



Electoral Area Directors & Municipal Regional District Tax Committee

MEETING AGENDA

June 21, 2022 – 12:00 pm
RDMW Office – 2044 McNeill Road, Port McNeill, BC

Join Zoom Meeting:

<https://us02web.zoom.us/j/86859375179?pwd=ZXRKdHN0SGdZWGdXSksVVUmVhTGvGZz09>

<u>Page</u>	CALL TO ORDER
1	1. Agenda Approval of Agenda as Presented or Amended (June 21, 2022)
2-4	2. Minutes Adoption of EA & MRDT Committee Meeting Minutes held May 17, 2022
	3. Reports
5-9	A) RTAG Revised RTAG Guide
10-11	B) GAS TAX Completion Report – GT2017-06 Malcolm Island Recycling Depot Upgrade
	4. Next Meeting – To be announced
	ADJOURN



Electoral Area Directors & Municipal Regional District Tax Committee

MINUTES

May 17, 2022

RDMW Office – 2044 McNeill Road, Port McNeill, BC

CALL TO ORDER: 11:36 am

Attendance:

EA/PA Directors: Chair Andrew Hory, Kevin Cameron (Zoom), Sandra Daniels, James Furney (Zoom), Rod Sherrell

Staff: Greg Fletcher, Administrator; Pat English, Manager of Economic Development, Patrick Donaghy, Manager of Operations; Nicole McDowell, Recording Secretary

1. Agenda

22-12 It was moved and seconded, that the agenda dated May 17, 2022, be approved.

CARRIED

2. Minutes

22-13 It was moved and seconded, that the minutes dated April 19, 2022, be adopted.

CARRIED

3. Reports

A) RTAG

1) Manager of Economic Development

a) Request for Extension – RTAG 2020-01 Sturgeon I Pavilion

Also noted:

- *Implementation of the workplan back in 2021 was delayed due to COVID.*
- *The museum is now ready to move forward with this project and have submitted their formal request to extend the completion date to September 30, 2022.*

22-14 It was moved and seconded, that the RTAG 2020-01 Sturgeon I Pavilion completion date be extended to September 30, 2022.

CARRIED

b) Update – RTAG2022-02 The Tenors Concert

Also noted:

- *Village of Alert Bay and Town of Port McNeill have declined the RDMW's request to match their contribution of \$5,000*
- *No correspondence yet received from District of Port Hardy.*
- *Town of Port McNeill recommended submitting a request to Port McNeill Tourism Commission and a letter was sent. At the time of this meeting, we have not heard back.*
- *Wild Heart Music Association has provided financial details as requested.*
- *Manager of Economic Development is requesting that the RDMW go ahead with a contribution of \$5,000 with or without any contribution from municipalities and/or tourism commissions.*

22-15 It was moved and seconded that up to \$5,000 be approved for The Tenors Concert, Rural Tourism Action Grant RTAG 2022-02 regardless of whether any support is received from the three municipalities.

CARRIED

B) GAS TAX

1) Gas Tax Completion Reports

Also noted:

- *Debra Oakman helped with the process and revised form for report.*
- *The new form, the Total Capital Asset value reported is the number reviewed with the finance department.*
- *This form shows how capital asset registers differently than the approved Gas Tax funding amount.*
- *If the project cost is over the approved Gas Tax funding granted; then the difference comes out of the service.*

a) GT2017-02 Hornsby Crawler Shelter

Also noted:

- *This project started in 2016.*
- *Still some landscaping to be completed; costs will come from the service.*
- *Landscape issues are often legacy issues with the property.*
- *Signage to come; and cost will be paid out of the 2022 Heritage Budget.*
- *We do not require board approval for using Economic Development reserves.*

b) GT2019-01 Woss Memorial Gazebo

Also noted:

- *We now have two engines onsite.*
- *Currently working on the viewing platform and public washroom funded by a separate grant*

c) GT2019-05 Coal Harbour Firehall Solar Backup System

Also noted:

- *Gerry Little guided this project; more complicated due to existing propane furnace which required de-commissioning and a new heat pump to replace it*
- *Cost is over budget, and those costs are covered by the attached service (Coal Harbour Fire Service)*

d) GT2020-06 Coal Harbour Waste Water Plant Upgrade

Also noted:

- *Manager of Operations explained the project and how it is doing.*
- *Project is slightly underbudget.*
- *Purchased a cable camera and a smoke machine, which will be available to Coal Harbour, Malcolm Island, and Woss as well.*

e) GT2020-07 Coal Harbour Lift Station 2 Battery Backup System

Also noted:

- *Significantly overbudget because initial proposal was a pilot project.*
- *Needed three inverters instead of one.*
- *This project has really set us up for systems at all remaining lift stations.*
- *\$14,000 for batteries; now replacing them and will use the other to upgrade the solar power system at the RDMW Administrative Office...so will receive a credit back to the service.*
- *Province happy to see what the RDMW is doing.*

f) GT2021-01 Trash/Recycling Bear Proof Bins

Also noted:

- *Under budget, which was \$16,000*
- *\$2,000 includes bins and installation.*
- *For bins to be installed at a location, they need to be operated by a service.*
- *Bin placed at Hornsby Crawler is being emptied by Fox's Disposal; so far at no expense to the RDMW.*

22-16

It was moved and seconded, to approve the Gas Tax Completion Reports for GT2017-02, GT2019-01, GT2019-05, GT2020-06, GT2020-07, and GT2021-01.

CARRIED

2) Project Update for GT2018-06 Sointula FO Hall Cladding

Also noted:

- *Sointula Recreation Association is ready to commence project in August.*
- *They requested new bids as original bid was from four years ago.*
- *New quote from Karsten Construction is still within the budget of the approved GT2018-06 project.*

22-17

It was moved and seconded, to receive and file the updated quote for GT2018-06 Sointula FO Hall Cladding.

CARRIED

Next Meeting – To be announced

Adjournment: The meeting adjourned at 12:02 pm

CERTIFIED CORRECT

CHAIR

SECRETARY

REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT



TO: Electoral Area Directors and the Director for Port Alice **FILE NO.** 6900.04
FROM: Pat English, Manager of Economic Development
SUBJECT: Rural Tourism Action Grant
DATE: June 14, 2022

Revised RTAG

Commencing in July 2022, the MRDT rate will increase from 2% to 3% for all jurisdictions in the Regional District, with the incremental tax revenues retained by each tax area. We expect that this increased revenue will provide the jurisdictions with resources to target larger marketing and development projects in their areas. It is likely that these more substantial projects will also benefit tourism in adjacent areas, and accordingly we expect that the Regional District may be requested to participate in these projects and contribute to their funding.

Historically, RTAGs have been focused on projects that offer the majority of benefits to tourist activities in Electoral Areas A, B, C & D and the Village of Port Alice. In view of the potential to undertake larger projects in partnership with the other jurisdictions in the Regional District, the Electoral Area Committee may want to consider the following amendments to clarify and confirm the possible limits of partnerships with the municipalities.

Current Guideline

THE PROPOSAL'S ACTIVITIES MUST BE BASED MAINLY WITHIN BYLAW AREA COMMUNITIES.

Amended Guideline:

THE PROPOSAL'S ACTIVITIES MUST OFFER SUBSTANTIAL BENEFITS TO COMMUNITES WITHIN BYLAW AREA, AND BE SUPPORTED BY THE ELECTORAL AREA DIRECTOR.

Current Guideline

PROPOSALS THAT WILL MAINLY BENEFIT THE DISTRICT OF PORT HARDY, TOWN OF PORT MCNEILL AND VILLAGE OF ALERT BAY ARE NOT ELIGIBLE.

Amended Guideline:

PROPOSALS THAT OFFER BENEFITS TO PORT HARDY, PORT MCNEILL AND/OR ALERT BAY ARE ELIGIBLE TO APPLY SUBJECT TO MATCHING CONTRIBUTIONS FROM THESE JURISDICTIONS.

Respectfully submitted,

Manager, Economic Development

Regional District of Mount Waddington

2022 REGIONAL TOURISM ACTION GRANT PROGRAMS



www.rdmw.bc.ca

Tourism Grant Programs



RURAL COMMUNITY ORGANIZATIONS CAN ACCESS SUPPORT

In 2022, the local tourism accommodation sector authorized the Province to levy a 3% accommodation room tax in Electoral Areas A, B, C, D and the Village of Port Alice. Over 50% of the tax revenues raised provides financial support for the Vancouver Island North Tourism Association's regional destination marketing activities.

The remainder of the revenue is available to community organizations for trailhead signage, festival and event marketing and the development and promotion of community tourism.

PROGRAM DESCRIPTIONS

Trail Enhancement Program

- Provides funding for the production and installation of an information sign at a trailhead and improvements to existing trails.
- For trail improvements, a community organization may apply for program funding up to \$5,000 with matching funding, a maximum of which may be 50% in kind, and will assume responsibility for carrying out the improvements.
- For trailhead signs, the RDMW may apply up to \$10,000 annually to the production and installation of not more than 4 trailhead signs based on a standard format and may provide a trailhead sign shelter and may supervise installation.

Festival and Event Program

- Support for event planning and implementation
- Design, production and distribution of marketing materials that target out-of-region consumers.
- Program funding up to \$5,000 is available to match spending by the applicant.
- Festivals and Events may not access funding from the program for 2 consecutive years.

Community Tourism Program

- Development of community projects that contribute to the tourism experience.
- Program funding up to \$5,000 is available to match spending by the applicant, half of which may include documented in-kind contributions
- Expenditures for on-going operational costs are not eligible.

PROGRAM GOALS

- Assist rural communities to increase tourism activity.
- Improve visitor experience and information on trails.
- Leverage private sector resources to secure community tourism goals.
- Improve the visitor experience and;
- Increase attendance at, and support for, local events and festivals that target consumers from outside the local area.

Grant Programs

- 1) Trail Enhancement
- 2) Festivals and Events
- 3) Community Tourism

ELIGIBLE APPLICANTS

1. **Community organizations, Service clubs, Not-for -Profit societies and social enterprises. (partnership proposals with the local commercial sector encouraged);**
2. **Village of Port Alice;**
3. **First Nations governments within the bylaw area.**

THE PROPOSAL'S ACTIVITIES MUST OFFER SUBSTANTIAL BENEFITS TO COMMUNITIES WITHIN BYLAW AREA, AND BE SUPPORTED BY THE ELECTORAL AREA DIRECTOR.

PROPOSALS THAT OFFER BENEFITS TO PORT HARDY, PORT MCNEILL AND/OR ALERT BAY ARE ELIGIBLE TO APPLY SUBJECT TO MATCHING CONTRIBUTIONS FROM THESE JURISDICTIONS.

If you have any questions about the RTAG program, please contact Pat English, Manager Economic Development, penGLISH@rdmw.bc.ca



ELIGIBLE COSTS

- Eligible costs mean direct costs properly and reasonably incurred and paid by the proponent in the development or implementation of an eligible project.
- A successful proponent is eligible to be funded up to \$5,000 (subject to available funding) and may be required to make matching contributions in kind or in cash, based on the program guidelines
- Costs are only eligible when they take place after the proponent is notified of their successful award and are payable upon receipt of a valid invoice.
- **No “up front” contributions or instalments will be made upon award.**
- **Applicants are responsible for obtaining and disclosing all necessary permits and approvals for the project.**

APPLICATIONS WILL BE ACCEPTED UNTIL SEPTEMBER 30, 2022. PROJECTS MUST BE COMPLETED WITHIN A YEAR OF FUNDING APPROVAL.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.



HOW TO APPLY

The 2022 Application Form for the Tourism Grant Program is available at the RDMW office or may be downloaded from the website. Additional information requested in the application, including evidence that, as proponent, your organization is in good legal and financial standing in the Province of British Columbia, must be attached to the form. Please ensure that you attach all letters, approvals and permits in support of the application.

The project must be completed and a final report with accompanying financial statements and invoices must be submitted by December 31, 2023.

APPLICATION CHECK LIST

The following documentation is required for all applications:

- Proof that the applicant is current with regulatory registration
- Copy of the applicant's latest financial statement.
- Permits required for the project
- Evidence of support from the area's regional director

If the application is approved, payment of the grant requires proof of spending and proof of contributions, including any allowed in-kind contribution.



Regional District of Mount Waddington
Box 729, 2044 McNeill Road
Port McNeill, British Columbia
VON 2R0

Telephone: 250-956-3301
Facsimile: 250-956-3232

E-mail: info@rdmw.bc.ca

Malcolm Island Recycling Depot Upgrade

GT2017-06

FINAL REPORT: June 14, 2022

The Malcolm Island Recycling Depot Upgrade project began November 2017 and originally was supposed to result in an organics diversion area, shelving for the recycling depot shed, and a covered area adjacent to the shed. Due to competing priorities, only the organics diversion area was completed which has been utilized consistently since its construction in 2018.

The Malcolm Island Recycling Depot Upgrade has been deemed completed as of June 14, 2022 with a total capital asset valued at \$14,180

Funding		Spending	
		Organics Diversion	
Total Funding	\$14,180	Total Capital Asset	\$14,180





REGIONAL DISTRICT OF MOUNT WADDINGTON

2044 McNeill Road, P.O. Box 729, Port McNeill, B.C. V0N 2R0
Phone: 250-956-3161 or 250-956-3301 fax: 250-956-3232

Update from Patrick Feb 18/22: Project not complete - only 51% done
Apr 11/22: still underway
Jun 14/22: Closed Project

APPLICATION FOR GAS TAX-COMMUNITY WORKS

NAME OF APPLICATION: Malcolm Island Recycling Depot Upgrade

LOCATION AND ADDRESS OF PROPOSAL:

COMMUNITY Malcolm Island

IN ELECTORAL AREA: A

If **REGIONAL** Regional Wide Service or list Impacted Communities and areas

SERVICE:

RDMW Land Tenure:

TYPE OF APPLICATION:

Local Roads/Bridges Public Transit Drinking Water Wastewater Solid Waste
Community Energy Systems Recreational Infrastructure Cultural Infrastructure Tourism Infrastructure
 Disaster Mitigation Capacity Building

NEW DEAL FUNDING REQUIRED Project Budget Attached Community Support Attached

PROJECT DESCRIPTION:

- To better manage the waste stream for Malcolm Island, there is some consideration for removing wood and garden waste from the general waste stream. The most cost effective means of accomplishing this is to set the opportunity for the transfer station being able to accommodate more bins.
- The second upgrade that is being proposed is to install a matching outside covered area similar to that already in place on the right side of the recycling shed. This improvement will increase storage space and reduce congestion in the main shed.
- The third improvement is to install heavy duty shelving to improve the efficiency of space utilization in the shed.

COMMUNITY WORKS OBJECTIVES ADDRESSED BY PROPOSAL:

Increase efficiency and ease of operation at the recycling shed

TEST OF INCREMENTALITY *This project could not have been considered if New Deal funds were not available.*

MEASURABLE OUTCOMES (expected benefits)

FOR OFFICE USE ONLY

Copy to Finance
Finance File Number: MIG002

STAFF LEAD: Patrick Donaghy

DATE RECEIVED: November 21, 2017

PROJECT NUMBER: GT2017-06

CONSIDERED BY NEW DEAL COMMITTEE ON: November 21, 2017

MOTION NUMBERS: 17-33

DECISION: Approved Approved subject to:
 Not Approved

BUDGETED PROJECT COST: \$40,000

PROJECT CERTIFIED COMPLETE: _____

NEW DEAL APPROVED FUNDING: \$40,000

COMPLETION DATE: Organics Diversion 2018

ACTUAL PROJECT COST: \$14,180

DATE CONFIRMATION PROVIDED TO UBCM:

Project incomplete and closed June 21, 2022