods include materials such as couches and chairs, which are bulky and take up considerably more landfill space when compared to garbage.

Figures 10 to 14 summarize the total landfilled and the top three materials disposed and diverted for the past four years.

Figure 10: Total Landfilled

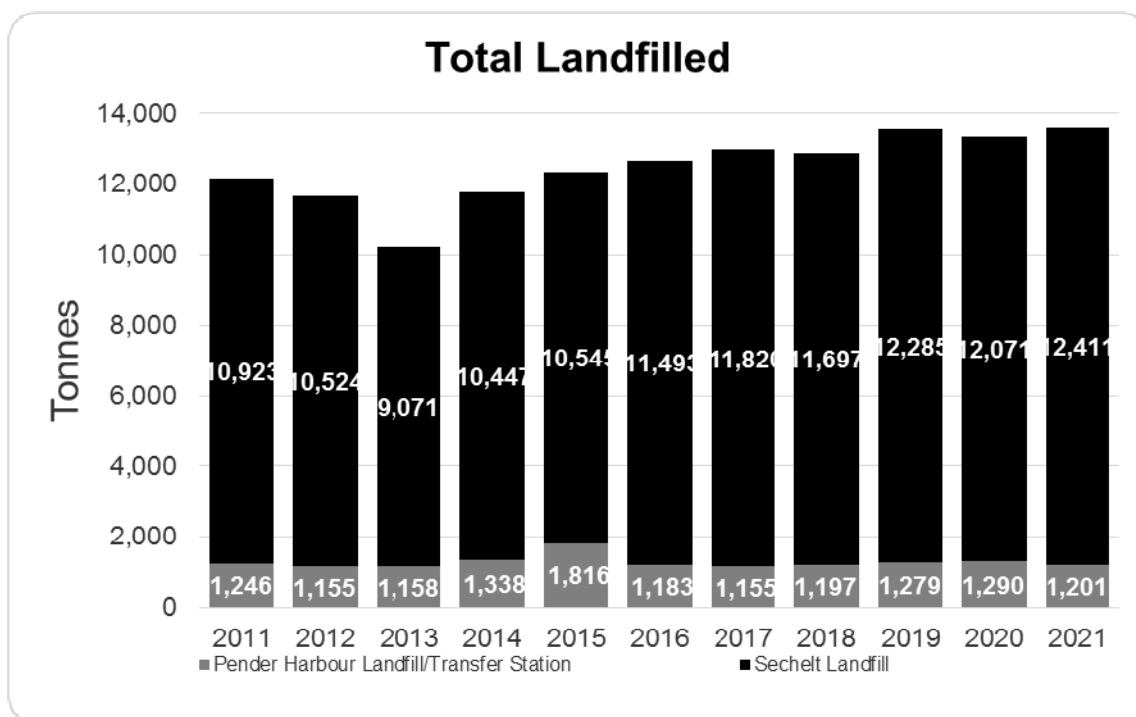


Figure 11: Top 3 Materials Disposed at the Sechelt Landfill

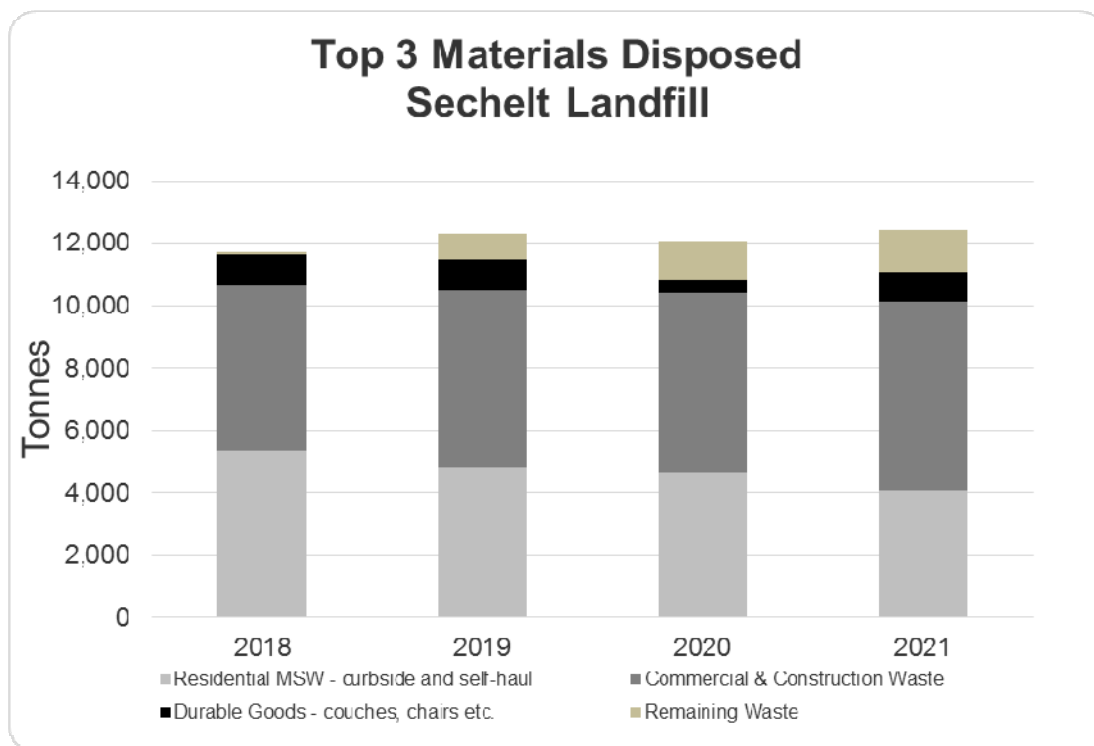


Figure 12: Top 3 Materials Disposed at the Pender Harbour Transfer Station

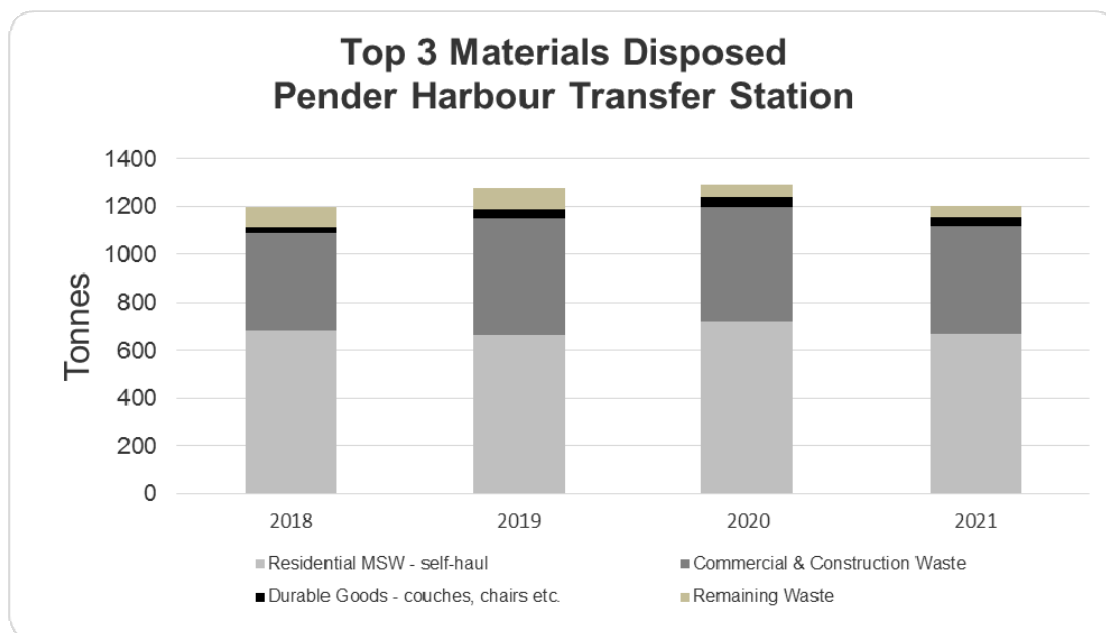


Figure 13: Top 3 Materials Diverted at the Sechelt Landfill

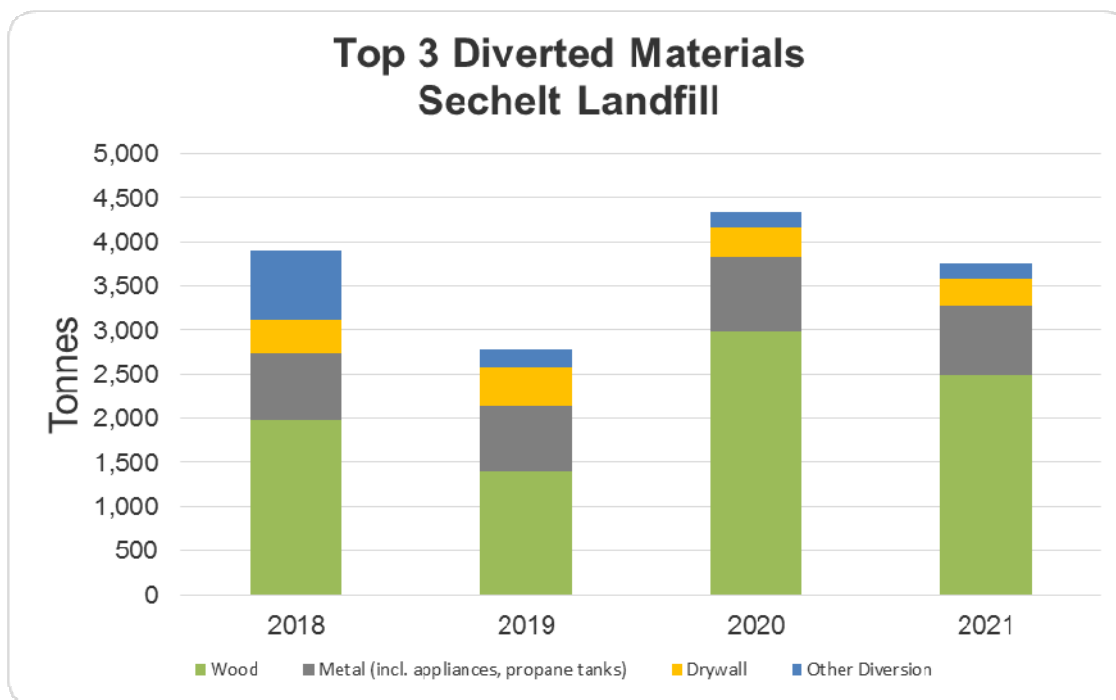
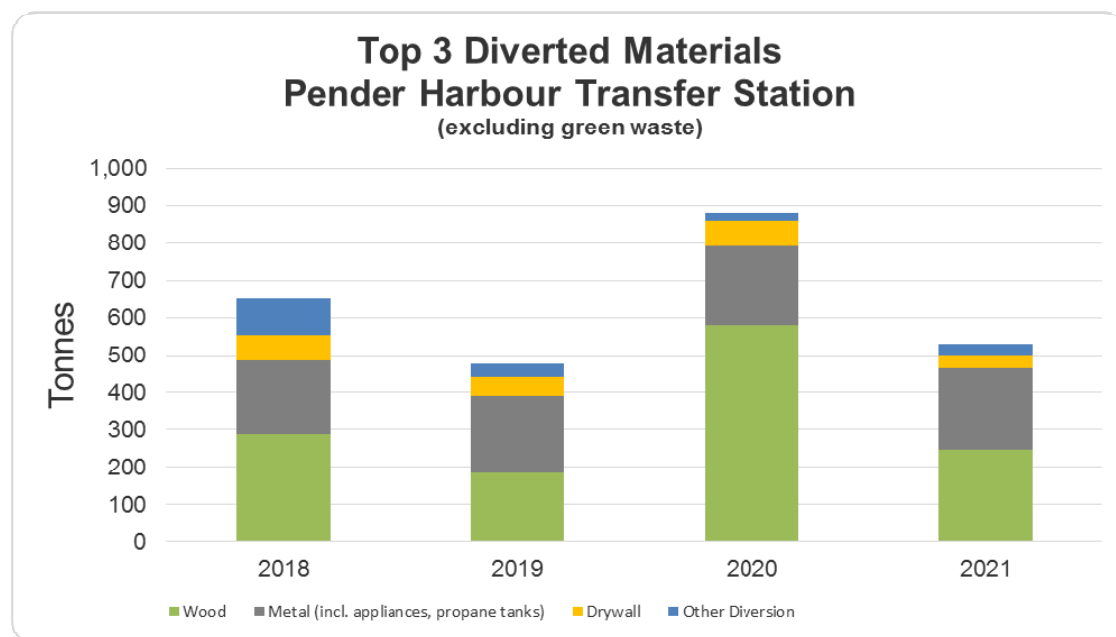


Figure 14: Top 3 Materials Diverted at the Pender Harbour Transfer Station



### *Landfill Capacity*

Based on the most recent analyses by XCG Consulting Ltd., the estimated remaining site life of the Sechelt Landfill is approximately three years, to mid-2025. This is consistent with the 2020 post-closure liability letter.

Currently, the Sechelt Landfill is the only final waste disposal option approved in the 2011 SWMP. In 2021, the SCRD initiated a process to amend the 2011 SWMP to add temporary export of solid waste to an existing facility outside the region should the Sechelt Landfill reach capacity before a new long-term disposal option is identified, approved, and operational. The SCRD engaged the public on the proposal to export waste outside the SCRD in late 2021. The SCRD Board received an engagement summary report and approved submitting the amendment application to MoE in February 2022. It is anticipated that a response from MoE will be received within one year.

Concurrently, staff are working on identifying new long-term solid waste disposal options. Through this multi-phased process, the SCRD is considering a new landfill within the region or long-term solid waste export.

### *Solid Waste Management Plan Update*

The SCRD is required to include a new solid waste disposal option in the SWMP update that will be initiated in Q2 2022. The update process will also include a complete review and evaluation of the 2011 SWMP's guiding principles, waste reduction targets, and programs/services. This is aligned with MoE's recommendation that Regional Districts renew their solid waste management plans every 10 years, and this process is anticipated to take two to three years.

### *Updates to Data*

Solid waste tonnage data will continue to be provided as part of the existing quarterly reports (green waste, depot recycling, landfill) and regional diversion rates will be provided annually.

### *Communications Strategy*

A specific web page was created for diversion data, [www.scrd.ca/diversion](http://www.scrd.ca/diversion).

## **STRATEGIC PLAN AND RELATED POLICIES**

This report supports the 2019-2023 Strategic Plan Strategy 2.3 of Achieving Sustainable Solid Waste Management.

Further, this report is in support of the SCRD's 2011 Solid Waste Management Plan.

## **CONCLUSION**

The SCRD collects disposal and diversion data, and calculates annual waste generation, diversion, and per capita disposal rates.

The SCRD's current SWMP was adopted by the Board in 2011 and is oriented towards achieving two targets: diversion and per capita disposal. The diversion target is up to 69%. The actual diversion rate for 2021 was 57% down from 58% in 2020. The target for total waste

generated per capita is 279-315 kg. The actual per capita amount for 2021 was 421 kg which is similar to 2020.

Further diversion and waste reduction is required to meet the targets identified in the SCRD's SWMP. The SCRD will be initiating a review and update of the SCRD's SWMP in Q2 2022 to determine the future of waste disposal in the region.

*Attachment*

Attachment A: 2021 Diversion Materials Summary

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

# Attachment A

## 2021 Diverted Materials Summary

Service	Material Type Diverted
<b>Landfill &amp; Transfer Station</b>	
Sechelt Landfill and Pender Harbour Transfer Station	Cardboard
	Green Waste*
	Gypsum
	Mattresses
	Metal
	Tires
	Wood – Clean**
	Wood – Dirty/Contaminated**
Sechelt Landfill only	Paint (ProductCare)
<b>Curbside Collection</b>	
District of Sechelt	Food waste & green waste pilot, recycling***
Sechelt Indian Government District	Recycling <sup>1</sup>
Town of Gibsons	Food waste
SCRD	Food waste
<b>SCRD Recycling Depots</b>	
Gibsons Recycling, GRIPS, Salish Soils	As per Recycle BC - containers (plastic, metal paper, glass), paper and cardboard, Styrofoam food containers and packing blocks, plastic bags and overwrap and other flexible plastic packaging
Gibsons Recycling Depot	Books
<b>Extended Producer Responsibility Programs</b>	
Electrorecycle – small appliances e.g. toaster, microwave	
Encorp – beverage containers e.g. juice box, pop cans	
Electronic Products Recycling Association (EPRA) – electronics e.g. tv, computers	

### Notes:

\* Green waste is collected at the South Coast Green Waste Drop-off Depot and at Salish Soils (on behalf of the Sechelt Landfill).

\*\* Wood is collected at Salish Soils on behalf of the Sechelt Landfill.

\*\*\* Curbside collection for recycling includes: containers (plastic, metal), paper and cardboard. The remaining materials accepted for recycling such as glass or polystyrene must be taken to a depot as per Recycle BC.

The Pender Harbour Transfer Station and Sechelt Landfill share-sheds were closed in 2020 due to COVID-19, and due to ground disturbance at the Sechelt Landfill.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – May 12, 2022

**AUTHOR:** David Nelson – Manager, Information Services

**SUBJECT:** CITYWORKS SOFTWARE LICENSE AGREEMENT – THREE YEAR RENEWAL

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### RECOMMENDATION(S)

**THAT the report titled Cityworks Software License Agreement – Three Year Renewal be received for information;**

**AND THAT a three-year renewal of the Cityworks software license agreement in the amount of \$102,003 be approved;**

**AND THAT the delegated authorities be authorized to execute the three-year renewal of the Cityworks software license agreement;**

**AND FURTHER THAT the 2023-2027 Financial Plan be amended to reflect the software expense through Information Systems [117] versus Asset Management [111].**

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### BACKGROUND

The Cityworks software is used for work management and asset management: service requests, work orders, inspections, and preventative maintenance business processes. The Cityworks system which has been in place since 2016, is tightly integrated with GIS mapping solutions and is up for renewal.

The purpose of this report is to seek approval for an additional three-year renewal of the software agreement.

### DISCUSSION

The Cityworks software subscription (usage, maintenance and support) license that is expiring at the end of June 2022 was at a total cost of \$112,350. The vendor, ESRI Canada, has proposed the following three-year license extension with annual payments as shown below. Staff have negotiated a \$10,347 reduction in the proposed total three-year fees. The renewal would provide continued access to the Cityworks solutions through June 27, 2025.

Term Starts	Year One June 28, 2022	Year Two June 28, 2023	Year Three June 28, 2024	Total
<b>Total Annual Term License Fee (Inclusive of PST)</b>	\$32,999	\$33,994	\$35,010	\$102,003

The Cityworks software is the intellectual property of Azteca Systems, a closely-held US corporation who has partnered with ESRI Canada to re-sell their solution to Canadian customers. ESRI is the only Canadian reseller for Cityworks software licenses, therefore, it is recommended that the Sunshine Coast Regional District (SCRD) renew its software license agreement for an additional three-year term with ESRI Canada.

#### *Financial Implications*

The annual decrease in the license fee would be -\$4,451.20 in year one; -\$3,456.10 in year two; and -\$2,439.60 in year three. The Enterprise Asset Management System is currently recovered through the Support Services Allocation method within the Asset Management Budget [function 111]. It is recommended that all software be housed within the Information Services [function 117] to better reflect the function, therefore, in addition to the minor reduction in fees it is recommended that the expense be transferred to function 117 for the 2023-2027 Financial Plan. There is no impact to the overall Budget for this change in alignment and the negotiated cost savings would be reflected.

#### **STRATEGIC PLAN AND RELATED POLICIES**

This contract renewal aligns with the Boards Purchasing, Financial Sustainability and Asset Management Policies.

#### **CONCLUSION**

The Cityworks software solution has provided suitable process automation for our work management and asset management services over a three-year license agreement that is due to expire June 27, 2022. The recommendation is to accept ESRI Canada's proposal to extend the agreement for a further three years at a total cost of \$102,003.

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

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Committee of the Whole – May 12, 2022

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

**SUBJECT:** **INFRASTRUCTURE SERVICES DEPARTMENT – 2022 Q1 REPORT**

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**RECOMMENDATION(S)**

**THAT the report titled Infrastructure Services Department – 2022 Q1 Report be received for information.**

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**BACKGROUND**

The purpose of this report is to provide an update on activities in the Infrastructures Services Department for the First Quarter (Q1) of 2022: January 1 – March 31, 2022.

The report provides information from the Water and Wastewater, and Solid Waste services provided by the several division within the department.

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

***Utilities Services Division [365, 366, 370]***

The Utilities Services 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 Services Division is also responsible for 18 wastewater facilities in Areas A, B, D, E, and F.

The Sunshine Coast Regional District (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 watermains, 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 projects, and noteworthy program developments, as well as, monthly water distribution volumes for the all water systems.

## PROJECTS - CAPITAL WORKS

### *Watermain Replacement Program*

- Chaster Road Watermain Replacement
  - The installation of approximately 750 m of 200 mm ductile iron watermain on Chaster Road is complete. Temporary asphalt shoulder paving has been installed and half roadway width paving will be completed in the spring of 2022.
- Henry Road Watermain Replacement
  - The final design and construction drawings are complete for the replacement of the asbestos cement watermain along Henry Rd, north of Reed Road. Due to unexpected delays in the construction of the Chaster Road watermain, replacement of the Henry Road watermain has been deferred and will now be completed in fall 2022.
- Eastbourne Watermain Burying
  - The construction 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 Q2 2022.
- San Souci Bridge Watermain Replacement
  - This project provides for the relocation of the waterline from underneath and within the bridge structure to a new alignment adjacent to and parallel to the bridge. Preliminary design and specifications are currently under review by SCRD staff. Construction is expected to occur in Q3, 2022.
- Wescan Marine Crossing Watermain Replacement
  - This project provides for the replacement of the marine crossing watermain between Wescan Road and Sans Souci Road in Secret Cove. Design drawings are currently under review. The existing watermain has experienced multiple leaks in recent years. Construction is planned for summer 2022 to align with the Department of Fisheries and Oceans in water construction work window. Due to a recent identified leak in the pipe, a construction tender was issued on April 8 with construction tentatively scheduled for Q3 2022 and is dependent upon obtaining the necessary in water and other related permits.

### *Water Projects*

- Groundwater Investigation – Phase 4B Church Road Well Field Construction
  - Phase 4A was tendered in November 2021 and the construction contract was awarded at the January 13, 2022 Board meeting. Construction has begun in earnest with three different construction crews installing pipe with concurrent work on the water treatment plant site. All parties involved recognize the importance of this project and will and are making every effort to ensure the work is completed and the system is commissioned by mid-September. However, due to global supply chain issues, there have been delays in fabrication and delivery of some key components of the water treatment plant which may impact the commissioning date. A more detailed project-update is included in a separate report on this Committee's agenda.

- Groundwater Investigation Phase 3 – Part 2
  - The design services and well drilling contract was awarded in November 2021. During Q1 2021 the start of the well development activities were pending issuance of the archaeological permits. These have been obtained early Q2 2022 which would allow for a water licence application submission to be completed in Q4 2022. Test well drilling is scheduled for late May, early June and will continue into the summer.
  - The development of the Request for Proposal (RFP) for Maryanne West Park well development project is currently scheduled to be initiated in fall 2022.
- Eastbourne Groundwater Development
  - The project consultant has been procured and is actively working on engineering options related to use of the private well. The project scope includes the completion of technical analysis and engagement in negotiations with a private well owner with the intention of the SCRD securing access to and use of surplus water from the private well for use in the Eastbourne System. In the event that the private well arrangement is found to be untenable, the budget provides for a pivot to a test well drilling program with the intention of finding a new source of groundwater for the Eastbourne System. The project completion is anticipated by Q1 2023.
- Raw Water Reservoir(s) – Feasibility Study Phase 4
  - Early 2022 the consultation with First Nations on the land tenure for the geotechnical drilling component of this project was completed and the tenure is anticipated to be executed in Q2 2022. The SCRD and the consultant are reviewing the ability of geotechnical drilling companies to complete the project within the available project budget as the original budget is now more than two years old.
- Chapman, Edwards, McNeil Lake and Saddle Dam Safety Upgrades
  - This project is intended to complete the technical assessments, permitting and design of the required safety upgrades to these three dams. Design drawings are currently under review by the SCRD. Due to the extended period in procuring the necessary environmental permits, the Chapman and Edwards Lake construction tendering is deferred into 2023, the construction tendering for the McNeil Lake is scheduled for Q3 2022.
- Chapman Water Treatment Plant Chlorination Project
  - This project is intended to replace the chlorination system at the Chapman Water Treatment Plant. The project is currently under construction. Project completion is anticipated for late Q4 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, the regulatory requirement is to have multiple UV systems to allow for redundancy in case of failure of a single unit. A contract award for the engineering consulting services has been awarded. Preliminary design and cost analysis have been completed with the total project cost exceeding the current budget. Design work will

continue into Q3 2022 with a focus of identifying efficiencies to the design to reduce the overall cost. A budget proposal will be brought forward for budget 2023 with construction and installation work to be completed in Q3 2023.

- Chapman Creek Water Treatment Plant Residual Disposal and Planning
  - The Chapman Creek Water Treatment Plant produces residuals from the water treatment process which get released into holding ponds. In collaboration with the shíshálh Nation and Lehigh Hanson, a temporary measure is in place to avoid overflow during the fall, winter and spring seasons. A RFP for the development of a long-term residual management feasibility plan was advertised and has been awarded. A short-term plan to manage the existing residuals is to be completed by Q3 2022.
- Chapman Creek Water Treatment Plant Hot Water Upgrade
  - This project has been completed and new hot water tanks are in use.
- Chaster Well Surface Seal
  - The preliminary design is complete and drafting of the tender documents is currently scheduled for Q2 2022 followed by construction in Q3 2022.
- 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 the 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 are to take place in late 2022.
- Reed Road Pump Station Zone 4 Upgrade
  - The primary objective of this project is to increase the fire flows in the Cemetery Road area. Preliminary design is underway and construction is expected to take place in 2023.

### ***Wastewater Projects***

- Woodcreek Wastewater Plant
  - The findings of the condition assessment were presented at the November 19, 2020 Infrastructure Services Committee (ISC) meeting. Staff have applied for Provincial/Federal grant funding and are still awaiting funding announcements. The draft tender document is complete and staff are awaiting results of the Federal grant approval to proceed with formal tendering and construction.

Q2, 2022 update: Staff were informed in early May that the project grant application was awarded in the amount of \$769,000. Due to the current workload of the Capital Projects Division, work on this project is not anticipated to start until 2023.

- Square Bay Wastewater Plant Infiltration
  - Repairs to manholes near the Crab Road Lift Station have been completed. More repairs to the collection system are required to avoid future non-compliance incidents. This work is ongoing.
- Roberts Creek Co-housing Wastewater Plant
  - Staff are completing work required to improve effluent quality and correct design errors. A progress report was presented at the December 2021 ISC meeting to provide more detail on work completed and work still to be done. Communication with the Roberts Creek Co-housing community is ongoing and they have been updated with the progress and timeline on this project and have donated funds to continue the remediation work. This work should be completed in Q2 2022.
- Langdale Wastewater Plant
  - In February a grant application was submitted for funding support for required upgrades to this wastewater treatment plant under the Investing in Canada Infrastructure Program-British Columbia-Green Infrastructure-Environmental Quality Program. While the announcement of the result of this application is not expected until early 2023 staff is continuing it's negotiations with the YMCA and will undertake technical assessments preliminary design work.

### **Water and Wastewater Service Reviews**

The table below provides an overview of the development projects that the Utility Services staff are currently reviewing for impacts to water and wastewater services. A significant amount of these will include extensions to the water distribution system, upgrades to existing systems or the construction of new wastewater treatment plants.

<i>Water/Wastewater Development Under Review</i>	
Gower Point Road: 2 lots, water	Derby Road: Multi Unit Development, water
Bonniebrook: 15 lots, water	Shoal Way/Lighthouse Ave: 40 lots, water
Castle Road: 15 lots, water	Selma Park Road: 107 lots, water
King Road: 7 lots, water	Nestman Road: 50 lots, water
Grandview Road: 12 lots, water	Tyler Road: Multi Unit Development, water
Grandview Road: 2 lots, water	Tower Road: 50 lot subdivision, water
Reef Road: 42 units, water	Redrooffs Road: 6 lots, water
Binnacle Avenue: 605 lots/units, water	Redrooffs Road: 50 lots, water/wastewater
Wharf Road: 6 lots, water	Lily Lake: 14 units, water/wastewater
Truman Road: 51 lots, water/ wastewater	Bligh Road: 8 lots, water
Mills Road/Bligh Road: Multi Unit Development, water	Marine Way: 3 lots, water
McCourt Road: Multi Unit Development, water	Lee Road: 65 lots, water/wastewater
McCourt Road: 5 lots, water	Lee Road: 8 lots, water/wastewater

Dusty Road Development: water	Tudor Grove: 16 lots, water
Ripple Way: 15 lots, water	Chapman Road: 13 lots, water
Inlet Avenue: 57 units, water	Acorn Road: Multi-Purpose Development, water
Ripple Way: 28 lots, water	Havies Road 99 lots, water

Note: As both Utility Engineering Technician positions are currently vacant the processing timelines for this type of applications has been substantially impacted.

### **Snow Conditions and Water Supply**

SCRD staff have scheduled four to five snow surveys in 2022 to help determine the snow pack, water levels and stream flow conditions. To date three snow surveys have been completed on January 27<sup>th</sup>, February 23<sup>rd</sup>, and March 31<sup>st</sup>, 2022 for Chapman and Edwards Lakes.

The snow survey completed on March 31<sup>st</sup>, 2022 has shown slightly below normal conditions for snow water equivalency (SWE) and snow depth based on the period from 1991-2020. Chapman Lake was at approximately 91% of normal for SWE while Edwards Lake was at approximately 94% of normal for SWE.

The Provincial water supply conditions for the South Coast Region has also shown slightly below normal snow pack. The slightly below normal snow pack indicates an average year of spring run-off for the watersheds within the South Coast Region.

### **Public Participation**

- Water Sustainability staff attended the Quality Garden and Pet ‘Gardening in Harmony’ event on March 6<sup>th</sup>. Staff spoke with approximately 40 people, including many in-depth conversations about SCRD Rainwater Harvesting Rebates and subscribing to the Monthly Water Use Update.
- Around 472 residents are subscribed to the Monthly Water Use Update for properties with a water meter. Information about signing up was shared through regular quarterly leak letters and communications about water conservation.
- Leak notification letters were sent to 303 residents in March. In addition, any commercial customers with a water leak received a notification on their quarterly utility bill.

### **Water Planning and Policy Development**

- Regional Watershed Protection Service Feasibility Study
  - A business case presenting options to expand watershed protection programs was completed in Q1 and presented at the March ISC meeting. The Board directed staff to seek feedback on the business case from other governing authorities.
- SCRD Water Rates and Regulations Bylaw No. 422 Updates
  - Staff presented proposed bylaw amendments to the Board in Q1 2022. Changes to the Bylaw were adopted on March 24, 2022 to meet the needs of the community, provide clear communication, efficient administration and clarity for enforcement. Permits for watering new lawns were discontinued, the definition and watering times for drip-irrigation was updated, and a two-

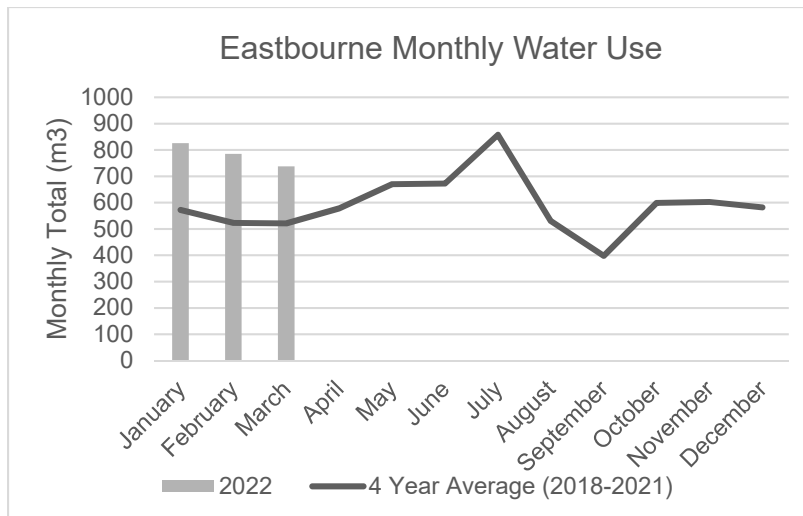
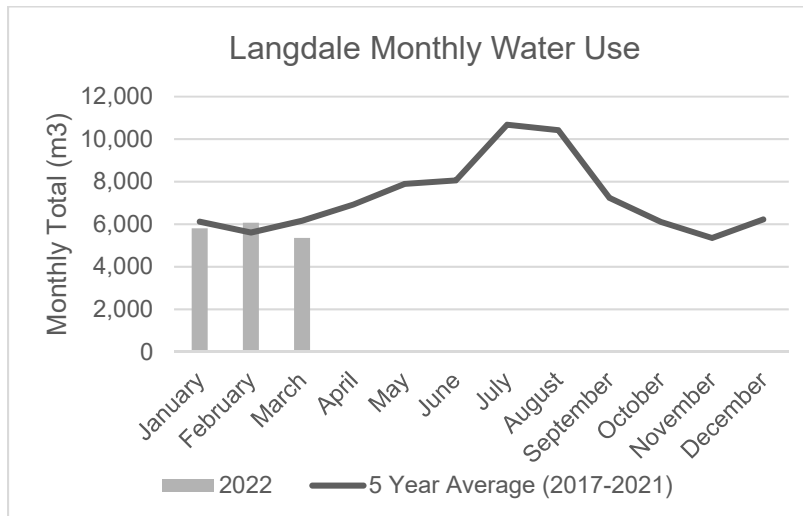
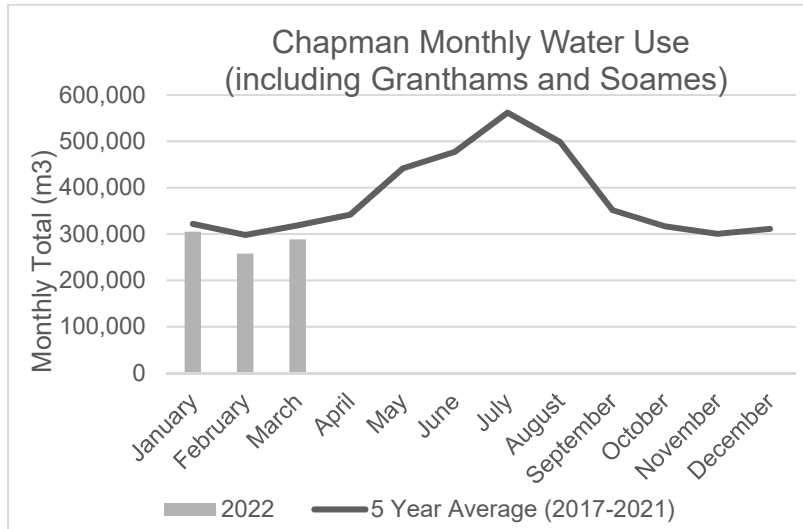
week exemption at the start of Stage 4 was adopted for farms paying a metered rate for water. Communication of changes with the public will begin in early Q2 2022.

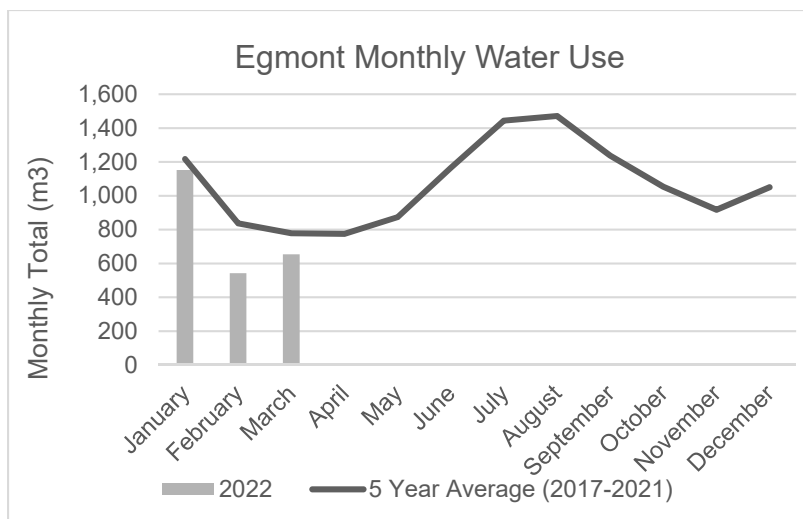
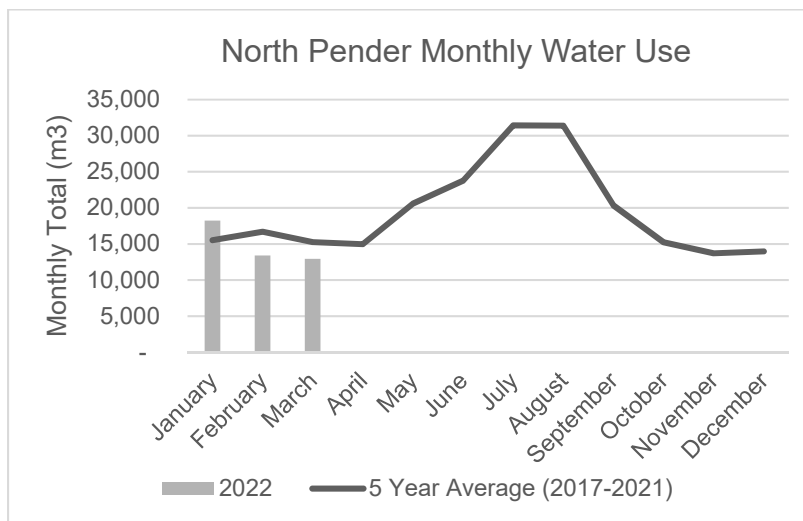
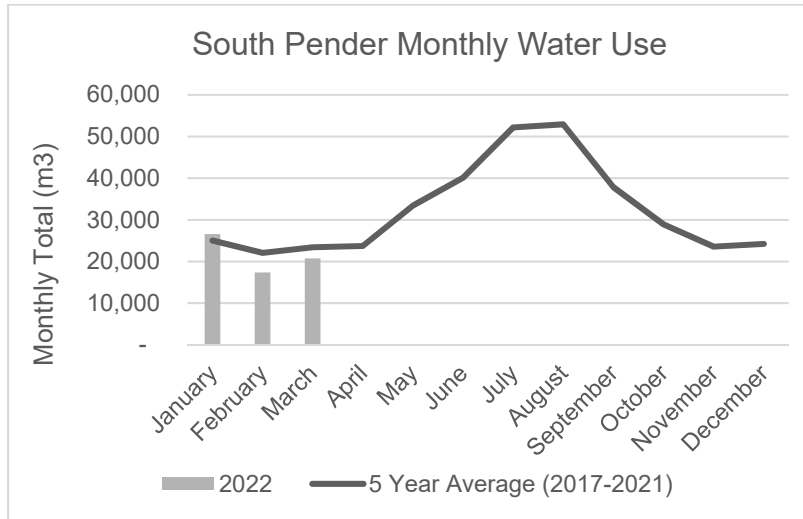
- Water Strategy
  - Staff are in the initial planning stages of developing a Water Strategy that sets the direction and priorities to ensure long-term water supply. The Water Strategy will describe tactics the SCRD can pursue to 2027 related to infrastructure, water supply, water efficiency and source protection, after which it should be reviewed and updated. Staff will engage the public on the development of the strategy in late Q2 2022.
  - Staff engaged the Water Supply Advisory Committee (WASAC) on the development of a Discussion Paper that outlines the context and proposed approach for the Water Strategy. The Discussion Paper will be a jumping-off point for discussions with the public that includes a draft commitment statement, guiding principles for the strategy, and focus areas where the SCRD would like to work and improve.
  - Staff will use this feedback received during engagement to develop a draft Water Strategy which will be a 10-page public facing document that explains how the SCRD plans to provide a safe and reliable water supply. The draft Water Strategy will be presented back to the public by early 2023. Following the approval of the Water Strategy by the SCDR Board, the SCRD will draft Action Plans to successfully implement the strategy over the next five years.
- Water Meter Programs
  - Staff are working to implement Neptune 360, a new software that improves water meter data collection and analysis. Staff are working with contractor Neptune and IT staff to prepare the necessary datasets. Training and testing will commence in Q2 2022.

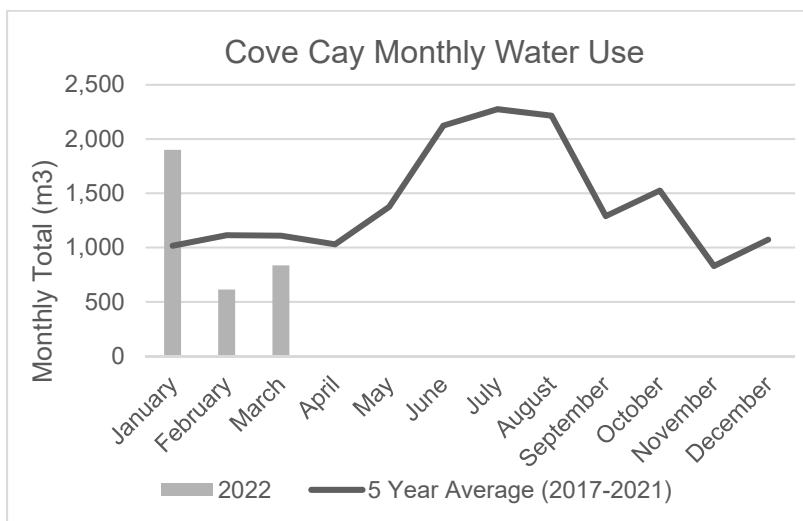
## **OPERATIONS - WATER DISTRIBUTION SYSTEM**

### ***WATER USE PER WATER SYSTEM***

The following graphs show the 2022 monthly total water use per water system managed by the SCRD. Each graph presents the average monthly water use over the past 5 years (2017-2021).



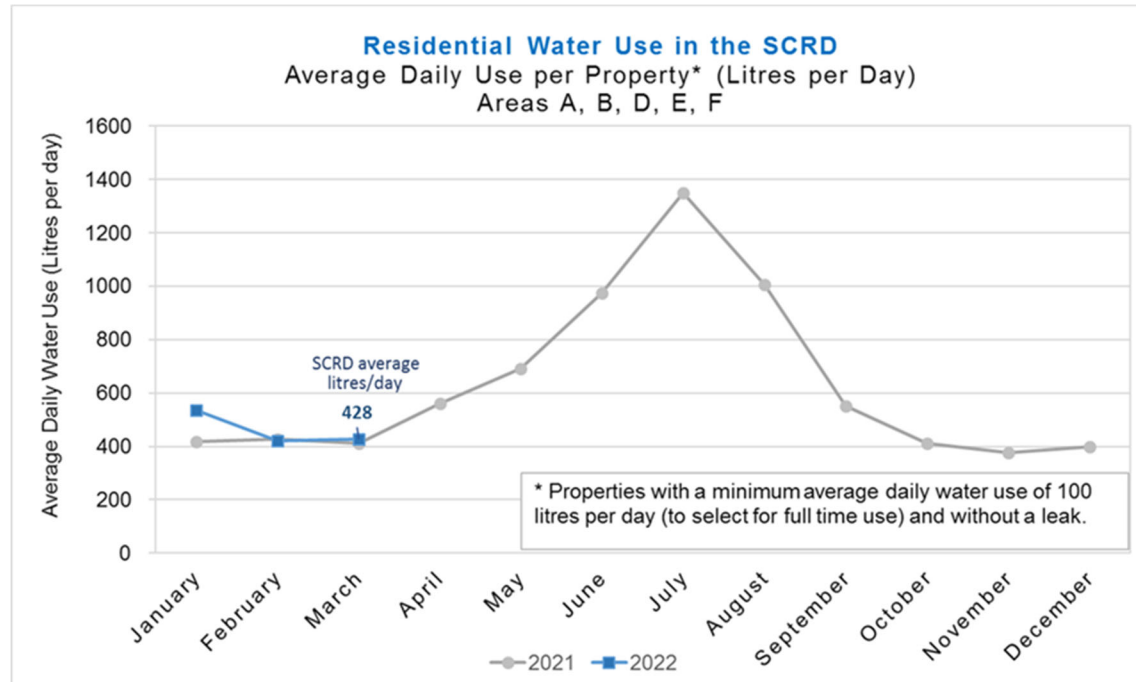




Note: the above average amount for the Eastbourne water system is the result of service connections that started leaking during the winter months. These leaks are currently actively being repaired.

### RESIDENTIAL WATER USE

Residential water use is trending near normal winter levels, with properties averaging 463 litres per day in Q1 2022.



## **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 2011 Solid Waste Management Plan (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 Projects***

#### ***Future Waste Disposal Options***

At the July 2021 ISC meeting, staff presented the final results of phase 1 of the option analyses to confirm the feasibility of developing a new landfill on the Sunshine Coast or a transfer station to facilitate waste export. The Board provided the direction to initiate a second opinion on the project findings to date with respect to the potential for the siting of a landfill. An RFP was issued to assess the feasibility of a recently identified potential landfill site or conduct the second opinion on the earlier identified sites, however, no service providers responded to the bid. Staff will continue seeking a qualified service provider to complete this project component in Q2 2022.

#### ***Solid Waste Management Plan - Amendment***

Staff presented the Engagement Summary Report on the proposed amendment to the 2011 SCRD SWMP at the February 10 ISC meeting. The Board provided the direction for staff to submit an application to the BC Ministry of Environment and Climate Change Strategy for approval of the proposed amendment to the 2011 SWMP to allow for temporary waste export. Staff plan to submit the application early Q2 2022.

#### ***Solid Waste Management Plan - Update***

The SCRD's current SWMP was approved in 2011 and is approaching the end of the 10-year plan lifecycle. Staff developed an RFP to hire a consultant to support the SWMP update process. The update process requires a complete review and evaluation of the 2011 SWMP's guiding principles, waste reduction targets and programs/services. The RFP is anticipated to be issued in Q2 2022.

#### ***Waste Composition Study***

A RFP seeking a qualified service provider to perform a Waste Composition Study of residential and commercial solid waste closed on February 22 and the contract was awarded to XCG Consulting Limited. The study will commence in Q2 2022 and include two sampling events in May

and October. Staff will use the information generated from this study to inform decisions on solid waste management practices.

#### *Sechelt Landfill Public Drop-off Area Construction Project*

Construction for the new public drop-off area at the Sechelt Landfill began on May 17, 2021, and is approximately 99.9% completed as there are some remaining minor tasks. An entirely new drop-off area has been constructed, the scale and scale house have been relocated and new upgrades have taken into consideration possibilities for future initiatives should a need be identified.

#### *Sechelt Landfill Stage H+ Closure*

The Design, Operating and Closure Plan for the Sechelt Landfill requires that the landfill be progressively closed as it reaches fill capacity based on final height and will no longer receive waste disposal. The Stage H+ closure consists of applying final cover to an area that measures approximately 21,500 m<sup>2</sup> on the north, south and west slopes. A staff report to initiate this project will be presented to the Committee of the Whole in Q2 2022 or Q3 2022, pending the successful recruitment of staff to manage this project.

#### *Clear Bag Survey*

The Board directed staff to do a survey on the support and concerns of implementing a clear bag requirement as an additional means to enforce the organics landfill disposal regulation which will be enforced as of October 1, 2022. Due to communication and engagement priorities associated with the Water Strategy, Drought Response Plan and climate change and the overall workload for the solid waste and communication teams, staff had to postpone the engagement on the implementation of a clear bag requirements for garbage curbside collection to late Q4 2022

#### *Biocover Feasibility Study - Phase 2*

The SCRD identified a biocover as a potential final cover for the Sechelt Landfill when it closes in mid-2025. A biocover is a type of landfill final cover that is designed to oxidize methane emissions into carbon dioxide to reduce greenhouse gas (GHG) emissions. A Sechelt Landfill Biocover Feasibility Study Phase 1 was undertaken in 2020 which concluded via a desktop study that a biocover would provide economic benefits to the SCRD and community and provide significant GHG emission reductions.

Staff have developed a RFP for Phase 2, a pilot study where a biocover will be added to a small portion of the Sechelt Landfill and monitored over a one-year period. Throughout Q1 staff have been in discussions with District of Sechelt staff regarding the use of their biosolids for the pilot project and final cover should the pilot be a success. The RFP is anticipated to be issued in Q2 2022 and Phase 2 is scheduled to take place in 2022/2023.

### **SOLID WASTE PROGRAMS**

#### *Recycle at Work – SCRD Corporate Recycling Program*

A program for the collection of mixed recycling, food waste and food soiled paper is being implemented at all SCRD facilities. Facilities continue to be on-boarded, and by summer 2022, all SCRD facilities will have waste diversion systems in place.

*Metro Vancouver Municipal Waste Reduction Coordinator Committee (MVMWRCC)*

Staff attended MVMWRCC meetings on January 19, and March 9, 2022. At these meetings, updates were provided regarding campaigns for Think Thrice, Waste in It's Place and work being initiated on a commercial institutional waste composition study.

*British Columbia Product Stewardship Council (BCPSC)*

Staff attended BCPSC meetings on March 1 and 8, 2022. Information was provided on work being done by BC Used Oil, and Call2Recycle, on upcoming amendments to the EPR programs.

*Disposal regulation for food waste, food soiled paper and paper*

The education phase associated with the amended regulation for the landfill disposal of food waste, food soiled paper and paper were implemented in January 2022. Staff have been developing outreach and education campaign which will be launched in May 2022. The amended implementation date of the enforcement phase of this regulation is October 1, 2022.

*Islands Clean Up*

Planning for the 2022 Islands Clean Up that will take place in July and August has been underway. Outreach to residents was initiated in April.

*Waste Reduction Initiatives Program*

The 2022 launch of Waste Reduction Initiatives Program (WRIP) is scheduled for Q3.

*Home Composter Rebate Program*

Staff have been preparing outreach and communications for the Home Composter Rebate Program. The Program will launch on May 1 to coincide with compost awareness week.

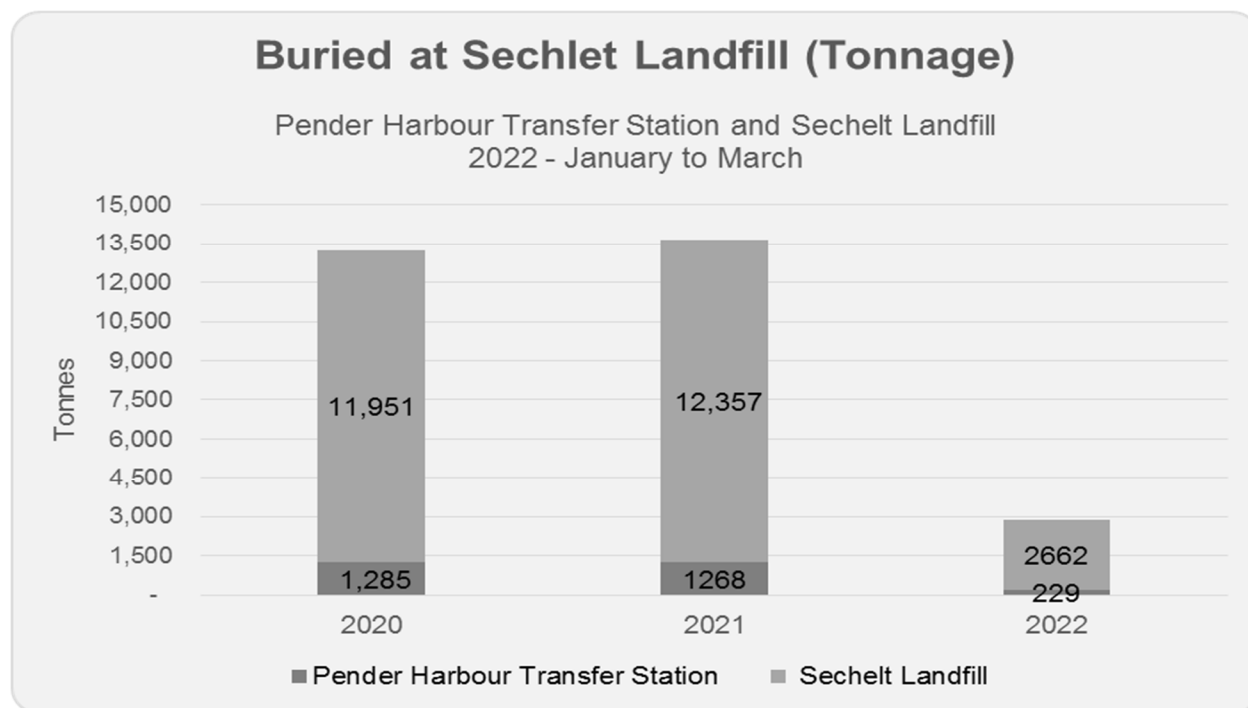
**SOLID WASTE OPERATIONS**

*Coast Waste Management Association – Landfill Operators Working Group*

Staff attended the inaugural Landfill Operators Working Group meeting on March 2, 2022. The working group was established to provide landfill operators with an opportunity for open discussion on diversion mechanisms, landfill safety and shared challenges. The discussion topics included lithium batteries and fire risk, reporting fire incidents, wildlife mitigation and safe work practices. The working group is set to meet quarterly.

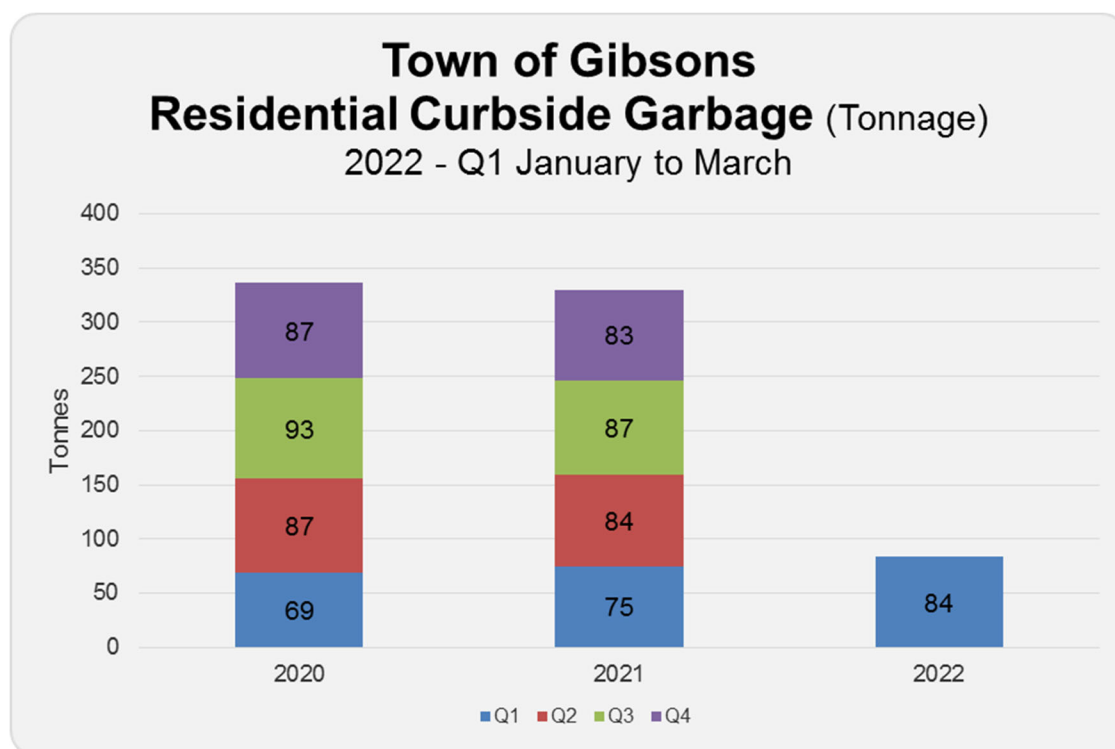
*Statistics – Landfill*

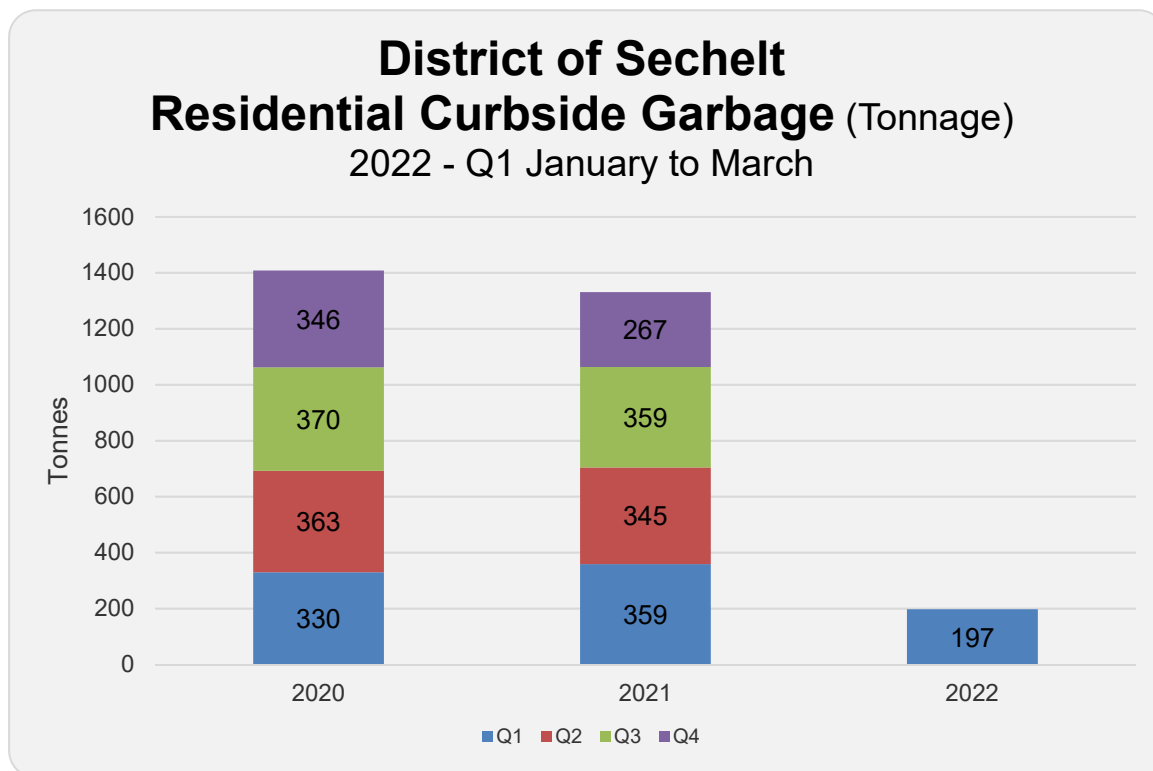
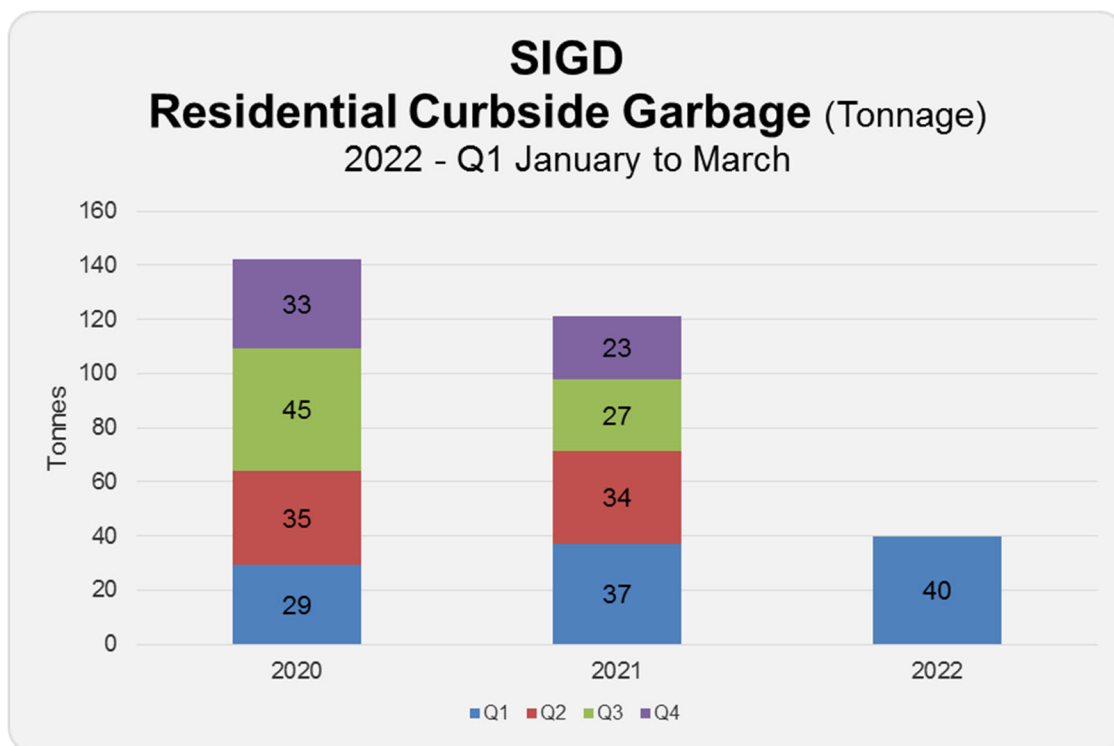
The tonnage presented includes an estimated combined total of all material from the Pender Harbour Transfer Station that is transferred to the Sechelt Landfill for burial, and all materials received at the Sechelt Landfill for burial. This includes: residential curbside garbage, self-hauled garbage, commercial garbage, roofing, dead animals, asphalt, asbestos, durable goods (e.g. couches, chairs), concrete, dirt and rocks and styrofoam (non-recyclable).



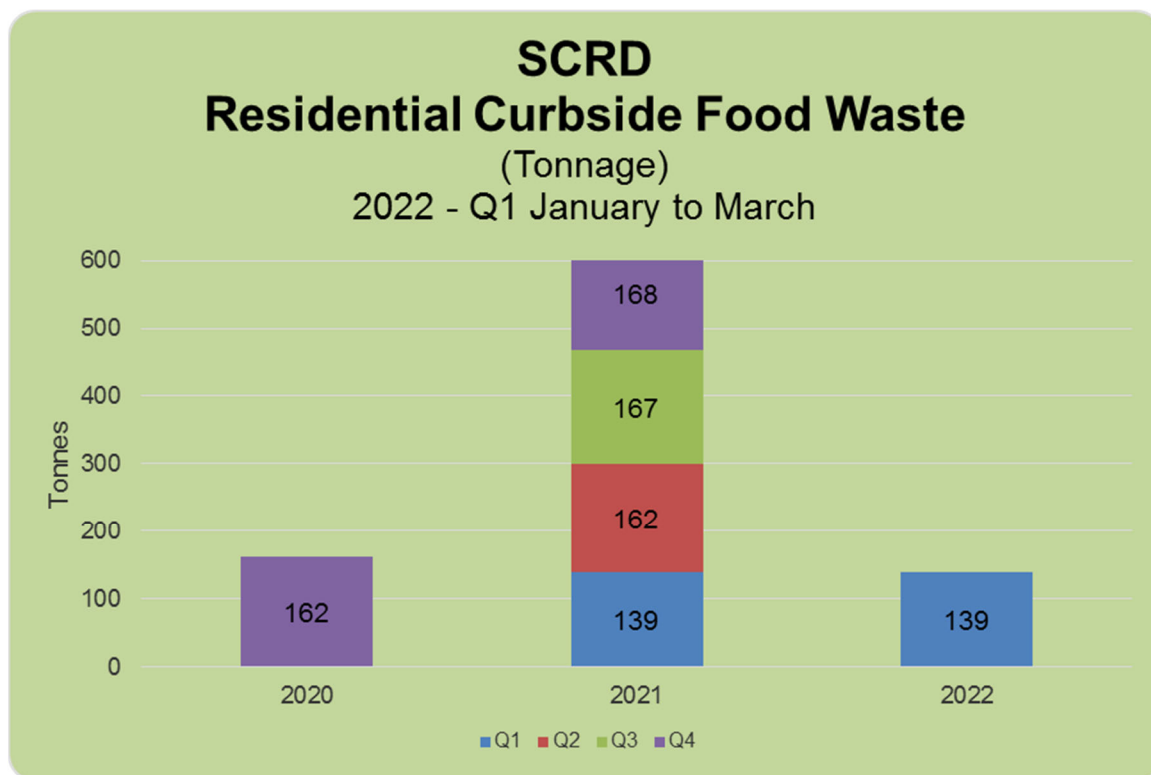
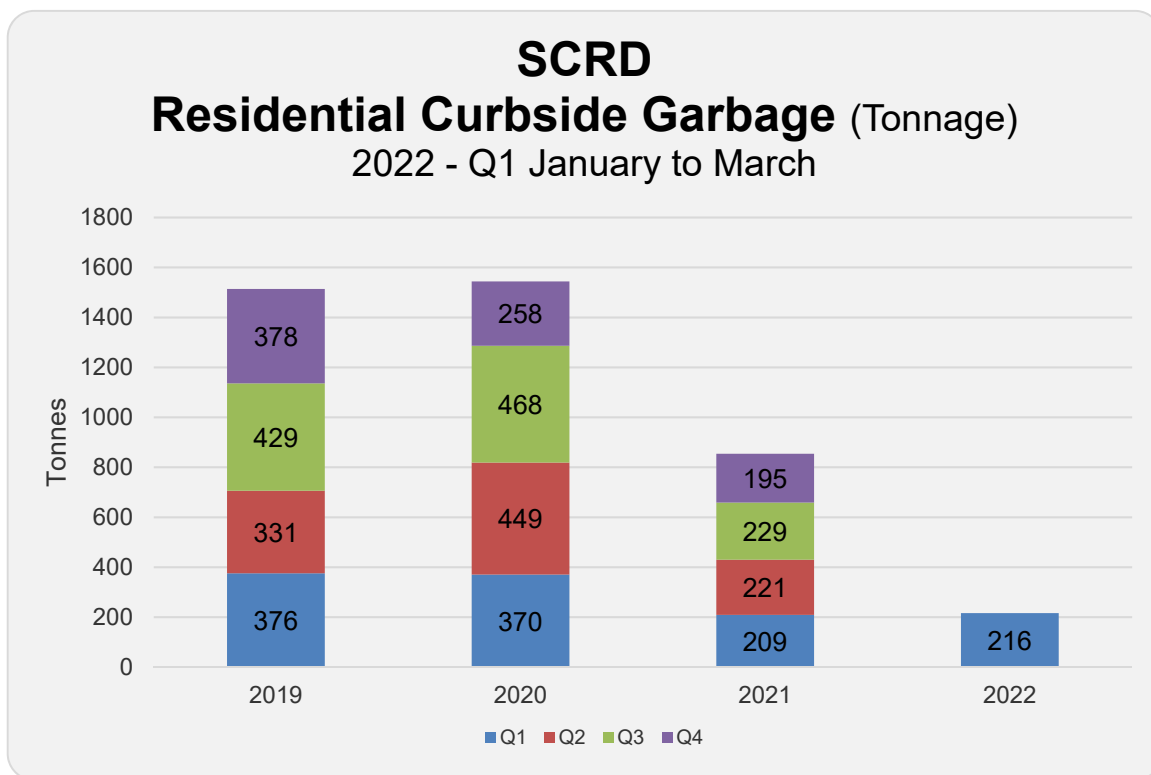
#### Statistics – Curbside Collection Services

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.



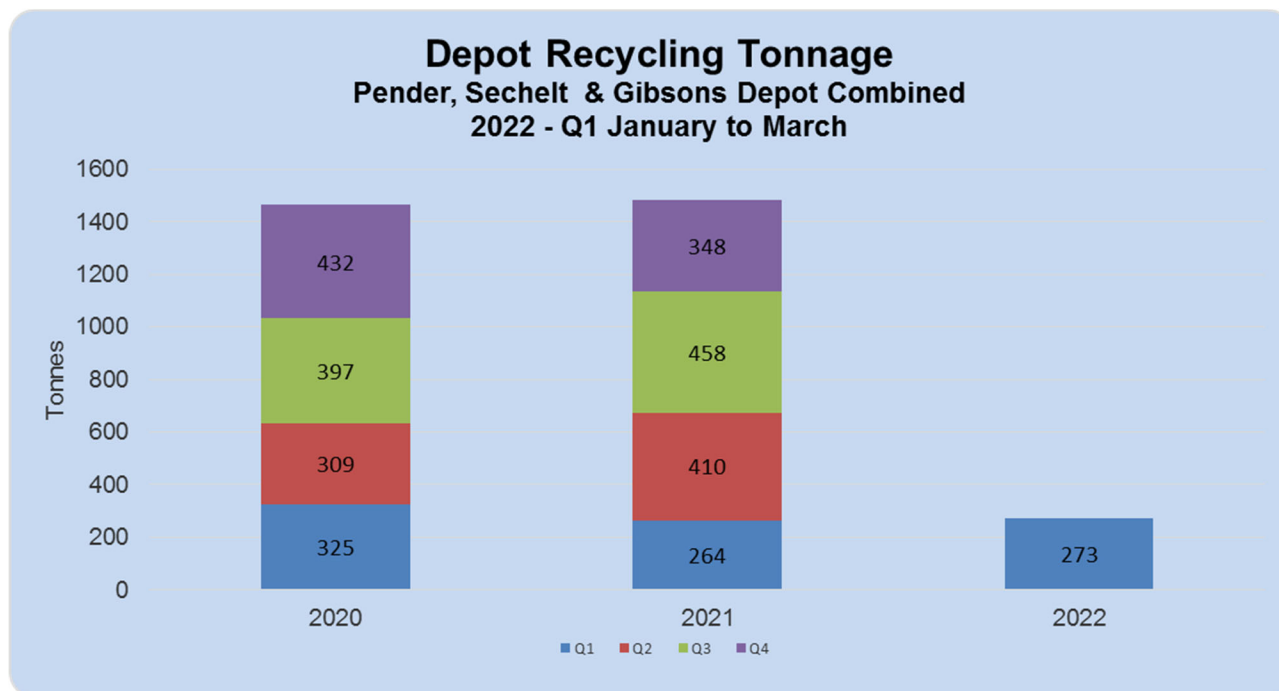


The residential curbside tonnage presented is for the curbside collection program from residential dwellings in the SCRD. Curbside residential garbage is then delivered to the Sechelt Landfill and buried. Curbside residential food waste is delivered to Salish Soils for composting.



### Statistics – Recycling

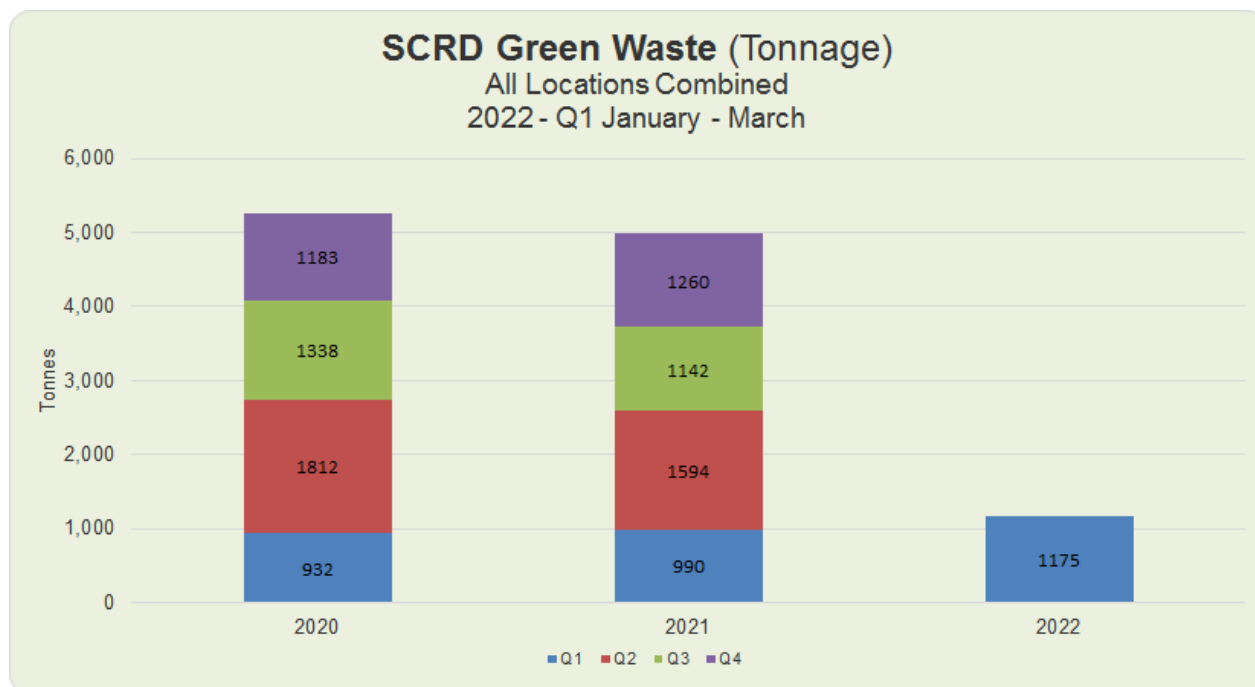
The SCRCD has an agreement with RecycleBC to provide residential packaging and paper products (PPP) Depot Recycling Services in Gibsons, Pender Harbour and Sechelt. The SCRCD contracts these services to Gibsons Recycling, GRIPS and Salish Soils respectively. The data presented is provided by RecycleBC 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 SCRCD 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 (on behalf of the Sechelt Landfill). The SCRCD 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 SCRCD locations.



Reviewed by:			
Manager	X – S. Walkey X – S. Misiurak X – M. Edbrooke X – R. Porte	Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	