



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

January 17, 2023 at 2:00pm
Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

Join Zoom Meeting

<https://us02web.zoom.us/j/82479733124?pwd=OGdLc09vemt4Ym5sQVY0M3NobIM2QT09>

Page(s) **CALL TO ORDER**

A. APPROVAL OF AGENDA

- 1-3 1. Adopt January 17, 2023 RDMW Board of Directors Meeting Agenda as presented (or amended)

B. DELEGATIONS & RECOGNITIONS

This meeting is taking place on the traditional territory of the Kwak'wala speaking peoples.

1. Mount Cain Alpine Park Society
2. 7 Hills Golf and Country Club
3. InFilm (Vancouver Island North Film Commission)

C. MINUTES

- 4-9 1. Minutes of the Board of Directors Meeting held December 20, 2022 as Presented (or amended)

Available for Review 1. 2. District of Port Hardy – Regular Council December 13, 2022; Village of Alert Bay – Regular Council November 22, 2022; Village of Port Alice: Regular Council – November 23, 2022

Available for Review 3. Cheque Register Report (December 31, 2022)

D. STAFF REPORTS

1. Administrator – Verbal Report

10 b) Travel Report – January 17, 2023

2. a) Economic Development Services - None

11 b) Rural Resident Attraction Coordinator Report (January 6, 2023)

12-13 c) Tourism Coordinator Report (January 6, 2023)

14-15 3. Operations Department (January 9, 2023)

Recommendation:

That the Regional District of Mount Waddington enter into a contract with Jack Wilson to operate the Woss Recycling/Transfer Station for the period of January 1st 2023 to December 31st 2025 with the option to renew for an additional year at the rate of \$733.50/month for base duties and \$24.44/hr for extra services.

16-19
20-21

- a) Operations Special Report No. 1 – Operations Projects
- b) Operations: Waste Composition Study

4. Planning and Development Services – Verbal Report

5. Arena (January 6, 2023)

22
23-24

- a) Heritage Canada North Island Sports Hall of Fame Report
- b) 2023 Green Inclusive Community Buildings Funding Stream Application

Recommendations:

1. *THAT the RDMW Board/Finance Committee approves That the arena manager submits an application to Heritage Canada for up to \$60,000 in the 2023 budget to transform a portion of unused space in the Chilton Regional Arena into a Regional, North Island Sports Hall of Fame which shall be supported by an RDMW contribution for the amount up to \$30,000.*
2. *THAT the Regional Board/Finance committee approves that: the arena manager submits an application to Green Inclusive Community Buildings Fund for up to \$1,200,000 with an RDMW contribution of up to \$240,000 to complete various mobility and energy reduction projects within the Chilton Arena.*

E. FINANCIAL REPORTS

1. Treasurer Report – Verbal Report

25

2. Single Source – December 31, 2022

F. COMMITTEE REPORTS

(To be brought forth from earlier Committee Meetings)

G. BYLAWS AND PERMITS

H. CORRESPONDENCE - None

I. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

1. Other Business: Discussion

2. **Electoral Area Updates:**

Area “A” - Broughton / Malcolm Island / Mainland

Recommendations:

THAT the following be appointed to the Malcolm Island Advisory Committee

- o Carmen Burrows
- o Hans Madsen

Area “B” - Quatsino / Winter Harbour

Area “C” - Hyde Creek / Rupert

Recommendation:

THAT the following be appointed to the Hyde Creek Advisory Planning Commission

- o Sharon Barratt
- o Meg Bose
- o Aaron Gabrysh
- o Mike Green

- Carmen King
- Ken Lande
- Max Marshall

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. Committee Meetings:

5. Next Meeting: February 21, 2023

J. ADJOURNMENT



REGIONAL DISTRICT OF MOUNT WADDINGTON

BOARD OF DIRECTORS MEETING MINUTES

December 20, 2022 at 2:00pm

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

- Chair: Andrew Hory
- Directors: In Person: James Furney, Michelle Pottage, David Summers, Kathryn Wykes
Zoom: Dennis Buchanan, Pat Corbett-Labatt, Kevin Cameron, Dennis Dugas,
- Staff: In person: David Kim, Administrator, Pat English, Manager of Economic Development, Patrick Donaghy, Operations Manager: June Kwon, Planning Assistant
Zoom: Nadine Weldon, Recording Secretary; Nicole McDowell; Megan Hanacek, Rural Resident Attraction Coordinator, Natalie Stewart, Tourism Coordinator
- Public Zoom: Kathy O'Reilly, John Tidbury

Resolution
No.

CALL TO ORDER

2:0 PM

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

APPROVAL OF AGENDA

Moved/Seconded/**CARRIED**

259/2022

THAT the RDMW Board of Directors December 20, 2022 Meeting Agenda be approved as amended.

DELEGATIONS & RECOGNITIONS

1. BC Transit: Seth Wright Government Relations Manager for Vancouver Island, Victor Copetti, BC Transit Planner
 - Government Relations Manager role is the conduit between BC Transit and local government partners, including planning, scheduling, financing etc..
 - BC Transit provides a large team who provide support to the Government Relations Manager to ensure services are met to the best of their ability
 - Transit is essential as an alternative transportation that provides reliable, convenient and affordable transportation options for all areas it operates in
 - BC Transit is a crown corporation and partners with 59 local government partners, 18 private management companies, 5 public organizations and
 - Transit provides a variety of services including, conventional transit, handy dart, paratransit and health connections (VTN).
 - BC Transit is funded through a partnership model, including local funding, and ridership fares
 - Transit has identified that one of their priorities to increase transit available to First Nations communities through the Province of BC
 - The local government helps to determine service expansion priorities
 - BC Transit maintains an annual operating agreement with the local government(s)
 - The operations team works directly with the Private Operators to ensure delivery of service
 - BC Transit procures and maintains their fleet, including BC Transit owned garages, as well as in house marketing, financial and other professional services. BC Transit
 - The private operating companies provide specified transit services as directed by BC Transit, including driver training, customer relations, required reporting
 - Shared Services for Regional Transit system, the conventional transit cost share is 53.3% for municipal and 46.7% paid by transit., with custom transit is 33.3% for

- municipal and 66.7% paid by transit.
 - BC Transit has consistently been rated as one of the better systems across Canada in a peer-to-peer review.
 - Mount Waddington Transit System was established in 2008 by North Island Community Services and transitioned over to PW Transit in 2019.
 - Mount Waddington Transit has 9 routes in total, including fixed routes between Port Hardy and Port McNeill, local community services and a seasonal fixed route to and from Woss. Additionally, there is a Handy Dart Service that runs in both Port Hardy and Port McNeill.
 - Mount Waddington Transit ridership is recovering from pandemic numbers and looking positive
 - The Regional District holds annual agreements with 'Namgis First Nation, Kwakiutl First Nation and Quatsino First Nations. BC Transit is looking at extension to Routes 4 (Kwakiutl/Airport) and Route 5 (Quatsino/Coal Harbour) to ensure riders are provided safe and accessible access.
 - The Woss service was put ahead one hour, however, if the Mount Cain connector is re-established the service can be pushed back to meet the connector bus.
2. BC Rent Bank – John Horn, Executive Director Connective Society, Azura Kine, Connective Society
- Rent Bank is a province wide program that provides 1 time zero interest loans to families that find themselves in situations that they cannot pay their rent, damage deposit, and/or utilities. The goal is to assist with stabilized housing.
 - Currently the Nanaimo Rent Bank handles only the Regional District of Nanaimo. The Regional District of Mount Waddington is currently serviced by the Kamloops Rent Bank. The goal for 2023 is to move Central and Northern Vancouver Island from the Kamloops location to the Nanaimo location.
 - The Connective Society will promote to all communities and to enhance peoples understandings
 - The cost to serve the Regional District of Nanaimo is \$116,000.00 for loan capital and the annual operating costs are \$65,780.00
 - For the Regional District of Mount Waddington, Connective Society/Rent bank is looking for an annual contribution of \$10,000.00 in perpetuity. This money would go back into the community, for as long as the program runs.

MINUTES

- 260/2022 Moved/Seconded/**CARRIED**
 THAT the Minutes of the Board of Directors Meeting held November 15, 2022 be adopted as amended.
- 261/2022 Moved/Seconded/**CARRIED**
 That the Correspondence on the table be received and filed.
- 262/2022 Moved/Seconded/**CARRIED**
 THAT the Cheque Registry for November 30, 2022 be received and filed.

STAFF REPORTS

1. Administrator Report: *Noted:*
 - Economic Development posting has been closed and are currently going through the screening process. It is anticipated that interviews will be held mid-January.
 - Continuing to bring staff into the Finance Department, including a Senior Finance Clerk. It is anticipated that a Treasurer posting will go out in January.
 - Transit stats: cumulative revenue rose by 10% with the ridership rising by 20%

263/2022 Moved/Seconded/**CARRIED**
THAT the board receive the amended Regional Emergency Coordinator contract for 2023 as discussed in the In Camera meeting.

264/2022 Moved/Seconded/**CARRIED**
THAT the Board instruct Marjorie Giroux to complete an application for the UBCM Emergency Support Services Grant for Critical Incident Stress Management training in the sum of \$30,000.

265/2022 Moved/Seconded/**CARRIED**
THAT the verbal December 20, 2022 Administrator's Report be received.

Travel Report - None

2. Manager of Economic Development (December 9, 2022)

266/2022 Moved/Seconded/**CARRIED**
THAT the Regional District of Mount Waddington supports the submission of a funding application to the Rural Economic Development Infrastructure Program to support our resident attraction program and planning for the development of a seaweed industry.

267/2022 Moved/Seconded/**CARRIED**
THAT the December 9, 2022 Economic Development Manager Report be received and filed.

b) Rural Resident Attraction Coordinator Report (December 9, 2022) Presented by Megan Hanacek. *Also noted:*

- *The Vancouver Island North events calendar is one of the most popular in the Regional District.*

268/2022 Moved/Seconded/**CARRIED**
THAT the December 9, 2022 Rural Resident Attraction Coordinator Report be received and filed.

c) Tourism Coordinator Report (December 9, 2022), Presented by Natalie Stewart

269/2022 Moved/Seconded/**CARRIED**
THAT the 2023 Vancouver Island North Tourism Business and Marketing Plan for 2023 be approved as presented.

270/2022 Moved/Seconded/**CARRIED**
THAT Andrew Jones, Andrew Nixon, Michael Margolick and Gord Oppen be appointed to four of the five available Stakeholder positions for the 2023-2024 term.

271/2022 Moved/Seconded/**CARRIED**
THAT Geoff Heith be appointed to the vacant Strategic Position for the remainder of the 2022-2023 term.

272/2022 Moved/Seconded/**CARRIED**
THAT the December 9, 2022 Tourism Coordinator Report be received and filed.

3. Manager of Operations (December 12, 2022) *also noted:*

273/2022 Moved/Seconded/**CARRIED**
THAT the 2023 Fire Chief Appointments be approved as follows:
- Andrew Hory: Coal Harbour Volunteer Fire Department
- Murray Estlin: Hyde Creek Volunteer Fire Department
- Tom Trimmer: Sointula Volunteer Fire Department

- Brock Soderman: Woss Volunteer Fire Department

274/2022 Moved/Seconded/**CARRIED**
THAT the December 12, 2022 Manager of Operations report be received and filed.

4. Planning Assistant Report (December 13, 2022)

275/2022 Moved/Seconded/**CARRIED**
THAT the December 13, 2022 Planning Assistant Report be received and filed.

FINANCIAL REPORTS

1. Finance Report – Presented by the Administrator.

276/2022 Moved/Seconded/**CARRIED**
THAT the verbal Finance Report be received and filed.

2. Single Source Report by Finance Clerk MacEachern

277/2022 Moved/Seconded/**CARRIED**
THAT the November 30, 2022 Single Source be received and filed.

COMMITTEE REPORTS

Arena Committee:

278/2022 Moved/Seconded/**CARRIED**
That the 2022-2027 contract with the Broughton Curling Club be approved as presented

279/2022 Moved/Seconded/**CARRIED**
THAT the 2022-2027 Heat Loop Agreement with School District No.85 be approved as presented.

Policy Committee:

280/2022 Moved/Seconded/**CARRIED**
THAT the amount for Computing Device Allowance (Section 8.2.1 Electoral Area Computing Device Allowance) reimbursement for Electoral Area Directors be increased to \$1000.00 per term.

BYLAWS AND PERMITS

1. Bylaw No. 1015, cited as “Coal Harbour Zoning Bylaw No. 669, Amendment Bylaw No. 1015, 2022” be approved for 3rd reading.

281/2022 Moved/Seconded/**CARRIED**
THAT Bylaw No. 1015, cited as “Coal Harbour Zoning Bylaw No. 669, 2002, Amendment Bylaw No. 1015, 2022” receive 3rd reading.

1. Bylaw No. 1015, cited as “Coal Harbour Zoning Bylaw No. 669, 2002 Amendment Bylaw No. 1015, 2022” be approved for adoption

282/2022 Moved/Seconded/**CARRIED**
THAT Bylaw No. 1015, cited as “Coal Harbour Zoning Bylaw No. 669, 2002 Amendment Bylaw No. 1015, 2022” adopted.

CORRESPONDENCE - None

OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

Electoral Area Updates:

Area "A" - Broughton / Malcolm Island / Mainland

- *The new LED streetlights are being installed throughout the community. Only a couple of complaints*
- *Seniors hosted a community potluck, which is encouraging.*

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

- *Rates advisory for the Coal Harbour hall is still in discussion.*
- *A few hundred dollars are to be awarded to CHLCC to create a committee to oversee the use of the Coal Harbour Hall.*
- *CHLCC passed final version of Hornsby Crawler welcome sign.*
- *Have spent a lot of time with David, new CAO over the last month and am very happy with his intentions and efforts. Look forward to working with him in 2023.*
- *Attended the Christmas party for the Regional District, thank you to all who organized and ensured the success of this event.*

Area "C"- Hyde Creek / Rupert

- *Ongoing in my learning.*
- *Attendance at a handful of meetings including HCAPC.*
- *Devastating fire in Hyde Creek and very impressed and grateful to the Fire Departments for their work.*
- *Happy Season to everyone.*

Area "D"- Nimpkish Valley / Woss

- *Everyone was happy with the work done on the streetlight repairs, with just a couple of small issues to be dealt with. Will discuss with Gerry at the January WRA meeting.*
- *Getting ready for Christmas gathering at the Hall*
- *Merry Christmas and Happy New Year*

2. Municipal Updates:

Village of Alert Bay

- *First of December community meeting how to best support those in the community with addictions.*
- *Every Wednesday in December, The Elagola will provide 50 hot meals on a first come, first serve basis*
- *On December 8 Whe La La U held a community Christmas dinner*
- *December 10 was the Alert Bay Christmas Bazaar*
- *December 12 was the 'Namgis Christmas dinner*
- *December 17 was the Christmas Tree light up, with the junior rangers providing hot dogs and burgers along with the Bayside Restaurant provided free hot turkey dinner for the community.*
- *There was a winter wellness community dinner at the council hall.*
- *Participated in the Municipal Affairs meeting via zoom with the new Minister Anne Kang. This was a meet and greet to allow the Ministry the ability to meet with and have ongoing discussions with various municipalities.*
- *BC Hydro is working on the LED lights changeover.*
- *Campsite work is ongoing and is almost complete.*
- *Community music on the 29th*
- *Merry Christmas to everyone.*

Village of Port Alice

- *Santa came to town*
- *Village was able to present gift certificates to health care professionals in the amount of*

\$20 each for the local coffee shop. The staff were very appreciative.

- *WFP donated a \$5,000 gift to the Port Alice Fire Department for road rescue equipment, as well as a \$2,500.00 donation towards gifts for the Village children for Christmas.*
- *Have a good Christmas*

District of Port Hardy

- *Big thank you to Hardy Bay Seniors Society for the Christmas dinner, 90 attendees.*
- *Thank you to Port Hardy Rotary for the annual Christmas Truck parade.*
- *Thank you to Leslie Dyck for the Christmas Hamper program that is done in conjunction with Loaves and Fishes from Nanaimo.*
- *Close to the conclusion of the North Island Sustainable Power report. Anticipate it will be ready for review in the New Year.*
- *Happy to be on the VINTAS committee (attended the AGM) and excited for the future*
- *North Island Seniors Housing Foundation are continuing talks with BC Housing, including an RFP which is on the webpage.*
- *Many thanks to those who are helping those in need in our community.*
- *Happy and healthy Christmas and prosperous New Year*
- *Pool is starting to be demolished, to remove cement in preparation of the new liner. Anticipated that the liner will arrive sometime in January*
- *Want to acknowledge that I am coming from the traditional territory of the Kwakiutl Peoples.*
- *Grateful to all who volunteer and provide aid throughout the North Island. Including Harvest Food Bank, Loaves and Fishes, Rotary, Hardy Bay Seniors, Salvation Army to name a few.*
- *Recreation staff have provided a new winter schedule and it is open to all North Island Residents.*

Town of Port McNeill

- *Finally have completion of skid for waterfront steam donkey, interesting that four of the young people working on this are the offspring of four of the crew that built the original.*
- *Formalized the position of Brenda Johnson as a dual position of both CFO and CAO.*
- *Great Christmas parade with the First Responders in Port McNeill.*

Questions/Comments – None

Next Meetings of the Board of Directors: Regular Meeting: January 17, 2023 at 2:00 pm

283/2022

ADOURNMENT TIME 3:45 PM

CHAIR

SECRETARY



REGIONAL DISTRICT OF MOUNT WADDINGTON

Travel Report

TO: BOARD
FROM: David Kim, Administrator
SUBJECT: January Travel Report
DATE: January 17, 2023

Authorization required for the following travel outside the RDMW:

Name	Purpose	Location	Date	Est. \$
David Kim	CAO Conference	Kelowna	February 13-18	\$3,510.38
Andrew Hory	LGLA Elected Officials Seminar	Nanaimo	February 15-17	\$1692.60
Michelle Pottage	LGLA Elected Officials Seminar	Nanaimo	February 15-17	\$1628.44
Kathryn Wykes	LGLA Elected Officials Seminar	Nanaimo	February 15-17	\$1576.44
David Summers	LGLA Elected Officials Seminar	Nanaimo	February 15-17	\$1494.84

Motion Required. _____ (January 17, 2023)

Dec 2022 Regional District of Mount Waddington Resident Attraction and Retention

1) My Vancouver Island North Media

(website: [myvancouverislandnorth](https://myvancouverislandnorth.ca), and social media channels: [#myVIN](https://twitter.com/myVIN), [#myVancouverIslandNorth](https://www.facebook.com/myvancouverislandnorth))

- a. **Social Media details:** Facebook currently has 2182 followers (2146 last month). Instagram currently sits at 873 followers (854 last month). Daily locally relevant posts are being added to both channels.
- b. **Website:** We are gearing up the website to include new videos being storyboarded and developed (in coordination with Geoff Heath and our various other stakeholder segments). Our local RDMW events calendar (<https://myvancouverislandnorth.ca/life-here/our-stories/>) is very full and being updated frequently -both internally and with external inputs from event holders.

2) Vancouver Island North Training and Attraction Society

Ongoing monthly meetings continue with a new increased meeting schedule for 2023. As discussed at the last RDMW monthly Board meeting, Learning Council will now merge with VINTAS (a recognized society under the BC Society Act). Current topics being developed through VINTAs include the Spring 2023 Economic Development Forum (April 2023), Ambassador program, VICEDA meetings, the Fundamentals of Forestry school, and other upcoming marketing deliverables (eg updated regional promotional videos on 4 segments: Small Business, Natural Resources (Marine, Forestry, Mining), Health Care and Tourism. VINTAS held it's annual AGM on Dec 8, 2022 and will now include the Learning Council priorities.

3) Provincial Nominee Program

51 inquiries for candidate packages to date (last 10 months). We continue to work with our Sri Lankan PNP candidate and family (aiming for a March 2023 local visit, dependent on VISA approvals). Regular monthly meeting attendance and reporting with PNP government staff is occurring to discuss candidate vetting and learning from other jurisdictions.

4) Executive Pulse Data Content Management System

Ongoing work is being completed with the database (collaboration with RDMW and Community Futures).

Respectfully submitted,
Megan Hanacek



January 06, 2022

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

Vancouver Island North Tourism Report: December 2022 to January 2023

Upcoming and in-progress activities:

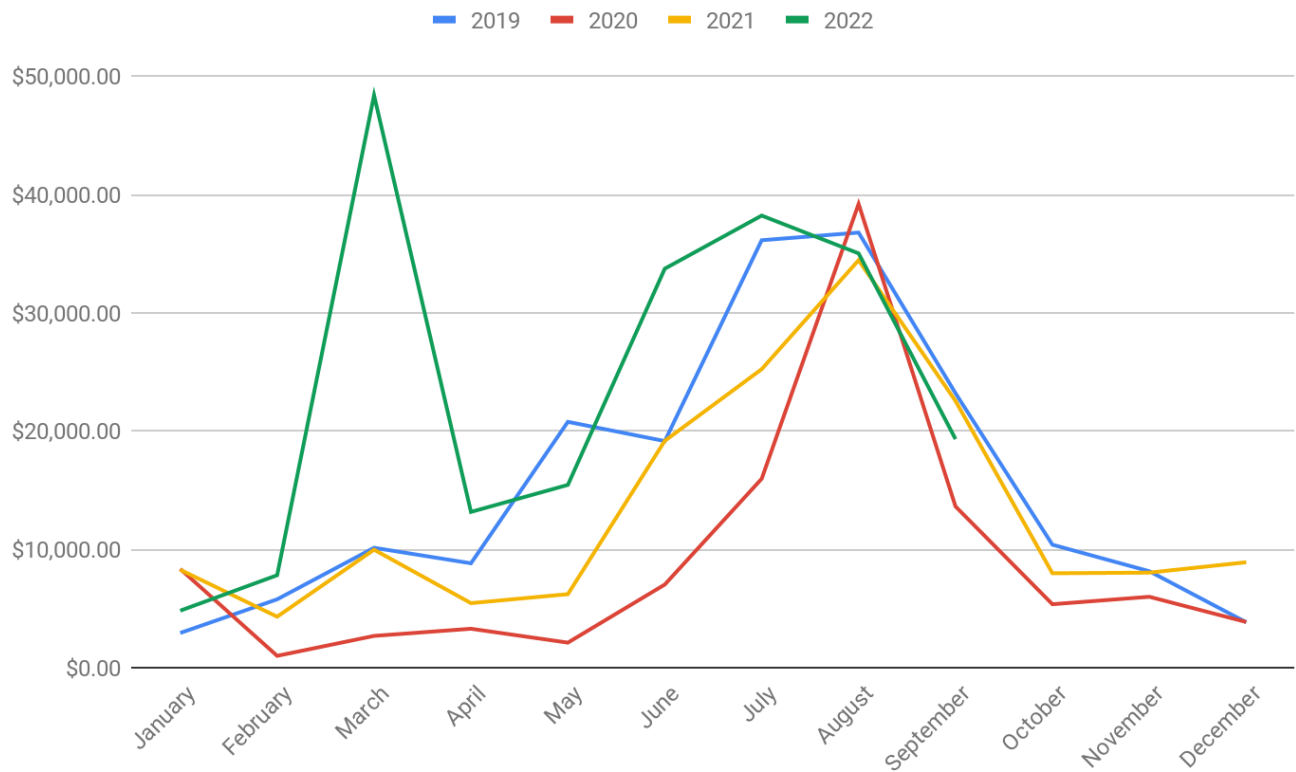
- The VINT Brand Refresh project is moving forward. The subcommittee met early January to review options for the new logo. Final options will be prepresented to VINTAC on January 27th. Engagement with First Nations to include FN artwork in logo is in progress.
- A new blog post was posted before the holidays highlighting giftable experiences on the North Island.
- Social Media Stats
 - Facebook Followers
 - Dec. 2021 - 16,933 | Dec. 2022 - 18,777
 - Instagram Followers
 - Dec 2021 - 26,803 | Dec 2022 - 30,755
 - Twitter Followers
 - Dec 2021 - 1,922 | Dec 2022 - 2,061

Vancouver Island North Tourism Advisory Committee

- The next VINTAC Meeting will be held on Friday January 27, 2022 and will include:
 - Financial Review – TVI & RDMW;
 - VINTAC Terms of Reference;
 - VINTAC Code of Professional Conduct & Conflict of Interest Guidelines;
 - Marketing Update
 - 2023 Chair & Vice Chair Election;
 - 2023 Meeting Calendar Confirmation;
 - Community/Partner Organization Updates

MRDT Revenue by Month:

The Vancouver Island North Tourism project receives 80% of the first 2% (or 53.33%) of MRDT revenue collected from designated recipients in the Vancouver Island North Region (Port Hardy, Port McNeill, Alert Bay, RDMW Rural Areas & Port Alice). All MRDT collecting communities on the North Island are collecting MRDT at a rate of 3% as per the approved MRDT 5 year plan application.



	2019	2020	2021	2022
January	\$2,917.78	\$8,330.62	\$8,259.55	\$4,802.82
February	\$5,761.99	\$982.04	\$4,294.63	\$7,801.24
March	\$10,120.56	\$2,668.57	\$9,959.97	\$48,383.40
April	\$8,809.07	\$3,273.34	\$5,438.80	\$13,435.76
May	\$20,770.41	\$2,100.10	\$6,198.53	\$15,438.90
June	\$19,143.08	\$7,011.24	\$19,162.48	\$33,721.69
July	\$36,126.77	\$15,957.51	\$25,225.62	38211..38
August	\$36,772.69	\$39,195.56	\$34,441.50	35016.19
September	\$23,188.65	\$13,615.46	\$22,537.80	19,311.04
October	\$10,380.61	\$5,348.35	\$7,967.36	
November	\$8,138.24	\$5,976.56	\$8,020.04	
December	\$3,819.56	\$3,844.11	\$8,895.76	
TOTAL	\$185,949.40	\$108,303.64	\$160,402.04	\$196,528.83

*Note -Port McNeill MRDT numbers are not included for September totals as they were not available at the time of this report.

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:** January 5, 2023
FROM: Patrick Donaghy, Manager of Operations
SUBJECT: January 2023 Operations Report

The following report highlights the various initiatives that the Manager of Operations has been focusing on since the December Board meeting.

The Regional District received the results from the Waste Composition study conducted by Maura Walker and Associates. A follow up special report in this Board package will review the study, the results and recommended actions based on the findings.

The Manager of Operations, as part of the Business Plan process, has developed a Operations Project Tracker/Planner on a spreadsheet. At last count over 80 priorities have been entered into the spreadsheet, many of which are essential and can not be set aside. The drivers for this large list are preparation for the landfill expansion, changes in regulatory requirements for waste water, the recent registration of the Regional District as a registered firm with Engineers and Geoscientists BC and the constant need to maintain, repair or replace infrastructure. A special report has been written for the Board to provide an overview of the 2023 projects and how staff will be managing these challenges.

By the time of the Board meeting, preliminary local service budgets will have been distributed to all committees/commissions with which staff liaise in regard to fiscal planning. 2023 in most cases will see fee and tax requisition increases being significantly higher than previous budget cycles. In context with these expectations is the fact that the British Columbia Consumer Price Index posted for November was 7.2% which has been a driver for most operational budgets.

The Manager of Operations has circulated the first draft of the ***“North Vancouver Island Emergency Rescue Plan for Locations Outside of Established Emergency Local Service Areas”***. This verbosely titled agreement has been the result of discussions between Campbell River Search and Rescue (CR-SAR), local volunteer fire departments, Emergency Management BC and the Regional District. Its intent is to facilitate the use of local rescue resources in emergencies outside of local service areas and municipal boundaries in partnership with CR-SAR which should result is quicker reponses to rescue requests with better rrsources being brought to bear. The draft agreement has been circulated to the municipal CAOs, Fire Chiefs and CR-SAR. It is the intent that feedback will be used to improve the draft document with the final draft being circulated by the end of January and included in the February Board circulation package for the Directors review and hopeful approval.

At the end of 2022, Pat Rocheleau stepped down from being the attendant of the Woss Recycling Depot/Transfer Station. Pat's service to Woss was very much appreciated. Given the essential nature of the position to the Woss' solid waste service, staff posted a request of interest via posters and social media. From these efforts, Jack Wilson, a local resident of Woss, was interviewed and successfully gained staff support for taking on the contracted position of the facility's attendant. The contract still needs Board approval so it is requested that the following motion be passed:

That the Regional District of Mount Waddington enter into a contract with Jack Wilson to operate the Woss Recycling/Transfer Station for the period of January 1st 2023 to December 31st 2025 with the option to renew for an additional year at the rate of \$733.50/month for base duties and \$24.44/hr for extra services.

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

OPERATIONS DEPARTMENT

MONTHLY REPORT

TO: Board of Directors **FILE:** 315.04 **DATE:** January 5, 2023

FROM: Patrick Donaghy, Manager of Operations

SUBJECT: January 2023 Operations Special Report on 2023 Operations Projects

The Manager of Operations, as part of the Business Plan process, has developed a Operations Project Tracker/Planner on a spreadsheet. At last count over 80 priorities have been entered into the spreadsheet, many of which are essential and can not be set aside. A special report has been written for the Board to provide an overview of the 2023 projects and how staff will be managing these challenges.

The year 2023 will be a continuation of the changes that were started in 2022 which have fundamentally altered how operations must be conducted going forward. The four catalysts whose impact have and will be most significant are as follows:

- The registration of the Regional District of Mount Waddington (RDMW) as a Registered Firm with Engineers and Geoscientists BC (EGBC)
- The approval of the landfill tenure expansion
- The upgrading of the waste water discharge permits
- The decision by volunteer fire departments to pursue third party certification for their members

Each of these catalyst are necessary for the long term benefit for the RDMW and must be tackled now and not delayed. Coupled with the usual maintenance, repair and replacement of infrastructure and programs, Operations will be having an interesting twelve months ahead.

The Registration Of The Regional District Of Mount Waddington (RDMW) As A Registered Firm With Engineers And Geoscientists BC

Recent changes in the Provincial legislation of professional practice in British Columbia required that the RDMW be entered on to the list of Registered Firms. This requirement was triggered the presence of a Professional Engineer and an Engineer in Training being on staff. The recent addition of another professional engineer, though not registered in BC, under scored the requirement for the registration.

The consequences of this registration are as follows:

- Need to standardize records management as per EGBC requirements
- The need to conduct/document risk assessments at the start of projects and at critical decision making points

- Documentation of continuing education of EGBC members to maintain their competencies
- Conducting work as per EGBC professional practice standards

The RDMW takes pride in pursuing innovative strategies that fully maximize local resources and there will be a need to merge the EGBC requirements in future efforts. The emergency backup battery project has been a good start in marrying the two strands together and more work needs to be done. In some cases, past projects have been reviewed and gaps identified/filled using professionals who past experientismakes them most familiar with the works involved.

Going forwards, the RDMW will need to continually invest in professional training for staff who are members of the EGBC and develop longterm relationships with third party consultants. This strategy will allow the RDMW to strike a balance of autonomy where work can be done inhouse with the associated cost savings and where external professional resources are needed, productive relationships can be more calaborative in nature.

The Approval Of The Landfill Tenure Expansion

The offer of the former Ministry of Transportation and Infrastructure (MOTI) aggregate reserve that is adjacent to west of the landfill initiated a series of projects that will cumulate in the construction of the Phase 4 expansion, potentially in 2027.

In 2022, the registered survey was completed and should formally submitted to the Province in early 2023. Also started in 2022 was 7 Mile Landfill and Recycling Center's (7MLRC) Design Operation and Closure Plan (DOCP) by Sperling Hansen Associates (SHA) with the completion expected in early 2023.

In 2023, the RDMW needs to kick off a Solid Waste Management Plan (SWMP) process to follow-up the interim SWMP that was completed in 2020. The SWMP will be the RDMW's committment for its future solid waste management efforts including infrastructure investments. Where the interim SWMP was instrumental in making the case and showing community support for 7MLLRC's tenure expansion, the up coming SWMP will be the vehicle that communicates how the RDMW will manage soild waste through waste diversion initiatives and infrastructure investments. The DOCP is of critical importance as it will provide estimated costs for 7MLRC's infrastructure development. The RSWMP is the document that shows that the RDMW has creditably consulted all communities in its efforts to manage solid waste. It also allows the RDMW to borrow to carryout the infrastructure plans set out in the RSWMP without additional consultation. The Manager of Operations is hoping that the Board will support reengaging Carey McIver to lead the SWMP process given her successful stewardship of the interim SWMP in 2019-2020. If the SWMP can be completed and submitted in 2023, it will allow a year for the Province to review and approve the plan. This timeline allows for the actual design of the Phase 4 expansion in early 2025 and construction in the subsequent summer. Again the Manager of Operations will be recommending that the RDMW continue to engage with SHA who have nearly

20 years of continuous service to 7MLRC and the RDMW and have been instrumental to past and current successes.

Parallel to the SWMP and the Phase 4 expansion, 7MLRC needs to update its operation license. The current license impedes the landfill's ability to take in contaminated soils which are needed to operate in a cost effective manner. Because 7MLRC is located on a former MOTI aggregate pit, most of the material that could be used for cover material has been removed meaning there is a long term deficit for material to cover deposited solid waste. This deficit means that when existing resources are exhausted, the RDMW will need to purchase the needed dirt and pay to have it hauled to the landfill which will be cost prohibitive. A more attractive alternative is to receive contaminated soil from off site. The generators of these contaminated soils will pay tipping fees and haul the soils to 7MLRC at their cost. The Manager of Operations has started the operation license update working with ActiveEarth, 7MLRC's leachate consultants. It is hoped that an application package can be submitted to the Province in 2024.

The Upgrading Of The Waste Water Discharge Permits

In 2022, the Province contacted the RDMW about the need to update the discharge permit for the Sointula waste water treatment plant (WWTP). The Sointula update is part of a multiphase project by the Province to update all discharge permits with the expectation that Hyde Creek and Coal Harbour will have their permits updated in 2023 and Woss sometime later.

The RDMW is in a favourable position in that the most expensive consequence of the update process had already been initiated with the emergency backup battery project as a new permit requirement is that all infrastructure must be able to operate continuously even during power outages.

The other large cost impact is the upgrading of testing of effluent and receiving waters. The Manager of Operations is working with Steve Lacasse RPBio to develop a cost effective means to minimize costs for the receiving waters testing for Sointula and Hyde Creek. It is the intent to try and recruit other operators of WWTP such as Port McNeill, Alder Bay, Telegraph Cove and others to further spread the savings.

Other requirements resulting from the upgrading of the WWTP discharge permits will be writing up operations manuals for each facility and developing annual report templates to replace current quarterly reportings. These will largely be developed internally with the need for professional sign off of the design engineer which in the case of Sointula and Hyde Creek is John Motherwell PEng

The Decision By Volunteer Fire Departments To Pursue Third Party Certification For Their Members

The Woss, Hyde Creek and Coal Harbour volunteer fire departments (VFD) have all enrolled some or all their members in the Vancouver Island Emergency Response Academy (VIERA)

correspondence training program which the Port McNeill VFD has successfully pioneered on the North Island. By using the VIERA program, participating VFDs will be able to have their members certified by a third party which will better confirm the level of service they can provide their host communities. The other objective is the possibility that VFDs currently declared as Exterior Operations can be redeclared as Interior operations should a sufficient number of members achieve the interior designation.

Operations will be supporting these efforts through coordination and organizing training events with other North Island VFDs. It is expected that this effort will likely take two to three years before significant number of firefighters meet certification requirements.

In conclusion, the next five years will be challenging for the RDMW but will result in a stronger more professional organization which will better serve the North Island. Staff are committed to meeting these upcoming challenges and will continue to keep the Board informed regarding the needed progress.

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

OPERATIONS DEPARTMENT

MONTHLY REPORT

TO: Board of Directors **FILE:** 315.04 **DATE:** January 5, 2023
FROM: Patrick Donaghy, Manager of Operations
SUBJECT: January 2023 Operations Special Report on 2023 Operations Projects

At the August 2022 Board meeting, it was decided that Maura Walker and Associates would carry out the first waste composition study in the history of 7 Mile Landfill and Recycling Center (7MLRC). The intent of the study was to give the Regional District of Mount Waddington (RDMW) an understanding of what was being deposited into the landfill and provide some guidance as to where future program and infrastructure investments would be best placed.

A five person crew intercepted 21 loads of garbage and took an average of 100 kg samples from each load. Loads were selected to maximize the diversity of sources trying to balance household collection with construction/demolition, industrial and grocery stores. The loads were sorted into the following categories:

- Garbage
- Compostables
- Wood/Yard Waste
- Paper
- Non-paper Packaging
- Scrap Metal
- Beverage Containers
- Other Extended Producer Responsibility (EPR) Materials

The waste composition study did not drill down to the level of detail found in many composition studies as the focus was to identify diversion opportunities as opposed to itemizing all components and was limited to a three day window. This decision was made to balance cost and utility of the end report.

As can be seen from the pie chart in Figure 1, of the loads sampled 45% were of materials that can not be diverted through recycling or composting. Of the remaining materials identified, 35% was considered compostable and 20% could be recycled through existing EPR programs or metal diversion.

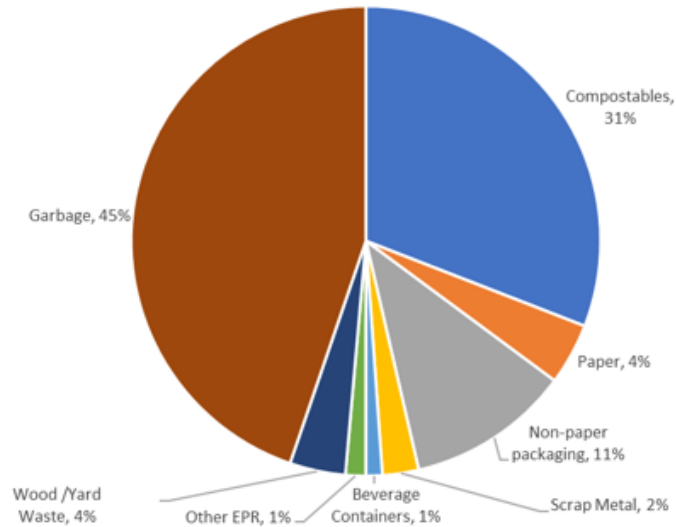


Figure 1: Overall Waste Composition Estimate

The report also compares the RDMW’s performance with the Regional Districts of qathet and Cowichan Valley as seen in Table 1. These Regional Districts due to their need to ship all garbage to eastern Washington State, are incentivized to divert waste and can provide a challenging standard for the RDMW to compare its performance against. Both have household organic waste diversion programs with Cowichan Valley having a particularly extensive coverage.

	RDMW	qathet	Cowichan Valley
Compostables (food and compostable paper)	31%	27%	24%
Paper	4%	6%	11%
Wood	4%	24%	Unknown

As can be seen in the numbers, the RDMW trails the other two regional districts regarding compostables but given their investment in diversion efforts, the difference is not significant. Meanwhile the RDMW out performs the other two regional districts in paper and wood.

The entire report can be found in the Director’s circulation package and will contribute to the upcoming Solid Waste Management Plan process that needs to be started in early 2023.

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

Respectfully submitted

Patrick Donaghy PEng, MSc



CHILTON REGIONAL ARENA

TO: RDMW Board/Finance Committee
FROM: Gerry Little, Arena Manager
SUBJECT: Heritage Canada North Island Sports Hall of Fame Grant
DATE: January 17, 2023

Background

The arena has a sizable room at the Campbell Way end of the arena in the bleachers. The original purpose of the room was to store the fall fair partitions year-round.

The arena Committee approved in principal at the December 2022 arena committee meeting that the arena manager be authorized to submit an application to Heritage Canada for \$60,000 to transform unused space in the Chilton Arena into a Regional Sports Hall of Fame. The RDMW contribution for this project is 50% or \$30,000.

Project

I have been in contact with Heritage Canada and have proposed the possibility of transforming the old storage room into a North Island Sport Hall Fame.

The Sports Hall of Fame would be a designated space for the region to display North Island sporting achievements related to the arena, schools and indigenous communities and it will also display categories of participants, builders, volunteers and facilities.

The Cultural Spaces Heritage Grant is 50/50 split and we have been pre-approved to apply for a project of up to \$60,000.

The project scope is to transform this unused space in a venue. It would require flooring, insulation, heating, dehumidification, lighting, cabinets, windows and fixtures. The space will also have viewing to the ice surface. We have many artifacts and just a mention of the project to the public has spurred on unsolicited donations.

Recommendation:

That the RDMW Board/Finance Committee approves That the arena manager submits an application to Heritage Canada for up to \$60,000 in the 2023 budget to transform a portion of unused space in the Chilton Regional Arena into a Regional, North Island Sports Hall of Fame which shall be supported by an RDMW contribution for the amount up to \$30,000.

Respectfully Submitted,

Gerry Little

Arena Manager



CHILTON REGIONAL ARENA

TO: RDMW Board/Finance Committee
FROM: Gerry Little, Arena Manager
SUBJECT: 2023 Green Inclusive Community Buildings (GICB) Funding Stream Application
DATE: January 17, 2022

Background

The Regional District Arena received a grant in 2021 from GICB for \$304,000 to complete a 100KW solar grid and backup battery system, an elevator to the second level for better accessibility and a new interior door to keep humid outside air from entering the facility.

During the process of installing the elevator a “code review” was completed and accessibility improvement were recommended by our architect/engineer for improving mobility issues within the facility.

At our December 16, 2022; the arena committee unanimously approved in principle to put forward an application for second phase funding to complete a few revitalization initiatives within the facility.

- 1) Renovate upper and lower washroom facilities to accessibility standards. \$100,000
- 2) Install 3 new sets of fire-stairs and replace sidewalks. \$200,000
- 3) Install new seamless rubber skate resistance flooring on entire main floor. \$250,000
- 4) Install plate and frame ammonia chiller to reduce ice plant ammonia charge. \$150,000
- 5) New Roof and solar water on Curling Club for swimming pool basin water heat \$250,000
- 6) In-ground heat-loop water tank to increase hot water capacity for NISS. \$50,000.
- 7) Replacement of 2 Mycom ammonia compressors. \$180,000.
- 8) Heat pump for health clinic supported by Arena energy loop \$20,000.

Business Case

- The Regional District has committed to replace the arena fire-stairs over a 3-year period for an estimated \$200,000.
- The arena contribution for \$1,200,000 is a \$960,000/\$240,000 split.
- District energy systems involving a joint effort with municipal partners are extremely favorable
- Application preparation fee’s may be eligible under existing GIBC funding.
- GICB will, as always be overprescribed and a solid application will we be required.

Recommendation:

That the Regional Board/finance committee approves that: the arena manager submits an application to Green Inclusive Community Buildings Fund for up to \$1,200,000 with an RDMW contribution of up to \$240,000 to complete various mobility and energy reduction projects within the Chilton Arena.

Respectively Submitted
Gerry Little, Arena Manager

Green and Inclusive Community Buildings Program

Launch of the Second Scheduled Intake

Infrastructure Canada is pleased to announce the launch of the second scheduled intake for the Green and Inclusive Community Buildings (GICB) program.

The GICB program aims to build more community buildings and improve existing ones – in particular in areas with populations experiencing higher needs – while also making the buildings more energy efficient, lower carbon, more resilient, and higher performing.

- The second scheduled intake for **large retrofit and new build** projects, with total eligible costs ranging from \$3 million to \$25 million, is now open. The deadline to apply is February 28, 2023 at 15:00 ET.
- The program continues to accept **small and medium retrofit** projects, with total eligible costs ranging from \$100,000 to \$3 million, under the continuous intake stream. The deadline to apply is February 28, 2023 at 15:00 ET.

You are invited to attend one of our upcoming webinars to learn more about the GICB program, eligibility requirements and how to develop and submit an application. You will also have the opportunity to ask questions to program representatives. The first webinars are scheduled for December 15th and 20th (English) and December 21st (French) with additional dates in January 2023. Visit the [GICB website](#) for more details and to register.

To apply online, log-in to the [Applicant Portal](#) using your existing username/password. If you do not already have an online account, you must complete the [Applicant Registration Form](#).

If you have any questions about the GICB program, contact us at gicbp-pbcvi@inf.gc.ca.

Sincerely,

Green and Inclusive Community Buildings
Infrastructure Canada / Government of Canada



REGIONAL DISTRICT OF MOUNT WADDINGTON
Single Source December 2022

TO: REGIONAL DISTRICT BOARD MEMBERS

FROM: Shelley MacEachern, Finance Clerk

DATE: January 11, 2022

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 - December 2022

DATE	CHEQUE #	PAYABLE TO	AMOUNT	Description	Service / Description
16-Dec-22	5220	Tayco Paving	\$11,893.88	Labour, materials and transportation for asphalt patches following road excavation of heritage park washroom.	Woss Heritage Park
06-Dec-22	5202	Johnston Structural Engineering Inc.	\$5,587.26	Prepare Preliminary elevator drawing , site visit, drawing revisions, construction drawings	Chilton Arena Elevator
02-Dec-22	01926-000	SWGR Contracting	\$1,386.00	Gravel for Coal Harbour Park land beach access trail Completion	Coal Harbour Beach Trail