



Alberni-Clayoquot Regional District

WEST COAST COMMITTEE MEETING

WEDNESDAY, OCTOBER 7, 2015, 1:00 PM

Long Beach Golf Club, 1850 Pacific Rim Highway, Tofino, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u> (motion to approve, including late items requires 2/3 majority vote)	
3. <u>ADOPTION OF MINUTES</u>	
a. West Coast Committee Meeting held May 14, 2015	3-5
<i>THAT the minutes of the West Coast Committee meeting held on May 14, 2015 be adopted.</i>	
4. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION	6-12
Re: Tofino Air House Rental and Terminal Caretaker Agreement at Long Beach Airport	
<i>THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors enter into an agreement to rent the Long Beach Airport house to Tofino Air and have Tofino Air perform the janitorial services for the terminal building for a 3 year term commencing November 1, 2015 with a monthly rent of \$750 less a \$600 credit for janitorial services plus GST.</i>	
b. REQUEST FOR DECISION	13-14
Re: DND Lease Renewal – Receiver Facility – Long Beach	
<i>THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors renew the Department of National Defence Receiver Facility lease at the Long Beach Airport for a 15 year term commencing June 1, 2015 with an annual rent of \$4,840.00 per year plus applicable taxes with increases based on the prior year's BC CPI increases.</i>	

5. **REPORTS**

- a. **BC Air Access Program (BCAAP) Funding Requirements – Update for Information – A. McGifford** **15**
- b. **Airport Leases Update – J. Hill** **16**
- c. **Ministry of Justice** **17-18**
First-Ever Provincially Led Earthquake Exercise Set for 2016
(Referred from the September 16, 2015 Special Board of Directors Meeting with the following Motion: *THAT the 2016 Coastal Response Exercise be referred to the West Coast Committee for consideration of West Coast communities' involvement in the exercise.*)
- d. **Long Beach Airport Update – M. Fortune (verbal)**
- e. **West Coast Landfill Update – A. McGifford (verbal)**
- f. **Long Beach Airport Water Update – R. Dyson (verbal)**

THAT the West Coast Committee receive reports a-f.

6. **UNFINISHED BUSINESS**

7. **LATE BUSINESS**

8. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING

HELD ON THURSDAY, MAY 14, 2015, 10:00 AM

Ucluelet Community Centre, 500 Matterson Drive, Ucluelet, BC

MEMBERS

Tony Bennett, Chair, Director, Electoral Area "C" (Long Beach)

PRESENT:

Josie Osborne, Mayor, District of Tofino

Dianne St. Jacques, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

STAFF PRESENT: Russell Dyson, Chief Administrative Officer

1. CALL TO ORDER

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

The Chair recognized the meeting is being held in the Yuułu?if?ath Government Traditional Territory.

2. APPROVAL OF AGENDA

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT the agenda be approved as circulated.

CARRIED

3. CORRESPONDENCE FOR ACTION

4. CORRESPONDENCE FOR INFORMATION

- a. Ocean Networks Canada
Tsunami Detection: WERA Radar Proposal

MOVED: Director St. Jacques

SECONDED: Director Osborne

THAT the correspondence for information be received.

CARRIED

5. DISCUSSION

- a. Long Beach Airport Production Well

David Dennis, Tla-o-qui-aht First Nation, Dale Redford, Jackie Godfrey, Parks Canada, Al McGill, McGill Engineering were in attendance.

The CAO provided an overview of the Regional Districts exploration for a water source at the Long Beach Airport. A production well has been drilled and tested with cost estimates provided to develop the well and connect it to the water system serving the Airport and the Tla-o-qui-aht communities. The purpose of today's meeting was to discuss the potential for Tla-o-qui-aht First Nation and Parks Canada participation in the costs and access to the supply for short to long terms need.

Both Parks Canada and Tla-o-qui-aht First Nation indicated they were pursuing a supply from Lost Shoe Creek and had no need for water from Long Beach Airport beyond the completion of the project. It is anticipated that construction will start in the next six months. If the Regional District would like to participate in the Lost Shoe Creek it may be possible but it is "the eleventh hour".

The CAO indicated that water supply is at a critical stage right now. The Long Beach supply barely met last year's demands and the Alberni-Clayoquot Regional District is aware that the Tla-o-qui-aht First Nation will be bringing on additional demands this year.

The Chairperson requested that the Tla-o-qui-aht First Nation and Parks Canada confirm whether the Alberni-Clayoquot Regional District may participate a partner or consumer in Lost Shoe Creek water with a timeline for decision. It was requested that this be prepared in writing. Mr. McGill was asked to share any technical information regarding the Long Beach Airport demands and infrastructure with Parks Canada.

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT the brief prepared by Al McGill, McGill Engineering be received.

CARRIED

6. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding West Coast Committee Draft New Terms of Reference.

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the Terms of Reference for the West Coast Committee as amended.

CARRIED

7. REPORTS

a. Long Beach Airport Update (verbal) – R. Dyson

MOVED: Director St. Jacques

SECONDED: Director Osborne

THAT the West Coast Committee receive Long Beach Airport verbal Update.

CARRIED

b. West Coast Landfill Update (verbal) – R. Dyson

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT the West Coast Committee receive verbal West Coast Landfill verbal report.

CARRIED

8. UNFINISHED BUSINESS

9. LATE BUSINESS

10. ADJOURN

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT this meeting be adjourned 12:20 pm.

CARRIED

Certified Correct:

Tony Bennett,
Chairperson

Russell Dyson,
Chief Administrative Officer



REQUEST FOR DECISION

To: West Coast Committee

From: Andrew McGifford, Acting Manager of Finance/ Manager of Environmental Services

Meeting Date: October 7, 2015

Subject: Tofino Air house rental and terminal caretaker agreement at Long Beach Airport

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors enter into an agreement to rent the Long Beach Airport house to Tofino Air and have Tofino Air perform the janitorial services for the terminal building for a 3 year term commencing November 1, 2015 with a monthly rent of \$750 less a \$600 credit for janitorial services plus GST.

Summary:

The ACRD has been renting the Long Beach Airport house to an employee of Tofino Air since June of 2011 and in September of 2012 the Long Beach Airport terminal building duties were added as a credit against rent. The ACRD received a net payment of \$150 per month for the rental of the house and will continue to do so with this agreement.

By securing a renter and terminal janitor on site who has airport knowledge and is present every day provides the ACRD with support for airport staff in ways that are not quantifiable and will provide some level of security over the site during the off hours.

Time Requirements – Staff & Elected Officials:

Minimal staff time to prepare agreement.

Financial:

The house has seen some interior renovations over the past few years and the focus will turn to the outside of the house. A new roof and some foundation protection and structure improvements are required in the upcoming year. Also the house should have a hazard assessment performed before any other works are conducted on site. In total \$20,000 would be needed to meet the required repairs to ensure the life of this asset is extended. The annual rent brings in \$9,000 and pay back from these renovations would occur in the third year.

Submitted by: _____

Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services

Approved by: _____

Russell Dyson, Chief Administrative Officer



Regional District of Alberni-Clayoquot

LONG BEACH AIRPORT HOUSE RENTAL
AND TERMINAL BUILDING CARETAKER AGREEMENT

This Agreement made in duplicate this _____ day of _____, 2015.

BETWEEN:

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
3008 Fifth Avenue
Port Alberni, B.C.
V9Y 2E3

(hereinafter called the "Regional District")

OF THE FIRST PART:

AND:

TOFINO AIRLINES
190 Airport Road
Tofino, BC
V0R 2Z0

(hereinafter called the "Tenant")

OF THE SECOND PART:

AND WHEREAS the Regional District of Alberni-Clayoquot is the registered owner of a certain parcel or tract of land, situated, lying and being in the Clayoquot Land District in the Province of British Columbia and more particularly known and described as 160 Airport Road, Tofino, BC upon which is situated a dwelling; as shown on the attached Schedule A.

AND WHEREAS the Tenant has applied to occupy the said dwelling in exchange for providing caretaker services to the Long Beach Airport terminal building; as described on the attached Schedule B.

NOW THEREFORE THE REGIONAL DISTRICT HEREBY GRANTS the said Tenant the full right, liberty and authority to occupy the dwelling situated upon the said property, upon payment as outlined on the attached Schedule C.

TENANT AGREEMENT

1. IN CONSIDERATION of the grant aforesaid, the Tenant covenants and agrees to:
 - a) Pay monthly rent of \$750.00.
 - b) Pay for the cost of hydro, water, cable, internet, including any hookup costs.
 - c) Repair at the cost and expense of the Tenant all portions of the dwelling which may at any time be damaged by the Tenant, reasonable wear and tear excepted.
 - d) Maintain the dwelling and surrounding area in good repair to the standards set by the Regional District.
 - e) Provide caretaking service to the Long Beach Airport terminal building to the standards of the Regional District, as outlined on the attached Schedule B.
 - f) Hold the Regional District harmless from all liability incidental to or arising from the occupation of the aforesaid dwelling, surrounding area, machinery, equipment, roads or rights of way, by himself, his wife, his children or persons permitted thereon or thereabouts and in that behalf doth hereby release and forever discharge the Regional District from all claims, demands, cause or causes of action incidental thereto or relating thereto.
 - g) Not keep any pets on the premises or park property without written approval of the Regional District.
 - h) Not store recreational vehicles, boats or trailers on the property without prior written approval of the Regional District.
 - i) Not construct nor alter any buildings or structures on the premises unless prior authorization from the Regional District.
 - j) Not assign nor sublet the dwelling to anyone other than a Tofino Airlines employee.
2. It is agreed between the parties that the Tenant will be credited \$600.00 per month for caretaker services performed on the Long Beach Airport Terminal building.
3. It is agreed between the parties hereto that for income tax purposes, the Regional District may set a rate which it estimates to be the actual value of rental for the premise and that this amount may be reviewed annually by the Regional District and revised as it deems fit. The Regional District will issue a statement to the Tenant at each year end, for income tax purposes, setting out the amount of rental for that year.
4. The tenant is required to carry Tenant insurance, which includes Basic Liability coverage and Contents coverage. A copy of the insurance policy must be provided to Regional District.

TERM

The term of this agreement will commence on September 1, 2015 and end August 31, 2018.

Either party hereto may terminate this Agreement at any time during the term hereof or any renewal of such term upon giving to the other one month notice in writing of its intention to so terminate, and upon the expiration of such one month this Agreement shall be of no further force or effect.

Signed on behalf of the **Regional District of Alberni-Clayoquot** by its duly authorized representatives:

Chief Administrative Officer

Date

Chair

Date

Signed on behalf of the **Tofino Airlines Ltd.** by its duly authorized representatives:

Tenant – Tofino Air

Date

Witness

Date

Insert Schedule A (Map)

Schedule B

Long Beach Airport Terminal Building – Caretaker Services

Duties and Responsibilities

1. Open terminal building at dawn and close at dusk 7 days a week.
2. Keep washrooms clean and tidy at all times:
 - a. Inspect and clean washrooms twice daily (including floors).
 - b. Replenish washroom supplies.
3. Keep terminal waiting area clean and tidy at all times:
 - a. Sweep and wash terminal floors daily.
 - b. Vacuum terminal floor mats daily.
 - c. Dust and clean terminal chairs, tables and counters daily.
4. Keep windows clean.
5. Pick up litter from the parking lot and terminal grounds.
6. Replace light bulbs as required.
7. Advise the Regional District when supplies need replenishing (allow at least 3 business days for ordering and shipping).
8. Advise the Regional District when repairs are needed to the terminal building.

All duties will be completed to the standards set by the Regional District. If at any time, the Regional District finds the Caretaker services unsatisfactory, the Regional District will provide written and verbal communication to Tofino Airlines. If the services continue to be unsatisfactory the Regional District may terminate this contract.

Schedule C

Rent and Utilities

Monthly rent of dwelling will be in the amount of \$750.00, payable on the 1st day of September, 2015 and on the 1st day of each and every month thereafter unless this Agreement is terminated.

\$600.00 will be deducted from the monthly rent in lieu of providing caretaker services at the Long Beach Airport terminal building.

Hydro, phone, cable and internet accounts must be in Tenant's name and will be the responsibility of the tenant to pay.

The tenant will be responsible for paying for water consumption.



REQUEST FOR DECISION

To: West Coast Committee

From: Janice Hill, Environmental Services Coordinator

Meeting Date: October 7, 2015

Subject: DND Lease Renewal – Receiver Facility – Long Beach Airport

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors renew the Department of National Defence Receiver Facility lease at the Long Beach Airport for a 15 year term commencing June 1, 2015 with an annual rent of \$4,840.00 per year plus applicable taxes with increases based on the prior year's BC CPI increases.

Summary:

The Department of National Defence (DND) has been leasing a portion of the Long Beach Airport lands since June of 2000 for operating and maintaining a High Frequency Radio Receiver which consists of a trailer mounted electronic equipment shelter, a 30 meter self support tower and four 5 meter receiver antennas.

Time Requirements – Staff & Elected Officials:

Minimal staff time to prepare lease agreement.

Financial:

The Department of National Defence will pay \$4,840.00 per year (prior year was \$3,518.00) plus applicable taxes with increases based on the prior year's BC CPI increases. The lease agreement will also include a clause that if a future market appraisal is completed on the Long Beach Airport lands, any increase in rent will be included during the term of the agreement.

Submitted by: _____

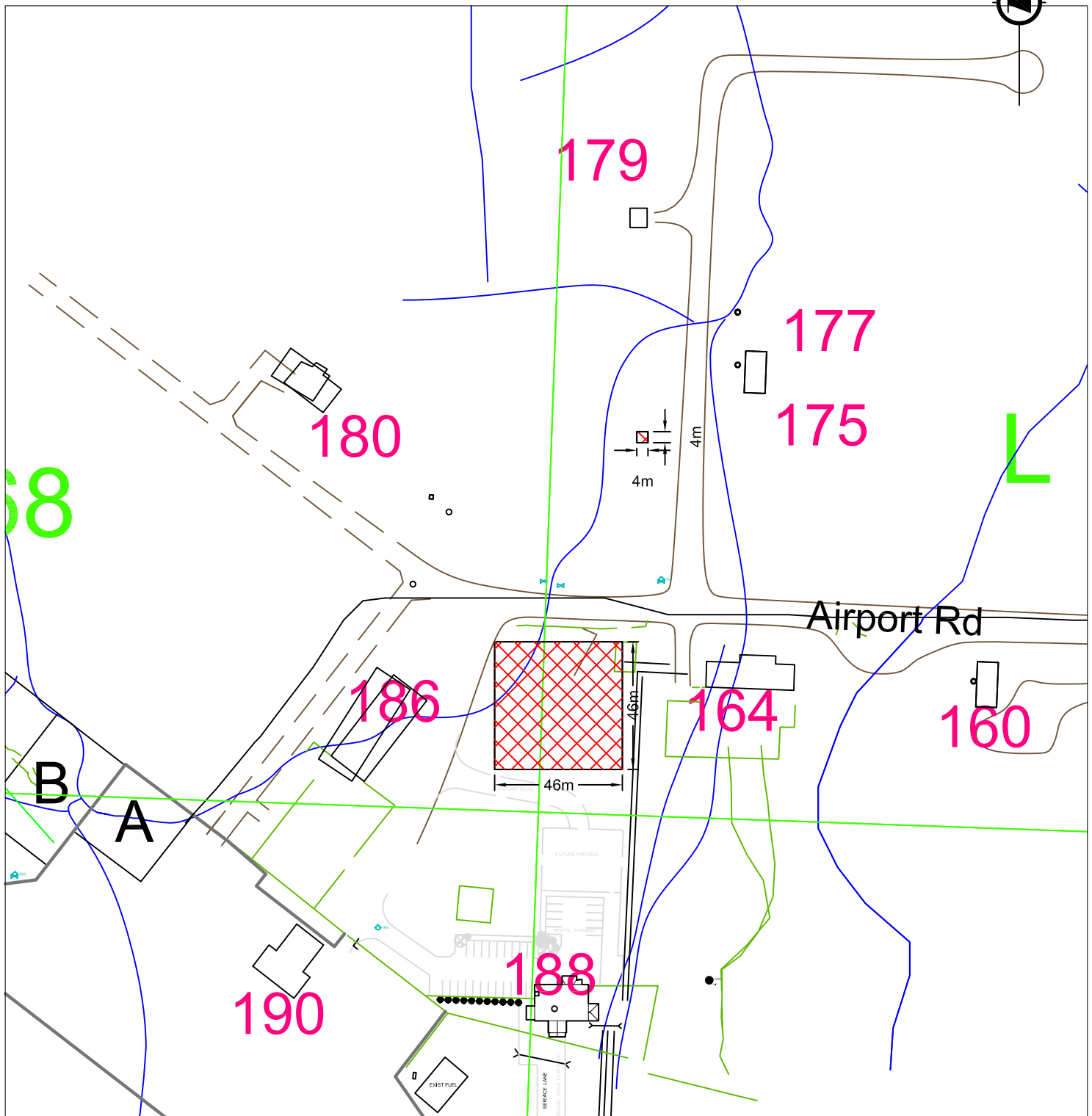
Janice Hill, Environmental Services Coordinator

Approved by: _____

Russell Dyson, Chief Administrative Officer

Schedule 'A'

This schedule is attached to and forms part of Long Beach Airport Lease No.



Lease Areas Total Area 2132m²



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

1:2000





Memorandum

To: West Coast Committee

From: Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services

Meeting Date: October 7, 2015

Subject: BC Air Access Program (BCAAP) funding requirements – update for information

It is anticipated that the Long Beach Airport runway lighting project will begin this fall, the project was within the 2016 capital expenditures therefore an amendment to the 2015-19 Financial Plan will need to be made in November of this year.

The runway lighting project will put a significant cash demand on the Long Beach Airport's capital reserve. The 1.27 million for the project will be expended before we receive the grant funding and the need to borrow in the short term must be done through the Municipal Finance Authority short term borrowing program. The current rate for the short term borrowing is 1.28% and it is anticipated that we would be borrowing \$850,000.

At our next Board of Director's meeting staff will bring the Revenue Anticipation Borrowing Bylaw forward for consideration in order to fund the runway lighting project.

Submitted by: _____
Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services

Approved by: _____
Russell Dyson, Chief Administrative Officer

Long Beach Airport Leases

Name	Start Date	Expiry Date	Description
Atleo Air	1-Aug-15	30-Jul-18	Aircraft storage
BC Parks	1-May-14	30-Apr-17	Office Building Lease
Devon Transport (Budget) Kiosk #6	1-May-13	30-Apr-16	Rental for Kiosk #6 and 5 Dedicated parking spots in Terminal Building
KD Air	1-May-14	30-Apr-17	Rental for Kiosk #8 in Terminal Building (includes baggage area)
LB Recreation Cooperative	1-May-10	30-Apr-35	Lease - MOT and Long Beach Recreation Cooperative
Long Beach Enterprises - Fuel Facility Lease	1-Apr-15	31-Mar-18	Revised lease agreement
Long Beach Flying Club	1-Apr-99	31-Mar-01	Lease - MOT and Long Beach Flying Club - Lease is still active
National Defence - 19 Wing Comox	1-Jun-00	31-May-15	Lease - ACRD and M of National Defence for high frequency receiver
Ocean Networks Canada	1-Jul-15	30-Jun-18	For high frequency radar system to tsunami detection
Orca Airways Ltd.	1-May-13	30-Apr-16	Kiosk #9 rental in Terminal Building
Parks Canada	31-Jul-15	30-Aug-18	Maintenance Garage, Supply Building and Concrete Pad
Telus	1-Dec-14	30-Nov-17	Lease - MOT and Telus - Lease is still active
Terrance K. Salman	1-Aug-15	30-Jul-18	Aircraft storage and purposes incidental thereto.
Dept. Of Indian & Northern Affairs (DINA)	12-Jul-83	11-Jul-18	3.01 ha., of land being comprised in Tofino Airport operate and maintain an effluent forcemain and interceptor ditch for installing, operating and maintaining the wastewater system to Esowista Indian Reserve No. 3 for the Tla-o-qui-aht First Nation
All Sports Land - Building Lease	1-Sep-12	30-Aug-15	Tofino Air
All Sports Land - Water Strip Lease	1-May-96	30-Jun-16	Tofino Air
Weather Station Lease - Boulton Spice	1-Aug-13	31-Jul-15	Building space lease for spice company

Long Beach Flying Club lease needs to be addressed as their lease has not had any rental increase.

All Sport Land (Tofino Airlines) building lease is in progress.

Boulton Spice building lease is being reviewed as they have requested a renewal.

National Defence lease renewal is in progress.

NEWS RELEASE

For Immediate Release
2015JAG0173-001130
July 20, 2015

Ministry of Justice

First-ever provincially led earthquake exercise set for 2016

VICTORIA – A \$1-million investment will support British Columbia’s first-ever provincially led, full-scale earthquake response exercise that will test elements of the new B.C. Earthquake Immediate Response Plan (IRP).

Emergency Management B.C. (EMBC) is in the process of developing Exercise Coastal Response, a full-scale major earthquake and tsunami response exercise which will take place in the Port Alberni region from June 7-10, 2016.

This exercise will also involve the real-time deployment of the Provincial Coordination Team (PCT), a cross-government group that can be activated to bring support to a local authority in an emergency, and the Heavy Urban Search and Rescue (HUSAR) team from Vancouver.

With this investment, B.C. will cover deployment costs for the HUSAR team, as well as the costs of staffing and carrying out the exercise. This will be the first provincial earthquake exercise to test tsunami response and full-scale HUSAR deployment in Port Alberni, and the first full-scale HUSAR training exercise that the Vancouver team has performed with EMBC.

In addition to HUSAR and EMBC, multiple levels of government, various jurisdictions in Canada and the U.S., and a number of provincial ministries, First Nations, Crown corporations, first responders and internal and external agencies will all be invited to participate. With significant partner involvement expected, Coastal Response will enhance provincial emergency readiness and response capabilities for a catastrophic earthquake.

Quotes:

Attorney General and Minister of Justice Suzanne Anton –

“Planning and exercising are vital to a successful emergency management program, both at the provincial level, and in your home. We all have heard about the potential for a catastrophic earthquake to hit our region – most recently in a New Yorker article – so we need to make sure we are prepared. Simply, we are all in it together. By funding the first ever provincially led major earthquake exercise in B.C., we will be further along towards our goal of a safer province for us all.”

City of Vancouver fire chief John McKearney –

“The City of Vancouver Fire Rescue Service has worked with the Province for several years to improve our combined response capabilities to a major earthquake. This major exercise in Port Alberni will greatly assist all stakeholders, including first responders, to understand where our gaps in response and recovery may be.

“Over the next year, the lead up to this exercise will provide the opportunity for emergency partners to work closely together to build out the exercise, which will create tremendous learning and create and strengthen the working relationships that are so important when major emergency events occur.”

Port Alberni fire chief Tim Pley –

“All communities should be prepared to respond to and recover from the types of large-scale emergencies that are likely to occur in their areas. In the Alberni Valley, we know that we are at risk of a catastrophic Cascadia subduction zone earthquake followed immediately by a devastating tsunami. History tells us that. Municipal, regional and First Nations governments in the Alberni Valley have taken a collaborative approach to preparing our community for this eventuality. We need to test our preparedness. We could not undertake a large-scale exercise of our emergency plan without the Province of B.C.’s support and ongoing commitment to public safety.”

Quick Facts:

- The exercise directly addresses recommendations from the 2014 Auditor General’s report on earthquake preparedness in B.C.
- Port Alberni was selected as the location for the exercise due to its seismic history. Specifically, on March 27, 1964, a magnitude 9.2 earthquake struck Alaska, triggering a tsunami that reached Port Alberni just after midnight on March 28, causing flooding and devastation including damage to 300 homes and buildings.
- The Alberni valley emergency plan and emergency operations centre will be activated during the exercise, and this will include a test of the tsunami sirens and first response procedures.
- Once deployed, HUSAR will be involved in tasks related to searches and medical and structural assessments. HUSAR teams can locate trapped people in collapsed structures, move debris, and medically treat and transfer victims.
- This exercise will also test certain aspects of B.C.’s provincial Immediate Response Plan (IRP), which is in the final stages of development.

Learn More:

B.C. Earthquake Immediate Response Plan:

http://www.embc.gov.bc.ca/em/hazard_plans/hazard_plans.html

For details on how British Columbians can prepare for emergencies, including planning resources and guides, visit PreparedBC: <http://www.gov.bc.ca/PreparedBC>

To access the Earthquake and Tsunami Smart Manual: <http://bit.ly/1E0ZFDa>

Media Contact:

Government Communications and Public
Engagement
Ministry of Justice
250 213-3602