



## West Coast Committee Meeting

Wednesday, March 2, 2022

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

10:00 AM

### Regular Agenda

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Watch the meeting live at <https://www.acrd.bc.ca/events/2-3-2022/>

Register to participate via Zoom Webinar at:

[https://portalberni.zoom.us/webinar/register/WN\\_NZJ5KxROSL2KKSABHZIBdVw](https://portalberni.zoom.us/webinar/register/WN_NZJ5KxROSL2KKSABHZIBdVw)

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- |  | <b>PAGE #</b> |
|--|---------------|
| <b>1. <u>CALL TO ORDER - CAO</u></b>   |               |
| <b>Recognition of Territories.</b>   |               |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.  |               |
| Introductions - Directors and Staff present in the Boardroom.  |               |
| <b>2. <u>ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2022</u></b>   |               |
| <b>3. <u>APPROVAL OF AGENDA</u></b><br><i>(motion to approve, including late items requires 2/3 majority vote)</i>   |               |
| <b>4. <u>MINUTES</u></b>   |               |
| a. <b>West Coast Committee Meeting – November 17, 2021</b>   | <b>4-6</b>    |
| <i>THAT the minutes of the West Coast Committee meeting held on November 17, 2021 be received.</i>   |               |
| <b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10 minute maximum)</u></b>  |               |
| a. <b>Samantha Hackett, Chair, Ryan Orr, Vice Chair, West Coast Multiplex Society, Tom Berekoff, TPD Strategic Council , regarding Multiplex Update, Ownership, Funding, and Management Options, Discussion of Working Plan for the Project (pre-during-post construction and campaign) and request for a motion of support.</b> |               |

**6. REQUEST FOR DECISIONS**

- a. **REQUEST FOR DECISION** **7-11**  
Annual Review – West Coast Committee Terms of Reference, 2022

*THAT the West Coast Committee re-confirm their Terms of Reference for 2022 as presented.*

- b. **REQUEST FOR DECISION** **12-28**  
Re: 2022-2026 Draft Financial Plan – West Coast Services

*THAT the West Coast Committee recommend the Long Beach Airport proposed budget as presented be included in the first reading of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan bylaw.*

*THAT the West Coast Committee recommend the West Coast Emergency Coordination - proposed service budget as presented be included in the first reading of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan bylaw.*

*THAT the West Coast Committee recommend the West Coast Multiplex Service proposed budget as presented be included in the first reading of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan bylaw.*

*THAT the West Coast Committee recommend the West Coast Transit service proposed budget as presented be included in the first reading of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan bylaw.*

*THAT the West Coast Committee recommend the West Coast Waste Management service proposed budget as presented be included in the first reading of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan bylaw.*

- c. **REQUEST FOR DECISION** **29-30**  
Millstream Water Rate Increase

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a water rate increase to \$310 per quarter as of July 1, 2022, for the Millstream Water System.*

- d.. **REQUEST FOR DECISION** **31-33**  
CYAZ Long Beach Airport Terminal Building Development Plan

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the creation of an Airport Terminal Building Development Plan for the Long Beach Airport.*

7. **REPORTS**

- a. West Coast Organics Diversion Project Update

**34-36**

*THAT this report be received.*

8. **LATE BUSINESS**

9. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

10. **ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 17, 2021, 1:30 PM

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

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- MEMBERS PRESENT:** Kel Roberts, Director, Electoral Area "C" (Long Beach), Chair  
Tom Stere, Councillor, District of Tofino  
Rachelle Cole, Councillor, District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government  
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** Karen Haugen, Pacific Rim National Park  
Rob Bullock, Ahousaht First Nation  
Michael Lascelles, Tla-o-qui-aht First Nation  
Norma Bird, Hesquiaht First Nation
- STAFF PRESENT:** Teri Fong, Acting Chief Administrative Officer  
Jenny Brunn, General Manager of Community Services  
Janice Hill, Executive Assistant  
Tricia Bryant, Acting Chief Financial Officer

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/17-11-2021/>

### 1. **CALL TO ORDER**

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

The Chairperson recognized this 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.

Introductions were conducted around the Board Table.

### 2. **APPROVAL OF AGENDA**

*MOVED: Director Cole*

*SECONDED: Director Stere*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. **MINUTES**

#### a. **West Coast Committee Meeting Minutes – October 6, 2021**

*MOVED: Director Cole*

*SECONDED: Director Stere*

*THAT the minutes of the West Coast Committee meeting held on October 6, 2021 be received.*

**CARRIED**

### 4. **PETITIONS, DELEGATIONS & PRESENTATIONS**

#### a. **Bob Hansen, Pacific Rim Coordinator and Marianne Paquette, Hitacu Macoah Coordinator, WildsafeBC, regarding end of season presentation on past year's program and events.**

Marianne Paquette, WildsafeBC Hitacu Macoah Coordinator provided an overview of their outreach programs during 2021 including the wildlife activity, a summary of the program's key deliverables, additional initiatives carried out and the opportunities for the next season. Reports were low in this area with a total of 16 black bear reports to the RAPP line and garbage was the most reported attractant.

Bob Hansen, WildsafeBC Pacific Rim Coordinator provided a quick overview of 2021 statistics and their program activities. Unlike the reduced activity in the Hitacu Macoah region, there was 50+ incidents involving bears and property damage. 13 bears were killed and there has been an increase in aggressive incidents with bears. There was also an increase in structural damage from bears, including damage to garbage and recycling bins, sheds and vehicles. 12 incidents with Chicken Coops and human wildlife interactions with bears were up from 44 in 2020 to 261 so far in 2021. Plans for next year were also presented.

#### b. **James Rodgers, Executive Director and Co-Founder, CARE Network regarding lease amendment.**

Mr. Rodgers provided an overview of the CARE Network animal rescue and education services that support community health and safety. Mr. Rodgers also provided details of their proposed lease amendment at the Long Beach Airport and the Network's desire to move from a short-term lease to a Licence of Occupation for a 20-year term with renewal.

### 5. **REQUESTS FOR DECISIONS**

#### a. **Request for Decision regarding Campground and Development Issues at the Long Beach Airport.**

*MOVED: Director Stere*

*SECONDED: Director McCarthy*

*THAT the West Coast Committee recommends that the Board of Directors support in principle long-term development planning for lands at the Long Beach Airport and direct staff to complete an assessment of resource needs and financial implications to support this objective as part of the 2022-2026 Financial Planning Process.*

**CARRIED**

**6. REPORTS**

- a. Millstream Water System – Audit of Multiple Consumer Units – E. Kunderman**
- b. West Coast Organics Diversion Project Update – J. Frank**
- c. Long Beach Airport Contamination Stage 1 Report – M. McGregor**

*MOVED: Director Stere*

*SECONDED: Director McCarthy*

*THAT the West Coast Committee receive reports a-c.*

**CARRIED**

**7. LATE BUSINESS**

**8. QUESTION PERIOD**

Questions/Comments from the public. The Acting CAO advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**9. ADJOURN**

*MOVED: Director Cole*

*SECONDED: Director Johnsen*

*THAT this meeting be adjourned 2:38 pm.*

**CARRIED**

Certified Correct:

*Kel Roberts*

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Kel Roberts,  
Chairperson

*Teri Fong*

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Teri Fong,  
Acting Chief Administrative Officer



**To:** West Coast Committee

**From:** Wendy Thomson, General Manager of Administrative Services

**Meeting Date:** March 2, 2022

**Subject:** Annual Review – West Coast Committee Terms of Reference, 2022

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**Recommendation:**

THAT the West Coast Committee re-confirm their Terms of Reference for 2022 as presented.

**Desired Outcome:**

To review and re-confirm the terms of reference for the West Coast Committee for 2022.

**Background:**

The *Local Government Act* enables Regional District's to establish and appoint members to standing committees to deal with matters the Board considers would be better dealt with by a Committee.

The West Coast Committee is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that assists the ACRD Board of Directors with decision making including budget, policy, infrastructure needs and other issues related to West Coast services including: West Coast Waste Management, Long Beach Airport, Long Beach Emergency Planning, Long Beach Bike Path, West Coast Multiplex, West Coast Health Services and West Coast Transit.

At the first Committee meeting each year, all ACRD Committee's review their terms of reference and consider any amendments. All amendments to a Committee's terms of reference require approval by the ACRD Board of Directors.

**Time Requirements – Staff & Elected Officials:**

Minimal

**Financial:**

n/a

**Strategic Plan Implications:**

n/a

**Policy or Legislation:**

*Local Government Act* and ACRD Procedures Policy applies.

Submitted by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services





## Alberni-Clayoquot Regional District

### Terms of Reference West Coast Committee

#### 1. Purpose

- 1.1 The West Coast Committee has been established to consider issues and to make recommendations to the Alberni-Clayoquot Regional District (ACRD) Board pertaining to services paid for by one or more of the following areas within the region: District of Tofino, District of Ucluelet, Long Beach, Yuułuʔiłʔatḥ Government and Toquaht Nation.

#### 2. Duties/Mandate

- 2.1 The West Coast Committee is a standing committee of the Board that will assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services:

- West Coast Waste Management
- Long Beach Airport
- Long Beach Emergency Planning
- Long Beach Bike Path
- West Coast Multiplex
- West Coast Health Services
- West Coast Transit Service

- 2.2 The Committee will explore, consider and make recommendations to the Board on possible future services within the areas defined in section 1.1. Committee deliberations and recommendations to the ACRD Board of Directors will be guided by the ACRD's Strategic Plan.

- 2.3 The Committee will provide the Board with regular, ongoing advice on different activities and services within the areas defined in section 1.1

- 2.4 The Committee will be a forum for dialogue among the communities of the West Coast. The agenda will include a round table for community updates.

#### 3. Membership

- 3.1 Membership on the Committee is as follows:

- One (1) Director elected to the Board representing Electoral Area “C” Long Beach, or his/her alternate
- One (1) Director appointed to the Board from the District of Tofino, or his/her alternate
- One (1) Director appointed to the Board from the District of Ucluelet, or his/her alternate
- One (1) Director appointed to the Board from the Yuułuʔiłʔatḥ Government, or his/her alternate
- One (1) Director appointed to the Board from the Toquaht Nation, or his/her alternate
- Non-voting ex-officio Members – One (1) each representative the following organizations:
  1. Pacific Rim National Park
  2. Tla-o-qui-aht First Nation
  3. Ahousaht First Nation
  4. Hesquiaht First Nation

#### **4. Appointment and Term**

- 4.1 The appointment and term of Committee Members coincides with the Directors appointment or elected term on the ACRD Board of Directors.
- 4.2 Committee appointments are confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.
- 4.3 The Chair of the Board may appoint persons who are not Directors of the ACRD Board to the Committee as ex-officio non-voting Members. These Members sit without remuneration. The ACRD Board may consider reimbursement for travel expenses for ex-officio non-voting Members upon recommendation from the Committee.
- 4.4 The Chair of the Board will confirm appointments from the non-voting ex-officio Members with their organizations in January of each year.

#### **5. Committee Chair**

- 5.1 The Committee will elect a Chair and Vice-Chair from amongst its Members at the first meeting of each year.

- 5.2 The Committee Chair and Vice-Chair must be a Director of the Alberni-Clayoquot Regional District Board of Directors.

## 6. Meeting Procedures

- 6.1 Meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson. The yearly Committee meeting schedule will be developed and approved by the Board at the first Board meeting in January of each year.
- 6.2 A quorum for a meeting of the Committee shall be the majority of the voting Members of the Committee.
- 6.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District's Procedure Bylaw.

## 7. Reporting to the Board

- 7.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.
- 7.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.
- 7.3 All new Committee direction requiring staff resources must be forwarded by resolution to the ACRD Board for approval.

## 8. Resources

- 8.1 On behalf of the Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee including writing letters, preparing reports to the ACRD Board.
- 8.2 ACRD Administrative staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda's, minutes etc. are circulated electronically to all Members.

Approved by the ACRD Board:	May 27, 2015
Revisions Adopted by the ACRD Board:	January 25, 2017, January 27, 2021



## REQUEST FOR DECISION

**To:** West Coast Committee  
**From:** Teri Fong, CPA, CGA, Chief Financial Officer  
**Meeting Date:** March 2, 2022  
**Subject:** 2022-2026 Draft Financial Plan – West Coast Services

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### Recommendation:

***THAT the West Coast Committee recommend the Long Beach Airport proposed budget as presented be included in the first reading of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan bylaw.***

***THAT the West Coast Committee recommend the West Coast Emergency Coordination - proposed service budget as presented be included in the first reading of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan bylaw.***

***THAT the West Coast Committee recommend the West Coast Multiplex Service proposed budget as presented be included in the first reading of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan bylaw.***

***THAT the West Coast Committee recommend the West Coast Transit service proposed budget as presented be included in the first reading of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan bylaw.***

***THAT the West Coast Committee recommend the West Coast Waste Management service proposed budget as presented be included in the first reading of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan bylaw.***

### Desired Outcome:

To confirm support for West Coast sub-regional services for inclusion in the first reading of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan bylaw.

### Summary:

The 2022-2026 Draft Financial Plan was presented to the Committee of the Whole on February 16, 2022. Over the next four weeks there is a series of budget related meetings where we will discuss components of the draft plan prior to adoption of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan bylaw on March 23, 2022. This report is to further the discussion regarding the following services:

- Long Beach Airport
- West Coast Emergency Coordination – Proposed Service
- West Coast Multiplex Service
- West Coast Transit
- West Coast Waste Management

This report includes the budget sections and overview of the above services extracted from the overall 2022-2026 Draft Financial Plan presented to the Committee of the Whole on February 16<sup>th</sup>.

**Time Requirements – Staff & Elected Officials:**

Significant staff and director time is required each year to complete the financial planning process.

**Financial:**

The overall financial implications of the existing plan including the components discussed in this report can be found on the ACRD’s website using the following link: [2022-2026 Draft Financial Plan](#).

**Strategic Plan Implications:**

Numerous Strategic Plan targets are included in the work plans for these services. For a detailed listing of 2022 targets included in the Draft Financial Plan please refer to the 2021-2024 Strategic Plan section, pages 14-18, of the 2022-2026 Draft Financial Plan found in the link above.

**Policy or Legislation:**

The *Local Government Act* requires that the Regional District annually adopt a five-year financial plan by March 31<sup>st</sup> following a public consultation process.

**Options Considered:**

If the Committee wishes to amend any of these services prior to directing staff to incorporate them into the first reading of 2022-2026 ACRD Financial Plan Bylaw, then the following motion template is recommended:

That the West Coast Committee amend the \_\_\_\_\_ service, to be included in the 2022-2026 Alberni-Clayoquot Regional District Financial Plan, as follows: \_\_\_\_\_.

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

Reviewed by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

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



## Long Beach Airport

### Budget Highlights

The Long Beach Airport budget is challenging as the service is very expensive to operate due to the high number of assets, age of the infrastructure and Transport Canada’s regulations. The effects of COVID resulted in a significant reduction of passenger revenues in 2020 and 2021 as well as increased costs for terminal cleaning. However, COVID relief funding was secured by staff that has offset operational costs and resulted in a large surplus in 2022. This surplus will be used for important planning projects that would otherwise not have funding.

This service was also successful in obtaining grant funding for the following capital projects:

- The water system fire suppression upgrades received 60% BC Air Access Program (BCAP) grant funding and is scheduled to be completed by summer.
- A new winter maintenance equipment building received 50% Federal Airport Capital Assistance Program (ACAP) funding and is scheduled to be completed by the end of the year.
- Installation of a new wildlife control perimeter fence received 100% ACAP funding and is scheduled to be completed by the end of the year.

Other capital projects include vegetation management, OLS clearing and water treatment plant upgrades.

The following key planning projects will be initiated in 2022:

- Develop a plan for airport land development including public and first nations involvement
- Develop a plan for Airport Terminal Building (ATB), airside apron and groundside planning. The scoping project will guide future build out and development of the ATB as a critical transportation hub.

Projects that are not able to be funded in the five-year plan include paving of the access road, runway approach lighting, terminal building upgrades and decommissioning of the numerous war time structures remaining.

### Financial Summary

2021 Requisition	2022 Requisition	Change \$	Change %
\$400,000	\$412,000	\$12,000	3.00%



The requisition limit for this service is \$0.22 per \$1,000 of assessed value. The estimated requisition maximum for 2022 is \$686,852.

### Overview

The Purpose of this service is to operate and maintain the Long Beach / Tofino (CYAZ) Airport to a certified standard as per the Canadian Aviation Regulations.

### Legislation

This service was established with Bylaw No. E1005 in 1996 and amended with Bylaw No. E1005-1 in 2005.

### Participants

District of Tofino, District of Ucluelet, Electoral Area C



Service	Account Type	GLCategory	2021 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
059 - Long Beach Airport	Revenues	101 - Appropriated Surplus from Prior Years	(\$35,712)	(\$35,712)					
		103 - Conditional Grant	(\$454,097)	(\$962,025)	(\$3,687,075)	(\$8,160)	(\$98,323)	(\$8,490)	(\$1,104)
		121 - Other Sources	(\$12,747)	(\$25,000)					
		124 - Fees & Charges	(\$222,651)	(\$175,000)	(\$226,000)	(\$248,210)	(\$260,449)	(\$272,718)	(\$285,954)
		126 - Surplus (Deficit) from Prior Years	(\$153,561)	(\$153,561)	(\$558,176)				
		127 - Tax Requisition	(\$400,001)	(\$400,000)	(\$412,000)	(\$424,360)	(\$437,091)	(\$450,204)	(\$463,710)
		<b>Total</b>	<b>(\$1,278,768)</b>	<b>(\$1,751,298)</b>	<b>(\$4,883,251)</b>	<b>(\$680,730)</b>	<b>(\$795,863)</b>	<b>(\$731,411)</b>	<b>(\$750,768)</b>
	Expenses	202 - Engagement	\$409		\$25,000				
		216 - Committee Expenses		\$10,000	\$3,000	\$3,060	\$3,121	\$3,184	\$3,247
		218 - Consultant Costs	\$74,398	\$82,000	\$182,590	\$43,290	\$31,269	\$31,739	\$44,874
		220 - Contribution to Capital Fund	\$156,270	\$1,114,298	\$4,086,630	\$80,850	\$188,502	\$119,772	\$110,728
		227 - Emergency Planning Costs	\$8,601	\$10,000	\$2,000	\$2,040	\$10,000	\$2,000	\$2,000
		245 - Insurance	\$12,186	\$13,000	\$13,260	\$13,525	\$13,796	\$14,072	\$14,353
		247 - Labour & Benefits	\$251,851	\$270,500	\$365,201	\$323,568	\$331,289	\$339,201	\$347,506
		250 - Legal Costs	\$2,155	\$10,000	\$5,000	\$10,404	\$10,612	\$10,824	\$11,041
		256 - Office Operations	\$38,527	\$30,000	\$29,000	\$29,340	\$29,684	\$30,033	\$32,056
		257 - Operating Costs	\$135,768	\$149,500	\$106,280	\$108,306	\$110,372	\$112,479	\$115,321
		266 - Repairs & Maintenance	\$40,428	\$62,000	\$65,290	\$66,347	\$67,219	\$68,106	\$69,641
		<b>Total</b>	<b>\$720,592</b>	<b>\$1,751,298</b>	<b>\$4,883,251</b>	<b>\$680,730</b>	<b>\$795,863</b>	<b>\$731,411</b>	<b>\$750,768</b>
	<b>Total</b>			<b>(\$558,176)</b>					



Long Beach Airport Capital Budget

CAPITAL FUND	2021 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Balance, beginning of year	\$ 606,832	\$ 606,833	\$ 640,990	\$ 173,415	\$ 45,065	\$ 33,867	\$ 154,339
Contribution from operating fund	153,273	153,273	470,750	80,850	98,502	119,772	138,330
Grants & other contributions	-	781,025	3,615,880	-	90,000	-	-
Community Works Fund transfer	-	154,140	154,140	-	-	-	-
Interest earnings	2,997	2,600	2,500	800	300	700	1,300
<i>Less - capital expenditures</i>							
Access road upgrade (grant dependent)	-	-	-	-	180,000	-	-
Fire suppression upgrade (BCAAP partial grant)	27,220	720,000	720,000	-	-	-	-
Fire suppression pumps (eligible for BCAAP)	-	-	400,000	-	-	-	-
Flightway clearing	52,250	50,000	50,000	50,000	-	-	-
House renovation	-	35,000	55,000	-	10,000	-	-
Loader snow blower (eligible for ACAP)	-	350,000	350,000	-	-	-	-
Maintenance building upgrades (ACAP partial grant)	2,055	6,000	523,600	-	-	-	-
OLS land clearing	40,588	50,000	20,000	20,000	-	-	-
Parking lot upgrades	-	-	-	10,000	-	-	-
Perimeter fencing (ACAP grant)	-	-	2,333,104	-	-	-	-
Runway approach lighting (eligible for partial BCAAP)	-	-	-	-	-	-	20,000
Runway cracksealing	-	10,000	25,000	80,000	10,000	-	-
Runway painting & signs	-	20,000	20,000	-	-	-	-
Terminal building upgrade	-	-	-	-	-	-	-
Urgent infrastructure repairs	-	10,000	10,000	-	-	-	-
Vegetation management - outside boundary	-	50,000	50,000	50,000	-	-	-
Water - system upgrades	-	154,140	154,140	-	-	-	80,000
Weather station upgrades	-	5,000	-	-	-	-	-
Total capital expenditures	122,113	1,460,140	4,710,844	210,000	200,000	-	100,000
<b>BALANCE, END OF YEAR</b>	<b>\$ 640,990</b>	<b>\$ 237,731</b>	<b>\$ 173,415</b>	<b>\$ 45,065</b>	<b>\$ 33,867</b>	<b>\$ 154,339</b>	<b>\$ 193,969</b>



## West Coast Emergency Coordination – Proposed

### Budget Highlights

A need for emergency coordination on the West Coast was identified in 2016. Previous discussions included what the mechanism would be available to deliver this coordination, considering the multiple jurisdictions that have their own emergency programs. An option could include creating a Regional District service with paying participants; however, consideration will be given to other models that meet the needs of the participants. In 2017 potential service participants were each asked to contribute \$1,000 each, with the Toquaht Nation, District of Tofino, District of Ucluelet, and the Long Beach Electoral Area contributing, and remains unspent. In 2021 the ACRD Board of Directors allocated \$16,000 of COVID-19 Restart Funds to this proposed service to support discussions; however, these discussions have been limited to initial discussions at the staff level.

### Financial Summary

2021 Requisition	2022 Requisition	Change \$	Change %
\$5,400	\$0	-\$5,400	-100.00%

There is no requisition limit on this service, however only the feasibility of the service can be investigated without an establishing bylaw.

### Overview

In 2016 the ACRD hosted an emergency coordination workshop on the West Coast. At this session it was identified there is a need for coordination between Local Governments, First Nations, and Parks Canada on the West Coast in the event of a larger scale disaster. This is not to replace existing emergency programs, but a coordinated approach amongst the West Coast communities, potentially project focused.

### Legislation

Local Government Act and Community Charter would govern this proposed service. An establishing bylaw would be required if the Board decides to implement this coordination service.

### Participants

Potential participants: Tofino, Uclulelet, Yuułuʔiłʔatḥ, Toquaht, and Electoral Area C – Long Beach



Service	Account Type	GLCategory	2021 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
135 - WC Emergency Coordination - Proposed	Revenues	101 - Appropriated Surplus from Prior	(\$16,000)	(\$16,000)	(\$16,000)				
		107 - Contribution from Other		(\$5,000)	(\$5,000)				
		126 - Surplus (Deficit) from Prior Years	(\$4,000)	(\$4,000)	(\$9,400)				
		127 - Tax Requisition	(\$5,400)	(\$5,400)	(\$0)				
		<b>Total</b>	<b>(\$25,400)</b>	<b>(\$30,400)</b>	<b>(\$30,400)</b>				
	Expenses	218 - Consultant Costs			\$26,391				
		247 - Labour & Benefits		\$13,400	\$4,009				
		257 - Operating Costs		\$9,000					
		<b>Total</b>		<b>\$22,400</b>	<b>\$30,400</b>				
	<b>Total</b>		<b>(\$25,400)</b>	<b>(\$8,000)</b>					



## West Coast Multiplex Service

### Budget Highlights

The West Coast Multiplex continues to raise funds for the construction of a multiplex facility on the west coast. There is an operating budget of \$25,102 available to cover any administrative costs associated with this service if a grant is successful during the year.

### Financial Summary

2021 Requisition	2022 Requisition	Change \$	Change %
\$0	\$0	\$0	0.00%

The requisition limit for this service is \$0.335 per \$1,000 of assessed value. The estimated requisition maximum for 2022 is \$1,045,888.

### Overview

The ACRD established this service for the operation of a recreational multiplex facility on the west coast. The West Coast Multiplex Society has committed to raise all the funds necessary to construct the facility. This service is currently relatively inactive until the funding for the facility is secured.

### Legislation

This service was established with Bylaw No. E1056 in 2012 and amended with Bylaw No. E1056-1 in 2017.

### Participants

District of Tofino, District of Ucluelet, Electoral Area C & Toquaht First Nation



Service	Account Type	GLCategory	2021 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
123 - West Coast Multiplex	Revenues	101 - Appropriated Surplus from Prior Years	(\$5,102)	(\$5,102)					
		126 - Surplus (Deficit) from Prior Years	(\$20,000)	(\$20,000)	(\$25,102)				
		<b>Total</b>	<b>(\$25,102)</b>	<b>(\$25,102)</b>	<b>(\$25,102)</b>				
	Expenses	218 - Consultant Costs		\$5,102					
		247 - Labour & Benefits		\$7,000	\$4,622				
		257 - Operating Costs		\$13,000	\$20,480				
		<b>Total</b>		<b>\$25,102</b>	<b>\$25,102</b>				
	<b>Total</b>		<b>(\$25,102)</b>						



West Coast Transit

### Budget Highlights

The West Coast Transit Service has seen further COVID related delays due to a Provincial government expansion freeze and delays in the delivery of buses. The new service is currently scheduled to begin in January 2023. Key steps will continue to be completed in 2022, including the determination on the location of an operations and maintenance facility, continued development of necessary infrastructure within the area (bus stops, benches and shelters), along with the selection of a local operator for the service through a BC Transit led Request for Proposal process. The surplus from 2021 will be allocated to the capital reserve to construct the required bus stops and shelter infrastructure needed to support this service.

The apportionment of the requisition will be adjusted prior to adoption to reflect the impact of the recently released census data.

### Financial Summary

2021 Requisition	2022 Requisition	Change \$	Change %
\$110,658	\$110,713	\$55	0.05%

The requisition limit for this service is \$0.294 per \$1,000 of assessed value. The estimated requisition maximum for 2022 is \$666,813.

### Overview

This is a newly established fixed route transit service that will serve communities between Ucluelet and Tofino, including the community of Hitacu. The service is scheduled to start operation in 2021/22.

### Legislation

This service was established with Bylaw No. E1062 on December 11, 2019.

### Participants

District of Tofino, District of Ucluelet, Yuułuʔiłʔatḥ, Toquaht, and Electoral Area C



Service	Account Type	GLCategory	2021 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
136 - West Coast Transit	Revenues	103 - Conditional Grant	(\$2,438)			(\$457,000)	(\$461,570)	(\$466,186)	(\$475,509)
		124 - Fees & Charges				(\$161,000)	(\$162,610)	(\$164,236)	(\$167,521)
		126 - Surplus (Deficit) from Prior Years	(\$106,703)	(\$106,703)	(\$113,242)				
		127 - Tax Requisition	(\$110,658)	(\$110,658)	(\$110,713)	(\$516,567)	(\$522,419)	(\$528,346)	(\$539,124)
		135 - Transfer from Stabilization Reserve			(\$84,161)				
		<b>Total</b>	<b>(\$219,799)</b>	<b>(\$217,361)</b>	<b>(\$308,116)</b>	<b>(\$1,134,567)</b>	<b>(\$1,146,599)</b>	<b>(\$1,158,768)</b>	<b>(\$1,182,155)</b>
	Expenses	220 - Contribution to Capital Fund				\$251,000			
		247 - Labour & Benefits	\$21,646	\$28,200	\$47,116	\$48,567	\$49,739	\$50,939	\$52,170
		257 - Operating Costs		\$5,000		\$1,086,000	\$1,096,860	\$1,107,829	\$1,129,985
		269 - Operational Planning	\$750	\$100,000	\$10,000				
		290 - Contribution to Stabilization Reserve	\$84,161	\$84,161					
		<b>Total</b>	<b>\$106,557</b>	<b>\$217,361</b>	<b>\$308,116</b>	<b>\$1,134,567</b>	<b>\$1,146,599</b>	<b>\$1,158,768</b>	<b>\$1,182,155</b>
	<b>Total</b>		<b>(\$113,242)</b>						

CAPITAL FUND	2021 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Balance, beginning of year	\$ -	\$ -	\$ -	\$ 21,100	\$ 21,300	\$ 21,500	\$ 21,700
Contribution from operating fund	-	-	251,000	-	-	-	-
Grants and other contributions	-	-	-	-	-	-	-
Community Works Fund transfer	-	-	-	-	-	-	-
Interest earnings	-	-	100	200	200	200	200
<i>Less - capital expenditures</i>							
Bus stops & shelters	-	-	230,000				
Total capital expenditures	-	-	230,000	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,100</b>	<b>\$ 21,300</b>	<b>\$ 21,500</b>	<b>\$ 21,700</b>	<b>\$ 21,900</b>



WEST COAST TRANSIT	2021 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
<b>STABILIZATION RESERVE</b>							
Balance, beginning of year	\$ -	\$ -	\$ 84,161	\$ -	\$ -	\$ -	\$ -
Contribution from operating budget	84,161	84,161	-	-	-	-	-
Interest earnings	-	300	-	-	-	-	-
Transfer to operating budget	-	-	84,161	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 84,161</b>	<b>\$ 84,461</b>	<b>\$ -</b>				



## West Coast Waste Management

### Budget Highlights

The overall cost of this service will continue to increase to meet the environmental standards and legislative requirements for landfill operations as well as meet the diversion targets of the Solid Waste Management Plan.

Ongoing diversion efforts in 2021 saw several notable achievements which contributed to an estimated increase of diversion rate from 19% in 2020 to 20%:

- *Ocean Plastic Depot* – through partnership with Surfrider and Ocean Legacy, and funding from Fisheries, this project supported the diversion of over 13.7 tonnes of ocean plastic clean-up materials and 47.5 tonnes of rope and netting from landfill in 2021.
- *Mattress Recycling* - This diversion project expanded to the West Coast in 2020, resulting in 10 tonnes of mattresses diverted in 5 months of operation. In 2021, a total of 25.2 tonnes of mattresses were collected and diverted.
- *Composting Pilot project* – this ongoing project was successful in diverting over 76 tonnes of material in 2021 as well as trialing different composting methods and developing effective collection and contamination prevention strategies. This project will wrap up in 2022 upon start-up of the Organics Facility at the West Coast Landfill.

Key Projects to be undertaken in 2022:

*Organics Diversion* – This project, funded by the Strategic Priorities Grant program, began in 2021 with design of an organics processing facility at the West Coast Landfill (WCL). The implementation of 3-stream residential curbside collection will be rolled out by Fall 2022.

*West Coast Landfill (WCL) Upgrades* - This project will upgrade the public tipping area to allow for the diversion of organics; allocate dedicated diversion management of recently added and future diversion streams; and upgrade power to the site. This work will be done in conjunction with the organics processing facility construction and is slated to be completed at the same time as the Organics Facility, by late summer 2022.

*Detailed Design of Leachate System Upgrades* – Conceptual design of this project was completed in 2021. Detailed design and a construction tender will be completed in 2022, with a construction contractor selected to complete the project in 2023. The total cost is estimated at \$2.4 million dollars, and the project will ensure that there is no environmental impact off-site from landfill operations. Given that a large portion of the capital reserve will be used to offset the aforementioned WCL projects, it will be necessary to borrow to complete the leachate project in 2023.



### Financial Summary

2021 Requisition	2022 Requisition	Change \$	Change %
\$130,556	\$132,000	\$1,444	1.11%

The requisition limit for this service is \$1.50 per \$1,000 of assessed value. The estimated requisition maximum for 2022 is \$4,683,081.

### Overview

The purpose of this service is to fund the West Coast Landfill Operations, and west coast curbside collection service. This service also funds general solid waste management activities including: planning, regulatory compliance, diversion initiatives, and reporting requirements. This service receives its revenues from taxation, service fees, tipping fees, Recycle BC revenues and from the sale of recovered resources (eg. Scrap metal).

### Legislation

This service was established with Bylaw No. 669 in 1990.

### Participants

District of Tofino, District of Ucluelet, Electoral Area C



Service	Account Type	GLCategory	2021 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
065 - West Coast Landfill	Revenues	103 - Conditional Grant	(\$160,091)	(\$1,537,500)	(\$2,772,373)	(\$2,081)	(\$2,122)	(\$2,165)	(\$2,208)
		121 - Other Sources	(\$67,447)	(\$7,000)	(\$41,000)	(\$41,800)	(\$42,616)	(\$43,448)	(\$44,297)
		124 - Fees & Charges	(\$1,290,373)	(\$1,060,000)	(\$1,204,096)	(\$1,604,024)	(\$1,645,272)	(\$1,746,546)	(\$1,697,845)
		126 - Surplus (Deficit) from Prior Years	(\$347,194)	(\$347,194)	(\$495,122)				
		127 - Tax Requisition	(\$130,556)	(\$130,556)	(\$132,000)	(\$200,000)	(\$204,000)	(\$208,080)	(\$212,242)
		<b>Total</b>	<b>(\$1,995,661)</b>	<b>(\$3,082,250)</b>	<b>(\$4,644,591)</b>	<b>(\$1,847,905)</b>	<b>(\$1,894,011)</b>	<b>(\$2,000,239)</b>	<b>(\$1,956,592)</b>
	Expenses	202 - Engagement	\$9,405	\$20,000	\$26,080	\$26,602	\$27,134	\$27,676	\$27,169
		215 - Closure & Post Closure Fund	\$90,000	\$90,000	\$126,000	\$128,520	\$131,090	\$133,712	\$136,386
		218 - Consultant Costs	\$52,640	\$149,000	\$30,500	\$31,110	\$51,732	\$112,367	\$32,998
		220 - Contribution to Capital Fund	\$250,070	\$1,670,000	\$3,045,071	\$15,793	\$20,636	\$34,949	\$40,789
		245 - Insurance		\$200	\$204	\$208	\$212	\$216	\$221
		247 - Labour & Benefits	\$165,978	\$194,300	\$222,661	\$229,186	\$234,734	\$240,420	\$246,314
		250 - Legal Costs	\$526	\$5,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,020
		256 - Office Operations	\$2,684	\$6,250	\$13,825	\$13,942	\$14,060	\$14,182	\$14,348
		257 - Operating Costs	\$871,692	\$897,000	\$990,450	\$1,061,729	\$1,082,764	\$1,104,219	\$1,124,483
		259 - Professional Fees	\$5,778	\$5,000	\$5,000	\$15,000	\$25,000	\$25,000	\$25,500
		260 - Project Expenses	\$49,290	\$25,500	\$146,400	\$40,808	\$21,224	\$21,649	\$22,082
		266 - Repairs & Maintenance	\$2,475	\$20,000	\$20,400	\$20,808	\$21,224	\$21,649	\$22,082
		281 - Debt Repayment - Interest			\$17,000	\$110,200	\$110,200	\$110,200	\$110,200
		282 - Debt Repayment - Principal				\$153,000	\$153,000	\$153,000	\$153,000
		<b>Total</b>	<b>\$1,500,539</b>	<b>\$3,082,250</b>	<b>\$4,644,591</b>	<b>\$1,847,905</b>	<b>\$1,894,011</b>	<b>\$2,000,239</b>	<b>\$1,956,592</b>
		<b>Total</b>			<b>(\$495,122)</b>				



CAPITAL FUND	2021 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Balance, beginning of year	\$ 986,714	\$ 986,717	\$ 1,119,725	\$ 262,646	\$ 230,239	\$ 16,775	\$ 36,924
Contribution from operating fund	170,000	170,000	399,738	15,793	20,636	34,949	40,789
Contribution from grants	73,727	1,500,000	2,645,333	-	-	-	-
MFA borrowing	-	-	1,000,000	2,800,000	-	-	-
Interest earnings	6,345	8,000	5,200	1,800	900	200	300
<b>Less - capital expenditures</b>							
Hydro pole improvements	-	-	-	250,000			
Leachate collection system	-	-	200,000	2,600,000	-	-	-
Organics diversion project	105,886	1,500,000	2,850,000	-	10,000	15,000	25,000
Paving of access road	-	-	-	-	225,000		
Service improvements	11,175	-	-	-	-	-	-
Three stream collection carts	-	-	560,000	-	-	-	-
Tipping area upgrades	-	-	1,283,850	-	-	-	-
Vehicle purchase (split with AVLF)	-	13,500	13,500	-	-	-	-
Vegetation treatment & enhancement	-	-	-	-	-	-	-
Total capital expenditures	117,061	1,513,500	4,907,350	2,850,000	235,000	15,000	25,000
<b>BALANCE, END OF YEAR</b>	<b>\$ 1,119,725</b>	<b>\$ 1,151,217</b>	<b>\$ 262,646</b>	<b>\$ 230,239</b>	<b>\$ 16,775</b>	<b>\$ 36,924</b>	<b>\$ 53,013</b>
<b>CLOSURE &amp; POST CLOSURE FUND</b>							
Balance, beginning of year	\$ 988,966	\$ 988,966	\$ 1,085,545	\$ 1,220,145	\$ 1,358,265	\$ 1,500,055	\$ 1,645,567
Contribution from operating fund	90,000	90,000	126,000	128,520	131,090	133,712	136,386
Interest earnings	6,579	7,800	8,600	9,600	10,700	11,800	12,900
Less - closure costs	-	-	-	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 1,085,545</b>	<b>\$ 1,086,766</b>	<b>\$ 1,220,145</b>	<b>\$ 1,358,265</b>	<b>\$ 1,500,055</b>	<b>\$ 1,645,567</b>	<b>\$ 1,794,853</b>



## REQUEST FOR DECISION

**To:** West Coast Committee  
**From:** Eddie Kunderman, Operations Manager  
**Meeting Date:** March 2, 2022  
**Subject:** Millstream Water Rate Increase

### Recommendation:

***THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a water rate increase to \$310 per quarter as of July 1, 2022, for the Millstream Water System.***

### Summary:

There are currently 50 connections within the Millstream Water System and quarterly rates are set at \$260 per quarter. The current rates are adequate to cover operational costs but do not provide additional funding for the replacement of aging infrastructure. The recommended increase to \$310 per quarter would generate an additional \$10,000 per year that would be contributed to the capital reserve. This rate increase would begin July 1, 2022 and would be seen in the June bill. As there are no parcel taxes collected for the MWS, water rates are the only fees paid for this service.

### Background:

The recently completed Asset Management Plan (AMP) for the Millstream Water System (MWS) identified a total replacement value of \$1.255 million (2019 dollars), which grows to \$1.95 when the components reach end of life. Table 4.1 (below) from the AMP lists the components within the MWS in order of their required estimated replacement.

**Table 4.1 – Improvement Works**

Component	Length or Quantity	Current Replacement Costs (pre-tax, pre-contingency)	Risk	Estimated Service Life Remaining in Years
AC Piping	989m	279,227	High	20
Assorted Valves	54	67,760	High	20
<b>Replacement Cost – High Risk</b>		<b>\$ 346,987</b>		
Treatment building	1	420,886	Moderate	21
Reservoir	1	444,413	Moderate	41
<b>Replacement Cost – Moderate Risk</b>		<b>\$ 865,299</b>		
New Fire Hydrants	2	12,550	Low	59
Culvert – connection to Ucluelet	19m	1,192	Low	65
Miscellaneous PVC Piping	96m	29,551	Low	65
<b>Replacement Cost – Low Risk</b>		<b>\$ 43,293</b>		
<b>Total Current Replacement</b>		<b>\$ 1,255,579</b>		

This equates to a required annual investment of \$36,200 to the capital reserve in order to fund the renewal and replacement of the water system. As identified as a key objective in the strategic plan, staff are working towards the creation of long-term financial plans based on completed AMPs. Once completed, staff will present the long-term

financial plan and options for addressing the funding gap including direct contribution to capital reserves or the use of debt financing. Staff are currently recommending an increase in rates from \$260 to \$310 per quarter as an interim step to begin to close this funding gap and build the capital reserve. With just 50 water connections, and no parcel taxes the cost per parcel for capital contributions is higher than water systems that serve larger communities.

Also occurring this spring is a billing period adjustment. Historically the billing periods have been December to February, March to May etc. This does not align with the calendar year or the other ACRD water service billings. It also creates a short timeframe for paying the last quarter bill prior to annual transfer to taxes for outstanding amounts. Therefore, the bill that will be sent out in early March will be for 4 months (December to March) instead of 3 (December to February). This is a one-time adjustment, and a newsletter will be included in the bills to help explain.

**Time Requirements – Staff & Elected Officials:**

There would be some staff time required to amend Bylaw F1144 “Millstream Water Local Service Area Rates and Regulations 2019” and to prepare communications to users of the water system.

**Financial:**

This increase will result in an additional \$5,000 in 2022 and \$10,000 annually thereafter.

**Strategic Plan Implications:**

Strategy 3.1 of the Strategic Plan, “Appropriate Capital Reserves,” supports the rate increase.

**Options Considered:**

For future increases, the implementation of a parcel tax could be considered instead of increased user rates. This would provide the ACRD with the same amount of revenue, however it would provide the homeowner the opportunity to defer their taxes if they so choose. A homeowner is unable to defer their property taxes if a utility amount has been transferred onto their taxes from the prior year.

Submitted by: Eddie Kunderman  
Eddie Kunderman, Operations Manager

Reviewed by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

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



## REQUEST FOR DECISION

**To:** West Coast Committee

**From:** Mark Fortune, Airport Manager  
Jenny Brunn, General Manager of Community Services

**Meeting Date:** March 2, 2022

**Subject:** CYAZ Long Beach Airport Terminal Building Development Plan

**Recommendation:**

***THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the creation of an Airport Terminal Building Development Plan for the Long Beach Airport.***

**Summary:**

Scheduled passenger service at the Long Beach Airport has resulted in passenger volumes above the carrying capacity of the current terminal building. A long-term plan is required to ensure effective planning and management of this critical transportation hub. Staff have secured funding to complete a comprehensive Airport Terminal Building (ATB) Development Plan to address the current operational challenges and assist in obtaining future grant opportunities.

**Background:**

The Airport Terminal Building (ATB) at Long Beach was built in 2009 with insurance money that was allocated by a loss of the former BC Hydro storage facility on airport lands. The facility design and capacity was constrained by the funding available, resulting in a relatively small building that is only capable of serving small scale commercial commuter air traffic typically carrying seven passengers or less. Terminal upgrades in 2017/18 included an increased baggage facility as well as a doubling of the parking lot capacity. The addition of an airside gate and lead in lines were also added as part of the 2019 ACAP Apron and Taxiway rehabilitation program.

In 2018, the Long Beach Airport secured a scheduled Regional Air Carrier for the West Coast. This carrier, Pacific Coastal Airlines, has since operated scheduled passenger service from LBA / CYAZ, to Vancouver / YVR with aircraft capacity ranging from 19 to 34 passengers. In 2018, it became apparent to staff that the terminal carrying capacity and flow were not designed to meet this influx of new passengers, as shown in the table below:

Calendar Year	Total Aircraft Movements	Pacific Coastal Airlines ARR/DEP Passengers Numbers
2018	5,681	12,981
2019	5,615	16,512
2020	4,495 (COVID)	4,191
2021	6,193 (COVID)	6,063

The impacts from having scheduled passenger service has created a number of challenges in the terminal building for current and future projected demands including:

- Physical layout of the structure
  - Lack of capacity to handle inbound and outbound passenger capacity
  - Single entrance and exit contributes to internal congestion

- Inadequate space to accommodate new/future carrier operation
- Insufficient room to accommodate current and future car agencies
- Congestion issues with available ATB location and fuel depot location
- Insufficient passenger carrying capacity of building during current peak operations
  - Pacific Coastal Airlines are the only scheduled operator with one route. Prior to COVID, secondary routes and carriers were proposed but we currently do not have the capacity to entertain them.
  - The building requires two entrances (departures and arrivals) to function properly
- Lack of adequate seating capacity
- Lack of food services
  - Weather delays are common with passenger hold up to 6 hours at a time
- Lack of bathroom capacity
  - Bathroom and septic system are over capacity during peak travel months
- Lack of baggage handling capacity for both in and outbound traffic
  - Current lay out does not permit inbound baggage dispersal without affecting outbound passengers
  - Baggage services need to be arranged as per a departure and arrival system as noted above
- No ability to upgrade the current ATB to Canadian Air Transport Security Authority (CATSA) requirements
  - This will involve future domestic and international fights that will be possible from this tourist destination in future years
- Groundside arrivals and departures procedures (Parking lot area) do not exist. A total rework of the current arrival / departure and parking lot area is required ASAP.
- Lack of pilot services for flight planning and holding
- Lack of covered space to shield patrons from inclement weather
- The current facility does not show well as a gateway to the West Coast and currently does not have the ability to expand to support the communities it serves

In 2020, with the beginning of the COVID pandemic, there was a reduction in air traffic and passenger counts. However, this also resulted in reduced terminal capacity (from 100 to 20) which exaggerated the situation and resulted in the need for outdoor passenger staging areas. Departing passengers were retained in the ATB while arriving passengers were directed into the parking lot area between the ATB and maintenance building. Baggage was dispersed at this parking lot area as well. Late 2021 has seen a return to pre-covid passenger counts with significant projected growth for 2022 that will surpass pre-COVID and future years.

As the passenger counts at the terminal building have exceeded current capacity, even at pre-covid capacity limits, staff are recommending that an Airport Terminal Building Development Plan be undertaken. The plan will help to understand what is required to address the current operational constraints and develop a masterplan for a phased expansion over the long term to address expected growth over the next 5, 10 and 15 years. This plan will assist in a proactive development initiative with associated cost estimates that will allow staff to pursue future grant opportunities to expand the terminal. A long-term plan is required for both the ATB and airside / groundside operations for effective procurement, planning and management of this critical transportation hub. Staff will enlist the services of a qualified airport design consultant to complete this project.

#### **Time Requirements – Staff & Elected Officials:**

A significant amount of staff time will be required to manage and participate in the ATB Development Plan as well as for coordinating and consultation with appropriate community partners throughout the process. There are a number of significant capital projects underway at the Long Beach Airport this year and additional staff resources are being considered to accomplish the work plan.

**Financial:**

Staff successfully secured a COVID 19 Regional Air Transportation Initiative (RATI) grant funding opportunity, PacifiCan, for a total contribution value of \$328,322. This funding was publicly announced on February 22, 2022. A portion of the funding was assigned to the creation of an ATB Development Plan to enhance the current terminal operation. The estimated costs for completing the plan are \$80,000. The grant funding will allow completion of this important project without additional impact on taxation.

**Strategic Plan Implications:**

This initiative supports Strategy 1.2 objective for targeted grant applications for initiatives that support economic recovery and development.

Submitted by: Mark Fortune  
Mark Fortune, Airport Manager

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

Reviewed by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

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



## REPORT FOR INFORMATION

**To:** West Coast Committee  
**From:** Jodie Frank, Organics Coordinator  
**Meeting Date:** March 2, 2022  
**Subject:** West Coast Organics Diversion Project Update

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### Desired Outcome:

The purpose of this report is to provide the West Coast Committee (WCC) with an update on the West Coast Sort'nGo organic's diversion and 3-stream automatic cart collection program as a follow up to the previous Report For Information (RFI) provided on November 17<sup>th</sup>, 2021.

### Summary:

ACRD staff recently launched the pre-implementation phase for the West Coast organics diversion and 3-stream collection project that includes the design and construction of a compost facility on the West Coast. The timeline for implementation and the launch of the 3-stream Sort'nGo (recycling, organics, and garbage) cart collection service is planned for Fall 2022.

### Background:

The implementation of the West Coast Sort'nGo program, included the establishment of a working group composed of staff from the District of Tofino, Ucluelet, Yuułuʔiłʔatḥ First Nation, Tla-o-qui-aht First Nation, Parks Canada, Tofino Urban Farms, Recycle BC, and Ozzard Environmental. The intention of the group was to meet regularly to discuss key decisions relating to operational and policy related functions. This also included exploring options around how First Nation communities could participate in the 3-stream collection service.

The proposed West Coast Sort'nGo program will include a three-stream automatic cart collection waste service for all residential properties of 4 units or less. ACRD staff is in the process of drafting a new collection bylaw specific to the West Coast service area, which will be circulated to the working group for review later in March. The new bylaw will provide clarity for all eligible properties that will be part of the new service and include provisions for out-of-scope dwellings (greater than 4 or more units) and multi-family properties. The bylaw will also authorize the ACRD to provide service to properties outside of the program., such as town houses and apartment complexes, provided they present an approved waste management plan to the ACRD.

### West Coast Landfill and Compost Facility

In May 2021, a contract was awarded to Tetra Tech for the design of a compost facility at the West Coast Landfill. The compost facility has been designed to provide processing capacity to accommodate organic waste from West Coast communities including the curbside residential collection stream, IC&I sector (industrial, commercial, and institutional) as well as biosolids. The design will accommodate 2040 peak volumes and will include the following elements:

- Expansion and upgrades of the public tipping areas to support current and future public waste diversion and stewardship drop off areas; and
- The construction of a pipe-on grade aerated static pile composting system (ASP)

To mitigate possible shipping delays related to the COVID-19 pandemic, ACRD staff recognized a need to procure the

processing equipment prior to tendering for civil construction of the facility in 2022. To that end, a Request for Proposals (RFP) was issued in December 2021 for supply of organic processing equipment, installation, and support services. The intent is to have the equipment on-hand and ready to be installed when the tender for civil construction is completed this Spring.

On January 26, 2022, the ACRD awarded a contract to Transform Compost Solutions (Transform) for provision of the West Coast Organic Processing Equipment Supply, Install and Support, which includes the following:

- Equipment
  - Compost blowers
  - Temperature probes
  - Control systems
  - Pipe on grade aeration system
  - Timer and temperature feedback-based aeration control
  - Supreme 4S mixer and conveyor
  - Compostex breathable fabric
- Specifications and drawings for all components
- Collaboration with Tetra Tech for design requirements
- Installation, system set up, and commissioning support
- Technical support and training
- One year failure warranty

ACRD Staff and Tetra Tech engineers have recently completed the 90% detailed design phase and will be releasing a Request for Tender for the civil construction in early March 2022. Once a proponent is selected from the tender process, they will work in conjunction with Transform and Tetrattech to complete facility construction by late summer 2022 and have the facility operational by fall 2022.

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.

#### Engagement and Outreach Plan

West Coast engagement launched the week of January 17<sup>th</sup> with the release of a mass mailer (attached as appendix A) that included project related information including links to the 'LetsconnectACRD.ca/west-coast' online platform that is intended to connect the community and provide information related to the Sort'nGo West Coast program. The mailer also included dates for upcoming information sessions and timelines for property owners to request other cart size options outside the default options:

- 120 L Organics Cart
- 240 L Recycle Cart
- 120 L Garbage Cart

A revised direct mail-out was sent out the week of February 21<sup>st</sup>, 2022, as only a limited amount of the mailers found their way to West Coast postal boxes as they were identified as flyers rather than direct mail. The timeline for cart sizes request has been extended to accommodate the mailing error.

Engagement and education opportunities will continue to occur over the next several months. Staff will continue working with Surfrider, who will facilitate the educational aspects of the new waste services and leverage the well-connected outreach connections they have built with west coast communities to date. Surfrider has recently facilitated two pop-up information booths at both Ucluelet and Tofino Co-op locations where conversations with close to 100 residents have taken place. Additional pop-up booths are planned for March as well as Earth Day and activities promoting the new service are being developed with the contributing Districts.

A high-level outline of the engagement and outreach activities are the following:

January – May 2022 - Inform residents regarding Sort'nGo Program

- Promotion of the "[LetsConnectACRD.ca/West-Coast page](https://letsconnectacrd.ca/West-Coast_page)" and the Sort'nGo Program
  - Press release, Radio ads, social media, town halls, community presentations
- Create and develop resident information packages and program material (sorting guides, how too, cart placement, collection information, etc.)

September - November 2022 – Program Roll Out

- Plan and host public information sessions
- Deployment of carts and residential information packages.

December – May 2023 – Implementation and Follow-up

- Door-to-door audits and cart inspection program
- Educate and regulate as required to ensure service is used correctly

### **Financial:**

The costs for the project are being paid through a combination of capital monies and the Strategic Priorities Grant for Regional Organics Diversion. Project costs are broken into two parts, as shown below:

- West Coast Landfill Upgrades

The total capital costs for the organics processing facility and upgrades at the West Coast Landfill are currently estimated at \$4.15 M. This is significantly higher than the conceptual design estimated costs of \$1.2 M. This is due to an increase in project scope to include more significant upgrades of the public tipping area and a global trend of project price escalations seen across the province and worldwide.

- Curbside Collection

The purchase and delivery of carts for the West Coast is estimated at \$575,000. The initial calculations for impacts on waste collection service estimate the expanded service to cost approximately \$200 per household per year.

Total anticipated costs are \$4.695M with \$3M covered by the Strategic Priorities Grant and \$1.695 from the capital reserve. This project includes the cost of upgrades and expansion of the landfill tipping area to increase diversion streams, improve operations and better manage traffic flow.

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