



Alberni-Clayoquot Regional District

WEST COAST COMMITTEE MEETING

WEDNESDAY, OCTOBER 4, 2017, 1:00 PM

Toquaht Nation Administration Office, Duquah Conference Room,
1971 Peninsula Road, Ucluelet, BC

AGENDA

| | PAGE # |
|--|------------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of Traditional Territories. | |
| 2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 3. <u>ADOPTION OF MINUTES</u> | |
| a. West Coast Committee Meeting held June 14, 2017 | 3-8 |
| <i>THAT the minutes of the West Coast Committee Meeting held on June 14, 2017 be received.</i> | |
| 4. <u>DELEGATION</u> | |
| a. Pam Shaw, Professor, Geography, Director, Master of Community Planning Program, Sylvie Lafreniere, Professor, Sociology, Graham Sakaki, research and Community Engagement Coordinator, Vancouver Island University regarding West Coast Multiplex Survey (via teleconference) | |
| 5. <u>REQUEST FOR DECISIONS & BYLAWS</u> | |
| a. REQUEST FOR DECISION | 9 |
| Re: Telus Lease Renewal – Long Beach Airport | |
| <i>THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors renew Telus' lease agreement for the telecommunication service facility located at the Long Beach Airport for a fifteen (15) year term commencing December 1, 2017, in the amount of \$2,145, plus applicable taxes per year; with annual increases for CPI (Victoria).</i> | |

b. **REQUEST FOR DECISION**

10-11

Re: Lease Lot C – Blue Heron Aviation Service

THAT the West Coast Committee recommend that the Board of Directors of the Alberni-Clayoquot Regional District enter into a long term lease up to 20 years with Blue Heron Aviation Service commencing on the date upon which the plan of subdivision by leasehold, as approved by Provincial Approving Officer and registered in the Victoria Land Title Office and ending on the day that is precisely twenty (20 years) from the date of final registration of the Subdivision Plan in the Victoria Land Title office, with an option to renew for an another 20 year term ending on the day that is precisely forty years from the date of final registration of the Subdivision Plan in the Victoria Land title Office.

c. **REQUEST FOR DECISION**

12-13

Re: Long Term leases at Long Beach Airport

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors provide direction to staff to investigate establishing long-term (airside and non-airside) lease lots at the Long Beach Airport, and that any costs incurred for site preparation be considered during 2018 budget discussions.

6. **REPORTS**

a. Transportation Scope Setting Project – West Coast Communities (M. DeWitt)

14-15

b. Pacific Rim National Park – Update on Traverse Trail (K. Haugen) - verbal

c. Marine Debris Update – (A. McGifford) – verbal

d. Update on Long Beach Airport – (M. Fortune) – verbal

e. West Coast Project To Do List 2017 (T. Fong)

16

THAT the West Coast Committee receive reports a-e.

7. **UNFINISHED BUSINESS**

8. **LATE BUSINESS**

9. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 14, 2017, 10:00 AM

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

MEMBERS PRESENT: Chairperson Dianne St. Jacques, Mayor, District of Ucluelet
Josie Osborne, Mayor, District of Tofino
Tony Bennett, Director, Electoral Area "C" (Long Beach)
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Jackie Godfrey, Parks Canada

REGRETS: Jessie Hannigan, Parks Canada

STAFF PRESENT: Wendy Thomson, Acting Chief Administrative Officer
Janice Hill, Acting Manager of Administrative Services
Mike Irg, Manager of Planning & Development
Andrew McGifford, Manager of Environmental Services

GUESTS: Scott Kenny, ACRD Consultant

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director Osborne

SECONDED: Director McCarthy

THAT the agenda be approved as circulated with the following late items:

5 (b). Notes – West Coast Emergency Planning Meeting – June 8, 2017

5 (i). Parks Canada Information Sessions – Traverse Trail

CARRIED

3. ADOPTION OF MINUTES

a. **West Coast Committee Meeting – April 5, 2017**

MOVED: Director Bennett

SECONDED: Director McCarthy

THAT the minutes of the West Coast Committee Meeting held on April 5, 2017 be received.

CARRIED

Director Johnsen entered meeting at 10:10 am.

4. REQUEST FOR DECISIONS & BYLAWS

a. Traverse Trail Connections Options

MOVED: Director Bennett

SECONDED: Director McCarthy

THAT the West Coast Committee recommend the District of Tofino acquire the right of way to build a trail to connect to the northern portion of the Traverse Trail and assume construction and maintenance costs.

CARRIED

MOVED: Director Bennett

SECONDED: Director McCarthy

THAT the West Coast Committee recommend the District of Ucluelet and Yuułu?i?ath Government work together to acquire the right of way for southern portion of the Traverse Trail and assume construction and maintenance costs with any grant money received by the ACRD transferred to the District of Ucluelet.

CARRIED

b. West Coast Landfill (WCLF) – Rate changes & cardboard disposal ban

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the West Committee recommend the Alberni-Clayoquot Regional District Board of Directors adopt “Bylaw No. R1028, 2017 – A Bylaw for the Regulation of Solid Waste Disposal and Tipping Fees at the West Coast Landfill”.

CARRIED

c. Memorandum of Understanding – West Coast Multiplex Fundraising

MOVED: Director Osborne

SECONDED: Director McCarthy

THAT the West Coast Committee receive the update on West Coast Multiplex Fundraising the draft Memorandum of Understanding between the ACRD and West Coast Multiplex Society.

CARRIED

Chairperson St. Jacques left meeting at 10:42 a.m.
Director Bennett assumed the Chair.
S. Kenny left meeting at 10:42 a.m.

5. REPORTS

a. Administrative Report - West Coast Project To Do List 2017

MOVED: Director McCarthy

SECONDED: Director Osborne

THAT the West Coast Committee receive the report.

CARRIED

b. West Coast Emergency Planning Meeting – June 8, 2017 - W. Thomson (verbal)

The Acting CAO circulated notes and reported on the June 8th meeting. The ACRD continues to collect \$1,000 from each of the communities on the West Coast for a total of approximately \$10,000 in order to retain an emergency coordinator on the West Coast. There was initial discussion regarding the West Coast coordinator position duties to include: building a business case for a permanent position on the west coast, explore funding opportunities, conduct a first scan of all emergency plans on the coast and prepare and database.

MOVED: Director McCarthy

SECONDED: Director Osborne

THAT the West Coast Committee receive the report.

CARRIED

c. Waiving of Tipping Fees - A. McGifford (verbal)

The Manager of Environmental Services provided information on how the waiving of tipping fees are handled in the WC Landfill service budget.

MOVED: Director McCarthy

SECONDED: Director Johnsen

THAT the West Coast Committee receive the report.

CARRIED

d. Memorandum - Long Beach Recreation Cooperative Water Fees Update

The Manager of Environmental Services provided a follow up to a report that was provided to the WC Committee in the Fall of 2016 regarding the outstanding water fees at the Long Beach Recreation Cooperative explaining an error that had occurred in the calculation of their quarterly water fees.

MOVED: Director McCarthy

SECONDED: Director Johnsen

THAT the West Coast Committee receive the report.

CARRIED

e. Memorandum - West Coast Landfill – Annual Report 2014

MOVED: Director Osborne

SECONDED: Director McCarthy

THAT the West Coast Committee receive the report.

CARRIED

f. Organic Processing Facility Feasibility Analysis and Grant Application Update – WCLF

MOVED: Director McCarthy

SECONDED: Director Osborne

THAT the West Coast Committee receive the report.

CARRIED

S. Kenny re-entered meeting at 11:04 a.m.

g. Memorandum – Update on the West Coast Multiplex Project – Phase 1 “The Arena” Update

- Survey Update – Verbal Scott Kenny

S. Kenny provided an update on the survey being conducted by VIU in the fall of 2017 within the West Coast Multiplex service area. The Committee discussed content for the survey. S. Kenny will work with west coast communities and the Society to develop the fall survey.

MOVED: Director Johnsen

SECONDED: Director McCarthy

THAT the West Coast Committee receive the report.

CARRIED

h. Proposed Transit Service between Ucluelet, Long Beach and Tofino

The Acting CAO presented a draft RFQ to retain a consultant to undertake a market/demand analysis for a proposed transit service between Tofino and Ucluelet. The ACRD budgeted \$5,000 in general government services (reports and studies) in 2017 for this project. There was discussion regarding contracting the Alberni-Clayoquot Health Network undertake the project.

MOVED: Director McCarthy

SECONDED: Director Johnsen

THAT the West Coast Committee direct staff to explore with the AC Health Network the possibility of the Network conducting the market/demand analysis for the proposed transit service between Ucluelet and Tofino for a cost of \$5,000.

CARRIED

i. Parks Canada – Update and Information Session Report. - J. Godfrey (verbal)

J. Godfrey provided an update on current infrastructure work in the park reserve and dates of public information sessions providing all the latest information on the Parks Canada multi-use trail project

MOVED: Director McCarthy

SECONDED: Director Osborne

THAT the West Coast Committee receive the verbal report and information session bulletin.

CARRIED

j. West Coast Aquatic – Director Bennett (verbal)

Director Bennett provided reported that the West coast Aquatic will be facilitating the community engagement on Marine Protective Areas.

MOVED: Osborne

SECONDED: McCarthy

THAT the West Coast Committee receive the report.

6. UNFINISHED BUSINESS

7. LATE BUSINESS

8. ADJOURN

MOVED: Director Osborne
SECONDED: Director Johnsen

THAT this meeting be adjourned at 11:40 a.m.

CARRIED

Certified Correct:

Dianne St. Jacques,
Chairperson

Wendy Thomson,
Acting Chief Administrative Officer



REQUEST FOR DECISION

To: West Coast Committee
From: Janice Hill, Environmental Services Coordinator
Meeting Date: October 4, 2017
Subject: Telus lease renewal – Long Beach Airport

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors renew Telus' lease agreement for the telecommunication service facility located at the Long Beach Airport for a fifteen (15) year term commencing December 1, 2017, in the amount of \$2,145, plus applicable taxes per year; with annual increases for CPI (Victoria).

Summary:

Telus has held a lease at the Long Beach Airport since 1994 for a telecommunications service facility. The original lease was with Transport Canada for a twenty (20) year term. Telus still requires the site indefinitely and their facilities remain in place. The leases inherited from Transport Canada, can continue on longer terms based.

Time Requirements – Staff & Elected Officials:

Minimal staff and elected official time to prepare lease for renewal.

Financial:


Currently the annual lease for Telus (as proposed) will be \$2,145, plus applicable taxes per year and applicable annual CPI increases for Victoria. The rate has been updated and is based on the market appraisal conducted in 2016 by Pacific Rim Appraisals Ltd. The language within the lease agreement will provide the ACRD the ability to conduct a market appraisal. The market appraisal should be undertaken every five (5) years in order to provide fair consideration for leased lands at the LBA.

Submitted by:



Janice Hill, Environmental Services Coordinator

Approved by:



Andrew McGifford, CPA, CGA, Manager of Environmental Services



REQUEST FOR DECISION

To: West Coast Committee
From: Janice Hill, Environmental Services Coordinator
Meeting Date: October 4, 2017
Subject: Lease Lot C – Blue Heron Aviation Service

Recommendation:

THAT the West Coast Committee recommend that the Board of Directors of the Alberni-Clayoquot Regional District enter into a long term lease up to 20 years with Blue Heron Aviation Service commencing on the date upon which the plan of subdivision by leasehold, as approved by Provincial Approving Officer and registered in the Victoria Land Title Office and ending on the day that is precisely twenty (20 years) from the date of final registration of the Subdivision Plan in the Victoria Land Title office, with an option to renew for an another 20 year term ending on the day that is precisely forty years from the date of final registration of the Subdivision Plan in the Victoria Land title Office.

Summary:

Staff advertised a Notice of Disposition for Lot C and D at LBA, which are airside lots. Blue Heron Aviation submitted a letter of intent to the Alberni-Clayoquot Regional District (ACRD) to lease Lot C at Long Beach Airport (LBA) to construct an aircraft hangar. The letter of intent stated that in order to make the investment in hangar construction, they would require a longer-term lease agreement. One proposal package was received from Blue Heron Aviation for Lease Lot C. The proposal and site plan have been reviewed staff and staff recommend proceeding with the lease.

Time Requirements – Staff & Elected Officials:

A modest amount of staff time to prepare lease agreement and complete the subdivision process, minimal elected official time requirements.

Financial:

Currently the annual lease for Lot C (as proposed) will be \$6,830.83, plus applicable taxes per year and applicable annual CPI increases for Victoria. The rate has been updated and is based on the market appraisal conducted in 2016 by Pacific Rim Appraisals Ltd. The language within the lease agreement will provide the ACRD the ability to conduct a market appraisal. The market appraisal should be undertaken every five (5) years in order to provide fair consideration for leased lands at the LBA. Applicable subdivision fees will need to be paid by the ACRD.

In order to proceed with a long term lease staff estimate that there needs to be \$10,000 in fees paid to complete the subdivision process (survey and fees).

Policy or Legislation:

As per the Local Government Act.

Options Considered:

- 1) Proceed with a three year lease and avoid cost related with the subdivision process – When the advertisement was undertaken the intent of Blue Heron Aviation Service was known and the advertisement was for the longer term. In order to make the investment in the lease lot the three term year term would not provide the security required to undertake the large investment.
- 2) Require that the lease pay for the subdivision process – When an owner of a property provides the opportunity to lease that is not a common process to charge back capital costs associated with lot development. The recovery of these costs would be provided within the lease payments received for the property, hence the requirement to request market value for lots held by the ACRD.

Submitted by: 

Janice Hill, Environmental Services Coordinator

Approved by: 

Andrew McGifford, CPA, CGA, Manager of Environmental Services



REQUEST FOR DECISION

To: West Coast Committee
From: Janice Hill, Environmental Services Coordinator
Meeting Date: October 4, 2017
Subject: Long Term leases at Long Beach Airport

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors provide direction to staff to investigate establishing long-term (airside and non-airside) lease lots at the Long Beach Airport, and that any costs incurred for site preparation be considered during 2018 budget discussions.

Desired Outcome:

To provide the option of long-term leases on airside and non-airside lease lots as requested by current and future leaseholders.

Summary:

Staff have received requests over the past couple of years for land leases at the Long Beach Airport (LBA). The requests have been made for longer terms than the three-year term normally assigned by the ACRD. Future leaseholders are prepared to invest in infrastructure on their leased lots but are not willing to make this investment based on a three-year term.

In order for the ACRD to enter into longer term leases, the lots up for lease need to be publically advertised with the annual rent noted. The resulting interest in leased lots is communicated with the Board of Directors prior to having a legal survey completed. A subdivision application to the Ministry of Transportation and Infrastructure (MOTI) is required to enable a lease with a term greater than three years.

The subdivision application fees by MOTI are \$100 per lot plus a \$50 examination fee, and the Land Title office is approximately \$100 plus legal fees for the registration process. The extra costs associated with a long-term lease over a three year lease is the cost of having the lot surveyed by a legal surveyor, and an easement surveyed to provide legal access to the lot.

The Ministry of Environment will require a contaminated site profile, and a Stage 1 investigation may be required for new lease lots. The cost of a contaminated site profile would vary depending on the size of the site and work involved to complete the process. If there are contaminants found then the site remediation must be undertaken. Remediation issues associated with the property prior to being transferred should be paid for by Transport Canada. Staff time and investigation to would be required before the claim is made and would require additional resource to provide the issue was associated with the past use of the property.

A lease lot appraisal was completed in June of 2016 for most of the existing lease areas at LBA. In some cases, the cost to complete the subdivision process may exceed the amount of annual rent received. As owner of the land, ACRD is responsible for costs associated with the development of the land.

Background:

Previously, staff only entered into 3-year lease terms, which did not require the subdivision process. Staff recommend that before we enter into long term leases (up to 40 years), the ACRD should consider what type of businesses are suitable on non-airside lands for longer terms and consider the costs involved to be able to provide longer terms. Airside lots are reserved for aviation related businesses or personal aircraft storage hangars.

Time Requirements – Staff & Elected Officials:

A modest amount of staff time to prepare lease agreements and complete the subdivision process, minimal elected official time requirements.

Financial:

The ACRD will receive the same annual rent for each lease lot regardless of the term of the lease. The costs associated with long-term leases are more costly than a short-term lease given the subdivision application process. There are limited resources available to pay for surveys, contaminated site investigations, and appraisals. Proceeding with long-term leases will assist with the Boards desire to increase economic development at the airport.

In order to proceed with a long-term lease staff estimate that there needs to be \$10,000 - \$15,000 in fees paid to complete the subdivision process (survey and fees). There are costs associated with the contaminated site profile, these would be site specific an unknown at this time. Site remediation costs should be covered by Transport Canada (as mentioned above) but there may need to be cost outlay before cost recover is made.

Policy or Legislation:

As per the *Local Government Act*.

Options Considered:

Options to be considered:

1. Complete an Airport Lands Development Plan and bylaw, which could be comprised of specific land use areas at designated areas at the airport before entering into land leases.
2. Investigate surveying and establishing long-term lease lots available for lease in the future. The upfront cost of subdividing the costs will be significant but may have efficiencies and cost savings by doing one easement providing access to all lease lots. A Request for Proposals could be advertised for the surveying work.
3. Consider adding a fee to the annual maintenance payment to help cover the increased cost long-term leases.
4. Consider re-assessing market value of LBA lease lots, even though the assessment was conducted in June 2016.

Submitted by: 

 Janice Hill, Environmental Services Coordinator

Approved by: 

 Andrew McGifford, CPA, CGA, Manager of Environmental Services

TRANSPORTATION SCOPE SETTING PROJECT - WEST COAST COMMUNITIES

BACKGROUND

Background work in the Alberni Clayoquot Regional District (ACRD) conducted by the Alberni Clayoquot Health Network (ACHN) has identified transportation and access to basic services as a priority in addressing health indicators in the region. Through consultation, workshops and action tables the ACHN has identified several projects to move forward which will begin to address this need. In order to develop consistent public policy campaigns, communications and assess opportunities to leverage resources, baseline information is required. Working with a small working group of key stakeholders in the rural remote communities of the ACRD's west coast the need for a BC Transit Feasibility study was identified and prioritized.

Discussions with BC Transit identified an ability to plan for a regional feasibility study in 2018-2019 fiscal. In order to ensure scope of the project is set in advance and some pre work has already been completed the ACRD West Coast Committee has allocated \$5000 to initiate this work in the 2017-2018 fiscal. Pre work will define the desired scope of the transit system and current transportation assets in the region while engaging key community stakeholders to confirm buy in for the 2018 – 2019 process and ensure local input into the reports.

GOAL

Define regional communities (population, key stats, trends and growth) which are interested in and would benefit from a regional transportation system by compiling statistics from census and local sources. Define existing transportation assets which are present in communities and outline usage trends.

CORE TASKS

Research: Compile community information on demographics, growth, economy, mobility and other trends from census, BC Stats and local research sources (vital signs, living wage, LHA 70 Profile). Compile transportation assets for each region including any usage statistics available.

Community Engagement: Engage leadership and key community stakeholders for the Districts of Ucluelet and Tofino as well as Tla-o-qui-aht and Yuu-thlu-ilth-aht First Nation to verify interest in transportation feasibility study, validate community profiles and transportation assets and seek support for next steps.

Report Preparation: Compile information collected through research and community engagement into a working document for submission to ACRD West Coast Committee as well as BC Transit upon approval. Working document will contain a community profile for each participating community outlining key community stats and trends as well as transportation assets, statistics (if available) and trends.

Submission: Distribute report to key community contacts for final validation and submit to ACRD West Coast Committee, incorporate any advised changes upon request.

PROJECT BREAK DOWN

| Deliverable | Details | Timeline | Cost |
|-----------------------|--|---------------------------------|-------------|
| Research | Community profile info Transportation assets and trends | Sept 15, 2017 – Oct 15, 2017 | \$1000 |
| Engagement | Engagement with Community Stakeholders and leadership if required | October 2017 | \$1000 |
| Report | Information compilation and presentation | November 2017 | \$1500 |
| Submission | Validate and approve draft for submission to BC Transit | December 2017 | \$500 |
| Administration | 20% which includes, GST, travel, expenses, equipment and overhead | NA | \$1000 |
| Total | | | \$5000 |

West Coast Project To Do List 2017

| Project # | Project Name | Assigned to | Status |
|-----------|--|--------------------|--|
| 1 | LBA - Marketing plan | Janice | Consultant developing website using new logo |
| 2 | LBA - Access road signage | Mark | On hold |
| 3 | LBA - Access road upgrade | Mark | Some removal completed / still more required |
| 4 | LBA - Building assessment / abatement | Luc | Complete |
| 5 | LBA - Drainage culvert repairs | Mark | Planned for October |
| 6 | LBA - Fire suppression upgrade | Mark | Hydrant replacement complete |
| 7 | LBA - House renovation | Luc | Investigating options |
| 8 | LBA - Caretaker/house agreement | Andrew/Janice | On hold |
| 9 | LBA - Obstacle limitations | Mark | Working with Parks Canada for permit to complete work |
| 10 | LBA - Maintenance & terminal building upgrades | Luc | Complete |
| 11 | LBA - Navigational aids | Mark | Virtually complete |
| 12 | LBA - Parking lot upgrades | Mark | McGill working on predesign |
| 13 | LBA - Perimeter fencing ACAP application | Mark | On hold |
| 14 | LBA - Taxiway H, C, F upgrade | Mark | ACAP application submitted - awaiting notification |
| 15 | LBA - Chemical spreader | Mark | ACAP application submitted - awaiting notification |
| 16 | LBA - Water system upgrades | Andrew | Parks Canada needs year before proceeding with supply |
| 17 | LBA - Water wells | McGill Engineering | On hold - associated with Parks Canada supply |
| 18 | LBA - Lease lot disposition | Andrew | Provide report to the committee - clear direction to be sought |
| 19 | LBA - Safety Management System | Mark | Working to comply to Transport Canada requirements |
| 20 | LB - Stream assessment | Mike | Awaiting report from West Coast Aquatic |
| 21 | WC Emergency Coordination | Wendy | On hold - awaiting funding from participants |
| 22 | Long Beach Emergency Plan | Wendy | Investigating consultant options |
| 23 | WC Multiplex - Design | Wendy | To be presented to WC Committee & Society on Oct 12 |
| 24 | WC Multiplex - Survey | Wendy | In progress with Vancouver Island University |
| 25 | WCLF - Review tipping fees | Andrew/Teri | Implemented July 1, 2017 - Done |
| 26 | WCLF - Disposal bans | Andrew | Implemented July 1, 2017 - Educational period until Dec 31/17 |
| 27 | WCLF - Food waste composting study | Andrew | Submitted SPF Grant proposal for composting facility |
| 28 | WCLF - Share sheds | Andrew | On hold |
| 29 | WCLF - MOE design criteria | McGill Engineering | Correspondence with MOE for requirements |
| 30 | WCLF - Leachate remediation | McGill Engineering | |
| 31 | WCLF - Pump station upgrade | McGill Engineering | Investigation ongoing |
| 32 | WCLF - Software upgrade | George | Working with vendor on implementation |
| 33 | WCLF - Vegetation treatment | Andrew | |
| 34 | WCLF - Biosolids investigation | | Direction required during 2018 budget discussions |
| 35 | WC Assistant - adjust position for new duties | Andrew | In progress |
| 36 | BC Transit study for West Coast | Wendy | Late Fall 2017 |
| 37 | Pacific Traverse Trail | Heather | Awaiting results for SPF Grant application for south end |