



## COMMITTEE OF THE WHOLE

Thursday, April 6, 2023

TO BE HELD

IN THE BOARDROOM OF THE SUNSHINE COAST  
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

### AGENDA

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**CALL TO ORDER**      9:30 a.m.

#### AGENDA

1. Adoption of Agenda Pages 1 - 2

#### PRESENTATIONS AND DELEGATIONS

2. Water Supply Update Verbal

#### REPORTS

3. Chapman Water System Water Supply Scenarios Annex A  
pp. 3-8  
*Manager, Strategic Initiatives*  
**Regional Water (Voting – A, B, D, E, F and Sechelt)**
4. Sunshine Coast Regional District Water Supply Annex B  
pp. 9-17  
*Acting General Manager, Infrastructure Services*  
**Regional Water (Voting – A, B, D, E, F and Sechelt)**
5. Solid Waste Management Plan Update Annex C  
pp. 18-22  
*Manager, Solid Waste*  
*Manager, Strategic Initiatives*  
**(Voting – All Directors)**
6. Code of Conduct Policy Annex D  
pp. 23-27  
*Chief Administrative Officer*  
*Executive Assistant*  
**(Voting – All Directors)**
7. Solid Waste Management Plan Public and Technical Advisory Annex E  
pp. 28-29  
Committee (PTAC) Minutes of February 28, 2023  
**(Voting – All Directors)**
8. Water Supply Advisory Committee (WASAC) Minutes of March 6, Annex F  
pp. 30-31  
2023  
**Regional Water (Voting – A, B, D, E, F and Sechelt)**

**COMMUNICATIONS**

**NEW BUSINESS**

**IN CAMERA**

**ADJOURNMENT**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – April 6, 2023

**AUTHOR:** Mia Edbrooke, Manager, Strategic Initiatives

**SUBJECT:** CHAPMAN WATER SYSTEM WATER SUPPLY SCENARIOS

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### RECOMMENDATION(S)

**THAT the report titled Chapman Water System Water Supply Scenarios be received for information.**

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### BACKGROUND

In recent years, the Sunshine Coast Regional District (SCRD) has experienced longer, hotter and drier summers. Through the Drought Response Plan, the SCRD has regularly used Stage 3 and Stage 4 Water Conservation Regulations to manage the Chapman Water System and ensure uninterrupted water supply for the community during extended drought periods.

At the February 23, 2023 Regular Board meeting, the Board asked staff to produce a water model for drought scenarios for 2023 (039/23).

The purpose of this report to provide background information on water supply forecasting, share the 2018 Water Demand Analysis results, and present two scenarios for Summer 2023.

### DISCUSSION

#### *Water Demand Analyses*

A full water demand analysis can consider many variables.

- Watershed storage, including water stored as snowpack, surface water, soil moisture, and groundwater.
- Hydrologic processes (e.g. precipitation including dew, snowmelt) that are influenced by temperature.
- Watershed loss, such as evaporation, transpiration, and creek flows.
- Impacts of drought to summer baseflows and subsurface flows.
- Community demand, impacted by:
  - Time of year, weather, and typical seasonal trends
  - Water Conservation Regulations
  - Lot sizes and outdoor uses of water for irrigation
- Environmental Flow Needs (EFN), a provincial requirement that ensures volume and timing of water flow required for proper functioning of an aquatic ecosystem.
- Availability of additional water supply sources, for example:
  - Gray Creek water treatment facility is offline when it rains due to turbidity.
  - Chapman Lake and Edwards Lake siphon systems are only available in Stage 4.
  - In some years, SCRD has set up bulk water agreements with the Town of Gibsons.

In addition, a multi-year analysis should incorporate climate projections, regional growth and water demand projections, as was completed for the 2018 Water Demand Analysis.

The variables considered in a water demand analysis are dynamic and detailed analyses are not included in this staff report as a full water demand model would be undertaken by a consultant using analytical software to forecast water supply and hydrological systems. Staff developed two scenarios based on data from recent droughts in 2021 and 2022 that resulted in extended periods in Stage 4 Water Conservation Regulations compared to previous years, Table 1.

**Table 1: Stage-calling in the Chapman Water System, 2015-2022**

<b>Year</b>	<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4</b>	<b>Return to lower stage(s)</b>	<b>Regulations Lifted</b>
<b>2015</b>	May 1 (39)	Jun 9 (32)	Jul 11 (33)	Aug 13 (21)	3: Sep 4 (3) 2: Sep 7 (16) 1: Sep 21 (9)	Oct 1
<b>2016</b>	May 1 (85)	Jul 25 (32)	Aug 26 (24)	-	2: Sep 19 (12)	Oct 5
<b>2017</b>	May 1 (81)	Jul 21 (42)	Sep 1 (32)	Oct 3 (25)	2: Oct 28 (13)	Nov 9
<b>2018</b>	May 1 (65)	Jul 5 (39)	Aug 13 (18)	Aug 31 (14)	3: Sep 14 (3) 4: Sep 17 (14)	Oct 1
<b>2019</b>	May 1 (37)	Jun 7 (20)	Jun 27 (61)	-	2: Aug 27 (20) 1: Sep 16 (15)	Oct 1
<b>2020</b>	May 1 (70)	Jul 10 (29)	Aug 8 (16)	-	1: Aug 24 (38)	Oct 1
<b>2021</b>	May 1 (65)	Jul 5 (18)	Jul 23 (18)	Aug 10 (41)	1: Sep 20 (11)	Oct 1
<b>2022</b>	May 1 (88)	Jul 28 (26)	Aug 23 (8)	Aug 31 (104)	1: Dec 13 (52)	Feb 3

Note: Number in brackets denotes the number of days in each stage

*Chapman Water System Summer Water Use*

The SCRD can declare any stage of Water Conservation Regulations at any time to reduce the risk of water shortage. The [Drought Response Plan](#) includes specific considerations that are aligned with the variables above that support decision-making when escalating stages, such as snowpack levels, weather forecast, and water supply storage volumes.

When escalated, Water Conservation Regulations can have a significant impact on community water use, as outlined in Table 2. Time of year and weather (temperature, precipitation, and cloud cover) can greatly impact overall water use.

**Table 2: Average Community Water Use (2021 and 2022)**

<b>Water Conservation Regulation Stage</b>	<b>Average daily water use (cubic metres per day)</b>
<b>1</b>	13,147*
<b>2</b>	18,200
<b>3</b>	16,158
<b>4</b>	10,121

\*Note: Water Use in Stage 1 is low as this includes May when temperatures are relatively low. Increased summer temperatures often coincide with increased water use.

*2018 SCRD Water Demand Analysis*

In 2018, staff hired a contractor to develop a [Water Demand Analysis](#) for the Chapman Water System. The analysis estimated the potential water supply deficit for the Chapman Water System

during a severe drought (6-month drought) in the short (2025), medium (2035) and long-term (2050), assuming 2% population growth and Stage 2 Water Conservation Regulations from May to October (report used average water use 16,500 m<sup>3</sup>/day). The results are presented in Table 3.

The 2018 Water Demand Analysis assumed the following water supply sources: Chapman Watershed, including Chapman Lake, Edwards Lake and the use of the temporary Chapman Lake siphons in Stage 4, Chaster Creek and Gray Creek. This analysis did not include Edwards Lake siphon system, Church Road Well Field, or contributions from the Town of Gibsons. The analysis also assumed the SCRD would complete the Chapman Lake expansion project that would eliminate the need for the Chapman Lake siphon system; however, in 2019 the [Province rejected the park boundary amendment](#) in Tetrahedron Provincial Park that was necessary for this project to proceed and the project was cancelled. While staff do plan to update the 2018 Water Demand Analysis, including new water sources and impacts of climate change in recent years, it continues to be a useful tool for estimating the Chapman Water System water supply deficit.

**Table 3: 2018 Water Demand Analysis Water Supply Deficit Outlook (total cubic metres per six-month drought period)**

Year	2025	2035	2050
<b>Projected Service Area Population</b>	26,000	32,000	43,000
10% water use reduction	2,010,000	2,830,000	4,350,000
20% water use reduction	1,650,000	2,390,000	3,760,000
33% water use reduction	1,220,000	1,820,000	2,980,000

Note: In this table and as per the 2018 Water Demand Analysis, “water use reduction” relates to the effectiveness of demand management initiatives that are undertaken compared to water use in 2010, such as the completion of water meter installations, water conservation regulations, education, and outreach.

#### *Water Supply Sources and Volumes*

As indicated in Table 3, the SCRD will need multiple sources to meet long-term water supply needs. A potential raw water reservoir at Site B could add about 1.3 million cubic metres if deemed feasible and approved by the Board. The emergency temporary siphon systems in Chapman and Edwards Lake provide about 10 million litres per day based on community water demand and can only be activated in Stage 4. Staff are seeking approval from the Province to use this source in 2023 and 2024, as this is not approved as a long-term water supply solution.

Church Road Well Field in combination with the Soames Well is estimated to provide up to 4.6 million litres per day and will build more redundancy in the Chapman Water System. If operated June 1 to September 30, Church Road Well Field is estimated to increase stored water by a total of 561,200 cubic metres. Using average community use, as per Table 2 above, these values are equivalent to an additional:

- 30 days in Stage 2, or
- 34 days in Stage 3, or
- 45 days in Stage 4.

Note that these values are based on the conditional water licence and anticipated EFN requirements, and do not consider all variables outlined, including watershed behaviour. Further analysis is provided below.

*Data Gaps*

One shortfall of the 2018 Water Demand analysis is the ability to model watershed contribution, capturing the complex interactions through the hydrologic cycle like precipitation, evaporation, and soil moisture, that can make positive contributions to the watershed. In extreme dry situations, the contribution is negative, and water is ‘lost’ from the watershed. Currently, staff use lake data from previous years to optimize use of available lake storage.

In the fall and early winter of 2022, during the activation of the Emergency Operations Centre, the SCRD received support from the Province and consultants to develop a scientifically defensible model of the watershed to increase predictive accuracy of available water supplies. This model applies only to winter conditions with dry soils observed in 2022. The model was able to predict water availability 10 days into the future. A much more expensive predictive model could be developed but costs and usefulness are uncertain. There are limitations of these models since the Chapman Water System is fundamentally a rain-dependent system. The predictability of precipitation is only relatively accurate with a three-day horizon (as per communication with Environment and Climate Change Canada meteorologists) hence, water supply deficit projections assume drought or absence of lake replenishing rains.

In the most recent Environment Canada and Climate Change Spring Bulletin, staff noted that the effects of drought are persisting and many stream flows and groundwater well levels are below normal around the province.

In addition, staff are aware of data gaps related to non-revenue water management. Only 50% of properties in the Chapman Water System are metered. Adding meters on every water service connection will support reducing losses in the water system to leaks.

*Analysis*

Staff have developed two scenarios for the Board’s consideration that look ahead to 2023, Table 4. These scenarios are based on 2021 and 2022 summer drought, which both resulted in the SCRD activating an Emergency Operations Centre. This is a high-level analysis where no variables changed except the addition of the Church Road Well Field.

**Table 4: Scenario Descriptions**

<b>Scenario 1 (based on 2021 conditions)</b>	<b>Scenario 2 (based on 2022 conditions)</b>
<i>Dry spring</i>	<i>Wet spring</i>
<i>Moderate snowpack</i>	<i>High snowpack</i>
<i>Relatively short drought, ending in mid September</i>	<i>Long drought, ending in mid December</i>

Both scenarios include available water sources, including the Chapman Water Treatment Plant, and contributions from Gray Creek, Chaster Well, Town of Gibsons water supply, and the siphon systems at Stage 4, using the same volumes in each respective year. In 2021, only the Chapman Lake siphon system was used, while in 2022, the Edwards Lake siphon system was installed and activated in Stage 4. The scenarios include the addition of the Church Road Well Field at Stage 2.

*Assumptions*

This model is a simplified analysis based on 2021 and 2022 summer drought scenarios and several assumptions used are listed below.

- Stage calling was the same as 2021 and 2022. Each stage was cross-referenced with the corresponding total available lake volume in the watersheds.
- All other external factors such as temperature, precipitation, snowpack etc. are constant.

*Results*

Scenario 1

With the addition of Church Road Well Field, Stage 3 would increase by 4 days and Stage 4 would decrease by 12 days, compared to 2021, Table 5.

**Table 5: 2023 Scenario Compared to 2021 Conditions**

<i>Water Conservation Regulations</i>	<i>Number of days in each stage</i>		
	2021	Scenario 1 (based on 2021)	Estimated impact Church Road Well Field in 2023
<i>Stage 1</i>	65	65	0
<i>Stage 2</i>	18	18	0
<i>Stage 3</i>	18	22	+4
<i>Stage 4</i>	41	29	-12

Scenario 2

With the addition of Church Road Well Field, Stage 3 would increase by 12 days and Stage 4 would decrease by 14 days, compared to 2022, Table 6.

**Table 6: 2023 Scenario Compared to 2022 Conditions**

<i>Water Conservation Regulations</i>	<i>Number of days in each stage</i>		
	2022	Scenario 2 (based on 2022)	Estimated impact Church Road Well Field in 2023
<i>Stage 1</i>	88	88	0
<i>Stage 2</i>	26	26	0
<i>Stage 3</i>	8	20	+12
<i>Stage 4</i>	104	90	-14

Each day that Church Road Well Field is operational there is reduced use of Chapman and Edwards Lakes, and therefore increase storage capacity that will extend water supplies further should there be a long drought period in 2023. Altering any number of variables, such as timing of stage calling, temperatures, EFN or snowpack would provide different results.

*Financial Implications*

There are no financial implications related to the analysis developed for this report beyond staff time.

*Timeline for next steps*

The SCRD will enter Stage 1 Water Conservation Regulations on May 1, as per *SCRD Water Rates and Regulation Bylaw No. 422, 1995*.

**STRATEGIC PLAN AND RELATED POLICIES**

This work is connected to the 2019-2023 Board Strategic Plan to “plan for and ensure year-round water availability now and in the future,” and the tactics that aim to investigate and develop water supply plans and sources for all water systems, including the Chapman Water System.

**CONCLUSION**

The SCRDR uses several variables to forecast water supply and help make decisions when implementing the Drought Response Plan. Some information is well understood, such as lake levels and community water use, while the SCRDR has less information about watershed loss, particularly due to the impact of severe drought in recent years.

In 2018, the SCRDR hired a consultant to prepare a multi-year water demand analysis that estimated the 6-month water supply deficit for a 6-month drought period. The analysis provided an estimated volume of water required to meet community demand in 2025, 2035, and 2050. The Water Demand Analysis remains a useful tool for water supply planning.

Staff used conditions observed in 2021 and 2022 to provide scenarios for Summer 2023 with the addition of the Church Road Well Field. It was assumed that all other variables remain unchanged, including stage calling and environmental factors, including temperature, snowpack and precipitation. The results indicated that adding a new water supply source could increase Stage 3 and decrease Stage 4 Water Conservation Regulations. Staff are working on adding more water sources, completing water meter installations, and seeking long-term water sources to reduce the water supply deficit.

Reviewed by:			
Manager	X – S. Walkey	Finance	
GM	X – M. Brown	Legislative	
CAO	X – D. McKinley	Other	



**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Committee of the Whole – April 6, 2023

**AUTHOR:** Mark Brown, Acting General Manager, Infrastructure Services

**SUBJECT:** SUNSHINE COAST REGIONAL DISTRICT WATER SUPPLY

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**RECOMMENDATION**

**THAT the report titled Sunshine Coast Regional District Water Supply be received for information.**

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**BACKGROUND**

The Sunshine Coast Regional District (SCRD) has observed several years of extended drought, impacting all water systems, particularly the Chapman Water System which most of the community relies upon. In 2021 and 2022, the SCRD activated Emergency Operations Centres to manage water supply in the Chapman Water System until there was significant rainfall. Staff are working on several water supply projects, including upgrading and adding new water supply sources and installing water meters in the District of Sechelt.

The purpose of this report is to provide an overview of water supply planning for the Chapman Water System.

**DISCUSSION**

The SCRD is completing several projects in the Chapman Water System this year.

**Church Road Well Field**

Construction of the wells, including the new transmission main, distribution mains, and the new water treatment plant and pump station is complete.

The potential supply from the Church Road Well Field is up to 4.6 million litres per day. Through testing, the SCRD has determined that the pumps currently in place will provide up to 3.25 million litres per day. The SCRD is working with the contractor to have larger pumps and the applicable motor assembly installed by June, which would allow for more water to be drawn from the well field. Even if the larger pumps cannot be installed in the coming weeks, this well field is anticipated to be online and available for use in June.

The SCRD currently has a conditional water licence that outlines Environmental Flow Needs (EFN) requirements that must be met before it can receive the final water licence. The SCRD's consultant has been collecting stream flow and fish habitat survey data from the hydraulically-connected Soames Creek. The contractor will provide this information to the Province in the next month for their review. A meeting has been scheduled with the Province to ensure the data is sufficient to obtain the final water licence before June 1. Like Chapman Creek, EFN will impact available water supply during periods of drought and is in place to ensure the diversion of drinking water supply maintains sufficient creek flows for aquatic ecosystems.

The Capital Projects and Utility Services Divisions have prioritized this project and upon completion, Church Road Well Field will provide additional supply and redundancy to the Chapman Water System. Any water pumped and distributed from the Church Road Well Field into the Chapman Water System will increase stored water in Chapman Lake and Edwards Lake during the summer months.

Anticipated completion: operational by mid June 2023

### **Gray Creek Water Treatment Plant Upgrades**

Gray Creek is used as a water source throughout the summer months and provides roughly one million litres of water to users on the Chapman System per day. The challenge with Gray Creek is the water treatment equipment is not sufficient to treat turbid water when there is any amount of precipitation. Staff have been reviewing options for treatment upgrades that would make this a more reliable source. For example, adding a membrane filter or a dissolved air floatation clarifier could prevent turbidity and ensure the system remains online. The SCRD is in the second year of collecting creek flow data at Gray Creek to ensure adequate creek flows.

Anticipated completion: There is currently no approved funding for building recommended treatment upgrades.

### **Town of Gibsons Water Supply**

The SCRD and the Town of Gibsons are working on an agreement that would allow for the Town of Gibsons to supply water to the Chapman Water System earlier than past summers. Usually, this supply method is used on an emergency basis, being able to use this supply earlier in the summer months would allow more water to be retained in Chapman Lake and Edwards Lake.

Anticipated completion: Q2 2023

### **Reduction of Environment Flow Needs**

The SCRD is required to release a significant amount of water from Chapman Lake for Environmental Flow Needs (EFN). This water ensures that fish habitat and aquatic ecosystems along Chapman Creek are maintained. The SCRD applied to the Provincial Government to reduce the amount of water that is required for EFN. A reduction in this EFN would allow for more water to be stored at Chapman Lake and Edwards Lake.

Anticipated completion: awaiting a response from the Province

### **Siphons at Chapman Lake**

The siphon systems at Chapman Lake are still in place and will ensure that water can be accessed from the lake when the channel that brings water from the lake runs dry. These siphons are very effective and do not cause air or noise pollution at the lake. The siphons can only be operated on an emergency basis during Stage 4 Water Conservation Regulations.

Staff have requested approval from the Province to use this source in 2023 and 2024.

Anticipated completion: awaiting a response from the Province

### **Langdale Well Field Expansion**

The consultant has completed aquifer testing of the two new test wells that were drilled last June and is now analyzing the results for water quality and water volume. The consultant will prepare a summary report and a conceptual high-level design for a required pump house building. This work will inform the draft water licence that will be prepared in the next month for submittal to the Province. It is anticipated that it may take two to three years to complete the Province of BC review process.

Concurrently, the test wells are on BC Ferries leased property, whose underlying ownership is the Ministry of Transportation and Infrastructure (MoTI). Staff and the consultant have been and will continue to negotiate a lease agreement with BC Ferries for the long-term facility improvements that will house the future pump and water quality station including the well heads. MoTI approval, and securing the property in fee simple, will also be a requirement for the construction of any new facilities like the pump house building.

If deemed viable, the SCR D will explore the feasibility of connecting this well field to the Chapman Water System through the construction of new water mains and pump stations. A Request for Proposals (RFP) is scheduled for Q2 or Q3 2023 to secure a consultant to evaluate the best configuration for the alignment of the water line to convey water into the Chapman Water System. The design and construction of that infrastructure could take up to two years to complete.

Anticipated completion: 2025/2026

### **Maryanne West Well Development**

Additional groundwater monitoring to confirm feasibility of developing a well field, in collaboration with Town of Gibsons and Squamish Nation.

Maryanne West would pump water from the same water source (Aquifer 560) as the Town of Gibsons. Additional work needs to be completed to determine any potential impacts to the sustainability of the aquifer should this source be developed. An RFP will be issued in late Q2 2023 for evaluation of options available to pump water into the Chapman water system.

Anticipated completion: Awaiting evaluation of feasibility of options

### **Water Meter Installations**

Around half of all water users on the Chapman Water System do not have a water meter installed. The SCR D recently closed an RFP to complete the installations and is working to award a contract shortly to initiate this project.

Anticipated completion: Awaiting contract award timeline

### **Potential Raw Water Reservoir (“Site B”, located above the Sechelt Airport)**

In early April, a contractor will drill and collect soil samples and complete a geotechnical analysis to determine the extent and depth of bedrock and to characterize the soils. From the soil sampling, the SCR D can further determine the viability of this site, including updating the project's construction and design cost estimates, and complete the preliminary conceptual design of this surface water reservoir. Staff will bring a report to the Board in late Q3 2023.

Anticipated completion: 5+ years

### *SCRD Water Conservation Regulations*

Effective May 1, the SCRD will enter Stage 1 Water Conservation Regulations, as per *SCRD Water Rates and Regulation Bylaw, No. 422* (Bylaw 422). This is consistent with other regional districts across BC.

### *Other Water Efficiency Initiatives*

Each year, the SCRD offers \$40,000 in rebates for rainwater harvesting barrels. This is an incentive to build non-potable water supply for gardening and other outdoor water use. Use of rainwater can have a big impact. Note that the SCRD only provides incentives for barrels greater than 4,500 litres (\$500) or 9,000 litres (\$1,000).

Monthly Water Use Update is available to all residential properties with a water meter. Email [infrastructure@scrd.ca](mailto:infrastructure@scrd.ca) to sign up. This program will be expanded to all properties using SCRD water once the water meter installations are completed.

Staff continue to work to resolve leaks year-round. This program has been in place since 2017. Leak letters are sent every three months. In addition, there is a leak notification in the Monthly Water Use Update email.

In 2021, the SCRD Board approved budget for \$40,000 to purchase a leak correlator which uses microphones to identify leaks in watermains. Staff purchased such equipment through a public procurement process and received training on its use in March 2022. Staff have been testing the equipment, however many issues have arisen, primarily external noise interference from traffic and water use during testing. The supplier has concluded the best time to use the correlator is the middle of the night, but even while doing so, external noise interference remains an ongoing issue. Staff have been able to use the correlator with success at one of our pump stations to confirm no leak was present and to pinpoint the exact location of several service leaks. Several sections of watermains are mapped out for future testing and will be completed as night work.

### *Farms*

Bylaw 422 provides exemptions from Water Conservation Regulations in Stages 1, 2, and 3 and the first two weeks of Stage 4. These exemptions only apply to farms on the metered rate. Farms paying the flat rate must follow Water Conservation Regulations. Further information will be provided in a report at the next Committee of the Whole Meeting April 27, 2023.

### *2023 Water Summit Series*

In early 2023, a Water Summit Series was initiated that brings together elected officials from governing authorities across the lower Sunshine Coast. The first two meetings occurred in January and March and focused on building understanding and identifying collaborative values. The next meeting is scheduled for May to develop a vision that will lead to a broad plan of action. The plan will help advance the most impactful, efficient, and sustainable water projects.

### *Financial Implications*

There is budget for the projects outlined in this report included in the approved 2023 annual budget, or within the SCRD base budget for staffing and operations and maintenance. Operating

or capital water service area reserves can be used for unexpected expenses, such as emergencies.

*Communications Strategy*

Each year, staff develop a comprehensive water communications strategy. This year, staff sent out letters to metered residential properties using more water than average and are not yet receiving the Monthly Water Use Update. In April, every property will receive the water conservation regulation chart which includes tips to help get ready for summer on the backside. Sample communications have been included as Attachment A.

The SCRDR continues to share information through the website and social media channels:

- *Let's Talk* as the main platform for providing water supply planning updates. You can learn more at <https://letstalk.scrd.ca/water>.
- The SCRDR shares frequent updates on its website through media releases. <https://www.scrd.ca/media-releases>
- Media releases are also shared to Facebook <https://www.facebook.com/sunshinecoastrd>

The Coast Reporter writes many articles about the water supply situation for residents that are not reading the SCRDR website or social media channels.

**STRATEGIC PLAN AND RELATED POLICIES**

This work supports the advancement of the SCRDR 2019-2023 Board Strategic Plan through the Asset Stewardship goal, specifically the strategy to have a “plan for and ensure year-round water availability now and in the future.”

**CONCLUSION**

The Sunshine Coast Regional District is impacted by reduced precipitation caused by climate change. In 2021 and 2022, extensive periods of drought resulted in unprecedented periods in Stage 4 Water Conservation Regulations. The SCRDR has several water supply projects underway. In 2023, the Church Road Well Field Project will help maintain storage in Chapman Watershed and provide redundancy to the Chapman Water System. The SCRDR continues to promote water conservation initiatives and share information about water supply planning through the website and social media channels.

**ATTACHMENTS**

Attachment A: Sample Water Conservation Communications

Reviewed by:			
Manager	X - S. Walkey	Finance	
Manager	X - A. Buckley	Legislative	
CAO	X - D. McKinley	Other	



# Attachment A Water Conservation Regulations

scrd.ca/water

				STAGE 1	STAGE 2	STAGE 3
WATERING				STAGES CHANGE BASED ON COMMUNITY DEMAND AND WEATHER		
  Drip-Irrigation		Trees, flowers and shrubs	PERMITTED	4 hours/day max. 7am - 9am and 7pm - 9pm	1 hour/day max. 7am - 8am or 7pm - 8pm	
		Food producing trees and plants	PERMITTED	PERMITTED	2 hours/day max. 7am - 8am and 7pm - 8pm	
		Lawns	<b>TWO DAYS PER WEEK</b> 7am - 8am Even numbered address: Thu/Sun Odd numbered address: Wed/Sat <i>(Hand watering is permitted at any time)</i>	NOT PERMITTED	NOT PERMITTED	
  Micro-spray		Trees, flowers and shrubs	<b>THREE DAYS PER WEEK</b> 7am - 9am and 7pm - 9pm Even numbered address: Tue/Thu/Sun Odd numbered address: Mon/Wed/Sat	<b>TWO DAYS PER WEEK</b> 7am - 9am Even numbered address: Thu/Sun Odd numbered address: Wed/Sat	NOT PERMITTED	
		Food producing trees and plants	<b>THREE DAYS PER WEEK</b> 7am - 9am and 7pm - 9pm Even numbered address: Tue/Thu/Sun Odd numbered address: Mon/Wed/Sat	<b>TWO DAYS PER WEEK</b> 7am - 9am and 7pm - 9pm Even numbered address: Thu/Sun Odd numbered address: Wed/Sat	NOT PERMITTED	
		Lawns	<b>TWO DAYS PER WEEK</b> 7am - 8am Even numbered address: Thu/Sun Odd numbered address: Wed/Sat <i>(Hand watering is permitted at any time)</i>	NOT PERMITTED	NOT PERMITTED	
WASHING						
 		Sidewalks, driveways, windows, fences and exterior building surfaces	PERMITTED	NOT PERMITTED except for preparing surfaces for painting or paving and for health and safety regulations.	NOT PERMITTED except for health and safety regulations.	
		Vehicles and boats	PERMITTED	PERMITTED	PERMITTED only to wash off sea water.	
FILLING						
 		Swimming pools and hot tubs	PERMITTED	PERMITTED	NOT PERMITTED	
		Garden ponds and fountains	PERMITTED	PERMITTED	NOT PERMITTED	
STAGE 4 BAN ON ALL OUTDOOR WATER USE						
FINES	STAGE 1 \$200	STAGE 2 \$300	STAGE 3 \$400	STAGE 4 \$500	<b>Questions:</b> 604-885-6806   infrastructure@scrd.ca <b>Report a violation:</b> www.scrd.ca/bylaw-complaint-form	

# Get Ready for Summer



Every year, water conservation regulations begin May 1. Completing water intensive home and garden projects before the summer reduces risks to our water systems during times of drought.

## 5 THINGS TO KNOW THIS SUMMER



**Drought conditions are expected.** Our climate is changing. With less rain in the summer, watersheds on the Sunshine Coast become very dry, putting drinking water supplies at risk.



**Water Conservation Regulations are here to stay.** Regulations are necessary to manage our water reservoirs and the demand on water supply equipment, which can double during peak summer usage.



**Drinking water supply is limited.** Prioritize your summer water use by needs, not wants. Using water in the summer only for essential needs extends our supply.



**Change household habits now.** Early adoption of water efficient behaviours will help you prepare for the future as hotter, drier summers become the new normal.



**Focus on what you can do.** Taking action in your household supports the community. By respecting the water we have, there can be enough for everyone. With world class water from pristine aquifers and beautiful lakes, **let's be grateful for every drop.**

## 5 WAYS HOUSEHOLDS CAN ADAPT TO SUMMER DROUGHT

- ✓ Switch to drip irrigation systems and away from sprinklers and soaker hoses.
- ✓ Landscape with grass alternatives and drought tolerant plants.
- ✓ Complete household maintenance, like pressure washing decks, driveways, siding, gutters in spring or fall.
- ✓ Ensure irrigation systems are leak free and operating in compliance with regulations before summer.
- ✓ Keep the garden growing with rainwater harvesting! Rebates now available: [scrd.ca/rainwater](https://scrd.ca/rainwater)

## Knowing how much water you use is the first step to water conservation.



Are you curious about your household water use? How much does your usage change by season?

Join the growing community of Sunshine Coast households with water meters who receive their personal monthly water use by email.

Visit: [scrd.ca/water-use](https://scrd.ca/water-use) to sign up

## Let's Talk Water!



Get updates on Sunshine Coast Regional District projects and learn how we are working towards a safe and reliable water supply.

**Ask questions and learn more** at [letstalk.scrd.ca/water](https://letstalk.scrd.ca/water)

## Find the current regulations for your home.

Search by address using the **interactive map** at [scrd.ca/water](https://scrd.ca/water) to find the current stage of water conservation regulations for your area.



# LAST SUMMER YOUR PROPERTY WAS A TOP RESIDENTIAL WATER USER

## This summer, be aware and accountable for your water use.

Last year, the Sunshine Coast experienced an unprecedented drought. We had more than 100 days without rain.

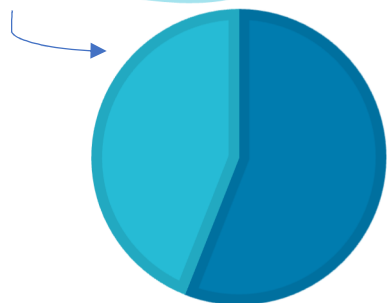
A State of Local Emergency was declared for the Chapman Water System and emergency measures were taken to ensure residents had access to drinking water, the hospital, and fire protection.

Review your 2022 summer water use to understand your impact on the community water supply.

The water conservation actions you take this year are necessary for the safety of the community.

### In August 2022...

15% of properties accounted for  
44% of residential water use\*



These properties used an average of **more than 1,500 Litres per day.**

\*Based on 2022 Chapman Water System residential water meter data.

Here is a snapshot of your property's water use in 2022.

### XXX ABC RD

Month	Your Average Daily Use (Litres)	Your Total Monthly Use (Litres)	Community Average Daily Use (Litres)
JAN	433	13,418	440
FEB	416	11,653	365
MAR	445	13,784	382
APR	441	13,238	409
MAY	740	22,929	483
JUN	3,364	100,923	593
JUL	3,331	103,248	1,104
<b>AUG</b>	<b>2,785</b>	<b>86,327</b>	<b>909</b>
SEP	475	14,256	450
OCT	502	15,575	388
NOV	398	11,952	349
DEC	431	13,357	466
<b>Annual</b>	<b>1,147</b>	<b>420,660</b>	<b>528</b>

In BC, the average resident uses 274 Litres per day (Stats Can, 2019). Properties with multiple dwellings or a high number of residents may use more water than community averages.



# What to know for 2023...

Drinking water supply is limited and drought conditions are likely. Prepare your garden and household for drought before the summer starts.



Photo: Chapman Lake on October 14, 2022  
Sunshine Coast Regional District  
Drinking Water Source

**Water Conservation Regulations**  
begin May 1 – visit [www.scrd.ca/water](http://www.scrd.ca/water)

Practicing water conservation this summer reduces the chance that Stage 4, an emergency situation that bans the use of drinking water outdoors, and results in immediate \$500 fines for violators.

**Your actions matter.**



## WHAT TO DO:

Switch from soaker hoses and sprinklers to drip-irrigation systems.

Halve sprinkling times and use mulch to reduce evaporation.

Choose drought tolerant plants and groundcover.

Sign up to receive your water use data monthly by email.

Join the community of 670+ residents who are subscribed.

Email your First and Last Name and Utility Account Number

✉ [infrastructure@scrd.ca](mailto:infrastructure@scrd.ca)

☎ 604-885-6800 ext. 6155

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – April 6, 2023

**AUTHOR:** Mia Edbrooke, Manager, Strategic Initiatives  
Marc Sole, Manager, Solid Waste Services

**SUBJECT:** SOLID WASTE MANAGEMENT PLAN UPDATE

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### RECOMMENDATION

- (1) **THAT the report titled Solid Waste Management Plan Update be received for information;**
  - (2) **AND THAT the Sunshine Coast Regional District (SCRD) begin the process of updating the Solid Waste Management Plan for the regional district (including the Town of Gibsons, District of Sechelt and shíshálh Nation Government District);**
  - (3) **AND THAT public notification of the SCRD’s intention to amend the Solid Waste Management Plan and begin a process of consultation on proposed Plan amendments be provided;**
  - (4) **AND FURTHER THAT notification of the project initiation be provided to the District of Sechelt, Town of Gibsons, shíshálh Nation Government District, Skwxú7mesh Úxwumixw, and the Ministry of Environment and Climate Change Strategy.**
- 

### BACKGROUND

In British Columbia, regional districts are responsible for preparing and submitting a Solid Waste Management Plan (the Plan) under the *BC Environmental Management Act*. The Plan guides how we as a region manage solid waste services over the next 10 years, including direction on waste management and reduction, recycling, composting, and service costs to the community.

The Sunshine Coast Regional District (SCRD) first developed a Plan in 1995 which was updated in 2005, and again in 2011. Between October and December 2021, the SCRD engaged the community on an amendment to the 2011 Plan, and the Province approved this amendment in March 2023. The amendment enables the SCRD to export solid waste out of the region should the Sechelt Landfill reach capacity before a new long-term solid waste disposal facility is operational.

The BC Ministry of Environment and Climate Change Strategy (MoE) published “[A Guide to Solid Waste Management Planning](#)” (the Guide) in 2016 that recommends regional districts update the Plan every 10 years, which means the 2011 Plan is due for an update. The SCRD wants to ensure that the region’s solid waste services and programs align with the changing needs of the communities.

The purpose of this report is to provide information on a proposed engagement process for the update of the Solid Waste Management Plan that will guide regional solid waste management and services. In addition, the Guide requires a Board resolution to initiate the planning process and notify interested parties, including governing authorities and MoE.

## **SOLID WASTE MANAGEMENT ON THE SUNSHINE COAST**

Solid waste services are offered by a variety of local governments and services. Each community has a unique set of solid waste services that fit the needs of that community. Residents pay for the services they receive from their local government through utility fees and Regional Solid Waste general taxation.

The SCRDC provides curbside collection services (garbage and food waste) to homes in four of the rural areas, including Halfmoon Bay, Roberts Creek, Elphinstone and West Howe Sound. The SCRDC is also responsible for one landfill, one transfer station, three recycling depots and three green waste depots across the Coast, which all the municipalities contribute funding to each year through Regional Solid Waste general taxation. Some of these are operated under contract by other local businesses. The District of Sechelt and shíshálh Nation Government District provide curbside recycling, food waste and garbage collection to residents. The Town of Gibsons provides curbside garbage and food waste collection for residents.

Non-residential waste, such as waste from local businesses, can choose the best way to manage waste. They have access to the non-residential facilities and can either contract out waste collection services or haul waste to the landfill themselves.

The Solid Waste Management Plan will consider all waste, recycling and composting services within the entire region. This requires a collaborative approach to updating the Plan.

### *Sechelt Landfill*

The Sechelt Landfill is rapidly approaching its total approved capacity. The SCRDC completed a Future Waste Disposal Options Analysis Study in 2021. The options initially under consideration included siting and developing a new landfill, exporting waste outside of the region, building a waste-to-energy facility and expanding the Sechelt Landfill. Based on this study, it was found that waste-to-energy was unattainable due to cost. In 2022, staff retained Sperling Hansen Associates to continue work on finalizing long-term waste disposal options. Staff will present these findings to the Board by Q3 2023.

## **LEGISLATIVE REQUIREMENTS**

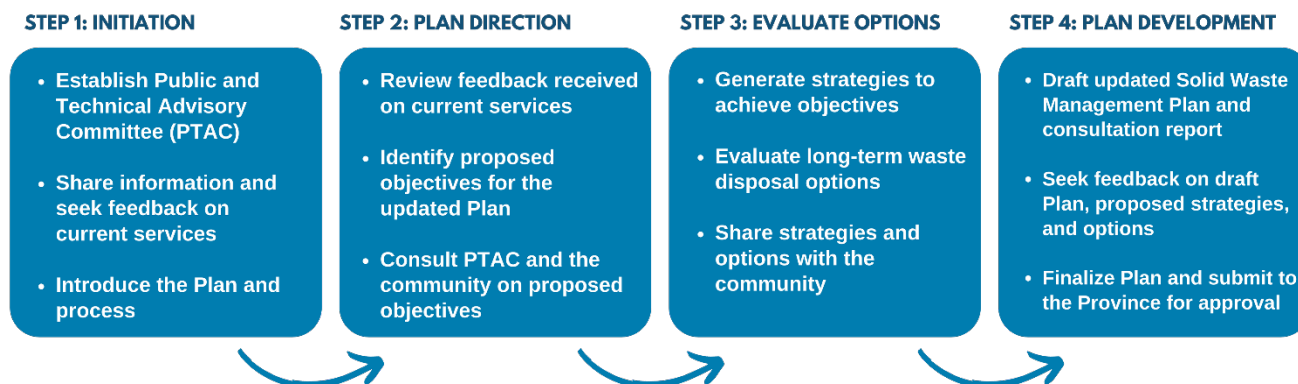
Solid waste management planning and implementation is governed by the *BC Environmental Management Act* (EMA). The EMA requires a regional district to develop a Solid Waste Management Plan for approval by the minister. The provincial Guide outlines the guiding principles, requirements for public consultation, and plan implementation and monitoring.

The minister must be satisfied that there has been adequate public review and consultation during the update process, and may approve all or part of a plan, or may set conditions for approval.

## **UPDATING THE SOLID WASTE MANAGEMENT PLAN**

The Plan update will follow the four-step process outlined in the Guide. The Plan update requires adequate consultation with the public, Indigenous communities, a range of interested parties and affected stakeholders. For best results, the stakeholder engagement and public consultation process should be well integrated into the entire planning process, as shown in Figure 1.

Figure 1: Solid Waste Management Planning Four-Step Plan Update Process (based on the Guide)



### Guiding Principles

As mentioned above, the Province provides regional districts with direction through the Guide on how they will achieve shared solid waste goals. The Province provides eight guiding principles for regional districts to follow while developing their Solid Waste Management Plan. Regional districts can also include additional locally relevant guiding principles. The SCRDR will engage the public and local governments on guiding principles for the Plan.

### Targets

The Province has established provincial targets that set the direction for regional districts to develop unique targets for their regions. The goal set by the provincial government is 350 kg per person per year. The 2011 Plan had an aggressive annual disposal target of 315 to 279 kg per capita after five years of implementation. The SCRDR's disposal rate in 2021 was 421 kg per capita.

### Public and Technical Advisory Committee

As per the Guide, the Province requires the establishment of a Public and Technical Advisory Committee (PTAC) to support the planning process and ensure that diverse views are represented during the process. The Board appointed eleven PTAC members in November 2022. PTAC had their initial committee orientation meeting in February 2023, and in the future will cover topics such as status of the 2011 Plan, engagement results, waste prevention and diversion options, and eventually, the final draft of the Plan.

### Engagement Process

Staff have broken the engagement process into three public engagement periods.

**Public Engagement Period 1 (May 2023):** In the first Engagement Period, the SCRDR will focus on community education to help build a general understanding of how waste and recycling are currently managed in the region. During this period, the SCRDR will offer community members and interested parties the opportunity to provide feedback on Plan guiding principles and key priorities.

The SCRDR will reach out to local governing authorities through formal notification and set up a meeting to discuss how to collaborate through the plan update process and learn more about their priorities.

The SCRD and PTAC will consider the community feedback received during Engagement Period 1 when new and different waste management options are explored and developed. Through a series of meetings, PTAC will help to identify the most suitable options (preferred options) which will form the basis of the draft Plan. The SCRD will need to ensure that the Plan goals, objectives and proposed strategies reflect the priorities and community needs.

**Public Engagement Period 2 (Late 2023):** SCRD staff will present a report to the Board about future waste disposal options and then staff will engage the community on long-term waste disposal options such as a new landfill or waste export. Staff recognize this important phase in the Plan and want to ensure adequate public consultation.

**Public Engagement Period 3 (Spring 2024):** This final phase will focus on the proposed Plan itself. Staff will develop a draft Plan, incorporating feedback received in the first two engagement periods.

#### *First Nations Engagement*

Staff have begun to reach out to the shíshálh Nation and Skwxwú7mesh Úxwumixw to discuss how best to work together on updating the Plan.

#### *Engagement Approaches*

In all phases of engagement, staff will use a variety of tools to engage the community, including:

- Public and Technical Advisory Committee (PTAC)
- Engagement materials and fact sheets
- Let's Talk ([letstalk.scrd.ca](http://letstalk.scrd.ca)), the SCRD's online engagement platform, apply tools including a feedback form, question and answer forum, ideas forum, and a mailing list to stay informed
- Newsletters (Coast Current) and social media (Facebook, Twitter, and YouTube)
- Local newspaper advertisements
- Meetings with governing authorities
- Outreach to community associations

In Phase 2, which will focus on future waste disposal options, staff will implement the following:

- Region-wide mail out
- An open house to the public to learn more about the project.

#### *Financial Implications*

In the 2021 budget (068/21) the SCRD Board approved \$150,000 to update the Solid Waste Management Plan. This budget will cover the 2021 Solid Waste Management Plan amendment and the current update process. Most of the funds have been allocated to hire a contractor to support the plan update process.

#### *Timeline for Next Steps*

If directed by the Board, staff will initiate engagement beginning with Public Engagement Period 1.

**STRATEGIC PLAN AND RELATED POLICIES**

The proposed update of the Solid Waste Management Plan supports the SCRD 2019-2023 Strategic Plan Strategy 2.3 of Achieving Sustainable Solid Waste Management.

**CONCLUSION**

The Sunshine Coast Regional District is updating the Solid Waste Management Plan for the region. In British Columbia, regional districts are responsible for preparing and submitting a Solid Waste Management Plan under the *BC Environmental Management Act*. This Plan will guide how we as a region manage solid waste services over the next 10 years, including direction on waste management and reduction, recycling, composting, and service costs to the community.

A big part of developing this Plan is hearing from the community about their priorities and how solid waste should be managed on the Sunshine Coast. Staff are seeking Board direction to update the Solid Waste Management Plan for the entire regional district (including the Town of Gibsons, District of Sechelt and the shíshálh Nation Government District) and to notify and engage the community and governing authorities through the three engagement periods.

Reviewed by:			
Manager	X - A. Buckley	Finance	
Interim GM	X – M. Brown	Legislative	X – S. Reid
CAO	X - D. McKinley	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – April 6, 2023

**AUTHOR:** Dean McKinley, Chief Administrative Officer  
Christine Armitage, Executive Assistant

**SUBJECT:** CODE OF CONDUCT POLICY

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### RECOMMENDATION

- (1) THAT the report titled Code of Conduct Policy be received for information;
- (2) AND THAT the Code of Conduct Policy be adopted as presented or amended.
- 

### BACKGROUND

Recent changes in provincial legislation stipulate that local governments in British Columbia are required to consider implementing or upgrading a Code of Conduct within the first six months of the first regular board meeting following a general local election. Specifically, section 113.1 of the *Community Charter* provides that:

- 113.1** (1) Within 6 months after its first regular council meeting following a general local election, a council must decide
- (a) whether to establish a code of conduct for council members, or
  - (b) if a code of conduct for council members has already been established, whether it should be reviewed.
- (2) Before making a decision under subsection (1), the council must
- (a) consider the prescribed principles for codes of conduct,
  - (b) consider the other prescribed matters, if any, and
  - (c) comply with the prescribed requirements, if any, including requirements respecting public notice or consultation.
- (3) If the council decides, under subsection (1), not to establish a code of conduct or review an existing code of conduct, it must make available to the public, on request, a statement respecting the reasons for its decision

Further, should the Board decide not to establish a code of conduct under section 113.1, that decision must be reconsidered before January 1 of the year of the next general local election in accordance with section 113.2 of the *Community Charter*.

### DISCUSSION

The purpose of this report is to bring forward a Code of Conduct for the Board's consideration of adoption in accordance with the *Community Charter*. Codes of conduct provide conduct standards that supplement conduct already required legislatively or through policy to ensure that the full range of expected conduct is clear.

The Working Group on Responsible Conduct (WGRC), a joint initiative of the B.C. Ministry of Municipal Affairs, Local Government Management Association and Union of British Columbia Municipalities, has developed a set of resources to assist local governments with developing and updating Codes of Conduct, including necessary considerations for dealing with complaints, resolving conduct issues informally and establishing enforcement procedures.

The WGRC created a Model Code of Conduct and Companion Guide to assist local governments. These resources were used in the drafting of this Code of Conduct policy.

**CONCLUSION**

In response to the recent changes to the *Community Charter*, staff have prepared a draft Code of Conduct Policy that recognizes that responsible conduct is essential to providing good governance for the Sunshine Coast Regional District. Staff recommend adoption of the Code of Conduct as presented.

**ATTACHMENT**

Attachment A – Code of Conduct Policy

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO		Other	





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Section:	Administration	BRD
Subsection:	Board – General	0340
Title:	Code of Conduct	

**1. PURPOSE**

As local elected representatives, we recognize that responsible conduct is essential to providing good governance for the Sunshine Coast Regional District (SCRD).

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

**2. SCOPE**

This Code of Conduct applies to the members of the SCR D Board. It is each members' individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted, and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the SCR D, the common law and any other legal obligations which apply to members individually or as a collective council or board.

**3. DEFINITIONS**

**3.1 “Code of Conduct”** means a written document that sets shared expectations for conduct or behaviour.

**3.2 “Responsible Conduct”** means conduct that exemplifies how local government elected officials conduct themselves with elected colleagues, staff, and the public.

**3.3 “Member”** means a member of the Board of the Sunshine Coast Regional District, whether a municipal director or an electoral area director, and includes their alternates.

**4. POLICY**

The SCR D Board has a responsibility to assure public confidence in the integrity of the organization and its effective and fair operations. The SCR D Board commits to the following Foundational Principles of Conduct which link with the standards of professional conduct and guides acceptable and responsible behaviour in a way that it is clear to all members.



## Foundational Principles of Conduct

- 4.1 Integrity:** means being honest and demonstrating strong ethical principles. Conduct that upholds the public interest, is truthful and honourable. Integrity is demonstrated by the following conduct:
- 4.1.1 Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
  - 4.1.2 Members will ensure that their actions are consistent with the Foundational Principles of Conduct.
  - 4.1.3 Members will follow through on their commitments, correct errors in a timely and transparent manner.
  - 4.1.4 Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles, and in consideration of the consequences of those decisions.
  - 4.1.5 Members will behave in a manner that promotes public confidence in all of their dealings.
- 4.2 Accountability:** means an obligation and willingness to accept responsibility or to account for one's actions. Conduct is demonstrated when members, individually and collectively, accept responsibility for their actions and decisions. Accountability is demonstrated through the following conduct:
- 4.2.1 Members will be responsible for the decisions that they make and be accountable for their actions and the actions of the collective board.
  - 4.2.2 Members will listen to and consider the opinions and needs of the region in all decision making and allow for appropriate opportunities for input and feedback.
  - 4.2.3 Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.
  - 4.2.4 Members will ensure that interactions with consultants and staff are related to the role of a Director, and that this is done through the Chief Administrative Officer.
- 4.3 Respect:** means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government. Respect is demonstrated through the following conduct:
- 4.3.1 Members will treat every person with dignity, understanding and respect.
  - 4.3.2 Members will engage in respectful communication with the community.
  - 4.3.3 Members will show consideration for every person's values, beliefs, and contributions to discussions.
  - 4.3.4 Members will demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive.
  - 4.3.5 Members will engage in behaviour that is respectful, supportive, and constructive and includes consensual physical contact and appropriate gestures or language.



## BOARD Policy

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- 4.4** Collaboration: means coming together to create or meet a common goal through collective efforts. Conduct is demonstrated when a member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others. Collaboration is demonstrated through the following conduct:
- 4.4.1 Members will behave in a manner that builds public trust and confidence in the local government.
  - 4.4.2 Members will consider the issues before them and make decisions as a collective body and will actively participate in debate about the merits of a decision. When commenting on Board decisions, Directors are encouraged to do so with respect for the decision-making authority of the Board.
  - 4.4.3 Members will recognize that vigorous discourse is part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
  - 4.4.4 Members will, as leaders of their communities, calmly face challenges, and provide considered direction on the issues of the day while empowering their colleagues and staff to do the same.
  - 4.4.5 Members will recognize and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship between other members, staff, and the public.
  - 4.4.6 Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.
- 4.5** Putting the Code of Conduct into Action
- 4.5.1 This Code of Conduct is a living document and will be revisited and reviewed on an annual basis to ensure it remains relevant and effective.
  - 4.5.2 Education about the Code of Conduct will be provided to Board members every four-year term.
  - 4.5.3 A copy of the Code of Conduct will be made available to all Board members and their appointed Alternates.

## 5. AUTHORITY TO ACT

This Code of Conduct is intended to be self-enforcing. Members should view the Code of Conduct as a set of guidelines that expresses the standards of conduct expected of them. Implementation is most effective when members and appointees are thoroughly familiar with the Code of Conduct and embrace its provisions.

## 6. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	

**SUNSHINE COAST REGIONAL DISTRICT  
SOLID WASTE MANAGEMENT PLAN  
PUBLIC AND TECHNICAL ADVISORY COMMITTEE**

**Tuesday, February 28, 2023**

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RECOMMENDATIONS FROM THE SOLID WASTE MANAGEMENT PLAN PUBLIC AND TECHNICAL ADVISORY COMMITTEE MEETING HELD IN THE CEDAR ROOM, 1975 FIELD ROAD, SECHELT, BC

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**PRESENT:**

(Voting Members)	Chair	J. Sutherland
	Vice Chair	D. Reeve
	Director, Electoral Area E	D. McMahon
	Members	J. Walton
		M. Ernst
		N. Brenchley
		P. Robson
		S. Selzer

**ALSO PRESENT:**

(Non-Voting)	Director, Electoral Area A	L. Lee
	Director, Electoral Area B	J. Gabias
	Director, Electoral Area D	K. Backs
	Manager, Strategic Initiatives	M. Edbrooke
	Manager, Solid Waste Services	M. Sole
	Solid Waste Operations Coordinator	A. Patrao
	Recorder	R. Newland

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**CALL TO ORDER**                      3:32 p.m.

## 1. Welcome and Roundtable Introductions

*Manager, Solid Waste Services, welcomed the Committee and provided an opportunity for introductions.*

## 2. Election of Public and Technical Advisory Committee (PTAC) Chair and Vice Chair

- John Sutherland was elected Chair of PTAC.
- David Reeve was elected Vice Chair of PTAC.

**AGENDA**                              The agenda was adopted as presented.

## REPORTS

### Committee Orientation

*The Manager, Solid Waste Services, provided the Committee with a presentation which included the following:*

- *role of the Public and Technical Advisory Committee;*
- *the process of updating/developing the Solid Waste Management Plan;*
- *an overview of Sunshine Coast Regional District and Solid Waste Services; and*
- *options for PTAC meeting schedule and location.*

Discussion included the following:

- residential versus commercial recycling options;
- enforcement for green waste disposal into garbage/landfill;
- importance of education and outreach;
- reports and more information requested from staff; and
- meeting location confirmed for future meetings at the Sunshine Coast Regional District office (1975 Field Road, Sechelt), in-person with an option for virtual attendance.

**NEXT MEETING**                      April 25, 2023

**ADJOURNMENT**                      4:42 p.m.

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

**March 6, 2023**

RECOMMENDATIONS FROM THE WATER SUPPLY ADVISORY COMMITTEE MEETING HELD ONLINE VIA ZOOM AND STREAMED IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC.

<b>PRESENT:</b>	Chair	V. Macfarlane
	Vice-Chair	J. Bell
	Members	B. Fielding
		S. Fitchell
		K. Freemantle
		M. Hennessy
		S. Leech
		G. Moore
		B. Thicke
		L. Chivers

**ALSO PRESENT:**

(Non-voting)	Manager, Strategic Initiatives	M. Edbrooke
	Strategic Planning Coordinator/Recorder	S. Rempel
	Project Assistant	G. Lawrie
	Director, Area A	L. Lee
	Director, Area D	K. Backs
	Director, Area E	D. McMahon
	Director, Area F	K. Stamford
	Director, Sechelt	J. Henderson (in part)
	Public	3

**CALL TO ORDER**                      3:36 p.m.

**AGENDA**                              An additional item to determine the location of the next WASAC meeting was added to the agenda. The agenda was adopted as amended.

**MINUTES**

**Recommendation No. 1**      *Water Supply Advisory Committee Meeting Minutes of January 9, 2023.*

The Water Supply Advisory Committee recommended that the Water Supply Advisory Committee meeting minutes of January 9, 2023, be received.

## REPORTS

*Manager, Strategic Initiatives, presented the report titled “Draft SCRD Water Strategy” for information and discussion.*

Discussion included the following:

- Request for clarification on topics such as “Water Service Areas”, “Water Systems”
- Overall framework and layout of the Water Strategy and subsequent Action Plans
- How the Water Strategy considers ongoing projects and feasibility studies
  - WASAC was interested in receiving a presentation regarding the Water System Modelling work at future meeting
- Request for more quantifiable actions, listing actions in order of priority, target start dates for projects where possible. Some members saw all actions as a priority and thought this increased detail belonged in the subsequent Action Plans.
- WASAC saw the plan as a useful tool for the Board, SCRD Staff, and for interested members of the Public as it shows the complex and integrated approach to water management being taken.
- WASAC did not think another large engagement period is necessary, as the feedback from the public will likely be aligned to what staff heard in 2022. Staff suggested combining multiple SCRD projects and initiatives into a small number of open houses to provide opportunity for engagement, while being aware of staff capacity.
- WASAC suggested involving community groups or attending community group events, putting posters and information up at BC Ferries terminals and on BC Ferries.
- Staff will integrate feedback received from WASAC into the draft Water Strategy, and requested any written feedback be received by March 31<sup>st</sup>. Staff will continue to consider feedback until the Board makes a decision on the Water Strategy.

## NEW BUSINESS

The Committee discussed whether to continue alternating WASAC meetings in person, then on zoom. Members agreed to meet in person. The next meeting will be held in person.

Committee members also discussed the province’s announcement of a \$100 million investment in healthy watersheds and noted the British Columbia Watershed Security Strategy has opened a survey for public input on watershed planning in the province, WASAC encouraged to participate.

**NEXT MEETING**                      May 1, 2023, 3:30 p.m. in person at 1975 Field Road, Sechelt

**ADJOURNMENT**                      5:20 p.m.