



Alberni-Clayoquot Regional District

ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING TUESDAY, SEPTEMBER 19, 2017, 1:30 PM

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

AGENDA

		PAGE #
1.	<u>CALL TO ORDER</u>	
	Recognition of Traditional Territories.	
2.	<u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3.	<u>ADOPTION OF MINUTES</u>	
a.	Alberni Valley & Bamfield Services Committee Meeting held May 17, 2017	3-8
	<i>THAT the minutes of the Alberni Valley Committee meeting held on May 17, 2017 be received.</i>	
4.	<u>CORRESPONDENCE FOR ACTION/INFORMATION</u>	
a.	REQUEST FOR LEADERSHIP ROLE – NEW AQUATIC CENTRE City of Port Alberni, August 15, 2017 requesting that the ACRD take a leadership role in examining the potential for development of a new aquatic centre and the provision of aquatic services for the region. (referred from the August 23, 2017 Board of Directors Meeting)	9
	Suggested motion: <i>THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors instruct staff to meet with City of Port Alberni staff to develop an action plan for examining the potential for development of a new aquatic centre and the provision of aquatic centre services in the Alberni Valley for consideration by the ACRD Board during 2018 budget discussions.</i>	
5.	<u>REQUEST FOR DECISIONS & BYLAWS</u>	
a.	REQUEST FOR DECISION Long Term Ground Leases at Alberni Valley Regional Airport	10-11
	<i>THAT the Alberni Valley Committee provide direction to staff on requests for long-term ground leases at the Alberni Valley Regional Airport.</i>	

b. **REQUEST FOR DECISION**

12-19

Alberni Valley Waste – Organics – Next Steps

THAT the Alberni Valley and Bamfield Services Committee recommend that the Board of Directors request staff to prepare an organics diversion report that provides various options to address the City of Port Alberni's proposed implementation of an organic diversion pickup program within their solid waste collection services and the need to reduce landfill gas creation at the Alberni Valley Landfill.

6. **REPORTS**

- a. Future Delivery of Emergency Coordinator Services –
D. Holmes/W. Thomson (verbal)
- b. Future Delivery of Fire Coordinator Services –
D. Holmes/W. Thomson (verbal)
- c. Alberni Valley Regional Airport Expansion Project Update – M. Fortune **20**
- d. Development Update - Alberni Valley Regional Airport Advisory
Committee - W. Thomson (verbal)
- e. Alberni Valley Landfill Diversion Update – A. McGifford (verbal)

THAT the Alberni Valley & Bamfield Services Committee receives reports a-e.

7. **UNFINISHED BUSINESS**

8. **NEW BUSINESS**

9. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, MAY 17, 2017 1:30 PM

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

DIRECTORS John McNabb, Chair, Electoral Area "E" (Beaver Creek)
PRESENT: Mike Kokura, Director, Electoral Area "B" (Beaufort)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek) (via teleconference)
Dennis Sauve, Councillor, City of Port Alberni (Alternate)
Jack McLeman, Councillor, City of Port Alberni
John Jack, Councillor, Huu-ay-aht First Nation
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Rene Lacoursiere, Electoral Area "D" (Sproat Lake) (Alternate)

REGRETS: Mike Ruttan, Mayor, City of Port Alberni
Penny Cote, Director, Electoral Area "D" (Sproat Lake)

STAFF PRESENT: Wendy Thomson, Acting Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Mark Fortune, Airport Superintendent
Janice Hill, Acting Manager of Administrative Services
Brad West, McGill Engineering

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 1:30.

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

2. **APPROVAL OF AGENDA**

MOVED: Director Kokura

SECONDED: Director Jack

THAT the agenda be approved as circulated.

CARRIED

3. **ADOPTION OF MINUTES**

a. **Alberni Valley & Bamfield Services Committee Meeting – Financial Planning Meeting held February 15, 2016**

MOVED: Director Jack
SECONDED: Director Kokura

THAT the minutes of the Alberni Valley & Bamfield Services Committee Financial Planning meeting held on February 15, 2017 be received.

CARRIED

4. CORRESPONDENCE

a. **ALBERNI VALLEY BULLDOGS**
Sponsorship Proposal – T. Fong (verbal)

MOVED: Director McLeman
SECONDED: Director Sauve

THAT the Alberni Valley and Bamfield Services Committee recommend that the Board of Directors endorse the Alberni Valley Bulldogs Sponsorship program as presented and approve the program with the Alberni Valley Bulldogs for the value of \$24,925.00 plus tax.

CARRIED

Director Banton joined meeting via teleconference at 1:35 pm

5. REQUEST FOR DECISIONS & BYLAWS

a. **Request for Decision regarding Alberni Valley Landfill Rate Structure.**

MOVED: Director Sauve
SECONDED: Director Jack

THAT the Alberni Valley and Bamfield Services Committee recommend that the Board of Directors direct staff to amend “Bylaw 1027 - A Bylaw to Provide for the Regulation of Solid Waste Disposal and Tipping Fees at the Alberni Valley Landfill” items as follows (including removing the item “Loads containing Gypsum”):

Schedule A – Charges

Solid Waste, excluding Controlled Waste	Tipping Fee	Other Charges
Loads of 84 kg or greater	\$120.00 per tonne	\$10.00 minimum
Remove: Wrecked auto (each)		

Remove: Wrecked trucks, bus or recreational vehicle		
Add: Recreational vehicle – recyclable metal removed where possible	\$240.00 per tonne	\$300.00 minimum
Surcharge for Solid waste containing Prohibited Recyclable Materials	\$240.00 per tonne	
Surcharge for improperly covered or secured loads	\$240.00 per tonne	
Add: Weighing service		\$10.00 each occurrence
Controlled Waste	Tipping Fee	Other Charges
Construction/Demolition Waste	\$160.00 per tonne	\$15.00 minimum
Divertible (Clean) Wood Waste	\$120.00 per tonne	\$10.00 minimum
Construction/Demolition Waste – Containing Drywall/Gypsum	\$250.00 per tonne	\$20.00 minimum
Drywall/Gypsum– date stamped post 1990 or tested to not contain asbestos	\$250.00 per tonne	\$20.00 minimum
Drywall/Gypsum – not date stamped post 1990 nor tested	\$250.00 per tonne	\$20.00 minimum
Remove: Demolition waste crushed to pieces 7 cubic centimeters or smaller		
<i>Contaminated Soils:</i>		
Provided that the Ministry of Environment has approved of disposal of the contaminated soil, without treatment, at the Alberni Landfill	\$50.00 per tonne	
Provided that the Ministry of Environment has approved of the treatment and disposal of the contaminated soil at the Alberni Landfill	\$100.00 per tonne	Plus estimated out-of-pocket treatment costs
Pumpings from domestic septic tanks	\$160.00 per tonne	
Catch basin and manhole material	\$160.00 per tonne	
Waste asbestos	\$500.00 per tonne	\$150.00 minimum
Fish, shrimp shells, animal carcasses provided that there will be no charge for animal carcasses	\$200.00 per tonne	\$100.00 minimum

removed from public roadways by a public body or their contractor		
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CARRIED

Director Cootes left meeting at 2:15

6. **REPORTS**

a. **Alberni Valley Landfill – Annual Reports 2016**

MOVED: Director Kokura

SECONDED: Director Sauve

THAT the Administrative Memorandum regarding Alberni Valley Landfill Annual Report for 2016 be received.

b. **Illegal Dumping & Diversion Strategy Update – A. McGifford**

The Manager of Environmental Services provided a verbal update on the illegal dumping and diversion strategy and previewed the illegal dumping video that will be available on the ACRD web page. The video is a common video which will be used by AVICC member districts, which is tailored specifically for each. Staff requested direction from the Committee on how to proceed with handling illegal dumping issues. A report will be presented to the West Coast committee and then a report will go to the Board of Directors for consideration.

MOVED: Director Kokura

SECONDED: Director Lacoursiere

THAT the verbal report be received.

c. **Alberni Valley Regional Airport Expansion Project – Update M. Fortune (verbal)**

The Airport Superintendent provided an update on the AVRA Expansion project stating that the project is currently 50% complete with plans to have a soft opening the first week of June, weather depending. Airfield lighting project should be completed by mid July. Anticipating the airport should be in full operations by the end of July or beginning of August if weather cooperates. Once the airport is in full operation, plans will proceed with a celebratory ribbon cutting ceremony.

MOVED: Director Jack

SECONDED: Director Wyton

THAT the verbal report be received.

d. **Alberni Valley Regional Airport – Creation of an Advisory Committee
W. Thomson (verbal)**

The Acting CAO provided a verbal report on the creating an Advisory Committee for the Alberni Valley Regional Airport.

MOVED: Director Kokura

SECONDED: Director Lacoursiere

THAT the verbal report be received and staff be instructed to investigate the creation of an Airport Advisory Committee for the Alberni Valley Regional Airport in the fall of 2017.

d. **Sproat Lake Marine Patrol – 2017 Season Update
A. McGifford (verbal)**

The Manager of Environmental Services provided an update on this years' Sproat Lake Marine Patrol program. The patrol will not be offering the boating education program in the schools this year as the ACRD did not receive any funding from Transport Canada. Three of last year's members are returning and one more member will be hired. The Marine Patrol will be up and running for the July long weekend at Sproat Lake Provincial Park

MOVED: Director Kokura

SECONDED: Director Lacoursiere

THAT the verbal report be received.

CARRIED

7. UNFINISHED BUSINESS

8. LATE BUSINESS

9. IN-CAMERA

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the meeting be closed to the public as per section:

- i. *90 (1) (e) of the Community Charter: The acquisition, disposition or expropriation of land or improvements, if the Committee considers that*

- disclosure could reasonably be expected to harm the interests of the Regional District; and*
- ii, *90 (1) (i) of the Community Charter: The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED

The meeting was closed to the public at 2:30

The meeting was opened to the public at 3:16

10. RECOMMENDATIONS FROM IN-CAMERA

11. ADJOURN

MOVED: Director Kokura

SECONDED: Director Jack

THAT the meeting be adjourned at 3:16.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
Acting Chief Administrative Officer



CITY OF PORT ALBERNI

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August 15, 2017

Alberni-Clayoquot Regional District
3008 5th Avenue
Port Alberni, BC V9Y 2E3



Attn: John Jack, Chair

Dear Chair Jack:

As you and the Board are aware, our organizations have been exploring, at a preliminary level, the expansion of cooperative service arrangements within the Alberni Valley. While that topic continues to be explored at an appropriate pace, I am writing to you today to request that the Alberni-Clayoquot Regional District consider taking a lead role in examining the potential for development of a new aquatic center and the provision of aquatic center services for the region.

In 2017 the City of Port Alberni celebrates the 50th anniversary of the amalgamation between the City of Alberni and the City of Port Alberni. In 1967, the year of amalgamation, the newly minted City of Port Alberni opened Echo Centre, a state of the art aquatic facility. That facility has served residents and visitors of the region well over the past fifty years, but it is reaching the end of its service life. We believe the City's Echo Centre pool to be one of the last of its kind still in operation.

Echo Centre users recognize that the region needs a new aquatic center. The City realizes that the City may not be the best-positioned level of government to provide that facility and service. A lot has changed in the past fifty years. Today, in many areas of the province regional districts are providing aquatic services. We believe that as in many areas of the province the regional district may be better positioned to provide this service.

On behalf of the City of Port Alberni I request that the Alberni-Clayoquot Regional District take a leadership role in advancing this important project within the region. I will be available to answer any questions you have regarding this request, and am prepared to commit the efforts of City staff in providing our fullest support throughout the process should the ACRD agree to assume a lead role in the exploration of a new aquatic center and provision of aquatic services in our region.

Yours truly,
CITY OF PORT ALBERNI

Tim Pley
Chief Administrative Officer



REQUEST FOR DECISION

To: Alberni Valley Committee

From: Janice Hill, Environmental Services Coordinator
Heather Zenner, Lands and Resources Coordinator

Meeting Date: September 20, 2017

Subject: Long Term Ground leases at Alberni Valley Regional Airport

Recommendation:

THAT the Alberni Valley Committee provide direction to staff on requests for long-term ground leases at the Alberni Valley Regional Airport.

Desired Outcome:

To provide the option of long term leases as requested by current and future leaseholders.

Summary:

Staff have received requests over the past couple of years for land leases at the Alberni Valley Regional Airport (AVRA). The lessees have requested a longer lease than a three-year term normally assigned by the ACRD. Lessees are prepared to invest in infrastructure on their leased lots but are not willing to make this investment based on a three-year term.

In order for the ACRD to enter into longer term leases, the lots up for lease need to be publically advertised with the annual rent noted. The resulting interest in leased lots is communicated with the Board of Directors prior to having a legal survey completed. A subdivision application to the Ministry of Transportation and Infrastructure (MOTI) is required to enable a lease with a term greater than three years.

The subdivision application fees by MOTI are \$100 per lot plus a \$50 examination fee, and the Land Title office is approximately \$100 plus legal fees for the registration process. The extra costs associated with a long-term lease over a three year lease is the cost of having the lot surveyed by a legal surveyor, and an easement surveyed to provide legal access to the lot. Legal survey costs for each lot individually and an individual easement can cost several thousand dollars. The Ministry of Environment will require a contaminated site profile, and a Stage 1 investigation may be required for new lease lots.

As per the lease lot appraisal completed in November of 2015, the annual rent for the AVRA airside hangar lease lots is set at \$1,400 plus tax. Therefore, the cost to complete the subdivision process exceeds the amount of annual rent received and would take several years to recoup the subdivision costs. Staff have been considering long-term lease requests on an individual basis, rather than as a whole development area. As owner of the land, ACRD is responsible for costs associated with the development of the land. Staff require Committee and Board direction on how to proceed.

Background:

Previously, staff only entered into 3-year lease terms, which did not require the subdivision process. We are receiving more and more requests for long-term leases as it is in the best interest of the Lessees and would help us secure future lease holders.

Time Requirements – Staff & Elected Officials:

Staff time to complete applicable paperwork.

Financial:

The ACRD will receive the same annual rent for each lease lot regardless of the term of the lease. The costs associated with long-term leases are more costly than a short-term lease given the subdivision application process. There are limited resources available to pay for surveys, contaminated site investigations, and appraisals. Proceeding with long-term leases will assist with the Boards desire to increase economic development at the airport.

Policy or Legislation:

As per the *Local Government Act*.

Options Considered:

Options to be considered:

1. Do not enter into long-term leases on the smaller airside lots. Lessees need a long-term lease in order to obtain a mortgage for a lease hold improvements such as a hangar.
2. Investigate surveying and establishing long-term lease lots available for lease in the future. The upfront cost of subdividing the costs will be significant but may have efficiencies and cost savings by doing one easement providing access to all lease lots.
3. Consider adding a fee to the annual maintenance payment to help cover the increased cost long-term leases.
4. Consider re-assessing market value of AVRA lease lots, even though the assessment was conducted in November 2015.

Submitted by: 

Janice Hill, Environmental Services Coordinator

Submitted by: 

Heather Zenner, Lands and Resources Coordinator

Reviewed by: 

Andrew McGifford, Manager of Environmental Services

Approved by: 

Douglas Holmes, Chief Administrative Officer



REQUEST FOR DECISION

To: Alberni Valley and Bamfield Services Committee

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

Meeting Date: September 20, 2017

Subject: Alberni Valley Waste – Organics – next steps

THAT the Alberni Valley and Bamfield Services Committee recommend that the Board of Directors request staff to prepare an organics diversion report that provides various options to address the City of Port Alberni's proposed implementation of an organic diversion pickup program within their solid waste collection services and the need to reduce landfill gas creation at the Alberni Valley Landfill.

Desired outcome:

Provide the Alberni Valley and Bamfield Services Committee the various options to address an organics facility or alternative option within the Alberni Valley.

Summary:

Earlier this year the ACRD submitted a grant application to the Strategic Priorities Fund to construct a composting facility and related infrastructure to divert organics from the waste stream. The announcement of the successful grant applications is not expected until early 2018 and as a result, this project is currently on hold. However, on July 10, 2017, the City of Port Alberni (CPA) Council passed the following motion:

That the report from the CAO dated June 29, 2017 be received, and Council for the City of Port Alberni direct staff to pursue provision of a kitchen and yard wastes collection service utilizing City resources, within the existing structure of solid waste collection services.

The report provided to council is attached to this request for decision for committee review.

This curbside separation of waste is beneficial to the AVLFI by reducing the material that contributes to the landfill gas creation. Assuming a 50% recovery rate, an organics diversion program in the CPA could see an annual reduction of 750 tonnes of organic material diverted from the landfill. Overall, it is anticipated that this initiative would result in a 15% reduction in organics at the AVLFI. Nevertheless, this initiative by CPA increases the urgency of the ACRD constructing a composting facility to accept and process this material separately.

Therefore, staff recommend that in advance of the grant announcement that staged alternatives for a composting facility be investigated and presented to the committee for consideration. Options include the investigation of the ACRD processing, collecting and transporting materials to alternate location, private material handling facility, and ban materials without providing alternatives to the public for disposal. Once the options are clearly presented, the committee will be able to provide staff direction on which implementation initiative to pursue. The landfill engineer and staff will continue to investigate other transfer station and organics grant fund opportunities as there is funding directed to these initiatives by senior levels of government.

Background:

The ACRD operates the AVL under the British Columbia Waste Management Act Operational Certificate. The Ministry of Environment (MOE) regulations under which the AVL operates have seen progressive regulations and guidelines developed to improve the emittance of methane gas from sanitary landfills in the province of BC. The standards and regulations are based on the "BC Landfill Gas Management Regulation".

The Landfill Gas (LFG) Management Regulation requires that landfills with 100,000 or more tonnes of waste in place or a waste disposal rate exceeding 10,000 tonnes per year undergo a landfill gas generation assessment. This standard does not provide a mechanism to defer the landfill gas management requirements and is purely based on the volumes landfilled at the site. The LFG Management Regulation describes requirements for estimating GHG emissions from landfills and establishes landfill size and capacity criteria for landfill gas capture, there are no credits or deferrals for a well-managed landfill.

McGill Engineering has provided the updated Alberni Landfill Gas Generation Report that was approved by the board in February of 2017. The annual waste quantities being received at the AVL are approaching 10,000 tonnes per year threshold that will result in landfill gas management requirements. The desire is to reduce the organics and avoid the cost of installing the LFG system totals \$13,870,000 over the lifetime of the landfill.

Options Considered:

The other option is for this project to remain on hold until after the Strategic Priorities Fund announcements are released.

Submitted by:



Reviewed by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: per: _____
Douglas Holmes, BBA, CPA, CGA, Chief Administrative Officer

That Council for the City of Port Alberni support the Manufacturing Facility Structural Change Application for Twin City Brewing Company operating at 4503 Margaret Street and endorse the comments as provided in the report from the City Clerk dated July 5, 2017.

CARRIED

4. Chief Administrative Officer – Kitchen and Yard Waste Collection

It was moved and seconded:

That the report from the CAO dated June 29, 2017 be received, and Council for the City of Port Alberni direct staff to pursue provision of a kitchen and yard waste collection service utilizing City resources, within the existing structure of solid waste collection services.

CARRIED

5. Fire Chief – Wildfire Protection

It was moved and seconded:

That the email dated June 25, 2017 from Peter Finch requesting Council provide the status of the City's action plan to reduce interface fire risk, preparation planning for interface fire events and a residential awareness plan, and report from the Fire Chief dated July 10, 2017 providing information regarding wildfire mitigation preparation for the Alberni Valley, be received and Council for the City of Port Alberni direct staff to work with the Alberni Clayoquot Regional District on mitigation for interface fires.

CARRIED

6. Current Status Report

It was moved and seconded:

That the Current Status Report be received.

CARRIED



CITY OF PORT ALBERNI

CHIEF ADMINISTRATION OFFICER'S REPORT

TO: City Council FILE

FROM: Tim Pley, CAO

COPIES TO: Davina Hartwell, City Clerk
Scott Smith, Director of Development Services
Kamruz Zaman, City Engineer
Wilf Taekema, Manager of Operations
Andrew McGifford, ACRD Manager of Environmental Services

DATE: June 29, 2017

SUBJECT: Kitchen and Yard Waste Collection

Issue:

Council has requested a report on the potential for provision of kitchen and yard waste collection service, a strategic priority of the City.

Background:

The City currently provides weekly garbage collection service. While collection of garbage is a City service, landfilling of garbage is a service provided by the Alberni-Clayoquot Regional District (ACRD). The City pays ACRD on a per ton basis for garbage collected by the City and deposited at the ACRD landfill.

In 2008 the ACRD initiated a separate service for the collection and handling of recyclables. The ACRD has contracted a third party, Sun Coast Waste, for the collection and handling of recyclables.

The ACRD operates the Alberni Valley Landfill (AVLF) under the British Columbia Waste Management Act Operational Certificate Number MR00524, issued June 29, 2004. The Ministry of Environment (MOE) regulations under which the AVLF operates have seen progressive regulations and guidelines developed to improve the emittance of methane gas from sanitary landfills in the province of BC. The standards and regulations are based on the "BC Landfill Gas Management Regulation."

Landfills are estimated to be responsible for five percent of BC's greenhouse gas (GHG) emissions due to the anaerobic decay of organic matter, which results in the production of methane. Reduction of methane emissions from landfills by reducing the landfilling of organic waste or by capturing methane from landfills for destruction or alternate use is intended to reduce BC's overall GHG emissions.

The City's Strategic Plan identifies the establishment of a kitchen waste collection system as a priority of the City. Yard waste collection is identified as a strategic initiative under goal #3, Environmental Protection.

In communities where a kitchen waste collection service is provided, yard waste collection is often included, and both materials are collected co-mingled. The yard waste is required in the processing of kitchen waste materials in order to provide the carbon in the process. Given the City's recent ban on backyard burning of yard waste, and the concern within the community of illegal dumping of yard waste, it is prudent to consider the collection of yard waste at the same time that kitchen waste collection is considered.

The City currently provides a weekly garbage collection service, utilizing automated-arm garbage trucks. The City's two garbage trucks are due for replacement in 2017. Depending on the City's direction with regard to the collection of kitchen and yard waste, there is potential, and the timing is opportune, for the City to consider replacing the City's two garbage trucks with two "split body" automated-arm trucks, thus enabling the City to collect kitchen and yard waste as well as garbage in two separate compartments at the same time.

In some other communities where a weekly kitchen waste collection service is provided up to 40% of total garbage has been diverted from the landfill into recycling, and there has been the ability to reduce garbage collection to a bi-weekly service.

The City's solid waste collection program is funded primarily through user fees, and to a lesser extent through taxation. By 2021 the service will be fully funded by user fees.

Discussion:

Regardless of the City's interest in establishing a kitchen waste collection service, the ACRD is likely to require in the near future that organic waste be separated from garbage for both to be accepted at its landfill. In other words, the ACRD landfill would not accept garbage that contained organics. Therefore it is timely that the City considers how kitchen waste will be separated and collected from household garbage generated within the City.

Service Provision: The City's Collective Agreement with CUPE, the union representing City employees, may have influence on how and by whom a kitchen and yard waste collection service is provided.

If a kitchen and yard waste collection service is provided, based on the experiences of other municipalities there would be potential for the City to reduce garbage collection from weekly to bi-weekly.

If a kitchen and yard waste collection service is provided by the ACRD or a contractor, and if garbage collection was reduced to a bi-weekly service, there is potential that the City could reduce the garbage truck fleet from two to one vehicle, and there is potential that there could be an associated staffing reduction. As noted above, the current Collective Agreement might come into play in this scenario.

If a kitchen and yard waste collection service is provided, and that service is provided by City resources, that service could be provided with minimal increases in staffing provided that split bodied trucks were used and garbage collection was reduced to a bi-weekly service.

There is potential that a City-provided kitchen and yard waste collection service and bi-weekly garbage collection service could enable the City to explore entering into an agreement with the ACRD for the City to take over collection of recyclables with little associated increased costs. This option would require further exploration.

Financial Factors: If a kitchen and yard waste collection service is provided by City-resources, it is anticipated that tipping fees would remain relatively the same (ACRD would charge similar rates for organics as garbage). There would be a relatively small increase in the capital costs of replacing the City's two garbage trucks resulting from the split body design. That increase could be accommodated within the City's ERRF.

There is potential that the added service would result in an increase in staff time required for three reasons;

- it would take longer to collect from two bins per household than one bin
- there would be more trips to the landfill if one side of the truck filled to capacity sooner than the other
- it would take longer to dump two products at the landfill than one, including the requirement to weigh the truck one extra time per trip.

A kitchen and yard waste collection service would require an additional bin to be provided for each household. The estimated cost of providing and delivering a 240 liter organics bin to each residence in Port Alberni is \$200. The initial purchase cost of bins could come from a one-time charge to solid waste collection service fees of \$200 per household. The future replacement cost of bins would be amortized over an expected lifespan of 10 years, resulting in an annual increase to solid waste collection fees of \$20 per household.

Average residential solid waste collection fees are expected to rise \$16.77 from \$106.93 (2016) to \$123.70 (2018) based on ACRD tipping fees increasing from \$95/ton to \$120/ton. Solid waste collection fees will increase a further 4% by 2021 due to solid waste collection services being offset fully by user fees by 2021.

Summarizing the above, the addition of a kitchen and yard waste collection service provided by City resources is estimated to result in an increase in residential solid waste collection fees beyond that already expected. In 2021 solid waste collection service costs to the average household are anticipated to be \$ 128.23 (16% increase over 2017) without a kitchen and yard waste collection service, plus any additional tipping fee charges that arise associated to capital investments at the ACRD landfill. The addition of a kitchen and yard waste collection service is projected to result in a one-time charge of \$200 per household in 2018, and an increase in solid waste collection service fees by \$20 per year through 2021 (18% increase over 2017).

The cost projections noted above are estimates. Because tipping fees are a significant driver of costs, solid waste collection service fees could increase further beyond the control of the City if ACRD increases tipping fees at the Alberni Valley landfill in future years. The potential requirement that ACRD install a methane capture system at the Alberni Valley landfill could result in significant further increases to tipping fees.

Should a kitchen and yard waste collection service be provided using contractors rather than City-resources, the cost to users is expected to be at least similar to the costs of the City delivering that service.

There are aspects to kitchen and yard waste collection that could potentially result in increased costs that will require further investigation, including:

1. The need for effective communication and service promotion. This is critical to the success of the program. Some other communities have increased staffing for this purpose.
2. The increase in organic tonnage resulting from yard waste. Currently there is no charge for drop off at the ACRD landfill for yard waste. A kitchen and yard waste collection service would introduce into the collection system yard waste that is currently being disposed of in other manners.

For both items noted above, the City would need to engage with ACRD to explore cost effective solutions.

Options:

Option One: Encourage the ACRD to establish a kitchen and yard waste collection program similar to the ACRD recyclable collection program, and then consider adjustments to the City's garbage collection service accordingly. This option would mirror the evolution of the ACRD's recyclable collection service. In order to provide this service the ACRD might require at least one electoral area as well as the City to be involved in the service.

On the positive side, an ACRD collection service would not conflict with the City's Collective Agreement obligations, and would be consistent with Status Report Item #7 *Review services that could be provided by different level of government or could be discontinued.*

On the negative side, an ACRD kitchen and yard waste collection program would result in a third large truck making waste collections at each residence in the City every week, which would result in a net increase in pollution, truck traffic and residential road wear. Costs for the ACRD service would be passed on to users. At this point in time there is no way to know how the cost of an ACRD-provided service would compare to a City-provided service.

The ACRD has not indicated an intention to provide a kitchen and yard waste collection service.

Option Two: Issue a Request for Proposals to gauge the potential for the City to retain a third party to collect kitchen waste and potentially yard waste within the City.

If the City directly contracted a third party to collect kitchen and yard waste, that could result in a Collective Agreement conflict, especially if such contracting out resulted in a reduction in the City's garbage collection to a bi-weekly service. Should the City pursue this issue, the City's Collective Agreement obligations in this regard should be explored more thoroughly prior to issuing an RFP.

Option Three: Provide a kitchen and yard waste collection service utilizing City resources, within the existing structure of solid waste collection services.

Providing a kitchen and yard waste collection service would result in an estimated increase in service fees that would include a one-time charge of \$200 in 2018 and an increase of \$20 per year thereafter. As noted above there might be additional costs based on factors not explored at this time such as communication/implementation costs and the introduction of significant yard waste tonnage into the collection system that would attract tipping fees.

Providing a kitchen and yard waste collection service directly with City resources would not be in conflict with the City's Collective Agreement obligations, would be consistent with the City's Strategic Plan and Status Report, would be cost effective, and would enable the City to explore bi-weekly garbage collection in the near future.

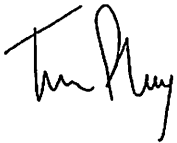
Option Four: Take no action at this time.

This option would result in the City taking a wait and see approach, and responding to external changes as and when they arise. In some cases, taking no immediate action is the best choice.

Recommendation:

Option Three is recommended.

That the report from the CAO dated June 29, 2017 be received, and Council for the City of Port Alberni direct staff to pursue provision of a kitchen and yard waste collection service utilizing City resources, within the existing structure of solid waste collection services.



Timothy Pley
Chief Administrative Officer



MEMORANDUM

To: Alberni Valley and Bamfield Service Committee
From: Mark Fortune, Airport Superintendent
Date: September 15, 2017
Subject: Update – Alberni Valley Regional Airport Expansion Project

Alberni Valley Regional Airport Runway Expansion Project

Staff, D.R. Clough consulting have reviewed the AVRA runway expansion project for sedimentation liabilities prior to the winter season. Corrective actions are in progress to reduce sedimentation discharge this winter.

Raylec contracting will begin a seeding program of the reworked runway and taxiway edges that were disturbed during the runway lighting installation. Hydro seeding will begin mid-September.

Obstacle Limitation Surfaces (OLS) survey has been conducted by SNC lavalin with the use of both onsite and LIDAR data. An OLS clearing plan should be developed by October to support the GPS approach development.

GPS design has been awarded to Direct Approach Consulting. The design for the new GPS approaches to AVRA should be with Nav Canada by December 2017.

The runway lighting system is complete and going through a testing program. Night operations will be available once OLS penetrations are removed from the runway approach surfaces.

The NW industrial road project is well underway. Weather and engineering delays have pushed the tentative completion of the project back to December 2017.

SD70 access road development has been delayed by dry weather conditions. Road construction is tentatively planned to be completed by October 1st. Once the road is completed the School house will be repositioned to its new location.