



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

January 16, 2024 at 2:00pm
Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

Page(s) **CALL TO ORDER**

A. APPROVAL OF AGENDA

- 1-3 1. Adopt January 16, 2024 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'waka speaking peoples.

- 4-6 1. 7 Hills Golf & Country Club – Scott Mitchell

C. MINUTES

- 7-13 1. Minutes of the Board of Directors Meeting held December 19, 2023 as Presented
(or amended)

Available
for
Review

2. District of Port Hardy – Committee of the Whole – November 28, 2023; Town of Port McNeill –
Committee of the Whole – December 5, 2023; Village of Port Alice - Regular Council –
November 8, November 22, 2023

Available
for
Review

3. Cheque Register Reports (December 31, 2023)

D. STAFF REPORTS

1. Administrator – Verbal Report

14-18

- a) Regional District of Mount Waddington Accessibility Committee Terms of Reference

Recommendation:

THAT the administration recommends the Regional District's Accessibility Committee be established within the Regional District, and the Terms of Reference be approved as presented.

- b) Travel Report – No Report

19-20

2. a) Economic Development Services – (January 16, 2024)

21-22

- b) Rural Resident Attraction Coordinator Report (January 16, 2024)

- c) Tourism Coordinator Report (January 16, 2024) – No Report

23-24

3. Operations Department (January 16, 2024)

Recommendation:

- *The Board directs staff to update the Regional District of Mount Waddington Solid Waste Management Plan.*

4. Planning and Development Services – (January 16, 2023)

E. FINANCIAL REPORTS

1. Finance Report – CAO Verbal Report
- 25
2. Single Source – December 31, 2023

F. COMMITTEE REPORTS - None

(To be brought forth from earlier Committee Meetings)

G. BYLAWS AND PERMITS

- 26-27
1. Bylaw No. 1034, cited as the “Regional District of Mount Waddington Parks Regulations and Fees Amendment Bylaw No. 1034, 2024 for 1st, 2nd and 3rd reading.

Recommendation:

THAT Bylaw No. 1034 cited as the “Regional District of Mount Waddington Parks Regulations and Fees Amendment Bylaw No. 1034, 2024” to be read a 1st, 2nd and 3rd time.

2. Bylaw No. 1033, cited as the “Regional District of Mount Waddington Parks Regulation and Fees Amendment Bylaw No. 1034, 2024” for adoption.

Recommendation:

THAT Bylaw No. 1034, cited as the “Regional District of Mount Waddington Parks Regulation and Fees Amendment Bylaw No. 1034, 2024” to be read adopted.

H. CORRESPONDENCE

- 28
1. 7 Hills Golf & Country Club Grant In Aid request

I. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

1. Other Business:
- 29-30
- Emergency Coordinator Report – Cathy Denham

2. Electoral Area Updates:

Area “A” - Broughton / Malcolm Island / Mainland

Area “B” - Quatsino / Winter Harbour

Area “C” - Hyde Creek / Rupert

Area “D” - Nimpkish Valley / Woss

3. Municipal Updates:

Village of Alert Bay

Village of Port Alice

District of Port Hardy

Town of Port McNeill

-
4. Question Period
 5. Committee Meetings:
 6. Next Meeting: February 20, 2024

J. ADJOURNMENT

Seven Hills Golf Club

Comparative Income Statement

	Actual 01 January to 31 October 2023	Actual 01 January to 31 October 2022	Actual 01 January to 31 October 2021	Actual 01 January to 31 October 2020	Actual 01 January to 31 October 2019
Sales Revenue					
Revenue - Driving Range	14,754.16	10,665.32	7,778.72	9,858.26	11,903.85
Revenue - Green Fees	96,295.80	79,259.47	93,117.25	76,152.18	77,910.85
Revenue - Power Cart Rentals	36,122.95	29,367.22	32,944.95	20,328.46	19,118.81
Revenue - Club/Cart Rentals	9,953.41	6,032.33	5,105.55	576.77	2,879.90
Revenue - RV Site Rentals	3,328.60	4,435.77	6,435.63	4,053.37	2,233.95
Revenue - Pro Shop	39,502.35	44,817.27	41,128.66	21,105.38	20,385.45
Membership Dues	70,984.40	74,626.71	73,058.88	61,645.00	48,832.06
Tournament	5,856.85	4,452.38	0.00	0.00	0.00
Revenue - Locker Rentals	1,520.00	1,280.00	540.00	2,044.75	2,693.43
Trail Fees	15,285.96	10,951.37	2,820.95	8,230.10	5,836.45
Hall Rental	0.00	0.00	0.00	1,420.75	937.50
Food and Beverage Revenue	5,338.41	6,419.04	0.00	403.81	746.05
Specialty advertising	4,997.32	3,770.70	4,000.00	1,500.00	2,025.00
RDMW & Grant income	40,000.00	40,000.00	67,000.00	20,000.00	49,100.00
Other Income	435.35	404.27	512.21	1,927.25	210.65
#9 Fairway remediation income	0.00	0.00	41,645.00	0.00	0.00
Interest Revenue	0.00	1,463.97	4.03	8.00	1,234.14
TOTAL REVENUE	344,375.56	317,945.82	376,091.83	229,254.08	246,048.09
Cost of Goods Sold					
Purchases - Pro shop snacks	5,319.85	2,273.49	34.75	486.40	158.95
Cost of Sales - Pro Shop	34,260.44	57,813.64	38,598.61	13,112.13	21,267.61
Golf lesson Pro Fee	4,598.28	1,575.40	0.00	0.00	0.00
Catering costs	0.00	506.00	827.05	0.00	145.00
Total Cost of Goods Sold	44,178.57	62,168.53	39,460.41	13,598.53	21,571.56
Payroll Expenses					
Wages & Salaries - Management	29,016.00	37,128.00	36,472.80	35,100.00	34,944.00
Wages & Salaries - Course	92,341.72	79,450.84	65,869.16	49,154.82	71,461.00
Wages & Salaries - Pro shop	6,981.26	5,258.24	3,045.12	4,280.64	327.60
Wages & Salaries - Summer Students	17,645.68	26,174.98	46,705.64	27,618.90	13,812.24
EI Expense	3,325.17	3,273.97	3,364.24	2,569.39	2,733.91
CPP Expense	7,592.18	6,660.93	6,224.14	4,844.31	4,902.02
WCB Expense	1,079.60	1,090.89	824.69	797.74	0.00
Government 10% wage subsidy	0.00	0.00	0.00	-4,002.44	0.00
Government Summer Youth hires subsidy	0.00	-36,030.00	-25,484.00	-13,962.00	-12,956.00
Total Payroll Expense	157,981.61	123,007.85	137,021.79	106,401.36	115,224.77

General & Administrative Expenses

Accounting & Legal	2,617.50	2,570.00	2,600.00	2,750.00	2,650.00
Advertising and Promotions	1,093.05	436.59	1,867.54	257.16	698.86
Cash Short/Over	-2.23	-24.10	282.45	-44.27	-268.29
Consultants	0.00	0.00	0.00	0.00	2,800.00
Credit Card Charges	4,438.82	3,950.76	3,586.84	3,826.20	3,444.84
Course - Fuel & Lubricants	7,255.05	11,062.59	7,694.72	8,557.44	9,532.03
Course - Irrigation & Drainage	0.00	0.00	1,822.14	29.87	79.17
Course - Fertilizer & Seed	7,506.20	0.00	6,881.10	1,785.89	8,790.77
Course - Supplies	509.30	836.02	1,888.80	3,465.95	4,613.49
Course - Equipment - R & M	34,451.12	12,684.08	14,411.84	14,196.04	5,107.63
Course - Maintenance	227.69	-1,650.00	0.00	42,353.78	54,283.08
Course - Capital Expenditures	0.00	829.25	0.00	5,116.51	0.00
#9 Fairway remediation expenses	0.00	0.00	30,292.82	0.00	0.00
Fees and memberships	0.00	2,024.65	1,280.45	0.00	0.00
Freight	1,778.94	1,020.78	827.77	0.00	0.00
Garbage	760.43	559.42	615.78	433.74	361.16
Hydro	8,904.68	9,656.49	9,799.67	10,175.64	10,263.32
Insurance	18,064.00	16,785.80	16,374.00	16,281.00	13,396.00
Interest & Bank Charges	57.58	145.52	164.09	274.09	50.27
Janitorial Supplies	0.00	980.00	1,559.99	757.57	752.85
Licences & Permits	645.81	685.81	2,134.43	740.81	195.81
Equipment leases	17,780.20	17,780.20	2,102.55	0.00	0.00
Maintenance - Clubhouse	5,347.53	15,650.65	2,994.30	4,474.12	5,391.45
Maintenance - Bar	0.00	64.19	200.63	0.00	0.00
Maintenance - Driving range	5.59	3.63	3,070.02	0.00	0.00
Maintenance - Kitchen	80.00	625.00	600.00	1,134.06	605.23
Maintenance - Golf carts	642.78	991.59	380.83	0.00	0.00
Miscellaneous	694.78	0.00	0.00	69.30	2,033.95
Office Supply	726.86	2,293.64	4,664.08	792.84	756.99
Professional development	0.00	0.00	200.00	0.00	0.00
Propane	685.26	89.60	85.60	85.60	0.00
Satellite Services	1,856.15	1,802.65	1,277.95	2,244.70	1,342.39
Shop supplies	2,003.35	316.95	859.90	0.00	0.00
Sub contract	9,645.00	0.00	0.00	0.00	0.00
Telephone	1,602.23	4,034.92	1,118.82	860.64	2,218.43
Management	0.00	2,495.00	0.00	0.00	0.00
Trailer repairs & supplies	0.00	92.07	358.62	0.00	0.00
Total General & Admin expenses	<u>129,377.67</u>	<u>108,793.75</u>	<u>121,997.73</u>	<u>120,618.68</u>	<u>129,099.43</u>
TOTAL EXPENSE	<u>331,537.85</u>	<u>293,970.13</u>	<u>298,479.93</u>	<u>240,618.57</u>	<u>265,895.76</u>
NET INCOME	<u>12,837.71</u>	<u>23,975.69</u>	<u>77,611.90</u>	<u>-11,364.49</u>	<u>-19,847.67</u>
	Actual 01 January to 31 October 2023	Actual 01 January to 31 October 2022	Actual 01 January to 31 October 2021	Actual 01 January to 31 October 2020	Actual 01 January to 31 October 2019

**Seven Hills Golf Club
As at October 31, 2022**

ASSET

Current Assets

Petty Cash	62.27
Cash Floats	400.00
Accounts receivable	-
CCCU Bank Acct	113,464.35
CCCU Shares	8.33
CCCU GIC Replacement Reserve	55,930.65
High Interest Savings	30.67

Total Cash \$ 169,896.27

Prepaid Lease deposits \$ 6,859.69

Current Liabilities

Accounts payable	2,686.39
Mastercard payable	835.06
Gift Certificates payable	429.24
Total payroll deductions payable	2,870.72
PST Payable	266.81
Total GST Payable (refund)	100.21

Total Current liabilities \$ 7,188.43

2022 NET = \$162,708

**Seven Hills Golf Club
As at October 31 2023**

ASSET

Current Assets

Petty Cash	62.27
Cash Floats	400.00
Accounts receivable	-
CCCU Bank Acct	138,389.64
CCCU Shares	8.33
CCCU GIC Replacement Reserve	55,930.65
High Interest Savings	30.67

Total Cash \$ 194,821.56

Prepaid Lease deposits \$ 6,859.69

Current Liabilities

Accounts payable	21,088.58
Mastercard payable	1,186.66
Gift Certificates payable	2,687.96
Total payroll deductions payable	4,379.69
PST Payable	303.17
Total GST Payable (refund)	(651.30)

Total Current liabilities \$ 28,994.76

2023 NET = \$165,827



REGIONAL DISTRICT OF MOUNT WADDINGTON

BOARD OF DIRECTORS

MEETING MINUTES

December 19, 2023 at 2:00pm

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

Chair: Andrew Hory

Directors: In Person: Dennis Buchanan, Dennis Dugas, James Furney, Kathryn Wykes (arrived at 2:45pm), Janet Dorward (Alternate for Director Pat Corbett-Labatt), Brent Schmidt (alternate for Kathryn Wykes, left the meeting at 2:45pm)
Zoom: Kevin Cameron, Michelle Pottage

Staff: In person: David Kim, Administrator, Jackie Challis, Economic Development Officer
Patrick Donaghy, Operations Manager: June Kwon, Planning Assistant
Zoom: Megan Hanacek, Rural Resident Attraction Coordinator, Nadine Weldon,
Recording Secretary

Public Zoom: Kathy O'Reilly – NI Eagle, John Tidbury

Resolution
No.

CALL TO ORDER

2:14 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**

241/2023 THAT the RDMW Board of Directors December 19, 2023 Meeting Agenda be approved as amended.

DELEGATIONS & RECOGNITIONS

1. Mount Cain Alpine Park Society – Dean Hunchuk

- Updates for 2023 include:

- Summer was very busy.
- It was hoped that a new building for lock up would be completed unfortunately, there wasn't funding available for a lock up building. The grant-in-aid funds were instead used to remove the old composting toilets and replace with a new flush toilet facility that was built beside the old lodge (by L1-lower lift), as well as a new entrance way to the bottom ski shop area and a new stand-alone deck out front of the old lodge.
- Additional grant monies were also used to put all new electrical throughout the lodge, new stove and stovepipe, redone the roof, removed and replaced all the old insulation. The new insulation is wool base, which is rodent repelling.
- Opening has been delayed due to weather; current expectation is to open on December 27, 2023.
- The third floor of the lodge, which is hostel style, will not be opening until after the new year, to not overwhelm staff currently there.
- For the 2023-2024 season, there are currently 50 paid employees, many of them young people from the North Island. With the funds provided, staff were provided with raises this year.

- Mount Cain is a community run organization which provides affordable and sustainable outdoor recreation (current day lift ticket is \$60.00) and additionally is the only subalpine recreation area on Northern Vancouver Island.
- The practice of opening on Mondays with partial services continues. Only the bottom lift is open on Monday's, and this allows school groups to come, and introduce school children to winter sports at little to no cost. The goal is to eventually break even on Monday's.
- The advertising sponsorship program was very successful, raising over \$14,000 for the year.
- There is still a \$100,000.00 in the contingency fund in the event the mountain is not able to open for a season.
- Seen a rise in the amount of out-of-region tourism.
- Average for the 2022-2023 was 154 people/day and the mountain was open for a total of 64 days which was the longest season to date, with a total of 2503 memberships and a total of 239 season's passes.
- At this time, the lift capacity is maxed out, and discussions are ongoing to determine additional options.
- There are over 100 dedicated volunteers who have contributed over 15,000 hours. This allows the dollar to stretch so much further.
- Thanks also go out to the Forest Resource District for helping with the road (this is one of the biggest yearly expenses). The Forest District has recently designated the road as a Forest Service road which allows Mount Cain Alpine Park Society the ability to access some additional monies which resulted in widening, and better grades. Additionally, many thanks to Western Forest Products, Abernathy Construction, Koprino Road Building and North Island Rock Pro.
- There is ongoing work with 'Namgis First Nation, including providing assistance with getting their cabin online for both members and the public to be able to book for use. The plan is to hire an accommodation manager to aid with booking and housekeeping staff to assist with this property. Their support is invaluable.
- The parking lot camping is still a work in progress, and currently is by donation only. This model may have to change due to increased maintenance costs.
- The road equipment and groomer are nearing the end of their lives, as well as the generators. The possible replacements for the generators include much more fuel-efficient generators and possible alternate forms of energy including wind and/or solar.

Chair Hory thanked Mr. Hunchuk and the Mount Cain Alpine Park Society for their ongoing commitment to the North Island and the value that this recreation venue brings to all the citizens of the Regional District.

MINUTES

Moved/Seconded/**CARRIED**

242/2023 THAT the Minutes of the Board of Directors Meeting held November 21, 2023 be adopted as amended.

Moved/Seconded/**CARRIED**

243/2023 That the Correspondence on the table be received and filed.

Moved/Seconded/**CARRIED**

244/2023 THAT the Cheque Registry for November 30, 2023 be received and filed.

STAFF REPORTS1. Administrator Report: *Noted*:

- Transit Update: Cumulative Revenue from January to November was \$61,000, which is a 4.9% increase. The ridership rose by 4.7%, for the same period, resulting in 28,000 trips which is very significant for the size of our transit system.
- Hiring Status Update:
 - o Emmanuel Okorji will be joining the organization as the Development Technician as of January 2. Thank you to June Kwon for his work in this department.
 - o There are 2 candidates for the Manager of Finance have ben pre-screened and the interviews will be processed soon.
 - o Two new clerks have joined the Finance Department, Francine Robinson and Angela Dewberry, on a limited term basis.
 - o Actively recruiting a manager of Parks & Recreation who will lead the current portfolio of the Parks and Arena operations. They will use the synergy of the skill sets of both teams to develop a strategic vision for the North Island parks and recreation.
- The Regional District would like to apply to the Federation of Canadian Municipalities for a feasibility study grant for a new multi-plex building. The grant would provide funding for the entire cost of the feasibility study. The feasibility study would determine the size, location, site services and amenities would be best for the Regional District as a whole. If successful, a tender would then be sent out for step 1, which would be an architectural design.

Moved/Seconded/**CARRIED**

245/2023 THAT the Regional District of Mount Waddington supports the submission of an application to the Federation of Canadian Municipalities for a grant to fund a feasibility study of a proposed new building to include offices for the Regional District staff, several temporary housing units and space for a public agency.

Moved/Seconded/**CARRIED**

246/2023 THAT the verbal December 19, 2023 Administrator's Report be received.

2. Economic Development Officer – Jackie Challis (December 19, 2023)

- One of the strong successes of November was the North Island Economic Forum, which was a two-day event and there was a high level of engagement. The next forum is planned for April 2024.

Moved/Seconded/**CARRIED**

247/2023 THAT the December 19, 2023, Economic Development report be received and filed.

Director Dugas advised the Board of Jackie Challis as a recent recipient of a Lifetime Achievement Award from the Northwest Territories Tourism in recognition of all her hard work for Inuvik and surrounding areas.

- b) Rural Resident Attraction Coordinator Report (December 19, 2023) Presented by Megan Hanacek.

Moved/Seconded/**CARRIED**

248/2023 THAT the December 19, 2023 Rural Resident Attraction Coordinator Report be received and filed.

- c) Tourism Coordinator Report (December 19, 2023)

Moved/Seconded/**CARRIED**

249/2023 THAT the December 19, 2023 Tourism Coordinator Report be received and filed.

3. Manager of Operations (December 19, 2023) *also noted:*

Moved/Seconded/**CARRIED:**

250/2023 THAT the 2024 Fire Chief Appointments be approved as follows:

- Andrew Hory: Coal Harbour Volunteer Fire Department
- Murray Estlin: Hyde Creek Volunteer Fire Department
- Glen Watson: Sointula Volunteer Fire Department
- Brock Soderman: Woss Volunteer Fire Department

Moved/Seconded/**CARRIED**

251/2023 THAT the December 19, 2023 Manager of Operations Solid Waste report be received and filed.

4. Development Technician Report (December 19, 2023):

Moved/Seconded/**CARRIED**

252/2023 THAT the Building Inspection Service Agreement with the District of Port Hardy be renewed for the period of January 1, 2024 to December 31, 2024.

Moved/Seconded/**CARRIED**

253/2023 THAT the December 19, 2023 Development Technician report be received and filed.

FINANCIAL REPORTS

1. Finance Report – CAO verbal report, *Also noted:*

- *The new officer bylaw that is proposed to be consistent with the local government act of BC.*

Moved/Seconded/**CARRIED**

254/2023 THAT the December 19, 2023 Verbal Finance Report be received and filed.

2. Single Source Report by Senior Finance Clerk Lisa Nicholson

Moved/Seconded/**CARRIED**

255/2023 THAT the November 30, 2023 Single Source be received and filed.

COMMITTEE REPORTS - None

BYLAWS AND PERMITS

1. Bylaw No. 1033, cited as “Regional District of Mount Waddington Officer Bylaw No. 1033, 2023” for 1st, 2nd and 3rd reading.

Moved/Seconded/**CARRIED**

255/2023 THAT Bylaw No. 1033, cited as “Regional District of Mount Waddington Officer Bylaw No. 1033, 2023” receive 1st, 2nd and 3rd reading.

1. Bylaw No. 1033, cited as “Regional District of Mount Waddington Officer Bylaw No. 1033, 2023” for adoption.

Moved/Seconded/**CARRIED**

256/2023 THAT Bylaw No. 1033, cited as “Regional District of Mount Waddington Officer Bylaw No. 1033, 2023” be adopted.

CORRESPONDENCE

1. Mount Cain Alpine Park Society request for Grant-In-Aid

Moved/Seconded/**CARRIED**

254/2023 THAT the Mount Cain Alpine Park Society request for Grant-In-Aid be forwarded to the Budget Committee for review.

2. Letter of Support for the Nanwakolas Council and Western Forest Products TFL Agreement.

Moved/Seconded/**CARRIED**

255/2023 THAT the Letter of Support for the Nanwakolas Council and Western Forest Products TFL Agreement be signed and sent to Brad McRae of Western Forest Products.

3. District of Port Hardy request for Grant-In-Aid

Moved/Seconded/**CARRIED**

256/2023 THAT the District of Port Hardy request for Grant-In-Aid be forwarded to the Budget Committee for review.

OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

Electoral Area Updates:

Area "A" - Broughton / Malcolm Island / Mainland

- It has been announced that the ambulance service is being switched to the mix shift model.
- The ferry was able to run during the power outage back and forth from Alert Bay, but unable were to connect to Sointula due to mechanical issues. This causes issues for residents, including someone who needed to leave the island due to medical reasons and there was a resident who was trying to get back after being discharged from the Port McNeill hospital. The resident who was trying to return was able to go back to the hospital and spend the night, so they weren't left completely stranded.
- Sointula Seniors held an "everyone welcome" Christmas potluck. 90 people were served in person, with additional 14 deliveries made to those who are home bound.
- Merry Christmas and Happy Holidays to everyone, see you in the New Year.

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

- Attended the Regional District Christmas party last Saturday, was a great example of David's first year and how things are going, the improvement of communication and collaboration. I am optimistic for the new year.

Area "C"- Hyde Creek / Rupert

- Horse and buggy light up parade was held on December 9, 2023
- The Hyde Creek Christmas Craft fair was held on December 16, and well attended
- Thank you to the volunteer fire departments for their quick response to the house fire in Hyde Creek. Good reminder to check chimney's, get your WET inspection and your insurance coverage
- Hyde Creek Advisory Planning Committee has started work on the OCP review
- Wishing everyone a happy and healthy festive fun holiday season

2. Municipal Updates:

Village of Alert Bay:

- On December 4, 'Namgis First Nation hosted a Christmas Dinner for the entirety of Cormorant Island
- December 9 was the 2nd annual Christmas Bazaar at the Lawrence Amber Recreation Centre, and was also the 2nd year in a row that there was a power outage during this event.
- December 16 was the downtown light up ceremony
- Tuff Marine inspected the pilings under the government dock trestle as well as the library museum. It is hoped that work will begin before the winter storms kick in.
- Merry Christmas, Seasons Greetings to all

Village of Port Alice:

- The Health Team at the Port Alice Health Clinic were involved in a video for health care staff retention. In discussion with the participants, it was noted that the most significant barrier is employment for partners.
- Merry Christmas to all

District of Port Hardy:

- Large number of Christmas activities including the first Festival of Lights at Carrot Park.
- The Rotary held the annual caroling tour through town and it was well attended.
- Grand Opening for the CT Scanner on January 9 in Port Hardy
- It is anticipated that the swimming pool will open at the end of January
- There was a VINTAS AGM, a lot of discussion around training/learning aspects, including information from Donna Merry of North Island Collage and from Megan Hanacek on the attraction and retention marketing aspect. There was also additional discussion regarding the prospective seaweed industry, including review of expectations and practical applications.
- Number of finance meetings at the District of Port Hardy, which are ongoing.
- Attended the North Island Regional Emergency Planning Committee, which was very interesting and important.
- The Port Hardy recreation department is very busy, including a New Years Eve family event. Early registration is encouraged as there are limited spaces for the venue.
- Would like to send a letter to BC Hydro regarding the continuous issue with power outages, especially as these power outages are preventable due to lack of vegetation management. There was a large financial impact to the North Island and a hardship to residents and business alike, including people who had come down on the ferry to do their Christmas Shopping.
- Thank you to the Board for a great year.

Town of Port McNeill:

- First Responders Parade was a great success, including a lot of people dressing up to provide support
- Attendees at the parade were able to stand on nice clean sidewalks, as the two youth who inadvertently caught the burl on fire are doing their community service hours for the town. They have been set to trim and cut back all the sidewalks. They have been doing such a good job and are well thought of by the crew.

Questions/Comments:

Director Hory: *There have been six power outages to date. Director Hory had just received correspondence from Minister Josie Osborne. BC Hydro did present that they were coming up with a plan for their transmission lines, but it is imperative that we keep pushing for vegetation management.*

Next Meetings of the Board of Directors: Regular Meeting: January 16, 2024 at 2:00 pm

257/2023 **ADOURNMENT** **TIME 3:55 PM**

CHAIR

SECRETARY

DRAFT

Regional District of Mount Waddington Accessibility Advisory Committee

Terms of Reference

1. Purpose

The purpose of the **Regional District of Mount Waddington Accessibility Advisory Committee** (Committee) is to:

1. Assist in the development of a regional accessibility plan that is in compliance with the *Accessible BC Act* legislation.
2. Assist in the review and updating of the regional accessibility plan every 3 years, in accordance with the *Accessible BC Act*.
3. Work collaboratively to identify barriers experienced by people with disabilities when accessing services, programs and facilities at partnering public sector organizations, and provide advice on how to assess, remove, and prevent those barriers in the development and updating of the regional accessibility plan.
4. When requested, provide advice and offer recommendations and information pertaining to the accessibility matters, to assist member municipalities regarding the development of organization policies, procedures and programs to ensure the inclusion of all residents, including those with disabilities, are considered in relation to:
 - Employment
 - Transportation
 - The built environment
 - Delivery of services
 - Information and communication
 - Procurement

2. Background

The District of Port Hardy has partnered with the Mt. Waddington Regional District, Town of Port McNeill, Village of Alert Bay, and Village of Port Alice to develop a regional accessibility plan that complies with the requirements of the *Accessible British Columbia Act*.

By way of participation in the Committee, the Regional District of Mount Waddington member municipalities and public sector organizations will be in compliance with the legislation. A regional approach was pursued to support the pooling of resources, encourage collaboration between organizations, and create a plan that is conscious of accessibility at a regional level.

3. Definitions

“Barrier” means anything that hinders or challenges the full and effective participation in society of a person with an impairment, as defined in the *Accessible BC Act*. These may be caused by

environments, attitudes, practices, policies, information, communications or technologies, and can be affected by intersecting forms of discrimination.

4. Committee Composition

The Committee shall consist of at least seven (7), and up to twelve (12) voting members, representing partnering organizations, the general public, businesses, and community interests within the Regional District of Mount Waddington. As per the *Accessible British Columbia Act*, members of the Committee should reflect the diversity of persons with disabilities in BC and will geographically represent the Regional District of Mount Waddington.

The Committee will strive to maintain the following membership criteria:

1. At least half of the members (50%) will be persons with disabilities or individuals who support or represent organizations that support persons with disabilities.
2. At least one (1) member will represent the Indigenous community.
3. One (1) member will be a Mt. Waddington Regional District Director, appointed by the board.

Committee members will be appointed for a 2-year term. Members may re-apply upon completion of their term for a maximum of 3 terms.

5. Member Eligibility

The public Committee members shall be appointed by the Regional District of Mount Waddington Board resolution.

Members of the Committee shall:

1. Reflect a broad cross-section of the region.
2. Be appointed based on their availability and commitment to increasing accessibility and inclusiveness within the region.
3. Have no conflict of interest with the Regional District of Mount Waddington, member municipalities, partnering organizations, or the Committee and should advise the members when a potential conflict may exist on a specific issue and recuse themselves (i.e. leave the meeting when the matter is under discussion, not participate in any discussion of the matter or vote on a question in respect of the matter) as necessary.
4. Follow the Committee Code of Conduct (section 14) as described in these Terms of Reference

Committee members must have access to a computer and an email address in order to receive and respond to communications and information, including meeting packages.

6. Roles and Responsibilities

Each member of the Regional District of Mount Waddington Accessibility Advisory Committee is an independent representative of the Committee and should aim to represent the concerns of multiple disabilities and groups. Members should:

1. Be familiar with the *Accessible BC Act* Legislation and these Terms of Reference.
2. Work together for the purpose of developing a common approach that is reasonable and practical.
3. Consider the principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design in making recommendations.
4. Contribute their expertise actively and respectfully during meetings.
5. Declare any situation that is, or has the potential to be, a conflict of interest.
6. Strictly adhere to the Committee Code of Conduct.

7. Meeting Frequency

In the first year, the Committee may meet as necessary to develop an Accessibility Plan. This is anticipated to consist of approximately two (2) meetings.

During updates to the Accessibility Plan, scheduled to occur every three years, approximately two (2) meetings of the Committee will be required.

The Committee will recognize that each meeting requires a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address. The Committee shall meet at the frequency described above, or as required when the Regional District Board refers a new piece of business to the Committee requiring immediate action.

8. Procedures

The Committee will be supported by staff from the partnering organizations and consulting resources as required. The Regional District of Mount Waddington's commitment is to provide a Staff Liaison, as directed by the Chief Administrative Officer, to act as support for the Committee. The Staff Liaison will also aid in the agenda preparation, minute taking and other administrative duties. Additional staff from partnering organizations may attend Committee meetings as a resource and to support the work of the Committee within their organizations.

The Chair will make a call for agenda items two weeks in advance of scheduled meetings.

The Committee shall only consider those matters included in the meeting agenda circulated to the members in advance of the meeting. New business items may be introduced at a meeting but will be forwarded for consideration by the committee at a subsequent meeting. By unanimous consent of its members the Committee may consider new business/emergent items at a duly constituted meeting.

The Committee will be responsible for ensuring all matters brought before its members for discussion and consideration directly relate to regional efforts to be more accessible and inclusive and assist with the implementation of the Accessible BC Act legislation.

The quorum shall be constituted of 50% + 1 of all the current members of the Committee (e.g. if the Committee currently has eight (8) members, five members constitute a quorum).

Meetings of the Committee shall be governed by Roberts Rules of Order.

Each representative that is appointed has one vote.

The Committee's preferred method of decision-making is to reach resolution by consensus. However, when consensus cannot be reached, a vote will be conducted, and a simple majority will rule. Both in-person and virtual meeting attendance will be supported.

All meetings will be open to the public to attend as observers.

Committee members do not have the authority to speak publicly on behalf of the Committee unless directed to do so by the Chair. The Chair will act as the Committee spokesperson when responding to the media.

9. Removal of a Member from Committee

The Board may remove a member from a Committee for good and sufficient reason, which may include any of the following, without limitation:

- (a) the absence of a member from three (3) consecutive regularly scheduled committee meetings, unless the absence is because of illness or is with leave of the Committee;
- (b) a finding by The Board that the member has engaged in misconduct, such as bullying or harassment of another Committee member or a partnering organization employee, or failure to adhere to the Committee Code of Conduct; or
- (c) participation by a member in circumstances where the Committee member has a conflict of interest.

In any case where The Board proposes to remove a member from a Committee, the member will be provided with notice and an opportunity to be heard by The Board prior to The Board voting on the matter.

10. Resignation

The resignation of a member during the term must be given in writing to the Committee Chair and Mt. Waddington Regional District Staff Liaison. The Mt. Waddington Regional District Board may choose to appoint another member to serve the remainder of the term. To maintain a high level of commitment, members may be required to resign if they have been absent for three consecutive meetings without good cause.

11. Funding

The Committee does not have an approved budget for 2024. Financial requests to support the development and implementation of an Accessibility Plan, will be submitted to the Regional District of Mt. Waddington Board and partner organizations for approval. As a regional committee, requests may be made to each participating public sector organization for funding to sustain the Committee's activities where areas of common interest exist. Grant funding will be pursued where appropriate.

The Committee does not have the authority to pledge the credit of any partner organization, or to authorize any expenditure to be charged against partner organizations.

Participating organizations will be financially responsible for the recommendations they choose to implement within their organization.

The Committee also welcomes and appreciates in-kind services, input, and expertise from municipal councils, agencies, businesses, and volunteers on an as needed basis.

12. Remuneration

Committee members participate as volunteers.

Reimbursement for pre-approved reasonable expenses related to travel, meals, accommodation, and out-of-pocket costs while performing Committee responsibilities will be made in accordance with Mt. Waddington Regional District Travel Expense Policy, and will be supported in accordance with the funding mechanism noted on the section 11.

13. Reporting to Partnering Organizations

The Regional District of Mt. Waddington Staff Liaison will be responsible for reporting the Committee minutes to all partner organizations.

Minutes shall be included for receipt on partnering council/board agendas.

Committee agendas and minutes will be available on the Regional District of Mt. Waddington website. Each partner organization will determine how they will implement the Committee and Accessibility recommendations.

14. Code of Conduct

Committee members shall strictly adhere, in action and in spirit, with the following foundational principles and standards of responsible conduct:

1. Integrity

Conduct that upholds the community interest and that is based on honesty and the active demonstration of ethical principles.

2. Respect

Conduct that creates an environment of trust by demonstrating due regard for the perspectives, wishes, and rights of others.

3. Accountability

Conduct that demonstrates a member's willingness to accept responsibility for their actions.

4. Leadership and Collaboration

Conduct that demonstrates an ability to lead, to listen to, and to positively influence others while encouraging individuals to come together to meet a common goal through collective efforts.



Economic Development Department Monthly Report

DATE: January 2024

TO: Regional District of Mount Waddington Board of Directors

FROM: Jackie Challis, Economic Development Officer (EDO)

KEY ACTIVITIES, MEETINGS, PROJECTS, & INITIATIVES

PROJECT / INITIATIVE	ACTIVITY
LABOUR MARKET PARTNERSHIP PROJECT (LMPP)	<ul style="list-style-type: none"> • Attended multiple online meetings and Project Partner Conference Calls • Initial DRAFT Short Report has been sent by consultants to Project Partners for review
SEAWEED INDUSTRY DEVELOPMENT PLAN (SIDP)	<ul style="list-style-type: none"> • Attended multiple online meetings with Steering Committee • Provided feedback on revised RFP currently under review by Steering Committee and then will be posted to BC Bids the second week of January
FUNDAMENTALS OF FORESTRY	<ul style="list-style-type: none"> • Travelled to Woss to inspect several of our rental properties and meet with landlords post Fall semester of course • Course Evaluation, Promotion & Planning underway for April 2024 intake
TRAINING & ATTRACTION	<ul style="list-style-type: none"> • Partnered with NIC and successfully applied for and was awarded funds from a Community Workforce Response Grant from the Province to offer a 5-week Wildfire Crew Member Training Course in Port McNeill in February of 2024 • Had an initial call with NIC and the Vancouver Island North Climbing Association to discuss hosting a Rock-Climbing Certification Course in Port McNeill for the North Island
RDMW STAFF & BOARD ACTIVITIES	<ul style="list-style-type: none"> • Attended RDMW Board Meeting, Weekly Manager Meetings • Assisted with and attended RDMW Christmas Party & Office Holiday Potluck
ECONOMIC DEVELOPMENT PROJECT CONTRACTORS	<ul style="list-style-type: none"> • Held bi-weekly project update meetings with Megan Hanacek (RRAP) & Pat English (SIDP, Multiplex)
VANCOUVER ISLAND NORTH TRAINING AND ATTRACTION SOCIETY (VINTAS)	<ul style="list-style-type: none"> • The VINTAS AGM was held at Community Futures on December 14th. The EDO prepared all meeting materials including Agenda, Financial Snapshot, Operational Review, & Operational Outlook. LINK TO VINTAS AGM DOCUMENTS FOUND HERE • 2024 Board of Directors & Executive were elected; including Dennis Dugas as Chair
TOURISM INITIATIVES	<ul style="list-style-type: none"> • Attended a PacifiCan Tourism Growth Program Information Session
EC. DEV. DEPARTMENT ADMINISTRATION	<ul style="list-style-type: none"> • Prepared a year-end Project Summary Review • Work underway to prepare for 2024 Budget, Business Plan & Department Work Plan

SPECIAL MENTIONS, NOTES, & HIGHLIGHTS

- Thank you to Nicole for her assistance with the VINTAS AGM
- Thank you to Shayla, Nicole, & Committee for organizing great Staff Holiday functions

OTHER ECONOMIC DEVELOPMENT DEPARTMENT PROJECT LEAD REPORTS

- VINTAC Report Submitted by: Natalie Stewart (will provide full report for February meeting due to holidays)
- RRAP Report Submitted by: Megan Hanacek (see enclosed)

Respectfully submitted,



Economic Development Officer

Author:	Jackie Challis, Economic Development Officer
Manager / Supervisor:	David Kim, Chief Administrative Officer
Chief Administrative Officer SIGNATURE	

Update Regional District of Mount Waddington Resident Attraction and Retention

My Vancouver Island North Media

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

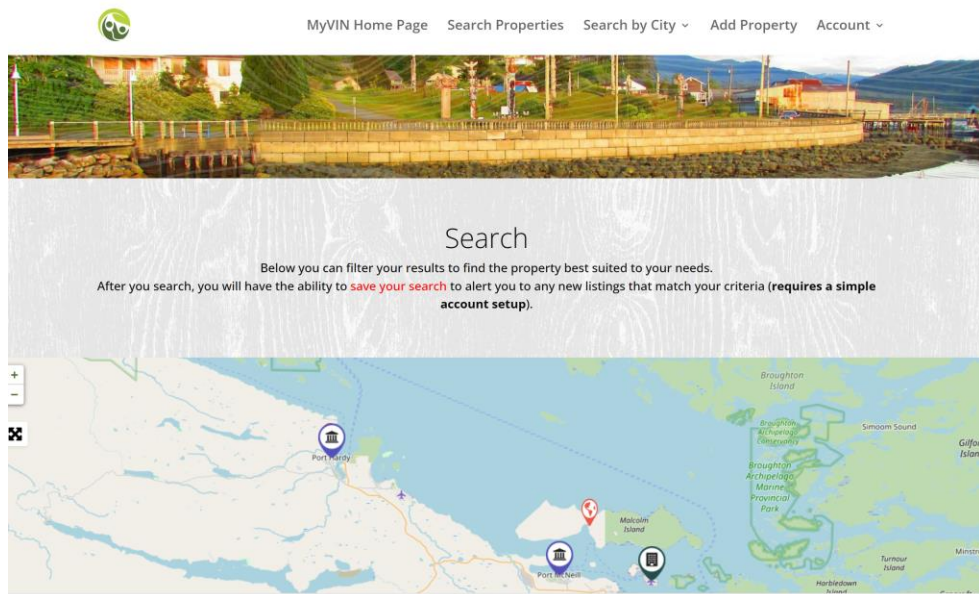
Social Media details:

- Facebook currently has 3576 followers (3283 last RDMW meeting. We had significant reach in last 28 days, 237,438 views, up 16% from last 28 days. Our engagement was 13,345 in last 28 days, up 33% over previous 28 days). The recent attraction videos have significantly helped boost our media interactions.
- Instagram currently sits 1170 followers. Daily locally relevant posts are being added to both channels (several times a day on FB).

Website: Our My Vancouver Island North events calendar

<https://myvancouverislandnorth.ca/life-here/our-stories/>) and housing portal

Our housing portal is now finalized. This portal will allow property owners to list rentals and for sale properties for free in an open access portal (not behind a closed social media group or delays with newspaper publishing dates). We will not start promoting both pieces as central hubs on social media and local newspapers.



Our recreation video is in the final editing stages.

1) Vancouver Island North Training and Attraction Society

Ongoing VINTAS Marketing monthly meetings continue with recent focusses on these topics: Ambassador program and supplemental materials (infoflip, framework), Housing portal, PNP program, VICEDA meetings, the Fundamentals of Forestry school, 2023-2024 workplan and other upcoming marketing deliverables. Over the month of December, we had several meetings to support input into the Labour Market Project final reports (including a review over Dec 22-27). There were also several meetings to refine the

project scope for a Seaweed Industry Development project (SIDP). A new RFP for the SIDP has been drafted (Pat and Megan and the rest of the subcommittee have inputted and will go live on BCBid in next week).

2) Provincial Nominee Program

75 inquiries for candidate packages to date. Regular monthly meeting attendance and reporting with PNP government staff is occurring to discuss candidate vetting and learning from other jurisdictions.

3) Executive Pulse Data Content Management System

Ongoing work is being completed with the database (collaboration with RDMW and Community Futures). Consideration for use in the Ambassador networking.



**REGIONAL DISTRICT OF MOUNT WADDINGTON
OPERATIONS DEPARTMENT
MONTHLY REPORT**

TO: Board of Directors **FILE:** 315.04 **DATE:** January 16, 2024
FROM: Patrick Donaghy, Manager of Operations
SUBJECT: January 2024 Operations Report

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

The Manager of Operations is currently preparing a Request For Proposal (RFP) package for the updating of the Regional District of Mount Waddington's (RDMW) Solid Waste Management Plan (SWMP). This update will continue the work carried out in 2020 which resulted in the Interim SWMP whose intent was to make the case for the expansion of the 7 Mile Landfill tenure which has been successfully accomplished. Given the impending need to construct the Phase 4 waste cell, the RDMW needs to update the SWMP in a timely manner to demonstrate public consultation should any borrowing be required to finance the project as well as getting Provincial approval for the use of the expansion's land. Staff will be reaching out to local governments, First Nations and key industry sectors to assemble a Public/Technical Advisory Committee who will provide input as the SWMP is developed. It is also requested that the Board pass the following resolution to initiate the update of the RDMW's SWMP process:

The Board directs staff to update the Regional District of Mount Waddington Solid Waste Management Plan.

The Regional District has just posted a Request For Quotation for the grinding of the cumulative waste wood at 7 Mile Landfill on BC Bid with the competition scheduled to close on January 24, 2024. The grinding of the waste wood is an essential element in the RDMW's ability to handle biosolids generated by the North Island's wastewater treatment plants and maintain the biocover at the landfill which mitigates the landfill's methane emissions. This project will likely be followed up in the Spring of 2024 after grinding is completed with another RFQ for the rejuvenation of the


biocover. Given the expectation that the bids will exceed \$15,000, the Board's approval will be needed prior to approving the final successful bid.

Other priorities that are focusing the Manager of Operations is the development of the 2024 Budget/Business Plan and the transition to the new WorkSafe BC regulations on asbestos disposal.

Respectfully submitted.



Patrick Donaghy PEng, MSc

Author:	Patrick Donaghy, Operations Manager
Manager / Supervisor:	David Kim, Chief Administrative Officer
Chief Administrative Officer SIGNATURE	



REGIONAL DISTRICT OF MOUNT WADDINGTON
Single Source December 2023

TO: REGIONAL DISTRICT BOARD MEMBERS

FROM: Finance Clerk

DATE: January 8, 2024

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 2023 - NIL Report

DATE	PO #	EFT #	PAYABLE TO	AMOUNT	Department	Description	Reason
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REGIONAL DISTRICT OF MOUNT WADDINGTON

BYLAW NO. 1034

A Bylaw to amend fees for campsites in Regional District of Mount Waddington Parks

WHEREAS the Regional District has adopted Bylaw 673, and amendments thereof, which set fees and rules and regulations governing the use, management, improvement, operation and control of property held for park purposes;

AND WHEREAS an increase of fees is required to operate Regional District of Mount Waddington parks campsites on a cost recovery basis;

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

1. That Schedule “B” of 673, as amended by Bylaw No. 1000, be amended and replaced by Schedule “B” attached to and forming part of this bylaw.
2. That amending Bylaws 855, Bylaw 962, Bylaw 974 and Bylaw 1000 which amended Bylaw 673, be repealed.
3. This Bylaw shall be cited as “Regional District of Mount Waddington Parks Regulations and Fees Amendment Bylaw No. 1034, 2024”.

READ A FIRST TIME THIS DAY OF

READ A SECOND TIME THIS DAY OF

READ A THIRD TIME THIS DAY OF

ADOPTED THIS DAY OF

SECRETARY

CHAIR



**REGIONAL DISTRICT OF MOUNT WADDINGTON
BYLAW NO. 1034 - SCHEDULE "B"**

REGIONAL PARKS CAMPSITE AND RESERVATION FEES

Non Serviced Sites:

Non-Waterfront Sites \$20 per night (GST Included)
(sites not deemed to have direct access to a body of water)

Limited Access Waterfront Sites \$20 per night (GST Included)
*(sites deemed to have direct access to a body of water and **not** accessible by recreational vehicles >6m)*

Waterfront Recreational Vehicle Accessible Sites \$30 per night (GST Included)
(sites deemed to have direct access to a body of water and accessible by recreational vehicles >6m)

Serviced Sites:

Full Service 20 Amp Recreational Vehicle Accessible Sites..... \$37.50 per night (GST Included)

Full Service 30 Amp Recreational Vehicle Accessible Sites..... \$42.00 per night (GST Included)

ALL RESERVATIONS 50% deposit at time of booking
(non-refundable)

Reservation Changes On-line – No Charge
Office - \$8/per change/per site

Seven Hills Golf & Country Club

P.O. Box 1710, Port Hardy, B.C. V0N 2P0 | 250-949-9818 | Sevenhills@live.ca

December 6, 2023

Regional District of Mount Waddington
P.O. Box 729
Port McNeill, B.C.
V0N 2R0

Dear Regional District Directors:

On behalf of Seven Hills Board and membership, I would like to express our appreciation to the Regional District for the \$40,000 grant-in-aid provided to us for the 2023 season. Please accept this letter as the club's formal request for a \$40,000 grant-in-aid for the 2024 season.

The 2023 grant-in-aid supported the purchase a well-maintained used greens mower in the spring of 2023, as well as the year's lease payments on two pieces of equipment acquired in the fall of 2021. Our favourable financial situation also allowed us to invest significantly (over \$50,000 in parts and labour) to accomplish extensive repairs and maintenance across our entire equipment fleet, taking advantage of the availability of a community oriented mechanic who joined our staff part-time in the spring.

The significant equipment refurbishment accomplished this season has breathed new life into several machines we had been prioritizing for replacement. As such, we are in the position to shift our future equipment purchasing priorities with a used mini-excavator now sitting atop our list. This versatile machine would be invaluable to a variety of course maintenance activities including drainage, ditch cleaning, leveling, cart path repairs, rock removal etc.

I look forward to joining you on December 19th to provide an overview of the 2023 season and answer any questions you may have. The continued support of the Regional District and local communities is integral to our ongoing success.

Should you have any questions about our 2024 grant-in-aid request or require further information about the club, please do not hesitate to contact me by email (Scottymitch@telus.net) or phone (250-230-1154).

Sincerely,



Scott Mitchell
President
Seven Hills Golf & Country Club



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: Regional District
FROM: Cathy Denham, Regional Emergency Coordinator
SUBJECT: August - December 2023 report
DATE: January 9, 2024

It has been a very busy 6 months since I took over from Marjorie and it's been a while since I have made a report to the Board!

As you know, EMBC is now EMCR (Emergency Management and Climate Readiness). EMCR has assumed the mandate of Emergency Management BC, which was previously part of the Ministry of Public Safety and Solicitor General and now is a stand-alone Ministry.

There is a big change in the focus of EMCR, and the proposed legislation is to acknowledge and address the world changes we are experiencing, including pandemics, security threats and climate change. Provincially it shifts from focusing on emergency response to including the four phases of emergency management: mitigation, preparation, response, and recovery.

The changes are being phased in, and the regulations will be developed on the new act from 2023 until 2025. Throughout this process, local authorities will have the ability to review and provide feedback on the proposed changes. Phase 1 is to develop new regulations for financial assistance after emergencies, the date for feedback has been extended from December 2023 until January 31, 2024. I have attended several regional meetings with EMCR held to keep emergency coordinators and managers informed and involved.

The one thing that really struck me is the lack of planning and recognition of the differences in the regional districts municipalities, and cities throughout the province. One size does not fit all! There will be a lot of work to prepare our emergency plans to address the upcoming regulations. There is also a focus on forming multi jurisdiction committees within a region (probably a regulation). Mt Waddington region has a good base to build on as we have NIREPC, and a mutual aid agreement between all the communities located in our region. In our region the emergency coordinators are working towards developing a team and are making good progress.

There will be extra funding to assist in the planning and work that will be generated from these changes. That was one of the top things identified from all the feedback received. I think there will be funds sent to all the regions in late January or early February without an application process. I have included in the package the information about the ESS UBCM grant that is due on January 26.

There is another grant available from UMBC for upgrading and adding new supplies in an EOC, due at the end of February.

We are basing this grant application on the work done in Zeballos, Kyuquot, and Tahsis to improve communication systems.

Our plan includes:

- Provide Emergency Operation Centre workshops.
- Provide one-on-one EOC training with staff.
- Begin the development of a Disaster Communications Plan assessing the feasibility and cost of potential options.

More information on this grant will be provided to you.

Author:	Cathy Denham
Manager/Supervisor	David Kim
Chief Administrative Officer	