



Alberni-Clayoquot Regional District

West Coast Committee Meeting

Agenda

Date: Wednesday, March 7, 2012
Time: 1:00 pm
Location: Ucluelet Community Centre
Activity Room 1
500 Matterson Drive, Ucluelet, BC

Page #

1. **Call to Order:**
2. **Delegation:**
 - a. West Coast Multiplex Society
Re: Request for Land for West Coast Multiplex
3. **Minutes:**
 - a. West Coast Financial Plan Committee Meeting
February 6, 2012 1-3
4. **Correspondence:**
 - a. West Coast Multiplex Society
re: Request for Land for West Coast Multiplex
(referred from Feb. 8, 2012 Committee of the Whole Meeting) 4
5. **Finances:**
 - a. Administrative Memo
re: 2012-2016 Financial Plan – West Coast Landfill 5-8
 - b. Administrative Memo
re: 2012-2016 Financial Plan – Long Beach Airport 9-12

6. **Administration:**

- a. Request for Decision
re: Terms of Reference – Long Beach Airport Advisory
Committee

13-17

7. **Reports:**

- a. Al McGill, McGill Engineering
Re: Results of Water Report

8. **Other Business:**

9. **New Business:**

10. **Recess to In-Camera:**

- a. Motion to close the meeting to the public to discuss labour or other
employee relations.

11. **Adjourn:**



**MINUTES OF THE WEST COAST COMMITTEE
2012 – 2016 FINANCIAL PLANNING MEETING
HELD ON MONDAY, FEBRUARY 6, 2012**

Long Beach Golf Club, 1850 Pacific Rim Highway, Tofino, BC

DIRECTORS PRESENT: Bill Irving, Chairperson, Mayor, District of Ucluelet
Perry Schmunk, Mayor, District of Tofino

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Wendy Thomson, Manager of Administrative Services
Mike Irg, Manager of Planning and Development
Teri Fong, Manager of Finance
Andy Daniel, Manager of Environmental Services
Andrew McGifford, Assistant Accountant

1. **Call to Order** the Chairperson called the meeting to order at 1:00 pm

2. **Chairperson**

Moved by: Chairperson Irving
Seconded by: Director Schmunk

THAT the Chairperson of the West Coast Committee rotate yearly as follows: year 1 – Director Irving, year 2 – Director Schmunk, year 3 – Director Bennett.

Carried

3. **Minutes**

Moved by: Chairperson Irving
Seconded by: Director Schmunk

THAT the minutes from the West Coast Committee meeting held on September 21, 2012 be adopted as circulated.

Carried

4. **2012 – 2016 Financial Plan – West Coast Services**

a. Administrative Memo regarding draft 2012 – 2016 Financial Plan – Long Beach Airport. The Chief Administrative Officer discussed issues at the Long Beach Airport and impacts on the budget. The Manager of Finance provided an overview of the proposed budget for the Long Beach Airport and answered questions from Directors.

Moved by: Chairperson Irving
Seconded by: Director Schmunk

THAT the draft 2012 – 2016 Financial Plan for the Long Beach Airport be approved.

Carried

- b. Administrative Memo regarding 2012 – 2016 Financial Plan – West Coast Landfill.
Staff provided an overview of the draft budget for the West Coast Landfill and answered questions from Directors.

Moved by: Chairperson Irving
Seconded by: Director Schmunk

THAT the draft 2012 – 2016 Financial Plan for the West Coast Landfill be approved.

Carried

5. Reports

- a. Alberni-Clayoquot Regional District – West Coast Multiplex Survey Summary Report.
The Chief Administrative Officer (CAO) provided an overview of the West Coast Multiplex Survey that was conducted by Vancouver Island University on behalf of the ACRD. The CAO reported on a staff meeting with the Multiplex Society earlier today. The Society is proposing to move ahead with the ice rink at this time and will be coming forward to the ACRD Board with the following 3 requests:

1. Agreement in principle to provide land for the facility on the Long Beach Airport lands;
2. Agreement to pay for the feasibility work on the proposed site; and,
3. Consider a Grant-in-aid application.

Moved by: Chairperson Irving
Seconded by: Director Schmunk

THAT the Alberni-Clayoquot Regional District West Coast Multiplex Survey Summary Report be received.

Carried

6. Ongoing Business

Moved by: Director Schmunk
Seconded by: Chairperson Irving

THAT the Committee recommend that the Alberni-Clayoquot Regional District Board of Directors forward a letter to MP, James Lunney requesting assistance in lobbying Pacific Rim National Park to re-locate the Long Beach Airport sign.

Carried

7. Recess to In-Camera

Moved by: Chairperson Irving
Seconded by: Director Schmunk

THAT the meeting be closed to the public to discuss negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interest of the Regional District if they were held in public.

Carried

The meeting was closed to the public at 2:40 p.m.

8. Re-Open the Meeting

The meeting was re-opened to the public at 3:10 p.m.

9. Adjourn

Moved by: Chairperson Irving
Seconded by: Director Schmunk

THAT the meeting be adjourned at 3:10 p.m.

Carried

Certified Correct:

Bill Irving,
Chairperson

Russell Dyson,
Chief Administrative Officer



WEST COAST
· MULTIPLEX ·

February 6, 2012

To Regional District Board of Directors,

Re: request for land for West Coast Multiplex

This letter is to formally ask the Regional District Board of Directors to identify & secure land and it's location for development of the West Coast Multiplex facility.

At this time the West Coast Multiplex Society has agreed that our focus will be on phase one, which will encompass an arena only, however the land size needs to be considerate of future phases such as a pool facility.

We appreciate the fact that the current location that was identified to us last year has been deemed not viable and we look forward to other opportunities that you may offer and that an agreement in principal can be made.

We feel this is a very important step in developing an identified needed amenity on the West Coast.

Thank you for your consideration.

Yours truly,

Keith Gibson and Tim May
Co-chairs
West Coast Multiplex Society

WEST COAST MULTIPLEX SOCIETY
BOX 163 TOFINO, B.C. V0R 2Z0
info@westcoastmultiplex.com
www.westcoastmultiplex.org



MEMORANDUM

To: West Coast Directors
From: Teri Fong, CGA, Manager of Finance
Date: February 29, 2012
Subject: 2012-2016 Financial Plan – West Coast Landfill

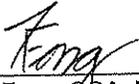
This memo is in response to the additional information requested by the West Coast Directors at the February 6th meeting.

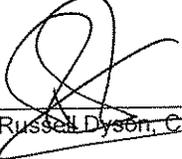
The contract for garbage and recycling collection is as follows:

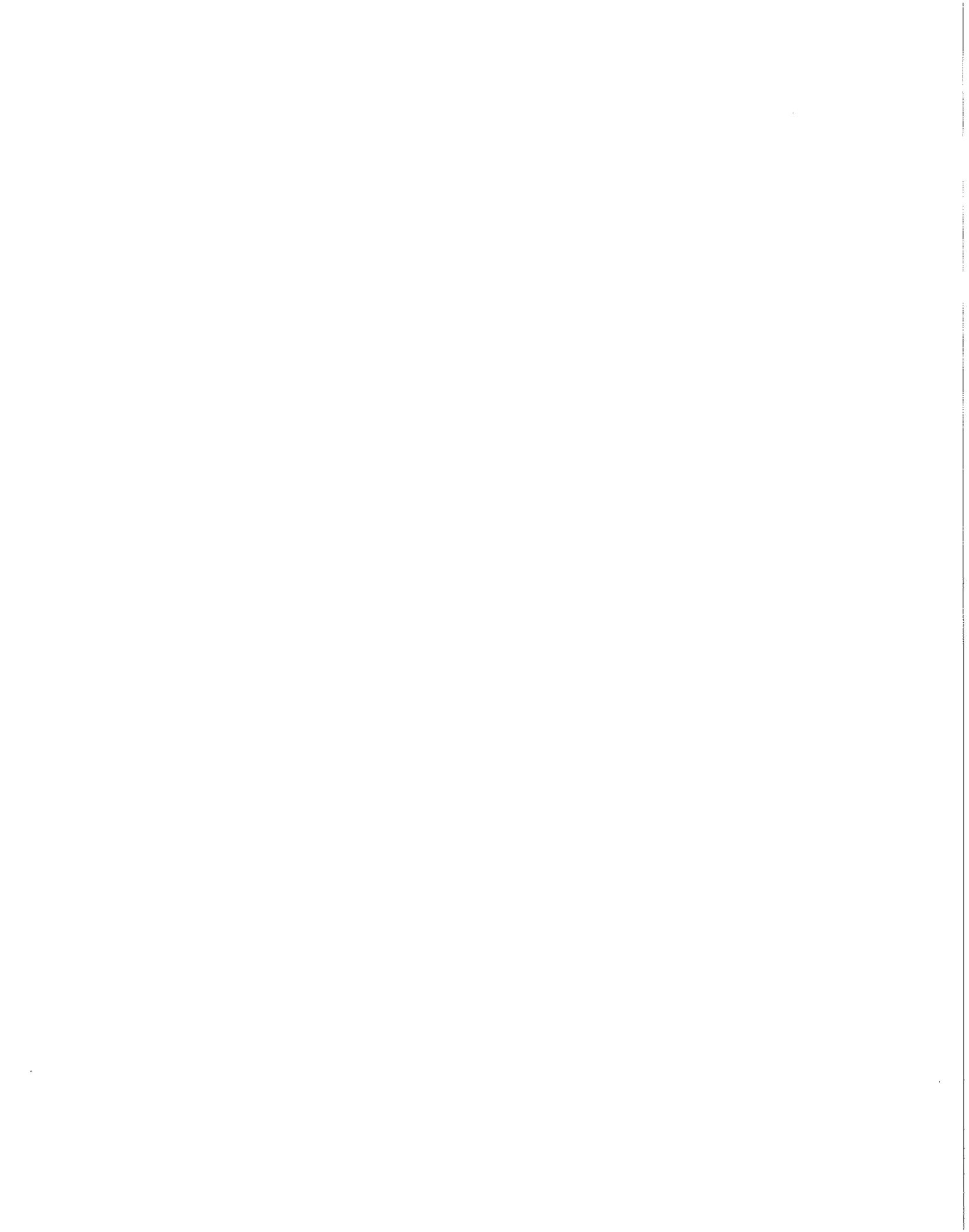
Service	Per Unit Monthly	# of Units	Total Annual Cost
Garbage Pickup	\$8.20	1060	\$104,304.00
Recycling Pickup	\$4.87	1060	\$61,946.40
Recycling Depots	\$2,670.00	N/A	\$32,040.00
Total			\$198,290.40

The Financial Plan for the West Coast Landfill was updated to reflect these costs before first reading as seen on lines 4, 5, 30, 31 & 40. Bylaw R1021 will need to be amended before the billing this year to reflect the changes in price of the new contract. The overall cost to the resident will remain unchanged as the rise in the cost of recycling pickup will be offset by the decrease in the cost of garbage pickup.

The budget for the power line improvements, line 57, needs to be increased by \$3,000 to a total of \$8,000 because Parks Canada is requiring an environmental assessment be completed before the work is performed. The Environmental Services department is in negotiations with Parks Canada in hopes that Parks can complete the assessment on our behalf but \$3,000 should be budgeted in case Parks are unable to complete it. A motion will be recommended by staff during second reading to make this adjustment.

Submitted by: 
 Teri Fong, CGA, Manager of Finance

Approved by: 
 Russell Dyson, Chief Administrative Officer





ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2012-2016 FINANCIAL PLAN
 WEST COAST WASTE MANAGEMENT
 PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

Draft for first reading
 on February 22, 2012

Line	History		2012	2013	2014	2015	2016	Line
	2011 ACTUAL	2011 PLAN						
1	\$ 207,529	\$ 207,529	\$ 6,718	\$ -	\$ -	\$ -	\$ -	1
2	143,971	143,971	145,782	219,100	233,250	224,950	236,850	2
3								3
4	122,864	135,000	105,000	120,000	120,000	120,000	120,000	4
5	58,741	65,000	62,000	58,000	58,000	58,000	58,000	5
6	484,190	525,000	480,000	480,000	480,000	480,000	480,000	6
7	665,795	725,000	647,000	658,000	658,000	658,000	658,000	7
8	2,073	2,000	2,000	2,000	2,000	2,000	2,000	8
9	\$ 1,019,368	\$ 1,078,500	\$ 801,500	\$ 879,100	\$ 893,250	\$ 884,950	\$ 896,850	9

Line	History		2012	2013	2014	2015	2016	Line
	2011 ACTUAL	2011 PLAN						
10	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	10
11	80,000	80,000	20,000	40,000	40,000	40,000	40,000	11
12	20,000	20,000	20,000	20,000	20,000	20,000	20,000	12
13								13
14	587	-	1,500	1,500	1,500	1,500	1,500	14
15	50,709	55,000	56,000	57,100	58,200	59,400	60,600	15
16			5,000	5,000	5,000	5,000	5,000	16
17	51,296	55,000	62,500	63,600	64,700	65,900	67,100	17
18								18
19	731	5,000	2,000	5,000	5,000	5,000	5,000	19
20	-	100	100	100	100	100	100	20
21	-	3,000	3,000	3,000	3,000	3,000	3,000	21
22	-	200	200	200	200	200	200	22
23	-	1,000	1,000	2,500	2,500	2,500	2,500	23
24	731	9,300	6,300	10,800	10,800	10,800	10,800	24

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ALBERNI-CLAYQUOT REGIONAL DISTRICT
 2012-2016 FINANCIAL PLAN
 WEST COAST WASTE MANAGEMENT (continued)
 PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

Draft for first reading
 on February 22, 2012

Line	History		2012	2013	2014	2015	Budget	Line
	2011 ACTUAL	2011 PLAN						
25								25
26	\$ -	\$ 5,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	26
27	-	3,800	-	4,000	150	150	150	27
28	-	-	-	14,000	-	-	-	28
29	-	4,600	-	-	4,600	600	600	29
30	24,064	21,700	33,000	33,700	34,400	35,100	35,800	30
31	93,948	78,000	62,000	63,200	64,500	65,800	67,100	31
32	-	10,000	-	10,000	1,000	1,000	1,000	32
33	-	3,600	200	200	200	200	200	33
34	-	-	-	-	25,000	5,000	5,000	34
35	118,012	126,700	95,200	127,100	129,850	109,850	109,850	35
36								36
37	479,365	480,000	400,000	408,000	416,200	424,500	433,000	37
38	-	2,500	2,500	2,500	2,500	2,500	2,500	38
39	109,364	90,000	30,000	30,000	30,000	30,000	30,000	39
40	100,170	145,000	105,000	107,100	109,200	111,400	113,600	40
41	33,712	35,000	35,000	35,000	35,000	35,000	35,000	41
42	-	15,000	5,000	15,000	15,000	15,000	15,000	42
43	722,611	767,500	577,500	597,600	607,900	618,400	629,100	43
44	\$ 1,012,650	\$ 1,078,500	\$ 801,500	\$ 879,100	\$ 893,250	\$ 884,950	\$ 896,850	44
45	\$ 6,718	-	\$ -	\$ -	\$ -	\$ -	\$ -	45
46	21,648	85,000	60,000	10,000	10,000	10,000	10,000	46
47	100,000	100,000	40,000	60,000	60,000	60,000	60,000	47
48	16,901	16,000	16,000	16,000	16,000	16,000	16,000	48
49	207,529	207,529	6,718	-	-	-	-	49
50	\$ 102,782	\$ 38,529	\$ 77,282	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	50

FINANCIAL PLAN BALANCE
 Add: Capital expenditures
 Transfer to reserves
 Deduct: Estimated amortization not included
 Surplus from previous year
ANNUAL SURPLUS/(DEFICIT)
 (for Financial Reporting purposes)



MEMORANDUM

To: West Coast Directors
From: Teri Fong, CGA, Manager of Finance
Date: February 29, 2012
Subject: 2012-2016 Financial Plan – Long Beach Airport

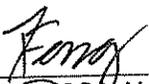
This memo is in response to the additional information requested by the West Coast Directors at the February 6th meeting.

The airport tractor that is budgeted on line 42 is for a tractor cab, self-leveling loader and cutter. Historically, Parks Canada provided this service but is unable to continue to do so due to equipment shortage and personnel cutbacks. It is staffs' recommendation that this equipment be purchased instead of this work being done by contract as there are many special equipment requirements and protocols to be followed when working on a runway. The timeliness of the maintenance is of utmost importance from a safety aspect of the airport.

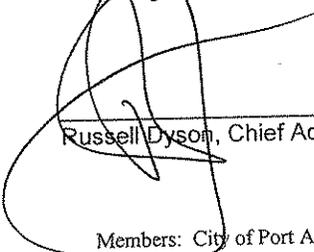
The runway sweeper that is budgeted on line 62 is an attachment to the tractor and is a specialize piece of equipment. The Regional District has an application in with ACAP for a 100% grant for the sweeper. When reviewing the cost of the sweeper it was determined that \$225,000 would be adequate therefore staff will be recommending a motion to reduce the budget by \$75,000 at second reading. Purchase of the equipment is dependent on grant.

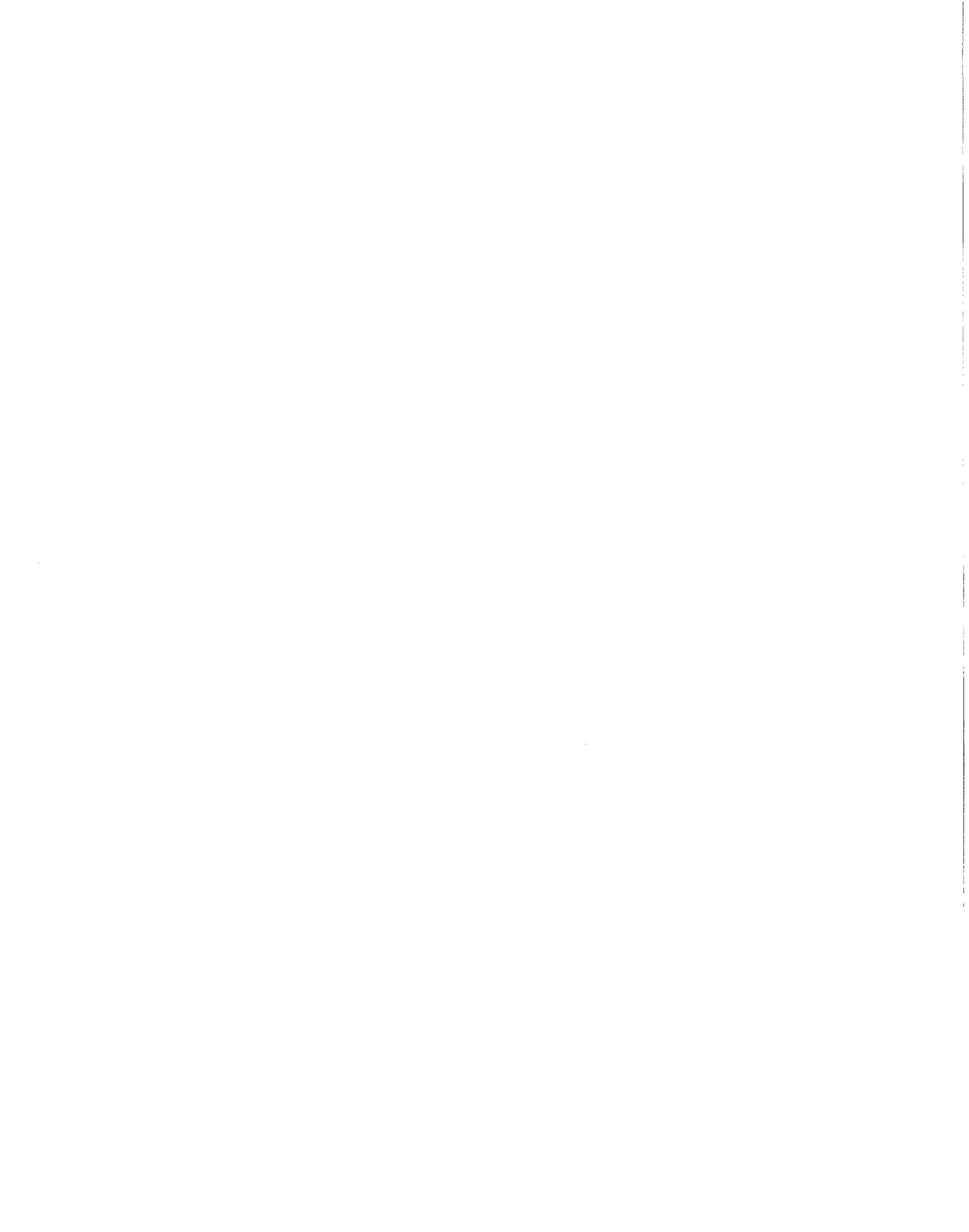
The urgent infrastructure that is budgeted on line 65 includes improvements that are necessary for the Safety Management System. There are numerous projects that may result of the safety assessment such as vegetation management and water runway safety enhancements.

Submitted by:


Teri Fong, CGA, Manager of Finance

Approved by:


Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2012-2016 FINANCIAL PLAN
 LONG BEACH AIRPORT (continued)
 PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

Draft for first reading
 on February 22, 2012

Line	2011 ACTUAL	History		2012	2013	2014	2015	Budget 2016	Line
		2011 PLAN	2012						
29	\$ 5,918	-	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	29
30	748,488	3,422,163	Add: Transfer to reserves	4,290,008	486,000	300,000	300,000	200,000	30
31	651,997	3,711,575	Deduct: Capital expenditures	4,748,008	477,500	270,000	307,500	210,000	31
32	65,428	65,000	Estimated amortization not included	65,000	65,000	65,000	65,000	65,000	32
33	75,467	75,466	Surplus from previous year	5,918	-	-	-	-	33
34	\$ 50,322	\$ 429,878	ANNUAL SURPLUS/(DEFICIT)	\$ 517,082	\$ 56,500	\$ 35,000	\$ 72,500	\$ 75,000	34
(for Financial Reporting purposes)									
CAPITAL FUND									
35	\$ 359,331	\$ 359,331	Balance, beginning of year	\$ 460,009	\$ 4,909	\$ 13,509	\$ 43,909	\$ 36,909	35
36	320,000	320,000	Contribution from operating fund	200,000	386,000	200,000	200,000	200,000	36
37	428,488	3,102,163	Grants & other contributions	4,090,008	100,000	100,000	100,000	-	37
38	4,187	2,146	Interest earnings	2,900	100	400	500	400	38
39	-	-	Less - capital expenditures	-	-	-	-	-	39
40	3,671	20,000	Access road signage	-	2,500	-	2,500	-	40
41	-	-	Access road upgrade	-	-	50,000	150,000	150,000	41
42	-	-	Airport tractor	20,000	20,000	20,000	20,000	-	42
43	-	-	Apron III crack sealing	-	25,000	-	-	-	43
44	-	-	Apron III panel repair	5,000	-	-	-	-	44
45	-	-	Brush cutter	-	55,000	-	-	-	45
46	-	-	Drainage culvert repairs	125,000	5,000	20,000	5,000	5,000	46
47	-	-	Fire suppression upgrade	2,000	20,000	5,000	-	-	47
48	-	50,000	Flightway clearing	-	10,000	10,000	10,000	10,000	48
49	60,307	-	Groundwater evaluation	-	-	-	-	-	49
50	5,391	70,000	House renovation	-	-	-	-	-	50
51	-	-	Infrastructure report - site services	10,000	-	-	-	-	51
52	12,911	-	Maintenance building	-	-	-	-	-	52
53	-	507,000	Navigational aids^	-	-	-	-	-	53
54	409,765	240,000	Parking lot & access road paving	3,000	-	-	-	-	54

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2012-2016 FINANCIAL PLAN
 LONG BEACH AIRPORT (continued)
 PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

Draft for first reading
 on February 22, 2012

Line	History		Budget					Line
	2011 ACTUAL	2011 PLAN	2012	2013	2014	2015	2016	
EXPENDITURES (continued)								
55	\$ -	\$ 50,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	55
56	-	-	40,000	-	-	-	-	56
57	-	-	-	-	30,000	-	-	57
58	-	200,000	507,000	-	-	-	-	58
59	139,900	2,244,575	3,621,008	-	-	-	-	59
60	-	30,000	-	20,000	-	-	-	60
61	-	50,000	20,000	-	-	-	25,000	61
62	-	-	300,000	-	-	-	-	62
63	17,145	50,000	-	-	-	-	-	63
64	-	-	-	-	15,000	-	-	64
65	2,907	100,000	50,000	-	-	-	-	65
66	-	-	40,000	120,000	20,000	20,000	20,000	66
67	-	100,000	-	-	-	-	-	67
68	-	-	5,000	100,000	-	-	-	68
69	651,997	3,711,575	4,748,008	477,500	270,000	307,500	210,000	69
70	\$ 460,009	\$ 72,065	\$ 4,909	\$ 13,509	\$ 43,909	\$ 36,909	\$ 27,309	70

*eligible for 100% ACAP funding
 ^eligible for 1/3rd ICET funding
 ~80% to be paid by water users

12



REQUEST FOR DECISION

To: West Coast Committee
From: Wendy Thomson, Manager of Administrative Services
Meeting Date: March 7, 2012
Subject: Terms of Reference – Long Beach Airport Advisory Committee

Recommendation:

That the West Coast Committee approve the draft Terms of Reference for the Long Beach Airport Advisory Committee as presented and instruct staff to prepare a Bylaw to create the Committee for consideration by the Alberni-Clayoquot Regional District Board of Directors.

Desired Outcome:

To create an Airport Advisory Committee to assist with long term development of the Long Beach Airport and to advise the Regional District on matters relating to airport services such as development planning, operations, maintenance and safety.

Summary:

In order to obtain funding through Island Coastal Economic Trust for Navigational Aids at the Long Beach Airport, the ACRD Board was required to create an "arms length" body to manage all aspects of the Airport. In October 2011, the Alberni-Clayoquot Regional District Board adopted Bylaw A1071, Long Beach Airport Authority.

There are several issues at the Long Beach Airport that needs to address before handing over operations to an "arms length body".

At the West Coast Committee meeting on February 6, 2012, staff was instructed to come back with recommendations for the formation of an Advisory body for the Long Beach Airport with the possibility of transitioning into an "arms length" authority in the future.

Attached for consideration by the West Coast Committee is a draft terms of reference for the development of the Long Beach Airport Advisory Committee. Upon approval of the terms of reference, staff will prepare a bylaw for consideration by the Board of Directors.

Time Requirements – Staff & Elected Officials:

Some staff time will be required to support and manage this Committee. Elected officials time will be required to participate on the Committee.

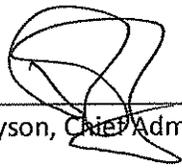
Request for Decision - Terms of Reference - Long Beach Airport Advisory Committee

Financial:

Policy or Legislation:

The Local Government Act allows Regional District's to create standing committees and delegate various powers to these committees.

Submitted by: 
Wendy Thomson,
Manager of Administrative Services

Approved by: 
Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional District

Terms of Reference Long Beach Airport Advisory Committee

Introduction

The Alberni-Clayoquot Regional District has formed the Long Beach Airport Advisory Committee to facilitate participation from local government, business and community interests within Electoral Area "C" (Long Beach), District of Tofino and District of Ucluelet on matters associated with the development of the Long Beach Airport.

The Airport Advisory Committee is a Select Committee of the Board of Directors.

Objective

The Airport Advisory Committee reviews, reports and advises the Board of Directors on matters concerning the long term development of the Long Beach Airport.

Scope of Work

To achieve this objective, the Airport Advisory Committee will undertake the following activities:

- a. Promote the Long Beach Airport
- b. Encourage the development of improved air services to the region
- c. Review and make recommendations on selected matters as requested by the Board of Directors
- d. Provide community input to airport management on airport activities
- e. Assist Regional District staff with operational issues impacting the Long Beach Airport and airport lands
- f. Advise on matters relating to the airport service such as development planning, operations, maintenance and safety.

Membership

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

- a. Two West Coast Directors appointed by the Board
- b. One member nominated from the Tla-o-qui-aht First Nation

- c. One member nominated from Parks Canada
- d. One member nominated from the Tofino Chamber of Commerce
- e. One member nominated from the Ucluelet Chamber of Commerce
- f. Two members at-large nominated by the West Coast Directors representing the business community

Ex-Officio Non-Voting Members - The Regional District CAO or his/her designate and the Airport Manager.

Appointment and Term

Members shall be appointed by the Board of Directors for a three year term, to run concurrent with the Directors' term.

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.

Committee members may stand for re-appointment at the conclusion of their term.

Members of the Committee shall 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 approved by the Board of Directors.

Chair

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

Meeting Procedures

The meetings of the Airport Committee shall be called by the Regional District CAO, Airport Manager or the Committee Chairperson, and shall be held quarterly on the day and time agreed to by the Airport 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 Regional District Board.

Meetings of the Airport Authority shall be conducted and held in accordance with the Regional District's procedures bylaw.

The Regional District Environmental Services Department will provide support to the Committee including preparing agendas, recording the minutes of all meetings and ensuring Committee agendas, minutes, etc. are forwarded electronically for circulation to all members.

Reporting to the Board

Recommendations of the Committee must be adopted by the Committee by motion prior to presentation to the Regional District Board.

The Committee will provide a status report to the Board annually.

The Regional District Directors on the Committee will report to the Board on the activities of the Airport Advisory Committee.

On behalf of the Airport Advisory Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee including writing letters, preparing reports to the Board.

