



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

May 18, 2021 at 2:00pm
Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

Zoom Meeting Invitation:

<https://us02web.zoom.us/j/86883450075?pwd=eGo5K1hIVHFibic4YXNnWU1mNINQZz09>

Page(s) **CALL TO ORDER**

A. APPROVAL OF AGENDA

- 1-2 1. Adopt May 18, 2021 RDMW Board of Directors Meeting Agenda as presented (Or Amended)

B. DELEGATIONS & RECOGNITIONS – None

C. MINUTES

- 3-6 1. Minutes of the Board of Directors Meetings held April 20, 2021 as Presented (Or amended)

Available for Review 2. District of Port Hardy Regular Council Meetings – March 23, 2021, Special Council March 15, 2021; Town of Port McNeill Regular Council Meetings – February 23, March 9, 2021; Village of Alert Bay Regular Council Meetings – March 22, April 12, 2021.

Available for Review 3. Cheque Register Report (April 30, 2021)

D. STAFF REPORTS

- 7 1. a) Administrator (May 11, 2021)

Recommendation:

THAT the Annual Operating Agreement with BC Transit for the fiscal year ending on March 31, 2022 be approved.

THAT a contract be ratified for Evan Dwyer to provide caretaker services for the Link River Regional Campsite from May 21 to September 19, 2021

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

- 8 2. a) Manager of Economic Development (May 11, 2021)

9-10 b) Tourism Coordinator Report (May 11, 2021)

11-12 3. a) Manager of Operations (May 11, 2021)

13-15 4. a) Manager of Planning and Development Services (May 10, 2021)

E. FINANCIAL REPORTS

16 a) Treasurer (May 10, 2021)

17 b) Single Source Report (April 30, 2021)

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

G. BYLAWS AND PERMITS

- 18 1. Bylaw No. 995 cited as “Regional District of Mount Waddington Tourism Marketing and Development (Additional Hotel Tax Collection) Amendment Bylaw No. 995, 2021 for 1st, 2nd and 3rd readings.

H. CORRESPONDENCE - None

I. 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: June 15, 2021

J. ADJOURNMENT



REGIONAL DISTRICT OF MOUNT WADDINGTON
BOARD OF DIRECTORS
MEETING MINUTES

April 20, 2021 at 2:00pm

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

Chair: In Person: Andrew Hory
Directors: In Person: Rod Sherrell,
Zoom: Dennis Buchanan, Kevin Cameron, Sandra Daniels, Janet Dorward,
Dennis Dugas, James Furney, Gaby Wickstrom

Staff: In person: Greg Fletcher, Administrator; Patrick Donaghy, Operations Manager;
Pat English, Manager of Economic Development;
Zoom: Nadine Weldon, Recording Secretary; Natalie Stewart, Tourism
Coordinator; Angela Smith, Health Network Coordinator.

Media: Zoom: Kathy O'Reilly – North Island Eagle
Public: Zoom: A. Howard

Resolution No. **CALL TO ORDER** **2:06 PM**

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

A. APPROVAL OF AGENDA

Moved/Seconded/**CARRIED**
060/2021 THAT the RDMW Board of Directors April 20, 2021 Meeting Agenda be adopted as amended.

B. DELEGATIONS & RECOGNITIONS - None

C. MINUTES

Moved/Seconded/**CARRIED**
061/2021 THAT the Minutes of the Board of Directors Meeting held March 16, 2021 be adopted as presented.

D. STAFF REPORTS

1. Administrator Reports:
a) Administration Report (April 13, 2021) *also noted:*
- REPC Cathy Denham's last day is April 30, 2021.

062/2021 THAT Marjorie Giroux be appointed as the Regional District Emergency Coordinator for the term of May 1, 2021 to December 31, 2021

063/2021 THAT a contract be approved for Marjorie Giroux as the Regional Emergency Coordinator for the term of May 1, 2021 to December 31, 2021.

Moved/Seconded/**CARRIED**
064/2021 THAT a contract be approved for Sue Hamilton to provide caretaker services for the Bere Point Regional Campsite from May 21 to September 24, 2021.

065/2021 Moved/Seconded/**CARRIED**
THAT the April 13, 2021 Administrator's Report be received and filed.

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

2. a) Manager of Economic Development (April 12, 2021) *also noted:*

Moved/Seconded/**CARRIED**

066/2021 THAT the April 12, 2021 Manager of Economic Development Report be received and filed.

b) Tourism Coordinator Report (April 13, 2021). *Presented by Natalie Stewart*
Also Noted:

- *The tourism team is working on putting together a guide to assist stakeholders with possible changes to Health Orders.*

Moved/Seconded/**CARRIED**

067/2021 THAT the April 13, 2021 Tourism Coordinator Report be received and filed.

3. Manager of Operations (April 13, 2021) *Also noted:*

- *A community zoom meeting will be held for the community of Quatsino to provide information regarding the new wharf moorage rules and rates.*
- *Suggested that a notice be provided via signage at both Woss and Quatsino Transfer stations, as well as the Bergh Public wharf that patrons request a receipt for payment to ensure that the public can feel confident in the payment system being utilized for these services.*

Moved/Seconded/**CARRIED**

068/2021 THAT Patrick Rocheleau be contracted for the role of operator of the Woss Recycling Depot/Transfer Station for the term of May 1, 2021 to December 31, 2025 for a base rate of \$653.26/month, with an hourly rate of \$21.77 for extra operator services outside of the contract.

Moved/Seconded/**CARRIED**

069/2021 THAT Kaitlyn Woodworth be contracted for the role of operator of the Quatsino Recycling Depot/Transfer Station and the Wharfinger of the Bergh Cove Public Wharf for the term of May 1, 2021 to December 31, 2025 for a base rate of \$624/month, with an hourly rate of \$24.00/hour for extra operator services outside of the contract and 20% of moorage fees, penalties, and tipping fees.

Moved/Seconded/**CARRIED**

070/2021 THAT the April 13, 2021 Manager of Operations report be received and filed.

4. Manager of Planning and Development Services – None

E. FINANCIAL REPORTS

a) Finance Report from the Treasurer (April 12, 2021)

Moved/Seconded/**CARRIED**

071/2021 THAT the April 12, 2021 Treasurer Report be received and filed.

b) Single Source Report (March 31, 2021)

Moved/Seconded/**CARRIED**

072/2021 THAT the March 31, 2021 Single Source Report be approved.

F. COMMITTEE REPORTS - (Brought forth from earlier Committee Meetings): None.

G. BYLAWS AND PERMITS - NONE

H. CORRESPONDENCE – None

I. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

1. Electoral Area Updates:

Area "A" - Broughton / Malcolm Island / Mainland

- *No report*

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

- *Confirmation has been received that fibre optic services will be available for the residents of Coal Harbour. Expectation that this work will begin within the next month.*

Area "C"- Hyde Creek / Rupert

- *Invasive species work will begin again soon.*
- *Daffodils on Lanqvist road are looking fabulous, thanks to the beautification group volunteer efforts.*

Area "D"- Nimpkish Valley / Woss

- *The Heritage park is looking really good, with painting of the equipment to be completed this spring.*

2. Municipal Updates:

Village of Alert Bay

- *Work on bylaws is ongoing, information was sent out via leaflets*
- *Campsite is being upgraded, with 8 of the sites will be fully serviced with water, sewer and electrical hookups.*
- *Meeting was held with the Cormorant Island Emergency Coordinator, which resulted in the decision to create signs with green, yellow and red notifications for visitors. Signage would be posted both in Alert Bay and in Port McNeill by the ferry terminal.*

Village of Port Alice

- *Community centre will be closed for the summer season due to COVID concerns.*
- *Marina building has opened and appears to be very successful.*
- *3 new businesses opened.*
- *Received a substantial grant, which has allowed the opening of a full-service kayak facility.*

District of Port Hardy

- *Received a grant from the Tourism Initiative, this will allow for the building of a washroom facility at Carrot/Rotary Park*
- *The Active Transportation Plan has been completed for Port Hardy.*
- *Received funding for an Economic Recovery Development Officer for post COVID recovery and this position has been posted.*
- *Janet Dorward has put her name forward for Director at Large for the AVICC, elections are May 28, and would appreciate the support of the Regional District Board.*
- *Michelle Babchuk, MLA for the North Island made an announcement in the legislature commending the success of the Port Hardy Seniors Group, which was at 71 members*

2 years ago, and is now up to over 200, and during the COVID Pandemic, including maintaining pre-pandemic services and ensuring that additional services were put into place around the mental and physical well beings of members which allow them to be regularly monitored. The volunteer base of this group does tremendous work.

- Reminder that this is Volunteer Appreciation Week
- COVID vaccines are ongoing in Port Hardy.
- Housing shortage is still ongoing.
- Properties are selling very quickly on the North Island, a lot of enquiries coming in.
- Hoping to hear from BC Housing for approval for the Seniors Housing project.

Town of Port McNeill

- Had over 300 surveys filled out for the OCP, but council felt a public meeting was important, so the OCP is on hold until the public meeting can be held.
- Would like to recognize 2 volunteer groups in Port McNeill, first, the Downtown Improvement Group, which includes the business community, to include façade improvements in town to beautify it.
- The other volunteer group is the Downtown Waterfront Park Committee which has been given a preliminary approval and they will be provided a Canada Heritage Grant to bring recommendations to council on a multi age/multi-use development for the waterfront.

Questions/Comments

- Kathy O'Reilly: Is it possible to get a Sani-dump in Woss? Patrick: At this time, this is something that will have to be discussed with the Woss Residents Association. There are no plans in place currently.
- What were the 3 business that were opened in Port Alice? Kevin: A beauty salon, a coffee shop, and a boxed meal food prep business (like Chef's Plate or Hello Fresh)
- Why was the tugboat turned away from Port Alice? Due to the sheer weight and hull depth, too big for the public wharf, the tugboat was not purchased.

Next Meetings of the Board of Directors: Regular Meeting: May 18, 2021 at 2:00 pm

073/2021

J. ADJOURNMENT

TIME 3:34 PM

CHAIR

SECRETARY



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: BOARD
FROM: Greg Fletcher, Administrator
SUBJECT: April, 2021 Administration Report
DATE: May 11, 2021

Transit – Despite the continued COVID restrictions, ridership for Transit system is slowly recovering but still down about 18% from our usual ridership levels, but 7% up from last year. With renewed ticket sales, Transit revenue is up considerable from last month but still 20% below normal years. The annual operating agreement with BC Transit is up for renewal and has been circulated in the Director's package.

Recommendation:

That the annual operating agreement with BC Transit for the fiscal year ending on March 31, 2022, be approved.

Emergency Planning – The NIREPC meeting was held at the Port Hardy Civic Centre on April 29th with 32 attending (20 zoom, 12 in person). The meeting provided a good opportunity to recognize outgoing Regional Emergency Coordinator, Cathy Denham for her outstanding efforts during the last year as well as to introduce new REPC Marjorie Giroux. Dr. Charmaine Enns provided timely information regarding the effective North Island first dose mass vaccination campaign with 75% of eligible adults vaccinated to that date. As the campaign draws to a close, the REOC has been working with Island Health to get the word out to as many people as possible before the last opportunity to book an appointment ends in late May.

Parks – An application for the Link River campground attendant was found and tentatively approved after reference checks were done on May 11th:

Recommendation:

That a contract be ratified for Evan Dwyer to provide caretaker services for the Link River Regional Campsite from May 21 to September 19, 2021.

To facilitate the early May long weekend openings, an orientation meeting will be held on May 14th. While both sites are fully booked (less 5 sites each) for the long weekend, there are plenty of vacancies available until the last week of June.

Climate Action/CARIP– On May 11th, the Province announced that this will be the last year of the CARIP program, with only the tax refund form required to be filled out by August 6th. No rationale was provided other than an assurance that they would consult to provide input on a replacement program and there were plenty of grant programs in place to encourage climate action. This effectively means the end of the joint local government (via UBCM)-Provincial Climate Action Charter (CAC) partnership to provide accountability for meeting climate action targets: the targets remain but there is no longer a systematic way to collectively measure progress in meeting them. Given the investment that the RDMW has made in honoring its CAC pledge and the accompanying benefits resulting from doing so, I would recommend that we continue to measure and report on our carbon footprint.

Respectfully Submitted,

Greg Fletcher, Administrator



REGIONAL DISTRICT OF MOUNT WADDINGTON

ECONOMIC DEVELOPMENT DEPARTMENT

MONTHLY REPORT

TO: Board of Directors

FILE: 315.03

DATE: May 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 Vancouver Island University and the Ministry of Advance Education and Skills Training to prepare a funding application for the Community Workforce Response Grant to help fund the next intake for the Fundamentals of Forest Harvesting Practices program planned for August 2021.
- The job posting for a Resident Retention and Attraction Program (RRAP) Coordinator has been placed in local newspapers and on the BCEDA and CivicInfo websites. The application period closes May 21, 2021 and the applications will be evaluated by the Executive Committee of the Vancouver Island Training and Attraction Society who will make a recommendation that will be presented to the RD Board at the regular Board meeting on June 15, 2021.
- As part of our Resident Attraction strategy, I am working with North Island College and the Mount Waddington Health Network to develop several options that may be able to address some of the labour shortages in the health care sector. I am also working with a consultant to complete the home-based knowledge worker attraction plan. These two initiatives will be major components of the RRAP Coordinator's workplan.
- The CAO and I have been working with several Provincial managers to put in place the administrative structure for the proposed increase and renewal of the MRDT, subject to confirmation from accommodation providers. Bylaw 995, presented for three readings at today's meeting, is part of this process.
- The joint venture between the Regional District, Kwakiutl First Nation and Atli Resources Limited Partnership to develop new businesses based on wood waste generated by logging operations is moving ahead with the development of two business plans – one to utilize waste wood in a commercial firewood operation and the second to expand wood waste utilized in a chipping operation. I am working with the Operations Manager to investigate the potential synergies that may be realized by incorporating some of the waste wood operations into the planned expansion of the 7-mile landfill.

Respectfully submitted,

Manager of Economic Development



May 10, 2021

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

Vancouver Island North Tourism Report; April to May, 2021

Upcoming and in-progress activities:

Marketing

- Marketing initiatives continue to be paused. Monitoring daily for reports and updates from the Provincial Government.
- Buy Now Campaign – Pivoted direction slightly but still ready to hit the market when the time is right.
- Meet the Stakeholder series continues to run on VINT social media channels.
- Symphony Tourism Services - Additional Reports for Art Enthusiast and Professional Millennials are available upon request. This research was completed with the Community Adaptations Fund Program Grant and will help drive the Recovery Marketing Plan objectives for the fall and winter months.
- VINT & Visit Port Hardy along with Port McNeill Tourism Committee, have hosted two Speed Networking Events for Stakeholders & North Island Businesses. The third event is now planned for May 31st. Highlight documents have been created for session 1 & 2 and recordings of these sessions are available for attendees and for any stakeholder interested in viewing the sessions.
- Planning stages for additional marketing initiatives, including sustainable messaging in marketing, and website work around the RV & Camping sections of the VINT website. Aim is to increase tourism dollars spent by encouraging campers to get out and experience the North Island through our local tour operators, restaurants, coffee shops, and other local experiences.

MRDT Renewal Update

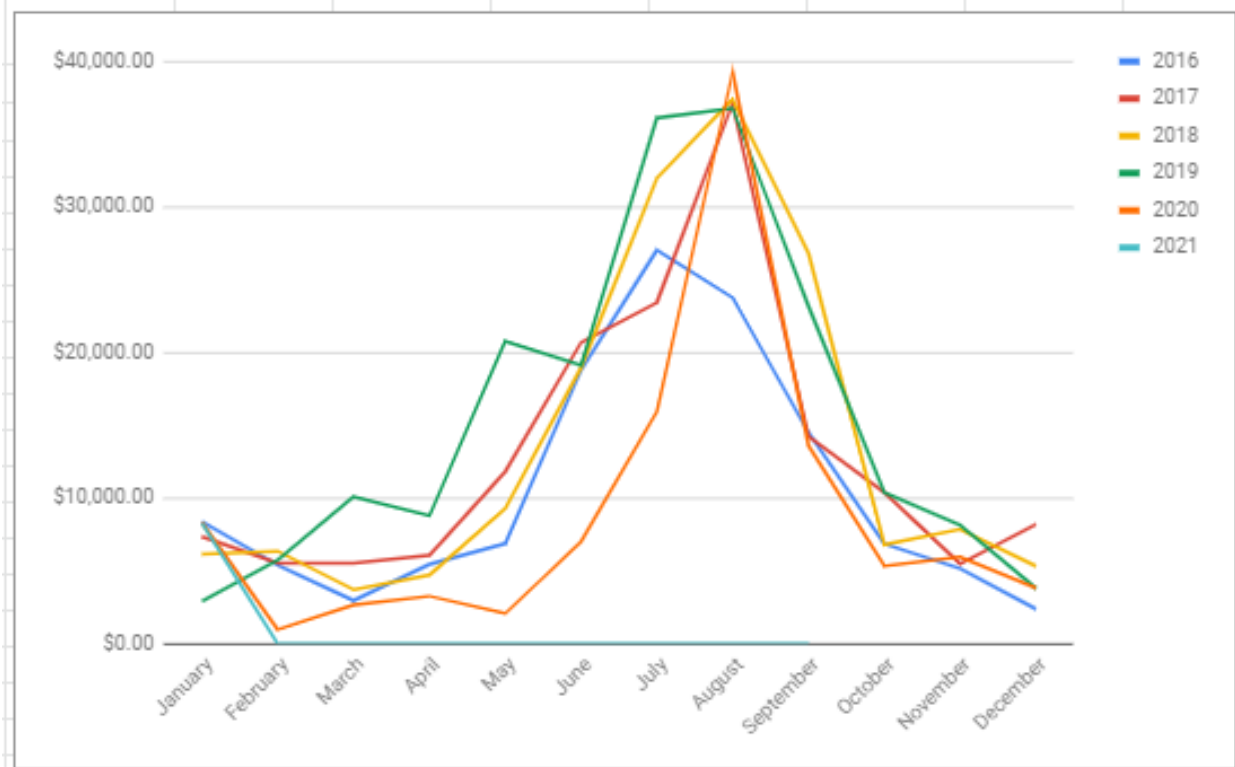
- One-to-one meetings are complete
- Port McNeill, the Regional District and Alert Bay are all planning to move to a 3% collection rate. Port Hardy will continue to collect at 3%
- Port Hardy, Alert Bay & the Regional District have MRDT renewal notices posted on their websites.
- 5 year plans are being drafted for review.

Vancouver Island North Tourism Advisory Committee

- The next meeting of the Advisory Committee will be October 20th, 2021
The Agenda includes:
 - Financial Review - TVI & RDMW;
 - Marketing Update;
 - Marketing Critical Review;
 - Community/Partner Organization Updates;
 - Planning Session:
 - 2021-2022 Strategic Planning
 - 2022 Marketing Planning

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%. All MRDT collecting communities on the North Island are planning to move towards a collection rate of 3% and are planning to retain the additional 1%.



January	2019: \$2,918	2020: \$8330	2021: \$8,268
February	2019: \$5,762	2020: \$982	2021:
March	2019: \$10,121	2020: \$2,669	2021:
April	2019: \$8,809	2020: \$3,273	2021:
May	2019: \$20,770	2020: \$2,100	2021:
June	2019: \$19,143	2020: \$7,011	2021:
July	2019: \$36,127	2020: \$15,958	2021:
August	2019: \$36,772	2020: \$39,195	2021:
Sept.	2019: \$23,188	2020: \$13,615	2021:
October	2019: \$10,381	2020: \$5,348	2021:
Nov.	2019: \$8,138	2020: \$5,976	2021:
Dec.	2019: \$3,819	2020: \$3,844	2021:

Respectfully submitted,

Natalie Stewart

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



REGIONAL DISTRICT OF MOUNT WADDINGTON

OPERATIONS DEPARTMENT

MONTHLY REPORT

TO: Board of Directors **FILE:** 315.04 **DATE:** May 11, 2021
FROM: Patrick Donaghy, Manager of Operations
SUBJECT: May 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
- Being the Regional District lead on tsunami monitoring initiatives

By the time that the May Board meeting has been convened, the Manager of Operations should hopefully have the initial finding from the streetlight consultation process. As of May 11, 2021, 52 members of the public have filled in the online survey with representation from every community. The following shows the number of responses at the community level: Woss (10), Nimpkish (4), Sointula (28), Coal Harbour (7), Winter Harbour (3). The Regional District will send out a final Facebook posting encouraging those contemplating participating in this process to get their contributions in by May 15th.

Staff and Regional District contractors have been working on resolving hydraulic challenges associated with the Sointula waste water treatment plant outfall. Initial indicators pointed to partially obstructed diffusers or the possibility that root matter had compromised PVC piping leading out from the plant. An onsite assessment of the facility plans and the use of a cable camera has now identified the likely culprit being an airlock caused by the complete obstruction of the ¾ inch copper air relief line. The problem was fixed by replacing the copper air relief line with a 3 inch PVC line. As infrastructure installed in decades past ages, problems like the plugged air relief valve are likely to crop up among the North Island's communities. Sointula was fortunate that diligent local contractors caught the issue early thereby avoiding unnecessary interventions and costly consultation fees.

The Regional District is moving forward the initiative to increase the Mill rate for the Sointula Fire Protection Service. Bylaw 706, which was passed in 2005, has a tax requisition cap of \$41,000 per annum. Given the training standards set out by the Fire Commissioner's Office, costs associated with equipment maintenance/replacement and the need to purchase a new pumper in the next decade, the current level of funding is unsustainable. Proposed Bylaw 986 will raise the cap to \$65,500 or \$0.60 per \$1,000 when applied to the net taxable value of land and improvements within the service area. Bylaw 986 will need to be approved through a public consent process prior to being able to be adopted by the Board. A Counter Petition process will be launched either prior to the summer of 2021 or if approval by the Inspector of Municipalities takes longer than expected, the Counter Petition process will be carried out in the fall of 2021 to ensure that property owners in the service area have the best opportunity in participating. On May 17th, 2021 at 7:00 pm, the Regional District will host a community meeting using Zoom to allow discussion on the matter and answer questions.

Regional District staff are continuing to move the application process along to increase the area of the land tenure for 7 Mile Landfill and Recycling Center. The need for the tenure expansion has broad public support as demonstrated in the process to develop the Interim Solid Waste Management Plan in 2019/20. The Manager of Operations is cautiously optimistic that the application will be successful especially given the support provided by the Planning and Economic Development programs of the Regional District. In a recent meeting with the Province, the final boundaries were established for the tenure application as was the administrative process. The Board will be kept apprised as this initiative continues.

The latest upgrades to the Coal Harbour waste water treatment plant have been completed. The control system for the plant has been modified so that the variable frequency drives feeding the blowers that aerate the sewage in the treatment process are powered up or down based on the information provided by a sensor monitoring the dissolved oxygen in the effluent. The resulting improvement is that the system will apply optimal aeration for the specific needs of the sewage thereby maintaining environmental performance but reducing electrical usage.

Finally, May 14, 2021 will have been the last day that Brandon Kreager will be filling the role of Planning and Operations Assistant. Brandon originally worked for the Regional District as a COOP student from the University of Victoria back in winter of 2018. The versatility he demonstrated originally was in ample display for the past year as he successfully executed a series of challenging projects including the tenure expansion process for 7 Mile Landfill, the rules and regs bylaw for the Berg Wharf and the design/implementation of landscaping/flood management plan for the Hornsby Crawler Heritage Park in Coal Harbour. These were only the more prominent of the many accomplishments that Brandon is credited with and he will be sorely missed. The Manager of Planning in conjunction with the rest of the management team has initiated a recruitment drive to fill the now empty Planning and Operations Assistant position.

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:** May 10, 2021
FROM: Jeff Long, Manager of Planning & Development Services
SUBJECT: April 2021 Planning & Development Services Department Report

1. Projects:

a) Mount Waddington Regional Housing Needs Report Project (2019-PROJ-03): The Mount Waddington Regional Housing Needs Report, final project report, financial summary and related required information was submitted to UBCM and circulated to all project participants. UBCM has since provided confirmation that all reporting requirements have been met and the RDMW and its four municipal partners have satisfied the requirements of the legislation insofar as the housing needs report is concerned. As such, the remaining grant monies have also been paid by UBCM for the project.

While the grant that was provided for this project did not permit work to be undertaken to address implementation measures to deal with housing needs, staff made arrangements with the consultant to prepare and provide an addendum report outside the scope of the grant related to the project. As such, a Recommendation and Land Analysis Addendum Report was prepared and presented to the Regional Planning Committee at its meeting on March 16th. Community Profile documents were also prepared by the consultant as part of the project. Both of these have been circulated to all project participants along with the March 16th presentation document.

b) Information Technology / RDMW Computer Network: Given changes with finance staffing, some IT changes and work was undertaken to accommodate staffing needs. One computer was put out of commission due to liquid damage and arrangements are being determined to fix or replace it. Staff undertook a manual restore point backup of the S: drive where the vast majority of the RDMW's administrative data is stored.

c) MIAC Membership: Electoral Area 'A' Director Daniels appointed three new members to the MIAC on December 15, 2020. As such, staff prepared electronic and paper binders of the bylaws and other information for these new members. This will assist them with their work on the MIAC as volunteer community advisors who provide their input on a variety of matters respecting land use planning and service delivery on Malcolm Island.

d) Lot 7 at Alice Lake: The CAO and Manager of Planning have been working with the owner / realtor and legal counsel to facilitate the sale and transfer of Lot 7 at Alice Lake to the RDMW. This property is part of the Alice Lake subdivision development and is located adjacent to and west of the Link River Campground that is operated and maintained by the RDMW, and located on property owned by the Village of Port Alice.

e) 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 downloaded 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 waiting for input from the CVRD who maintains the RDMW's iMap system and who is reviewing its own data needs in this regard. The CVRD is investigating methods associated with processing and the purposes for which the information can be used. This may take some time to resolve and is a disappointment as it was hoped that this data could have been put to good use by now.

Staff has been making several enquires to GeoBC, the division of the Province that looks after its digital mapping services, to determine the status of the orthoimagery that was acquired as part of the National Disaster Mitigation Program and was supposed to be provided to Vancouver Island local governments for their use. The delay in the provision of this high-quality aerial imagery which will cover all four municipalities and the RDMW's settlement areas has been lengthy with the pandemic being blamed. RDMW staff have been following up regularly and after emails were not being replied to due to staffing changes at GeoBC, the new acting director of GeoBC, Nancy Liesch, after learning of this issue, contacted staff and arranged a web-based meeting to apologize and lay out a plan for providing the imagery data.

- f) Town of Port McNeill OCP Update (2021-PROJ-05): The Town's CAO requested RDMW staff attend a meeting with its OCP update project consultant to discuss various matters to assist with the provision of input to help with the Town's OCP update project.
- g) Website Updates: Staff have undertaken a number of changes to the RDWM website to update information and resources as they relate to land use planning, building and development.

2. Crown Land Tenures:

Several Crown land tenures related to the former copper mine on the north side of the Rupert Inlet that are located in both the RDMW and District of Port Hardy are being transferred into one new BHP corporate name.

- a) BHP Canada Inc. (1999041): BHP Canada Inc. (2000107): Transfer of tenure with respect to a 9.4 hectare upland area for a portion of the road from Coal Harbour Road to the former copper mine site in Electoral Area 'B', for road access purposes.
- b) BHP Canada Inc. (1999061): Transfer of tenure with respect to the lease over a 14.8 hectare marine area on the north side of Rupert Inlet adjacent to the copper mine site in the District of Port Hardy, for barge docking and ship loading purposes.
- c) BHP Canada Inc. (2000107): Transfer of tenure with respect to a 5.25 hectare upland area for a portion of the road from Coal Harbour Road to the former copper mine site in Electoral Area 'B', for road access purposes.
- d) BHP Canada Inc. (2000025): Transfer of tenure with respect to the lease over a 406.3 hectare upland area on the north side of Rupert Inlet in association with the copper mine site in Electoral Area 'B', for waste dump for mine rock and tailings purposes.

3. Subdivisions:

- a) Olejnik (2021-SUB-01): Referral of Preliminary Subdivision Application from the Ministry of Transportation and Infrastructure (MoTI) with respect to a proposed fee simple subdivision associated with a property located on Lands End Road on Malcom Island in Electoral Area 'A'. The proposal is to subdivide the 4.14 hectare (10.22 acre) property into two lots that would each have frontage onto Lands End Road. Staff presented the application to the MIAC at its meeting on April 26th. Staff is conducting a review of the proposal in the context of RDMW policy and regulations, as well as servicing and other considerations and will provide a response to MoTI.

4. Liquor - Cannabis Licensing:

- a) Liquor Licence No. 039510 – Ibis Pub, Holberg (RDMW File 2021-LIQ-01): Due to pandemic concerns, the Province is making opportunities available to amend existing liquor licenses to include additional outdoor patio space to accommodate distancing and related pandemic restrictions. As such, the Ibis Pub in Holberg applied to create patio space as part of its indoor facility and the RDMW reviewed the proposal and provided written confirmation of zoning compliance to the Province.

5. Permits:

- a) Building Permit No. 2021-BP-01 issued with respect to siting of a two-storey single detached dwelling on the property at 253 Harbour Road in the unincorporated community of Coal Harbour in Electoral Area 'B'.
- b) Building Permit No. 2021-BP-02 issued with respect to interior floor joist repairs associated with the single detached dwelling on the property at 322 Coal Harbour Road in the unincorporated community of Coal Harbour in Electoral Area 'B'.
- c) Site Permit No. 2021-SP-02 issued with respect to siting of a single detached dwelling and detached accessory storage building on the property at 330 15th Avenue in Sointula in Electoral Area 'A'.
- d) Site Permit No. 2021-SP-03 issued with respect to the siting of three tourist cabins on a commercial property on west side of Balaklava Island in Electoral Area 'B'.
- e) Site Permit No. 2021-SP-04 issued with respect to the siting of a two-storey single detached dwelling on the property at 3090 Stubbs Place in Telegraph Cove in Electoral Area 'D'.

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: May 10, 2021

1. 2021 Revenues Secured

We have filed Ad Valorem Requisition with the Province and sent out requisition letters to the municipalities. Therefore, the Regional District's 2021 tax levies from rural areas and municipalities are secured. We have mailed out 2021 utility billing and many users have made their payments.

2. New Recruitment

We have re-posted the Finance Clerk position in the Finance department and will keep the Board updated on the recruitment.

3. 2020 Audit Postponed

Due to short-of-staff since January 2021, we are unable to close the book for 2020 on time. The due date for this year's financial reporting submissions to the Ministry is May 17, 2021 for the following:

- 2021 LGDE Financial Form
- 2021-2025 Financial Plan Bylaw
- 2020 Signed Audited Financial Statements
- Other documents related to 2020 LGDE Financial Form

We are unable to provide the audited financial statements in May. Our auditors are available during the week of July 5 – 9 for our audit. As such, the Regional District's 2020 Financial Statements will be ready for the Board's approval during July Board meeting.

To comply with the Province's policy, we will send a letter to the Financial Administrator of our Regional District first and within that letter we provide a later date to submit those missing submissions. There is no penalty if we comply with the late submission date.

Respectively submitted,

Rose Liu, Treasurer



REGIONAL DISTRICT OF MOUNT WADDINGTON
Single Source Awards

TO: REGIONAL DISTRICT BOARD MEMBERS

FROM: Denise Lyseko, CPM

DATE: April 30 2021

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
March 3 2021	3400	North Is Communications	1,478.40	Minitor pagers/charges	Woss Fire
April 7 2021	3554	McNeill Media	2,445.00	Construct Student Apts	Vintas
April 7 2021	3552	H6 Electrical Services	4,582.17	Construct Student Apts	Vintas
April 15 2021	EFT	River City Plumbing	6,126.13	Construct Student Apts	Vintas



REGIONAL DISTRICT OF MOUNT WADDINGTON

BYLAW NO. 995

A bylaw to amend Regional District of Mount Waddington Additional Hotel Room Tax Collection Service Establishing Bylaw No. 772, 2009.

WHEREAS the Regional District of Mount Waddington, pursuant to the provisions of the *Local Government Act and the Hotel Room Tax Act*, has established and operates a service to provide tourism marketing and development activities for the Regional District of Mount Waddington; and

WHEREAS amendments are deemed necessary to better align the service with the legislation; and

WHEREAS the directors of Electoral Areas A, B, C and D and the Village of Port Alice have consented in writing to the adoption of this bylaw;

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

A) Amend the second citation to read as follows:

“AND WHEREAS the Regional District wishes to establish a service to provide tourism marketing and development activities for the Regional District of Mount Waddington;”

B) Amend section “**2. Service**” to read as follows:

“The Service hereby established by this bylaw is to provide tourism marketing and development activities for the Regional District of Mount Waddington.”

C) This Bylaw may be cited as the “Regional District of Mount Waddington Tourism Marketing and Development (Additional Hotel Tax Collection) Amendment Bylaw No. 995, 2021”.

READ A FIRST TIME THIS DAY OF , 2021

READ A SECOND TIME THIS DAY OF , 2021

READ A THIRD TIME THIS DAY OF , 2021

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS DAY OF , 2021

ADOPTED THIS DAY OF , 2021

ADMINISTRATOR

CHAIR

Certified a true and correct copy of Bylaw No. 995

This ___ day of _____, 20__.

Greg Fletcher, Administrator