



REGIONAL DISTRICT OF MOUNT WADDINGTON
BOARD OF DIRECTORS
MEETING AGENDA

January 17, 2017 at 2:00 p.m.
RDMW Office – 2044 McNeill Road, Port McNeill

Page

CALL TO ORDER

1 **A. APPROVAL OF AGENDA AS PRESENTED**

1. Adoption of Agenda: Adopt the Agenda as circulated.

B. DELEGATIONS – Allison McCarrick – District of Port Hardy, Multiplex presentation.

2. 2017 Board Appointments
- | | |
|---|---|
| a) Personnel Committee | Representative / Alternate
Hory/Rushton/Soltau/Allen/Ackland |
| b) Policy Committee | Soltau/Hory/Corbett-Labatt |
| c) Mount Cain Alpine Park Society | D. Rushton |
| d) Hospital Capital Planning Advisory Committee | A. Hory |
| e) Mount Waddington Health Network Steering Committee | A. Hory |
| f) North Island Regional Emergency Plan Committee | A. Hory / P. Corbett-Labatt |
| g) Coastal Community Network | H.Bood / H. Soltau |
| h) Scott Island Group | P. Wainwright / A. Hory |
| i) Marine Planning Partnership | H. Soltau / M. Berry |
| j) Sport Fishing Advisory Committee | P. Wainwright |
| k) Vancouver Island North Tourism Advisory Committee | H. Soltau |
| l) Vancouver Island Trails Society | P. Wainwright |
| m) Island Coastal Economic Trust | A. Hory |
| n) Coastal Regional District Chairs Ferry Committee | H. Soltau |
| o) Vancouver Island North Woodlands Advisory | P. Donaghy / P. English |
| p) Nimpkish Woodlands Advisory Committee | P. English / P. Donaghy |

2017 Fire Chief Appointments

- a) Sointula Volunteer Fire Department- Chief Tom Trimmer
b) Coal Harbour Volunteer Fire Department – Chief Andrew Hory
c) Hyde Creek Volunteer Fire Department – Chief Cam Brady
d) Woss Volunteer Fire Department – Chief Brad Galeazzi

C. ADOPTION OF MINUTES

3 1. Minutes of the Board of Directors Meeting held December 20, 2016.

CORRESPONDENCE ON THE TABLE

1. a) Village of Alert Bay Regular Meeting Minutes dated November 14, 2016 & November 28, 2016.
b) Cheque Register Report dated December 21, 2016 – January 17, 2017.

D. STAFF OPERATION REPORTS

- 9 1. Monthly report from the Administrator dated January 11, 2017.
10 a) Monthly Travel Report dated January 17, 2017.

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- 11 2. Monthly report from the Manager of Economic Development dated January 17, 2017.
 - 12 a) Tourism Coordinator report dated December 2016 – January 2017.
 - 13 b) Recommendations from VINTAC for approval dated January 10, 2017.
 - 14 3. Monthly report from the Manager of Operations dated January 11, 2017
 - 15 4. Monthly report from the Manager of Planning & Development Services dated January 2, 2017.

E. FINANCIAL REPORTS

- 17 1. 2016 Auditor Appointment
- 17 b) Estimated Fees (2 pages)
- 19 2. Finance Report dated January 11, 2017
- 20 3. Single Source dated January 10, 2017.

F. COMMITTEE REPORTS- None

G. BYLAWS AND PERMITS – None

H. CORRESPONDENCE

1. None

I. DIRECTOR REPORTS / OTHER BUSINESS / NEXT MEETING

1. Other Business: None
2. Rural Updates:
 - Area “A” - Broughton (Malcolm Island)
 -
 - Area “B” - Quatsino
 - Area “C” – Rupert
 - Area “D” – Nimpkish
 - Woss Local Services Management Committee Appointments -
3. Municipal Updates:
 - Village of Alert Bay
 - Village of Port Alice
 - District of Port Hardy
 - Town of Port McNeill
4. Public questions:
5. Committee Meetings: Next month Committee meetings as required.
6. Next Month Meeting Date and Time: February 20, 2017 2:00 p.m.

Motion to Adjourn



REGIONAL DISTRICT OF MOUNT WADDINGTON

BOARD MEETING MINUTES

December 20, 2016

RDMW Office – 2044 McNeill Road, Port McNeill, BC

PRESENT: Chair Dave Rushton and Directors Shirley Ackland, Jan Allen, Michael Berry, Hank Bood, Pat Corbett-Labatt, Andrew Hory, Heidi Soltau and Phil Wainwright

STAFF: Greg Fletcher - Administrator; Pat English, Manager of Economic Development; Jeff Long - Manager of Planning & Development Services; Melissa Tonkin - Recording Secretary

MEDIA: Kathy O'Reilly Taylor-North Island Gazette;

PUBLIC: Joli White – VINTAC, Andrew Jones – VINTAC Chair, Gaby Wickstrom, Chamber of Commerce

CALL TO ORDER

Chair Rushton called the meeting to order at 2:00 pm.

A. APPROVAL OF AGENDA/NOMINATIONS

1. Adoption of December 20, 2016 Agenda.

Moved/Seconded/Carried
THAT the agenda be approved as presented.

2. Nomination for Chair: Administrator Greg Fletcher called for Nominations for Chair: Director Andrew Hory was nominated and accepted, Director Dave Rushton was nominated and declined. 3 calls for any further nominations was done. No other nominations were presented.

Director Andrew Hory was declared the Regional District of Mount Waddington Board Chair.

3. Nomination for Vice-Chair: Administrator Greg Fletcher called for Nominations for Vice-Chair: Director Shirley Ackland was nominated and accepted, Director Dave Rushton was nominated and declined. 3 calls for any further nominations was done. No other nominations were presented.

Director Shirley Ackland was declared the Regional District of Mount Waddington Board Vice-Chair.

Director Hory took over as Chair

4. 2017 Board Appointments

Moved/Seconded/Carried
THAT the following Board Appointments for 2017 be approved:

Municipal Insurance
Vancouver Island Regional Library
Municipal Finance Authority
9-1-1 Corporation

Representative / Alternate
Andrew Hory / Dave Rushton
Heidi Soltau / Pat Corbett-Labatt
Shirley Ackland / Hank Bood
Phil Wainwright / Andrew Hory

256/16
AGENDA
APPROVED

RD CHAIR

RD VICE-CHAIR

257/16
2017
APPOINTMENTS

B. DELEGATIONS – None

C. ADOPTION OF MINUTES

1. Minutes of the Regional District of Mount Waddington Board Meeting held November 15, 2016.

258/16
NOV.15/16
MINUTES
ADOPTED

Moved/Seconded/Carried
THAT the minutes of the Regional District of Mount Waddington Board Meeting held November 15, 2016 be adopted.

CORRESPONDENCE ON THE TABLE

1. a) District of Port Hardy Regular Council Meeting Minutes dated October 25, 2016, November 8, 2016, Special Council Meeting dated October 25, 2016, November 8, 2016; Town of Port McNeill Regular Council Meeting dated October 17, 2016, November 7, 2016, November 21, 2016, Committee of the Whole Meeting dated October 17, 2016, Public Consultation Meeting dated November 21, 2016; Village of Port Alice Regular Meeting Minutes dated September 13, 2016, October 12, 2016, November 9, 2016; Village of Alert Bay Regular Meeting Minutes dated September 12, 2016, September 26, 2016 and October 24, 2016; Coal Harbour LCC Minutes dated October 12, 2016, November 9, 2016.

b) Cheque Register Report dated November 16, 2016 – December 20, 2016.

259/16

Moved/Seconded/Carried
THAT the correspondence on the table and the Cheque Register Report be received and filed.

D. STAFF OPERATION REPORTS

1. Monthly report from the Administrator dated December 14, 2016

260/16
EMERGENCY
CO-ORDINATOR
POSITION

Moved/Seconded/Carried
That Courtney Bransfield be appointed as Regional Emergency Coordinator effective January 15, 2017 and that she be contracted to provide Regional Emergency Coordinator services from January 1, 2017 to December 31, 2017.

261/16
SD 85 HEAT
LOOP /
BROUGHTON
CURLING CLUB

Moved/Seconded/Carried
THAT the School District 85/Chilton Regional Arena Heat Loop addendum for additional months' service and Broughton Curling Club agreement for January 2017 to March 2017 be approved.

1. Monthly report from the Administrator dated December 14, 2016

262/16

Moved/Seconded/Carried
THAT the December 2016 report from the Administrator be received and filed.

- a) Monthly Travel Report dated December 20, 2016.

Travel Report
263/16

Moved/Seconded/Carried
THAT the December 20, 2016 Travel Report be approved.

- 264/16
2018 TVI
CONVENTION
- 265/16
C2C FUNDING
RECONCILIATION
- 266/16
- 267/16
- 268/16
- 269/16
- 270/16
7 MILE
LANDFILL
SUNDAY
OPENING
2. Monthly report from the Manager of Economic Development dated December 14, 2016.
- Moved/Seconded/Carried
THAT the preparation of a proposal for the right to host the 2018 Tourism Vancouver Island Conference be approved.
- Moved/Seconded/Carried
THAT the Regional District of Mount Waddington's participation in the Reconciliation Dialogue on Jan. 9, 2017 and the submission of a funding application to UBCM for \$3,325 from the C2C program for facilitation support be approved.
- *Hopeful for an early start to the Invasive Species Knotweed Program next year- 1st of April, 2018.*
- Moved/Seconded/Carried
THAT the December 14, 2016 report from the Manager of Economic Development be received and filed.
- 2.a) Tourism Coordinator report dated December 2016.
- Moved/Seconded/Carried
THAT the report from the Tourism Coordinator report dated December 2016 be received and filed.
- Andrew Jones, Chair VINTAC and Joli White summarized the Vancouver Island North Strategic Business plan 2017-2019 and Marketing Plan 2017.*
- b) Recommendations from VINTAC for approval dated November 30, 2016.
- Moved/Seconded/Carried
THAT the 2017 VINTAC Marketing Plan and the 2017-2019 VINTAC Strategic Business Plan be approved.
- Andrew Jones left the meeting.*
3. Monthly report from the Manager of Operations dated December 12, 2016
- Administrator and Manager of Operations had a meeting on Dec. 16 with Quatsino First Nations regarding the seven services that they participate in.
- Moved/Seconded/Carried
THAT the December 12, 2016 report from the Manager of Operations be received and filed.
- a) Special Report regarding opening 7 Mile Landfill on Sundays dated December 14, 2016.
- *A discussion took place with the outcome being to accept the capital now and allocation will be discussed during budget preparations.*
- Moved/Seconded/Carried
THAT \$18,000 capital for support of operating 7 Mile Landfill on Sundays in the summer be included in the draft budget for further discussion.
- Director Soltau opposed.*

4. Monthly report from the Manager of Planning & Development Services dated December 5, 2016

271/16

Moved/Seconded/Carried

THAT the December 5, 2016 report from the Manager of Planning & Development Services be received and filed.

D. FINANCIAL REPORTS

1. Finance Report dated December 1, 2016

- *1st Budget meeting scheduled for February 7th @ 11:30. Info will be sent out prior to meeting.*

272/16

Moved/Seconded/Carried

THAT the December 2016 report from the Treasurer be received and filed.

2. Single Source dated December 13, 2016

273/16

Moved/Seconded/Carried

THAT the December 13, 2016 Single Source report be received and filed.

F. COMMITTEE REPORTS - None

G. BYLAWS AND PERMITS

1. Report from Administrator regarding the outcome of Electoral Area Response Forms for Bylaw No. 912 cited as “Coal Harbour Recreation Service Establishment Bylaw No. 912, 2016”.

BYLAW 912
Process

The Administrator stated that:

I have reviewed the elector response forms submitted and declare, in accordance with Section 86 (8) of the Community Charter, that elector approval **has not** been obtained and that Bylaw 912 may not be considered for adoption unless assent of the electors is obtained by a referendum held within the next 80 days (LGA s174 (2)).

2. Bylaw No. 912 cited as “Coal Harbour Recreation Service Establishment Bylaw No. 912, 2016” for adoption.

Director Hory indicated that a referendum would not be pursued. Another newsletter will be sent out with utilities.

3. Development Variance Permit No. 2016-DVP-01: Application by the Regional District of Mount Waddington to vary Malcolm Island Zoning Bylaw No. 725 with respect to construction of public washroom facility on the Sointula Co-Operative Store Association’s property at 140/160 1st Street in Sointula at the corner of 1st Street and 17th Avenue.

274/16
2016-DVP-01

THAT Development Variance Permit No. 2016-DVP-01 be approved as it relates to the property civically addressed as 140 and 160 1st Street in Sointula, and legally described as Block 20, Section 9, Malcolm Island, Rupert District, Plan 816, to vary the provisions of section 5.5.1(d)(iii) of Malcolm Island Zoning Bylaw No. 725, 2006, to:

- 1) Decrease the minimum setback from the northerly front lot line adjacent to 17th Avenue from 5.0 metres (16.4 feet) to 0.0 meters and to decrease the minimum setback from the easterly side lot line adjacent to 1st Street from 1.5 meters (4.92 feet) to 0.0 metres to allow construction of a 22.54 square meter (243 square foot) accessory washroom building.

AND FURTHER THAT the Administrator be authorized to execute and issue Development Variance Permit No. 2016-DVP-01.

H. CORRESPONDENCE

1. AVICC Special Committee on Solid Waste – Proposed cost-sharing formula.

275/16
AVICC COST
SHARING

Moved/Seconded/Carried

THAT \$791 be paid to the AVICC to support the AVICC Special Committee on Solid Waste Management Action Plan.

2. Coastal Community Network letter dated October 26, 2016 regarding resolution for Pacific Coast Basin Sustainability Charter.

276/16
CCN PACIFIC
COAST BASIN

Moved/Seconded/Carried

THAT a letter of support to be provided for the Coastal Community Network application for a Rural Dividend funding for a Pacific Coast Basin Sustainability Charter.

3. Town of Port McNeill letter dated December 1, 2016 regarding Provision of Fire Suppression Service to Cluxewe Resort.

277/16
TPM FIRE
PROVISION
SUPPORT
LETTER

THAT the request from the Town of Port McNeill regarding Provision of Services to Cluxewe Resort be approved.

4. Reconciliation Canada letter dated August 4, 2016 regarding co-hosting a Reconciliation Dialogue Workshop.

278/16

Moved/Seconded/Carried

THAT the letter from Reconciliation Canada dated August 4, 2016 be received and filed.

I. DIRECTOR REPORTS / OTHER BUSINESS / NEXT MEETING

1. Other Business: None

2. Rural Updates:

Area "A"-Broughton (Malcolm Island)

- *Community Christmas Concert has been done, Turkey BINGO has been done.*

Area "B"- Quatsino

- *Sports Fish Advisory meeting: North Island Recreation Fishing-good run from middle to end of September. They have a say with DFO discussions on regular catch on North Island. Would like to see the following addressed this year: 1. Opening in Quatsino Sound for 1 Spring salmon with no abuse and a great success – would like to see this continue. 2. East Coast the Coho catch has been reduced and this has affected our areas. Port Hardy has been named*

King Coho country in the past and I think we should support getting this back. Recommended inviting Laurie Garrett, chair of SFA and talk with him regarding these issues and the RD should work with them to support these areas.

279/16

Moved/Seconded/Carried

THAT the Sports Fish Advisory Chair, Laurie Garrett be invited to a Board meeting to discuss the following issues – Spring Salmon limit in Quatsino Sound and the Coho limit on the East Coast.

Area "C"- Rupert

- *Bylaw 912 has failed so we won't be proceeding with this. 2016 was an interesting and special year with a good end to it and hope 2017 is less special!*

Area "D"- Nimpkish

- *We are still hungry for wood in our area but with a lot of snow not much progress is happening.*

3. Municipal Updates:

Village of Alert Bay

- *Solar project is turned on and we are recovering 30% of our hydro even in the weak winter light. Should be 100% recovery in the long run.*

Village of Port Alice

- *Seniors potluck dinner was held in our community club with turkey supplied by WFP and the Lions Club two weeks ago. We had a Turkey BINGO and breakfast with Santa as well as skating. We for movement with Neucel in 2017.*

District of Port Hardy

- *Attended AVICC in November. We have been busy working on Finance at District Office. Canada 150 a work in progress. Plan H grant workshop on chickens in backyard.*

Town of Port McNeill

- *New Sergeant Andy Phillips has arrived. Cram the Cruiser collected 4500lbs of food and \$3,000. There will be a cruise around town on December 23rd by the Fireman, Ambulance and Police. Thankful to the amount of volunteering we have on the North Island. We are very lucky!*

4. Committee Meetings: (Policy) January 10th @ 9:00, (Finance) February 7th @ 11:30

5. Next Month Meeting Date and Time: January 17, 2017

Adjourn
280/16

Moved
THAT the meeting be adjourned.

Time: 3:39 p.m.

CORRECT

APPROVED

SECRETARY

CHAIR



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: BOARD

FROM: Greg Fletcher, Administrator

SUBJECT: **January, 2016 Administration Report**

DATE: January 11, 2017

NIREPC - Courtney Bransfield has been working with Gloria Legal to transition to her position as Regional Emergency Management Coordinator. A NIREPC meeting is scheduled for Port Hardy on January 12.

Policy Manual – Staff have been busy updating and formatting the electronic version of the policy manual. The Policy Committee has in turn reviewed many of the policies with suggestions for changes etc.

Respectfully Submitted,

Greg Fletcher

Greg Fletcher,
Administrator



REGIONAL DISTRICT OF MOUNT WADDINGTON

Travel Report

TO: BOARD
FROM: Greg Fletcher, Administrator
SUBJECT: January Travel Report
DATE: January 17, 2017

Authorization required for the following travel outside the RDMW:

Name	Purpose	Location	Date	Est. \$
Andrew Hory	2016 CEO Forum	Victoria	Dec.6-7, 2016	916.00
Andrew Hory	Effective Fire Service Administration	Victoria	April 7 – 9/17	1081.10
Patrick Donaghy	Effective Fire Service Administration	Victoria	April 7 – 9/17	988.25
Greg Fletcher	Green Communities Working Group	Victoria	Jan.26-27	731.50

Motion Required.



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: Chair and Directors

FILE NO. 315.03

FROM: Pat English, Manager of Economic Development

SUBJECT: Monthly Report

DATE: January 17, 2016

During the past month, I undertook the following economic development activities:

- Attended a presentation with representatives from NIMMSA to the Strathcona Regional District on January 11 on the Whale Heritage Site initiative. I will provide the Board with a verbal report on the outcome of the meeting.
- We have received approval from Transport Canada for our pre-transfer funding request related to the acquisition of the Quatsino Wharf. Herold Engineering has provided a proposal to complete due diligence on the structure and on the financial issues and we anticipate preparing a proposal in principle for the acquisition for consideration by the Board at the regular Board meeting on April 18, 2017.
- Funding for the Reconciliation Dialogue workshop in Port Hardy on January 9, 2017 was approved and the event attracted a total of 62 participants, including representatives from GNN, Kwakiutl, Quatsino, Namgis, Port Hardy, Port McNeill, Alert Bay, and Port Alice.
- I am preparing an application for funding 3 summer students positions, one to assist with the tourism marketing program, one to work with the Operations Manager and one to work in the Regional District office and assist with conversion of files to digital format. The Board is requested to consider the following resolution in support of the application:

That the submission of an application for funding three positions for summer students be approved.

Respectfully submitted,

Manager of Economic Development



January 9, 2016

Pat English
Manager of Economic Development
Regional District of Mount Waddington
P.O. Box 729
Port McNeill, BC Canada

Re: Vancouver Island North Tourism Report; December 2016 - January 2017

Trail App

- Details being confirmed with web developer (Strategic)
- Will include both an app and desktop version

Explorer Guide

- 2017 Gguides have been printed and delivered to Port Hardy
- Stakeholder participant copies have been mailed
- Island wide distribution will begin through Certified Folder and Ladysmith Press
- Online orders available through GoBrochures and the VINT website

Cooperative Advertisement Opportunities

- Facebook boosted post campaign with two options:
 1. European market targeting: London & Birmingham, England and Berlin & Munich, Germany
 2. Local market targeting: BC (Victoria, Vancouver & lower mainland), Alberta (Edmonton & Calgary) and Washington (Seattle & Spokane)
- Coast Mountain Culture Magazine ad campaign
- Microsite Display Ad with various categories options: camping, hiking, First Nations, wildlife, etc.
- All of the above campaigns are part of the DBC funding with a deadline for completion of March 31/17

New Committee Member Recommendations

- A motion was passed on January 6, 2017 via email recommending the following people be appointed to the committee: Andrew Jones/Kingfisher Wilderness Adventures, Lillian Hunt/Aboriginal Tourism BC, Steve Emery/North Island Kayaks, Sherry Baumgardner/Riata Partners representing Pier Side Landing and Kwa'lilas Hotel and Mike Willie/Sea Wolf Adventures (See attached motion for consideration)

Respectfully Submitted,

A handwritten signature in black ink that reads "Gaby Wickstrom".

Gaby Wickstrom, Project Manager
Vancouver Island North | 250 902-9115 | gaby@vancouverislandnorth.ca



Regional District of Mount Waddington Board of Directors
ATTN: Regional District Administrator
P.O. Box 729
Port McNeill, BC V0N 2R0

January 10, 2017

Recommendations from the Vancouver Island North Tourism Advisory Committee

VINTAC would like to submit the following motion for the board's consideration.

Recommendation 2017-01

That the Regional District board recommend for appointment the following people to the 2017-2018 VINT Advisory Committee:

- Andrew Jones, Kingfisher Wilderness Adventures
- Lillian Hunt, Aboriginal Tourism BC
- Steve Emery, North Island Kayaks
- Sherry Baumgardner, Riata Partners representing Pier Side Landing and Kwa'lilas Hotel
- Mike Willie, Sea Wolf Adventures

Sincerely,

A handwritten signature in black ink that reads "Gaby Wickstrom".

Gaby Wickstrom, Project Coordinator
Vancouver Island North



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: Chair and Directors **FILE NO. 315.04**

FROM: Patrick Donaghy, Operations Manager

SUBJECT: January Report

DATE: January 11, 2017

The Manager of Operations was on leave for a majority of the period since the November Board meeting but has the following to report:

The Manager of Operations continues consulting with the RDMW's unincorporated communities regarding local service budgets for 2017. A meeting was held with the Woss Management Committee leaving only Hyde Creek, Quatsino and Winter Harbour outstanding.

The RDMW is in the process of amending its protocols for the disposal of drywall waste generated by construction/demolition projects. Currently staff are touching base with contractors, retailers and other entities to minimize the impacts to the public through information dissemination.

A tentative date of January 13 has been set for a geotechnical consultant to inspect the Telegraph Cove Road slide that occurred in November. While the current conditions do not pose an imminent threat to the road and the immediate area has been marked out by barriers, stabilizing the slide track will reduce the long term risk to public safety and infrastructure. The Manager of Operations will convey the results of the meeting at the January Board meeting.

Working with Manager of Economic Development, the Manager of Operations is developing the 2017 Invasive Species Program. To date past partners have indicated a willingness to continue their cooperation and the Ministry of Forests, Land and Natural Resources indicating they too wish to participate.

If there should be any questions, please contact me at your convenience.

Respectfully submitted

Patrick Donaghy PEng, MSc
Manager of Operations



REGIONAL DISTRICT OF MOUNT WADDINGTON

PLANNING & DEVELOPMENT SERVICES DEPARTMENT

MONTHLY REPORT

TO: Board of Directors **FILE:** 315.05 **DATE:** January 2, 2017
FROM: Jeff Long, Manager of Planning & Development Services
SUBJECT: December, 2016 Planning & Development Services Department Monthly Report

1. Projects:

- a) Sointula Washroom Facility (2016-PROJ-12): Applications for Development Variance Permit and Site Permit were prepared and processed with respect to the RDMW's public washroom facility project to be constructed on the Co-Op gas station property at 140 1st Street in Sointula. In this regard, the Board of the RDMW issued Development Variance Permit No. 2016-DVP-01 and the Ministry of Transportation issued the Public Highway Use Permit for the project. Staff has also issued Site Permit 2016-SP-19. This concludes the land use planning approvals portion of the project.
- b) Procedures and Fees Bylaw Update (2016-PROJ-06): Bylaws 594 and 607 relate to the RDMW's development procedures and associated fees. These bylaws are in need of an update given they have not been updated for sixteen years. Staff is preparing a proposed new bylaw that if adopted, would replace the current bylaws. Originally staff was hoping to deal with this at a Regional Planning Committee meeting in January, but instead, will present it to the RPC in February.
- c) Hyde Creek Public Access Review (2016-PROJ-11): Staff along with the Hyde Creek Advisory Planning Commission will be conducting site visits in the spring of 2017 to assess the public access right of ways to the ocean in Hyde Creek. The purpose of this exercise is to determine the status of these accesses with a view to looking at ways to enhance them and utilize the information for planning purposes as part of the inclusion of new policies in the Hyde Creek OCP that would address public access issues.

2. Crown Land Tenures:

- a) Western Forest Products Inc. (2016039): Referral response submitted to Province with respect to a Water Licence Application by WFP to take approximately 7.3 cubic meters of water per day from an unnamed creek that flows into the south side of Quatsino Sound in Electoral Area 'B'. The water is distributed for use as part of the logging operations at the Mahatta Camp. The majority of the water is used in association with brake cooling and the washing of trucks, with the balance to be used at the Mahatta shop. The infrastructure (intake, pipelines and water holding tanks) associated with this project is already in existence and WFP is applying for a water licence to legitimize it. In its response, the RDMW indicated it had no objection to the application.
- b) W.J. Cedar Products Ltd. (2016042): Referral response submitted to the Province regarding a Crown Land Tenure Application for a ten year licence of occupation with respect to a 1 hectare marine site in Drury Inlet in Jennis Bay just south of the Jennis Bay Marina and east of Hooper Island in Electoral Area 'A'. This tenure would be utilized to accommodate a float camp to house three to five workers in conjunction with upland helicopter cedar salvage operations on Crown land in the general vicinity as part of a joint venture agreement with the Gwawaenuk Tribe. In its response to the Province, the RDMW indicated it had no objection to this application subject to compliance with applicable federal and provincial requirements, particularly as they relate to such things as sewage collection and disposal, water taking and use, and fuel storage and handling. In addition, consultation with area tenure holders (e.g. Jennis Bay Resort & Marina) should be undertaken.
- c) Western Forest Products Inc. (2016043): Referral response submitted to Province with respect to a Water Licence Application by WFP to take approximately 9.2 cubic meters of water per day from a wetland area and associated creek located on the south side of Quatsino Sound in Electoral Area 'B'. The water is gathered by a two inch intake pump in the wetland area and travels along a 70 meter hose to a water tank located in the Special Use Permit Area S23801 associated with the Ingersol Log Dump operated by WFP. WFP uses the water as part of its logging operations. Pacificus Biological Services has assessed the water source and confirms there are no fish present. The infrastructure (intake pump, hose and water holding tank) associated with this project is already in existence and WFP is applying for a water licence to legitimize it. In its response, the RDMW indicated it had no objection to the application.

- d) Western Forest Products Inc. (2004041): Cancellation of Licence No. 111729 with respect to a 0.28 hectare marine site on the east side of the Neroutsos Inlet northwest of Port Alice in Electoral Area 'B', that was being used to accommodate a dock for the moorage of crew boats.
- e) Marine Harvest Canada Inc. (2015003): Issuance of Licence No. V917478 for a 20 year period with respect to expansion of an existing marine tenure adjacent to the Jeannette Islands in Richards Channel in Electoral Area 'A', from 35 hectares to 149.3 hectares for finfish aquaculture purposes.
- f) D. Van Buskirk (2002142): Renewal of tenure through issuance of Licence No. for a 30 year term with respect to a 0.2 hectare tenure on the shoreline of Victoria Lake in Electoral Area 'C', for recreational residential purposes.
- g) Marine Harvest Canada (2006044): Referral received from the Province with respect to an application by Marine Harvest Canada Inc. to expand an existing Licence of Occupation tenure located on the north side of Duncan Island in Goletas Channel in Electoral Area 'A', from 42.6 hectares (105.3 acres) to 53.6 hectares (132.4) acres. This tenure is used for finfish aquaculture and the purpose of the application is to increase the area of the tenure to allow the expansion of the existing operation from ten 120 square meter fish pens to twelve 120 square meter fish pens. This would allow the anchoring system to be entirely included within the tenured area. In addition, Marine Harvest proposes to replace the 420 square meter feed barge with a larger 1,248 square meter feed barge. There would be no increase to fish production as part of this proposal.

As a matter of interest, it is noted that there were 40 Crown land tenure application referrals received by the RDMW in 2016 compared to 24 in 2015 and 30 in 2014.

3. Official Community Plan / Zoning Bylaw Amendments:

- a) Buttle Services c/o Pacificus Biological Services Ltd. (2016-ZBA-01): This proposal was discussed at the February 16, 2016 Regional Planning Committee (RPC) meeting after which, the Board of Directors gave 1st reading to Bylaw No. 895 and directed staff to refer the Bylaw to external agencies for review and comment. Staff undertook to refer the Bylaw as directed and the applicant's agent is to provide additional information on various matters for review and discussion by the RPC. The agent advised that it intends to submit an addendum report to the RDMW by January 10, 2017 to address outstanding issues raised by the RPC. The agent has since advised that it is going to recommend to Buttle Services that it hire a professional to coordinate certain aspects of the project including the outstanding requirements of the rezoning application. This means there will be further delays to processing this application until further information is forthcoming. Staff has been provided photos from members of the public which appear to indicate that there may be work being undertaken in in association with the project proposal for which the required approvals are not yet in order. Staff has requested clarification from the agent regarding the proponent's intentions in this regard and a response from the agent has been received where the applicant confirms that no construction activity will be undertaken in relation to the proposed facility on its property.

4. Building / Demolition / Site Permits:

- a) Site Permit 2016-SP-19 issued with respect to the siting of a detached accessory washroom building on the Co-Op commercial property at 140 1st Street in Sointula.
- b) Site Permit 2016-SP-20 issued with respect to the siting of a detached accessory carport building on the residential property at 621 Glover Road in Hyde Creek.
- c) Site Permit 2016-SP-21 issued with respect to the siting of a guest house on the residential property at 905 Lanqvist Road in Hyde Creek.

As a matter of interest, it is noted that there were 21 applications for site permit in 2016 compared to 16 in 2015 and 8 in 2014. The number of these applications being submitted to the RDWM on an annual basis has been steadily increasing over the last four years.

Respectfully submitted,



Jeff Long
Manager of Planning & Development Services

December 23, 2016

Members of the Board of Directors of the Regional District of Mount Waddington

Dear Board of Directors:

We are pleased to present our Audit Service Plan for Regional District of Mount Waddington ("the Regional District"). In this plan we describe MNP's audit approach, our engagement team, the scope of our audit and a timeline of anticipated deliverables. We are providing this Audit Service Plan to the Board of Directors on a confidential basis. It is intended solely for the use of the Board of Directors and is not intended for any other purpose. Accordingly, we disclaim any responsibility to any other party who may rely on this report.

Our engagement will include an audit of the Regional District's financial statements for the year ended December 31, 2016, prepared in accordance with Canadian public sector accounting standards. Our audit will be conducted in accordance with Canadian generally accepted auditing standards.

At MNP, our objective is to perform an efficient, high quality audit which focuses on those areas that are considered higher risk. We adhere to the highest level of integrity and professionalism. We are dedicated to maintaining open channels of communication throughout this engagement and will work with management to coordinate the effective performance of the engagement. Our goal is to exceed the Board of Directors's expectations and ensure you receive outstanding service.

Additional materials provided along with this report include both our Engagement Letter and draft Independence Communication. Our Engagement Letter is the formal written agreement of the terms of our audit engagement as negotiated with management and outlines our responsibilities under Canadian generally accepted auditing standards. Our draft Independence Communication formally confirms in writing MNP's independence.

We look forward to discussing our audit service plan with you and look forward to responding to any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "MNP LLP". The letters are stylized and connected.

MNP LLP
Chartered Professional Accountants

/jvo

NAME	POSITION
Cory Vanderhorst, CPA, CA	Engagement Partner
Chris Fyfe, CPA, CA or Debbie Bass, CPA, CA	Concurring Partner
Jamie Kungel, CPA, CA	Tax Partner
Janna Olynyk, CPA, CA	Audit manager
Aaron Surkan, CPA, CMA, CA	Audit team member

In order to serve you better and meet our professional responsibilities, we may find it necessary to expand our audit team to include other MNP professionals whose consultation will assist us to evaluate and resolve complex, difficult and/or contentious matters identified during the course of our audit. Any changes to the audit team will be discussed with you to ensure a seamless process and that all concerned parties' needs are met.

FEES AND ASSUMPTIONS

Our audit hours and fees for the year ended December 31, 2016 are estimated to be the following, exclusive of applicable taxes:

	DECEMBER 31, 2016 ESTIMATE	DECEMBER 31, 2015 ACTUAL
Base audit fee as per our fee quote dated	28,000	28,000
Estimated fees for additional assistance with financial statement preparation transition	5,000	-
Travel	-	3,300
Assistance with preparation of the Consolidated Financial Statements	-	10,500
Additional cost for audit of new PS 3260 Liabilities for contaminated sites	-	500
Administrative - 5%	1,650	1,425
Total	34,650	43,725

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the engagement partner so a mutually agreeable solution can be reached.

Pursuant to our billing policy, we will issue interim bills as follows:

- On delivery of the audit service plan, 50% of the estimated fee;
- At the start of the year-end field work, 25% of the estimated fee;
- Upon the delivery of the final consolidated financial statements and independent auditors' report, the balance.



REGIONAL DISTRICT OF MOUNT WADDINGTON

FINANCE DEPARTMENT

MONTHLY REPORT

TO: Board of Directors **FILE:** 315.06 **DATE:** January 16, 2017
FROM: Treasurer
SUBJECT: January 2017 Finance Monthly Report

Financial reporting:

MNP LLP submitted their Audit Services Plan for the Regional District in December. The estimate cost for the 2016 Financial Statements is \$34,650 compared to \$42,725 for the 2015 Financial Statements. Most of the decrease is due to the Regional District creating the statements on their own. The new price includes a \$5,000 contingency if assistance is needed in the transition for assistance with statement preparation.

Savings expected are between \$9,000 and \$14,000 depending on the use of the contingency.

An RFP was not sent out to other audit firms for this year's service as there needs to be some continuity. MNP LLP created last year's statements and have knowledge of those statements and is familiar with the accounting software that the Regional District uses.

The Board is required to appoint the auditors before the audit commences.

Budget and Variance reports:

Year end adjusting entries for 2016 actuals are being worked on so managers may adjust their proposed 2017 budget based on these updated actuals. More accurate prior year actuals help managers in developing their budgets.

Work continues with creating the proposed 2017 budget and Financial Plan Bylaw for the Board review on February 7, 2017.

Taxation & Utilities:

The completed roll was received last week. Staff have done some work on analyzing the changes in assessment. There is a small increase in the convert assessments. More detailed analysis will be provided at the budget meeting.

Property Insurance services:

Staff received quotes from 2 vendors for Property Insurance and Equipment (Boiler & Machinery) coverage. The last quote was received late Friday. Both quotes are based on valuations of \$20,507,343 for property and \$5,000,000 for Equipment and similar deductibles and coverage.

The MIA proposal for the combined insurance coverage was lower by over \$6,000. This amount is also lower than what was budgeted and spent last year for property insurance. The price quoted is based on a 3-year commitment to MIA property insurance. MIA has also indicated that they will share in the cost of upgrading the appraised value of the Regional District's assets to ensure that we have updated valuations.

Staff recommend that MIA be selected to provide insurance services for 2017 to 2019. Staff also recommend that savings for this current budget of \$6,000 should be used for updating the appraisal of the property and equipment in 2017. A motion by the Board is required.

Motions:

Auditor appointment

That MNP LLP be 1) appointed as auditor of the 2016 Financial Statements; and 2) the proposal to complete the audit of the 2016 Financial statements for up to \$34,700 be approved.

Insurance services

That the MIA proposal to provide both Property and Equipment Insurance for 1) 2017 of \$28,200 be approved; 2) a further commitment for MIA to provide Property and Equipment Insurance to the Regional District for 2018 and 2019 be approved; and 3) that \$6,000 be approved for updating the appraisals for property and equipment.

Respectfully submitted,

Treasurer



REGIONAL DISTRICT OF MOUNT WADDINGTON
Single Source Awards

TO: REGIONAL DISTRICT BOARD MEMBERS

FROM: Jamie Hamilton, Finance Clerk

DATE: January 10 , 2017

Policy # II - 2:1 Tendering Procedure and Policy requires that instances where there has been a single source procurement or the lowest quote has not been accepted the reasons therefore shall be reported to the next meeting of the Board for information, the following is submitted:

Single Source Procurements

DATE	CHEQUE #	PAYABLE TO	AMOUNT	SERVICE
20-Dec	50177	Irwin Air	1014.87	Woss FD Compressor servicing
20-Dec	50178	Island Foods	446.19	Concession Supplies Arena
20-Dec	50179	K&K Electric	997.50	Arena workshop lighting installation
20-Dec	50182	Pacific Wood Waste	18,566.10	Grinding wood waste 7 Mile
20-Dec	50185	Rocky Mountain Phoenix	2,272.16	Fireade 2000 concentrate HC FD
20-Dec	50190	Stryker Electronics	1,668.80	Ammonia for Arena
20-Dec	50192	Wavor Wire	771.81	Galvanized Bale Ties 7 Mile
28-Dec	50210	The Plumber	1,435.35	Plumbing LS #5 Sointula Gas Tax
03-Jan	50212	Acklands-Grainger Inc	330.62	Gloves for 7 Mile
03-Jan	50215	Busy B's Distributing	644.42	Concession Supplies Arena