



West Coast Committee Meeting
Wednesday, December 4, 2024

Zoom/Ucluelet Council Chambers (Hybrid) – George Fraser Community Room, Ucluelet
Community Centre, 500 Matterson Drive, Ucluelet, BC
10:00 am

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/4-12-2024/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_a5tu-v70SaGYuuxViUZWNQ

PAGE #

1. CALL TO ORDER

Recognition of Territories.

Notice to attendees and delegates that this meeting is being recorded and
livestreamed to YouTube on the Regional District Website.

Introductions - Committee Members and Staff present in the Boardroom and
via Zoom.

2. APPROVAL OF AGENDA

(motion to approve, including late items requires 2/3 majority vote)

3. DECLARATIONS

(conflict of interest)

4. MINUTES

a. **West Coast Committee Meeting – September 4, 2024**

3-6

*THAT the minutes of the West Coast Committee meeting held on September 4,
2024 be adopted.*

5. PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)

a. **Samantha Hackett, Board Chair and Alex Masso, Vice Chair, West
Coast Multiplex Society presenting West Coast Multiplex Society
project update.**

- b. **Bob Hansen, Community Coordinator and Caitlin Beaudin, Community Coordinator, WildSafeBC Pacific Rim providing an overview of the 2024 season and actions for 2025.**
- c. **Seth Wright, Senior Manager Government Relations, BC Transit presenting an update on West Coast development and implementation on March 1.**

6. **CORRESPONDENCE**

7. **REQUEST FOR DECISIONS**

REQUEST FOR DECISION

- a. **Millstream Water Meter Installation** **7-10**

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the plan to install water meters in the Millstream Water System as part of the 2025-2029 Financial Plan Discussion.

8. **REPORTS**

- a. **Let's Talk Trash – What is waste? – Report and Presentation by Ingalisa Burns** **11-15**
- b. **Ex-Officio Member Updates**
 - Pacific Rim National Park Update
 - Ahousaht First Nation Update
 - Tla-o-qui-aht First Nation Update
 - Hesquiaht First Nation Update

THAT the West Coast Committee receive the verbal reports.

9. **LATE BUSINESS**

10. **QUESTION PERIOD**

Questions/Comments from the public:

- **Participating in Person in the Board Room**
- **Participating in the Zoom meeting**
- **Emailed to the ACRD at responses@acrd.bc.ca**

11. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, SEPTEMBER 4, 2024, 10:00 AM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

- MEMBERS PRESENT:** Tom Stere, Chairperson, Councillor, District of Tofino
Marilyn McEwen, Mayor, District of Ucluelet
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Kirsten Johnsen, Member of Council, Toquaht Nation
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government
Dave Tovell, Acting Park Superintendent, Pacific Rim National Park
- REGRETS:** Jim Chisholm, Administrator, Tla-o-qui-aht First Nation
John Rampanen, Chief Councillor, Ahousaht First Nation
Bob Anderson, Administrator, Hesquiaht First Nation
- STAFF PRESENT:** Jenny Brunn, General Manager of Community Services
Eddie Kunderman, Operations Manager
Heather Zenner, Manager of Administrative Services
Janice Hill, Executive Assistant
Teri Fong, Chief Financial Officer

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/4-9-2024/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:00 am.

The Chairperson recognized this meeting is being held throughout the Nuuchahnulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions – Committee Members and Staff present in the Boardroom and via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director Stere

SECONDED: Director Siga

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. **West Coast Committee Meeting Minutes – June 5, 2024**

MOVED: Director Stere

SECONDED: Director Johnsen

THAT the minutes of the West Coast Committee meeting held on June 5, 2024 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. **Seth Wright, Senior Manager, Government Relations, BC Transit regarding update on plan to introduce BC Transit service to the West Coast.**

The meeting was recessed at 10:44 am.

The meeting was reconvened at 10:46 am.

b. **Samantha Hackett, Board Chair, Alex Masso, Vice Chair, and Carrie Ho, Treasurer presenting the West Coast Multiplex Society project update.**

MOVED: Director Steer

SECONDED: Director McEwan

THAT the West Coast Committee recommend that the ACRD Board of Directors provide a letter of support for the West Coast Multiplex Society's grant application to the Green Inclusive Grant.

CARRIED

6. CORRESPONDENCE

a. **Clayoquot Biosphere Trust
2023 Annual Report and Letter**

7. REQUESTS FOR DECISIONS

a. **Request for Decision regarding West Coast Compost – Sortn'Grow**

Director Mastrangelo joined the meeting at 11:16 am.

MOVED: Director Stere

SECONDED: Director McEwan

THAT the West Coast Committee recommends that the Alberni-Clayoquot Regional District Board of Directors approve amending Bylaw R1033, West Coast Landfill Tipping Fee and Regulation, to include purchase of compost at rates of \$50 per yard, \$5 for a 20 litre Bucket and \$20 for a Sortn'Grow Bucket.

CARRIED

8. REPORTS

a. Ex-Officio Member Updates

- Pacific Rim National Park (PRNPR) Update. Working on a continued long-term lease for the maintenance operations properties at Long Beach Airport lands and also seeking Tla-o-qui-aht First Nation support. Have entered into contribution agreements with Tla-o-qui-aht and Yuułuʔiłʔatḥ for day-to-day maintenance works on the ʔapsčiiik ʔašii Multi-Use Path. Many students that worked for the PRNPR have left for the year. Still experiencing high visitation in the PRNPR. Update on Management Plan for the PRNPR. The Broken Group Islands & Long Beach Nations sections of the Management Plan are at the infancy stage (State of the Park planning stage), which is an assessment of where things are currently at. The West Coast Nations are a little bit further ahead in the drafting stage and have completed the scoping session. There will be further opportunities for public engagement on the management plan. Between April 1 – July 31, 2024 (4 months) PRNPR has received 475,999 visits:
 - 8.8% increase as compared to April-July 2023 (Cameron Lake wildfire and Hwy #4 road closure severely impacted visitation in June and partially impacted visitation in July and August).
 - 1.2% increase as compared to April-July 2022
 - 11.3% increase as compared to April-July 2021 (April 23 - June 14, 2021 Stricter travel restrictions for non-essential travel in B.C. are in place based on health regions).
 - 116.0% increase as compared to April-July 2020 (PRNPR was closed to visitors in April and May 2020 due to Covid-19 measures).
 - 4.5% increase as compared to April-July 2019 (2019 was the last “normal” year to compare to).
- Ahousaht First Nation Update – No update.
- Tla-o-qui-aht First Nation Update – No update.
- Hesquiaht First Nation Update – No update.

MOVED: Director Stere

SECONDED: Director McEwen

THAT the West Coast Committee receive the verbal reports.

CARRIED

9. LATE BUSINESS

10. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

11. ADJOURN

The meeting was adjourned at 11:27 am.

CARRIED

Certified Correct:

Tom Stere,
Chairperson

Heather Zenner,
Manager of Administrative Services



To: West Coast Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: December 4, 2024
Subject: Millstream Water System Water Meter Installation

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the plan to install water meters in the Millstream Water System as part of the 2025-2029 Financial Plan Discussion.

Desired Outcome:

The goal of the water meter installation in the Millstream Water System (MWS) is to improve water system management through accurate usage data, encouraging conservation, enabling fair billing practices, and detect and reduce leaks resulting in reduced operating costs and ultimately aligning with the goal of water sustainability.

Summary:

The water meter installation project includes a structured plan for meter installation, with communications to the community, a financial plan outlining project costs for the meters, installation and maintenance and a new billing structure that will be proposed for the future. The new billing structure will be moving from a flat-rate to a base flat-rate plus consumption-based billing, which allows for a more equitable user-pay structure. Environmental benefits of the project include reduced water demand, reduced operational costs resulting from leak reduction and the conservation of local water resources. The project will have long-term environmental, financial and operational advantages.

Background:

The primary benefit of installing the water meters within the MWS would be in the improved ease in leak detection that operations staff would see. Currently, if a leak is suspected within the system, we either have to search for it, which has proved difficult, or wait until it makes itself known. This can lead to longer periods of increased water consumption and increased costs. We are spending a lot of staff time currently chasing leaks. The MWS is also older, and the infrastructure records are not reliable, which means we don't have the locations of all the service connections and shutoffs. The installation of meters would allow us to pinpoint leaks more accurately, and we would also have accurate records

for our asset management infrastructure. Another benefit of installing water meters is that they usually foster better water conservation within a system, as users naturally become more aware of their consumption. As the awareness and the more accurate data on consumption grows, users typically end up using less water which has a positive overall impact on the system.

Water meters also allow for more equitable distribution of costs amongst a system's users, as those that use more water typically pay higher for their use. Most systems use a flat fixed rate that all users pay, and then any water consumption beyond a certain set benchmark sees additional fees per cubic metre.

The MWS currently has 43 connections within the system, with 7 of those connections containing an additional use on the existing connection. Typically, the MWS sees monthly peaks around 1600 m³ in July; however, due to a suspected leak within the system that cannot be located, every month since April has seen higher consumption than the typical highest consumption month. Annual revenue from water bills is \$56,000 for the system, and no revenue is currently received for the water system for parcel taxes. Due to historically lower operating costs for the system, we can contribute between \$20,000 and \$30,000 annually to the capital fund and entering 2025 the capital fund is projected to have a balance of \$175,000.

Operationally, the MWS underwent an upgrade in 2022 that saw UV treatment added to the chlorination for the system. Staff have been working towards the installation of a callout system that will remotely alert staff when there are operational inconsistencies, which will be installed in early 2025. As previously mentioned, aging and poorly mapped infrastructure makes locating and containing leaks troublesome. Several of the shutoffs are difficult to find, and there are several older valves that make operations difficult. The system also contains a lot of what is known as blue tough tube that is a cross between polyethylene B and low-pressure polyethylene. This type of pipe is very brittle and cracks extremely easy when it is moved or touched after being in ground for many years. It was commonly used in the 80's and 90's and due to its brittleness is not used anymore; however, there are a few services that have this pipe running from the service to the watermain. There is a risk that this line will break when water meters are installed. The costs of those potential repairs will also be factored in the total overall budget for the project. The MWS has an emergency connection to the District of Ucluelet watermain that can be accessed when needed to ensure continued water supply in the event of an emergency.

Staff have worked to outline the costs of materials for the meter installation project and will issue an RFP for contracting out the installation of the meters within the MWS. The plan is to use Kamstrup meters and the same meter reading technology in place for the Beaver Creek Water System (BCWS). Using the same meter technology across ACRD water systems improves operational response and efficiencies from familiarity as well as cost savings from economies of scale.

Staff will create a detailed communications plan to notify the MWS users of this change, and the benefits. The water billing structure will remain in place for the first year, so we can get an accurate sample of the water consumption per connection. After a year, staff will look at altering this structure; potentially moving to a lower flat charge and adding a \$/m³ charge for consumption similar to metered rate structures in place in BCWS and the Bamfield Water System. This helps ensure equitable billing practices in those that are using the most water are paying the most for the system, and helps in overall water conservation. The ACRD utilizes a leak repayment policy within the Bamfield and Beaver Creek water systems, and MWS users will also have access to this policy once the meters are installed. This will all be outlined within the communications plan to the system users.

The long-term sustainability of water is a prime concern as we adapt to climate change. The installation of meters within the MWS is a large step towards the improvement of water conservation for Millstream, and an even bigger step towards ensuring the sustainability of the water system. Long-term it will lead to reduced operating costs, reduced maintenance costs and a reduction in emergency repairs within the system. We will continue to monitor water consumption before and after, to report the differences in water consumption that are seen with meters in place. There will also be a significant reduction in unaccounted water loss, which has both economical and environmental benefits.

Time Requirements – Staff & Elected Officials:

Finance: 50 hours (estimate) for the administering of the RFP for the project, the eventual implementation of a new rate structure, invoice processing and budget monitoring.

Communications: 20 hours for development and implementation of the communications plan to MWS users.

Operations: 100 hours for creation of the detailed installation plan, assistance in RFP creation, installation oversight and data monitoring.

Financial:

Meter Installation:

Parts for the installation of the water meters will cost between \$50,000 and \$60,000, depending on the ability to access bulk pricing. Staff will begin investigating in more detail the potential bulk purchasing savings available with the approval of the plan. The potential of the previously mentioned “blue tough tube” cracking will likely cost approximately \$700 per service line where it is necessary to replace this material. Several services have already had this material replaced. The maximum we would see in parts for this material is \$30,000, but it is more likely this will be around \$15,000-\$20,000. Time for machinery and other construction materials will be negotiated, but high-level estimates have this portion of the project costing around \$20,000. This includes crush back fill, machinery and flaggers. Overall project budget is estimated to be \$150,000.

Billing Structure:

Currently, MWS users pay \$280/quarter for the first single family residential connection to their property and an additional \$280/quarter for each additional use on the same lot. Staff are currently reviewing these rates, as they have been at this amount since July 2022. It is likely that a rate increase will be recommended by staff to take place in April 2025, independent of the meter installation.

For the first year of the meters being in place, the water rate structure will remain unchanged. Staff will use this time to monitor consumption and determine a suitable rate structure. It is likely that a fixed flat rate charge will be included at a lower than current rate and then users will pay more depending on how much water they consume.

This project will be funded by money already within the capital budget. The 2024-28 financial plan contained a \$100,000 allotment towards water system upgrades with the MWS capital fund in 2025. We will be looking to increase that budgeted amount to \$150,000.

Strategic Plan Implications:

Strategy 2.3 of the strategic plan speaks to Infrastructure climate resiliency and water systems.

Policy or Legislation:

Bylaw No. 762 gives the ACRD the ability to establish a local service to provide water supply, treatment, conveyance, storage and distribution system within Electoral Area "C" Long Beach.

Options Considered:

While staff recommend the West Coast Committee recommend that the Board of Directors approve the meter installation plan for the MWS, there are options that do exist if the committee is not comfortable. These include delaying the installation or choosing to not move forward with the meter installation at all. Staff can look towards other methods of ensuring the long-term sustainability of the service if this is the route that the committee would prefer.

Submitted by: *Jenny Brunn*
Jenny Brunn, General Manager of Community Services

Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer

SORT'N GO

EDUCATION & COMMUNICATIONS :

RECOMMENDATIONS

LET'S TALK **trash**

what is waste?

SEPTEMBER 2024

Overview

In the first 6 months of delivering Sort'nGo education and communications for the ACRD, Let's Talk Trash has observed what forms of outreach appear most effective. In this report, we aim to highlight those and offer recommendations for going forward. Please refer to the Semi-Annual Review for a detailed summary of services provided February – August 2024. LTT recognizes that the ACRD are updating their SWMP and that we may be directed to focus on particular sectors not addressed specifically in the recommendations below.

Vacation & Short Term Rentals (West Coast)

At the end of October, there will be an engagement session for owners of small vacation rentals & property managers. This event will bring together the ACRD, Surfrider and the Chamber of Commerce. The goal is to highlight a few rentals that are making strides in waste reduction and offer best practices for waste management for this sector. The timing of the engagement is synergistic for the ACRD, who will present both on Sort'nGo for businesses as well as cover SWMP outreach. The in-person event will also be recorded for those unable to attend, who can then tune in later at their convenience. ACRD staff will be present and Let's Talk Trash (LTT) available for support, if needed.

For this engagement session, we recommend staff set up an example of a home recycling system for vacation rentals, complete with stickers of accepted materials on each bin. Previously developed graphics can be slightly altered and printed for this purpose. Fridge magnets of Sort'nGo accepted materials for organics and recycling, already created by ACRD Sort'nGo, will be a useful resource to offer in person attendees, as well.

Further recommended outreach for the tourism sector:

- Publications in the Tofino Times. We have reached out several times to the magazine and not had a response.
- Revisiting creating a display area for Sort'nGo brochures at the WC tourism centres.
- Revisiting creating a Sort'nGo wall decal for the Tofino airport to set the tone for respecting the place visitors are coming to enjoy.
- Tagging the chamber/tourism offices on relevant Sort'nGo posts.

Tuff Radio

Monthly interviews (highlighting people involved in waste management from all angles) and occasional ads should be continued. Tuff's audience is wide reaching and Sort'nGo spot topics/guests can cater to WC concerns. Station managers are inevitably becoming more informed about Sort'nGo and as such, community champions.

Using children's voices to share Sort'nGo messaging (ads) kept them fresh and ideally had listeners consider the generations they are affecting by their choices now. This tactic could be repeated.

If budget allows, we recommend placement of ads on the Peak as well, to reach the Alberni Valley audience.

SD 70

LTT plans to present in person at the November 18th ProD day in the ACRD. The previous presentation to SD70 was online earlier this year and did not have the hoped-for reach or active engagement. Resources offered will include: Sort'nGo services for schools, waste-related field trips, classroom lesson resources, and school-wide waste reduction campaign ideas.

That said, the most effective access to SD 70 could be through students in the Work Experience program. LTT recommends reaching out to the teacher responsible for WE placements and offering training for students to allow them to:

- support/replace community champions for tabling for Sort'nGo at events
- visit elementary schools with the bean bag game and other educational tools.
- Distribute educational Sort'nGo posters (already created) and conduct school waste audits.

Because organics are a significant portion of SD70's waste stream, LTT recommends promoting the West Coast haulers for organics that have already been identified. Haulers for AV organics from schools could also be identified.

Community Awareness

LTT recommends focused outreach to:

- Landfill / Depot staff – ACRD has directed LTT to arrange for an in-person refresher on Recycle BC materials and FAQs for AV Sort'nGo Centre/Landfill and 3rd Avenue Sort'nGo depot staff in November.
- First Nations
 - LTT is working with an Opitsaht resident passionate about waste education. We intend to be a continuing support for their new program going forward.
 - Continuing to produce monthly content for the Tla-o-qui-aht newsletter.
 - Hash tagging nations on social media posts.
 - Updating brochures to include dialect of remaining language groups who would appreciate this.
 - Short video reels to support education. 'Aunty, chip bags don't go in the garbage.' Ideally, these would be made by a nation for the nation with the guidance of LTT.
 - In person visits / training up of champions through IZWTAG & LTT.
- Newcomers could be reached through the Neighbourhood Welcome package. Either by adding the newly updated ACRD Sort'nGo Welcome Guides and/or placing a pamphlet with the Sort'nGo app information would, no doubt, be appreciated by those moving to the ACRD.
- Households identified by Prairie Robotics as creating contamination. The postcard system is an efficient way to correct misunderstandings and keep residents accountable. PR will be expanding to recycling soon and LTT recommends education campaigns based on findings.
 - Depending on PR's success, LTT recommends its expansion into the AV when practical.

Other educational tools include:

- Sort'nGo App
 - This has wide uptake and should continue to be promoted. The Sort It function is less known than the notification for pick up and could be highlighted more.

Community Awareness (cont...)

- Recollect Campaigns
 - LTT is not aware how often Recollect (aka Sort'nGo App) is used for campaigns. This does need to be used with caution, so that residents do not tire of notifications or turn them off. Nevertheless, it is far-reaching.
- Information Tables
 - Sort'nGo's presence has expanded at events in the ACRD with the addition of LTT (Whale Fest & Fall Fair) and community champions (Ukee Days, Farmer's Markets, World Ocean's Day, Port Day, Summer Kick Off). These event offer the public the opportunity to ask questions, offer feedback on services and receive key updates.
 - We recommend each event have a specific engagement focus, ie: setting up a home recycling system, signing up for the app, learning the difference between curbside and depot recycling for Recycle BC materials.
 - It is important to have booth hosts report back on number of engagements, questions asked, comments made, and their recommendations.
 - Some events are not well suited for engagement and could be skipped, leaving more Community Champion budget for other forms of engagement, such as classroom/community group presentations and postering. LTT can discuss with staff which events are best for Sort'nGo presence. and which events are best attended by LTT or delegated out to community champions.
 - Expanding into new locations and event types is recommended, eg: hockey game, shopping mall, First Nations community gatherings as appropriate. This will allow ACRD to reach a different segment of the population.

Educational Resources

Sort'nGo has a well-developed educational toolkit including brochures, info graphics, tabling materials, and pamphlets. Distributing these to relevant audiences would make better use of them. Though some resources are outdated, many can be updated.

That said, a few additional resources would be helpful, including:

- Poster for tabling - items accepted in curbside vs at depots (Recycle BC)
- Stickers for recycling / organics bins for:
 - indoor household set ups
 - indoor at a small vacation rental
 - outdoor on multi-family (over 4 units) opting to have private collection (this will assist strata with directing residents to the correct bin for different material types)
- Short educational videos/reels. LTT could search for pre-existing materials that would be relevant to ACRD residents.

Zero Waste Event Resources

The ACRD does not currently have resources for supporting residents to host Zero Waste events (big or small). LTT recommends creating some guidelines and basic signage to assist event coordinators with reducing waste. Suggested resources:

- Signage for collection bins
- Signs announcing the event is aiming for waste reduction
- Mentoring of coordinators
- Guidelines for event vendors (single use packaging compliant with ACRD system)
- Assisting ACRD in acquiring more Refundables collection bins (available free of charge from ReturnIt).