



Alberni Valley Regional Airport (AVRA) Advisory Committee Meeting

Thursday, March 24, 2022

10:00 am

Via Zoom

Regular Agenda

Watch the meeting live at www.acrd.bc.ca/events/24-3-2022/

Register to participate via Zoom Webinar at:

https://portalberni.zoom.us/webinar/register/WN_iMFw8czKSYikddRDswIq1g

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1. **CALL TO ORDER – GENERAL MANAGER OF ADMINISTRATIVE SERVICES**

Recognition of Territories.

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

2. **ELECTION OF CHAIRPERSON FOR 2022**

3. **APPROVAL OF AGENDA**

(motion to approve, including late items requires 2/3 majority vote)

4. **MINUTES**

a. **AVRA Advisory Committee Meeting held November 16, 2021**

3-4

THAT the minutes of the AVRA Advisory Committee meeting held on November 16, 2021, be received.

5. **PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)**

a. **Darren Hansen, Alberni Flying Club, regarding their upcoming open house.**

6. **REQUEST FOR DECISIONS**

- a. **REQUEST FOR DECISION**
Annual Review – Alberni Valley Regional Airport Advisory Committee
Terms of Reference, 2022

5-8

THAT the Alberni Valley Regional Airport (AVRA) Advisory Committee re-confirm their Terms of Reference for 2022 as presented.

7. REPORTS

- a. **Projects & Operations Update (verbal report) - M. Fortune, Airport Manager**

THAT the AVRA Advisory Committee receives this report for information.

8. LATE BUSINESS
(requires 2/3 majority vote)

9. QUESTION PERIOD

Questions/Comments from the public:

- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

10. IN CAMERA

Motion to close the meeting to the public as per the Community Charter, section(s):

- i. *90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district.*

11. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

12. ADJOURN



**MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT
ADVISORY COMMITTEE MEETING
HELD ON TUESDAY, NOVEMBER 16, 2021, 1:30 PM
AVRA, 7400 Airport Road, Port Alberni, BC**

DIRECTORS

Mike Ruttan, Chair, Member at Large, Alberni Valley

PRESENT:

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

Ron Paulson, Councillor, City of Port Alberni

Brandy Lauder, Councillor, Hupacasath First Nation

Bob Kanngiesser, Member at Large, Alberni Valley

Dan Savard, AV Chamber of Commerce

REGRETS:

Natasha Marshall, Councillor, Tseshaht First Nation

Michael Hoff, Member at Large, Electoral Area "D" (Sproat Lake)

Wilfred Cootes, Director, Uchucklesaht

Shelley Crest, Port Alberni Port Authority

STAFF PRESENT:

Jenny Brunn, General Manager of Environmental Services

Mark Fortune, Airport Superintendent

Pat Deakin, Economic Development Manager, City of Port Alberni

1. TOUR

Met at the Terminal Building at 1:30 pm for a guided tour of the Alberni Valley Regional Airport.

2. CALL TO ORDER

The Chairperson called the meeting to order at 2:54 pm.

The Chairperson recognized this meeting is being held on the Tseshaht First Nation and the Hupacasath First Nation Territories.

3. APPROVAL OF AGENDA

MOVED: P. Cote

SECONDED: D. Savard

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

a. **Alberni Valley Regional Airport Advisory Committee Minutes – July 13, 2021**

MOVED: P. Cote
SECONDED: D. Savard

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on July 13, 2021 be received.

CARRIED

5. VERBAL REPORTS

- a. Internet Service – M. Fortune
- b. Request from Flying Club to host an open house May 2022 – M. Fortune
- c. Short Term Implementation Plan – J. Brunn

MOVED: P. Cote
SECONDED: B. Kanngiesser

THAT the Alberni Valley Regional Airport Advisory Committee receives these reports.

CARRIED

6. ADJOURN

MOVED: R. Paulson
SECONDED: D. Savard

THAT the meeting be adjourned at 3:28 pm.

CARRIED

Certified Correct:

Mike Ruttan,
Chairperson

Jenny Brunn

Jenny Brunn,
General Manager of Community Services



To: Alberni Valley Regional Airport Advisory Committee

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: March 24, 2022

Subject: **Annual Review – Alberni Valley Regional Airport Advisory Committee Terms of Reference, 2022**

Recommendation:

THAT the Alberni Valley Regional Airport (AVRA) Advisory Committee re-confirm their Terms of Reference for 2022 as presented.

Desired Outcome:

To review and re-confirm the terms of reference for the AVRA Advisory Committee for 2022.

Background:

The *Local Government Act* enables Regional District's to establish and appoint members to standing committees to deal with matters the Board considers would be better dealt with by a committee.

The AVRA Advisory Committee is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that reviews, reports and advises the Alberni Valley and Bamfield Services Committee on matters concerning the long-term development of the Airport.

At the first Committee meeting each year, all ACRD Committee's review their terms of reference and consider any amendments. All amendments to a committee's terms of reference require approval by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

n/a

Strategic Plan Implications:

n/a

Policy or Legislation:

Local Government Act and ACRD Procedures Policy applies.

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

Approved by: Daniel Sailland
Daniel Sailland, MBA, 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, First Nations, 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 the AVBSC and Board 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

Terms of Reference – Alberni Valley Airport Advisory Committee, 2020

- 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.

All Committee deliberations and recommendations to the AVBSC and Board will be guided by the ACRD's Strategic Plan.

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) member at-large representing Electoral Area "D" (Sproat Lake) nominated by the AVBSC
- g. One (1) ACRD Director from the City of Port Alberni nominated by the AVBSC
- h. One (1) ACRD Director from the Alberni Valley Electoral Areas (Beaufort, Sproat Lake, Beaver Creek, Cherry Creek) nominated by the AVBSC
- i. The ACRD Director (1) from the Uchucklesaht Tribe Government

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.

Terms of Reference – Alberni Valley Airport Advisory Committee, 2020

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.

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| Amended by the ACRD Board | May 13, 2020, February 10, 2021 |
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