



Alberni-Clayoquot Regional District

ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING WEDNESDAY, APRIL 6, 2016, 1:30 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Alberni Valley & Bamfield Services Committee Financial Planning Meeting held February 4, 2016.	2-5
<i>THAT the minutes of the Alberni Valley & Bamfield Services Financial Planning Committee meeting held on February 4, 2016 be adopted.</i>	
4. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION Build Canada Proposal	6-7
<i>THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors apply for funding through the New Building Canada Fund – Small Communities for the Alberni Valley Landfill Solid Waste Diversion Project.</i>	
5. <u>REPORTS</u>	
a. Exercise Coastal Response Update # 2 - March 2016	8-11
b. Update on Emergency Coastal Response and General Emergency Preparation – (Verbal) – D. Holder, Emergency Coordinator	
c. Update on Alberni Valley Regional Airport Expansion - (Verbal) - R. Dyson, Chief Administrative Officer	
<i>THAT the Alberni Valley & Bamfield Services Committee receives reports a-c.</i>	
6. <u>UNFINISHED BUSINESS</u>	
7. <u>NEW BUSINESS</u>	
8. <u>ADJOURN</u>	



Alberni-Clayoquot Regional District

**MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE
2016 - 2020 FINANCIAL PLANNING MEETING
HELD ON THURSDAY, FEBRUARY 4, 2016, 10:00 AM
Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC**

- DIRECTORS** John McNabb, Chair, Electoral Area "E" (Beaver Creek)
- PRESENT:** Mike Kokura, Director, Electoral Area "B" (Beaufort)
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Mike Ruttan, Mayor, City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Josie Osborne, Mayor, District of Tofino
- REGRETS:** John Jack, Councillor, Huu-ay-aht First Nation
- STAFF PRESENT:** Russell Dyson, Chief Administrative Officer
Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services
Mike Irg, Manager, Planning & Development
Wendy Thomson, Manager of Administrative Services
Brad West, McGill Engineering

1. CALL TO ORDER

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

The Chairperson recognized the meeting today is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director Cootes

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Alberni Valley & Bamfield Services Committee Meeting held January 25, 2016**

MOVED: Director McLeman
SECONDED: Director Kokura

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on January 25, 2016 be adopted.

CARRIED

4. FOR INFORMATION

a. **Cost Allocation for Services shared by all Alberni Valley members**

Director Cote entered the meeting at 10:02 am

MOVED: Director Kokura
SECONDED: Director McLeman

THAT this information be received.

CARRIED

5. REQUEST FOR DECISIONS & BYLAWS

a. **REQUEST FOR DECISION**
2016-2020 Financial Plan – Alberni Valley & Bamfield Waste Management

Director Banton entered the meeting at 10:05 am

MOVED: Director Kokura
SECONDED: Director Banton

THAT the Alberni Valley & Bamfield Services Committee approve the Alberni Valley and Bamfield Waste Management budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

b. **REQUEST FOR DECISION**
2016-2020 Financial Plan – Alberni Valley Regional Airport

MOVED: Director Kokura
SECONDED: Director McLeman

THAT the Alberni Valley & Bamfield Services Committee approve the Alberni Valley Regional Airport proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

- c. **REQUEST FOR DECISION**
2016-2020 Financial Plan – Alberni Valley Emergency Planning

MOVED: Director Kokura
SECONDED: Director Ruttan

THAT the Alberni Valley & Bamfield Services Committee approve the Alberni Valley Emergency Planning proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

- d. **REQUEST FOR DECISION**
2016-2020 Financial Plan – Custom Transit

MOVED: Director McLeman
SECONDED: Director Kokura

THAT the Alberni Valley & Bamfield Services Committee approve the Custom Transit proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

- e. **REQUEST FOR DECISION**
2016-2020 Financial Plan – Alberni Valley Regional Water Proposed Service

MOVED: Director Banton
SECONDED: Director Ruttan

THAT the Alberni Valley & Bamfield Services Committee approve the Alberni Valley Regional Water Proposed Service budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

- f. **REQUEST FOR DECISION**
2016-2020 Financial Plan – Sproat Lake Marine Patrol

MOVED: Director Cote
SECONDED: Director Ruttan

THAT the Alberni Valley & Bamfield Services Committee approve the Sproat Lake Marine Patrol budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

6. LATE BUSINESS

7. IN-CAMERA

MOVED: Director Kokura
SECONDED: Director Cote

THAT the meeting be closed to the public to discuss matters relating to:
i. Information that is prohibited from disclosure under Section 21 of the Freedom of Information and Privacy Act.

CARRIED

The meeting was closed to the public at 11:44 am

The meeting was re-opened to the public at 12:06 pm

8. RECOMMENDATIONS FROM IN-CAMERA

9. ADJOURN

MOVED: Director Banton
SECONDED: Director McLeman

THAT the meeting be adjourned at 12:06 pm.

CARRIED

Certified Correct:



John McNabb,
Chairperson



Russell Dyson,
Chief Administrative Officer

REQUEST FOR DECISION

To: Alberni Valley & Bamfield Services Committee

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: April 6, 2016

Subject: Build Canada Application – Alberni Valley Landfill (AVLF) - Solid Waste Diversion Project

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors apply for funding through the New Building Canada Fund - Small Communities for the Alberni Valley Landfill Solid Waste Diversion Project.

Summary:

The Regional District applied for funding through the Building Canada Fund for the Bamfield Water treatment plant in 2015. This application was not successful. The option of using Electoral Area Gas Tax funds for the Bamfield Water treatment plant is now the preferred option to proceed with the project. This leaves the Regional District with the opportunity to apply for another project through the Build Canada grant. The Alberni Valley Landfill has capital projects in the current Financial Plan which meet the criteria to apply to the Build Canada program.

Staff has met with the Landfill engineer to review the options for diversion of materials that will enable the AVLF to reduce the Green House Gas (GHG) emissions and meet the future requirements of the landfill operating permit. The current layout has limited area to expand and the plan is to improve the site with the use of the property to the north of the Landfill that was acquired last year. As the engineer completes the plan staff will provide the Committee and the Board for their review.

Time Requirements – Staff & Elected Officials:

There will be some increase in demands on staff in the next month to complete the application by the deadline of April 26, 2016. Also oversight of the works if successful, portions of the work were committed to in the 2016-2020 Financial Plan for the AVLF capital project and the Solid Waste Management diversion initiatives.

Financial:

2016-2020 Financial Plan includes capital works of this nature. The capital reserve for the AVLF has the capability of undertaking on these addition works.

Policy or Legislation:

The 2016-2020 Financial Plan may need to be amended to access funds in order to provide the one third

funding support for this project. A motion to amend the Financial Plan would be provided if required once the project details are confirmed in advance of the application to the Build Canada grant program.

Any use of the ACRD's property will meet regulatory requirements which will be assessed by the ACRD's consulting engineer.



Submitted by: _____
Andrew McGifford, CPA CGA, Manager of Environmental Services



Approved by: _____
Russell Dyson, Chief Administrative Officer

Exercise Coastal Response

Province of British Columbia

Coastal Response Update#2

March, 2016

On Feb. 17-18, Emergency Management BC (EMBC) hosted the Master of Sequence of Events List Conference (MPC) in Victoria. The MSEL is the script that outlines the activities and injects for the Exercise based on the input from all of the key participants through the Committee leads. Since the MSEL, the Exercise team continues to work closely with the Exercise Committee Chairs leading the exercise functions, which include: Medical, Mass Care, Logistics, Emergency Operations, Operational Communications, and Strategic Communications.

The Exercise contractor, Calian, continues to support the Exercise Team in framing the exercise design and developing products such as exercise manuals and guides, the storyboard of events, and the set-up of the simulation suite that will be used to enhance exercise realism.

The various exercises linked to Exercise Coastal Response are also progressing well. These include:

Exercise Pacific Quake, the Canadian federal government earthquake exercise, has just completed their Mid-Term Planning Conference and MSEL coordination meeting. Federal exercise play will include the local federal coordination departments who have a presence in the lower mainland and Vancouver Island, such as Canadian Coast Guard, Transport Canada, Public Health Agency of Canada, and will extend to the Government Operations Centre in Ottawa.

COASTAL RESPONSE



Exercise Coastal Response 2016 continues to move forward and is on track.

In Update #2, the steering committee provides an update on progress in an effort to keep all key partners informed as we move into the final three months of planning.

*Sincerely –
Russell Dyson
Carol McClintock*

*Co-Chairs
Exercise Coastal Response
2016 Steering Committee*

Exercise Staunch Maple, led by Joint Task Force Pacific (JTFP) have also recently completed their Mid-Term Planning Conference and MSEL Writing Board. JTFP, the lead Canadian military formation in BC, have a range of activities planned, some of which are linked to Exercise Coastal Response activities located along the west coast of Vancouver Island.

Exercise Cascadia Rising, led by Northwest United States FEMA Region 10, will include most municipalities and counties in the Western half of Washington and Oregon, as well as parts of Idaho. Cascadia Rising will link in with Exercise Coastal Response through information sharing at the PECC level and possibly with update calls between the Premier of British Columbia and the Governor of Washington State. The Cascadia Rising team have recently held their Final Planning Meeting and are also well along in their planning for the follow-on related exercises, Ardent Sentry and Vigilant Guard, in which JTFP will participate.

The Exercise Planning Team will continue to attend all the collective meetings with our linked exercise partners to ensure our activities and scenarios are closely synchronized.

Training

EMBC Sponsored an additional six days of training between January and March 2016, in support of local authorities in the Alberni-Clayoquot and Qualicum regions. The training consisted of three EOC Essentials courses, delivered by the JIBC. Two of the course have already been delivered with the last one scheduled on March 22 – 23, 2016. Additional ESS training sessions have been planned for the Alberni-Clayoquot Regional District in February and March.

Next Steps

The next milestones are the Emergency Operations Centre Exercise (EOCX) on April 12, and the Final Planning Conference on April 14. The EOCX is designed to test our communication systems and provide an opportunity to EOC personnel to train and refresh their understanding of procedures. The FPC will be the last opportunity for all participants to gather in one place to confirm that each of their organizations are ready and that all training objectives are on track to be exercised.

Staffing Plans for the Emergency Operations Centres (EOC), Provincial Regional Emergency Operations Centre (PREOC), and Provincial Emergency Coordination Centre (PECC) have been completed.

The next milestone for Exercise Coastal Response planning is the Final Planning Conference scheduled for April 14 in Victoria.

Objective Assessment

The Lead Evaluator for the Exercise is Claude Denver, Lead Response Manager from the State Emergency Operations Center, Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management.

COASTAL RESPONSE



Incremental Milestones

To set us up for success, key incremental milestones on the horizon include:



To date, Exercise Planning continues to be very collaborative as we work in close partnership with the Steering Committee co-led by Emergency Management BC and the Alberni-Clayoquot Regional District Chief Administrative Officer.

The Steering Committee is an integrated team with representatives from the Emergency Management BC, Alberni-Clayoquot Regional District, Nuu-chah-nulth Tribal Council, Tseshaht First Nation, Hupacasath First Nation, City of Port Alberni, Mid-Island Emergency Coordinators and Managers, and Vancouver Fire and Rescue Services.



The next update will occur in April. If there are questions before then, please connect directly with the Exercise Team through Carol McClintock carol.mcclintock@gov.bc.ca.