



Alberni-Clayoquot Regional District

ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING WEDNESDAY, JUNE 17, 2020, 1:30 PM

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 May 6, 2020	3-6
<i>THAT the minutes of the Alberni Valley & Bamfield Committee meeting held on May 6, 2020 be received.</i>	
4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)</u>	
a. Introduction of Jodie Frank, Organics Diversion Coordinator	
b. Myrna Moore, Senior Manager, Government Relations, Melissa Coates, Transit Planning Coordinator, BC Transit regarding Alberni Valley Transit	
5. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION	
Alberni Valley Electoral Area Transit Feasibility Options	7-79
<i>THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors direct staff to work with BC Transit on further developing a new rural transit service option for the Alberni Valley.</i>	
b. REQUEST FOR DECISION	
Alberni Valley & Bamfield Waste Management: Asset Management Plan Version 1	80-103

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

6. REPORTS

- a. **Sproat Lake Marine Patrol Information Report – June 2020** **104-108**

THAT the Alberni Valley & Bamfield Services Committee receives this report.

7. LATE BUSINESS

8. QUESTION PERIOD

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

9. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, MAY 6, 2020, 10:00 AM

Due to COVID-19 pandemic, meeting conducted via Zoom video/phone conferencing

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)
Debbie Haggard, Councillor, City of Port Alberni
John Jack, Councillor, Huu-ay-aht First Nation
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Sharie Minions, Mayor, City of Port Alberni

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Rob Williams, General Manager of Environmental Services
Wendy Thomson, General Manager of Administrative Services
Janice Hill, Executive Assistant
Jenny Brunn, Manager of Operations

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/6-5-2020/>.

1. **CALL TO ORDER**

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

The Chairperson recognized the meeting this morning is being held throughout the Nuu-chah-nulth territories.

2. **APPROVAL OF AGENDA**

MOVED: Director Shannon

SECONDED: Director Haggard

THAT the agenda be approved as circulated.

CARRIED

3. **ADOPTION OF MINUTES**

a. **Alberni Valley & Bamfield Services Committee Minutes – March 3, 2020**

MOVED: Director Cootes
SECONDED: Director Shannon

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on March 3, 2020 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Myrna Moore, Senior Manager, Government Relations, Melissa Coates, Transit Planning Coordinator, BC Transit regarding Alberni Valley Electoral Area Transit Feasibility Study**

The delegation provided a power point presentation on the Alberni Valley Electoral Area Transit Feasibility Study including route options and next steps.

5. REQUEST FOR DECISIONS & BYLAWS

Director Cootes left the meeting at 10:34 am

- a. **Request for Decision regarding Alberni Valley Regional Airport Advisory Committee – Amendment to Terms of Reference & Appointment.**

MOVED: Director Cote
SECONDED: Director Haggard

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.

CARRIED

MOVED: Director Cote
SECONDED: Director Shannon

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.

CARRIED

- b. **Request for Decision regarding Alberni Valley Electoral Area Transit Feasibility Study.**

MOVED: Director Cote
SECONDED: Director Haggard

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.

CARRIED

c. Request for Decision regarding Sproat Lake Water Access and Marine Patrol Program.

MOVED: Director Cote
SECONDED: Director Bodnar

THAT the Request for Decision regarding Sproat Lake Water Access and Marine patrol Program be referred for consideration at the Alberni-Clayoquot Regional District Board of Directors meeting on May 13, 2020.

CARRIED

d. Request for Decision regarding Flat Rate for Branches and Yard Waste.

MOVED: Director Shannon
SECONDED: Director Cote

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.

CARRIED

6. REPORTS

- a. Alberni Valley Waste Reduction Facebook Page**
- b. Alberni Valley Landfill Annual Reports**

MOVED: Director Shannon
SECONDED: Director Cote

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

7. LATE BUSINESS

9. QUESTION PERIOD

No questions or public input received.

8. IN-CAMERA

The meeting recessed at 11:23 am

The meeting re-convened at 11:30 am

MOVED: Director Beckett

SECONDED: Director Shannon

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

- i. 90 (1) (k) of the Community Charter: negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public;*
- ii. 90 (1) (c) of the Community Charter: labour relations or other employee relations;*
- 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.*

CARRIED

The meeting was closed to the public at 11:30 am.

The meeting was re-opened to the public at 12:18 pm.

9. ADJOURN

MOVED: Director Beckett

SECONDED: Director Shannon

THAT the meeting be adjourned at 12:18 pm.

CARRIED

Certified Correct:



John McNabb,
Chairperson



Wendy Thomson,
General Manager of Administrative Services



REQUEST FOR DECISION

To: Alberni Valley & Bamfield Services Committee
From: Rob Williams, General Manager of Environmental Services
Meeting Date: June 17th, 2020
Subject: Alberni Valley Electoral Area Transit Feasibility Options

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors direct staff to work with BC Transit on further developing a new rural transit service option for the Alberni Valley.

Desired Outcome:

That the ACRD Board of Directors confirm direction on the *Alberni Valley Electoral Area Transit Initiative*.

Background:

BC Transit Planning Chronology

Exploring opportunities to expand transit service to the rural or electoral areas of the Alberni Valley has been an ongoing topic of discussion since 2012. The discussion and work on this matter has been elevated over the past couple years with BC Transit and the ACRD. The following provides a summary of transit planning work completed between 2018 and 2020 that includes decision points by the ACRD Board:

June 27th, 2018 Regular ACRD Board Meeting

The attached report was presented to the ACRD Board highlighting a discussion that took place at the June 20th, 2018 Alberni Valley & Bamfield Services Committee meeting with regards to unmet transit trips with the Alberni Valley Custom Transit Service. The report also noted a request by the Committee to investigate feasible transit options for the electoral areas of the Alberni Valley. The Board adopted the following resolution:

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors instruct staff to work with BC Transit on a transit service options feasibility study for the Alberni Valley Electoral Areas, as well as potentially increasing the taxi supplement program and or the creation of a new taxi saver program for the custom transit function.

June 12th, 2019 Regular ACRD Board Meeting

The attached report was presented to the ACRD Board summarizing the discussion that took place at the May 29th, 2019 Alberni Valley & Bamfield Services Committee meeting. The report included the draft BC Transit Electoral Area Feasibility Study. The study outlined the following transit service options:

1. **Sproat Lake Landing to Walmart** – this route would operate with an estimated 50 minute trip length and allow for key stops along the way including the Tseshaht Market. This service option could allow for up to 1.5 km of route deviations to enable greater access for those with mobility issues. This would also provide access to the Route 2 conventional service from Walmart.
2. **Tseshaht Market to Walmart** – this route would be similar to option 1 allowing for the same potential deviations and connections but would be shorter in length operating from Walmart and terminating at Tseshaht Market. A one-way trip would be approximately 30 minutes.
3. **Hybrid Sproat Lake/Tseshaht Markets to Walmart** – this option would combine Options 1 and 2, to provide service from Tseshaht Market to Walmart from September to June and service from Sproat Lake to Walmart in July and August to meet ridership demands.
4. **Beaver Creek/Beaufort/Cherry Creek to Walmart** – the routing connecting Beaver Creek and Cherry Creek to Walmart is illustrated in the attached report. The trip length is approximately 20 km with a cycle time of 30 minutes. The first morning trip would depart from Walmart and loop counterclockwise and the afternoon trip will depart from Walmart and loop clockwise. The purpose of this transit line is to provide travel options for residents to access recreational opportunities, shopping, health care, jobs, and education. Connections via the existing Route 2 would also be available from Walmart to access other parts of the Region.
5. **On-demand Service** – under the existing ACRD Custom Transit System, on-demand service could be provided within the Study Area. On-demand service would require guidelines and restrictions to manage the number of requests each day.

BC Transit highlighted that public engagement was the next step with feasibility study. The Board adopted the following resolution:

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.

May 13th, 2020 Regular ACRD Board Meeting

BC Transit presented the attached report at the May 6th, 2020 Alberni Valley & Bamfield Services Committee meeting. The report summarized the public engagement activities that took place in the fall of 2019 regarding the Alberni Valley rural transit service options. Engagement included open houses at the ACRD office as well as the Tseshaht First Nation administration building and an online survey. The service option of choice based on the feedback received is a transit connection between Sproat Lake and Walmart. While two routing options were considered between Sproat Lake and Walmart, the recommended option is more direct serving the Tseshaht Market and can include route deviations to serve properties within a specified range off the main routing, details to be determined. BC Transit has highlighted several benefits with this option including providing connections to the Port Alberni Transit System and providing access to recreation, shopping, and employment opportunities.

The Committee supported the staff recommendation to proceed with further consideration of this service by requesting that this service expansion be included in BC Transit's 3-year Transit improvement Program. The estimated implementation date is 2023 if all components of the project were to move forward.

Following the Committee meeting, several local news stories were published on this topic. ACRD staff became aware of two online petitions regarding the recommended service option. One was in support of the service and the other against. At the time of writing this report, it was observed that there were 906 signatures for (<https://www.change.org/p/community-members-of-the-alberni-valley-support-the-sproat-lake-bus-route>) and 332 against (<https://www.change.org/p/acrd-residents-stop-bc-transit-bus-route-to-sproat-lake>) the service between the two petitions. The ACRD received several emails as well, some supporting and some against the service, see attached.

Considering the community dialogue on this matter, the ACRD Board adopted the following resolution to further discuss this service proposal at a future Alberni Valley & Bamfield Services Committee meeting.

THAT the ACRD Board of Directors refer the Alberni Valley Electoral Area Transit Feasibility Study to the next Alberni Valley & Bamfield Services Committee for further discussion on the Sproat Lake transit routes and routes within the Alberni Valley.

Tseshah First Nation Engagement

The Tseshah First Nation has been part of the discussion of rural transit service option in the Alberni Valley over the past couple of years. This includes the Executive Director attending a workshop in 2018 hosted by BC Transit and ACRD staff to discuss local transit service needs within the rural areas of the Alberni Valley. As noted above, the proposed transit service options were present at an open house at the Tseshah First Nation administration building. Several members attended the session and expressed support for more transportation services that would serve the Nation. An interest in accessing the Custom Transit Service was highlighted by the Nation. It has been communicated that traditional fixed route transit service is usually implemented as a first phase as it caters to all ridership abilities. Custom transit is specialized door-to-service specifically targeted to those that qualify through an assessment by a qualified professional. However, it was noted that the service being proposed does have the ability to include route flexibility and deviate off the fixed route to serve those with mobility challenges. ACRD staff have also discussed high-level information regarding how the Nation may participate in a new transit service through a partnership agreement. Terms of the agreement would be confirmed by the Nation and the ACRD participants in the service.

Governance

A new rural Alberni Valley transit service would require an amendment to the service agreement with BC Transit. This would also possibly involve the creation of a new establishing bylaw which would include an elector assent process (alternative approval process or referendum). Confirmation of ACRD service participants would also be required; along with the method for governance decisions and how costs are apportioned. The current Custom Transit service participants include the City of Port Alberni and Electoral Areas B - Beaufort, D – Sproat Lake, E – Beaver Creek, and F – Cherry Creek. Currently, costs are apportioned on the value of land and improvements.

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 through continued exploration of this service.

To date, all planning work completed by BC Transit has been covered under the existing ACRD transit agreement at no extra cost. It is understood that there will be no additional costs for further exploration of an Alberni Valley electoral area transit service.

Options Considered

Based on the work completed to date and the continued interest by the ACRD Board in seeing this project advance, staff are recommending the following option.

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors direct staff to work with BC Transit on further developing a new rural transit service option for the Alberni Valley.

Staff recommend the following if the Board direction is to defer this initiative:

THAT the Alberni Valley & Bamfield Services Committee recommend to the ACRD Board of Directors that the ACRD Alberni Valley Electoral Area Transit Initiative be deferred until the 2020 strategic priorities discussion.

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuulu?ii?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe and Toquaht Nation
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

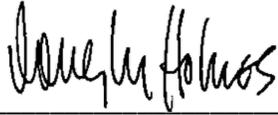
Time Requirements – Staff & Elected Officials:

Several hours of staff time will be required to work with BC Transit on advancing this initiative. BC Transit staff have provided a high-level timeline with additional information available to the Committee in the fall of 2020.



Submitted by: _____

Rob Williams, MSc, General Manager of Environmental Services



Approved by: _____

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



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Alberni Valley & Bamfield Services Committee/
Rob Williams, General Manager of Environmental Services

Meeting Date: May 13, 2020

Subject: Alberni Valley Electoral Area Transit Feasibility Study

Recommendation:

THAT the ACRD Board of Directors 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.

Background:

At the May 6th, 2020 Alberni Valley & Bamfield Committee (AV&B Committee) meeting, ACRD staff presented the completed phase two BC Transit Alberni Valley Electoral Area Feasibility Study, which includes 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. After review, the AV&B Committee have recommended that the ACRD Board of Directors 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.

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 & 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 Tsessaht 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



Table of Contents

1.0	INTRODUCTION.....	2
2.0	PUBLIC ENGAGEMENT SUMMARY	2
3.0	SERVICE OPTIONS	3
3.1	OPTION 1: SPROAT LAKE TO WALMART	3
3.2	OPTION 2: SPROAT LAKE TO REDFORD EXCHANGE.....	6
4.0	NEXT STEPS.....	7
5.0	RECOMMENDATION	8

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.

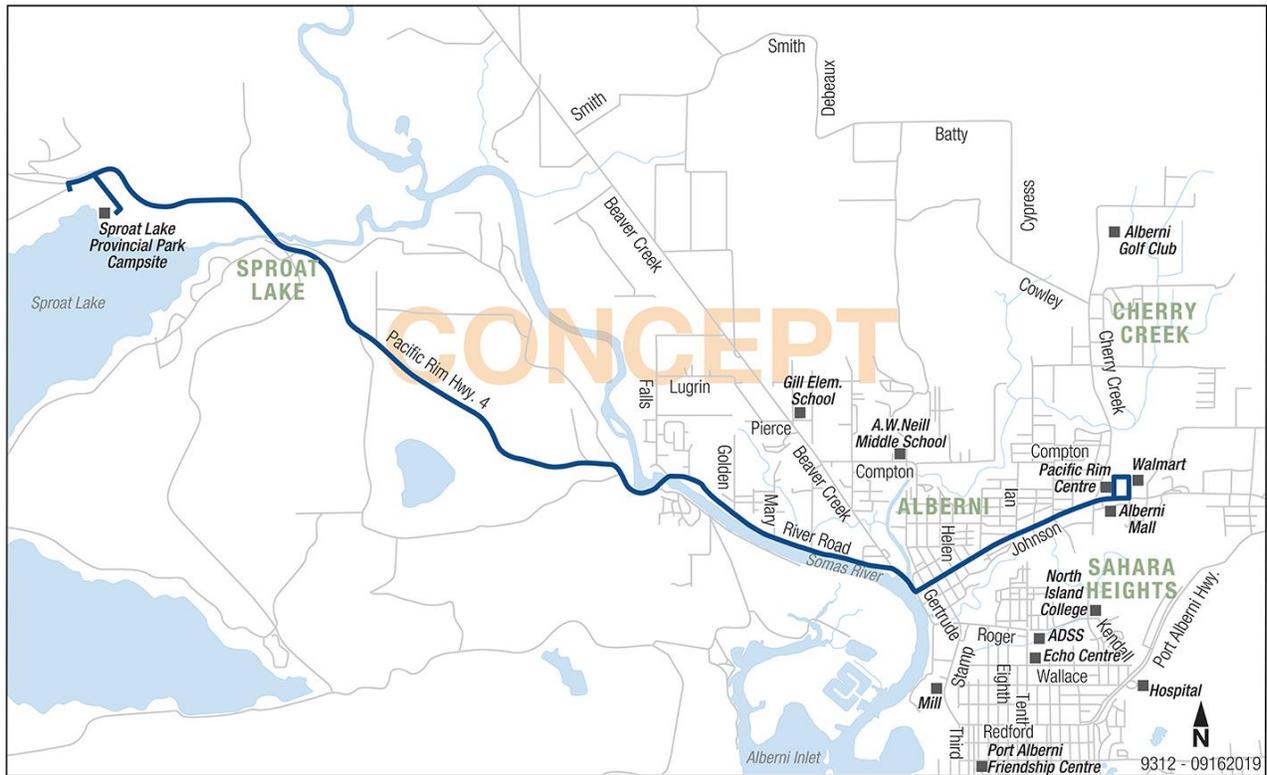


Figure 1: Sproat Lake to Walmart routing

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

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: ACRD Board of Directors

From: Alberni Valley & Bamfield Services Committee/
Rob Williams, General Manager of Environmental Services

Meeting Date: June 12, 2019

Subject: Alberni Valley Transit

Recommendation:

THAT the ACRD Board of Directors approve execution of the 2019 – 2020 Transit Annual Operating Agreement between BC Transit and the ACRD.

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.

THAT the ACRD Board of Directors approve execution of the BC Transit 2019 3 Year Expansion Initiatives MOU.

Desired Outcome:

That the ACRD proceed with public engagement on the draft service options to potentially improve transit to the Alberni Valley electoral areas, also to communicate to BC Transit the ACRD's interest in future custom transit service expansion.

Background:

At the May 29th, 2019 Alberni Valley & Bamfield Services Committee meeting, the attached RFD was presented regarding potential new transit service options for the electoral areas within the Alberni Valley. A draft three year transit expansion plan was also presented. After review and discussion, the Alberni Valley & Bamfield Services Committee made the recommendations outlined above.

Time Requirements – Staff & Elected Officials:

A number of staff hours will be required to assist with next steps of this initiative.

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 & Bamfield Services Committee
From: Rob Williams, General Manager of Environmental Services
Meeting Date: May 29, 2019
Subject: Alberni Valley Custom Transit

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors approve execution of the 2019 – 2020 Transit Annual Operating Agreement between BC Transit and the ACRD.

AND FURTHER the Alberni Valley & Bamfield Services Committee recommend 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 and First Nations on draft service options.

AND FURTHER the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors approve execution of the BC Transit 2019 3 Year Expansion Initiatives MOU.

Desired Outcome:

That the 2019-20 BC Transit Annual Operating Agreement be approved and that the ACRD Electoral Area Transit Feasibility Study proceed to public engagement, and further that the BC Transit 3 Year Expansion Initiatives MOU be approved and executed.

Background:

2019/2020 BC Transit Annual Operating Agreement

The ACRD has a Master Operating Agreement with BC Transit since 1992 for the provision of a public passenger transportation system and share in the costs of providing the service. The Operating Company under contract by BC Transit, Diversified Transportation Ltd. operates, manages and maintains the service in the ACRD transit service area. The service area is comprised of the City of Port Alberni and Electoral Areas "B" (Beaufort), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

The Annual Operating Agreement sets out, together with the Master Agreement, the specific terms and conditions for the operation of the service for the upcoming term. Attached is a copy of the 2019/20 Annual Operating Agreement for your reference. The budget numbers presented aligned with the ACRD 2019-23 Financial Plan and therefore staff are recommending that the ACRD Board of Directors authorize the execution of this agreement.

The following is a summary of the budget numbers:

Description	Amount
Revenues	\$33,000
Total Operating Costs	\$500,567
Total Costs (includes ACRD share of lease fees)	\$570,552
Total ACRD Share of Costs	\$183,765

Alberni Valley Electoral Area Transit Feasibility Study

The following resolution was adopted at the June 27, 2018 ACRD Board of Directors meeting:

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors instruct staff to work with BC Transit on a transit service options feasibility study for the Alberni Valley Electoral Areas, as well as potentially increasing the taxi supplement program and or the creation of a new taxi saver program for the custom transit function.

Staff have been working with BC Transit on several service options in order to provide new or improved service to the electoral areas across the Alberni Valley. Please find attached a draft ACRD Electoral Area Transit Feasibility Study. In short, the study provides background information regarding existing transportation services, community demographic information, key objectives, and estimated ridership numbers with potential service options. The following summarizes the five service options outlined in the feasibility study:

1. **Sproat Lake Market to Walmart** – this route would operate with an estimated 50 minute trip length and allow for key stops along the way including the Tseshaht Market. This service option could allow for up to 1.5 km of route deviations to enable greater access for those with mobility issues. This would also provide access to the Route 2 conventional service from Walmart.
2. **Tseshaht Market to Walmart** – this route would be similar to option 1 allowing for the same potential deviations and connections but would be shorter in length operating from Walmart and terminating at Tseshaht Market. A one-way trip would be approximately 30 minutes.
3. **Hybrid Sproat Lake/Tseshaht Markets to Walmart** – this option would combine Options 1 and 2, to provide service from Tseshaht Market to Walmart from September to June and service from Sproat Lake to Walmart in July and August to meet ridership demands.
4. **Beaver Creek/Cherry Creek to Walmart** – the routing connecting Beaver Creek and Cherry Creek to Walmart is shown below. The trip length is approximately 20 km with a cycle time[3] of 30 minutes. The first morning trip would depart from Walmart and loop counter clockwise and the afternoon trip will depart from Walmart and loop clockwise. The purpose of this transit line is to provide travel options for residents to access recreational opportunities, shopping, health care, jobs, and education. Connections via the existing Route 2 would also be available from Walmart to access other parts of the Region.
5. **On-demand Service** – under the existing ACRD Custom Transit System, on-demand service could be provided within the Study Area. On-demand service would require guidelines and restrictions to manage the number of requests each day.

BC Transit will be seeking feedback from the Alberni Valley Directors on these service options at the May 29th, 2019 meeting; including approval to move ahead with public consultation on the various service options. Staff are recommending that approval be granted to BC Transit for public consultation in order to gain necessary feedback from

potential users of these services prior to any formal commitment to proceed with implementation. It is understood that there would be no additional costs to the ACRD for this study.

Transit Improvement Program

Looking at the potential of increasing the custom transit tax supplement budget was highlighted in the June 27th, 2018 ACRD Board resolution noted above. This initiative also aligns with the recently announced BC Transit initiative of expanding custom transit services to match frequency and service hours with local conventional services. This includes using cost effective delivery approaches such as taxi supplement. See attached letter from BC Transit.

In order to help better meet unmet rider demand and work towards achieving service alignment with the Port Alberni conventional transit service, BC Transit has proposed two transit expansion opportunities over the next three years. The details of these expansions are in the attached BC Transit Expansion Initiatives MOU. In summary, the proposal looks to add \$22,000 in 2020/21 and \$14,000 in 2021/22 to the ACRD Custom Transit Tax Supplement Budget in order to help address unmet trips and provide a new Saturday level service. This new Saturday service will be introductory with limited resources that will help gage rider demand. Additional resources can be provided over time if rider demand supports expansion. The ACRD share of costs for these service expansions would be \$5,928 and \$2,100 respectively. Staff believe this is a cost-effective way to increase the service levels to better meet customer demands over having to invest in more capital infrastructure such as vehicles in order to deliver more service. As such, staff are recommending that the ACRD approve the BC Transit expansion plan. Executing this agreement would be an agreement in-principle and subject to the ACRD 2020 and 2021 budget process.

Time Requirements – Staff & Elected Officials:

A minimal amount of staff time will be required to assist with these initiatives.

Financial:

The 2019 Custom Transit Annual Operating Agreement is included in the current ACRD 5 year Financial Plan. There is no additional cost to the ACRDS for BC Transit to proceed with public engagement on Alberni Valley electoral area service options. Final commitment to the proposed 3 year expansion initiatives are subject to ACRD budget approval.



Submitted by: _____
Rob Williams, MSc, General Manager of Environmental Services



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



May 10, 2019

Attn: Rob Williams
General Manager of Environmental Services
Regional District of Alberni-Clayoquot
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Dear Rob,

SUBJECT: 2019-20 Annual Operating Agreement

Further to the information provided in your budget forecast and subsequent budget discussions, please find enclosed your final 2019-2020 Annual Operating Agreement (AOA) for approval.

The transit industry continues to evolve, and the transportation landscape has changed significantly since 2009 when BC Transit completed its first strategic plan. With emerging technologies, evolving customer expectations, and significant funding opportunities, the next decade will likely alter the industry for years to come. In response to this, BC Transit is in the process of updating our Strategic Plan, which will guide our priorities and decision-making over the next five to ten years.

As your participation is integral to our strategic plan, we encourage you to join us at this year's BC Transit Workshop where we will be discussing and envisioning the future in support of this effort. This year's Workshop will be held from June 3-6, 2019 at the Coast Kamloops Hotel and Conference Centre. Our Workshop provides an opportunity to collectively influence transit on a provincial scale and participate in dialogue with partners from various roles and backgrounds within the provision of public transit. Some of this year's topics will include Going Green: BC Transit Low Carbon Fleet Strategy, The Future of Fares and Technology and our annual Local Government Roundtable session. I hope to see you there!

BC Transit continues to capitalize on the significant investment in transit infrastructure made possible by the Government of Canada and the Province of British Columbia through the Investing in Canada Infrastructure Program (ICIP). This funding is currently supporting the construction of new infrastructure projects around the province, and the on-going implementation of our SmartBus program. This program includes technologies that enable real time information to passengers via the NextRide platform and advanced fare payment options.

As you may recall from previous years, the budget schedule attached to the AOA has been streamlined to facilitate information sharing and publication, and to protect commercially-confidential information subject to protection by the *Freedom of Information & Protection of Privacy Act*. Detailed budget information is provided separately to staff.

If you have any questions regarding your AOA, or have any feedback on how we can most effectively support local government decision making around transit system budgets, please contact me at your convenience.

Sincerely,

A handwritten signature in cursive script that reads "M. Moore".

Myrna Moore
Senior Manager, Government Relations
BC Transit

**ALBERNI-CLAYOQUOT
ANNUAL OPERATING AGREEMENT**

between

THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

and

BRITISH COLUMBIA TRANSIT

Effective

April 1, 2019

INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

ANNUAL OPERATING AGREEMENT

BETWEEN:

THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

(the "Municipality")

AND:

BRITISH COLUMBIA TRANSIT

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*,

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

Contents

SECTION 1: DEFINITIONS.....	4
SECTION 2: INCORPORATION OF SCHEDULES.....	4
SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT	4
SECTION 4: TERM AND RENEWAL	4
SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT	4
SECTION 6: SETTLEMENT OF DISPUTES	5
SECTION 7: MISCELLANEOUS PROVISIONS.....	5
SECTION 8: GOVERNING LAW.....	6
SECTION 9: COUNTERPARTS.....	6
SECTION 10: NOTICES AND COMMUNICATIONS	7
SCHEDULE "A": TARIFF AND FARES	9
Appendix 1: Tariff Notes	9
Appendix 2: Tariff and Fares	10
SCHEDULE "B": SERVICE SPECIFICATIONS.....	11
SCHEDULE "C": BUDGET.....	12

SECTION 1: DEFINITIONS

Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2019, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2020 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
 - b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant

to this Agreement, including database information, shall be deemed confidential and subject to the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
 - a. BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses.
 - b. Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected.
 - c. Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:
 - i. *For Conventional Transit Service:*
 1. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
 2. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
 3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
 - ii. *For Custom Transit Service:*
 1. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 2. the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;

3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
 4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
- d. Eligible Expenses exclude the costs of providing third-party 100%-funded services; and,
 - e. BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.
- e) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

SECTION 8: GOVERNING LAW

This Agreement is governed by and shall be construed in accordance with the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the government of Canada.

SECTION 9: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 10: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed or if mailed by prepaid registered mail to the Authority at:

BRITISH COLUMBIA TRANSIT
c/o President & CEO
P.O. Box 610
520 Gorge Road East
Victoria, British Columbia V8W 2P3

and to the Municipality at:

Regional District of Alberni-Clayoquot
c/o Administrator
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this ____ day of _____,
20____.

**THE REGIONAL DISTRICT OF ALBERNI-
CLAYOQUOT**

BRITISH COLUMBIA TRANSIT

Kevin Schubert, Director of Regional Transit Systems

Grant Brilz, Manager of Contracted Operations

SCHEDULE "A": TARIFF AND FARES

Appendix 1: Tariff Notes

No additional notes required. See Appendix 2 for details.

Appendix 2: Tariff and Fares

Fares:

All fares are for one-way trips.

Effective May 1, 2009

	Within city boundaries & up to 6km radius from city limits	Within 6-13km radius from city limits	Within 13-20km radius from city limits	Beyond 20km from city limits
Passenger	\$2.00	\$2.75	\$3.25	\$4.50
Companion	\$2.00	\$2.75	\$3.25	\$4.50
Attendants	Free	Free	Free	Free

Note: Visitors (elsewhere in B.C. and outside B.C.) are eligible for temporary handyDART service.

SCHEDULE "B": SERVICE SPECIFICATIONS

Alberni Clayoquot Service:

The Local Transit Service Area for Alberni Clayoquot shall include: The boundaries of the Alberni-Clayoquot Transit Service Area shall be the corporate boundaries of the Corporation of the City of Port Alberni and Electoral Areas "B", "D", "E" and "F" of the Regional District of Alberni-Clayoquot.

The Annual Service Level for Alberni Clayoquot Custom Service shall be **5,500** Revenue Service Hours

The Exception Days recognized annually for Alberni Clayoquot Custom Service are:

Exception Days	Service Level
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	Sunday
BC Day	No Service
Labour Day	No Service
Thanksgiving Day	No Service
Remembrance Day	Sunday
Christmas Day	No Service
Boxing Day	No Service
New Years Day	No Service
Family Day 2019	No Service

SCHEDULE "C": BUDGET

ALBERNI-CLAYOQUOT CUSTOM

	BASE BUDGET 2019/ 20
TOTAL REVENUE	\$33,000
TOTAL OPERATING COSTS	\$500,567
TOTAL COSTS (including Local Government Share of Lease Fees)	\$570,552
NET LOCAL GOVERNMENT SHARE OF COSTS	\$183,765



Alberni-Clayoquot Regional District
Electoral Area Feasibility Study
Phase 1

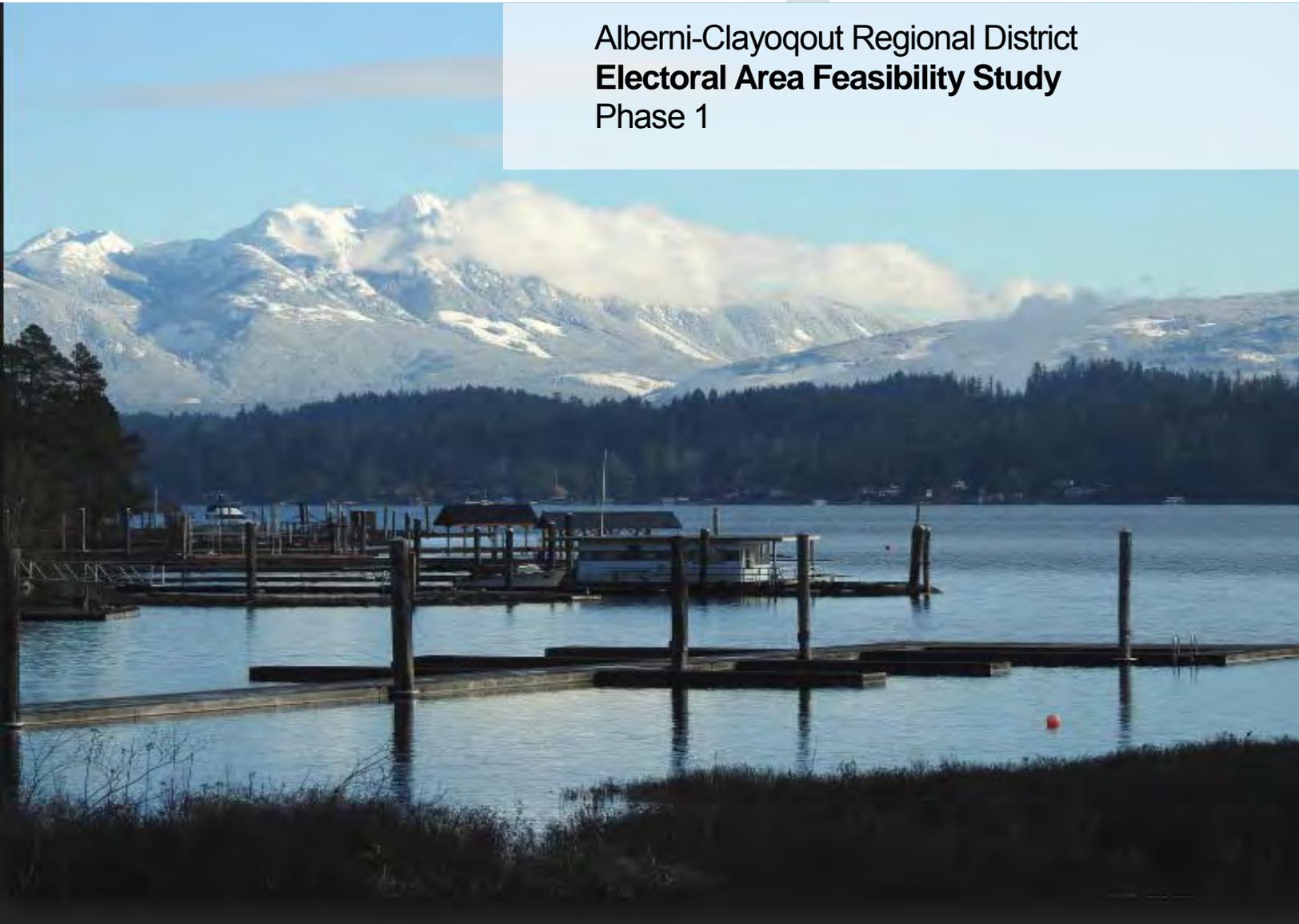


Table of Contents

1. Introduction.....	1
2. Background	1
3. Objectives.....	1
4. Transit Market.....	1
4.1 Existing Transportation Options.....	2
4.2 Study Area.....	3
4.3 Community Overview.....	3
4.4 Travel Patterns	5
4.5 Study Area: Key Destinations	5
4.6 Estimated Transit Ridership.....	5
5. Service Options	5
5.1 Proposed Transit Routes	6
5.2 Service Option 1: Tseshaht Market/Sproat Lake.....	7
5.3 Service Option 2: Tseshaht Market.....	9
5.4 Service Option 3: Hybrid Tseshaht Market / Sproat Lake.....	11
5.5 Service Option 4: Beaver Creek / Cherry Creek.....	11
5.6 Service Option 5: On-Demand Service	12
6. Fleet and Infrastructure Options.....	13
7. Next Steps.....	14

1. Introduction

This Alberni-Clayoquot Regional District Electoral Area Study identifies and defines the potential transit service improvement options and associated costs within the Region.

2. Background

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. Recent work has reignited interest in exploring how to improve mobility options within the Region. As such, BC Transit has been requested to conduct a feasibility study for the surrounding Electoral Areas within the Alberni Valley.

A phased approach is being undertaken for this Study. Phase I encompasses this Electoral Area Feasibility Study; it provides several options to improve transportation access for customers. Each service option includes a high-level understanding of ridership demand, transit service options, and resources needed. If approved, Phase II of the Feasibility Study will provide detailed costing, infrastructure requirements, First Nations engagement, local government engagement, and public engagement. The Alberni Valley & Bamfield Committee and the Alberni-Clayoquot Regional District Board will be provided with regular updates throughout the project.

3. Objectives

The objectives of the Electoral Area Study, as agreed upon with the local partners are identified. The objectives serve to define the expected role of transit in the region by defining service levels and form the basic requirements that any proposed transit system must fulfill in order to be acceptable to the Regional District, local municipalities, and First Nations communities.

1. Identify the transit market based on demographic data and existing transportation services.
2. Develop transit service options and outline associated costs. Service concepts will be consistent with the area's population and geography.

4. Transit Market

Community profiles are useful in determining the size and characteristics of the potential transit markets. Various factors impact transit ridership, including sociodemographic characteristics, individual travel patterns, land use and development patterns, comparable travel times with the private vehicle, parking prices, access to key destinations, transportation network design, existing transportation options, fare prices, and fuel prices.

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

4.1 Existing Transportation Options

The existing transportation services help build a picture of how residents travel throughout the region and how many of those trips are taken by transit. The Region comprises of the following services:

Port Alberni Conventional Transit System: This conventional fixed-route transit system, administered by the City of Port Alberni in collaboration with BC Transit, has four routes, approximately 12,000 annualized service hours, and generates approximately 300,000 rides per year. The fleet is comprised of five 30ft medium-duty Vicinity vehicles. The transit network functions as a pulse system: a regularly scheduled event in which all buses on different routes converge at the same time, allowing for convenient timed transfers between routes. All transit routes meet at the transit exchange located at Redford and Twelfth.

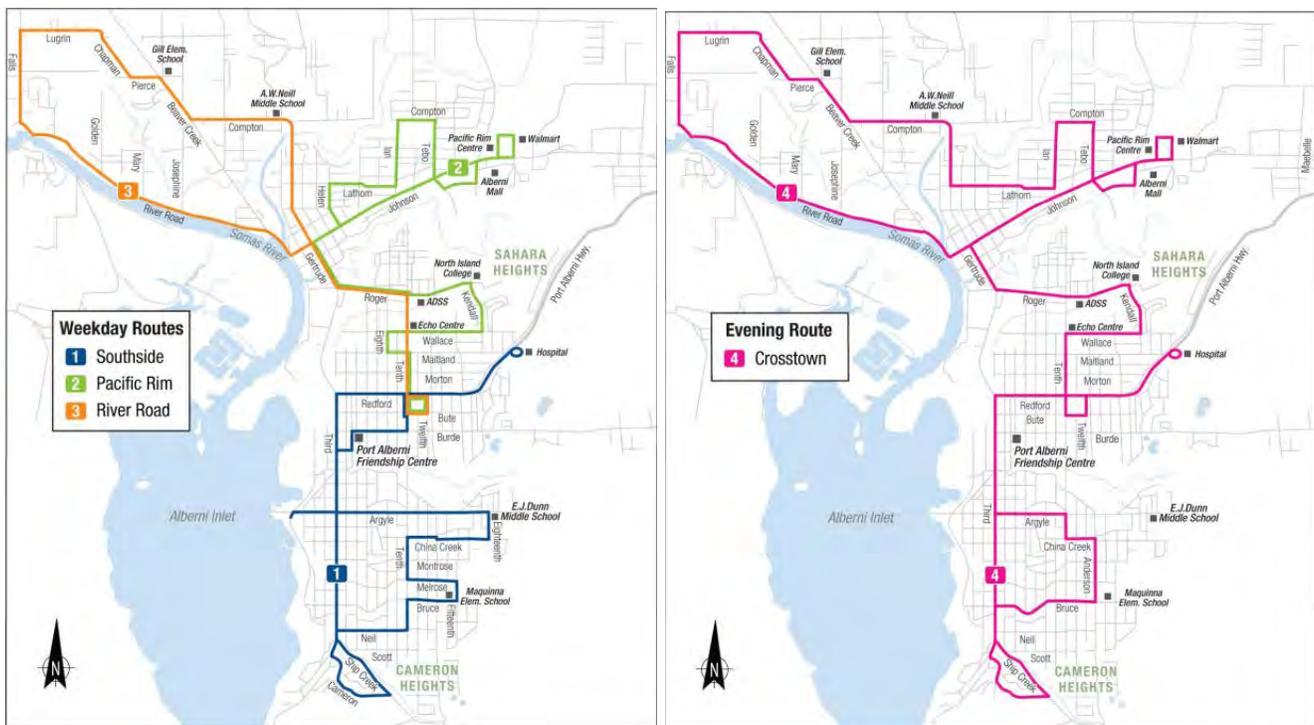


Figure 1: Port Alberni Transit Network

Alberni-Clayoquot Custom System: Custom handyDART is administered by the Alberni-Clayoquot Regional District in collaboration with BC Transit. It is an accessible, door-to-door shared transit service for people with permanent or temporary disabilities that prevent them from using fixed-route transit services. The system has approximately 5,000 annualized service hours and the fleet is comprised of four light-duty ARBOC vehicles. The service area is comprised of the City of Port Alberni and Electoral Areas “B” (Beaufort), “D” (Sproat Lake), “E” (Beaver Creek), and “F” (Cherry Creek). Individuals are able to request service Monday-Friday (8:00 am – 4:00 pm) and Sundays (8:30 am-12:30 pm).

Private Operators:

Tofino Bus offers interregional service across Vancouver Island connecting Victoria with Tofino and Ucluelet, stopping in Port Alberni (4541 Margaret Street) on southbound and northbound trips.

United Cabs offers 24/7 taxi service across the Alberni-Clayoquot Regional District, including the City of Port Alberni, Cherry Creek, Beaver Creek, and Sproat Lake.

Lady Rose Marine Services operates ferries and water-taxis, providing water transportation from Port Alberni to Bamfield. The ferry dock, located near Harbour Rd and Argyle St (5425 Argyle Street) is currently serviced by transit service on Route 1 Southside.

4.2 Study Area

The Study Area for this Feasibility Study is delineated below.

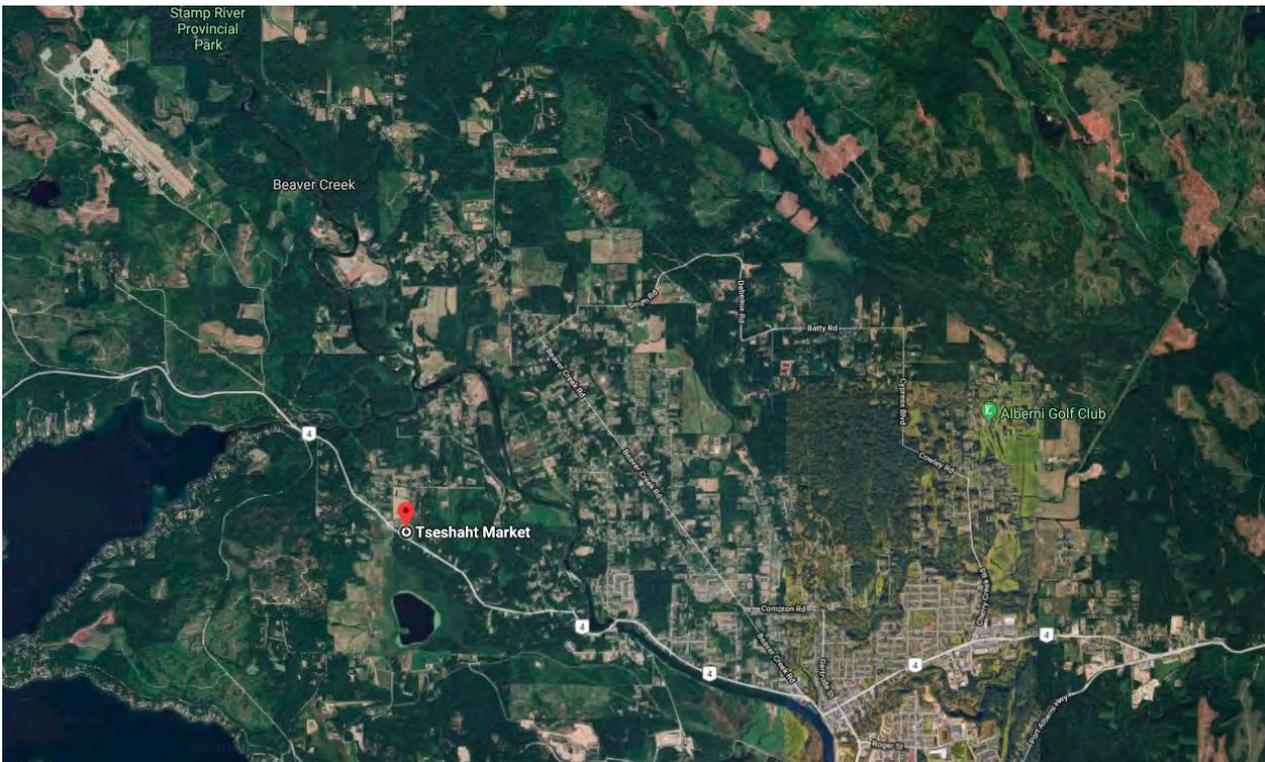


Figure 2: Study Area

4.3 Community Overview

The Study Area is comprised of the City of Port Alberni, Electoral Area “D” (Sproat Lake), Electoral Area “E” (Beaver Creek), and Electoral Area “F” (Cherry Creek). There are approximately 22,000 residents within the Study Area. Population summary statistics are shown below.

Study Area		
	Population	Population Density /km2
City of Port Alberni	17,678	894.7
Electoral Area "D" (Sproat Lake)	1,616	1.2
Electoral Area "E" (Beaver Creek)	2,754	125.6
Electoral Area "F" (Cherry Creek)	1,935	186.57
Tseshah First Nation	1213	-
Hupacasath First Nation	332	-

Figure 3: Study Area Population

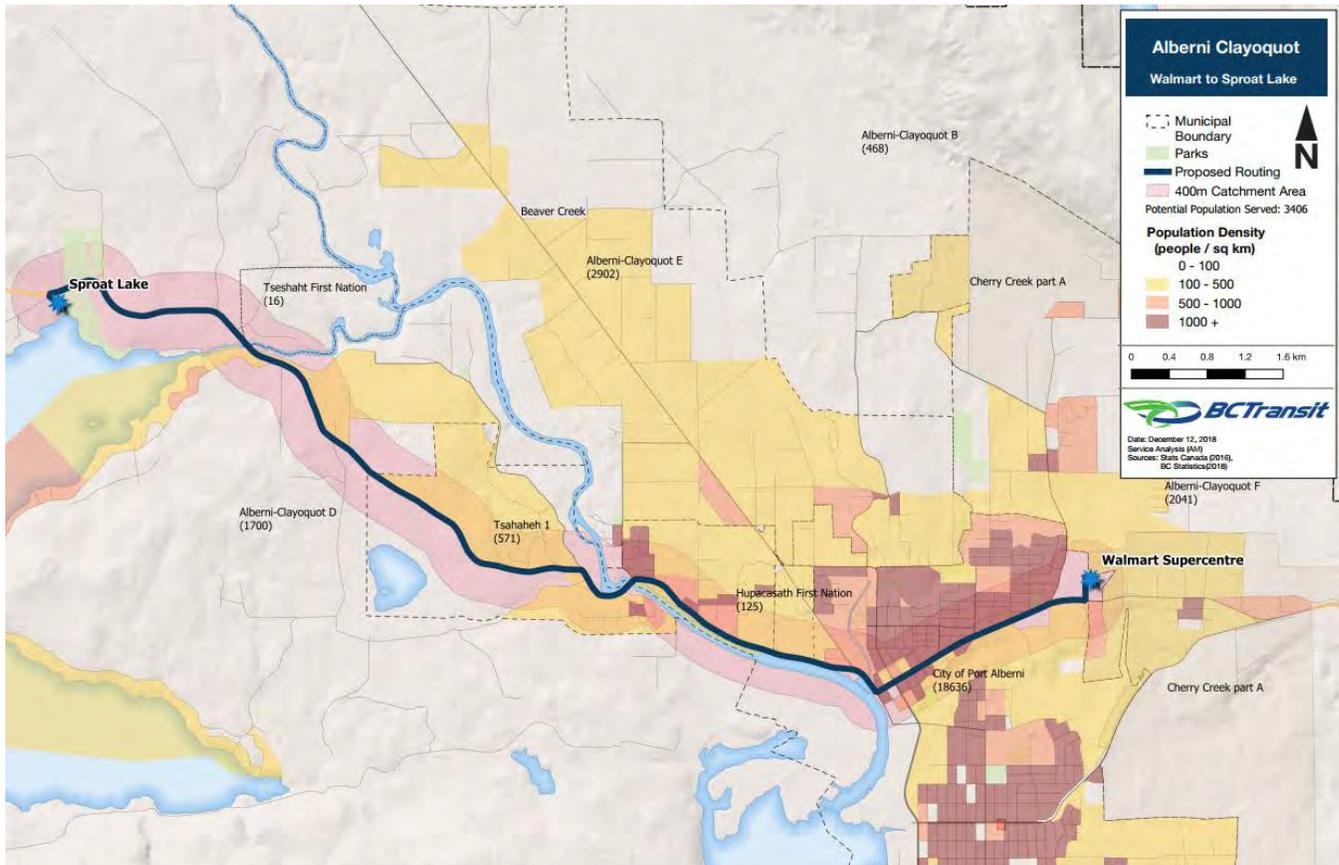


Figure 4: Study Area Population Density

The propensity to use transit varies with age and income, and key changes in these variables are likely to have significant impacts on the future of transit. Specific age groups, such as those under 19 or over 75 are more likely to rely on transit.

Within the Study Area, the annual average income is approximately \$32,000 and approximately 35% of the population is over the age of 55, with nearly 10% of the population over the age of 75.

Research indicates that older seniors (75+) make less trips overall compared to other age groups, however tend to be very dependent on transit. They are likely to desire door-to-door service. Recent

data suggests that seniors are the fastest growing segment of the population, a trend that will be more prominent in areas with an existing high proportion of seniors.

4.4 Travel Patterns

A successful transit network enables customers to move to and from their destinations. Travel patterns extracted from Statistics Canada (2016) build a picture of how residents move within and to/from communities. The proportion of transit trips to work accounts for approximately 2% for residents within the Alberni-Clayoquot Regional District.

4.5 Study Area: Key Destinations

Within the Study Area, there are a few key destinations, likely to generate trips. The key destinations comprise of the following:

Sproat Lake: Sproat Lake is a popular recreational area in the summer, attracting tourists, boaters, and summer cottage residents.

Tseshaht Market: Tseshaht Market is a full-service gas station, offering basic food and supplies.

Walmart Supercentre: A supermarket that offers a one-stop shopping experience.

4.6 Estimated Transit Ridership

There are approximately 22,000 people who live in the communities in the Study Area. Based on ridership patterns of similar transit routes in the province, ridership is likely to be dispersed throughout the day. In short, customers will use this service for all types of trips rather than for the purpose of commuting to work in peak morning and afternoon hours. Therefore, service options will be developed to meet ridership demand.

The community population, land use patterns, and low density suggest that transit services will be relatively low in productivity at 3-6 rides / hour, less than the guideline minimum threshold of 12 rides per hour for conventional service, as recommended by BC Transit current best practices. However, these transit routes would provide a policy based coverage service to provide access to transit services.

5. Service Options

Service options are designed to meet the level of ridership demand and needs of customers. The service description of each option identifies the following:

Conventional Transit

Conventional transit operates mainly in urban areas and uses standard sized buses (30ft or more) or high capacity buses in dense urban areas. Trips operate on fixed routes and follow schedules.

Flexible Transit or **Flex-Routed Transit** is built on a fixed route; however extra time is scheduled into trips. This extra time enables the bus to go off route within 1.5 kilometres to provide door-to-door pick up and/or drop off.

Given the relative high cost of providing handyDART service, it is important to ensure that customers are matched with the type of transit service needed. This helps to ensure that limited resources are allocated appropriately and available for those that require the service. In order to meet the needs of the ageing demographic, alternative service delivery model, such as Flexible Transit will be considered.

The benefit to this flexible transit model is that it provides the predictability of scheduled service for the general population while providing a higher level of access.

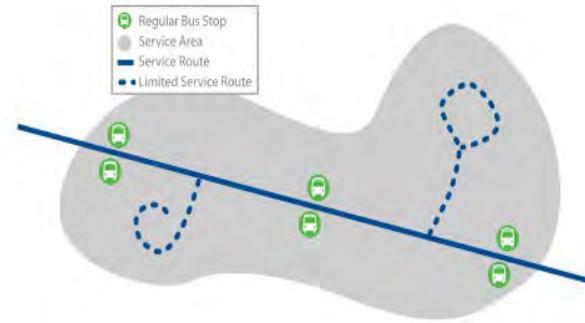


Figure 5: Flex-Routed Transit

Definitions

- Service Hours - Estimated number of annual hours that will be utilized based on the time to complete one round-trip and any recovery time.
- Ridership - Estimated annual ridership based on ridership levels on routes in other, similar transit systems.
- Vehicle Requirements - Estimated number of vehicles required to operate the service option.
- Estimated Cost - Expected annual cost based on a standardized operating cost per service hour and estimated vehicle costs, off-set by passenger revenue.

5.1 Proposed Transit Routes

The transportation options, as outlined below, seek to provide a minimum level of service to residents in Electoral Areas. Transit options provide high level cost estimates, vehicle lease fees, frequency, and span. All trips would operate approximately between 8:00 am and 6:00 pm from Monday-Sunday.

Options 1-3 would be integrated into the Port Alberni Transit System. As such, they are costed under the Port Alberni Transit System. Option 4 would operate under the Alberni-Clayoquot Custom System.

5.2 Service Option 1: Tseshaht Market/Sproat Lake – Walmart

Tseshaht Market/Sproat Lake/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, stop at Tseshaht Market, and terminate at Sproat Lake. The purpose of this transit line is to provide travel options for residents to access recreational opportunities, shopping, health care, jobs, and education. Flex routing up to 1.5 km deviation from the proposed route should also be considered. Connections via the existing Route 2 would also be available from Walmart to access other parts of the Region. Various service options for this route are shown below.

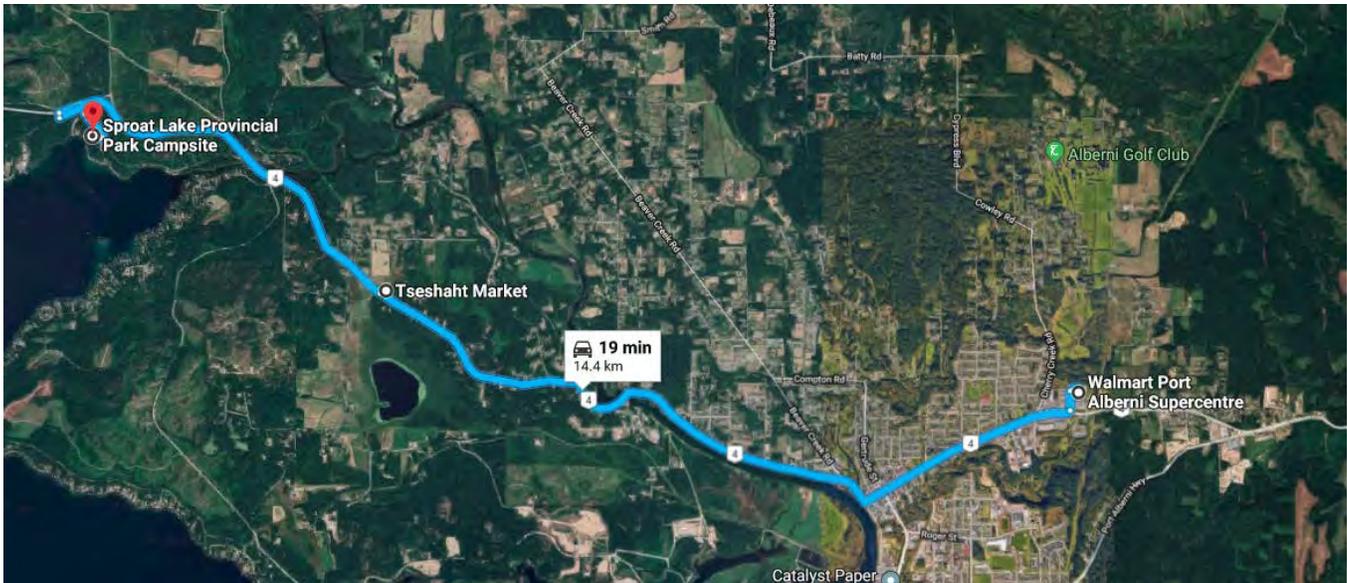


Figure 6: Sproat Lake to Walmart

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

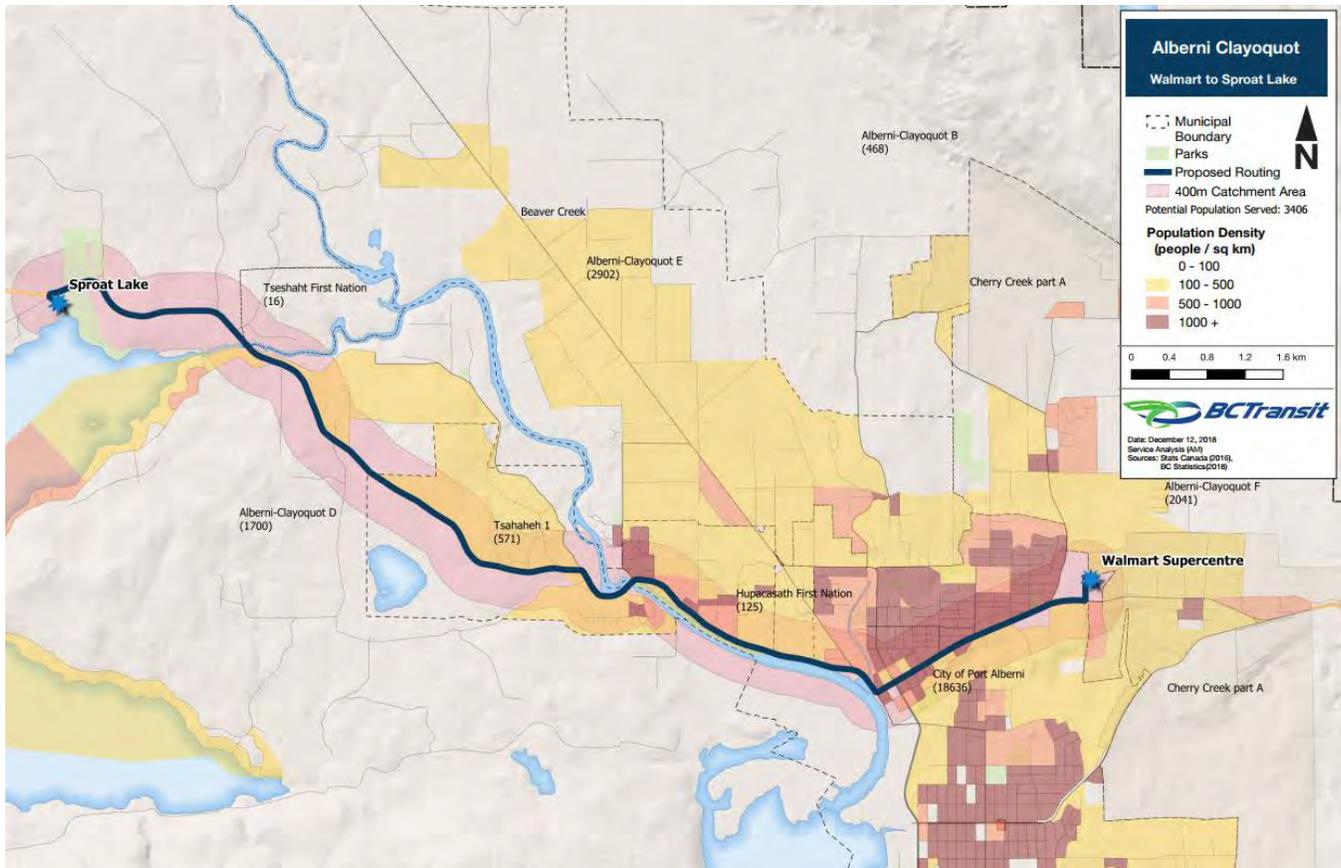


Figure 7: Population Density (Option 1)

Figure 8: Service Options (all-year)

Service Options	Buses Required	Total Hours	Trip Duration	Round Trips Per Day	Estimated Ridership	Estimated Total Annual Cost	Estimated Local Share Cost
Option 1A: Weekday and weekend service	1 bus, 1 spare	890	50 mins	3	3,115	\$177,799.10	\$118,953.74
Option 1B: Flex-Routed Paratransit Weekdays and weekend service	1 bus, 1 spare	1,157	65 mins	3	4,050	\$137,486.41	\$73,213.28
Option 1C: Weekday and weekend service	1 bus, 1 spare	1780	50 mins	6	6,230	\$180,729.31	\$112,635.82
Option 1D: Flex-Routed Paratransit Weekdays and weekend service	1 bus, 1 spare	2314	65 mins	6	8,099	\$217,794.65	\$146,426.57

Considerations: This service could be implemented as a pilot project, operating only during the summer months of July and August. High level cost estimates are shown below.

Figure 9: Service Options (July-August)

Service Options	Buses Required	Total Hours	Trip Duration	Round Trips Per Day	Estimated Ridership	Estimated Total Annual Cost	Estimated Local Share Cost
Option 1A: Weekday and weekend service	1 bus, 1 spare	180	50 mins	3	630	\$81,573.42	\$69,672.11
Option 1B: Flex-Routed Paratransit Weekdays and weekend service	1 bus, 1 spare	234	65 mins	3	819	\$88,891.99	\$73,420.29
Option 1C: Weekday and weekend service	1 bus, 1 spare	360	50 mins	6	1,260	\$105,968.66	\$82,166.04
Option 1D: Flex-Routed Paratransit Weekdays and weekend service	1 bus, 1 spare	468	65 mins	6	1,638	\$120,605.81	\$89,662.41

5.3 Service Option 2: Tseshaht Market – Walmart

Tseshaht Market: The routing connecting Walmart to Sproat Lake Market is shown below. The two-way trip length is approximately 18 km with a cycle time³ of 30 minutes. The first trip would depart from Walmart and terminate at Tseshaht Market. The purpose of this transit line is to provide travel options for residents to access recreational opportunities, shopping, health care, jobs, and education. Flex routing up 1.5 km deviation from the proposed route should also be considered. Connections via the existing Route 2 would also be available from Walmart to access other parts of the Region. Various service options for this route are shown below.

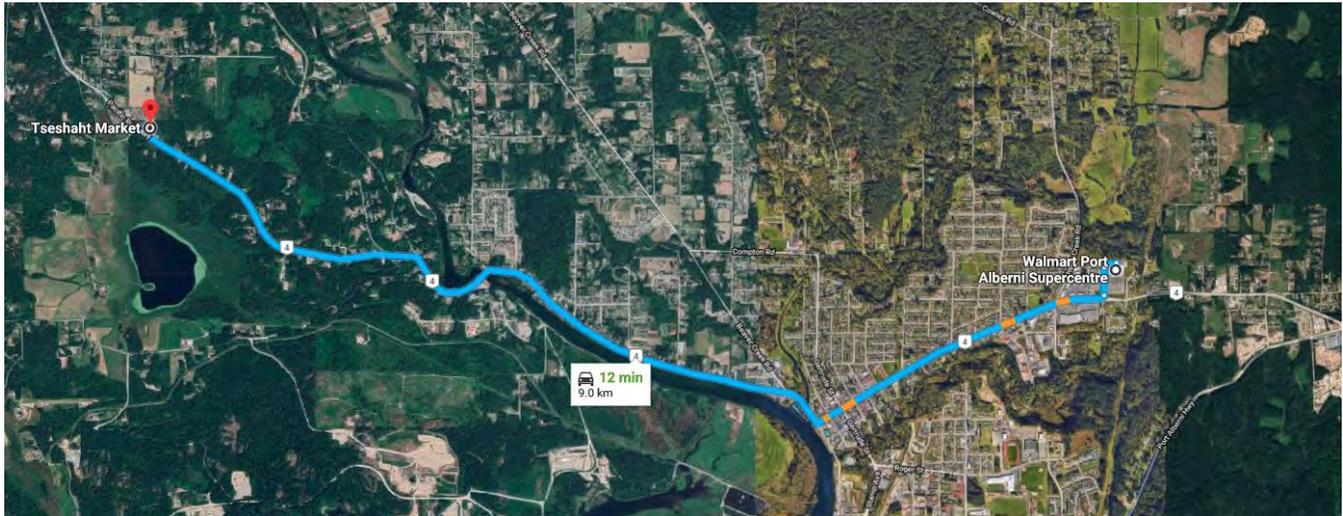


Figure 10: Tseshaht Market to Walmart

³ Cycle time is the total time to complete a route, including travel time and recovery time.

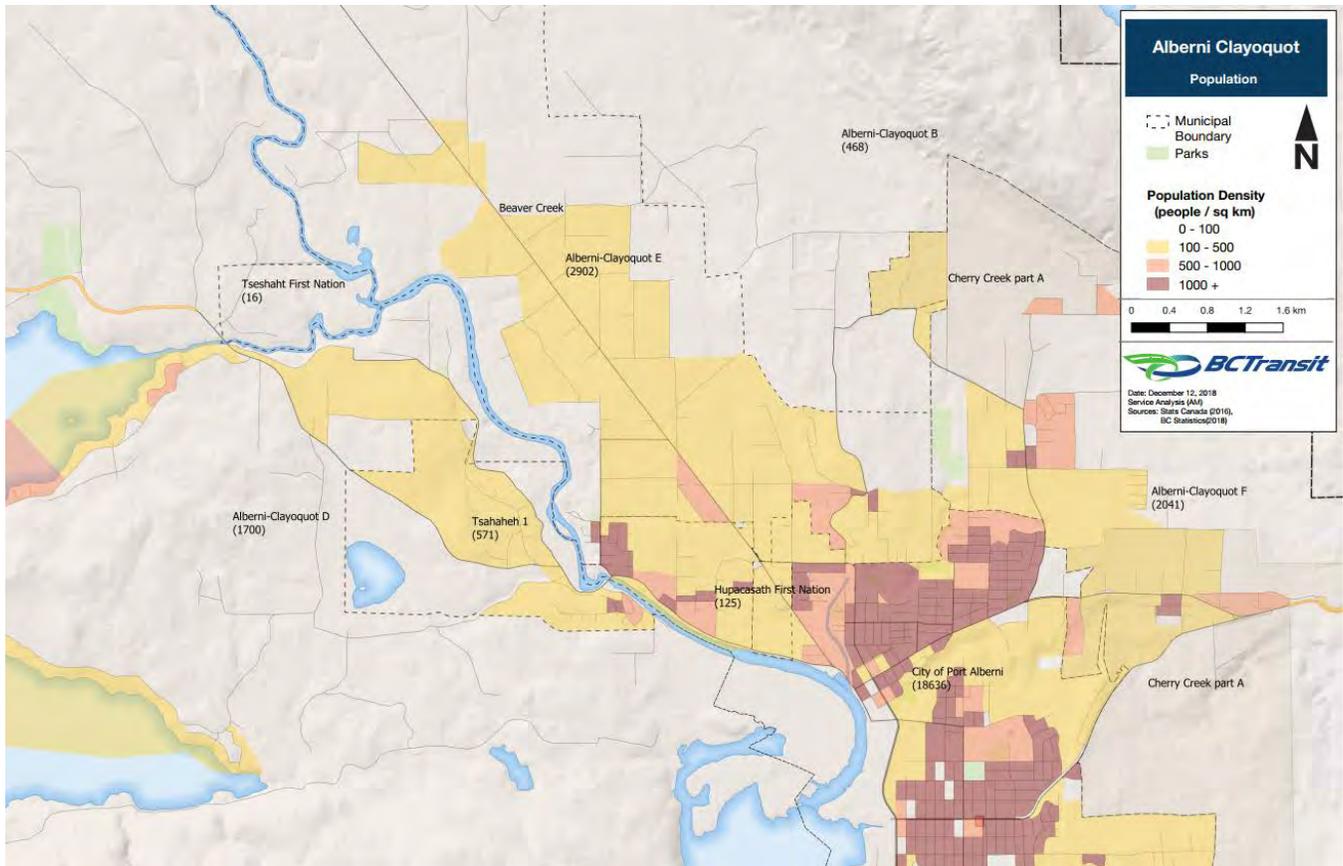


Figure 11: Population Density (Option 2)

Figure 12: Service Options (all-year)

Service Options	Buses Required	Total Hours	Trip Duration	Round Trips Per Day	Estimated Ridership	Estimated Total Annual Cost	Estimated Local Share Cost
Option 2A: Weekday and weekend service	1 bus, 1 spare	534	30 mins	3	1,869	\$129,550.73	\$94,243.51
Option 2B: Flex-Routed Paratransit Weekdays and weekend service	1 bus, 1 spare	801	45 mins	3	2,804	\$165,737.01	\$112,776.19
Option 2C: Weekday and weekend service	1 bus, 1 spare	1068	30 mins	6	3,738	\$201,923.28	\$131,308.86
Option 2D: Flex-Routed Paratransit Weekdays and weekend service	1 bus, 1 spare	1602	45 mins	6	5,607	\$274,295.84	\$168,374.20

5.4 Service Option 3: Hybrid Tseshah Market / Sproat Lake / Walmart

This option would combine Options 1 and 2, to provide service from Tseshah Market to Walmart from September to June and service from Sproat Lake to Walmart in July and August to meet ridership demands.

Figure 13: Tseshah Market (Sept - June)

Service Options	Buses Required	Total Hours	Trip Duration	Round Trips Per Day	Estimated Ridership	Estimated Total Annual Cost	Estimated Local Share Cost
Option 2A: Weekday and weekend service	1 bus, 1 spare	426	30 mins	3	1,881	\$114,913.58	\$86,747.15
Option 2B: Flex-Routed Paratransit Weekdays and weekend service	1 bus, 1 spare	639	45 mins	3	2,822	\$143,781.29	\$101,531.64
Option 2C: Weekday and weekend service	1 bus, 1 spare	852	30 mins	6	3,762	\$172,648.99	\$116,316.13
Option 2D: Flex-Routed Paratransit Weekdays and weekend service	1 bus, 1 spare	1278	45 mins	6	5,643	\$230,384.40	\$145,885.11

Figure 14: Sproat Lake (July-August)

Service Options	Buses Required	Total Hours	Trip Duration	Round Trips Per Day	Estimated Ridership	Estimated Total Annual Cost	Estimated Local Share Cost
Option 1A: Weekday and weekend service	0	180	50 mins	3	630	\$24,395.24	\$12,493.94
Option 1B: Flex-Routed Paratransit Weekdays and weekend service	0	234	65 mins	3	819	\$31,713.82	\$16,242.12
Option 1C: Weekday and weekend service	0	360	50 mins	6	1,260	\$48,790.49	\$24,987.87
Option 1D: Flex-Routed Paratransit Weekdays and weekend service	0	468	65 mins	6	1,638	\$63,427.63	\$32,484.23

5.5 Service Option 4: Beaver Creek / Cherry Creek / Walmart

Beaver Creek/Cherry Creek: The routing connecting Beaver Creek and Cherry Creek to Walmart is shown below. The trip length is approximately 20 km with a cycle time⁴ of 30 minutes. The first morning trip would depart from Walmart and loop counter clockwise and the afternoon trip will depart from Walmart and loop clockwise. The purpose of this transit line is to provide travel options for residents to access recreational opportunities, shopping, health care, jobs, and education. Connections via the existing Route 2 would also be available from Walmart to access other parts of the Region.

⁴ Cycle time is the total time to complete a route, including travel time and recovery time.

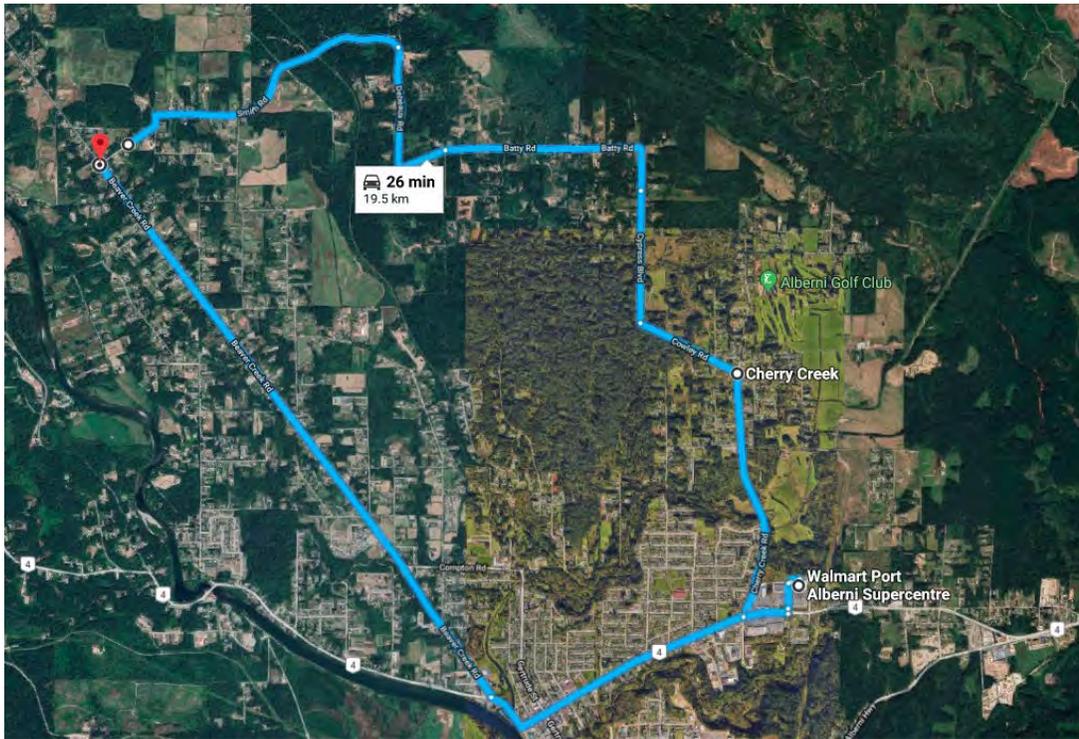


Figure 15: Cherry Creek / Beaver Creek to Walmart

Figure 16: Service Options

Service Options	Buses Required	Total Hours	Trip Duration	Round Trips Per Day	Estimated Ridership	Estimated Total Annual Cost	Estimated Local Share Cost
Option 3A: Weekday and weekend service	1 bus, 1 spare	623	35 mins	3	2,181	\$141,613	\$100,421.07
Option 3B: Weekday and weekend service	1 bus, 1 spare	1,246	35 mins	6	4,361	\$226,047	\$143,664

5.6 Service Option 5: On-Demand Service

Under the existing Alberni-Clayoqout Regional Transit Custom System, on-demand service could be provided within the Study Area. Cost estimates for an 8-hour shift are shown below. On-demand service would require guidelines and restrictions as to limit the number of requests in a day.

Figure 17: Service Options

Service Options	Buses Required	Total Hours	Estimated Total Annual Cost (ARBOC)	Estimated Local Share Cost (ARBOC)
On-Demand Service	1 bus	2850	\$264,212	\$94,628.62

6. Fleet and Infrastructure Options

Infrastructure Requirements

Facility Capacity Requirements: Given that the Port Alberni maintenance and operations facility is at capacity, plans will need to be developed in order to accommodate additional buses. Increased costs may be incurred. Facility requirements will be discussed in greater depth in the subsequent report.

Bus Stops and Pullouts: A more detailed service plan will be developed in Phase II to determine potential stops and their associated infrastructure requirements.

Vehicle Requirements

BC Transit’s fleet is shared across the province; lease-fees are standardized by bus classification. Light-duty vehicles, such as the Spirit of Mobility ARBOC are leased at a lower rate than medium-duty vehicles, such as the Grande West 30’ Vicinity. Different bus types also have varying environmental impacts; light-duty vehicles produce less GHG emissions than medium-duty vehicles.

Given that ridership per trip is expected to be approximately 3-5 rides per trip, coupled with environmental and financial impacts, BC Transit recommends utilizing an ARBOC for this transit service.

Sprit of Mobility, ARBOC

The Spirit of Mobility can accommodate up to 16-20 seated passengers.



Figure 18: Spirit of Mobility

7. Next Steps

It is recommended that the Alberni-Clayoquot Regional District:

- Receive this report as information.
- Present report to the Alberni Valley and Bamfield Services Committee
- Initiate Phase II
- As part of Phase II, Consult with the City of Port Alberni and First Nations Communities to seek level of support for transit services.

Upon direction from Alberni-Clayoquot Regional District Board, BC Transit will proceed with Phase II of this Electoral Area Feasibility Study. Phase II will include refinement of service options and more detailed costings, infrastructure requirements, and a cost sharing strategy. Public engagement and stakeholder meetings with surrounding communities will be also be facilitated.

January 23, 2019

Attn: Local Government Partners

From: Kevin Schubert
Director, Regional Transit Systems

Re: Custom Transit Services Report

Identifying and prioritizing appropriate investments in transit is a key deliverable shared between BC Transit and local governments each year. As you know, these priorities ultimately inform the annual budgeting process for all funding parties.

While investments in conventional transit services have generally kept pace with demand, increasing pressure from customers with physical or cognitive impairments is placing significant strain on custom (door-to-door assisted) transit services.

In response to these rising pressures, the Minister of Transportation and Infrastructure requested that BC Transit work with its local government partners to identify opportunities to enhance the availability and effectiveness of custom transit service throughout British Columbia. Over the past several months, we have completed a review of best practices and industry trends to guide a vision for custom transit services in BC, including handyDART.

A fulsome discussion of the findings will be undertaken at the upcoming BC Transit Workshop in June. However, one of the key findings of the review that should be considered during your budget development is the opportunity to align both the span of hours and service boundaries between conventional and custom transit. While not yet specifically required in British Columbia, this alignment is legislated in the United States and in some Canadian provinces. Equitable services generally implies that while the service solution may vary based on a customer's ability, availability and fares should not differ whenever possible.

To assist you in assessing custom transit service within your boundaries, a report has been compiled summarizing performance and corresponding recommendations in accordance with best practices. A common theme of the reports is the opportunity to align service availability both in the days and hours of operation per day, along with optimization of the distribution of custom services between dedicated and flexible service providers. In many cases, these enhancements are subject to identifying suitable, and ideally multiple, flexible service providers.

Your Government Relations Manager will be in contact shortly to share these reports and discuss any recommendations. These recommendations are intended to support informed decisions in development of your three year Transit Improvement Plan for the years 2020/21 to 2022/23. While the reports reflect the performance indicators from the

2017/18 operating year, updated information for the 2018/19 fiscal year will be available in May.

I sincerely hope you will consider the recommendations in the development of transit service priorities within your transit system. If you have any questions, I encourage you to reach out to your Government Relations Manager.

Sincerely,
On behalf of BC Transit



Kevin Schubert
Director, Regional Transit Systems

May 21, 2019

Attn: Rob Williams
General Manager of Environmental Services
Alberni-Clayoquot Regional District
3008 Fifth Avenue, Port Alberni, BC
V9Y 2E3

Re: 3 Year Expansion Initiatives

Dear Rob,

As your transit system has service initiatives requiring expansion funding, we have attached a Memorandum of Understanding (MOU) to formalize the process of securing provincial funding on your behalf. This MOU summarizes specific initiatives for the subsequent three operating years of 2020-2021 through to 2022-2023. These initiatives are derived from recommendations outlined in the most recent service plan(s) received by your Board and validated in collaboration with local government staff.

Expansion initiatives are an important component to sustaining and growing a successful transit system. This investment in your transit system comes with several considerations. To support board decision making, we have provided updated order-of-magnitude costing for each Conventional and Custom Transit initiative. These are based on either the estimated annual increase to revenue service hours or, where appropriate, the estimated increase to the Taxi Supplement budget for Custom Transit initiatives as written into the description.

There are a few key considerations when reviewing your initiatives. It is important to realize that where proposed expansion is dependent on other infrastructure investment, this dependency will be noted in the proposed expansion initiatives table. Similarly, if your expansion requires additional vehicles, this is also identified and is factored into your estimated total costs. Please keep in mind that should fleet be procured to support your initiative following agreement to the MOU and a determination is made that expansion is no longer desired by the local government, the lease fees related to the new vehicles will still be added to your operating budget for a minimum of a one-year period. Finally, in the event expansion requests exceed the available funding, it is important to note a prioritization process is used to determine which projects receive funding.

By communicating proposed expansion initiatives as far in advance as possible we are trying to achieve three important goals:

1. Ensure 3-year expansion initiatives are aligned with the expectations of local governments.

2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions.
3. Provide local government partners with enhanced 3 year forecasts that identify longer term funding requirements.

Upon confirmation of your board's commitment to the expansion initiatives, we will include your request in BC Transit's draft Service Plan to the Province to seek the matching funding required for operating and capital costs. If your proposed expansion requires additional vehicles in 2020-2021, a commitment from your Board is required by June 28th, 2019 to ensure sufficient time for BC Transit to include your requirements in our procurement process.

Following confirmation of the provincial budget, I will confirm with you if sufficient funding was secured and initiate an implementation plan, including the development of more detailed costing based on routing and schedules. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed expansion initiatives.

Yours truly,



Myrna Moore
Senior Manager, Government Relations
BC Transit

Expansion Memorandum of Understanding

Date	May 21, 2019
Expiry	August 30, 2019
System	Alberni-Clayoquot Transit System

Expansion Initiatives Agreement

The following outlines expansion initiatives identified for your transit system along with a high level annual costing based on the hourly rates of your system. Please confirm these initiatives are aligned with the expectations of your local government. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED CONVENTIONAL TRANSIT EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2020/21		0				
		Description	No Expansion			
2021/22	June 21	11,500	3	\$161,000	\$1,085,241	\$467,846
		Description	Introduce conventional transit service between Tofino and Ucluelet: Deviation off the main route for the Tofino-Ucluelet service and medium duty vehicle to accommodate surf boards.			
2021/22		0				
		Description	Expand transit to Electoral Areas, subject to EA Feasibility Study completion			
2022/23		0				
		Description	To be determined			

PROPOSED CUSTOM TRANSIT EXPANSION INITIATIVES

AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2020/21	Apr 20	0	0	\$1,400	\$22,000	\$5,928
		Description	Increase Taxi Supplement budget to address unmet trips.			
2021/22	Apr 21	0	0	\$3,328	\$14,000	\$2,100
		Description	Introduce Saturday service with Taxi Supplement			
2022/23						
		Description	No Expansion			

Approval

On behalf of the Cowichan Valley Regional District, I am confirming to BC Transit to proceed with the request for funding to the province on our behalf for the 2020/21 Fiscal year, and that we are committed to budget accordingly for the 3 year expansion but will review and confirm on an annual basis as per the advice provided and with the knowledge a more detailed budget will follow as service details are confirmed.

Signature: _____ Date: _____

Name: Rob Williams Position: General Manager of Environmental Services

Signature: _____ Date: _____

Name: _____ Position: _____

On behalf of BC Transit, prepared by

Signature: 

Name: Myrna Moore

Date: May 21, 2019

Position: Senior Manager, Government Relations



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Rob Williams, General Manager of Environmental Services

Meeting Date: June 27, 2018

Subject: Public Transit Study for the Alberni Valley Electoral Areas & New Taxi Saver Program

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors instruct staff to work with BC Transit on a transit service options feasibility study for the Alberni Valley Electoral Areas; as well as a potential new taxi saver program for the custom transit function.

Desired Outcome:

Obtain Board approve to work with BC Transit on a transit service options feasibility study for the Alberni Valley Electoral Areas.

Background:

There are currently two public transit services offered within the Alberni Valley, a fixed route service delivered to and funded and administered solely by the City of Port Alberni; and custom or handiDART service available to registered clients within the participating areas of the City of Port Alberni, Electoral Areas B – Beaufort, D – Sproat Lake, E – Beaver Creek, and F – Cheery Creek and that is administered through the ACRD.

Recent 2017/18 key performance indicators outline that the ACRD custom transit service has been performing well in comparison to other peer transit systems. However, as with a lot of transit services across the province, the demand for custom transit bookings within the ACRD has increased significantly to the point that there is now very high unmet trips due to the fact the service hours have remained static.

Local adult day programs is one specific area where there has been an increase in demand for specific trip times, particularly in the peak am and pm. The local operating company has done their best to accommodate the booking requests with the service hour resources available. However, there has been concerns raised by local day program staff that they cannot get their clients to regularly scheduled programs due to a lack of available service hours.

Increased demand for local custom transit services by health care programs is a common issue across the province and the Province has committed to working more closely with the various ministry's to break down silos and better allocate provincial resources. While there are programs elsewhere, such as the BC Interior Health Connections program, there does not currently appear to be any direction from Island Health to contribute funding towards local public transit in order to help provide access to adult day programs.

At the June 20, 2018 Alberni Valley & Bamfield Committee Meeting BC Transit presented an expansion option to increase the current service level by 1,000 – 1,300 annual service hours in order to better meet local demand for the custom service. While the Committee did not resolve to adopt this recommendation at this time, through their

discussions they did see the need to explore other less costly service options including the possible implementation of a taxi saver program. In short, taxi saver programs are cost-shared services between BC Transit and the local governments whereby registered handiDART clients can purchase discounted taxi coupons to use at their discretion. The program is meant to complement the existing transit service and provide clients a transportation option when handiDART is not available.

The Committee also requested that staff and BC Transit conduct a feasibility study to look at service options to provide alternative transit service to the Electoral Areas within the Alberni Valley.

Time Requirements – Staff & Elected Officials:

A marginal amount of time will be required to work with BC Transit on this initiative.

Financial:

Implementation of a new taxi saver program will have a budget impact which will need to be considered as part of the 2019 ACRD budget discussions.

A new budget function may need to be created for any new transit service for the Alberni Valley Electoral Areas.

Policy or Legislation:

A new transit service and or the addition of a taxi saver program would require an amendment to the existing BC Transit service agreement.

Options Considered:

Not proceed to investigate a new taxi saver program and or transit service options for the Alberni Valley Electoral Areas.

Submitted by: 

Rob Williams, MSc, General Manager of Environmental Manager

Approved by: 

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

From: [REDACTED]
Sent: May 15, 2020 8:41 AM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: Public Transit brings independence, choice and stronger communities

Dear ACRD Board,

I write this as a daily commuter and general user of public transit for most of the past 20 years in Qualicum, Parksville, Nanaimo, and Victoria. There are a lot of preconceived notions about buses that people have when a route is considered especially in a place that has never seen bus service. I hope this letter can help.

If you ride a bus in Nanaimo you will see everyone rides. Students, workers, seniors heading to an appointment, someone heading to their friends house, someone trying to get further in their travels, a kid going to the pool or the movies with friends, or someone taking their bike or skateboard or scooter to their favourite trail or park. Parents bringing a child to the clinic. People going to the store. People going home. People talking, reading a book, snoozing, or just staring out the window.

In 20 years I have seen strangers talk to strangers. I have seen people who clearly can't afford a car sitting and chatting with people who clearly choose not to own a car (or a second car). I have even seen, and had, friendships develop with people I only see on the bus. I have never felt or been threatened on a bus. Bus drivers don't transport thieves or tolerate people on their bus who are dangerous to others.

I have seen a bus driver call an ambulance for a senior. I see people helping each other with their groceries, or a heavy suitcase, or getting a stroller or wheelchair on the bus. I have watched kids give their seat up to an elder.

Buses are freedom for many people. Buses can teach you about your community and yourself.

Yes, bus service changes communities and it also takes time for buses to establish themselves. They need to go where people live.

A bus to Sproat Lake and Beaver Creek and Cherry Creek will be empty at the start. Guaranteed. I was on the first bus that went between Qualicum Beach and Woodgrove mall. For the first 2 years I was often alone getting on the first stop in Qualicum and by the time we got to Woodgrove there were maybe ten more.

12 years later, the bus runs twice as often and is full enough that people have to stand and there is always at least one or often two bikes in the rack on the front. It takes time for people to change habits and try new things.

Bus service requires patience and commitment, not just for riders, but especially for the decision makers.

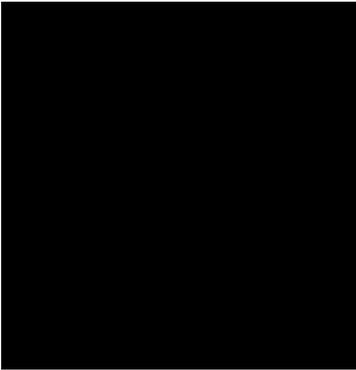
Buses bring neighbours together that normally only see each other passing in a car. They are a common place, a touchstone, a conversation starter, a relationship starter. Buses are a great way to see and appreciate all a community has to offer.

I hope we see more people on the bus and more buses, all over Port Alberni and the Alberni Valley. It will help build a stronger community.

Sincerely,



“They always tell me it takes time. How much more time do you want...for your progress?”
James Baldwin



From: Sharie Minions <sharie_minions@portalberni.ca>
Sent: May 25, 2020 9:22 AM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: FW: transit expansion to sprout lake

From: [REDACTED]
Date: Sunday, May 24, 2020 at 5:47 PM
To: Sharie Minions <sharie_minions@portalberni.ca>
Subject: transit expansion to sprout lake

To Whom it May Concern:

My name is [REDACTED] and [REDACTED]. I am writing to you as an individual of this community and not as a representative of B.C Transit.

I would like to start off by saying, as many have, that I was extremely upset with the narrative of the original petition in opposition of the transit system. I was then disappointed with the decision to halt on the project due to the opinions of a handful of Sprout Lake community members. The transit system is one that services ALL community members of Port Alberni, ACRD and Tseshaht, and therefore, all of those members should also have been considered.

[REDACTED] I know the wants and needs of [REDACTED] and know that many would benefit from this extension for many reasons. I am going to take it upon myself to collect signatures from those that actually access the transit system to demonstrate that there are many more in favour of the extension than those that are not.

I urge you to please continue to move forward with the plan to extend the transit service through the Tseshaht reserve and Sprout Lake for the benefit of the majority.

I would also like to be informed as to when there will be another meeting in regards to this matter so that I may bring forward signatures collected at that time.

I appreciate your consideration of my opinions and look forward to your response.

Sincerely

[REDACTED]
[REDACTED]

Good morning,

Thank you for this opportunity to share our opinion in regards to a Sproat Lake bus route. There are reasons to fear unsavory activities increasing with public transportation, however, this is just 'fear'. Our direct experience from living, volunteering and working at Sproat Lake is that generally the public consists of:

-Younger tourists that often resort to hitchhiking on Highway 4, this is a definite negative as these people are often caught off guard not knowing that when darkness falls there are no highway lights and little to no traffic so they end up having to sleep on the side of the highway. We have often feared for these young people's safety.

-Families are often park users and not all families have access to a vehicle and some may choose not to drive because of environmental concerns, these families deserve the opportunity to access the park with public transit.

-Elderly people regularly make a day trip out to Sproat Lake not just to see the park but to have a coffee at Della's, some may develop health concerns that hinders them being able to make the drive any more but would still enjoy the excursion. This desire to visit the lake is understood by the Volunteer Drivers for Echo Village and Fir Park who make the trip regularly.

With nearly a decade of experience working in different capacities around the lake dealing with the general public, we have learned that there is good and bad behaviour amongst Regatta attendees, Dragon Boat racers, Outrigger racers, picnickers, campers, tourists, lake visitors and lake homeowners. This is in relation to attitudes towards workers, garbage left behind, politeness, adherence to the rules and care of the environment.

We hope that our direct knowledge in dealing with people visiting and living at the lake will help diminish some of the fear and shed a realistic light on the subject.

Regards,



-----Original Message-----

From [REDACTED]

Sent: May 16, 2020 2:36 PM

To: Wendy Thomson <wthomson@acrd.bc.ca>

Subject: Sproat Lake Bus Line

To Whom it May Concern,

As someone with vision issues, who can not drive, I would be thrilled to have an independent means of reaching Sproat Lake. I really love the idea of connecting communities and being able to move around more freely. I hope the bus route happens.

I am really disappointed in the anti-bus petition assumptions around the type of people who would use transit. It's quite frankly classist and ableist. I would use the bus route. I am an [REDACTED], I volunteer for local non-profits, and I run an [REDACTED]. I have no criminal record, I don't do drugs, and I have no plans to dump garbage.

Sincerely,

[REDACTED]
[REDACTED]

-----Original Message-----

From [REDACTED]
Sent: May 19, 2020 7:26 PM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: Support for Bus Route

Hello, my name is [REDACTED] I live in Port Alberni, BC and have for 27 years. I would like to extend my full support for this bus route expansion.

Hatred and greed in this town shut down far too many positive changes for this town and this really needs to stop. We can expand our town and economy with the expansion of public transport.

I really hope more people than just myself forward this need.

Warm regards,

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: May 19, 2020 11:18 PM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: Bus out to the lake

Thank you for the opportunity to express an opinion on a bus route. I, like others in our community, was disappointed to hear the news clip on the local radio station stating residents at the lake were signing a petition to keep out the dangerous persons riding the bus and upping criminal activity at the lake. We have now learned about the tax hike being a major portion of the complaints, so rather than this issue be an elitist signature there was more to the discussion not heard on the radio clip.

My issue, and why I wrote my post on my Facebook page was to amplify that by signing a document you agree to the words in their entirety. You cannot pick and choose what you believe once your name is stamped. I hope there will be a fair solution for all involved, and would like to hear the conversation from both sides.

[REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: May 18, 2020 10:19 AM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: Buses to the Lake

ACRD Board members,

Accessibility is important.
Beautiful places should be seen by everyone.
Do the fair thing.

Best regards,

[REDACTED]

From [REDACTED]
Sent: May 19, 2020 8:43 PM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: Proposed transit service to Sproat Lake

Dear ACRD,

Thank you for your service on behalf of our wonderful community.

As a full-time resident of Sproat Lake, I am writing to express my concerns in relation to the proposed transit service.

I am concerned that the costs of this service would outweigh any benefits.

Transit service makes great sense in cities and in dense communities where a significant volume of users can access transit pickup / dropoff points by foot. It does *not* make sense in sparsely populated areas where users would need to arrange for private transportation just to get to pickup / drop-off points.

I respectfully urge you to defer this proposal until full community input and support has been met. This initiative has not been adequately studied and communicated to the local stakeholders who would be responsible for its funding.

Thank you, and regards,

[REDACTED]

>> -----Original Message-----

>> From: [REDACTED]

>> Sent: May 19, 2020 9:03 PM

>> To: Wendy Thomson <wthomson@acrd.bc.ca>

>> Subject: In favour of the Sproat lake bus route

>>

>> I am a city resident but am in support of the proposed bus route to the provincial park. I feel strongly that this would be used by families and elders and others of diverse needs.

-----Original Message-----

From: [REDACTED]

Sent: May 16, 2020 11:54 PM

To: Wendy Thomson <wthomson@acrd.bc.ca>

Cc: Sharie Minions <sharie_minions@portalberni.ca>; Penny Cote <pcote@acrd.bc.ca>; [REDACTED]

Subject: Proposed trial bus service to the Sproat Lake Region

To whom it may concern.

As a Sproat Lake resident and taxpayer for the past 25 years I am very interested in how the proposed trial bus service is rolled out.

As a lifelong resident of the Alberni Valley, born in Port Alberni I greatly value the ability to access transportation and the freedom it brings.

In the early 1960's I was most fortunate and felt privileged to have parents who owned a car and who could afford to treat our family to a day at Sproat Lake Park (Smiths Landing) on a hot summer weekend.

As I got older and into my pre and early teens my parents were both working so there were fewer opportunities for family trips to the lake.

Unless I went with friends if they had room in their car I did not get to the lake as often as I had previously enjoyed. It was forbidden for us to hitchhike or ride our bikes to the lake due to the narrow, winding and dangerous design of the highway. We did venture on our bikes or hitched a few times but when our parents found out it was not worth the end result to try again. So we were content to walk to the old outdoor pool at Recreation Park, until it was sadly closed, or we would walk or ride our bikes to Paper Mill Dam for a swim which was highly frowned upon in the 1960's. "People drown there" was the parental mantra and sadly some did!

In our mid teens we fortunately had friends who worked and drove who could take us to the lake once in awhile.

Fast forward to today where many families are working multiple jobs just to put food on the table or if they are single parents they are struggling to keep a roof over their heads - never mind owning a car.

As a privileged white male I was very fortunate to grow up during the 1950's, 60's and 70's in one of the wealthiest communities in Canada. I recognize that my life has been greatly privileged and full of more opportunities than many people living in the Alberni Valley today could ever imagine!

My point in telling you this today is that I think that the youth of our community we call home and their families living in Port Alberni, Cherry Creek, Beaver Creek and Beaufort have just as much right to access the beautiful and cooling waters of our magnificent Sproat Lake Park as do those of us privileged to live on or near Sproat Lake - whether they own a car or not! After all it was McMillan Bloedel the major employer of note in our communities history that donated Sproat Lake Provincial Park to the Province of BC for all residents to enjoy.

I urge you the members of the ACRD who have the power and the position to make positive decisions for the benefit of those you serve, the residents and taxpayers, that you ensure the proposed trial bus service to the Sproat Lake region move forward in a timely manner. Furthermore, I trust that the details of the proposed plans for the trial bus service will be shared with the residents of the Alberni Valley to keep us informed on progress towards the goal of implementing this important and long overdue public service.

The current information void has led to citizen petitions and counter petitions and passionate sometimes denigrating posts on social media that could mostly be avoided with a little more information and leadership from the ACTD. I think accurate information shared in a timely manner prior to implementing the trial bus service would greatly lessen the fear-mongering and speculation from panicked Sproat Lake residents and Valley taxpayers.

I also sincerely hope that the ACRD ensures the proposed trial bus service is operated in a realistic manner, that is fair and affordable for both taxpayers and users that also reflects increased seasonal demand during the summer and reduced need during the winter months (with smaller busses etc.). Thank you all for your service to the residents of the Alberni Valley and the entire Alberni Clayoquot Regional District.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: [REDACTED]
Sent: May 21, 2020 12:15 PM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: Material to Forward to Committee RE: BUS ROUTE TO SPROAT LAKE PROPOSAL

ACRD AT IT AGAIN! BUS SERVICE TO SPROAT LAKE?????

This email is to address the article in this week's paper regarding bus service to Sproat Lake.
Bus Service between Walmart and Sproat Lake?

Who on earth dreamed up such a concept?

It is common knowledge that many homeless and troublemakers live in the bushes behind Walmart and Canadian Tire, in Roger Creek Park, in Dry Creek Park and along the Waterfront. I just spoke to a City Bylaw Officer and he filled me in on the issues. We all know that this crime, drug, mental illness, homelessness, addiction, vandalism problem is GROWING in our community. Let's make it easier to move it out to Sproat Lake!!!

Furthermore, after the 90 residents of a low income complex were left stranded in April in Campbell River, we can guess where many went? You guessed it - straight to Port Alberni. A JOKE. You may not even want to speak with the police who can tell you of ongoing other atrocities in our city.....

It reads more like a TRAJEDY.

Any expansion or developments which require significant funding either in the city or in the regional district MUST be put on hold until the growing problems listed above are DEALT WITH. What does it take for the community to be heard.???

A bus route to Sproat Lake will more than likely just spread the crime. There is already crime out there. I know, as I have heard reported from others and seen it myself when out at the Provincial Park both for day use and for overnight camping. The campground has only one or two attendants at a time and it is more than a joke, in what little regulation there is out there. The local police and bylaw officers can't even get ahead of the nightmare in the town area.

Whoever this Rob Williams, environmental services guy is, he should be "fleshing out" how to get rid of the homeless problems, the graffiti, the drugs, the excrement, the needles, the screaming, the crime, the street ghetto day and night life, the overdose prevention site, that plagues our town and our community.

Why is everyone ignoring this like the Emperor who has No Clothes? Do all of you in leadership or administrative positions feel that you are immune, that you are above it, or you simply feel too safe in your pretty homes?

The regional district has a history of not listening to petitions. Just ask [REDACTED] and the [REDACTED].

Sharie Minion's expression to the paper of "really disappointed" "that is a very disappointing and upsetting mentality" "stereotypical comments" c'est quoi?

QUESTION: "disappointing for who exactly?"

QUESTION: Don't you think that your statement about "stereotypical comments" is a reflection of your own "stereotypical" brush-off of the local resident's concerns about VERY REAL ISSUES?

Sproat Lake Provincial Park is an incredible natural resource that is in the stewardship of this regional district. To try to "URBANIZE" it, would be a HUGE DISASTER. Why do you people want to ruin the natural beauty that is the environment of the ALBERNI VALLEY?

Why are you so insecure that you must keep up with the JONE'S? Get a new Hospital with an undersized parking lot. Get a Walmart here. Get an Overdose Site here. Get a million dollar uptown upgrade. Get a bus route out to a beautiful provincial park. Get. Get. Get. Get. Spread Spread Spread the joy of crime.

And you still have the audacity to announce to the city that you MUST INCREASE TAXES.

Why don't you all try some real genuine and actual GIVING to the community?

Penny Cote: Also states a "disappointed" expression. "perceived notion" "There's no support from the community members."

QUESTION: Are you, Penny, possibly able to grasp, even a tiny bit, why this might be? Maybe you could talk with the local rcmp and bylaw officers to clear your disappointment.

The Regional District's priorities are WRONG AGAIN in this matter. This possible bus service only serves to give purpose to whoever has designed it and wants it there. It has nothing to do with listening to the people in the community who have truly LEGITIMATE CONCERNS.

I will say again, that until the city and the regional district deal with the CORE ISSUES - just talk to the police and see their files..... talk to the city bylaw and hear their realities which are the regional district's realities..... until someone with any real understanding, compassion and strength stands up to break down these unhealthy, dangerous, exploding community issues.... we all are going NO WHERE really.....

YOUR BASKET OF PRIORITIES IS **UPSIDE DOWN**. 🤔😡😱😞😏😠😡😏

ON BEHALF OF ALL OF THE
CONCERNED CITIZENS OF PORT ALBLERNI



REQUEST FOR DECISION

To: Alberni Valley and Bamfield Services Committee

From: Tricia Bryant, CPA, CGA, Asset Management Coordinator

Meeting Date: June 17, 2020

Subject: Alberni Valley & Bamfield Waste Management: Asset Management Plan Version 1

Recommendation:

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

Desired Outcome:

The Alberni-Clayoquot Regional District (ACRD) Board of Directors adopts the Alberni Valley & Bamfield Waste Management Asset Management Plan (the Plan) to guide decision-making and facilitate sustainable service delivery.

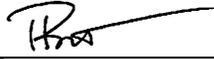
Summary:

The Alberni Valley & Bamfield Waste Management Asset Management Plan is the ninth plan created by the ACRD with the assistance of previous site studies, the Environmental Services Manager and staff. The purpose of the Plan is to better guide the Board, management and staff in decision-making and sustainable service delivery. It is also a communication tool for public awareness. The Plan has already provided significant value by gathering data from various departments to identify areas and projects that are priority in the budgeting and long-term financial planning process. In order to make relevant and reliable long-term financial plans, Asset Management Plans are a necessity. The Plan is a key tool to become more proactive than reactive. Prior to the Plan's creation, an Asset Registry was created in which component valuations and approximate expiration dates are used to calculate required annual financial contribution from tax requisition in order to maintain desired levels of service. It can also be used to identify necessary adjustments to user rates. This version of the Plan will be dated with the date of adoption.

Asset Management Plans identify any financial gaps that potentially could be filled with grants or require other funding sources such as taxation. Asset Management Plans are now a requirement for grant applications as well as accurate and reliable long-term financial plans.

Time Requirements – Staff & Elected Officials:

There is a dedicated full-time position until late 2020 for Asset Management. Most Asset Management Plans can take a significant amount of time to compile necessary information, analyze and present it in a way that provides value to staff, management, the Board and users of the service. Additionally, time must be taken to properly include the information in Asset Management Plans in the 5 year financial plan of the Regional District.

Submitted by: 
Tricia Bryant, CPA, CGA, Asset Management Coordinator

Reviewed by: 
Teri Fong, CPA, CGA, Chief Financial Officer

Approved by: 
Douglas Holmes, CPA, CA, Chief Administration Officer



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Alberni Valley & Bamfield Waste Management Plan

Asset Management Plan
Version 1



DATE OF ADOPTION: TBD



Contents

1	EXECUTIVE SUMMARY	2
1.1	Purpose of the Plan	2
1.2	Asset Description	2
1.3	Levels of Service.....	2
1.4	Future Demand.....	2
1.5	Lifecycle Management Plan.....	2
1.6	Financial Summary.....	3
1.7	Asset Management Practices	4
1.8	Monitoring and Improvement Program	4
2	INTRODUCTION	4
2.1	Background	4
2.2	Asset Inventory.....	7
2.3	Levels of Service.....	7
2.4	Emergency Preparedness	10
3	CURRENT STATE OF AVLF INFRASTRUCTURE	10
3.1	Inventory.....	10
3.2	Waste Trends.....	10
3.3	Waste Composition Study	12
3.4	Landfill Gas Management	12
3.5	Replacement Costs and Dates	14
3.6	Condition Assessments.....	15
3.7	Current Operations and Maintenance Costs	16
3.8	Risk Management Plan	17
4	ASSET MANAGEMENT IMPROVEMENT PLAN	18
4.1	Infrastructure Replacement Priority Ranking	18
4.2	Demand Management Plan	18
4.3	Improvement Plan	19
5	REFERENCES	21



1 EXECUTIVE SUMMARY

1.1 Purpose of the Plan

The Alberni Valley & Bamfield Waste Management Plan (AVLF) Asset Management Plan (AMP) is part of the ACRD Asset Management program to facilitate informed decision-making and effective allocation of resources for infrastructure. The purpose of an AMP is to deliver sustainable, cost effective services to ACRD communities in a socially, economically, and environmentally responsible manner, while providing the level of service agreed upon by the Board of Directors.

1.2 Asset Description

The AVLF assets include:

- Large shop & drywall shelter
- Scale house, office, vehicle scale
- 3rd Avenue Recycle Depot
- Water system and leachate equipment
- Landfill Road asphalt surfaces and tipping wall
- Bamfield Transfer Station
- Recycling centre

1.3 Levels of Service

The present funding levels are sufficient to continue to provide the existing services at current levels in the medium-term. Current reserve balances and revenue trends would not present a threat to providing the current level of service but the Board has mandated further diversion than what is currently provided and that will require an updated analysis.

1.4 Future Demand

The main demands for new services are created by:

- Growth rate
- Diversion rates and programs
- Board of Directors and resident level of service expectations
- Legislative regulations

These will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and mitigating failures.

1.5 Lifecycle Management Plan

Asset Management assists in conscious and calculated decisions for all assets covered in Plans from acquisition, operation, maintenance, disposal and renewal or upgrade. During the course of an assets life, the replacement or retirement value is known along with an estimated date of replacement based on age and condition. Annual contributions required are calculated for each component in each service so we can measure the funding gap between current and future levels of service in order to align funding and service expectations. The AM Program achieves responsible and reliable lifecycle management practices.



The Asset Management Coordinator will create the AVLFP AMP with the assistance of consultant reports and operations staff. Asset Management systems will continue to be maintained once this position expires by ACRD staff. Estimated service life and replacement cost of the landfill infrastructure were determined using Annual Reports for the AVLFP. Management and staff provide risk assessments and goals.

1.6 Financial Summary

The AVLFP assets, excluding assets owned by the Operations Contractor, have a total current replacement value of \$4.7 million in 2020 dollars and a current closure cost of \$12.9 million with future closure and post-closure costs expected to reach \$33.6 million with inflation. With an estimated inflation rate of 1.5% (10-year CPI average), estimated future replacement costs are \$8.6 million for current infrastructure at the end of the components estimated service life, with no consideration for a future landfill site. Not included in the estimates are projections for future demand and projected capital upgrades. The Alberni Valley population has grown approximately 1% annually. The AVLFP and ACRD are constantly researching and implementing new diversion programs that should offset any demand growth. If population were to drastically increase it will be considered in future AMPs.

The Ministry of Environment and the Public Sector Accounting Board requires that financial liability for closure and post-closure monitoring costs of municipal solid waste landfills is properly recognized and adequately funded. The AVLFP has a dedicated capital reserve account that is well funded and a closure account that is projected to cover the required costs when the landfill reaches capacity in approximately 2082. A Design, Operations and Closure Plan (DOCP) is currently being created for AVLFP in which the recommended closure contribution annual amount will be updated.

The solid waste activity is debt free and activities are funded to 70% by tipping fees and only 3% by requisition. Increases in tax requisitions are not planned for this service; additional required revenues will be generated through user fees, if necessary. Table 1.6 shows the distribution of income for the AVLFP while Table 1.7 shows the tipping fee revenue in relation to the total waste tonnage landfilled.

Table 1.6 – Income Sources for AVLFP

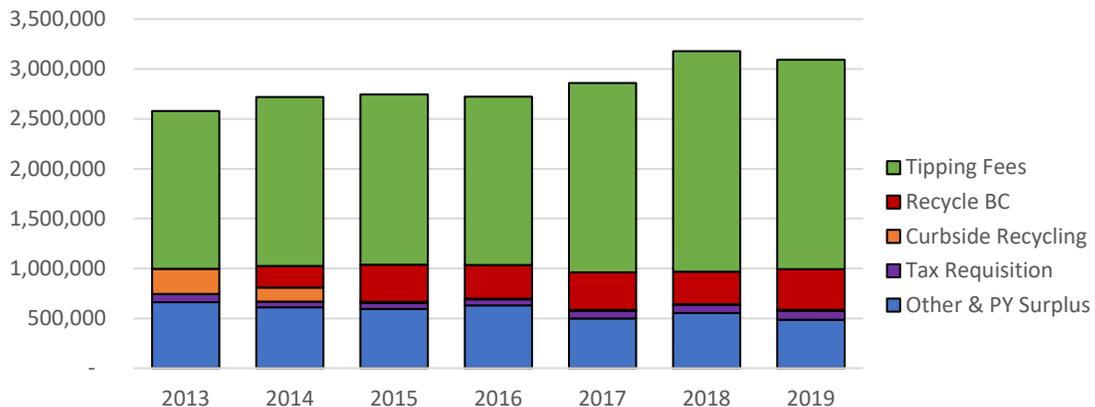
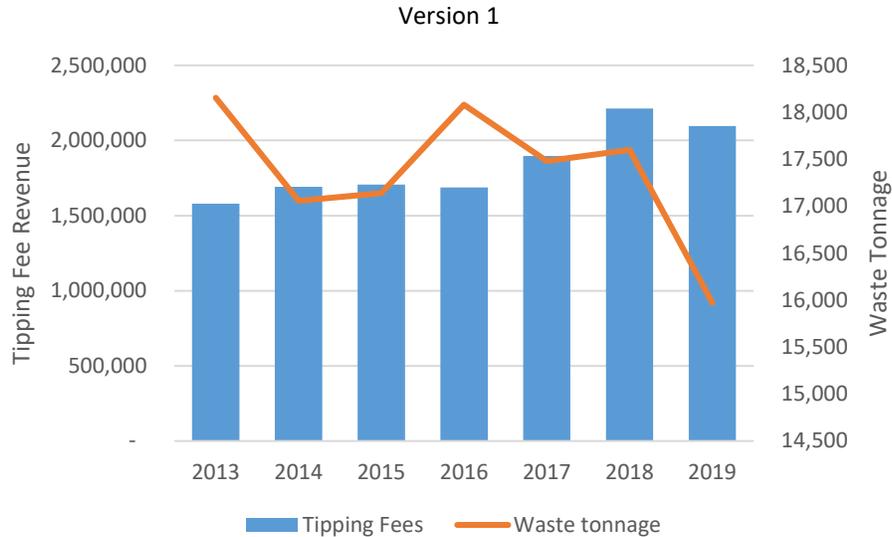


Table 1.7 – Total Tipping Fees



It should be noted that different materials have different tipping rates and bagged garbage isn't weighed but rather charged a rate per bag. Total weights are calculated using scale records only.

1.7 Asset Management Practices

Assets are managed using a combination of Microsoft Office, CompuWeigh 6, Vadim and consulting firms. Registries and AMPs will be reviewed and updated on an annual basis prior to the release of the following version.

1.8 Monitoring and Improvement Program

At the end of this AMP, there will be an Improvement Plan intended to improve Asset Management practices within AVLF and the Asset Management Program as a whole. Generally included in Improvement Plans are suggested changes or additions to documented inspections and condition assessments, monitoring of asset-specific operational and maintenance procedures and assigning present risks a numerical rating in order to measure mitigation success.

2 INTRODUCTION

2.1 Background

This AMP encompasses all AVLF assets including the 3rd Avenue Recycle Depot and Bamfield Transfer Station and excluding assets owned by contractors. The purpose of the plan is to facilitate the strategic management of the AVLF and the services provided by it, giving guidance on new and existing infrastructure to maximize use of financial resources long term, reduce risk and provide a prioritized view for service continuity and improvements over a 20 year planning period and beyond.

The ACRD AM Program follows the advice of the Asset Management BC Framework; Plans are designed to be living documents that change with the organization to reflect progress made while continuously striving for sustainable service delivery. Consideration of community priorities and an understanding of trade-offs between resources and desired services is the foundation of sound AM practices.



Google Earth image of the Alberni Valley Landfill



The AMBC Roadmap guides organizations through basic, intermediate and advanced Asset Management Practices. It is the goal of the ACRD to achieve a basic to intermediate level of understanding.

This AMP should be read in the context of the ACRD's Asset Management Policy and Strategy. The AVLFL AMP is a living document and will develop with AM practices and with the influence of the following corporate documents:

- Annual strategic priorities
- Short-term and long-term financial plans
- Maintenance policies
- Annual Reports
- User rates and fees bylaw
- Grant applications and funding



AMPs are designed for several reasons. First, to guide Management and the Board in planning and decision-making. Second, to aid in the creation of short term and long term financial plans as well as operational plans. Last, to spark community engagement for the service.

As the ACRD moves through the AM implementation process, knowledge and understanding of the AM program increases and it is expected that this plan evolve further, solidifying assumptions made and filling in any present information gaps where further research or information is required.

The AVLFL began operations in the 1970's and per the 2019 Annual Report prepared by the ACRD, an estimated 2,488,185 cubic meters remains for future filling. At the current rate, the AVLFL will reach capacity in approximately 2082. Currently, cells are being filled in the northeast corner of the landfill and future plans are to build up rather than expand into empty land in the southwest. The AVLFL is located on Provincial Crown Land. The ACRD developed the landfill by applying for several Provincial Licence of Occupation tenures. All of the tenures have expired and in the Fall of 2018 the ACRD applied to the Province to amalgamate these into one tenure and to obtain a long term tenure. The Province is currently consulting with First Nations on the tenure application.

Due to the nature of a landfill, leachate infrastructure that is buried beneath filled cells and along the south boundaries where no landfilling has taken place will not be replaced but rather added when and where needed. Examples of this infrastructure include French drains, Dutch drains, monitoring wells and manholes.

Monitoring Well along North Boundary





2.2 Asset Inventory

The AVLIF consists of many components including:

- Maintenance & drywall buildings
- Scale house, attached office and scale
- 3rd Avenue Recycle Depot
- Electric bear fencing
- Landfill access road and asphalt surfaces
- Hydro poles
- Leachate collection system
- SCADA monitoring software
- Water reservoir, mains and hydrants
- Pump stations

Current replacement costs were estimated by staff and consultants using historical and industry estimates. Unit costs include all installation and remediation activities. Remaining useful life estimates were based on installation dates and expected service life provided by staff based on knowledge and experience.

AVLIF closure costs were determined based on engineering assessments and the estimated remaining useful life of the landfill. Closure costs include initial closure expenses as well as ongoing maintenance and monitoring of the land.

2.3 Levels of Service

Levels of service are the defined quality for a particular activity or service against which performance may be measured, relating to quality, quantity, reliability, responsiveness, environmental impacts and cost.

The levels of service determine the amount of resources that are required to manage the solid waste activity in order to provide the community with the levels of service specified. Customer expectations, affordability, community outcomes and Ministry of Environment (MoE) requirements. Levels of service are defined using two terms, customer levels of service and technical levels of service.

Customer LOS: measure how the customer receives the service and measure of value we provide.

Technical LOS: technical measures of performance relating to the allocation of resources to service activities to best achieve the desired outcomes and demonstrate effective performance.

- Operations – ongoing activities, day-to-day operations
- Maintenance – activities enabling an asset to provide service for its planned life
- Renewal – activities that return the service capability to near original capacity
- Upgrade – activities that provide a higher level of service

For the purposes of this report, customer's level of service expectations are set upon the annual adoption of the financial plan and strategic priorities as it is a reflection of the values, policies, and priorities of the Board of Directors with input from committees and public engagement sessions, if desired. This will assist the ACRD's Board of Directors and stakeholders in matching the level of service required, service risks and consequences with the community's ability and willingness to pay for the service.



The current and expected Levels of Service detailed in Tables 2.1 and 2.2 shows the expected levels of service based on resource levels in the current financial plan. Organizational measures are measures of fact related to the service delivery outcome.

Table 2.1 - Customer Level of Service Objectives

Values	Expectation	Performance/ Organizational Measure Used	Current Performance	Forecast with Current Budget
Quality	Landfill and access road are safe and accessible year-round	Number of safety incidents involving the public or landfill staff	Some minor tripping hazards with curbs at transfer station	No instances of falls, trips or other safety incidents
Function	Landfill accepts all commonly accepted waste streams Minimal wait times to access facilities	Banned materials versus other accepted materials at landfills in areas of similar population Line-up length, wait times, complaints	AVLF accepting all commonly accepted materials compared to surrounding landfills Current wait times during busy periods can vary between 15 to 45 minutes. The COVID-19 pandemic has increased these busy periods	AVLF accepts all materials accepted at other surrounding landfills The addition of a second scale is being discussed as a possibility to reduce wait times in the future
Capacity and Use	Landfill will continue to remain active until capacity is reached in which time a new landfill site will open or become available	Diversion or reducing use of cover material. Closure plans in place to address closure and relocation prior to capacity	DOCP plans being developed. Reduction of cover material usage. Additional diversion programs are being developed for more frequently landfilled waste streams	Organics diversion program in place. Further diversion programs in place for higher volume waste streams with a notable decrease in landfilled waste

AVLF Transfer Station & Gypsum Recycling Shed





Table 2.2 - Technical Levels of Service

Service	Service Objective	Objective Measure	Current Performance	Desired Outcome
Operations 2020 Budget: \$1,457,500	Facility must be bear proofed	Number of bear entrances to protected areas	Bear fencing surrounding perimeter of landfill	No instances of bear entry to landfill
	Landfill gas is managed within the Ministry's guidelines	Landfill gas must not exceed 1,000 tonnes annually without mitigation	Landfill methane gasses estimated at 676 tonnes annually. Landfill Gas Management options being explored	Landfill gas management infrastructure is in place to mitigate any emissions above 1,000 tonnes of methane annually
	Necessary reporting to the Ministry is kept up to date	Comprehensive Annual Report is completed and submitted annually	All required reporting is done on an annual basis. DOCP coming in 2020 or 2021	Required reporting is consistent and in compliance with landfill/MoE regulations
Maintenance 2020 Budget: No set maintenance budget; included in Operations	Landfill shall not create a nuisance (dust, noise, litter, odor, vectors and/or wildlife attraction)	Number of nuisance complaints.	AVLF has not received any nuisance complaints. Quarterly roadside litter pickups for area around AVLF	No change
	Leachate collection system in place	Leachate collection data is satisfactory with MoE guidelines	Leachate monitoring system in place; flow data not collected from all interception wells. Some wells in need of repair	Leachate flow data for all interception wells. All wells in need of repair received required works.
	Surface water diversion and storm water management system in place	Direct surface water away from active operation area to minimize contact with waste	Currently no storm water diversion system	Install storm water diversion system to keep runoff out of leachate system
Renewal 2020 Budget: \$120,000	Closure fund and post-closure fund must be built up over time	Funds must ultimately meet or exceed the estimated closure and post-closure costs plus contingency	Closure fund reserves are at an adequate level and projected to cover required costs upon closure	No change unless directed by DOCP report coming in 2020
Upgrade/ New 2020 Budget: \$4,614,400	Future site for landfill is located within 25 years prior to landfill closure	Funds are secured and tenure discussions have begun on a new site	No funds secured. It is expected that there will be no permission granted to construct another landfill	No change. Based on surrounding community landfills, it appears likely that waste will be barged off Vancouver Island after AVLF reaches capacity



It is important to monitor the service levels provided regularly as these will change as regulations and expectations change. The current performance is influenced by work efficiencies, technology and Ministry of Water, Land and Air Protection (“the Ministry”) regulations that will change over time. Review and establishment of the agreed performance that achieves the best balance between service, risk and cost is essential.

2.4 Emergency Preparedness

The AVLF does not currently have an Emergency Response Plan but there will be a plan created in the future. Recommendations to pursue an Emergency Response Plan, Contingency Plan and Fire Safety Plan are included in the Improvement Plan section of this AMP.

3 CURRENT STATE OF AVLF INFRASTRUCTURE

3.1 Inventory

Table 3.1 - Assets Covered by this Plan

Asset Category	Quantity	2020 Replacement Value
Pump stations	5	614,000
Hydro poles	35	185,500
Landfill road & asphalt surface	11,200m ³	447,000
Water reservoir & hydrants	3	702,600
Water mains	1,350m	391,500
Leachate transmission main	2,880m	921,600
Leachate wells	17	272,000
SCADA monitoring system	1	110,000
Interception ditch and pond	2	114,800
Electric bear fencing	2,700m	75,600
3 rd Avenue Recycle Depot	1	450,000
Bamfield Transfer Station	1	150,000
Shop/maintenance building	1	85,000
Scale house, office & vehicle scale	3	149,000
Drywall structure	1	70,000
TOTAL		\$4,738,600

Piping and fencing lengths are estimated. Determining actual lengths and quantities of assets, where value is provided, is part of the improvement plan.

3.2 Waste Trends

There are approximately 26,000 residents within the Alberni Valley. Waste makes its way to the AVLF through various streams: curbside pickup, residential and commercial third party delivery and residential delivery by homeowners. Curbside garbage pickup is performed by City of Port Alberni

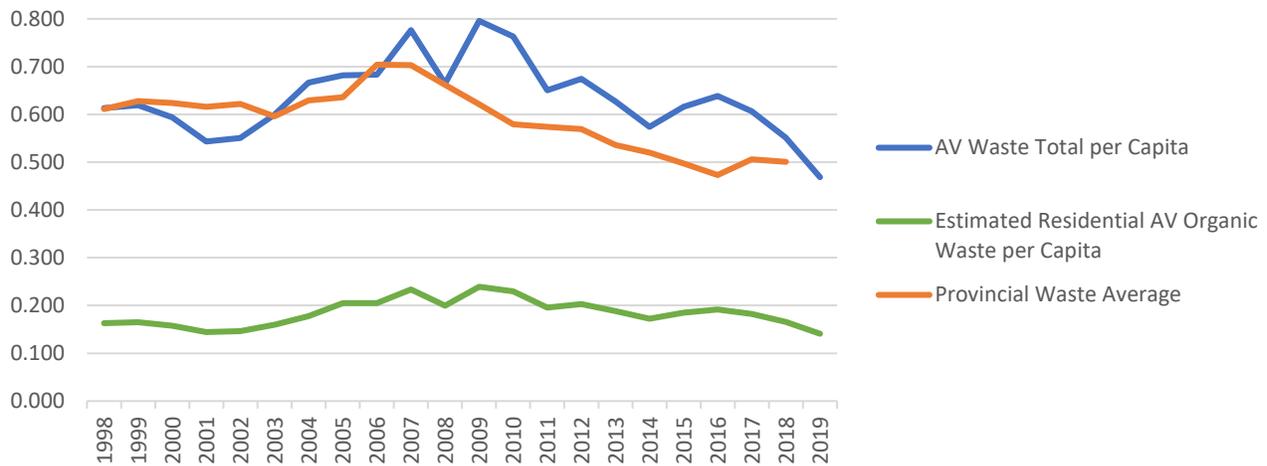


(CPA) staff within city limits and by private contractors for residents outside city limits that opt to pay for the service. Recycling pickup is provided for all of the CPA and Beaver Creek and is collected through a private contractor. Recycling can also be collected at the 3rd Avenue Recycle Depot station.

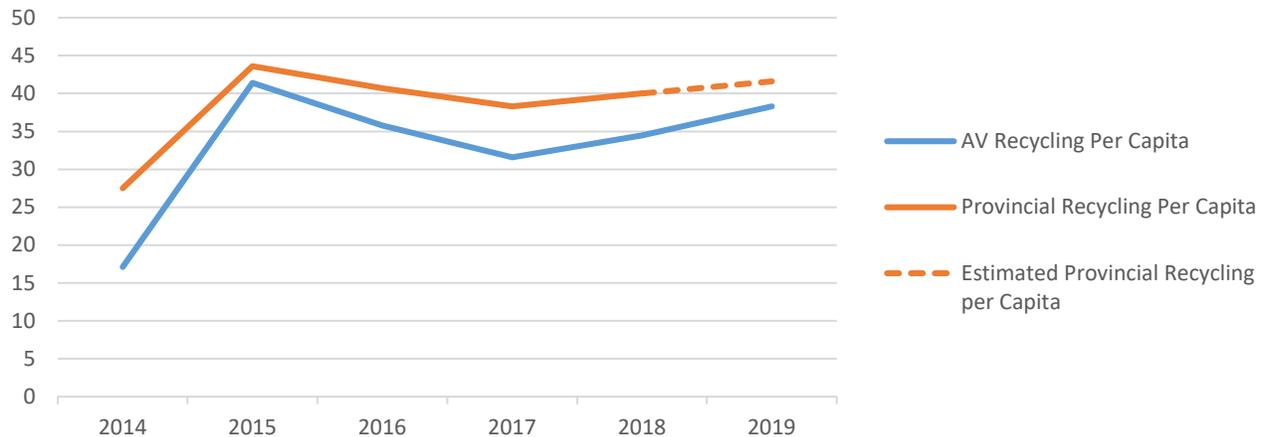
Historically, the ACRD has been significantly higher than the provincial average for waste per capita. In the last 2 years, our waste per capita has been dropping much closer to the provincial average. The ACRD is expected to meet or shrink below the average within the next decade depending on the possible implementation of an organics diversion program and other future diversion programs. Table 3.2 shows the trend of waste per capita for the Alberni Valley versus the Province and Table 3.3 shows the trend of recycling diversion. Data is not yet available for 2019 provincial averages.

Waste trends have a direct impact on the life expectancy and lifecycle costs of the landfill. Material composition can increase the likeliness of requiring a Landfill Gas Management system and higher than expected waste tonnages landfilled will diminish the landfill capacity at a faster rate.

Table 3.2 – Waste Per Capita Trends in Tonnes



Recycling Per Capita Trends in Kilograms



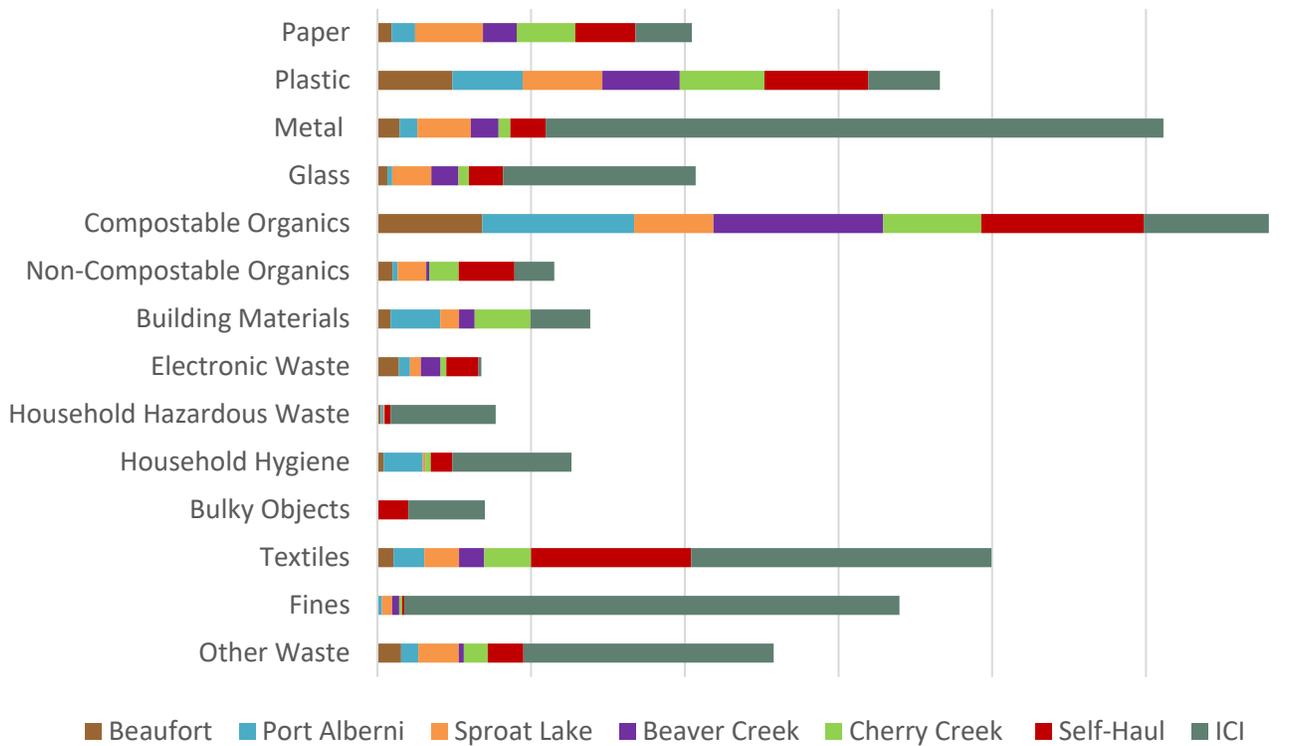


3.3 Waste Composition Study

In May 2019, an independent consultant performed a waste composition study at the AVLf and analyzed the types of waste tipped at the AVLf and their origin. Table 3.3 shows the results of the study.

This study identifies opportunities for diversion or stewardship programs to slow the fill rate at the landfill. For example, as per the study, compostable organics are landfilled more than any other material. As diversion programs are implemented it may create new assets or change how existing assets are used. As a result, the AMP will need to be reviewed as service levels change.

Table 3.3 Waste Composition Study May 2019



3.4 Landfill Gas Management

As per the Landfill Criteria for Municipal Solid Waste, once a landfill produces more than 1,000 tonnes of methane gas in a year, a Landfill Gas Management Facilities Design Plan is required. Since 2011, the AVLf has been approaching that threshold but according to the 2019 Annual Report approximately 643 tonnes of methane are produced annually. An Organics Diversion Program has been considered as the primary mitigation technique with a Landfill Gas Management Facilities Design Plan as a secondary option. Organic household waste produces more methane when it decomposes in a landfill setting than when it is processed in a designated compost facility. Organics diversion would further reduce the per capita waste at the AVLf and increase the estimated service life of the landfill. The only caveat to relying on organics diversion for gas management is it requires substantial buy-in from local



residents to participate in the program. Education programs will be implemented to try to increase interest from residents but if these efforts are not successful, a landfill gas collection system comprised of impermeable cover material, collection pipes, catch basins and possibly a gas flare, will need to be installed over the entire landfill area. It is assumed that a project of this magnitude will come at a considerable purchase and annual maintenance costs.



Funding was secured through the Consolidated Strategic Landfill Diversion Program for \$4.16 million for an Organics Program, but due to a change in project scope, the AVLF was required to reapply for the funding in order to have access. The original application was intended to have organics processed at the AVLF site but because of a lack of tenure, the project is being adjusted to have an organics transfer station at AVLF and have organics transferred and processed off-site; the reapplication has since been approved. Two additional tipping walls will need to be constructed to facilitate organics diversion. Organics will be charged a per-tonne rate, increasing traffic at the scale shack and further increasing the need for an additional scale to increase traffic flow patterns and wait times.

There are many factors to consider with organics diversion and management and the Board of Directors is carefully considering their options. Gas management asset considerations will be included in future versions of this AMP after the implementation of mitigation techniques.

Even with organics diversion, it should be noted that one million tonnes of landfill waste would produce approximately 5,400 tonnes of methane gas per day about 5 to 7 years after it is landfilled and will continue to emit gas for approximately 20 years. Several factors will affect the gas production



including cover material used and local climate. This means that even with diversion, it is possible that organics buried today could push methane production limits beyond the threshold in future years.

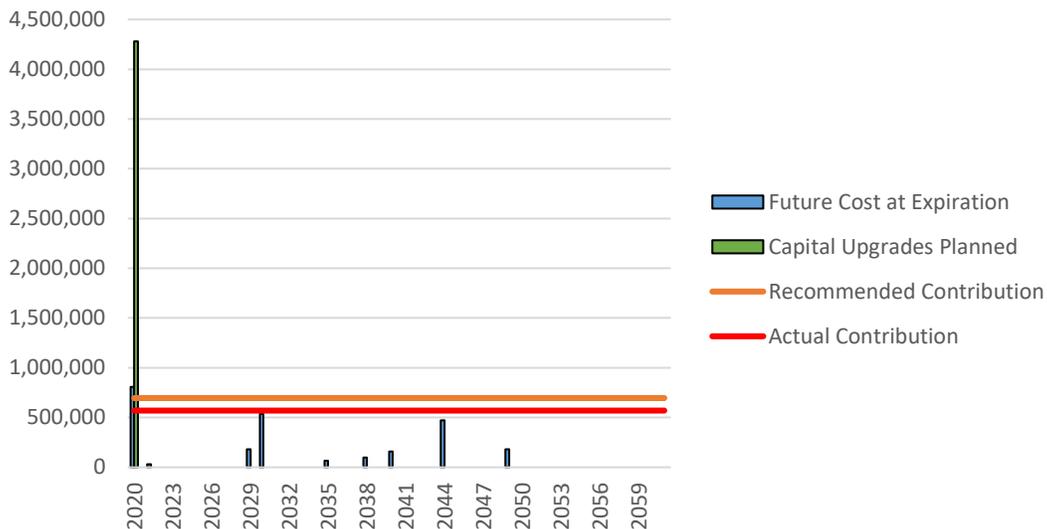
3.5 Replacement Costs and Dates

Asset management changes the financial focus from historical cost and annual amortization included in the ACRD’s financial statements to estimated replacement value, estimated service life, and annual capital investment required.

Approximately 30% of the AVLF assets are due for replacement within 10 years. Table 3.2 summarizes suggested infrastructure replacement dates and estimated costs by year until 2060. Pump stations that are beyond their expected useful lives have a total current replacement cost of approximately \$560,000. Landfill Road and transfer station asphalt surface will require resurfacing in approximately 2044 at \$629,000 accounting for inflationary projections. To date, funding for AVLF has been sufficient to mitigate large spikes in required revenues. In other AMP’s completed through the ACRD AM Program, funding gaps are identified and recommended changes to the current tax requisition is determined based on the funding gap. In AVLF, it is likely there will not be an increase in tax requisitions for the service but instead an increase in future user fees, if required. Per the 2020-2024 Financial Plan, the AVLF is dedicating approximately \$570,000 of revenue annually for reserves; \$450,000 for capital expenditures and \$120,000 for closure and post-closure expenses. Based on future replacement costs, expected service lives of assets and current reserve levels, approximately \$755,600 is required to be put into reserves annually; \$645,600 for capital costs and \$110,000 for closure costs. This is a very modest funding gap when compared to other ACRD services and can be closed through additional user fees or possibly tax requisition.

The first major capital upgrade planned included in Table 3.2 is for the uncertain Organics Diversion Program.

Table 3.2 - Projected Timing for Capital Renewal





Landfill Road owned by AVL



Currently, all efforts are dedicated towards extending the current landfills estimated service life beyond the current 62 years to upwards of 100 years with diversion and education programs. It is certain that when the landfill reaches capacity that waste handling will be vastly different from the current methods. Material for reuse handling will likely take precedence over waste handling and landfill fill rates will in turn be drastically lower; because of these reasons, cost projections for a future landfill site have not been included in the financial projections within this AMP.

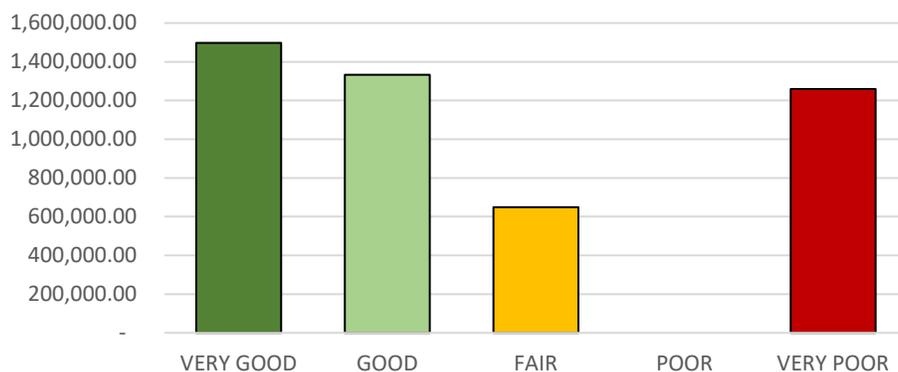
Every year when the AMP is reviewed and a new version is created, the financial position of the landfill will be analysed along with revenue levels and further changes to the recommended contribution levels will likely occur at that time given new information, performance and changes to the service.

3.6 Condition Assessments

Condition assessments were performed by staff on some assets while estimated remaining service life was the determining factor on other assets. Based on conditions and estimated service life remaining, 27% of the AVL assets assessed have a very poor physical condition.

Table 3.3 shows the current cost to replace assets based on the percentage of estimated useful service life remaining. The assets that fall under the “Very Poor” category have been further detailed in section 4.1 along with other Improvement Works Required that have not yet been installed.

Table 3.3 – Current Replacement Cost by Condition

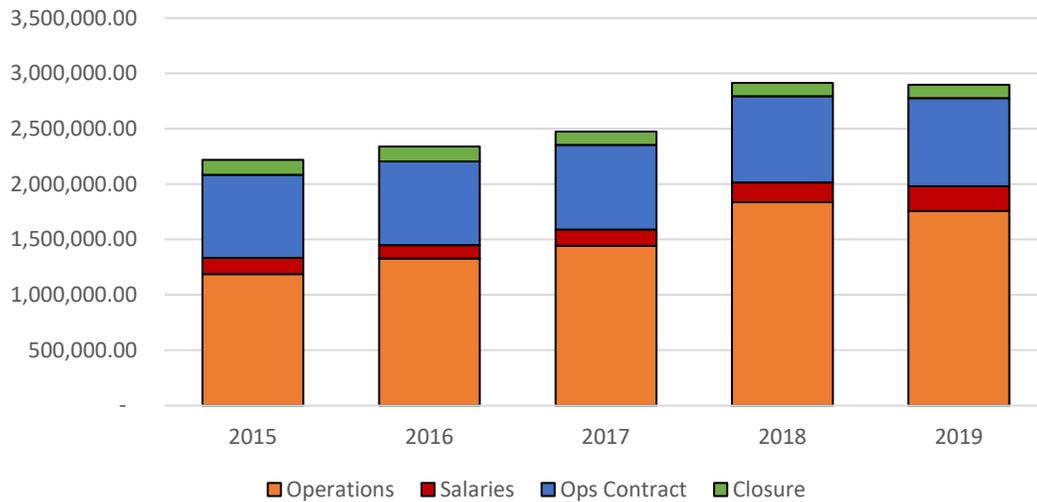




3.7 Current Operations and Maintenance Costs

A key function of Asset Management is to track maintenance costs separate from operations costs to identify areas that are requiring more repairs as an indication of failing infrastructure. Currently, operations and maintenance costs are grouped together for budgetary purposes. This does not allow for differentiation between day-to-day costs and repairs. It is recommended that there be a clearer definition of maintenance and repair costs as an additional measure to ensure all assets at risk for failure are identified. Table 3.4 shows the trend in operations expenses and closure contributions since 2015.

Table 3.4 – Operations and Maintenance Cost Trends



Average operation costs total \$1,510,000 per year, excluding salaries, closure and operation contract costs.

Aeration Pond





3.8 Risk Management Plan

Risk management is a key objective set out in our Asset Management Policy. With acceptable levels of service in mind, we have adopted a risk management framework to assess and rank criticality of the ACRD's infrastructure. One of the outcomes of implementing risk management is the ability to prioritize and meet required capital expenditures based on criticality for the AVLF.

Risk management is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring activities to ensure:

- Risk is understood and identified
- Hazards and practices that could cause financial loss, disruption to organizational goals, injury to people or damage to the environment are controlled
- Insurance policies are made to protect the business and community interest should loss occur

The goal in adopting a framework is to have a consistent accurate understanding of the state of the AVLF's infrastructure. The framework includes a standardized grading system that is easily repeatable, enables comparison of the status of infrastructure condition over time and across municipalities for comparison.

A risk matrix has been prepared and will be used for risk ratings throughout the ACRD. This matrix will also be used in conjunction with regular condition assessments to properly evaluate new and existing risks.

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks. Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the assessment process.

According to the General Manager of Environmental Services and Manager of Operations, the following are credible risks that could create a "High" risk rating at this time:

1. Earthquake causing rupture in natural bedrock foundation of the landfill and causing leachate to drain into nearby watercourses.
2. Damage to the leachate transmission main between AVLF and the CPA's lagoon causing a leachate spill.
3. Fire at landfill site. Landfill fires can be explosive, dangerous and very hard to extinguish given the composition of a landfill. Would pose a threat to the area and air quality.
4. Province of BC denies operations at the landfill site due to lack of tenure, causing the closure of the landfill.
5. Large influx of waste due to emergency recovery. If there is an event that results in large structures being destroyed, they will be landfilled and end up consuming valuable space and push AVLF much closer to capacity.



4 ASSET MANAGEMENT IMPROVEMENT PLAN

4.1 Infrastructure Replacement Priority Ranking

Table 4.1 lists the components within the AVLF in order of their required estimated replacement. This information will be used to build the 5-year Financial Plans as well as aid in creating a Long-Term Financial Plan (LTFP) for this class of assets.

When budgeting for future projects, it is recommended that a 30% general contingency and a 30% allowance for construction, engineering, financial, legal and admin costs be added to total project costs.

It is important to note the volatile prices of construction materials. Many factors can change the costs of materials required for projects and while the actual costs may differ, only the most current and available costs are used.

Table 4.1 – Improvement Works Required

Component	Length or Quantity	Current Replacement Costs (pre-tax, pre-contingency)	Risk	Estimated Service Life Remaining in Years
Aging pump replacements	4	560,000	High	1
Total Cost – High Risk		\$ 560,000		
Fire hydrant replacements	2	12,600	Moderate	10
Gas Management - Flare	1	20,000	Moderate	Not installed
Second scale for increased efficiency	1	47,100	Moderate	Not installed
Aging hydro pole replacements	35	185,500	Moderate	Varying
Total Cost – Moderate Risk		\$ 265,200		
3 rd Avenue Recycle Depot	1	450,000	Low	10
Additional tipping walls	2	7,000	Low	Not installed
Interception ditch replacement	800m	51,200	Low	1
Total Cost – Low Risk		\$ 508,200		
Total Current Replacement		\$ 1,333,400		

Table 4.1 is intended as a guide for replacements based on ages and known conditions. Circumstances, grant funding availability, user funding availability, Ministry priorities, levels of service and changes and Management or Board expectations will all have influences on priority replacements. This listing will be updated during each revision of the AMP and DOCP.

4.2 Demand Management Plan

The demand for more or improved services at the AVLF, 3rd Avenue Recycle Depot or Bamfield Transfer Station will be managed through the existing infrastructure, upgrading existing assets or providing new assets. The Solid Waste Management Plan will be updated in 2021 after a public engagement process



that often results in changes to the service based on the resulting community input. The population within the Alberni Valley has been relatively stable so undeliverable demands are not expected to occur that cannot be mitigated with new diversion programs. Demand management includes using contractors to provide non-asset solutions without the need for the ACRD to acquire more assets.

The Board does not intent to have a demand management plan, however, further opportunities will be developed in future revision of this AMP.

Future demand will be driven by a number of primary drivers including:

- Demographic change
- Change in commercial and industrial activity
- Economic conditions
- Impact of waste flows from other areas
- Consumption patterns
- Policy, legislation, regulation
- Waste programs, education and initiatives
- Community expectations

3rd Avenue Recycle Depot



4.3 Improvement Plan

The tasks identified in the Table 4.2 are required to achieve the AVLFF asset management objectives, manage risks, and close the gap between current and targeted levels to achieve within the AMBC Road



Map. The table also identifies the integration of these tasks into the organization as recommended by the AMBC Framework.

Table 4.2 – Improvement Plan

Task#	Task	Timeline
1	Begin documenting condition assessments on tangible capital assets with a numerical condition rating to improve accuracy of replacement timelines	Summer 2020
2	Differentiate between Operations and Maintenance costs to better identify failing assets	Fall 2020
3	Design a new traffic flow incorporating a second scale to increase efficiencies and reduce wear on existing assets	Fall 2020
4	Aging infrastructure is identified and slated for replacement or renewal	Ongoing
5	Where possible, identify and implement diversion and education programs to extend the life of the landfill	Ongoing
6	Identification of funding possibilities for capital projects	Ongoing
7	Monitor methane gas emission trends to forecast required date for landfill gas management infrastructure installation and budget for accordingly	Ongoing
8	Collect leachate flow data from all monitoring wells to indicate performance of leachate collection system	Early 2021
9	Regional asset identification system for specific assets to record expenses at the asset level, where appropriate	Early 2021
10	Create and implement Emergency Response Plan	Fall 2021
11	Create and implement Fire Safety Plan	Fall 2021
12	Create and implement Contingency Plan	Fall 2021
13	Financial budgets for asset replacement and capital reserve contributions align with DOCP, Ministry of Environment and Ministry of Water, Land and Air Protection recommendations	Spring 2021/ Annually
14	Install storm water collection system to reduce reliance on leachate collection system and provide more accurate leachate flow data and reduce potential future leachate treatment costs	2022
15	Review changes to the asset registry annually to account for additions, disposals and changes in useful life	Annually
16	Review Risk Framework for changes	Annually
17	Determining actual lengths of transmission mains and water mains where value is added	As time allows
18	Research future landfill options before capacity is reached	2059



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INFORMATION REPORT

To: Alberni Valley and Bamfield Services Committee
From: Douglas Holmes, Chief Administrative Officer
Meeting Date: June 17, 2020
Subject: **Sproat Lake Marine Patrol**

At the May 13, 2020 Board of Directors meeting, the Board of Directors adopted the following resolution:

THAT the Alberni-Clayoquot Regional District Board of Directors approve that the 2020 Sproat Lake Marine Patrol program be suspended until 2021 or when it can be safely delivered.

At the May 6th, 2020 Alberni Valley and Bamfield Services Committee meeting, staff presented options to make necessary service adjustments in order to comply with provincial health orders and ensure the safety of staff and the general public in regard to the Sproat Lake Marine Patrol program. A copy of this report and the May 13th, 2020 report to the board is attached for reference.

Seeing that the Sproat Lake Provincial Park is now open for day use, and ACRD Staff are preparing a safety plan for the operations off the ACRD, we would like to check in with this committee to discuss the status of the Sproat Lake Marine Patrol for the 2020 season.

Submitted by: _____
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Alberni Valley & Bamfield Services Committee/
Rob Williams, General Manager of Environmental Services

Meeting Date: May 13, 2020

Subject: Sproat Lake Water Access and Marine Patrol Program

Recommendation:

THAT the ACRD Board of Directors approve that the 2020 Sproat Lake Marine Patrol Program be suspended until 2021 when it can be safely delivered.

Background:

At the May 6th, 2020 Alberni Valley & Bamfield Committee (AV&B Committee) meeting, ACRD staff presented options to make necessary service adjustments in order to comply with provincial health orders and ensure the safety of staff and the general public in regards to Sproat Lake Water Access and the Marine Patrol program.

Sproat Lake Water Access

ACRD staff presented to the AV&B Committee that they have reached out to (Minister of Transportation & Infrastructure (MoTI) representatives regarding the Bishop Drive issue, where the lake access location has experienced an increase in use. The response to date from MoTI has been that the right of way 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

ACRD staff presented to the AV&B Committee regarding the upcoming Sproat Lake Marine Patrol Program, which 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.

The Committee deferred a recommendation pending the anticipated announcement from the Province on May 6th, 2020 regarding the reopening of the Province. It was announced during the provincial briefing that most BC Parks will reopen on May 14th, 2020 for day use only. It was noted that some Provincial park and recreation areas would be opened through a phased approach and that campgrounds would open on June 1st, 2020. The Provincial Health Officer (PHO) also indicated large gatherings of 50 people would not be permitted and that 2-meter social distancing will remain in place for the foreseeable future. The following is a summary of how the marine patrol program may be impacted by the

current health orders with respect to the COVID 19 pandemic:

	Marine Patrol Task	Challenge/Issue	Mitigation Option(s)
1.	School outreach program	Closure of schools, grant funding extension	Postpone to 2021, work with grant administrators on extension
2.	Assisting with boat launches	Safety issue - interaction with the public, 2-meter distancing	Social distance, PPE, may be hard to communicate
3.	Boat patrols	Requires two employees on the boat, safety issue, 2-meter distancing	Not perform this task
4.	Water sampling	Samples taken around the lake on the boat (same safety issues as #3)	Take the samples from the shore, data may not be as valuable
5.	Life jacket loaner program	Safety issue - interaction with public, spread of virus, 2-meter distancing	Suspend program
6.	Handout safety/education materials	Safety Issue - interaction with public, spread of virus	Have materials available for pick up only, no interaction

ACRD staff have also reviewed WorkSafe BC information with respect to current employer responsibilities during the pandemic. The following is a summary of some employer responsibilities that apply to this program:

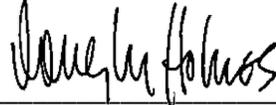
- Providing proper cleaning and hygiene equipment including close access to hand washing stations and have cleaning schedules for such facilities,
- Have policies and procedures in place for frequency of hand washing,
- Remove unnecessary equipment that may increase the spread of the virus,
- Limit the handling of materials by multiple people,
- Use separation devices and PPE, and
- There are additional training and supervision requirements for new and young workers.

Considering the information outlined above, staff believe the best option forward is to suspend the program until 2021 when public health restrictions will likely be reduced to a point where the full program can safely operate.

Options:

1. Deliver the program through a modified approach, or have a few staff at the kiosk to answer questions and possibly assist at the boat launch from a distance. This would be on a reduced schedule under a very limited program possibly raising questions about the purpose and value. This will also require additional oversight by management to ensure the health and safety of the students considering the extra precautions that are currently required.

Submitted by: 
 Rob Williams, General Manager of Environmental Services

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



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