



West Coast Committee Meeting

Thursday, October 6, 2022

Zoom/Board Room (Hybrid) – 3008 5th Ave., Port Alberni, BC

10:00 am

Regular Agenda

Watch the meeting live at www.acrd.bc.ca/events/6-10-2022/

Register to participate via Zoom Webinar at:

https://portalberni.zoom.us/webinar/register/WN_O0XgCmuIRv-S1yNnySgj4w

- | | 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. | |
| Introductions - Committee Members and Staff present in the Boardroom. | |
| 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 – June 1, 2022 | 4-9 |
| <i>THAT the minutes of the West Coast Committee meeting held on June 1, 2022, be received.</i> | |
| 4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u> | |
| a. Dennis Pilarinos, regarding his preliminary lease application at the Long Beach Airport. | |
| b. Lawrence Marazzi, Tofino Aerospace, regarding his preliminary lease application at the Long Beach Airport. | |

5. REQUEST FOR DECISIONS

- a. REQUEST FOR DECISION 10-12**
Long Beach Airport Preliminary Lease Application File #2022-001 –
Dennis Pilarinos

THAT the West Coast Committee supports the preliminary application LBA2022-001 from Dennis Pilarinos and recommend that the ACRD Board of Directors consider approval of the final application for this proposal.

- b. REQUEST FOR DECISION 13-14**
Long Beach Airport Preliminary Lease Application File# 2022-002 –
Captured Light Gardening

THAT the West Coast Committee supports the preliminary lease application LBA2022-002 from Captured Light Gardening and recommend that the ACRD Board of Directors consider approval of the final application of this proposal.

- c. REQUEST FOR DECISION 15-16**
Long Beach Airport Preliminary Lease Application File #2022-003 –
Tofino Aerospace

THAT the West Coast Committee supports the preliminary lease application LBA2022-003 from Tofino Aerospace (A division of Virtual Exponential Improvement Corp.) and recommend that the ACRD Board of Directors consider approval of the final application of this proposal.

- d. REQUEST FOR DECISION 17-22**
Bylaw R1033-3 Amendment of Tipping Fees for the West Coast Landfill
Referred from the September 28, 2022, Board of Directors Meeting

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-3, West Coast Landfill Tipping Fee and Regulation Amendment, 2022.

6. REPORTS

- a. West Coast Transit Update 23-39**
- b. West Coast Landfill Annual Report 40-41**
Referred from the June 1, 2022, West Coast Committee Meeting
Report uploaded separately or click [HERE](#)
- c. Ex-Officio Member Updates**
- Pacific Rim National Park Update
 - Ahousaht First Nation Update
 - Tla-o-qui-aht First Nation Update
 - Hesquiaht First Nation Update

THAT the West Coast Committee receive the verbal reports.

7. **LATE BUSINESS**

8. **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

9. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING

HELD ON WEDNESDAY, JUNE 1, 2022, 10:00 AM

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

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?if?atḥ Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Jim Chisholm, Tla-o-qui-aht First Nation
Jackie Arsenault, Pacific Rim National Park

REGRETS:

Rob Bullock, Ahousaht First Nation
Bob Anderson, Hesquiaht First Nation

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Jenny Brunn, General Manager of Community Services
Paulo Eichelberger, Solid Waste Manager
Mark Fortune, Airport Manager
Wendy Thomson, General Manager of Administrative Services
Heather Thomson, Communications Coordinator
Jodie Frank, Organics Coordinator
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at www.acrd.bc.ca/events/1-6-2022/

1. CALL TO ORDER

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

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

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

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

2. APPROVAL OF AGENDA

MOVED: Director Cole

SECONDED: Director McCarthy

THAT the agenda be approved as circulated.

CARRIED

3. MINUTES

a. **West Coast Committee Meeting Minutes – April 13, 2022**

MOVED: Director Cole

SECONDED: Director McCarthy

THAT the minutes of the West Coast Committee meeting held on April 13, 2022, be received.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

a. **Saya Masso, Manager of Lands and Resources, Tla-o-qui-aht First Nation regarding Long Beach Airport & Reconciliation.**

The delegation presented an overview of Tla-o-qui-aht First Nation's history. Tla-o-qui-aht leadership invites the Alberni-Clayoquot Regional District (ACRD) to their home for working group sessions to discuss reconciliation and the Long Beach Airport. The Tla-o-qui-aht First Nation proposes a memorandum of understanding or protocol agreement with the ACRD respecting Long Beach Airport operations.

b. **Ryan Teremy and Liam Cook, Drift Manufacturing Company regarding their short-term lease application for the Long Beach Airport.**

The delegation spoke to their request for a small lease lot at the Long Beach Airport for their manufacturing company. The delegation provided an overview of their company which builds useful goods with a focus on recycling.

5. CORRESPONDENCE

6. REQUESTS FOR DECISIONS

a. **REQUEST FOR DECISION**
LBA Short-term Lease Applications

MOVED: Director Stere

SECONDED: Director Cole

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the updating of Bylaw R1016-5, Tofino-Ucluelet

Airport Fees to include Preliminary Lease Application Fees of \$500 and Final Lease Application Fees of \$1,100 per application.

CARRIED

b. REQUEST FOR DECISION

LBA Lease Lot Request from Drift Mfg. Co.

MOVED: Director Stere

SECONDED: Director Johnsen

THAT the West Coast Committee support the proposed lease proposal in concept as of July 1, 2022.

CARRIED

c. REQUEST FOR DECISION

Vehicle Parking Pilot Program for the Long Beach Airport

MOVED: Director Stere

SECONDED: Director McCarthy

THAT the West Coast Committee recommend that the ACRD Board of Directors approve a 6-month pilot project for a Parking Fee and Management System at the Long Beach Airport.

CARRIED

d. REQUEST FOR DECISION

Long Beach Airport Water Rates and Fees Increases

MOVED: Director Stere

SECONDED: Director Cole

THAT the West Coast Committee recommends that the Alberni-Clayoquot Regional District Board of Directors approve proceeding with amendments to Bylaw F1106 to increase water rates to \$60 per month, introduce new service application fees of \$200, water turn-on or turn-off fees of \$50 and water service connection charges of \$4,200 effective as of July 1, 2022, for the Long Beach Airport (LBA) water system.

CARRIED

MOVED: Director Stere

SECONDED: Director McCarthy

THAT the West Coast Committee recommends that the Alberni-Clayoquot Regional District Board of Directors approve a stepped increase for water rates for the Long Beach Airport (LBA) water system for 2023-2024 as follows:

	Unmetered	Metered rate	Minimum for Metered
Jan 1, 2023	\$80	\$2.25/m3	\$80
Jan 1, 2024	\$100	\$2.40/m3	\$100

CARRIED

e. **REQUEST FOR DECISION**

Sort'nGo – West Coast Landfill Construction Delay - Project Implementation Options

MOVED: Director Stere

SECONDED: Director McCarthy

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve Option 1 - to create an alternate tipping location at the West Coast Landfill to collect organics material, as an interim solution due to project construction delays.

CARRIED

f. **REQUEST FOR DECISION**

West Coast Waste Management Borrowing

MOVED: Director Stere

SECONDED: Director Johnsen

THAT the West Coast Committee direct staff to prepare an amendment to the West Coast Waste Management Service of the 2022-2026 Alberni-Clayoquot Regional District Financial Plan to increase the organics diversion project and tipping area upgrade project of the capital plan by up to \$3 million dollars to reflect revised estimates.

CARRIED

MOVED: Director Stere

SECONDED: Director Johnsen

THAT the West Coast Committee direct staff to prepare a Loan Authorization bylaw for the West Coast Waste Management - Organic Processing Facility and Tipping Area Construction for a maximum of \$4 million dollars and a term of 20 years for consideration by the Board of Directors.

CARRIED

7. REPORTS

a. **Information Report: West Coast Landfill Annual Report**

b. **Ex-Officio Member Updates**

- Pacific Rim National Park Update
J. Arsenault provided a brief update on Pacific Rim National Park. She spoke to the remediation and upgrade project at Grice Bay & McLean Point.
- Ahousaht First Nation Update – No Report
- Tla-o-qui-aht First Nation Update – No Report
- Hesquiaht First Nation Update – No Report

MOVED: Director McCarthy

SECONDED: Director Cole

THAT the West Coast Committee receive the verbal reports.

CARRIED

8. **LATE BUSINESS**

MOVED: Director Cole

SECONDED: Director McCarthy

THAT the West Coast Committee instruct staff to investigate possible funding options to support the Tla-o-qui-aht First Nation's Kennedy Lake backcountry roads mitigation project.

CARRIED

9. **QUESTION PERIOD**

Questions/Comments from the public. The Corporate Officer 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.

10. **ADJOURN**

MOVED: Director McCarthy

SECONDED: Director Cole

THAT this meeting be adjourned 11:53 am.

CARRIED

Certified Correct:

Kel Roberts

Kel Roberts,
Chairperson

Wendy Thomson

Wendy Thomson,
General Manager of Administrative Services



REQUEST FOR DECISION

To: West Coast Committee

From: Jenny Brunn, General Manager of Community Services

Meeting Date: October 6, 2022

Subject: Long Beach Airport Preliminary Lease Application File #2022-001 – Dennis Pilarinos

Recommendation:

THAT the West Coast Committee supports the preliminary application LBA2022-001 from Dennis Pilarinos and recommend that the ACRD Board of Directors consider approval of the final application for this proposal.

Desired Outcome:

To increase revenues and support airport related land-use at the Long Beach Airport through the development of long-term leases.

Summary:

This preliminary application is the first step of the new two-step lease application process. If supported by the West Coast Committee (WCC), the applicant will proceed to the second and final step of the formal application which will be considered by the ACRD Board. The applicant is requesting a long-term unregistered lease at the old fighter hanger location. The applicant is proposing to construct a hangar on an existing concrete foundation at the site and construct an extension of road and water infrastructure to service this site and future development.

Background:

The applicant contacted the ACRD in early 2021 to inquire about opportunities to enter into a long-term lease and construct a hangar at the Long Beach Airport. Staff met with the applicant to explain the process required for establishing a registered long-term lease. Based on the results of the Phase 1 Contaminated Sites Investigation completed in late 2021, which identified many areas with potential environmental concerns, staff communicated to the applicant the related unknown costs that may arise during the process of completing a contaminated sites profile including environmental consulting fees, site sampling and potential remediation costs. Due to this high risk and uncertainty, a long-term unregistered lease option was discussed instead. This type of lease does not require a subdivision of land but could limit the lessee's ability to secure financing for investment in the site. The benefits in avoiding the risk related to contaminated sites and ability to use an existing concrete foundation made the unregistered lease option preferred. The applicant has continued to work with staff to develop a lease proposal and site servicing plan.

The applicant is proposing building a hangar at the old fighter hanger location northeast of the existing hanger lease lots (map attached). As this property is separated from the existing developed area by a gully, an access road that will run adjacent to the gully on the airfield side and extension of the watermain has been proposed (servicing plan attached). Cost estimates for the road and water infrastructure extension are \$350,000.

The new road and water infrastructure will allow servicing of this property but also benefit future development lots in the area. Therefore, a late-comer agreement is being proposed so that future development of lease lots would be required to pay a portion of the invested costs for extending the infrastructure. This infrastructure will be designed and constructed by the developer, with review, oversight and approval/final acceptance by the ACRD. The infrastructure will

transfer ownership to the ACRD after it has been substantially completed and the maintenance period (1 year) ended. The construction of the new hanger will also become the property of the ACRD. The lessee will be responsible for construction and maintenance during their lease term. The hangar development will be using an existing concrete pad and not disturbing existing soils, therefore would be exempt from the contaminated sites requirements during the building process.

Due to the significant investment in site servicing and development, the applicant is requesting a 50 year lease and would like to have the right of first refusal at the end of the term. Staff recommend 30 year plus a 10 and 5 year extension (for a total of 45years), with a lease rate that reflects the value of the investment. The Lease rates would be reassessed at year 10 (the end of the late comers structure) and at year 30, prior to any extensions. These proposed terms would be formally negotiated as part of the next step should the committee choose to advance.

This proposal is in-line with the current zoning requirements, fits the land use for the space outlined in the draft LBA land-use plan and will increase airport runway activity and traffic which is the highest value use of airport lands.

Time Requirements – Staff & Elected Officials:

There will be significant staff time required to complete the necessary steps required to enter into a long-term unregistered lease, including: process formal application, review with first nations, review and approve servicing plans, establish a latecomers agreement and appropriate bylaw amendments as required, oversight/acceptance of new infrastructure, prepare lease and MOU documents including mapping, prepare the recommendation report to the ACRD Board meeting for approval and advertise the land for disposition. This will require an estimated 100 hours of staff time.

Financial:

Preliminary and final lease applications fees of \$500 and \$1,100 respectively will be received to offset the staff time required to establish a long-term lease. The ACRD is currently completing a market rate assessment to provide updated lease rates which will determine the value of the long-term lease at this location which is currently estimated to be approximately \$250,000. The applicant is proposing an investment of \$350,000 for extending the road and water infrastructure and requesting that lease fees be waived for the entire term of the agreement or until the applicant has recovered his capital infrastructure investment through late comer fees. Staff believe that we could negotiate something that reflects this intent. This would likely be free for the first 10 years (the term of the late comers structure), a reassessment at year 10, and another at year 30, prior to any extensions.

If the preliminary application is approved by the Committee, staff will work with our lawyer to draft a long-term lease agreement, get accurate figures for the lease lot value and infrastructure costs, and create the appropriate agreements/documents for late-comer fee recovery for consideration at the Board.

The lessee will be responsible to pay applicable water rates and annual AMC fees of \$.25/m²/year or a minimum charge of \$300/year.

The construction of road and water infrastructure to this area of the airport will increase airside development potential which is currently limited at the LBA. Increasing the number of leases at the LBA will increase revenues and reduce the burden of financing through taxation.

Policy or Legislation:

The proposal meets the requirements of the LBA APLB-1 zoning. If approved, a notice of disposition will be placed in the newspaper and on www.acrd.bc.ca. The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw.

Options Considered:

1. Do not approve the Preliminary Application
2. Defer the Preliminary Application for future consideration

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



REQUEST FOR DECISION

To: West Coast Committee

From: Jenny Brunn, General Manager of Community Services

Meeting Date: October 6, 2022

Subject: Long Beach Airport Preliminary Lease Application File# 2022-002 – Captured Light Gardening

Recommendation:

THAT the West Coast Committee supports the preliminary lease application LBA2022-002 from Captured Light Gardening and recommend that the ACRD Board of Directors consider approval of the final application of this proposal.

Desired Outcome:

To provide a short-term, (3) three-year lease as requested by prospective leaseholder.

Summary:

This preliminary application is the first step of the new two-step lease application process. If supported by the West Coast Committee (WCC), the applicant will proceed to the second and final step of the formal application which will be considered by the ACRD Board. The applicant would like to lease land at the Long Beach Airport (LBA) for landscaping business purposes.

Background:

The company, Captured Light Gardening, is requesting a short-term lease to facilitate the storage of tools, vehicles, equipment, and stockpiling landscaping supplies. A sea-can will be used as safe storage with a freestanding lean-to workspace as detailed in the proponent's attached proposal. The proponent states it will be used as a satellite facility to augment his daily operations located in Tofino. The site will remain unserviced, with power provided by a generator and onsite water needs met with rain water collection.

ACRD staff have considered this application and recommend the Committee supports proceeding with this short-term lease. The intended land use is inline with the current zoning bylaw requirements and will provide additional revenue to the LBA with minimal additional time or costs from staff once the lease is established. As the ACRD undertakes an update of the LBA Land-Use Plan that will provide an updated vision and guidelines for development at the site, there is a relatively small chance that this type of land-use activity may not be supported for the future. However, there are no permanent structures or servicing proposed which reduces potential for lost investment from the lease-holder if they were required to move from the site after 3 years. The current lease agreements are clear in the fact that this is a short-term lease with no guarantee for extension and staff will be providing an additional explanatory letter to manage expectations/understanding for all new short-term lease holders.

Time Requirements – Staff & Elected Officials:

Staff time to process the formal application, prepare lease documents including mapping, and prepare the recommendation report to the ACRD Board meeting for approval. The creation of new leases requires an estimated 20 hours of staff time.

Financial:

Preliminary and final lease applications fees of \$500 and \$1,100 respectively will be received to cover the costs to prepare and execute the lease documents. The ACRD is currently completing a market rate assessment to provide updated lease rates for the applicant based on a non-airside unserviced lot which will be determined during the final application process. The ACRD will receive annual revenue in lease fees estimated at \$4,000 to \$5,000 with yearly BC CPI increases and annual AMC fees of \$.25/m2/year or a minimum charge of \$300/year.

Policy or Legislation:

The proposal meets the requirements of the LBA APLB-1 zoning. If approved, a notice of disposition will be placed in the newspaper and on www.acrd.bc.ca. The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw.

Options Considered:

1. Do not approve the Preliminary Application
2. Defer the Preliminary Application for future consideration

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



REQUEST FOR DECISION

To: West Coast Committee

From: Jenny Brunn, General Manager of Community Services

Meeting Date: October 6, 2022

Subject: Long Beach Airport Preliminary Lease Application File #2022-003 – Tofino Aerospace

Recommendation:

THAT the West Coast Committee supports the preliminary lease application LBA2022-003 from Tofino Aerospace (A division of Virtual Exponential Improvement Corp.) and recommend that the ACRD Board of Directors consider approval of the final application of this proposal.

Desired Outcome:

To increase revenues and support airport related land-use at the Long Beach Airport through the development of long-term leases.

Summary:

This preliminary application is the first step of the new two-step lease application process. If supported by the West Coast Committee (WCC), the applicant will proceed to the second and final step of the formal application which will be considered by the ACRD Board. The applicant is requesting a long-term registered lease at the Long Beach Airport (LBA) for the purposes of establishing an autonomous air transport operation.

Background:

The company, Tofino Aerospace (A division of Virtual Exponential Improvement Corp.), is requesting a long-term lease for the purpose of developing technology solutions to support the development of low and zero emissions point-to-point autonomous air transport. This would require the construction of a hangar for storage of autonomous air vehicles with airside access and the potential for non-airside structures to house technology and support infrastructure for the business.

ACRD staff have reviewed the proposal internally and met with the applicant to explain the options and challenges/requirements for setting up a long-term lease at the LBA. There is the potential for further environmental work to be required (related to contaminated sites regulation requirements) that could arise during the subdivision process. The applicant is aware of this risk and has expressed the preference to pursue a registered lease with the option to switch to an unregistered lease if the costs/risk for a registered lease become too great during the process. Due to the proposed investment and financing required for this proposal, the applicant is requesting a 45-year lease term. Staff are recommending a 30 year lease with a 10 and 5 year extension (totaling 45 years).

This proposal is inline with the current zoning requirements, fits the land use outlined in the draft LBA land-use plan, and could develop a new air transport industry at this location which is the highest value use of airport lands and creates

diversity in the local economy. If this preliminary application is supported by the Committee, the applicant would then submit a formal application with further project details. Staff would work with the applicant to map the proposed lease lot, draft a Memorandum of Understanding, Long-term Lease, Developer Reimbursement Agreement, adherence to any late-comers agreement in, and Servicing Plan before bringing to the Board for consideration of the formal application.

Time Requirements – Staff & Elected Officials:

There will be significant staff time required to complete the necessary steps required to enter into a long-term lease, including but not limited to: process formal application, review with first nations, review and approve servicing plans, building plans, prepare agreements including surveys and mapping, prepare the recommendation report to the ACRD Board meeting for approval and advertise the land for disposition. This will require an estimated 80 hours of staff time.

Financial:

Preliminary and final lease application fees of \$500 and \$1,100 respectively will be received to offset the staff time required to establish a long-term lease. Any external fees, like a land survey, would be recovered through a developer reimbursement agreement. The applicant may be required to pay late-comer fees if utilizing a lot site that has been serviced by infrastructure constructed by another developer.

The current average rate for airside lots is \$7/m2. The ACRD is currently completing a market rate assessment which will provide updated rates for all of the existing and future development areas at the LBA. If the preliminary application is approved, a detailed lease lot plan and rate, based on the area and market assessment, will be set and subject to yearly BC CPI increases. The lessee will be responsible to pay applicable water rates and annual AMC fees of \$.25/m2/year or a minimum charge of \$300/year.

Policy or Legislation:

The proposal meets the requirements of the LBA APLB-1 zoning. If approved, a notice of disposition will be placed in the newspaper and on www.acrd.bc.ca. The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw.

Options Considered:

1. Do not approve the Preliminary Application
2. Defer the Preliminary Application for future consideration

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



REQUEST FOR DECISION

To: West Coast Committee

From: Brenda Sauve, Solid Waste Coordinator
Jodie Frank, Organics Diversion Coordinator
Paulo Eichelberger, Solid Waste Manager

Meeting Date: October 6, 2022

Subject: Bylaw R1033-3 Amendment of Tipping Fees for the West Coast Landfill

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-3, West Coast Landfill Tipping Fee and Regulation Amendment, 2022.

Background:

On September 28, 2022, the ACRD Board of Directors were presented with Bylaw R1033-3, West Coast Landfill Tipping Fee and Regulation Amendment, 2022. After a brief discussion, the ACRD opted to refer the attached report and bylaw amendment to the West Coast Committee for consideration, prior to the Board's final review and adoption.

Submitted by: *Paulo Eichelberger*
Paulo Eichelberger, Solid Waste 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: ACRD Board of Directors

From: Brenda Sauve, Solid Waste Coordinator
Jodie Frank, Organics Diversion Coordinator
Paulo Eichelberger, Solid Waste Manager

Meeting Date: September 28, 2022

Subject: Bylaw R1033-3 Amendment of Tipping Fees for the West Coast Landfill

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1033-3, West Coast Landfill Tipping Fee and Regulation Amendment, 2022.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-3, West Coast Landfill Tipping Fee and Regulation Amendment, 2022.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033-3, West Coast Landfill Tipping Fee and Regulation Amendment, 2022.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-3, West Coast Landfill Tipping Fee and Regulation Amendment, 2022.

Desired Outcome:

To amend the tipping fees at the West Coast Landfill (WCL) to increase revenues to cover the cost increases (due to inflation), encourage diversion, and keep fees in line with both the Alberni Valley¹ as well as surrounding Regional Districts to discourage importing of waste from other regions.

Background:

Since the last rate increase for municipal solid waste (MSW) in 2019, staff have observed several changes in solid waste operations:

- Base MSW tipping fees have increased in neighbouring districts from \$130/tonne to \$140/tonne, specifically in the Regional District of Nanaimo and the Comox Valley Regional District.
- Costs for solid waste operations have increased with inflation and further increases are anticipated.
- Additional costs for borrowing and funding capital projects (such as landfill tipping area upgrades; organics and biosolids processing; leachate treatment, closure of landfill phases) will be required. Recent tender results have also seen inflationary costs² well over budgetary estimates, further impacting costs for this service.
- Increases to future closure/post-closure monitoring costs of an estimated 40% (based on recent work done at AVL).
- The establishment of organics diversion requires not only education and infrastructure but also the incentive for customers to divert as much of this material from the waste stream as possible. Therefore, adding a new lower

¹ Refer to RFD Bylaw R1029-5 Amendment of Tipping Fees for the Alberni Valley Landfill on the September 28, 2022 Agenda.

² Refer to July 27 Board Meeting agenda item 8j <https://www.acrd.bc.ca/events/27-7-2022/>, regarding organics facility tender.

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

rate of \$115/tonne for organics waste versus a higher rate for municipal solid waste will continue to support waste diversion efforts; and finally,

- Increasing the budget line for waste education is necessary to promote waste diversion and allow the ACRD to achieve its objective of 50% waste diversion.

Staff will need time to notify the community of the upcoming increase and provide lead-time for those who may be affected. If adopted, the proposed bylaw will become effective January 1, 2023.

Time Requirements – Staff & Elected Officials:

Approximately 5-10 hours will be required to communicate and action Bylaw R1033-3, West Coast Landfill Tipping Fee and Regulation Amendment, 2022.

Financial:

Solid Waste	Current Tipping Fee	Amended Tipping Fee	Anticipated Annual Increase to Revenue
Loads of 83 kg or greater	\$130 per tonne / \$12 min.	<i>\$140 per tonne / \$15 min.</i>	<i>\$44,658</i>

Controlled Waste	Current Tipping Fee	Amended Tipping Fee	Anticipated Annual Increase to Revenue
Construction/ Demolition Waste	\$160 per tonne / \$15 min.	<i>\$175 per tonne / \$15 min.</i>	<i>\$26,144</i>

Based on average tonnage over 5 years, the estimated total revenue increase for the West Coast Landfill would be approximately \$70,800 annually.

The bylaw amendment also includes new rates for recyclable materials, which are consistent with Alberni Valley Bylaw Amendment R1029-5 (separate report on the September 28, 2022 Board Agenda):

Recyclable Materials	New Tipping Fee
Organics	\$115 per tonne /\$5 minimum fee
Residential branches	\$5.00 per load
Commercial branches	\$120.00 per tonne
Grass and Leaves Material	No charge
Dewatered Biosolids	\$175.00 per tonne/ \$10 minimum fee

Strategic Plan Implications:

Strategic Objective 3.2 (Solid Waste Management Plan Implementation) - Improve recycling and diversion programs throughout the region.

Policy or Legislation:

As per our Solid Waste Management Plan and R1033-3, West Coast Landfill Tipping Fee and Regulation Amendment, 2022.

Options Considered:

While the Alberni Valley and Bamfield Services Committee had the opportunity to review the same amendment to Bylaw 1029-5 for the Alberni Valley Landfill, it was not possible to provide the same opportunity to the West Coast Committee prior to this Board meeting due to scheduling. That said, the Board may defer this report to the West Coast Committee for review prior to considering the bylaw amendments. The next West Coast Committee Meeting is October 6th, 2022.

Submitted by: *Paulo Eichelberger*
Paulo Eichelberger, Solid Waste Manager

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

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

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. R1033-3

A Bylaw to Provide for
the Regulation of Recycling, Solid Waste Disposal and Tipping Fees
at the West Coast Landfill

WHEREAS by Supplementary Letters Patent, dated August 10, 1973 as amended, the Regional District of Alberni-Clayoquot was granted the function of Garbage Disposal under Division XIV of its Letters Patent;

AND WHEREAS the Regional District of Alberni-Clayoquot is empowered to establish a scale of charges payable for depositing Municipal Solid Waste at the West Coast Landfill;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot deems it advisable to enact regulations pertaining to solid waste disposal and to establish a charge for depositing Municipal Solid Waste;

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

1. Bylaw No. R1033-3 cited as the “West Coast Landfill Tipping Fee and Regulation Bylaw No. R1033-3, 2022” is hereby amended by replacing Schedule “A” with Schedule “A” attached to and forming part of this bylaw.
2. This bylaw will come into effect on January 1, 2023.
3. This bylaw may be cited as “West Coast Landfill Tipping Fee and Regulation Amendment Bylaw No. R1033-3, 2022”.

Read a first time this	day of	2022.
Read a second time this	day of	2022.
Read a third time this	day of	2022.
ADOPTED this	day of	2022.

Certified true and correct copy of **“West Coast Landfill Tipping Fee and Regulation Bylaw No. R1033-3, 2022”**

The Corporate seal of the Regional District of Alberni-Clayoquot was hereto affixed in the presence of:

Wendy Thomson,
General Manager of Administrative Services

John Jack,
Chairperson

**Schedule A
Charges**

Solid Waste	Tipping Fee	Other Charges
Loads of 83 kg or greater	\$140.00 per tonne	\$15.00 minimum
Loads under 83 kg (each garbage bag or can)	\$3.00 each	\$6.00 minimum \$15.00 maximum
Recreational Vehicle	\$240.00 per tonne	\$300.00 minimum
Surcharge for loads containing Recyclable Materials or Controlled Waste	Double the standard tipping fee	
Surcharge for Unsecured loads	\$240.00 per tonne	
Weighing service		\$10.00 each occurrence

Recyclable Materials	Tipping Fee	Other Charges
Corrugated Cardboard	\$200.00 per tonne	\$15.00 minimum
Metal, including appliances	No Charge	
Clean wood waste	\$120.00 per tonne	\$10.00 minimum
Car batteries	No Charge	
Tires	\$170 per tonne	\$2.00 each tire minimum
Residential Yard and Garden Waste	No charge	
Fish Nets and Rope	\$150.00 per tonne	\$15.00 minimum
Mattress or Box Spring	\$20.00 each	
Organics	\$115.00 per tonne	\$5.00 minimum
Residential Branches	\$5.00 per load	
Commercial Branches	\$120.00 per tonne	\$10.00 minimum
Grass and Leaves Material	No charge	
Dewatered Biosolids	\$175.00 per tonne	\$10.00 minimum

Controlled Waste	Tipping Fee	Other Charges
Construction/Demolition Waste	\$175.00 per tonne	\$15.00 minimum
Land clearing debris	\$240.00 per tonne	\$15.00 minimum
Pumpings from domestic septic tanks	\$160.00 per tonne	
Catch basin and manhole material	\$160.00 per tonne	\$150.00 minimum
Fish, shrimp shells, and animal carcasses	\$200.00 per tonne	\$100.00 minimum
Medical Facility Waste	\$132.00 per tonne	
Loads containing fish feed totes	\$400.00 per tonne	\$160.00 minimum
Contaminated Soils:		
Provided that the Ministry of Environment has approved of disposal of the contaminated soil, without treatment, at the Alberni Landfill	\$50.00 per tonne	
Provided that the Ministry of Environment has approved of the treatment and disposal of the contaminated soil at the Alberni Landfill	\$100.00 per tonne	Plus estimated out-of-pocket treatment costs



REPORT FOR INFORMATION

To: West Coast Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: October 6, 2022
Subject: West Coast Transit Update

Desired Outcome:

The purpose of this report is to provide the West Coast Committee an update on the West Coast Transit service implementation, following new information that was provided at the Union of BC Municipalities (UBCM) convention in mid-September.

Summary:

The West Coast Transit service was originally established by the ACRD Board of Directors at the June 10, 2020 Board meeting and the service had an original implementation date of September, 2021. The implementation timeline for the project was then delayed until September of 2022 to allow for sufficient time to secure provincial funding and ensure the delivery of the required buses as well as confirm routes and construct bus stops. In January of 2022, BC Transit communicated that the earliest the service could be implemented would be early 2023 due to a delay in the delivery of buses. However, in February of 2022, the Province announced that no funds would be made available for service expansions and instead allocated resources to the fine tuning of existing service schedules. This led to the implementation date again being pushed, this time to September of 2023, again contingent on provincial funding.

A meeting was set up with the Minister of Transportation, Rob Fleming, at UBCM to discuss the West Coast Transit service and request that the 2023-24 BC Transit budget included the provincial share of the West Coast Transit service. This provincial share, as communicated via a MOU letter from BC Transit, was approximately \$531,000.

It was communicated by Minister Fleming that it was unlikely that these funds would be made available, as the province was unlikely to approve any transit expansions in the 2023-24 fiscal year. While this news was a surprise, and a disappointment, staff have continued to proceed with confirming the ACRD interest in the expansion through approving the MOU letter with BC Transit. Official communications from the province won't be received until the budget is announced in February of 2023.

The Minister also recommended that staff investigate other alternative solutions for transit on the West Coast as a part of 2023 budget deliberations. Staff have begun to investigate other alternatives and will continue with that process.

Financial:

The municipal share of introducing conventional transit service between Tofino and Ucluelet was forecasted to cost

approximately \$484,000 per year once operational. The ACRD has requisitioned approximately \$316,000 in the past three years in anticipation of construction of the bus stops. The majority of this funding remains unspent.

Staff are investigating the financial ramifications of this new information and will provide an update as potential options are investigated including discussions during the 2023-2027 financial planning process.

Policy or Legislation:

As per Establishing Bylaw No. E1062

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: ACRD Board of Directors
From: Eddie Kunderman, Operations Manager
Meeting Date: September 28, 2022
Subject: BC Transit 3 Year Expansion Initiatives

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors confirm the BC Transit 3 Year Expansion Initiatives - 2023-24 through to 2025-26, for the Alberni-Clayoquot Custom Transit system and sign the MOU letter with BC Transit dated August 23, 2022.

Desired Outcome:

To confirm the ACRD's desire to proceed with BC Transit service expansion plans for 2023/24 to 2025/26

Summary:

On September 7, 2022, Alberni Valley and Bamfield Services Committee recommended that the ACRD Board of Directors confirm the BC Transit 3 Year Expansion initiatives for the Alberni-Clayoquot Custom Transit system and sign the MOU with BC Transit dated August 23, 2022.

The AV&B Committee RFD (attached) provided an overview of the performance, recommendations for future expansion and background information. The Custom Transit system has seen ridership increase to pre-Covid levels and is continuing to trend upwards. BC Transit has recommended two expansion initiatives for the Alberni Valley Custom Transit system for both weekday and Saturday services. The weekday service expansion would see an additional bus on the road to provide support for the system during peak hours. Due to procurement timelines for buses, this increase would begin in September of 2023. Saturday service would begin in September 2024 and would see base service of 4 hours per Saturday.

The West Coast Transit Service was slated for implementation in September of 2022, but the lack of Provincial funding pushed the expected implementation to September of 2023, contingent on the province providing their share of the funding. Initial service levels will consist of 7,500 annual hours and five light-duty buses. The expansion initiatives also provided an option for increasing trips during peak school times in year 2 of the service. This is subject to change depending on need as information is gathered upon implementation of the service.

As with any BC Transit expansion initiative, this is contingent on Provincial funding being made available in order for the expansion to proceed.

Time Requirements – Staff & Elected Officials:

The following is the estimated staff time that will be necessary to support these initiatives:

- Custom Transit – 14 hours
- West Coast Transit – 100 hours

Financial:

If the Board supports the expansion initiatives the following are the financial implications:

Custom Transit:

- Expanding the handyDART weekday service by 1,300 hours and two vehicles is \$57,330
- Implementing basic Saturday service is \$6,296

The 2022 budget for Custom Transit is approximately \$626,000 and included a tax requisition of approximately \$173,000. If the ACRD was to proceed with this change in 2023 the impact to the tax requisition would be approximately \$20,000, not the full \$57,330 due to the September implementation date. As this expansion would not be effective until 2023, staff would incorporate these increased costs into the 2023-2027 Financial Plan.

West Coast Transit:

- The financial impact of introducing conventional service between Tofino and Ucluelet is approximately \$484,000.
- If the West Coast Transit Service was expanded to introduce school trips as needed and additional service based on demand the anticipated impact is a further \$82,000.

The net municipal share of the West Coast Transit Service has increased by \$65,292 from last year's estimate due to BC Transit assumptions of inflationary pressures.

Should the ACRD sign off on the MOU and decide at a later date to not pursue the service expansion, there is a risk that the vehicle lease fees would be added to the budget for a minimum of one year if they had already been procured. If they had not yet been procured, then the ACRD could decide to not pursue the expansion without penalty. If the buses had been procured, but BC Transit was able to shift them elsewhere within their provincial fleet, then the ACRD would not be responsible for the lease fees. Staff note that a meeting with the Ministry of Transportation on September 15th, 2022 would suggest that the Ministry is not in a financial position to advance with the West Coast Transit in 2023. Staff recommend the Board discuss a process for exploring alternative transit solutions for the west coast as part of the 2023 budget deliberations.

Policy or Legislation:

Custom Transit: Supplementary Letters Patent dated July 28, 1982.

West Coast Transit: Establishing Bylaw No. E1062

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: Alberni Valley and Bamfield Services Committee

From: Eddie Kunderman, Operations Manager

Meeting Date: September 7, 2022

Subject: BC Transit 3 Year Expansion Initiatives

Recommendation:

THAT the Alberni Valley and Bamfield Committee receive the Annual Performance Summary for information.

THAT the Alberni Valley and Bamfield Committee recommend that the ACRD Board of Directors confirm the BC Transit 3 Year Expansion initiatives – 2023-24 to 2025-26, for the Alberni-Clayoquot Custom Transit system and sign the MOU with BC Transit dated August 23, 2022.

Desired Outcome:

The purpose of this report is to provide the Alberni Valley and Bamfield Services Committee with the recommendations for future expansion within the Alberni-Clayoquot Custom Transit system and the background information to inform a recommendation to the ACRD Board of Directors. The Annual Performance Summary provides an overview of the performance of the Alberni-Clayoquot custom Transit system over the past fiscal year, measuring key metrics vs both past years and other similar sized custom transit systems around the province.

Summary:

Ridership on Custom Transit has rebounded to pre-Covid levels. Based on increasing demand and unmet rides, BC Transit is recommending 2 expansion initiatives for the Alberni Valley Custom Transit system:

- Expanding the handyDART weekday service (1,300 annual hours) to support additional trips during peak service periods
- Introduction of base Saturday handyDART service (250 annual hours)

The signing of the MOU letter will confirm to BC Transit that they can proceed with the request for funding to the Province on the ACRD's behalf. This will also confirm the expansion priorities identified for 2023-24 and 2024-25 align with the ACRD's expectations and will be confirming these initiatives on an annual basis.

Background:

Past expansion initiatives for the Custom Transit system have been focused on using increased taxi supplement budget as a means to provide additional service for the users of the system. However, concerns remain with the existing taxi supplement system and whether or not the service being provided by taxis is equivalent to the service being provided by the handyDART operators. There are also concerns about the number of accessible vehicles available to the users of the system, and so expanding by this nature alone is not providing equitable service to all the system users.

The Custom Transit system last expanded in September of 2019, which saw the annual hours increase by 1,300 to increase peak service availability and to increase the end of day service span. This expansion addressed some of the issues such as customers being forced to leave day programs early, as communicated by Fir Park Village staff.

Ridership in the Custom Transit system has been steadily increasing back to pre-Covid levels, and is trending towards surpassing the pre-Covid levels. The first quarter of 2022-23 saw 4,005 trips delivered. For comparison, there were a total of 12,129 trips delivered in 2021-22 and 15,914 trips delivered in 2019-20. This increase in passenger trips led to a dramatic reduction in the Operating Cost per Passenger trip in 2021-22 as compared to 2020-21, from \$61.29/trip in 20-21 to \$40.71/trip in 21-22. Dispatch staff are working hard to meet all of the ride requests, but the number of trip requests that they are unable to meet has been increasing. 21-22 saw 5 unmet trips recorded for the entire year; however, there were 63 unmet trips recorded in the first quarter of 22-23 alone. Trips per hour increased as well in 21-22, up to 2.13 from 1.29 in 20-21. The Provincial tier average of 1.59 passenger trips per hour speaks to the high level of ridership recovery the system has seen and the future challenges it could see should the number of hours not be expanded.

This expansion will also necessitate an increase in the fleet size, from the current four vehicle fleet to a six vehicle fleet. The two vehicle increase will ensure we have an extra vehicle on the road during peak hours and will also ensure the spare ratio remains consistent with BC Transit's fleet requirement. It has been confirmed that there is room within the current O&M facility for two additional vehicles. It is likely that the implementation of this expansion would take place in September of 2023 but would be subject to the procurement and delivery of the additional buses.

As with any BC Transit expansion initiative, this would be contingent on Provincial funding being made available in order for the expansion to proceed.

Time Requirements – Staff & Elected Officials:

The following is the estimated staff time that will be necessary to support this expansion:

Communications: 4 hours
Community Services: 6 hours
Finance: 4 hours

Financial:

If the Committee and Board supports the expansion, the estimated annual net municipal share increase to the ACRD would be as follows:

- Expanding the handyDART weekday service by 1,300 hours and two vehicles is \$57,330
- Implementing basic Saturday handyDART service is \$6,296

The 2022 budget for Custom Transit is approximately \$626,000 and included a tax requisition of approximately \$173,000. If the ACRD was to proceed with this change in 2023 the impact would be approximately \$20,000 not the full \$57,330 due to the September implementation date. It should be noted that these are estimates only and could change closer to the implementation dates. As this expansion would not be effective until 2023, staff would incorporate these increased costs into the 2023-2027 Financial Plan.

Should the ACRD sign off on the MOU and decide to not pursue service expansion come budget time, the lease fees for

the two additional vehicles would still be added to the operating budget for a minimum of one year if they had already been procured. If they had not yet been procured, then the ACRD could decide to not pursue the expansion without penalty.

Strategic Plan Implications:

n/a

Policy or Legislation:

Supplementary Letters Patent dated July 28, 1982.

Options Considered:

The following options could be considered:

- 1) Proceed with the expansion as recommended.
- 2) Reverse the initiatives that have been recommended and implement a base level of Saturday service in the 23-24 FY and plan for a larger weekday expansion in the 24-25 FY. Reversing the items would allow for a larger sample size of increased ridership to ensure that levels continue to increase to pre-Covid levels, as anticipated. There is risk in this option, in that if ridership grows as anticipated, or quicker than anticipated, the number of unmet trips will continue to rise. This could lead to an increased transportation shortage for those relying on this accessible transportation option in our area.
As the recommended expansion will necessitate an increase in the fleet size within the system, delaying expansion could also lead to risks in the procurement of vehicles. It is being seen that more advanced lead time is required for the delivery of buses, and this could lead to the system being under-resourced for a larger period of time. It may be harder to react to increased ridership levels if this strategy is recommended.
- 3) Don't recommend any expansion for the 2023-24 fiscal year (FY) and use this time to ensure that ridership levels continue to grow as anticipated. Re-evaluate for future years when more information is available in 2023-24. This approach brings the same risks as with option 2, yet also delays the implementation of Saturday service by another year.

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



August 23, 2022

Attn: Eddie Kunderman
Operations Manager
Alberni-Clayoquot Regional District
3008 Fifth Ave., Port Alberni, BC
V9Y 2E3

Re: Transit Improvement Program - 3 Year Transit Expansion Initiatives

Dear Eddie,

The purpose of this letter is to confirm transit service expansion plans for 2023/24 and approve transit expansion priorities for the subsequent two years.

BC Transit confirms service expansion plans with local government partners on an annual basis to coordinate the development of three-year budgets and capital plans with the Provincial Service Plan. Confirmation of next year's desired level of transit service expansion is also required to support the procurement of buses.

As your transit system has service initiatives requiring expansion funding, we have attached a Memorandum of Understanding (MOU) to formalize the process of securing provincial funding on your behalf. This MOU summarizes specific transit expansion initiatives for the next three operating years from 2023-2024 through to 2025-2026. These initiatives are derived from recommendations outlined in the most recent service plan(s) received by your Board and validated in collaboration with local government staff.

There are a few key considerations when reviewing your initiatives. If your expansion requires additional vehicles, this is identified and factored into estimated total costs. Should vehicles be procured following MOU signoff and a decision is made to not pursue service expansion, the lease fees for the new vehicles will still be added to your operating budget for a minimum of one year. If expansion requests exceed available provincial funding, BC Transit's service prioritization process will be used to determine which projects receive funding.

One of the key challenges we continue to face through this process is the higher probability that demand for expansion vehicles will exceed the availability in each fleet category. More advanced lead times are required for procurement and delivery of buses, and bus orders need to be strategically timed to align with our deployment plans. While every effort is made to align bus orders with demand, some expansion initiatives will likely be impacted by the limited availability of certain vehicle types. Despite these challenges, we continue to work with our local government partners to identify and develop expansion priorities, and to align our expansion initiatives with our overall fleet procurement plans.

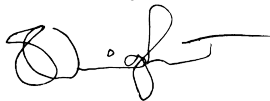
By conveying proposed transit service expansion and capital initiatives as far in advance as possible, we are seeking to achieve three important goals:

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

Upon confirmation of your Board's commitment to the expansion initiatives, we will include your request in BC Transit's draft Service Plan funding request to the Province. Following confirmation of the provincial budget, I will confirm with you if supporting provincial funding was secured and initiate a transit service implementation plan. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed initiatives.

We ask that a signed copy of this letter be returned to BC Transit by September 30, 2022.

Yours truly,

A handwritten signature in black ink, appearing to read 'S. Wright', with a long horizontal flourish extending to the right.

Seth Wright
Manager, Government Relations
BC Transit

Three-Year Transit Expansion Plan and Capital Initiatives for Information

Date	August 23, 2022
Expiry	September 30, 2022
System	Alberni-Clayoquot Regional District

Proposed Transit Service Expansion Initiatives

The table below outlines expansion initiatives for the 2023/24 fiscal year with an estimated costing based on the hourly rates of your existing system. Confirmation of next year’s transit service expansion is required for provincial budgeting and the procurement of buses. Please ensure that these initiatives are consistent with your local government expectations. Upon receipt of this MOU, we will confirm funding from the Province on your behalf. Please keep in mind that should vehicles be procured to support your expansion following agreement to the MOU and a determination is made that an expansion is no longer desired by the local government, the lease fees related to the new vehicles will still be added to your operating budget for a minimum of one-year.

PROPOSED CONVENTIONAL EXPANSION INITIATIVES – YEAR 1						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2023/24	September	7,500	5	\$105,000	\$1,014,318	\$483,295
		Description	Introduce conventional transit service between Tofino and Ucluelet			

PROPOSED CUSTOM EXPANSION INITIATIVES – YEAR 1						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2023/24	September	1,300	2	\$2,438	\$128,456	\$57,330
		Description	Expand the handyDART weekday service with an additional vehicle to support additional trips at peak times.			

The table below outlines expansion initiatives for year two and three of the three-year transit service expansion initiatives with an estimated costing based on the hourly rates of your existing system. Please ensure that these initiatives are consistent with your local government expectations. Upon confirmation of your local government’s intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED CONVENTIONAL EXPANSION INITIATIVES – YEAR 2						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2024/25	September	1,500	0	\$21,000	\$191,615	\$81,150
		Description	Introduce additional school trips as needed and additional service based on demand.			

PROPOSED CUSTOM EXPANSION INITIATIVES – YEAR 2						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2024/25	September	250	0	\$469	\$20,309	\$6,296
		Description	Introduce basic Saturday handyDART service (4 hours per day).			

Approval

On behalf of the Alberni-Clayoquot Regional District, we are confirming to BC Transit to proceed with the request for funding to the Province on our behalf for the 2023/24 Fiscal year, and that we will budget accordingly for the initiatives identified above and will review and confirm on an annual basis as per the advice provided and with the knowledge a more detailed budget will follow as service details and capital initiatives are confirmed.

Signature: _____

Date: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Name: _____

Position: _____

On behalf of BC Transit

Signature: _____

Date: _____

Name: _____

Position: Manager, Government Relations



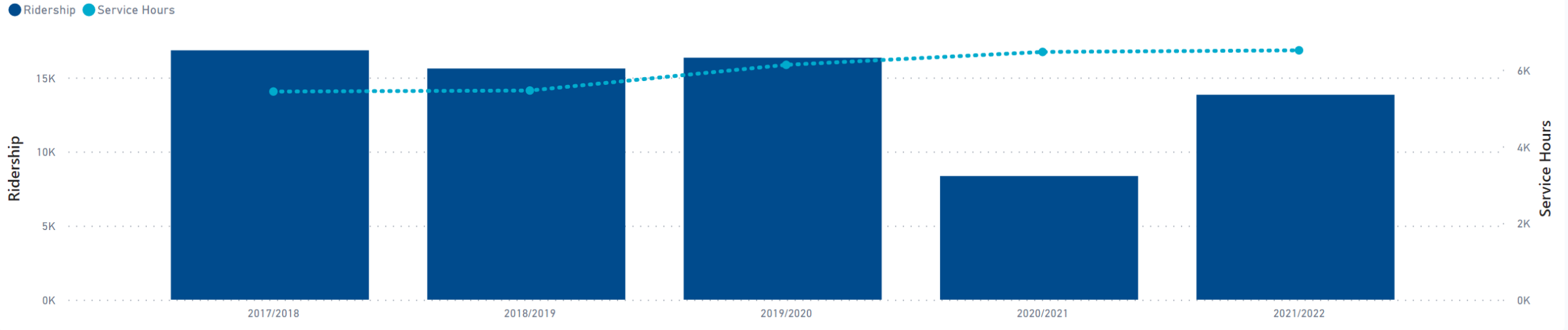
2021/22 Annual Performance Summary

Alberni-Clayoquot Custom

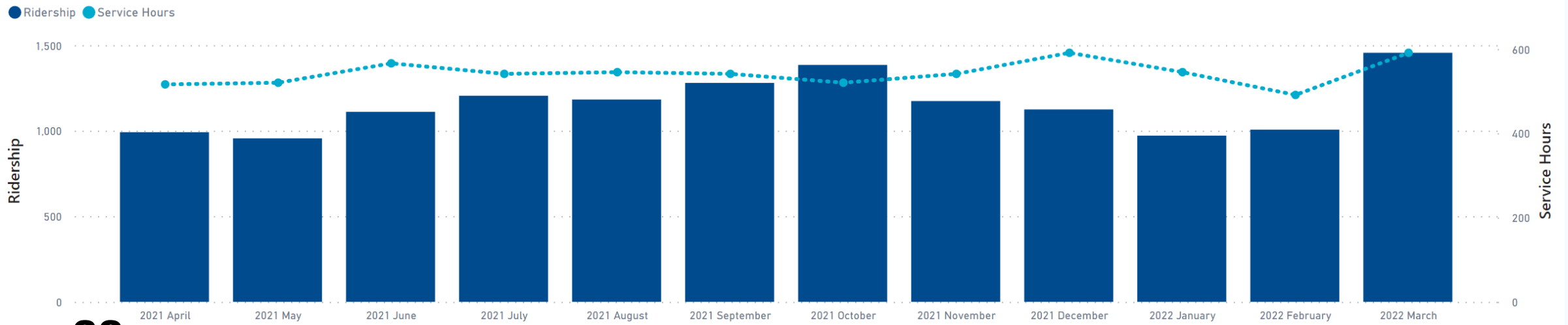


Fiscal Year	FY20/21		FY21/22					
Group	Actuals	Budgets	Actuals	Budgets	YoY Var (Actuals)	YoY Var (Budgets)	Tier Average FY21/22	Tier Average Var
Local Investment								
Fleet Size	4	4	4	4	0.0%	0.0%	3	17.6%
Service Hours (000)	6.47	6.71	6.51	6.75	0.6%	0.6%	4.74	37.3%
Service Hours per Capita	.30	.31	.30	.31	0.0%	0.0%	.22	35.1%
Total Cost (\$000)	511.53	559.46	563.18	586.54	10.1%	4.8%	482.10	16.8%
Performance								
Operating Cost per Passenger Trip (\$)	61.29	75.46	40.71	69.83	-33.6%	-7.5%	73.95	-45.0%
Operating Cost per Service Hour (\$)	79.11	83.43	86.54	86.92	9.4%	4.2%	103.91	-16.7%
Operating Cost Recovery (%)	2.32	2.21	4.18	2.33	80.5%	5.1%	3.25	28.6%
Passenger Trips per Service Hour	1.29	1.11	2.13	1.24	65.1%	11.7%	1.59	34.4%
Return on Investment								
Passenger Trips (000)	8.35	7.41	13.83	8.40	65.6%	13.4%	8.00	72.9%
Passenger Trips per Capita	.38	.34	.63	.39	65.8%	14.7%	.33	89.2%
Revenue per Trip (\$)	1.42	1.67	1.70	1.62	19.7%	-3.0%	2.15	-20.8%
Total Revenue (\$000)	11.84	12.39	23.54	13.65	98.8%	10.2%	16.79	40.2%

RIDERSHIP AND SERVICE HOURS BY FISCAL YEAR

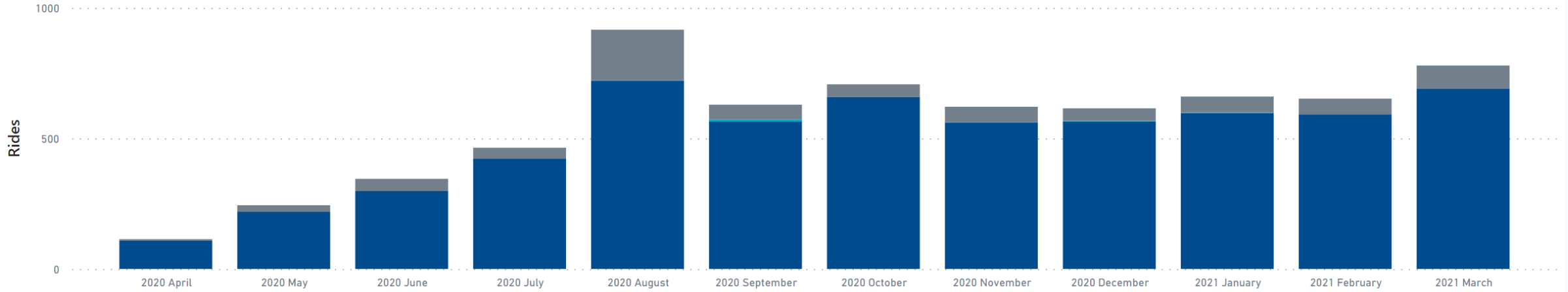


RIDERSHIP AND SERVICE HOURS BY MONTH



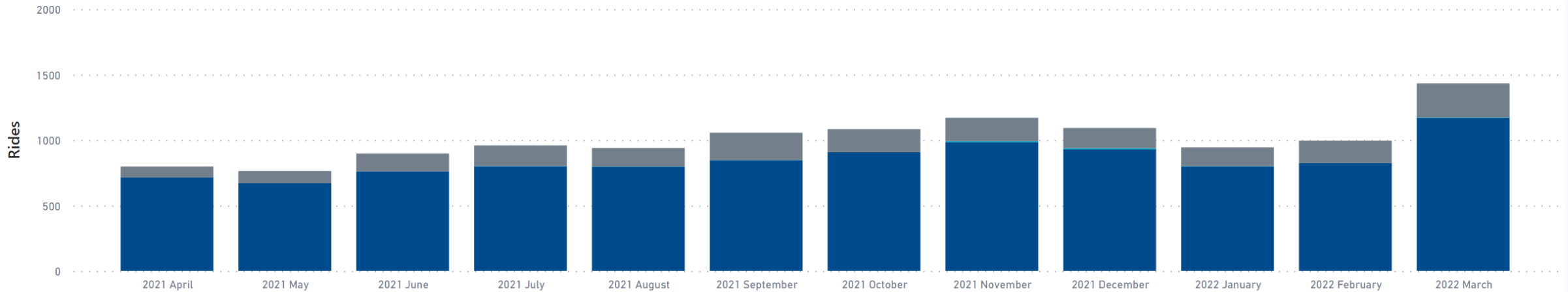
RIDERSHIP AND SERVICE HOURS BY MONTH

Ride Type ● AMBULATORY RIDES ● TAXI SUPPLEMENT ● WHEELCHAIR RIDES



RIDERSHIP AND SERVICE HOURS BY MONTH

Ride Type ● AMBULATORY RIDES ● TAXI SUPPLEMENT ● WHEELCHAIR RIDES





REPORT FOR INFORMATION

To: West Coast Committee
From: Paulo Eichelberger, Solid Waste Manager
Brenda Sauvé, Environmental Services Coordinator
Jenny Brunn, General Manager of Community Services

Meeting Date: June 2nd, 2022

Subject: 2021 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 a review of how the goals and targets as established by the Solid Waste Management Plan are being met and developing an improvement plan to better meet those objectives. This report is created internally by staff and verified by an external Solid Waste Engineer as required by MOECCS. The ACRD's 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:

Key Takeaways:

- Total amount of waste landfilled in 2021 was 6,632 tonnes, a 7.5% increase from 2020.
- Revised population estimates, show an estimated population of 11,445 in 2021, resulting in a waste generation rate of 559 kg/capita, down 0.5% from 2020.
- Total diversion increased from 19% to 22% due to 3 main factors; continued increase in metal volumes being tracked that wasn't collected before, a slight increase in diversion streams (mattresses, compost pilot, commercial cardboard, and ocean plastics) and an increase in the volumes collected through the Recycle BC programs (likely due to increased quantities of cardboard generated through online shopping). Implementing organics diversion will help move the ACRD towards the target of 50% diversion.
- The volume of space consumed in 2021 was 12,130 m³ resulting in an airspace consumption ratio of 547 kg/m³. While in line with the 5-year average of 490 kg/m³, this is still below the target of 600 kg/m³.
- With the estimated 700,114 m³ of remaining airspace, there is approximately 35 years of landfill life remaining, and it will not reach its originally approved capacity until 2055 at current filling rates. This could be extended beyond 2065 with increased diversion and improved airspace utilization.
- Financial contributions for closure and capital upgrades exceeded the DOCP requirements at \$90,000 and \$250,070 respectively. Capital upgrades is up in part due to the design work for the forthcoming organics facility and new waste tipping area.
- 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 11 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.

Upcoming work includes, but is not limited to:

- Organics Composting Facility and Landfill Upgrades.
- Rollout of the 3-stream program for collection of garbage, recyclables, and organics.
- West Coast SW Collection Bylaw update to regulate 3-stream collection.
- Leachate Treatment Upgrades Detailed Design and Facility Construction.
- Landfill Contract Renewal.
- Design Operation and Closure Plan update.

Communications:

The attached reports have been submitted to MOECCS as per our regulations and will be posted on our website once received by the Board of Directors.

Jenny Brunn

Submitted by:

Jenny Brunn, GM of Community Services

Wendy Thomson

Reviewed by:

Wendy Thomson, General Manager of Administrative Services

Daniel Sailland

Approved by:

Daniel Sailland, MBA, Chief Administrative Officer