



Alberni-Clayoquot Regional District

WEST COAST COMMITTEE MEETING
WEDNESDAY, JUNE 15, 2016, 10:30 AM
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet, 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>	1-2
3. <u>ADOPTION OF MINUTES</u>	
a. West Coast Committee Meeting – May 31, 2016	3-7
<i>THAT the minutes of the West Coast Committee Minutes held on May 31, 2016 be received.</i>	
4. <u>DELEGATION</u>	
a. Karen Haugen, Superintendent, Jackie Godfrey, Asset Manager, Pacific Rim National Park Reserve regarding update on the Traverse Trail, Pacific Rim National Park.	
5. <u>REPORTS</u>	
a. Land Use/Zoning Constraints at YAZ – M. Irg (verbal)	
b. Airport Update – M. Fortune (verbal)	
i. Landing Lights	
ii. Runway Strip Upgrade	
iii. GPS Review with Nav Canada	
iv. Emergency Services Aircraft Emergency Response Awareness Training	
c. Branding and Marketing Plan – Next Steps – M. Fortune (verbal)	
d. Long Beach Airport-Current Leases (Memorandum) – A. McGifford	8
<i>THAT the West Coast Committee receive reports a-d.</i>	
6. <u>REQUEST FOR DECISION & BYLAWS</u>	
a. REQUEST FOR DECISION	9-13
Long Beach Airport (CYAZ)-Lease Lot Appraisals	

THAT the West Coast Committee recommend to the Alberni-Clayoquot Regional District Board of Directors engage Pacific Rim Appraisals perform the current market appraisals of the rates for all leased properties at the Long Beach Airport for a cost of \$5,400 plus GST.

b. REQUEST FOR DECISION

Vending Machine Agreement-LBA Terminal Building

14-17

THAT the West Coast Committee recommend the Alberni-Clayoquot Regional District Board of Directors enter into a Vending Machine Agreement with Bob Boucher to supply vending services at the Long Beach Airport Terminal building for a rental fee of fifty (\$50) per month for a two (2) year term.

7. LATE BUSINESS

8. IN CAMERA

Motion to close the meeting to discuss matters relating to:

- i) *Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interests of the Regional District if they were held in public.*

9. RECOMMENDATIONS FROM IN CAMERA

10. ADJOURN

Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON TUESDAY, MAY 31, 2016

Best Western Tin Wis Resort Lodge, Nuu-chin-Ink Boardroom
1119 Pacific Rim Highway, Tofino, BC

MEMBERS

Dianne St. Jacques, Chairperson, Mayor, District of Ucluelet

PRESENT:

Josie Osborne, Mayor, District of Tofino
Tony Bennett, Director, Electoral Areal "C" (Long Beach)
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government
Kirsten Johnsen, Councillor, Toquaht Nation (non-voting member)
Morag Hutchenson, Pacific Rim National Park (non-voting member)

OTHERS

Elmer Frank, Chief Councillor, Tla-o-qui-aht First Nation

PRESENT:

Jenn Schofield, Chief Financial Officer, Tla-o-qui-aht First Nation
Saya Masso, Manager Natural Resources, Tla-o-qui-aht First Nation
Samantha Hackett, Chair, West Coast Multiplex Society
Susan Payne, Secretary, West Coat Multiplex Society
Geoff Lyons, Consultant, West Coast Multiplex Society
Howie Hambleton, Consultant, West Coast Multiplex Society
Ryan Orr, Board Member, West Coast Multiplex Society

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer
Mike Irg, Manager of Planning & Development
Wendy Thomson, Manager of Administrative Services
Mark Fortune, Airport Superintendent

1. CALL TO ORDER

The Chairperson called the meeting to order at 12:25 pm.

The Chairperson recognized the meeting is being held in the Tla-o-qui-aht First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the agenda be approved as circulated.

CARRIED

3. INVITED GUESTS

Tla-o-qui-aht First Nation & West Coast Multiplex Society
Introductions were conducted around the table.

4. ADOPTION OF MINUTES

a. West Coast Committee Meeting – Monday, April 18, 2016.

MOVED: Director Bennett

SECONDED: Director McCarthy

*THAT the minutes of the West Coast Committee Meeting held on Monday, April 18, 2016
be adopted.*

CARRIED

5. REPORTS

a. West Coast Multiplex Facility

- Sprung Structures Energy Comparison Study.
- Next Steps – Business Plan, Preliminary Design and Construction Cost Estimate.

The CAO provided an update on the proposed multiplex facility on the West Coast and the site identified at the Long Beach Airport. Following a successful referendum in November 2012, the ACRD Board adopted a bylaw which allows the Regional District to operate and maintain a recreational facility on the West Coast which includes an arena. The CAO advised that the West Coast Multiplex Society (WCMS) is now looking at a different arena facility similar to one constructed in Shawnigan Lake for an approximate cost of \$6 million dollars. A business plan and preliminary design plans are required for the new proposed facility. The Tla-o-qui-aht First Nation (TFN) received \$100,000 funding to assist in developing the business plan and preliminary design plans. The ACRD Directors are seeking certainty on operating costs and the feasibility of the project. Through an MOU between the ACRD and TFN the funds were transferred over to the ACRD to undertake the project. The CAO advised the purpose of today is to get together with the WCMS and TFN to discuss next steps.

S. Hackett, Chair of the WCMS circulated copies of the discussion points for this meeting and draft newsletter which will be going out to the communities on the West Coast in order to keep them informed on the project. Ms. Hackett advised the Society doesn't see the need to enter into another costly and lengthy RFP process for a revised business plan. The WCMS recommends that the company that did the original plan, Recreation Excellence, be retained by the Regional District to develop the revised plan. They believe Recreational Excellence can provide an updated plan in a timely manner at a substantially reduced cost. Recreation Excellence has all the required background information on the project.

Chief Councillor Elmer Frank, Tla-o-qui-aht First Nation advised they support the recommendation of the WCMS to engage Recreation Excellence to update the plan.

Director Osborne advised the District of Tofino is very supportive of creating a recreation facility on the West Coast. They require confidence on the revenue side through a strong business plan. She expressed concerns that the original plan lacks financial information and isn't a proper business plan. Director Osborne would prefer to see the development of a business plan following a competitive Request for Proposals.

The group discussed timelines for the RFP process. The CAO provided an overview of the RFP process which would take approximately two months to secure a consultant. Members of the WCMS expressed concerns with waiting 2 to 3 months. The Society is concerned they are losing out on fundraising opportunities by delaying the project by another two to three months. J. Osborne stressed the need for the best business plan possible for the communities and fundraising purposes.

The CAO proposed a stage approach to the business plan whereby the first phase would consider project feasibility to respond to the Directors needs. The second phase would address design details and capital costs for the WCMS's fundraising needs.

The Committee discussed next steps and timing.

MOVED: Director Bennett
SECONDED: Director McCarthy

THAT the West Coast Committee direct the Chief Administrative Officer to proceed with Phase 1 of the business plan for the proposed multiplex facility on the West Coast which includes the long term viability of the project and receive input on the process from the Tla-o-qui-aht First Nation, West Coast Multiplex Society and West Coast Committee.

CARRIED

MOVED: Director Osborne
SECONDED: Director Bennett

THAT the West Coast Committee instruct the Chief Administrative Officer to proceed with a pre-design plan for the proposed multiplex facility for a maximum cost of \$20,000.00.

CARRIED

- b. Tla-o-qui-aht First Nation**
Float Homes in the Tla-o-qui-aht Haahuulthii.

Chief Councillor Elmer Frank provided background on the issue of illegal float homes which continue to be built and located in their waters without consultation. S. Masso discussed the Nation's concerns with these float homes which continue to be built and or launch locally and then located in the Tla-o-qui-aht Haahuulthii. They are seeking the ACRD's support in restricting any construction of float homes and/or launching of float homes in the region. This includes all marinas in the District of Tofino, Grice Bay boat launch and all other fresh water boat launches in Kennedy Lake. Director Bennett provided background on prior dealings with the Province with regards to illegal float homes at Great Central Lake and in Barclay Sound.

The Manager of Planning and Development advised that that ACRD is unable to regulate float homes and foreshore. This is dealt with by the Ministry of Forests, Lands and Natural Resource Operations. He advised the Regional District staff would be willing to participate with the TFN and any meetings with the Province regarding the float home issues. The Committee offered support to lobby the Province.

c. Long Beach Airport Zoning Update

M. Irg and Input from Tla-o-qui-aht First Nation

The Manager of Planning and Development provided an update on where the Regional District is at with rezoning the Long Beach Airport lands. The rezoning is being conducted in order to open up other revenue opportunities at the Airport. The rezoning process is on hold pending a letter of support from the TFN. Chief Councillor Frank will follow-up with his CEO on the support letter.

MOVED: Director Osborne

SECONDED: Director Bennett

THAT the West Coast Committee receive the verbal reports.

CARRIED

6. REQUEST FOR DECISIONS & BYLAWS

a. REQUEST FOR DECISION

Long Beach Airport Marketing Strategy

MOVED: Director Osborne

SECONDED: Director Bennett

THAT the West Coast Committee recommend to the Alberni-Clayoquot Regional District Board of Directors award the Long Beach Airport Branding and Marketing contract to Primal Communications for a contract price of \$13,200, plus GST.

CARRIED

b. **REQUEST FOR DECISION**
Lease Agreement- Bolton Spice

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the West Coast Committee recommend the Alberni-Clayoquot Regional District Board of Directors renew Boulton Spice's lease agreement for a three (3) year term to operate a spice blending business in exchange for repairs and upgrades to the Weather Station building.

CARRIED

7. **ONGOING BUSINESS**

a. **Regional Emergency Planning, Russell Dyson, Verbal Report.**

The CAO reported he attended a CAO's meeting on the West Coast recently and one of the topics of discussion was coordinating emergency planning on the West Coast. The CAO asked the West Coast Committee if they would be interested in pursuing coordinated emergency services on the West Coast and proposes a meeting in September/October 2016 to discuss regional emergency planning on the West Coast.

MOVED: Director Osborne

SECONDED: Director Bennett

THAT the West Coast Committee instruct staff to investigate what other communities provide regional emergency planning including contractual arrangements and funding the service.

CARRIED

8. **ADJOURN**

MOVED: Director Bennett

SECONDED: Director Osborne

THAT this meeting be adjourned 2:36 pm.

CARRIED

Certified Correct:

Dianne St. Jacques,
Chairperson

Russell Dyson,
Chief Administrative Officer

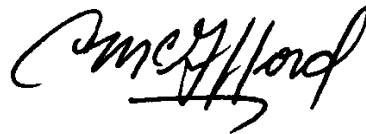
MEMORANDUM

To: West Coast Committee
From: Andrew McGifford, CPA, CGA, Manager of Environmental Services
Meeting Date: June 15, 2016
Subject: Long Beach Airport (CYAZ) – Current Leases

Name	Start Date	Expiry Date	Description	Lease Rate/year
Atleo Air	1-Aug-15	30-Jul-18	Aircraft storage	3,067
BC Parks	1-May-14	30-Apr-17	Office Building Lease	3,000
Devon Transport (Budget) Kiosk #6	1-May-13	30-Apr-16	Rental for Kiosk #6 and 5 Dedicated parking spots in Terminal Building	5,100
KD Air	1-May-14	30-Apr-17	Rental for Kiosk #8 in Terminal Building (includes baggage area)	4,805
LB Recreation Cooperative	1-May-10	30-Apr-35	Lease - MOT and Long Beach Recreation Cooperative	12,000
Long Beach Enterprises - Fuel Facility Lease	1-Apr-15	31-Mar-18	Revised lease agreement	1,223
Long Beach Flying Club	1-Apr-99	31-Mar-01	Lease - MOT and Long Beach Flying Club - Lease is still active	576
National Defence - 19 Wing Comox	1-Jun-00	31-May-15	Lease - ACRD and M of National Defence for high frequency receiver	3,518
Ocean Networks Canada	1-Jul-15	30-Jun-18	For high frequency radar system to tsunami detection	3,570
Orca Airways Ltd.	1-May-13	30-Apr-16	Kiosk #9 rental in Terminal Building	4,800
Parks Canada	31-Jul-15	30-Aug-18	Maintenance Garage, Supply Building and Concrete Pad	30,000
Telus	1-Dec-14	30-Nov-17	Lease - MOT and Telus - Lease is still active	500
Terrance K. Salman	1-Aug-15	30-Jul-18	Aircraft storage and purposes incidental thereto.	4,603
All Sports Land - Building Lease	1-Sep-15	31-Aug-16	Tofino Air	4,000
All Sports Land - Water Strip Lease	1-May-96	30-Jun-16	Tofino Air	3,125
Weather Station Lease - Boulton Spice	1-Aug-15	31-Jul-18	Building space lease for spice company	4,200
				88,087

Summary:

The West Coast Committee requested the details for the current leases at the May 31, 2016 meeting. The above table provides the details for all the current leases that are active at the Long Beach Airport. The total revenue from the above lease amount to \$88,087 per year.



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



Approved by: _____
 Russell Dyson, Chief Administrative Officer

REQUEST FOR DECISION

To: West Coast Committee

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

Meeting Date: June 15, 2016

Subject: Long Beach Airport (CYAZ) – lease lot appraisals

Recommendation:

THAT the West Coast Committee recommend to the Alberni-Clayoquot Regional District Board of Directors engage Pacific Rim Appraisals perform the current market appraisals of the rates for all leased properties at the Long Beach Airport for a cost of \$5,400 plus GST.

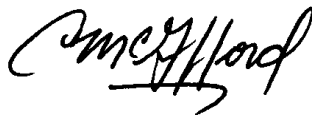
Summary:

The last market appraisals of the lease rates for the CYAZ occurred in June of 2009, at that time the rates were based on other airports throughout the province. The increases from lease rates set in 2009 are increased based on the Consumer Price index – all items - Victoria annually.

The Alberni Valley Regional Airport (AVRA) had Pacific Rim Appraisals perform the current market appraisals for new leased lots in the fall of 2015. The basis of the lease rate appraisals differs from the method performed in 2009 in that the local market and not the provincial airport rates were used to determine the value of the leased properties. Staff recommend using the same method as it would be more reflective of the market rate for the leased properties on the West Coast. The proposal from Pacific Rim Appraisers will provide site specific analysis of each lease lot and this method would be consistent with the appraisals performed at the AVRA in the fall of 2015.

Financial:

As per the Purchasing Policy – exempt expenditures. The 2016-2020 Financial Plan has a budget of \$10,000 for legal and professional services and the market assessment will come from these funds.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer

Andrew McGifford

From: Bill Ethier <bill@pacificrimappraisals.com>
Sent: June-07-16 12:28 PM
To: Andrew McGifford
Subject: RE: Long Beach Airport lease rate review

Andrew, it appears that there are 17 separate leases, 2 kiosks and a rental area that you need lease rate analysis on. Our quote for this would be \$5,100 (\$300 per lease-kiosks/rental is free) and \$300 for travel for a total of \$5,400 plus gst. I go up there every week and can inspect them next monday/tuesday if this quote is acceptable with a turn-around time of 2 weeks.

Bill Ethier BA, AACI, P.APP - email: bill@pacificrimappraisals.com

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1-250-754-3701 (Fax)

Richmond Office:

Pacific Rim Appraisals Ltd.
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Richmond, BC V6X 3M1
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web: www.pacificrimappraisals.com
General email: info@pacificrimappraisals.com

Depreciation Report email: depreciationreports@pacificrimappraisals.com

-----Original Message-----

From: Andrew McGifford <andrew.mcgifford@acrd.bc.ca>
Sent: 6/7/2016 11:18:13 AM

To: Bill Ethier <bill@pacificrimappraisals.com>;
Subject: RE: Long Beach Airport lease rate review

Hi Bill,

The attached contains the leases currently active at the Long Beach Airport.

Also the current lease rates for service and unserviced lots, Kiosks are not included in this yet we need to set the market value for these also currently \$400 and \$350 per month – these are two different sized kiosks, then one pays \$75 per month for parking (rental car).

Therefore we would have two different rates, plus the kiosk rates.

Thank you,

Andrew McGifford, CPA, CGA

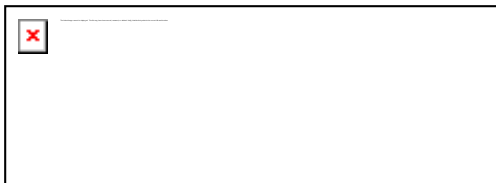
Alberni-Clayoquot Regional District

Manager of Environmental Services

(250) 720-2717 (Phone)

(250) 723-1327 (Fax)

andrew.mcgifford@acrd.bc.ca



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From: Bill Ethier [mailto:bill@pacificrimappraisals.com]

Sent: June-06-16 5:40 PM

To: Andrew McGifford <andrew.mcgifford@acrd.bc.ca>

Subject: Long Beach Airport lease rate review

How many lease rates are there? I have done two reports for you. One was for a large Coulson lease and then I did the 6 lots. I have never been to the Tofino airport. How many leases are there? I will submit my quote when I have this info.

Bill Ethier BA, AACI, P.APP - email: bill@pacificrimappraisals.com

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web: www.pacificrimappraisals.com

General email: info@pacificrimappraisals.com

Depreciation Report email:depreciationreports@pacificrimappraisals.com

-----Original Message-----

From: Andrew McGifford <andrew.mcgifford@acrd.bc.ca>

Sent: 6/3/2016 6:23:29 PM

To: "bill@pacificrimappraisals.com" <bill@pacificrimappraisals.com>;

CC: Janice Hill <janice.hill@acrd.bc.ca>;

Subject: Long Beach Airport lease rate review

Hi Bill,

I have been provided your contact information to start the process of updating our lease rates for the Long Beach Airport (LBA) on the West Coast.

You had provided the Alberni Valley Regional Airport an updated lease rate evaluation in late 2015 and we were hoping that you could do the same for the LBA.

Could you please advise if you can perform this service, cost estimate and time frame in which this could occur?

Thank you and have a great weekend,

Andrew McGifford, CPA, CGA

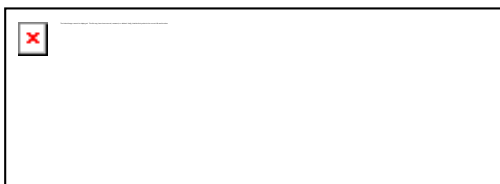
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andrew.mcgifford@acrd.bc.ca



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REQUEST FOR DECISION

To: West Coast Committee

From: Janice Hill, Environmental Services Coordinator

Meeting Date: June 15, 2016

Subject: Vending Machine Agreement – LBA Terminal Building

Recommendation:

THAT the West Coast Committee recommend the Alberni-Clayoquot Regional District Board of Directors enter into a Vending Machine Agreement with Bob Boucher to supply vending services at the Long Beach Airport Terminal building for a rental fee of fifty (\$50) per month for a two (2) year term.

Desired Outcome:

To provide snacks and beverages to the visitors at the Long Beach Airport.

Summary:

Bob Boucher submitted a request to the LBA Advisory Committee to provide vending machines at the LBA Terminal Building. The LBA Advisory agreed that this would be a positive addition to the terminal. Staff have drafted an agreement (which is attached). Once finalized we hope to have the machines up and running by July 1st, 2016.

Time Requirements – Staff & Elected Officials:

Minimal staff time to finalize agreement.

Financial:

The ACRD would receive \$50 per month for a two (2) year term.

Submitted by: 

 Janice Hill, Environmental Services Coordinator

Approved by: 

 Russell Dyson, Chief Administrative Officer



AN AGREEMENT GOVERNING VENDING MACHINE OPERATIONS
at
The Long Beach Airport Terminal Building

THIS AGREEMENT dated for reference the ____ day of _____, 2016

BETWEEN

Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC
V9Y 2E3
(the "Regional District")

OF THE FIRST PART

AND

Bob Boucher
PO Box 492
Ucluelet, BC
V0R 3A0
(the "Contractor")

OF THE SECOND PART

The following specifications cover the vending machine agreement between the Regional District and the Contractor.

1. The Contractor agrees to the following:
 - a. Supply vending equipment that is new or near new, suitable to the vending needs of the Regional District. The vending equipment must not clash with the décor of the interior of the terminal building.
 - b. Provide service to those machines on a daily or on an "as needed" basis structured to minimize stock outs.
 - c. Fill the equipment with the products that are "name brand" products, recognizable by the public, and provide a portion of the offered products as a healthy alternative. Do not use homemade products.
 - d. Ensure the vending machine products are fresh (not outdated).
 - e. Pay monthly rent of \$50.00 to the Regional District.

2. The Regional District agrees to the following:
 - a. Provide the Contractor with a two-year contract commencing **July 1, 2016**.
 - b. Provide the Contractor with the required power requirements necessary for the successful operation of the proposed vending equipment at no cost to the Contractor.
 - c. Provide the Contractor with reasonable access to the presented vending equipment.
3. This agreement is not assignable by the Contractor either in whole or in part.
4. The parties hereto agree that the Contractor, and any agents and employees of the Contractor, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the Regional District.
5. The Regional District may, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances:
 - a. The Contractor has failed or is failing to furnish or to maintain a detailed work schedule and plan of operation as required;
 - b. The Contractor has failed or is failing to supply enough products or suitable equipment ;
or
 - c. The Contractor has become in any way unable to carry on the service or any part thereof.
6. The Contractor agrees to Indemnify and save harmless the Regional District, its elected officials, appointed officers, employees, agents and contractors from and against all claims, costs, losses, damages, actions, causes of action and expenses arising from an error, omission or negligent or willful act of the Contractor in the performance of the Services by the Contractor or its agents, employees, or sub-contractors, or from a breach of this Agreement by the Contractor;
7. The Regional District or Contractor may terminate this contract with a thirty (30) day written notice. Termination is subject to the following conditions:
 - a. By default, of the Contractor. The Regional District may terminate a contract whenever the Contractor shall default in performance of the contract in accordance with its terms.
 - b. For the convenience of the Regional District. The Regional District may terminate a contract whenever it is in the best interests of the Regional District to do so.
 - c. Termination by the Contractor. The Contractor may terminate the Contract for any reason. In doing so, he assumes responsibility for all financial commitments made under the contract.
8. The Contractor shall furnish, install, maintain, service, repair and/or replace and stock the automatic coin operated vending machines. The machines shall remain the property of the Contractor and the Contractor must remove all machines up on contract expiration, termination or cancellation.
9. The Contractor shall assume all risk of loss, damage or injury to his property, or to the persons or property of his servants, agents or employees.
10. The Regional District must approve the machines before they are installed into the terminal building.

11. The machines to be provided must be equipped with electronic coin units and shall be able to accept the \$1.00 and \$2.00 Canadian coins. It is preferred to install machines that accept \$5, \$10, \$20 bills and/or credit cards.
12. The Regional District shall not be liable to the Contractor for any damage or loss occasioned by the lack of power.
13. The Contractor shall be held liable and responsible for all costs of repairing or making good any damage or marring of the Regional District's property caused by him or his agents in fulfilling the terms of this contract and shall at all times leave work areas clean and tidy.
14. All machines must carry CSA or UL certificates of approval.
15. The Contractor must provide the Regional District with a contact number so that a malfunction or repair can be fixed as soon as possible.
16. The Contractor shall provide the Regional District terminal building staff with a \$25.00 cash float. The cash float will be used by terminal staff to refund customers when the vending machines fail to operate and leave purchaser out of pocket.
17. The Contractor shall, at its own expense, provide to the Regional District a comprehensive general liability insurance policy to the satisfaction of the Regional District in the amount of not less than one (\$1,000,000) million dollars. The insurance shall be maintained during the agreement.

The contractor agrees to perform all the services set forth in this agreement. To the extent of any inconsistency between the provisions contained herein and the exhibits, the provisions herein shall control. This contract shall become binding upon execution and a duly executed copy of the Agreement shall be provided to the Regional District.

The parties hereto have executed this contract as of the day and year first above written.

Chief Administrative Officer

Date

Chair

Date

Bob Boucher

Date

Witness

Date