



Alberni-Clayoquot Regional District

ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING

WEDNESDAY, SEPTEMBER 20, 2018, 1:30 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, 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. Alberni Valley & Bamfield Services Committee Meeting held June 20, 2018	3-5
<i>THAT the minutes of the Alberni Valley Committee meeting held on June 20, 2018 be received.</i>	
4. <u>CORRESPONDENCE FOR ACTION/INFORMATION</u>	
5. <u>REQUEST FOR DECISIONS</u>	
a. Request For Decision - Boating Safety Contribution Program Application	6-7
<i>THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve that staff submit a funding application to Transport Canada's Boating Safety Contribution Program (BSCP) to support the Sproat Lake Marine Patrol's activities for 2019.</i>	
b. Request For Decision - Alberni Valley Regional Airport Advisory Terms of Reference	8-12
<i>THAT the Alberni Valley & Bamfield Services Committee recommends that the ACRD Board approve the draft Terms of Reference for the Alberni Valley Regional Airport (AVRA) Advisory Committee.</i>	
6. <u>REPORTS</u>	
a. Information Report - Alberni Valley Landfill Tenure Application	13-14

THAT the Alberni Valley & Bamfield Services Committee receive this report for information.

7. LATE BUSINESS

8. NEW BUSINESS

9. IN CAMERA

Motion to close the meeting to the public as per section

- i. 90 (1) (j) of the Community Charter: information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.*

10. RECOMMENDATIONS FROM IN-CAMERA

11. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 20, 2018, 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)
Jack McLeman, Councillor, City of Port Alberni
- REGRETS:** Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Mike Ruttan, Mayor, City of Port Alberni
John Jack, Councillor, Huu-ay-aht First Nation
- INVITED GUESTS:** Myrna Moore, BC Transit
Phil Atkinson, Diversified Transportation
Joanna Salken, Vancouver Island Health Authority
Esther Pace, Vancouver Island Health Authority
Joe McQuaid, Alberni-Clayoquot Continuing Care Society
Surjit Jhaj, Alberni-Clayoquot Continuing Care Society
Darren Mead Miller, Tseshaht First Nation
Macie DeWitt, Alberni-Clayoquot Continuing Care Society
- STAFF PRESENT:** Teri Fong, Manager of Finance
Rob Williams, General Manager of Environmental Services
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:30 pm.

Introductions were conducted around the table.

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 Wyton

SECONDED: Director Kokura

THAT the agenda be approved as circulated.

CARRIED

Director Banton entered the meeting at 1:33 pm

3. ADOPTION OF MINUTES

a. Alberni Valley & Bamfield Services Committee Meeting held May 2, 2018

MOVED: Director Wyton

SECONDED: Director Kokura

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on May 2, 2018 be adopted.

CARRIED

4. PRESENTATION

a. Myrna Moore, Senior Regional Transit Manager, BC Transit Presentation

Re: Annual Reporting –Alberni-Clayoquot Regional District Handy
Dart Service

Ms. Moore presented the annual report for the handydart service in the Alberni Valley including: service overview, transit service outcomes, peer comparisons, custom ridership outcomes, ridership distribution by area, subscription trips and handydart bookings.

5. DISCUSSION – HANDI-DART SERVICE EXPANSION

a. Discussion on Options for Expansion – Alberni-Clayoquot HandyDart Service

Ms. Moore provided an overview of the Transit Improvement Program and potential options for expansion of the ACRD handydart system.

b. Correspondence from Alberni-Clayoquot Continuing Care Society regarding HandyDart and Adult Day Services at Fir Park Village

MOVED: Director Banton

SECONDED: Director Cote

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors instruct staff and BC Transit to investigate

the following for the Alberni Valley electoral areas and report back to the Board of Directors:

- a. New potential alternative transit service options, and*
- b. The implementation of a taxi saver program*

CARRIED

6. REQUEST FOR DECISIONS & BYLAWS

Director Banton left the meeting at 3:01 pm.

- a. Request for Decision regarding Alberni Valley Bulldogs 2018/19 Proposal.**

MOVED: Director McLeman

SECONDED: Director Cote

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the 2018/2019 partnership program with the Alberni Valley Bulldogs as presented in the amount of \$25,000.00 plus applicable taxes.

CARRIED

7. REPORTS

8. LATE BUSINESS

9. ADJOURN

MOVED: Director Kokura

SECONDED: Director McLeman

THAT the meeting be adjourned at 3:10 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
Manager of Administrative Services



REQUEST FOR DECISION

To: Alberni Valley & Bamfield Services Committee

From: Brenda Sauve, Environmental Services Coordinator

Meeting Date: September 20, 2018

Subject: Boating Safety Contribution Program Application

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approves that staff submit a funding application to Transport Canada's Boating Safety Contribution Program (BSCP) to support the Sproat Lake Marine Patrol's activities for 2019.

Desired Outcome:

To obtain funding support for the Sproat Lake Marine Patrol's Boating Safety Program.

Summary:

Transport Canada's Boating Safety Contribution Program is accepting funding applications with a deadline submission date of October 15, 2016. The BSCP helps organizations that work to raise awareness about boating safety issues, practices and behaviours in Canada.

Background:

The Sproat Lake Marine Patrol have been fortunate to receive funding support from the Boating Safety Contribution Program from 2011 to 2016. This support allowed us to include a boating safety education program that is delivered to local schools. This occurs prior to July and August when the patrol our based out on Sproat Lake. This has also brought in additional safety awareness education to boaters that are heading out on the water. Staff feel that the full boating safety program is a valuable addition to the marine patrol.

Time Requirements – Staff & Elected Officials:

Some Staff time to prepare and submit the application and work with Transport Canada and the Marine Patrol if funding is awarded.

Financial:

Transport Canada will pay 75% of the costs of the Boating Safety portion of the marine patrol costs. The other 25% would have to be included in the 2019-2023 Financial Plan which will be approximately \$23,500.00 over 3 years.

Options Considered:

Not apply and be responsible for the full costs of the program and not have the potential assistance of the grant funding for the boating safety education program.

Submitted by: 

Brenda Sauve, Environmental Services Coordinator

Reviewed by: 

Rob Williams MSc., General Manager of Environmental Services

Approved by: 

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



REQUEST FOR DECISION

To: Alberni Valley & Bamfield Services Committee

From: Wendy Thomson, Manager of Administrative Services
Rob Williams, General Manager of Environmental Services

Meeting Date: September 20, 2018

Subject: Alberni Valley Regional Airport Advisory Terms of Reference

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommends that the ACRD Board approve the draft Terms of Reference for the Alberni Valley Regional Airport (AVRA) Advisory Committee.

Desired Outcome:

That the draft Terms of Reference for the Committee be approved as presented.

Background:

The ACRD Board resolved at their regular meeting on May 17, 2017 "that staff be instructed to investigate the creation of an Airport Advisory Committee for the Alberni Valley Airport in the Fall of 2017". This matter was put on hold until after the airport expansion was complete in 2018. The majority of the airport upgrades are now complete and through the request of local Area Directors this initiative has now been brought forward.

The attached draft Terms of Reference for the new AVRA advisory committee have been replicated from the existing Long Beach Airport Advisory Committee. However, a few small revisions have been made to incorporate a larger local stakeholder representation. Other terms and or language amendments have also been made in order to provide clarity regarding roles and responsibilities of acting members. As this is a new ACRD standing committee, the terms of reference may need to be reviewed and amended after the committee has had sufficient time to operate to ensure it accurately reflects the needs of the service function. Staff are recommending that the attached draft committee Terms of Reference be approved by both the Alberni Valley & Bamfield Services Committee and the ACRD Board.

Time Requirements – Staff & Elected Officials:

A marginal amount of time will be required in order to finalize the draft committee terms of reference and implement the committee.

Financial:

None

Policy or Legislation:

The *Local Government Act* provides the designated authority for Regional District Boards to create standing committees. Once approved, these terms of reference will be part of the official corporate standing committee terms of reference.

Options Considered:

The draft terms of reference can be revised as directed and or staff could further research other similar committee structures and terms of reference when there is available staff resources to do so. However, resolving to go this direction at this time will delay the implementation of this committee.

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

Submitted by: Rob Williams
Rob Williams, General Manager of Environmental Services

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



Alberni-Clayoquot Regional District

Terms of Reference Alberni Valley Regional Airport Advisory Committee

Introduction

The Alberni-Clayoquot Regional District has formed the Alberni Valley Regional Airport Advisory Committee to facilitate participation from local government, business and community interests within the Alberni Valley on matters associated with the development of the Alberni Valley Regional Airport.

The Airport Advisory Committee is a standing committee of the ACRD and reports directly to the Alberni Valley & Bamfield Services Committee.

Definitions

ACRD means the Alberni-Clayoquot Regional District.

Airport means the Alberni Valley Regional Airport.

AVBSC means the Alberni Valley & Bamfield Services Committee, a standing committee of the ACRD with representation from the City of Port Alberni, Uchucklesaht Tribe Government, Huu-ay-aht First Nation and Electoral Areas "A" (Bamfield), "B" (Beaufort), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

Board means the Alberni-Clayoquot Regional District Board of Directors.

Committee means the Alberni Valley Regional Airport Advisory Committee.

Objective

The Committee reviews, reports and advises the AVBSC on matters concerning the long term development of the Airport.

Scope of Work

To achieve this objective, the Committee will review and advise on the following:

- a. Promoting and marketing the Airport
- b. Encouraging the development of improved air services to the region

- c. Review and make recommendations on identified Airport matters as requested by the AVBSC
- d. Gather and provide community input with respect to Airport plans and activities impacting the community
- e. Review and provide input on issues impacting the Airport and Airport lands
- f. Advise on matters relating to Airport services such as; development planning, economic development, operations, maintenance and safety.

Membership

In order to provide representation from all areas served by the Airport, as well as business and community interests, membership of the Committee is as follows:

- a. One (1) member nominated from the Tseshaht First Nation
- b. One (1) member nominated from the Hupacasath First Nation
- c. One (1) member nominated from the Alberni Valley Chamber of Commerce
- d. One (1) member nominated from the Port Alberni Port Authority
- e. Two (2) members at-large representing the business community in the Alberni Valley nominated by the AVBSC
- f. One (1) ACRD Director representing the City of Port Alberni nominated by the AVBSC
- g. One (1) ACRD Director representing the Alberni Valley Electoral Areas (Beaufort, Sproat Lake, Beaver Creek, Cherry Creek) nominated by the AVBSC.

Appointment and Term

Upon recommendation from the AVBSC, members shall be appointed by the ACRD Board of Directors for a two-year term.

Upon recommendation of the AVBSC, the ACRD Board may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.

Upon recommendation from the AVBSC, Members may stand for re-appointment by the ACRD Board at the conclusion of their term.

Non ACRD members of the Committee serve without remuneration.

In the event of a vacancy occurring during the regular term of office, the vacancy may be filled for the remainder of the term by an alternate nominated by the AVBSC and approved by the ACRD Board of Directors.

Chair

The Committee shall, at its first inaugural meeting annually, elect a Chairperson from amongst its members.

Meeting Procedures

The meetings of the Committee shall be called by the Committee Chairperson and shall be held quarterly on the day and time agreed to by the Committee members.

The Chair of the Committee may call a special meeting of the Committee.

A majority of the Committee members shall represent a quorum, one of whom must be a Director of the ACRD Board.

Meetings of the Committee shall be conducted and held in accordance with the ACRD's Procedures Bylaw.

ACRD staff will provide support to the Committee including preparing agendas and reports, recording minutes of all meetings and ensuring Committee agendas, minutes, etc. are forwarded electronically for circulation to all members.

Reporting

Committee recommendations must be adopted by the Committee by way of motions, prior to presentation for consideration by the AVBSC.

The Committee will provide a status report to the AVBSC following each meeting.

The AVBSC will report to the ACRD Board annually on the activities of the Committee.

Regional District staff will provide advice and professional assistance to the Committee including drafting correspondence and reports.

Approved by the AVBSC:	
Approved by the ACRD Board:	
Revised by the Board	



INFORMATION REPORT

To: Alberni Valley and Bamfield Services Committee

From: Heather Zenner, Lands and Resources Coordinator

Meeting Date: September 20, 2018

Subject: Alberni Valley Landfill Tenure Application

Recommendation

THAT the Alberni Valley and Bamfield Services Committee receive this report for information.

Report:

The Alberni-Clayoquot Regional District (ACRD) requires tenure at the Alberni Valley Landfill (AVLF) to allow for long-term operation of the AVLF. The purpose of securing tenure is to allow the landfill to maximize the full potential of the current site, as the likelihood of siting a new landfill in the ACRD is limited. This is also required in order to rationalize long-term additional capital infrastructure projects, as there must be a level of control over the site to justify expenditures.

The ACRD has several expired Crown land tenures at the AVLF therefore the ACRD is obligated to apply for tenure to continue landfill operations. The Tseshaht First Nation and the Hupacasath First Nation asserted Traditional Territories overlap with the AVLF. Staff have been information sharing with the Tseshaht First Nation and the Hupacasath First Nation and are now preparing an application package to submit to the Crown to obtain a consolidated long-term tenure for the AVLF.

There are two main Crown tenure options for the ACRD to consider, including applying for a Sponsored Crown Grant or applying for a Lease with a term of 30 years. ACRD staff are meeting with representatives from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRD) on September 18, 2018 to further explore these two options. Staff anticipate presenting a recommendation to the ACRD Board of Directors at the September 26, 2018 meeting.

In general terms, a Sponsored Crown Grant would allow the AVLF property to become fee simple private land, similar to the Alberni Valley Regional Airport land. This type of Crown land allocation is the strongest form of tenure as there is no expiry date. The second form of tenure is a lease, giving ACRD the exclusive use of the Crown land for 30 years, requiring another Crown land application at that time.

It should also be noted that the ACRD previously had a Memorandum of Understanding (MOU) with the Tseshaht First Nation to allow the Regional District to remove gravel for landfill purposes on a portion of District Lot 307, south of the AVLF. The Tseshaht First Nation has future plans for this section of District Lot

307, therefor the ACRD will be completing provincial remediation requirements on this parcel of land to fulfill our provincial tenure obligations, and this property will not be part of the AVLF. ACRD has outstanding obligations with the Tseshaht First Nation with respect to the MOU, including gravel commitments that require resolution.



Submitted by: _____
Heather Zenner, RPF, Lands and Resources Coordinator



Reviewed by: _____
Rob Williams, MSc, General Manager of Environmental Services



Approved by: _____
Wendy Thomson, Acting Chief Administrative Officer