



Alberni-Clayoquot Regional District

ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING

TUESDAY, JANUARY 24, 2018, 10:00 AM

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>ELECTION OF CHAIRPERSON FOR 2018</u>	
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. Alberni Valley & Bamfield Services Committee Meeting held September 19, 2017	3-7
<i>THAT the minutes of the Alberni Valley Committee meeting held on September 19, 2017 be adopted.</i>	
5. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION	8-11
Alberni Valley & Bamfield Services Committee – Terms of Reference	
<i>THAT the Alberni Valley & Bamfield Services Committee review and reconfirm their Terms of Reference for 2018.</i>	
6. <u>REPORTS</u>	
7. <u>UNFINISHED BUSINESS</u>	
8. <u>LATE BUSINESS</u>	
9. <u>IN CAMERA</u>	
<i>Motion to close the meeting to the public as per section</i>	
i. <i>90 (1) (c) of the Community Charter: Labour relations or other employee relations</i>	
10. <u>RECOMMENDATIONS FROM IN-CAMERA</u>	

11. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 19, 2017, 1:30 PM

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

DIRECTORS PRESENT: John McNabb, Chair, Electoral Area "E" (Beaver Creek)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Mike Ruttan, Mayor, City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS: John Jack, Councillor, Huu-ay-aht First Nation

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager, Planning & Development
Wendy Thomson, Manager of Administrative Services
Janice Hill, Environmental Services Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:34 pm.

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

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the agenda be approved as circulated with the addition of the following late items: Gas Tax Request for the AVRA Expansion Project from the Electoral Area Directors Committee and helicopters running late at the night at the Alberni Valley Regional Airport.

CARRIED

3. ADOPTION OF MINUTES

a. **Alberni Valley & Bamfield Services Committee Meeting held May 17, 2017**

MOVED: Director Cote
SECONDED: Director McNabb

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on May 17, 2017 be adopted.

CARRIED

4. CORRESPONDENCE FOR ACTION/INFORMATION

- a. **City of Port Alberni, August 15, 2017, requesting that the ACRD take a leadership role in examining the potential for development of a new aquatic centre and the provision of aquatic services for the region. (referred from the August 23, 2017 Board of Directors Meeting)**

Tim Pley, Chief Administrative Officer, City of Port Alberni introduced Willa Thorpe, the new Parks and Recreation Director for the City of Port Alberni and spoke to their request for the Regional District to consider taking the lead role in examining the potential for the development of a new aquatic centre in the Alberni Valley.

MOVED: Director Ruttan
SECONDED: Director McLeman

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors instruct staff to meet with City of Port Alberni staff to develop an action plan for examining the potential for development of a new aquatic centre and the provision of aquatic centre services in the Alberni Valley for consideration by the ACRD Board during 2018 budget discussions.

CARRIED

5. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Long Term Ground Leases at Alberni Valley Regional Airport.**

MOVED: Director Kokura
SECONDED: Director McLeman

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors provide direction to staff to investigate establishing long-term lease lots at the Alberni Valley Regional Airport.

MOVED: Director Wyton
SECONDED: Director Ruttan

THAT the main motion be amended as follows: AND THAT any costs incurred for site preparation be considered during 2018 budget discussions.

CARRIED

The main motion as amended was

CARRIED

b. Request for Decision regarding Alberni Valley Waste – Organics – Next Steps.

MOVED: Director Wyton

SECONDED: Director Banton

THAT the Alberni Valley and Bamfield Services Committee recommend that the Board of Directors request staff to prepare an organics diversion report that provides various options to address the City of Port Alberni's proposed implementation of an organic diversion pickup program within their solid waste collection services and the need to reduce landfill gas creation at the Alberni Valley Landfill.

CARRIED

6. REPORTS

a. Future Delivery of Emergency Coordinator Services & Fire Coordinator Services – D. Holmes/W. Thomson (verbal)

The Chief Administrative Officer provided the Committee with an update on ACRD Emergency Coordinator and Fire Coordinator services. Staff are exploring options and opportunities for future delivery of both these services and will report back to the Committee.

b. Alberni Valley Regional Airport Expansion Project Update – M. Fortune

c. Development Update - Alberni Valley Regional Airport Advisory Committee - W. Thomson (verbal)

The Manager of Administrative services provided a brief update on the creation of an advisory committee at the Alberni Valley Regional Airport. A draft Terms of Reference will be presented at the next Committee meeting planned for November 2017.

d. Alberni Valley Landfill Diversion Update – A. McGifford (verbal)

The Manager of Environmental Services provided an update on Alberni Valley Landfill diversion initiatives.

MOVED: Director Ruttan

SECONDED: Director Cootes

THAT the Alberni Valley & Bamfield Services Committee receives reports a-d.

CARRIED

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- a. **New Business – Request from the Electoral Area Directors Committee regarding use of Gas Tax Request for the AVRA Expansion Project – Allocation on the basis of population – Discussion brought forward from the Electoral Area Directors’ Committee.**

MOVED: Director Banton

SECONDED: Director Kokura

THAT the Alberni Valley and Bamfield Services Committee recommend that the ACRD Board of Directors request the City of Port Alberni to allocate \$70,000 of gas tax funding to the Alberni Valley Regional Airport expansion project and that the rural areas contribute gas tax as follows: Beaufort \$2,000, Sproat Lake \$9,000, Beaver Creek \$12,000 and Cherry Creek \$7,000.

CARRIED

- b. **Director Cote – Concern with Helicopter testing - Sproat Lake and Great Central Lake**

Director Cote reported she has received several complaints regarding helicopter testing being conducted late at night in the Sproat Lake and Great Central lake areas.

MOVED: Director Cote

SECONDED: Director Kokura

THAT the Alberni Valley and Bamfield Services Committee send a letter to local aeronautic companies requesting that when they are planning to conduct air testing which could disrupt the community, they notify the community and Regional District prior to conducting the testing.

CARRIED

9. ADJOURN

MOVED: Director Kokura

SECONDED: Director McLeman

THAT the meeting be adjourned at 3:05 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Douglas Holmes,
Chief Administrative Officer



REQUEST FOR DECISION

To: Alberni Valley & Bamfield Services Committee
From: Wendy Thomson, Manager of Administrative Services
Meeting Date: January 18, 2018

Subject: Review – Alberni Valley & Bamfield Services Committee Terms of Reference

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee review and reconfirm their Terms of Reference for 2018.

Desired Outcome:

To review and approve the Terms of Reference for the Alberni Valley & Bamfield Services Committee for 2018.

Background:

The Alberni Valley & Bamfield Services Committee is a standing committee of the Alberni-Clayoquot Regional District. The Committee assists the ACRD Board of Directors with decision making including budget, policy, infrastructure needs and other issues related to Alberni Valley and Bamfield services. Terms of Reference attached.

At the first Committee meeting each year, Committee members review their terms of reference and consider any amendments. If there are amendments to the Alberni Valley & Bamfield Services Committee Terms of Reference for 2018, ACRD Board approval will be required.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

n/a

Policy or Legislation:

Local Government Act and ACRD Procedures Policy applies.

Options Considered

If there are any amendments to the Terms of Reference, the Committee would need to pass a recommendation to forward the amended Alberni Valley & Bamfield Services Committee Terms of Reference for approval by the ACRD Board of Directors.

Submitted by: Wendy Thomson
Wendy Thomson, Manager of Administrative Services

Approved by: Douglas Holmes
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



Alberni-Clayoquot Regional District

Terms of Reference Alberni Valley/Bamfield Services Committee

1. Purpose

- 1.1 The Alberni Valley/Bamfield Services 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: City of Port Alberni, Huu-ay-aht First Nation, Uchucklesaht Tribe Government, Bamfield, Beaufort, Sproat Lake, Beaver Creek and Cherry Creek.

2. Duties/Mandate

- 2.1 The Alberni Valley/Bamfield Services 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:

- Alberni Valley Emergency Planning
- Alberni Valley Waste Management
- Alberni Valley Regional Airport
- Alberni Valley Regional Water (proposed)
- Bamfield Waste Management
- Custom Transit
- Sproat Lake Marine Patrol
- Emergency Fire Services Coordinator

- 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

3. Membership

- 3.1 Membership on the Committee is as follows:

- Director for Electoral Area “A” Bamfield, or his/her alternate
- Director for Electoral Area “B” Beaufort, or his/her alternate

- Director for Electoral Area “D” Sproat Lake, or his/her alternate
- Director for Electoral Area “E” Beaver Creek, or his/her alternate
- Director for Electoral Area “F” Cherry Creek, or his/her alternate
- Two (2) Directors appointed to the Board from the City of Port Alberni, or his/her alternate
- One (1) Director appointed to the Board from the Huu-ay-aht First Nation, or his/her alternate
- One (1) Director appointed to the Board from the Uchucklesaht Tribe Government, or his/her alternate

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.

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 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.

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 15, 2015
Revised by the Board:	