



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

January 19, 2021 at 2:00pm
Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

Zoom Meeting Invitation:

<https://us02web.zoom.us/j/82556673676?pwd=Q0cwRHZnOUlUak1QUndSSkVRQUhuQT09>

Page(s) **CALL TO ORDER**

A. APPROVAL OF AGENDA

- 1-2 1. Adopt January 19, 2021 RDMW Board of Directors Meeting Agenda as Presented (Or amended)

B. DELEGATIONS & RECOGNITIONS

1. *Jessie Moore – BC Parks*

C. MINUTES

- 3-9 1. Minutes of the Board of Directors Meetings held December 15, 2020 as Presented (Or amended)

Available
for
Review

2. District of Port Hardy Regular Council Meetings – November 10, November 24, 2020, Committee of the Whole – November 24, 2020; Town of Port McNeill Regular Council Meetings – November 24, December 8, 2020, Committee of the Whole – November 26, 2020; Village of Alert Bay Regular Council Meetings – August 24, September 14, September 28, October 13, November 9, November 23, 2020; Village of Port Alice Regular Council Meetings – October 14, October 28, November 25, 2020

Available
for
Review

3. Cheque Register Report (December 31, 2021)

D. STAFF REPORTS

- 10 1. a) Administrator (January 13, 2021)
b) Travel Report – *NO TRAVEL THIS MONTH (Due to COVID-19 Travel Restrictions)*

- 11 2. a) Manager of Economic Development (January 12, 2021)

- 12-14 b) Tourism Coordinator Report (January 11, 2021)

Recommendations

1. *THAT an application be submitted for grant funding application for the new boardroom project through the Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream;*

AND FURTHER THAT the Board supports the boardroom project and commits to any associated ineligible costs and cost overruns.

2. *THAT a contract not to exceed \$40,000 to Human Capital Resources to develop a strategy and plan for the attraction of home-based knowledge workers to the region.*

- 15-16 3. Manager of Operations (January 13, 2021)

Recommendations

1. *THAT a proposal be submitted for the development of a composting facility at 7 Mile Landfill for a total budget of \$500,000 to the CleanBC Organic Infrastructure and Collection Program under the Organic Processing Infrastructure subprogram.*
2. *THAT Wild Coast Environmental Consulting be contracted to carry out a biological assessment for the operations of 7 Mile Landfill with a budget of \$37,032 with any project costs exceeding a 5% change in the proposed total budget requiring a change order signed by both Wild Coast Environmental Consulting and the Regional District of Mount Waddington with the study to be completed by the end of 2021.*

- 17-18 4. Manager of Planning and Development Services (January 12, 2021)

E. FINANCIAL REPORTS

- 19 a) Treasurer (January 12, 2020)
20 b) Single Source Report (December 31, 2020)

F. COMMITTEE REPORTS - Electoral Area Committee
(To be brought forth from earlier Committee Meetings)

H. BYLAWS AND PERMITS - None

I. CORRESPONDENCE - None

J. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

1. Other Business: Discussion
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: February 16, 2021

J. ADJOURNMENT



REGIONAL DISTRICT OF MOUNT WADDINGTON

BOARD OF DIRECTORS

MEETING MINUTES

December 15, 2020 at 2:00pm

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

Chair: Zoom: Andrew Hory
Directors: In Person: None
Zoom: Dennis Buchanan, Kevin Cameron, Janet Dorward, Dennis Dugas,
James Furney, Sandra MacDonald, Rod Sherrell, Gaby Wickstrom,

Staff: In person: Greg Fletcher, Patrick Donaghy, Pat English,
Zoom: Rose Liu, Jeff Long, Nadine Weldon, Natalie Stewart, Joli White,
Angela Smith
Media: Zoom: Kathy O'Reilly – North Island Eagle
Public: Zoom: Mike Green, Jen Lash–Mount Cain Alpine Park Society, A. Howard,
John Tidbury

Resolution No. **CALL TO ORDER**

2:09 PM

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

Moved/Seconded/**CARRIED**

238/2020

A. THAT the RDMW Board of Directors December 15, 2020 Meeting Agenda be adopted as presented or amended.

B. DELEGATIONS & RECOGNITIONS

1. Mount Cain Alpine Park Society – Mike Green/Jen Lash
 - *Thanked the Board for their continued support*
 - *COVID Protocols instituted on Mount Cain including:*
 - *public areas and when skiing*
 - *Lodge is only allowing a maximum of 15 people inside at a time and only for 15 minutes at a time*
 - *There is a takeout window to allow for food sales*
 - *There will also be an outdoor seating area for people to sit outside, but still maintain social distance*
 - *There will only be four accommodation units available for rentals. They sold out in the first 15 minutes. No linens or bedding provided. No Monday stays, so that all rentals are aired out from Monday morning to Friday morning*
 - *All attendees must purchase a membership to assist with contact tracing*
 - *Staffing accommodations have been revised to ensure that protocols are followed, including plastic dividers between bunks and removing couches and excessive seating in the common area.*
 - *There will be a crisis communication plan in place if an attendee on the mountain is COVID positive.*
 - *The Park Society is geared up and ready to go*
 - *There is a movie on YouTube called “Frozen in Time” that is showcasing Mount Cain (currently over 158,000 views)*
 - *Capital Projects for 2020 include:*
 - *Grader repairs and maintenance (Lemare Lake Logging did a significant rebuild and donated a large amount of the repair costs)*

- Road rebuilds with the assistance of MFLNOR, WFP and Abernathy Contracting which allowed for three times amount of work to be done.
- Lift system engine has been replaced with an electric drive instead of the old engine that had been there.

Chair Hory and Directors thanked Jen Lash, Mike Green, and the Alpine Park Society for the ongoing work on such a great North Island Resource.

- | | |
|--|---|
| <p>2. 2021 Board Appointment Recommendations:</p> <p>A) 911 Corporation</p> <p>B) AVICC Solid Waste</p> <p>C) Coastal Community Network</p> <p>D) Municipal Insurance Authority</p> <p>E) Municipal Finance Authority</p> <p>F) Vancouver Island North Training & Attraction Society</p> <p>G) Vancouver Island North Tourism Advisory Committee</p> <p>H) Management & Personnel Committee</p>
<p>I) Policy Committee</p>
<p>J) Vancouver Island Climate Leadership Plan Working Group</p> <p>K) Mount Waddington Transportation Advisory Committee</p> | <p>Representative/Alternate</p> <p>A. Hory/D. Buchanan</p> <p>D. Buchanan</p> <p>D. Dugas</p> <p>R. Sherrell</p> <p>D. Dugas/A. Hory</p> <p>R. Sherrell</p> <p>J. Furney</p> <p>A. Hory/R. Sherrell/
D. Buchanan/D. Dugas/
G. Wickstrom</p> <p>A. Hory/R. Sherrell/
D. Dugas</p> <p>A.Hory</p> <p>A.Hory/S.Daniels/
J.Furney/R.Sherrell/
D.Buchanan/J.Tidbury/
J.Dorward/S.Downey</p> |
| <p>3. 2021 Electoral Area Director Appointment Recommendations:</p> <p>L) Vancouver Island Regional Library Board (Rural/EA)</p> <p>M) Island Coastal Economic Trust (ICET)</p> <p>N) Vancouver Island North Woodlands Advisory Group</p> <p>O) Sport Fishing</p> <p>P) Marine Planning Partnership (MaPP)</p> <p>Q) Offshore Pacific Advisory Committee</p> <p>R) Mount Waddington Health Network Steering Committee</p> <p>Q) Nimpkish Woodlands Advisory Committee</p> <p>R) Mount Cain Alpine Park Society</p> | <p>A.Hory/J. Furney</p> <p>A.Hory/R.Sherrell</p> <p>J. Furney/P.Donaghy</p> <p>J. Furney</p> <p>R. Sherrell</p> <p>A. Hory/R.Sherrell</p> <p>A.Hory/S.Downey</p> <p>R. Sherrell/P.English</p> <p>R.Sherrell</p> |

239/2020 Moved/Seconded/**CARRIED**
 THAT the 2021 Board Director appointments be approved as recommended.

C. MINUTES

240/2020 Moved/Seconded/**CARRIED**
 THAT the Minutes of the Board of Directors Meeting held November 17, 2020 be adopted as presented.

241/2020 Moved/Seconded/**CARRIED**
 THAT the Cheque Register report dated November, 2020 be received and filed.

D. STAFF REPORTS

1. Administrator Reports:

a) Administration Report (December 9, 2020)

- *At the Regional Transportation Committee meeting , it was noted that the proposed route expansions were very small, and BC Transit will advise if some of their other route hours come available, they will reconsider the implementation time-line*
- *The EA committee did not support providing funds for the proposed FCM heat pump rebate proposal, however this is separate from the Clean BC rebates that Eco-Trust BC is currently facilitating*

242/2020 Moved/Seconded/**CARRIED**
THAT a revised Annual Operating Agreement with BC Transit be executed for the period of April 1, 2020 to March 31, 2022.

243/2020 Moved/Seconded/**CARRIED**
THAT Cathy Denham be appointed as Regional Emergency Coordinator for the term of January 1 to December 31, 2021 and that her contract be renewed accordingly.

244/2020 Moved/Seconded/**CARRIED**
THAT Jay Dixon be approved as the Regional District of Mount Waddington nominee for the position of the Northern Coastal and North Island Area member of the BC Ferry Authority Board.

245/2020 Moved/Seconded/**CARRIED**
THAT the December 9, 2020 Administrator's Report be received and filed.

a) Travel Report – *No Travel (Due to COVID-19 Travel Restrictions)*

2. Manager of Economic Development (December 8, 2020) *also noted:*

- *The boardroom drawings were updated December 7, 2020, after revisions ensuring that the Regional District to maintain COVID protocols and staff consultation.*
- *Due to discussion at In-Camera meeting, the work with RC Strategies will be put on hold until further discussions can be had with regards to risk management.*

246/2020 Moved/Seconded/**CARRIED**
THAT an application be submitted to the COVID-19 Resilience Infrastructure Program for funding to develop a new boardroom and associated facilities at the Regional District office.

247/2020 Moved/Seconded/**CARRIED**
THAT the December 8, 2020 Manager of Economic Development's Report be received and filed.

- a) Tourism Coordinator Report (November 26, 2020)
- b) Vancouver Island North Tourism Strategic Business Plan 2021-2022
- c) Vancouver Island North Tourism Marketing Plan 2021

248/2020 Moved/Seconded/**CARRIED**
THAT the Vancouver Island North Tourism Advisory Committee Marketing 2021 Plan be approved.

249/2020 Moved/Seconded/**CARRIED**
THAT the Vancouver Island North Tourism Advisory Strategic Business Plan for 2021 be approved.

250/2020 Moved/Seconded/**CARRIED**
THAT Electoral Areas A, B, C, D & Port Alice Municipal Regional District Tax (MRDT) rate be increased from 2% to 3%.

It was noted that the Village of Port Alice is part of the Regional District Electoral Area MRDT collection area while the other three municipalities have their own areas. This motion is only the first part of a longer approval process that is hoped to be completed by June.

251/2020 Moved/Second/**CARRIED**
THAT the Regional District of Mount Waddington enter into a contract with Tourism Vancouver Island for the MRDT renewal not to exceed \$13,725.

252/2020 Moved/Seconded/**CARRIED**
THAT the November 26, 2020 Tourism Coordinator Report be received and filed.

3. Manager of Operations (December 9, 2020):

- *The submission deadline for the CleanBC Organic Infrastructure and Collection Program Grant has been extended, as such the full grant proposal will be brought to the Board in the January 19, 2021 meeting.*
- *The biological assessment for 7 Mile was not put out for tender due to the already established working relationship with Wild Coast Environmental, previous working experience downstream of the landfill and willingness to meet requirements set out by the Regional District and Kwakiutl First Nation. Other proposals were requested, but scope of work was not as extensive, cost effective nor was there a guarantee of the ability to meet the timeline required.*
- *Request from the Chair to all managers that any request to deviate from the procurement and purchasing policy be put forth to the Board with well documented reasons for same to allow for transparency for public review.*

253/2020 Moved/Seconded/**CARRIED**
THAT a Request for Proposal be prepared and sent out for a biological assessment for the operations at 7 Mile Landfill.

254/2020 Moved/Seconded/**CARRIED**
THAT the Fire Chief Appointments be approved as follows:

- Murray Estlin – Hyde Creek Volunteer Fire Department
- Brock Soderman - Woss Volunteer Fire Department
- Andrew Hory – Coal Harbour Volunteer Fire Department
- Tom Trimmer – Sointula Volunteer Fire Department

255/2020 Moved/Seconded/**CARRIED**
THAT the December 9, 2020 Manager of Operations report be received and filed.

4. Manager of Planning and Development Services (December 8, 2020) *also noted:*

- *The Housing Needs consultants will be asked to provide their report and answer questions to the Board of Directors in either January or February 2021.*

256/2020 Moved/Seconded/**CARRIED**
THAT the December 8, 2020 Planning and Development Report be received and filed.

E. FINANCIAL REPORTS

1. Finance Report from the Treasurer (December 7, 2020). *Also noted:*
- *The Interim Audit will be done remotely to ensure COVID protocols are maintained.*

257/2020 Moved/Seconded/**CARRIED**
THAT the December 7, 2020 Finance Report be received and filed.

- a) Single Source Reports (November 30, 2020)

258/2020 Moved/Seconded/**CARRIED**
THAT the November 30, 2020 Single Source report be approved.

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

- 1) Electoral Area Gas Tax Meeting.

259/2020 Moved/Seconded/**CARRIED**
THAT up to \$54,000 gas tax funding for the GT2020-06 Coal Harbour Wastewater Plant Upgrade be approved.

G. BYLAWS AND PERMITS

1. THAT Bylaw No. 986, 2020 cited as "Sointula Volunteer Fire Department Local Service Establishment Amendment Bylaw No. 986, 2020" be given 2nd and 3rd readings.

260/2020 Moved/Seconded/**CARRIED**
THAT Bylaw No. 986, 2020 cited as "Sointula Volunteer Fire Department Local Service Establishment Amendment Bylaw No. 986, 2020" be given 2nd and 3rd readings.

CORRESPONDENCE

1. Seven Hills Golf and Country Club Grant-In-Aid request for 2021 be brought forth to the Budget Committee for review.

261/2020 Moved/Seconded/**CARRIED**
THAT it be recommended to the Finance Committee that a \$40,000 Grant-In-Aid be provided to Seven Hills Golf and Country Club in the 2021 Financial Plan.

2. Mount Cain Alpine Park Society Grant-In-Aid request for 2021 be brought forth to the Budget Committee for review.

262/2020 Moved/Seconded/**CARRIED**
THAT it be recommended to the Finance Committee that a \$40,000 Grant-In-Aid be provided to the Mount Cain Alpine Park Society in the 2021 Financial Plan.

I. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

1. Electoral Area Updates:

Area "A" - Broughton / Malcolm Island / Mainland

- *There are discussions amongst the islanders about food security, housing and possible employment possibilities on the island.*
- *New board and old board for The Malcolm Island Advisory Commission will start a new term January 1, 2021. Hoping to bring Island forward and unite it.*

Moved/Seconded/**CARRIED**

263/2020

THAT the following persons be appointed to the Malcolm Island Advisory Commission for the term January 1, 2021 to December 31, 2024:

- o Wanda Laughlin
- o Joy Davidson
- o Eric Hutchingame
- o Michelle Calvert Pottage
- o Roger Lanqvist
- o Connor Siider

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

- *There has been an injured bear in Coal Harbour for the past few weeks that was problematic, a stark reminder that this has been a rough year for both wildlife (including a very small salmon run) and humans.*
- *Tom Nelson has been elected as the Chief of Quatsino First Nation*

Area "C"- Hyde Creek / Rupert

- *Ongoing talks with Pat English of the Regional District Economic Development and the Port McNeill Rotary to extend the walking trail to the Nimpkish Heights junction. There is the possibility of having the project funded 100%.*
- *Funding of \$400 was provided to the Hyde Creek Beautification group, to go towards planting flowers along roadways and the highway in and adjacent to Hyde Creek.*

Area "D"- Nimpkish Valley / Woss

- *Trying to secure a log car for the Nimpkish Heritage park*
- *Municipal Updates:*

Village of Alert Bay

- *Working on Bylaws*
- *Town council and staff trying to establish media abilities in the office to transmit village council meetings to align with Provincial Health Orders.*

Village of Port Alice

- *New wharf installed, which handled the last storm very well*
- *Opened the recreation centre during the last power outage (lasted for 4 days in Port Alice), was a good test of the emergency services*
- *Tech Resources (Mineral Exploration Company) have moved into Port Alice while they do mineral explorations*
- *Merry Christmas to the rest of the board*

District of Port Hardy

- *Winding down for the end of the year*
- *New Director of Corporate Services and a new position as a Director of Recreation starting January 4th,*
- *Still in contact with the Province re: support for Fire Emergency equipment*

- *Letters being sent out on a consistent basis to various ministries regarding aquaculture fisheries (open to closed pen fisheries) and logging, specifically allowing local government to be a part of the discussions*
- *North Island Seniors Housing Foundation application for housing development was not accepted, (there were 12 applicants and only 5 were accepted), in part, because the project was not ready to break ground. Having the housing needs report being completed will be extremely helpful with any applications going forward.*
- *Joyous and Healthy New Year*

Town of Port McNeill

- *Partial hold on OCP process due to difficulty of completing public consultation with COVID restrictions. Online survey will be extended.*
- *Active Transportation Plan and Wildfire Protection Plan are still going ahead.*
- *Discussions with Mayor of Port Hardy, Mayor of Gold River and Mayor of Campbell River on how to create an ongoing dialogue with both Federal and Provincial Ministries responsible for forestry and aquaculture to stress the importance of these industries to our region have been positive. Would like to have a discussion where all sides are together.*

Questions/Comments

- *The Administrator noted that thanks to Nadine Weldon's efforts, the much delayed 2019 Annual Report has now being completed and is on the RDMW's website.*

Next Meetings of the Board of Directors: Regular Meeting: January 19, 2021 at 2:00 pm

264/2020

ADJOURNMENT

TIME 4:09 PM

CHAIR

SECRETARY



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: BOARD
FROM: Greg Fletcher, Administrator
SUBJECT: January, 2021 Administration Report
DATE: January 13, 2021

Transit – Unfortunately, further COVID restrictions in December slowed down the gradual recovery in transit use. Our preliminary annual 2020 transit statistics show a drop in ridership of 26% to 20,550 and fare revenue decline of 30% from 2019, to \$47,000. The loss of fare revenue will be offset by the \$68,531 “Safe Restart” funds that can be applied for revenue shortfalls in both 2020 and expected for 2021. The Volunteer Transportation Network numbers also dropped: the total trips were down 24% to 368 and the number of clients served dropped 15% to 747.

Emergency Planning – In addition to the weekly regular COVID EOC meetings, we have been dealing with numerous weather-related events including monitoring the situation arising from a fuel spill related to the recovery of a sunken barge in Port McNeill.

Boardroom Expansion – An architect, Tom Dishlevoy, has been retained to provide expertise related to the conceptual design and cost estimate for the proposed Boardroom expansion for the purposes of the grant application approved last month. Staff will be meeting with the Port Hardy building inspector on January 14th to gain his perspective with respect to process and any construction issues that we may face. Conceptual drawings and the architect’s agreement are included in the Director’s package.

Parks – Reservations will be opening for the campsites on February 1 with the caveat that no refunds will be provided if travel restrictions prevent access to the parks. The reservation system provider is changing their system but will allow us to operate on the old system for 2021; next year we may have to consider making a change.

Respectfully Submitted,

Greg Fletcher, Administrator



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

TO: Board of Directors

FILE: 315.03

DATE: January 11, 2021

FROM: Pat English, Manager of Economic Development

SUBJECT: Monthly Economic Development Department Report

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

- I have been working with the Administrator to develop the funding application for the boardroom expansion project. We have retained an architect to help develop a preliminary design and project costing that for the basis of the application. The COVID-19 Resilience Infrastructure Program requires the following format for a resolution in support of the project (this will be used instead of motion 246-2020 which did not have the required reference to cost over-runs)

THAT an application be submitted for grant funding application for the new boardroom project through the Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream; and

THAT the Board supports the project and commits to any associated ineligible costs and cost overruns.

- The steering committee for the Home-Based Knowledge Worker program has completed an evaluation of the 6 proposals that we received in response to a Request for Proposal notice and has forwarded a recommendation to the VINTAS Executive Committee (the recommended proposal is in the Directors circulation package). Funding for this project is provided by Island Coastal Economic Trust and the COVID Economic Recovery Grant that was received in April, 2021. The VINTAS Executive Committee has received the recommendation and requests the Regional District Board of Directors to approve the following resolution:

That a contract, not to exceed \$40,000, be awarded to Human Capital Resources to develop a strategy and plan for the attraction of home-based knowledge workers to the region.

- I have been working with Cascadia Seafoods and the Province to develop a proposal for a Seaweed Forum that will be held in the region later this year. The Forum will bring together investors, operators, and regulators to review the current state of the seaweed market and provide a framework for sustainable industry development.

Respectfully submitted,

Manager of Economic Development



January 11, 2021

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

Vancouver Island North Tourism Report; December to January, 2021

Upcoming and in-progress activities:

Marketing

- Marketing Initiatives continue to be paused. Will continue to monitor and follow provincial Health Orders.
- Ongoing stakeholder check-in calls. Remaining Executive Pulse calls and follow up emails to be completed by Mid-January.

Grant Applications Destination BC DMO Community Adaptation Funding Program

- Grant applications were submitted for the DMO Community Adaptation Funding Program on behalf of each of the MRDT collecting communities in the Regional District; Port Hardy, Port McNeill, Alert Bay and the Regional District Areas A, B, C, D & Port Alice. Each application was written and created with joint VINT projects in mind and included a Tourism Recovery Marketing Plan, a Research Investment, and a Buy Now Visit Later campaign to provide immediate support to tourism businesses. Notification of approvals came in on January 8, 2021.
 - Mt. Waddington \$16,500
 - Port Hardy \$16,500
 - Port McNeill \$16,500
 - Alert Bay \$16,500

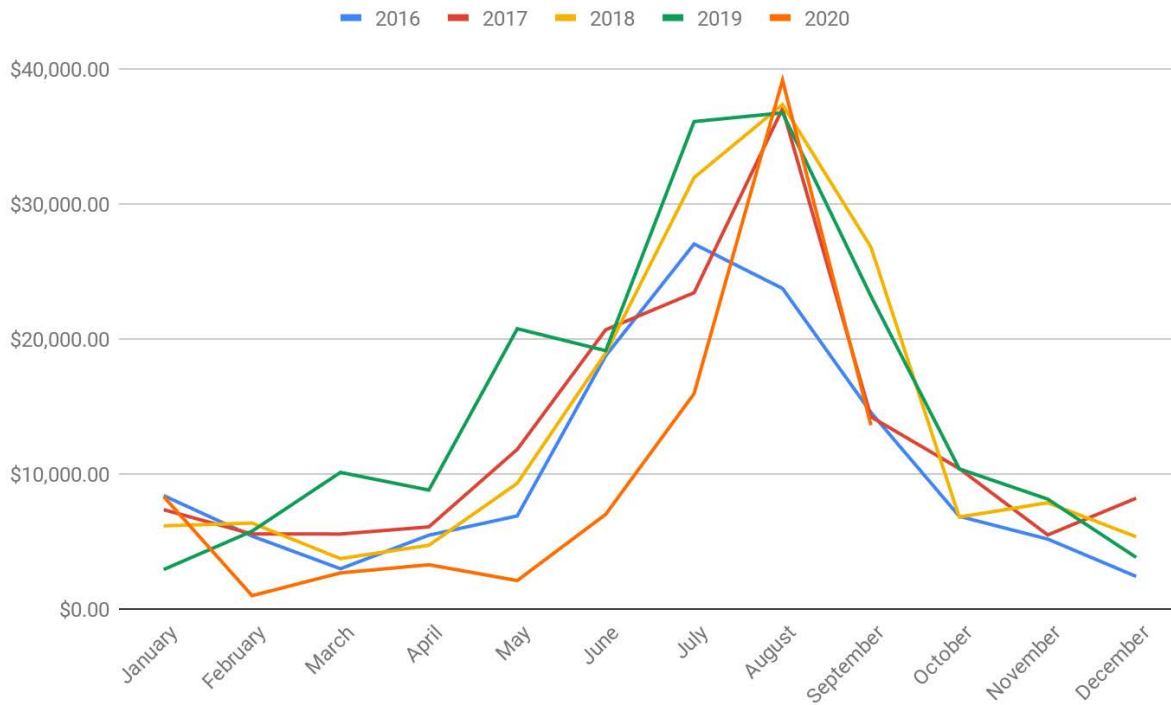
Vancouver Island North Tourism Advisory Committee

- The next meeting of the Advisory Committee will be January 27th.
The Agenda includes:
 - Financial Review; VINTAC Terms of Reference; VINTAC Code of Professional Conduct & Conflict of Interest Guidelines: Marketing Update;
 - MRDT Renewal Update; Impacts of Covid Report; 2021 Chair & Vice Election; Mid-term Strategic Position Appointment; 2021 Meeting Calendar Confirmation; Community/Partner Organization Updates.

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%.



March	2019: \$10,121	2020: \$2,669
April	2019: \$8,809	2020: \$3,273
May	2019: \$20,770	2020: \$2,100
June	2019: \$19,143	2020: \$7,011
July	2019: \$36,127	2020: \$15,958
August	2019: \$36,772	2020: \$39,195
September	2019: \$23,188	2020: \$13,615

Respectfully submitted,

Natalie Stewart

Natalie Stewart
 Tourism Coordinator
 Vancouver Island North
 250-209-2454 | natalie@vancouverislandnorth.ca

2021 Vancouver Island North Tourism Advisory Committee

	First Name	Last Name	Regional Representation	Business/Association	Term
Tourism Stakeholder	Andrew	Jones	Port McNeill & Area A	Kingfisher Wilderness Adventures	2021-2022
Tourism Stakeholder	Kathy	Gibler	Area A	Sointula Museum	2021-2022
Tourism Stakeholder	Tanya	Smallwood	Area D	Telegraph Cove Resort	2021-2022
Tourism Stakeholder	Elspeth	McGillivray	Area D	Prince of Whales	2021-2022
Tourism Stakeholder	Enrique	Toledo	Port Hardy	Kwa'lilas Hotel	2021-2022
Strategic Appointment	Donna	Gault	Port Hardy	Tourism Port Hardy	2020-2021
Strategic Appointment	John	Tidbury	Port Hardy	North Coast Trail Shuttle	2020-2021
Strategic Appointment	Anna	Burgess	Port Hardy	Café Guido	2020-2021
Strategic Appointment	VACANT	VACANT			2020-2021
Municipal Appointment	Treena	Smith	Port Hardy	Councillor	2021-2022
Municipal Appointment	Derek	Koel	Port McNeill	Councillor	2021-2022
Municipal Appointment	Angela	Yunker	Port Alice	Councillor	2021-2022
Municipal Appointment	Larry	Hill	Alert Bay	Councillor	2021-2022
RDMW Appointment	James	Furney	Area C (Hyde Creek)	RDMW	2019-2020
First Nation Appointment	Cyrus	Singh	Gwa'sala-'Nakwaxda'xw	Gwa'sala-'Nakwaxda'xw	2021-2022
First Nation Appointment	Michelle	Hunt	Kwakiutl	Kwakiutl	2021-2022
First Nation Appointment	Robert	Mountain	'Namgis	'Namgis	2021-2022
First Nation Appointment	VACANT	VACANT	Tlatlasikwala (Hope Island)	Tlatlasikwala	2021-2022
First Nation Appointment	VACANT	VACANT	Kwik'wastutinuxw Haxwamis (Gilford Island)	Kwik'wastutinuxw Haxwamis	2021-2022
First Nation Appointment	VACANT	VACANT	Da'naxda'xw - Awaetlala (New Vancouver)	Da'naxda'xw - Awaetlala	2021-2022
First Nation Appointment	VACANT	VACANT	Quatsino	Quatsino	2021-2022
Non-Voting Positions					
VINTAC Liaison	Elizabeth	Aman-Hume	Port Hardy	Chamber of Commerce & Visitor Centre	
VINTAC Liaison	Lucas	Williams	Port McNeill	Harbour & Visitor Centre	
Municipal Alternate - Port Hardy	Janet	Dorward	Port Hardy	Councillor	
Municipal Alternate - Port McNeill	Gaby	Wickstrom	Port McNeill	Mayor	
Municipal Alternate - Alert Bay	Sandy	Parkinson	Alert Bay	Councillor	
Tourism Coordinator	Natalie	Stewart	Regional	Vancouver Island North Tourism	
Contract Coordinator	Joli	White	Regional	Vancouver Island North Tourism	
Contract Service Provider	Karen	Bannister	Regional	Tourism Vancouver Island	
Economic Development Manager	Pat	English	Regional	Regional District of Mount Waddington	



REGIONAL DISTRICT OF MOUNT WADDINGTON

OPERATIONS DEPARTMENT

MONTHLY REPORT

TO: Board of Directors **FILE:** 315.04 **DATE:** January 13, 2021
FROM: Patrick Donaghy, Manager of Operations
SUBJECT: January 2021 Operations Report

Brandon Kreager in his role of Planning and Operations Assistant has been working on the following initiatives:

- Continues the implementation of an update to the 7 Mile Landfill Health and Safety Program
- Is working on the Hornsby Crawler Historic Site Development
- Overseeing the application to expand the 7 Mile Landfill and Recycling Center's land tenure
- Developing the Coal Harbour Waste Water Treatment Plant Plans

As mentioned in the Manager of Operations report to the Board in October, a grant proposal was being developed for the **CleanBC Organic Infrastructure and Collection Program** and more specifically the **Organic Processing Infrastructure** subprogram. The resultant proposal is intended to fund the capital development of a composting area that decreases the time required to breakdown organic waste and enable the composting of food waste should North Island communities choose to adopt household organic waste programs. The total projected cost for the proposed works will be \$500,000 which includes a 20% contingency allocation. The budget has been developed in conjunction with local contractors to provide a stronger level of confidence in the planned cost. The grant program will cover 2/3 of the cost of the works with the Regional Solid Waste program needing to fund the remainder cost of \$166,666 should the full \$500,000 be expended. With this in mind, it is requested that the Board pass the following motion:

That a proposal be submitted for the development of a composting facility at 7 Mile Landfill for a total budget of \$500,000 to the CleanBC Organic Infrastructure and Collection Program under the Organic Processing Infrastructure subprogram.

The Woss Volunteer Fire Department (WVFD) has just been informed that their application to the **Fire Chiefs Association of British Columbia Road Rescue Grant Program** was successful. The resultant grant will fund the replacement of the department's 1994 Suburban with a 2016 Super Duty 4X4 ¾ ton pickup plus some additional accessories to enhance its functionality in its new road rescue role. Particular credit goes to WVFD's Fire Chief Brock Soderman who carried out the technical research that made the proposal a strong candidate for being funded.

As per the Board's direction, staff initiated a Request For Proposal (RFP) process to determine which consultant should carry out a Biological Study of environmental values associated with 7 Mile Landfill which would be part of the process for updating the landfill operation permit. The other equally significant element under consideration was the need to engender confidence by the Kwakiutl First Nation regarding the Regional District commitment to environmental values. The competition was posted on BC Bid in December with submitted proposals due on January 11, 2021. The competition elicited interest initially from four parties although only three proposals were submitted (Madrone, Ecologic and Wild Coast). Proposals were evaluated on the following factors: Cost, number of field days and opportunities for direct participation by members of the Kwakiutl First Nation. Each factor was given a weighting of 25 marks for a potential top score of 75. Given the scoring system, Wild Coast Environmental Consulting was the strongest proposal with a cumulative score of 69 points with the other proposals scoring 33 and 31 points. Given the results of the comparative analysis of the received proposals, it is recommended that the following motion be passed by the Board:

That Wild Coast Environmental Consulting be contracted to carry out a biological assessment for the operations of 7 Mile Landfill with a budget of \$37,032 with any project costs exceeding a 5% change in the proposed total budget requiring a change order signed by both Wild Coast Environmental Consulting and the Regional District of Mount Waddington with the study to be completed by the end of 2021.

One of the priorities set out in the recent Interim Solid Waste Management Plan was better manage the waste stream originating from the aquaculture industry. This waste, which is predominantly rope, netting and Styrofoam floats take up a significant volume of the developed landfill's airspace shortening the life expectancy of existing infrastructure. The aquaculture industry and Fox's Disposal have demonstrated a commitment to waste diversion as shown by recent success in recycling HDPE piping from the waste stream. Staff are in discussions with Fox's Disposal and Ocean Legacy to develop a system to divert the rope, netting and Styrofoam materials which will hopefully further enhance the industry's environmental reputation for sustainability and reduce overall waste being landfilled. The new system should also significantly reduce the amount of material needing to be landfilled as a result of shoreline and open water clean up efforts. It is also hoped that the cooperative effort will provide future opportunities for grants that will bolster diversion capacity. Staff will continue to keep the Board apprised as these efforts develop.

The Manager of Operations is working with Kathy Denham, the Regional District's Emergency Coordinator, in preparing a grant application to the Union of BC Municipalities's Emergency Social Services grant program. The proposal will be focused on developing greater resiliency among the unincorporate communities. Funds will be sought to either install external plug-ins or backup generators at designated evacuation centers in the communities of Sointula, Hyde Creek and Coal Harbour. Given the tight timelines, the application was not ready at the time that this report was being written but will be **ready for the Board's consideration for January 19th meeting** and hopefully get a motion of support.

Finally the Manager of Operations is working diligently on the 2021 budgets and at the time of the January Board meeting will have met with Coal Harbour LCC. Other community meetings with Woss, Malcolm Island, Hyde Creek and Quatsino will be planned for the month of January or early February. Also planned for January is working with the Manager of Economic Development to prepare grant applications for the invasive species program.

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:** January 11, 2021
FROM: Jeff Long, Manager of Planning & Development Services
SUBJECT: December 2020 Planning & Development Services Department Report

1. Projects:

- a) Mount Waddington Regional Housing Needs Report Project (2019-PROJ-03): The consultant conducted an online capacity building meeting with the Steering Committee on December 4th for the purpose of sharing information and techniques for future updates to the Housing Needs Report which at this point, must be updated every five years. Programs and funding sources for housing projects, particularly as they relate to not-for-profit groups was also review and discussed. Two community forum sessions were conducted on December 10th at 10:00am and again at 6:00pm, to present the Housing Needs Report findings, related recommendations and housing project opportunities with stakeholders and the public. Given conclusion of the project by the December 15th deadline, Staff prepared a report and related attachments and submitted them to UBCM in accordance with the Housing Needs Reports Program such that the remaining \$60,000 grant can be paid to the RDMW for the project. Staff are working with the project consultants to obtain all project deliverables in final format and then will circulate this information to all project partners. A presentation will be conducted at the Regional Planning Committee meeting on February 16th to review and discuss project related recommendations.
- b) iMap 3.0 Staff Training: An orientation session for staff of the RDMW and its four municipal partners was conducted on December 17th with respect to the new iMap 3.0 geographic information system that is managed by the RDMW for all five North Island local governments. This new software platform replaces iMap 2.2 and comes with a completely new setup with additional features that staff will need to become familiar with. Staff has been working with CVRD staff on technical matters associated with the new iMap 3.0 in an effort to make improvements, particularly as it relates to some inefficiencies associated with the new system.
- c) Civic Addressing: In the new year, staff will undertake to contact the RDMW's municipal partners to provide a reminder about civic addressing protocols, particularly as they relate to ensuring civic addressing changes and additions are made in iMap and with respect to 911 and emergency services.
- d) Marine Plan Partnership (MaPP): Staff attended a meeting of the North Vancouver Island Marine Plan Advisory Committee on December 7th. The purpose of the meeting was to review the status of various projects being undertaken by the Marine Plan Partnership in relation to implementation of the North Vancouver Island Marine Plan which was completed in 2015. There are over twenty ongoing projects which deal with a range of matters including things like eco-based monitoring programs, climate change assessment, pollution clean-up, archaeological and heritage initiatives, establishment of an amendment process in relation to the North Vancouver Island Marine Plan, etc.
- e) Information Technology / RDMW Computer Network: Staff ordered new laptops for front office administration staff and the Treasurer and configured one and will finish the other in the new year. Staff conducted a meeting on December 4th with the RDMW's long term IT consultant, Mike Simmons, and local IT consultant, Alex Higgins, to coordinate the RDMW's IT needs. A mapping exercise was conducted which maps out the RDMW's computer network and makes it easy to visualize the overall network for existing and future staff and consultants. It also identifies existing deficiencies and staff is undertaking work to address them and will provide an update next month. Staff worked with Alex Higgins inhouse on the weekend of December 12th to address wired networking issues and upgrades and will complete this project on the weekend of January 2nd. Issues have arisen related to network connectivity for the office photocopier and a computer station that need to be resolved.

- f) APC Membership Appointments - MIAC: Upon recommendation of the Electoral Area 'A' Director, the Board of Directors appointed members to the Malcolm Island Advisory Commission for the 2021/24 term. Staff will send pertinent bylaws and information to the new members that will be used in their work on the MIAC, and will arrange an inaugural meeting for the MIAC to occur in the later part of the month of January.
- g) Provincial Lidar and Orthoimagery Project (2018-PROJ-06): The new LiDAR data that has been acquired by the Province through the National Disaster Mitigation Program was download by staff and sent to be integrated into the RDMW's iMap geographic information system for use by the RDMW and its four municipal partners. Unfortunately, much to the dismay of staff and other local governments who stand to benefit from it, the data was provided in its "raw" form, and further work is required to process it into a digital product such that it can be utilized in iMap. Staff is investigating methods for doing so. Staff has also submitted an enquiry to GeoBC to determine what the Province is doing with its data in terms of converting it into a useful product in the hope that the RDMW could acquire the product(s) and integrate it at no extra cost. Staff has also asked about the status of the orthoimagery which will provide updated, high quality aerial imagery of our respective areas. This was supposed to be available in the fall of 2020.

2. Crown Land Tenures:

- a) Sabine et al (2006036): Renewal of licence through issuance of Licence of Occupation No. V931056 with respect to a 0.15 hectare upland area on Malcolm Island in Electoral 'A', that is used to provide access over Crown land to two landlocked fee simple residential properties.
- b) Lemare Lake Logging Ltd. (2020016): Referral from Province of Crown land tenure application with respect to a 11.2 hectare marine site adjacent to Crown land on the north side of Rupert Inlet in Electoral Area 'B'. A log booming area has operated for several years at this location already, but a tenure was not previously applied for / issued for it. In its response to the Province, the RDMW indicated it has no objection to the application subject to compliance with the recommendations by professionals in association with any assessments / reports that have been or are required to be conducted / prepared with respect to this proposal, as well as relevant provincial and federal government policies and regulations, consultation with local First Nations, and an effort by the proponent to support the local (RDMW) economy in accordance with RDMW policies, by utilizing local employment and goods and services as part of its operations, wherever possible.
- c) Dzawada'enuxw First Nation (2018003): Issuance of Licence of Occupation No. V931630 with respect to a 20.5 hectare area of Crown land including and adjacent to Padakus Creek in Electoral Area 'A' for the purpose of establishing a run of river hydroelectric power project (Padakus Hydropower Project) comprised of penstock and powerhouse facilities, to offset the costs of generating electricity vis-à-vis the current diesel electric power generation system for the Gwa'yi Village on the Kingcome River.
- d) Individual (2020017): Information referral from the Province regarding a Crown Land Tenure Application associated with a request to purchase the property addressed as 226 Harbour Road in Coal Harbour in Electoral Area 'B'. This property reverted to the Crown for non-payment of taxes. Staff has updated the Coal Harbour Local Community Commission on matters associated with this property including the cumulation of outstanding utility invoices over the last few years.

3. Permits:

Two Applications for Site Permit were submitted in the latter part of December, but due to complexities associated with them, they will not be resolved / issued until the new year. One includes covenants registered on title related to limitations on development due to a shared septic system, while the other relates to a non-conforming situation.

Respectfully submitted,

Jeff Long
Manager of Planning & Development Services



THE REGIONAL DISTRICT OF MOUNT WADDINGTON MANAGEMENT REPORT

TO: Board of Directors
FROM: Rose Liu, Treasurer
Date: Jan 12, 2021

1. Interim Audit Week Jan 11 - 15, 2020

CNB has started 2020 interim audit from remote. We have improved internal controls and oversight within our Regional District based on 2019 audit recommendations. During 2020, we have aligned two union payroll frequencies; reduced the number of credit card holders; enhanced cash reconciliation procedures and improved cheque signing policy.

We have provided summaries of our internal control procedures with improvements to the auditor.

2. 2021-2025 Budgeting

All regional and semi-regional service areas have started the new budget cycle for the next five years. We are currently reviewing 2020 Gas Tax and other capital projects expenditures. 2020 payroll and bank reconciliations are getting finalized as well.

3. Electronic Timesheet – HRISMyWay for Payroll

We have completed configuration sessions and are ready to train staff. As soon as 2020 T4 and T4A forms are issued, we will start training employees to use the software for time tracking.

4. Electronic Weight Ticket Software for Landfill

We have planned to purchase Paradigm Software to replace paper weight tickets. Our managers reviewed the software demo in September and our key staff reviewed the product demo last November.

Under the CAO's instruction, Operations Manager will enter the purchase price in 2021 budget and can include the item in his monthly report when he is ready to proceed.

Respectfully submitted,

Rose Liu, Treasurer



REGIONAL DISTRICT OF MOUNT WADDINGTON
Single Source Awards

TO: REGIONAL DISTRICT BOARD MEMBERS

FROM: Denise Lysejko, Finance Clerk

DATE: Dec 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	Description	Service
Dec 18 2020	3283	Waterhouse Environme	1,444.80	Isopac 6 bulk	Coal Harbour
Dec 1 2020	EFT	Surfwake Systems	2,453.84	IT services	Office - IT
Dec 18 2020	EFT	Wolven IT Services	1,441.44	IT services	Office - IT
Dec 18 2020		Hach Sales	5,077.74	Adaptor and Controller	Coal Harbour - Sewer
Dec 18 2020		Jetter Depot	2,639.00	power smoker	Coal Harbour - Sewer