



Alberni-Clayoquot Regional District

WEST COAST COMMITTEE MEETING
WEDNESDAY, JUNE 2, 2021, 10:00 AM

Due to COVID-19, the meeting will be held via Zoom Video Conferencing and will be livestreamed on the ACRD website at <https://www.acrd.bc.ca/events/2-6-2021/>

Public Attendance: the public are welcome to attend the meeting via Zoom Webinar by registering at: https://portalberni.zoom.us/webinar/register/WN_f9f5aq8ETxKlaZPdRq6bBg

Click here to view the [2021 – 2024 ACRD Strategic Plan](#)

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories.	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>MINUTES</u>	
a. West Coast Committee Meeting – March 3, 2021	3-8
<i>THAT the minutes of the West Coast Committee meeting held on March 3, 2021 be received.</i>	
4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)</u>	
a. Samantha Hackett, West Coast Multiplex Society regarding West Coast Multiplex Society status update.	
b. Ben Bolton regarding Marine Plastic Debris Re-use Project.	
5. <u>CORRESPONDENCE</u>	
6. <u>REQUEST FOR DECISIONS & BYLAWS</u>	

7. REPORTS

a.	WC Multiplex	9-17
b.	RATI Grant	18
c.	2020 West Coast Landfill Annual Reports	19-39
d.	West Coast Curbside Three-Stream Waste Services Update	40-41
e.	West Coast Transit Service Update	42-45
f.	Long Beach Emergency Program – Agreement between ACRD & District of Ucluelet	46-47

THAT the West Coast Committee receive reports a-f.

8. LATE BUSINESS

9. QUESTION PERIOD

Questions/Comments from the public participating in the Zoom meeting.

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.

10. IN CAMERA

Motion to close the meeting to the public as per the Community Charter, section(s):

- i. 90 (1) (j) 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;*
- ii. 21 (1) (c) (i) of FOIPPA: the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

11. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

12. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, MARCH 3, 2021, 10:00 AM

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

- MEMBERS PRESENT:** Kel Roberts, Director, Electoral Area "C" (Long Beach), Chair
Tom Stere, Councillor, District of Tofino
Rachelle Cole, Councillor, District of Ucluelet
Kirsten Johnsen, Member of Council, Toquaht Nation
Karen Haugen, Pacific Rim National Park
- REGRETS:** Alan McCarthy, Member of Legislature, Yuułu?if?ath Government
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Jenny Brunn, General Manager of Community Services
Wendy Thomson, General Manager of Administrative Services
Mark Fortune, Airport Manager
Heather Zenner, Protective Services Manager
Charlie Starratt, Regional Fire Services Manager
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/3-3-2021/>

1. **CALL TO ORDER**

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

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

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

2. **APPROVAL OF AGENDA**

MOVED: Director Cole
SECONDED: Director Stere

THAT the agenda be approved as circulated with the addition of the following late item: Item 4 c. Delegations – Terry Smith, Chair, Barkley Community Forest Corporation regarding proposed Christmas tree farm at the Long Beach Airport.

CARRIED

3. MINUTES

a. West Coast Committee Meeting Minutes – January 20, 2021

MOVED: Director Stere

SECONDED: Director Cole

THAT the minutes of the West Coast Committee meeting held on January 20, 2021 be received.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

a. James Rodgers, Cofounder and Executive Director – CARE Network regarding an update on operations and services in the region and seeking support to amend the lease at the Long Beach Airport.

Mr. Rodgers provided an update on CARE Network and services provided. They are a non-profit animal outreach organization on the west coast run by volunteers. He discussed operations at the current facility at the Long Beach Airport and their long-term vision is to set up operations in the officers' mess at the Airport. He spoke to their request to the West Coast Committee about a year ago to take over responsibility of this building. The Network would like to rehabilitate the building and make it the base of their operations. Mr. Rodgers requested support from the Committee for taking over the officers' mess at the Long Beach Airport and a long-term lease.

b. Chloé Dubois, President - Ocean Legacy Foundation & Alys Hoyland, Youth Coordinator and Beach Clean Lead - Surfrider Pacific Rim regarding an update on the Ocean Legacy – Ocean Plastic Depot at the West Coast landfill.

The delegation provided an overview of the Ocean Legacy Foundation and Surfrider Pacific Rim. They conducted a power point presentation on the Ocean Plastic Depot project at the West Coast Landfill including; background on the project, sorting guide and materials, program delivery, membership program, next steps and long-term vision for the project. In collaboration with the Alberni-Clayoquot Regional District and the quathet Regional District they established 2 depots focusing on diverting 4 primary material types; ropes and netting, polystyrene, billets and large items, buoys, floats traps and baskets. This program was designed and implemented in 2020 with the goal to divert approximately 150 tonnes of rope and missed plastics and approximately 400 cubic yards of expanded polystyrene foam.

- c. **Terry Smith, Chair, Barkley Community Forest Corporation regarding proposed Christmas Tree farm at the Long Beach Airport.**

The delegation provided an overview of their proposal to potentially use the Long Beach Airport approaches for a Christmas tree farm. This program would be run by volunteers and supported by the Community Forest. The Corporation will provide expertise to get this program up and running.

5. **REQUESTS FOR DECISIONS**

- a. **Request for Decision regarding Long Beach Airport – Lease Rates and Airport Maintenance Charge**

MOVED: Director Stere

SECONDED: Director Johnsen

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the updating of Bylaw R1016-4, Tofino-Ucluelet Airport Fees to include Airport Maintenance Charges of \$0.25/m² with a minimum rate of \$300 and flat rate of \$300 for registered non-profits, water landing strip operators, silviculture and agriculture activities, effective June 1st, 2021.

CARRIED

- b. **Request for Decision regarding LBA – 2021 Lease Renewals**

MOVED: Director Cole

SECONDED: Director Johnsen

THAT the West Coast Committee recommends that the Alberni-Clayoquot Regional District Board of Directors approve the following lease renewals at the Long Beach Airport for 2021:

1. *Tofino Air – Lease lot 6 at a rate of \$6,708.37 per year plus GST and yearly BC CPI increases for a (3) three- year term from April 1st, 2021 to March 31st, 2024.*
2. *Tofino Air – Water Strip at a rate of \$3,641.04 per year plus GST and yearly BC CPI increases for a (3) three-year term from November 1st, 2021 to October 31st, 2024.*
3. *Atleo Air – Lease Lot 1 at a rate of \$5,331.25 per year plus GST and yearly BC CPI increases for a (3) three-year term from August 1st, 2021 to July 31st, 2024.*

4. *Terrance Salman – Lease Lot 2 at a rate of \$7,371.04 per year plus GST and yearly BC CPI increases for a (3) three-year term from August 1st, 2021 to July 31st, 2024.*
5. *Long Beach Enterprises – (Fuel Supplier) Lease lot 11 at a rate of \$2,605.04 per year plus GST and yearly BC CPI increases for a (3) three-year term from August 1st, 2021 to July 31st, 2024.*
6. *Ocean Networks – Lease Lots 12 & 13 at a rate of \$7,117.82 per year plus GST and yearly BC CPI increase for a (3) three-year term from July 31st, 2021 to June 30th, 2024.*
7. *Pacific Coastal Airlines – Kiosk 8 at a rate of \$7,117.82 per year plus GST and yearly BC CPI increases for a (3) year-term from April 1st, 2021 to March 31st, 2024.*

CARRIED

c. Request for Decision regarding Long Beach Airport Short Term Lease – The Coastal Hive

MOVED: Director Stere

SECONDED: Director Cole

THAT the West Coast Committee recommend to the Alberni-Clayoquot Regional District approve entering into a (3) three-year term lease agreement effective April 1, 2021 until March 31, 2024 with the Coastal Hive at the Long Beach Airport at a rate of \$1,398/per year plus GST and annual BC CPI increases.

CARRIED

d. Request for Decision regarding Cascadia Air – Scheduled Flights at the Long Beach Airport

MOVED: Director Cole

SECONDED: Director Johnsen

THAT the West Coast Committee recommend that the Alberni-Clayoquot Board of Directors issue a letter authorizing Cascadia Air to operate scheduled service at the Long Beach Airport.

CARRIED

e. Request for Decision regarding Bylaw R1033-2 Tipping fee for Rope & Netting at the West Coast Landfill

MOVED: Director Roberts
SECONDED: Director Cole

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the amended Bylaw R1033-2, West Coast Landfill Tipping Fee and Regulation Amendment, 2021.

CARRIED

f. Request for Decision regarding Fire Protection for the Port Albion Area

MOVED: Director Cole
SECONDED: Director Johnsen

THAT the West Coast Committee recommend to the ACRD Board of Directors that ACRD staff be directed to engage the District of Ucluelet, the Ucluelet Volunteer Fire Brigade and the Yuułuꞵitꞵath First Nation in discussions to explore the feasibility of providing fire protection for the Port Albion area.

CARRIED

6. REPORTS

- a. **West Coast Compost Pilot 2020 Report**
- b. **West Coast Transit Update**
- c. **West Coast Transit Service – Portions of Area “C” Withdraw Options**

MOVED: Director Stere
SECONDED: Director Cole

THAT the West Coast Committee receive reports a-c for information.

CARRIED

7. LATE BUSINESS

8. QUESTION PERIOD

Questions/Comments from the public attending the meeting via Zoom webinar or email submissions received at responses@acrd.bc.ca. The Corporate Officer advised there were no questions or input received from the public respecting a topic on the agenda today.

9. IN-CAMERA

MOVED: Director Cole
SECONDED: Director Johnsen

THAT the meeting be closed to the public as per the Community Charter, section(s):

- i. 90 (1) (j) 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;
21 (1) (c) (i) of FOIPPA: The head of a public body must refuse to disclose to an applicant information, the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

CARRIED

The meeting was closed to the public at 11:41 pm.

The meeting was re-opened to the public at 12:15 pm.

10. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

*MOVED: Director Cole
SECONDED: Director Stere*

THAT the West Coast Committee recommend that the ACRD Board of Directors approve the following lease renewal at the Long Beach Airport with Devon Transport (aka Budget Car Rental) at a rate of \$6,490.20 per year plus GST and yearly BC CPI increases for a (3) three-year term from October 1st, 2021 to September 30th, 2024.

CARRIED

11. ADJOURN

*MOVED: Director Stere
SECONDED: Director Cole*

THAT this meeting be adjourned 12:21 pm.

CARRIED

Certified Correct:



Kel Roberts,
Chairperson



Wendy Thomson,
General Manager of Administrative Services



INFORMATION REPORT

To: West Coast Committee
From: Douglas Holmes, Chief Administrative Officer
Meeting Date: June 2, 2021
Subject: WC Multiplex

Recommendation:

THAT the West Coast Committee receive the report for information.

Background:

This information report is to provide the West Coast Committee some history on the proposed West Coast Multiplex facility and the involvement of the Alberni-Clayoquot Regional District (ACRD).

On September 12, 2012, the ACRD Board of Directors adopted an establishing Bylaw E1056 (attached) to establish and operate a service for public recreation and community use including a multiplex facility on the West Coast. The participants of the services included Electoral Area "C" (Long Beach), the District of Tofino and the District of Ucluelet. On August 23, 2017, the bylaw was amended (E1056-1) to amend the boundaries of the West Coast Multiplex Service Area to include the Toquaht Nation as a participant.

This service was in very large part the result of the work of the West Coast Multiplex Society who had put years of effort into fundraising and creating support in the community before encouraging the Directors to take the service establishing bylaw to referendum.

During 2016, Tla-o-qui-aht First Nation provided a \$100,000 grant towards the project to update the feasibility plan and design. The feasibility study was completed by Recreation Excellence in January of 2017. A detailed design and costing estimate of the facility was then completed by VDA Architecture Ltd. and presented to the committee in November of 2017.

Following the completion of the design and costing, a survey was conducted of West Coast property owners and residents to determine if there is continued support for this project. Vancouver Island University assisted with the survey and provided a report to the committee in January of 2018 with the analyzed responses.

In February of 2018, the West Coast Multiplex Society attended the West Coast Committee (WCC) meeting requesting the Committee support that the project proceed with a phased approach, with the arena being phase one. The Multiplex Society has committed to raise all the funds necessary to construct the facility.

Since the service-establishing bylaw is for operations only and the facility has not been built, the 2021-2025 ACRD Financial Plan, the 2021 budget year shows no requisition as the service is currently inactive until the facility is constructed.

The maximum requisition under the bylaw for 2021 is \$761,701 based on assessed values in the service area.



Submitted and Approved by:

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

BYLAW NO. E1056

A bylaw to establish and operate a service for public recreation and community use including a multiplex facility on the West Coast.

WHEREAS the Alberni-Clayoquot Regional District may, by bylaw, establish and operate a service for public recreation and community use including a multiplex facility pursuant to the *Local Government Act*.

AND WHEREAS the West Coast Multiplex Society is committed to raise all the funds necessary to construct a multiplex facility on the West Coast.

AND WHEREAS the Alberni-Clayoquot Regional District has been requested to establish and operate a service for public recreation including a multiplex facility on the West Coast.

AND WHEREAS the assent of the electors is required before adopting the bylaw to establish this service.

AND WHEREAS the Alberni-Clayoquot Regional District Board of Directors wishes to establish and operate a service for public recreation and community use including a multiplex facility on the West Coast.

AND WHEREAS the approval of the Inspector of Municipalities is required under *the Local Government Act*.

NOW THEREFORE the Board of Directors of the Alberni-Clayoquot Regional District in open meeting assembled, enact as follows:

1. Citation

This Bylaw may be cited as "Bylaw No. E1056, West Coast Multiplex Service Area Establishment, 2012."

2. Service

The service hereby established under this Bylaw is for the purpose of establishing and operating a public recreation facility for community use, including a multiplex facility.

3. Boundaries

The boundaries of the service area are shown on Schedule "A", attached to and forming part of this bylaw.

4. Participating Areas

The participants of the service established under this bylaw shall be:

- Electoral Area "C" (Long Beach)
- District of Tofino
- District of Ucluelet

5. Cost Recovery

As provided in section 803 of the *Local Government Act*, the annual costs of the service shall be recovered by one or more of the following:

- a. Property values taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- b. Parcel or frontage taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- c. Fees and charges imposed under section 363 [imposition of fees and charges] of the *Local Government Act*;
- d. Revenues raised by other means authorized the *Local Government Act* or another act;
- e. Revenues received by way of agreement, enterprises, gift, grant or otherwise.

6. Maximum Requisition

In accordance with section 800.1(1) (e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is \$450,000.00 or \$0.335 per \$1,000 of taxable value of land and improvements, whichever is greater.

Read a first time this 12th day of September , 2012.

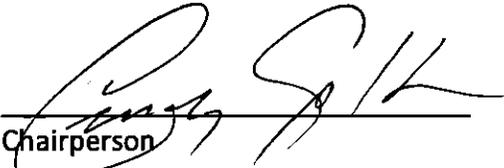
Read a second time this 12th day of September , 2012.

Read a third time this 12th day of September , 2012

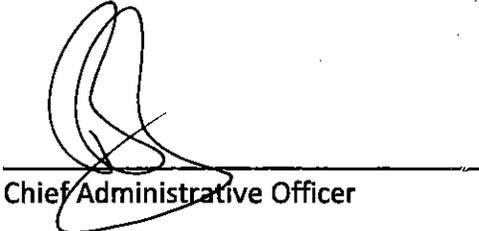
Approved by the Inspector of Municipalities this 19th day of September 2012.

Assented to by the Electors this 24th day of November 2012.

Adopted this 7th day of December 2012.



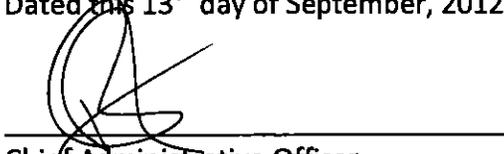
Chairperson



Chief Administrative Officer

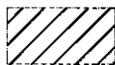
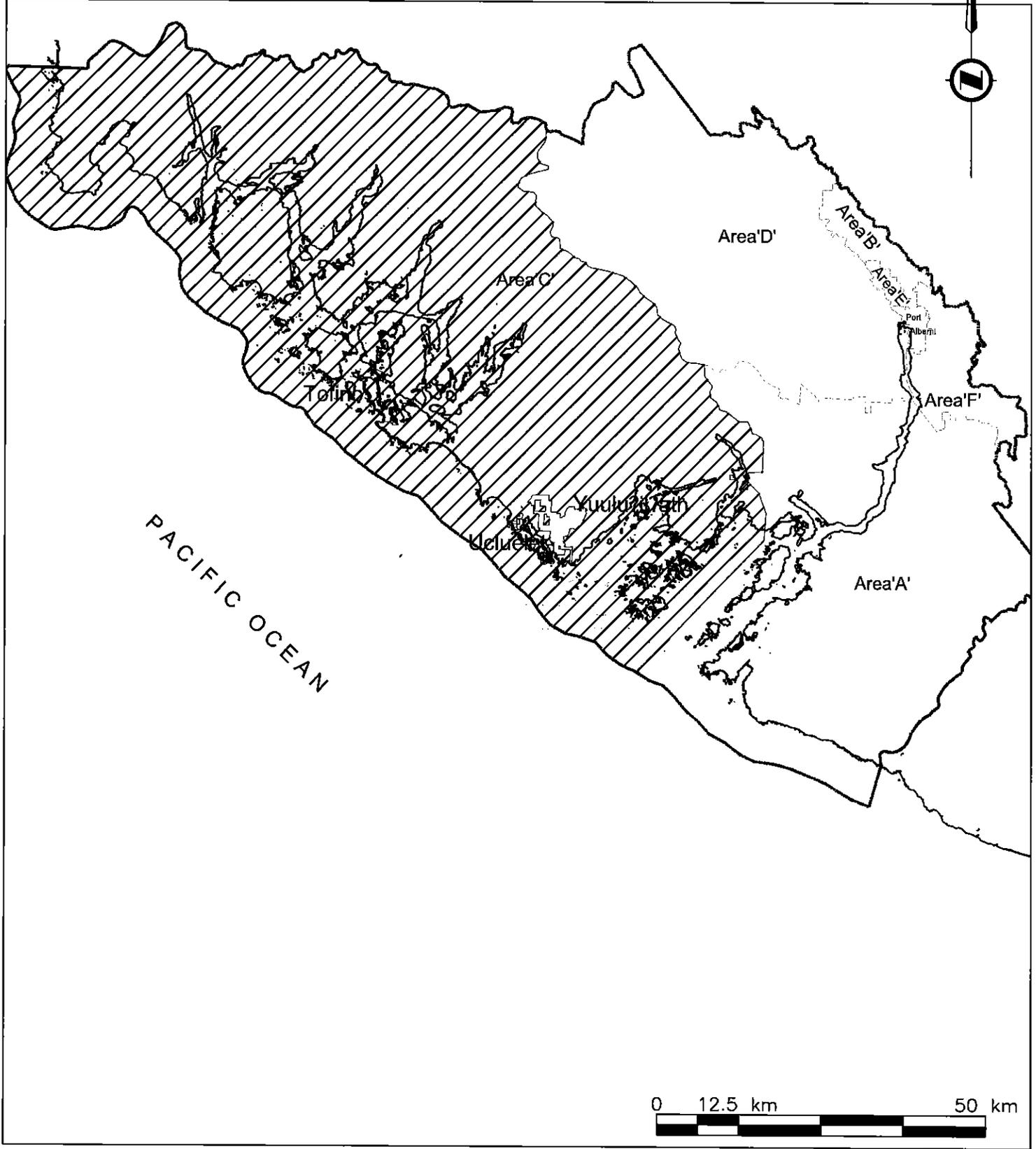
I hereby certify this document to be
a true copy of Bylaw E1056, West Coast
Multiplex Service Area Establishment, 2012
as read a third time on September 12, 2012.

Dated this 13th day of September, 2012.



Chief Administrative Officer

Bylaw E1056 Schedule 'A'



West Coast Multiplex Service Area - Electoral Area 'C', District of Tofino and District of Ucluelet.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

BYLAW NO. E1056-1

A bylaw to amend the boundaries of the West Coast Multiplex Service Area

WHEREAS the Board of the Alberni-Clayoquot Regional District established, by bylaw, the West Coast Multiplex Service as defined in Bylaw E1056, *West Coast Multiplex Service Area Establishment, 2012*.

AND WHEREAS the Board of the Alberni-Clayoquot Regional District wishes to extend the boundaries of the service area to include the Toquaht Nation.

AND WHEREAS the Toquaht Nation has requested, in writing, to join the West Coast Multiplex Service Area.

AND WHEREAS the participants of the service area have consented, in writing, to the adoption of this bylaw;

NOW THEREFORE the Board of Directors of the Alberni-Clayoquot Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as ***Bylaw E1056-1, "West Coast Multiplex Service Area Amendment, 2017***.

2. AMENDMENTS

Bylaw E1056, ***West Coast Multiplex Service Area Establishment, 2012*** is hereby amended as follows:

Section 3 – Boundaries

Replace Schedule "A" with the new Schedule "A" attached to and forming part of this Bylaw.

Section 4 – Participating Areas

The participants of the service established under this Bylaw shall be:

- Electoral Area "C" Long Beach
- District of Tofino
- District of Ucluelet
- Toquaht Nation

Read a first time this 23rd day of August , 2017.

Read a second time this 23rd day of August , 2017.

Read a third time this 23rd day of August , 2017.

Adopted this 25th day of October , 2017.

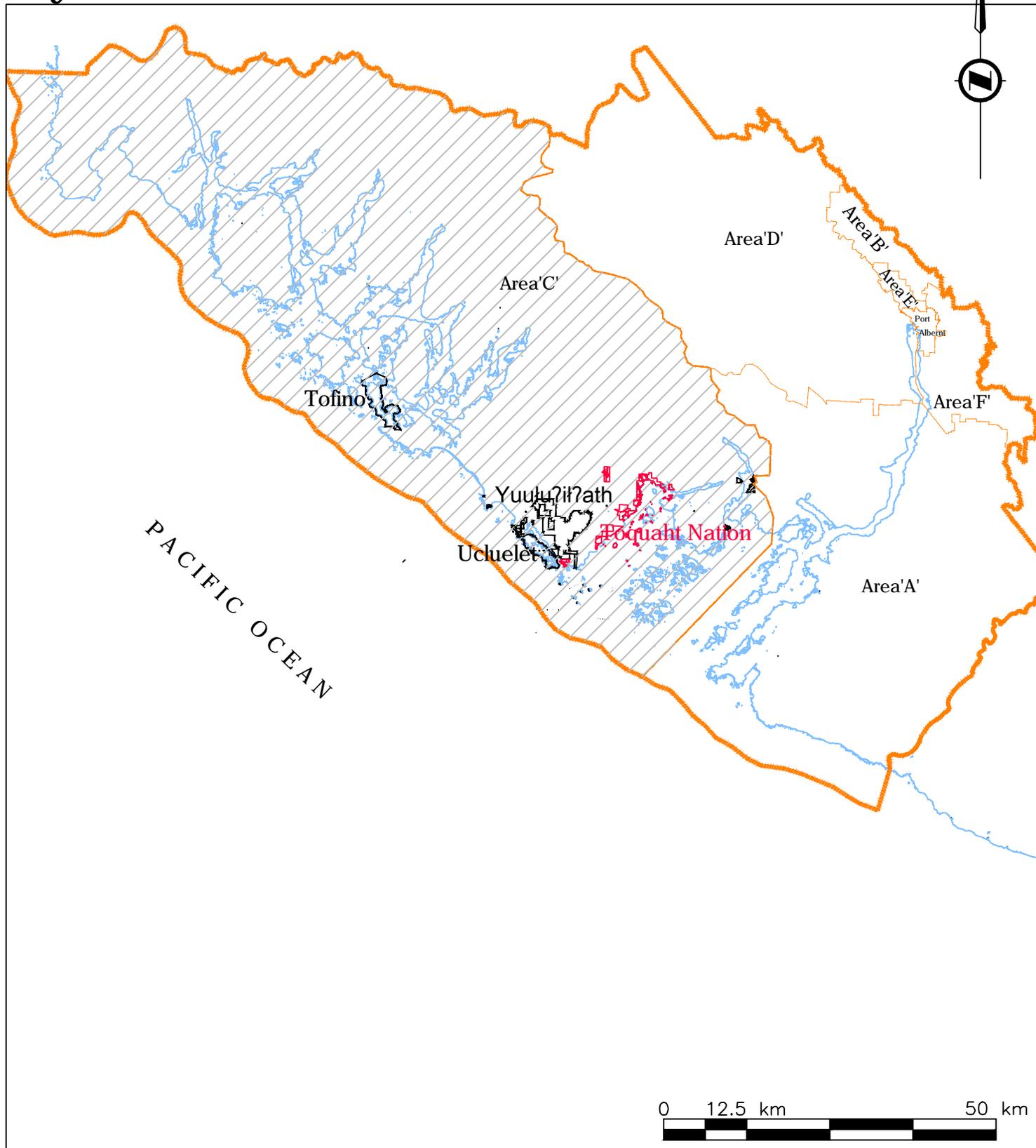


Chairperson



Manager of Administrative Services

Bylaw E1056-1 Schedule 'A'



West Coast Multiplex Service Area - Electoral Area 'C', District of Tofino, District of Ucluelet and Toquaht Nation.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



REPORT FOR INFORMATION

To: West Coast Committee
From: Mark Fortune, Airport Manager
Meeting Date: June 2, 2021
Subject: RATI Grant

Background:

The Western Economic Diversification (WED) section of the Federal Government recently announced a new Regional Air Transportation Initiative (RATI) grant program to support projects that contribute to the economic development of a community through the restoration or addition of regional air service, and the increase in air passenger volumes. The \$206 million grant program is intended to support regional ecosystems that depend on air transportation as an essential factor for economic development.

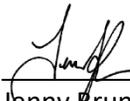
Airport staff, in discussion with WED staff, reviewed the eligibility of the ACRD airports and potential projects and costs that would be eligible for this funding. It was determined that the Long Beach Airport was well suited for this grant funding and that a number of items compiled into a group valued at \$330,000 would be eligible. These included airport operations and maintenance costs to complete standard maintenance activities that are critical to maintaining airport certification and improving airport operations, as well as conceptual design for a terminal expansion. This funding will offset the tax requisition collected for the 2021 budget year to be reallocated in 2022 and future years to the projects that will support the long-term infrastructure renewal, planning and expansion of the airport. The grant application was submitted in advance of the May 25th deadline; however, staff can withdraw the application if it does not receive support from the Board of Directors.

Time Requirements – Staff & Elected Officials:

There was significant staff time required to prepare the application in the short window available, that was completed by airport staff and supported by finance. If the application is successful, further staff time will be required for administration of the grant funding.

Strategic Plan Implications:

This will support Strategy 1.2 that has the objective of targeted applications to grant programs for initiatives and projects that support economic recovery and development.

Submitted by: 

Jenny Brunn, General Manager of Community Services

Approved by: 

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



REPORT FOR INFORMATION

To: West Coast Committee
From: Jenny Brunn, Manager of Operations
Meeting Date: June 2nd, 2021
Subject: 2020 West Coast Landfill Annual Reports

Background:

As a condition of the West Coast Landfill (WCL) operating certificate, the ACRD is required to submit an annual report on landfill operations and monitoring to the Ministry of Environment and Climate Change Strategy (MOECCS). In recent years, staff have used this requirement as an opportunity to provide a more holistic report on landfill operations and the overall solid waste service for the waste-shed of the West Coast. This includes the goals and targets as established by the Solid Waste Management Plan plus an overview of improvement projects completed over the year and upcoming.

This report is created internally by staff and verified by an external Solid Waste Engineer. The Districts' environmental consultants, Piteau and Associates, continue to oversee the environmental monitoring program and produce an annual report to summarize the technical analysis and recommendations based on the field monitoring undertaken by ACRD staff. These two reports are attached for your review with the key points summarized below.

Overview of Landfill Report:

- Amount of waste landfilled in 2020 was 6,167 tonnes, a drop of 1.8% from 2019.
- The waste generation rate reduced by 5% to 562 kg/capita, likely as a result in a drop in tourism from Covid.
- Total diversion increased from 13% to 19% due to 3 main factors; tracking of metal volumes that wasn't collected before, newly added diversion streams (mattresses, compost pilot, commercial cardboard, and ocean plastics) and an increase in the volumes collected through the Recycle BC programs. Implementing organics diversion will help move us towards the target of 50% diversion.
- The volume of space consumed in 2020 was 11,040 m³ resulting in an airspace consumption ratio of 559 kg/m³. This is an improvement over previous years (453 kg/m³ in 2019) but still below the target of 600 kg/m³.
- With the estimated 712,244 m³ of remaining airspace, there is approximately 40 years of landfill life remaining and it will not reach its originally approved capacity until 2061 at current filling rates. This could be extended with increased diversion and improved airspace utilization.
- Financial contributions for closure and capital upgrades exceeded the DOCP requirements at \$120,000 and \$183,930 respectively.
- Landfill gas production is estimated at 339 tonnes of methane per year and is below the limit of 1,000 tonnes per year.
- The environmental monitoring program highlighted 19 overflow events of the existing leachate containment and treatment system, which was not effective at ensuring that all water leaving the property is meeting the Fresh Water Aquatic Life (FWAL) criteria.

An economic analysis was performed in 2020 for the continued operation of the West Coast Landfill compared to the costs for early closure and transferring the residual waste to the Alberni Valley Landfill. The findings were to continue

operating the WCL option as the lowest cost and lowest environmental impact. Sperling Hansen Engineering was then engaged to complete preliminary design of a leachate treatment facility that would meet the FWAL criteria and ensure ministry compliance.

The upcoming work plan includes:

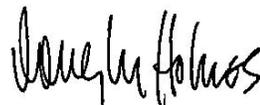
- Leachate Treatment Upgrades Preliminary Design and Facility Construction
- Organics Composting Facility and Landfill Upgrades
- Landfill Contract Extension

Communications:

The attached report has been submitted to the MOECCS as per our regulations and is available on our website along with the Environmental Monitoring Report under the waste management section.

Submitted by: 

Jenny Brunn, General Manager of Community Services

Approved by: 

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



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

West Coast Landfill

2020 ANNUAL REPORT

Submitted to British Columbia Ministry of Environment

Prepared by the ACRD

Environmental Services Department

Reviewed by: Paul Evans, P. Eng.



May 2021

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Report Summary

	Reporting Year 2020		Unit
Waste Tonnage Disposed at WCL	6,167		t
Landfill Airspace Consumed	10,040		m ³
Landfill Airspace Remaining	712,244		m ³
Anticipated Closure Date at Current Fill Rate & Waste Density	2061		
Waste in Place at Landfill	156,445		t
Leachate Generated & Treated	Not measured		m ³
Landfill Gas Management	Trial Monitoring Completed		
Closure Works Undertaken	none		
Inspection Works	Review undertaken		
Changes from Approved Plans	None		
Ministry Non-Compliances	None		
Progress on Non-Compliances	N/A		
Projects Undertaken in 2020	Future Projects Proposed		
WCL Economic Analysis Monitoring Program Improvements Northeastern Leachate Impact Assessment Mattress Diversion Compost Pilot West Coast Curbside Collection Contract Waste Reduction Education Program Ocean Plastic Depot Pilot Project Clear Bag program Investigation Bear Aware Program Temporary Landfill Hours Program	Leachate Treatment Upgrades Preliminary Design Leachate Treatment Facility Construction Organics Composting Facility and Landfill Upgrades Landfill Contract Renewal Enhancements to the Monitoring Program Installation of Flow Monitoring Organics Curbside Collection Public Engagement Expansion of Curbside to Tla-o-qui-aht First nation and Yuułu?if?ath Government Additional Diversion Opportunities Design Operation and Closure Plan Update Waste Resource Centers in Ucluelet and Tofino Waste Licensing Bylaw		
	Target	Actual	
1 - Waste Generation Rate	< 400 kg/capita	562 kg/capita	
2- Diversion of Waste	>50%	19%	
3 - Airspace Consumption Ratio	>600 kg/m ³	559 kg/m ³	
4 – Capital Contributions	>\$70,000/year	\$120,000/year	
5 – Water Quality	Meet FWAL	Not met	
6 – Landfill Gas Generation	<1,000 t CH ₄ /year	Est. 339 t CH ₄ /year	

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Background

The Alberni-Clayoquot Regional District (ACRD) operates the West Coast Landfill (WCL) under the British Columbia Waste Management Act Operational Certificate Number OC-5634, issued April 12, 2005. The “waste-shed” for municipal solid waste destined for the WCL includes the District of Tofino, District of Ucluelet, Parks Canada, ACRD Electoral District C - Long Beach, Millstream and Port Albion and the First Nations communities of the Toquaht, Yuułuʔiłʔatḥ, Ahousaht, Tla-o-qui-aht, and Hesquiaht. The WCL is located approximately 9 km northwest of the Tofino-Ucluelet junction, on the east side of the highway. The WCL has been operational since 1980. This report has been prepared to meet the annual reporting requirements for the WCL, as required by the Operational Certificate and the 2016 *Landfill Criteria for Municipal Solid Waste* published by the now BC Ministry of Environment and Climate Change Strategy (MoECCS).

Mission Statement

“To protect human health and the environment and maximize value of service by effectively managing the region’s solid waste in an environmentally, socially and economically responsible manner.”

Waste Quantification

Landfilled

In 2020, the WCL accepted 6,167 tonnes of municipal solid waste (MSW) and construction and demolition (C&D) waste as shown in Table 1. The cumulative waste placed at the WCL as of the end of 2020 is 156,445 tonnes.

Table 1 - Waste disposed in 2020

Waste Breakdown	Tonnes	Percentage
Residential Garbage	1,277	21%
Commercial Garbage	3,030	49%
Other Garbage	0	0%
Construction and Demolition	1,861	30%
TOTAL	6,167	100%

The single largest source of the solid waste disposed on the west coast is from the commercial sector. This sector includes resorts, hotels, restaurants, retail and other businesses and makes up 49% of all waste that is landfilled. The residential sector produces 21% of the waste and is generated from the curbside garbage collection program and materials self-hauled by residents to the landfill. Construction and demolition waste makes up a relatively large portion of the waste stream at 30% (in comparison to 21% at the Alberni Valley Landfill) and includes roofing, drywall and wood materials.

The permanent population served by the facility, based on 2016 census information, is 5,534. However, the equivalent population of the West Coast is significantly greater because of the magnitude of the tourism sector. Equivalent population estimates, based on sewage volumes and tourism studies put the total population at almost double; 10,966 in 2020. This results in a generation rate of 562 kg/capita per year. This generation rate exceeds the target of 400 kg/capita.

Chart 1 - Waste Generation 2020

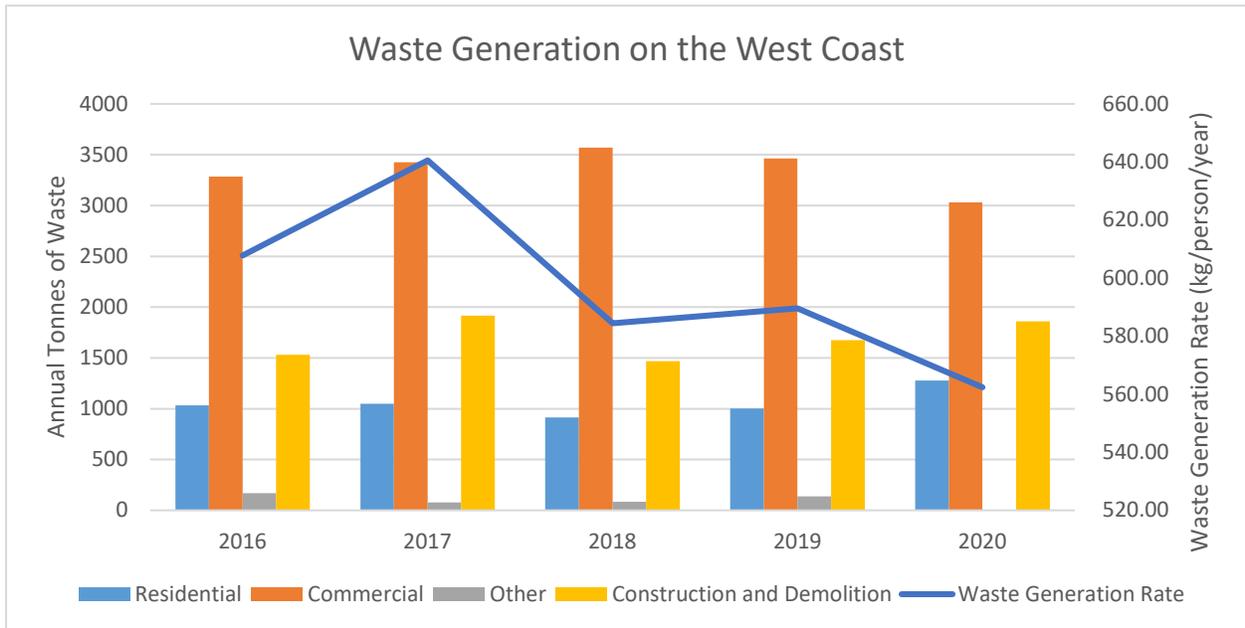


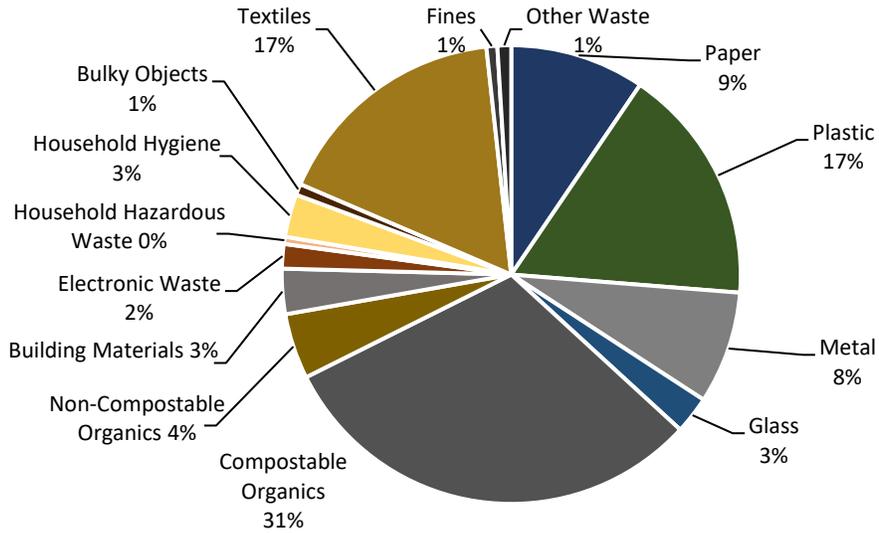
Chart 1 shows that waste generation in construction and demolition has been increasing over the past three years to return to the levels of 2017. This is representative of a general building boom seen in the region. In 2020 we found that whilst the commercial waste quantities decreased residential waste quantities increased. Both changes are suspected to reflect a change in customer patterns due to Covid 19. The former pattern may resume when more normal conditions return.

Target 1 - Reduce waste disposal to less than 400 kg/capita

In the Spring of 2019, the ACRD conducted a Waste Composition Study at the West Coast Landfill to gain a better understanding of the quantity of organics, recyclables and Extended Producer Responsibility (EPR) materials in the garbage streams for curbside residential, self-haul and commercial waste.

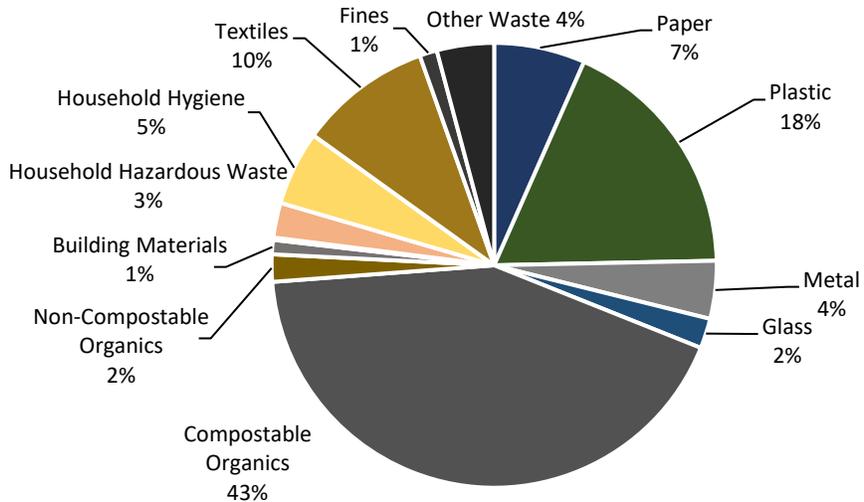
As shown in Chart 2, the commercial waste stream was found to have an average composition of 31% compostable materials and 29% recyclable materials that made up the majority of the following categories; plastic (17%), paper (9%), metal (8%), glass (3%), electronic waste (2%). These were further divided into whether the material could have been recycled or not. The large portion of textiles in the commercial waste stream (17%) was largely rope and netting that was being landfilled at the time of the study. During the study, it was also noted that 2 of 7 commercial loads audited contained bags of separated recyclables within the garbage bags. This suggests that although resort staff are separating recyclables, the materials are still entering the stream for disposal.

Chart 2 - WCL Commercial Waste Composition 2019



The residential curbside waste stream shown in the Chart 3 below consisted of approximately 43% compostable and 21% recyclable material. Garbage that was self-hauled by residents had a much lower percentage of organic material, however few people self-haul their waste to the West Coast Landfill.

Chart 3 - WCL Residential Curbside Waste Composition 2019



Using the data from the waste composition study, we can project there was an estimated c 2,600 tonnes of material landfilled in 2020 that was available to be diverted from the residential and commercial waste streams through recycling and composting as shown in Table 2.

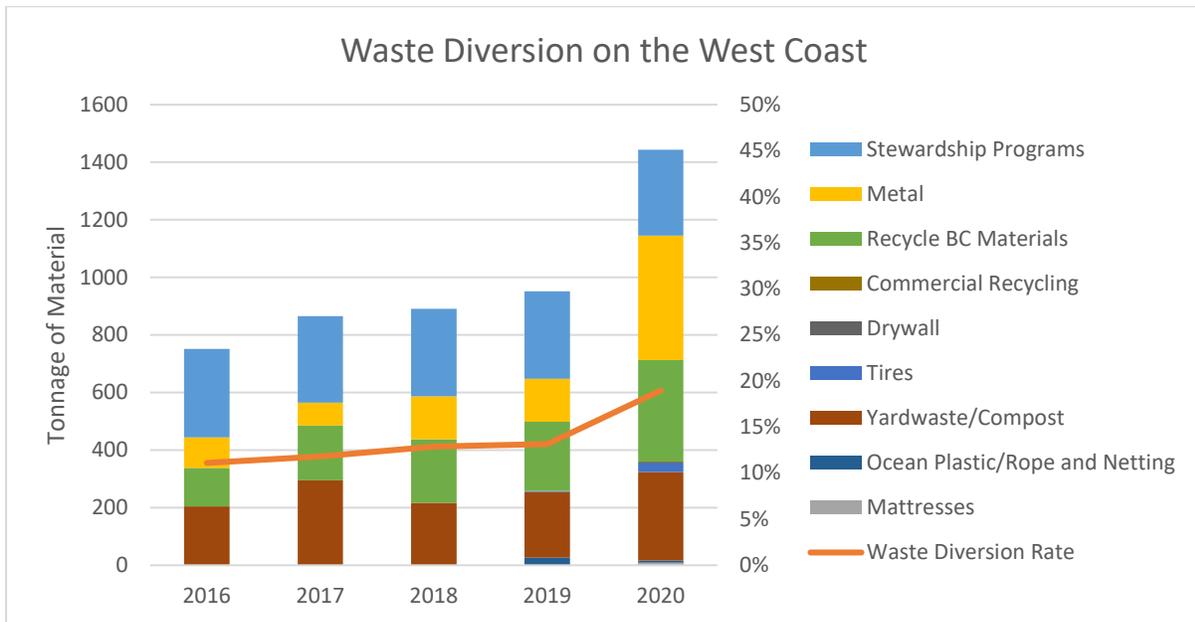
Table 2 - WCL Divertible Portion of Waste Landfilled in 2020

	Landfilled	Recyclable Portion	Compostable Portion	Total Potential Divertible
<i>Residential Garbage</i>	1,277	268	549	817
<i>Commercial Garbage</i>	3,029	878	938	1,816
<i>Other Garbage</i>	0			
<i>Construction and Demolition</i>	1,861			
Total	6,167	1,146	1,487	2,633

Diverted

The quantity of materials diverted from landfilling in 2020 was 1,444 tonnes of which 793 tonnes was collected directly at the landfill. The diversion rate is influenced by both the amount of materials collected through recycling programs and the amount of waste going to landfill. There was a significant increase in the metal tonnage collected in 2020. This was a result of consolidation of metal recycling at the landfill that had previously not been tracked as it was collected by private haulers in the communities. There was also an increase in the Recycle BC Materials volumes collected. This is likely due to increased quantities of cardboard from online shopping. We also saw an increase in yard waste collected at the landfill. This material is chipped and was used in the compost pilot program.

Chart 4 - Annual Waste Diversion Rates 2020



Waste diversion was again expanded at the WCL in 2020. The first addition was to include mattresses starting in August 2020. These are collected and recycled by Recycle Matters, a social enterprise in Port Alberni. In only a few months of 2020, 10.3 tonnes of mattresses were diverted. The ACRD also partnered with the Ocean Legacy Foundation on a pilot project that captured 6.1 tonnes of Ocean

Plastics and Rope & Netting in 2020. Ocean plastic clean-up materials have also been collected through the efforts of the Surfrider Foundation for several years with 2019 being the first year that the material was weighed and recorded at 1.74 tonnes and 1.35 tonnes in 2020. Commercial cardboard and e-waste were also added to the materials diverted in 2019, and the programs became more popular in 2020. Commercial cardboard diversion exceeded four tonnes in 2020.

The ACRD contracts the WCL waste reduction education services to Surfrider Pacific Rim Chapter which is based in Tofino and Ucluelet. The waste reduction education program run by Surfrider has three main thrusts:

1. eliminating single-use and unnecessary plastics,
2. materializing a localized circular economy, and
3. engaging youth, businesses, the public and all levels of government in ocean-friendly initiatives.

These additional diversion efforts have resulted in an improvement of the diversion rate from 13% in 2019 to approximately 19% in 2020. This very marked progress in diversion is gratifying. However, there is still a long way to go to reach the target set in the solid waste management plan of 50% diversion.

Target 2 - Increase Diversion of Waste to 50%

The two largest potential diversion opportunities are in the organics waste stream and in improvements in diversion of the commercial waste streams. Other opportunities for diversion streams on the west coast could include, drywall, and other construction waste materials.

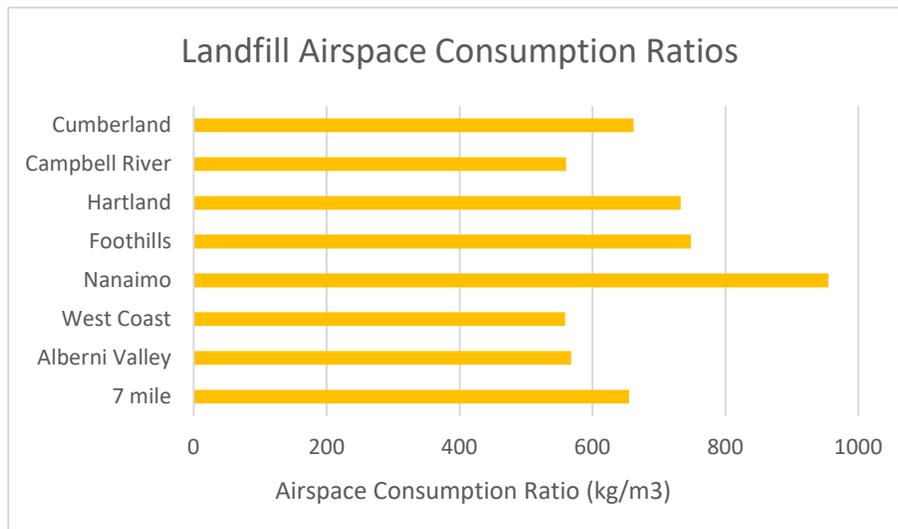
Landfill Capacity

Airspace Utilization

In 2020, 11,040 m³ of airspace was consumed. This estimate is based on the annual topographical surveys completed at the respective year ends. With a total tonnage of 6,167, this results in a waste density consumption ratio of 559 kg/m³. This ratio shows a significant improvement since 2019's ratio of 453 kg/m³. This is still a relatively low ratio in comparison to other Vancouver Island landfills having a typical waste density of more than 650 kg/m³.

The chart below (Chart 5) compares the landfill airspace consumption ratios from other landfills in the region. Smaller landfills typically have lower airspace consumption ratios.

Chart 5 Airspace Consumption Ratios at Comparable Landfills



The volume of cover material used in 2020 was estimated at 6,180 m³, which is down markedly from 2019's volume of 8,265 m³. The ACRD will continue working with the operations contractor to improve the tracking of cover material used at the site and continue to reduce the amount of cover material incorporated into the landfill and yet maintain compliance.

Target 3 – Minimum Airspace Consumption Ratio of 600 kg/m³

Remaining Life

Based on the airspace consumed in 2020, there is an estimated 712,244 m³ remaining of airspace at the WCL at the beginning of 2021. Based on an estimated population growth rate of 2%, waste generation of 562 kg/capita and airspace consumption ratio of 559 kg/m³, the landfill will reach capacity in 2061. However, if the targets for reducing waste generation to 400 kg/person and minimum airspace consumption ratios are met, the landfill lifespan has the potential to extend to approximately 2070.

Operations

Variations from DOCP Plan

The current Design, Operations and Closure Plan (DOCP) was completed in 2012 by McGill and Associated Engineering. Because of the time that has elapsed since then, the DOCP is required to be updated.

Exceptions from the 2012 plan include overflow events from the leachate holding lagoon. The current system was designed to capture the leachate generated on site. That leachate is then applied to an irrigation field. In 2015 Solinst Levelloggers were installed in the overflow pipes from the leachate lagoon to record overflow events. In 2020 there were 19 overflow events as detailed in the Environmental Monitoring section of this report. This is slightly more than in 2019 when there were 17 overflow events. In 2018 there were 21 events recorded. The overflow events in all these years occurred during the

winter months following winter storms. The pumping system has not had sufficient capacity to discharge the lagoon to accommodate the inflow of leachate.

Surface water discharged at the time of the overflow events was sampled and analyzed as part of the environmental monitoring program as discussed in that report.

Conformance to SWMP

The most recent Solid Waste Management Plan (SWMP) was completed in 2007. The implementation was reviewed in 2014 and 2017. The SWMP listed several initiatives to meet the first two targets in the report; reduce per capita waste generation to 400 kg/person; and to increase diversion of waste from landfill to 50%. The majority of the initiatives described have been implemented; however, the one major outstanding action item is the implementation of an organics diversion program.

The SWMP indicated the future of waste disposal at the WCL was to be reviewed. It raised the prospect that the WCL might be closed and converted to a transfer station, with all landfilling of waste to be at the Alberni Valley Landfill instead. An assessment to compare the economic and environmental costs of a transfer site versus operating the landfill with improved leachate management was undertaken in 2020. This Lifecycle Cost Assessment was conducted by Sperling Hansen Associates and it found that continuing to landfill at the WCL provided the most economical and environmentally sound solution for the ACRD.

Compliance Resolutions

The last recorded compliance issue from the Ministry of Environment and Climate Change Strategy (MOECCS) was in 2018 which identified late annual reporting. That has been resolved with annual reports being submitted by June 1st of each year. Another compliance issue was that an ACRD updated 2017 Landfill Gas Generation Supplementary Assessment Report was not submitted by May 1, 2018. This Report was subsequently submitted to MOECCS in September 2018.

Complaints

The ACRD did not receive any documented community complaints regarding the operation of the landfill in 2020. It is beneficial that the landfill is located a significant distance from any residential communities. Typical complaints from other landfills are mainly due to odor and noise but these are not an issue at the WCL. A formal complaint tracking system is to be piloted at the AVL prior to implementation at WCL.

Inspections

A formal program for inspections is to be implemented in 2021 for the WCL but this was not in place in 2020. Regular site inspections and reporting requirements will be incorporated in the updated operations contract when the current contract expires in 2021. In 2020 ACRD staff regularly visited and performed oversight inspections to ensure compliance with the contract, operations certificate and MOECCS requirements.

Finances

Operating Expenses

In 2020, the operating expenses for the WCL were:

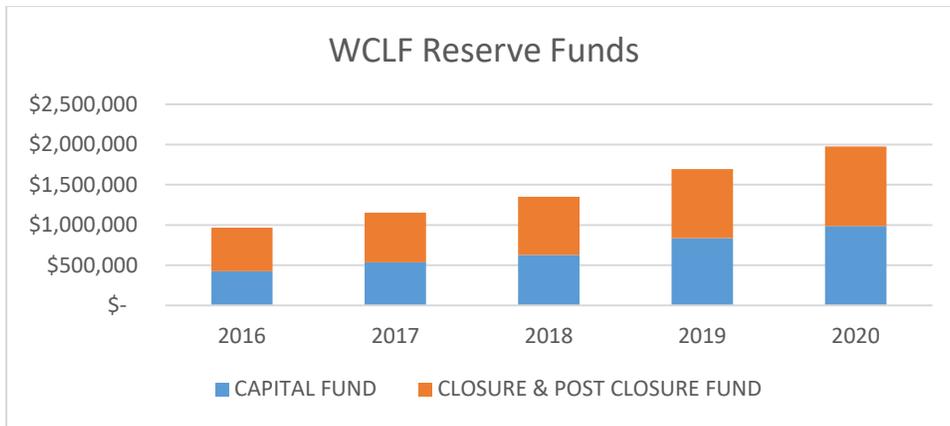
TABLE 3 - OPERATING EXPENSES 2020

LANDFILL OPERATING COSTS	\$ 841,329
ADMIN & EDUCATION COSTS	\$ 91,976
RECYCLING	\$ 84,393
TOTAL COSTS	\$ 1,017,968
RECOVERIES	\$ 253,051
NET COST	\$ 764,647
RESERVE FUNDS ALLOCATION	\$ 303,930

Capital and Closure Funding

The current DOCP identified the need for a fund size of \$5,600,000 at the time of closure to meet the costs of closure and post-closure activities. There was \$988,966 in the closure and post closure reserve fund at the end of 2020. The recommended minimum contribution of \$70,000 being exceeded in each of the past three years.

Chart 6 - Capital Reserve Funds



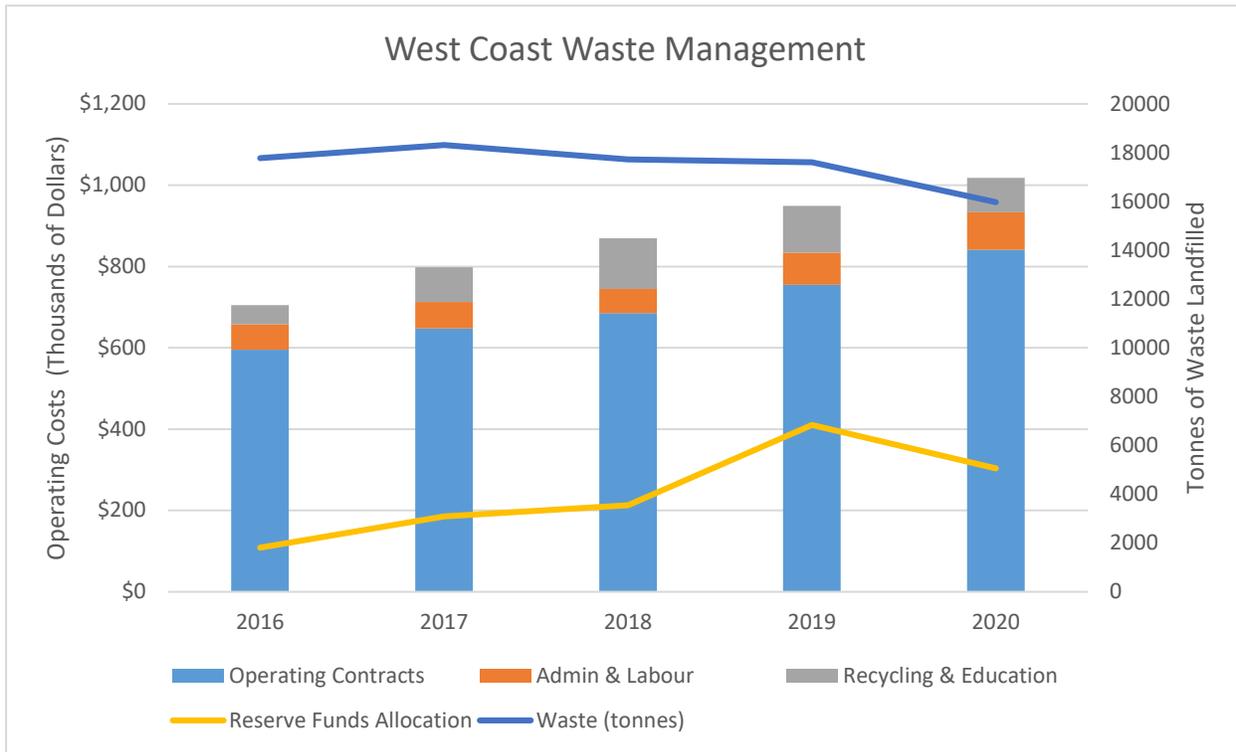
Target 4 – Annual Capital Contributions meet Funding Requirements

With an estimated projected lifespan of 50 years and the potential to extend to 80 years with improved diversion and airspace utilization, the annual contribution of between \$65,000 and \$115,000 is required. In 2020, \$120,000 was contributed to the closure and post closure reserve fund. When the DOCP is updated, it will include a review of capital requirements and closure costs to provide an updated estimate of reserve fund requirements.

Operational Efficiency

Chart 7 below shows the total operating costs including contracts, administration, and support to manage solid waste on the west coast. It covers operation of the WCL, the curbside collection program and education programs. The costs are influenced by inflation and the volume of material landfilled and diverted.

Chart 7 - Annual Costs and Tonnages



Inflation from operating contracts, increased education efforts and improving landfill operations to meet regulatory criteria have all contributed to increasing costs. The upside has been that these activities have also resulted in increased diversion of materials from the waste stream.

Environmental Monitoring

Leachate Monitoring

Leachate is generated when rain falls on the waste mound. It is contained within the waste because of the low hydraulic conductivity of the marine clay foundation soils. The leachate collection system consists of ditches located at the perimeter of the waste mound. These ditches collect leachate that seeps from the edges of the landfill and transport it to a lagoon located on the southwest side of the property. The contents of the lagoon are pumped to the north of the landfill to a spray irrigation field. This field is designed to allow the leachate contaminants to attenuate prior to the eventual receiving waters of Sandhill Creek.

The ACRD monitors multiple sites in the leachate collection and irrigation field as well as background locations. At the start of 2020, these locations were monitored every two months. In June this interval was amended to quarterly. The samples were analyzed by an independent laboratory for metals, VOCs, inorganic compounds, pH levels, conductivity, and other water quality parameters from the FWAL (Fresh-Water Aquatic Life) protection criteria. All monitoring data is directly reported to our environmental consultants, Piteau Associates Consulting, for their review and reporting to MOECCS. The Piteau report (2020 Monitoring Report West Coast Landfill March 2021) accompanies this report.

Leachate Pond Overflow Monitoring

The west coast of Vancouver Island receives some of the largest recorded annual rainfall in Canada. Much of this occurs during winter storms. The leachate pond is subject to overflowing during, and immediately following, intense winter storm events. When this occurs, the lagoon decants to the north through pipes installed for that purpose but bypassing the irrigation field. Information from dataloggers that are downloaded twice per year record the number of overflow events and the duration. Some of the overflow events in 2020 were due to pumping system failures that were difficult to repair in the rainy season. The pumps are now completely refurbished. The management of leachate is the focus of the design project for the proposed enhanced leachate management system.

Overview of the Monitoring Program

Target 5 – Confirm all water leaving the site meets the FWAL criteria

Detailed analysis of monitoring data is provided in the 2020 Monitoring Report West Coast Landfill, Piteau and Associates, March 2021. The report concludes that there is a continuing slight leachate effect to receiving waters in the vicinity of the West Coast Landfill but there are no signs this effect is increasing. This means that the target for having all water leaving the site meet the FWAL criteria was not met. The report recommends continuing the environmental monitoring program, as described, including overflow events. The recommendations regarding flow gauging will be reviewed in consultation with the design team for the upgraded leachate treatment and incorporated with the needs of that project which is being designed to ensure that this target will be met once the new system is commissioned. The report notes that partial capping would reduce leachate quantity and overflow events, reducing impacts on receiving waters. The DOCP is to be updated after the completion of the leachate management capability. Capping design would be incorporated into the updated DOCP as part of an overall hydrological review and design.

Landfill Gas Monitoring

Target 6 - Landfill Gas Generation Less than 1,000 tonnes/year of methane

The engineering firm McGill and Associates completed a Landfill Gas Assessment Report in 2018, which estimated that the WCL would be producing 339 tonnes of methane in 2020. In the absence of the actual landfill composition data, this report used the average rural waste characterization data in the Landfill Gas Assessment Tool to calculate these volumes. A waste characterization study completed in the spring of 2019 showed that the WCL waste composition has a lower organic content than was assumed in the previous gas calculations. This predicted reduction will be updated and confirmed in the next Landfill Gas Supplementary Report which will be required in 2023 as per Section 15 of the Landfill Gas Management Regulation.

Other Greenhouse Gas Emissions

Landfilling operations require the use of motorized equipment including small machinery such as power washers, small utility vehicles (ATVs), and pickup trucks, as well as heavy duty machinery such as

compactors, graders, and excavators. The fuel used for this equipment is primarily diesel. In 2020, the contractor burned approximately 11,692 liters of diesel in the operation of the landfill which is the equivalent of 30.8 metric tonnes of CO₂.

Illegal Dumping

The west coast has experienced illegal dumping with many different types of wastes including yard waste such as leaves and branches as well as household waste. These items are often found on logging roads surrounding the communities. In 2020 the WCL received 18.66 tonnes of illegal dumping that was collected by community clean-up events. Community clean-up programs will be expanded in 2021 with financial support from the ACRD and other community sponsors.

Projects Completed 2020

WCL Economic Analysis – Assessed the costs for continued operation of the West Coast Landfill to meet the new landfill criteria and compared this to the costs for early closure of the landfill and transferring the residual waste to the Alberni Valley Landfill. This cost comparison included total costs for capital, operating, maintenance, monitoring, closure and post-closure costs, as well as contingency for possible future requirements. The findings were to continue operating the WCL option as the lowest cost and lowest environmental impact.

Monitoring Program Improvements – The 2019 field review by our environmental consultants recommended several improvements including: using dedicated peristaltic tubing, calibration of water quality meter prior to sampling events, using a peristaltic pump with new 0.45 micron inline filter for dissolved metals. The improvements were made in 2020 and the program is now ongoing as recommended.

Northeastern Leachate Impact Assessment – 2019 sampling results indicated a possible landfill effect from the upper reaches of the catchment. Field reconnaissance was conducted in 2020 to assess the grade and infrastructure in the northeast corner of the landfill. Water was found to be ponding and flowing into the leachate ditch with no apparent flow toward the northeast corner being evident. This will be continued to be monitored in 2021 and if exceedances are found, mitigation measures will be considered. These could include a berm or an extension of the leachate ditch.

Mattress Diversion – Diversion was expanded at the WCL to include mattresses starting in August 2020 which are collected and recycled by Recycle Matters, a social enterprise in Port Alberni. In only a few months of 2020, 10.3 tonnes of mattresses were diverted.

Compost Pilot Project - In February 2020, Tofino Urban Farms began a compost pilot. Despite the setbacks posed by Covid, the pilot successfully received and processed approximately 27.5 tonnes of organic material. The program collects compostable material from approximately 28 residential properties, 4 restaurants (Shelter, Shed, Wildside, Rhino Coffee House and Long Beach lodge) and 5 other local businesses (Gaia Grocery, Whaler Hostel, Crab Apple Florist, Summit Bakery and Tofino Distillery). The finished product will be offered to residents to purchase once processing and quality testing is complete. The Pilot will continue until the implementation of Phase Two of the Regional Organic Diversion Program which is planned for 2022.

The West Coast Curbside Collection Contract - Awarded to Ucluelet Rent-it Center in January for a five year term, this contract provides curbside residential garbage and recycling collection for the west coast including Ucluelet, Tofino, and portions of Long Beach electoral area. Within the contract there is an

option to extend and include the service to the Tla-oqui-aht First Nation and Yuułuʔiłʔatḥ Government, as well as add the collection of curbside organics.

Waste Reduction Education Program – Surfrider Pacific Rim Chapter provided waste reduction education through social media campaigns, hand-outs for residents and businesses, community events and school education throughout the West Coast in 2020. There was a strong focus on the elimination of single-use items in the commercial sector including cutlery and styrofoam. There was a marked increase in the Recycle BC program in 2020 and an improvement of the diversion rate from 13% to 19%.

Ocean Plastic Depot Pilot Project - The ACRD worked with Ocean Legacy on a pilot collection depot for the strategic collection and processing of abandoned, lost and discarded fishing gear. This project is intended to establish an effective diversion system for these materials that can be used as a template for other landfills in BC.

Clear Bag Program Investigation – this detailed the requirements to implement a ban on the use of non-see through garbage bags on the West Coast. Clear bag programs have been found to be effective in other Canadian municipalities as it encourages use of existing recycling and composting programs. This information will be considered for implementation in conjunction with three-stream curbside collection.

Bear Aware Program – The ACRD supports the WildSafe BC program on the West Coast which was enhanced in 2020 with an additional coordinator to help with efforts in Salmon Beach, Macoah and Hitacu. This program focuses on eliminating human-wildlife conflicts often the result of attractants from improperly managed waste with the use of bear safe containers, electric fencing and community education.

Temporary Landfill Hours Reduction – As a result of Covid, in early 2020, there was a marked reduction in waste quantities from the commercial sector with a corresponding decrease in revenues. The ACRD Board approved several cost reductions such as closing Saturdays and adjusting Wednesday hours and cancelling the diversion spotter. In June, waste volumes started to recover and normal hours of operations were restored in September 2020.

Projects Upcoming

Leachate Treatment Upgrades Preliminary Design – Sperling Hansen Associates has been engaged to create a design plan for treatment of leachate before discharging off site. The treatment proposed will use conventional biological treatment, aerated retention ponds and an engineered wetland.

Leachate Treatment Facility Construction – Following completion of the preliminary design of the leachate treatment facility, staff will be work on funding and detailed design with anticipated construction in 2022. This upgrade is likely to require a change in our provincial Operational Certificate.

Organics Composting Facility and Landfill Upgrades – The ACRD will be working on the detailed design of a public drop-off area/transfer station upgrades to accept organics and enhance diversion; as well as a new commercial organics processing facility capable of processing food waste and local biosolids. The surface water quality monitoring plan has been modified to take account of this important addition.

Landfill Contract Renewal – the landfill operating contract is set to expire on June 30, 2021. A one year extension with updates to the contract will be completed in 2021. This will allow time for the landfill upgrades to be completed prior to issuing the work for competition.

Environmental Monitoring Program Enhancements – The additional locations recommended by Piteau will be incorporated into the program. Likewise the additional parameters identified will also be included.

Installation of Flow Monitoring - A cumulative flow meter will be installed on the leachate irrigation system to measure flows from the leachate lagoon during normal operation. Readings will be recorded monthly. A data logger for pond level will also be reinstalled in the leachate pond. The data will be used to provide notice for decant event sampling of a representative number of events.

Organics Curbside Collection Public Engagement – staff will complete public engagement to educate and prepare residents for three stream curbside collection. This will also require the purchasing and delivery of bins to all residents and post implementation auditing and education to ensure success of the program.

Expansion of Curbside to Tla-o-qui-aht First nation and Yuułu?it?ath Government – Staff have worked with Recycle BC to change the existing curbside collection agreements to allow for the expansion to these two communities. The program may be extended as soon as the communities formally confirm their interest in joining the West Coast curbside program, which would also require collaboration to provide education and resources to residents prior to implementation of these programs.

Additional Diversion Opportunities – Staff will be investigating additional diversion opportunities for the WCL including, drywall, shingles and other construction waste.

Design Operation and Closure Plan Update – The current DOCP was created in 2012 and requires updating to address the leachate system operation, cover usage concerns and generally provide enhanced direction for the development of the landfill. The Province has created new landfill criteria and there are several areas identified that need to be improved to meet the new criteria. The leachate system improvements, which are the highest priority, will be completed prior to updating the DOCP.

Waste Resource Centers in Ucluelet and Tofino – Staff will be investigating the potential of establishing resource recovery centers in Tofino and Ucluelet. The objective would be to provide long-term security for recycling drop-off in locations more convenient than the WCL. They will also consider expansion of the diversion streams available to residents. These centers could provide enhanced resource recovery opportunities such as, re-use stores, repair centers, and other circular economy initiatives.

Waste Licensing Bylaw – this bylaw is required to enable the ACRD to receive reports from private resource recovery and recycling companies. Similar bylaws are enacted in many other municipalities and the information gathered is essential to assess the effectiveness of waste management diversion efforts. The data collected will be used to assist with diversion percentages and to determine where the wastes will be going.



REPORT FOR INFORMATION

To: West Coast Committee

From: Jodie Frank, Organics Coordinator

Meeting Date: May 26, 2021

Subject: West Coast Curbside Three-Stream Waste Services Update

ACRD staff are currently developing phase two of the Regional Organics Diversion project that will include design and construction of a compost facility on the West Coast. The timeline for implementation and launch of the three-stream (recycling, organics, and garbage) cart collection service is planned for Fall 2022.

In May 2021 a contract was awarded to Tetra Tech for upgrades to the landfill including the design of a compost facility at the West Coast Landfill. ACRD staff and Tetra Tech engineers have recently conducted a site visit to the landfill and are in the process of developing designs to:

- build a full “scrape the plate” compost facility that will have capacity to accept residential and commercial organic material as well as process biosolids;
- construct and expand the public tipping areas to support current and future public waste diversion and stewardship drop off areas; and

The upgrades to the landfill will also include an education component to engage with the visiting community members while incorporating local artwork design elements to accent the landfill.

Tofino Urban Farms (TUF) will continue operating the compost pilot (diverting and processing organics for 28 residential properties and 16 business) as in interim option until the new compost facility is fully operational. TUF has collected 67 tonnes to date and has recently fully processed and tested (gold star results) the first batch of finished compost for distribution.

The ACRD has contracted Zinc communications to develop an engagement and communications work plan that will outline the process for engaging with the west coast communities, including businesses, regarding the potential for introducing organics collection (seeking feedback on the service and delivery options), and informing residents and visitors of the new and upgraded waste services. Consultation will begin this fall and the ACRD will be putting together an advisory working group with members from the supporting districts and key operational functions. The ACRD has developed a regional Sort’nGo brand that encompasses the three-stream waste services and will be used to promote the new waste services.

The ACRD will continue working with Surfrider to facilitate educational aspects of the new waste services and leverage the organization’s well connected and positive education and outreach connections they have built with west communities to date.



Submitted by: _____
Jodie Frank, Organics Coordinator



Reviewed by: _____
Jenny Brunn, General Manager of Community Services



Approved by: _____
Douglas Holmes, Chief Administrative Officer



REPORT FOR INFORMATION

To: West Coast Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: June 2nd, 2021
Subject: West Coast Transit Service Update

Background:

BC Transit and the ACRD had identified gaps in the best approach for maintenance to support new transit services in the Tofino-Ucluelet area. To better inform a future Request for Proposal (RFP), BC Transit issued a Request for Information (RFI) to gather information from experts within the Transit industry. The RFI sought options for approaches to maintenance considering both in-house and third-party maintenance providers. The RFI was released on March 30, 2021 and closed on April 29, 2021. BC Transit received 5 submissions in response to the RFI.

Summary of Responses:

Maintenance Approach

The sub-contracting of a maintenance provider is a challenge given the availability of service providers in the area. This is especially true as it relates to conventional medium and heavy-duty buses. This lack of availability had most submissions focused on the use of light duty buses. In-house maintenance was discussed in a few submissions, but fleet levels would make it difficult to support having a full-time mechanic focused solely on the maintenance of transit buses. BC Transit will explore the possibility of Port Alberni being used for third-party maintenance if options cannot be confirmed within Tofino-Ucluelet.

Facility Options

Options suggested for facilities included the following:

- BC Transit providing the facility to ensure a more attractive bidding process
- Purchase or lease of a facility by the operating company
- Purchase or lease of land and built to suit
- Partner with public agency where land may be available (eg. Tofino Wastewater Treatment Plant or Long Beach Airport)
- Partner with public agency to create a multi-use facility option (eg. partnership aligned with a new public works facility and fire hall)

Size of Buses

Little insight was provided specific to the size of buses that could be managed. There were some discussions on using light-duty buses exclusively, due to the difficulty of securing third-party maintenance for medium or heavy duty buses upon implementation. There was also mention of using larger buses seasonally to support the periods of time with heavier demand.

Recommendations and Considerations:

From the results of the RFI and discussions at BC Transit, asking an Operating Company to provide a facility to perform in-house maintenance would be challenging and not achievable in time to launch services in the fall of 2022. Using a third-party maintenance provider in Ucluelet may be possible, however, BC Transit needs to confirm information provided through the submissions and the previous review of potential maintenance providers undertaken in June of 2020.

BC Transit recommends that to implement services by September 2022, a phased approach may be necessary, as follows:

Phase 1:

- Implement services using light duty buses
- Maintenance to be provided through third party provider (more likely in Ucluelet)
- Operating Company (or BC Transit) to secure space to park buses
- Consideration of Ucluelet as start location for service

Phase 2:

- BC Transit purchase or lease suitable land and construct a facility that supports at minimum, the maintenance and servicing of medium or heavy duty buses (customer facing activities could be supported through local government partnerships)
- Cost effective facility style (e.g. pre-fab, Sprung Structure, tilt-up construction)
- Needs to support the future roll-out of battery electric buses and the supporting infrastructure
- Transition the successful operating company to inhouse maintenance

Other Considerations:

- Explore as part of Phase 1 opportunities to co-locate facility with other public projects
- Explore maintenance partnership for publicly operated light and heavy duty vehicles (e.g. Fire trucks and public works vehicles)
- Refresh of the Planning report to consider a phased implementation
- Phase 1 maintenance in Port Alberni if third party maintenance cannot be confirmed for Tofino-Ucluelet. This would require assessment of the spare ratio to support maintenance outside of the system
- If Port Alberni is an option, how will it impact the current service provider (if Port Alberni service provider is successful, or if they are not)
- Confirm whether BC Transit's model will be adapted to allow for surfboards (and impact to other transit riders)

Next steps:

A next steps timeline is attached below.

Submitted by: 
Eddie Kunderman, Operations Manager

Reviewed by: 
Jenny Brunn, General Manager of Community Services

Approved by: 
Douglas Holmes, Chief Administrative Officer

Next Steps

Date	Deliverable	Lead
February 2021	Request For Expression of Interest issued for service operator	BC Transit
Spring 2021	Information from REOI brought to West Coast Committee	BC Transit
Fall/Winter 2021	Fare strategy approved	West Coast Committee/ACRD Board of Directors
November 2021	Request For Proposal issued for service operator	BC Transit
Winter 2022	Funding indicated	Province of B.C.
Winter 2022	Implementation Memorandum of Understanding issued to ACRD for review and signature	BC Transit, ACRD
Spring 2022	Schedule development	BC Transit, ACRD, Operating Company
Summer 2022	Marketing and media materials developed	BC Transit, ACRD, Operating Company
September 2022	Service implementation	BC Transit, ACRD, Operating Company
Fall 2022	Monitor transit service and make adjustments when necessary	BC Transit, ACRD, Operating Company

Implementation Plan

Date	Milestone	Lead
Spring/Summer 2021	Final route timing	BC Transit
March 2022	Service inception meeting	BC Transit, ACRD, Operating Company
March 2022	Marketing and Communications Plan drafted	BC Transit, ACRD, Operating Company
April 2022	Detailed service specification complete, schedule development begins	BC Transit, ACRD, Operating Company
June 2022	Schedules completed and approved, Rider's Guide development begins	BC Transit, ACRD, Operating Company
June 2022	Service summary completed	BC Transit, ACRD
July 2022	Rider's Guide completed	BC Transit, ACRD, Operating Company
June/July 2022	Bus stop installation	ACRD, District of Tofino, District of Ucluelet, MoTI, Parks Canada, Operating Company
August 2022	Marketing campaign begins	BC Transit
September 2022	Service implementation	BC Transit, ACRD, Operating Company



REPORT FOR INFORMATION

To: West Coast Committee

From: Heather Zenner, Manager of Protective Services

Meeting Date: June 2, 2021

Subject: Long Beach Emergency Program – Agreement between ACRD & District of Ucluelet

Background:

In 2012 the ACRD and the DoU entered into a trial agreement for one year with the DoU providing Emergency Planning services to a portion of the Long Beach Electoral Area (Millstream, Willowbrae, Port Albion). The trial was implemented for a one-year period to determine if a longer-term partnership would be beneficial for both partners. Although the trial agreement hasn't been renewed since 2012, the agreement has informally been in place and ACRD has paid the DoU \$2000 per year. The agreement provides for an ACRD representative on the Ucluelet Emergency Network committee, includes opportunities for training, exercises, resource sourcing, drafting an emergency plan, and emergency event notification.

ACRD and DoU staff have recently engaged in discussions to explore if an updated agreement is appropriate to provide emergency services to residents of the Long Beach Electoral Area. ACRD staff are of the opinion that it would be beneficial to collaborate with the DoU, rather than creating a similar emergency network that is specific for the Electoral Area. Initial discussions with DoU staff have been positive, and staff are bringing this report to the West Coast Committee to advise of this work.

Proposed Agreement

Staff are proposing a multi-year agreement that will outline the services that the DoU could provide to the residents of the Long Beach Electoral Area.

Services that have been discussed to date include:

- Emergency Notifications. Allowing all residents to sign up and receive DoU emergency notifications through Connect Rocket);
- Emergency Support Services. Providing support to permanent residents in the Electoral Area (Millstream, Willowbrae, Port Albion, Kvarno Island, Upland, Midlands), should they require to evacuate their home (fire, flood, earthquake, etc);
- Providing for an ACRD representative on the Ucluelet Emergency Network committee to represent the residents of the Electoral Area, and to maintain relationships between both organizations; and
- Inclusion of the Electoral Area permanent residents in Emergency response actions, including the submission of response costs to Emergency Management BC for reimbursement.

For clarity the agreement will not cover Emergency Response nor Emergency Support Services (ESS) to the recreational users within the Electoral Area. The provincial ESS program is only available to permanent

residents; therefore, vacationers at Muscle Beach or recreational residents at Salmon Beach would not qualify for ESS if there is an evacuation. ACRD will be responsible for Emergency Preparedness activities, materials, and supplies for Electoral Area residents, ensuring that messaging aligns with DoU messaging.

Time Requirements – Staff & Elected Officials:

Some staff time to develop terms of agreement and present to respective Board and Councils. Staff time will also be required to attend Ucluelet Emergency Network meetings throughout the year.

Financial:

Under the existing agreement, ACRD pays the District of Ucluelet \$2000 per year. This financial contribution has not revisited since 2012 and will require further discussion with District of Ucluelet to determine an appropriate dollar figure going forward.

Strategic Plan Implications:

This initiative supports Strategy 4.3 by improving coordination with other municipalities, and Strategy 5.1 by engaging with community partners to review respective goals and strategies and identify opportunities for alignment and cooperation.

Policy or Legislation:

The *Emergency Program Act* requires each local authority to prepare and maintain a local emergency plan respecting preparation for, response to and recovery from emergencies and disasters. The ACRD Board of Directors approved the Long Beach Emergency Plan in December 2020, bringing this electoral area into compliance with legislation.

The *Local Authority Emergency Management Regulation* allows for local authorities to enter into mutual aid agreements for emergency resources of all types and subsequent cost recovery. The authority to ‘Declare a State of Local Emergency’ rests solely with the local authority and cannot be delegated; therefore, the ACRD would be required to make this declaration for the Long Beach Electoral Area in the event of an emergency.

Options Considered:

Another option that has been considered but not recommended, is to implement the Bamfield Emergency Program model in the LBEA. The Bamfield model includes having a volunteer Emergency Program Coordinator who receives a \$3000 honorarium annually. The Bamfield Emergency Program includes a team of volunteers who fill roles in the Emergency Operations Centre and provide Emergency Support Services to residents. This option is not recommended given that the District of Ucluelet already has a well-functioning Ucluelet Emergency Network. Staff are recommending collaborating with the District of Ucluelet on their emergency programming where possible, rather than duplicating efforts.

Submitted by: 

Heather Zenner, MA, RPF, Protective Services Manager

Approved by: 

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