



# Alberni-Clayoquot Regional District

## ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING WEDNESDAY, OCTOBER 5, 2016, 1:30 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

### AGENDA

---

	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
<b>Recognition of Traditional Territories.</b>	
<b>2. <u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<b>3. <u>ADOPTION OF MINUTES</u></b>	
a. <b>Alberni Valley &amp; Bamfield Services Committee Meeting held June 29, 2016</b>	<b>3-4</b>
<i>THAT the minutes of the Alberni Valley &amp; Bamfield Services Committee meeting held on June 29, 2016 be received.</i>	
<b>4. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>	
a. <b>REQUEST FOR DECISION</b>	<b>5-6</b>
Alberni Valley Drag Race Association (AVDRA) Lease Area at Alberni Valley Regional Airport	
<i>THAT the Alberni Valley and Bamfield Services Committee recommend the Alberni-Clayoquot Regional District Board of Directors enter into a lease agreement with the Alberni Valley Drag Race Association to lease 100' x 100' foot portion of land at the Alberni Valley Regional Airport for \$1,328 per year plus GST to store equipment required for the Alberni Valley Drag Races on a year to year basis.</i>	
b. <b>REQUEST FOR DECISION</b>	<b>7-9</b>
Letter of Understanding – Suncoast Waste Services – Baling Incentives	
<i>THAT the Alberni Valley and Bamfield Services Committee recommend the Alberni-Clayoquot Regional District Board of Directors agree to a Letter of Understanding with Suncoast Waste Services to provide the financial benefits from baling incentives received from Multi Materials British Columbia.</i>	

- c. **REQUEST FOR DECISION**  
3<sup>rd</sup> Avenue Depot and Update and Required Upgrades

*THAT the Albern Valley and Bamfield Services Committee receive the following report and confirm support for capital expenditures at the 3rd Avenue Depot to be completed within the \$160,000 budget in 2016 and allocate \$140,000 for further capital upgrades in the 2017-2021 Financial plan.*

5. **REPORTS**

6. **LATE BUSINESS**  
*(requires 2/3 majority vote)*

7. **IN CAMERA**

*Motion to close the meeting to discuss matters relating to:*  
*i. Litigation or potential litigation affecting the Regional District.*

8. **RECOMMENDATIONS FROM IN-CAMERA**

9. **ADJOURN**

## Alberni-Clayoquot Regional District

### MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 29, 2016, 10:00 AM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

---

**DIRECTORS PRESENT:** John McNabb, Chair, Electoral Area "E" (Beaver Creek)  
Mike Kokura, Director, Electoral Area "B" (Beaufort)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Mike Ruttan, Mayor, City of Port Alberni  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Josie Osborne, Mayor, District of Tofino

**REGRETS:** Keith Wyton, Director, Electoral Area "A" (Bamfield)  
Jack McLeman, Councillor, City of Port Alberni  
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)  
John Jack, Councillor, Huu-ay-aht First Nation

**STAFF PRESENT:** Mike Irg, Manager Planning and Development  
Andrew McGifford, Manager of Environmental Services  
Heather Adair, Jr. Planner/Bylaw Enforcement Officer  
Mark Fortune, Airport Superintendent  
Shelli Lyle, Administrative Assistant

#### 1. **CALL TO ORDER**

The Chairperson called the meeting to order at 10:07 am.

The Chairperson recognized the meeting today is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

#### 2. **WAIVE NOTICE OF MEETING**

*MOVED: Director Ruttan*

*SECONDED: Director Cote*

*THAT notice of this meeting be waived unanimously as per Section 220 (3) of the Local Government Act.*

**CARRIED UNANIMOUSLY**

#### 3. **CLOSE THE MEETING TO THE PUBLIC**

*MOVED: Director McNabb*

*SECONDED: Director Ruttan*

*THAT this meeting be closed to the public to discuss matters relating to:*

- i. *Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interests of the Regional District if they were held in public.*

**CARRIED**

The meeting was closed to the public at 10:08 am.

The meeting was re-opened to the public at 11:07 am.

4. **RECOMMENDATIONS FROM IN-CAMERA**  
5. **NEXT MEETING DATE**  
6. **ADJOURN**

*MOVED: Director Kokura*

*SECONDED: Director Ruttan*

*THAT the meeting be adjourned at 11:08 am.*

**CARRIED**

Certified Correct:

---

John McNabb,  
Chairperson

---

Mike Irg,  
Manager Planning and Development



## REQUEST FOR DECISION

**To:** Alberni Valley and Bamfield Services Committee

**From:** Andrew McGifford, CPA, CGA, Manager of Environmental Services

**Meeting Date:** October 5, 2016

**Subject:** Alberni Valley Drag Race Association (AVDRA) lease area at AVRA

### Recommendation:

***THAT the Alberni Valley and Bamfield Services Committee recommend the Alberni-Clayoquot Regional District Board of Directors enter into a lease agreement with the Alberni Valley Drag Race Association to lease 100' x 100' foot portion of land at the Alberni Valley Regional Airport for \$1,328 per year plus GST to store equipment required for the Alberni Valley Drag Races on a year to year basis.***

### Desired Outcome:

To relocate the AVDRA equipment to a non-airside location, which will make their previous area available for aircraft hangar leases. And to provide a short term storage location for the AVDRA.

### Summary:

The AVDRA were a delegation at the July 27<sup>th</sup> Board of Directors meeting, at this time there was a request made by the Association to keep a storage spot at the AVRA. Staff and AVDRA members reviewed options to allow a short term solution to the Association storage situation as request by the Board of Directors on July 27<sup>th</sup>.

The AVDRA requires space at the AVRA to store their equipment used for their annual drag race event. Currently they are using two lots located airside and these lots are more suited for aircraft hangars and after the expansion and lighting project is completed, staff will market the lots to the public. The AVDRA have agreed to move their equipment to another space on AVRA lands, located in the vicinity of the weather station. This would provide a secure and visible 100' x 100' foot location for their storage.

### Background:


The AVDRA previously occupied airside lots 9 and 16.

### Time Requirements – Staff & Elected Officials:

Minimal staff time to prepare lease agreement.

### Financial:

The ACRD will receive approximately \$1,328 plus GST per year plus applicable CPI increases, the rate is based on the market rate from the 2015 market evaluation of similar property at AVRA.

Submitted by:   
\_\_\_\_\_  
Andrew McGifford, CPA, CGA, Manager of Environmental Services

Approved by:   
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

## REQUEST FOR DECISION

**To:** Alberni Valley and Bamfield Services Committee

**From:** Andrew McGifford, CPA, CGA, Manager of Environmental Services

**Meeting Date:** October 5, 2016

**Subject:** Letter of Understanding – Suncoast Waste Services – Baling incentives

---

**Recommendation:**

***THAT the Alberni Valley and Bamfield Services Committee recommend the Alberni-Clayoquot Regional District Board of Directors agree to a Letter of Understanding with Suncoast Waste Services to provide the financial benefits from baling incentives received from Multi Materials British Columbia.***

**Desired Outcome:**

To provide Suncoast Waste Services (SCWS) the baling incentives received from Multi Materials British Columbia (MMBC).

**Summary:**

When the ACRD entered into the contract service agreement with MMBC the material collected at the 3<sup>rd</sup> Avenue Depot was not identified to be baled. SCWS and Green by Nature (the material handling contractor for MMBC) requested that the ACRD and MMBC agree to bale materials in order to be more efficient in transporting the materials. The baled materials are providing an incentive which is three times (3x) to incentive over loose material.

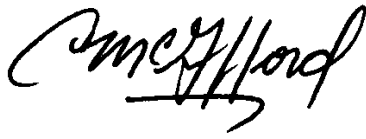
SCWS has installed the baling equipment at the 3<sup>rd</sup> Avenue depot fully at their cost. The ACRD would not receive these additional funds without the installation and work done completely by SCWS. Therefore, these funds should be redirected to the contractor responsible for earning the incentive.

**Time Requirements – Staff & Elected Officials:**

Minimal staff time to enter into agreement.

**Financial:**

There would be no impact on revenues as the incentive top up was not included in the Financial Plan revenue. The ACRD will hold \$25,000 as security for the contract (rather than a letter of credit) and provide the interest earned annually from this deposit to SCWS. The amounts from the baling incentive received would be paid out quarterly to SCWS.



Submitted by: \_\_\_\_\_  
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



**LETTER OF UNDERSTANDING**

BETWEEN

Alberni-Clayoquot Regional District  
(herein referred to as the "ACRD")

And

Sun Coast Waste Services  
(herein referred to as "SCWS")

The Alberni-Clayoquot Regional District and Sun Coast Waste Services agree to the following terms regarding the payment of bale incentives:

1. SCWS agrees that the ACRD retain \$25,000 in bale incentives in lieu of the required contract letter of credit amount. Interest on the deposit will be earned at the Alberni-Clayoquot Regional District's overnight rate and will be paid out annually
2. The ACRD will pay SCWS bale incentives for MMBC material collected at the 3<sup>rd</sup> Ave. Recycling Depot in accordance with the bale incentives outlined in the ACRD's Statement of Work with MMBC.

The agreement will terminate along with the AV Curbside and Depot collection of Packaging and Printed Paper contract with SCWS which ends on November 30, 2018 or (if extended), November 30, 2019.

Signed on behalf of:

Alberni-Clayoquot Regional District

Sun Coast Waste Services

This \_\_\_\_\_ day of \_\_\_\_\_, 2016

This \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Russell Dyson, CAO

\_\_\_\_\_  
Jerry Kupiak, Owner

\_\_\_\_\_  
Josie Osborne, Chair

\_\_\_\_\_  
Witness

## REQUEST FOR DECISION

**To:** Alberni Valley and Bamfield Services Committee

**From:** Andrew McGifford, CPA, CGA, Manager of Environmental Services

**Meeting Date:** October 5, 2016

**Subject:** 3<sup>rd</sup> Avenue Depot update and required upgrades

### Recommendation:

***THAT the Alberni Valley and Bamfield Services Committee receive the following report and confirm support for capital expenditures at the 3<sup>rd</sup> Avenue Depot to be completed within the \$160,000 budget in 2016 and allocate \$140,000 for further capital upgrades in the 2017-2021 Financial plan.***

### Desired Outcome:

To provide an update for the Alberni Valley and Bamfield Services Committee in order to inform and aid in current and future Financial Plan discussions.

### Summary:

The 3<sup>rd</sup> Avenue Depot was purchased by the ACRD in 2013 for the value \$185,718. When acquired the building required many improvements that would be done over a period of time. The original quotes and estimates have varied and other opportunities have developed since purchase. The 3<sup>rd</sup> Avenue Depot Capital Plan budgets have never gone over the allocated budgeted amounts and the intention is to ensure this does not occur in 2016.

The depot is a very busy facility and with the changes in the Multi Material British Columbia (MMBC) recycling program has increased the activity as certain material are no longer accepted at curbside. Additional product care programs are being added and we continue to pursue a convenient "one stop" drop off recycling centre.

Costs have increased due to City of Port Alberni standards for fire and the development of the trail at the rear of the building. Also, as opportunities have occurred the ACRD has worked to take advantage of these opportunities and they have often come at a cost (leased land as an example). Estimates are coming in higher than quoted as the original estimates were done sometimes two years prior and in combination with small additions, final costs have increased.

### ***Siding Project***

The building was in a very poor state visually and the structure required protection. This project occurred in 2014. The cost of this project was \$78,925 and began the improvements for the depot.

### ***Structure and Electrical upgrades***

The building had approximately \$25,800 in 2014 for improvements that secured the building access points

(doors and windows) and ensured the electrical service was adequate for recycling equipment and any future development operated at the depot.

### ***Depot Roof***

The roof has been a concern since the time of purchase, two roof repairs occurred totaling \$3,500 and an estimate was supplied to repair in the meantime for \$20,000 in 2014, with full replacement to occur in the future. The Canada 150 application included a submission with the \$20,000 estimate for repair and was submitted in the Spring of 2015. Repair was not feasible once a full review of the roof was completed in the fall of 2015 and staff proceeded to acquire quotes to replace the whole roof which was approved by the Board in October 2015. The total cost of the roof upgrade was \$93,203.

### ***Lease and improvements of the Western Forest Products (WFP) land***

The land leased from WFP started in November of 2015, with this increased space the ACRD could expand the depot footprint for safer public access and improved services. The original plan was to clear the land and then use gravel to bring the base up for vehicle and forklift traffic. This was not done for safety reasons (forklift travel and tripping hazards would be introduced) and the installation of concrete with special oil catchment drainage works (as required by the City of Port Alberni) were approved by the Board in April of 2016. The cost of these works totaled \$36,200.

Another additional cost not budgeted for was the need to change the concrete sidewalk for the new access point for the depot. The City of Port Alberni charged \$3,300 for this to be completed. Municipal Insurance Association (MIA) has identified the need to paint delineation lines in the depot parking lot. The expense for these works will be paid by the MIA annual grant funds.

### ***Fence upgrades and repairs***

The fence upgrade to enclose the new depot was \$8,322. This includes repairs to the existing fence and gates that were also completed.

### ***Other minor capital items***

The quotes for some minor capital work are coming in at higher than originally budgeted, these small projects were budgeted at \$15,000 and the actual quotes are coming in at approximately \$27,000. These are items within the Canada 150 grant application and would be completed to receive grant funds. This includes the chemical storage room, lockable storage for landfill testing equipment and bathroom improvements.

### ***Sprinkler System***

When the building was purchased the City of Port Alberni Fire Department toured the facility and advised that given the products stored in the facility and the size of the fire load it required a sprinkler system. The costs associated with the sprinkler system have increased significantly over the original estimated cost of \$65,000. Additional work by an engineer to provide structure drawings cost \$4,675, after the drawings were completed the cost of the same system quoted is now estimated to be \$80,000.

It was also pointed out the system quoted would be a wet system and the need to ensure an internal temperature above zero to ensure the sprinkler system would not freeze. The estimated cost to heat the building to maintain this temperature could cost \$5,000 per year. The cost of going to a dry system with a compressor to charge the system would be \$20,000 more for a sprinkler system cost of \$100,000. Upgrade to the water connection in order to supply adequate water pressure will cost \$7,000, a cost not factored

in the original budget. Staff recommends moving to a dry sprinkler system in order to avoid long term operating costs associated with heating the building.

***Break-ins and Theft at the Depot***

Since the installation of the new trail in the rear of the building the depot has been broken into almost nightly to check the metal bins and use the shelter. Drug use paraphernalia, lighters and matches are often found and there some very flammable materials in the area. The back wall is just nailed sheets of plywood and particle board that is rotten or weathered and is being ripped off to gain entry. A quote to re-sheet and prepare the back wall to have the metal siding installed is \$6,500, this includes a concrete curb. The siding for the rest of the building is another \$9,000 to \$10,000. This will secure the site from easy entry and completely side the building.

Lighting has been installed to counter attack the break-ins, these funds have come from our Municipal Insurance. A surveillance system should be installed in order to detour break-ins and provide evidence to the RCMP if these break-ins continue to occur. Staff is looking into the costs of such a system.

**Time Requirements – Staff & Elected Officials:**

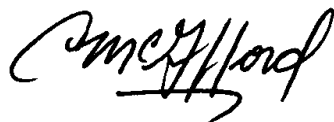
Staff time to organize and secure services to get remaining work completed and investigate leasing options.

**Financial:**

The capital budget of \$160,000 will not be exceeded in 2016 and with all the remaining projects. That the budget for 2017 include \$140,000 for 3<sup>rd</sup> Avenue Depot upgrades in the 2017-2021 Capital Financial Plan. The ACRD has received grants totaling \$55,100 from Canada 150 for capital improvements, these works are required to be complete by March 31, 2017.

In order to operate the depot, the ACRD receives MMBC incentives for operation and volume of materials received. The Alberni Valley waste disposal service is fully funded through landfill tipping fees, which also supports the operation of the 3<sup>rd</sup> Avenue depot.

In order to generate revenue on the site staff will investigate the ability to lease out the upstairs as it is currently vacant. The ability to lease this space will require that parking is secured.



Submitted by: \_\_\_\_\_  
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer