



# Alberni-Clayoquot Regional District

## WEST COAST COMMITTEE MEETING

THURSDAY, JANUARY 18, 2018 @ 10:00 am

Yuułuʔiłʔatḥ Government, Cixwatin Centre, Executive Boardroom  
700 Wya Road, Hitacu, BC

## AGENDA

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	PAGE #
1. <b><u>CALL TO ORDER</u></b> Recognition of Traditional Territories.	
2. <b><u>ELECTION OF CHAIRPERSON FOR 2018</u></b>	
3. <b><u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
4. <b><u>ADOPTION OF MINUTES</u></b>	
a. <b>West Coast Committee Meeting – December 19, 2017</b>	<b>3-4</b>
<i>THAT the minutes of the West Coast Committee Meeting held on December 19, 2017 be received.</i>	
5. <b><u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10 minute maximum)</u></b>	
a. <b>Parks Canada Biocell Proposal – Arlene Armstrong, Applied and Integrated Science Program Leader, Pacific Rim National Park Reserve of Canada, Dave Tovell, Visitor Experience Manager, Parks Canada and Brent O'Rae, Environmental Program Advisor, Parks Canada.</b>	
6. <b><u>REPORTS</u></b>	
b. <b>Request for Decision - West Coast Transportation Study Scope Setting – M. DeWitt – Verbal</b>	<b>5-14</b>
<i>THAT the West Coast Committee receive the draft West Coast Transportation Study Scope Setting and recommend the Alberni-Clayoquot Regional District Board of Directors approve the study and submit to BC Transit requesting they undertake a regional feasibility study in 2018-2019 to analyze the viability of a local transit system between the west coast communities as defined in the Scope Setting Study.</i>	

- c. **Pacific Rim National Park Reserve of Canada Update – Karen Haugen, Superintendent, Pacific Rim National Park – Verbal**
- d. **Long Beach Airport Update – M. Fortune – Verbal**
- e. **Request for Decision - West Coast Committee Terms of Reference – Review** **15-18**

*THAT the West Coast Committee review and reconfirm their Terms of Reference for 2018.*

- f. **Request for Decision – Kiosk #8 Lease – Long Beach Airport Terminal Building – KD Air** **19**

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement with KD Air for kiosk #8 at the Long Beach Airport terminal building, commencing February 1, 2018 to January 31, 2023 for \$6,720 per year plus GST and applicable CPI increases.*

**7. UNFINISHED BUSINESS**

**8. LATE BUSINESS**

**9. ADJOURN**

**Next Meeting:**

**West Coast Committee Financial Planning Meeting**

**Thursday, February 15<sup>th</sup>, 1:00 pm, Ucluelet Community Centre**



# Alberni-Clayoquot Regional District

## MINUTES OF THE WEST COAST COMMITTEE MEETING

TUESDAY, DECEMBER 19, 2017, 1:00 PM

Ucluelet District Office Boardroom, 200 Main Street, Ucluelet, BC

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

**REGRETS:**

**STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 1:04 p.m.

**The Chair recognized the meeting is being held in the Yuułu?if?atḥ Government Territories.**

### 2. APPROVAL OF AGENDA

*MOVED: Tony Bennett*

*SECONDED: Alan McCarthy*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. IN-CAMERA

*MOVED: Tony Bennett*

*SECONDED: Kirsten Johnsen*

*THAT the meeting be closed to the public as per section:*

- i. 90 (1) (k) of the Community Charter: Negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the regional district could reasonably be expected to harm the interests of the regional district if they were held in public.*

**CARRIED**

### 4. ADJOURN

*MOVED: Josie Osborne*

*SECONDED: Tony Bennett*

*THAT this meeting be adjourned 2:14 p.m.*

**CARRIED**

Certified Correct:

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Dianne St. Jacques,  
Chairperson

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Douglas Holmes,  
Chief Administrative Officer



## REQUEST FOR DECISION

**To:** West Coast Committee  
**From:** Wendy Thomson, Manager of Administrative Services  
**cc:** Marcie DeWitt, Contractor  
**Meeting Date:** January 18, 2018

**Subject:** West Coast Transportation Study Scope Setting

**Recommendation:**

*THAT the West Coast Committee receive the draft West Coast Transportation Study Scope Setting and recommend the Alberni-Clayoquot Regional District Board of Directors approve the study and submit to BC Transit requesting they undertake a regional feasibility study in 2018-2019 to analyze the viability of a local transit system between the west coast communities as defined in the Scope Setting Study.*

**Desired Outcome:**

BC Transit undertake a regional feasibility study analyzing the viability of a local transit system between the west coast communities.

**Background:**

In 2017, Regional District staff met with BC Transit representatives to discuss the possibility of creating a transit service on the west coast. BC Transit identified an ability to plan for a regional feasibility study in the 2018-2019 fiscal year.

In order to ensure the scope of the project is set in advance, BC Transit recommended the ACRD undertake some pre-feasibility work. The ACRD retained the services of a contractor (Marcie DeWitt) to prepare a transportation scope setting study on a proposed transit service on the west coast. A copy of the report is attached.

The West Coast Transportation Study Scope Setting will form part of BC Transit’s regional feasibility study.

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

Some staff and elected officials time required to work with BC Transit.

**Financial:**

The ACRD Board of Directors approved \$5,000 in the 2017 General Government Services budget to retain a contactor to undertake the study.

**Policy or Legislation:**

n/a

Submitted by:

Wendy Thomson, Manager of Administrative Services

Approved by:

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

2017

# West Coast Transportation Study Scope Setting

Transportation in the rural and remote west coast communities of the Alberni Clayoquot Regional District

This report is intended to 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.



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## 1.0 INTRODUCTION

In 2009 a BC Transit Pre-Feasibility Study was undertaken with the District of Tofino to analyze viability of a local transit system between the communities of Tofino and Ucluelet. While no action was taken following the release of this initial study, work in the area has reignited interest in the pursuit of increased transportation options in the region. Regional partners have been united to plan around transportation aimed at increasing access to health in the region and have identified the pursuit of a BC Transit Feasibility Study as a top priority, adding more partners and capacity to this planning through the process.

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. The Alberni Clayoquot Regional District (ACRD) West Coast Committee has representation from both municipalities, Electoral Area C and the Ma-Nulth Nations of Toquaht and Yuu-thlu-ilth-aht, the remaining three nations are members of the Nuu-Chah-Nulth Tribal Council and will be engaged separately as required for this study.

## 2.0 COMMUNITY PROFILES

The west coast communities of the Alberni Clayoquot Regional District (ACRD) are made up of the two municipalities of Tofino and Ucluelet; the ACRD Electoral Area C; and the 5 Nuu-Chah-Nulth Nations, Hesquiaht, Ahousaht, Tla-o-qui-aht, Yuu-thlu-ilth-aht and Toquaht. Travel between these rural and remote communities varies between highway access, logging roads, boats and float planes. This study will focus on travel services between communities with paved road access along highway 4 and Port Albion Road - Ucluelet, Hitacu, Esowista, TyHistanis, Tofino and ACRD Area C - but the implications of a transit system on health, education and employment for the regional population is profound.

This section provides a breakdown of population and demographic information from the 2016 Census, the Clayoquot Biosphere Trust community survey, Living Wage Report and Clayoquot Vital Signs Report as well as in housing and population data from communities in the proposed study area. Due to challenges in information collection between the 2011 and 2016 census and inaccurate numbers reported for First Nation communities additional data sources have been sought to ensure a more accurate representation of the study area.

### 2.1 POPULATION AND DEMOGRAPHICS

The 2016 Census recorded a permanent population of approximately 5340 residents in the west coast communities over 3228 square kilometres of diverse geography with 17% identifying as aboriginal in the Alberni Clayoquot Region. The west coast communities host a young population with a median age of 34. According to the 2016 census the 26% of the population is aged 20 to 34, followed by those aged 20 to 34 at 23% and 19% of residents from age 50 to 64. The region has a smaller youth and senior population with 13% of youth aged 0 to 19 and 12% age 65 and older.



<b>Study Area Community Population – 2016 Census and In Community Data</b>					
<b>Community in Proposed Study Area</b>	<b>Reported 2011 Census Population</b>	<b>Reported 2016 Census Population</b>	<b>Population Increase</b>	<b>Population Reported by Community (2017)</b>	<b>Growth by Community Reports (2017)</b>
Tofino	1876	1932	3 %	1932	3%
Ucluelet	1627	1717	5.5%	1717	5.5%
Alberni Clayoquot Area C	433	677	56.4%	677	56.4%
Hitacu (Ittasoo)	240	274	14.2 %	274	14.2%
Esowista (and TyHistanis)	176	94	-46%	431	144.9%
<b>Totals</b>	<b>4352</b>	<b>4694</b>	<b>6.6%</b>	<b>4885</b>	<b>44.8%</b>

According to the 2016 Census the permanent population of the west coast communities located within the study area is 4694 and showing growth, this is most evident in the first nation and rural areas of the region due to new developments in the nations. Due to some ongoing challenges in census data with first nation communities the Tla-o-qui-aht community of Esowista and new development of TyHistanis saw a notable under reporting of residents, for the purposes of this study each community was contacted to validate population through housing departments and district records. With community data incorporated the west coast communities in this study area have a permanent population of 4885 with a 44.8% growth since the 2011 census.

## 2.2 COMMUNITY EVOLUTION

The allure of the Pacific Rim National Park and marketing for the region as a tourist destination has led to growth and a significant tourism economy in the west coast communities.

- The region sees an annual influx of visitors and seasonal workers, 940 000 visits to Pacific Rim National Park between May and October in 2015 according to Parks Canada.
- Most opportunities for employment are located in the municipalities of Ucluelet and Tofino, with economic growth the need for housing and transportation services within and between communities becomes more evident.
- New housing developments in the First Nation communities have led to growing populations as well as increased training and employment opportunities in community.
- Although 2016 Census numbers identify a 6.6% growth, when community population data from the First Nations is incorporated the growth rate is significant and development is continuing.

## 2.3 COMMUNITY LAND USE AND FORM

Communities in the study area are comprised primarily of single family dwellings which account for 66% of housing. Official community plans and housing studies in the area as a whole are recognizing the need for increased affordability and housing options in the region in order to accommodate long term residents and seasonal workers while balancing the demands of an attractive vacation destination. First Nation communities with in as well as outside of the study area have been active in developing new housing opportunities for members which has seen an increase to populations as well as an increased need develop community amenities and means to access those in neighboring communities.

## 2.4 EMPLOYMENT

2016 Census reports that the median income after tax for households in the study area is \$52,448 while the 2017 Clayoquot Living Wage calculation suggests an annual household income of \$73,200 is required to meet regional living expenses. A large percentage of residents rely on sales and service roles in tourism as a primary occupation with 26.6% of residents reporting that they have 2 jobs and 11.6% have 3+ jobs. According to the Clayoquot Living Wage calculation 40% of residents earn less than or close to minimum wage and 67% of residents earn less than the calculated living wage of \$19.27. The 2016 census demonstrates the strong trend towards the tourism based economic drivers, the top concentrations of industries which residents in the study area are employed:

- 28% in accommodation and food services;
- 9% in retail trade;
- 7% in agriculture, forestry, fishing and hunting;
- 7% in construction;
- And 6% in public administration, healthcare and social work and transportation and warehousing respectively.

## 2.5 COMMUNITY AMENITIES AND TRIP GENERATORS

Due to the small permanent population in the region infrastructure for basic needs such as health care, education, recreation and employment are shared between communities. Most infrastructure and employment opportunities are located in the two municipalities which necessitates increased travel between communities. Recreation facilities and halls exist throughout the region with local programming for residents, annual and special events at both indoor and outdoor venues in part due to the tourism industry as well as the prevalence of outdoor activities and culture. The following table outlines infrastructure distribution in communities throughout the region.

Community Infrastructure									
Infrastructure	Communities Within Study Area					Communities Outside of Study Area			
	Tofino	Eowista/ TyHistanis	Ucluelet	Hitacu	Area C	Ahousaht	Hot Springs Cove	Opitsaht	Macoah
<b>Health Care</b>									
Hospital	X								
Medical Clinic	X		X						
Health Centre (Visiting Practitioners)		X		X		X	X	X	X
<b>Education</b>									
Elementary	X		X			X	X		
High School			X			X			
Post- Secondary			X						
<b>Grocery</b>									
Grocery Store	X		X						

In order to secure employment and services community members in the study area as well as those residing in more remote communities rely on private modes of transportation, hitchhiking and ride sharing to travel within and between communities. The 2014 Clayoquot Biosphere Trust Regional Survey, in which 518 community members participated, identified travel habits:

- 33% identified that transportation options would improve their quality of life;
- 23.5% commute to a community for work which is different from there they live;
- 30.7% identified that a lack of transportation has regularly affected their ability to participate in social events;
- 21.3% identified that a lack of transportation is a constant burden in their life;
- And 4.2% identified hitch hiking as their primary mode of transportation.

When surveyed for the 2015 Clayoquot Region Vital Signs Report local youth reported:

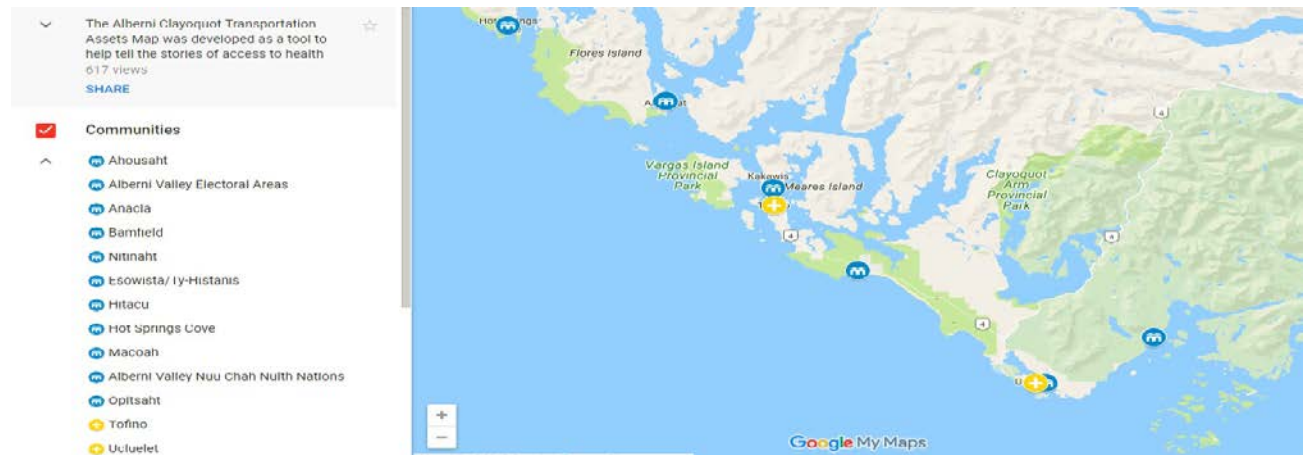
- 24% reported that they hitch hike;
- 36% missed a sport, club or event because they had no way to get there;
- 10% missed school;
- And 6% missed work.

## 2.6 SUMMARY

West coast communities of the Alberni Clayoquot Regional District are small rural remote communities experiencing growth which is accounted for and expected to continue through tourism based economic drivers and new housing development efforts of the local nations. These communities experience a high level of interdependence, sharing basic amenities in order to meet the basic needs of community members for employment, education, health services and grocery. Transportation service between communities would be an asset to increasing accessibility to basic needs while providing safer transportation options to individuals without personal modes of transportation.

### 3.0 EXISTING TRANSPORTATION OPTIONS

The west coast communities of the Alberni Clayoquot Regional District can be accessed by highway 4 from Port Alberni. There are five communities located in the area with paved road access as well as a few rural subdivisions of ACRD Area C, the remaining four west coast communities are considered remote with access via logging roads, boat or float plane. In 2016 the Alberni Clayoquot Health Network undertook a mapping project to document the modes, cost, frequency and distance of travel from each community with in the ACRD and can be accessed for more information at [www.achn.ca/transportation/](http://www.achn.ca/transportation/). Community and transportation profile PDF's hosted on this map outline access to community amenities and transportation options, both motorized and active.



#### 3.1 ROADWAYS

Highway 4 is the connector between the municipalities of Tofino and Ucluelet, the communities of Esowista and TyHistanis are located mid-way with a few ACRD Area C subdivisions and dwellings located along the route. Hitacu and the Area C subdivision of Port Albion are located off of highway 4 on Port Albion Road, a paved spur road. All communities within the study area have paved roadways and some sidewalk infrastructure within communities.

#### 3.2 WALKING AND CYCLING

As with many rural communities walking and cycling infrastructure can be limited in certain sections of each community, shoulders on highways are narrow if present at all but recent efforts to plan more accessible active transportation options has seen improvements to this. Both municipalities have active transportation infrastructure adjacent to the main corridors which also runs adjacent to highway 4 for a few kms outside of the villages, the new Tla-o-qui-aht Nation development of TyHistanis has incorporated sidewalks and lighting for increased community mobility throughout its development. Additionally communities along highway 4 will soon be connected via a walking and cycling trail through the Pacific Rim National Park which will ensure increased safety for those who choose to utilise active transportation on this 40 km stretch of highway.

### 3.3 BUS SERVICE

Tofino Bus operates a route between Tofino and Ucluelet with 1 round trip (\$17 for an adult, \$9 for children per trip) between communities each day with an additional trip Friday and Sunday. Routes are increased during busy tourism season but the majority of Tofino Bus operations are focused on routes between communities throughout the island.

Ucluelet	1:50 pm	-	8:35 pm	-
Tofino	2:40 pm	-	9:15 pm	-

\* These routes operated with Interline carriers. Tofino Bus promotions not available.

Tofino Express Southbound				
for departures from	daily	daily	Fri & Sun only	Fri & Sun only
Tofino	-	10:25 am	12:45 pm	-
Ucluelet	-	11:05 am	1:05 pm	-

The District of Tofino offers a Free Shuttle from late June to early September in partnership with Tofino Bus and Resort Municipality Funding. Ridership statistics from this six year seasonal shuttle indicate steady growth and an increase in usage from residents and visitors alike. In 2017 the Shuttle operated from 8:00 am to 10:00 pm with 9 stops with 26,270 riders utilizing the service. The shuttle service was piloted in 2012 and operated with a small fee for service for 2012 and 2013, in 2014 the free shuttle concept was introduced and ridership has increased. Detailed usage statistics and records on local and visitor usage have been kept by the District staff and are accessible upon request.

Tofino Free Shuttle Annual Usage						
Year	2012	2013	2014	2015	2016	2017
Annual Usage	4,264	4,563	11,859	13,460	15,101	26,270

### 3.4 OTHER TRANSPORTATION

As noted previously many of the residents of the west coast communities rely on private transportation options in order to access basic needs, as such less safe transportation options such as hitch hiking are also common to those without personal transportation. Communities outside of the study area must either access private transportation to navigate logging roads in the case of the Toquaht Nation community of Macoah or boat and float plane transport to Tofino for services for the Hesquiaht Nation community of Hot Springs Cove, Ahousaht Nation and Tla-o-qui-aht Nation community of Opitsaht which are located on surrounding land masses. A few additional opportunities for transportation exist in the region:

- Tofino Taxi –One way fares; \$35 to Esowista/Tyhistanis, \$90 to Ucluelet
- Ucluelet Taxi – One way fares; \$35 Hitacu, \$90 to Tofino
- Pacific Rim Navigator - \$95 one way between Ucluelet and Tofino
- Wheels for Wellness – by donation for medical transport to Port Alberni and beyond

## 4.0 WORKS CITED

Clayoquot Biosphere Trust, Regional Survey, 2014.

Clayoquot Biosphere Trust, Clayoquot Region Vital Signs Report, 2015.

Parks Canada, Pacific Rim National Park Reserve Statistical Comparison: Long Beach Unit.

Statistics Canada, National Household Survey, 2016.



## REQUEST FOR DECISION

**To:** West Coast Committee  
**From:** Wendy Thomson, Manager of Administrative Services  
**Meeting Date:** January 18, 2018  
**Subject:** Review - West Coast Committee Terms of Reference

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**Recommendation:**

THAT the West Coast Committee review and reconfirm their Terms of Reference for 2018.

**Desired Outcome:**

To review and approve the Terms of Reference for the West Coast Committee for 2018.

**Background:**

The West Coast 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 west coast 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 West Coast Committee Terms of Reference for 2018, ACRD Board approval will be required.

The Terms of Reference for the West Coast Committee were revised in January 2017 to include the Toquaht Nation as a full voting Member on the Committee.

**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 West Coast 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 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.

<b>Approved by the ACRD Board:</b>	May 27, 2015
<b>Revised by the Board:</b>	January 25, 2107



## REQUEST FOR DECISION

**To:** West Coast Committee  
**From:** Janice Hill, Environmental Services Coordinator  
**Meeting Date:** January 18, 2018  
**Subject:** Kiosk #8 lease – Long Beach Airport Terminal Building – KD Air

**Recommendation:**

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement with KD Air for kiosk #8 at the Long Beach Airport terminal building, commencing February 1, 2018 to January 31, 2023 for \$6,720 per year plus GST and 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 the expired kiosk lease at the Long Beach terminal building. KD Air was the only interested party interested in occupying kiosk #8. KD Air has been the tenant of Kiosk #8 since 2013. KD Air has agreed to the new lease rate and is currently in good standing with their payments.


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

There will be minimal staff time required to undertake the lease with KD Air, it is simply a revision of the 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 \$4,840 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:   
Janice Hill, Environmental Services Coordinator

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