



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

April 21, 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 April 21, 2020 RDMW Board of Directors Meeting Agenda as Presented (or amended)

B. DELEGATIONS & RECOGNITIONS - NONE

C. MINUTES

- 3-9 1. Minutes of the Board of Directors Meeting held March 17, 2020 as Presented (or amended)

*Available
for Review*

2. District of Port Hardy Regular Council Meetings - February 25, March 10, March 24, 2020; Special Council Meetings – February 03, March 13, 2020; Committee of the Whole Meetings – March 10, March 24, 2020; Town of Port McNeill Regular Council Meetings – February 11, February 25, March 10, 2020; Special Council Meeting – March 17, 2020; Committee of the Whole Meetings – February 24, March 12, 2020; Village of Alert Bay Regular Council Meetings – February 24, March 23, 2020; Special Council Meeting – March 25, 2020; Village of Port Alice Regular Council Meeting – February 26, 2020

*Available
for Review*

3. Cheque Register Report (April 15, 2020)

D. STAFF REPORTS

1. Administrator Reports

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11-12

- a) Administration Report (April 15, 2020)
b) COVID-19 Emergency Response Report (April 16, 2020)

Travel Report – NO TRAVEL THIS MONTH (Due to COVID-19 Travel Restrictions)

13
14-15

2. Manager of Economic Development (April 14, 2020)
a) Tourism Coordinator Report (April 14, 2020)

16

3. Manager of Operations (April 15 2020)

17-18

4. Manager of Planning and Development Services (April 01, 2020)

E. FINANCIAL REPORTS

- 19 1. Finance Report from the Treasurer (April 21, 2020)
20 a) Single Source Report (March 31, 2020)

F. COMMITTEE REPORTS - NONE

G. BYLAWS AND PERMITS

- 21-24 1. Bylaw No. 977
- a) Bylaw No. 977, 2020 cited as “Regional District of Mount Waddington Advisory Planning Commissions Bylaw No. 977, 2020” for 1st, 2nd and 3rd readings.
 - b) Bylaw No. 977, 2020 cited as “Regional District of Mount Waddington Advisory Planning Commissions Bylaw No. 977, 2020” for adoption.
- 25-28 2. Bylaw No. 978
- a) Bylaw No. 978, 2020 cited as “Regional District of Mount Waddington Quatsino Advisory Planning Commissions Bylaw No. 978, 2020” for 1st, 2nd and 3rd readings.
 - b) Bylaw No. 978, 2020 cited as “Regional District of Mount Waddington Quatsino Advisory Planning Commissions Bylaw No. 978, 2020” for adoption.

H. CORRESPONDENCE - NONE

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: May 19, 2020

J. ADJOURNMENT



REGIONAL DISTRICT OF MOUNT WADDINGTON

BOARD OF DIRECTORS MEETING MINUTES

March 17, 2020 at 2:00pm

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

Chair: Andrew Hory
Directors: In person: Sandra Daniels, Rod Sherrell, Gaby Wickstrom
Via Zoom: Kevin Cameron, Dennis Buchanan, Dennis Dugas, Janet Dorward,
Regrets: James Furney, Jeff Long
Staff: Greg Fletcher, Pat English, Patrick Donaghy, Rose Liu, Nicole McDowell
Via Zoom: Karen Bannister
Media: Via Zoom: Kathy O'Reilly – North Island Eagle
Public: None

Resolution **CALL TO ORDER**
No.

2:36 PM

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

037/2020 Moved/Seconded/**CARRIED**

A. THAT the RDMW Board of Directors March 17, 2020 Meeting Agenda be adopted as circulated.

B. DELEGATIONS & RECOGNITIONS - None

C. MINUTES

038/2020 Moved/Seconded/**CARRIED**

THAT the Minutes of the Board of Directors Meeting held February 18, 2020, be adopted as presented.

039/2020 Moved/Seconded/**CARRIED**

THAT the Correspondence on the Table be received and filed.

D. STAFF REPORTS

1. Administrator (March 12 2020). *Also noted:*

- *PW Transit contract:*
 - *Working on response to COVID-19 related safety of drivers and passengers; therefore, the VTN contract with PW Transit is on hold for now so until we are ready will continue under current terms*
 - *Village of Port Alice has it in their budget to renew side VTN agreement.*
- *North Island Energy Forum scheduled for May 20, 2020 has been cancelled.*
 - *Letter was sent to the Utilities Commission opposing BC Hydro's proposal to continue 2-tier RIB rate system for another two years.*
- *Budget and CARIP reports:*
 - *Budget and preliminary CARIP Reports were available for Public Review on March 3, 2020; no public were present.*
 - *CARIP Report is preliminary as Carbon Credits not verified yet; operational figures show that the RD has met its 2020 target of 50% reduction in 2019.*
 - *Final CARIP report will be completed by the June 4th deadline.*

- a) 7 Mile Landfill Operational Biocover Study (Final Report – February 2020)
 - Study enabled by a FCM Grant project approved in 2017; with a motion from the Board to approve the report last batch of funds from FCM will be released.
 - 7Mile is using Bio-Solids and waste wood to make compost, which cannot be sold, so is being used at the landfill to help reduce methane emissions.
 - This pilot project is to get the measurements to verify the science and effectiveness of the biocover process to reduce methane emissions so that it can use this at other landfills throughout Canada.
 - Many factors come into play and are detailed in the full report which is available on the website.
 - Six sets of methane emissions measurements along with soil DNA analysis over a 2-year period along with continuous weather and subsurface temperature measurements
 - Temperatures were 8 to 30 degrees C warmer under the biocover, difference; indicating a significant amount of heat and evaporation being generated at the landfill.
 - As a result, the leachate treatment ponds may have more capacity than were originally designed for, potentially saving significant money for interim & final cover systems
 - Report concludes that this is a reasonable strategy and can be used for operational and final cover.
 - Will continue to use biocover and pre-design the Phase 3 “C” expansion area to maximize methane capture using this system
 - Over life of project, cost per tonne for composting bio-cover together is approx. \$47 per tonne, cost for landfilling is \$104 per tonne; these savings are passed onto the landfill users in lower tipping fees.

040/2020 Moved/Seconded/**CARRIED**
 THAT the February 2020 7Mile Landfill Operational Biocover Study (Final Report) be approved.

- Emergency Planning Agreement with the Canadian Red Cross:
 - Working with District of Port Hardy on Agreement.
 - District of Port Hardy has funded \$5,000 in their budget and the proposal is that the RDMW will match that and put under the RD name.
 - Side agreement with the Red Cross to meet after two years to review the agreement and its benefits, and if it's deemed by all parties to be a good thing to carry on, then the RD will pick up the full \$10,000 cost in a renewed agreement.

041/2020 Moved/Seconded/**CARRIED**
 THAT the Regional District of Mount Waddington enter into a two-year agreement with Red Cross for Emergency Response Services for \$10,000 per year.

042/2020 Moved/Seconded/**CARRIED**
 THAT in return for \$5000 per year the Regional District of Mount Waddington enter into a two-year agreement with the District of Port Hardy to share information for administration of the two-year agreement with Red Cross for Emergency Response Services.

- b) Emergency Coordinator Report (March 10, 2020)

043/2020 Moved/Seconded/**CARRIED**
 THAT an UBCM Emergency Operations and Training Grant application for \$16,962 for hosting three Critical Incident Stress Management Courses, be approved.

044/2020 Moved/Seconded/**CARRIED**
THAT the March 10, 2020 Emergency Coordinator Report be received and filed.

045/2020 Moved/Seconded/**CARRIED**
THAT the March 12, 2020 Administrator Report be received and filed.

- c) Travel Report (February 18, 2020)
- *AVICC has been cancelled.*
 - *MFA (from last month's Travel Report) is cancelled as well.*

046/2020 Moved/Seconded/**CARRIED**
THAT the Travel Report dated March 17 2020 be approved as amended.

2. Manager of Economic Development (March 6, 2020). (*Tourism report moved forward*)

- a) Tourism Coordinator Report (March 10, 2020) & VI North Tourism Advisory Committee Recommendations. *Presented by Karen Bannister, who presented the Strategic Business plan; also commented:*
- *COVID-19 from a tourism perspective:*
 - *Small Business owners are suffering layoffs and changes.*
 - *As a region representing Vancouver Island to the Government, our job will be to collect information from business owners of how this is impacting them; how are they fairing? How will they recover?*
 - *Directing people to Government sources - valid sites – which are listed on the Destination BC website.*

047/2020 Moved/Seconded/**CARRIED**
THAT the 2020-2021 Strategic Business Plan, as presented, be approved.

048/2020 Moved/Seconded/**CARRIED**
THAT Paul Cox, General Manager of KEDC Tourism Services Ltd., be accepted for VINTAC membership in a Tourism Stakeholder position.

049/2020 Moved/Seconded/**CARRIED**
THAT the March 10, 2020 Tourism Coordinator Report be received and filed.

2. Manager of Economic Development (March 6, 2020). *Also noted:*
- *Have met with BC Parks concerning the next stage of planning: Need detailed environmental and archeological site analysis, engineering, and construction cost estimates to start fundraising.*
 - *WFP has asked to defer their briefing.*

050/2020 Moved/Seconded/**CARRIED**
THAT the March 6, 2020 Manager of Economic Development Report be received and filed.

3. Manager of Operations:

- a) Operations Report (March 10, 2020) *Also noted:*
- *RE COVID-19: Providing guidance to personnel and operations; reaching out to the fire departments to see how they are doing; will get back to the RD and pass on to the municipalities, if requested.*
 - *With help of Arena Manager Little, provided sanitizer to RD facilities: Solid Waste, Fire Departments, Water, and Sewer.*

- Working on emergency plans for on the water, sewer, and solid waste services.
- The grinder proposal that was approved, has been fully accepted (all information for grant has been submitted) and will be under consideration; timeline unknown.

Moved/Seconded/**CARRIED**

051/2020 THAT the March 10, 2020 Operations report be received and filed.

- b) Special Operations Report - Recycling of Printed Paper & Packaging (March 11, 2020).
Also noted:

- Summary of the recycling of printed paper and packaging (PPP)
- Average per resident is 40 kg per capita
- Quatsino and Malcolm Island are standouts for total community recycling.
- Top producing curbside recycling is Coal Harbour.
- Can look at enhancing curbside recycling in all areas and municipalities.
- Directors suggested consideration of a friendly competition between communities (trophy too!)
- Next meeting of the Reg. Waste Management Planning Committee is April 2

052/2020 Moved/Seconded/**CARRIED**

THAT the March 11, 2020 Special Operations Report be received and filed.

4. Manager of Planning and Development Services (March 2, 2020). Presented by Greg Fletcher; also noted:

- Jeff Long set up hardware and software for video-conferencing in the Board Room enabling this first video conferencing RDMW meeting.
- Tested the system on Friday for the Regional Housing Meeting which had 9 remote participants on a Zoom Meeting.
 - Intent was to have several open house forums in April, but not now, will go ahead with draft questionnaire.

053/2020 Moved/Seconded/**CARRIED**

THAT the March 2, 2020 Planning and Development Report be received and filed.

E. FINANCIAL REPORTS

1. Finance Report from the Treasurer (March 17, 2020). Also noted:

- Quatsino Wharf:
 - Difficult to get more than 1 insurance quote; currently have one from MIA.
 - Wharf is currently not insured; could go ahead with quotes from MIA to secure an insurance policy; would be the wise thing to do.
 - More information is needed to get a second quote, including an expensive marine survey; alternate would be to insure wharf for the transfer value (\$987,000)
 - Liability part is covered; property insurance is separate.
 - No bridging/good faith protection from Federal Government, as RD has already accepted the transfer/licence of occupation, etc. RD is responsible solely for the wharf and insurance.

054/2020 Moved/Seconded/**CARRIED**

THAT the determination of value and purchase of insurance for the Quatsino Wharf be completed as soon as possible by staff, in consultation with Area "B" Director.

055/2020 Moved/Seconded/**CARRIED**
 THAT the March 17, 2020 Finance Report be received and filed.

- a) Single Source Reports (February 29, 2020)

056/2020 Moved/Seconded/**CARRIED**
 THAT the February 29, 2020 Single Source report be approved.

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

Gas Tax Meeting

057/2020 Moved/Seconded/**CARRIED**
 THAT an additional \$10,000 Gas Tax contribution be approved to complete energy upgrades to the Coal Harbour Fire Hall project GT2019-05.

058/2020 Moved/Seconded/**CARRIED**
 THAT an additional \$9,000 Gas Tax contribution be approved to complete energy upgrades to the Sointula Fire Hall GT2019-06.

G. BYLAWS AND PERMITS

1. Regional District of Mount Waddington 2020-2024 Financial Plan Bylaw No. 975
 - a) Assessment Changes 2019 to 2020. *Region Wide property tax assessment increased by 5.9% but this was different for each municipality and electoral area, ranging from 1.4% to 14.0% increase*

- b) 2020 Taxation Summary – Regional and Sub Regional Services
Highlights for various services were noted including:

Regional Services:

- *Total increase for all regional/sub regional services is 2.1%*

Electoral Area Local Services:

- *Total increase for all local services is 3.5%*

- c) Bylaw No. 975 cited as “Regional District of Mount Waddington 2020 to 2024 Financial Plan Bylaw No. 975” be read a first, second and third time.

059/2020 Moved/Seconded/**CARRIED**
 THAT Bylaw No. 975 be read a first, second and third time

2. That Bylaw No. 975 be adopted.

060/2020 Moved/Seconded/**CARRIED**
 THAT Bylaw No. 975 be adopted.

3. That Bylaw No. 976 cited as “Regional District of Mount Waddington Malcolm Island Solid Waste Service Rates and Regulations Bylaw No. 812, Amendment Bylaw No. 976” be read a first, second and third time.

Also noted:

- *5% increases on curbside recycling*

061/2020 Moved/Seconded/**CARRIED**
THAT Bylaw No. 976 be read a first, second and third time

4. That Bylaw No. 976 cited as “Regional District of Mount Waddington Malcolm Island Solid Waste Service Rates and Regulations Bylaw No. 812, Amendment Bylaw No. 976” be adopted.

062/2020 Moved/Seconded/**CARRIED**
THAT Bylaw No. 976 be adopted.

5. That Bylaw No. 977 cited as “Regional District of Mount Waddington Coal Harbour Sewer Regulations and Rates Amendment Bylaw No. 977” be read a first, second and third time.

Also noted:

- *Sewer increases of 5% needed to meet the costs of the extra sludge removal.*

063/2020 Moved/Seconded/**CARRIED**
THAT Bylaw No. 977 be read a first, second and third time

6. That Bylaw No. 977 be adopted.

064/2020 Moved/Seconded/**CARRIED**
THAT Bylaw No. 977 be adopted

7. That Bylaw No. 978 cited as “Regional District of Mount Waddington Coal Harbour Local Service Area Water Regulations and Rates Amendment Bylaw No. 978, 2020” be read a first, second and third time.

065/2020 Moved/Seconded/**CARRIED**
THAT Bylaw No. 978 be read a first, second and third time

8. That Bylaw No. 978 be adopted.

066/2020 Moved/Seconded/**CARRIED**
THAT Bylaw No. 978 be adopted.

H. CORRESPONDENCE – NONE

I. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

1. Other Business: None

2. Electoral Area

3. & Municipal Area Updates:

- *Electoral Area and Municipal Updates deferred to next meeting, due to time constraint to complete meeting for an important conference call for Municipalities and Regional Chairs for an update on the COVID-19 Pandemic.*

4. Questions: None

5. Committee Meetings

6. Next Meeting of the Board of Directors: April 21, 2020 at 2:00 pm

067/2020

ADJOURNMENT

TIME 3:54PM

CHAIR

SECRETARY



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: BOARD
FROM: Greg Fletcher, Administrator
SUBJECT: April, 2020 Administration Report
DATE: April 15, 2020

Transit – Ridership has dropped significantly on most routes since BC Transit first decreed that no fares would be collected on March 21st due to the COVID pandemic. BC transit has requested reimbursement for lost revenues, but should this not be provided, MWTS could also face a significant revenue loss (~\$6000 per month). They will be looking curtailing service for various routes should the crisis persist; currently only the new airport service has experienced a collapse in ridership. BC Transit took measures to increase the distancing between passengers and the driver early on are presently installing plexiglass dividers to further improve protection for both passengers and drivers. The VTN continues to provide an essential service to many isolated residents; in addition to its regular service, some of its volunteers in isolated towns like Woss are providing collecting and delivering groceries & prescriptions.

Emergency Planning – A separate report follows, outlining the many emergency planning activities underway since the last Board meeting. The Red Cross was unable to commit to the original start date for the draft emergency response service agreement but are looking to an alternative start date of June 1st. However, they continue to provide some support when requested. A NIREPC meeting has been scheduled, on Zoom & teleconference, on Thursday, April 23rd.

Parks – As per Board instructions, the RDMW campsites at Bere Point, Link River and Winter Harbour were closed on March 23rd. Signs & notices were posted at the campsites, on the RDMW website, Let's Camp reservation site and by e-mail to anyone who ever had a reservation at Bere Point or Link River. Staff are continuing to monitor the parks to ensure that the facilities, including the bathrooms are kept clean and sanitary. We have hired a part-time caretaker at Kwaksistah Park in Winter Harbour (\$200/month) to do the same as the previous arrangement was provided at no cost by a tourism operator. At this point we have let our reserved customers know that the parks closures would be re-considered before the end of April. Given the current situation, the camping closure should be extended further: Option 1: to end of May (could be re-considered at the May Board meeting); Option 2: to June 19th (this would provide two opportunities for the Board to re-consider prior to the start of the busy summer season). In either case, campers with confirmed reservations up to the agreed upon date would be refunded their deposit and all notices would be updated accordingly. Consideration will also be given for having the attendants present to monitor Bere Point and Link River sites on the May long weekend.

Motion Required.

Respectfully Submitted,

Greg Fletcher, Administrator



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: BOARD

FROM: Greg Fletcher, Administrator

SUBJECT: COVID19 Emergency Response

DATE: April 16, 2020

The Provincial State of Emergency was declared the day after the last Board meeting, on March 18th and has since been extended to at least April 30th. In response, to help coordinate responses throughout the North Island, the RDMW activated its Emergency Operation Centre on March 23rd with the first daily activation on March 25th. Using information from the first 14 daily situation reports, this report summarizes activities since then, based on a few themes roughly based on the organizational framework of the RDMW Emergency Operation Centre framework. Each EOC function has a 'director' as a named lead but all participants have actively supported each other throughout the process to date. Nicole McDowell, assisted by Diane English has also provided essential support by arranging the zoom meetings. In addition, Community Health Network Coordinator Angela Smith has been instrumental in reaching out to the Health Networks contacts to provide information on specific needs of vulnerable populations.

Administrative Framework (Greg Fletcher)

- COVID19 Information Portal set up by March 23rd
- RDMW Essential Services, staffing and resource needs set by March 25
- COVID Workplace Risk Assessments started on March 25th with the Arena, RD Office & Parks (Mar 31), 7 Mile (Apr 1), Woss & MI Transfer Stations (Apr 7)
- Measures needed to work from home; Boardroom limit of 5 (Apr 3)
- 4 rural community newsletters completed (Apr 3)

Liaison Function (Cathy Denham)

- Identify service & community needs including for PPE
 - Malcolm Island: local; group ESS function to handle essential supplies to shut-ins
 - Identified 32 MI households without phone or internet
 - MI Recreation service takes lead role (Apr 2)
 - Red Cross Assists (Derrick Harvey) (Apr 8)
 - Quatsino FN: Hand sanitizer, planning (March 26)
 - Kwakiutl FN: Hand sanitizer (March 26)
 - Gwasala N'akwadas FN: Hand sanitizer (March 26)
 - Hand sanitizer to WFP, Celtic, Coop, RCMP + masks to: Fox Disposal, MW Transit
 - MWHN (Angela Smith): Actively collaborating (March 27)
 - Homeless needs, Seniors needs: mental health hotline (Apr 14)
 - Keeping in Touch program (KIT)
 - Community Response Network
 - Food Security (Leslie Dyck), food bank, partnership drive (Apr 14)
 - Local Food Retailers (Save-on, IGA, Coop, JJs etc), guidelines & needs
 - Holberg: with ESS rep Pat Gwynn; provided hand sanitizer (Apr 15)
 - Winter Harbour: Sanitizer, Parks signage (March 29)
 - Alert Bay; Sanitizer & gloves for Public Works Dept (April 7), (Apr 16)
 - Woss; Service supplies & Signage (Apr 2)
 - Quatsino: PPE, sanitizer Apr 7
 - NIREPC Meeting Planning for Apr 23rd

Operations (Patrick Donaghy)

- Campsite closure (March 23) implementation: web, Let's Camp, direct e-mails, signage
- Modified operations processes
 - Changes to recycling processes of some paper products
 - Adaption to a no-fare transit service with greater physical distancing
 - Coordinating water testing for 14 water systems
- Maintain Fire Department operations & services: 8 FD Regional (Zoom) Meeting held April 1

- Coal Harbour Hand Sanitizer, PPE (Mar 26)
- Hyde Creek Hand Sanitizer, PPE (Mar 26), shower purchased Apr 9
- Woss, Hand Sanitizer, PPE, Oxygen (Mar 26)
- Sointula, Hand Sanitizer, PPE (Mar 26), N95 SCBA masks Apr 3
- RCMP participates on Apr 7 (by phone...cannot use Zoom)

Finance (Rose Liu)

- Using & learning EMBC processes as adapted for pandemic situation
- First re-imbursements confirmed approved on April 14

Planning/IT (Jeff Long)

- Protocols/logistics of using combination zoom/ telephone/in person meetings
- Purchased & configured two laptops to enable finance staff to work from home while networked to the RDMW server

Logistics (Gerry Little)

- Purchase, pickup & delivery of supplies
 - 160l hand sanitizer, Oxygen, (March 26)
 - 180l hand sanitizer, 40 N95 masks (April 9)
- Determine alternative Emergency uses for Chilton Regional Arena (Mar 27)
 - Completed & ready for use; Provided to VIHA, April 2
- Monitor reports of campers

Recovery/Economic Analysis (Pat English)

- Contact local accommodations providers for availability of units for emergency use (Joli White) 27th
 - 8 sites confirmed available (Apr 14)
- Jobs for Canada (CERB) program implementation facilitation
 - Identified lack of available community terminals to allow residents to access programs on line (March 30), funding ID'd (Apr 7), site set up at Sointula Resource Centre, protocols/guide provided by MWHN (Apr 14)
 - On-line resource guide (Completed by MWHN, on line April 8)
- Tourism BC Program assistance help for operators



REGIONAL DISTRICT OF MOUNT WADDINGTON

ECONOMIC DEVELOPMENT DEPARTMENT

MONTHLY REPORT

TO: Board of Directors

FILE: 315.03

DATE: April 14, 2020

FROM: Pat English, Manager of Economic Development

SUBJECT: Monthly Economic Development Department Report

During the past month, I have been actively engaged with supporting the Emergency Coordinator address issues associated with the COVID – 19 pandemic, including acting as liaison with the Malcolm Island Pandemic Planning group and monitoring the various announcements from the federal and provincial governments concerning support payments for business and employees.

In addition, I have undertaken the following economic development activities:

- I have been working with Tourism Vancouver Island to restructure the budget and activities for the VINTAC. The social distancing guidelines adopted to help manage the COVID – 19 pandemic has effectively cosed the tourism sector for the 2020 season. We are expecting that revenues from the MRDT, which fund a major portion of VINTAC's marketing program, may decline by nearly 70% during 2020. Partially as the result of the loss of these revenues, TVI will delay a decision on a new coordinator and curtail any new marketing initiatives until the fall.
- The Hut to Hut Committee has completed a review of the feasibility report concerning development of a hut to hut network on the North Coast Trail and makes the following recommendation:

That the Regional District of Mount Waddington accepts the feasibility report from RC Strategies and approves the allocation of \$5,000 from the Economic Development Service for the detailed planning phase of the project. The work undertaken during the detailed planning phase of the project will include agreements with the First Nations with traditional territory in the North Coast Trail Park and with BC Parks on tenure and management

- I received notice from the MFLNRRO of a grant of \$100,000 for a worker and business attraction program to be administered by VINTAS. This program was originally developed to support the BC Rural Dividend application that I submitted in July 2013 with contributions from Port Hardy and Port McNeill. Related to this grant, VINTAS Executive Committee has recommended the following resolution to the RD Board:

That the Regional District of Mount Waddington approves the issuance of a contract not to exceed \$30,000 including fees and expenses for the management of the VINTAS worker and business attraction program during 2020. The proposed contract will extend the services previously provided by Creative Exposure.

Respectfully submitted,

Manager of Economic Development



April 14, 2020

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

Vancouver Island North Tourism Report: March to April 2020

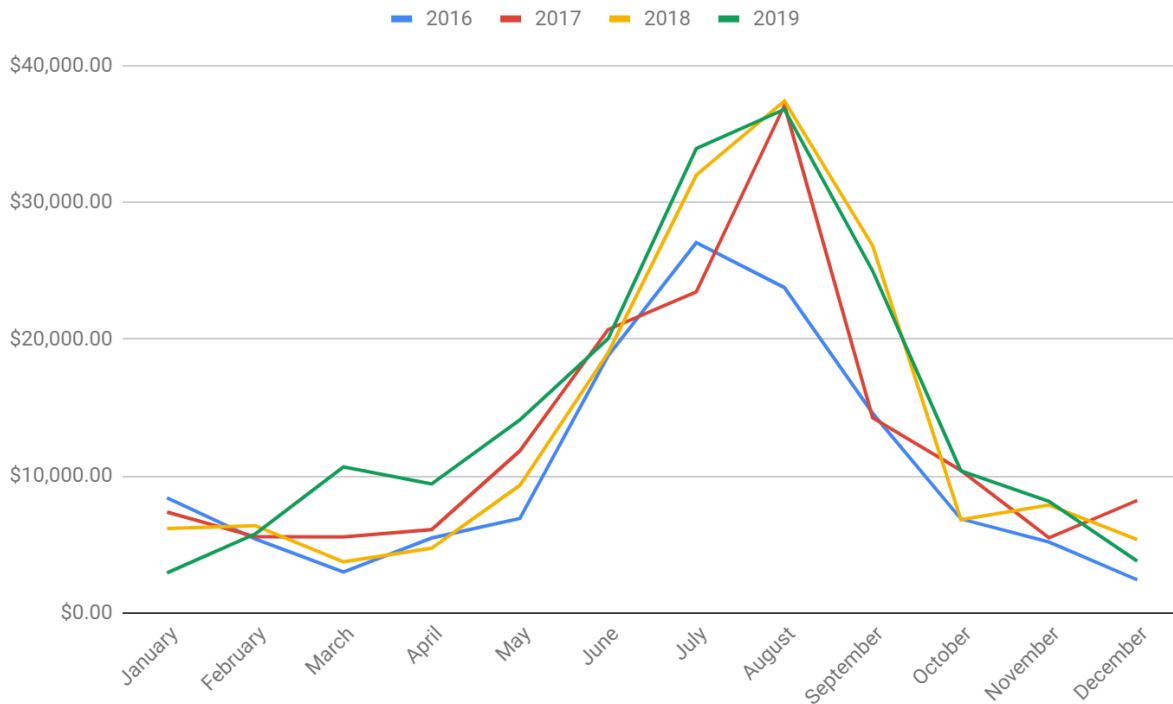
Upcoming and in-progress activities:

- Stakeholder Outreach - Since the beginning of April, 50 Vancouver Island North tourism stakeholders have been contacted by phone and/or emailed to check in and offer assistance in connecting with resources
 - While the majority of the businesses are either receiving cancellations, or making the decision to cancel trips themselves, there were a few businesses that said they have only had a moderate amount of cancellations; They believe that visitors are likely waiting until closer to their trip dates to see if the travel restrictions change
 - Approximately 25% of the accommodation properties that would typically be open year-round are now closed due to COVID-19
 - Select retail and food service businesses are adjusting their business models in order to comply with public health recommendations while remaining operational
 - Concerns expressed from Malcolm Island and Cormorant Island about people travelling to the Islands
 - We know currently that BC Ferries will only be operating on their winter schedule for the mid-coast routes, and that they will not be introducing the direct service between Port Hardy and Bella Coola at this time
 - We know that Pacific Coastal has extended their temporary service suspension until May 31, 2020
- Budget Re-forecasting
 - It is anticipated that a re-forecasted budget will be recommended by VINTAC and presented to the RDMW Board for the May meeting
- Provincial COVID-19 Tourism Impact Report
 - April 6 - 9 report attached
 - The British Columbia Regional Tourism Secretariat, the British Columbia Hotel Association, and British Columbia Destination Marketing Organization Association are reporting on the impact of COVID-19 to tourism businesses and gathering feedback on response and recovery measures

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 the full 2019 calendar year have not been received and the region saw an increase of 9.28% over 2018.



Respectfully submitted,

Karen Bannister
 Director, Destination Marketing
 Tourism Vancouver Island
 250-740-1222 | karen@tourismvi.ca



REGIONAL DISTRICT OF MOUNT WADDINGTON

OPERATIONS DEPARTMENT

MONTHLY REPORT

TO: Board of Directors **FILE:** 315.04 **DATE:** April 15, 2020
FROM: Patrick Donaghy, Manager of Operations
SUBJECT: April 2020 Operations Report

The Manager of Operations in the month of March has been working mostly on responding to the ongoing COVID-19 pandemic emergency. Primary focus was maintaining essential services while adapting operating guidelines and acquiring critical personal protective equipment to allow staff and volunteers to carry out their roles safely. Workplace COVID site assessments were completed for 7 Mile and the transfer stations at Woss and Malcolm Island. A review of the daily Emergency Operating Center reports will detail specific actions.

The Manager of Operations is working with Maura Walker and Associates to execute an action plan that will allow the continuation of the Regional Solid Waste Management Plan update. Members of the Advisory Committee have been contacted and there is strong interest to continue the effort through internet based video meetings. It is hoped that a draft version of the updated plan will be ready to present to the Board by the June Board meeting.

A North Island Fire Chiefs meeting was conducted on April 1st via internet video meeting with participation of Port McNeill, Port Hardy, Alert Bay, Hyde Creek, Sointula and Sayward. Delegations from BC Wildfire, Fire Commissioner's Office and the RDMW Emergency Coordinator complemented discussions on how to maintain readiness given the limitations associated with the Pandemic. Key challenges will be adopting safety strategies that will for weekly training to be maintained and getting ready for the 2020 wildfire season given the recent dry conditions.

Finally an Request For Proposals (RFP) competition has been launched vis BC Bids for the upgrading of the last lift station in Coal Harbour that has yet to be augmented. Given the very challenging economic times, interest in the competition has been greater than previous solicitations. To date, seven proponents has expressed interest with the competition set to close on May 8, 2020 with the expectation that a recommendation will be submitted to the Board at the May meeting. This project has already been approved for Gas Tax funding by the Area Directors.

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

Respectfully submitted

Patrick Donaghy PEng, MSc



REGIONAL DISTRICT OF MOUNT WADDINGTON

PLANNING & DEVELOPMENT SERVICES DEPARTMENT

MONTHLY REPORT

TO: Board of Directors **FILE:** 315.05 **DATE:** April 1, 2020
FROM: Jeff Long, Manager of Planning & Development Services
SUBJECT: March 2020 Planning & Development Services Department Report

1. Covid-19 Situation - Public Services / Advisory Commissions:

Staff continues to work in the RDMW office which is closed to the public. The vast majority of enquiries and other business is typically dealt with by telephone and email and this continues during the current health situation. Staff notified RDMW advisory bodies to postpone in-person meetings until further notice. Telephone and web-based meetings can be arranged on an as needed basis to deal with official business as the RDMW has the technology in place to undertake remote meetings and have people attend them through the internet using their own computing devices and by telephone. There have been no delays to planning and development services thus far, with the exception of the housing needs report project given the current phase two work relates to stakeholder / public engagement / consultation.

2. Projects:

- a) Mount Waddington Regional Housing Needs Report Project (2019-PROJ-03): At its meeting on March 13th, the Steering Committee reviewed and provided input on the findings associated with the initial data collection, compilation and analysis phase of the project. It also discussed the March 5th draft Communications and Engagement Strategy for the project. Given the Covid-19 situation, many aspects of the strategy will need to be postponed or revised to take into account alternative engagement plans / techniques. As a result, the consultant has been asked to prepare a revised strategy that would allow us to continue to move forward with less in-person engagement (not less engagement), along with a memo that deals with budget reallocation based on the revised strategy (e.g. less travel expenses) for the Steering Committee's consideration. At staff's request, UBCM has granted a project extension. Project activities were to be completed by July 15th with the final report to be submitted by August 15th, and these dates have been changed to October 15th and November 15th respectively. An extension for up to one year is possible, but in the interest of moving the project along, a lesser extension was requested. If need be, a further extension can be requested at a later date depending on the dynamics associated with the Covid-19 situation.
- b) Quatsino Advisory Commission (2020-PROJ-05): With the advent of the new Quatsino solid waste / recycling transfer station and wharf services, as well as the existing fire protection service, there is a need to create an advisory body to deal with these services as well as to continue dealing with matters of a planning nature (land use and development). In the Malcolm Island example, the former Advisory Planning Commission and Local Service Management Committee were amalgamated as part of the new Malcolm Island Advisory Commission. This was implemented by making changes to the RDMW's Advisory Planning Commissions Bylaw and then adopting a new Malcolm Island Advisory Commission Bylaw. Now, with the addition of new RDMW services for Quatsino, it is proposed that a similar exercise be undertaken for that community. This will mean that the current Quatsino Advisory Planning Commission will become defunct in favour of the new Quatsino Advisory Commission which will have a broader scope. As such, staff has prepared a bylaw to deal with required changes to the RDMW's Advisory Planning Commissions Bylaw, as well as prepared a bylaw to regulate matters as they pertain to the new Quatsino Advisory Commission. These bylaws will be presented to the Board at its regular meeting on April 21st.

3. Crown Land Tenures:

- a) Hodkinson (2020001): Cancellation of Specific Permission No. V914897 with respect to a private moorage tenure adjacent to Mist Island in Port Harvey in Electoral Area 'A' due to non-use in accordance with the approve management plan.
- b) MOWI Canada West Inc. (2002104): Cancellation of Licence No. V848495 with respect to a 21.5 hectare marine site in Tribune Channel for finfish aquaculture purposes.

- c) Trophy West Guide Outfitters Ltd. (2002009): In anticipation of renewal of the Crown land tenure associated with a 300 metre by 300 metre area subject to a Licence of Occupation adjacent to the east side of the Klinaklini River, Provincial staff consulted with the RDMW to confirm its applicable zoning regulations allow the use for nature / wildlife viewing. RDWM staff advised that the use is in compliance.
- d) Cermaq Canada Ltd. (2003065): Cancellation of Licence No. V854889 with respect to a 25.2 hectare marine site located in Cliff Bay in Simoom Sound for finfish aquaculture purposes.

4. Zoning Bylaw Amendments:

- a) 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 in places and a creek which are related to past slide activity. Staff has reviewed the application and advised the applicant that the information that has been submitted is insufficient and there is a need for additional and more refined information. The applicant has indicated that it intends to reduce the scale of the proposed development and will undertake to provide the required information.
- b) Buttle (2016-ZBA-01): In 2018, the Board of Directors adopted Bylaw No. 895 which had the effect of rezoning a portion of a property on West Cracroft Island and adjacent marine tenure for the purpose of allowing the establishment of a marine industrial facility with permitted uses which include the repair and storage of barges, float camps, float homes and marine structures ancillary to logging, shipping and aquaculture. As a condition of adoption of Bylaw No. 895, the applicants were required to enter into a development agreement with the RDMW that was registered on title. The development agreement includes several conditions related to the development and operation of this marine industrial facility. Staff has been receiving updates from the project coordinator, Mr. Rodney Clarke, with the most recent update including submission of the detailed plans and specifications prepared by professional engineers with respect to construction of the facility. Construction is proceeding as a result. Clarification is being obtained as to the extent of approvals required by upper government agencies in relation to the project.

5. Subdivisions:

- a) Vining / Hansen (2017-SUB-02): Request by applicant for final approval of the subdivision plan such that this two lot subdivision (boundary adjustment) in Quatsino can be registered at the Land Title Office. Upon review by staff, it was determined that conditions imposed by the RDMW as part of the Preliminary Layout Approval issued by the Ministry of Transportation and Infrastructure have been satisfied and final approval was issued. The Ministry has also given the subdivision final approval for registration and this file is now closed.
- b) Quatsino Land Company Ltd. (2018-SUB-03): This Preliminary Subdivision Application relates to a proposed sixteen lot bare land strata subdivision of two properties totaling 155 hectares (383 acres) adjacent to the east side of Atkins Cove in Quatsino Sound in Electoral Area 'B'. In its response to the referral of this application to the RDMW by the Ministry of Transportation and Infrastructure (MoTI), the RDMW provided its comments on May 1, 2019 and requested that a number of conditions be included in the Preliminary Layout Approval. MoTI has since issued review status letter in response to the application and comments the MoTI has received from referral agencies and indicates that additional information is required to be submitted before the preliminary review can be completed. The applicant will have to compile such information and submit it to the MoTI before processing can resume. Since then, the applicant has provided a revised subdivision plan in an effort to address previously identified concerns. Staff has reviewed the revised plan and provided comments to the applicant and MoTI in this regard.

6. Bylaw Enforcement:

During the latter part of the month of March during the heightened Covid-19 situation, five bylaw enforcement files were opened and there are presently twelve open enforcement files. This may be an indication that as more people spend time at home at all times of the week, they are becoming more aware of neighbouring activities and/or people are undertaking additional and/or new activities. Staff deal with complaints from the public with respect to a variety of matters, many of which do not relate to RDMW regulatory bylaws. In these cases, staff assist by directing complainants to the appropriate information / assistance sources.



THE REGIONAL DISTRICT OF MOUNT WADDINGTON MANAGEMENT REPORT

TO: Board of Directors, Mount Waddington Regional District
FROM: Rose Liu, Treasurer
SUBJECT: Treasurer's Report
Date: April 21, 2020

1. 2019 Audit is Postponed

Due to the COVID19 situation and other factors, we have decided to postpone the final field audit. The final date will be determined in May 2020. We prefer to have a field audit to be conducted in our office rather than a virtual audit.

2. Adjustment of Investment Goals in Current Economic Environment

Economic shutdowns and containment measures to stop the spread of COVID-19 have caused a sharp decline in global economic activity. The pandemic is sending the world into a recession that is much deeper than the contraction that followed the global financial crisis.

In the past we have been pursuing high return as our priority with an investment goal to beat the inflation by 0.5%.

We need to adjust our investment goals. As a local government, the number one objective for our investment portfolio should be "preservation of cash".

3. Staff Change

We are currently hiring a Finance Clerk specializing at Payroll and Accounts Payables. There were no internal applicants. We have received external applications.

4. EMBC Claims

We have our first EAF approved on April 15th. We are currently working with EMBC to have more EAFs approved.

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: March 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
25-Jan	2504	Alert First Aid Inc.	4198.95	Woss FD-Red Cross First Responder Course Fire Chiefs/Ops Mgr Annual Conference x 2 Fire Chiefs/Ops Mgr Annual Conference x 3
13-Feb	Mastercard	Fire Chiefs Association of BC	2418.75	Fire Chiefs/Ops Mgr Annual Conference x 4
20-Feb	2482	Hardy Sound Ltd	1429.24	Arena-Image Rm Casio Projector ARE021
19-Feb	2495	Port Hardy Bulldozing	1809.91	CHW-Water Service Repair
23-Feb	2525	RC Education Services	4620.00	MI/Quatsino Recycling Depots-Joracan Composters x 4 GT2020-01
16-Mar	2533	Waypoint Insurance	1850.00	MI Sewer Contracted Service Provider Liability Insurance Woss Rec-Swimming Pool-Install 50 gal HWT & material list for pool
18-Mar	2552	River City Plumbing and Heating Ltd	1744.96	filter repairs
25-Mar	2516	Henlors Exploration & Mechanical Ltd.	1356.41	7Mile-9 Month Aerator/Blower Service and repairs



REGIONAL DISTRICT OF MOUNT WADDINGTON

ADVISORY PLANNING COMMISSIONS BYLAW NO. 977, 2020

A Bylaw to Establish and Regulate Advisory Planning Commissions

WHEREAS the Board of Directors may establish advisory planning commissions for one or more electoral areas or portions of an electoral area.

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

Citation

1. This Bylaw shall be cited as “Regional District of Mount Waddington Advisory Planning Commissions Bylaw No. 977, 2020”.

Purpose and Function

2. The purpose of an advisory planning commission (hereafter “APC”) is to provide input to the Board of Directors (hereafter “Board”) of the Regional District of Mount Waddington (hereafter “RDMW”), a standing or select committee of the RDMW, or a director of the Board representing the affected Electoral Area (hereafter “Electoral Area Director”), on all matters referred to it by the Board, a standing committee or by that Electoral Area Director respecting land use planning and development, preparation and adoption of an official community plan or zoning bylaw or a bylaw that amends an official community plan or zoning bylaw, any other bylaw related to land use planning or development, and a permit or other approval that may be enacted or issued under Part 14 of the *Local Government Act*;
3. The Board, a standing or select committee responsible for matters outlined in section 2, or an Electoral Area Director, may refer to an APC for its input and recommendations, those matters referred to in section 2 herein that relate to the area for which the APC has been established. Such act shall constitute a referral. The Board hereby delegates to the Regional District’s officer responsible for land use planning and development, to undertake referrals on behalf of the Board, a standing or select committee or an Electoral Area Director.

Establishment of Advisory Planning Commissions

4. APCs are hereby established for each of those portions of Electoral Areas ‘A’, ‘B’, ‘C’ and ‘D’ as outlined below:
 - (a) A portion of Electoral Area ‘A’, the area of which includes Malcolm Island which is defined by the official community plan bylaw in effect for Malcolm Island. The APC for this area shall be known as the “Malcolm Island Advisory Commission” which will act in an expanded advisory capacity to include the referral of matters related to local services, and it shall be regulated by a bylaw which pertains specifically to the Malcolm Island Advisory Commission.
 - (b) A portion of Electoral Area ‘B’, the area of which includes the unincorporated community of Coal Harbour which is defined by the official community plan bylaw in effect for Coal Harbour. The four elected members of the “Coal Harbour Local Community Commission” shall also serve as the APC for this area. Where there is a conflict between the regulations associated with Coal Harbour Local Community Commission Bylaw No. 219 and this Bylaw, the regulations of the former shall prevail.
 - (c) A portion of Electoral Area ‘B’, the area of which includes the unincorporated community of Quatsino which is defined by the official community plan bylaw in effect for Quatsino. The APC for

this area shall be known as the “Quatsino Advisory Commission” which will act in an expanded advisory capacity to include the referral of matters related to local services, and it shall be regulated by a bylaw which pertains specifically to the Quatsino Advisory Commission.

- (d) A portion of Electoral Area ‘B’, the area of which includes the unincorporated community of Winter Harbour which is defined by the official community plan bylaw in effect for Winter Harbour. The APC for this area shall be known as the “Winter Harbour Advisory Planning Commission”.
- (e) A portion of Electoral Area ‘C’, the area of which includes the unincorporated community of Hyde Creek which is defined by the official community plan bylaw in effect for Hyde Creek. The APC for this area shall be known as the “Hyde Creek Advisory Planning Commission”.
- (f) A portion of Electoral Area ‘D’, the area of which includes the unincorporated community of Woss which is defined by the official community plan bylaw in effect for Woss. The advisory planning commission for this area shall be known as the “Woss Local Services Management Committee” which acts in an expanded advisory capacity.

5. The Board may establish new APCs or repeal existing APCs by amendment to this Bylaw.

Membership and Term of Appointment

- 6. Membership associated with each APC shall consist of a minimum of three (3) and a maximum of seven (7) persons.
- 7. At least two thirds (2/3) of the members of an APC must reside primarily (more than 180 days per year) within the area for which that APC was established, and have a valid postal address for that area as defined in section 4 herein.
- 8. With the exception of the APC for the unincorporated community of Coal Harbour, members of APCs shall be appointed by the Board by resolution upon receipt of a recommendation from the Electoral Area Director for the electoral area or portion thereof, for which the APC has been established.
- 9. An Electoral Area Director may solicit expressions of interest from the public with respect to membership on an APC.
- 10. The term of an appointment for APC members shall be for a maximum of four years. Members may be reappointed for subsequent terms.
- 11. The Board may, at its sole discretion, rescind the appointment of any member of an APC at any time.
- 12. The appointment of a member of an APC in effect at the time of the adoption of this Bylaw, shall remain in effect for the duration of that member’s term of appointment unless that member’s appointment is rescinded by the Board.
- 13. Directors and alternate directors of the Board of Directors of the RDMW, as well as officers, employees and contractors of / to the RDMW, may not be appointed as members of an APC, but they may attend APC meetings in a resource capacity.
- 14. All members of an APC shall serve without remuneration.

Meetings and Procedures

- 15. All APC meetings must be open to the public except where a portion of a meeting is to be closed to the public to discuss matters as outlined in section 90 of the Community Charter.
- 16. APC meetings shall take place on a weekday (Monday through Friday), but not on a statutory holiday;

17. At its first meeting of the calendar year, an APC shall appoint by resolution, a chairperson, a vice chairperson and a secretary from among its members.
18. An APC shall meet on an as needed basis to deal with referrals. Upon receipt of a referral, the chairperson shall schedule a meeting for the purpose of considering the referral, with said meeting to take place as soon as is convenient and no later than thirty days after the date the referral was sent. At that meeting, the APC must adopt a resolution which includes its recommendation with respect to the referral. The chairman may request that the electoral area director provide an extension from thirty days to forty-five days if it is not possible to conduct the APC meeting within the thirty day timeframe.
19. The chairperson shall, upon receipt of a referral and having scheduled an APC meeting to consider the referral, prepare an agenda for that meeting and shall distribute the agenda to the members of the APC and to Regional District staff at least seventy-two (72) hours in advance of the commencement of the meeting.
20. Where a referral to an APC relates to an application that has been submitted to the RDMW, RDMW staff shall invite the applicant to attend the APC meeting at which the application will be considered, and the chairperson shall provide the applicant with an opportunity to present information related to its application at the meeting.
21. The chairperson will preside over APC meetings. The vice chairperson will undertake the duties of the chairperson when the chairperson is absent or otherwise unable to undertake the duties of the chairperson.
22. The chairperson of the APC may provide members of the public in attendance at an APC meeting with an opportunity to ask questions on a referral matter that is being considered by the APC at that meeting.
23. In order to conduct its official business at a meeting to deal with a referral(s), the meeting must at a minimum, be attended by a quorum which shall consist of the majority of the total number of appointed members of the APC at that time. In voting on a motion to deal with a referral matter, a decision shall be rendered by the majority of members present at the meeting, which at a minimum, shall consist of a quorum.
24. In the event a quorum of members is not present fifteen minutes after the time a meeting is scheduled to commence, the names of those present will be recorded in the minutes and the meeting shall be adjourned. The meeting shall be reconvened at a time in which a quorum of members is available to attend.
25. In the event the chairperson and vice chairperson are not in attendance fifteen minutes after the time a meeting is scheduled to commence, a quorum of the members present shall appoint by resolution, a member to preside at that meeting.
26. In the event the secretary is not in attendance fifteen minutes after the time a meeting is scheduled to commence, the quorum of the members present shall appoint by resolution, a member to act as secretary for that meeting.
27. A motion must be moved by a member and seconded by another member before a vote on the motion can be conducted. Each member of the APC must vote on a motion that has been seconded unless a member has declared a conflict of interest. Any member present who does not vote and who has not declared a conflict of interest is counted as having voted in the affirmative. A tie vote on a motion means that motion is defeated. A motion which is approved by the majority of members present is deemed a resolution of the APC.

28. The secretary is responsible for taking the minutes of an APC meeting. The minutes shall contain the following information:

- (a) Date, time and location of the meeting;
- (b) The time at which the chairperson calls the meeting to order;
- (c) The names of the members present at the meeting as well as those who are absent;
- (d) Other persons present (i.e. electoral area director, RDMW staff members, applicants, number of persons from the general public);
- (e) Description of items dealt with by the APC and brief notes on the discussions related thereto;
- (f) Delegations who made representation to the APC;
- (g) Motions that are defeated;
- (h) Recommendations adopted by the APC with respect to referrals. These shall be in the form of a resolution and shall include one of the following recommendation options:
 - (i) Approval, with or without stated reasons; or,
 - (ii) Approval subject to conditions, with conditions stated; or,
 - (iii) Refusal of approval with reasons for refusal stated;
- (i) The time the meeting is adjourned.

29. The minutes of APC meetings shall be submitted to the RDMW as soon as possible after they have been approved by the APC.

30. Approved minutes of APC meetings shall be retained by the RDMW and made available to the public.

Repeal

31. *Regional District of Mount Waddington Advisory Planning Commissions Bylaw No. 948, 2018* is hereby repealed.

READ A FIRST TIME THIS DAY OF , 2020

READ A SECOND TIME THIS DAY OF , 2020

READ A THIRD TIME THIS DAY OF , 2020

ADOPTED THIS DAY OF , 2020

CHAIR

ADMINISTRATOR



REGIONAL DISTRICT OF MOUNT WADDINGTON

QUATSINO ADVISORY COMMISSION BYLAW NO. 978, 2020

A Bylaw to Establish and Regulate the Quatsino Advisory Commission

WHEREAS the Regional District of Mount Waddington deems it desirable to establish the Quatsino Advisory Commission to provide advice and input on planning, development and services matters which are referred to it;

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

Citation

1. This Bylaw shall be cited as “Regional District of Mount Waddington Quatsino Advisory Commission Bylaw No. 978, 2020”.

Establishment of Commission

2. The Quatsino Advisory Commission is hereby established for a portion of Electoral Area ‘B’ which includes the community of Quatsino, the area of which is defined by the official community plan bylaw in effect for Quatsino.

Purpose and Function

3. The purpose of the Quatsino Advisory Commission (hereafter “QAC”) is to act in an advisory capacity by providing its input and recommendations to the Regional District of Mount Waddington’s (hereafter “RDMW”) Board of Directors (hereafter “Board”) or that director of the Board of Directors who represents Electoral Area ‘B’ (hereafter “Electoral Area ‘B’ Director”), and RDMW management staff, on all matters referred to it by the Board, Electoral Area ‘B’ Director or RDMW management staff respecting:
 - a) Land use planning and development, preparation and adoption of an official community plan or zoning bylaw or a bylaw that amends an official community plan or zoning bylaw, any other bylaw related to land use planning or development, and a permit or other approval that may be enacted or issued, all of which are subject to Part 14 of the *Local Government Act*;
 - b) The preparation and adoption of service establishment bylaws or amendments thereto or any other bylaw related to the provision of services in the community of Quatsino;
 - c) The management, operation, maintenance or expansion of the solid waste system including the collection, storage, hauling, recycling and disposal of solid waste;
 - d) The management, operation, maintenance or expansion of the public wharf; and,
4. The Board, a standing committee or select committee responsible for matters outlined in section 3, or the Electoral Area ‘B’ Director may refer to the QAC for its input and recommendation, those matters referred to in section 3 that relate to the community of Quatsino. Such an act shall constitute a referral. The Board hereby delegates to the RDMW managers responsible for matters outlined in section 3 herein to undertake referrals on behalf of the Board of Directors, a standing committee or a select committee, or the Electoral Area ‘B’ Director.

5. With respect to a referral regarding those matters included in sections 3.b) through 3.d) herein, the QAC shall provide its input / advice / recommendations:
 - a) In relation to the need to enact such policies as may be necessary for the efficient management, operation, maintenance, improvement or expansion of a service;
 - b) Regarding the expenditure of funds as shown in the annual budget of the RDMW in respect of a service, or in relation to goods or services in relation to a service including contracts associated with the provision of such goods and services;
 - c) Regarding the provision of funds for capital purposes, or the undertaking of capital projects, or the contracting of debt, where applicable, for a service;
 - d) With respect to proposed budgets associated with a service; and,
 - e) In relation to any other topic or questions that may form part of the referral.

Membership and Term of Appointment

6. Membership on the QAC shall consist of a maximum of six (6) persons who reside primarily (more than 180 days per year) in the community of Quatsino and have a valid Quatsino postal address, as well as the Electoral Area 'B' Director, for a total of seven (7) members. There shall be a minimum of three (3) members in total, one of which shall be the Electoral Area 'B' Director.
7. Members of the QAC shall be appointed by the Board by resolution upon receipt of a recommendation from the Electoral Area 'B' Director.
8. The Electoral Area 'B' Director may solicit expressions of interest from the public with respect to membership on the QAC.
9. The term of an appointment for QAC members shall be for a maximum of four years. Members may be reappointed for subsequent terms.
10. The Board may, at its sole discretion, rescind the appointment of any member of the QAC at any time.
11. Directors and alternate directors of the Board shall not be appointed as members of the QAC. Officers, employees and contractors of / to the RDMW may not be appointed as members of the QAC, but they may attend QAC meetings in a resource capacity.
12. All members of the QAC shall serve without remuneration.

Meetings and Procedures

13. All meetings of the QAC must be open to the public except where a portion of a meeting is to be closed to the public to discuss matters as outlined in section 90 of the Community Charter.
14. QAC meetings shall take place on a weekday (Monday through Friday), but not on a statutory holiday.
15. At its first meeting of the calendar year, the QAC shall appoint by resolution, a chairperson, a vice chairperson and a secretary from among its members.
16. The QAC shall meet on an as needed basis to deal with referrals. Upon receipt of a referral, the chairperson shall schedule a meeting for the purpose of considering the referral, with said meeting to take place as soon as is convenient and no later than thirty days after the date the referral was sent. At that meeting, the QAC must adopt a resolution which includes its recommendation with respect to

the referral. The chairman may request that the Electoral Area 'B' Director provide an extension from thirty days to forty-five days if it is not possible to conduct the QAC meeting within the thirty-day timeframe.

17. The chairperson shall, upon receipt of a referral and having scheduled a meeting of the QAC to consider the referral, prepare an agenda for that meeting and shall distribute the agenda to the members of the QAC and to RDMW staff at least seventy-two (72) hours in advance of the commencement of the meeting.
18. The chairperson will preside over QAC meetings. The vice chairperson will undertake the duties of the chairperson when the chairperson is absent or otherwise unable to undertake the duties of the chairperson.
19. Where a referral relates to an application that has been submitted to the RDMW, RDMW staff shall invite the applicant to attend the QAC meeting at which the application will be considered, and the chairperson shall provide the applicant or its agent with an opportunity to present information related to its application at the meeting.
20. The chairperson of the QAC may provide members of the public in attendance at a QAC meeting with an opportunity to ask questions on a referral matter that is being considered by the QAC at that meeting.
21. In order to conduct its official business at a meeting to deal with a referral(s), the meeting must at a minimum, be attended by a quorum which shall consist of the majority of the total number of appointed members of the QAC at that time. In voting on a motion to deal with a referral matter, a decision shall be rendered by the majority of members present at the meeting, which at a minimum, shall consist of a quorum.
22. In order to comply with the requirements of the Local Government Act with respect to advisory planning commissions, when dealing with a matter included in section 3.a) herein, the Electoral Area 'B' Director shall refrain from voting in relation to such matters and shall act in a resource capacity only.
23. In the event a quorum of members is not present fifteen minutes after the time a meeting is scheduled to commence, the names of those present will be recorded in the minutes and the meeting shall be adjourned. The meeting shall be reconvened at a time in which a quorum of members is available to attend.
24. In the event the chairperson and vice chairperson are not in attendance fifteen minutes after the time a meeting is scheduled to commence, a quorum of the members present shall appoint by resolution, a member to preside at that meeting.
25. In the event the secretary is not in attendance fifteen minutes after the time a meeting is scheduled to commence, the quorum of the members present shall appoint by resolution, a member to act as secretary for that meeting.
26. A motion must be moved by a member and seconded by another member before a vote on the motion can be conducted. Each member of the QAC must vote on a motion that has been seconded unless a member has declared a conflict of interest. Any member present who does not vote and who has not declared a conflict of interest is counted as having voted in the affirmative. A tie vote on a motion means that motion is defeated. A motion which is approved by the majority of members present is deemed a resolution of the QAC.
27. The secretary is responsible for taking the minutes of the QAC meeting. The minutes shall contain the following information:

- (a) Date, time and location of the meeting;
- (b) The time at which the chairperson calls the meeting to order;
- (c) The names of the members present at the meeting as well as those who are absent;
- (d) Other persons present (e.g. RDMW staff members, applicants, number of persons from the general public);
- (e) Description of items dealt with by the QAC and brief notes on the discussions related thereto;
- (f) Delegations who made representation to the QAC;
- (g) Motions that are defeated;
- (h) Recommendations adopted by the QAC with respect to referrals. These shall be in the form of a resolution and shall include one of the following recommendation options:
 - (i) Approval, with or without stated reasons; or,
 - (ii) Approval subject to conditions, with conditions stated; or,
 - (iii) Refusal of approval with reasons for refusal stated;

And,

- (i) The time the meeting is adjourned.

28. The minutes of QAC meetings shall be submitted to the RDMW as soon as possible after they have been approved by the QAC.

29. Approved minutes of QAC meetings shall be retained by the RDMW and made available to the public.

READ A FIRST TIME THIS DAY OF , 2020

READ A SECOND TIME THIS DAY OF , 2020

READ A THIRD TIME THIS DAY OF , 2020

ADOPTED THIS DAY OF , 2020

CHAIR ANDREW HORY

ADMINISTRATOR