



INFRASTRUCTURE SERVICES COMMITTEE

Thursday, December 3, 2015
SCRD Board Room, 1975 Field Road, Sechelt, BC

AMENDED AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of the Agenda

DELEGATION

2. Brian O'Donnell, Energy Manager Presentation
Regarding Quarterly Energy Management Status Report
(Voting – All Directors)
3. Myrna Moore and Greg Hill, BC Transit Annex A
pp 1 – 18
Regarding Transit Fare Review
(Voting – B, D, E, F, Sechelt, SIGD, Gibsons)

REPORTS

4. Manager of Transit and Fleet and Treasurer Annex B
pp 19 – 22
Transit Budget Shortfall
(Voting – B, D, E, F, Sechelt, SIGD, Gibsons)
5. Manager of Transit and Fleet Annex C
pp 23 – 38
Referral from November 5, 2015 ISC (Board Resolution # 424/15 No. 10)
Revisiting Local Fuel Tax Options to Fund Regional Transit Service
(Voting – B, D, E, F, Sechelt, SIGD, Gibsons)
6. Water Conservation Assistant Annex D
pp 39 – 41
Universal Metering Program 2016 – Public Engagement Plan
(Voting – A, B, D, E, F, Sechelt)
7. General Manager Infrastructure Services Annex E
pp 42 – 44
Groundwater Supply Investigation Options
(Voting – A, B, D, E, F, Sechelt)
8. General Manager Infrastructure Services Annex F
pp 45 – 46
Water Services Energy Conservation Projects – Phase 1
(Voting – A, B, D, E, F, Sechelt)
9. Manager Waste Reduction and Recovery Annex G
pp 47 – 78
Solid Waste Management Plan Proposed Initiatives
(Voting – All Directors)
10. Manager Waste Reduction and Recovery Annex H
⇒REPLACE p 79
with pp 79 & 79a
Plan Monitoring Advisory Committee Terms of Reference
(Voting – All Directors)

- | | | |
|----|---|-------------------------|
| 11 | Manager Waste Reduction and Recovery
Illegal Dumping Community Discussion Minutes of September 28, 2015
(Voting – All Directors) | Annex I
pp 86 – 92 |
| 12 | General Manager Infrastructure Services
Wharf Lease Renewals
(Voting – B, D, E, F) | Annex J
pp 93 – 95 |
| 13 | Manager of Utilities Services
Lee Bay Wastewater Treatment Plant Safety Platform
(Voting – A, B, D, E, F) | Annex K
pp 96 – 98 |
| 14 | Administrative Assistant
Monthly Report for November
(Voting – All Directors) | Annex L
pp 99 – 101 |
| 15 | Transportation Advisory Committee minutes of November 2, 2015
(Voting – All Directors) | Annex M
pp 102 – 104 |

COMMUNICATIONS

- | | | |
|----|---|-------------------------|
| 16 | Ministry of Finance, dated October 23, 2015
Regarding Motor Fuel Tax to Support Local Transit
(Voting – All Directors) | Annex N
pp 105 – 114 |
| 17 | Ministry of Environment, dated October 23, 2015
Regarding Debris Cleanup
(Voting – All Directors) | Annex O
p 115 |
| 18 | Nicholas Simons, MLA, dated November 10, 2015
Regarding BC Ferries – Performance Term 3 Agreement
(Voting – All Directors) | Annex P
p 116 |

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with section 90(1) (k) of the *Community Charter* “negotiations and related discussions respecting the proposed provision of a municipal service...”

ADJOURNMENT

SCRD STAFF REPORT

DATE: November 19, 2015
TO: Infrastructure Services Committee – December 3, 2015
FROM: Robyn Cooper, Manager of Waste Reduction and Recovery
RE: PLAN MONITORING ADVISORY COMMITTEE (PMAC) TERMS OF REFERENCE

RECOMMENDATION

THAT the Manager of Waste Reduction and Recovery’s report “Plan Monitoring Advisory Committee (PMAC) Terms of Reference” be received;

AND THAT the revised Terms of Reference for the Plan Monitoring Advisory Committee be adopted and forwarded to the Ministry of Environment Regional Manager for final approval.

BACKGROUND

The SCRD’s current Solid Waste Management Plan (SWMP) was adopted in 2011. As per Ministry of Environment’s (MoE) Guidelines, the Plan Monitoring Advisory Committee has met to monitor and advise on implementation of the current SWMP since February 23, 2012.

The Plan Monitoring Advisory Committee (PMAC) Terms of Reference was last updated in April 2012 and adopted by the Board at the April 26, 2012 Regular Board Meeting.

Between September 2013 and May 2015, PMAC meetings did not occur due to several reasons including changes in membership status and availability of members. PMAC reconvened on May 12, 2015 and has met regularly since then.

DISCUSSION

Over the course of several meetings in 2015, the current PMAC members and SCRD staff worked on revising the 2012 Terms of Reference to clarify roles, responsibilities, membership and reporting structure. At the September 29, 2015 PMAC meeting, PMAC members agreed by consensus to make a recommendation to the SCRD Board that the proposed 2015 Terms of Reference revisions be adopted.

The 2015 Terms of Reference are attached as Attachment A and the 2012 Terms of Reference are attached as Attachment B. A “tracked changes” edited version of the document is not provided as the quantity of edits made it very challenging to follow. Additionally, the 2015 Terms of Reference are formatted to the SCRD template. A summary of the revisions are provided in Table 1 below.

Table 1 – Summary of Revisions in the 2015 Terms of Reference

Section or Topic	Revisions
Committee Name	Revised formal name of the committee from “Plan Monitoring Advisory Committee” to “Solid Waste Management Plan Advisory Committee.” The committee acronym (PMAC) remains the same
Purpose	Revised the PMAC mandate to reference the mandate as per the MoE’s Guide to the Preparation of Regional Solid Waste Management Plans, Part 2, No. 35.
Duties, Operations	<p>Deleted the reporting structure organizational chart and incorporated the details across the duties, membership and operations sections.</p> <p>Added the following statement: “Ultimately, the decisions regarding implementation of the SWMP lie with the SCRD Board.”</p> <p>Revised PMAC reporting to include the following based on the five year SWMP review report required by the MoE (five years following the approval of the SWMP): This review should include a “documentation of the review of the report and any other review of the effectiveness of the plan by PMAC.”</p>
Membership	<p>Revised maximum membership from 12 to 14 members to increase the geographical/public representation and technical expertise.</p> <p>From: A minimum of 2 from each:</p> <ul style="list-style-type: none"> • Interest groups & public (e.g. environmental, ratepayers) • Business community (e.g. small & large businesses) • Public sector (e.g. municipalities, First Nations, public health) <p>To:</p> <ul style="list-style-type: none"> • Public and/or geographical representation – 8 members (1 from each electoral area and municipality) • Commercial, Organizational and Technical representation – 6 members <p>Added statement that the SCRD Board is responsible for membership approval.</p>
Staff Liaison	Revised staff liaison from Manager of Sustainable Services to the Zero Waste Coordinator and when applicable, the Manager, Waste Reduction and Recovery.
Expenses	Added section on expenses to outline the SCRD Board Policy on Volunteer Committee Meeting Expenses.
References	<p>Added section which lists the following three documents that are references in the ToR:</p> <ul style="list-style-type: none"> • Ministry of Environment’s <i>Guide to the Preparation of Regional Solid Waste Management Plans, Part 2, No.’s 35-36</i> • <i>Community Charter, Section 100 – 109, Conflict of Interest</i> • SCRD’s Policy on <i>Committee Volunteer Meeting Expenses</i>