



## INFRASTRUCTURE SERVICES COMMITTEE

**Thursday, April 14, 2022**  
**Held Electronically**  
**and Transmitted via the SCRD Boardroom,**  
**1975 Field Road, Sechelt, B.C.**

### AGENDA

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**CALL TO ORDER            9:30 a.m.**

#### **AGENDA**

1. Adoption of Agenda

#### **PRESENTATIONS AND DELEGATIONS**

#### **REPORTS**

2. Developing an SCRD Water Strategy  
Manager, Strategic Initiatives  
**Regional Water (Voting – A, B, D, E, F, Sechelt)**  
Annex A  
Pages 1-13
3. Best Practices for Water Meter Data  
Manager, Strategic Initiatives  
Water Sustainability Coordinator  
**Regional Water (Voting – A, B, D, E, F, Sechelt)**  
Annex B  
pp 14-19
4. Water Supply Update  
General Manager, Infrastructure Services  
Verbal
5. Landfill Disposal Ban for Food Waste and Recycling - Proposed  
Amendment of Timeline for Enforcement  
Interim Manager, Solid Waste Services  
**Regional Solid Waste (Voting – All)**  
Annex C  
pp 20-22
6. Contract Award for Gypsum Recycling Services for Sechelt Landfill and  
Pender Harbour Transfer Station  
General Manager, Infrastructure Services  
**Regional Solid Waste (Voting – All)**  
Annex D  
pp 23-24
7. Water Supply Advisory Committee Meeting Minutes of March 7, 2022  
**Regional Water (Voting – A, B, D, E, F, Sechelt)**  
Annex E  
pp 25-27

#### **COMMUNICATIONS**

#### **NEW BUSINESS**

**IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”; “negotiations and related discussions 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

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**TO:** Infrastructure Services Committee – April 14, 2022

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

**SUBJECT:** DEVELOPING AN SCRD WATER STRATEGY

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### RECOMMENDATION

**THAT the report titled Developing an SCRD Water Strategy be received for information;**

**AND THAT the Board direct staff to proceed with engagement based on the report titled Developing an SCRD Water Strategy.**

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### BACKGROUND

The Sunshine Coast Regional District (SCRD) provides water to approximately 24,000 residents in the region, including Electoral Areas A, B, D, E, F, District of Sechelt, and the Sechelt Indian Government District. The SCRD has three Water Service Areas through which it provides clean safe drinking water and water for fire protection, commercial, industrial use and irrigation:

- Regional Water Service
- North Pender Harbour Water Service
- South Pender Harbour Water Service

Each Water Service Area has a separate funding and budget developed for cost recovery. Residents only pay into the services they receive and revenues cannot be transferred between different services. Residential properties not serviced by the SCRD are supplied water by the Town of Gibsons, Hopkins Landing Improvement District, or private water supply such as private wells.

The SCRD Board included the review and development of water supply plans in their 2019-2023 Board Strategic Plan. The Board approved a budget for this work for the Regional Water Service in 2021, and for North and South Pender Harbour Water Services in 2022. A new Strategic Initiatives Division within the Infrastructure Services Department was formed last year to build staff capacity for long-term planning initiatives like water supply planning and is working collaboratively with staff across the organization, including staff involved in the building, operation and maintenance of SCRD infrastructure, planning and development, and asset management to complete this work.

At the March 10, 2022 Infrastructure Services Committee meeting, staff presented a report titled “Watershed Service Feasibility Study” that offered several recommendations, including incorporating potential watershed protection activities into existing services, increasing community awareness about ongoing water supply planning work, and pursuing inter-agency coordination. The Board directed staff to incorporate the findings from this study into future water engagement processes (080/22).

The purpose of this report is to provide information on a proposed engagement process for the development of an SCRD Water Strategy that would guide water supply planning across the region.

## **EXISTING WATER SUPPLY PLANS**

The SCRD has previously developed water supply plans to review water system service levels and propose future water supply infrastructure and conservation initiatives for the Water Service Areas.

The 2013 Comprehensive Regional Water Plan (CRWP) is the most recent water supply plan adopted by the SCRD Board. The CRWP focused primarily on the Chapman Water System and included smaller water systems in the Regional Water Service. The CRWP is a technical document that balanced water supply and conservation practices to meet the projected community demand for a 25-year period. Some aspects of the CRWP have been pursued, such as a fully implemented water meter program. The CRWP focused on the Chapman Lake expansion project being completed, however, the Chapman Lake expansion was terminated in 2019 after the Minister of Environment and Climate Change Strategy did not approve a park boundary amendment in Tetrahedron Provincial Park where Chapman Lake is located. There are other changes since the CRWP was adopted, for example, extended summer drought resulting in the need to escalate to Stage 4 most summers in the Chapman System, the SCRD no longer supplies the Town of Gibsons with bulk water and new groundwater investigations have identified water sources like the Church Road and Langdale Well Fields that are currently being developed. Given that the CRWP was adopted almost 10 years ago, it is time to review and update the plan for the Chapman Water System.

The Area A Water Master Plan was adopted in 2007 and updated in 2011, and includes the North and South Pender Harbour, Cove Cay and Egmont Water Systems. This plan was created prior to the SCRD taking over the former South Pender Harbour Waterworks District and after the SCRD took over the former North Pender Harbour Waterworks District. Once the North and South Pender Harbour Water Systems became SCRD Water Service Areas, staff recognized that each water service needed its own water supply plan. Separate 10-Year Master Plan development processes were initiated and draft plans were developed in 2014.

Earlier water supply plans included the 2012 Chapman Creek Source Assessment Response Plan and the 1996 Chapman and Gray Creeks Integrated Watershed Management Plan. There has been work completed in the Eastbourne Water System but no formal plan has been developed. Future water supply planning for each water system will build upon previous plans developed for the region's water supply sources.

## **DEVELOPMENT OF A WATER STRATEGY**

The Water Strategy will set direction and priorities for the three Water Service Areas and subsequent action plans to achieve them. The overarching objective of the Water Strategy is to ensure water supply needs are met in all SCRD-operated water systems until 2050 and beyond, taking into consideration factors such as climate change, population growth, and potential emergencies.

While the intention of the Water Strategy is to be a strategic operational plan that provides internal direction, it will also serve as a communication tool to support broader public understanding of the SCRD's priorities and approach for providing drinking water over the long-term. The Water Strategy is meant to be a plain language document written for a wide audience that identifies the important work that will be underway in the short-term to provide a reliable and sustainable water supply. The strategy will be developed with public input and once drafted, will be presented for comment and Board approval in 2023.

Staff will work to align the Water Strategy with climate forecasts, regional growth planning, and asset management plans as these plans and analyses are developed. Technical studies, such as system modelling, and the long-term surface water and groundwater source studies will occur in parallel and inform water source expansion and improvements for each water system. Some tactics in the strategy will be relevant to all Water Services Areas, while other tactics may be specific to a particular water system. Recognizing the number of water projects already underway, including new water source development, the Water Strategy timeframe for tactics has been set for five years but will be updated as needed should significant opportunities or changes arise.

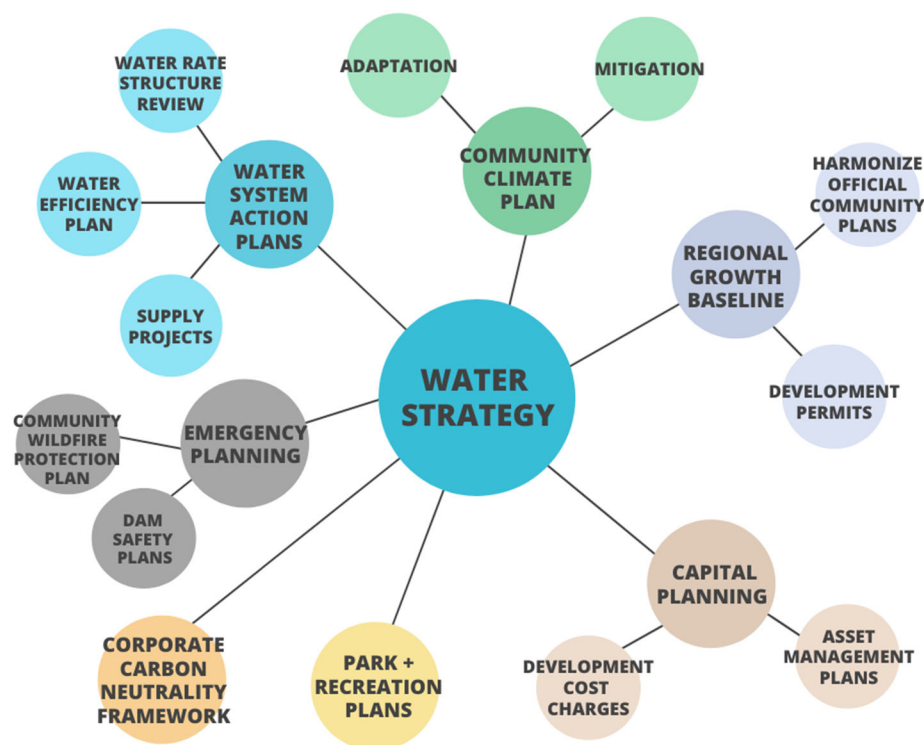


Figure 1: SCRD Water Strategy and related regional management plans and initiatives

Staff have identified four focus areas where the SCRD would like to work and improve: Water Supply, Water Efficiency, Water Infrastructure, Water Quality and Source Protection. Through the engagement, staff will develop specific tactics under each focus area. The following table contains examples of potential tactics that could be identified through the development of the Water Strategy to demonstrate the level at which the strategy will aim to provide regional consistency and direction.

Focus Areas	Example Tactics
Water Supply	Aim to not exceed Stage 2 Water Conservation Regulations
Water Efficiency	Easy to access property water use data through an online web portal
Water Infrastructure	Renew and replace aging infrastructure to maintain set service levels
Water Quality and Source Protection	Identify recharge areas for aquifers used as SCRD drinking water supplies and protect them through education and regulations

In addition, targets will be developed to help guide the Water Strategy tactics. Public engagement will support development of targets to ensure potential impacts to the community are considered.

Following the development of the draft strategy and support in the implementation of the strategy, it is anticipated that the scoping of the action plans for each system be initiated starting in 2022. These action plans will focus on actual projects undertaken within each water system, including timelines and information on financial implications.

### *Discussion Paper*

A Discussion Paper that outlines a framework for the development of the Water Strategy, describing a proposed approach and scope, has been written to support discussions around the development of the Water Strategy and how the SCRD plans to seek input.

The following is the outline for the Discussion Paper:

- Background to describe the different water systems.
- Roles and responsibilities of governing authorities and the community around provision of drinking water in the region.
- Proposed commitment statement, guiding principles, and focus areas that set the direction.
- Engagement summary to outline activities and how to provide input on the development of the strategy.

In addition to a Discussion Paper, backgrounders to describe each water system will be shared to the project webpage and serve as a resource moving forward, along with fact sheets on topics such as current water projects and programs, source protection, including the development of the Church and Langdale Well Fields and a Raw Water Reservoir.

### *Scope of the Engagement Plan*

The SCRD will engage the shíshálh Nation, Skwxwú7mesh Úxwumixw, other governing authorities, and the general public in 2022 to gather feedback on the development of the Water Strategy. Staff will further engage the Water Supply Advisory Committee, who have provided input on the initial work to develop the Discussion Paper and engagement approach. The engagement plan will seek participation from residents in each water system and representatives from key sectors, such as agriculture, environmental groups and tourism.

The three-phase engagement process includes:

- Phase I (February – March 2022): Pre-engagement with the Water Supply Advisory Committee and internal SCRD staff on the development of the Discussion Paper.
- Phase II (May – June 2022): Public engagement on the development of the Water Strategy, including tactics under each focus area and potential targets.
- Phase III (early 2023): Seek feedback on the draft Water Strategy.



*Figure 2: Proposed SCRD Water Strategy development process*

A variety of tools and approaches will be used to engage the community, including:

- Engagement materials, including a Discussion Paper, water system backgrounders, and fact sheets.
- Region-wide mail out.
- Let's Talk ([letstalk.scrd.ca](http://letstalk.scrd.ca)), the SCRD's online engagement platform, apply tools including a survey, question and answer forum, polls, and a mailing list to stay informed.
- An open house to the public to learn more about the project.
- Workshop with governing authorities.
- Roundtable discussions with various sectors and residents in each water system to seek feedback on proposed ideas and develop tactics for the Water Strategy.
- Newsletters (Coast Current) and social media (Facebook, Twitter, and YouTube).
- Coast Reporter advertisements.

### *Financial Implications*

The SCRD Board has approved the resources required to develop the Water Strategy, included in this year's budget. Project budget was requested to develop materials, mail outs, and surveys, and hold events and meetings.

### *Timeline for Next Steps*

Should staff receive Board direction to initiate engagement on the development of the Water Strategy, the process would commence in May 2022. During the summer, staff will draft an engagement summary report to present to the Board and the public late summer, and staff anticipate sharing a draft Water Strategy by early 2023. In parallel, the SCRD will pursue technical analyses, such as the water system modelling, water supply forecasting, and long-term feasibility studies for potential surface and groundwater supply sources. The first draft of action plans could be completed mid-2023. In addition, staff will work in collaboration across departments as other projects and plans progress to ensure the strategic direction and tactics are aligned.

## **STRATEGIC PLAN AND RELATED POLICIES**

There are multiple areas where the SCRD Water Strategy supports the advancement of the SCRD 2019-2023 Board Strategic Plan. The main goals and tactics are as follows:

- 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,” and the tactics to:
  - “Investigate and/or develop water supply plans for North and South Pender, Langdale, Soames, Granthams, Eastbourne, Cove Cay, Egmont and Chapman Creek water systems.”
  - “Investigate and/or develop water supply sources for North and South Pender, Langdale, Soames, Granthams, Eastbourne, Cove Cay, Egmont and Chapman Creek water systems.”

## **CONCLUSION**

The Sunshine Coast Regional District (SCRD) has three Water Service Areas that provide drinking water to residents and businesses throughout the region. The SCRD has developed water supply plans over the years, and while numerous water supply projects are underway, the SCRD is seeking a proactive approach to water supply planning for the coming decades. The SCRD is developing a Water Strategy, a document intended for a wide audience, that identifies tactics that can be pursued over the next five years to increase water security over the long-term. The Water Strategy will seek to increase water supply and efficiency and protect infrastructure and water supply sources, while considering climate change and other challenges facing the region.

If approved by the Board, the SCRD intends to seek feedback on the development of the Water Strategy through a public engagement process in Spring 2022, then again in early 2023 once the draft Water Strategy is developed. Staff have prepared a Discussion Paper (Attachment A) that identifies a proposed commitment statement, guiding principles, and focus areas where the SCRD would like to work and improve. Through the engagement, staff would further develop tactics under each focus area and explore potential targets.

Staff recommend the Board approve the scope of the Water Strategy and direct staff to proceed with a public engagement process. Engagement is intended to provide opportunities to learn about the development, and provide feedback on the development, of the Water Strategy, and find out more about what the SCRD is currently doing to address the short-term water supply deficit.

## **ATTACHMENTS**

Attachment A – Discussion Paper “SCRD Water Strategy”, dated April 8, 2022

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



# Attachment A

## SCRD Water Strategy Discussion Paper

The **Sunshine Coast Regional District (SCRD)** is the regional government serving residents on the lower Sunshine Coast. The SCRD is located within the traditional territories of the shíshálh Nation and Skwxwú7mesh Nation, extending from Port Mellon to Egmont.

The SCRD is governed by a Board of Directors made up of elected officials from each municipality and electoral area within the region.

Member jurisdictions of the SCRD include:

- Area A – Pender Harbour and Egmont
- Area B – Halfmoon Bay
- Area D – Roberts Creek
- Area E – Elphinstone
- Area F – West Howe Sound
- District of Sechelt
- Sechelt Indian Government District
- Town of Gibsons

### 1. Introduction

The SCRD is responsible for providing drinking water to more than 24,000 people in the region. Residents, businesses, schools, and hospitals rely on the SCRD **water systems** to meet their daily water needs. As population increases and tourism expands, so does the demand for **drinking water**. The changing climate is and will continue to put pressure on water supply as the region experiences longer, hotter summers with less precipitation.

The SCRD is developing a *Water Strategy* that sets the direction and priority for drinking water initiatives for the next five years, and seeks to ensure water supply needs are met until 2050. While the SCRD is making progress to increase water supply and storage in the short-term, the SCRD's *Water Strategy* will be proactive to meet the community's needs in the coming decades.

#### What is a Water Strategy?

The *Water Strategy* will set long-term goals for the SCRD water systems and staff will develop a plan to achieve them. The strategy will include a commitment statement, guiding principles, focus areas, with associated tactics and objectives.

This Discussion Paper is not the *Water Strategy*. This document introduces ideas about a proposed *Water Strategy* and describes how the strategy can work towards a more water secure region.

The *Water Strategy* will support decision-making for all SCRD managed water systems, including Chapman, Granthams, Soames, Langdale, Eastbourne, North Pender Harbour, South Pender Harbour, Egmont, and Cove Cay systems. Some tactics will relate to several water systems, while other tactics may be specific to one water system. This process will involve

stepping back from daily water system operations, and working together to identify regional tactics and priorities.

## Water System Backgrounders

In addition to this Discussion Paper, the SCRD has developed a Backgrounder for each SCRD water system. The Backgrounders describe the water system geographic area, infrastructure, service levels and challenges. The purpose of the Backgrounders is to enhance community knowledge about the water systems and support discussions about the *Water Strategy*.

The Backgrounders are available for review and download at <https://letstalk.scrd.ca/>.

A note on format: bold words are key concepts and are defined in the Glossary on page 7.

## 2. Context for the Discussion Paper

### Defining the Problem

#### Water Supply

Water supply has been a concern in the region for decades. The SCRD is currently not able to meet **water demand** in all parts of the region without increased levels of **Water Conservation Regulations** in the summer, particularly in the Chapman and Eastbourne Water Systems. The SCRD has communicated the need for residents and businesses to practice **water conservation** over the summer months to ensure that drinking water, fire protection, and **Environmental Flow Needs** are met by limited water supplies. The SCRD has provided rebate programs and encouraged residents to fix leaks to save drinking water, and is currently working with other governing authorities to add new water sources to the region's water systems to provide adequate water supply to 2030. The SCRD recognizes that additional long-term solutions are needed beyond 2030.

Each SCRD water system has different challenges and opportunities.

- Chapman Water System provides water to approximately 90% of the population, and has experienced Stage 4 Water Conservation Regulations in recent years, which prohibit outdoor use of SCRD drinking water. Source expansion in this system is a priority due to increasing demand and climate change impacts.
- Langdale, Granthams, and Soames Water Systems could be linked to the Chapman Water System to increase redundancy within the water system.
- Eastbourne Water System reaches Stage 4 Water Conservation Regulations every summer and does not have adequate supply for fire protection.
- North Pender Harbour Water System has adequate supply, but requires infrastructure upgrades to the **water treatment** facility and watermain replacements.
- South Pender Harbour Water System requires infrastructure upgrades to watermains and has exceeded the maximum **diversion rate** permitted per day under the **water licence** as a result of high summer use.
- Egmont Water System may require infrastructure upgrades to the water treatment facility.
- Cove Cay Water System will require upgrades to the pump and treatment system in the upcoming years.

## Challenges

Climate change is and will continue to affect the region's water systems through:

- Increased risk of **drought** due to longer, drier and hotter summers.
- Increased water demand during periods of high temperatures.
- Climate change is and will continue to affect the region's water systems through warmer winter temperatures, which results in more precipitation falling as rain and less snowpack accumulation at elevation, impacting surface water and groundwater recharge.
- More intense short-duration storm events bring high volumes of precipitation causing flash flooding and land instability that can damage infrastructure.

Aging infrastructure is associated with:

- High cost per capita to upgrade infrastructure due to the region's small population.
- A broken watermain or large leak can waste thousands of litres of water per day, putting regional water security at risk during times of drought.
- Upgrading water infrastructure is important for the health, safety and the resilience of our community.

Land use pressures include:

- Upstream development and industrial activities which can impact water quality and groundwater recharge rates, water infiltration and runoff rates and stormwater management.
- Residential and commercial developments increase the number of users who rely on SCRD water systems.
- Increased agricultural activities require more water use during the summer when water restrictions are most stringent.

## Roles and Responsibilities

Numerous entities and authorities have a stake in land and water management, and make decisions every day that influence the health and sustainability of freshwater resources. The roles of key partners are described below:

### First Nations

- **shíshálh Nation** and **Skwxwú7mesh Úxwumixw** have been stewards of the land and resources on which the SCRD operates since time immemorial.
- First Nations and the BC Provincial Government (the Province) together are responsible for broader land-use planning, including the planning of watersheds.
- *BC Declaration on the Rights of Indigenous Peoples Act* outlines that free and informed consent will become a requirement prior to the approval of any project affecting First Nation lands or territories and other resources, including water.
- The SCRD engages First Nations on new water infrastructure and related initiatives.

### Local Government

- **Local governments** are typically responsible for water treatment and distribution. The SCRD provides water directly to District of Sechelt and the Sechelt Indian Government District, while the Town of Gibsons operates their own independent water supply.

## Health Authorities

- **Vancouver Coastal Health** is responsible for working with the SCRD and local municipalities to ensure treated water is safe to drink, enforcing all provincial and federal drinking water legislation such as the *BC Drinking Water Guidelines* and *Canadian Drinking Water Guidelines*.

## BC Provincial Government

- **BC Ministry of Environment and Climate Change Strategy** is responsible for the effective protection, management and conservation of BC's water, land and living resources and climate preparedness.
- The **BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development** is responsible for issuing water licences under the *BC Water Sustainability Act* to access fresh **water sources** and the associated monitoring for compliance with this legislation and associated regulations.
- **BC Ministry of Land, Water and Resources Stewardship** is a newly created ministry that will focus on reconciliation with Indigenous Peoples and integrated land and natural resource management. Once established, this ministry will take over the *Water Sustainability Act* related responsibilities from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.
- **BC Ministry of Health** regulates drinking water systems under the *Health Act*, *Drinking Water Protection Act* and *Drinking Water Protection Regulation*.
- **Ministry of Transportation and Infrastructure** maintains, plans and improves transportation networks and is responsible for stormwater management.

## Federal Government

- **Department of Fisheries and Oceans Canada** regulate fisheries and fish habitat protection through the *Fisheries Act* and *Species at Risk Act*.
- **Health Canada** regulates *The Guidelines for Canadian Drinking Water Quality*.

## Public

- The **Community** uses water year-round and is responsible for following SCRD Water Conservation Regulations, including businesses, tourism sector and farmers. Property owners are responsible for maintaining and fixing leaks on pipes that connect their building to the water system.

## Related Plans and Policies

The proposed *Water Strategy* will be aligned with the SCRD Board Strategic Plan, which is updated during each Board's term and guides how the organization delivers services in the region.

The *2019-2023 SCRD Board Strategic Plan* includes strategic direction for water supply:

- Plan for and ensure year-round water availability now and in the future.
- Develop water supply plans and water supply sources.
- Expand water conservation programs and increase engagement with residents and stakeholders on water conservation.

Staff will continue to work together to ensure all SCRD plans are linked, including existing plans and plans that are under development.

In addition, while the SCRD maintains, repairs and replaces existing water supply, treatment, and distribution infrastructure in all water systems, review is required to understand if existing water systems meet current and future customer needs. For this reason, in parallel, the SCRD is currently reviewing:

- Updates to the water system distribution model to assess system capacity for fire protection, water pressure, water demand and treatment.
- Updates to the water supply deficit:
  - looking forward to 2025, 2035, and 2050; and,
  - include considerations for regional growth, climate trends and water efficiency initiatives.
- Feasibility studies that consider long-term surface water and groundwater supply sources.

### 3. Water Strategy

#### Proposed Commitment Statement

The proposed commitment statement for the *Water Strategy*:

**The Sunshine Coast Regional District commits to providing a safe and reliable water supply.**

The SCRD will need to work together with First Nations, residents, businesses, governing authorities, and other organisations in the community to achieve this commitment.

#### Proposed Guiding Principles

The *Water Strategy* will be informed by a set of guiding principles that represent values the SCRD commits to upholding around the provision of drinking water in the region. Further, these guiding principles are the lens through which the *Water Strategy* and tactics will be developed.

<b>Water Awareness</b>	Share what the SCRD does to deliver water services and why we need to use water sustainably.
<b>Cost-effective</b>	Plan ahead to maintain infrastructure, compare alternative water supply approaches, set appropriate rates for long term cost recovery, and avoid excessive debt to meet set service levels.
<b>Resilience</b>	Reduce our vulnerability from external threats and pressure to our water systems, including the harmful effects of climate change.
<b>Collaborative</b>	Work with First Nations, local governments, the Province, and other governing authorities with responsibility for water management to deliver services in a coordinated and collaborative manner.
<b>Think and Act like a Region</b>	Make decisions about water system planning and policy that are in the best interest of the Sunshine Coast community as a whole.

## Focus Areas

The *Water Strategy* will be organized around four focus areas where the SCRD would like to work and improve. Through the engagement, we will develop specific tactics under each focus area to achieve the overarching commitment.

<b>Water Supply</b>	Continue to assess and develop new options to expand and diversify water supply sources to become a more water secure region.
<b>Water Efficiency</b>	Reduce operational and customer water use through policies, technologies, incentives, and supporting outreach and education.
<b>Water Infrastructure</b>	Maintain or replace water infrastructure to ensure reliable system performance.
<b>Water Quality and Source Protection</b>	Protect water quality and quantity in lakes, streams, and aquifers that SCRD uses for drinking water sources.

## 4. Feedback and Engagement Process

### Help shape the *Water Strategy*

The SCRD invites feedback to help shape the *Water Strategy*. Feedback is welcome through Let's Talk Water ([letstalk.scrd.ca/water](http://letstalk.scrd.ca/water)), email [infrastructure@scr.ca](mailto:infrastructure@scr.ca), or by telephone at 604-885-6806.

### Participation Opportunities

The SCRD will provide a variety of engagement opportunities to hear input on the *Water Strategy* throughout the project.

- Online survey
- Comments to [infrastructure@scr.ca](mailto:infrastructure@scr.ca)
- Online public forum (Let's Talk Water)
- Roundtable discussions in your water service area
- Open house
- Direct feedback to SCRD staff

Details about events will be posted to the *Water Strategy* [webpage](#).

Engagement events will focus on the proposed commitment, guiding principles, focus areas and tactics. Staff will use this information to develop a draft *Water Strategy* which will be a 10-page public facing document that explains how the SCRD plans to provide a safe and reliable water supply. The draft *Water Strategy* will be presented back to the public by early 2023. Following the approval of the *Water Strategy* by the SCRD Board, the SCRD will draft Action Plans to successfully implement the strategy over the next five years.

To ensure your comments are considered, please provide your feedback by **DATE, 2022**. Comments and suggestions will be compiled into a summary report for consideration by the SCRD Board, and will be made publicly available. SCRD staff will treat personal information with confidentiality; please note that comments you submit may be provided to a third party if a Freedom of Information (FOI) request is made under the *Freedom of Information and Protection*



of *Privacy Act*. If you have any questions or comments regarding the project engagement process, please call the Infrastructure Services Department at 604-885-6806.

Thank you for taking the time to provide feedback.

## 5. Glossary

**Diversion Rate** is the volume of water that the Province allows the SCRD to divert, store and use for one or more water use purpose, authorized through a water licence.

**Drinking Water** is water that has been treated to drinking water standards. Water treatment is any process that improves the quality of water and makes it safe for consumption.

**Drinking Water Quality** refers to water that has or has not met the standards for delivering safe drinking water. Drinking water quality requirements are outlined in the *Drinking Water Protection Act*, *Drinking Water Protection Regulations*, and *Guidelines for Canadian Drinking Water Quality*.

**Drought** is a recurrent feature of climate change where deficient precipitation over an extended period of time results in a water shortage for communities and aquatic ecosystems. Locally, drought may be caused by combinations of insufficient snow accumulation, hot and dry weather, or a delay in rainfall.

**Environmental Flow Needs (EFN)** of a water course are defined as the volume and timing of water flow required for proper functioning of the aquatic ecosystem. The EFN, generally measured in litres per second, are determined by the Province when deciding about a water licence or use approval application on a water course or aquifer that is hydraulically connected to a stream.

**Fire Flow** refers to the quantity of water available for fire protection purposes at a given location in a water system.

**Stage** means the Stages 1, 2, 3 and 4 of Water Use Restrictions prescribed by the SCRD Drought Response Plan.

**SCRD Water Services** are divided into three areas for billing and funding purposes. These areas are North Pender Harbour, South Pender Harbour and the Regional Water System.

**Water Efficiency** includes policies, strategies and activities that promote the practice of using water efficiently and reduce the consumption of drinking water.

**Water Conservation Regulations** are in place from May 1 to September 30 each year for outdoor water use. Regulations may escalate at any time if there is significant stress on the drinking water supply due to hotter and drier weather, or other unforeseen circumstances.

**Water Demand** is the sufficient volume of water to satisfy community needs at a given time.

**Water Licence** is issued by the Province under the *BC Water Sustainability Act* and identifies how much water a licensee is permitted to divert, store and use for an approved purpose.

**Water Sources** are bodies of fresh water, such as lakes, creeks and aquifers, from which water is diverted to supply water systems.

**Water System** is a network of water supply treatment and distribution components that together provide drinking water. A water system is made up of one or more water sources, which distributes water to multiple properties.

**Water Treatment** is a facility that treats raw water to meet drinking water standards. All water treatment facilities chlorinate raw water to kill bacteria and viruses, however, some treatment facilities consist of additional treatment processes such as filtration to remove debris and/or ultraviolet (UV) to sterilize bacteria and viruses.

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Infrastructure Services Committee – April 14, 2022

**AUTHOR:** Jen Callaghan, Water Sustainability Coordinator  
Mia Edbrooke, Manager, Strategic Initiatives

**SUBJECT: BEST PRACTICES FOR WATER METER DATA**

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**RECOMMENDATIONS**

**THAT the report titled Best Practices for Water Meter Data be received for information.**

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**BACKGROUND**

The Sunshine Coast Regional District (SCRD) is working towards a fully implemented water meter program and will begin installing the final water meters in 2022. Water meter programs are implemented to improve water system efficiency, which could include maximizing water infrastructure lifespan, reducing unnecessary water pumping and treatment costs, increasing community resiliency during drought and increasing fairness through pay per use billing.

The SCRD collects water meter data from approximately 6,200 of 11,000 properties on SCRD water systems. All commercial water users are metered and the SCRD will begin installing the remaining water meters on residential properties later this year. A preliminary analysis of residential water meter data presented to the SCRD Board in the Q1 2021 ISC Quarterly Report showed 9% of water users used about 38% of residential metered water in 2020, which prompted a discussion around what SCRD does to promote water conservation, particularly with properties using more water than average. In response, the SCRD Board requested that staff prepare a report with options for using water meter data to reduce high water use and outline best practices used in other jurisdictions (149/21).

The purpose of this report is to present best practices for using water meter data for conservation, and an update on the SCRD's use of and projects related to water meter data.

**DISCUSSION**

To identify best practices used for water meter data and conservation, staff reviewed five BC water meter programs and spoke directly with colleagues from the District of West Vancouver and the Regional District of Central Kootenay. Staff also scanned several best practices documents to prepare this report. It should be noted that this review was not exhaustive and a list of sources reviewed by staff is included as Attachment A.



*Summary of Best Practices*

**1. Improved data collection**

In general, water utilities use water meters with radio frequency transmitters to allow for efficient data collection, instead of manually reading each meter. Automated data collection reduces the potential for error when handling large datasets. Advanced metering infrastructure (AMI) sends readings to a network of receivers automatically, providing frequent, near real-time, water use data (e.g., hourly) similar to BC Hydro smart meters. Automatic meter reading (AMR) transmits data by radio frequency and requires a person to collect the data by driving past the meter. AMR data frequency is as often as the data is collected, e.g. monthly reads. AMI can provide a larger volume of data but is associated with high costs compared to AMR.

**2. Raise awareness about water use**

Sharing water use data with residential and commercial customers promotes awareness of water consumption and water use habits. Water use data should be easy to access, either through a web portal, email notifications, or on a utility bill.

To address seasonal water use, it can be helpful to compare individual summer and winter water use to identify patterns of high use associated with irrigation. For example, the District of West Vancouver analyses summer water data to identify properties with increased water consumption of more than five times their winter use. Subsequently, staff send direct communication by letter or email to these properties, detailing current water consumption compared to average water use in the system. Targeted communication is most effective when offered in parallel with educational materials, rebates, or programs that seek to increase individual understanding of water use patterns, such as customer surveys or on-site irrigation assessments.

Water leaks are a major driver of individual high water use. In addition to prompt leak notifications, jurisdictions can provide support to property owners who are responsible for locating and fixing leaks on private property. Informational brochures and online video content can allow self-serve access to information and reduce the volume of inquiries.

**3. Data informed conservation programs**

Water meter data can inform where to invest resources for different programs or regulation development for both water rates or new subdivisions. Water meter data can support sector-specific outreach, audits for specific activities (e.g. landscaping), rebate programs, and adjustments to water conservation regulations, such as watering times and allowable equipment.

**4. Improved water infrastructure management**

Utilities operate significant public water infrastructure, such as water distribution systems, parks and buildings. The universal installation of water meters allows for more detailed water accounting, including treatment and distribution system use and loss. Water meter data can support decision-making for system-optimization or upgrades, identify leaks in watermains, and enhance capital planning through analysis of water demand patterns throughout the water distribution system.

**5. Pay per use billing**

Regional Districts collect user fees to ensure cost recovery of operating and maintaining services. Rates are reviewed each year and set to fund sustainable service levels. Metered water billing,

where customers pay for the water they use, promotes fairness, similar to other utilities that provide electricity or natural gas. Some jurisdictions have incentives to fix a leak through a leak rebate program where customers are eligible if they make repairs quickly. Some volume-based rate structures are designed to encourage conservation. For example, a seasonal rate varies between summer and winter, or tiered rates can increase depending on the level of consumption.

### *SCRD Water Meter Program Status*

Work is underway to improve how SCRD water meter data is used and analysed. The following table provides a response to each best practice described, including a summary of how the SCRD is using or improving the water meter program in each category.

*Table 1: SCRD Water Meter Program Status Compared to Best Practices Identified*

<b>Best Practice</b>	<b>SCRD Program Status</b>
1. Improved data collection	<p>Staff are in the process of implementing a software called Neptune 360, which will allow water meter data collected to be uploaded directly to a central database that is connected to utility accounts. Data will be more easily analysed and the software will reduce the current manual data transfer. This project is anticipated to be completed in Q2 2022.</p> <p>The SCRD is not intending to move to AMI, which would require installation of multiple receivers across all service areas and is cost prohibitive for the size of the water meter network. Staff will continue reading meters by vehicle monthly.</p>
2. Raise awareness about water use	<p>The Monthly Water Use Update is available to all SCRD water users who are metered. The program has 450 subscriptions. An email is sent each month that includes property water use data, a data comparison to the previous month and the previous year during the same period, and a comparison to the average residential use. Water use data is stored in internal SCRD servers and there is currently no web portal, residents must request to receive a Monthly Water Use Update. Commercial users receive water use data through quarterly billing.</p> <p>This year, staff will improve methods for sharing customer water use data and generating custom notifications that can prompt water conservation actions. Staff are analysing methods for generating custom notifications, tied to existing utility accounts, based on criteria like leak status or seasonal change in water use. Staff are determining the limits of mySCRD and will consider supporting tools, if necessary.</p> <p>The SCRD Leak Notification Program was initiated in 2017. Staff send notifications by mail to residents and commercial businesses each quarter. If a customer is subscribed to the Monthly Water Use Update they will receive their leak status (yes/no) each month.</p> <p>Staff provide support to customers who are seeking more information about locating and resolving a water leak. The leak notification includes an informational pamphlet, links to a project webpage with a video and graphics and contact information to ask questions by phone or email.</p>

3. Data informed conservation programs	SCRD previously provided rebates for water efficient toilets and currently provides rebates for rainwater harvesting systems.  In 2019 the SCRD provided restaurants custom water use information and best practices for water efficiency, such as upgrading pre-rinse spray valves and kitchen appliances, installing low flow fixtures and fixing leaks.
4. Improved water infrastructure management	Staff share water use data internally with SCRD departments that operate facilities like sports fields to support the implementation of water conservation measures. During times of drought, staff coordinate reduced irrigation schedules at sports fields, reduced Splash Pad operation, and adjust pool and ice rink maintenance schedules.  The universal installation of water meters will improve the SCRD's ability to fully analyse the water system, including water used by customers, operations, and loss due to leaks in the distribution system. Staff will develop water balance models to differentiate water use from system losses and identify areas of focus to increase efficiency.
5. Pay per use billing	SCRD charges commercial users a volumetric rate and residential customers a flat rate. The 2022 SCRD budget includes a project to review the existing rate structure and explore alternative rate structures. The results of this project will be presented to the Board in Q1 2023. Pending subsequent Board direction to do so, the determination of new rates will be initiated in 2023.

Best practices should be used in combination to address high water use. To improve water efficiency across water systems, there are multiple layers of interventions that can be applied, such as, accessible water use data, notification programs, and customer support, along with appropriate regulations and rate structure.

#### *Financial Implications*

The Board has approved budget for the implementation of meter reading software (Neptune 360), customer relation management tools, leak notification program administration and water meter data analytics.

#### *Timeline for Next steps*

Based on earlier Board direction, staff are continuing to implement new software solutions, and develop the broader water meter program where opportunities for education and outreach will be key for keeping the community engaged in this important initiative, particularly as the installation of new water meters begins in the Sechelt area later this year. Limited staff capacity within the Information Services Division will result in a delay in the development of several software applications, including improving customer relationship management and data analytics. The impact of staff resources on water meter data projects is still to be determined.

The development of the SCRD Water Strategy will provide an opportunity to engage the community on further water conservation initiatives and programs that could be included in that strategy and subsequent action plans described in Item 2 of this Committee's agenda. The Water

Strategy discussion paper outlines four focus areas where the SCRD would like to improve, including a focus area called 'Water Efficiency'. Staff will incorporate best practices identified in this report into the engagement to seek feedback on further advance initiatives like increasing water awareness and pay per use billing, and how these initiatives could be incorporated into the Water Strategy and a Water Efficiency Action Plan. Until such time, no additional Board direction is required for staff to advance the SCRD's current initiatives.

## **STRATEGIC PLAN AND RELATED POLICIES**

The SCRD water meter program and following best practices for water conservation supports the 2019-2023 SCRD Board Strategic Plan that states, "2.1 Plan for and ensure year round water availability now and in the future". There are specific tactics to expand water conservation programs, increase engagement with residents and stakeholders on water conservation, complete development and implementation, and plan for community engagement of a water metering program.

## **CONCLUSION**

Water meter programs improve water use efficiency in drinking water systems. Water meter data helps to identify high water use in water systems and can inform programs and services to address high water use to the extent possible. Through a scan of five BC jurisdictions and relevant literature the SCRD identified five best practices for water meter data: improved data collection, raise awareness about water use, data informed conservation programs, improved water infrastructure management and pay per use billing. These best practices for water meter data are best applied in combination to support a robust water meter program. The SCRD has made advances in some of the best practice areas identified, such as the leak notification program and use of water meter data to form different water conservation programs and initiatives. With the full implementation of the water meter installations beginning in 2022 and planned software upgrades, there are more opportunities to engage all SCRD water users about water efficiency practices and programs.

In addition, staff are currently developing a Water Strategy that will provide direction for how the SCRD will provide safe and reliable water in the long term. Staff will incorporate best practices identified in this report in the proposed engagement on the development of the SCRD Water Strategy, planned for late Q2 2022.

## **Attachment**

Attachment A – List of "Water Meter Data Best Practices" report sources

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

## Attachment A

### Water Meter Data Best Practices Report Sources

- American Water Works Association. (2019, January 24). *AWWA Policy Statement on Metering and Accountability*. <https://www.awwa.org/Policy-Advocacy/AWWA-Policy-Statements/Metering-and-Accountability>
- California Urban Water Conservation Council. (2020). *Residential Best Management Practices Implementation Guidebook*. <https://calwep.org/wp-content/uploads/2020/04/Residential-BMP-Guidebook.pdf>
- District of West Vancouver. (n.d.). *Water & sewers: District of West Vancouver*. <https://westvancouver.ca/home-building-property/water-sewers>
- Econics. (2021). *Abbotsford and Mission Water and Sewer Services Water Efficiency Plan 2022-2032*. Our Water Matters. <https://www.ourwatermatters.ca/sites/1/files/2021-10/Attachment%20A%20-%20FINAL%20AMWSC%20WEP%20Update%20Prepared%20by%20Econics%20%282021%29%20%28002%29.pdf>
- Econics. (2015). *Assessing Practices and Programs to Conserve Water in the Metro Vancouver Region - Annex Report 3: Water Metering Practices*, Prepared for Metro Vancouver, March 2015. <http://www.metrovancouver.org/services/water/WaterPublications/ResidentialWaterMeteringinMV-BestPracticesGuide.pdf>
- Econics. (2016). *District of Tofino Water Conservation Strategy*. <https://tofino.civicweb.net/document/94406>
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- Regional District Central Kootenays. (2019). *Drinking Water Conservation Plan*. [https://www.rdck.ca/assets/Services/Water~and~Wastewater/Documents/2019-05-21-WAT\\_water\\_conservation\\_plan-final.pdf](https://www.rdck.ca/assets/Services/Water~and~Wastewater/Documents/2019-05-21-WAT_water_conservation_plan-final.pdf)
- Regional District Central Kootenays. (2021). *Leak Detection Program Strategy*. <https://www.rdck.ca/assets/Government/Documents/2021-03-17-RAC-Agenda.pdf#page=408>
- Residential Best Management Practices Implementation Guidebook*. (n.d.). <https://calwep.org/wp-content/uploads/2020/04/Residential-BMP-Guidebook.pdf>
- Water metering & rates*. Comox Valley Regional District. (2022, January 18). <https://www.comoxvalleyrd.ca/services/water/water-metering-rates>

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Infrastructure Services Committee – April 14, 2022

**AUTHOR:** Rebecca Porte, Interim Manager, Solid Waste Services

**SUBJECT:** LANDFILL DISPOSAL BAN FOR FOOD WASTE AND RECYCLING – PROPOSED AMENDMENT OF TIMELINE FOR ENFORCEMENT

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### RECOMMENDATION(S)

**THAT** the report titled **Landfill Disposal Ban for Food Waste and Recycling – Proposed Amendment of Timeline for Enforcement** be received for information;

**AND THAT** the timing of implementation of fees associated with the enforcement of the landfill disposal ban for food waste, food soiled paper and paper be amended from July 1, 2022 to October 1, 2022.

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### BACKGROUND

On January 28, 2021 the SCRD Board made the following resolution:

**026/21 Recommendation No. 1** *Landfill Disposal Bans for Food Waste and Recycling – Considerations*

THAT the report titled Landfill Disposal Bans for Food Waste and Recycling - Considerations be received;

AND THAT a landfill disposal ban for food waste and food soiled paper from all sectors with a 5% volume based threshold be implemented;

AND THAT a landfill disposal ban for paper from all sectors with a 5% volume based threshold be implemented;

AND THAT paper be defined as printed paper and boxboard;

AND THAT the landfill disposal ban for food waste, food soiled paper and paper from all sectors be implemented as of January 1, 2022;

AND THAT staff investigate how other jurisdictions monitor compliance including potential use of clear garbage bags;

AND FURTHER THAT the fees associated with the enforcement of these bans be implemented July 1, 2022.

The ultimate implementation of these disposal bans have been impacted by a reduced staff capacity in key positions and the substantial overall workload within the Solid Waste Division. Consequently, a successful implementation of this new regulation requires an amended timeline.

The purpose of this report is to propose an amendment implementation timeline of these landfill disposal bans.

## **DISCUSSION**

### *Education and Outreach*

Education and outreach are required to ensure that all sectors have information, toolkits and time required to develop new diversion systems. The commercial and institutional sectors will, in many instances, be required to develop improved ways of sorting, recycling and disposing of waste in order to comply with new regulations. The adjusted timing will allow sufficient time to implement the communication and outreach plan which has been developed, and provide all impacted sectors enough time to improve their waste management systems.

### *New Procedures at Landfill*

Implementation of the enforcement component of the ban requires new procedures at the landfill for staff responsible for overseeing compliance. Time is needed for collaboration, procedure development and training. Adjusting the enforcement timing will allow for new procedures to be integrated into the landfill operations in a smooth fashion.

### *Pender Harbour Food Waste Drop-off and Processing*

The enforcement of a disposal ban for food waste and recycling would benefit from an operational solution to be in place for Area A. The procurement process for a food waste drop-off and processing program for Area A is underway. It is anticipated that the program can be up and running by early Q3 2022. The requested extension in timing for enforcement will provide a buffer to allow for residents to adjust to new systems.

### *Options and Analysis*

#### Option 1 – Amend timing for landfill ban enforcement to October 1, 2022 (recommended)

Adjusting the timing for landfill ban enforcement will allow for thorough outreach, new landfill procedures to be developed, and a solution for a food waste program for Area A to be launched.

Staff anticipate significant benefit and no real drawbacks to the proposed delay.

#### Option 2 - Maintain current schedule of enforcement commencing July 1, 2022

There are two main risks to maintaining current timing for enforcement. Firstly, there is a potential that commercial and institutional sectors will not have ample time to put systems in place for compliance, creating an enforcement challenge. Secondly, there are still unknowns regarding the timing for launching the Area A Food Waste Program. The extension until October 1 will allow the time to work through the process of launching that program, while providing education to residents so they can adjust to the new systems. It is due to these risks that staff do not recommend this option.

### *Organization and Intergovernmental Implications*

The decision to amend enforcement timing will give the SCRD and the other local governments adequate time to communicate with the community.

*Financial Implications*

Staff do not anticipate any financial implications to amending the enforcement timing.

*Timeline for next steps*

Outreach tools are currently in development stage with the start of the community outreach scheduled for May 1. The required amendments to Bylaw No. 405 – Sanitary Landfill Site, and Bylaw No. 431 - Waste Collection have been drafted and will be brought forward late Q2 or early Q3 2022. The procurement process for Area A Food Waste is in process and is expected to result in the launch of this service early Q3 2022.

*Communications Strategy*

Based on Board direction, a communications strategy will either be compressed to be as effective as possible while meeting original timelines, or be actioned in a manner to provide a thorough outreach to various affected sectors within the community.

**STRATEGIC PLAN AND RELATED POLICIES**

Landfill disposal bans are identified in the SCRD's Strategic Plan under Strategy to Achieve Sustainable Solid Waste Management, through the tactic of updating and implementing Regional Organics Diversion Strategy, including curbside collection services, education programs and an organics ban from landfill.

As well, landfill disposal bans are initiatives included in the Regional Organics Diversion Strategy and Solid Waste Management Plan.

**CONCLUSION**

In January 2021 the SCRD Board approved a landfill disposal ban for food waste, food soiled paper and paper, which commenced in January 2022. Enforcement of the ban is scheduled to begin in July 2022. Due to key staff vacancies that have affected the project, staff are recommending amending the enforcement date to October 1, 2022 to help ensure success of this program.

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



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Infrastructure Services Committee – April 14, 2022

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

**SUBJECT:** **CONTRACT AWARD FOR GYPSUM RECYCLING SERVICES FOR SECHELT LANDFILL AND PENDER HARBOUR TRANSFER STATION**

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### RECOMMENDATION(S)

**THAT the report titled Contract Award for Gypsum Recycling Services for Sechelt Landfill and Pender Harbour Transfer Station be received for information;**

**AND THAT the Contract Award for Gypsum Recycling Services for Sechelt Landfill and Pender Harbour Transfer Station be awarded to New West Gypsum at a value of up to \$165,520 (excluding GST);**

**AND FURTHER THAT the delegated authorities be authorized to execute the contract.**

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### BACKGROUND

Currently, the Sunshine Coast Regional District (SCRD) provides two locations for self-haul residents and businesses to drop off gypsum (drywall) on the Sunshine Coast, the Pender Harbour Transfer Station and Sechelt Landfill (sites).

In 2021, 350 tonnes of drywall were hauled and processed from the two SCRD solid waste disposal sites.

The gypsum is hauled to New West Gypsum located in New Westminster BC for recycling. New West Gypsum is the only gypsum recycling facility in BC. New West Gypsum separates the paper from the gypsum to produce three main products: dust for new gypsum board, briquettes used in the concrete industry and paper. In 2021, New West Gypsum recycled approximately 400,000 tonnes of gypsum.

The SCRD has contracts for the hauling of drywall; however, does not have a contract with New West Gypsum for recycling. Staff would like to enter into a contract with New West Gypsum, thus, is seeking Board approval as the total contract value is above \$100,000.

The purpose of this report is to seek Board approval to enter into a contract with New West Gypsum for gypsum recycling services.

### DISCUSSION

The proposed contract term is three years with the option to extend up to one additional two-year term. Table 1 provides a summary of proposed costs for the contract term. The proposed costs are based on an estimated tonnage of gypsum received and represents an up to amount. Should tonnages be higher than estimated over the contract term a change order to increase the total contract value would be required.

Table 1 - Summary of proposed contract costs

	Year 1	Year 2	Year 3	Total Contract Value (amount up to, not including GST)
Pender Harbour Transfer Station	\$6,600	\$7,680	\$8,320	\$22,600
Sechelt Landfill	\$45,000	\$48,640	\$49,280	\$142,920
<b>Total</b>				<b>\$165,520</b>

### *Financial Implications*

Gypsum recycling is funded from tipping fees.

The current tipping fee for gypsum is \$1,000. The \$1,000 is to fund the costs for asbestos testing, hauling and recycling, as well as any abatement required. Revenues are variable, however, are projected to cover these costs.

The proposed costs for recycling can be covered within the current approved operational budget, therefore, no Financial Plan amendment is required.

### *Timeline for next steps*

If supported by the Board, staff will proceed with execution of the contract.

## **STRATEGIC PLAN AND RELATED POLICIES**

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

Gypsum recycling supports the SCRD's Solid Waste Management Plan's goal of 69% diversion.

## **CONCLUSION**

The SCRD collects gypsum for recycling at the Pender Harbour Transfer Station and Sechelt Landfill. The gypsum is hauled to New West Gypsum for recycling. The SCRD has a contract for hauling, but does not have a contract for recycling.

Staff propose entering a contract with New West Gypsum for a three-year term with the option to extend up to one additional two-year term.

The total contract value is up to \$165,520 and thus requires Board approval.

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

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

**March 7, 2022**

RECOMMENDATIONS FROM THE WATER SUPPLY ADVISORY COMMITTEE MEETING  
HELD OVER ZOOM.

<b>PRESENT:</b>	Chair	S. Thurber
	Vice-Chair	D. McCreath
	Members	T. Adams
		T. Beck
		B. Fielding
		R. Hanson
		M. Hennessy
		D. Marteinson
		A. Skelley

**ALSO PRESENT:**

(Non-voting)	Director, Area F	M. Hiltz
	Director, Area D	A. Tize
	Director, Area A	L. Lee
	Mayor, Town of Gibsons	B. Beamish
	GM, Infrastructure Services	R. Rosenboom
	Manager, Strategic Initiatives	M. Edbrooke
	Administrative Assistant/Recorder	G. Lawrie
	Strategic Planning Coordinator	A. Wittman
	Public	1
<b>REGRETS:</b>	Members	K. Chi
		T. Silvey

*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**                      3:36 p.m.

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

**REPORTS**

*The Strategic Planning Coordinator provided the Committee with a presentation on the draft SCRD Water Strategy Engagement Plan.*

Discussion on the draft SCRD Water Strategy Engagement Plan included the following:

- SCRD should seek input on guiding principles from community, so the public can guide the Water Strategy in the long-term
- Important to have a feedback survey available at all open houses and public engagements
- Agree on a ‘One Water, One Region’ approach; staff agreed, one guiding principle has been included called ‘Think and Act Like a Region’ to promote a consistent approach across all SCRD managed water systems
- Key target audiences to recommend:
  - Suggestion to include the Sunshine Coast Conservation Association on the project stakeholder list
  - Suggestion to include various community associations across the region, First Nations, industrial sectors, heavy water users, breweries, and farms on the project stakeholder list
- Should the engagement plan include a second WASAC workshop or would the Committee prefer to engage in roundtable discussions within their community?
  - Suggested survey before the end of term in May

*The Manager of Strategic Initiatives provided the Committee with a presentation on the 2022 Water Rate Structure Review Process.*

Discussion included the following:

- Concern about “too much public involvement”
- An identification of stakeholder groups to start could be useful
- Estimated date for any changes to the current rate structure review: not before January 1<sup>st</sup>, 2024
- Pricing for different types of uses (i.e. industry/agriculture)
- Conservation rate structures could include progressive rates or higher volume usage rates
- Suggestion that if a Water Strategy guiding principle is fair it would be unnecessary to consult public regarding rate structure and the rate should be based on operating costs to make system viable
- Discussion about UBC Metrics report comparing water utility rate structures
- Suggestion that the more you use, the more you pay, and conservation will result

*The General Manager, Infrastructure Services provided the Committee with an update on current water supply projects.*

Discussion included the following:

- Church Road Well Field Development Project started March 7 2022:
  - Currently clearing brush/trees
  - Intent for project to be ready in September 2022, timeline will be dependant on delivery time for some materials
  - New pipes will be laid down the middle and the side of the road
- Environmental Flow Needs (EFN) proposal:
  - Currently with BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development for review

- Phase 2 of Exploratory Groundwater Investigation at Potential Reservoir Site:
  - Permit for geotechnical drilling will be completed by September 2022
  - The drilling will enable the SCRDC to confirm the feasibility of developing a reservoir at the site
- District of Sechelt Reclaimed Water Feasibility Study:
  - Final report is due back by the next WASAC meeting in May
  - Currently at 80%
  - Will go to District of Sechelt Council first and then the SCRDC Infrastructure Services Committee agenda or at minimum to WASAC
- Gas vs. Chlorine Upgrade to Chapman Water Treatment Plant:
  - The urgency for the 2.2-million-dollar project was that the system was not functioning from a safety perspective due to proximity to the community and location at the top of the hill with road access
  - Gas used less and less in industry due to safety

## **NEW BUSINESS**

- Vice-Chair McCreath asked that WASAC have a standing agenda item regarding long-term source protection to discuss watershed protection. This topic would generally align with the Advisory Planning Commission. Staff can consider how this topic would fit under the Committee's Terms of Reference.
- The 2-year appointment for WASAC members ends in June 2022, a call for applications will be posted Spring 2022. Current WASAC members can reapply. It will be put out to public for about 6 weeks and then forwarded to the SCRDC Board for their consideration.

**NEXT MEETING**                      May 9, 2022 @ 3:30 p.m.

**ADJOURNMENT**                      5:23 p.m.