



INFRASTRUCTURE SERVICES COMMITTEE

Thursday, March 11, 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. Integrated Approach to Water - Spring 2021 Update
General Manager, Infrastructure Services/Water Sustainability
Coordinator
Regional Water (Voting – A, B, D, E, F and Sechelt) Verbal
3. 2021 Water Public Participation Plan
Manager, Strategic Initiatives
Regional Water (Voting – A, B, D, E, F and Sechelt) Annex A
pp 1 - 5
4. Metering Installation Phase 3 Project - Financial Update
General Manager, Infrastructure Services / Corporate Officer
Regional Water (Voting – A, B, D, E, F and Sechelt) Annex B
pp 6 - 9
5. Groundwater Investigation Phase 2 Round 2 - Contract
Amendment
Capital Projects Coordinator
Regional Water (Voting – A, B, D, E, F and Sechelt) Annex C
pp 10 - 13
6. South Coast Green Waste Drop-off Depot – Land Use Agreement
General Manager, Infrastructure Services
Regional Solid Waste (Voting – All) Annex D
pp 14 - 16
7. ITT 235202 Contract Award Sechelt Landfill Drop-off Remediation
- Construction
Manager, Solid Waste Services / General Manager, Infrastructure
Services
Regional Solid Waste (Voting – All) Annex E
pp 17 - 20

- | | |
|--|-------------------------------|
| <p>8. Solid Waste Plan Monitoring Advisory Committee Meeting Minutes of February 16, 2021
Regional Solid Waste (Voting – All)</p> | <p>Annex F
pp 21 - 23</p> |
| <p>9. Water Supply Advisory Committee Meeting Minutes of March 1, 2021
Regional Water (Voting – A, B, D, E, F and Sechelt)</p> | <p>Annex G
pp 24 - 26</p> |

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

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

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – March 11, 2021

AUTHOR: Mia Edbrooke, Manager, Strategic Initiatives

SUBJECT: 2021 WATER PUBLIC PARTICIPATION PLAN

RECOMMENDATION

THAT the report titled 2021 Water Public Participation Plan be received for information.

BACKGROUND

At its October 22, 2020 meeting the Board made the following recommendation (in part):

350/20 (part) **Recommendation No. 13** *Water Supply Advisory Committee – October 5, 2020*

THAT Water Supply Advisory Committee minutes of October 5, 2020 be received;

AND THAT Recommendation No. 1 contained therein be adopted and acted upon as amended, as follows:

THAT at the next WASAC meeting staff provide an update on the current efforts to increase the SCRD's public participation resources for engagement on water supply and conservation;

AND THAT at the next WASAC meeting staff prepare a draft high level public participation plan on water supply and conservation for 2021 and discuss the potential role of WASAC in its implementation;

AND FURTHER THAT staff bring forward a presentation with the Public Participation Plan on Water Supply and Conservation to a Committee meeting in late Q4 2020 or early Q1 2021.

The purpose of this report is to present the 2021 Water Public Participation Plan for the Board's information.

DISCUSSION

The 2021 Water Public Participation Plan outlines the public participation objectives, topics and approach for engagement related to water supply expansion and conservation in 2021. There are initiatives already underway related to both short- and long-term water supply projects and planning. The 2021 Water Public Participation Plan (the Plan) describes the activities in two phases to reach out and receive feedback from the public and stakeholders on these initiatives.

A draft plan was presented and discussed at the March 1 Water Supply Advisory Committee meeting, and feedback was incorporated into the Plan, which is Attachment A.

Scope of the Water Public Participation Plan

The Plan aims to raise awareness about the SCRD's integrated approach to managing water, an approach that balances increasing water supply, managing demand through conservation, and improving operational efficiencies of the water systems. The SCRD Board has already approved and will be considering budget proposals for substantial investments in water infrastructure in the coming years. The SCRD wants to ensure the public understands the purpose of these projects and associated timelines, so they can participate in important discussions about water conservation and long-term supply initiatives.

Another goal of the Plan is to seek public input on the future of regional water management, pending 2021 budget approval. This includes the development of resource management plans and policies that will place a priority on long term water management strategies in the region, such as the review and update of the *2013 Comprehensive Regional Water Plan*. Any projects that require the development of a discussion paper or policy proposals, such as potential bylaw amendments, will be brought forward to the Board for consideration prior to engagement.

The Plan is consistent with the SCRD Public Participation Framework and will use a variety of tools. Staff are currently developing new webpages to share information and offer opportunities for the public to provide feedback and ask questions on different topics. In addition to online resources, staff will host two online forums (Let's Talk Water) in April and May. The suggested topics are water metering and water supply, which are the program areas that staff receive the greatest number of questions from residents and this Committee. Future topics could include topics such as household water use, water policy and implementation of the Drought Response Plan. The online meetings would be held in the evening and involve a panel available to respond to questions. The meetings will be recorded so that responses are shared with the wider public. Staff will use this information to build upon our Frequently Asked Questions page, so information can be found in one place on the SCRD website.

Financial Implications

The Plan can be implemented within currently approved budget and the public participation related budget proposals related to the development of Water Supply Plans included in the 2021-2025 Draft Financial Plan.

Timeline for next steps

The Plan includes activities until December 2021. Staff will continuously evaluate the Plan to consider next steps in 2022 and seek feedback from WASAC in the development of a 2022 Water Public Participation Plan.

Communications Strategy

Staff will work with the corporate communications and engagement team to develop detailed communications plans for different projects. These plans will include further information about engagement strategies, the integration and involvement of stakeholders, development of social media plans and any other relevant information.

STRATEGIC PLAN AND RELATED POLICIES

The Water Public Participation Plan supports the advancement of the SCRD 2019-2023 Strategic Plan through the following strategies:

- The Engagement and Communications goal “to proactively engage with our residents, partners and staff in order to share information and obtain their input on issues and decisions that affect them.”
- The Asset Stewardship goal, specifically the strategy to have a “plan for and ensure year-round water availability now and in the future,” as well as the tactics to:
 - “Complete and adopt Water Sourcing Policy,”
 - “Expand water conservation programs and increase engagement with residents and stakeholders on water conservation,”
 - “Hold water summit to engage community stakeholders on long term water management strategy.”
- The Community Resilience and Climate Adaptation goal “to reduce GHG emissions and enhance our region’s resiliency to the effects of a changing climate.

CONCLUSION

Staff have developed a 2021 Water Public Participation Plan (the Plan). The Plan focuses on informing the public about water supply and conservation projects, and engaging the public on future water supply planning initiatives. Projects that require supporting materials, such as a discussion paper, will be brought to the Board for their consideration prior to engagement.

The initial focus of the Plan will be on engaging residents through new webpages and online forums in April and May. The Plan can be implemented within currently approved budget and the public participation related budget proposals related to the development of Water Supply Plans included in the 2021-2025 Draft Financial Plan. The timeline of the Plan extends to December 2021, and staff will review the outcomes at the end of the year. Staff will also expand the relevant communications plans for each project, which align with the strategies outlined in the SCRD 2019-2023 Strategic Plan.

Attachments:

Attachment A – 2021 Water Public Participation Plan

Reviewed by:			
Manager		Finance	
GM	X – R. Rosenboom	Legislative	X – S. Reid
CAO	X – D. McKinley	Communications	X – A. Buckley



2021 Water Public Participation Plan

Background

The Sunshine Coast Regional District is working to ensure a safe and sustainable water supply now and in the future that balances both water supply and demand. In recent years, the region has experienced long, hot summers. As part of the Drought Response Plan, the SCR D has escalated the Chapman Water System to Stage 3 and sometimes Stage 4 water conservation regulations during the summer months.

To meet the needs of water users, staff have been exploring new sources of water supply. However, the cost of piping and distributing new water supply is high, due to the capital cost of new infrastructure, permitting requirements, and ongoing costs of operation and maintenance. For this reason, the SCR D promotes numerous conservation initiatives, including outreach and education, and water metering. Conservation helps maintain water demand on the system and stabilize costs associated with operation. Conservation can also help offset the future cost of infrastructure expansion.

With numerous projects underway and in the planning stages, it is time to update the *2013 Comprehensive Regional Water Plan (CRWP)*. This plan will help prioritize future drinking water initiatives such as new infrastructure, identify additional water supply sources, and protect our watersheds. The SCR D will be seeking public and stakeholder input on the direction of this plan to help make decisions about the future of water supply in the region.

The plan outlined below pursues the tactics related to regional water supply outlined in the SCR D 2019-2023, specifically around the commitment to engagement and communication, and planning for and ensuring an adequate supply of year-round water through various policies, plans and initiatives.

Desired Outcomes

The desired outcomes of this public participation plan are to:

- Increase trust and confidence in decisions around water supply and conservation
- Raise awareness about current projects and initiatives, already approved by the Board
- Seek feedback from the public and interested stakeholders on the future of regional water management

Stakeholders

The engagement process will include communications with groups across the region. The following stakeholders and other governments will be asked to provide input:

- General public
- shíshálh and Squamish Nations
- SCR D member jurisdictions
- Provincial, federal and other government agencies
- Vancouver Coastal Health
- Sunshine Coast Regional Economic Development Organization
- Businesses
- Associations that represent communities or businesses
- Other interested parties

Staff will develop a list of stakeholders within these categories in further detail.

Water Public Participation Plan

The 2021 engagement plan will be in two phases. The first phase aims to raise awareness and share information about the water supply program, including new supply projects under development and water metering. Providing information is a priority so that interested stakeholders can participate in important discussions about water conservation and long-term supply initiatives.

In a second phase of engagement, staff will involve the public, other governments, and interested stakeholders on potential updates to long term policy development and management plans.

Engagement will be in accordance with the SCRD Public Participation Framework. The preliminary timeline for the engagement process is described below.

Phase 1: Expand Education and Outreach (Spring, Summer 2021)

SCOPE

- Increase awareness about our water systems and conservation programs
- Drought Response Plan Implementation
- Universal Water Metering Program

ACTIVITIES

- Develop new webpages
- Let's Talk Water events
 - Water Metering Q & A
 - Water Supply Projects Q & A
- New opportunities to join a mailing list to receive water project notifications
- Newspaper advertisements
- Social media, including Weekly Water Updates

Phase 2: Engagement on Water Supply Planning and Policies (Fall 2021)

SCOPE

- Proposed Amendments to *SCRD Water Rates and Regulations Bylaw No. 422* (discussion paper)
- Initiate discussions on a long-term regional water management (updating the CWRP)
- Initiate the development of water supply plans for each water system
- Approach to water conservation

ACTIVITIES

- Let's Talk Water events
- Continued engagement through new webpages
- Engagement on specific proposals related to policy and long-term water management
 - Build stakeholder lists
 - Roundtable discussions with interested stakeholders and the public
 - Feedback forms on proposals
- Newspaper advertisements
- Social media, including Weekly Water Updates

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Service Committee – March 11, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: METERING INSTALLATION PHASE 3 PROJECT - FINANCIAL UPDATE

RECOMMENDATION(S)

THAT the report titled Metering Installation Phase 3 Project - Financial Update be received for information.

BACKGROUND

As part of the 2020 Budget process the Board approved a budget of \$7,000,000 for the Meter Installation Phase 3 – District of Sechelt and Sechelt Indian Government District project. This project is the last phase of the installation of water meters at all service connections on all of the SCRD water systems.

At the October 8, 2020 Board meeting, the Board adopted the following recommendation:

320/20 **Recommendation No. 1** *Electoral Approval Process for Long-Term Borrowing to Fund Water Meter Installation - Phase 3*

THAT the report titled Electoral Approval Process for Long-term Borrowing to Fund Water Meter Installation - Phase 3 be received;

AND THAT an electoral approval process by Alternative Approval Process (AAP) to authorize long-term borrowing to fund Phase 3 of the water meter installation project be confirmed;

AND THAT staff bring forward a report to the November 5/6 Special Corporate and Administrative Service Committee (2021 Pre-budget) meeting with an updated project budget and financial details regarding long-term borrowing for the water meter installation project.

During the Round 1 Budget deliberations on February 1, 2, and 5, 2021 the following budget proposal was approved and incorporated into the 2021 Round 2 Budget:

- Meters Installation Phase 3 – District of Sechelt and Sechelt Indian Government District (Additional Funding), \$250,000 funded through Long-Term Loan.

These additional funds were required as the original \$7,000,000 budget was based on a project start in 2020 and the project is currently not estimated to start until in late Q4 2021 at the earliest. The additional budget is required to compensate for annual increases to the costs associated with materials and supplies, contractors and SCRD staff.

Included on the agenda for the March 11 Regular Board meeting is the Loan Authorization Bylaw for this project associated with the long-term loan listed above.

The purpose of this report is to provide additional information on the proposed maximum amount to be borrowed through the Long-Term Loan for the Meters Installation Phase 3 - District of Sechelt and Sechelt Indian Government District Project.

DISCUSSION

Costs estimate

The current budget for the Meters Installation Phase 3 – District of Sechelt and Sechelt Indian Government District project is estimated at \$7,250,000. Table 1 presents a high-level breakdown of this costs estimate. As outlined above, the project was approved in 2020 and not estimated to start until late Q4 2021 at the earliest. Additional budget is required to compensate for annual increases to the costs associated with materials and supplies, contractors and SCR D staff.

Table 1. Cost Breakdown.

Installation meters and meter boxes (incl. upgrades)	\$ 5,368,961
Archaeology	\$ 157,500
Knotweed removal	\$ 15,750
Locating water service connections	\$ 367,500
Project and contract management	\$ 378,000
Contingency Allowance (15%)	\$ 962,289
Total	\$ 7,250,000

Loan Authorization Bylaw

A Loan Authorization Bylaw includes the maximum amount that could be borrowed, if required. If the actual project costs are less, the actual amount borrowed would also be less. While, in general, the project already has a contingency allowance built into the cost estimates, it's not uncommon to set the maximum amount that could be borrowed with a Long-Term Loan higher than the current cost-estimate. This creates an additional allowance for unforeseen expenditures in excess of the included contingency allowance. The benefit is that no secondary funding source, such as reserves, would need to be used to fund any unexpected costs overruns. Staff are confident that authorizing borrowing for an amount up to \$7,250,000 will sufficiently meet the budget needs of the project.

As such, the Loan Authorization Bylaw for Phase 3 of the Water Meter Installation Project proposes borrowing of up to \$7,250,000 as the maximum amount that could be borrowed. Based on past experience with the previous two project phases and given current market

conditions, staff consider the risk of unexpected expenditures in excess of the budgeted contingency allowance of 15% to be low. Including the actual estimated project cost would also eliminate the risk of any confusion during the electoral approval process about what the costs of the installation of the meters actually are estimated to be. The caution is that if the actual project costs, due to unforeseen circumstances, exceeds the \$7,250,000, this budget shortfall would need to be funded from a secondary funding source.

Financial Implications

As mentioned, the financial implications of including the current cost estimates in the Loan Authorization Bylaw for the Meter Installation Phase 3 is that any budget shortfall would need to be funded from a secondary funding source, such as the Operating or Capital reserves from the [370] Regional Water Service which have \$1.4 million and \$3.4 million unallocated respectively.

Upon further review of the estimated life-cycle expectancy for the metering equipment, it is recommended that a 15-year amortization term be initiated for the long-term debt funding. The current rate for such a term is estimated at approximately 2.5%. The rate the SCRD receives will change based on the timing of when the security issuing is initiated, therefore, a higher rate has been provided for analysis below. If a lesser amount is also borrowed, these values will also decrease.

If up to \$7.25 million is borrowed:	@ 2.5%	@ 3.0%
Estimated total Annual debt Payments	\$604,111	\$644,361
Estimated Number of Parcels	11,121	11,121
Estimated PT Rate	\$54.38	\$57.94

Timeline for next steps or estimated completion date

A loan authorization bylaw for Phase 3 of the Water Meter Installation Project is scheduled to go forward for Board consideration at the March 11, 2021 Regular Board meeting. Upon receiving three readings, the bylaw will be forwarded to the province for review and approval by the Inspector of Municipalities. Review timelines are between six and eight weeks. Once approval is received by the provincial Inspector of Municipalities, the SCRD may then move forward with an Alternative Approval Process to seek approval of the electors for long-term borrowing.

Communications Strategy

The communication strategy in support of the electoral approval process for the Long-Term loan for the Meters Installation Phase 3 project is described in the report titled 2021 Water Public Participation Plan presented at the March 11, 2021 Infrastructure Services Committee meeting.

STRATEGIC PLAN AND RELATED POLICIES

The completion of the development and implementation of the water metering program is one of the tactics listed in the 2019-2023 Strategic Plan in support of the strategy to plan for and ensure year-round water availability now and in the future. The Meter Installation-Phase 3

project is a critical and essential component necessary for the completion of the water metering program.

CONCLUSION

The purpose of this report is to provide more details in support of the Loan-Authorization Bylaw for the Metering Installation Phase 3 Project. This bylaw is scheduled to go forward for Board consideration at the March 11, 2021 Regular Board meeting.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – March 11, 2021

AUTHOR: Trevor Rutley, Capital Projects Coordinator

SUBJECT: GROUNDWATER INVESTIGATION PHASE 2, ROUND 2 - CONTRACT AMENDMENT

RECOMMENDATION(S)

THAT the report titled Groundwater Investigation Phase 2, Round 2 – Contract Amendment be received;

AND THAT the contract with Kalwij Water Dynamics Ltd. (KWL) for the Groundwater Investigation Phase 2 Round 2 be increased by \$63,464 to \$335,534 (excluding GST);

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

AND FURTHER THAT this recommendation be forwarded to the March 11, 2021 Board meeting.

BACKGROUND

As part of the 2020 Budget process the Board approved a \$375,000 budget for the Groundwater Investigation Phase 2, Round 2 project. The scope of this consisted of determining the feasibility of three locations for the development of production wells. Ultimately the following three sites were assessed by drilling, testing, analyzing, and reporting on wells at the following locations: Mary Anne West Park, Langdale, and Harman Road. The results of this investigation were presented at a Special Infrastructure Services Committee on January 21, 2021.

The SCRD currently has a contract with Kalwij Water Dynamics Ltd. (KWD) to complete the Groundwater Investigation Phase 2 Round 2 project.

At the 2021 Budget Round 2 deliberations the Board confirmed its intent to advance with the permitting and design of a well field at the Langdale site by approving an associated budget proposal to be included in the draft 2021-2025 Financial Plan.

Based on the results of the investigation, staff and KWD identified two items to further confirm the feasibility in more detail of the Langdale that would benefit from be initiated shortly.

Based on the results of the investigation, staff and KWD identified two items that would benefit from being initiated promptly to further confirm in more detail the feasibility of the Langdale well site.

The purpose of this report is to request an amendment to the contract with KWD to allow additional work to be completed.

DISCUSSION

Additional Scope

As part of completed work to date KWD, tested water quality and completed high level analysis of a number of parameters, including likeliness of hydraulic connectivity of the test well to Langdale Creek. It was determined that both long-term monitoring of the well water quality and of the flow in Langdale Creek must be address in the engineering design and license application phase of the project.

While both items fall within the scope of the Groundwater Investigation Phase 2 Round 2 project, they were not able to be completed prior to the presentation of the results in January 2021. Given the benefit of having both monitoring programs started as soon as possible, staff are recommending to fund those from the remain project budget for the Groundwater Investigation Phase 2 Round 2 project. This would allow for both monitoring programs to be initiated in April 2021; the water quality results would be available to be considered in project design in 2021, and the creek flow results would be available to be submitted in support of a water license application by Q2 2022.

Test Well Water Quality Monitoring

Results of the water quality analysis indicated that the water quality meets the Canadian Drinking Water Guidelines. However, the water exceeded the aesthetic objective for iron and manganese concentrations. While this would not pose a safety risk to the community, treatment would be required to lower concentrations of iron and manganese to improve taste and appearance and minimize potential impacts to the distribution system.

In order to identify whether the elevated levels of iron and manganese will persist and require treatment, a groundwater quality monitoring program is proposed. The work will consist of installing temporary pumping equipment in the test well, collecting water samples every 4 to 6 weeks for portability analysis, and reporting on the results in a technical memorandum.

The results of the groundwater quality monitoring program will determine the treatment requirements for this potential supply source which will in turn impact both engineering design costs and construction costs. Initiating this monitoring now will eliminate potential delay in engineering design that may stem from inadequate water quality data.

Langdale Creek Flow Monitoring

The Langdale test well is located approximately 160 m north of Langdale Creek. While KWD determined that it is unlikely that the test well is hydraulically connected to Langdale Creek, it remains a possibility. The Langdale aquifer is unconfined and the results of the creek flow monitoring completed during the test well pumping were inconclusive.

If during production well development and testing it is determined that there is a hydraulic connection between the well(s) and Langdale Creek, an assessment will be required to determine if an Environmental Flow Needs (EFN) would be required to be determined for Langdale Creek. This assessment will require a minimum of 12 months of continuous base flow data. The Province would not be able to issue a water license for additional flow from new wells in Langdale until this base flow data is gathered and the need for an EFN is assessed.

Initiating the creek flow monitoring as soon as possible will allow the earliest possible date for water license issuance.

Financial Implications

The proposed additional items fall within the scope of the budget proposal and the Request for Proposals (#2037002) for the Groundwater Investigation Phase 2 Round 2 project.

As part of Budget 2020, the Board approved a project budget of \$375,000 for the Groundwater Investigation Phase 2 Round 2. The current contract value with KWD for this project is \$272,070.

If this contracted amendment is supported by the Board, the Phase 2 Round 2 contract with KWD would be amended to award an additional \$63,464 for a total of \$335,534. A cost summary is provided in Table 1 below:

Table 1. Groundwater Investigation Phase 2 Round 2 Project Cost Summary

Project Task	Allocated Budget	Total Budget
Test wells drilling, pumping, analysis and development	\$272,070	
Langdale Groundwater Quality Monitoring	\$38,672	
Langdale Creek Flow Monitoring	\$24,792	
Total:	\$335,534	\$375,000

The total contract value of \$335,534 would not exceed the approved project budget of \$375,000 which is included in the draft 2021-2025 Financial Plan.

If this contract amendment is not supported the proposed tasks would be included in the detailed scope of the Groundwater Investigation Phase 3 – Round 2 project, if included in the final 2021-2025 Financial Plan.

STRATEGIC PLAN AND RELATED POLICIES

This project reflects the set of objectives identified in the Strategic Plan, including the Strategy to *Plan For and Ensure Year-Round Water Availability Now and in the Future*, and the Strategy to *Develop Climate Adaptation Strategy* through the investigation of additional water sources in effort to expand and diversify water supply.

CONCLUSION

More detailed feasibility assessments are required in support of the future Langdale wellfield design and water license application. Water quality analysis is necessary to determine treatment requirements, and Langdale Creek flow data is required in the event that the Langdale wellfield is hydraulically connected to Langdale Creek. Proceeding with this work now mitigate risk to the wellfield development timeline.

In order to gather this additional information, and after confirming that these assessments are within the scope of the Groundwater Investigation Phase 2 Round 2 project, staff recommended that the existing contract for this project be amended to include Langdale groundwater quality monitoring and Langdale Creek flow monitoring at an additional cost of \$63,464. The amended contract value would be \$335,534, which is less than the approved budget of \$375,000.

Staff therefore recommend that delegated authorities be authorized to execute this contract amendment.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – March 11, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: SOUTH COAST GREEN WASTE DROP-OFF DEPOT – LAND USE AGREEMENT

RECOMMENDATION(S)

THAT the report titled South Coast Green Waste Drop-off Depot – Land Use Agreement be received;

AND THAT the delegated authorities execute the Lease with the Town of Gibsons for the South Coast Green Waste Drop-off Depot;

AND FURTHER THAT the Town of Gibsons be requested to continue operating the South Coast Green Waste Drop-off Depot on a month-to-month basis from July 1, 2021 for a period up to December 31, 2021.

BACKGROUND

The following recommendation was adopted at the July 23, 2020 Board meeting:

267/20 (in part) **Recommendation No. 8** *Request for Proposal (RFP) 2035002
Contract Award for South Coast Green Waste Drop-off Depot*

AND THAT staff negotiate an agreement for the long-term use of the current location of the South Coast Green Waste drop-off depot by the SCR D with the Town of Gibsons;

AND THAT staff initiate a procurement process for an operator the South Coast Green Waste drop-off depot at its current location;

AND THAT the funding of this service be from tipping fees or a combination of tipping fees and taxation;

AND FURTHER THAT staff bring forward information regarding financial implications of this service and funding options for the entire green waste program to a future Committee meeting.

The following recommendation was adopted at the November 26, 2020 Board meeting:

384/20 **Recommendation No. 6** South Coast Green Waste Drop-off Depot
Operations - Update

THAT the report titled South Coast Green Waste Drop-off Depot Operations - Update be received;

AND FURTHER THAT the Town of Gibsons continue operating the South Coast Green Waste Drop-off Depot on a month-to-month basis from January 1, 2021 for a period up to June 30, 2021, at a monthly rate of \$8,875.

The purpose of this report is to provide an update on the agreement for the long-term use of the current location of the South Coast Green Waste drop-off depot by the SCRCD with the Town of Gibsons.

DISCUSSION

Lease Agreement

Staff from the SCRCD and the Town of Gibsons have reached an agreement on the terms and conditions for a Lease for the long-term use of the current Henry Road location of the South Coast Green Waste drop-off depot by the SCRCD.

The most relevant terms of the final draft lease agreement are:

- There is no annual lease fee.
- It's for a 5.5 year term which allows for an up to 5 year contract with a new operator and up to 6 months for the tendering process and start-up activities of this operator;
- The SCRCD could sublease to the selected operator;
- SCRCD is to pay for all taxes, fees, charges etc. related to the use of the site;
- The SCRCD can construct or remove any improvements on the site as required for the operations of a green waste transfer station, with the written consent of the Town of Gibsons;
- The lease could be terminated prior to the end of the agreement term under several conditions: if no longer required by the SCRCD (30 days-notice period), by the Town of Gibsons in case of default or for any other reason (3 months-notice period), or if the SCRCD would default on the agreement;
- The parties could negotiate an extension to the term of the agreement.

Staff and SCRCD legal counsel carefully assessed the terms and conditions of the final draft Lease Agreement and consider them fair and reasonable. It is therefore recommended that the delegated authorities execute the Lease with the Town of Gibsons for the South Coast Green Waste Drop-off Depot.

Business Continuity

In order to maintain service continuity of the South Coast Green Waste Drop-off Depot until the agreement is finalized and procurement for operations is complete, staff recommend that the Town of Gibsons continue operation of the site on a month-to-month basis for a period up to December 31, 2021. The current rate for this service is \$8,875 per month (exclusive of taxes).

Early March 2021 staff requested the Town of Gibsons continue operating the site for up-to an additional six-month period and are awaiting confirmation of this.

Financial Implications

The current 2021 budget for the South Coast Green Waste Drop-off depot operations is \$101,440 funded from taxation, Regional Solid Waste [350]. This amount is estimated to be sufficient to cover continued operation of the depot up to the end of 2021.

Until procurement of a contractor to operate the site is complete, the total annual budget required for depot operations by an SCRD contractor is unknown.

Depending on the details of the proposed operations of the South Coast Green Waste Drop-off Depot by the contractor, staff will provide a report to the Board with potential options for amending the funding model for the green waste program.

Timeline for next steps

Following execution of the Lease Agreement, a procurement process will be initiated for the depot operations. It is anticipated that a new operator would be in place by January 1, 2022 at the latest.

As mentioned in the financial implications section of this report, a report will be brought forward with funding options for the entire green waste program.

STRATEGIC PLAN AND RELATED POLICIES

An agreement for the use of the current South Coast Green Waste Drop-off Depot site aligns with the SCRD's Strategic Plan's focus area of Working Together as part of the strategy of Increase Intergovernmental Collaboration.

CONCLUSION

The process for developing an agreement between the SCRD and Town of Gibsons for the long-term use of the current South Coast Green Waste Drop-off Depot site has concluded.

Staff and SCRD legal counsel carefully assessed the terms and conditions of the final draft Lease Agreement and considers them fair and reasonable. It is therefore recommended that the delegated authorities execute the Lease with the Town of Gibsons for the South Coast Green Waste Drop-off Depot.

Staff confirmed with the Town of Gibsons in early March, 2021 that they are willing to continue operating the site for up to the end of December 31, 2021 at a rate of \$8,875 per month (exclusive of taxes).

A report regarding financial implications and funding options for the entire green waste program will be brought forward in 2021 for consideration in the 2022 budget.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – March 11, 2021

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

SUBJECT: INVITATION TO TENDER (ITT) 2035202 CONTRACT AWARD SECHELT LANDFILL
DROP-OFF REMEDIATION - CONSTRUCTION

RECOMMENDATION(S)

THAT the report titled Invitation to Tender (ITT) 2035202 Contract Award Sechelt Landfill Drop-Off Remediation - Construction be received;

AND THAT a contract for Sechelt Landfill Drop-off Remediation be awarded to Summit Earthworks Inc. in the amount up to \$899,762.21 (plus GST);

AND THAT the contract with XCG Consulting Ltd. for Engineering Services for the Detailed Design of the Sechelt Landfill Public Drop-off Area be increased from \$56,127 up to \$116,660 (plus GST) to provide Construction Oversight of the Sechelt Landfill Drop-off Remediation;

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

AND THAT the Sechelt Landfill Drop-Off Remediation budget be increased by \$122,661 to \$1,500,376 for the construction phase of the project;

AND THAT the Sunshine Coast Regional District authorizes up to \$1,118,898 be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority, for the purpose of the Sechelt Landfill Drop-off Remediation project;

AND THAT the loan be repaid within five years with no rights of renewal;

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

AND FURTHER THAT these recommendations be forwarded to the March 11, 2021 Board Meeting.

BACKGROUND

At the September 17, 2020 Infrastructure Services Committee meeting the Board was presented with the detailed design and associated cost estimates to advance to the procurement phase for the Sechelt Landfill Drop-off Remediation - Construction project.

At the October 9, 2020 Board meeting the following resolution was adopted:

320/20 **Recommendation No. 2** *Sechelt Landfill Drop-Off Area Final Design*

THAT the report titled Sechelt Landfill Drop-Off Area Final Design be received;

AND THAT the Sechelt Landfill Drop-Off Remediation budget be increased by \$940,110 to \$1,377,714 for the construction phase of the project;

AND THAT the Sunshine Coast Regional District authorize up to \$940,110 be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority, for the purpose of the Sechelt Landfill Drop-off Remediation project;

AND THAT the loan be repaid within five years with no rights of renewal;

AND FURTHER THAT the 2020-2024 Financial Plan be amended accordingly.

As such, in accordance with the Sunshine Coast Regional District's (SCRD) Purchasing Policy, Invitation to Tender (ITT) 2035202 was issued on December 17, 2020 and closed on January 27, 2021. Six addendums were issued. The ITT sought qualified companies to complete the remediation of the drop-off area and the construction of the new drop-off area at the Sechelt Landfill.

The purpose of this report is to seek approval of the execution of contracts for the remediation of the ground disturbance at the Sechelt Landfill and the construction of a new drop-off area at that site.

DISCUSSION

Analysis

Purchasing received four 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. Staff recommend that a contract be awarded to Summit Earthworks Inc. Their proposal met the specifications as outlined in the ITT and are the best value for the above-mentioned project.

Name	Total Contract Value (in the amount up to, not including GST)
Summit Earthworks Inc.	\$899,762

The listed contract value does not include a contingency allowance. Staff are recommending to account for a 10% contingency allowance to address any unforeseen circumstances during the site remediation and construction of the new drop-off area.

At the September 17, 2020 Committee meeting referenced above, the Board was informed that the engineering support for construction oversight was estimated to cost \$48,549. Based on the construction timeline associated with the above mentioned bid, additional construction oversight would be required. The construction oversight costs are now estimated at \$55,030 without a 10% contingency allowance.

Financial Implications

The currently approved funding is \$1,377,715 and is comprised of:

- \$200,000 funded from taxation collected in 2020;
- \$153,605 funded from taxation collected in 2021;
- \$84,000 funded from the [352] Landfill Operating Reserve;
- \$940,110 funded through a short-term loan.

The current balance of the [352] Landfill Operating Reserve is \$197.

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

Table 1 – Sechelt Landfill Drop-off Remediation Project Costs

Project Phase	Estimated Cost
Initial site assessments	\$15,200
Bin rental and container services	\$338,599
Construction temporary drop-off area	\$27,679
Engineering services (incl. 10% contingency allowance for construction oversight support)	\$129,160
Contractor for remediation/construction phase	\$899,762
Contingency allowance remediation/construction contract (10%)	\$89,976
Total	\$1,500,376

As the approved budget is \$1,377,715, the budget shortfall is \$122,661. Upon identification of this budget shortfall staff reassessed the scope of work for the construction phase. It concluded that all elements of the scope are required for safe and efficient operations of the new drop-off area and all features that would be an asset but are essential have already been excluded from the current scope.

Staff are recommending to fund the identified budget shortfall through an increase to the short-term borrowing under Section 403 of the Local Government Act (Liability Under Agreement).

This program has a variable rate of interest which is currently 0.91%. As a conservative estimate, annual repayment including interest could range between \$122,702 in 2021 assuming

the financing is obtained in July to \$241,859 in 2022 when a full year of repayments is required, which would be recovered through taxation starting in 2021. Alternatively, the full cost of the project would need to be funded 100% through 2021 taxation, therefore, a short term loan with a 5 year repayment period is recommended.

Timeline for next steps

Pending Board approval of the recommended approach, the listed contracts will be amended to allow for the actual remediation/construction to be initiated shortly after. This phase could take up to four months to complete. Following contract award, the final schedule will be confirmed. This schedule will be focused on a reduction of impacts to residential and commercial users of the Sechelt Landfill. It's anticipated that a temporarily closure of the landfill would be required, primarily to remediate the area around and underneath the scale/scale building.

Communications Strategy

Once the construction schedule is confirmed, a communication strategy will be developed to ensure that both residential and commercial users of the site are aware of any impacts of the work on their use of the site.

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

In accordance with the SCRD's Purchasing Policy, ITT 2035202 was issued for the remediation of the drop-off area and the construction of the new drop-off area at the Sechelt Landfill.

Staff recommend that ITT 2035202 Contract Award Sechelt Landfill Drop-off Remediation - Construction be awarded to Summit Earthworks Inc. in the amount up to \$899,762.21 (plus GST);

Staff also recommend that the existing contract with XCG Consulting Ltd. for Engineering Services for the Detailed Design of Sechelt Landfill Public Drop-off Area be increased from \$56,127 up to \$116,660 (plus GST) to provide construction oversight.

To address the shortfall resulting from both contract awards and to allow for a 10% contingency allowance for the construction phase, staff recommend that the Sechelt Landfill Drop-Off Remediation budget be increased by \$122,661 to \$1,500,376 and be funded through short-term borrowing from the Municipal Finance Authority.

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

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

February 16, 2021

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

PRESENT:

(Voting Members)

Chair
Vice-Chair
Members

I. Winn
S. White
J. Boyd
D. New-Small
M. Cambon
G. Bennett

ALSO PRESENT:

(Non-Voting)

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

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

REGRETS:

PMAC Members

B Hetherington
P. Robson

Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.

CALL TO ORDER

11:02 a.m.

AGENDA

The agenda was adopted as presented.

MINUTES**Recommendation No. 1** *PMAC Meeting Minutes of January 19, 2021*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of January 19, 2021 be received for information.

PRESENTATIONS AND DELEGATIONS

Chris Arkell and Cinci Csere, co-founders of Sea to Sky Removal, offered a presentation which included the background of the company, overview of the waste in today's construction industry, their unique environmental approach to construction waste and the products, tools and resources their company offers.

Discussion included the following:

- Recommend a bylaw to mandate practices for all construction building permits
- Scalability of the services offered
- Need for infrastructure to recycle all materials
- Benefits of Re-Use It Centers for building materials
- Encourage builders pre construction, during and post construction to incorporate recycling

Recommendation No. 2 *Waste and Issuance of Building Permits*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the SCRD make the issuance of building permits conditional on the applicant adopting the principles of zero waste by providing a zero waste plan, with zero waste as defined in the SCRD's Solid Waste Management Plan;

AND THAT the SCRD Board send a letter to the other local governments on the Sunshine Coast to request that they take the same approach to the issuance of building permits.

Recommendation No. 3 *Presentation to Infrastructure Services Committee*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that Sea to Sky Removal be invited as a delegation to an Infrastructure Services Committee meeting.

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

Recommendation No. 4 *SCRD Board Resolutions Related to Solid Waste – January 2021*

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

REPORTS

Recommendation No. 5 *January 2021 Special ISC – Solid Waste Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled January 20, 2021 Special Infrastructure Services Committee – Solid Waste Staff Reports be received for information.

Discussion included the following:

- Diversion requirements for landfill, waste export and waste to energy options
- Landfill approval in British Columbia
- Sunshine Coast limitations for waste to energy options as it relates to waste volume and contradictory to overall objective of reducing waste
- Waste export final destination could be changed in future

Recommendation No. 6 *February 2021 Special CAS – Solid Waste Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled February 1, 2 & 5, 2021 Special Corporate and Administrative Services Committee, Round 1 Budget – Solid Waste Staff Reports be received for information.

Discussion included the following:

- Most budget proposals had been discussed at previous PMAC meetings as proposed initiatives
- Review of new budget proposals that had not been shared at previous PMAC meetings

Recommendation No. 7 *February 2021 ISC – Solid Waste Staff Reports*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that the report titled February 11, 2021 Infrastructure Services Committee – Solid Waste Staff Reports be received for information.

Discussion included the following:

- Landfill and transfer station schedule optimization; impact on wait times, service level/budget impacts, commercial vs. residential
- Landfill re-diversion funding and implications

Recommendation No. 8 *Billboard at Sechelt Landfill*

The Solid Waste Management Plan Monitoring Advisory Committee recommended that a billboard be erected at the Sechelt Landfill, as a visual indicator, showing fill level relative to annual maximum capacity.

NEW BUSINESS

NEXT MEETING Tuesday, March 16, 2021

ADJOURNMENT 12:52 p.m.

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

March 1, 2021

RECOMMENDATIONS FROM THE WATER SUPPLY ADVISORY COMMITTEE MEETING
HELD VIA ZOOM

PRESENT:	Chair Vice-Chair	S. Thurber D. McCreath D. Marteinson A. Skelley M. Hennessy T. Beck B. Fielding T. Silvey T. Adams
ALSO PRESENT:	Director, Area F Director Area D Sechelt Indian Government District District of Sechelt	M. Hiltz A. Tize A. Paul T. Lamb
(Non-voting)	GM, Infrastructure Services Manager, Strategic Initiatives Manager, Communications and Engagement Water Sustainability Coordinator Water Sustainability Technician Administrative Assistant/Recorder Public	R. Rosenboom M. Edbrooke A. Buckley (part) R. Shay J. Callaghan T. Ohlson 2
REGRETS:		J. Bowen B. Beamish

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 3:30 p.m.

AGENDA The agenda was adopted as amended to include the following item of New Business:

- Meeting recordings for members

PRESENTATIONS AND DELEGATIONS

MINUTES**Recommendation No. 1** *Water Supply Advisory Committee Meeting Minutes of February 1, 2021*

The Water Supply Advisory Committee recommended that the Water Supply Advisory Committee meeting minutes of February 1, 2021 be received for information.

REPORTS

The Water Sustainability Coordinator provided the Committee with an overview of the role of the Water Supply Advisory Committee and confirming how it advises the SCR D Board.

Discussion included the following:

- Timeline and approach for installation of water metering in Sechelt
- WASAC input on Communication Plan for water metering
- Timing of funding approval through AAP for water meter installation in Sechelt and referendum if required

Recommendation No. 2 *Development of the 2021 Water Public Participation Plan*

The Water Supply Advisory Committee recommended that the report titled Development of the 2021 Water Public Participation Plan be received for information;

AND THAT staff report back to the SCR D Board with a revised 2021 Water Public Participation Plan, incorporating feedback from WASAC.

Discussion included the following:

- Cost comparison of supply projects and conservation initiatives
- Comparison of water savings from meter installation in North Pender, South Pender and other jurisdictions
- Dialogue and communication
- Surveying the public on what they would like to hear more about in future outreach

Recommendation No. 3 *Referral of 2021 Round 1 Budget Proposals- Feasibility Study Long-Term Surface Water Supply Sources*

The Water Supply Advisory Committee recommended that the report titled Referral of 2021 Round 1 Budget Proposals be received for information;

AND THAT Budget Proposal 6 [365], Budget Proposal 10 [366] and Budget Proposal 21 [370] - Water Supply Plan - Feasibility Study Long-Term Surface Water Supply Sources be deferred to a future year.

Recommendation No. 4 *Referral of 2021 Round 1 Budget Proposals – Groundwater Investigation Phase 3 – Round 2*

The Water Supply Advisory Committee recommended that the scope for Regional Water Service [370] Budget Proposal 9 – Groundwater Investigation Phase 3 – Round 2 concerning Langdale Well Field and Maryanne West Park Well Field be supported.

Recommendation No. 5 *Referral of 2021 Round 1 Budget Proposals - Feasibility Study Surface Water Intake Upgrades Gray Creek*

The Water Supply Advisory Committee recommended that the scope for Regional Water Service [370] Budget Proposal 10 – Feasibility Study Surface Water Intake Upgrades Gray Creek be supported.

Recommendation No. 6 *Referral of 2021 Round 1 Budget Proposals - Public Participation Regional Water System*

The Water Supply Advisory Committee recommended that Regional Water Service [370] Budget Proposal 19 – Water Supply Plan: Public Participation Regional Water System be supported in 2021.

Recommendation No. 7 *Referral of 2021 Round 1 Budget Proposals - Regional Water System Water Distribution Model Update and Technical Analysis*

The Water Supply Advisory Committee recommended that Regional Water Service [370] Budget Proposal 20 – Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis be supported in 2021.

Alan Skelley Opposed

Discussion included the following:

- Overview of projects
- Cost implications of options

Recommendation No. 8 *Water Supply Advisory Committee Meeting Frequency and April Meeting date*

The Water Supply Advisory Committee recommended that the SCR D Board approve the Water Supply Advisory Committee meeting on April 12, 2021;

AND THAT as per Section 4.1 of the Committee's Terms of Reference, the meeting schedule for the Water Supply Advisory Committee be changed to meet on a monthly basis until September, 2021;

AND FURTHER THAT as per Section 4.1 of the Committee's Terms of Reference, the meeting schedule for the Water Supply Advisory Committee be changed to meet in the second week of the month when the meeting date falls on a statutory holiday.

NEW BUSINESS

Meeting recordings for members

Discussion included the following:

- The Advisory Committee's interest in having a video recording of meetings, available as a classified zoom meeting only available to Committee members
- Staff will explore options further

NEXT MEETING April 12, 2021 @ 3:30 p.m.

ADJOURNMENT 5:34 p.m.