



# Alberni-Clayoquot Regional District

WEST COAST COMMITTEE MEETING  
WEDNESDAY, APRIL 5, 2017, 10:00 AM  
TOFINO DISTRICT COUNCIL CHAMBERS  
121 3<sup>rd</sup> Street, Tofino, BC

## AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
Recognition of Traditional Territories.	
<b>2. <u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<b>3. <u>ADOPTION OF MINUTES</u></b>	
a. <b>West Coast Committee Financial Planning Meeting – February 1, 2017</b>	4-8
<i>THAT the minutes of the West Coast Financial Planning Committee meeting held on February 1, 2017 be received.</i>	
<b>4. <u>CORRESPONDENCE FOR ACTION</u></b>	
a.     Correspondence from Mr. Don MacKinnon, Area “C” resident, dated March 13, 2017 requesting consideration to access recent tree removal for runway visibility – Long Beach Airport Area “C”.	9
<i>(Committee Direction Requested)</i>	
<b>5. <u>CORRESPONDENCE FOR INFORMATION</u></b>	
<b>6. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>	
a. <b>REQUEST FOR DECISION</b>	10-19
Re:    Special Operating Facilitation Agreement (SOFA)	
<i>THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve and enter into the Special Operations Facilitation Agreement (SOFA) between Nav Canada Nanaimo FSS, the Tofino-Long Beach Airport, and Point Break Skydiving to allow Point Break Skydiving to operate at the airport.</i>	
b. <b>REQUEST FOR DECISION</b>	20-21
Re:    Kiosks # 6 & 7 – Long Beach Airport Terminal Building	

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors enter one year lease agreement with an additional one year renewal option with Devon Transportation Ltd. for kiosk #6 at the Long Beach Airport terminal building, commencing May 1, 2017 to April 30, 2018 for \$6,000 per year plus GST plus applicable taxes plus CPI increase at renewal.*

- c. REQUEST FOR DECISION** 22  
Re: Kiosks # 9 – Long Beach Airport Terminal Building

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement with Orca Air for kiosk #9 at the Long Beach Airport terminal building, commencing May 1, 2017 to April 30, 2022 for \$6,720 per year plus GST plus applicable CPI increases.*

- d. ADMINISTRATIVE MEMO** 23-28  
Re: Alberni-Clayoquot Regional District Trail Connections to Parks  
Canada Traverse Trail

*(Committee Direction to the Alberni-Clayoquot Regional District Board of Directors is requested)*

**7. REPORTS**

- a. Parks Canada – Pacific Rim National Park Update – J. Hannigan (verbal)
- b. Long Beach Airport Update – M. Fortune (verbal)
- c. Long Beach Airport Marketing Project Update – A. McGifford (verbal)
- d. West Coast Multiplex – Design Services – Update - W. Thomson (verbal)
- e. Administrative Report - West Coast Project To Do List 2017 29-30
- f. Administrative Report - Proposed Transit Service Between Ucluelet, Long Beach & Tofino 31
- g. Administration Report - West Coast Emergency Planning Update 32-42
- h. West Coast Cardboard Disposal Ban Update – A. McGifford (verbal)

*THAT reports a-h be received.*

**8. LATE BUSINESS**

9. **ADJOURN**



# Alberni-Clayoquot Regional District

## WEST COAST COMMITTEE FINANCIAL PLANNING MINUTES

WEDNESDAY, FEBRUARY 1, 2017, 1:00 PM

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

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### MEMBERS

Josie Osborne, Mayor, District of Tofino

### PRESENT:

Chairperson Dianne St. Jacques, Mayor, District of Ucluelet  
Tony Bennett, Director, Electoral Area "C" (Long Beach)  
Alan McCarthy, Member of Legislature, Yuułu?i?atḥ Government  
Kirsten Johnsen, Member of Council, Toquaht Nation

### STAFF PRESENT:

Russell Dyson, Chief Administrative Officer  
Andrew McGifford, Manager of Environmental Services  
Teri Fong, Manager of Finance  
Mark Fortune, Airport Superintendent

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 1:05 pm.

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Osborne*

*SECONDED: Director Bennett*

*THAT the agenda be approved as circulated with the addition of a report from Karen Haugen, Pacific Rim National Park regarding Pacific Traverse Trail Update.*

**CARRIED**

### 3. ADOPTION OF MINUTES

#### a. West Coast Committee Meeting – January 12, 2017

*MOVED: Director Bennett*

*SECONDED: Director McCarthy*

*THAT the minutes of the West Coast Committee Meeting held on January 12, 2017 be adopted.*

**CARRIED**

#### b. West Coast Committee Meeting – January 26, 2017

*MOVED: Director Bennett*

*SECONDED: Director Johnsen*

*THAT the minutes of the West Coast Committee Meeting held on January 26, 2017 be adopted.*

**CARRIED**

#### **4. DELEGATION**

- a. Jason Sam and Michelle Hall, Surfrider Pacific Rim, regarding introduction and information on their recycling and waste reduction education programs.**

The delegation described various programs and events from 2016 and presented their ideas for 2017.

- b. Chris Bird, Long Beach Golf Course, regarding outstanding water charges.**

Mr. Bird discussed the financial state at the Long Beach Golf Club and their inability to pay the water bill. They are wanting a long term lease. The CAO stated tolls cover operating expenses and they need to be paid. The Cooperative could apply for a Grant-In-Aid but the matter needs to be resolved in 2017.

#### **5. REPORTS**

- a. Report - Strategic Planning for Alberni-Clayoquot Regional District Airports (P. Deakin)**

*MOVED: Director Bennett*

*SECONDED: Director McCarthy*

*THAT the Strategic Planning report for the Alberni-Clayoquot Regional District Airports be received.*

**CARRIED**

The Directors reported that the Advisory Committee did not see this as a priority. The CAO referred to the report from P. Deakin. There was no interest from the Committee in this project in 2017.

- b. Discussion – Service Levels**

J. Osborne requested a BC Transit Study between communities on the West Coast. The CAO will investigate and report the Board of Directors.

*MOVED: Director Bennett*  
*SECONDED: Director Osborne*

*THAT the West Coast Committee recommend to the Board of Directors that they work with BC Transit on a study between communities on the West Coast and that this be funded through General Government in 2017.*

**CARRIED**

At 2:26 pm Karen Haugen, Pacific Rim National Park entered the meeting.

**c. Pacific Rim National Park – Pacific Traverse Trail Update  
– K. Haugen, Superintendent**

K. Haugen provided an update for the Pacific Traverse Trail and circulated the layout plan. The north end will have a pedestrian crossing at Radar Hill. The south end will stop at the Way Surf Shop. The contract was awarded and work will start soon on the north end.

At 2:45 pm Karen Haugen, Pacific Rim National Park left the meeting.

**6. REQUEST FOR DECISION**

**a. REQUEST FOR DECISION**  
Re: West Coast Assistant Position

*MOVED: Director Bennett*  
*SECONDED: Director Osborne*

*THAT the West Coast Committee recommend the Board of Directors support the time allocations and additional hours required to bring the West Coast Environmental Assistant position up to fulltime hours for 2018 with provisions for increased hours in the second half of 2017.*

**CARRIED**

Staff were requested to outline the impact to General Government when the budget is considered by the Board.

**b. REQUEST FOR DECISION**  
Re: Long Beach Airport – 2017-2021 Financial Plan

*MOVED: Director Bennett*  
*SECONDED: Director Osborne*

*THAT the budget be amended to provide funds for a stand-alone website by reducing the capital contribution by \$10,000.00 and increasing airport initiatives by \$10,000.00.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the West Coast Committee recommend the Long Beach Airport proposed budget as amended be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**c. REQUEST FOR DECISION**

Re: Plan West Coast Waste Management – 2017-2021 Financial Plan

*MOVED: Director Bennett*

*SECONDED: Director Johnsen*

*THAT the West Coast Committee recommend West Coast Waste Management proposed budget be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**d. REQUEST FOR DECISION**

Re: West Coast Emergency Coordination – Proposed Service – 2017-2021 Financial Plan

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the West Coast Committee recommend the West Coast Emergency Coordination – Proposed Service draft budget be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**e. REQUEST FOR DECISION**

Re: Area “C” Long Beach Emergency Planning – 2017-20121 Financial Plan

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the West Coast Committee recommend the Area “C” Long Beach component of the West Coast Emergency Planning proposed budget be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**f. REQUEST FOR DECISION**

Re: West Coast Multiplex – 2017-2021 Financial Plan

*MOVED: Director Osborne*

*SECONDED: Director Bennett*

*THAT the West Coast Committee recommend the West Coast Multiplex proposed budget be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**7. LATE BUSINESS**

**8. ADJOURN**

*MOVED: Director Osborne*

*SECONDED: Director McCarthy*

*THAT this meeting be adjourned 3:31 pm.*

**CARRIED**

Certified Correct:

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Dianne St. Jacques,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



March 13, 2017

Alberni-Clayoquot Regional District  
By email %/o [kmcarthur@acrd.bc.ca](mailto:kmcarthur@acrd.bc.ca)  
3008 – Fifth Avenue  
Port Alberni, BC V9Y 2E3

Don MacKinnon  
[dmackinnon00@gmail.com](mailto:dmackinnon00@gmail.com)  
P.O. Box 451 – 81 Thornton Road  
Ucluelet, BC V0R 3A0

Attention: Wendy Thomson

**Re: Request for Consideration to Access  
Recent Tree Removal for Runway Visibility – Long Beach Airport Area “C”**

Dear Madame:

I spoke with Area “C” representative Tony Bennett over the weekend, expressing thoughts conveyed to me by a long-time resident of the West Coast. I thought the issue had merit, Tony supported me writing a letter, and suggested the distribution noted at the bottom of page.

During the past weeks, there has been an abundance of tree removal and apparently interest has been expressed to recover some of the downed wood for firewood. Recognizing the limitations of providing un-restricted access to runway areas, it was thought an opportunity to allow interested residents to recover firewood might be considered. Recognizing that some form of permitting might be required, my friend wished to bring the issue forward to someone who might entertain a response.

I am aware of Tla-o-qui-aht businesses that sell firewood that might equally be interested in responding with interest to any opportunity that might be provided. It is understood this might require someone of authority to be in attendance, therefore, costs might be incurred by ACRD. Perhaps a nominal charge for access permits would offset this inconvenience.

I personally would be interested in recovering firewood, and, if I could offer my time as volunteer, could work out details with Mark Fortune, should there be an appetite to allow this opportunity to west coast residents. Should you wish to discuss further, please call me at 250-726-4432 or on my cell phone at 250-266-0164.

Respectfully submitted,



Don MacKinnon, Area “C” resident



Martin Sandford, District of Ucluelet resident

Cc: [tonben1@telus.net](mailto:tonben1@telus.net) , [jodie.osborne@gmail.com](mailto:jodie.osborne@gmail.com) , [dianne@ukeeisawesome.com](mailto:dianne@ukeeisawesome.com) [Sharon73@Telus.net](mailto:Sharon73@Telus.net)



## REQUEST FOR DECISION

**To:** West Coast Committee  
**From:** Mark Fortune, Airport Superintendent  
**Meeting Date:** April 5, 2017  
**Subject:** Special Operating Facilitation Agreement (SOFA)

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**Recommendation:**

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve and enter into the Special Operations Facilitation Agreement (SOFA) between Nav Canada Nanaimo FSS, the Tofino-Long Beach Airport, and Point Break Skydiving to allow Point Break Skydiving to operate at the airport.*

**Summary:**

In order for Point Break Skydiving to operate from the Long Beach Airport, a SOFA agreement is required so that aviation safety and oversight can be maintained at the airport during skydiving operations. The SOFA agreement is attached. This agreement allows Point Break Skydiving to issue a NOTAM on behalf of the airport during skydiving operations. A NOTAM "Notice to Airmen" is a notice filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the safety of the flight.

The NOTAM will indicate that aircraft ground movements are not authorized while jumpers are under parachute. The airport use is restricted for 3 to 4 minutes in duration.

The SOFA agreement will allow Point Break Skydiving to issue a NOTAM on behalf of the airport.

**Time Requirements – Staff & Elected Officials:**


Minimal


**Financial:**

N/A

**Policy or Legislation:**

As per Transport Canada and Nav Canada regulations.

Submitted by:   
Mark Fortune, Airport Superintendent

Approved by:   
Wendy Thomson, Acting Chief Administrative Officer

## Special Operations Facilitation Agreement (SOFA)

**BETWEEN:** NAV CANADA Nanaimo FSS (Nanaimo Radio),  
Tofino-Long Beach Airport and Point Break Skydiving

**EFFECTIVE:** May 15, 2017 through December 31, 2018

**SUBJECT:** SKYDIVING OPERATIONAL PROCEDURES AND COORDINATION

### A. PURPOSE

A.1 This Agreement defines responsibilities and establishes standard operating procedures between Nanaimo Radio, Tofino-Long Beach Airport and Point Break Skydiving to ensure the safe and effective integration of parachute activities within the normal airport operating environment.

### **B. RESPONSIBILITIES**

B.1 Point Break Skydiving shall:

- a. issue a NOTAM via YKA FIC defining the times, duration, and location of the parachute activities, (Appendix A);
- b. coordinate the issue of a voice advisory NOTAM restricting airport operations with Tofino - Long Beach Airport and Nanaimo Radio
- c. ensure all jump aircraft are equipped with a functioning Mode C transponder and 2-way VHF radio;
- d. adhere to all rules and procedures governing the mandatory frequency airspace surrounding the Tofino-Long Beach Airport;
- e. insure that parachute activities do not conflict with or present a hazard to other aircraft operations at the Tofino-Long Beach Airport.
- f. where practicable try to de-conflict jump activity with scheduled aircraft arriving and departing from Tofino-Long Beach Airport.
- g. have in place a two way radio equipped employee who is able to communicate the position of the jumpers from the time they exit the aircraft until they are recovered on the ground.
- h. the Runway Protected Area (RPA) extends 200 feet from the runway edge in all directions. Jumpers should avoid flight over or near the runway. In the event that a

jumper has to land in the RPA, Jumper Ground will immediately notify Nanaimo FSS. Any jumpers landing in the RPA will be reported as a runway incursion.

**B.2 Nanaimo Radio shall:**

- a. provide Airport Advisory Service and traffic updates as required to aircraft engaged in parachute activity to enhance the safety of the jump operation;
- b. assist aircraft on the YAZ MF in avoiding conflict with jumpers and jump aircraft when skydiving is active;
- c. Inform YVR ACC when skydiving operations are in progress;
- d. Inform aircraft arriving at and departing from the Tofino-Long Beach Airport of the voice advisory NOTAM when jumpers are under parachute.

**B.3 Tofino-Long Beach Airport shall:**

- a. publish a voice advisory NOTAM defining the restrictions to airport operations that shall be implemented when skydiving activities are in progress (Appendix D);
- b. delegate authority to the Point Break Skydiving to activate the NOTAM's (Appendix D) through Kamloops FIC on its behalf.

**C. DESCRIPTION OF AIRSPACE**

C.1 The airspace in the vicinity of the jump zones is Class 'E' uncontrolled airspace extending from the surface up to 12500'ASL and includes the Class 'E' control zone from the surface to 3100 AGL.

C.2 **Jump Zone Descent and Landing Area:** as described in the attachment

**D. PROCEDURES**

**D.1 Point Break Skydiving aircraft shall:**

- a. contact Nanaimo Radio to provide and operation briefing and request transponder code assignment at least 20 minutes prior to departure;
- b. maintain a listening watch on the mandatory frequency when above or outside the class 'E' control zone;

- c. broadcast intentions for flight and skydiving activities on the Enroute frequency when above or outside the Class 'E' control zone;
- d. advise Nanaimo Radio and broadcast on the enroute frequency (when applicable) at least one minute prior to jump; (phraseology: "ONE MINUTE TO JUMP")
- e. advise Nanaimo Radio when sky divers have departed the aircraft, or if the jump has been aborted; (phraseology: "JUMPER(s) AWAY or JUMP ABORTED")
- f. hold jumpers in the jump aircraft until aircraft arriving at or departing from Tofino Long Beach Airport have reported down and clear or outside of the control zone;
- g. for the duration of the parachute descent, the jump aircraft will remain at or above the highest parachute;
- h. advise Nanaimo radio when all skydivers have landed. (phraseology: "JUMPERS ON THE GROUND")

D.3 Nanaimo Radio shall:

- a. provide airport advisory service, traffic information and estimates of other known aircraft that are expected to be using the Tofino-Long Beach Airport;
- b. inform non-participating aircraft of the skydiving operations and relay active voice advisory NOTAM information once the sky divers have departed the aircraft;
- c. request aircraft inbound to Tofino-Long Beach Airport to remain clear of the control zone until jumpers are down;
- d. inform YVR ACC Airports Sector of any jump activity planned to take place within 10 minutes before or after an estimated IFR aircraft arrival time.

## Signature Page

### Special Operations Facilitation Agreement (SOFA)

**BETWEEN:** NAV CANADA Nanaimo FSS (Nanaimo Radio),  
Tofino-Long Beach Airport and Point Break Skydiving

**EFFECTIVE:** May 15, 2017 through December 31, 2018

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Brent Bell - Nav Canada Site Manager Nanaimo Flight Services

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
John Jack, Chairperson, Alberni-Clayoquot Regional District

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Jeffery Warden – Owner Point Break Skydiving

## **E. ATTACHMENTS**

Attachment A: Frequencies and Telephone Numbers

Attachment B: Parachute Aircraft Climb and Decent Areas

Attachment C: Parachute Landing Area's

Attachment D: NOTAM

## ATTACHMENT A: Frequencies and Telephone Numbers

### Frequencies

<u>Nanaimo Radio</u>	123.25 MHz	
<u>Vancouver Centre</u> (Airports Specialty)	127.925	132.9
<u>Pacific Radio</u> Kamloops FIC	128.85	

### Telephone Numbers

<u>Nanaimo Radio</u>	250-245-8133 Supervisor 250-245-4032 Operations
<u>Vancouver Centre</u> (Airports Specialty)	250-655-2866
<u>Point Break Skydiving</u> Jeffery Warden - Operator <a href="mailto:pangaea@me.com">pangaea@me.com</a>	250 792-0532
<u>Tofino Long Beach Airport</u> Mark Fortune – Manager <a href="mailto:lbairport@acrd.bc.ca">lbairport@acrd.bc.ca</a>	250-725-3751



**ATTACHMENT B: Climb and Descent Areas**



## Attachment C: Skydiving airspace and parachute landing area.

### Landing Area 1 Primary Landing Zone



### Landing Area 2 (Secondary Landing Zone)



## Attachment D – NOTAM

NOTAM CYAZ PARAJUMPS ACT RADIUS 3NM CENTER N49 04 56 W125 46 21 TOFINO AD SFC TO 12000 MSL YYMMDDHHMM TIL (APRX) YYMMDDHHMM

NOTAM CYAZ PARAJUMPS AIRCRAFT GROUND MOVEMENT NOT AUTHORIZED WHILE JUMPERS UNDER PARACHUTE CONTACT NANAIMO RDO 123.25 FOR UPDATE PRIOR TO TAXI YYMMDDHHMM TIL (APRX) YYMMDDHHMM



## REQUEST FOR DECISION

**To:** West Coast Committee

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

**Meeting Date:** April 5, 2017

**Subject:** Kiosks #6 & 7 – Long Beach Airport Terminal Building

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### **Recommendation:**

***THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors enter one year lease agreement with an additional one year renewal option with Devon Transportation Ltd. for kiosk #6 at the Long Beach Airport terminal building, commencing May 1, 2017 to April 30, 2018 for \$6,000 per year plus GST plus applicable taxes plus CPI increase at renewal.***

### **Summary:**

In 2016, an appraisal of the lease rates were undertaken at the Long Beach Airport to provide staff and directors updated market rates for property in the area. This was to ensure new best value for money and that the local taxpayers are provided fair consideration. Directors reviewed the new market rates and directed staff to apply these rates moving forward.

The “Notice of Disposition” process was undertaken for a five-year lease on an expired agreement for kiosk #6 and the vacant kiosk #7 at the Long Beach Airport terminal building. There were no interested parties for either of the kiosks. Devon Transport has expressed an interest in continuing a month-to-month lease for kiosk #6 if possible. Staff prefer at least an annual agreement that can be renewed for a second term.

Devon Transport Ltd. has been leasing kiosk #6 at the terminal building since July of 2010 and have been a very good leasee and pay promptly each month.

### **Time Requirements – Staff & Elected Officials:**

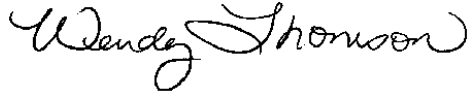
There would be minimal staff time required to undertake the lease with Devon Transport Ltd., it is simply a revision of an existing lease. Some time will be required to bring the recommendation to the Board then complete the agreement once approved.

### **Financial:**

The prior lease was \$5,100 per year and this lease will increase revenue by \$900 per year to \$6,000 for the Long Beach Airport service area.



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



Approved by: \_\_\_\_\_  
Wendy Thomson, Acting Chief Administrative Officer



## REQUEST FOR DECISION

**To:** West Coast Committee  
**From:** Andrew McGifford, CPA, CGA, Manager of Environmental Services  
**Meeting Date:** April 5, 2017  
**Subject:** Kiosk #9 lease – Long Beach Airport Terminal Building

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### Recommendation:

***THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement with Orca Air for kiosk #9 at the Long Beach Airport terminal building, commencing May 1, 2017 to April 30, 2022 for \$6,720 per year plus GST plus applicable CPI increases.***

### Summary:

In 2016, an appraisal of the lease rates were undertaken at the Long Beach Airport to provide staff and directors updated market rates for property in the area. This was to ensure new best value for money and that the local taxpayers are provided fair consideration. Directors reviewed the new market rates and directed staff to apply these rates moving forward.


The “Notice of Disposition” process was undertaken for an expired kiosk lease at the Long Beach terminal building. The results were two interested parties for the kiosk, Orca Air and KD Air. Both parties that are interested already occupy kiosks at the Long Beach Airport terminal building and both are good tenants. Both companies are agreeable to the new lease rates and both are currently in good standing with their payments.

### Time Requirements – Staff & Elected Officials:

There would be minimal staff time required to undertake the lease with Orca Air, it is simply a revision of an existing lease. Some time will be required to bring the recommendation to the Board then complete the agreement once approved.

### Financial:

The prior lease was \$4,800 per year and this lease is \$6,720, which will provide \$1,920 in additional lease revenue for the Long Beach Airport service area.

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

Approved by:   
Wendy Thomson, Acting Chief Administrative Officer



## MEMORANDUM

**To:** West Coast Committee  
**From:** Mike Irg, Manager of Planning and Development  
**Date:** April 5, 2017  
**Subject:** ACRD Trail Connections to Parks Canada Traverse Trail

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### **Recommendation:**

West Coast Committee direction to the ACRD Board of Directors requested.

### **Summary:**

Parks Canada is in the process of constructing the Traverse Trail through Pacific Rim National Park. There is potential to connect existing trails in Tofino and Ucluelet, through ACRD jurisdiction, to Parks Canada's Traverse Trail. There is 1.2 kilometers of trail to construct in the ACRD to connect to the Traverse Trail with the existing Ucluelet/South Long Beach Multi Use Path and 2.785 kilometers of trail to construct (1.97 km in the District of Tofino and 0.845 km in the ACRD) to connect the Traverse Trail with the District of Tofino trail. (See attached map)

McElhanney Engineering has provided proposals to develop order of magnitude cost estimates for the two portions of the trail connections \$9,818 for the 2.785 km northern connection and \$6,642 for the 1.2 km southern connection.

The engineering plans are required in order to make grant applications for the proposed trail construction.

### **Background:**

With the creation of the Traverse Trail in Pacific Rim National Park Reserve, there is an opportunity to connect to existing trail systems that will run the entire length of the Peninsula. Trail development is one of the most cost effective and appealing park systems. Providing this linkage will benefit both tourism and local users.

### **Time Requirements – Staff & Elected Officials:**

Some staff time would be required to oversee the contracts and subsequent grant applications.

### **Financial:**

The options available to pay these costs are through General Government, as a proposed service; through Regional Parks, from the Regional Parks capital reserve; or through a funding arrangement between Tofino, Ucluelet and the ACRD.

### **Policy or Legislation:**

Existing ACRD parks services include a regional parks service and a Long Beach parks service.

At this stage staff is requesting Committee direction to fund the engineering and planning of the proposed trail connections.

In order for construction of the project to proceed, it must be part of a service area.

**Options Considered:**

The options for funding the engineering plans are:

1/ Though General Government as a proposed service;

2/ Though Regional Parks from the Capital Reserve fund.

3/ Through a cooperative funding arrangement between the District of Tofino, the District of Ucluelet, ACRD (potentially Long Beach parks service) and possibly Yuułuʔiłʔatḥ Government.



Submitted by: \_\_\_\_\_

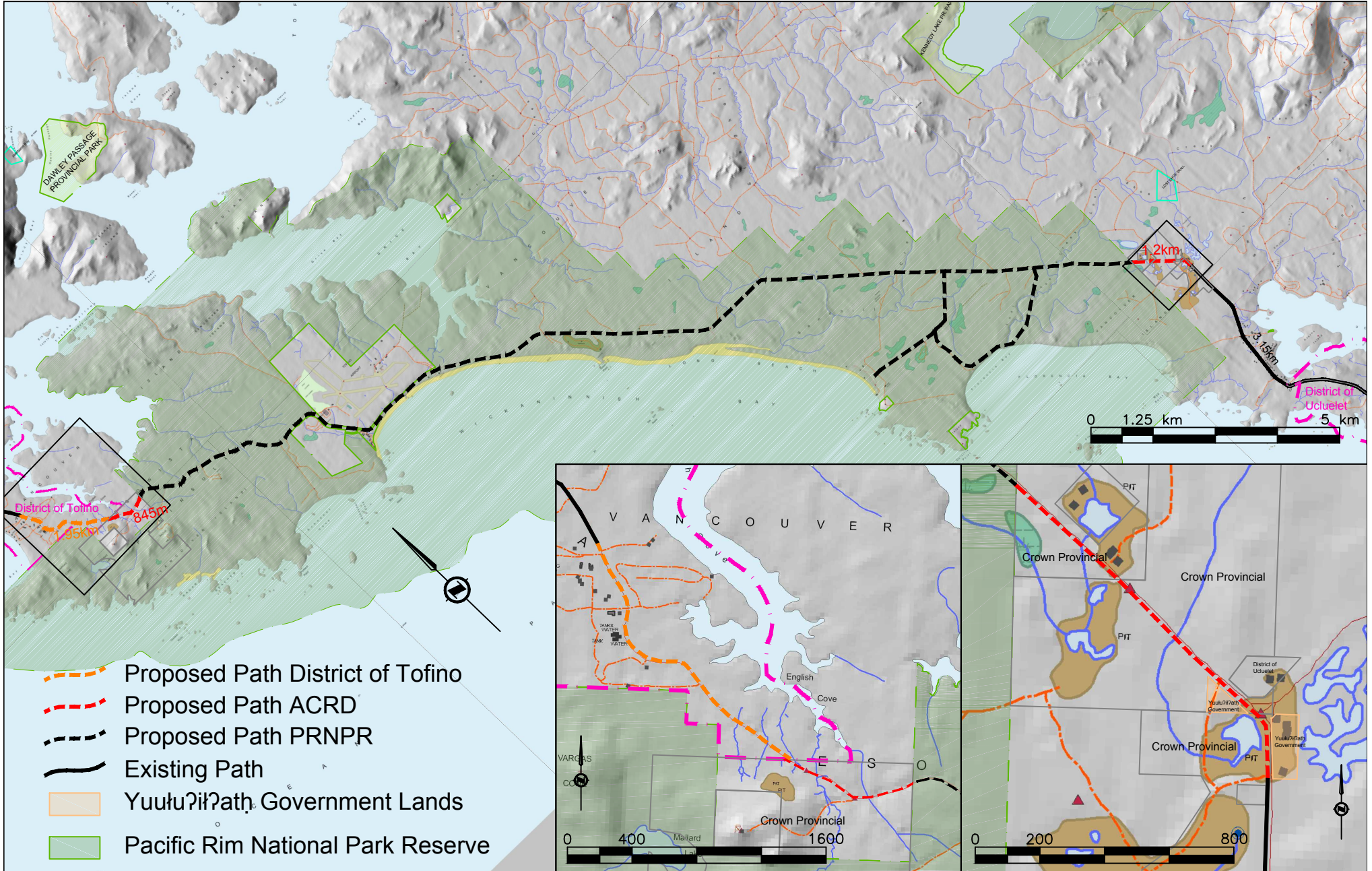
Mike Irg, MCIP, RPP  
Manager of Planning and Development



Approved by: \_\_\_\_\_

Wendy Thomson, Acting Chief Administrative Officer





Alberni Clayoquot Regional District  
3008 Fifth Street  
Port Alberni, BC V9Y 2E2

March 14, 2017  
File No.: 2231-P07280-01

Attention: Mr. Russell Dyson  
Chief Administrative Officer

Dear Mr. Dyson

**Reference: Traverse Trail Extension  
Preliminary Design and Costing  
Proposal for Civil Engineering Services**

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As per your email dated March 13, 2017 we are pleased to provide our scope of work and budget to undertake a preliminary route design and “order of magnitude” cost estimate for the above noted project.

## **1. Background**

As part of the 2016 Federal Infrastructure Initiative, the Federal Government has committed up to \$191M to the Parks Canada Agency to improve tourism and highway assets. Included in the Initiative is a \$17.7M commitment to build a new biking and walking trail in the Pacific Rim National Park (PRNP).

Based on the above commitments, the Alberni Clayoquot Regional District (ACRD) would like to explore the option of connecting the District of Ucluelet’s multi-use path to the proposed PRNP trail system. The existing multi-use path terminates south of the intersection of Highway 4 and the Pacific Rim Visitor Centre. The approximate path extension is estimated at 1.5km north to the PRNP boundary.

This proposal outlines the work required to develop a preliminary route design, identify areas of concern and prepare an “order of magnitude” budgetary cost estimate. The intent is to apply for funding under the UBCM Strategic Priorities Fund at the June 1, 2017 intake.

Based on our understanding and our experience with similar projects, we have developed the following Scope of Work:

## **2. Scope of Work**

### ***Task 1.1: Base Plan Preparation***

McElhanney staff will compile a base drawing for this assignment using the ACRD's existing Lidar and Orthophotography. The base plan will include the following information:

- Property boundaries;
- Road information;
- Major utility conflicts (i.e. BC Hydro pole locations).

This base drawing will be used to prepare all subsequent preliminary route locations.

### ***Task 1.2: Site Reconnaissance***

A site visit will be undertaken to verify key components of the base plan and define areas of conflict that could significantly impact cost.

### ***Task 1.3: Route Assessment***

The initial step in route selection will be to focus on the west side of Highway 4. Factors to be considered in this selection include the following:

- Interconnection with current routes;
- Creek crossing requirements;
- Potential environmental impacts;
- Topography within the right-of-way; and,
- Ease of construction.

We propose to undertake this as desktop study based on the information provided above, photos and our site reconnaissance. The route will be indicated by a bold line on the base mapping with areas of interest or concern highlighted.

### ***Task 1.4: Budgetary Cost Estimate***

A Schedule of Quantities that lists the work items to be undertaken will be developed. This will be used to prepare a Class "C" budgetary cost estimate. This cost estimate will be based on unit rates for recent local projects.

A Class "C" cost estimate has an accuracy level within 25 to 40%. It is an estimate prepared with limited site information, and based on probable conditions affecting the

## Proposal to Alberni Clayoquot Regional District

### Traverse Trail Extension

project. It represents a summation of all identifiable project elemental costs and is used for project planning.

### 3. Deliverables

The following list of deliverables are anticipated for the project:

- Full Size Preliminary Route Drawings at 1:500 Scale (approximately four drawings in total);
- Class “C” Budgetary Cost Estimate.

Three (3) hard copies will be provided, as well as digital versions in PDF format.

### 4. Budget

We propose to complete this scope of work based on our hourly rates, to an upset price as follows:

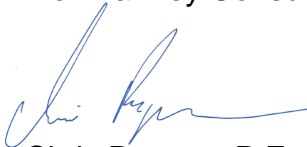
Table 1: Fee Estimate

Task 1.1	Base Plan Preparation	\$ 3,080.00
Task 1.2	Site Reconnaissance	\$ 1,340.00
Task 1.3	Route Assessment	\$ 500.00
Task 1.4	Budgetary Cost Estimate	\$ 1,500.00
	<b>Total (GST not included)</b>	<b>\$ 6,420.00</b>

### 5. Terms

Please review this scope and fee proposal and give us a call with any questions. Upon authorization to proceed we can begin work immediately.

Yours truly,  
McElhanney Consulting Services Ltd.



Chris Pogson, P.Eng.  
Branch Manager, Nanaimo/Duncan

## West Coast Project To Do List 2017

Project #	Project Name	Assigned to	Status
1	LBA - Marketing plan	Kathy	Consultant working on plan
2	LBA - Access road signage	Mark	On hold
3	LBA - Access road upgrade	Mark	Tree removal ongoing
4	LBA - Building assessment / abatement	Luc	
5	LBA - Drainage culvert repairs	Mark	Awaiting drier weather
6	LBA - Fire suppression upgrade	Mark	Awaiting drier weather
7	LBA - Flightway clearing	Mark	Complete
8	LBA - House renovation	Luc	
9	LBA - Caretaker/house agreement	Andrew	
10	LBA - Obstacle limitations	Mark	Complete except Runway 16 (fall 2017)
11	LBA - Maintenance & terminal building upgrades	Luc	
12	LBA - Navigational aids	Mark	Near completion (July 2017)
13	LBA - Parking lot upgrades	Mark	Awaiting drier weather
14	LBA - Perimeter fencing ACAP application	Mark	On hold
15	LBA - Runway painting	Mark	Ongoing
16	LBA - Taxiway H, C, F upgrade	Mark	ACAP application submitted
17	LBA - Outside boundary vegetation management	Mark	Completed
18	LBA - Water system upgrades	Andrew	Waiting on Parks Canada
19	LBA - Water wells	McGill Engineering	After source change
20	LBA - Lease lot disposition	Andrew	
21	LBA - Stream assessment	Mike	
22	WC Emergency Coordination	Wendy	
23	Long Beach Emergency Plan	Wendy	Investigation consultant options
24	WC Multiplex - Design	Wendy	Proposal received to be evaluated by committee
25	WC Multiplex - Survey	Wendy	To be done after design complete
26	WCLF - Review tipping fees	Andrew/Teri	
27	WCLF - Disposal bans	Andrew	
28	WCLF - Food waste composting study	Andrew	
29	WCLF - Share sheds	Andrew	
30	WCLF - MOE design criteria	McGill Engineering	
31	WCLF - Leachate remediation	McGill Engineering	
32	WCLF - Pump station upgrade	McGill Engineering	

33 WCLF - Software upgrade	George	
34 WCLF - Vegetation treatment	Andrew	
35 WCLF - Biosolids investigation		Not assigned
36 WC Assistant - adjust position for new duties	Andrew	
37 BC Transit study for West Coast	Wendy	
38 Pacific Traverse Trail	Heather	Investigating options to connect communities



## Administrative Report

To: West Coast Committee

cc: Alberni-Clayoquot Health Network

From: Wendy Thomson,  
Acting Chief Administrative Officer

Meeting Date: April 5, 2017

Re: **Proposed Transit Service between Ucluelet, Long Beach & Tofino**

Regional District staff have been in discussions with BC Transit with respect to the possibility of creating a transit service on the west coast between Ucluelet, Long Beach and Tofino. BC Transit has advised that their expansion initiatives for the 2017/18 period have already be determined; however, they will be looking into further expansion opportunities for subsequent years.

BC Transit recommends the ACRD undertake some preliminary work in 2017 and conduct a market/demand analysis for the proposed service. The analysis will not be limited to the municipalities and will include First Nations communities on the west coast. The ACRD Board of Directors approved \$5,000.00 in the 2017 General Government Services budget in order to undertake some of this preliminary work. BC Transit does not have any funds towards this project in 2017, but they have offered to provide some in-kind staff support.

Regional District staff will work with BC Transit staff over the next couple of months to develop a Request for Proposal (RFP) to retain a consultant to undertake a market/demand analysis for a proposed transit service between Ucluelet and Tofino. The draft RFP will be presented for consideration by the West Coast Committee at the next meeting.

*Wendy Thomson*

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Wendy Thomson,  
Acting CAO



## Administrative Report

To: West Coast Committee

From: Wendy Thomson,  
Acting Chief Administrative Officer

Meeting Date: April 5, 2017

Re: Update – West Coast Emergency Planning

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The following is a brief update on emergency planning initiatives on the west coast:

### Long Beach Emergency Plan

An emergency plan is required for area "C" (Long Beach). \$7,000.00 has been budgeted in 2017 under the West Coast Emergency Planning Service to retain a consultant to develop the Long Beach Emergency Plan. Staff are working on retaining the services of a consultant to undertake the plan in 2017.

### West Coast Emergency Coordination

Local governments on the west coast and Parks Canada have identified the need to coordinate all communities in the event of a larger scale disaster. Each of the governments on the west coast, with the exception of Long Beach, have their own emergency plan. Due to the close proximity of all these areas and the long distance to outside assistance, it would be beneficial to have a coordination plan in place in order to best communicate and assist each other.

On November 28, 2016 a workshop was held in Ucluelet regarding coordination of West Coast Emergency Services (session report attached). There is a desire by the communities and Parks Canada to coordinate and integrate plans on the west coast in order for communities to communicate and act together in the event of a major disaster. It was agreed that each government would provide \$1,000 for a total of \$9,000 to retain a coordinator on the west coast to undertake the work. The ACRD is collect the funds and assisting with retaining a coordinator. To date funds have been received from the District of Ucluelet, Toquaht Nation and ACRD. Regional District staff will contact the other agencies to collect the remaining funds.



Once the funds are collected, a meeting of the WC Emergency Services group will be held to explore options for retaining the services of an Emergency Coordinator on the west coast. The Coordinator will work with Parks Canada on an application for funding through the Federal Government for a coordination plan.



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Wendy Thomson,  
Acting CAO



# Alberni-Clayoquot Regional District

## COORDINATION OF WESTCOAST EMERGENCY SERVICES WORKSHOP

**MONDAY, NOVEMBER 28, 2016, 9:30 AM**

Ucluelet Community Center, Ucluelet BC

### SESSION REPORT

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#### ATTENDEES

NAME	ORGANIZATION
Russell Dyson	Alberni Clayoquot Regional District (ACRD) – CAO
Dan Holder	ACRD – AV Emergency Coordinator
Tony Bennett	ACRD - Long Beach Area Director
Mark Fortune	ACRD – Airport Supervisor
Josie Osborne	District of Tofino/ACRD
Keith Orchiston	District of Tofino
Kirsten Johnsen	Toquaht/ACRD
Juliet Van Vliet	Toquaht
Naomi Mack	Toquaht
Les Doiron	Yuułu?ił?ath
Suzanne Williams	Yuułu?ił?ath
Celena Cook	Yuułu?ił?ath
Ivy Martin	Tla-o-qui-aht
Connor Paone	Tla-o-qui-aht
Andrew Yeates	District of Ucluelet
Renee Wissink	Pacific Rim National Park Reserve
Elizabeth Scambler	Emergency Management BC (EMBC)
David Tomaz	EMBC
Ian Foss	EMBC
Julia Bateman	Alberni Valley Employment Centre (AVEC)
Shannon Szymczakowski	AVEC
Ursula Banke	AVEC
Tawney Lem (facilitator)	West Coast Aquatic

#### **1. CALL TO ORDER**

Les Doiron opened the meeting with a prayer and welcomed attendees to the traditional territory of the Yuułu?ił?ath.

#### **2. INTRODUCTIONS**

Attendees introduced themselves and then an emergency preparedness update was provided by the representatives of each community/organization.

## a) Updates

### *Tla-o-qui-aht*

- The community has three geographic locations. Esowista and Ty-Histanis are accessible by road, but Opitsaht is isolated with water access only. There is concern about citizens on Meares Island being cut off for a period of time and the community safety zone is not as safe as they would like to see it.
- TFN is refining their emergency plan right now. Ivy Martin is new to the portfolio and is gaining familiarity with existing plan. One key issue is ensuring all necessary resources are in place (available and securely stored).

### *Toquaht*

- The emergency plan was completed 3-4 years ago. Contacts need to be updated.
- The Nation is focusing on operational preparedness and is practicing evacuations (there have been two in the last year, including Shake Out).
- One key issue is communications during an emergency – e.g. communicating with those in Makoah.
- There are lots of emergency supplies at the water treatment facility, but a new storage place is needed that will be secure in an earthquake.
- Good planning with their neighbours is needed. A closer relationship between Makoah and Salmon Beach is desired, as is a better understand of Salmon Beach's plan.
- More partnerships are needed to prepare for spills and marine disasters.

### *Yuutu?if?ath*

- There is concern about the community's current state of preparedness (e.g. lack of signage). YFN has been talking to the ACRD and looking at the systems of Tseshaht and Toquaht. Tseshaht's system includes a nerve centre and there is seriousness to their approach. Makoah has a plan and signage in place.
- A secondary exit route for the community is being constructed.
- Emergency planning has been 'on and off', but there are now two staff assigned to this area. There has been new training in the last few months through NETP. Work has started on finalizing their plan.
- A mock evacuation is planned in May, and sea cans are being ordered to store emergency supplies. They also looking to see what steps are needed to get the fire department running again.
- Finding funding to buy equipment has been a barrier because as a treaty nation YFN is not qualified to access AANDC money.

### *Pacific Rim National Park Reserve*

- The park has 3 units. Long Beach is the most heavily visited (946k/yr.), followed by the Broken Group in Barkley Sound (35k/yr.) and the West Coast Trail (7k/yr.).
- Their partners include SAR, DND, Coast Guard, RCMP, First Nations (guardian programs) and others.
- The visitor safety plan was updated last year, which includes sub-plans (e.g. carnivore attack, campground evacuation, tsunami). The tsunami plans are good if you have hours to respond, but they are not well set up for big tsunami that is close (need regional cooperation).

- Coast Smart, a national initiative, is used to get the message out on water safety (tides information to storm watchers and surfers).
- Issues to overcome include earthquake coordination (they have VHF and 2 repeaters, but cell coverage in the park is patchy) and seasonality of staff (there are less staff in the winter to respond to emergencies).

#### *ACRD Electoral Area C*

- There is a small, scattered population over a large area (legal and illegal residents), so there is a limited tax base to deal with a vast area.
- Each Area is responsible for itself, so we need to be realistic about what we can do in an emergency.
- One question is how to educate members. Salmon Beach is looking at building a community hall that could serve as an emergency centre. How and where do you evacuate from the Barkley Sound. There are opportunities to work with First Nations.
- Keeping costs manageable with vast coastline in your jurisdiction is a challenge.
- Standards are needed – e.g. a colour code or flag that can be seen from air, that explains at a glance explain what's happening on the ground (e.g. medical issue). Air will be the quickest way to see what's happening.

#### *District of Tofino*

- Recent community engagement and training has included: high ground hike and preparedness fair with first responders; emergency preparedness week events; quake and tsunami workshops; Shake Out BBQ; training and testing for the notification system; evacuation of district offices; food security workshops; rapid damage assessment; annual disaster drill with the hospital; mutual aid training; high level assessments (e.g. acidification, sea level rise, spill); beta testing the Ocean Network Canada early warning system; establishment of a new committee to create dialogue re: hazards; meetings with First Nations re: collaboration; and establishing a relationship with the Disability Alliance.
- Projects have included development of an evacuation map, installation of a third tsunami sign, and creation of response plans for neighbourhoods.
- Departmental capacity is being built (e.g. testing and maintenance schedules, volunteer program, reviewing the plan [contacts, acquiring resources], rewriting the plan in 2017, beginning updates to the emergency maps, updating the website, and integrating the emergency department with the planning department.
- Council has resourced a position through taxation revenue.

#### *District of Ucluelet*

- A new sea can has been purchased that will be filled with equipment.
- The mass notification system is up and running. It works off of text messages and tourists can sign up for the service.
- Ground has been broken on community kiosks (6 in total) that will serve as shelter and cell phone charging stations, and will include information signage on what to do in the event of an emergency.
- An earthquake and tsunami guide has been completed and distributed to households.
- Ucluelet will be hosting an upcoming emergency preparedness conference.

#### *ACRD*

- There is a robust program that is paid for by the City of Port Alberni and 4 of the electoral areas of the Alberni Valley. The two west coast electoral areas are responsible for their own programs. A contract with the District of Ucluelet provides for emergency planning for residents in proximity to the municipality.
- Funds have been allocated to prepare an emergency plan for the remote communities within the electoral area.
- 40 staff were trained through the Coastal Response exercise.
- Dan Holder is contracted for a ½ time position.
- The ACRD manages the Long Beach airport, which needs to be ready for airport related emergencies. There is an agreement with Tofino and Ucluelet to provide fire service.
- The airport is planning a night field exercise to simulate a night crash in adverse conditions. This will be their first boots on the ground exercise. It may be done every 2 years and include the hospital.

#### *EMBC*

- EMBC is a support agency that works with communities. They are a single point of contact (e.g. can do notifications for the community such as fanning out requests to other agencies in the event of an oil spill).
- They are a planning partner for coastal response, and are available 24/7.
- Staff have been instructed to spend more time in communities (e.g. to help with planning). Ian is the front person for the region, but there is also a communications group. Ian will bring the right people to a situation.
- As the response agency for the province, their role is to bring all provincial resources to an event.
- EMBC has knowledge re: access to funding.
- They have a good relationship with the federal government. They now are linked with AANDC so they can be the service provider on behalf of AANDC (in the past there was a relationship for response but not preparedness).
- A planning tool kit is under development for local government and First Nation response. An emergency plan template can be adapted for specific needs.

#### *AVEC*

- A 6 month emergency preparedness training program is being created. This would be paid training for qualified applicants.
- Funds have been secured for the training dollars, but a partner is needed to provide training space and to supervise the training.

### **b) General Discussion**

An open discussion took place and attendees commented on the updates, asked questions, and provided suggestions for future work.

#### *Communications*

- A social media 'blanket' is needed to advise all communities of dangers
- Can a tsunami alert be added to the highway sign?
- Clarity in response is needed – during the last quake scare, Tofino activated their emergency system but Ucluelet didn't

### *Infrastructure, Resources and Supplies*

- What happens if the water supply is cut off?
- Where are the emergency centres the region? How will they be resourced? YFN gym could be used (self-sustaining with power supply).
- Caches of equipment are needed. What about security? Is there liability if the equipment is used improperly?
- Opitsaht is not food secure, and a better notification system is needed
- How much would rations cost? Rations could be commandeered from stores, but then they would turn to EMBC. Individuals need to be prepared for a week, not 72 hours.

### *Planning*

- What plans have been developed in the schools? E.g. awareness of being separated from families
- The ACRD mapping with safe zones needs to be made available
- Transportation on Opitsaht needs to be planned – how will elders and emergency supplies be moved to higher ground?
- The Mid Island emergency managers and coordinators group is a good resource and is open to First Nations

### *Coordination*

- Many issues are the same as last time the group met. Everyone is at different stages and there is no regional coordination. We still need to figure out interoperability and coordination (e.g. as a region, and between groups).
- If there was an emergency mid-summer on the west coast, the highway will be the choke point. All groups will need to coordinate with each other.

## **c) Regional District Primer – Options for Coordinating Communities**

At the last coordination meeting on November 22, 2013, there was a discussion about how to coordinate planning, training and response between the communities. The concept of a hired coordinator was identified as a path forward, but Russell Dyson summarized that there has been a lack of resources to pursue this.

Russell described how the Regional District model could be used to fund a coordinator. Members of the Regional District (Long Beach, Tofino, Ucluelet, Toquaht and Yuułuʔiłʔatḥ) can participate in a service and share the costs. Resources allocated for one purpose or area cannot be used for another purpose or area without a reciprocal agreement. A new service can be established if taxes are generated to cover the new costs. Contracting a service becomes a mechanism to enable the participation of non-member communities or organizations like Parks Canada to raise funds to pay for the provided service. Those participating and contracted within the service are the ones that define it.

This option would require the ACRD to develop a bylaw, which would be a 2-3 month process. Likely, the longer process would be the collective determining of priorities by the service users. The 2017 budget is adopted in March, so the timeframe for implementing this option is tight. 2018 would be the probable target.

Attendees noted that there are informal options to keep the group working together, but a formal mechanism needs to be discussed.

### **3. SETTING PRIORITIES FOR COOPERATION AND SHARING**

The group then reviewed the Priority Areas of Collaboration developed at the November 23, 2013 meeting. To these priorities, attendees added: exercising and evaluating plans at the regional level; developing communication systems/structures; defining emergency messaging; meshing plans; assessing plans for gaps and interdependences; scoping what we're planning for; completing individual plans; resourcing and hiring a coordinator; having more regular meetings; gaining political buy in; building partnerships; and identifying standards. Attendees were asked to 'dot vote' for the items they thought were the most pressing issues to be addressed. The items with the most dots were:

- Exercise and evaluate plans (7)
- Resource and hire a coordinator (7)
- Gain political buy in (for a coordinator/regional coordination) (5)
- Increase individual preparedness (4)
- Increase community preparedness (4)
- Develop communication systems/structures (4)

The results were carried forward to the Next Steps portion of the agenda.

### **4. ADMINISTRATION, FUNDING AND RESOURCES**

Discussion then returned to what mechanism would be used to facilitate coordination between the communities. Attendees first defined that coordination and working together is needed:

- For events outside of the normal situation that an individual community/organization cannot handle alone (this will vary depending on capacity, remoteness, etc.);
- Events that affect all/multiple communities and/or are cross jurisdictional (e.g. earthquake, tsunami, major infrastructure damage); and
- Where communities are able to support incidents in other areas.

In order to effectively work together, all communities need to achieve a base level of capacity (in planning, education, training, exercising plans), and all plans need to be meshed at a regional level (who has what, who do you ask for help, how do you access the resources of other communities – e.g. mutual aid agreements).

Each attendee was asked to summarize what level of political buy in there likely would be in terms of supporting a regional coordinator position. While the regional coordinator's responsibilities would need to be sharply defined, and costs would need to be estimated, attendees believed the concept was worth advocating for within each community.

As a start for 2017, the following proposal was formulated:

- Each community will report to their respective Councils/constituents and seek to immediately secure a contribution of \$1k, for a total of \$10k, towards an 'interim' regional coordinator
- The interim regional coordinator will focus on funding applications<sup>1</sup> and developing a regional coordinator proposal for a 2018 program.

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<sup>1</sup> E.g. Search and Rescue New Initiatives Fund: <https://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/rspndng-mrgnc-vnts/nss/nif-appgd-en.aspx#a08>

**5. NEXT STEPS**

An action plan was started that will be completed once an interim coordinator is in place. See Appendix A.

**6. CLOSING**

Attendees were thanked for their contributions to the session, and the meeting was closed at 2:45pm.



## **APPENDIX A: ACTION PLAN**

### **ADMINISTRATION**

<b>Action/Deliverable</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Resources</b>
Write a letter that attendees will use to communicate the need for an 'interim' coordinator (what, why, how)	Russell Dyson	Dec. 31, 2016	
Each attendees presents letter to their Council/constituency and seeks \$1k towards the 'interim' coordinator. Report back to Russell.	10 community representatives	Feb. 10, 2017	Letter by Russell  Record of meeting
Approach EMBC for possible funding	Josie Osborne	Dec. 12, 2016	

### **GOAL 1: Base level of preparedness across all communities/organizations**

<b>Action/Deliverable</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Resources</b>
Circulate contact list to all communities/organizations	Shelli Lyle	Dec. 16, 2016	
Provide Shelli with name and contact information of community's/ organization's coordinator	All	Jan. 6, 2017	
Establish means to share information via Google Drive	Shelli Lyle/Russell Dyson	Dec. 31, 2016	
Develop questionnaire for community/organization coordinators to assess where are they at right now (e.g. internal structure, plans)	Dan Holder	Jan. 13, 2017	
Complete questionnaire	Karla convenes meeting of all community/ organization coordinators	Jan. 31, 2017	
Collate and share results	Dan Holder	Feb. 28, 2017	
Assess questionnaire results. Develop action plans to address gaps.	Regional Coordinator	May 31, 2017	
Conduct a detailed inventory of the resources (capacity, equipment, HR, etc.) held by each community/organization	Regional Coordinator		Inventory matrix from Andrew Yeates
Complete/update individual plans	Community/ organization coordinators		Regional Coordinator assistance

Conduct a survey to learn about the emergency preparedness and response priorities of the public/constituents			
Share information on training opportunities	All	Ongoing	Contact list, Google Drive
Benchmark progress – report on accomplishments and what’s still left			

**GOAL 2: Mesh plans at a regional level**

<b>Action/Deliverable</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Resources</b>
Analyze all plans for gaps and interdependences			
Develop a networking and communications plan <ul style="list-style-type: none"> <li>• Who has what</li> <li>• Who to call and when</li> <li>• How to access resources</li> </ul>			
Develop mutual aid agreements to support the communications plan			
Develop regional standards (training, education, on-the-ground communication)			
Benchmark progress – report on accomplishments and what’s still left			