



Alberni-Clayoquot Regional District

West Coast Committee Meeting Minutes

Wednesday, April 13, 2011

Regional District Board Room

Present: Chairperson: John Fraser, Directors: Tony Bennett, Alternate Directors: Dario Corlazzoli, Clive Pemberton.

Other: ACRD Chairperson: Glenn Wong, Al McGill, McGill Engineering.

Staff: Russell Dyson, Chief Administrative Officer, Wendy Thomson, Deputy Corporate Officer, Mike Irg, Manager of Planning and Development, Teri Fong, Manager of Finance, Janice Hill, Waste Reduction Coordinator/Grants and Administration.

1. The meeting was called to order at 10:30 a.m.

Minutes

2. *Moved by T. Bennett, seconded by D. Corlazzoli, "That the minutes from the West Coast Committee meeting held on November 17, 2010 be adopted as circulated."*

"Carried"

3. *Moved by T. Bennett, seconded by D. Corlazzoli, "That the minutes from the West Coast Committee Financial Planning meeting held on February 9, 2011 be adopted as circulated."*

"Carried"

Reports

West Coast Landfill Updates

4. Director Bennett left the meeting at 10:30 am due to a conflict of interest. Alternate Director Clive Pemberton assumed Director Bennett's Chair at the table.
5. The Chief Administrative Officer (CAO) provided a verbal and written update on the RFP process for the operation of the West Coast Landfill. The RFP will be advertised as of April 20, 2011 and submissions can be made until 2:00 pm local time on May 20, 2011. The works shall commence at the West Coast Landfill no later than July 1, 2011. The contract will be for a five year term, with an option to renew for an additional five year term.

Moved by D. Corlazzoli, seconded by C. Pemberton, "That staff be instructed to

proceed with the Request for Proposals for the operations of the West Coast Landfill as presented by the Chief Administrative Officer.”

“Carried”

6. The CAO circulated a breakdown of payments to Berry & Vale Contracting for operations of the West Coast Landfill since January 1, 2011. An overview of works conducted at the Landfill was provided.

Moved by C. Pemberton, seconded by D. Corlazzoli, “That this verbal and written report be received.”

“Carried”

7. Director Bennett re-entered the meeting at 11:00 am. Alternate Director Clive Pemberton left the meeting at 11:00 am.
8. The CAO circulated a report on the West Coast Recycling, Garbage Collection and Disposal Program and provided an overview of the proposed tendering process. The Tender process will commence on April 20, 2011 and close on May 20, 2011.
Moved by T. Bennett, seconded by D. Corlazzoli, “That staff be instructed to proceed with the Tender process as presented by the Chief Administrative Officer for the West Coast Recycling, Garbage Collection and Disposal Program.”

“Carried”

9. *Moved by T. Bennett, seconded by C. Corlazzoli, “That staff be instructed to explore options through the Waste Management Plan for the future of the Landfill and Recycling program on the West Coast.”*

“Carried”

Long Beach Airport Updates

10. Letter dated April 7, 2011 from Transport Canada advising the Alberni-Clayoquot Regional District has been awarded funding in the amount of \$3,760,908.00 through the Airports Capital Assistance Program (ACAP) for the Runway 11-29 Pavement Rehabilitation Project at the Long Beach Airport. Directors thanked Janice Hill, Grants Coordinator and Mark Fortune for their hard work on the successful funding application for this project.

Moved by T. Bennett, seconded by D. Corlazzoli, “That this correspondence be received.”

“Carried”

11. The Chief Administrative Officer reported on a recent meeting between ACRD staff and Keith Gibson representing the West Coast Multiplex Society. Topics discussed included: the proposed site of the multiplex in relation to airport operations; the background study; a referendum and the distribution of costs and options for the operation of the multiplex. The CAO circulated a written report and provided an overview of the proposal by the Society for the Multiplex. The Society would like to proceed to referendum to gauge local interest in moving forward on the project. The CAO proposes that an opinion poll be conducted rather than a referendum at this time. The opinion poll would provide greater flexibility in questioning and more information as to potential users and the ability to determine support for various options. The CAO reported on the proposed location of the multiplex and the impact on the Long Beach Airport operations.

Moved by T. Bennett, seconded by D. Corlazzoli, "That staff be instructed to:

- a. meet with representatives of the West Coast Multiplex Society to discuss proceeding with an opinion poll; and,*
- b. contact the Consultant that developed the West Coast Multiplex Report to investigate options for relocating the proposed site for the multiplex at the Long Beach Airport."*

"Carried"

12. The CAO provided a brief update on the Long Beach Golf Course Lease at the Long Beach Airport. Staff propose an interim 3 year lease for an annual fee of \$14,000.00. This can be done without subdivision of the Airport property. The Long Beach Golf Course has also requested a portion of the Airport for camping. The CAO is proposing a one year license of occupation.
13. The CAO and Al McGill provided a brief update on infrastructure at the Long Beach Airport:
- a. Esowista Septic System – Lewkowich Engineering is working on 2 options for their septic system on the Airport lands.
 - b. Sign age – The carved Airport sign is being stored at the Airport. Staff are arranging for the sign to be put up.
 - c. Paving – The project is proceeding, the ground work is done, paving should be completed by the end of May.
 - d. Commissionaires – They are being encouraged to find another location to stay this spring and summer, rather than the Airport. The Commissionaires are looking at the Long Beach Golf Course campsite for this season.

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- e. Water System – The operator that looks after the Millstream Water System, Shawn McConnell, is also looking after the water system at the Airport. Required improvements to the Airport water system have been identified for approximate cost of \$14,000.00.
 - f. BC Parks Office – BC Parks has a trailer on the Airport property for their office. A. McGill is working on a plan to provide septic to the structure.
 - g. Rental House – The ACRD Building Inspector priced out upgrades to the house in the range of \$10,000 to \$12,000.
14. The Manager of Planning and Development provided an update on the rezoning of the Airport. Landworks Consulting is currently working on the project. Stakeholders meetings are being arranged on the West Coast.
15. The CAO spoke to the legal advice received from Staples McDannold, Stewart on the draft Long Beach Airport Authority Bylaw. The Lawyer's highlighted areas of concern with the Bylaw. Staff will contact ICET to discuss these concerns and amending the Bylaw.
16. *Moved by T. Bennett, seconded by D. Corlazzoli, "That all the verbal reports be received."*
- "Carried"*
17. *Moved by D. Corlazzoli, seconded by T. Bennett, "That this meeting now stand adjourned."*
- "Carried"*
18. The meeting adjourned at 12:19 p.m.

Certified Correct:

John Fraser,
Chairperson

Russell Dyson,
Chief Administrative Officer