



Electoral Area Directors & Municipal Regional District Tax Committee

MEETING AGENDA

October 18, 2022 – 11:30 am
RDMW Office – 2044 McNeill Road, Port McNeill, BC

Join Zoom Meeting:

<https://us02web.zoom.us/j/85760697324?pwd=VU9VdE1a1lvN1cxYTQ2YXM2OHYyQT09>

<u>Page</u>	CALL TO ORDER
1	1. Agenda Approval of Agenda as Presented or Amended (October 18, 2022)
2-3	2. Minutes Adoption of EA & MRDT Committee Meeting Minutes held June 21, 2022
4-7	3. Report Arena Manager: Amendment to Gas Tax Project GT2022-02 Woss Heat Pump
	4. Next Meeting – To be announced

ADJOURN



MINUTES

June 21, 2022

RDMW Office – 2044 McNeill Road, Port McNeill, BC

CALL TO ORDER: 12:01pm

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

22-17 It was moved and seconded, that the agenda dated June 21, 2022 be approved. **CARRIED**

2. Minutes

22-18 It was moved and seconded, that the minutes dated May 17, 2022 be adopted. **CARRIED**

3. Reports

A) Revised RTAG Guide

Also noted:

- *Starting in July 2022, the MRDT rate will increase from 2% to 3%*
- *The same tax increase will be put into effect for Town of Port McNeill and Village of Alert Bay; District of Port Hardy already collects 3%*
- *This increase will result in substantial increase in fund flow; and subsequently, we may be subject to requests from other jurisdictions to participate in programs or tourism marketing activities as these activities are not segregated by jurisdiction.*
- *The original guidelines for RTAG applications limit our ability to contribute funding to programs that originate by or primarily benefit other jurisdictions.*
- *If we are going to enter into partnerships, then we need to change the guidelines.*
- *If a request is made from an organization within another jurisdiction (ie: ToPM Tourism Committee) then it would be brought forth to the EA.MRDT Committee for review and subject to a 50% matching contribution from the applying committee’s municipality.*
- *This was driven by two things, the recent Tenors Concert and a conversation with the chair of the Town of Port McNeill Tourism Committee - they would like the RDMW to participate in programs; such as, the development of day trips from Port McNeill to areas within the regional district (Telegraph Cove, Alert Bay, Malcolm Island, etc.) – Electoral Area Directors would still have to approve the applications, as it would still be Area A/B/C/D/Port Alice funds, if it is established that the activity/event benefits their area.*

22-19 It was moved and seconded, to approve the amended guidelines for Rural Tourism Action Grant applications to state: 1) The proposal’s activities must offer substantial benefits to communities within MRDT Bylaw area and be supported by the Committee; and 2) Proposals that offer benefits to Port Hardy, Port McNeill, and/or Alert Bay are eligible to apply subject to matching contributions from these jurisdictions. **CARRIED**

B) Completion Report GT2017-06 Malcolm Island Recycling Depot Upgrade

Also noted:

- *In the process of our annual UBCM required "AER" reporting, we are working on doing some 'housekeeping' to try to complete all projects within 2 years.*
- *Closing this project puts remaining money back into the pot as only \$14,000 has been spent of the \$40,000 that was approved.*
- *The biggest component for this project was the organic diversion area which was completed in 2018 and has been consistently utilized since.*

22-20

It was moved and seconded, to receive and file the completion report for GT2017-06 Malcolm Island Recycling Depot Upgrade.

CARRIED

C) 2021 Annual Expenditure Report

Additional document shared at end of agenda

Also noted:

- *This report was submitted yesterday, June 20, 2022.*
- *This is an annual requirement to UBCM for Gas Tax reporting.*
- *Balance for this year is \$1.1 million.*
- *~\$520,000 is already ear-marked for the projects that are underway.*

20-21

It was moved and seconded to receive and file the 2021 Annual Expenditure Report.

Next Meeting – To be announced

Adjournment: The meeting adjourned at 12:24pm

CERTIFIED CORRECT

CHAIR

SECRETARY



REGIONAL DISTRICT OF MOUNT WADDINGTON

ARENA SERVICES

REQUEST FOR DECISION

TO: EA Committee **DATE:** October 14, 2022
FROM: Gerry Little, Arena Manager
SUBJECT: Woss Community Hall Heat Pump Replacement/Gas Tax

The EA Committee approved a \$27,000 funding request on April 19, 2022 to address an aging heat pump that reached its end of life and required replacing.

The arena and landfill operations share an equipment breakdown policy that if we suffer a significant loss on equipment, we are (in most cases) covered by this policy.

As the heat pump was an RD owned asset, I decided to file a claim with our insurance provider to see if the Woss Community Hall was eligible to submit a claim. As it turned out; we received a payment for \$27,841.41 from our insurance provider which covered the replacement of the heat pump, as well as the attempted repairs to the old unit, the crane services, and the duct work for the new unit.

Due to the unexpected windfall, we would like to tweak the project scope and add additional gas tax applicable projects and procurements.

Supply and Install LED Lights and Fixtures

Replace all interior/exterior bulbs with new LED compatible: \$4,500

Replace exit lighting to new “running man” lights: \$2,000

Purchase energy efficient cooler: \$3,000

Purchase energy efficient stove (s): \$3,000

Extend heat pump fence and add door: \$1,000

Repair electrical issues related to previous heat pump: \$1,000

Additional Labor and Incidentals from Arena Service

\$2,000

Total Funding Required: \$16,500

Funding Sources: Woss Recreation Service Reserves: 50%, \$8,250 & \$8,500 Gas Tax

Recommendation:

Approve the revision as presented for the amount of \$16,500 subject to 50/50 cost share from Woss Recreation Service.

Respectfully Submitted,

Gerry Little, Arena Manager



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

**APPLICATION FOR GAS TAX - COMMUNITY WORKS
AMENDED**

NAME: GT2022-02 Woss Heat Pump

LOCATION AND ADDRESS OF PROPOSAL: Woss Community Hall

COMMUNITY Woss IN ELECTORAL AREA: D

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

SERVICE: Woss Recreation 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
Woss Service Management Committee approved their 50% funding on April 12, 2022

PROJECT DESCRIPTION:

Replacement of aging infrastructure with new technology, a new heat pump will service the Woss Community Hall for many years. A new heat pump will bring reliability and eliminate costs through the warranty period.

LED Upgrade: Replace all interior/exterior lighting.

Total Estimated Project Cost: \$27,000

Project Update October 5, 2022:

The Regional District has an equipment breakdown policy, and we received a payment for \$27,841.41 from our insurance provider that covered the replacement of the heat pump. The amount received covered 100% of the heat pump replacement, attempted repairs to the old unit, crane services, and duct work. Due to the unexpected savings, we would like to tweak the project scope with additional gas tax applicable procurements.

Compared to the previous year billing period of June 9, 2021 to August 9, 2021, there was a hydro reduction of 25% at the Woss Community Hall.

There are still completion activities that remain which were not included in the original application that was approved on April 19, 2022:

- *Extend security fence as the new heat pump took up additional landscape.*
- *Electrician to complete electrical on exterior LED lighting and repair interior breaker issues in the main hall that were related to the heat pump.*
- *Purchase two energy efficient fridges and one stove*
- *Replace eight 'Exit' lights to LED 'running man' exit lights.*

Estimated cost of additional work and supplies: \$16,500

COMMUNITY WORKS OBJECTIVES ADDRESSED BY PROPOSAL:

- **Aligns with strategic priorities of RDMW**
- **Within the 5-year capital plan**
- **Assists in funding the asset management infrastructure gap.**
- **50/50% cost share if local service**

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

MEASURABLE OUTCOMES (expected benefits)

New vs Old: An increase in efficiencies of 20% can be realized with proper operation and preventative maintenance. Lower maintenance costs.

FOR OFFICE USE ONLY

Copy to Finance

Finance File Number: WSR002

STAFF LEAD: *Gerry Little, Arena Manager*

DATE RECEIVED: *April 19, 2022*

PROJECT NUMBER: *GT2022-02*

CONSIDERED BY NEW DEAL COMMITTEE ON: *April 19, 2022*

MOTION NUMBERS: *22-11; 104/2022*

DECISION: *Approved* *Approved subject to:*

50/50 cost share from Woss Recreation Service Reserves

Not Approved

Original BUDGETED PROJECT COST: \$27,000 *Which has since been fully covered by insurance payment*

Original NEW DEAL APPROVED FUNDING: \$13,500

AMENDMENT:

Additional work ESTIMATED COST: \$16,500

PROJECT CERTIFIED COMPLETE: _____

Adjusted NEW DEAL APPROVED FUNDING:

EST. COMPLETION DATE: *November 2022*

ACTUAL PROJECT COST:

\$

DATE CONFIRMATION PROVIDED TO UBCM:



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

Oct 5/22: This is original approved project. Please see Amended Form dated Oct 5/22

APPROVED GAS TAX - COMMUNITY WORKS

NAME: GT2022-02 Woss Heat Pump

LOCATION AND ADDRESS OF PROPOSAL: Woss Community Hall

COMMUNITY Woss IN ELECTORAL AREA: D

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

SERVICE: Woss Recreation Service RDMW Land Tenure:

TYPE OF APPLICATION:

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

MEASURABLE OUTCOMES (expected benefits)

New vs Old: An increase in efficiencies of 20% can be realized with proper operation and preventative maintenance. Lower maintenance costs.

FOR OFFICE USE ONLY		<input checked="" type="checkbox"/> Copy to Finance Finance File Number: WSR002
STAFF LEAD: Gerry Little, Arena Manager		
DATE RECEIVED: April 19, 2022		PROJECT NUMBER: GT2022-02
CONSIDERED BY NEW DEAL COMMITTEE ON: April 19, 2022		MOTION NUMBERS: 22-11; 104/2022
DECISION: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Approved subject to: 50/50 cost share from Woss Recreation Service Reserves		
<input type="checkbox"/> Not Approved		
BUDGETED PROJECT COST: \$27,000		PROJECT CERTIFIED COMPLETE: _____
NEW DEAL APPROVED FUNDING: \$13,500		EST. COMPLETION DATE: 32 weeks from approval date
ACTUAL PROJECT COST: \$		DATE CONFIRMATION PROVIDED TO UBCM: