



INFRASTRUCTURE SERVICES COMMITTEE

Thursday, May 1, 2014
SCRD Board Room, 1975 Field Road, Sechelt, BC

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of the Agenda

REPORTS

- | | |
|--|-----------------------|
| 2. Manager of Waste Reduction and Recovery
Green Waste Program Options | Annex A
page 1 |
| 3. Zero Waste Coordinator
2014 First Quarter Tonnage Reporting | Annex B
pp 2 – 3 |
| 4. Manager of Transit and Fleet
2014/2015 BC Transit Annual Operating Agreements (AO) | Annex C
page 4 |
| 5. Administrative Assistant
Monthly Report for April, 2014 | Annex D
pp 5 – 7 |
| 6. Public Wharves Advisory Committee Minutes of March 31, 2014 | Annex E
pp 8 – 11 |
| 7. Joint Watershed Management Advisory Committee Minutes of
February 24, 2014 | Annex F
pp 12 – 13 |

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: April 17, 2014
TO: Infrastructure Services Committee – May 1, 2014
FROM: Robyn Cooper, Zero Waste Coordinator
RE: **GREEN WASTE PROGRAM OPTIONS**

RECOMMENDATIONS

THAT the report entitled “Green Waste Program Options” be received for information;

AND THAT a report for the green waste program including options and next steps be brought forward to the June 2014 Infrastructure Services Committee Meeting.

BACKGROUND

At the Regular Board meeting held on March 27, 2014, the following recommendation was adopted:

177/14 Recommendation No. 14 *Options for Green Waste*

THAT staff report to the May 2014 Infrastructure Service Committee Meeting with options to reducing green waste costs (e.g. types of drop-offs, times of the year, users and volumes, etc.) and possibility of establishing a service area for green waste for the 2015 Budget.

DISCUSSION

A variety of options exist for the Regional Green Waste Program to address green waste originating from both the residential and commercial sectors. Each option has different financial impacts and service levels and, as such, more time is required to fully develop recommendations. Due to the complexity and significant data analysis requirements, staff is unable to meet the May timeline and it is requested to bring forward a report to the June Infrastructure Services Committee meeting.

SCRD STAFF REPORT

DATE: April 17, 2014
TO: Infrastructure Services Committee (May 1, 2014)
FROM: Jeremy Valeriotte, Manager of Waste Reduction and Recovery
 Robyn Cooper, Zero Waste Coordinator
RE: 2014 FIRST QUARTER TONNAGE REPORTING

RECOMMENDATION(S)

THAT the staff report dated April 17, 2014 titled “2014 First Quarter Tonnage Reporting” be received.

2014 First Quarter Tonnage Reporting

Tables 1, 2 and 3 present first quarter summary comparisons of tonnages between 2012 and 2014 for Sechelt and Pender Harbour landfills. Table 4 summarizes the first quarter recycling depot tonnages for Gibsons and Sechelt. Further details regarding tonnage differential for 2014 compared to prior years and potential financial implications will be brought forward to the June Infrastructure Services Committee meeting.

Table 1 – Q1 Tonnages from 2012-2014 for Sechelt and Pender Harbour Landfills Combined

All Landfill Tonnages (MT)	Q1 2012	Q1 2013	Q1 2014
Total Waste	3371	3366	2914
Total Diverted at Landfill	836	755	757
Total Landfilled	2535	2611	2158

Table 2 – Q1 Tonnages from 2012-2014 for Sechelt Landfill

Sechelt Landfill Tonnages (MT)	Q1 2012	Q1 2013	Q1 2014
Total Waste	3035	2992	2513
Total Diverted at Landfill	707	613	645
Total Landfilled	2328	2379	1869

Table 3 – Q1 Tonnages from 2012-2014 for Pender Harbour Landfill

Pender Landfill Tonnages (MT)	Q1 2012	Q1 2013	Q1 2014
Total Waste	336	374	401
Total Diverted at Landfill	129	142	112
Total Landfilled	207	232	289

Table 4 – Q1 Tonnages from 2012-2014 for Gibsons and Sechelt Recycling Depots

Recycling Depot Tonnage (MT)	Q1 2012	Q1 2013	Q1 2014
Gibsons	173	190	185
Sechelt	106	90	-
Total Recycled	279	280	-

First quarter tonnage data for the Sechelt Recycling Depot is still being processed.

SCRD STAFF REPORT

DATE: April 17, 2014
TO: Infrastructure Services Committee – May 1, 2014
FROM: Rob Williams, Manager of Transit and Fleet
RE: BC TRANSIT 2014/15 ANNUAL OPERATING AGREEMENT (AOA)

RECOMMENDATION

THAT the Manager of Transit and Fleet report entitled “BC TRANSIT 2014/15 ANNUAL OPERATING AGREEMENT” be received;

AND THAT the Corporate Officer and Chair be authorized to sign the agreement.

BACKGROUND

Each year BC Transit and the SCR D enter into an Annual Operating Agreement (AOA) that governs transit service costs and funding for the fiscal year from April 1 to March 31.

DISCUSSION

The main changes in the 2014/15 AOA over the previous 2013/14 AOA are as follows:

- A 2% increase in fixed costs which applies to overhead.
- A 2.5% increase in costs per hour of service that reflect changes in wage rates for drivers.
- A 2.5% increase in the shop maintenance rate per hour.
- A 6.4% increase in cost of fuel.
- A 2.5% decrease in lease fees for the large heavy-duty buses and 2.9% decrease for the small light-duty buses due to BC Transit's new Asset Management Strategy where all similar bus type and year across the provincial fleet will be pooled together to create an average fleet cost in order to help flat line fleet lease fees.

It should be noted that this is the BC Transit base budget AOA that does not include any service expansions. A separate amended AOA will be sent out by BC Transit in the coming months including the additional projected revenues and expenses for the upcoming September service expansion.

In summary, the 2014/15 AOA operating budget figures reflect previous communications with BC Transit regarding budget projections and are accounted for within the 2014 SCR D Transit Budget [310].

SCRD STAFF REPORT

DATE: April 26, 2014
TO: Infrastructure Services Committee – May 1, 2014
FROM: Administrative Assistant, Infrastructure Services
RE: **MONTHLY REPORT FOR APRIL 2014**

RECOMMENDATION(S)

THAT the Administrative Assistant, Infrastructure Services' report titled "Monthly Report for April 2014" be received.

BACKGROUND

This report is prepared monthly as information for the Infrastructure Services Committee.

UTILITIES DIVISION**WATER TREATMENT PLANT**

In March the Chapman Water Treatment Plant produced and supplied 327,944 m³, a 1.4% increase over the five year average.

WATER DISTRIBUTION SYSTEM

19 water meters were installed in March.

CAPITAL WORKS

Installation of interior finishing, wiring and piping is ongoing at the South Pender Water Treatment Plant. Hydrostatic testing of the 500,000 litre water storage reservoir beneath the water plant has commenced.

Mains Replacement Program:

- Installation of 325 metres of 300mm ductile iron watermain, one fire hydrant, and six water service changeovers have been completed along Nor West Bay Road between Wakefield Road and Mason Road in the West Sechelt area.
- Design of a watermain replacement project along Kenyon Road in the Sargeant's Bay area has been completed and submitted for permits.
- Design work has commenced for the replacement of a 50mm galvanized waterline on the Davis Bay Hill.
- Design work has commenced for the replacement of a 50mm plastic waterline on Potts Lane in the Garden Bay area.
- Design work has commenced for more line burying of the Eastbourne water system on Keats Island.

- Design work has commenced for the replacement of a 100mm PVC watermain along Skookumchuk Road and a 150 AC watermain along Seaview Road in the Sandyhook area.

WASTEWATER TREATMENT FACILITIES

Crab Road lift station upgrade is 100% complete.

SUSTAINABILITY DIVISION

SOLID WASTE

The illegal dumping community discussion meeting held on March 27, 2014 at the SCRD Field Road Office included representatives from the following organizations:

- BC Hydro
- District of Sechelt – Bylaw Officer
- Ministry of Forests, Lands and Natural Resource Operations
- Ministry of Transportation and Infrastructure
- Ministry of Environment – Conservation Officer Services
- RCMP
- SCRD - Parks
- SCRD – Bylaw Officer
- SCRD - Solid Waste
- Sechelt Indian Band
- Town of Gibsons – Bylaw Officer

The action items from the meeting are on-going and still in development. However, some of the action items include:

- All organizations to direct all illegal dumping reports to the Ministry of Environment's RAPP line (Report All Poachers and Polluters)
- Develop illegal dumping signage to be used by all jurisdictions to post in high dumping location
- All organizations to identify locations for signage to be installed
- Work collectively to obtain and install 2-3 cameras throughout the Sunshine Coast; cameras to be installed and monitored by the Conservation Officer Services
- Collaboration between BC Hydro and MFLRNO regarding installing gates to restrict access to high dumping locations

Diversion of materials from the landfill has held steady at 66% for 2013. Tables 1 and 2 below present the 2013 Regional Diversion and the comparisons between 2011 to 2013 respectively.

Table 1 – 2013 Regional Diversion

2013	Tonnes	Percentage
Total Waste	43,000	100%
Total Diverted	28,000	66%
Total Landfilled	15,000	34%

Table 2 – 2011 to 2013 Regional Diversion Comparison

	2011	2012	2013
Regional Diversion Rate	62%	66%	66%

TRANSPORTATION AND FACILITIES DIVISION**TRANSIT**

May and June schedules have been confirmed and staff are now working with BC Transit to finalize associated marketing materials.

PORTS

Spring maintenance has begun at both Keats Landing and West Bay docks.

FLEET

Staff are awaiting the arrival of four 2006 NOVA buses to replace a portion of the existing heavy-duty buses that have reached the end of their life cycle, the remaining buses due for retirement will take place in the Spring of 2015. A fleet transition period will take place once the buses have arrived for staff to become orientated and trained with the new buses.

**SUNSHINE COAST REGIONAL DISTRICT
PUBLIC WHARVES ADVISORY COMMITTEE
March 31, 2014**

DRAFT MINUTES FROM A PUBLIC WHARVES ADVISORY COMMITTEE MEETING
HELD AT FRANK WEST HALL, 1224 CHASTER ROAD, GIBSONS, BC.

PRESENT PWAC Members Nancy Donaldson, Chair
Tony Flynn
Roger Sayer
Kate-Louise Stamford

ABSENT WITH REGRETS Bruce Wallis

ALSO PRESENT Manager of Transit and Fleet Rob Williams
Facilities Maintenance Technician Jesse Agnew
Recording Secretary Amanda Walkey

CALL TO ORDER 10: 30 a.m.

AGENDA The Agenda was adopted with the addition of: Keats Landing Shed, Eastbourne Wharf Damage, Camp Artaban, "Use at Your Own Risk Signage", Gibsons Withdrawing from the Ports Function and New Brighton.

MINUTES

Recommendation No. 1 *Minutes*

The Public Wharves Advisory Committee recommended that the minutes of December 2, 2013 meeting be adopted as circulated.

NEW BUSINESS

Excerpt from Board Meeting Minutes

Recommendation No. 2 *Board Meeting Minutes of January 23, 2014 and February 27, 2014*

The Public Wharves Advisory Committee recommended that the excerpt from the SCRD Board Meeting Minutes of January 23, 2014 and February 27, 2014 be received.

Keats Landing Crane Crank Handle Management

Mr. Flynn indicated that he is willing to manage the crane crank handle and that he has had three calls from individuals from Keats Landing and Eastbourne requesting the use of the crane crank handle. Mr. Flynn explained that on all three occasions he was quickly and effectively able to coordinate the delivery of the crane crank handle to the individuals. Mr. Flynn commented that the system to have individuals contact the SCRD for his phone number is working and availability restrictions due to SCRD office hours has not been an issue.

Discussion ensued about bolting, welding and chaining the crane crank handle but safety and practicality issues were identified with these alternatives.

Recommendation No. 3 *Keats Landing Crane Crank Handle Management*

The Public Wharves Advisory Committee recommended that a sign be created and posted at Keats Landing that states; “Call the SCR D @ 604-885-6800 to utilize the Crane Crank Handle”;

AND THAT the SCR D provide Mr. Flynn’s contact information to those wishing to access the crane crank handle.

Ports Strategic Plan – Local Island Resources

Mr. Sayer questioned how contracting out work to Island residents would affect union employees. Mr. Sayer also reiterated that SCR D staff should not be working alone on wharves due to safety concerns.

Mr. Flynn noted that they use a local electrician on occasion on Keats Island. He also inquired about the transportation costs associated with SCR D staff coming to the Islands.

Mr. Agnew replied that it costs approximately \$250.00 to hire a water taxi if taking supplies and equipment to Keats Island and return.

Mr. Flynn noted that he is insured, has his water taxi license and is willing to offer his transportation services to SCR D staff at low cost. He also noted that there are contractors on Keats Island who may be available to make minor repairs to wharves on an emergency basis.

Discussion ensued about contractors that may be available and tasks that they could carry out.

ACTION: Staff will put the topic of investigating options for utilization of local Island resources to address minor repairs and monitor dock conditions on the next PWAC agenda for discussion.

Mr. Williams commented that the Ports Strategic Plan will be deferred until 2015.

Discussion ensued about the operating budget and dock maintenance that is scheduled for 2014.

Mr. Agnew discussed the difficulties of not having secure storage of tools and supplies on docks.

Ms. Stamford suggested working in conjunction with MoTI on Gambier Island for storage of supplies and tools.

Ms. Donaldson noted that BC Hydro has a locked storage shed on Keats Island.

Parking Enforcement

Ms. Donaldson noted that the SCR D hosted a Keats Island community information meeting on March 22, 2014. Residents from Eastbourne, Keats Landing and members of the Islands Trust attended. She noted that it was a productive meeting.

Discussion ensued about renting Keats Island Moorage Society’s boats slips, insurance and liability.

Ms. Stamford discussed reconstruction of the float to limit parking for loading and unloading only.

Recommendation No. 4 *Keats Landing – Float Width*

The Public Wharves Advisory Committee recommended that the float at Keats Landing be widened to increase safety and to provide more room for loading and unloading.

AND THAT this item be considered at future budget discussions.

Recommendation No. 5 *Keats Landing – Bullrails*

The Public Wharves Advisory Committee recommended that the bullrails on the North and East side of the Keats Landing float be designated for loading and unloading only.

Discussion ensued about the installation of a bollard at Keats Landing and other methods to slow traffic down.

Ms. Donaldson noted that this is not a question of if an accident will occur due to high speed at Keats Landing wharf, but when it will occur.

ACTION: Staff will look into designated loading zones on the float.

Recommendation No. 6 *Keats Landing – Speed Calming Devices*

The Public Wharves Advisory Committee recommended that the idea of installing a bollard at Keats Landing be deferred;

AND THAT staff investigate the installation of other speed calming devices on the wharf at Keats Landing.

Mr. Sayer noted that there are no consequences for vehicles parked in unauthorized areas.

Ms. Stamford noted that they have a handicap parking space reserved on Gambier Island dock and that the Gambier Island Community Association members hand out small non-enforceable tickets to vehicles parked in unauthorized parking areas.

Mr. Flynn noted that he is willing to hand out vehicle parking tickets on Keats Island.

ACTION: Staff will investigate if Mr. Flynn could be designated to hand out parking tickets.

2014 PWAC Meeting Dates

Recommendation No. 7 *2014 PWAC meeting Dates*

The Public Wharves Advisory Committee recommended that the 2014 PWAC meeting dates be received.

Keats Landing Shed

The door will be removed and windows will be installed.

Eastbourne Wharf Damage

ACTION: Staff will follow up with ICBC for collection of the costs associated with repairing the damages to Eastbourne Wharf.

Camp Artaban

Mr. Williams noted that communications with Camp Artaban is ongoing regarding a lease agreement for the attachment of their floats to the Port Graves dock.

“Use At Your Own Risk” Signage

Mr. Agnew explained that the signs have been made and that he will be installing them in the near future.

Gibsons Withdrawing from the Ports Function

Mr. Williams noted that the Gibsons 2013 financial contribution to the ports function was approximately \$44,000.

Ms. Stamford explained that there is a \$5000.00 funding increase to the Islands as a result of Gibsons withdrawing from the ports function. She noted that the Islands portion of the shortfall is 4%-5% of the total shortfall.

Mr. Williams discussed that Area D and Area E may be looking at different funding models for next year.

New Brighton

Ms. Stamford discussed that New Brighton has been officially divested to the Squamish Nation. She noted that issues have been responded to quickly and appropriately. Ms. Stamford commented that the only change noted has been signs that state “enter at your own risk”.

Mr. Sayer asked if there is a need to have an access permit.

Ms. Stamford commented that she will inquire about this.

ROUNDTABLE

Mr. Flynn commented that composite decking has been abandoned on the dock at Eastbourne.

NEXT MEETING June 2, 2014

ADJOURNMENT 12:18



SUNSHINE COAST REGIONAL DISTRICT & SECHELT INDIAN BAND

JOINT WATERSHED MANAGEMENT ADVISORY COMMITTEE

CHIEF AND COUNCIL BOARDROOM

February 24, 2014

MINUTES

ATTENDEES:

Sechelt Indian Band	Chief	Garry Feschuk
	Councillor	Jordan Louie
	Councillor	Chris August
	Rights and Title Department Director	Jasmine Paul
	Rights and Title Department Researcher	Kelly Boras
	Recording Secretary	Selina August
SCRD:	Director, Halfmoon Bay (Area B), Chair	Garry Nohr
	Director, Egmont/Pender Harbour (Area A)	Frank Mauro
	Director, Roberts Creek (Area D)	Donna Shugar
	Director, Elphinstone (Area E)	Lorne Lewis
	Chief Administrative Officer	John France
	General Manager, Infrastructure Services	Bryan Shoji
	Staff	Beth Brooks
 Municipal Representatives:		
	District of Sechelt	Darnelda Siegers
	Town of Gibsons	Gerry Tretick

CALL TO ORDER

10:05 AM

1. Adoption of Agenda	Moved: D. Shugar Second: J. Louie Carried
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MINUTES

2. Minutes of the meeting held November 18, 2013	The minutes were received as presented. Moved: G. Nohr Seconded: D. Shugar Carried
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NEW BUSINESS

1. Potential amendment to the Joint Watershed Protocol Agreement with the possible addition of additional watersheds.

MOTION: SN and SCRD will create a joint staff report with a recommendation on how to restructure the Joint Watershed Protocol Agreement, including a proposed schedule of watersheds.

Moved: Frank Mauro
Second: Donna Shugar
Carried

2. Community Watersheds map was received and discussed.

MOTION: SCRD staff will call the Ministry and look into the process of having other surface water systems, such as Garden Bay and Hotel Lake declared community watersheds.

Moved: Donna Shugar
Second: Jordan Louie
Carried

3. Source Assessment Response Plan 2014 Action Items received and discussed.

MOTION: SN and SCRD staff will prepare a report and have it ready for the next meeting. In addition, SN will make a formal written request and provide a copy at the next meeting.

Moved: Darnelda Siegers
Second: Jordan Louie
Carried

Date and time of next meeting: 10:00am, May 26, 2014 in the SCRD boardroom.

ADJORNMENT 10:45 am