



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, MAY 23, 2012, 1:30 pm

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

### REVISED AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
<b>2. <u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items)</i>	
<b>3. <u>DECLARATIONS</u></b> <i>(conflict of interest or gifts)</i>	
<b>4. <u>ADOPTION OF MINUTES</u></b>	<b>1-10</b>
a. Board of Directors Meeting – May 9, 2012	
<i>THAT the minutes of the Board of Directors meeting held on May 9, 2012 be adopted.</i>	
<b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS</u></b>	
<b>6. <u>CORRESPONDENCE FOR ACTION</u></b>	
a. <b>REQUEST FOR SUPPORT</b>	<b>11-12</b>
Vancouver Island Health Authority, April 30, 2012, request to partner with VIHA to promote and protect Community Residents from tobacco and to support resolutions from UBCM regarding revisions to the Tobacco Control Act. <i>(Board Direction is requested)</i>	
b. <b>INVITATION</b>	<b>13-14</b>
BC Hydro, May 8, 2012, invitation to attend consultation on the draft Integrated Resource Plan on Tuesday, June 19, 2012 in Nanaimo. <i>(Board Direction is requested)</i>	
c. <b>INVITATION</b>	<b>15-16</b>
ICBC Public Engagement, May 7, 2012, invitation to attend a stakeholder consultation meeting on Thursday, June 14, 2012 in Nanaimo . <i>(Board Direction is requested)</i>	

- d. **REQUEST FOR SUPPORT** **17-22**  
Alberni Environmental Coalition, April 23, 2012, request for reimbursement for cost of telephone book recycling.  
(Board Direction is requested)
- e. **REQUEST FOR SUPPORT** **EX 1-2**  
Centennial Committee May 18, 2012, request for waiving of tipping fees at the Alberni Valley Landfill on Saturday, June 9, 2012 from 12 noon to 5: 00 pm for a community wide clean up day.  
(Board Direction is requested)
- f. **REQUEST FOR AMENDMENT** **EX 3-4**  
Sonbird Refuse & Recycling Ltd., May 22, 2012, request for amendment – letter of credit.  
(Board Direction is requested)

## **7. CORRESPONDENCE FOR INFORMATION**

- a. **JIM ABRAM & COLIN PALMER** **23-26**  
Update on Coastal Ferry Act
- b. **BC HYDRO** **27-28**  
Commencement of Meter Exchanges in our Community
- c. **UBCM**  
RCMP Contract - Questions & Answers **29-46**  
In The House **47-48**
- d. **THE CORPORATION OF THE CITY OF NEW WESTMINSTER**  
Formation of a UBCM Railway Committee **49**  
Expert Panel Review of Business Taxation **50**  
Market Rental Housing Stock **51-52**
- e. **SPARC BC** **53-56**  
Access Awareness Day – June 2, 2012
- f. **MINISTRY OF JUSTICE** **57-64**  
BC Justice Regional Round Table Session Summary
- g. **AHOUSAHT ADMINISTRATION**  
Invitation to attend Grand Opening and Celebration of Solid Waste Transfer Station – May 24, 2012 **EX 5-6**

*THAT the Board of Directors receive correspondence for information a-g.*

## **8. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **65-66**  
Alberni-Clayoquot Health Network Coordinator

*THAT the Alberni-Clayoquot Regional District Board of Directors award the Alberni-Clayoquot Health Network Coordinator contract to Tanis Dagert for a one year term , with an option for a one year renewal, commencing June 1, 2012 in the amount of \$55,000.00 including HST, travel and expenses.*

**b. REQUEST FOR DECISION**

Request for Endorsement of the Landfill Design, Operations and Closure Reports for the Alberni Valley and the West Coast Landfills. **67-76**

*THAT the Board of Directors of the Alberni-Clayoquot Regional District endorse the Alberni Valley and West Coast Landfill Design, Operations and Closure Reports dated December 2010 and updated in February 2012, prepared by McGill & Associates Engineering Ltd.*

**c. ADMINISTRATIVE MEMO**

Contract for LBA Supervisor Services. **EX 7-16**

*THAT the Board of Directors of the Alberni-Clayoquot Regional District approve the contract agreement with Mark Fortune for Long Beach Airport Supervisor Services for a five month period at a rate of \$5,000 per month, with an additional 12% in lieu of benefits commencing mid June 2012.*

**d. ADMINISTRATIVE MEMO**

Approval of Lease of Tractor for the LBA. **EX 17-18**

*THAT the Board of Directors of the Alberni-Clayoquot Regional District approve the lease to purchase through the Municipal Finance Authority of a Kubota M126XDTC tractor supplied by Island Tractor and Supply (1999) Ltd. at an annual cost of approximately \$18,500 per year for five years.*

**e. ADMINISTRATIVE MEMO**

Salmon Beach Wastewater System Review **EX 19-20**

*That the Board of Directors of the Alberni Clayoquot Regional District (ACRD) authorize staff to proceed with Option C - A new disposal field designed to accommodate a 25% to 50% increase in flows, including an equalization tank, pumps and control panel at an estimated cost of \$95,000 to \$111,000.*

**9. PLANNING MATTERS**

**a. DVC12002, CAMPBELL, 1109 FOURTH AVENUE**

Development Variance Application – Report **77-82**

*THAT the Board of Directors pass a resolution to consider issuing the development variance.*

- b. **RC10001, CANADIAN SKYLINE HOTELS LTD., BLOCK B OF DISTRICT LOT 483, CLAYOQUOT DISTRICT**  
Rezoning Application – Report **83-98**

*THAT the Board of Directors receive the staff report.*

*THAT the Board of Directors is, at this time, disposed to deny this application. Prior to doing so, the Board wishes to offer the applicant the opportunity to present their own case as to why this matter should not be denied.*

- c. **DVE12001, MESIC/VON BRENDDEL/DIROCCO, ARVAY ROAD**  
Development Variance Application – Memo & Permit **99-100**

*THAT the Board of Directors issue Development Variance Permit No. DVE12001.*

- d. **RE12002, ANDERSON, 5722 MERSEY ROAD**  
Rezoning Application – Report & Bylaw P1294 **101-110**

*THAT the Board of Directors receive the staff report and concur with the following recommendations: Approval subject to confirmation that the property can meet the sewage disposal requirements for subdivision; and meeting technical referral agency requirements.*

*THAT Bylaw P1294, Official Zoning Atlas Amendment No. 657, be read a first time.*

*THAT the public hearing for Bylaw P1294 be delegated to the Director for Electoral Area "E", the Alternate Director, or the Chairperson of the Regional District.*

- e. **SE11013, CHASE, 6253 DRINKWATER ROAD**  
Minimum Parcel Frontage Waiver Request – Memo **111-114**

*THAT the Board of Directors grant the Minimum Parcel Frontage Waiver.*

- f. **RF08003, ALBERNI VALLEY CHAMBER OF COMMERCE, 2533 PORT ALBERNI HIGHWAY**  
Rezoning Application – Bylaws P1223 & P1224 **115-118**

*THAT Bylaw P1223, Cherry Creek Official Community Plan Amendment, be adopted.*

*THAT Bylaw P1224, Official Zoning Atlas Amendment No. 622, be adopted.*

- g. **RF11008, MCLELLAN, 2787 ALBERNI HIGHWAY**

Rezoning Application, Amendment to Bylaw P1292 – Memo & Bylaw  
P1292

**119-122**

*THAT Bylaw P1292, Official Zoning Atlas Amendment No. 656, be amended.*

*THAT Bylaw P1292, Official Zoning Atlas Amendment No. 656, be read a second time as amended.*

**10. REPORTS**

**10.1 STAFF REPORTS**

- |    |   |                                  |
|----|---|----------------------------------|
| a. | CAO Report – May 17, 2012                               |                                  |
| b. | Planning & Development Manager Report – May 16, 2012    | <b>123-124</b>                   |
| c. | Building Inspector’s Report – April 2012                | <b>125-126</b>                   |
| d. | Financial Manager Report – May 16, 2012                 | <b>127-128</b>                   |
| e. | Staff Action Items Report – May 16, 2012                | <b>129-130</b>                   |
| f. | Meeting Schedule – June 2012                            | <b>131-136</b><br><b>137-138</b> |
| g. | Financial Statements – April 30. 2012                   |                                  |
| h. | Environmental Services Department Report – May 17, 2012 | <b>139-140</b><br><b>141-144</b> |

*THAT the Board of Directors receives the Staff Reports*

**10.2 COMMITTEE REPORTS**

- a. Fisheries Resource Committee – May 23, 2012 – B. Irving – Verbal Report

*THAT the Fisheries Resource Committee verbal report be received.*

- b. 2012 Advisory Planning Commission Appointments
- i. Beaver Creek

*THAT the following individuals be appointed to the Beaver Creek Advisory Commission for a two year term: Gord Blakey, Dorothy Brooks, and Susan Roth.*

- ii. Cherry Creek

*THAT the following individuals be appointed to the Cherry Creek Advisory Commission for a two year term: Denis Francoeur, Carrie Smith, Mike Stini, Lindsay Rogers, Jamie McKinnon, and Markus Urner.*

- iii. Beaufort

*THAT the following individuals be appointed to the Beaufort Advisory Commission for a two year term: Gerard Budding, Ursula Budding, Ron*

*Emblem, George Haack.*

iv. Sproat Lake

*THAT the following individuals be appointed to the Sproat Lake Advisory Commission for a two year term: Dean Sept, Bob Maurice, Joe Van Bergen, Walter Konkin, Lianne Saunders, Gary Casavant, Roberta Jensen, Sandra Reid, Roger Loggin.*

**10.3 CHAIR REPORT**

**10.4 MEMBER REPORTS**

- a. RCMP Update
- b. 9-1-1 Corporation – J. Douglas
- c. Vancouver Island Regional Library - P. Cote
- d. Central West Coast Forest Society – T. Bennett
- e. Emergency Planning – P. Cote/M. Kokura/C. Solda
- f. Alberni Valley Chamber of Commerce – G. Wong
- g. Coastal Communities Network – T. Bennett
- h. West Island Woodlands Advisory Group – J. Jack
- i. Island Coastal Economic Trust – G. Wong
- j. Air Quality Council, Port Alberni – J. McNabb
- k. West Coast Aquatic Board – T. Bennett
- l. Clayoquot Biosphere Trust
- m. Association of Vancouver Island & Coastal Communities – C. Solda
- n. Beaver Creek Improvement District Conversion Committee – J. McNabb
- o. Other Reports

*THAT the Board of Directors receives the Member Reports.*

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

*(requires 2/3 majority vote)*

**13. QUESTION PERIOD**

**14. ADJOURN**

**Next Board of Directors Meeting: Wednesday, June 13, 2012**

## Janice Hill

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**From:** adaniel@acrd.bc.ca  
**Sent:** May 18, 2012 7:48 AM  
**To:** Janice Hill  
**Subject:** Fw: Company's Coming Cleanup Day

Sent on the TELUS Mobility network with BlackBerry

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**From:** darlene coulson <mamagoose29@hotmail.com>  
**Date:** Fri, 18 May 2012 01:23:27 -0700  
**To:** <adaniel@acrd.bc.ca>  
**Subject:** Company's Coming Cleanup Day

Hi Andy

It was good to talk to you today about our plans for the Centennial Company's Coming Cleanup Days that we are organizing for Wednesday June 6th to 9th. We have decided to do this event in order to have our town looking great for Homecoming Port Alberni which takes place on Aug 3rd to 6th, the B.C. Day long weekend.

Cupe will be kicking off our program from 5 - 7 pm and will concentrate on the Johnston Road corridor. The Business Woman's Network and the Historic South Side Merchants are going to take care of 3rd and 4th Avenues.

On the Thursday and Friday we are proposing to help Seniors clean up their yards that might not have the opportunity of a truck and manpower to haul away debris. We will operate this thru the Sunshine Club to be part of "Seniors Week" activities. Val Deakin is heading up a committee of landscapers and gardeners who are willing to lend their time and trucks to help give back to our community.

We are putting out advertising that will ask for teams or organizations that meet Wednesdays to Fridays to participate by cleaning up their neighborhoods or fields where they play or gather. Shaw Cable will be filming a story of our project next week and we are hopeful that many more organizations will take part.

On Saturday June 9th we are asking the whole community to clean up their yards, alleys and neighborhoods of unsightly garbage.

I'd like to ask the Regional Board if they would consider waiving the tipping fees at the landfill for a time period of 12 pm to 5 pm on Saturday. I liked your suggestion that we place a limit on the size of vehicle not to exceed that of a pickup truck. I'm wondering if we could get a dumpster for the Thursday/Friday cleanup or perhaps come up with a special "green" card system that we could hand out to participating trucks that are working with the seniors, to dispose of yard garbage at the landfill on those days?

J.W. Berry has already agreed to waive the tipping fees on that Saturday for wood waste, which will be of great service to the program as well.

If you have any other suggestions that would help us make the event more efficient, we would appreciate your input. Look forward to hearing from the Board once they've had a chance to review our plans.

Thank you for your consideration.

Darlene Coulson  
Homecoming Weekend Chair



*Sonbird Refuse & Recycling Ltd.*  
*Box 227, Ucluelet, BC*  
*V0R 3A0*

May 22, 2012

Alberni Clayoquot Regional District  
3008 5<sup>th</sup> Avenue  
Port Alberni, BC  
V9Y 2E3

**Re: Letter of Credit**

Pursuant to our recent discussions regarding the performance letter of credit, we request that the amount be reduced to \$33,300 representing approximately two months of service.

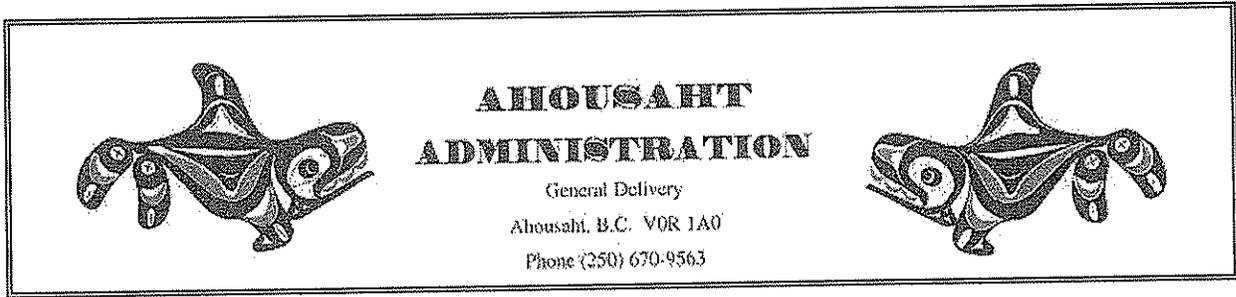
This amount is still significantly larger than what was required on previous contracts, but it appears reasonable to us.

Yours Sincerely,

John Bird  
Sonbird Refuse & Recycling Ltd.

**EX3**





On Behalf of Ahousaht Chief & Council

We invite you to our

Grand Opening and Celebration

Of our Solid Waste Transfer Station

On

Thursday May 24<sup>th</sup>, 2012

At 10:am

Luncheon to follow at the

Ahousaht T-Bird Hall

M.V Ahousaht Pride will be available for  
Pick-up @ First St. Dock- Tofino @ 9:am





## Administrative Memo

**To:** Board of Directors

**From:** Russell Dyson, Chief Administrative Officer

**CC:** Andy Daniel, Manager of Environmental Services  
Mark Fortune, LBA

**Date:** Friday May 18, 2012

**Subject:** Contract for LBA Supervisor Services

### Recommendation:

*That the Board of Directors of the Alberni-Clayoquot Regional District approve the contract agreement with Mark Fortune for Long Beach Airport Supervisor Services for a five month period at a rate of \$5,000 per month, with an additional 12% in lieu of benefits commencing mid June 2012.*

### Desired Outcome

To secure the necessary contract services for supervising the Long Beach Airport during the runway pavement project and implementation of grounds maintenance to meet the Regional District's obligations of a Transport Canada certified airport.

### Background

The Regional District is undertaking a comprehensive runway resurfacing project which requires coordination of contract services and airport operations. Further there are a number of maintenance projects that need to be addressed on airside in order to meet the standards of the Safety Management System required of a certified airport.

These matters were addressed through the budget process and it was agreed that the Regional District would secure the services of the person presently providing services through a contract with Tofino Air. This provides seamless consistency. Because of the nature of the Regional District's commitments for the following months a person is required under direct control of the Regional District on a full time basis.

The attached contract has been reviewed with Mark Fortune. The current agreement with Tofino Air will be set aside for the duration of this contract.

The Contract will be supervised by the Manager of Environmental Services – Andy Daniel.

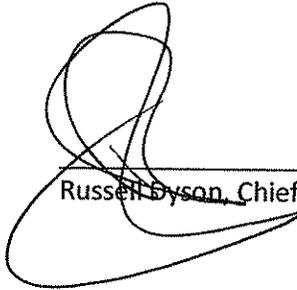
**Financial**

This is a five month contract at a rate of \$5,000 per month, with an additional 12% in lieu of benefits. The funds were allocated in the budget for this purpose.

**Summary**

The Regional District needs to secure the services of an Airport Supervisor for the next five months. Various options have been evaluated and the recommendation provides for the best alternative.

Submitted by:



Russell Dyson, Chief Administrative Officer

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Long Beach Airport Supervisor Term Contract**

BETWEEN: **REGIONAL DISTRICT OF ALBERNI CLAYOQUOT**  
3008 5<sup>th</sup> Ave.  
Port Alberni, BC V9Y 3E2

(Hereinafter referred to as the "Regional District")

AND: **MARK FORTUNE**  
Address

(Hereinafter referred to as the "Long Beach Airport Supervisor")

WHEREAS the Regional District owns and operates the Long Beach Airport as shown on the plan attached to this contract as Schedule C (the "Long Beach Airport").

And wishes to engage a Contractor for the orderly operation and maintenance of the Long Beach Airport as a certified airport, to the satisfaction of Transport Canada Standards.

NOW THEREFORE, the Regional District and the Long Beach Airport Supervisor, in consideration of their mutual duties and responsibilities to one another as hereinafter set forth, AGREE AS FOLLOWS:

**DUTIES OF LONG BEACH AIRPORT SUPERVISOR**

1. The Long Beach Airport Supervisor will perform duties related to the operation and maintenance of the Long Beach Airport as outlined in Schedule "A", *Duties and Responsibilities* (hereinafter referred to as the "**Duties and Responsibilities**"), which forms part of this Agreement.
2. The Long Beach Airport Supervisor shall perform the Duties and Responsibilities in a competent and diligent manner, to the satisfaction of the Regional District.
3. The Long Beach Airport Supervisor will deal with the public and the Regional District in a courteous and respectful manner and will ensure that its agents and employees deal with the public and the Regional District in a courteous and respectful manner.
4. The Long Beach Airport Supervisor shall report directly to the Supervisor of Environmental Services on behalf of the Regional District.

**TERM**

5. The term of this Agreement shall be five (5) months commencing June 4, 2012 and ending on November 2, 2012, subject to earlier termination or renewal.
6. Upon mutual agreement by both parties the term can be renewed.

## RENUMERATION

7. The Regional District agrees to pay the Long Beach Airport Supervisor the monthly rate specified in Schedule "B" hereto (the "**Monthly Rate**") for performing the Duties and Responsibilities in accordance with the Agreement.

## TERMINATION

8. This Agreement may be terminated:
  - a. At any time, by mutual agreement of the parties;
  - b. For cause at any time without notice, in which event all remuneration to the Long Beach Airport Supervisor shall cease effective with the date of termination, except for any payments for reimbursement of expenses;
  - c. By the Regional District at any time without just cause, upon the provision of one (1) months' written notice or payment of remuneration in lieu thereof to the Long Beach Airport Supervisor.
  - d. The Long Beach Airport Supervisor may terminate this Agreement at any time upon giving one (1) months' notice in writing to the Regional District;
  - e. The Long Beach Airport Supervisor shall execute a comprehensive Release and Indemnity in favour of the Regional District in exchange for receipt of remuneration in lieu of notice under 7 (c);
  - f. Effective with the termination of the Agreement above, neither party will have any further rights or obligations to the other hereunder, except only for the Long Beach Airport Supervisor's continuing obligation to maintain confidentiality.

## CONFLICT OF INTEREST/DUTY OF LOYALTY

9. The Long Beach Airport Supervisor shall not, directly or indirectly, engage in any business or enterprise of any kind whatsoever (except as a shareholder or debenture holder of any limited liability company). In all respects the Long Beach Airport Supervisor shall carry out and use his/her best endeavors in carrying out the objectives of the Regional District and diligently and faithfully serve the Regional District and protect its interests in all things to the best of his/her ability and judgment.
10. The Long Beach Airport Supervisor shall not, at any time, either during the continuance of his/her term under this Agreement, or thereafter, divulge any of the business affairs of the Regional District including files, records, strategies and programs, to any other person or persons, corporation, firm or government body, directly or indirectly, or assist in such disclosure, without the prior consent in writing of the Regional District, nor use or attempt to use any information which he/she may acquire in the course of his/her term in any manner which might injure or cause loss to or be calculated to injure or cause loss to the Regional District. The Long Beach Airport Supervisor shall not use such

information for his/her own or any other person's interests, whether or not such interests conflict with those of the Regional District's business, during or after his/her term by the Regional District.

### **EXTRA WORKS AND EMERGENCY REPAIRS**

11. Work not included in this Agreement for which compensation is requested, must have prior approval of the Regional District. Notwithstanding this provision, the Long Beach Airport Supervisor shall act in an emergency situation, without prior approval.
12. Works performed beyond the scope of the Long Beach Airport Supervisor's duties and responsibilities that, except for emergency repairs, have been approved in advance by the Regional District will be paid at the rate specified in "Schedule B". The Regional District will pay the Long Beach Airport Supervisor at the rate specified in Schedule "B" for emergency repairs. The Long Beach Airport Supervisor must submit receipts monthly to the Regional District before reimbursement of any expenses incurred as a result of extra work being approved by the Regional District or for emergency repairs.

### **REGIONAL DISTRICT AUTHORITY**

13. Notwithstanding the Duties and Responsibilities the Regional District maintains the overall authority for management and control of the Long Beach Airport.

### **ASSIGNMENT**

14. The Long Beach Airport Supervisor will not assign this Agreement or any part thereof, without the consent of the Regional District.

### **GENERAL PROVISIONS**

15. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors and assigns.
16. This Agreement constitutes the entire Agreement between the parties hereto and no representations, warranties, understanding or agreements, oral or otherwise, exist between the parties hereto except as expressly set out in this Agreement.
17. The failure of either party at any time to require the other party's performance of any obligation under this Agreement shall not affect the right to require performance of that obligation in the future. Any waiver by either party of any breach of any provision hereof shall not be construed as a waiver or modification of the provision itself, or a waiver or modification of any other right under this Agreement.
18. The Long Beach Airport Supervisor will not assign this Agreement or any part thereof, without the consent of the Regional District.
19. Time is of the essence of this Agreement.

IN WITNESS WHEREOF this Agreement has been executed by the parties hereto on the \_\_\_\_\_ day of \_\_\_\_\_, 2012

THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
by its authorized signatories:

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Address

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Long Beach Airport Supervisor term Contract**  
**SCHEDULE "A"**  
**DUTIES AND RESPONSIBILITIES**

The Long Beach Airport Supervisor will:

1. Assist the Supervisor of Environmental Services and Supervisor of Finance in the preparation of budgets and the control of expenditures for Airport operations;
2. Provide supervision, direction and implementation of all Airport maintenance operations both on and off airside.
3. Provide oversight and coordination of all infrastructure works.
4. Provide on- call services for emergency call outs and severe weather events.
5. Provide initial training, recurrent training and update training for contracted staff and tenants as required as per SMS.
6. Oversee and maintain the integrity of airside security.
7. Airport Emergency Response Plan, oversight, review and implementation.
8. Ensure all airport maintenance equipment and facilities are kept in a good working order.
9. Provide daily runway inspections as required by regulation
10. Provide runway condition reports during snow events and severe weather events.
11. Provide Airport annual inspections, maintenance forecasts and corrective action plans
12. Plan and administer Airport maintenance, including vegetation management control and Obstacle Limitation Surfaces (OLS) penetrations corrective action procedures.
13. Responsible for issuing Notice To Airman (NOTAMS) and aware of NOTAM procedures manual.
14. Liaison between Transport Canada, Nav Canada, Airlines, tenants, lease holders and other government agencies.
15. Implement and maintain the Airside Vehicle Operators Permit (AVOP) initial and recurrent training.
16. Review of Canadian Air Pilot (CAP) and approach plate for correct information and amend as required.
17. Review Nav Canada Aircraft Movement System (NCAMS) stats and apply them to the Airfield Landing Fee program (ALFA).
18. Facilitate applications for Airport Capital Assistance Program (ACAP) and associated grants.
19. Maintain and amend as required all documentation, manuals and policies required for the operation of a certified aerodrome.
20. Respond to public enquires and concerns provide proactive customer service and airport promotions.
21. Keep the Long Beach Airport Terminal Building open for use between the hours of        and during through of each week.
22. Comply will all local government, Provincial and Federal Laws applicable to its duties and responsibilities under this Contract .

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas  
"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Long Beach Airport Supervisor**

**SCHEDULE "B"**

**RENUMERATION**

Monthly Rate:	\$5,000 per month An additional 12% in lieu of benefits
Emergency callout and Repair Rate:	\$40 per hour

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Long Beach Airport Supervisor**

**SCHEDULE "C"**

**Long Beach Airport**

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas  
"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)





## Administrative Memo

**To:** Board of Directors

**From:** Russell Dyson, Chief Administrative Officer

**CC:** Andy Daniel, Manager of Environmental Services  
Mark Fortune, LBA

**Date:** Friday May 18, 2012

**Subject:** Approval of Lease of Tractor for the LBA

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### Recommendation:

*That the Board of Directors of the Alberni Clayoquot Regional District approve the lease to purchase through the Municipal Finance Authority of a Kubota M126XDTC tractor supplied by Island Tractor and Supply (1999) Ltd. at an annual cost of approximately \$18,500 per year for five years.*

### Desired Outcome

To secure the necessary equipment to provide regular maintenance as required for the Long Beach Airport within the funds allocated in the five year financial plan.

### Background

The Regional District is responsible for grounds maintenance at the Long Beach Airport to a level that satisfies standards of a certified airport. The Regional District assumed most equipment for this purpose, with the exception of a tractor, when it received the airport and assets from Transport Canada. The tractor and operator have been provided by Parks Canada but their availability to provide this service in a timely manner has diminished. This matter has been considered through the budget process and funds were allocated enabling the Regional District to lease the appropriate equipment.

Staff first assessed opportunities to secure used equipment; various options were evaluated and determined not sufficient or offering reasonable cost savings in the long run.

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

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A Request for proposals was advertised with very specific criteria for the tractor based on the purpose for the tractor and the needs of the equipment to be operated. This includes a loader attachment and the necessary criteria for safe operation at an airport location. The Kubota M126XDT from Island Tractor and Supply (1999) Ltd. of Duncan BC was determined to be the best proposal. The tractor will be purchased by the MFA and then the ACRD will lease to purchase it over a five year period.

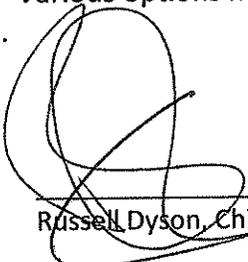
### Financial

The purchase value of the tractor is \$83,932.00 F.O.B. Long Beach Airport. The current short term leasing rate is 2%. Document and asset fees are \$350.00. The total interest that will be paid over the 5 years is \$4,358.00. Payments including the non-refundable portion of HST will be approximately \$18,500 per year. The budget includes an allocation of \$20,000 per year. Funds for the tractor are coming out of the Long Beach Airport budget.

### Summary

The Regional District needs to secure the appropriate equipment for the maintenance of the Long Beach Airport. Various options have been pursued and the recommendation provides for the best alternative.

Submitted by:



Russell Dyson, Chief Administrative Officer



## Administrative Memo

**To:** Board of Directors

**From:** Andy Daniel, Manager of Environmental Services

**Date:** Tuesday May 22, 2012

**Subject:** Salmon Beach Wastewater System Review

### Recommendation:

*That the Board of Directors of the Alberni Clayoquot Regional District (ACRD) authorize staff to proceed with Option C - A new disposal field designed to accommodate a 25% to 50% increase in flows, including an equalization tank, pumps and control panel at an estimated cost of \$95,000 to \$111,000.*

### Desired Outcome

To address the current and future needs of Salmon Beach Recreational Village with an effective wastewater disposal system that reduces the impact of the pump truck discharging large volumes of effluent at one time. An equalization tank would be installed, upstream of the existing tanks with a filter between the chambers. The second chamber would have two pumps, on a timed dose, to feed small volumes of effluent to reduce the solids transfer.

An electrical connection with a control panel is required to run the pumps, and can be pulled through the existing duct work. Also, a curtain drain would be installed to reduce the volume of surficial groundwater flowing through the site and saturating the disposal field area.

The system will be designed for the addition of future components (treatment plant and field) that can be added when more capacity is required.

### Background

H2O Environmental Ltd. was retained by the ACRD to complete a review of the wastewater system at Salmon Beach. The review was prompted by visual inspections, by ACRD personnel, that indicated severe problems with the performance of the wastewater system.

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All lateral pipes opened and investigated were blocked by sludge with the exception of 3 short laterals at the north end of the west field. The west disposal field will have to be repaired or replaced, as it constitutes a health hazard with effluent rising to the surface when pumps are activated.

Four remedial options (A to D) were investigated. Option A was for the piping to be cleaned, which may briefly extend the life of the system. Option B proposed replacing the failed field, but did not address future requirements. Option D included two new fields and a treatment plant. It is the recommended option in H2O's report, but exceeds the budget and fixes the capacity. Option C has the ability to expand into Option D, by adding a treatment plant and field, when it is required.

All Options were presented to the Salmon Beach Committee and the owners at the May 20, 2012 general meeting, and Option C was unanimously supported. This proposal will be reviewed with Toquaht First Nation before further work is considered to account for the ACRD responsibilities of the lease agreement.

### Financial

In the 2012-2016 Financial Plan there is \$125,000 budgeted for Sani-field upgrades. The estimated order of magnitude costs for Option C are \$95,000 to \$111,000. Once the design is completed and the project is tendered, fixed costs can be determined.

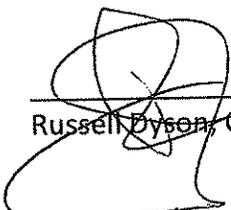
### Summary

The Regional District has reviewed and identified an effective wastewater treatment system for Salmon Beach that is within the budget, and meets current and future needs. Various options have been evaluated and the recommendation provides for the best alternative.

Submitted by:

  
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Andy Daniel, Manager of Environmental Services

Approved by:

  
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Russell Dyson, Chief Administrative Officer