



# Alberni-Clayoquot Regional District

## MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, APRIL 5, 2017, 10:00 AM

Tofino District Council Chambers, 121 3<sup>rd</sup> Street, Tofino, BC

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### MEMBERS

Chairperson Dianne St. Jacques, Mayor, District of Ucluelet

### PRESENT:

Josie Osborne, Mayor, District of Tofino

Tony Bennett, Director, Electoral Area "C" (Long Beach)

Alan McCarthy, Member of Legislature, Yuułu?iŋ'ath Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Jessie Hannigan, Parks Canada

### STAFF PRESENT:

Wendy Thomson, Acting Chief Administrative Officer

Mike Irg, Manager of Planning & Development

Mark Fortune, Airport Superintendent

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:03 am.

The Chairperson recognized the meeting being held in the Tla-o-qui-aht First Nation traditional territories.

### 2. APPROVAL OF AGENDA

*MOVED: Director Bennett*

*SECONDED: Director McCarthy*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. **West Coast Financial Planning Committee Meeting – February 1, 2017**

*MOVED: Director Osborne*

*SECONDED: Director Bennett*

*THAT the minutes of the West Coast Financial Planning Committee Meeting held on February 1, 2017 be received.*

**CARRIED**

### 4. CORRESPONDENCE FOR ACTION

- a. **Correspondence from Mr. Don MacKinnon, Area “C” resident, dated March 13, 2017 requesting consideration to access recent tree removal for runway visibility – Long Beach Airport Area “C”.**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the correspondence from Mr. MacKinnon regarding access to recent tree removal at the Long Beach Airport be received and this request be forwarded to the Airport Superintendent to develop a plan for stock piling the wood at the Long Beach Airport and options for disposition.*

**CARRIED**

**5. CORRESPONDENCE FOR INFORMATION**

**6. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Special Operating Facilitation Agreement (SOFA).**

*MOVED: Director Osborne*

*SECONDED: Director McCarthy*

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve and enter into the Special Operations Facilitation Agreement (SOFA) between Nav Canada Nanaimo FSS, the Tofino-Long Beach Airport, and Point Break Skydiving to allow Point Break Skydiving to operate at the airport.*

**CARRIED**

- b. **Request for Decision regarding Kiosks #6 & 7 – Long Beach Airport Terminal Building.**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the West Coast Committee recommends that the Alberni-Clayoquot Regional District Board of Directors enter one year lease agreement with an additional one year renewal option with Devon Transportation Ltd. for kiosk #6 at the Long Beach Airport terminal building, commencing May 1, 2017 to April 30, 2018 for \$6,000 per year plus GST plus applicable taxes plus CPI increase at renewal.*

**CARRIED**

**c. Request for Decision regarding Kiosk # 9 – Long Beach Airport Terminal Building.**

*MOVED: Director Bennett*

*SECONDED: Director McCarthy*

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors enter into a five year lease agreement with Orca Air for kiosk #9 at the Long Beach Airport terminal building, commencing May 1, 2017 to April 30, 2022 for \$6,720 per year plus GST plus applicable CPI increases.*

**CARRIED**

**d. Administrative Memorandum regarding Alberni-Clayoquot Regional District Trail Connections to Parks Canada Traverse Trail**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors engage the services of McElhanney Engineering to undertake preliminary design and costing for the south side of the Traverse Trail proposed extension for a cost of \$6,420.00 with the funding coming from Regional Parks.*

**CARRIED**

**7. REPORTS**

**a. Parks Canada – Pacific Rim National Park Update – J. Hannigan (verbal)**

Mr. Hannigan provided an update on progress made to date on the Traverse Trail project and circulated copies of the Traverse Trail Construction Plan for the North section.

**b. Long Beach Airport Update – M. Fortune (verbal)**

The Airport Superintendent provided an update on the following projects at the Long Beach Airport:

- OLS clearing conducted on runway approaches 07,16,25 and 34
- Confirmation survey with SNC lavallin for OLS obstructions completed
- Removal of final OLS obstructions on runway 07, 25 and 34, completed prior to March 31 Parks Canada cut permit
- BCAAP lighting upgrade on Apron III, civil works completed

- Telus Fibre optic installation to terminal completed April 04, open public fibre WIFI to be installed in terminal by April 21
- ACAP projects, Taxiway and Apron rehab and Chemical spreader applications submitted to Transport Canada for 2018 consideration
- McGill engineering, Parks Canada water connection review
- CYAZ pump house (water) filter failure support / assistance

**c. Long Beach Airport Marketing Project Update – M. Fortune (verbal)**

The Airport Superintendent reported the draft logo has been distributed to the Long Beach Airport Advisory Committee for consideration.

**d. West Coast Multiplex – Design Services – Update - W. Thomson (verbal)**

The Acting CAO provided an update on the design and costing stage of the West Coast Multiplex Project. Submissions were received from three Architectural firms to undertake the project. The ACRD has appointed a Selection Committee to review and interview the firms. The Selection Committee will meet on April 13<sup>th</sup> in Tofino.

**e. Administrative Report - West Coast Project To Do List 2017**

The Committee reviewed the project list for 2017.

**f. Administrative Report - Proposed Transit Service Between Ucluelet, Long Beach & Tofino**

The Acting CAO spoke to the report on the proposed transit service between Ucluelet, Long Beach and Tofino. Staff will work with BC Transit to develop and RFP to retain the services of a consultant to develop a market/demand analysis for the proposed service.

**g. Administration Report - West Coast Emergency Planning Update**

The Acting CAO spoke to the report on West Coast Emergency Planning. Staff will develop a draft RFP to retain the services of a consultant to develop an emergency plan for the Long Beach electoral area. \$7,000.00 was budgeted in 2017 to undertake the plan.

**h. West Coast Cardboard Disposal Ban Update – M. Irg, Manager of Planning & Development (verbal)**

The Manager of Planning and Development provided an update on the cardboard disposal ban on the West Coast.

*MOVED: Director Bennett*  
*SECONDED: Director McCarthy*

*THAT the West Coast Committee instruct staff to conduct a public engagement session in Ucluelet and Tofino regarding the proposed cardboard disposal ban on the west coast starting on July 1, 2017.*

**CARRIED**

*MOVED: Director Bennett  
SECONDED: Director McCarthy*

*THAT reports a-h be received.*

**CARRIED**

**8. LATE BUSINESS**

**9. ADJOURN**

*MOVED: Director Osborne  
SECONDED: Director Bennett*

*THAT this meeting be adjourned 11:38 am.*

**CARRIED**

Certified Correct:

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Dianne St. Jacques,  
Chairperson

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Wendy Thomson,  
Acting Chief Administrative Officer