



Alberni-Clayoquot Regional District

WEST COAST COMMITTEE MEETING
WEDNESDAY, SEPTEMBER 21, 2016, 10:30 AM
Tofino Council Chambers, 121 3rd Street, Tofino, BC

AGENDA

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- | | 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. West Coast Committee Meeting – June 15, 2016 | 3-6 |
| <i>THAT the minutes of the West Coast Committee held on June 15, 2016 be received.</i> | |
| 4. <u>CORRESPONDENCE FOR ACTION</u> | |
| a. Scott Kenny – West Coast Multiplex Project Consulting | 7-8 |
| Possible Motion:
<i>THAT the West Coast Committee accept the proposal from Scott Kenny to provide consulting services for the West Coast Multiplex project for a total cost of \$15,000.00.</i> | |
| 5. <u>REPORTS</u> | |
| a. Long Beach Airport Update – M. Fortune (verbal) | |
| b. Long Beach Airport Advisory Committee Report – Airport Naming Recommendation | |
| c. Land Use/Zoning Constraints at YAZ – M. Irg (verbal) | |
| <i>THAT the West Coast Committee receive reports a-c.</i> | |
| 6. <u>REQUEST FOR DECISION & BYLAWS</u> | |
| a. REQUEST FOR DECISION | 9-10 |
| Curbside Recycling Program – Purchase of Standardized Recycling Containers | |
| <i>THAT the West Coast Committee recommend to the Alberni-Clayoquot Regional District Board of Directors to include for the West Coast Waste Service the purchase of 1,200 – 77 litre garbage containers up to \$18,000 in 2017.</i> | |

THAT the West Coast Committee recommend to the Alberni-Clayoquot Regional District board of Directors to amend the "Bylaw No. R1021-4, Garbage and Recyclable Materials Collection Amendment, 2014" to include a charge of \$15 for recycling fees in 2017.

b. REQUEST FOR DECISION

11-13

CYAZ Airport Fees

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors amend Bylaw No. R1016-1, Tofino-Ucluelet Airport Fees Amendment, 2014, to remove the discount for early payment from the Airport Passenger User Fees.

c. REQUEST FOR DECISION

14

Land lease request from Rods's Power Marine

THAT the West Coast Committee direct staff to proceed with a Request for Proposals to lease a 2 acre section of land at the Long Beach Airport at the corner of Lysander and Airport Road.

d. REQUEST FOR DECISION

15

Hanger lease request from Derek Tisdelle

THAT the West Coast Committee direct staff to proceed with Steller Management's letter of intent for the development plan for Lots C & D at the Long Beach Airport.

7. LATE BUSINESS

8. IN CAMERA

Motion to close the meeting to discuss matters relating to:

- i. labour relations or other employee relations;*
- ii. the acquisition, disposition or expropriation of land or improvements, if the committee considers that disclosure could reasonably be expected to harm the interests of the Regional District.*

9. RECOMMENDATIONS FROM IN CAMERA

10. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 15, 2016, 10:30 AM

Ucluelet Community Centre, Activity Room 1, 500 Matterson Drive, Ucluelet, BC

- MEMBERS PRESENT:** Dianne St. Jacques, Chairperson, Mayor, District of Ucluelet
Josie Osborne, Mayor, District of Tofino
Tony Bennett, Director, Electoral Area "C" (Long Beach)
Alan McCarthy, Member of Legislature, Yuułu?if?atḥ Government
- REGRETS:** Kirsten Johnsen, Councillor, Toquaht Nation (non-voting member)
- OTHERS PRESENT:** Jackie Godfrey, Asset Manager, Pacific Rim National Park
Karen Haugen, Superintendent, Pacific Rim National Park
- STAFF PRESENT:** Andrew McGifford, CPA, CGA, Manager of Environmental Services
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 10:30 am.

The Chairperson recognized the meeting is being held in the Yuułu?if?atḥ Government Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Bennett

SECONDED: Director McCarthy

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **West Coast Committee Meeting – Tuesday, May 31, 2016.**

MOVED: Director Bennett

SECONDED: Director McCarthy

THAT the minutes of the West Coast Committee Meeting held on Tuesday, May 31, 2016 be received.

CARRIED

4. DELEGATION

- a. Karen Haugen, Superintendent, Jackie Godfrey, Asset Manager, Pacific Rim National Park Reserve regarding update on the Traverse Trail, Pacific Rim National Park.**

J. Godfrey & K. Haugen provided an update on the Traverse Trail Park project and the proposed route. The next stage of the project will be to investigate view point options on the trail and access points. Long term maintenance and safety of the trail were discussed. The ribbon cutting for the Traverse Trail Project is planned for the spring of 2018.

5. REPORTS

- a. Long Beach Airport-Current Leases – A. McGifford**

A. McGifford spoke to the report regarding current leases at the Long Beach Airport.

- b. Land Use/Zoning Constraints at YAZ – M. Irg**

M. Irg provided background information on the Long Beach Airport and circulated a land use map of the Airport. He spoke to the various use requests the Regional District has received for leasable areas at the Airport, including several non-airport related uses. The Committee reviewed the map provided and discussed rezoning and airport uses. There was discussion regarding the need to generate revenue at the Airport to assist in subsidizing the Airport.

- c. Airport Update – M. Fortune**

- i. Landing Lights**

M. Fortune reported the Airport lighting project is going well. The project is approximately 60 percent complete. They are looking at a completion date of late July or early August 2016.

- ii. Runway Strip Upgrade**

M. Fortune reported the Regional District has received verbal confirmation from Transport Canada that we have met the requirements to increase our primary runway reference code from None Instrument to None precision approach status.

- iii. GPS Review with Nav Canada**

M. Fortune reported that a new GPS approach is being designed by NAV Canada to reflect the new runway None Precision approach status. Commissioning of the new GPS approaches is expected within 18 months.

iv. Emergency Services Aircraft Emergency Response Awareness Training

M. Fortune reported the Regional District is conducting aircraft emergency response awareness training on June 18 & 19 at the Ucluelet Fire Hall for the Tofino/Ucluelet Fire departments servicing the Long Beach Airport. A few seats have also been made available for the Sproat Lake Volunteer Fire Department.

M. Fortune provided an update on other activities at the Long Beach Airport. A request has been received from a sky diving company wanting to operate out of the Airport.

d. Branding and Marketing Plan – Next Steps – M. Fortune

M. Fortune reported that the contract has been awarded and the branding and marketing plan will start on July 3rd.

MOVED: Director Bennett
SECONDED: Director McCarthy

THAT the West Coast Committee receive reports a-d.

CARRIED

Parks Canada representatives left the meeting at 12:01 pm.

6. REQUEST FOR DECISIONS & BYLAWS

a. REQUEST FOR DECISION

Long Beach Airport (CYAZ)-Lease Lot Appraisals

MOVED: Director Bennett
SECONDED: Director Osborne

THAT the West Coast Committee recommend to the Alberni-Clayoquot 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.

CARRIED

b. REQUEST FOR DECISION

Vending Machine Agreement-LBA Terminal Building

MOVED: Director Bennett
SECONDED: Director Osborne

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.

CARRIED

7. LATE BUSINESS

8. IN-CAMERA

MOVED: Director St. Jacques
SECONDED: Director Osborne

THAT the meeting be closed to the public 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.*

The meeting was closed to the public at 12:04 pm.

The meeting was re-opened to the public at 12:16 pm.

9. RECOMMENDATIONS FROM IN CAMERA

10. ADJOURN

MOVED: Director Bennett
SECONDED: Director McCarthy

THAT this meeting be adjourned 12:16 pm.

CARRIED

Certified Correct:

Dianne St. Jacques,
Chairperson

Wendy Thomson,
Manager, Administrative Services

Alberni Clayoquot Regional District
3008 – 5th Avenue
Port Alberni, V9Y 2E3
Attention: Russell Dyson, Chief Financial Officer

Dear Sir:

Re: West Coast Multiplex Project Consulting

Further to our conversations concerning the development of a revised business plan and related capital costs for the proposed West Coast Multiplex, I am pleased to provide the following consulting services as listed below. In my role, I will act as an Agent for the ACRD to oversee the development of the business plan and communicate with all interests as required.

Phase 1

Confirm if the proposed facility is a feasible project for the West Coast communities to undertake and provide an accurate reflection of the anticipated management structure, preliminary capital cost (Level 4) and operating costs. It will be imperative that the estimated operating costs will be developed using actual costing information from similar small community facilities. This will be done by engaging and working with Recreation Excellence, the firm that completed the 2008 Feasibility Study. The focus of this review and update will be on the development of the arena component.

Phase 2

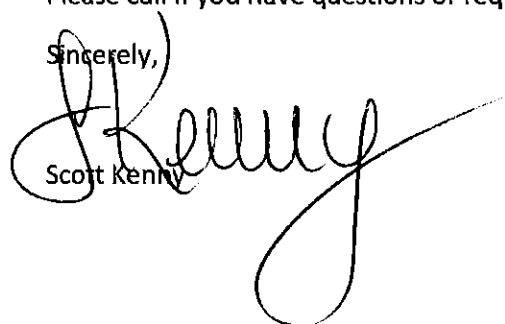
With the completion of the revised feasibility document, the next step will be to engage design consultants to prepare a refined building plans and related capital cost estimates. This will include facility design, site development and site servicing plans. The goal is to have the level of detail and accurate estimates (Level 3) as required for major grant applications. This phase will also include direction with respect to grant applications.

In completing the aforementioned work tasks, I will be attending the regular West Coast Multiplex Society monthly meetings and others as required. I anticipate that the initial feasibility study as outlined in Phase 1, will be completed by the end of the year with detailed plans and estimates as noted in Phase 2 to be complete by March 31, 2017 which coincides with the completion date for the current MOU grant. A monthly report will be provided to you detailing my activities and an update on the project status.

As stated, my cost related to completing the above service is \$15,000 to be disbursed in the amount of \$5,000 at the initial approval stage, \$5,000 at the completion of Phase 1 and \$5,000 at the completion of Phase 2 and the project.

Please call if you have questions or require further clarification.

Sincerely,



Scott Kenny

Recreation Excellence

2008 Feasibility Study Review and Update

Deliverables

1. Revise the conceptual plan for a Multi Use Facility that would allow for the construction of a stand alone basic ice arena as the first phase of the development which would logically accommodate the future addition of an aquatic centre.
2. Confirm the capital cost for the construction of the arena concept plan, in current dollars, including the core lobby and public area.
3. Prepare cost estimates for the annual operation of the arena facility, based on similar small town, single sheet facilities that would accurately reflect revenues and expenses for the Tofino, Ucluelet, Long Beach and First Nations communities and population of the West Coast.
4. Identify through stakeholder meetings, the alternatives and subsequent recommendation with respect to the management and operation of the facility.
5. Revise and update information in the 2008 report pertaining to the arena development only.

REQUEST FOR DECISION

To: West Coast Committee

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

Meeting Date: September 21, 2016

Subject: Curbside Recycling Program – Purchase of standardized recycling containers

Recommendation:

THAT the West Coast Committee recommend to the Alberni-Clayoquot Regional District Board of Directors to include for the West Coast Waste Service the purchase of 1,200 - 77 litre garbage containers up to \$18,000 in 2017.

THAT the West Coast Committee recommend to the Alberni-Clayoquot Regional District board of Directors to amend the "Bylaw No. R1021-4, Garbage and Recyclable Materials Collection Amendment, 2014" to include a charge of \$15 for recycling fees in 2017.

Summary:

The West Coast Waste Management service recycling service began in 2008 for the West Coast residents, at that time the residential units were supplied with blue or yellow plastic bags to place their recycling in for curb side pickup. These bags are no longer supplied and have not been for many years. The bags were not an effective method for recycling as they would blow around after emptied and would need to be replaced as they wear down.

The Alberni Valley Waste Management service had provided a standard recycling bin at the inception of the program. The ACRD supplied recycling bins in the Alberni Valley and were an effective means to provide a container to residents for recycling pick up.

There was a change in the delivery of garbage service in the City of Port Alberni and the use of the owner purchased garbage cans was discontinued. The bins were repurposed by many owners and a simple sticker (provided by ACRD) stating the contents were recyclables. This provided additional containers for recycling by the residents. The contractor also stated the use of the 77 litre containers were ideal because of the handles and height of containers. There have been requests from residents to use bins for their recycling materials on the West Coast. Staff recommends that these containers are purchased and then the cost is passed on the residents receiving the service on the West Coast. Multi Material British Columbia (MMBC) and SonBird Refuse & Recycling Ltd. have requested the ACRD provide containers to residents.

Staff see this opportunity as a reset for the residential curbside pickup on the West Coast and that along with issuing the proper recycling bins, it would provide us with an opportunity to educate residents on

what is and **what is not** accepted in the MMBC curbside recycling program. MMBC has found there is a high volume of contamination in the material collected on the West Coast. SonBird Refuse & Recycling Ltd. has been sorting the curbside pickups in order to reduce the amount of containments, this is not paid for or expected in the contract for services with SonBird Refuse & Recycling Ltd.

Time Requirements – Staff & Elected Officials:

Staff time would be required to secure bins and apply the stickers and insert information about the recycling program. Staff will deliver and assist the contractor in the messaging at the time of drop off.

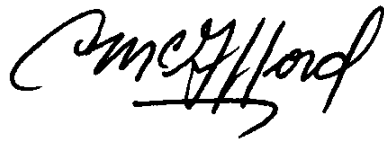
Bylaw No. R1021-4, Garbage and Recyclable Materials Collection Amendment, 2014 will need to be amended to include a charge for the cost of the recycling bin in 2017. Minimal amount of staff and elected officials time for this amendment.

Financial:

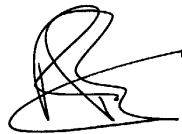
The expected cost will be no more than \$14 per container and the decals are estimated at \$1 per can for a total cost of \$18,000. Staff will need source two or more written quotes for these containers. The 2017-2021 Financial Plan for West Coast Waste Services will need to include the purchase of these containers and to include the revenue receivable when billed in 2017 to the residents.

Policy or Legislation:

As per purchasing policy.



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: September 21, 2016

Subject: Airport Fees

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors amend Bylaw No. R1016-1, Tofino-Ucluelet Airport Fees Amendment, 2014, to remove the discount for early payment from the Airport Passenger User Fees.

Desired Outcome:

To correct the misuse of the 10% discount for early remittance of airport passenger fees.

Summary:

In January of 2014, Bylaw No. R1016 was amended to include fees for aircraft parking and passenger user fees. The two scheduled airlines are to remit \$5.00 for every passenger that commences or terminates at the airport. The Bylaw states that if the airline operator remitted the fees to the ACRD within thirty (30) days they could pay 10% less in consideration of the administrative costs of the Operator. The operators are continuing to remit their fees with the 10% discount even though they are paying well after the 30-day allowance period. Staff feel that removing this discount can provide better clarity of fees owed and staff time will be reduced dealing with the short payments when operators take ineligible discounts.


The Long Beach Advisory committee discussed this issue earlier in 2016 and concurred with staff recommendation to remove the discount provision.

Time Requirements – Staff & Elected Officials:

Minimal staff time to amend bylaw.

Financial:

Small increase to the fees collected.

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

Approved by: 
Russell Dyson, Chief Administrative Officer

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
SCHEDULE "A" – BYLAW NO. R1016-1
FEES**

All charges do not include applicable tax.

1. Aircraft Landing Fees

The charges for aircraft landing fees, based on per 1,000 kilograms, or fraction thereof, of maximum take-off weight are:

- a. Less than 10,000 kg \$3.20
- b. 10,001 to 45,000 kg \$4.05
- c. Over 45,000 kg \$5.08

The minimum aircraft landing fee for commercial aircraft is \$15.00

2. Aircraft Parking Fees

<u>Aircraft Weight</u>	<u>Daily Fee</u>	<u>Monthly Fee*</u>	<u>Annual Fee*</u>
Up to 5,000kg	\$ 7.50	\$60.00	\$480.00
More than 5,000 kg but not more than 10,000 kg	\$12.50	\$262.00	N/A
More than 10,000 kg	\$24.00	\$500.00	N/A

- a. Parking Fee is based on maximum gross takeoff weight as per Transport Canada TP143.
- b. *Annual and Monthly rates by prior agreement
- c. Aircraft parked for less than 6 hours is FREE. Aircraft parked in excess of 6 hours is charged for 1 day. Subsequently each additional daily charge is based on a calendar day.

3. Airport Passenger User Fees

- a. Every Operator of a scheduled air passenger service shall pay to the Regional District of Alberni-Clayoquot (ACRD) for each passenger on every flight of the Operator commencing or terminating at the Tofino-Ucluelet Airport an airport passenger user fee of \$5.00.
- b. The Operator shall remit to the ACRD within thirty (30) days of the end of each calendar month the total amount of airport passenger user fees which the Operator was liable under this Bylaw to pay the ACRD for that month, less 10% in consideration of the administrative costs of the Operator.
- c. If the Operator does not remit to the ACRD the airport passenger user fee within thirty (30) days of the end of a calendar month, the Operator shall remit the total airport passenger user fees payable for that month to the ACRD and shall not withhold any percentage of that total amount.
- d. The Operator shall file to the ACRD, with each payment of the fees required under this Bylaw, a statement of the numbers of all passengers commencing and terminating flight at the Tofino-Ucluelet Airport for each day and a total for the applicable month, and the total number of flights for the applicable month, showing in sufficient detail the information necessary to calculate exactly the fees payable under this Bylaw.
- e. The Operator shall keep proper books of account of passengers commencing and terminating flights at the Tofino-Ucluelet Airport in a form satisfactory of the ACRD, and shall keep all books of account and aircraft journey log books available for inspection by any municipal official of the ACRD at all reasonable times.



REQUEST FOR DECISION

To: West Coast Committee

From: Andrew McGifford, Manager of Environmental Services

Meeting Date: September 21, 2016

Subject: Rods Power Marine - Expression of Interest

Recommendation:

THAT the West Coast Committee direct staff to proceed with a Request for Proposals to lease a 2 acre section of land at the Long Beach Airport at the corner of Lysander and Airport Road.

Summary:

Rods Power Marine Ltd. submitted an expression of interest to lease a parcel of land up to 2 acres, to be used for boat storage, indoor and outdoor. RPM would secure the parcel of land with a fence and hope to erect a structure on the proposed site. The proposed lot is strictly seasonal boat/trailer storage. There will be no maintenance nor repairs of any type performed at the sign and no staff housing. The proposed building site backs on to the airport itself and the lot would be fully enclosed by a fence with 2 access points. If allowed, in the future, a second smaller building site is proposed but the use does not change. A drawing of the proposed site is attached. In order to proceed with this lease, a Request for Proposal is required which may solicit other interests.

Background:


ACRD staff receive proposals for land leases at the Long Beach Airport. Staff require the direction of the West Coast Committee and the Board of Directors on what type of commercial activities would be suitable for the airport lands. Increased revenue is a goal but is this the type of long term lease that the airport requires?

Time Requirements – Staff & Elected Officials:

Staff time required to oversee the Request for Proposal process.

Financial:

Staff will consider the current market appraisal completed by Pacific Rim Appraisals when considering the rate for this lease.

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, Manager of Environmental Services

Meeting Date: September 21, 2016

Subject: Letter of Intent for Lease space at CYAZ – Steller Management Hangar

Recommendation:

THAT the West Coast Committee direct staff to proceed with Steller Management's letter of intent for the development plan for Lots C & D at the Long Beach Airport.

Summary:

Derek Tisdelle for Stellar Management submitted a letter of intent, proposing the development of Lots C and D for the construction of two hangars, two taxiways connecting the new hangars to taxiway foxtrot, upgrading and enlarging the current gate, enlarging and re-enforcing the current drive, creating parking for nine vehicles and two loading zones.

Background:


Lots C and D are both vacant and are the remaining two serviced lots available for lease on airside.

Time Requirements – Staff & Elected Officials:

Staff time required to work with Derek Tisdelle on proposal.

Financial:

Staff will consider the current market appraisal completed by Pacific Rim Appraisals when considering the rate for this lease.

Submitted by: 
Andrew McGifford, Manager of Environmental Services

Approved by: 
Russell Dyson, Chief Administrative Officer