

## **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

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### **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.