



Alberni-Clayoquot Regional District

WEST COAST COMMITTEE MEETING
THURSDAY, JANUARY 12, 2017, 1:00 PM
DISTRICT OF TOFINO COUNCIL CHAMBERS
121 3rd Street, Tofino, BC

AGENDA

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- | | PAGE # |
|---|-------------|
| 1. <u>CALL TO ORDER (CAO)</u> | |
| Recognition of Traditional Territories. | |
| 2. <u>ELECTION OF CHAIRPERSON 2017</u> | |
| <i>The CAO to conduct election of Chairperson for 2017</i> | |
| 3. <u>APPROVAL OF AGENDA</u> | |
| <i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 4. <u>ADOPTION OF MINUTES</u> | |
| a. West Coast Committee Meeting – November 16, 2016 | 3-6 |
| <i>THAT the minutes of the West Coast Committee meeting held on November 16, 2016 be adopted.</i> | |
| 5. <u>CORRESPONDENCE</u> | |
| 6. <u>REQUEST FOR DECISIONS & BYLAWS</u> | |
| a. REQUEST FOR DECISION | 7-10 |
| Re: West Coast Committee Terms of Reference | |
| <i>THAT the West Coast Committee recommend that the ACRD Board of Directors approve the updated Terms of Reference for the West Coast Committee as presented.</i> | |
| 7. <u>REPORTS</u> | |
| 8. <u>LATE BUSINESS</u> | |
| 9. <u>IN CAMERA</u> | |
| <i>Motion to close the meeting to discuss matters relating to:</i> | |

k. The negotiations and related discussions respecting the proposed provision of a Regional District service that are at the 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.

10. RECOMMENDATIONS FROM THE IN CAMERA

11. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 16, 2016

Tiickin Boardroom, Toquaht Nation Administration Office, 1971 Peninsula Road, Ucluelet, BC

- MEMBERS** Dianne St. Jacques, Mayor, District of Ucluelet (Chair)
- PRESENT:** Josie Osborne, Mayor, District of Tofino
Tony Bennett, Director, Electoral Area "C" (Long Beach)
Kirsten Johnsen, Councillor, Toquaht Nation
Patti Charleston, Ahousaht First Nation
Ellen Peet, Salmon Beach Advisory Committee
- REGRETS:** Alan McCarthy, Member of Legislature, Yuułuꞵiꞵatꞵ Government
Ann Atleo, Ahousaht First Nation
- STAFF PRESENT:** Russell Dyson, Chief Administrative Officer
Mike Irg, Manager of Planning & Development
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 Yuułuꞵiꞵatꞵ Government Territories and within the meeting facilities of the Toquaht Nation.

2. APPROVAL OF AGENDA

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the agenda be approved as circulated with the addition of the CAO verbal report – November 28, 2016 Emergency Planning Workshop Update.

CARRIED

3. ADOPTION OF MINUTES

a. **West Coast Committee Meeting – September 21, 2016**

MOVED: Director Bennett

SECONDED: Director Johnsen

THAT the minutes of the West Coast Committee Meeting held on September 21, 2016 be adopted.

CARRIED

4. DELEGATIONS

- a. **Jessie Hannigan, Project Liaison, Pacific Rim National Park Reserve, regarding update on Traverse Trail.**

The clearing tender has been released. Generally, the trail will be cleared 5 meters wide with the trail 3 meters in width. Mr. Hannigan circulated the most recent plan. Public information meetings are scheduled for the West Coast communities in early December

MOVED: Director Osborne

SECONDED: Director Bennett

THAT the Pacific Rim National Park Traverse Trail plan be forwarded to the Regional Districts Regional Parks and Trail Advisory Committee for a discussion regarding links from the trail to Ucluelet and Tofino.

CARRIED

5. REQUEST FOR DECISION

6. REPORTS

- a. Long Beach Airport Rezoning Report – M. Irg (verbal)

A letter of support for the bylaw has been received from the Tla-o-qui-aht First Nation. The bylaw will proceed to public hearing early in the new year.

Patti Charleston entered the meeting at 11:08 am.

- b. Long Beach Airport Update – M. Fortune (verbal)

The lighting project is now 98% complete. The system was used successfully for a recent medivac. Transport Canada is to review the infrastructure for certification by the end of November. Publication of the system could occur in March 2017. Work is proceeding for obstacle limitation surfaces on runways 07 and 34. An emergency exercise is being planned for December. Finally traffic volumes are at 2015 levels which was a record for CYAZ.

The committee briefly discussed airport naming and it was agreed a meeting would be called by the Chair at a later date.

c. Other Reports

The CAO described the proposed agenda for an emergency planning workshop scheduled for November 28, 2016 at the Ucluelet Community Center.

Patti Charleston, Ahousaht reported on matters within her community.

MOVED: Director Osborne

SECONDED: Director Bennett

THAT the West Coast Committee receive these verbal reports.

CARRIED

7. LATE BUSINESS

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the West Coast Committee recommend the Chairperson of the ACRD write a letter to the appropriate federal and provincial ministries congratulating them on establishing oil spill response programs and advising them of the ACRD infrastructure at CYAZ that may be appropriate for logistical needs of emergency response.

CARRIED

8. IN CAMERA

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the meeting be closed to the public to discuss matters relating to:

- i. The acquisition, disposition or expropriation of land or improvement, if the Regional District considers that disclosure could reasonably be expected to harm the interests of the Regional District.*

CARRIED

The meeting was closed to the public at 11:40 am.

The meeting was re-opened to the public at 11:54 am.

9. RECOMMENDATIONS FROM IN-CAMERA

10. ADJOURN

MOVED: Director Bennett
SECONDED: Director Osborne

THAT this meeting be adjourned 11:55 am.

CARRIED

Certified Correct:

Dianne St. Jacques,
Chairperson

Russell Dyson,
Chief Administrative Officer



REQUEST FOR DECISION

To: West Coast Committee
From: Wendy Thomson, Manager of Administrative Services
Meeting Date: Thursday, January 12, 2017
Subject: **West Coast Committee Terms of Reference**

Recommendation:

THAT the West Coast Committee recommend that the ACRD Board of Director approve the updated Terms of Reference for the West Coast Committee as presented.

Desired Outcome:

To approve an updated Terms of Reference for the West Coast Committee.

Background:

The Terms of Reference for the West Coast Committee was approved by the ACRD Board on May 27, 2015. The Terms of Reference requires updating to include the Toquaht Nation as a full voting Member on the Committee.

In addition, section 7.3 of the Terms of Reference has been added to include the following: All new Committee direction requiring staff resources must be forwarded by resolution to the ACRD Board of Directors for approval. This is a recommendation coming out of the Board Strategy session held in December 2016.

The above amendments have been included in the attached Terms of Reference for consideration of approval by the West Coast Committee. Upon Committee approval, the Terms of Reference will be forwarded to the ACRD Board of Directors for approval.

Time Requirements – Staff & Elected Officials:


Minimal

Financial:

n/a

Policy or Legislation:

Local Government Act and ACRD Procedures Policy applies.

Submitted by: 
Wendy Thomson, Manager of Administrative Services

Approved by: 
Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional District

Terms of Reference West Coast Committee

1. Purpose

- 1.1 The West Coast Committee has been established to consider issues and to make recommendations to the ACRD Board pertaining to services paid for by one or more of the following areas within the region: District of Tofino, District of Ucluelet, Long Beach, Yuułuʔiłʔatḥ Government and Toquaht Nation.

2. Duties/Mandate

- 2.1 The West Coast Committee is a standing committee of the Board that will assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services:

- West Coast Waste Management
- Long Beach Airport
- Long Beach Emergency Planning
- Long Beach Bike Path
- West Coast Multiplex
- West Coast Health Services

- 2.2 The Committee will explore, consider and make recommendations to the Board on possible future services within the areas defined in section 1.1.
- 2.3 The Committee will provide the Board with regular, ongoing advice on different activities and services with the areas defined in section 1.1
- 2.4 The Committee will be a forum for dialogue among the communities of the West Coast. The agenda will include a round table for community updates.

3. Membership

- 3.1 Membership on the Committee is as follows:

- One (1) Director elected to the Board representing Electoral Area “C” Long Beach, or his/her alternate
- One (1) Director appointed to the Board from the District of Tofino, or his/her alternate

- One (1) Director appointed to the Board from the District of Ucluelet, or his/her alternate
- One (1) Director appointed to the Board from the Yuułuʔiłʔatḥ Government, or his/her alternate
- One (1) Director appointed to the Board from the Toquaht Nation
- Non-voting ex-officio Members – One (1) each representative the following organizations:
 1. Pacific Rim National Park
 2. Tla-o-qui-aht First Nation
 3. Ahousaht First Nation
 4. Hesquiaht First Nation

4. Appointment and Term

- 4.1 The appointment and term of Committee Members coincides with the Directors appointment or elected term on the ACRD Board of Directors.
- 4.2 Committee appointments are confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.
- 4.3 The Chair of the Board may appoint persons who are not Directors of the ACRD Board to the Committee as ex-officio non-voting Members. These Members sit without remuneration. The ACRD Board may consider reimbursement for travel expenses for ex-officio non-voting Members upon recommendation from the Committee.
- 4.4 The Chair of the Board will confirm appointments from the non-voting ex-officio Members with their organizations in January of each year.

5. Committee Chair

- 5.1 The Committee will elect a Chair and Vice-Chair from amongst its Members at the first meeting of each year.

6. Meeting Procedures

- 6.1 Meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson. The yearly Committee meeting schedule will be developed and approved by the Board at the first Board meeting in January of each year.

6.2 A quorum for a meeting of the Committee shall be the majority of the voting Members of the Committee.

6.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District's Procedure Bylaw.

7. Reporting to the Board

7.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.

7.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.

7.3 All new Committee direction requiring staff resources must be forwarded by resolution to the ACRD Board for approval.

8. Resources

8.1 On behalf of the Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee including writing letters, preparing reports to the ACRD Board.

8.2 ACRD Administrative staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda's, minutes etc. are circulated electronically to all Members.

Approved by the ACRD Board:	May 27, 2015
Revised by the Board:	