



REGIONAL DISTRICT OF MOUNT WADDINGTON

SCHEDULE OF MEETINGS

Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

July 16, 2019

Lunch: 12:00 PM

- Home Away from Home Delegation (*additional information emailed to Directors*)
- Connecting Coastal Communities Update (Strathcona Regional District)

In Camera: 1:00 PM

Board of Directors: 2:00 PM

Mount Waddington Hospital Board: Follows Board of Directors Meeting



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

July 16, 2019 at 2:00pm

Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

Page(s) **CALL TO ORDER**

- 1-2 1. Adopt July 16, 2019 RDMW Board of Directors Meeting Agenda as Presented (Or amended)

A. DELEGATIONS & RECOGNITIONS

1. *Linda Sams, Sustainable Development Director & Amy Johnson, Cermaq Canada*

B. MINUTES

- 3-7 1. Minutes of the Board of Directors Meeting held June 18, 2019 as Presented (Or amended)
- Available for Review* 2. District of Port Hardy Regular Council Meetings-May 28, Jun 11; Committee of the Whole-May 28, Jun 11; Town of Port McNeill Regular Council Meetings-Jun 3; Village of Alert Bay Regular Council Meetings-Jun 10.
- Available for Review* 3. Cheque Register Report (June 30, 2019)

C. STAFF REPORTS

- 8 1. Administrator (July 11, 2019)
- 9 a) Travel Report (July 16, 2019)
- 10 2. Manager of Economic Development (July 10, 2019)
- 11-12 a) Tourism Coordinator Report (July 16, 2019)

D. FINANCIAL REPORTS

- 13 1. Finance Report from the Treasurer (July 16, 2019)
- 14 a) Single Source Report (June 30, 2019)

E. COMMITTEE REPORTS - (To be brought forth from earlier Committee Meetings)

F. BYLAWS AND PERMITS

G. CORRESPONDENCE

H. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

1. Other Business: None
2. Electoral Area Updates:
- Area "A"- Broughton / Malcolm Island / Mainland
Area "B"- Quatsino / Winter Harbour
Area "C"- Hyde Creek / Rupert
Area "D"- Nimpkish Valley / Woss
3. Municipal Updates:
- Village of Alert Bay
Village of Port Alice
District of Port Hardy
Town of Port McNeill

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4. Question Period
 5. Committee Meetings:
 6. Next Meeting: TBA

I. ADJOURNMENT



REGIONAL DISTRICT OF MOUNT WADDINGTON

BOARD OF DIRECTORS MEETING MINUTES

June 18, 2019 at 2:00pm

Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

Chair: Andrew Hory

Directors: Sandra Daniels, James Furney, Rod Sherrell, Gaby Wickstrom, Dennis Buchanan, Kevin Cameron, Dennis Dugas, Janet Dorward

Staff: Pat English, Patrick Donaghy, Rose Liu, Greg Fletcher, Liette Patterson, Denise Le Gal, Tourism Coordinator

Media: Kathy O'Reilly, North Island Eagle

Public: Darsey Batchelor, Trade & Media Coordinator, Tourism Vancouver Island

- Resolution No. **CALL TO ORDER** **2:01 PM**
- 118/2019 Moved/Seconded/**CARRIED**
1. THAT the RDMW Board of Directors June 18, 2019 meeting agenda be adopted as presented.
- A. DELEGATIONS & RECOGNITIONS**
- B. MINUTES**
- 119/2019 Moved/Seconded/**CARRIED**
THAT the Minutes of the Board of Directors Meeting held May 21, 2019, be adopted as presented.
- 120/2019 Moved/Seconded/**CARRIED**
THAT the Correspondence on the Table be received and filed.
- 121/2019 Moved/Seconded/**CARRIED**
THAT the Cheque Register report dated May 31, 2019 be received and filed.
- C. STAFF REPORTS**
1. Administrator (June 12, 2019)
- *MOTI has received federal funding for transit improvements, committed to building bus stop and installing shelter in Coal Harbour and constructing a pullout at Quatsino reserve and looking at the Port Alice cutoff for the next fiscal year*
 - *Due to reservation demand will open campgrounds for the May long weekend next year*
 - *Welcome to new Treasurer Rose Liu*
 - *Board reviewed the 2018 Annual Report at the Board Retreat yesterday*
- 122/2019 Moved/Seconded/**CARRIED**
2018 Annual Report THAT the 2018 Regional District of Mount Waddington Annual Report be approved.
- 123/2019 Moved/Seconded/**CARRIED**
THAT the June 12, 2019 Administrator Report be received and filed.
- a) Travel Report (June 18, 2019)
- 124/2019 Moved/Seconded/**CARRIED**
THAT the Travel Report dated June 18, 2019 be approved.

2. Manager of Economic Development (June 12, 2019)

- *Timeline – draft report completed by end of December, meeting with consultants in July*

125/2019
Hut-to-Hut RFP
RC Strategies
Contract

Moved/Seconded/**CARRIED**

THAT a contract with RC Strategies be approved for an amount not to exceed \$64,567 for the development of a business plan for a hut-to-hut initiative on the North Coast Trail including, but not limited to, conceptual hut design and layout, requirement for capital and operating resources, and recommendations for management and administration.

- *Current Fundamentals of Forestry class graduates this Thursday, graduation will be held at the gazebo*
- *Invasive weeds program:*
 - *currently working along the Coal Harbour/Quatsino corridor and will be in Port Hardy next week*
 - *believe third employee has been hired*
 - *there is uncertainty around future funding, planning a meeting with stakeholders in September to brainstorm financing options going forward*
- *Consultant to be hired to study a range of wood waste utilization issues re: availability, species, costs, investments, partners, etc.*
 - *VIEA received funding to study wood waste utilization, may be able to use the information gathered*
- *Overloads on Port McNeill/Alert Bay/Sointula ferry service are increasing in frequency due to inadequate ship capacity; Destination BC is promoting and increasing tourism, but capacity is not being supplied by BC Ferries*

126/2019

Moved/Seconded/**CARRIED**

THAT the June 12, 2019 Manager of Economic Development report be received and filed.

- a) Tourism Coordinator Report (Denise Le Gal, June 18, 2019)
- *Video Project-room for four stakeholders to take advantage of this opportunity to showcase their business*
 - *CrowdRiff platform will allow website to feature fresh user-generated, area-specific photos and galleries*

127/2019

Moved/Seconded/**CARRIED**

THAT the June 18, 2019 Tourism Coordinator report be received and filed.

3. Manager of Operations (June 11, 2019)

- *Meeting in Port Hardy in preparation for large September emergency exercise*
- *Directors encouraged to have conversations with their local Emergency Coordinators about initiating mutual responses, coordinating responses with other Coordinators (in particular RD Coordinator) which increases community access to additional resources and support when emergencies arise; would also welcome seeing Coordinators at NIREPC more frequently*
- *Attended Coast Waste Management Association meeting in Cobble Hill, participants were interested in how the RDMW deals with non-residential fibre waste*
- *Sunday openings start on July 7; not well utilized in June but Jul/Aug are good, Sept winding down; if not much of a response then will come back to the Board for discussion*

- *Coal Harbour Fire protection area bylaw needs to be amended to include pumphouse*
- *Won't be at next Board meeting due to vacation*

128/2019

Moved/Seconded/**CARRIED**

THAT the June 11, 2019 Operations Report be received and filed.

4. Manager of Planning and Development Services (June 3, 2019)

Discussion:

- *Item F-Interfor-Does RDMW follow-up with senior government regarding compliance with relevant provincial, federal, local government policies and regulations?*
 - *no resources to follow-up, "subject to" statement is included in any RDMW comments trusting that senior levels of government are following own policies and regulations including their responsibility to consult with First Nations*
- *No legal basis for refusing applications but have moral suasions which are usually taken note of by senior governments*

129/2019

Moved/Seconded/**CARRIED**

THAT the June 3, 2019 Planning and Development Report be received and filed.

D. FINANCIAL REPORTS

1. Finance Report from the Treasurer (June 18, 2019)

- *Committing to improving communications with local communities; met with WRA last week to discuss challenges and will attend AGM on Thursday*
- *Goal is to help communities have sustainable financial plans to support community in the future and keep them going*
- *Finding ways to fully utilize and maximize some functions in Vadim; a few issues need to be fixed in Vadim and then managers and Board should have access to Actuals vs Budget*
- *SOFI Report; no Regional District debt but holds municipal debts*

a) 2018 Statement of Financial Information

130/2019
2018 Statement of
Financial
Information

Moved/Seconded/**CARRIED**

THAT the 2018 Statement of Financial Information be approved and submitted to the Ministry of Municipal Affairs and Housing.

131/2019

Moved/Seconded/**CARRIED**

THAT the June 18, 2019 Finance Report from the Treasurer be received and filed

b) Single Source Report (May 31, 2019)

132/2019

Moved/Seconded/**CARRIED**

THAT the May 31, 2019 Single Source report be approved and filed.

E. COMMITTEE REPORTS

F. BYLAWS AND PERMITS

G. CORRESPONDENCE

H. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

1. Other Business: None

2. Electoral Area Updates:

Area "A"- Broughton / Malcolm Island / Mainland

- *MIAC meeting to discuss changing RD bylaws to allow for more housing density*
- *Operations Manager dealing with fire hazard at transfer station*

Area "B"- Coal Harbour / Quatsino / Winter Harbour

- *Nothing to report*

Area "C"- Hyde Creek / Rupert

- *Invasive weed work started in Hyde Creek*
- *Drag racing this weekend at the Port McNeill Airport*

Area "D"- Nimpkish Valley / Woss

- *Attended NWAC-key factors—waste wood stumpage changes and treaty issues make future unclear*
- *Efforts of Arena Manager to help get pool up and running helpful; there now helping to install heat pump*

3. Municipal Updates:

Village of Alert Bay

- *Visit from two lieutenants from HMCS Calgary, met with council and 'Namgis; met with new engineers*
- *Held community anti-drug meeting with a lot of attendance from public*

Village of Port Alice

- *Ministry of Environment still cleaning up Neucel site*
- *Hired marina manager for this year*
- *Discussing road use agreement with Western*

District of Port Hardy

- *Council made an air quality resolution to encourage homeowners to switch out old woodstoves with new stoves, would like to see the province offer grant money again for stove exchanges, bringing forward to the July 16 board agenda for discussion*
 - *New stoves burn more efficiently, use less wood, release less particulate matter and have EPA ratings*
- *Filomi Days July 21-22-duck race tickets for sale – 1st prize: Flight to Vancouver, 2 tickets for Elton John concert and two nights hotel*
- *Met with Claire Trevena re housing; wellness first committee; drug and alcohol issues that Port Hardy is trying to address which come back to lack of housing 0.2% vacancy rate*
- *Zeballos fire caused people to move to Hardy, but no housing; trying to get some funding; Working on forming a North Island coalition to bring forward issues to government*
- *BC Ferries President/CAO-Mark Collins attended Chamber lunch to talk about new ship*
- *Van Isle 360 landed in Port Hardy a week ago – over 300 people stayed two nights in the community which was really appreciated*

- *Held a ceremony on June 8 commemorating lives lost at sea, the large anchor located at the west end of Market Street is the Lost at Sea Memorial*
- *High school graduation of 35 students, lots of scholarships given out*
- *Attended NIC Ceremony as well, Caitlin Hartnett leaving, replacement coming beginning of July*
- *Working hard at relationship-building in a meaningful way with First Nations; hope to work with them in the future on Community Forest projects*
- *AVICC resolutions – Isolation allowance; advocating for funding to help with emergency services e.g. fire trucks; paid \$1.2 million for new fire truck with no grants available; north island tax bases not big enough to cover these large expenditures*
- *Flag raising for Port Hardy Pride, good turnout and will be other events throughout the year; will advise a date for parade*

Town of Port McNeill

- *June 6-Council met to lay out strategic priorities for next year; priority is updating or replacing the OCP*
- *Harbour/Tourism Committees selected, next meeting will appoint APC members*
- *Annual Report design changed to appeal more to the public, encourage reading*
- *Volunteers for community beautification rising up, banners have been put up downtown*
- *Canada Day-full day of activities including a mini road rally, prizes for family, shuttle bus to airport, day will culminate in a block/dance party on Beach Drive*

4. Question Period: - None
5. Committee Meetings: - None
6. Next Meeting of the Board of Directors: July 16, 2019 at 2:00pm

133/2019

I. ADJOURNMENT

TIME 3:27 PM

CHAIR

SECRETARY



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: BOARD
FROM: Greg Fletcher, Administrator
SUBJECT: July 2019 Administration Report
DATE: July 11, 2019

Transit – Seventeen people attended the Transportation Committee meeting on July 3rd. It was recommended that the Board approve the proposal from PW Transit for operating the VTN service from August 1 to March 31, 2020. In addition, the Committee reviewed the rider's guide for next year and plans for new bus shelters.

Recommendation: That a contract be approved with PW Transit to operate the Volunteer Transportation Network for a base cost of \$2042 per month from August 1, 2019 to March 31, 2020.

Parks- Approximately 1400 reservations have been made for campsites at Bere Point and another 325 at Link River. Virtually all the waterfront sites have been reserved for Bere Point through to the end of August with 60% of all sites booked. In addition to their usual maintenance activities, the Parks staff also did some maintenance work at the Winter Harbour Recycling Center.

Housing – The application for the Regional Housing Needs Report grant was revised to better meet UBCM criteria. Angela Smith will report later, at the MWRHD meeting, with respect to the second Housing Forum that the Health Network hosted on July 10th.

Woss Residents Association AGM – Attended the WRA annual general meeting with Treasurer Liu on June 20th. We will be following up with property agreements for all the public facilities we have in the community, similar to the agreements we have with other recreation organizations. We also toured the Woss pool which, with the help of Arena Manager Little, was brought up to current standards in time to open for the July long weekend.

Respectfully Submitted,

Greg Fletcher, Administrator



REGIONAL DISTRICT OF MOUNT WADDINGTON

Travel Report

TO: BOARD
FROM: Greg Fletcher, Administrator
SUBJECT: July Travel Report
DATE: July 16, 2019

Authorization required for the following travel outside the RDMW:

| Name | Purpose | Location | Date | Est. \$ |
|----------------|-----------------|---------------|-------------|-----------|
| Greg Fletcher | UBCM Convention | Vancouver, BC | Sept.22-27 | \$3136.81 |
| Andrew Hory | UBCM Convention | Vancouver, BC | Sept.22-27 | \$3407.57 |
| Sandra Daniels | UBCM Convention | Vancouver, BC | Sept.22-27 | \$3136.81 |
| James Furney | UBCM Convention | Vancouver, BC | Sept. 22-27 | \$3136.81 |
| Rod Sherrell | UBCM Convention | Vancouver, BC | Sept. 22-27 | \$3028.91 |
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Motion Required.



REGIONAL DISTRICT OF MOUNT WADDINGTON

ECONOMIC DEVELOPMENT DEPARTMENT

MONTHLY REPORT

TO: Board of Directors
FROM: Pat English, Manager of Economic Development
SUBJECT: Monthly Economic Development Department Report

FILE: 315.03

DATE: July 10, 2019

During the past month, I undertook the following economic development activities:

- I attended a meeting with our consultants for the Hut to Hut project and expect that they will provide a detailed engagement plan by the end of the month. This plan will provide opportunities for First Nations, partners, community groups and residents to participate in the planning process, with an Open House to be scheduled later in the fall.
- I am continuing to develop two applications to the BC Rural Dividend Fund, one on behalf of VINTAS for operational funding for the next 2 year period with funding from the original project partners, and one in partnership with 'Namgis and Kwakiutl First Nations to investigate an opportunity that has been created by recent amendments to stumpage regulations to utilize wood waste. These projects would entail contributions from the Regional District of up to \$5,000 annually for two years for the VINTAS project and up to \$5000 for the waste wood utilization project. In support of these project contributions I am requesting approval of the following resolutions:

That Regional District of Mount Waddington supports the application by the Vancouver Island North Training and Attraction Society to the BCRDF and will contribute up to \$5,000 annually for 2020 and 2021 subject to confirmation of matching contributions for other partners; and

That the Regional District of Mount Waddington authorizes the submission of an application to the BC Rural Dividend Program for the Waste Wood Utilization project and that the Board will support this project through its duration.

- I have also been working with the steering committee of the Rural Island Economic Forum initiative to help plan an event scheduled for November 7/8 and attended a planning workshop in Sydney on July 2nd. As an adjunct to the Forum, the organizing committee is preparing a funding application to the BCRDF for a grant to investigate development of a permanent organization for collaboration, communication and advocacy on behalf of British Columbia's rural islands. The Regional District of Mount Waddington, representing Malcolm and Cormorant Islands, has been asked to contribute up to \$2000 towards the cost of the study, in support of which the following resolution is requested:

That the Regional District of Mount Waddington will contribute up to \$2000 towards the development of a plan for a permanent organization for collaboration, communication and advocacy on behalf of British Columbia's rural island communities.

- Discussions with Transport Canada and with the Province of BC for the transfer of the Quatsino Wharf to the Regional District are moving to completion. We expect that final documents, including several conditions precedent, will be available for execution by the end of the month. This timeline will allow Transport Canada to execute the agreement prior to the "quiet period" associated the forthcoming federal election while permitting the parties to address the conditional requirements of the transaction. The following resolution is requested for this initiative:

That the Regional District of Mount Waddington approves the execution of the Transfer Agreement and associated schedules for the acquisition of Quatsino Wharf with Transport Canada, subject to a final review and advice from our legal counsel.

Respectfully submitted,

Manager of Economic Development



July 16, 2019

Pat English
Manager of Economic Development
Regional District of Mount Waddington
PO Box 729 Port McNeill, BC

Vancouver Island North Tourism Report; June - July 2019

Upcoming and in-progress activities:

- Explorer Guide distribution to date:
 - 11,900 via GoBrochures
 - 225 individual requests
- Denise Le Gal and Darsey Batchelor attended an Emergency Management training session, focused specifically on the tourism industry, which was hosted by Tourism Vancouver Island. Topics included: Emergency Management in BC; Impacts of Disasters on Tourism; Tourism Emergency Management Framework; and Crisis Communications 101. The session was led by Josh Chafe, Emergency Preparedness Coordinator for Cariboo Chilcotin Coast Tourism.
- The MRDT renewal process is complete and the application has been submitted.
- Marketing activities are underway for multiple tactics including:
 - Recreation Map – The map is almost fully sold with just three advertiser spots remaining. Sales close on July 19.
 - Trail App Updates – Testing is underway on updates made to the Trail app and full launch is anticipated within days. Updates include: creating new search functionality and search categories; GPS route tracking; emergency services functionality; and updates to stakeholder listings.
 - Trail App Promo Pieces – Marketing materials are currently being printed for distribution in hotels, restaurants, etc. throughout the region encouraging downloads of the Trail app. Two sizes will be available (business card size as well as 5”x7” table tents) so businesses can choose the option that works best for their needs.
 - Responsible Wildlife Viewing Content – Content that was developed for the Whale Heritage Site has been repurposed in order to use it on VancouverIslandNorth.ca to promote responsible wildlife viewing. The content around this topic remains highly relevant and has considerable value for the region. Paid Facebook ads are currently running driving traffic to this page. All reference to the Whale Heritage Site has been removed.

Industry Engagement Activities:

Meetings have been held with many Vancouver Island North Tourism stakeholders to discuss a range of topics including MRDT (renewal and how it's used), general updates on business, shooting 360° photography, etc.

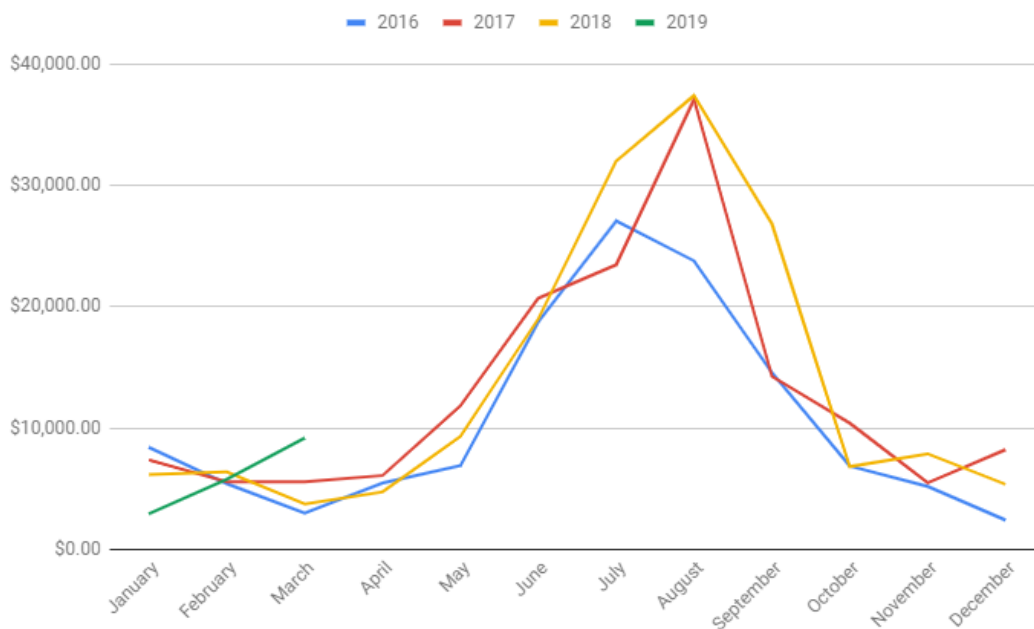
Stakeholder meetings include:

- Alert Bay Cabins
- U'mista Cultural Centre
- Paddler's Inn
- Dalewood Inn
- Black Bear Resort
- Alder Bay Resort
- Cluxewe Bistro
- Prince of Whales
- Telegraph Cove Resort
- North Island Kayak
- Sointula Museum
- Oceanfront Hotel

MRDT Revenue by Month:

The Vancouver Island North Tourism project receives 80% of MRDT revenue collected from designated recipients in the Vancouver Island North Region (Port McNeill, Alert Bay, RDMW Rural Areas & Port Alice), with the exception of Port Hardy, from whom the project receives 53.33%. The District of Port Hardy continues to remit 80% of the original 2% MRDT and retains the full allocation of the additional revenues when they began collecting 3% MRDT.

Regional totals for January through March 2019 reflect a 9.9% decrease over the same period in 2018. It is important to note however, that there have been no revenues remitted for January through March for the Rural Areas & Village of Port Alice.



Respectfully submitted,

Denise Le Gal, Marketing Specialist
Tourism Vancouver Island
250-740-1215 | denise@tourismvi.ca



REGIONAL DISTRICT OF MOUNT WADDINGTON
Report to the Board

TO: Chair and Directors
FROM: Rose Liu, Treasurer
SUBJECT: Report
Date: July 16, 2019

As set out in *Local Government Act*, the amounts requisitioned by a Regional District and Regional Hospital District from municipalities must be paid to the board on or before August 1st in the current year. We sent out Taxation Requisition Letters on April 1st, 2019. As August 1st is fast approaching, we would like to remind the municipalities about the deadline.

Our Accounts Payable Finance Clerk Jamie Hamilton has given her resignation notice with her last day of work the end of August 2019. For Jamie, I would like to extend my appreciation for her hard work over the years with the Regional District. Her professionalism and dedication are an important part of our team. It is sad that Jamie is moving, and we're wishing her every success in her future endeavors.

Respectfully submitted,

Rose Liu, MBA, CPA, CMA
Treasurer



REGIONAL DISTRICT OF MOUNT WADDINGTON
Single Source Awards

TO: REGIONAL DISTRICT BOARD MEMBERS

FROM: Jamie Hamilton, Finance Clerk

DATE: June 30, 2019

Policy 2.2.2 Purchasing & Authorizaiton Policy requires that instances where there has been a single source procurement above \$1000 or the lowest quote has not been accepted, the reasons shall be reported to the Board for information. Local preference policies or most value criteria may override accepting the lowest bid.

Single Source Procurements

| DATE | CHEQUE # | PAYABLE TO | AMOUNT | SERVICE |
|-------------|-----------------|----------------------------|---------------|--|
| 27-May | Mastercard | EB Horsman & Son | 2,925.12 | Alum cable 7 Mile Control systems |
| 27-May | Mastercard | Johnson Locksmiths | 2,013.77 | Onsite to remove and install hardware Woss Pool |
| 27-May | Mastercard | Jet Ice Ltd | 1,264.26 | Ice Paint Arena |
| 12-Jun | 1693 | Planet Clean | 3,795.16 | Parks Supplies for campgrounds and summer |
| 12-Jun | 1697 | TwoFourOne Consulting Ltd. | 1,368.19 | Cell phone boosters for LR and BP caretakers |
| 13-Jun | 00326-0003 | Hakai Energy Solutions | 6,798.75 | HC Firehall Solar Battery down payment Gas Tax |
| 13-Jun | 00326-0003 | Hakai Energy Solutions | 6,798.75 | Woss Firehall Solar Battery down payment Gas Tax |
| 17-Jun | 1707 | Creative Exposure | 9,292.75 | VINTAS MyVIN Communications/Woss Event |
| 17-Jun | 1709 | Henlors Exploration | 2,354.91 | Daewoo Forklift Maintenance 7 Mile |
| 17-Jun | 1716 | Orach Enterprises | 1,278.90 | Sludge removal CH Sewer |
| 17-Jun | 1716 | Orach Enterprises | 1,278.90 | Sludge removal Sointula Sewer |