



REGIONAL DISTRICT OF MOUNT WADDINGTON  
**BOARD OF DIRECTORS MEETING MINUTES**

September 19, 2017

RDMW Office – 2044 McNeill Road, Port McNeill, BC

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**PRESENT:** Chair Andrew Hory and Directors Jan Allen, Michael Berry, Hank Bood, Pat Corbett-Labatt, Dave Rushton, Heidi Soltau, Phil Wainwright and Alternate Directors Shelly Downey.

**REGRETS:** Directors Shirley Ackland

**STAFF:** Greg Fletcher – Administrator; Jeff Long - Manager of Planning & Development Services; Patrick Donaghy - Manager of Operations; Pat English – Manager of Economic Development; Theresa Flynn - Treasurer; Melissa Tonkin - Recording Secretary

**MEDIA:** Kathy O’Reilly - The Eagle Newspaper; Hanna Petersen - The North Island Gazette Newspaper

**PUBLIC:** 6

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**CALL TO ORDER**

Chair Hory called the meeting to order at 2:40 pm.

**A. APPROVAL OF AGENDA**

1. Adoption of September 19, 2017 Agenda.

Moved/Seconded/Carried

THAT the agenda be approved as presented.

**DELEGATIONS**

1. INFILM Film Commission: Joan Miller, Film Commissioner; Stephanie Tipple, President INFILM and Donna Haines, NIC.

*The delegates thanked the Board for their 2017 contribution and provided a presentation outlining the many productions that were either planned or underway on Vancouver Island. They also noted that there was a Vancouver Island shortage of skilled labour required by the film industry and, in response, they had worked with North Island College to develop four courses that would help address this problem. The courses start in October and are offered at both the Campbell River and Port Alberni Campuses.*

**B. ADOPTION OF MINUTES**

1. Minutes of the Regional District of Mount Waddington Board Meeting held August 15, 2017.

Moved/Seconded/Carried

THAT the minutes of the Regional District of Mount Waddington Board of Directors Meeting held August 15, 2017 be adopted.

178/17  
AGENDA  
APPROVED

179/17  
AUGUST 15/17  
MINUTES  
ADOPTED

**CORRESPONDENCE ON THE TABLE**

1. District of Port Hardy Regular Meeting Minutes (July 11, 2017); Village of Port Alice Special Committee Minutes (July 25, 2017) and Regular Meeting Minutes (June 12, 2017); Town of Port McNeill Special Committee Minutes (Aug 8, 2017) and Regular Meeting Minutes (July 4, 2017)
2. Cheque Register Report (August 15, 2017 – September 18, 2017)

180/17

Moved/Seconded/Carried

THAT the correspondence on the table be received and filed.

**C. STAFF OPERATION REPORTS**

1. Administrator (September 13, 2017)

181/17

BROUGHTON  
SPORTS CLUB

Moved/Seconded/Carried

THAT the agreement with the Broughton Sports Club be renewed for a five-year period commencing July 8, 2017 for a cost of \$1.00 for the term.

182/17

Moved/Seconded/Carried

THAT the September 13, 2017 report from the Administrator be received and filed.

2. Travel report (September 19, 2017)

183/17

Moved/Seconded/Carried

THAT the September 19, 2017 Travel Report be approved as amended.

3. Manager of Economic Development (September 19, 2017)

*September 15, 2017 meeting with Paul Mottershead, Associate Dean, VIU took place in Nanaimo. Highlights were as follows:*

- *VIU Meeting with Western, BC Forest Safety Council to finalize pilot program curriculum.*
- *Currently looking at 12 to 14-week program for fundamentals with additional specialization add-ons.*
- *At 12 weeks, students qualify for student loans.*
- *Program would offer Credit/Certification.*
- *Sees demand exceeding current planning assumptions. ie. Up to 12 intakes rather than 6 as planned.*
- *Expect draft contract next week.*

184/17

VIU NI FOREST  
INDUSTRY  
TRAINING

Moved/Seconded/Carried

THAT Vancouver Island University be contracted to develop a detailed instruction program for the North Island Forest Industry Training Initiative funded by up to \$24,000 from the BC Rural Dividend Fund grant.

185/17

ANGLEA SMITH  
CONTRACT

Moved/Seconded/Carried

THAT, at a cost not to exceed \$9,000 funded by the Rural BC Dividend grant, marketing consultant Angela Smith be contracted to complete and issue the RFP for the Regional Marketing and Attraction initiative.

- 186/17 Moved/Seconded/Carried  
THAT the September 19, 2017 report from the Manager of Economic Development be received and filed.
4. Tourism Coordinator (September 12, 2017)
- 187/17 Moved/Seconded/Carried  
THAT the September 12, 2017 report from the Tourism Coordinator be received and filed.
5. Manager of Operations (September 12, 2017)
- Noted that the Port Hardy Volunteer Fire Department will be hosting the Vancouver Island Fire Association Conference on November 4<sup>th</sup> and 5<sup>th</sup>.*
- 188/17 Moved/Seconded/Carried  
THAT the September 12, 2017 report from the Manager of Operations be received and filed.
6. Manager of Planning & Development Services (September 1, 2017)
- 189/17 Moved/Seconded/Carried  
THAT the September 1, 2017 report from the Manager of Planning & Development Services be received and filed.
- D. FINANCIAL REPORTS**
7. Finance Report (September 5, 2017)
- Municipal Insurance Association- new appraisal of properties coming next week, focusing on Sointula Rec/Woss/7 Mile.*
- 190/17 Moved/Seconded/Carried  
THAT the September 5, 2017 report from the Treasurer be received and filed.
- a) Financial Software Upgrade Report (September 5, 2017)
- Discussion on the current and proposed software.*
- 191/17  
FINANCE  
SOFTWARE Moved/Seconded/Carried  
THAT the financial accounting system software be replaced and budgeted in 2017 to a maximum of \$75,000, to be taken from the General Government Administration Computer Replacement Reserve (\$10,000) and the General Government Administration Reserve (\$65,000); and,  
THAT Vadim Software quote of \$40,749 for accounting software and the RAC software quote of \$24,000 for budgeting software be accepted.
- 192/17 Moved/Seconded/Carried  
THAT the September 5, 2017 report from the Treasurer regarding financial software upgrade be received and filed.
8. Single Source (August 31, 2017)

193/17

Moved/Seconded/Carried

THAT the August 31, 2017 Single Source Awards report be received and filed.

#### **E. COMMITTEE REPORTS**

From the September 19, 2017, Regional Planning Committee meeting:

194/17

RPC

RECOMMENDATION

Moved/Seconded/Carried

THAT the Regional District of Mount Waddington Zoning Bylaw No. 21, Amendment Bylaw No. 895, 2016, as amended, be given second and third readings;

AND FURTHER THAT Regional District of Mount Waddington Zoning Bylaw No. 21, Amendment Bylaw No. 895, 2016, as amended, not be brought forward for consideration of adoption until the following conditions have been undertaken to the satisfaction of the Regional District of Mount Waddington:

- a) The owners / proponents enter into a development agreement in a form satisfactory to the RDMW, that requires the proponents to undertake various conditions or matters as part of the marine industrial development and its operation, and that the development agreement be registered on the title of the subject property in the form of a restrictive covenant; and,
- b) The owners / proponents apply to the Private Managed Forest Council to withdraw that portion of the property to be rezoned and used as part of the marine industrial operation, from the private managed forest land designation and that such removal is finalized.

#### **F. BYLAWS AND PERMITS**

1. Adopt minutes of the Public Hearing for Malcolm Island Zoning Bylaw No. 725, Amendment Bylaw No. 921, 2017; Coal Harbour Zoning Bylaw No. 669, Amendment Bylaw No. 922, 2017; Hyde Creek Zoning Bylaw No. 648, Amendment Bylaw No. 923, 2017; Winter Harbour Community Plan Bylaw No. 371, Amendment Bylaw No. 924, 2017; Regional District of Mount Waddington Zoning Bylaw No. 21, Amendment Bylaw No. 925, 2017 and Woss Land Use Bylaw No. 556, Amendment Bylaw No. 927, 2017. To be distributed at a later date but do not have to be adopted in order to proceed with the readings of the bylaws.

*Minutes from the Public Hearing held on September 19, 2017 will be circulated for adoption at the October 17, 2017 Regional District of Mount Waddington Board Meeting.*

2. Bylaw No. 921, 2017 cited as “Malcolm Island Zoning Bylaw No. 725, Amendment Bylaw No. 921, 2017” for 2<sup>nd</sup> and 3<sup>rd</sup> reading.

195/17

BYLAW NO. 921

2<sup>ND</sup> & 3<sup>RD</sup>

READING

Moved/Seconded/Carried

THAT Bylaw No. 921, 2017 cited as “Malcolm Island Zoning Bylaw No. 725, Amendment Bylaw No. 921, 2017” be read a 2<sup>nd</sup> and 3<sup>rd</sup> time.

3. Bylaw No. 921, 2017 cited as “Malcolm Island Zoning Bylaw No. 725, Amendment Bylaw No. 921, 2017” for adoption.

196/17

BYLAW NO. 921

ADOPTION

Moved/Seconded/Carried

THAT Bylaw No. 921, 2017 cited as “Malcolm Island Zoning Bylaw No. 725, Amendment Bylaw No. 921, 2017” be adopted.

197/17  
BYLAW NO. 922  
2<sup>ND</sup> & 3<sup>RD</sup>  
READING

4. Bylaw No. 922, 2017 cited as “Coal Harbour Zoning Bylaw No. 669, Amendment Bylaw No. 922, 2017” for 2<sup>nd</sup> and 3<sup>rd</sup> reading.

Moved/Seconded/Carried

THAT Bylaw No. 922, 2017 cited as “Coal Harbour Zoning Bylaw No. 669, Amendment Bylaw No. 922, 2017” be read a 2<sup>nd</sup> and 3<sup>rd</sup> time.

*Was there any feedback for this? 3 or 4 inquiries and a letter- all have been addressed.*

5. Bylaw No. 922, 2017 cited as “Coal Harbour Zoning Bylaw No. 669, Amendment Bylaw No. 922, 2017” for adoption.

Moved/Seconded/Carried

THAT Bylaw No. 922, 2017 cited as “Coal Harbour Zoning Bylaw No. 669, Amendment Bylaw No. 922, 2017” be adopted.

198/17  
BYLAW NO. 922  
ADOPTION

6. Bylaw No. 923, 2017 cited as “Hyde Creek Zoning Bylaw No. 648, Amendment Bylaw No. 923, 2017” for 2<sup>nd</sup> and 3<sup>rd</sup> reading.

*Chair Hory: Noted that it was the intent of staff and members of the APC to clarify aspects of Bylaw 648 and not change it substantially. Recommends that we have a public meeting regarding the bylaw as a whole to gain community input and amend the bylaw accordingly.*

199/17  
BYLAW NO. 923  
POSTPONED

Moved/Seconded/Carried

THAT Bylaw No. 923, 2017 cited as “Hyde Creek Zoning Bylaw No. 648, Amendment Bylaw No. 923, 2017” be postponed until after further consultation with the public.

7. Bylaw No. 923, 2017 cited as “Hyde Creek Zoning Bylaw No. 648, Amendment Bylaw No. 923, 2017” for adoption.

Postponed until further consultation with the public.

*3 members of the public leave the meeting 4:10*

8. Bylaw No. 924, 2017 cited as “Winter Harbour Community Plan Bylaw No. 371, Amendment Bylaw No. 924, 2017” for 2<sup>nd</sup> and 3<sup>rd</sup> reading.

200/17  
BYLAW NO. 924  
2<sup>ND</sup> & 3<sup>RD</sup>  
READING

Moved/Seconded/Carried

THAT Bylaw No. 924, 2017 cited as “Winter Harbour Community Plan Bylaw No. 371, Amendment Bylaw No. 924, 2017” be read a 2<sup>nd</sup> and 3<sup>rd</sup> time.

9. Bylaw No. 924, 2017 cited as “Winter Harbour Community Plan Bylaw No. 371, Amendment Bylaw No. 924, 2017” for adoption.

201/17  
BYLAW NO. 924  
ADOPTION

Moved/Seconded/Carried

THAT Bylaw No. 924, 2017 cited as “Winter Harbour Community Plan Bylaw No. 371, Amendment Bylaw No. 924, 2017” be adopted.

10. Bylaw No. 925, 2017 cited as “Regional District of Mount Waddington Zoning Bylaw No. 21, 2017” for 2<sup>nd</sup> and 3<sup>rd</sup> reading.

202/17  
 BYLAW NO. 925  
 2<sup>ND</sup> & 3<sup>RD</sup>  
 READING

Moved/Seconded/Carried  
 THAT Bylaw No. 925, 2017 cited as “Regional District of Mount Waddington Zoning Bylaw No. 21, 2017” be read a 2<sup>nd</sup> and 3<sup>rd</sup> time.

11. Bylaw No. 925, 2017 cited as “Regional District of Mount Waddington Zoning Bylaw No. 21, 2017” for adoption.

203/17  
 BYLAW NO. 925  
 ADOPTION

Moved/Seconded/Carried  
 THAT Bylaw No. 925, 2017 cited as “Regional District of Mount Waddington Zoning Bylaw No. 21, 2017” be adopted.

12. Bylaw No. 927, 2017 cited as “Woss Land Use Bylaw No. 556, Amendment Bylaw No. 927, 2017” for 2<sup>nd</sup> and 3<sup>rd</sup> reading.

*Were any inquiries brought forward for this? None*

204/17  
 BYLAW NO. 927  
 2<sup>ND</sup> & 3<sup>RD</sup>  
 READING

Moved/Seconded/Carried  
 THAT Bylaw No. 927, 2017 cited as “Woss Land Use Bylaw No. 556, Amendment Bylaw No. 927, 2017” a 2<sup>nd</sup> or 3<sup>rd</sup> time.

13. Bylaw No. 927, 2017 cited as “Woss Land Use Bylaw No. 556, Amendment Bylaw No. 927, 2017” for adoption.

205/17  
 BYLAW NO. 927  
 ADOPTION

Moved/Seconded/Carried  
 THAT Bylaw No. 927, 2017 cited as “Woss Land Use Bylaw No. 556, Amendment Bylaw No. 927, 2017” be adopted.

14. Bylaw No. 928, 2017 cited as “Regional District of Mount Waddington Electoral Areas A, B, C and D Heritage Conservation Service Establishment Amendment Bylaw No. 928, 2017” for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

206/17  
 BYLAW NO. 928  
 1<sup>ST</sup>, 2<sup>ND</sup> & 3<sup>RD</sup>  
 READING

Moved/Seconded/Carried  
 THAT the Bylaw No. 928, 2017 cited as “Regional District of Mount Waddington Electoral Areas A, B, C and D Heritage Conservation Service Establishment Amendment Bylaw No. 928, 2017” be read for a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**G. CORRESPONDENCE**

1. Letter from Tofino Bus Services Inc. dated August 27, 2017 re: Changes to flag drop route points.

207/17  
 TOFINO BUS  
 SERVICE LETTER

Moved/Seconded/Carried  
 THAT a letter of support be written to Tofino Bus Service regarding their proposed change to flag drop route points and stating that we will monitor for any public feedback.

**H. OTHER BUSINESS / DIRECTOR REPORTS / NEXT MEETING**

1. Other Business: None

2. Rural Updates:

Area “A” - Broughton (Malcolm Island):

- *Going to an Off-shore MPA meeting in Vancouver tomorrow regarding protected area off of the Westcoast of Vancouver Island. They want to appoint one representative for the North Island. Conference calls took place and we stood by our motion and we now have 4 seats on the advisory committee. There is talk that they won't allow the ground fisheries in this protected area. Great concern with the Black Cod, live Halibut and the only Tuna grounds. Because of the Scott Islands issue with the agreement and the input time and then they changed the plan after environmental letters came in we need to put it forward so that this doesn't happen here.*
- *There are 2 fish farms being occupied in Area A. Malcolm Island residents have been supporting the occupation.*

**Area "B" - Quatsino:**

- *WD Moore logging is no more in our area and they will be greatly missed.*

**Area "C" - Rupert:**

- *A building at the downtown core has been bought and is being cleaned up which is nice as it was an eyesore. This is the hub on the community so nice to see this happen.*
- *The Community Hall has been removed.*
- *The Community is being benefited by this upsurge of energy.*
- *Hyde Creek will be having some public hearings in the near future.*

**Area "D" - Nimpkish:**

- *Logging operations are not fully up and running and the stretch of track that was in the accident has been removed. They are moving the wood by highway trucks but this will destroy the highway come winter time. Many jobs up in the air as is the future of the railway.*

**3. Municipal Updates:**

**Village of Alert Bay**

- *We have a full complement of staff as of today.*
- *Solar project has been expanded to include battery back-up function.*
- *We have taken a donation of radio equipment from Victoria. This will be a great PEP tool.*
- *Drinking water is good again. Looking into the cause of earlier warnings.*
- *UBCM will be attended.*

**Village of Port Alice**

- *Hired a new Arena Manager and we will be open in the next couple of weeks with 1 employee.*
- *Moved our Tourism Office to the Community Hall for the summer season so it was open 7 days a week, 10-6, with washrooms. Moved it back to the small room above the Fire Hall for the off season but will move it back again in the summer as it was successful.*
- *The hotel and restaurant are closed.*
- *The Cadwalladers are closing the convenience store at the end of September.*
- *FP Foods manager has opened a small pizza place.*
- *The Legion started a café right before Christmas and is open Wednesdays to Saturdays and is open 8 -11:30. It has been very successful.*
- *Fred Donaldson Memorial Labour Day baseball tournament was successful.*

District of Port Hardy

- *H. Bood: Invite to the Marine Harvest plant was extended to all Board members on October 16<sup>th</sup>.*
- *P. Corbett-Labatt: Was contacted by a Representative from the Canada C3- Northwest Passage Project, which represents Canada 150. They have a sailing adventure ongoing and they will be stopping in Port Hardy on October 16<sup>th</sup> for a sailing adventure. 35-40 people on the ship at a time but they fluctuate with who they are. They do interviews along the way and is very interesting. There is a Sointula resident on some part of this journey.*

Town of Port McNeill

- *Pete Nelson-Smith, previous Harbour Manager is now the assistant CAO. Emma, previous Assistant Harbour Manager has taken over the Harbour Manager and we are still looking for the assistant.*

4. Public Questions: None
5. Committee Meetings: Next month as required.
6. Next Regular Meeting of the Board of Directors: October 17, 2017 at 2:00pm.

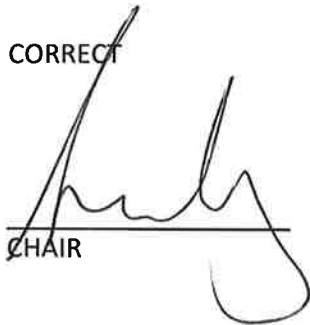
**ADJOURNMENT**

Moved  
THAT the meeting be adjourned.

Time: 4:34 p.m.

208/17  
Adjournment

CORRECT



CHAIR

APPROVED



SECRETARY