



# REGIONAL DISTRICT OF MOUNT WADDINGTON

## BOARD OF DIRECTORS

### MEETING AGENDA

February 18, 2020 at 2:00pm  
Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

- Page(s)*     **CALL TO ORDER**
- A. APPROVAL OF AGENDA**
- 1-2     1. Adopt February 18, 2020 RDMW Board of Directors Meeting Agenda as Presented (Or amended)
- B. DELEGATIONS & RECOGNITIONS**
1. *Richard Truman*, Geo Science BC
- C. MINUTES**
- 3-8     1. Minutes of the Board of Directors Meeting held January 21, 2020 as Presented (Or amended)
- Available for Review*     2. District of Port Hardy Regular Council Meetings- November 26, December 10, 2019; January 14, January 28, 2020; Committee of the Whole November 26, 2019; January 14, January 28, 2020. Town of Port McNeill Regular Council Meetings- November 18, December 2, 2019; Committee of the Whole December 9, 2019. Village of Alert Bay Regular Council Meetings- November 25, December 9, 2019; January 13, 2020. Village of Port Alice Regular Council Meeting- November 27, 2019.
- Available for Review*     3. Cheque Register Report (January 31, 2020)
- D. STAFF REPORTS**
- 9     1. Administrator (February 12, 2020)
- 10     a) Travel Report (February 18, 2020)
- 11     2. Manager of Economic Development (February 12, 2020)
- 12-14     a) Tourism Coordinator Report (February 12, 2020)
- 15     3. Manager of Operations (February 12, 2020)
- 16-17     4. Manager of Planning and Development Services (February 10, 2020)
- E. FINANCIAL REPORTS**
- 18-19     1. Finance Report from the Treasurer (February 12, 2020)
- 20     a) Single Source Report (January 31, 2020)
- F. COMMITTEE REPORTS**
- G. BYLAWS AND PERMITS**
- 21-24     1) Bylaw No. 973, 2019 cited as “Regional District of Mount Waddington Zoning Bylaw No. 21, Amendment Bylaw No. 973, 2019” for adoption.
- H. CORRESPONDENCE**
- I. 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
4. Question Period
5. Committee Meetings:
6. Next Meeting: March 17, 2020

**J. ADJOURNMENT**



## REGIONAL DISTRICT OF MOUNT WADDINGTON

### BOARD OF DIRECTORS MEETING MINUTES

January 21, 2020 at 2:00pm

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

Chair: Andrew Hory  
Directors: Sandra Daniels, James Furney, Rod Sherrell, Kevin Cameron, Dennis Buchanan, Dennis Dugas, Janet Dorward, Gaby Wickstrom  
Staff: Greg Fletcher, Pat English, Jeff Long, Patrick Donaghy, Rose Liu, Nadine Weldon  
Media: Kathy O'Reilly – North Island Eagle  
Public: 8

Resolution No. **CALL TO ORDER** **2:05 PM**

*The Chair opened the meeting by acknowledging that this meeting is taking place on the traditional territory of the Kwak'waka speaking peoples.*

001/2020

Moved/Seconded/**CARRIED**

**A.** THAT the RDMW Board of Directors January 21, 2020 meeting agenda be adopted as circulated.

#### **B. DELEGATIONS & RECOGNITIONS**

1. Graham Anderson, Dylan Heerema, Phil Climie – Eco Trust
  - *Presentation of the ongoing Community Initiative*
  - *Focus of work is based on affordable residential heating and what energy costs look like for residential housing in remote communities, focusing on communities without the option of natural gas.*
  - *Looking at ways to provide retrofit projects in the Regional District*
  - *Have also been working with Quatsino First Nation, 'Namgis First Nation, The Village of Alert Bay and Whe-La-La U Council.*
  - *Review of key findings (this covers FN's through the province for single family dwellings), as well as 2 draft reports which included policy, RDMW reports and a regional survey*
  - *A meeting of the 2020 Proposed RDMW activities will be held in May 2020 at the Kwa'lilas Hotel in Port Hardy*
  - *Funding opportunities reviewed including regional and FN specific options*
  - *Willing to work with municipalities as well as RD as per the circulated draft MoU.*
  - *Trying to get the utilities companies to meet with and discuss policy*

*Directors and the Chair thanked Graham, Dylan, Phil and Eco Trust for their presentation*

2. Jillian MacDonald, Henry Grierson – Strategic Natural Resources: Community Wildfire Protection Plan
  - *Review of Community Wildfire Protection Plan in Woss*
  - *Goal of plan: human safety, property protection and being proactive*
  - *Focus on Woss due to rise on wildfires in BC and Woss has been identified as being a dry maritime zone with a higher potential of wildfire, combined with being a small rural area with limited resources*
  - *Community engagement began in 2018 after a wildfire and included participation from Woss Fire Chief and reading documentation for citizens, as education is vital*
  - *Review of wildfire response resources including volunteer fire department*
  - *Review of values at risk, including buffer zone around Woss (2km)*

- *Review of fire risk class, which will allow for where to focus funding*
- *7 recommendations based on the Fire Smart Program, including creating a space around the community that is more defensible by thinning out vegetation, not clearing and leaving a canopy to limit regrowth.*

*Directors and the Chair thanked Jillian, Henry and Strategic Natural Resources for their presentation.*

002/2020  
RDMW 2020  
Committee  
Appointments

Moved/Seconded/**CARRIED**

3. 2020 Board Appointments Recommendations:

- A) 911 Corporation
- B) AVICC Solid Waste
- C) Coastal Community Network
- D) Municipal Insurance Authority
- E) Municipal Finance Authority
- F) Vancouver Island North Training & Attraction Society
- G) Vancouver Island North Tourism Advisory Committee
- H) Management & Personnel Committee
- I) Policy Committee
- J) Vancouver Island Climate Leadership Plan Working Group

**Representative/Alternate**

- A. Hory /**  
*D.Buchanan*
- D. Buchanan**
- D. Dugas**
- R. Sherrell**
- D. Dugas/A. Hory**
- R. Sherrell**
- J. Furney**
- A.Hory/R.Sherrell/**  
**D.Buchanan/D.Dugas/**  
**G.Wickstrom**
- A.Hory/R.Sherrell/**  
**D.Dugas**
- A. Hory**

4. Rural/EA Director Appointments

- K) Vancouver Island Regional Library Board (Rural/EA)
- L) Coastal Regional District Chairs Ferry Committee
- M) North Island Regional Emergency Plan Committee
- N) Island Coastal Economic Trust
- O) Vancouver Island North Woodlands Advisory
- P) Sport Fishing Advisory Committee
- Q) Marine Planning Partnership (MaPP/Regional REMaPP/MPAC)
- R) Offshore Pacific Advisory Committee
- S) Mount Waddington Health Network Steering Committee
- T) Mount Waddington Transportation Advisory Committee
- U) Nimpkish Woodlands Advisory Committee (Area D)
- V) Mount Cain Alpine Park Society

- A. Hory/J. Furney**
- A. Hory**
- S.Daniels/A.Hory**
- J.Furney/R.Sherrell**
- A.Hory/R.Sherrell**
- J.Furney/P.Donaghy**
- J.Furney**
- R.Sherrell**
- A.Hory/R.Sherrell**
- A.Hory/S.Downey**
- S.Daniels/A.Hory**
- J.Furney/R.Sherrell/**  
**J.Tidbury/S.Downey**
- R.Sherrell**
- R.Sherrell**

**C. MINUTES**

003/2020

Moved/Seconded/**CARRIED**

THAT the Minutes of the Board of Directors Meeting held December 17, 2019, be adopted as presented.

004/2020

Moved/Seconded/**CARRIED**

THAT the Correspondence on the Table be received and filed.

## D. STAFF REPORTS

1. Administrator (January 15, 2020). *Also noted:*

- *Cathy Denham, RDMW Emergency Coordinator will be touring with John Forest of EMBC to both Cormorant Island and Quatsino. The NIREPC meeting will be discussing the possibility of having a partnership with Red Cross for emergency systems (this would include both a standalone community system as well as a Regional system to provide mutual support for communities in need)*
- *Admin 911 is currently working on an app that will allow you to text in a 911 call, this is mandated province wide for 2020 implementation.*

- 005/2020  
Ecotrust MOU  
006/2020
- Moved/Seconded/**CARRIED**  
THAT the RDMW approve the 2020 Memorandum of Understanding with Ecotrust Canada.
- 006/2020
- Moved/Seconded/**CARRIED**  
THAT the January 15, 2020 Administrator Report be received and filed.
- a) Travel Report (January 15, 2020)
- 007/2020
- Moved/Seconded/**CARRIED**  
THAT the Travel Report dated January 15, 2020 be approved.
2. Manager of Economic Development (January 14, 2020)
- 008/2020  
Application for  
2020 Knotweed  
Funding
- Moved/Seconded/**CARRIED**  
THAT an application be submitted to the Ministry of Social Development and Poverty Reduction for funding to help deliver a 2020 Knotweed eradication program.
- 009/2020
- Moved/Seconded/**CARRIED**  
THAT the January 15, 2020 Manager of Economic Development report be received and filed.
- a) Tourism Coordinator Report (January 14, 2020) *also noted:*  
*Joli White will be returning from maternity leave on a contract basis and will include high level coordinating for the tourism branch in her duties.*
- 010/2020
- Moved/Seconded/**CARRIED**  
THAT the January 14, 2020 Tourism Coordinator Report be received and filed.
3. Manager of Operations (January 15, 2020). *Also noted that:*  
*Woss Volunteer Fire Department has started training to be designated first responders as of January 21, 2020. Due to response time for ambulance, this is deemed a requirement. It will be a 5 day course, and there will be five (5) members attending.*
- 011/2020  
Submit Grant App.  
Re Wood Grinder
- Moved/Seconded/**CARRIED**  
THAT a grant application be submitted to the Canada-British Columbia Investing in Canada Infrastructure Program to cover 73% of the cost of a used Komptech Crambo 5000 wood grinder, or it's equivalent, for a cost of up to \$500,000.
- 012/2020
- Moved/Seconded/**CARRIED**  
THAT the January 15, 2020 Operations report be received and filed.

4. Manager of Planning and Development Services (January 2, 2020). *Also noted*
  - *Renewal of tenures and licenses of occupation is not part of the regular information sent to the Regional District, however the local Ministry of Forest and Natural Resources office has provided staff with a list of all Crown Land Tenures that they are currently reviewing at their office and are allowing staff to review and provide comments for same.*
  - *There will be a change to the Contaminated Sites legislation. At this time, the Regional District and the four municipal partners are excluded from the contaminated sites legislation, however, this policy is going to be revised and the Regional District and municipalities exclusion will be cancelled.*

013/2020 Moved/Seconded/**CARRIED**  
 THAT the January 2, 2020 Planning and Development Report be received and filed.

**E. FINANCIAL REPORTS**

1. Finance Report from the Treasurer (January 14, 2020). *Also:*
  - *Introduced new Auditor Team from CNB to Board to Directors*

014/2020 Moved/Seconded/**CARRIED**  
 THAT the January 14, 2020 Finance Report be received and filed.

- a) Single Source Reports (December 2019)

015/2020 Moved/Seconded/**CARRIED**  
 THAT the December 2019 Single Source report be approved and filed.

**F. COMMITTEE REPORTS - (Brought forth from earlier Committee Meetings)**

**G. BYLAWS AND PERMITS**

016/2020 1. THAT the January 21, 2020 Public Hearing Minutes with respect to Regional District of Mount Waddington Zoning Bylaw No. 21, Amendment Bylaw No. 973, 2019 be adopted

Moved/Seconded/**CARRIED**

017/2020 2. THAT Bylaw No. 973, 2019 cited as “Regional District of Mount Waddington Zoning Bylaw No. 21, Amendment Bylaw No. 973, 2019” be given 2<sup>nd</sup> and 3<sup>rd</sup> readings.

Moved/Seconded/**CARRIED**

018/2020 3. THAT Bylaw No. 974, 2020 cited as “Regional District of Mount Waddington Parks Regulations and Fees Amendment Bylaw No. 974, 2020” be given 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings

Moved/Seconded/**CARRIED**

019/2020 4. THAT Bylaw No. 974, 2020 cited as “Regional District of Mount Waddington Parks Regulations and Fees Amendment Bylaw No. 974” be approved for adoption.

Moved/Seconded/**CARRIED**

## H. CORRESPONDENCE

### I. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

#### 1. Other Business:

#### 2. Electoral Area Updates:

Area "A"- Broughton / Malcolm Island / Mainland

- *BC Assessment – concerns over assessment, will be reviewing this*

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

- *Hornsby display project moving forward with open house next week*
- *Quatsino dock project is getting near to final transfer. Awaiting issuance of license*

Area "C"- Hyde Creek / Rupert

- *Nothing to report*

Area "D"- Nimpkish Valley / Woss

- *Working on budget with community which is severely impacted by the forestry strike*

#### 3. Municipal Updates:

Village of Alert Bay –

- *Sewer project ongoing, anticipate completion by end of January 2020.*
- *On January 13, 2020 there was some damage to both the government dock, and seawall due to high winds.*

Village of Port Alice

- *Wastewater retrofit still working well, with cost savings reported.*
- *Lost portion of marina due to the windstorm and king tide.*
- *Marine building relocation of approximately 3m uphill is ongoing (due to being too close to high tide potential)*
- *Bike race (Rumblefest) is going to be reinvented to assist with tourism attraction, using bike trails already established.*

District of Port Hardy

- *Marine Protection Area Project (Northern Self Bio Region Protection Area): if this proposal is endorsed by Federal government, there is a possibility it would limit catchment of up to 40%, resulting in a loss of over \$100,000,000 to the coastal economy. Dennis Dugas is a member of the Coastal Community Network, who are working to find ways to adjust these numbers to modify and maintain the goals of the project. There is to be meeting at the end of February to discuss the possible impacts for the North Island economy; would like to have support from the Board, to act as the Regional District representative at that meeting.*
- *Official Community Plan open house will be held January 25, 2020*

020/2020  
D. Dugas  
appointed as RD  
Representative of  
CCN for NSBPG

#### Moved/Seconded/**CARRIED:**

That Director Dugas attend a Marine Protection Area meeting to be held in Vancouver on February 25-27 as representative of the Coastal Community Network for the RDMW .

Town of Port McNeill

- *Reminder: There is ten days left to submit to the Old Growth Strategic plan review.*

4. Questions:

5. Next Meeting of the Board of Directors: February 18, 2020 at 2:00 pm

**ADJOURNMENT**

**TIME 4:24 PM**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

DRAFT





## REGIONAL DISTRICT OF MOUNT WADDINGTON

### REPORT

**TO:** BOARD  
**FROM:** Greg Fletcher, Administrator  
**SUBJECT:** February, 2020 Administration Report  
**DATE:** February 12, 2020

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**Transit** – The transit budget was reviewed and recommended for approval at a meeting held on January 29<sup>th</sup>.

**Emergency Planning** – Nineteen people attended the NIREPC meeting in Port Hardy on January 23<sup>rd</sup>. Representatives from the Red Cross were on hand to show off their new mobile operations centre and to explain the proposed agreement for a Red Cross-North Island Emergency Social Services (ESS) Partnership Agreement. Port Hardy and the Regional District have budgeted \$5000 a year each toward an agreement that would provide training and support to up to 25 North Island ESS team members. The Red Cross will also provide additional resources in case of need during emergencies. Community ESS teams will continue to function independently but will be able to draw upon considerably more resources once this agreement is in place.

**Parks** – The 2020 campsite reservation system was opened to the public on February 3<sup>rd</sup>. The newest six waterfront sites at Bere Point are already 90% booked for August and there have been no complaints about the change in fees. Far more of the customers are using the on-line booking system so there should be a noticeable drop in staff time spent on reservations.

**Woss Properties** – As part of the budget process, I attended the Woss Management Committee (WMC) with Director Sherrell, the Treasurer and the Operations Manager. Now that the Regional District has land tenures and or leases for all service properties in Woss, we are working with the WMC to develop a master facility use agreement.

Together with budget preparations, implementation of changes made in the recently signed 2019-2024 Collective Agreement have been a priority for administrative and financial staff.

*Respectfully Submitted,*

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*Greg Fletcher, Administrator*



## REGIONAL DISTRICT OF MOUNT WADDINGTON

### Travel Report

**TO:** BOARD  
**FROM:** Greg Fletcher, Administrator  
**SUBJECT:** February Travel Report  
**DATE:** February 18, 2020

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Authorization required for the following travel outside the RDMW:

Name	Purpose	Location	Date	Est. \$
Dennis Dugas	Forum-MaPP	Vancouver	Feb.24-26	\$1,355.76
Pat English	Rural Economic Island Partnership	Nanaimo	Feb. 19-20	\$253.55
Dennis Dugas	MFA	Victoria	March 25-27	\$1,095
Andrew Hory	RD Chair/CAO Forum	Victoria	March 24-25	\$1,196
Greg Fletcher	RD Chair/CAO Forum	Victoria	March 24-25	\$1,136

Motion Required. /2020 (February 18, 2020)



**REGIONAL DISTRICT OF MOUNT WADDINGTON  
ECONOMIC DEVELOPMENT DEPARTMENT  
MONTHLY REPORT**

**TO:** Board of Directors

**FILE:** 315.03

**DATE:** Feb 12, 2020

**FROM:** Pat English, Manager of Economic Development

**SUBJECT:** Monthly Economic Development Department Report

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During the past month, I have undertaken the following economic development activities:

- I have submitted several funding applications this year for projects identified in my 2020 budget and expect to initiate several more later in the spring. The funding application to Island Coastal Economic Trust for up to \$30,000 for the home-based knowledge worker study has already been approved.
- The Licence of Occupation for the Quatsino Wharf was received from the province and has been executed by the Chairman. The License will be returned to the province following receipt of the seabed cleanup report from Transport Canada. Transport Canada is required to send us a cheque for \$987,668 within 10 days of February 28, 2020, the Commencement Date of the Licence,
- I am working with the Sointula Recreation Association and a contractor to help implement a Building Review that will provide a schedule for improvements and maintenance requirements for the SRA's assets.
- Western Forest Products and the United Steelworkers Union have reached a tentative agreement which, if ratified, will permit VIU to offer a Fundamentals Of Forestry program at Woss in August, 2020. I am working with VINTAS and VIU to better coordinate attraction of students to the program from our communities.
- Tourism Vancouver Island has posted an advertisement for a new full-time coordinator for the Vancouver Island North Tourist Association to be based in Port Hardy. I will be a member of the interview committee established by TVI and we expect to have the position filled by April 1, 2020.

Respectfully submitted,

Manager of Economic Development



February 12, 2020

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

Vancouver Island North Tourism Report: January to February 2020

**Upcoming and in-progress activities:**

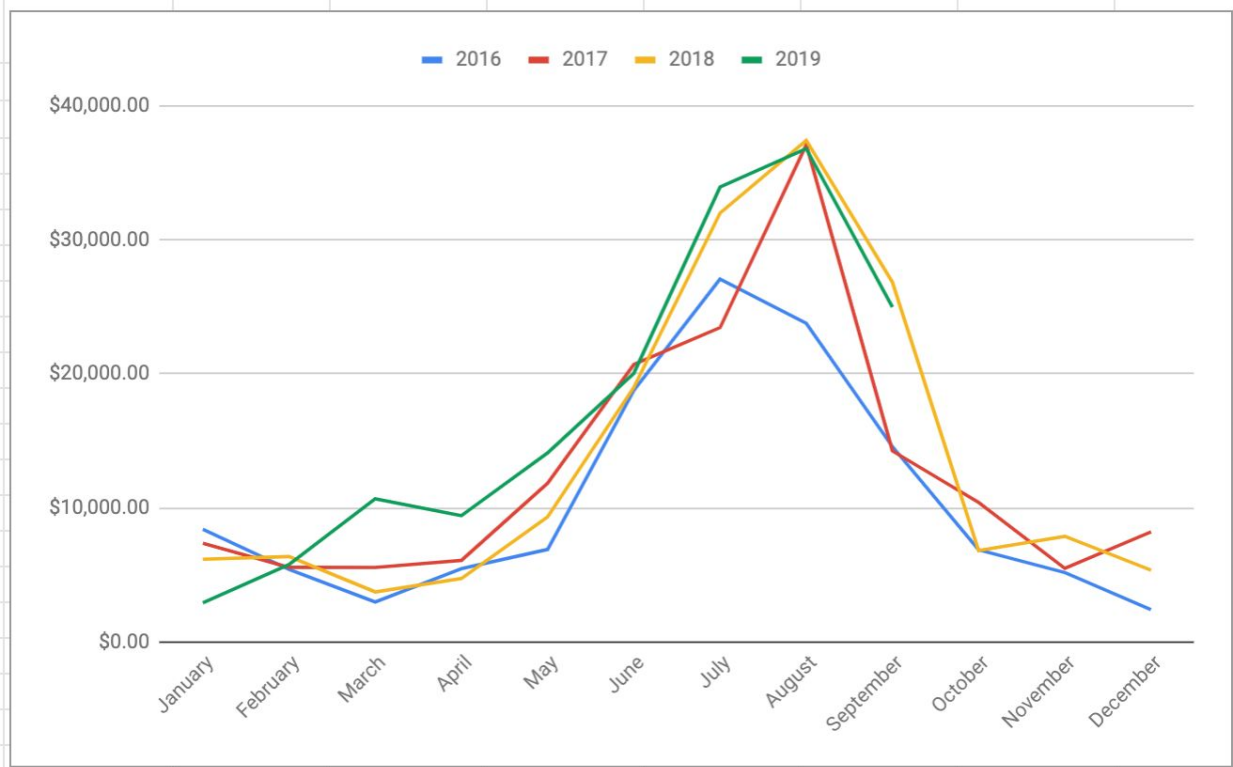
- Explorer Guide:
  - We have received the Explorer Guide from the printer. The majority of copies are stored at Certified Folder in Victoria, which presents a cost-effective way of storing and shipping;
  - We will be resuming distribution on BC Ferries March 1st;
  - We are currently developing a new form on VancouverIslandNorth.ca for Individual Brochure Requests;
  - April 1, 2020 we will centralize Bulk Brochure distribution through Certified Folder to save costs.
  
- Digital Advertising:
  - Search Engine Marketing Ads are currently running to direct Search Engine users looking for specific keywords related to travel planning to VancouverIslandNorth.ca;
  - Social Advertising is currently on hold until April 1, as the budget for the Fiscal Year ending March 31, 2020 has been committed.
  - Google Play Ads will resume this week to promote the Trails App, as this was a highly successful tactic in the fall for driving interest.
  
- Email Marketing:
  - With the approval from VINTAC, Tourism Vancouver Island has proceeded with a comprehensive Email Marketing strategy that will utilize an old list of subscribers (through email list cleaning), implement stronger measures of recruiting new subscribers, and then developing a designed template for regular future correspondence. This work has begun.
  
- Other:
  - VINT will once again participate in the Vancouver Island Road Trip Map, which is being produced now;
  - More Trail App Tent cards will be ordered this month to continue to promote the Trail App in the North Island;
  
- BC Parks Videos:

- o While not a VINT tactic, Tourism Vancouver Island and BC Parks is working on a shared video to profile Schoen Lake Provincial Park and Cape Scott Provincial Park. The videographer will be travelling to the North Island March 1-7th (TBC) and will be accompanied by BC Parks staff to film on location in each park.
- Staffing Update:  
Joli White has provided her notice of resignation as Full Time Project Coordinator for Vancouver Island North Tourism. However, Tourism Vancouver Island has hired Joli, effective February 17th, as a Part Time Project Coordinator assisting on Vancouver Island North Tourism. We have posted a Full Time job vacancy and look forward to finding the right candidate through a hiring committee. This committee will include Pat English, Tourism Vancouver Island staff, and one or more VINTAC Members. We hope the new individual can begin April 1.
- Funding Update:  
Vancouver Island North Tourism submitted an application to Destination British Columbia's Cooperative funding program for community consortiums. We requested \$123,750 and received \$99,000, which represents 80% of our request. It is typical to not receive the full funding request, as the program is oversubscribed, and 80% is a very good result.

#### 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 the MRDT increased to 3%.

Regional totals for January through September 2019 reflect an increase of 9.00% over the same period in 2018.



Respectfully submitted,

Karen Bannister  
 Director, Destination Marketing  
 Tourism Vancouver Island  
 250-740-1222 | [karen@tourismvi.ca](mailto:karen@tourismvi.ca)



# REGIONAL DISTRICT OF MOUNT WADDINGTON

## OPERATIONS DEPARTMENT

### MONTHLY REPORT

**TO:** Board of Directors                      **FILE:** 315.04                      **DATE:** February 12, 2020  
**FROM:** Patrick Donaghy, Manager of Operations  
**SUBJECT:** February 2020 Operations Report

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The Manager of Operations in the month of January has been working mostly on the preparation of regional and local services budgets and having community level meetings to discuss the priorities for 2020 and the years to follow. The 2020 budget process has been particularly interesting as several regional district departments (Hyde Creek, Sointula and Woss) will be needing to replace their pumpers in the next dozen years and the large costs require fiscal plans to mitigate the impact of the communities in question.

On January 27, the Manager of Operations and the Hyde Creek Volunteer Fire Department met with representatives of Fort Garry Industries for a pre-build meeting in relation to the water tender that the department has ordered. The expectation is for the initial down payment will be needed in May 2020 upon the arrival of the truck's chasis at the factory. Delivery of the truck is expected in early 2021.

The Manager of Operations visited the community of Quatsino with the Emergency Coordinator and the Manager of Economic Development on January 24. The visit was very productive with priorities discussed including supply water to the school, operations of the solid waste service and the impending take over of the community dock by the RDMW. A recent edition of the Eagle provides a perspective of the days events by a Susan Mohler, a Quatsino resident.

On February 12<sup>th</sup>, the Manager of Operations sent out a recommendation to the Board by email regarding entering into an agreement with Green For Life that mimics the agreement that the Regional District has had with Green By Nature since 2015. The new agreement sees reimbursement rates increase by 20% over the existing agreement. Should the Board approve entering into an agreement with Green For Life, it should be ratified at the Board meeting.

On February 11, Port McNeill's Council approved their entry in to the Mount Waddington Regional Fire Departments' Emergency Services Agreement. Given Port McNeill Volunteer Fire Departments long history of supporting other communities during emergencies, all departments are very appreciative of this recent development.

The online questionnaire requesting feedback on the solid waste program will have closed as February 8, 2020. The Manager of Operations will attempt to provide the Board with the preliminary results from the questionnaire at the February meeting. On February 19th, the next Solid Waste Advisory Committee meeting will occur. The main topic of discussion will focus on the management of materials that can not be recycled or composted. In the Board circulation package are technical guidance documents that will be provided to the members of the Advisory Committee

If anyone on the Board has any questions, please contact me at your convenience.

Respectfully submitted

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Patrick Donaghy PEng, MSc



# REGIONAL DISTRICT OF MOUNT WADDINGTON

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### MONTHLY REPORT

**TO:** Board of Directors                      **FILE:** 315.05                      **DATE:** February 10, 2020  
**FROM:** Jeff Long, Manager of Planning & Development Services  
**SUBJECT:** January 2020 Planning & Development Services Department Report

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#### 1. Projects:

- a) Mount Waddington Regional Housing Needs Report Project (2019-PROJ-03): After negotiation and execution of a consulting services agreement with the successful proponent, Urban Matters CCC Ltd., a project start up meeting was conducted on January 17<sup>th</sup> between staff of Urban Matters, the six members of the MWRHNRP Steering Committee and RDMW staff. This meeting enabled the group to review matters related to the overall project including the four specific components, timing, information needs, etc. A follow up questionnaire and checklist was submitted by the consultant to the Steering Committee members to request specific information items in association with their respective organizations. RDMW staff complied the information as it relates to the RDMW and its four electoral areas and submitted it to the consultant.
- b) Review of 2020/2021 Crown Land Tenure Renewals: Staff has been working with staff at the local office of the Ministry of Forests to integrate involvement by the RDMW as part of the process associated with Crown land tenure renewals. As it stands at present, the Province's process for dealing with renewals is such that while First Nations are consulted about proposals to renew Crown land tenures, local governments are not. This is a flaw in the process in that over time, changes in local government policies and regulations can affect activities on these tenures in terms of how they are conducted in future, and there is no opportunity to provide comments in association with the renewals as a means on making the tenants aware. This having been said, starting last year, staff at the local Ministry office send a list of all renewals for the coming year so that RDMW staff can review them and provide comments. This year, the list is comprised of 36 tenures for which RDMW staff conducted a technical review of each, compiled the RDMW's comments and forwarded them to the Ministry.
- c) 2020-24 Planning & Development Services Budget: Staff has prepared a draft of the budget for each of the years from 2020 through to 2024. While most budget categories and related expenses has remained consistent with what it was in 2019, a noted change is the addition of a Planning & Operations Assistant position that would be shared by both the Planning & Development Services and Operations departments.
- d) Contaminated Sites (2019-PROJ-16): Legislation related to contaminated sites requires that owners of properties who are seeking certain types of approvals (e.g. rezoning) in relation to a property, submit a site profile form to local government that identifies past commercial and / or industrial uses that have taken place. This is the trigger for a determination as to the need to conduct a preliminary site investigation as to the potential for pollution, which could then lead to site decommissioning in order to resolve the pollution issue. This contaminated site process requirement has been optional for local governments and the RDMW and all four of its partner municipalities have opted out of it. However, this is expected to change with the introduction of new provincial legislation this spring that will remove the optional ability and make it mandatory for all local governments. This will mean that landowners seeking local government approvals will need to submit an additional form that must be processed by the local governments and may delay approvals process until the potential for contamination is resolved. Staff has advised staff at the four municipalities about the anticipated changes.
- e) Woss Land Swap with School District No. 85 (2019-PROJ-11): Staff has investigated what would be required to legally facilitate a land swap between SD No. 85 and the RDMW in Woss. This would involve having SD No. 85 subdivide a portion of its property which includes the pool, and transferring it to the RDMW to be amalgamated with its community services (community hall, fire hall, etc.) property (Block M), while the RDMW would subdivide its property, Block L, and transfer the majority of it to SD No. 85 to amalgamate with its



property, which is where it should have went in the first place. Given all these two properties were Crown granted, there are complexities involved to accommodate the subdivision and land swap arrangement. SD No. 85 has retained a surveying firm to look after the survey, Crown grant and subdivision processing matters and staff has been working with the consultant in this regard.

## **2. Crown Land Tenures:**

- a) Jepson Log Sorting Ltd. (2017024): Cancellation of Licence No. V932544 with respect to two marine sites in Kenneth Passage in Electoral Area 'A' totalling 5.66 hectares (14 acres) for log dump, handling and storage and related purposes in conjunction with adjacent upland logging operations.
- b) Western Forest Products Inc. (2013015): Cancellation of Licence No. V908752 with respect to a 11.9 hectare marine site in Wakeman Sound in Electoral Area 'A' for log handling and storage purposes.
- c) Nawalakw Healing Society (2019043): Referral of a Crown Land Tenure Application from the Province with respect to a proposed marine site of approximately 1.9 hectares adjacent to the mainland on the east side of Bond Sound, to accommodate a 400 foot long docking facility for boats and seaplanes. This moorage infrastructure would be used in conjunction with the establishment of buildings and uses on the adjacent upland area for which an application has yet to be submitted. The upland portion of this development is proposed to be called the Nawalakw Interpretive Centre and would be comprised of two buildings to be used as an experience centre and a language and training facility. This facility will be made available for use by members of the Kwikwasut'inuxw Haxwa'mis First Nation (KHFN) in relation the KHFN's cultural needs through the Nawalakw Healing Society. As a result, this development and its intended use would be categorized as quasi-public buildings as part of a quasi-public facility. Public and quasi-public buildings are permitted in the applicable upland Rural Zone (A-1). In its response, the RDMW indicated it has no objection to this Crown Land Tenure Application subject to the Province ensuring that arrangements related to the provision of suitable onsite services (potable water and sewage disposal) are made with respect to the upland component of the development.

## **3. Zoning Bylaw Amendments:**

- a) Scotia Bay Resort (2019-ZBA-01): This application relates to a request by the owners / tenants to change the applicable zoning with respect to the upland property and adjacent marine based Crown land tenure that together, are operated as part of the Scotia Bay Resort in Electoral Area 'C'. A public hearing was conducted on January 21<sup>st</sup> and at its regular meeting the same day, the Board of Directors gave 2<sup>nd</sup> and 3<sup>rd</sup> readings to Bylaw No. 973 and will consider it for adoption at its meeting on February 19<sup>th</sup>.
- b) Kelln - 1142795 B.C. Ltd. (2020-ZBA-01): This application relates to a request by the owners / tenants to change the applicable zoning with respect to a waterfront property located in the west side of the community of Quatsino in Electoral Area 'B', to allow for residential and seasonal residential development. This property is characterized by steep slopes and a creek which are related to past slide activity. Staff is reviewing the application to determine the suitability of the information that has been provided and if there is a need for additional or more refined information, in an effort to define the next steps that will be undertaken with respect to the processing of the application.

## **4. Permits:**

- a) Building Permit No. 2019-BP-06: Occupancy Permit issued with respect to the construction of new foundation pads, reinforcement of the existing supporting log structure and installation of skirting, all in association with the existing single detached dwelling on the property at 370 Coal Harbour Road in Coal Harbour, in Electoral Area 'B'.

Respectfully submitted,

Jeff Long  
Manager of Planning & Development Services



## MOUNT WADDINGTON REGIONAL DISTRICT MANAGEMENT REPORT

TO: Chair and Directors  
Mount Waddington Regional District

FROM: Rose Liu, Treasurer

SUBJECT: Treasurer's Report

Date: February 19, 2020

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### **2020 Budget**

- We have completed the draft 2020 budget and five-year financial plan for regional and semi-regional services. The Board reviewed the draft 2020 Budget during its Finance Committee meeting on February 11, 2020.
- The draft 2020 budget for local services is near completion. We have attended community budget meetings with members from Coal Harbour, Hyde Creek, Sointula and Woss. We presented current budget status as well as long-term cash flow scenarios for capital expenditures. We discussed budget priorities and expected services with community members.
- Public consultation for 2020 budget will take place from 4 to 6 PM on March 3, 2020. It will provide opportunities for citizens to review, comment and raise questions regarding the financial plan.

### **Audit follow-up**

In accordance with a recommendation from the Regional District's Auditors, we have taken actions and improved internal control process in the following two areas:

1. Reduction of Corporate Credit Card Holders
  - With the Board's approval, we have reduced the number of corporate credit card holders from 20 to 9.
  - As a result, we will have better internal control on spending and compliance with the Regional District's budget and policies.
2. Alignment of Timesheet Cut-off Schedules for Unionized Staff
  - The Board has directed Management to align timesheet cut-off schedules for unionized staff, ending the current practice of calculating pay in advance of time worked for landfill, parks and office unionized staff.

- Currently, with pay day on Wednesday and the payroll cut-off date on Thursday, it allows little time for managers to review and approve timesheets prior to payroll processing and no opportunity to review the last two days on the pay period. As a result, errors are introduced into the payroll system creating inconvenience for staff and extra time processing for Finance Department.
- Starting February 24, 2020, all unionized staff will follow the current practice for Arena union staff, with a timesheet cut-off every second Saturday, which is four working days before pay day.
- This will provide a reasonable amount of time to record accurate work hours for the entire pay period, provide for adequate management review and ease the deadline pressure on the Finance Payroll Clerk.
- To minimize any disruption, the change will be implemented in conjunction with the payment of the signing bonus as per the Collective Agreement. In addition, staff may elect to redeem their accumulated banked time and/or vacation time (up to 4 days) for this pay period.
- This change will have no effect on staff's total yearly earnings and there will be no further changes after the February 26th pay day.
- Unionized staff got affected are encouraged to raise further questions or concerns with their managers.

**Authorizing the Expenditure of Monies in the Woss Community Capital Reserve Fund**

- Under Gas Tax Project GT 2019-01, the Woss Residents Association has approved the withdrawal of the sum of up to \$17,500 for the purpose of developing the Woss Memorial Gazebo project.
- As at the end of the 2019, after raising funds from Gas Tax and other sources, there is a project shortfall of \$4,504 and we request to withdraw the same amount from the Reserve for the purpose of the Project.

Respectfully submitted,

Rose Liu, MBA, CPA, CMA  
Treasurer



REGIONAL DISTRICT OF MOUNT WADDINGTON  
Single Source Awards

**TO:** REGIONAL DISTRICT BOARD MEMBERS

**FROM:** Liette Patterson, Finance Clerk

**DATE:** January 31, 2020

Policy 2.2.2 Purchasing & Authorization 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
17-Dec	2356	Monk Office	4583.56	CHFD/CHLCC desks x 2
08-Jan	2353	Henlors Exploration & Mechanical Ltd	1556.33	7Mile-Leachate System-disassemble & flush out sprinkler system/rebuild & adjust sprinklers/install new cam locks
20-Jan		Accent Refrigeration Systems Ltd	13,650.00	Arena-\$34664.00 Total-Danfoss FC-102 HVAC VFD 100HP and additional work on condensor/oil pot/compressor/chiller



# REGIONAL DISTRICT OF MOUNT WADDINGTON

## RDMW ZONING BYLAW NO. 21, AMENDMENT BYLAW NO. 973, 2019

*A Bylaw to Amend Regional District of Mount Waddington Zoning Bylaw No. 21, 1972*

**WHEREAS** the Regional District of Mount Waddington has received a Development Application requesting an amendment to Regional District of Mount Waddington Zoning Bylaw No. 21, 1972 to change the applicable zoning classifications as they relate to the Scotia Bay Marine Resort property (District Lot 515, Rupert District) and the adjacent marine area which is subject to a Crown land tenure under Lease No. V911889 under Provincial File No. 1402302, for resort purposes;

**NOW THEREFORE** the Board of Directors of the Regional District of Mount Waddington, in open meeting assembled, hereby enacts as follows:

### 1. Citation

This Bylaw shall be cited as “Regional District of Mount Waddington Zoning Bylaw No. 21, Amendment Bylaw No. 973, 2019”.

### 2. Text Amendments

- a) Section 1.3.0 DEFINITIONS of Regional District of Mount Waddington Zoning Bylaw No. 21, 1972 is hereby amended by deleting the definition of “RESORT” and replacing it with the following new definition of “RESORT”:

*RESORT: means a development in which the primary use is the provision of accommodations for the general public which may take the form of a building (s) with sleeping rooms, apartment / attached / duplex / float home / manufactured home / single detached dwellings and tourist cabins or combination thereof, and includes the provision of meals to the guests of the resort, as well as the furnishing of equipment, supplies, services and / or space to guests in connection with angling, boating, camping, hunting, sightseeing, wildlife viewing and / or other recreational activities, and may include the following accessory uses / facilities: docks / moorage, helicopter landing pads; laundry facilities, licensed premises; meeting rooms; offices; staff accommodations; retail stores; restaurants; and, recreational facilities. Resort shall include Tourist Lodge.*

- b) Section 1.3.0 DEFINITIONS of Regional District of Mount Waddington Zoning Bylaw No. 21, 1972 is hereby amended by deleting the definition of “TOURIST CABIN” and replacing it with the following new definition of “TOURIST CABIN”:

*TOURIST CABIN: means a single detached dwelling which consists of not more than 93 square meters (1,000 square feet) of gross floor area, is built upon a foundation and is used to provide temporary accommodation to tourists and the traveling public.*

- c) Section 1.3.0 DEFINITIONS of Regional District of Mount Waddington Zoning Bylaw No. 21, 1972 is hereby amended by adding the following definition of “GROSS FLOOR AREA”:

*GROSS FLOOR AREA: means the total area of all the floors of a building, measured to the exterior face of the exterior walls of the building, but excludes decks or patio areas in which at least one wall is absent thereby making the deck or patio exposed to the outside.*

- d) Schedule A - Zone Regulations of Regional District of Mount Waddington Zoning Bylaw No. 21, 1972, is hereby amended by deleting the Marine Resort Zone (MR-1) and replacing it with the following Marine Resort Zone (MR-1):

## MARINE RESORT ZONE (MR-1)

### A.23.0 OBJECTIVE

*This zone is intended to accommodate resort type developments and associated uses and facilities on lots or Crown land tenures, or combination thereof, located adjacent to or in a marine area, for the purpose of accommodating tourists in association with the provision of, or access to, recreational activities.*

### A.23.1 PERMITTED PRINCIPAL AND ACCESSORY USES

#### PRINCIPAL USES

- a) Resort

#### PERMITTED ACCESSORY USES

- a) Campground;
- b) Tourist Cabins;
- c) Marina; and,
- d) Buildings and structures used for storage or for the purposes of housing / securing servicing infrastructure that is used in conjunction with a permitted principal or accessory use.

### A.23.2 CONDITIONS OF USE

- a) *Suitable potable water supply and sewage treatment / disposal services shall be provided in conjunction with the establishment of permitted principal and accessory uses, and such services shall satisfy the requirements of the Vancouver Island Health Unit or respective ministry of the Province of British Columbia, depending on which agency has jurisdiction.*
- b) *Accessory uses permitted by this Zone and utilized in conjunction with a principal use in the same Zone, may be conducted on a different lot or Crown land tenure than that on which the principal use is located.*
- c) *Resorts are generally located in more remote and water access only areas and therefore, must be developed and operated in a manner which accounts for the lack of local government services, including such services as fire protection and garbage collection.*
- d) *Except as exempted specifically therein, the construction of all buildings and structures is subject to compliance with the regulations of the British Columbia Building, Fire and Plumbing Codes.*

### A.23.3 MINIMUM LOT AREA

*The minimum area of a lot shall be 2.0 hectares (4.94 acres).*

### A.23.4 DENSITY

*The lot coverage of all buildings and structures shall not exceed 30%.*

### A.23.5 SETBACKS

*The minimum setback for buildings and structures from any property line or from the boundary between zoning categories shall be 7.5 metres (24.6 feet), except for dock / moorage infrastructure which is exempt. Setback requirements as they relate to a marine area included within a Crown land tenure shall be as prescribed by the Province.*

### A.23.6 BUILDING HEIGHT

*Buildings and structures shall not exceed 12.0 metres (39.4 feet) in height as measured from the finished grade or surface of the ocean, whichever is applicable.*

- e) Schedule A - Zone Regulations of Regional District of Mount Waddington Zoning Bylaw No. 21, 1972, is hereby amended by deleting section A.1.7 LOT LINE SETBACKS and replacing it with the following new section A.1.7 LOT LINE SETBACKS:

*The minimum setback for principal buildings and structures shall be 7.5 metres from the front and rear lot lines and 5 metres from side lot lines. The minimum setback for accessory buildings and structures shall be 5 metres from the front lot line and 3 metres from the rear and side lot lines, save and except fences and retaining walls.*

### 3. Zone Map Amendments

- a) Regional District of Mount Waddington Zoning Bylaw No. 21, 1972 is hereby amended by changing the applicable zone for the property described as District Lot 515, Rupert District (Limited Access), identified by parcel identifier number (PID) 027-159-779 and comprised of 3.086 hectares, which property is generally shown on Schedule "A" which is attached hereto and forms part of this Bylaw, from the Rural Zone (A-1) to the Marine Resort Zone (MR-1).
- b) Regional District of Mount Waddington Zoning Bylaw No. 21, 1972 is hereby amended by changing the applicable zone for the marine area subject to Crown land tenure as per Provincial File 1402302 and more specifically, Lease No. V911889, and is comprised of 3.261 hectares, which Crown land tenure is generally shown on Schedule "A" which is attached hereto and forms part of this Bylaw, from the Marine Zone (MAR-1) to the Marine Resort Zone (MR-1).

**READ A FIRST TIME THIS 17<sup>TH</sup> DAY OF DECEMBER, 2019**

**PUBLIC HEARING HELD THIS 21<sup>ST</sup> DAY OF JANUARY, 2020**

**READ A SECOND TIME THIS 21<sup>ST</sup> DAY OF JANUARY, 2020**

**READ A THIRD TIME THIS 21<sup>ST</sup> DAY OF JANUARY, 2020**

**ADOPTED THIS DAY OF \_\_\_\_\_, 2020**

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CHAIR ANDREW HORY

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CHIEF ADMINISTRATIVE OFFICER  
GREG FLETCHER

# SCHEDULE "A" TO REGIONAL DISTRICT OF MOUNT WADDINGTON ZONING BYLAW NO. 21, AMENDMENT BYLAW NO. 973, 2019

