



REGIONAL DISTRICT OF MOUNT WADDINGTON
BOARD OF DIRECTORS
MEETING AGENDA

November 21, 2017 at 2:00 p.m.
RDMW Office – 2044 McNeill Road, Port McNeill, BC

Page **CALL TO ORDER**

A. APPROVAL OF AGENDA

- 1 1. Adoption of Agenda as Presented (Or Amended)
2. Nominations for Chair: The Administrator will call for Nominations for Chair.
3. Nominations for Vice-Chair: The Administrator will call for Nominations for Vice-Chair.

DELEGATIONS

1. Department of Fisheries and Oceans- Alice Cheung, Regional Manager, Oceans Program presentation titled “Overview of Canada’s Marine Conservation Targets Initiative (2017-2020).
- 3 2. Western Forest Products Ltd. – Shannon Janzen, Kindry Mercer, Alex McMillan and Clint Cadwallader.

B. ADOPTION OF MINUTES

1. Minutes of the Board of Directors Meeting held October 17, 2017

CORRESPONDENCE ON THE TABLE

1. District of Port Hardy Regular Meeting Minutes (Sept. 12, October 10, 2017), Committee of the Whole Meeting Minutes (Sept. 12, October 10, 2017), Special Committee Meeting Minutes (Sept. 12, 19, October 10 2017); Town of Port McNeill Regular Meeting Minutes (October 2, 2017); Village of Port Alice Regular Meeting Minutes (August 9, September 13, October 11, 2017), Special Meeting Minutes (August 24, 2017); North Island Regional Emergency Planning Committee Meeting Minutes (September 14, 2017).
- 9 2. Cheque Register Report (October 17, 2017 – November 20, 2017)

C. STAFF OPERATION REPORTS

- 11 1. Administrator (November 15, 2017)
- 13 2. Travel Report (November 21, 2017)
- 15 3. Manager of Economic Development (November 13, 2017)
 - a) Tourism Coordinator Report (November 14, 2017)
4. Manager of Operations (November 15, 2017)
- 16 5. Manager of Planning and Development Services (To be circulated at meeting)
- 17

D. FINANCIAL REPORTS

- 6. Finance Report (November 14, 2017)
 - a) Variance Report (November 7, 2017)
- 7. Single Source Report (September 30, 2017)

E. COMMITTEE REPORTS - None

F. BYLAWS AND PERMITS - None

G. CORRESPONDENCE - None

H. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

- 1. Other Business: None
- 2. Electoral Area Updates:
 - Area "A" - Broughton (Malcolm Island)
 - Area "B" - Quatsino
 - Area "C" - Rupert
 - Area "D" - Nimpkish
- 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: Next month as required.
- 6. Next Regular Meeting of the Board of Directors: December 19, 2017 @ 2:00 p.m.

ADJOURNMENT



REGIONAL DISTRICT OF MOUNT WADDINGTON
BOARD OF DIRECTORS MEETING MINUTES

October 17, 2017

RDMW Office – 2044 McNeill Road, Port McNeill, BC

PRESENT: Chair Andrew Hory and Directors Jan Allen, Michael Berry, Hank Bood, Pat Corbett-Labatt, Dave Rushton, Heidi Soltau, and Alternate Director Cathy Denham

REGRETS: Directors Shirley Ackland and Phil Wainwright

STAFF: Greg Fletcher – Administrator; Patrick Donaghy - Manager of Operations; Theresa Flynn - Treasurer; Melissa Tonkin - Recording Secretary; Joli White (Tourism Coordinator)

MEDIA: Kathy O'Reilly - The Eagle Newspaper; Hanna Petersen - The North Island Gazette Newspaper

PUBLIC: None

CALL TO ORDER

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

A. APPROVAL OF AGENDA

1. Adoption of October 17, 2017 Agenda.

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

209/17
AGENDA
APPROVED

DELEGATIONS

1. Department of Fisheries and Oceans – Alice Cheung, Regional Manager, Oceans Program presentation titled “Overview of Canada’s Marine Conservation Targets Initiative (2017-2020)”

The delegates send their apologies as they couldn’t make it to this meeting so will attend the November’s Board meeting.

B. ADOPTION OF MINUTES

1. Minutes of the Regional District of Mount Waddington Board Meeting held September 19, 2017.

Moved/Seconded/Carried
THAT the minutes of the Regional District of Mount Waddington Board of Directors Meeting held September 19, 2017 be adopted.

210/17
SEPT. 19/17
MINUTES
ADOPTED

CORRESPONDENCE ON THE TABLE

1. District of Port Hardy Regular Meeting Minutes (August 8, 2017), Committee of the Whole Meeting Minutes (August 8, 2017), Special Committee Meeting Minutes (August 8, 2017); Town of Port McNeill Regular Meeting Minutes (August 21 & September 18, 2017). Coal Harbour LCC Meeting Minutes (April 12, 2017, May 10, 2017, June 14, 2017 and July 12,

2017); Transportation Committee Meeting Minutes (September 20, 2017); North Island Regional Emergency Planning Committee Meeting Minutes (March 9, 2017 & May 11, 2017).

2. Cheque Register Report (September 19, 2017 – October 16, 2017)

211/17

Moved/Seconded/Carried

THAT the correspondence on the table be received and filed.

C. STAFF OPERATION REPORTS

1. Administrator (October 11, 2017)

212/17

BC FERRY AUTH
NOMINATION

Moved/Seconded/Carried

THAT Justin Beadle be the RDMW's nominee to the Northern Coastal Regional District's slate of candidates for the Northern Representative on the BC Ferries Board of Directors.

213/17

Moved/Seconded/Carried

THAT the October 11, 2017 report from the Administrator be received and filed.

a) Electoral Area Boundary Process Status Report (October 11, 2017)

214/17

EA BOUNDARY
REQUEST TO
PROVINCIAL
CABINET

Moved/Seconded/Carried

THAT a request be made to Provincial Cabinet to approve proposed changes to the boundaries between Electoral Area B and C and between Electoral Area A and D as described in the attached report.

215/17

Moved/Seconded/Carried

THAT the October 11, 2017 report from the Administrator regarding EA Boundary Cabinet Request Report (October 11, 2017) be received and filed.

2. Travel report (October 17, 2017)

216/17

Moved/Seconded/Carried

THAT the October 17, 2017 Travel Report be approved.

3. Manager of Economic Development (October 11, 2017)

The draft Memorandum of Understanding with Vancouver Island University that was received this morning was handed out to the directors.

217/17

VIU MOU

Moved/Seconded/Carried

THAT the Memorandum of Understanding with Vancouver Island University to develop a training course for the Vancouver Island North Training and Attraction be approved.

218/17

Moved/Seconded/Carried

THAT the October 11, 2017 report from the Manager of Economic Development be received and filed.

4. Tourism Coordinator (October 11, 2017)

Dave Petryck CEO of Tourism Vancouver Island is retiring at the end of November.

219/17	<p>Moved/Seconded/Carried THAT the October 11, 2017 report from the Tourism Coordinator be received and filed.</p>
220/17 MURDOCH 7 Mile Tub Grinding	<p>Moved/Seconded/Carried THAT Murdoch Hauling and Excavating be contracted to tub grind 7 Mile Landfill and Recycling Center's waste wood for a cost of \$29,500.</p>
221/17 FIRE CHIEF APPTS	<p>Moved/Seconded/Carried THAT Rob Glass be appointed Fire Chief of the Woss Volunteer Department and Doug Von Schilling be appointed Fire Chief of the Hyde Creek Volunteer Fire Department.</p>
	<p><i>An important VINWAG and NVWAC joint advisory meeting will be held with Western Forest Products on October 26th at the Black Bear Resort in Port McNeill.</i></p>
	<p><i>Clean Water Waste Water fund is making great progress, we have installed PLC sensors in Sointula, which are not active yet but being monitored and the Woss work will be done within a week or two.</i></p>
	<p><i>A meeting was held with Scott Allen, Forest, Land and Natural Resources, regarding the properties that have be abandoned as they are a public health issue as well as eye sores to the communities. BC Bid has one of these projects in Woss up for bid. We have expressed the concern that there is no caveat on the BC Bid to clean up the areas. This was just a pilot project, so we are hoping to have this changed.</i></p>
	<p><i>Working on a proposal to hold a Critical Incidence and Stress Management course as part of an Emergency Preparedness ESS grant application that is in the works.</i></p>
	<p><i>Director Soltau has noted an increase in dumping of wood debris and would like to see a wood chipper that would go around to communities to help alleviate this issue. Given the cost of the chipping contract we are starting to look at different options. Chips are always in demand in Sointula, so we could sell back the wood chips to the local gardeners.</i></p>
222/17 Mobile Wood Chipper	<p>Moved/Seconded/Carried THAT Staff examine options for community garden/wood waste chipping and report back to the Solid Waste Committee to come up with a recommendation to the Board.</p>
223/17	<p>Moved/Seconded/Carried THAT the October 10, 2017 report from the Manager of Operations be received and filed.</p> <p>a) Special Report on 2017 7-Mile Landfill and Recycling Center's Sunday Opening (October 6, 2017).</p>
224/17 7 MILE SUNDAY OPENING SUMMARY	<p>Moved/Seconded/Carried THAT we table this discussion until next month as the Town of Port McNeill wasn't represented.</p>
225/17	<p>Moved/Seconded/Carried THAT the October 6, 2017 Special Report on 2017 7-Mile Landfill and Recycling Center's Sunday Opening be received and filed.</p>

D. FINANCIAL REPORTS

6. Finance Report (October 5, 2017)

Director Soltau requested that Sointula Recreation Association be provided with a copy of the RDMW BC Assessment report.

226/17

Moved/Seconded/Carried

THAT the October 5, 2017 report from the Treasurer be received and filed.

7. Single Source (September 30, 2017)

227/17

Moved/Seconded/Carried

THAT the September 30, 2017 Single Source Awards report be received and filed.

E. COMMITTEE REPORTS - None

F. BYLAWS AND PERMITS

1. Adopt minutes of the Public Hearing for Malcolm Island Zoning Bylaw No. 725, Amendment Bylaw No. 921, 2017; Coal Harbour Zoning Bylaw No. 669, Amendment Bylaw No. 922, 2017; Hyde Creek Zoning Bylaw No. 648, Amendment Bylaw No. 923, 2017; Winter Harbour Community Plan Bylaw No. 371, Amendment Bylaw No. 924, 2017; Regional District of Mount Waddington Zoning Bylaw No. 21, Amendment Bylaw No. 925, 2017 and Woss Land Use Bylaw No. 556, Amendment Bylaw No. 927, 2017.

228/17

PUBLIC HEARING
BYLAW NO. 921,
922, 923, 924,
925, 927

Moved/Seconded/Carried

THAT the minutes of the Public Hearing for Malcolm Island Zoning Bylaw No. 725, Amendment Bylaw No. 921, 2017; Coal Harbour Zoning Bylaw No. 669, Amendment Bylaw No. 922, 2017; Hyde Creek Zoning Bylaw No. 648, Amendment Bylaw No. 923, 2017; Winter Harbour Community Plan Bylaw No. 371, Amendment Bylaw No. 924, 2017; Regional District of Mount Waddington Zoning Bylaw No. 21, Amendment Bylaw No. 925, 2017 and Woss Land Use Bylaw No. 556, Amendment Bylaw No. 927, 2017 be approved as presented.

2. Bylaw No. 929, 2017 cited as "Regional District of Mount Waddington 2018 Tax Exemption Bylaw No. 29, 2017" for 1st, 2nd and 3rd reading.

229/17

BYLAW NO. 929
1ST, 2ND & 3RD
READING

Moved/Seconded/Carried

THAT Bylaw No. 929, 2017 cited as "Regional District of Mount Waddington 2018 Tax Exemption Bylaw No. 29, 2017" receive 1st, 2nd and 3rd reading.

a) Bylaw No. 929, 2017 for adoption.

230/17

BYLAW NO. 929
ADOPTION

Moved/Seconded/Carried

THAT Bylaw No. 929, 2017 cited as "Regional District of Mount Waddington 2018 Tax Exemption Bylaw No. 29, 2017" be adopted.

3. Procedure Bylaw Amendment 930 report from Administrator (October 4, 2017).

231/17

Moved/Seconded/Carried

THAT the Administrators Procedure Bylaw Amendment 930 report (October 2, 2017) be received and filed.

232/17
BYLAW NO. 930
1ST, 2ND & 3RD
READING

- a) Bylaw No. 930, 2017 cited as “Regional District of Mount Waddington Procedure Amendment Bylaw No. 930, 2017” for 1st, 2nd and 3rd reading.

Moved/Seconded/Carried

THAT Bylaw No. 930, 2017 cited as “Regional District of Mount Waddington Procedure Amendment Bylaw No. 930, 2017” receive 1st, 2nd and 3rd reading.

- b) Bylaw No. 930, 2017 for adoption.

233/17
BYLAW NO. 930
ADOPTION

Moved/Seconded/Carried

THAT Bylaw No. 930, 2017 cited as “Regional District of Mount Waddington Procedure Amendment Bylaw No. 930, 2017” be adopted.

G. CORRESPONDENCE - None

H. OTHER BUSINESS / DIRECTOR REPORTS / NEXT MEETING

1. Other Business: None

2. Rural Updates:

Area “A” - Broughton (Malcolm Island):

- *Grand Opening of the Public Washroom is going to be celebrated in co-operation of Co-Op Week. October 21, 2017 @ Noon. There is a huge piece of artwork done on the side of the building by a local artist.*
- *The RCMP property on Malcolm Island sits as a derelict lot. Can this be sold?*
- *Policy meeting is needed. Date to be determined [November 8]; management hiring and financial policy review is needed.*
- *A history of Mount Cain Alpine Society was brought to the table and can be distributed if requested.*
- *Attended DFO meeting for Offshore Marine Protected Areas. This process has been in place since last fall with discussions having taken place with First Nations and user groups as well as West Coast Aquatics, in which they have come up with recommendations that were not shared at the meeting. It was recommended to have all 5 Regional Districts attend this meeting and only 3 were present. There is going to be an announcement of closures in November. No Halibut are going to be taken from there, so they were not represented. It was said that DFO are not going to pay for further meeting attendance. There will be more regarding this at next month’s Board meeting.*

Area “B” - Quatsino:

- *Nothing new to report.*

Area “C” - Rupert:

- *Have been engaging with the local Press in regard to Regional District Directors and their pay scale.*

Area “D” - Nimpkish:

- *Railroad is still in limbo.*
- *On the way into the meeting today there was an accident on the highway and the First Responders were from Port McNeill so it’s a bit embarrassing that we are not able to*

man our fire department properly and even if we have the numbers we can't handle it due to shift work in the community.

3. Municipal Updates:

Village of Alert Bay

- *With the railway closure, Beaver Cove train and dryland sort noise can no longer be heard across the bay.*
- *Lots of boat traffic this summer.*
- *Continuing staff transition.*

Village of Port Alice

- *New date set for the WFP meeting? Not set as of yet-email to follow.*

District of Port Hardy

- *H. Bood: It is getting harder and harder to get volunteers. Port Hardy Fire Department has done a great job of recruiting new members.*
- *Remuneration and the role it plays on volunteers will be looked at next week.*
- *WFP meeting: We should ask them to come to our next Board meeting as they are a company that has a public tenure and it's their responsibility to report back to us. We need to be more aggressive in how we approach this meeting and having it in a public meeting is beneficial.*
- *P. Corbett-Labatt: Fire prevention week open house was a success and previous to this the Seven Day Adventist Church had a lunch in recognition of our volunteer fire fighters.*
- *Port Hardy has been designated by Expedia as #16 of all cities in Canada as most caring community, points on Volunteer Fire Department, Better at Homes and Quatse Hatchery.*
- *Canada C3 Ice Breaker vessel came to Port Hardy last week. Community members attended this Sunday afternoon function with great photos and tour of the ship. Over 5000 people applied to be on the ship, Mervin Child was able to participate from Bella Bella into Port Hardy and had an amazing connection with the people. The date is scheduled for October 28th in Victoria with a huge line up of performers happening, so it would be a great thing to attend if you are in the area.*

Town of Port McNeill. *Not in attendance.*

4. Public Questions: None

5. Committee Meetings: Policy Committee: November 8th.

6. Next Regular Meeting of the Board of Directors: November 21, 2017 at 2:00pm.

ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 3:20 p.m.

CORRECT

APPROVED

234/17
Adjournment

CHAIR

SECRETARY



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: BOARD

FROM: Greg Fletcher, Administrator

SUBJECT: November, 2017 Administration Report

DATE: November 15, 2017

Administrator's meeting- Port Hardy hosted an Administrator's meeting on October 18th, attended by five local governments and two First Nations. Discussion topics included fire services cooperation, upcoming Emergency Social Service Grant opportunities, cannabis zoning, EV charging network upgrade, and sharing assets.

Transit – A Transit meeting will be held on September 20th. The committee will consider a report from BC Transit regarding possible fare increases next year. In addition, the first draft of the budget will be on the agenda.

Arena – Renewed a usage agreement with the Broughton Straights Curling Club.

7 Mile Biocover Project – Assisted with the first report required for the grant from the FCM.

Emergency Planning- A grant application is being made to UBCM to support Emergency Social Services in the rural areas and for some regional training for all ESS members.

West Coast Electric Fleet Pledge (WCEFP) – Grants are available to local governments for up to 1/3 the costs of electric vehicle charging stations, if they sign on to the West Coast (California to BC) Electric Vehicle Fleet pledge. This means that the organization must commit to at least considering adding electric vehicles to their fleet, with the highest level of commitment set at over 10%. Given that we already have two electric of 18 total vehicles (11.1%), we already qualify at the “diamond” level and the pledge has no additional cost. **Recommendation:** To sign the WCEFP pledge.

Respectfully Submitted,

Greg Fletcher
Administrator



REGIONAL DISTRICT OF MOUNT WADDINGTON

Travel Report

TO: BOARD
FROM: Greg Fletcher, Administrator
SUBJECT: November Travel Report
DATE: November 21, 2017

Authorization required for the following travel outside the RDMW:

Name	Purpose	Location	Date	Est. \$
Nadine Weldon	ARMA- Records Management	Comox, BC	November 23	\$486.92
Shana Marshall	Safety Awareness Exam	Nanaimo, BC	December 13-14	\$502.65

Motion Required.



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: Chair and Directors

FILE NO. 315.03

FROM: Administrator on behalf of the Economic Development Manager

SUBJECT: Monthly Report

DATE: November 13, 2017

The following economic development activities were attended to in the Manager's Absence:

VINTAC Meeting, October 19th. Discussed various options and considerations for the rural RD communities and Port Alice, Port McNeill and Alert Bay to increase their hotel tax (MRDT) to match the 3% already charged in Port Hardy.

Partners Council for Oct 31. The governance model for the "Vancouver Island North Training and Attraction Society" was approved. Based on the committee recommendation, the services contract for Angela Smith was extended. At this meeting information was provided on shortlisted candidates to develop the Vancouver Island North Forest Sector Attraction Campaign which was part of the commitments arising from the Rural Dividend Fund grant and was budgeted accordingly. Further information is attached to this report with a **recommendation:**

that the service contract to develop the Vancouver Island North Forest Sector Attraction Campaign for the period of November 22, 2017 to April 1, 2018, be awarded to Eclipse 360° for the sum of \$50,000.

Logging Fundamentals Curriculum meeting in Woss with representatives from the community, WFP, SD85 and Vancouver Island University, discussing a pilot 12-week Logging Fundamentals course that would be delivered in the Spring, 2018. The meeting was very positive and included a tour of the Woss School and surrounding recreational facilities.

Namgis First Nation Community to Community Forum. At the lead of the NFN, an application was made for a UBCM C2C grant. The grant was approved on November 9th. A planning session will take place in early December for the forum which is tentatively schedule for mid January.

Manager of Economic Development English is expected to be back to work in late November.

Respectfully submitted,

Greg Fletcher

On behalf of the Manager of Economic Development

Vancouver Island North Forest Sector Attraction, Training and Retention Strategy

Attraction Campaign

Briefing Note Prepared For Regional District of Mt. Waddington Board Tuesday, November 21, 2017

The Strategy

The North Island Forest Industry Attraction, Training, and Retention Strategy (the "Strategy") is a comprehensive plan for positioning the forest industry and forestry practices in northern Vancouver Island to play a key role in sustaining the economic development and diversification of communities in the Regional District of Mount Waddington. The genesis of this project was a series of discussions by industry participants and community stakeholders at the Vancouver Island Woodlands Advisory Group and the Nimpkish Woodlands Advisory Group committees in the fall/winter of 2015/16. Participants in these discussions subsequently convened a focused group to explore ideas for attracting additional forestry workers to the North Island and persuading graduating students to remain in the North Island for training and forestry careers.

Funded with support from the BC Rural Dividend Fund, Island Coastal Economic Trust and key stakeholders in the Region, the Attraction, Training and Retention Strategy aims to help attract and retain forest professionals, workers, tradespeople, entrepreneurs, students and families to Vancouver Island North.

The Campaign

Collaboration is currently underway between the RDMW and regional stakeholders that is focused on researching, producing and distributing media collateral that promotes area livability, local careers, jobs and importantly the forest industry training centre. As part of the attraction portion of the strategy, the RDMW let a Request for Proposals in October to secure the services of a multi-media, advertising firm that is able to produce and implement a branded multi-media marketing platform for the ATR Strategy based on information provided, information which is the product of our ongoing consultation and compilation process.

The Contract

The Marketing Committee reviewed and scored the four proposals we received. There was unanimous support for negotiating with Eclipse 360°, a Victoria-based branding and multi-media marketing company. It is worth noting that Eclipse 360° developed the "Get Lost – Find Yourself" campaign on behalf of Vancouver Island North Tourism.

The contract contains strong deliverables and reporting to ensure that the Regional District and its many Vancouver Island North partners will get exactly the branded print and digital campaign that we are looking for. Eclipse 360° will take the Regional District and its stakeholders through well planned sessions to identify our target audience, create a unique "Brand Identity," and contribute to the development of branded digital and print collateral. The final website will provide immediate and ongoing analytics, which will allow us to measure success and adjust as needed. Our goal is to launch our branded website by mid-March 2018.

Prepared by:
David Mitchell
Marketing Committee Chair



November 14, 2017

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

Vancouver Island North Tourism Report; October - November 2017

Vancouver Island North Tourism Advisory Committee Annual Planning Meeting

- VINTAC met on October 19 for the annual planning session that provides input for Vancouver Island North Tourism's marketing and business plans
- Both plans are being drafted for presentation at the November 27 VINTAC meeting
- The 2018 Marketing Plan and the 2018-2020 Strategic Business Plan will be provided to the RDMW by November 30

MRDT One-Year Tactical Plans

- 2018 one-year tactical plan and budget documents for each of the four designated recipients in the VIN regional tourism project are required to be submitted to Destination BC by November 30
- The regional portion of the plans and budgets are being completed by VINT and will be provided to each designated recipient to add in the content for their retained MRDT revenue

Travel Trade & Media

- Tourism Vancouver Island Destination BC hosted a media group in the region October 12 to 16 with representatives from Post Media, Northwest Travel Magazine and two social media influencers; They visited the Broughton's, Port Hardy, Alert Bay and the west coast
- Tourism Vancouver Island and Destination BC hosted a travel trade familiarization tour in the region November 9 to 13 with representatives from BC Ferries Vacations, Canada & Alaska Specialist Holidays, Fresh Tracks Canada, Globus, Routes Adventures and Wells Gray Tours; They visited Port Hardy, Alert Bay, and the Broughton's

2017 Visitor Profile

- The 2017 Visitor Profile, created from the responses to the survey between June and September 2017 has been received
- The main Visitor Profile has been provided for review; Open-ended responses can be viewed online at www.vancouverislandnorth.ca/tourism-research

Marketing Programs

- Tourism Vancouver Island Touring and Exploring Guide cooperative as space sold out, with thirteen stakeholders participating – stakeholder summary included at the end of this report
- 15 new images of the region have been purchased for marketing purposes
- Stakeholder sales of print, digital and broadcast cooperative programs is in progress
 - Vancouver Island North 2018 Explorer Guide, sales wrapping up; Editorial and new images have been provided to the designer
 - Pacific Yachting cooperative print only, January issue
 - Westjet Magazine cooperative print and digital, March issue
 - BC Magazine cooperative print and digital, Spring issue
 - Global Television cooperative ads, campaign completion before April 2018

Industry engagement activities

- October 16 & 30, attended Port Hardy Tourism Advisory Committee meetings
- November 2, participated in the Destination British Columbia/Tourism Vancouver Island destination development session
- November 7, participated in the Tourism Vancouver Island marketing committee meeting by conference call
- November 8, co-presented at the Port Hardy stakeholder session providing a review of 2017 projects and sharing information on the draft plan for 2018

Respectfully Submitted,



Joli White, Tourism Coordinator

Vancouver Island North | 250 902-8281 | joli@vancouverislandnorth.ca

**Vancouver Island North Cooperative Ad Summary
Tourism Vancouver Island 2018 Touring & Exploring Guide**

Ad Size	Business	Community	Ad Rates
Inside Front Cover	Sailcone's Grizzly Bear Lodge	Rural Area	\$1,250
Inside Front Cover	Kingfisher Wilderness Adventures	Rural Area	\$1,250
Inside Front Cover	Port Hardy Visitor Centre	Port Hardy	\$935
Inside Front Cover	Oceanfront hotel	Sointula	\$1,250
Large Formatted	Kwa'lilas Hotel	Port Hardy	\$935
Large Formatted	North Island Kayak Tours	Telegraph Cove	\$935
Large Formatted	Tide Rip Grizzly Tours	Telegraph Cove	\$935
Large Formatted	Telegraph Cove Marina & RV Park	Telegraph Cove	\$935
Large Formatted	Alert Bay Cabins	Alert Bay	\$935
Small Formatted	K'awat'si Tours	Port Hardy	\$330
Small Formatted	Pier Side Landing	Port Hardy	\$330
Small Formatted	Vancouver Island Photo Tours	Port McNeill	\$330
Small Formatted	Seasmoke Whale Watching	Alert Bay	\$330
Sales TOTAL			\$10,680



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: Chair and Directors **FILE NO. 315.04**
FROM: Patrick Donaghy, Operations Manager
SUBJECT: November Report
DATE: November 15, 2017

The Manager of Operations has been working on several initiatives since the last Board meeting with the following to report:

Work continues on the Clean Water Wastewater Fund projects with the Sointula sewer system's Process Logic Controls expected to be converted over in their entirety by the time of the Board's November meeting. Work is then expected to refocus on the Woss and Coal Harbour systems during the remainder of 2017.

Through the Regional Districts application for an Emergency Social Services grant, a proposal has been developed to provide training for a volunteer Critical Incident Stress Management team to provide assistance to volunteer emergency personnel plus residents and businesses of the North Island. The proposal will also accommodate an awareness program for targeted clients regarding the risks of traumatic stress injuries and the importance of effective treatment for those impacted.

The Mount Waddington Regional Fire Departments' Emergency Services Agreement has been officially approved by the municipalities of Port Hardy and Port Alice. It is hoped that Alert Bay and Port McNeill will also provide their official approval by the end of November so that the agreement can be fully implemented. While in the past the Board has given its support for the initiative, it is advisable that an official motion be passed directing the RDMW approve the agreement. The following recommendation is put forth:

That the Regional District of Mount Waddington (RDMW) become a signatory of the Mount Waddington Regional Fire Departments' Emergency Services Agreement for a term that concludes December 31st, 2022. This agreement provides direction regarding mutual aid support between the fire departments within the RDMW.

Finally, the Manager of Operations has been working on the assessment of garden and woody waste management as directed by the Board in October. While a special report will not be ready until December, analysis done to date shows that the purchase and operation of grinding equipment by the RDMW would be impractical for cost and operational considerations.

If any member of the Board has any questions for the Operations Manager, please ask at your convenience.

Respectfully submitted

Patrick Donaghy PEng, MSc
Manager of Operations



REGIONAL DISTRICT OF MOUNT WADDINGTON

FINANCE DEPARTMENT

MONTHLY REPORT

TO: Board of Directors **FILE:** 315.06 **DATE:** November 14, 2017
FROM: T. Flynn, Treasurer
SUBJECT: November 2017 Finance Department Monthly Report

Financial reporting:

Staff are currently working on finishing the financial reporting for the CELP grant, the Clean Water and Waste Water grant, the FCM grant.

The Third Quarter Variance report (Appendix A) has been completed and is attached for the Board's information and acceptance.

All the Financial Policies have been reviewed and changes were recommended to the Policy Committee on November 8.

Software implementation:

The new software has been successful installed on the Regional District's server. Vadim software needs to be install on the Finance department's computers for the software installation to be completed. We expect that the installation on the workstations to be completed before November 17.

Implementation plans for both Vadim (accounting) and FMW (budgeting) have been completed and schedules for training have been made for most of the Vadim modules. The implementation of Vadim is expected to take a majority of Finance Staff's time during November and December.

Staff are completing new Chart of Accounts (COA) for both the Regional and Hospital Districts for upload into Vadim. The COAs will be loaded in the middle of November. Accounts balances will be uploaded when a cut off date has been selected by staff. Once the Account balances are uploaded, any entries into the old system will be re-entered into Vadim for training purposes since there is a lag being closing the old system and uploading into the new system.

Inhouse training of Cash Receipting will start as soon as the COA and balances are loaded in November. Training will start in December for the General Ledger, Payroll, Accounts Payable, Accounts Receivable, and Utility Billing module training. Additional training will be scheduled for January 2018.

FMW work will begin once the COA is uploaded into Vadim. Work on the setup will start in November once the COA has been loaded into Vadim.

Respectfully submitted,

T. Flynn
Treasurer

Operating Budget Variances to November 7, 2017

87% target

Service area/Department	YTD Revenue	Budget	% used to date	YTD Expense	Budget	%used to date	Current Surplus(Deficit)	Projected Surplus or (Deficit)	Comments
General Govt. Admin	(518,313)	(538,900)	96%	419,014	521,400	80%	81,799		
Legislative	(133,700)	(133,700)	100%	105,434	133,700	79%	28,266		
SW Landfill	(1,352,200)	(893,600)	151%	587,213	613,600	96%	484,986	125,000	\$125K Contaminated soils revenue
SW Recycling	(212,981)	(281,700)	76%	248,639	281,700	88%	(35,658)		
SW Salvage	(2,123)	(1,500)	142%	0	0	0%	623		
SW Composting	(97,170)	(90,000)	108%	70,284	90,000	78%	26,886		
Economic Development	(294,577)	(307,800)	96%	197,979	253,000	78%	41,798		
Parks	(268,939)	(271,000)	99%	197,979	253,000	78%	52,961		
Regional Emergency Planning	(27,997)	(28,000)	100%	20,836	28,000	74%	7,161		
E911	(98,185)	(98,200)	100%	97,274	98,200	99%	911		
Arena	(568,324)	(599,100)	95%	431,750	567,100	76%	104,574		
Community Rec	(12,500)	(12,500)	100%	4,350	12,500	35%	8,150		A \$1,900; B \$1,000; C \$2,250; & D \$3,000
Consolidated Planning	(135,962)	(138,800)	98%	126,987	144,300	88%	14,476		
Electoral Area Admin	(13,200)	(13,200)	100%	6,827	9,200	74%	2,373		
Heritage	(4,000)	(4,000)	100%	409	4,000	10%	3,591		
Library	(190,900)	(190,900)	100%	175,625	190,900	92%	15,275	15,000	Contracted services less than budgeted
Transit	(269,258)	(275,200)	98%	182,869.35	263,700.00	69%	74,889		
CH Building Inspection	(1,105)	(1,200)	92%	712.60	1,200.00	59%	392		
CH Fire	(47,000)	(47,000)	100%	22,784	37,000	62%	14,216		
CH Garbage	(23,915)	(23,900)	100%	15,454	23,900	65%	8,461		
CH LCC	(5,400)	(5,400)	100%	1,473	5,400	27%	3,927		
CH Sewer	(48,216)	(48,800)	99%	30,737	41,300	74%	9,979		
CH Streetlights	(7,100)	(7,100)	100%	5,243	7,100	74%	1,857		
CH Water	(97,394)	(97,500)	100%	79,770	89,600	89%	9,723		
HC Fire	(65,100)	(67,100)	97%	27,479	26,100	105%	(3,379)	(3,500)	More training; transfer of fuel tanks;
HC Rec	(12,000)	(12,000)	100%	7,240	11,500	63%	4,260		
HC Sewer	(19,640)	(19,400)	101%	12,594	17,600	72%	5,246		
MI Rec	(56,900)	(56,900)	100%	35,518	51,900	68%	16,382		
MI Garbage	(88,402)	(87,600)	101%	68,258	86,600	79%	19,144		
NH Streetlights	(5,400)	(5,400)	100%	4,056	5,400	75%	1,344		
Quatsino Garbage	(3,308)	(3,600)	92%	300	3,600	8%	3,008		
Sointula Fire	(41,600)	(41,600)	100%	14,881	19,400	77%	4,519		
Sointula Sewer	(60,913)	(61,300)	99%	36,779	54,300	68%	17,134		
Sointula Streetlights	(13,100)	(13,100)	100%	9,813	13,100	75%	3,287		
TC Road	(55,000)	(55,000)	100%	16,582	30,000	55%	13,418		
WH Streetlights	(1,400)	(1,400)	100%	1,149	1,400	82%	251		
WH Garbage	(11,273)	(11,200)	101%	7,135	6,400	111%	(662)	(1,000)	Extra bin collection; signs
Woss Fire	(35,700)	(35,700)	100%	19,564	23,500	83%	3,936	(1,000)	Anticipate more training will incur
Woss Recreation	(43,000)	(43,000)	100%	15,271	41,500	37%	26,229		
Woss Sewer	(18,884)	(18,000)	105%	16,218	15,500	105%	166	(1,000)	Cleaning out tree roots from sanitary
Woss Streetlights	(14,500)	(14,500)	100%	11,847	14,500	82%	2,653		
Woss Garbage	(35,073)	(36,100)	97%	31,985	33,100	97%	88		
Woss Water	(34,468)	(34,500)	100%	31,985	33,100	97%	1,082	(3,200)	Water licence filing



REGIONAL DISTRICT OF MOUNT WADDINGTON
Single Source Awards

TO: REGIONAL DISTRICT BOARD MEMBERS

FROM: Jamie Hamilton, Finance Clerk

DATE: October 31, 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
04-Oct	51230	The Edge	4977.00	Demo of Community Hall Hornsby Crawler Gastax Project
04-Oct	51219	Paul's Plumbing	1,086.75	Boiler repair Arena
04-Oct	51216	Micron Machine Works	414.37	Welding on building Arena
04-Oct	51213	Kelvata Mechanical	2,393.02	Steel ramp fabrication 7 Mile
04-Oct	51212	Island's Edge Contracting	1,144.50	Land improvements CHFD
04-Oct	51207	Corix Water Products	420.80	Welcome to Arena sign
04-Oct	51202	A Step A-Head Engine & Machine	3,473.33	Rebuilt injection pump for Skid Steer 7 Mile
24-Oct	51255	Hiltz Automotive	455.56	Equinox tune up-oil change
24-Oct	51276	Shop-Rite	735.00	Trucking supplies CH Sewer upgrade CWWF
24-Oct	51273	Progressive Diesel	421.50	CVI Woss Firetruck
24-Oct	51266	Merrytrail Contracting Ltd.	2,774.62	Woss sewer repair
24-Oct	51263	K&K Electric Ltd.	696.15	Aerator repair at 7 Mile
24-Oct	51246	A Step A-Head Engine & Machine	1,414.02	Daewoo Forklift repair 7 Mile
24-Oct	51279	Windsor Plywood	2,382.52	SPF/Plywood/Lumber CWWF supplies
24-Oct	DIRDEP385	Alden Barnett	809.03	Labour CH Shed CWWF Project
24-Oct	51283	The Plumber	3,622.50	Supply/Install materials for Sointula washroom
31-Oct	51312	Stu Goldsbury's Painting	409.50	Exterior touch up painting Arenq
31-Oct	51311	Stryker Electronics	1,602.17	Boiler repair Arena