



Alberni-Clayoquot Regional District

ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING WEDNESDAY, MAY 6, 2020, 10:00 AM

Due to COVID-19, the meeting will be held via Zoom Video Conferencing and will be livestreamed on the ACRD website at <https://www.acrd.bc.ca/>

AGENDA

- | | PAGE # |
|--|--------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of 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 March 3, 2020 | 4-6 |
| <i>THAT the minutes of the Alberni Valley & Bamfield Committee meeting held on March 3, 2020 be adopted.</i> | |
| 4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)</u> | |
| a. Myrna Moore, Senior Manager, Government Relations, Melissa Coates, Transit Planning Coordinator, BC Transit regarding Alberni Valley Electoral Area Transit Feasibility Study | |
| 5. <u>REQUEST FOR DECISIONS & BYLAWS</u> | |
| a. REQUEST FOR DECISION | 7-11 |
| Alberni Valley Regional Airport Advisory Committee – Amendment to Terms of Reference & Appointment | |
| <i>THAT the Alberni Valley and Bamfield Services Committee recommend the Alberni-Clayoquot Regional District Board of Directors approve an amendment to the terms of reference for the Alberni Valley Regional Airport Advisory Committee to include a representation from the Uchucklesaht Tribe Government on the Committee.</i> | |
| <i>THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors appoint Director Wilfred</i> | |

- iii. *90 (1) (j) of the Community Charter: information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- iv. *90 (2) (b) of the of the Community Charter: the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

9. QUESTION PERIOD

Questions/Comments from the Public can be emailed to the ACRD at responses@acrd.bc.ca and will be read out by the Corporate Officer.

10. RECOMMENDATIONS FROM IN-CAMERA

11. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON MARCH 3, 2020, 10:00 AM

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

DIRECTORS John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)

PRESENT: Bob Beckett, Director, Electoral Area "A" (Bamfield)
Tanya Shannon, Director, Electoral Area "B" (Beaufort)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
John Jack, Councillor, Huu-ay-aht First Nation (via phone)

REGRETS: Sharie Minions, Mayor, City of Port Alberni
Debbie Haggard, Councillor, City of Port Alberni
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning and Development
Rob Williams, General Manager of Environmental Services
Wendy Thomson, General Manager of Administrative Services
Tricia Bryant, Asset Management Coordinator
Jenny Brunn, Manager of Operations

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:03 am.

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

2. APPROVAL OF AGENDA

MOVED: Director Shannon

SECONDED: Director Cote

THAT the agenda be approved as circulated with the addition of the following late item: 4 (a) James Christie, CEO, West Bamfield Community Assets Ltd. Regarding Bamfield Dock Proposal

CARRIED

3. RECEIVING OF MINUTES

a. **Alberni Valley & Bamfield Services Committee Minutes – January 15, 2020**

MOVED: Director Beckett
SECONDED: Director Shannon

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on January 15, 2020 be received.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

a. James Christie, CEO, West Bamfield Community Assets Ltd. – Bamfield Dock Proposal

Mr. Christie provided an overview of his proposal to take over the west Bamfield Dock facility from Transport Canada. He believes this project can be self sufficient and profitable with limited or no risk to Regional District tax payers. Mr. Christie advised he has a lot of community support from the west side and a letter of support from the Huu-ay-aht First Nation. Mr. Christie provided an overview of the benefits of his proposal including expanding the facility and expanding garbage and recycling services.

b. Jenny Brunn, Manager of Operations – How the logistics and finances of recycling works.

Ms. Brunn provided a presentation on recycling logistics and finances.

5. CORRESPONDENCE

6. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Alberni Valley Regional Airport Asset Management Plan Version 1

The Asset Management Coordinator presented version 1 of the Alberni Valley Regional Airport Asset Management Plan.

MOVED: Director Beckett
SECONDED: Director Cote

THAT the Alberni Valley and Bamfield Services Committee recommend the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni Valley Regional Airport Asset Management Plan Version 1.

CARRIED

7. REPORTS

8. **LATE BUSINESS**

9. **ADJOURN**

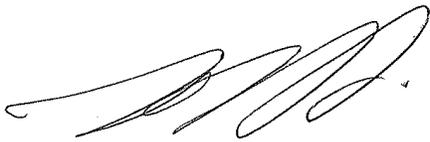
MOVED: Director Shannon

SECONDED: Director Beckett

THAT the meeting be adjourned at 11:26 am.

CARRIED

Certified Correct:



John McNabb,
Chairperson



Wendy Thomson,
General Manager of Administrative Services



REQUEST FOR DECISION

To: Alberni Valley & Bamfield Services Committee

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: May 6, 2020

Subject: AV Regional Airport Advisory Committee - Amendment to Terms of Reference & Appointment

Recommendation:

THAT the Alberni Valley and Bamfield Services Committee recommend the Alberni-Clayoquot Regional District Board of Directors approve an amendment to the terms of reference for the Alberni Valley Regional Airport Advisory Committee to include a representation from the Uchucklesaht Tribe Government on the Committee.

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors appoint Director Wilfred Cootes to the Alberni Valley Regional Airport Advisory Committee for a two year term.

Desired Outcome:

To expand membership on the Alberni Valley Regional Airport (AVRA) Advisory Committee to include the Uchucklesaht Tribe Government.

Background:

In February 2020, the Alberni-Clayoquot Regional District (ACRD) received a request from the Uchucklesaht Tribe Government to join the AVRA service. The ACRD Board of Directors adopted an amending bylaw (Bylaw 791-3) at their regular meeting on April 22, 2020, amending the boundaries of the AVRA service to include the Uchucklesaht Tribe Government as a full participating member of the service.

The AVRA Advisory Committee was established by the ACRD Board of Directors in 2018 to facilitate participation from local government, business and community interests within the Alberni Valley on matters associated with the development Alberni Valley Regional Airport. A copy of the Committee Terms of Reference is attached to this report.

Regional District staff recommend that membership on the Committee be expanded to include a representative from the Uchucklesaht Tribe Government and Directors Cootes be appointed as the representative. Director Cootes has expressed an interest in sitting on this Committee.

As per the AVRA Advisory Committee terms of reference, appointments to the AVRA Advisory Committee are upon recommendation from the Alberni Valley and Bamfield Services Committee to the ACRD Board of Directors. In addition, approval by the ACRD Board of Directors is required for an amendment to the Committee terms of reference.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

Directors remuneration for attendance at Committee meetings is paid through General Government Administration.

Policy or Legislation:

Local Government Act applies.

Submitted by: 
Wendy Thomson, General Manager of Administrative Services

Approved by: 
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



Alberni-Clayoquot Regional District

Terms of Reference Alberni Valley Regional Airport Advisory Committee

Introduction

The Alberni-Clayoquot Regional District has formed the Alberni Valley Regional Airport Advisory Committee to facilitate participation from local government, business and community interests within the Alberni Valley on matters associated with the development of the Alberni Valley Regional Airport.

The Airport Advisory Committee is a standing committee of the ACRD and reports directly to the Alberni Valley & Bamfield Services Committee.

Definitions

ACRD means the Alberni-Clayoquot Regional District.

Airport means the Alberni Valley Regional Airport.

AVBSC means the Alberni Valley & Bamfield Services Committee, a standing committee of the ACRD with representation from the City of Port Alberni, Uchucklesaht Tribe Government, Huu-ay-aht First Nation and Electoral Areas “A” (Bamfield), “B” (Beaufort), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek).

Board means the Alberni-Clayoquot Regional District Board of Directors.

Committee means the Alberni Valley Regional Airport Advisory Committee.

Objective

The Committee reviews, reports and advises the AVBSC on matters concerning the long term development of the Airport.

Scope of Work

To achieve this objective, the Committee will review and advise on the following:

- a. Promoting and marketing the Airport
- b. Encouraging the development of improved air services to the region

- c. Review and make recommendations on identified Airport matters as requested by the AVBSC
- d. Gather and provide community input with respect to Airport plans and activities impacting the community
- e. Review and provide input on issues impacting the Airport and Airport lands
- f. Advise on matters relating to Airport services such as; development planning, economic development, operations, maintenance and safety.

Membership

In order to provide representation from all areas served by the Airport, as well as business and community interests, membership of the Committee is as follows:

- a. One (1) member nominated from the Tseshaht First Nation
- b. One (1) member nominated from the Hupacasath First Nation
- c. One (1) member nominated from the Alberni Valley Chamber of Commerce
- d. One (1) member nominated from the Port Alberni Port Authority
- e. Two (2) members at-large representing the business community in the Alberni Valley nominated by the AVBSC
- f. One (1) ACRD Director from the City of Port Alberni nominated by the AVBSC
- g. One (1) ACRD Director from the Alberni Valley Electoral Areas (Beaufort, Sproat Lake, Beaver Creek, Cherry Creek) nominated by the AVBSC.
- h. One (1) Member at Large representing electoral area "D" (Sproat Lake)

Appointment and Term

Upon recommendation from the AVBSC, members shall be appointed by the ACRD Board of Directors for a two-year term.

Upon recommendation of the AVBSC, the ACRD Board may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.

Upon recommendation from the AVBSC, Members may stand for re-appointment by the ACRD Board at the conclusion of their term.

Non ACRD members of the Committee serve without remuneration.

In the event of a vacancy occurring during the regular term of office, the vacancy may be filled for the remainder of the term by an alternate nominated by the AVBSC and approved by the ACRD Board of Directors.

Chair

The Committee shall, at its first inaugural meeting annually, elect a Chairperson from amongst its members.

Meeting Procedures

The meetings of the Committee shall be called by the Committee Chairperson and shall be held quarterly on the day and time agreed to by the Committee members.

The Chair of the Committee may call a special meeting of the Committee.

A majority of the Committee members shall represent a quorum, one of whom must be a Director of the ACRD Board.

Meetings of the Committee shall be conducted and held in accordance with the ACRD's Procedures Bylaw.

ACRD staff will provide support to the Committee including preparing agendas and reports, recording minutes of all meetings and ensuring Committee agendas, minutes, etc. are forwarded electronically for circulation to all members.

Reporting

Committee recommendations must be adopted by the Committee by way of motions, prior to presentation for consideration by the AVBSC.

The Committee will provide a status report to the AVBSC following each meeting.

The AVBSC will report to the ACRD Board annually on the activities of the Committee.

Regional District staff will provide advice and professional assistance to the Committee including drafting correspondence and reports.

Approved by the AVBSC:	September 20, 2018
Approved by the ACRD Board:	September 26, 2018
Revised by the Board	December 12, 2018



REQUEST FOR DECISION

To: Alberni Valley & Bamfield Services Committee
From: Rob Williams, General Manager of Environmental Services
Meeting Date: May 6, 2020
Subject: Alberni Valley Electoral Area Transit Feasibility Study

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend to the ACRD Board of Directors to direct staff to work with BC Transit to include a new Sproat Lake to Walmart transit route in the 3 year Transit Improvement Plan for further consideration.

Desired Outcome:

That the ACRD confirm the direction with the Alberni Valley Area Feasibility Study.

Background:

BC Transit presented a draft Alberni Valley Electoral Area Feasibility Study to the Alberni Valley & Bamfield Services Committee at their May 29, 2019 meeting. The plan was received by the Committee and made the following recommendation that was supported by the Board at their June 12, 2019 meeting:

THAT the ACRD Board of Directors approve BC Transit to proceed with phase two of the ACRD Electoral Area Transit Feasibility Study and engage the local public, First Nations, and School District No. 70 on draft service options.

BC Transit has completed phase two of the study including local engagement on the draft service options. The attached Phase 2 Feasibility Study highlights the results of the public engagement and provides a proposed recommendation. BC Transit staff will be joining this meeting to present the Phase 2 Study and answer any questions the Committee may have. The recommended service option is a new rural transit route that would operate between Sproat Lake and Walmart servicing stops in-between including the Tseshaht Market. The following benefits are noted with this option:

- Provides an introductory service to establish ridership
- Provides access to recreational opportunities, shopping, health care, jobs and education
- Connections are available to Route 2 in the Port Alberni Transit System to access other areas of Port Alberni
- Service could be implemented in 2023
- Service could be operated out of the existing Port Alberni Transit Facility

ACRD staff are recommending that a commitment be made to BC Transit through the development of their Transit Improvement Plan (TIP) if the Committee and Board would like to proceed with this transit service expansion. Moving ahead with the TIP is an agreement in-principle and does not hold the ACRD to any financial obligations at this time.

Formal commitment would not be required until closer to the proposed implementation year, 2022/23.

Time Requirements – Staff & Elected Officials:

Several hours of staff will be required in order to continue to advance this initiative. A significant amount of staff time will be needed to implement this service, including planning, determination of governance and cost sharing.

Financial:

Based on current available information, BC Transit estimates that the high-level ACRD annual share of cost for this new service would be \$119,000. This is based on a number of assumptions that are subject to finalization.

Policy or Legislation:

Further research is required to determine how the governance may function for this new service. Confirming service participants is a key factor.

Options Considered:

Defer this initiative to a later date.



Submitted by:

Rob Williams, MSc, General Manager of Environmental Services



Approved by:

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



Alberni-Clayoquot Regional District Electoral Area Feasibility Study

Phase 2

April 2020



Alberni-Clayoquot
Regional District



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1.0 Introduction

In 2012, a BC Transit Service Review¹ was conducted for the Port Alberni Conventional Transit and the Alberni-Clayoquot Custom Transit System. Future actions included the introduction of transit service to Tseshaht Market, Cherry Creek, Beaver Creek, and Sproat Lake. In 2019, a feasibility study was initiated for the Electoral Areas in the Alberni Valley. The report for Phase 1 of the Alberni-Clayoquot Regional District Electoral Area Feasibility Study (see Appendix A) was presented to the Alberni Valley & Bamfield Services Committee on May 29th, 2019, and the Committee directed BC Transit and Regional District Staff to proceed with Phase 2 of the study.

Phase 2 of the Feasibility Study included a public engagement process to seek feedback on service options presented in Phase 1. Public feedback was used to inform updated service options for Phase 2. This report details two service options and next steps for each option. A recommendation is provided for the Alberni Valley & Bamfield Services Committee to proceed with implementation.

2.0 Public Engagement Summary

Public engagement was carried out in October 2019. This included events developed for different audiences, various tools to solicit input and feedback and opportunities for one-on-one conversation with project staff. Engagement is critical in providing transit staff with insights into community priorities and needs to be able to enable the shaping of service.

In total, 32 people participated in the consultation. This number provides a considerable sample given the sizes of the communities involved and their dispersed nature.



Online Survey

21 people



Open House

7 people



Targeted Engagement

4 people

Challenges and Opportunities:

- Desire for service to connect to Redford Exchange
- Desire for connections to specific destinations including Sproat Lake Landing, Sproat Lake along Faber Road and Stirling Arm Drive, Nuuchah-Nulth Tribal Council Office and Haahuupayak School

Outcomes:

- The Beaver Creek – Cherry Creek service option was removed from consideration for Phase 2 as the strongest desire indicated through the engagement process was to connect to Sproat Lake

¹ Port Alberni/Clayoquot Transit System Service Review. (2012).
<https://www.bctransit.com/documents/1507213418598>

- An additional service option was created, connecting Sproat Lake to Redford Exchange

Key Destinations:

The following locations were identified as desirable stops:

- Somass Hall
- Clinics, doctor's offices, and the hospital
- Grocery stores
- Haahuupayak School;
- Nuu-chah-nulth Tribal Council office
- Tseshah Market
- Sproat Lake Landing
- Faber Road and Stirling Arm Drive

See Appendix B for the full Public Engagement Summary.

3.0 Service Options

The following provides an overview of the two proposed service options. These options have been amended from Phase 1 based on feedback from the October 2019 public engagement.

3.1 Option 1: Sproat Lake to Walmart

The routing connecting Walmart to Sproat Lake Market is shown below. The two-way trip length is approximately 30 km with a cycle time² of 50 minutes. The first trip would depart from Walmart, stopping at Tseshah First Nation and Tseshah Market and terminate at Sproat Lake.

² Cycle time is the total time to complete a route, including travel time and recovery time.

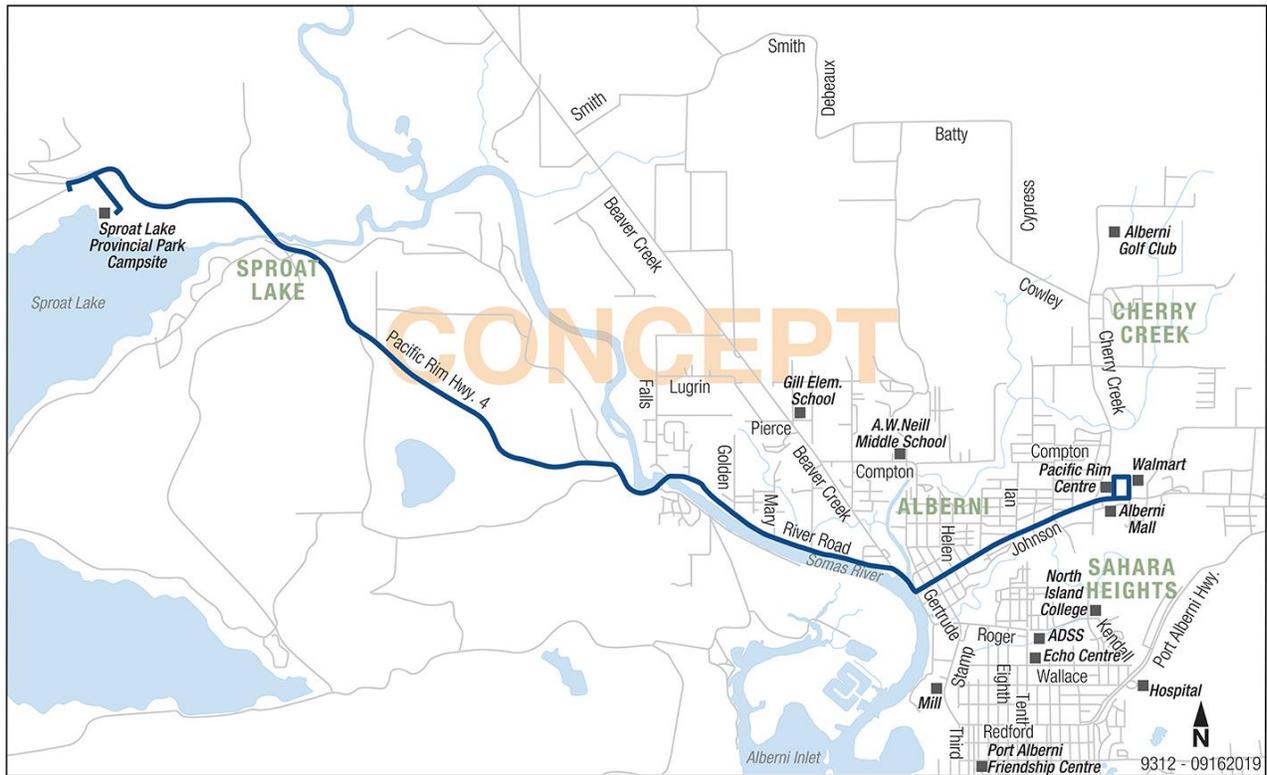


Figure 1: Sproat Lake to Walmart routing

Proposed Span of Service

First trip	Last trip	First trip	Last trip
From Walmart to Sproat Lake		From Sproat Lake to Walmart	
8:00 am	4:00 pm	8:30 am	4:30 pm

Proposed Service Frequency, Approximate headways between trips

Route Segment	All Day
	Walmart ↔ Sproat Lake
Sproat Lake ↔ Walmart	240 min

Estimated Resources*

Buses Required	Annual Hours	Trip Duration	Estimated Rides per service hour	Round Trips per Day	Estimated Annual Ridership	Estimated Total Annual Cost	Estimated Local Share Cost
1 bus, 1 spare	1,000	50 min	3	3	3,115	\$177,799.10	\$118,953.74

* Estimated resources provide high-level cost estimates based on 2019 figures

Benefits:

- Provides an introductory service to establish ridership
- Provides access to recreational opportunities, shopping, health care, jobs and education
- Connections are available to Route 2 in the Port Alberni Transit System to access other areas of Port Alberni
- Service could be implemented in 2023
- Service could be operated out of the existing Port Alberni Transit Facility

Considerations:

- Would require the introduction of a new community bus in the ACRD, this includes establishing a new budget under the existing Annual Operating Agreement
- Does not directly connect to downtown Port Alberni
- This service would not be integrated with the Port Alberni Transit System
- Additional fare would be required to use the Port Alberni Transit System
- The introduction of this option requires two buses. The Port Alberni Transit facility is currently at capacity for bus storage. BC Transit and the operator would need to explore arrangements for the additional vehicle storage

3.2 Option 2: Sproat Lake to Redford Exchange

The routing connecting Sproat Lake to Redford Exchange is shown below. This service would be integrated with the Port Alberni Transit System. The two-way trip length is approximately 30 km with a cycle time of 50 minutes. The first trip would depart from Redford Exchange, stopping at Tseshaht First Nation and Tseshaht Market and terminate at Sproat Lake.

Given the similar trip length and cycle to Option 1 the service costs would likely be similar to option 2 however, capacity at the Redford Exchange would need to be expanded adding an additional infrastructure cost. The infrastructure cost is unknown at this early stage of planning and a more detailed exchange study would be required.

In addition, changes to the Port Alberni Transit System to allow timed integration of a new regional route would increase costs of the Port Alberni local route service and these costs would need to be dispersed across the ACRD community. A detailed service review and rescheduling of the Port Alberni Transit System would be required to understand the actual cost impact.

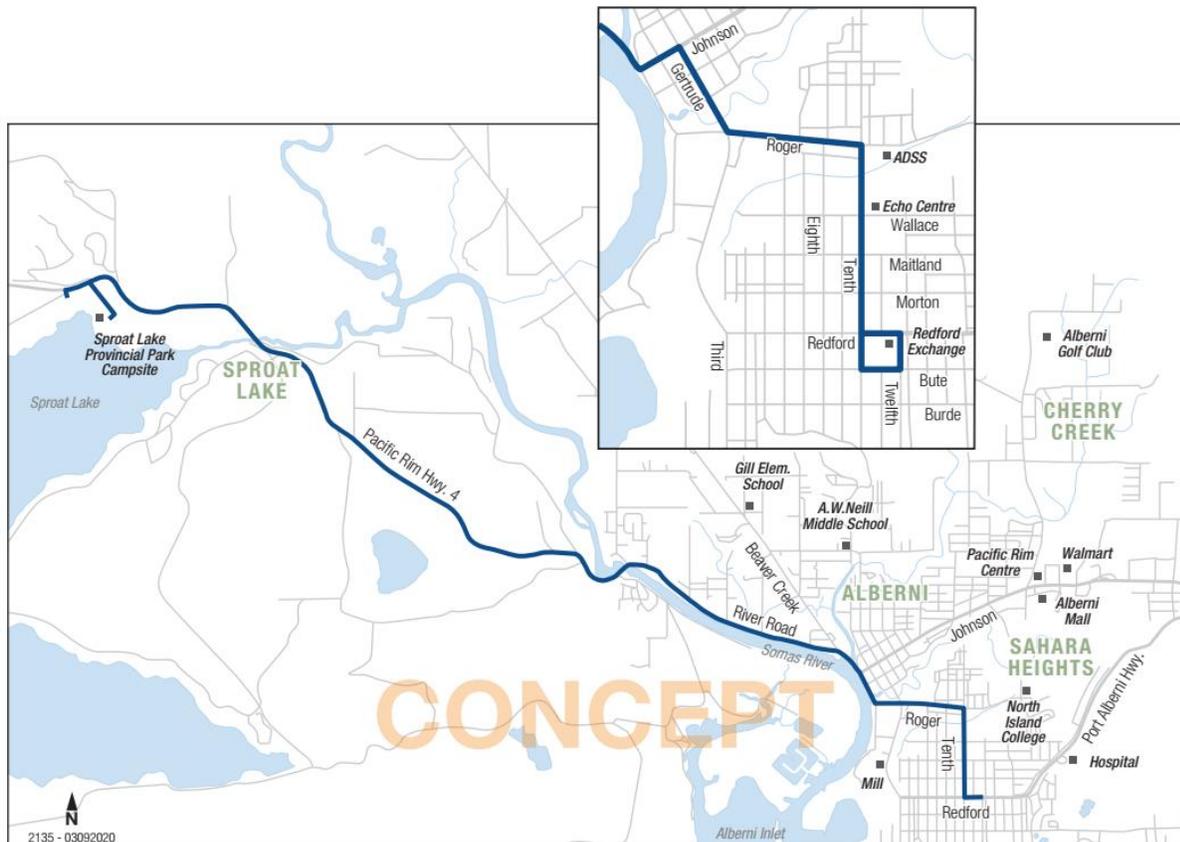


Figure 2: Sproat Lake to Redford Exchange routing

Benefits:

- Provides an opportunity for a comprehensive review of service in the City of Port Alberni and Alberni Clayoquot Regional District to develop an integrated transit strategy for the region moving forward
- Provides a direct connection to downtown Port Alberni for residents of Electoral Area D and would increase ridership across the network with new route service for Port Alberni residents

Considerations:

- Redford Exchange is currently operating at capacity
- The Port Alberni transit facility is currently at capacity for storing buses
- The Port Alberni Transit System currently operates as a pulse³ system; additional route service would significantly change the existing service structure resulting in changing schedules, and additional costs of the regional service
- New fare options would need be explored for this service
- Introduction of the regional service would be delayed as a detailed review and service change plan would need to completed
- Service span and frequency would be similar to option 1, but would be determined upon the completion of a service review
- Estimated costs and resources would also be determined upon the completion of a service review

4.0 Next Steps

The next steps are to present the Phase 2 Report to the Alberni Valley & Bamfield Services Committee for direction. Next steps for each option are detailed below.

Option 1:

- Secure funding through the Transit Improvement Program
- Secure an administrative arrangement with the operating company and the ACRD

³ A pulse is a regularly scheduled event in which transit vehicles from a range of routes are scheduled to all meet together

- Undertake detailed planning and scheduling work for the service
- Develop an implementation and engagement plan to introduce the service as early as 2023
- Develop an infrastructure plan for bus stop signs and shelters

Option 2:

- BC Transit and ACRD staff engage with the City of Port Alberni for a decision to undertake a service review to ascertain impact of integrating a regional service to Sproat Lake into the Port Alberni Transit System
- Undertake a Redford Exchange Study to determine how this could be expanded to accommodate increased services
- Undertake a public engagement process to outline impacts and proposed changes to the Port Alberni Transit System
- Develop a report for the Alberni Valley and Bamfield Services Committee and the City of Port Alberni Council to seek direction and outline next steps upon completion of the Service Review

5.0 Recommendation

It is recommended that the Alberni Valley & Bamfield Services Committee:

- Receive this report for information;
- Proceed with Option 1 for implementation: introduce regional service between Sproat Lake and Walmart to provide base level service and access to services for Electoral Area D;
- Monitor the service and performance over the preceding 12 months from implementation to gauge the uptake and effectiveness of the service and report to the ACRD; and
- Explore future opportunities to integrate this service as part of the Port Alberni Transit System



REQUEST FOR DECISION

To: Alberni Valley & Bamfield Services Committee
From: Rob Williams, General Manager of Environmental Services
Meeting Date: May 6, 2020
Subject: Sproat Lake Water Access and Marine Patrol Program

Recommendation:

THAT the Alberni Valley & Bamfield Committee recommend to the ACRD Board of Directors that the Sproat Lake Marine Patrol Program be suspended until 2021 due to the current COVID 19 pandemic.

Desired Outcome:

That the ACRD make necessary service adjustments in order to comply with provincial health orders and ensure the safety of staff and the general public.

Background:

Sproat Lake Water Access

The current COVID 19 pandemic has caused major impacts to industries, the economic system and the general public. COVID 19 has also impacted various local government services such as access to parks and recreation. To help prevent the spread of the Novel Coronavirus many local parks and playgrounds have been temporarily closed. The Sproat Lake Provincial Park is amongst the provincial parks that is currently closed. Considering the popularity of the provincial park and boat launch, users have looked for alternative lake access locations. The Ministry of Transportation and Infrastructure (MoTI) right of way (ROW) on Bishop Drive is one lake access location that has experienced increased use. This increased use by the boating community has resulted in added traffic pressure in the neighborhood and created concerns with nearby residents over the stirring of lake sedimentation by boat trailers and the possible negative impacts on residential lake water intakes.

ACRD staff have reached out to MoTI representatives regarding the Bishop Drive issue. The response to date has been that the ROW is a designated access open to the public. While MoTI did acknowledge the current issues at the site, they are reluctant to place barriers to restrict access considering it is open to the public and that users will likely remove the barriers to access the boat launch. ACRD staff have suggested temporary barriers to help manage the situation in the interim until the provincial park reopens. No final decision had been received by MoTI at the time of this report.

Marine Patrol Program

Each summer the ACRD operates the Sproat Lake Marine Patrol Program. In summary, the program employs local students to manage an education kiosk at the provincial park in order to help inform boaters on various topics relating to boating safety and preventing environmental impacts on the lake. The program also includes regular boat patrols to assist with lake emergencies, take water temperature samples and help with beach clean-ups. When grant funding has been available, the students have also performed safe boating education and outreach within Port Alberni schools.

The COVID 19 pandemic has also impacted the 2020 marine patrol program. The ACRD was successful in receiving grant funding for the school education component but as schools have been closed over the past several weeks with no concrete plan for reopening, it is unlikely we will be able to deliver this part of the service. We are working with the grant administrators on a possible extension of these funds.

As for the park and lake aspects of the program, this too is in jeopardy due the current park closure and Provincial Health Orders. ACRD staff are following up with BC Parks staff to try and better understand when the park may reopen and how it might operate differently and will provide an update at the meeting. Hiring staff and organizing the program would be feasible if the park is to reopen in the coming weeks, however operating under the current restrictions will be a challenge. Specifically, it will be hard to achieve social distancing requirements which are understood to be in effect for the foreseeable future considering the close proximity between staff and the public. This is also the case for operation of the patrol boat. Further, the students distribute a lot of material information; as well as loaner life jackets which has the potential to spread the virus. As such, it is recommended that the marine patrol program be suspended for 2020 in order to protect the safety of staff and public due to the COVID 19 pandemic. It is understood that the City of Port Alberni has taken similar steps and postponed seasonal programs due to COVID 19. It is anticipated that restrictions will be reduced and safety procedures available in order to deliver the program safely in 2021.

Financial:

It is estimated that approximately \$30,000 would be saved in 2020 if the marine patrol program was suspended until 2021.

Options Considered:

That the ACRD proceed with hiring staff and planning the marine patrol program in hopes the program can safely proceed under future COVID 19 health order restrictions.



Submitted by:

Rob Williams, MSc, General Manager of Environmental Services



Approved by:

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



REQUEST FOR DECISION

To: Alberni Valley and Bamfield Services Committee
From: Jenny Brunn, Manager of Operations
Meeting Date: May 6, 2020
Subject: Flat Rate for Branches and Yard Waste

Recommendation:

THAT the Alberni Valley and Bamfield Committee recommend that the Alberni-Clayoquot Regional District Board of Directors update Bylaw R1029, Alberni Valley Landfill Tipping Fee and Regulation, 2019, to change the tipping fee for yard waste to \$5 per load.

Desired Outcome:

Support the reduction of open burning and improvement of air quality in the Alberni Valley while managing traffic volumes and costs at the Alberni Valley Landfill (AVL).

Summary:

In response to the COVID-19 pandemic and effect of air pollutants on viral respiratory infections, the Province banned all open burning activities on April 16th, 2020 except for campfires and will be keeping these restrictions in place until at least June 15th, 2020. The Alberni Valley has poor venting of particulate matter from burning due to its physical geography and this ban is important to improve air quality and the health of the community.

The ACRD was successful in securing FireSmart grant funding earlier this year to support residents in reducing fuel sources from their properties by providing:

- Bin events in neighbourhoods for the collection of branches and vegetation (including; Hupacasath, Tseshaht, City of Port Alberni, Sproat Lake, Cherry Creek, Beaver Creek, and Beaufort Electoral Areas)
- Free drop-off of yard waste at the Alberni Valley Landfill (AVL) for a weekend in spring and fall; and
- Curbside collection of vegetative materials for those unable to bring materials to bin events or the landfill.

These initiatives will encourage residents to have branches and yard waste chipped instead of burning. Unfortunately, there is significant staff time involved in administering the FireSmart program initiatives. Due to Emergency Operations Centre staffing, capacity is reduced at this time, and the delivery of this grant program may be delayed or modified. However, we can adjust tipping fees for branches/yard waste at the AVL to support the reduction of burning.

Background:

Staff have previously been in consultation with the Port Alberni Air Quality Committee (AQC) regarding the tipping fees for branches at the AVL. On November 1, 2019, the new tipping fee rates adjusted the maximum size of branches accepted for free from 2 inches in diameter to 1 inch in diameter in order to recover costs for chipping these materials. The AQC was concerned that these changes would result in increased burning and decreased air quality. Staff have improved the management of wood waste which has reduced the costs to manage this material and it is expected that the rates could be reduced. The current rates are:

Woodwaste and Branches (over 1-inch in diameter)	\$120 per tonne
Grass and Leaves	Free
Yardwaste (under 1-inch in diameter)	Free

There have also been challenges with having a cut-off size for branches at both 1-inch and 2-inch. The intent of reducing the limit to 1-inch was to separate materials that required chipping from those that could be composted without chipping. However, as residents do not want to pay for dropping off branches, they are often putting larger branches in the yard waste. This is challenging to manage by landfill staff and results in most of the materials requiring to be chipped regardless of which stream they were brought in under.

Traffic at the AVL is normally higher than comparable communities as a large portion of properties outside the City do not have curbside collection and visit the landfill directly to dispose of their waste and recycling. This has increased recently with 1) the closure of the 3rd Avenue Recycling Center and re-direction of recycling to the landfill 2) a large number of residents being at home and doing clean-up around their properties and 3) the need to ensure traffic at the tipping area is adequately separated to allow the public to maintain social distance requirements. This has resulted in more frequent and longer line-ups at the landfill. Communication with the public through signage and the installation of traffic management devices are being implemented to assist staff in managing this.

There is concern from the landfill operator that waiving tipping fees for a weekend event for wood waste and branches will result in unmanageable traffic volumes based on previous experience with free events at the AVL. In order to reduce the traffic, it is suggested that instead of having a free drop-off event, that a minimum flat rate be charged for a much longer period to encourage residents to make fewer trips and spread out the traffic. A \$5 flat rate per load of branches/yard waste is considered a low enough rate to still encourage residents to bring the material to the landfill instead of burning it and high enough to make as few trips as possible to reduce their costs. Many residents are hesitant to bring branches to the landfill as the fees are based on weight and they do not know if they will end up paying a significant amount for the drop-off. The flat rate removes the perceived risk.

At the AQC Meeting on April 30th, the following motion was passed:

Motion to support a policy change at the Alberni Valley Landfill to have a \$5 flat fee for yard waste (with the exclusion of grass clippings and leaves). Would recommend incorporating a sunset policy for one month to have separated branches under 1 inch in diameter to remain free of charge.

The Committee also commented that they would like to see the other 2 portions of the FireSmart program (free drop off in community bins and curbside collection) kept as proposed and deferred until such time that they can be provided, even if this requires a request to extend the deadline to spend this grant money. These two programs support those that do not have access to transportation. There is strong support for a permanent curbside yard waste collection program for all residents.

Whether the flat rates will be adequate to cover the costs of chipping are unknown at this time. Changing the rates and collecting data on the volumes received will be the only way to see how this initiative will affect community behavior. Staff will collect data for the following 6 months from the rate change and provide a report back to the Committee with the results to determine if the rates should be adjusted. Staff will monitor the program on a monthly basis and if volumes received are disproportionately higher than revenues and available grant funding, staff will return with recommendations sooner.

Therefore, it is recommended that the yard waste/branches rate be changed to a \$5 flat rate beginning May 22th, 2020 with a one-month sunset clause where loads with branches under 1-inch are still accepted for free. Proposed fees:

Clean Wood Waste	\$120 per tonne
Grass and Leaves	Free
Yard Waste	\$5 flat fee per load
Grass and Leaves mixed with Yard Waste	\$5 flat fee per load

Time Requirements – Staff & Elected Officials:

There will be staff time involved in updating the bylaw, communicating the change to residents, educating and enforcing the change at the AVL and monitoring and reporting back.

Financial:

In 2019, the landfill received 1,578 tonnes of wood and yard waste. Based on data collected in 2020 an estimated 300-

500 vehicles per month deliver loads with yard waste and branches. Using a flat rate fee of \$5, this could provide a revenue of \$1,500 to \$2,500. Over the course of the year, this should provide enough revenue to cover the cost of chipping all materials received. There are other businesses in the Alberni Valley that accept loads of branches to be dropped off for a rate of \$10 per truck load. Reducing rates to \$5 per load will likely direct this material to the AVL.

Options Considered:

Waive Tipping Fees at the AVL for One Weekend in Spring and Fall – This option will encourage the highest possible traffic volumes at AVL that is already stressed, potentially causing line-ups down McCoy Lake Road. It will also remove any source of revenue to cover the chipping costs to process the material received. Based on previous experience, waiving any tipping fees results in very high demand resulting in additional staffing requirements, frustration from the public, and extension of the waiver period to accommodate those that aren't able to access the landfill.

Flat Rate for Yard Waste for a Limited Period – This option will have the flat rate effective from May 15th until June 15th. This is the window when the majority of yard waste is normally delivered to the landfill for spring and should provide encouragement to most residents to deliver their materials during this time frame. Burning may increase after this period.

Providing Free Drop-off at other locations in the Community – This would involve contracting the receiving and chipping of materials to local businesses in the community that already accept these materials. This would have a positive effect on traffic volumes at the AVL, redirecting traffic to other locations. The ACRD could use the allocated FireSmart funding for this purpose and support local businesses who may be negatively affected by reduced drop-off rates at the AVL. This option is being investigated by the Protective Service Manager.

Submitted by:



Jenny Brunn, Manager of Operations

Reviewed by:



Rob Williams, General Manager of Environmental Services

Approved by:



Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



REPORT FOR INFORMATION

To: Alberni Valley and Bamfield Services Committee
From: Brenda Sauve, Environmental Services Coordinator
Date: May 6th, 2020
Subject: Alberni Valley Waste Reduction Facebook Page

The purpose of this report is to update the AV&B committee on the continuing efforts being made to keep the public engaged and committed to waste reduction in the ACRD. Due to the challenges being faced on many levels during the COVID-19 crisis, it is now more important than ever, to keep the efforts in waste reduction that have been successful in the ACRD and to not lose momentum during this time.

As public events and school education programs are not an option at this time, the ACRD AV Waste Reduction Educator has created a Facebook page to help keep the public educated and engaged with our waste reduction goals in mind. The Facebook page is administered by Anna Lewis our Educator and has been created the same way as the ACRD-What's on Your Fork Facebook page that supports initiatives through the ACRD Agricultural Advisory Committee.

The information posted on this social media forum is only used as a teaching tool for Recycling and Waste reduction, it will not be used by the ACRD to post anything in regard to Local Government or political matters. Please find the link below to view it:

<https://www.facebook.com/ACRD.recycles/>

Please help support the education program by following and liking this page as well as sharing it broadly in the community.

Submitted by: 
Brenda Sauve, Environmental Services Coordinator

Reviewed by: 
Jenny Brunn, Manager of Operations

Approved by: 
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



REPORT FOR INFORMATION

To: ACRD Board Meeting
From: Jenny Brunn, Manager of Operations
Meeting Date: May 6th, 2020
Subject: 2019 Alberni Valley Landfill Annual Reports

Background:

The ACRD is required to submit an annual report on the operation and monitoring of the Alberni Valley Landfill to the Ministry of Environment (MoE) by May 1st of the following year as a condition of the operating certificate. In previous years, the ACRD has contracted McGill Engineering to complete the operations report and this is the first year that ACRD staff have undertaken this work with final review by a solid waste engineer. The intent of internal reporting is to improve oversight and understanding of the landfill operations by staff which will help inform work plans and improve how we manage the landfill. Piteau and Associates has continued to produce the monitoring report which provides technical analysis and recommendations based on the field monitoring program undertaken by the ACRD. These reports are attached for your review and key points summarized below.

Summary of Landfill Report:

The total amount of waste landfilled in 2019 was 15,972 tonnes, a 9% drop from 2018. This has resulted in a per capita waste generation rate of 589 kg/capita. This drop from previous years is thought to be the result of the new waste reduction education campaign and the implementation of stricter rules on commercial mixed loads and loads that originated from out of the region. Total diversion increased from 19% to 20% with total volumes remaining relatively the same but making up a larger proportion of the waste stream. Diversion efforts included adding mattresses which started to be recycled locally in April 2019.

The volume of space consumed was approximately 29,515 m³ resulting in an airspace consumption ratio of 540 kg/m³. Compaction of waste is relatively high but use of cover material is higher than neighbouring landfills, reducing the overall efficiency of airspace. Given the estimated 2,488,185 m³ of remaining airspace, the landfill will not reach its originally approved capacity until 2086 at current filling rates. The newly upgraded landfill software system is allowing for improved tracking of all materials onsite including cover materials.

In 2019, during SCADA installation, it was discovered that the two interception well pumps were no longer operating properly due to fouling. This resulted in Total Dissolved Solids and Chloride concentrations that exceeded the Freshwater Aquatic Life (FWAL) criteria in the west ground water monitoring wells. A significant rehabilitation project was undertaken with further leachate interception work planned for 2020 including the installation of back-up pumps for this system.

The information collected during the 2019 waste composition study has reduced the estimated landfill gas production to below 1000 tonnes per year at which point a gas collection and management system is required. The upcoming work plan includes: Update of the Design, Operations and Closure Plan, improvements to the leachate well and monitoring system, organics diversion and a gas monitoring partnership with Vancouver Island University.

Communications:

The attached report has been submitted to the MoE as per our regulations and will be available on our website to the public once received by the Board of Directors. Staff will be coordinating meetings to present this report to the Tseshaht and Hupacasath. Staff will also be working to coordinate site visits of the AVL for the nations when restrictions are lifted later this year.

Submitted by: 

Jenny Brunn, Manager of Operations

Reviewed by: 

Rob Williams, General Manager of Environmental Services

Approved by: 

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer