

Elk Valley Services Committee Agenda

July 10, 2025

2:30 pm

Members: *Director Wilks (Chair), Director Fairbairn (Vice Chair), Director Doehle, Director McDonald and Director Milligan*

Voting Rules: *Unless otherwise indicated on this agenda, all Directors have one vote and a simple majority is required for a motion to pass.*

	Pages
1. Call to Order	
2. Addition of Late Items <i>All Directors, 2/3</i>	
3. Adoption of the Agenda	
4. Adoption of the Minutes	
4.1 November 7, 2024 Meeting	2
4.2 February 12, 2025 Meeting	3
5. Invited Presentations & Delegations	
6. Correspondence	
7. Unfinished Business	
8. New Business	
8.1 Elkford Transfer Station - Hours of Operation <i>EV Directors, Weighted</i>	4
9. Bylaws	
10. Late Agenda Items	
11. Reports from Directors	
12. Adjournment	



MINUTES OF THE ELK VALLEY SERVICES COMMITTEE MEETING

November 7, 2024
Regional District Office, Cranbrook, BC

PRESENT:	Committee Chair D. Wilks	District of Sparwood
	Alternate Director J. Caravetta	Electoral Area A
	Director S. Doehle	Electoral Area B
	Board Chair R. Gay	Electoral Area C
	Director N. Milligan	City of Fernie
	Director S. Fairbairn	District of Elkford
ABSENT:	Director T. McDonald	Electoral Area A
STAFF:	S. Tomlin	Chief Administrative Officer
	T. Hlushak	Corporate Officer
	C. Thom	Executive Assistant (Recording Secretary)

Call to Order

Committee Chair David Wilks called the meeting to order at 2:46pm.

Adoption of the Agenda

MOVED by Director Milligan

SECONDED by Alternate Director Caravetta

THAT the agenda for the Elk Valley Services Committee meeting be adopted.

CARRIED

Adoption of the Minutes

September 5, 2024 Meeting

MOVED by Director Milligan

SECONDED by Director Doehle

THAT the Minutes of the Elk Valley Services Committee meeting held on September 5, 2024 be adopted as circulated.

CARRIED

Unfinished Business

Elk Valley Economic Development Service Establishment Consideration

52001

MOVED by Alternate Director Caravetta

SECONDED by Director Milligan

THAT consideration of a service establishment for an Elk Valley Economic Development Service be postponed to 2025.

CARRIED

Adjournment

The meeting adjourned at 3:15pm.

Committee Chair David Wilks

Tina Hlushak, Corporate Officer



MINUTES OF THE ELK VALLEY SERVICES COMMITTEE BUDGET MEETING

February 12, 2025
Regional District Office, Cranbrook, BC

PRESENT:	Committee Chair D. Wilks	District of Sparwood
	Director T. McDonald	Electoral Area A
	Director S. Doehle	Electoral Area B
	Board Chair R. Gay	Electoral Area C
	Director N. Milligan	City of Fernie (Via Zoom)
ABSENT:	Director S. Fairbairn	District of Elkford
STAFF:	S. Tomlin	Chief Administrative Officer
	T. Hlushak	Corporate Officer
	C. Thom	Executive Assistant (Recording Secretary)

Call to Order

Committee Chair David Wilks called the meeting to order at 1:31pm.

Adoption of the Agenda

MOVED by Director Milligan

SECONDED by Director McDonald

THAT the agenda for the Elk Valley Services Committee Budget meeting be adopted.

CARRIED

New Business

Draft 2025 - 2029 Financial Plan

The Committee reviewed the draft 2025 - 2029 Five-year Financial Plan.

Elk Valley Solid Waste Service Building Reserve

52128

MOVED by Director McDonald

SECONDED by Director Milligan

THAT a building reserve be established for the Elk Valley Solid Waste Service with an initial deposit of \$77,375 earned in 2024 for the debt reserve reimbursement and debenture surplus payment received from the Municipal Finance Authority.

CARRIED

Adjournment

The meeting adjourned at 1:45pm.

Committee Chair David Wilks

Tina Hlushak, Corporate Officer

Request for Decision

File No: OTaj 607 001 and YCj 051 000

Date June 17, 2025
Author Rachel Head, Environmental Services Assistant
Subject Request for Expanded Hours of Operation at Elkford Transfer Station

REQUEST

Consider amending the hours of operation at the Elkford Transfer Station as requested by the District of Elkford.

OPTIONS

1. THAT the hours of the Elkford Transfer Station be amended to 9:00 am to 5:00 pm Monday to Sunday effective June 1, 2026, upon renewal of the Elkford Transfer Station Operations Contract.
2. THAT the hours of the Elkford Transfer Station be amended to 9:00 am to 5:00 pm Monday to Sunday effective April 1, 2026, following approval of an amended Elkford Transfer Station Operations Contract.
3. THAT the hours of the Elkford Transfer Station be amended to 9:00 am to 5:00 pm Monday to Sunday starting in September, 2025, following approval of an amended Elkford Transfer Station Operations Contract.

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

Previous Board Action

In 2021, the hours of operation at the Elkford Transfer Station were expanded from:

- Tuesday to Friday 9:30 am to 3:30 pm
- Saturday 10:00 am to 5:00 pm

To:

- 9:00 am to 5:00 pm Monday to Saturday
- Closed Sunday and BC Family Day, Thanksgiving Day, Remembrance Day, Christmas Day and New Year's Day

The 2021 expansion of hours also came from a request from the District of Elkford. Expanding the hours to include Sundays would add 8 additional hours of access to the transfer station which equates to 416 additional hours of operation in a year.

The initial expansion of hours at the Elkford Transfer Station from 2020 saw increased use of the site. The chart below shows total number of site visits per month from 2020 to 2024. Visits to the site tend to increase from April to October annually.

Year	Total Site Visits
2020	7,836
2021	14,360
2022	19,826
2023	13,061
2024	16,692

Operational Impact

The operations contract for the Elkford Transfer Station is set to expire at the end of May in 2026. The site currently operates as a single operator site.

Option 1 – June 2026

Having expanded hours of operation at the Elkford Transfer Station line up with a new contract is the cleanest option for operations. However, this does mean delaying expanded service for residents in the District of Elkford and surrounding Electoral Area A for nearly another year. This option has the lowest financial impact.

Option 2 – April 2026

Having expanded hours of operation at the Elkford Transfer Station start on April 1, 2026, will provide residents expanded hours of operation when increased site usage typically occurs.

This option would require a contract amendment with the Contractor of the Elkford Transfer Station. If option 2 is chosen, negotiations with the Contractor will begin and costing will be presented at the next available Board meeting for approval.

Option 3 – September 2025

To expand the hours of operation for September, 2025, a contract amendment needs to be negotiated with the Contractor of the Elkford Transfer Station.

If option 3 is chosen, negotiations with the Contractor will begin and costing will be presented at the next available Board meeting for approval. Actual implementation date would depend on timing of having the contract amendment approved.

SPECIFIC CONSIDERATIONS

Financial

Estimated costs for each option are presented below and are based on pricing in the current contract. Expanded hours have not been confirmed with the Contractor.

Financial impacts of each option compared to the current contract are presented below.

Staff have indicated that a second site operator is recommended at the Elkford Transfer Station starting in June 2026 to ensure operational continuity. The cost of an additional site operator for June – December 2026 is estimated at \$89,887 and the range for the increase on the average residential property in the service area is \$3.21 to \$6.96.

Option 1 – Expanded Hours Effective June 2026

Year	Estimated New Cost	Current Contract	Variance
2026	\$170,975	\$162,077	\$8,898

The estimated increase in 2026 for the average residential property assessed at \$596,000 is:

City of Fernie	\$0.64
District of Elkford	\$0.67
District of Sparwood	\$0.69
Electoral Area A	\$0.32

Option 2 – Expanded Hours Effective April 2026

Year	Estimated New Cost	Current Contract	Variance
2026	\$175,305	\$162,077	\$13,228

The estimated increase in 2026 for the average residential property assessed at \$596,000 is:

City of Fernie	\$0.95
District of Elkford	\$1.00
District of Sparwood	\$1.03
Electoral Area A	\$0.47

Option 3 – Expanded Hours Effective September 2025

Year	Estimated New Cost	Current Contract	Variance from Budget
2025	\$161,528	\$153,870	\$7,658
2026	\$181,800	\$162,077	\$19,723

The estimated increase in 2026 for the average residential property assessed at \$596,000 is:

City of Fernie	\$1.97
District of Elkford	\$2.07
District of Sparwood	\$2.12
Electoral Area A	\$0.98

Process

If Option 2 or 3 is selected, amended pricing would be negotiated with the Contractor, which would then be brought back to the Board for approval.

Attachment: Letter from the District of Elkford



District of Elkford
P.O. Box 340 Elkford, B.C. V0B 1H0
P. 250.865.4000 • F. 250.865.4001 • info@elkford.ca • www.elkford.ca

May 20, 2025

RDEK Environmental Services

by email: kpaterson@rdek.bc.ca

Dear Mr. Paterson:

Re: Request for the Elkford Transfer Station to be open Sunday (7 days per week)

Further to our conversation earlier this year this is a formal request to have the Elkford Transfer Station open on Sunday bringing the site to be a 7 day per week operation. This request was set by resolution of Council on March 10th, 2025.

Elkford has been facing issues with wildlife accessing garbage and been facing pressure from the Conservation Officer Service to come up with solutions. Leading up to this steps have been taken by the District including a new Solid Waste Bylaw being passed to give more opportunities for safe disposal and also stricter enforceability. In addition to the benefit of the Transfer Station days being extended allowing residents more opportunity to safely dispose of wildlife attractants, this will hopefully result in less illegal dumping surrounding the community as well.

Sincerely,



Jesse Huisman
Director of Engineering and Public Works

W:\5200 - 5799 Engineering and Public Works\5360 Solid Waste Disposal\01 General\2024 Garbage Order\RDEK Letter to Request Sunday Operation of Transfer Station .docx