



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

September 20, 2022 at 2:00pm  
Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

Join Zoom Meeting

<https://us02web.zoom.us/j/84477454876?pwd=V05vRnl2WXFwZUs0Z2hIWm5jNS9WQT09>

Page(s) **CALL TO ORDER**

**A. APPROVAL OF AGENDA**

- 1-2 1. Adopt September 20, 2022 RDMW Board of Directors Meeting Agenda as presented (or amended)

**B. DELEGATIONS & RECOGNITIONS**

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

**C. MINUTES**

- 3-7 1. Minutes of the Board of Directors Meeting held August 16, 2022 as Presented (or amended)

*Available  
for Review*

2. Village of Alert Bay – Regular Council July 25, 2022

*Available  
for Review*

3. Cheque Register Report (August 31, 2022)

**D. STAFF REPORTS**

1. Administrator – Verbal Report  
a) Introduction  
b) Brief on Business Planning process as part of 2023 Budgeting  
c) Treasurer hiring status  
d) Election  
e) Transit use

- 8 b) Travel Report – September

- 9 2. Arena Report – September 9, 2022

**Recommendation:**

*THAT a Climate Action Fund application for a One-Flow Anti-Scale System and one Big Bubba Charcoal filtration system for the Chilton Regional Arena, CAF-2022-\_\_\_\_\_ be approved for \$14,000.*

- 10 3. a) Manager of Economic Development (September 7, 2022)

**Recommendation:**

*THAT the Regional District of Mount Waddington supports the development of a Mobile Health Training facility and will contribute to the planning of such an initiative to be led by North Island*

*College up to \$20,000 subject to the availability of matching funding. Furthermore, we will actively pursue other funding sources as may be needed to help complete a viable financing plan.*

- 11-18            b) Rural Resident Attraction Coordinator Report (September 7, 2022)
- 19-20            c) Tourism Coordinator Report (September 7, 2022)
- 21                4. Manager of Operations (September 8, 2022)
- 22-29            5. Manager of Planning and Development Services (September 8, 2022)

#### **E. FINANCIAL REPORTS**

- 30-51            1. Treasurer – Verbal Report
- 52-53            2. Review of RDMW 2021 Draft Financial Statements
- 3. Single Source (August 31, 2022)

#### **F. COMMITTEE REPORTS**

*(To be brought forth from earlier Committee Meetings)*

##### **Planning Committee:**

##### **Recommendation:**

*THAT the Planning Department proceed with the notification process as per Section 499, Notice to affected property owners and tenants, as per the Local Government Act, with reference to 2022-DVP-01-CH Application.*

#### **G. BYLAWS AND PERMITS - None**

#### **H. CORRESPONDENCE - None**

#### **I. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING**

- 1. Other Business: Discussion
- 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: October 18, 2022

#### **J. ADJOURNMENT**



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

August 16, 2022 at 2:00pm

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

- Chair: In Person: Andrew Hory  
Directors: In Person: Dennis Buchanan, Sandra Daniels, Janet Dorward, Dennis Dugas, James Furney, Rod Sherrell, Gaby Wickstrom  
Zoom: Kevin Cameron
- Staff: In person: Greg Fletcher, Administrator; Pat English, Manager of Economic Development, Patrick Donaghy, Operations Manager; June Kwon, Planning Assistant  
Zoom: Nicole McDowell, Recording Secretary; Megan Hanacek, Rural Resident Attraction Coordinator, Natalie Stewart, Tourism Coordinator
- Public Zoom: Kathy O'Reilly, John Tidbury, Angela Smith

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.*

**A. APPROVAL OF AGENDA**

Moved/Seconded/**CARRIED**

176/2022 THAT the RDMW Board of Directors August 16, 2022 Meeting Agenda be approved as amended.

**B. DELEGATIONS & RECOGNITIONS**

**C. MINUTES**

Moved/Seconded/**CARRIED**

177/2022 THAT the Minutes of the Board of Directors Meeting held July 19, 2022 be adopted as presented.

Moved/Seconded/**CARRIED**

178/2022 That the Correspondence on the table be received and filed.

Moved/Seconded/**CARRIED**

179/2022 THAT the Cheque Registry for July 31, 2022 be received and filed.

**D. STAFF REPORTS**

1. Administrator Report (August 11, 2022): *Also noted:*
  - *Chair Andrew Hory: Greg started with the Regional District in 2002 so many thanks for the 20 years of service and has provided extensive diligence with respect to improving the workings at the Regional District and bringing it to where it is now.*
  - *Credit to Gerry Little, Arena Manager, who applied for and received a grant for new runner carpets in the RDMW office, as the old ones were curling up and creating a tripping hazard. This was done through MIA, so no cost to the taxpayers.*

- SD85 Moved/Seconded/**CARRIED**  
 Sointula THAT an agreement be approved with SD85 for the RDMW to occasionally use a portion of  
 School- the building and grounds of A.J. Elliot (Sointula) Elementary School (Lot 1, VIP18440, Section  
 ERC 9, Rupert Land District), to operate an emergency reception centre for the period from July 1,  
 180/2022 2022 to June 30, 2027.
- 181/2022 Moved/Seconded/**CARRIED**  
 THAT the August 11, 2022 Administrator's Report be received and filed.
- a) Travel Report
- 182/2022 Moved/Seconded/**CARRIED**  
 THAT the Travel Report be approved as amended.
2. a) Manager of Economic Development (July 13, 2022):
- 183/2022 Moved/Seconded/**CARRIED**  
 THAT the Regional District of Mount Waddington recognizes the economic development  
 benefits that may be realized from a sustainable economic development trust for the region  
 that also includes an allowance to address affordable housing and supports the submission  
 from ICET to the Province of BC for a permanent endowment of \$150 million to the Trust.
- Pat described an addendum to the report, regarding a proposal from Ecotrust Canada:  
 - *The goal behind the "Towards Net-Zero Homes and Community  
 Program" is to develop a local one-stop-shop retrofit support project is based  
 around creating Energy Advisor training, which would allow the Energy Advisor  
 to work with local contractors to collaborate and apply for renovation/retrofit  
 grants available. Funds would include in-kind contributions of staff time with any  
 cash contributions split between the Economic development Ambassador  
 program and the Regional Carbon Action Fund.*
- 184/2022 Moved/Seconded/**CARRIED**  
 THAT the Regional District of Mount Waddington recognizes the potential for reduction of  
 GHG's and the economic development benefits that may be realized from a program to  
 develop a local one-stop-shop-retrofit support project for households, and subject to approval  
 of the Ecotrust funding application to Natural Resources Canada, agrees to contribute \$20,000  
 to the project, funds to secured from existing reserves.
- 185/2022 Moved/Seconded/**CARRIED**  
 THAT the August 9, 2022 Economic Development Manager Report be received and filed.
- b) Rural Resident Attraction Coordinator Report (August 9, 2022) Presented by  
 Megan Hanacek. *Also noted:*  
 - *Full synopsis of the 6-week ad campaign will be brought forth to the September  
 meeting.*
- 186/2022 Moved/Seconded/**CARRIED**  
 THAT the August 9, 2022 Rural Resident Attraction Coordinator Report be received and filed.
- b) c) Tourism Coordinator Report (August 9, 2022), Presented by Natalie Stewart  
*Also noted: That the apparent spike in revenue in March was due to back payments  
 from a single property.*
- 187/2022 Moved/Seconded/**CARRIED**  
 THAT the August 9, 2022 Tourism Coordinator Report be received and filed.

3. Manager of Operations (August 9, 2022) also noted:
  - Anyone using the Ocean Plastic Depot will have to undergo training and be approved before being allowed to access the Ocean Plastic Depot area.
  - Ocean Legacy Foundation will cover training of anyone accessing/using the Ocean Plastic Depot, as well as shipping, and transportation costs. The staff at 7 Mile will be responsible to monitor access to the Ocean Plastic Depot area only.
  - If Ocean Legacy Foundation exceeds their allowable amount of material, if the materials are from within the Regional District there is the option to waive tipping fees, however, if the material comes from outside the Regional District, there would be a tipping fee charged back to Ocean Legacy Foundation.
  - There is an ongoing discussion with fish farms around having the fish farms ship directly to Ocean Legacy Foundation down island. This is a positive for the fish farms as these counts towards their recycling quota.

Moved/Seconded/**CARRIED**

188/2022 THAT an agreement be approved with Ocean Legacy Foundation from September 1, 2022 to August 31, 2026 to provide space for the establishment of an "Ocean Plastic Depot" sorting facility and that Ocean Legacy will be responsible for the costs of processing and transporting the recyclable products to market and the RDMW will monitor the facility to prevent abuse, and to support its construction and operations.

Moved/Seconded/**CARRIED**

189/2022 THAT a contract be entered into with Maura Walker and Associates to carry out a waste composition study for an estimated cost of \$16,325, with any exceedances to require the prior written approval of the Chief Administrative Officer and Treasurer.

Moved/Seconded/**CARRIED**

190/2022 THAT the August 9, 2022 Manager of Operations report be received and filed.

- Patrick reviewed the special report surrounding the analysis of recyclable tonnage per community facility. He highlighted the continued very low levels of contamination in the curbside stream but also that a significant proportion (~30%) of households still do not participate. Discussion ensued regarding ways to increase awareness of the service and encourage community buy-in.

Moved/Seconded/**CARRIED**

191/2022 THAT the August 9, 2022 Special Report from the Manager of Operations be received and filed.

4. Planning and Development Services (August 16, 2022) Also noted: That it is likely that a Planning Committee Meeting will need to be held in September to consider a DVP application.

192/2022 Moved/Seconded/**CARRIED**

THAT the August 16, 2022 Planning and Development Services report be received and filed.

**E. FINANCIAL REPORTS**

1. Finance Report (August 11, 2022) Presented by the Administrator.

Moved/Seconded/**CARRIED**

193/2022 THAT the August 11, 2022 Finance Report be received and filed.

2. Single Source Report by Finance Clerk MacEachern

194/2022 Moved/Seconded/**CARRIED**  
THAT the July 31, 2022 Single Source be received and filed.

**F. COMMITTEE REPORTS – None**

**G. BYLAWS AND PERMITS**

1. Bylaw No. 1013, 2022, Cited as “Regional District of Mount Waddington 2023 Permissive Tax Exemption Bylaw No. 1013, 2022” for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

195/2022 Moved/Seconded/**CARRIED**  
THAT Bylaw No. 1013, 2022 cited as “Regional District of Mount Waddington 2023 Permissive Tax Exemption Bylaw No, 1013, 2022” be approved for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

2. Bylaw No. 1013, 2022, Cited as “Regional District of Mount Waddington 2023 Permissive Tax Exemption Bylaw No. 1013, 2022” for adoption.

196/2022 Moved/Seconded/**CARRIED**  
THAT Bylaw No. 1013, 2022 cited as “Regional District of Mount Waddington 2023 Permissive Tax Exemption Bylaw No, 1013, 2022” be adopted.

3. “Home Away From Home” Establishment Bylaw process report from the Administrator dated August 10, 2022.

197/2022 Moved/Seconded/**CARRIED**  
THAT the “Home Away from Home” Establishment Bylaw report date be received and filed.

4. Bylaw No. 1014, 2022, Cited as “Regional District of Mount Waddington Home Away from Home Bylaw No. 1014, 2022” for 1<sup>st</sup> reading.

198/2022 Moved/Seconded/**CARRIED**  
THAT Bylaw No. 1014, cited as “Regional District of Mount Waddington Home away from Home Bylaw No. 1014, 2022” be approved for 1<sup>st</sup> reading.

**H. CORRESPONDENCE - None**

**I. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING**

Electoral Area Updates:

Area “A” - Broughton / Malcolm Island / Mainland

- *Still in conversation with BC Ferries re: parking situation*
- *Will be sending a letter to Ministry of Transportation regarding painting of crosswalks*

Area “B” – Coal Harbour / Quatsino / Winter Harbour

- *Relatively quiet*
- *The ongoing lack of progress with the bridge detour into Coal Harbour is interfering with emergency responders being able to attend. Will be following up with Mainroad North Island and Ministry of Transportation, as this project was expected to be completed in July 2022.*

Area “C”- Hyde Creek / Rupert

- *Invasive Species Eradication contractor was in Hyde Creek, and at the Kokish Water Electrical site. Provided them with a tour of Area C and discussed the variety of invasive species that they would be spraying for in addition to knot weed.*

Area "D"- Nimpkish Valley / Woss

*Conference call Wednesday, August 17 with Telus, about leaving the payphone at the gas station in Woss and Telegraph Cove.*

## 2. Municipal Updates:

Village of Alert Bay

- *CAO was in contact with engineers, as well as grant providers to discuss cost overruns of the town square and campsite.*
- *Alert Bay 360 went well, with a total of 78 participants*
- *Cruise Ship stopover is going well in tandem with the summer markets*

Village of Port Alice

- *Kayak site prep installation is ongoing*
- *Preliminary OCP work is starting, John Watson Consulting has been hired on to assist with this.*
- *Tourism centre now located at the recreation centre which includes a slideshow of logging, nature, the history of the Pulp Mill and highlights of Port Alice.*

District of Port Hardy

- *Terry Fox Run/Walk 1km to 5km on September 18, open to all*
- *Very happy with the upcoming partnerships of North Island Community Forest.*
- *The Federal Government has a housing grant called "Reaching Home" but the North Island Rural communities do not qualify as there is a minimum population of 25,000. Have plans to start discussion with local First Nations to investigate if there any parallel programs that may be available for Indigenous communities.*
- *Economic Diversification round table will be happening on August 23 at the Port Hardy Civic Centre from 9:30am to 11:00am.*
- *Nomination papers are ready for pick up for the Local General Elections. Packages can be submitted between August 30 and September 9, 2022. Would love to see more participation.*

Town of Port McNeill

- *Received \$2.8 million BC/Canada grant for the Beach slide mitigation project.*
- *Orca Fest will be held on Saturday, August 20*
- *Thank you to Patrick who suggested that a babysitting course would be beneficial in light of the closure of Huckleberry House Daycare. The course was held in July, with 30 babysitting certificates issued, it is hoped that this will provide much needed assistance to those families affected by the daycare closure.*
- *The zoning bylaw is at 3<sup>rd</sup> reading, has gone to the Ministry of Transportation, and it is anticipated that it will be back for fourth reading. There were 2 public hearings as well as an open house which provided invaluable input from the community.*
- *Working with Mayor Lori Ackerman, Fort St. John, Mayor Merlin Blackwell from Clearwater, Mayor Barb Rodin, Lillooet, and Mayor Karen Elliot, Squamish to find ways to advocate for rural communities. Preliminary meeting beginning of August, and a second meeting is scheduled for end of August.*

Questions/Comments – None

Next Meetings of the Board of Directors: Regular Meeting: September 20, 2022 at 2:00 pm

199/2022

**ADOURNMENT      TIME 4:25 PM**

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CHAIR

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SECRETARY



## REGIONAL DISTRICT OF MOUNT WADDINGTON

### Travel Report-Revised

**TO:** BOARD  
**FROM:** David Kim, Administrator  
**SUBJECT:** September Travel Report  
**DATE:** September 20, 2022

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Authorization required for the following travel outside the RDMW:

Name	Purpose	Location	Date	Est. \$
Patrick Donaghy	Coastal Waste Management Association	Victoria	October 25-28	\$3,543.33

Motion Required. \_\_\_\_\_ (September 20, 2022)





## CHILTON REGIONAL ARENA

**TO:** EA Committee  
**FROM:** Gerry Little, Arena Manager  
**SUBJECT:** Chilton Water Filter  
**DATE:** September 9, 2022

The Chilton Arena uses over 500,000 liters of water per year. There have always been issues with water scale building up in all water-cooled equipment, in our boilers and on hard surfaces.

- High temperature ancillaries such as hot water tanks and heat exchangers have high scale build up that reduce efficiencies with our heat recovery systems. Our Ice plant compressors are cooled by water and scale build-up requires us to use more water at colder temperatures to achieve the required results. Each heat recovery tank is of high value and their life expectancy is significantly reduced due to scale build up.
- Lower temperature ancillaries like shower heads and sink taps; scale build up give us issues that cause customer inconveniences and adds to the maintenance and labour costs. Even the Zamboni has a scale building up on its body and frame.

While helping the Fort Rupert Curling Club install a brine filtration system for their arena, I stumbled upon a economical, low maintenance, low cost to operate water softener that is ideal to solve our scaling problems. The water softener will tackle the hardness and we will add another carbon filter to address other impurities in the water supply. Although it's not the main intention of adding these filtration systems they will reduce ice plant runtime and will give the ice surface a better sheen.

The cost to supply and install these filtration systems is \$14,000; in my opinion, it's a small price to pay protecting public assets with combined replacement cost of over \$1,000,000.

### PROJECT COSTS:

Purchase and Install (1) One Flow Anti-Scale System Plus 3 filter media replacements (10 years).	\$6,000
Purchase (1) One big Bubba Charcoal Filtration System plus 3 filters.	\$3,500
Installation	\$4,500
<b>Total: (contingencies Included)</b>	<b>\$14,000</b>

### RECOMMENDATION:

That a Climate Fund application for a One-Flow Anti-Scale System and one Big Bubba charcoal filtration system for the Chilton Regional Arena, CAF 2022-\_\_ \_\_ be approved for up to \$14,000

Respectfully submitted,

Gerry Little, Arena Manager



**REGIONAL DISTRICT OF MOUNT WADDINGTON  
ECONOMIC DEVELOPMENT DEPARTMENT  
MONTHLY REPORT**

**TO:** Board of Directors

**FILE:** 315.03

**DATE:** Sept 7, 2022

**FROM:** Pat English, Manager of Economic Development

**SUBJECT:** Monthly Economic Development Department Report

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During the several weeks, I have undertaken the following economic development activities:

- I attended a meeting with representatives from several of the Municipalities and the First Nations with Roly Russell, the Parliamentary Secretary for Rural Development to discuss several of the challenges facing the region. Labour shortages in the health care and construction sector and the shortage of affordable housing were the major issues tabled by the regional representatives.
- Our engineering assistant has been working to oversee the installation of viewing platforms, pathways, and a public washroom at the Nimpkish Valley Heritage Park with funding from a grant I received in 2021. The project appears to be on track for completion by the end of the month.
- I attended a webinar from Immigration Canada that included a presentation from the Conference Board of Canada highlighting the challenges facing the BC Labour market and the need for increased immigration to close the job vacancy gap. Also on the immigration issue, I participated in an interview with one of the applicants to the BC Rural Entrepreneur Immigration Program seeking to relocate to our area. Subject to further due diligence, we may be able to extend an invitation to this candidate for a site visit in early 2023.
- I have opened discussions with North Island College concerning the development of a Mobile Health Training Unit to be based in the region. The RRAP business plan included funding to promote the health sector and the proposed labour market study will examine the sector in more detail. If we could secure this facility for the area, it would help address several issues including the provision of additional health care workers and locally based training opportunities and accordingly, I am requesting board approval of the following resolution:

*That the Regional District of Mount Waddington supports the development of a Mobile Health Training facility and will contribute to the planning of such an initiative to be led by North Island College up to \$20,000 subject to the availability of matching funding. Furthermore, we will actively pursue other funding sources as may be needed to help complete a viable financing plan.*

Respectfully submitted,

Manager of Economic Development

## Regional District of Mount Waddington Resident Attraction and Retention

### 1) My Vancouver Island North Media

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

- a. **Resident Attraction and Retention Ad Campaign:** We have now completed the very successful 6-week ad campaign launched on July 1, 2022 using our social media channels and website (@myvancouverislandnorth & www.myvancouverislandnorth.ca). Please see the attached “My Vancouver Island North- Home Based Knowledge Worker Overall Campaign Report” for further details on the campaign.
- b. **Social Media:** Facebook currently has 2095 followers. Instagram currently sits at 831 followers.
- c. **Website:** We are currently working on the RDMW Ambassador Program and will be releasing details on our website in the near future. Our local events calendar is being updated frequently.

### 2) Vancouver Island North Training and Attraction Society

Ongoing monthly meetings to coordinate direction and discuss various initiatives is occurring. Current topics include the upcoming visit with the Ministry of Jobs, Economic Recovery and Innovation (JERI) staff, Ambassador program, VICEDA meetings, the Fundamentals of Forestry school, and other upcoming marketing deliverables (eg an updated regional promotional video).

### 3) Provincial Nominee Program

43 inquiries for candidate packages to date (last 8 months). We completed a Sept 7, 2022 formal virtual interview with a Sri Lanka candidate with our local Provincial Nominee Program Committee. The Committee was very pleased with the candidate and will be working on the next steps in the PNP process for a potential nomination letter for the candidate to visit our region. Regular monthly meeting attendance and reporting with PNP government staff is occurring.

### 4) Executive Pulse Data Content Management System

Ongoing work is being completed with the database with plans for a survey to coincide with our 3<sup>rd</sup> November 1, 2022 Economic Development in person session.

Respectfully submitted,  
Megan Hanacek

# My Vancouver Island North- Home Based Knowledge Worker Overall Campaign Report from July 1<sup>st</sup> to August 15<sup>th</sup>, 2022.

## Overall Social Media Campaign Strategy

The Regional District of Mount Waddington Social Media Ad Campaign was to highlight the North Vancouver Island, including the local 11 communities and First Nations territories, culture, recreational opportunities, business environment and relaxed lifestyle with a goal to attract Home Based Knowledge Workers to move and stay in our region.

## HBKW Campaign Goals

**Specific** — Our goal was to create a Social Media Campaign to attract people to move to the North Island to enjoy the beautiful, quiet, low-key living where you can work from Home.

**Measurable** — Love Local Marketing & Megan Hanacek compiled all the imagery, video, and content, My Vancouver Island North website & social media persona to create a robust campaign to target and gain interest for Home-Based workers to come live & work in the North Island. We were able to measure our success by first setting up the right target market, age demographic, interests, gender, and specific keywords to attract Home Based professionals.

**Attainable** — The RDMW & Love Local Marketing attained our goals by working closely together each week, bringing fantastic results that we set to achieve. By setting up the keywords, the right message, and targeting the right audience, we reached the numbers we wanted to see from this campaign and, in the end, gained new followers to drive traffic to the website, enter our contest and influence Home Based Workers to move to the North Island.

**Relevant** — Our relevant goal was aligned with your campaign objectives. This campaign supported the RDMW business goals and promoted the North Island and what we have to offer in each of our 11 communities.

**Time Specific** — Our goal deadline was from July 1<sup>st</sup> to August 15<sup>th</sup>, 2022, to double or triple our followers, website traffic, receive a large number of contest entries, and inquiries from people all over to move to the North Island. We are happy to report we met this campaign's specific goals.

## HBKW Campaign Timeframe:

The HBKW timeframe was from July 1<sup>st</sup> to August 15<sup>th</sup>. Here is a breakdown of all the key components and the timeframe breakdown for each.

1. **July 1<sup>st</sup> to August 15<sup>th</sup>**- 42 Daily Instagram and Facebook photos with content posted and shared on both social media pages and stories.

2. **July 7<sup>th</sup> to August 15<sup>th</sup>**- My Vancouver Island North Getaway Contest on Facebook & Instagram post & ad
3. **July 7<sup>th</sup>** - My Vancouver Island North Getaway Contest on Facebook & Instagram post
4. **July 14<sup>th</sup> to August 15<sup>th</sup>**- HBW video ad on Facebook & Instagram
5. **July 7<sup>th</sup>**- HBW video on Facebook & Instagram (snippet #1)
6. **July 21<sup>st</sup>** - HBW video on Facebook & Instagram (snippet #2)
7. **July 7<sup>th</sup> to August** - YouTube & Google Ads
8. **July 28<sup>th</sup>**- Come Explore Our Region! posted on Facebook & Instagram
9. **August 4<sup>th</sup>**- Explore our Website on Facebook & Instagram
10. **August 5<sup>th</sup>**- Share your favourite North Island photo on Facebook & Instagram
11. **August 5<sup>th</sup> to 15<sup>th</sup>**- Black Press Digital Ads
12. **August 9<sup>th</sup>**- Thanks to our Sponsors video on Facebook & Instagram
13. **August 10<sup>th</sup>**- Explore our Business Sectors! (Carousel post) on Facebook & Instagram
14. **August 15<sup>th</sup>**- The contest is over & thank you post on Facebook & Instagram
15. **August 30<sup>th</sup>**- The winner of the contest post on Facebook & Instagram

#### **HBKW Campaign Deliverables:**

Love Local Marketing was given 3 main deliverables throughout the campaign. Then Love Local Marketing created seven bonus deliverables to create more success for this campaign. Here is a list of the HBKW campaign deliverables.

16. 42 Daily Instagram and Facebook photos with content posted and shared on both social media pages and stories.
17. HBW video ad on Facebook & Instagram
18. YouTube & Google Ads

#### **HBKW Campaign new bonus deliverables:**

1. Explore Our Website (video)
2. Explore Our Business Sectors (carousel ad)
3. Come Explore Our Region (video)
4. Share your favourite North Island Photo
5. Thank you to our Contest Sponsors (short-form video)
6. Facebook & Instagram Poll on Stories
7. Black Press Digital Ads

#### **Scope of the Work:**

The development of this campaign was essential to consistently deliver the right message to the right people to create just the right reaction. Love Local Marketing set out to develop and perform a strong, authentic brand and deliver it consistently to create a successful campaign with the RDMW. Love Local Marketing helped lay that stone. We uncovered what made this campaign unique, differentiate from the competition and what our target audience needed to be.

For the RDMW Home-Based Knowledge Social Media Campaign, we executed the right strategies, budget plan, content ideation, and implementation schedules. This ensured the RDMW brand was consistent in marketing and social media messages by working with the RDMW Coordinator Megan Hanacek.

### **HBKW Campaign Metrics:**

**From July 1<sup>st</sup> to August 15<sup>th</sup>, 2022, we started all the 3 main campaign components and the daily posts. During this timeline, we watched our pages grow significantly. Our primary goal in the campaign was to grow our audience on both pages. We have met this goal. We increased the percentages in every single area of the entire campaign.**

**Our daily posts started with around 200 to 300 people reached by the end of the campaign, averaging 600 to 800 people per post. The audience engagement goal has been met.**

**From the beginning of the campaign, we watched the number grow in age, gender and location. We carefully monitored the keywords and interests and changed up locations to get the audience reach we wanted. Our campaign goal was met in this area.**

**The general location that was the most popular was Port Hardy. The areas we picked up and increased along the campaign were Nanaimo, Victoria and Vancouver, which was our campaign goal for this area.**

**The age and gender numbers went through changes and growth as well. At the beginning of the campaign, we saw the average age was 35-44. In the middle of the campaign, it changed to more men in the 65+ range, go up for a while. By the end of the campaign, it went back to the women ages 35-44.**

**Here is the HBKW campaign metrics breakdown from July 1<sup>st</sup> to August 15<sup>th</sup>, 2022.**

### **Facebook:**

Page Reach- 42,469, 2100 % increase

Page and Profile visits-1455, 2600% increase

Total Page Likes- 683 new likes, total followers 2089, 3900% increase

Audience:

Age & Gender

1. 74.5% Women, average age 35-44
2. 25.5% Men, average age 35-44

Locations-

1. 19.2% Port Hardy
2. 13.3% Port McNeill
3. 5.8% Campbell River
4. 5.2% Nanaimo
5. 4.2% Victoria
6. 2.9% Courtenay
7. 2.4% Vancouver

8. 1.9% Sointula
9. 1.8% Comox Valley
10. 1.6% Port Alice
11. 42% Other areas of Canada

### **Top 3 Organic Daily Posts**

1. HBKW Video, Reach 17,948, Likes & Reactions 20, Comments 4, Shares 7. Clicks 473
2. Contest Post- Reach 3893, Clicks 83, Likes & Reactions 516, Comments 1.9k , Shares 837
3. New Arena Sign in Port McNeill, Reach 2066, Likes & Reactions 153, Comments 31, Shares 4

### **Instagram:**

Page Reach- 9232, 1200% increase  
 Non-followers based on reach- 9149  
 Follower reach- 458  
 Account reached based from ads- 69.6%  
 Total new followers- 520, 632% increase  
 Total Instagram followers- 833  
 Impressions- 46,046, 773% increase  
 Engagement- 7013, 858% increase  
 Engagement from ads: 21.% increase  
 Website Taps- 98, 3166% increase

### **Audience:**

#### **Age & Gender**

1. 79% Women, average age 35-44
2. 20.9% Men, average age 35-44
3. Overall age & percentage is 31% (ages 35-44)

#### **Locations-**

1. 11.3% Port Hardy
2. 7.4% Victoria
3. 6.8% Vancouver
4. 5.8% Port McNeill
5. 5.5% Nanaimo
6. 63% Other areas across Canada

### **Top 3 Organic Daily Posts**

1. Contest Post- Reach 9567, Likes & Reactions 1366, Impressions 14,255, Comments 2366, Shares 480, Saves 103
2. Little Hudson Caves- Reach 560, Likes & Reactions 67, Comments 4
3. Woss Lookout, Reach 518, Likes & Reactions 54, Comments 8

### **Facebook & Instagram Ad Metrics:**

From July 1<sup>st</sup> to August 15<sup>th</sup>, we had two Facebook & Instagram ads running. One for our contest and the HBKW video. Throughout the 6 weeks, we watched our campaign numbers grow every day. We watched the ads closely from week #1 to the final week. We changed the demographics and keywords to continuously gain more followers in Nanaimo, Victoria and the Vancouver area, creating the campaign results we wanted. It was amazing to watch the age & genders change off and on, and in the end, we saw ages 25-34, but overall the women in ages 35-44 had the top average. The ad that performed the best for reach was the HBKW ad. But the contest ad gained the most comments and shares.

### **Contest Ad Trends:**

Total Paid Reach 8834 , Shares 137, Likes & reactions 1364 , Post Engagement 1,848.

Average cost per click \$0.16. We spent \$300 total.

#### **Age & Gender**

1. Ages 18-24, Men 2.8%, Women 1.5%
2. Ages 25-34, Men 8.8%, Women 13.7%
3. Ages 35-44, Men 6.1%, Women 14.1%
4. Ages 45-54, Men 6.3%, Women 14.2%
4. Ages 55-64, Men 5.7%, Women 12.7%
5. Ages 65+, Men 4.3%, Women, 10.0%

### **HBW Video Ad Trends:**

Total Paid Reach 17,788, Impressions 8328, Shares 3, Links Clicked 467. Average \$0.66 cost per click.

We've spent \$309.00 in total.

#### **Age & Gender**

1. Ages 18-24, Men 3.4 %, Women 1.9%
2. Ages 25-34, Men 9.4%, Women 5.6%
3. Ages 35-44, Men 8.7%, Women 7.4%
4. Ages 45-54, Men 7.7%, Women 8.3%
5. Ages 55-64, Men 8.6%, Women 12.7%
6. Ages 65+, Men 11.6%, Women, 14.7%

### **HBKW Contest:**

Overall, the Home Base Knowledge Worker Contest was the most significant part of this campaign. It drove new followers, comments, and shares. We ran the contest from July 7<sup>th</sup> to August 15<sup>th</sup>, 2022. We used a generated contest picker platform that allowed us to take all the comments, likes, shares, and



tags to generate a winner. The winner was notified by phone, and the prize will be mailed to her by priority post.

### **Campaign-Crisis Assessment for our Social Media Accounts:**

We launched the HBKW contest on Thursday, July 7<sup>th</sup>; by Monday, July 11<sup>th</sup>, we had two scammers that created fake accounts. We immediately warned our followers, banned, blocked and reported these scammers. Throughout the rest of the campaign, we had one more scammer on Instagram. We successfully got all these accounts reported and shut down.

At the beginning and the end of our contest, we also had a scammer who made comments with a fake website link. Again, we banned, blocked, and reported these accounts and were successful.

### **Google & YouTube PPC Advertising:**

Our campaign goal was to run our Google & YouTube ads for the HBKW video and contest from July 7<sup>th</sup> to August 15<sup>th</sup>. Our ads ran from July 7<sup>th</sup> to July 28<sup>th</sup>. Our campaign was suspended for violation of the Circumventing Systems policy. This means that there could potentially be an issue with something on the website, some content possibly that Google is flagging as malicious. This could happen if the website was accessed by an unauthorized party and malicious activity occurred. After reviewing the policy extensively, I do not see anything that would be in violation of their policy or any others.

We took all the necessary action to get this issue recertified as quickly as possible. But due to a short timeline for this campaign, it was not fast enough on Google's side. We also devised a course of action to utilize the allocated budget by booking digital ads with Black Press.

We were successful in getting our Google & YouTube platforms fixed for the next campaign.

### **Google & YouTube PPC Final Campaign Results:**

#### **HBW- Google Display ad**

Clicks- 16, Impressions 5489, CTR 0.29%, Average CPC \$0.84, Total Cost \$13.51

#### **HBW YouTube Video Ad Campaign Audience**

Clicks- 0, Impressions 707, CTR 0%, Average CPC \$-, Total Cost \$4.35

#### **HBW YouTube Video Ad Campaign Topics**

Clicks- 13, Impressions 18281, CTR 0.07%, Average CPC \$7.05, Total Cost \$91.64

#### **Home Based Workers Search**

Clicks-89, Impressions 2832, CTR 3.14%, Average CPC \$0.51, Total Cost \$45.25

#### **Home Based Contest Search**

Clicks- 22, Impressions 932, CTR 2.36%, Average CPC \$0.53, Total Cost \$11.60

**Total Campaign Activity**

Clicks- 201, Impressions 39484, CTR 1.20%, Average CPC \$3.76, Total Cost \$515.42

**Black Press Digital Ads:**

When our Google & YouTube ads were shut down, we quickly devised an alternative. We choose Black Press Digital ads to run in Nanaimo, Victoria, and the Langley area on the mainland. The Black Press Digital ads ran from Friday, August 5th to August 15<sup>th</sup>. This allowed us to use the remaining budget allocated for the Google & YouTube ads.

The overall results for the Black Press Digital ads were excellent.

**Website Analytics:**

We created a pop-up banner that appeared on the home page and on every page you clicked. The pop-up had the contest photo, rules, and regulations. We also added the contest graphic to the Home Base Knowledge Work page. The pop-up ran from July 7<sup>th</sup> to August 15<sup>th</sup> on the My Vancouver Island North website.

As the contest rules ran through the popup banner on our website, the initial analytics were excellent and are being compiled over the month of September.

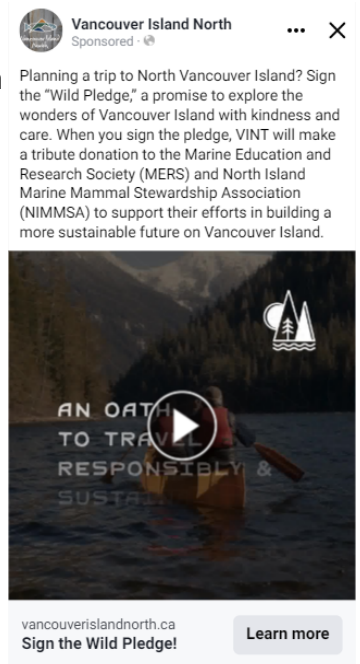
September 07, 2022

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

Vancouver Island North Tourism Report: August to September 2022

**Upcoming and in-progress activities:**

- The RFQ for the VINT brand refresh went out through various channels and directly sent to agencies as well. The closing date was August 31st and we had a total of 5 proposals submitted. These were narrowed down to 2 final choices with the final decision being awarded to Array. VINT has worked with Array in the past on the creative for the Sustainability Pledge which won the Gold award for the 2022 Muse Creative Awards.
- A variety of different ads have been running for the Wild Pledge on Facebook and Instagram. Ads manager tests different styles and copy and monitors performance. The ads have been performing well with an average click through rate of 0.63% per impression. Since July 7th the ads have reached 133,952 people (total number of people who have seen these ads) and have thus far made 732,463 impressions (number of times content has been displayed)



Reach	Impressions	Frequency	Result type	Results	Cost per result
133,952	732,464	5.46810799	Link clicks	4632	\$0.60

CPM (cost per 1,000 impressions)	Link clicks	CPC (cost per link click)	CTR (link click-through rate)
\$3.82	4632	\$0.60	0.63%

- A website audit has been completed and will act as a guide and checklist to be included when performing the brand re-skin on the website and also keep the site up to date and relevant in terms of performance. The audit looked at SEO, Google Analytics, site performance for both mobile and desktop, looked at top pages, and provided key opportunities moving forward.
- Through 4VI we are working on a Carbon audit for Vancouver Island, VINT is working closely with the team to provide data regarding Northern Vancouver Island visitor numbers, key visitor activities, travel routes and any other applicable information. These results will be shared once audit is completed.

**Vancouver Island North Tourism Advisory Committee**

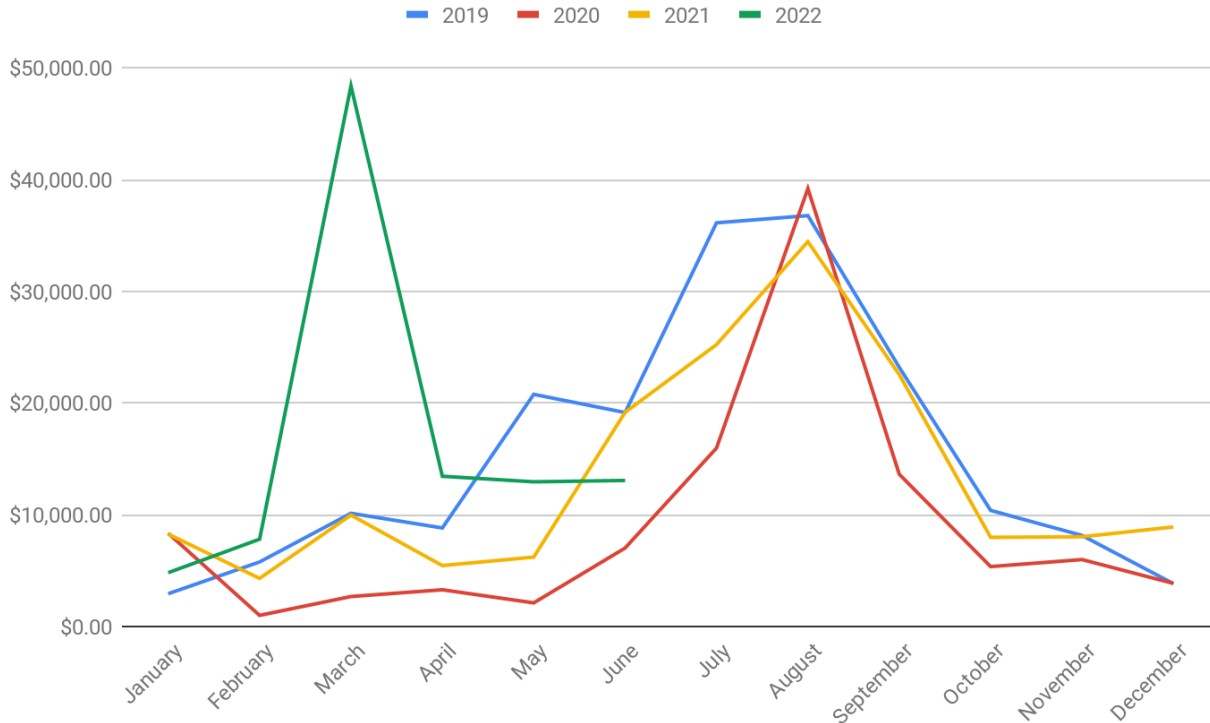
- The next meeting of the Advisory Committee will be October 19<sup>th</sup>, 2022  
 The Agenda includes:
  - Financial Review - 4VI & RDMW;
  - Marketing and Brand Refresh status Update;
  - Community/Partner Organization updates;

- Planning Session:  
2023-2024 Strategic & Marketing Plan

### MRDT Revenue by Month:

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

- Note not all MRDT numbers were available at the time of this report for May and June



	2019	2020	2021	2022
January	\$2,917.78	\$8,330.62	\$8,259.55	\$4,802.82
February	\$5,761.99	\$982.04	\$4,294.63	\$7,801.24
March	\$10,120.56	\$2,668.57	\$9,959.97	\$48,383.40
April	\$8,809.07	\$3,273.34	\$5,438.80	\$13,435.76
May	\$20,770.41	\$2,100.10	\$6,198.53	\$12,937.79
June	\$19,143.08	\$7,011.24	\$19,162.48	\$13,059.89
July	\$36,126.77	\$15,957.51	\$25,225.62	
August	\$36,772.69	\$39,195.56	\$34,441.50	
September	\$23,188.65	\$13,615.46	\$22,537.80	
October	\$10,380.61	\$5,348.35	\$7,967.36	
November	\$8,138.24	\$5,976.56	\$8,020.04	
December	\$3,819.56	\$3,844.11	\$8,895.76	
<b>TOTAL</b>	<b>\$185,949.40</b>	<b>\$108,303.64</b>	<b>\$160,402.04</b>	<b>\$74,423.22</b>

Respectfully submitted,

*Natalie Stewart*

Natalie Stewart  
Tourism Coordinator, Vancouver Island North  
250-209-2454 | [natalie@vancouverislandnorth.ca](mailto:natalie@vancouverislandnorth.ca)



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

**TO:** Board of Directors                      **FILE:** 315.04                      **DATE:** September 8, 2022  
**FROM:** Patrick Donaghy, Manager of Operations  
**SUBJECT:** September 2022 Operations Report

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

On September 7, the North Island Fire Chiefs met to discuss the ongoing challenges facing BC Ambulance as well as training opportunities for the remaining months of 2022. In addition to the airbrakes course being held on September 10-11. Port Hardy Volunteer Fire Department will be hosting a couple of challenge courses which they have generously offered access to for other North Island volunteer fire departments. Regarding the challenges facing BC Ambulance, one strategy is to work with local BC Ambulance staff in supporting their efforts to get more resources by supplying fire department statistics and other support where requested.

Work continues on the emergency battery backup project, with Emanuel Bocancea (PEng) reviewing the installed batteries in Coal Harbour. The batteries in Sointula will start being installed during the week of the Board meeting.

Cody Pawluk has been working on the infrastructure upgrades at the Woss Heritage Park and the flow measurement flume for the Woss sewage lagoon. Included was the installation of a bathroom and landscaping of paths for the park which has been funded through over sight of the Manager of Economic Development.

Operations continue preparing of the Professional Performance Management Plan required by Engineers and Geoscientist BC, including the waste water treatment plant flow meter calibration as well as the 7 Mile Design Operation and Closure Plan.

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

Respectfully submitted

---

Patrick Donaghy PEng, MSc



# REGIONAL DISTRICT OF MOUNT WADDINGTON

## PLANNING & DEVELOPMENT SERVICES DEPARTMENT

### MONTHLY REPORT

**TO:** Board of Directors                      **FILE:** 315.05                      **DATE:** September 20, 2022  
**FROM:** June Kwon, Planning Assistant, Planning Department  
**SUBJECT:** September 2022 Planning & Development Services Department Report

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#### 1. Active Application

##### a) Development Variance Permit

- 2022-DVP-01-CH: application requesting setback relaxation was forwarded to *Coal Harbour Local Community Commission (CHLCC)* on 20<sup>th</sup> of July for its review and following motion was made;

CHLCC-2022 July 20, 2022 VARIANCE APPROVED; “June kwon, RDMW Planning Assistant, presented a proposal from the owners of 423 Coal Harbour Road for an addition to their existing legal non-conforming (re: setback from rear lot line) residence. A motion was presented to approve the development variance permit as presented. Moved/Seconded/Carried THAT the Development Variance Permit be issued.”

Planning department requests Board approval for proceeding notification process as per Section 499, Notice to affected property owners and tenants, of Local Government Act.

##### b) Zoning Bylaw Amendment

- 2022-ZBA-01-CH: application to rezone 33 acres property in Coal Harbour, from Forestry to General Commercial; planning staff attended CHLCC on 24<sup>th</sup> of August to obtain community’s input.

#### 2. Site Permit:

Planning department issued following Site Permit Applications;

- a) 2022-SP-33-MC: expansion of existing seasonal cabin within Crown land – Mt. Cain Cabin Sites.
- b) 2022-SP-37-AB: establishment of accessory structures (Electric buildings) in Alder Bay RV Park & Marina.
- c) 2022-SP-40-MI: construction of primary dwelling unit (House) in Malcolm Island.
- d) 2022-SP-41-WS: expansion of existing primary dwelling unit (House) in Woss.
- e) 2022-SP-42-HC: construction of primary dwelling unit (House) in Hyde Creek.
- f) 2022-SP-43-WS: construction of detached accessory structure (Storage).

#### 3. Building Permit:

- a) 2021-BP-01-CH: Occupancy Permit, in relation to Building Permit ‘2021-BP-01-CH,’ is issued; establishment of single detached dwelling (House) in Coal Harbour.

#### 4. Crown Referral:

- a) 20220917-REF-149317878-1610800: applicant intends to expand on past exploration activity; purpose to test the tonnage and quality of limestone in the project area, Nimpkish claims, which is approximately 48 km southeast of the Port Hardy, 18 km south-southeast of Port McNeill.
- b) 20221001-REF-149596988-1415068: applicant intends to obtain a new Licence of Occupation for 4 helicopter drop zones in Knight Inlet near Prominent Point; applicant is requesting 5 year term tenure to feature log watering activities via helicopter (applicant indicates that the log handling program will include a mix of Hemlock, Cedar, Cypress, Balsam and Douglas Fir logs from Forest Licences A19238, A19232, A86955, A77806 and A77807).
- c) 20221001-REF-149602737-1415070: purpose of this tenure is for general log handling operations, featuring 6 helicopter drop sites, one float camp and two additional storage locations; location of tenure is near Alison Sound, Belize Inlet, and consists of 41.3 hectares.

**5. Bylaw Enforcement:**

- a) 2022-BENF-09-PI: planning department received a letter expressing concerns from ‘Namgis First Nation regarding development activities in Pearse Island; planning department has not been referred by provincial agencies, such as, Ministry of Forests, regarding any crown tenure application nor received any site permit application from the property owner(s) as of today; planning department is currently in process to obtain further information.
- b) 2022-BENF-10-HC: planning department received a letter regarding animal control issue in Hyde Creek.

**6. Miscellaneous:**

- a) Site Visit; planning department conducted site visits to;
  - i. August 19<sup>th</sup>, 2022 – Winter Harbour: in relation to ‘2022-BENF-08-WH (Bylaw Infringement – non-conforming usage).’
  - ii. August 24<sup>th</sup>, 2022 – Coal Harbour: in relation to Development Variance Application (2022-DVP-01-CH) and Development Application – Rezoning (2022-ZBA-01-CH).

*Respectfully Submitted,*

*June Kwon, Planning Assistant*

*Approved by*

*David Kim, Chief Administrative Officer*

Received Letter regarding 2022-BENF-09-PI



**'NAMGIS**  
FIRST NATION

Regional District Mt Waddington

AUG 23 2022

August 3, 2022

Via Registered Mail

Andrew Ashford, District Manager  
Ministry of Forests, Lands and Natural Resource  
Operations, North Island - Central Coast Natural  
Resources District  
2217 Milne Rd  
Port McNeill, BC V0N 2R0

Regional District of Mount Waddington  
2044 McNeill Road  
Port McNeill, BC V0N 2R0

Dear Sirs/Mesdames:

**Re: Proposed Development of Pearse Islands, Lot 12 (PID 000-134-198) ("Lot 12") and Lot 14 (PID 000-134-210) ("Lot 14" and together with Lot 12, the "Properties")**

'Namgis First Nation ("Namgis") has been informed that the Properties identified above were recently sold to Karl Christian Hallstrom and Susan Louis Hallstrom (the "Owners") and that the Owners may intend to develop the Properties, perhaps for a different use.

The Properties are located within the Territory of 'Namgis. We hold the underlying Aboriginal title to the Properties. 'Namgis firmly opposes any development within 'Namgis Territory without our consent. 'Namgis has not consented to any development of the Properties or plans to develop the Properties, nor have the Owners sought our consent.

Pearse Islands, including areas around the Properties, have been used by our members to harvest clams and other ocean resources since time immemorial. Due to development and industry in our Territory, there are very few areas remaining in 'Namgis Territory where our members can harvest clams. If the Properties are developed, our traditional harvesting areas may be destroyed or damaged, and may result in the infringement or extinguishment of our constitutionally protected right to harvest clams and other ocean resources for food, social and ceremonial purposes.

We look forward to your prompt reply and attention to this matter.

Sincerely,

Chief Don Svanvik  
'Namgis First Nation

cc. Karl Christian Hallstrom and Susan Louis Hallstrom, PO Box 399, Elmira, Oregon, 97437, United States of America



## Response from Ministry of Transportation and Infrastructure



File: 10355

August 24, 2022

Chief Don Svanvik  
'Namgis First Nation  
P.O. Box 210  
Alert Bay, BC  
V0N 1A0

Dear Chief Don Svanvik:

**Re: Proposed development of Pearse Islands, Lot 12 (PID 000-134-198) ("Lot 12") and Lot 14 (PID 000-134-210) ("Lot 14" and together with Lot 12, the "Properties").**

Thank you for your letter dated August 3, 2022 (received by this office as registered letter on August 19, 2022) regarding the Properties. As I understand from your letter, you are asserting that the 'Namgis First Nation holds a title interest in this area and that any future developments require your consent. I also acknowledge that you have described how your community has historically used this area to harvest clams and gather other ocean resources. At this time, I am not aware of any development plans that relate to the Properties you have cited.

As you know, the Properties are not identified as crown land, and the Ministry of Forests was not involved in the recent real estate transaction(s) you have cited where ownership was transferred on the parcels. Future development applications for the Properties that are exclusive to the lots you have identified would be received through the Regional District of Mount Waddington. This type of development is outside the jurisdiction of the Ministry of Forests and we are not typically aware of or notified when those types of work occur. I note that your letter was jointly addressed to the Regional District.

Any applications related to the development of the foreshore areas that relate to the Properties would require the owners to apply for a tenure under the *Land Act*. In that case, the Province would engage your community in accordance with the 'Namgis First Nation Consultation Engagement Framework which was jointly approved by both our governments on March 8, 2022.

Page 1 of 2

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Ministry of Forests

North Island – Central Coast  
Natural Resource District

Location:  
2217 Mine Road  
Port McNeill, BC  
V0N 2R0

Mailing Address:  
P.O. Box 7000  
Port McNeill BC V0N 2R0

Tel: (250) 956-5021  
Fax: (250) 956-5079

‘Namgis First Nation

I appreciate that you have brought your community’s interest in the Pearse Islands to my attention.

Sincerely,

A handwritten signature in black ink that reads "Andrew Ashford". The signature is written in a cursive, flowing style.

Andrew Ashford, RPF  
District Manager

.pc Regional District of Mount Waddington,  
2044 McNeill Road, Port McNeill, BC, V0N 2R0

Karl Christian Hallstrom and Susan Louis Hallstrom  
PO Box 399, Elmira, Oregon, 97437, USA

## Planning Department of RDMW's Response

**June Kwon**

---

**From:** June Kwon  
**Sent:** Thursday, August 25, 2022 9:41 AM  
**To:** 'don.svanvik@namgis.bc.ca'  
**Subject:** RE: Concern regarding the development in Pearse Island  
**Attachments:** 2022 08 03 'Namgis FN re Proposed Dev of Pearse Islands.pdf; 40309.tiff.pdf; Aerial.pdf

Dear Chief Svanvik of 'Namgis First Nation,

Good morning,

My name is June Kwon, planning assistant of Regional District of Mount Waddington and thank you for sharing your concern with Regional District. (received letter is attached above as '2022 08 03 'Namgis FN re Proposed Dev of Pearse Islands,' for your reference)

Regarding the development activity, planning department has not received any form of application from the owners, neither Crown Land Referral nor Site Permit Application in relation to the development of the subject properties.

---

### Lot 12

- PID: 000-134-198
- Legal Description: LOT 12, PLAN VIP40309, DISTRICT LOT 1087, RUPERT LAND DISTRICT, PEARSE ISLAND
- Lot Dimension: 1.21 acres
- Zoning: Residential Recreational Zone (REC-1)

### Lot 14

- PID: 000-134-210
- Legal Description: LOT 14, PLAN VIP40309, DISTRICT LOT 1087, RUPERT LAND DISTRICT, PEARSE ISLAND
- Lot Dimension: 2.39 acres
- Zoning: Residential Recreational Zone (REC-1)

---

To understand the situation or status of owners' development activity, so that I can assist you better, may I request further information?; any information that describes owners' development plan / status would be helpful. (e.g., Is owner in process to apply for crown tenure?; if this is the case, our office has not received Crown Referral request yet and once we receive Crown referral request, I will make sure to note aspects described in the letter.)

If you would prefer to have a conversation over the phone, please don't hesitate to contact me at your convenience.

Thank you,

Sincerely,

June Kwon  
Planning Assistant  
Regional District of Mount Waddington  
Email: [jkwon@rdmw.bc.ca](mailto:jkwon@rdmw.bc.ca)  
Phone: 250-956-3301 Ext. 222

## Received Letter regarding 2022-BENF-10-HC

My neighbour, Randy Engel of 1297 Hyde Creek Rd has 10 goats that leave his property daily. His goats have destroyed the lower branches of my specially pruned trees, eaten my flowers and shrubs, defecated on my patios and have used the siding of my house to rub their horns and body. They enter other neighbouring properties and are a hazard for traffic on Hyde Creek Rd.

After months of communication with Randy, asking him to keep them from entering my yard he has made an insufficient effort and they continue to come into my yard and cause damage. I feel extremely disrespected that he allows this continual damage to my property.

My neighbour's wire fence is in poor condition and allows the goats to easily escape at several locations. He has made little effort to reinforce his existing fence and will often leave his entrance gate open allowing the goats to escape with ease. As viewed from Hyde Creek Rd the goats have eaten all low vegetation on his property and I question if they are escaping daily to feed themselves.

I've been in contact with the RCMP several times to report the goats causing property damage and the RCMP have left multiple messages on Randy's phone but he has not returned the calls. The RCMP cannot do anything beyond that telling me that their hands are tied until necessary bylaws are in place.

I am beyond frustrated that bylaws do not exist for this situation in Hyde Creek. I have to watch as my neighbours lack of care for his animals result in damage of my property and there is nothing I can do about it.

The Livestock Health Management and Regulation government office have confirmed Randy is in violation of the Livestock Act. Under this Act, fencing needs to be well maintained and the owner needs to take reasonable care to prevent livestock from escaping. Hyde Creek is not in a livestock area that allows free roaming, it is an undesignated area meaning we take on the rules of a pound district where livestock are never allowed to roam freely off the owner's property.

Sharri Aman, Port McNeill's animal control officer receives many calls for Hyde Creek but her area of coverage is limited to within town limits. I would like to strongly suggest that the Regional District add an animal control bylaw and hire an animal control officer as soon as possible, currently there is no way to deal with loose pets or livestock in the Hyde Creek area.

Lacey Bernier  
[REDACTED]  
[REDACTED]

September 6, 2022

**REGIONAL DISTRICT OF MOUNT WADDINGTON**  
**Financial Statements**  
**December 31, 2021**

DRAFT

# REGIONAL DISTRICT OF MOUNT WADDINGTON

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Year Ended December 31, 2021

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# MANAGEMENT REPORT

December 31, 2021

The Board of Directors of the Regional District of Mount Waddington has delegated the responsibility for the integrity and objectivity of the financial information contained in the financial statements to the management of the Regional District of Mount Waddington. The financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and that financial records are reliable for preparation of the financial statements. These systems are monitored and evaluated by management.

The Regional District of Mount Waddington's independent auditors, Chan Nowosad Boates Inc., Chartered Professional Accountants, are engaged to express an opinion as to whether these financial statements present fairly Regional District of Mount Waddington's financial position and operating results in accordance with Canadian public sector accounting standards. Their opinion is based on procedures they consider sufficient to support such an opinion.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards. These statements present, in all significant respects the financial position of Regional District of Mount Waddington as at December 31, 2021.

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David Kim, Chief Administrative Officer  
September 20, 2022



## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors of the Regional District of Mount Waddington,

### **Opinion**

We have audited the financial statements of the Regional District of Mount Waddington (the "Regional District"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Regional District as at December 31, 2021, and the results of its financial performance and cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the financial statements section of our report. We are independent of the Regional District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Regional District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Regional District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Regional District's financial reporting process.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

### **Auditors' Responsibilities for the Audit of the Financial Statements (continued)**

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Regional District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Regional District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Regional District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants  
Campbell River, BC

September 20, 2022

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Statement of Financial Position

December 31, 2021

2021

2020

### FINANCIAL ASSETS

Cash (Note 2)	\$ 4,816,714	\$ 4,402,117
Temporary Investments (Note 3)	4,845,293	4,990,451
Portfolio Investments (Note 4)	1,751,728	1,753,890
Accounts Receivable (Note 5)	797,743	725,951
Inventories	6,137	4,525
Municipal Recoverable Debt (Note 6)	1,735,846	1,908,739
	<u>13,953,461</u>	<u>13,785,673</u>

### LIABILITIES

Accounts Payable and Accrued Liabilities (Note 7)	652,493	678,161
Deferred Revenue (Note 8)	1,685,636	1,388,575
Landfill Closure and Post Closure (Note 9)	1,801,341	3,788,665
Member Municipality Debt (Note 6)	1,735,846	1,908,739
Due to Related Party (Note 10)	182,679	520,615
	<u>6,057,995</u>	<u>8,284,755</u>

### NET FINANCIAL ASSETS

7,895,466      5,500,918

### NON-FINANCIAL ASSETS

Prepaid Expenses	6,439	6,401
Tangible Capital Assets (Note 11)	11,500,733	11,308,939
	<u>11,507,172</u>	<u>11,315,340</u>

### ACCUMULATED SURPLUS (Note 13)

\$ 19,402,638      \$ 16,816,258

### Contingent Liability (Note 15)

Approved by:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Administrative Officer

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Statement of Operations

Year Ended December 31, 2021

	<u>2021</u>		<u>2020</u>
	<u>Budget</u>	<u>Actual</u>	
	(Note 14)		
<b>Revenues (Schedules 2 and 3)</b>			
Taxation	\$ 3,121,591	\$ 3,312,153	\$ 3,135,674
Grants	461,827	788,331	1,062,972
Sale of Services	1,289,360	1,608,407	1,771,120
Contributions	157,700	306,197	144,378
Interest Earned	18,000	134,852	205,280
Other	730,320	271,928	113,742
Gain on Remeasurement of Landfill Liability (Note 9)	-	<u>1,987,324</u>	-
	<u>5,778,798</u>	<u>8,409,192</u>	<u>6,433,166</u>
<b>Expenditures (Schedules 2 and 3)</b>			
General Government Services	1,103,920	1,014,710	1,348,570
Protective Services	344,668	353,477	319,369
Parks, Recreation and Cultural Services	1,037,003	1,167,081	1,032,523
Environmental Development	189,886	146,234	291,260
Environmental Health	1,626,650	1,717,070	2,189,731
Economic Development	637,315	494,727	356,117
Regional Transit	342,374	330,572	250,397
Utilities	327,450	598,941	561,433
	<u>5,609,266</u>	<u>5,822,812</u>	<u>6,349,400</u>
<b>Annual Surplus</b>	169,532	2,586,380	83,766
<b>Accumulated Surplus - Beginning of Year</b>	<u>16,816,258</u>	<u>16,816,258</u>	<u>16,732,492</u>
<b>Accumulated Surplus - End of Year</b>	<u>\$16,985,790</u>	<u>\$19,402,638</u>	<u>\$16,816,258</u>

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Statement of Change in Net Financial Assets

Year Ended December 31, 2021

	2021		2020
	Budget	Actual	
	(Note 14)		
<b>Annual Surplus</b>	\$ 169,532	\$ 2,586,380	\$ 83,766
Use of Prepaid Expenses	-	6,401	15,426
Acquisition of Prepaid Expenses	-	(6,439)	(6,401)
Net Acquisition of Tangible Capital Assets	-	(1,062,243)	(439,974)
Amortization of Tangible Capital Assets	-	870,449	851,288
	<u>169,532</u>	<u>2,394,548</u>	<u>504,105</u>
<b>Net Financial Assets - Beginning of Year</b>	<u>5,500,918</u>	<u>5,500,918</u>	<u>4,996,813</u>
<b>Net Financial Assets - End of Year</b>	<u>\$ 5,670,450</u>	<u>\$ 7,895,466</u>	<u>\$ 5,500,918</u>

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Statement of Cash Flows

Year Ended December 31, 2021

2021

2020

### Cash Flows From Operating Activities:

Annual Surplus	\$ 2,586,380	\$ 83,766
Items Not Involving Cash		
Amortization of Tangible Capital Assets	870,449	851,288
Disposal of Tangible Capital Asset	<u>-</u>	<u>21,933</u>
	3,456,829	956,987
Changes in Non-Cash Operating Balances		
Accounts and Taxes Receivable	(71,792)	(351,021)
Inventories	(1,612)	3,794
Accounts Payable	(25,668)	215,197
Deferred Revenue	297,061	1,071,427
Landfill Closure and Post Closure	(1,987,324)	361,416
Due to Related Party	(337,936)	520,615
Prepaid Expenses	<u>(38)</u>	<u>9,025</u>
	<u>1,329,520</u>	<u>2,787,440</u>

### Cash Flows From Capital Activities:

Purchase of Tangible Capital Assets	<u>(1,062,243)</u>	<u>(461,907)</u>
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### Cash Flows From Investing Activities:

Redemption (Purchase) of Investments	<u>147,320</u>	<u>(41,396)</u>
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<b>Increase in Cash</b>	414,597	2,284,137
<b>Cash - Beginning of Year</b>	<u>4,402,117</u>	<u>2,117,980</u>
<b>Cash - End of Year</b>	<u>\$ 4,816,714</u>	<u>\$ 4,402,117</u>

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Notes to Financial Statements

December 31, 2021

The Regional District of Mount Waddington (the "Regional District") was incorporated in 1966 under the provisions of the British Columbia Local Government Act. Its principal activities are the provision and coordination of local government services to the residents of four unincorporated (rural) areas and four municipalities within its boundaries. These services include general government administration, fire protection and emergency response planning, parks and recreation, environmental development, environmental health services, economic development, regional transit, water services, and sewer services.

### 1. Significant Accounting Policies:

a) **Basis of Presentation:**

The Regional District prepares its financial statements in accordance with Canadian public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAS") for the Chartered Professional Accountants of Canada.

b) **Cash:**

Cash consists of cash on hand and demand deposits.

c) **Temporary Investments:**

Temporary Investments are comprised of guaranteed investment certificates ("GICs"). The investments are carried at cost.

d) **Portfolio Investments:**

Portfolio Investments are comprised of Municipal Finance Authority of British Columbia (MFA) pooled investments in ultra-short term and short-term bonds and are recorded at market value.

e) **Tangible Capital Assets:**

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Amortization is recorded on a straight-line basis over the estimated useful life of the tangible capital asset commencing once the asset is in use. Donated tangible capital assets are recorded at fair value at the time of the donation.

Estimated useful lives of tangible capital assets are as follows:

Buildings	10 to 40 years
Engineering Structures	5 to 40 years
Land Improvements	5 to 20 years
Machinery & Equipment	5 to 30 years
Vehicles	5 to 20 years

f) **Inventories:**

Inventories of merchandise held for consumption are recorded at lower of cost and replacement value.

g) **Deferred Revenue:**

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specific purpose.

# REGIONAL DISTRICT OF MOUNT WADDINGTON

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## Notes to Financial Statements

December 31, 2021

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### 1. Significant Accounting Policies (Continued):

#### h) Landfill Closure and Post Closure:

The estimated present value of landfill closure and post closure costs is recognized as a liability. This liability is recognized based on estimated future expenses, including estimated inflation discounted to current date and accrued based on the proportion of the total capacity of the landfill used as of the date of the statement of financial position. The change in this estimated liability during the year is recorded as an expense in operations. These estimates are reviewed and adjusted annually and any changes are recorded on the prospective basis.

#### i) Revenue Recognition:

Revenues are recorded on the accrual basis of accounting and are recorded in the period in which the transaction or events occurred.

Property tax revenues in the form of local government requisitions are recognized in the year they are levied.

Government transfers, which include legislative grants, are recognized when received if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability.

Sale of services and other revenues are recognized when the service is provided or the amount is earned, when the amount can be estimated and when collection is reasonably assured. Amounts received in advance of services being rendered are recorded as deferred revenue until the Regional District discharges the obligation that led to the collection of the funds.

#### j) Expense Recognition:

Expenses are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due.

#### k) Administration Apportionment:

A percentage of certain budgeted general government services expenses of the Regional District has been allocated to other functions. These expenses include wages of administrative staff. Wages are allocated based on estimated time spent in various segments.

#### l) Financial Instruments:

Financial instruments consist of cash, temporary investments, portfolio investments, accounts receivable and accounts payable. Unless otherwise noted, it is management's opinion that the Regional District is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

#### m) Use of Estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period.

Significant areas requiring the use of management estimates are the collectability of accounts receivable, valuation of investments, estimates of contingent liabilities, the provision of amortization and the determination of landfill closure and post closure liabilities. Actual results could differ from management's best estimates as additional information becomes available in the future.



# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Notes to Financial Statements

December 31, 2021

### 1. Significant Accounting Policies (Continued):

#### n) Liability for Contaminated Sites:

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standards, the government has a responsibility for the remediation, future economic benefits will be given up, and a reasonable estimate can be made.

Management has assessed its potential liabilities under the new standard including sites that are no longer in productive use and sites which the Regional District accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation, therefore no liability was recognized as at December 31, 2021 or December 31, 2020.

#### o) Segment Disclosure:

The Regional District is a diversified local government providing a wide range of services to residents. The financial statements of the Regional District reflect the assets, liabilities, reserves, revenues and expenses of the following services: general government services, protective services, parks, recreation and cultural services, environmental development, environmental health, economic development, regional transit and utilities.

### 2. Cash:

	<u>2021</u>	<u>2020</u>
Cash	\$ 2,454,254	\$ 1,552,781
CIBC High Interest Savings	1,333,364	1,828,118
Scotiabank Savings	504,345	500,603
Funds Held in Trust - MWRHD	<u>524,751</u>	<u>520,615</u>
	<u>\$ 4,816,714</u>	<u>\$ 4,402,117</u>

The CIBC high interest savings account is earning interest at 0.80% per annum (2020 - 1.23%). The Scotiabank savings account is earning interest at commercial prime plus 0.25% per annum (2020 - 0.25%).

### 3. Temporary Investments:

Temporary investments include funds investment in Guaranteed Investment Certificates ("GICs") with Canaccord Genuity Wealth Management.

	<u>2021</u>	<u>2020</u>
Short Term: mature within one year, interest rates vary between 0.76% - 2.65%	\$ 1,709,257	\$ 1,727,633
Long Term: mature between March 13, 2023 and September 27, 2024, interest rates vary between 1.60% - 2.65%	<u>3,136,036</u>	<u>3,262,818</u>
	<u>\$ 4,845,293</u>	<u>\$ 4,990,451</u>

### 4. Portfolio Investments:

Portfolio investments includes \$1,751,728 (2020 - \$1,753,890) held with the MFA in ultra-short term and short term bond funds.

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Notes to Financial Statements

December 31, 2021

### 5. Accounts Receivable:

	<u>2021</u>	<u>2020</u>
Trade and Other	\$ 377,292	\$ 330,832
Other Governments	240,999	171,017
Accrued Interest	<u>179,452</u>	<u>224,102</u>
	<u>\$ 797,743</u>	<u>\$ 725,951</u>

### 6. Member Municipality Debt:

	<u>2021</u>	<u>2020</u>
Alert Bay	\$ 252,460	\$ 311,048
Port Alice	427,026	447,532
Port McNeill	<u>1,056,360</u>	<u>1,150,159</u>
	<u>\$ 1,735,846</u>	<u>\$ 1,908,739</u>

Pursuant to the Local Government Act, the Regional District acts as the agency through which its member municipalities and other jurisdictions borrow funds from the Municipal Finance Authority. The annual cost of servicing this debt is recovered entirely from the borrowing jurisdiction. However, the Regional District is joint and severally liable for this debt in the event of default.

### 7. Accounts Payable and Accrued Liabilities:

	<u>2021</u>	<u>2020</u>
Trade and Other	\$ 375,215	\$ 437,425
Other Governments	43,675	18,248
Wages Payable	19,136	14,634
Employee Vested Benefits	60,311	52,526
Woss Community Capital Reserves	120,837	123,490
Funds Held for Other Organizations	<u>33,319</u>	<u>31,838</u>
	<u>\$ 652,493</u>	<u>\$ 678,161</u>

### 8. Deferred Revenue:

	<u>2020</u>	<u>Collections</u>	<u>Transfers</u>	<u>2021</u>
Development Cost Charges	\$ 49,727	\$ -	\$ -	\$ 49,727
Grants	1,090,382	347,624	58,419	1,379,587
MRDT - VINTAC	160,434	66,114	-	226,548
Taxation Revenues	71,327	-	58,258	13,069
Treaty Advisory Services	<u>16,705</u>	<u>-</u>	<u>-</u>	<u>16,705</u>
	<u>\$ 1,388,575</u>	<u>\$ 413,738</u>	<u>\$ 116,677</u>	<u>\$ 1,685,636</u>

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Notes to Financial Statements

December 31, 2021

### 9. Landfill Closure and Post Closure:

The Provincial Environmental Management Act, as well as the BC Landfill Criteria for Municipal Solid Waste (LCMSW), sets out the regulatory requirements to close and maintain active and inactive landfill sites.

The Regional District operates an active landfill site, 7 Mile Landfill, for which it takes responsibility. The landfill currently consists of Phases 1, 2 and 3A, which are at maximum capacity and are not accepting additional municipal solid waste. Phase 3B is currently accepting solid waste, with an expected remaining lifespan to 2023. Additional sites available after Phase 3B closes are Phases 3C, 4, 5 and 6. The estimated useful life of the landfill is until the year 2071.

The Regional District is committed to ensuring 7 Mile Landfill, for which it has taken responsibility, is managed in a fiscally responsible manner, which includes setting aside funds for landfill closure and post closure activities.

Post closure maintenance costs include landfill gas monitoring, leachate collection system operation, and general site maintenance for a period of 30 years (2020 - 100 years) after each phase is permanently closed. Closure costs relate to composting materials used to cover the landfill area.

In the year ending December 31, 2021, a contaminating lifespan assessment was completed by a third party consultant. The assessment concluded that the requirements for post closure operations and maintenance would be recommended for 30 years, as noted above. This is a decrease from the previous estimate of 100 years determined in previous fiscal years. The decrease in estimated time required for post closure monitoring and maintenance in the current year resulted in a net gain on remeasurement of the landfill liability of \$1,987,324.

The table below sets out the closure and post closure liability based on third party consultant and senior staff estimates:

	<u>2021</u>	<u>2020</u>
Phase 1 and 2 - post closure	\$ 433,520	\$ 1,241,019
Phase 3A - post closure	547,109	1,285,807
Phase 3B - post closure	580,843	1,010,931
Phase 3B - closure	<u>239,869</u>	<u>250,908</u>
	<u>\$ 1,801,341</u>	<u>\$ 3,788,665</u>

The liability is determined using the following assumptions:

	<u>2021</u>	<u>2020</u>
Inflation Rate	1.56%	1.52%
Discount Rate	2.61%	2.69%
Phase 1 and 2 and 3A - post closure annual cost	\$24,483	\$25,569
Phase 3B - post closure annual cost	\$23,000	\$22,500
Phase 3B - annual closure cost, up to closure	\$129,000	\$117,000

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Notes to Financial Statements

December 31, 2021

### 10. Due to Related Party:

	<u>2021</u>	<u>2020</u>
Mount Waddington Regional Hospital District	\$ <u>182,679</u>	\$ <u>520,615</u>

Mount Waddington Regional Hospital District ("MWRHD") and the Regional District are separate legal entities as defined by separate letters patent and authorize by separate legislation. The directors of the Regional District sit on the board of MWRHD, so the entities are related by virtue of common control. The amount due from MWRHD is non-interest bearing, unsecured and has no stated terms of repayment.

During the year ended December 31, 2021, administrative support services of \$94,100 (2020 - \$92,300) were provided to MWRHD by the Regional District and included in Other Revenues.

### 11. Tangible Capital Assets:

	Cost				Accumulated Amortization				Net Book Value	
	Opening	Additions	Disposals	Closing	Opening	Amort	Disposals	Closing	2021	2020
<b>General Capital Assets</b>										
Land	\$ 16,627	\$ 135,009	\$ -	\$ 151,636	\$ -	\$ -	\$ -	\$ -	\$ 151,636	\$ 16,627
Buildings	4,510,994	41,531	-	4,552,525	2,374,407	97,749	-	2,472,156	2,080,369	2,136,587
Engineering Structures	15,547,647	10,304	-	15,557,951	9,387,059	467,118	-	9,854,177	5,703,774	6,160,588
Land Improvements	17,968	56,164	-	74,132	-	3,159	-	3,159	70,973	17,968
Machinery & Equipment	5,125,497	467,901	-	5,593,398	2,342,963	225,344	-	2,568,307	3,025,091	2,782,534
Vehicles	<u>1,055,545</u>	<u>351,334</u>	-	<u>1,406,879</u>	<u>860,910</u>	<u>77,079</u>	-	<u>937,989</u>	<u>468,890</u>	<u>194,635</u>
	<u>\$ 26,274,278</u>	<u>\$ 1,062,243</u>	<u>\$ -</u>	<u>\$ 27,336,521</u>	<u>\$ 14,965,339</u>	<u>\$ 870,449</u>	<u>\$ -</u>	<u>\$ 15,835,788</u>	<u>\$ 11,500,733</u>	<u>\$ 11,308,939</u>

Included in Buildings at December 31, 2021 is \$194,876 of capitalized costs for the Hornby Crawler Enclosure project that are not presently being amortized as a result of the projects still being in progress at year end. The asset is expected to be placed into use during the year ending December 31, 2022 at which time amortization will be taken.

Included in Machinery and Equipment at December 31, 2021 is \$253,600 of capitalized costs for the Solar Power Backup project that are not presently being amortized as the project was still in progress at year end. The asset is expected to be placed into use during the year ending December 31, 2022 at which time amortization will be taken.

### 12. Pension Plan:

The Regional District and its employees contribute to the Municipal Pension Plan (a jointly trusteed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2020, the plan had about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Notes to Financial Statements

December 31, 2021

### 12. Pension Plan (Continued):

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Regional District paid \$105,674 (2020 - \$121,614) of employer contributions while employees contributed \$91,162 (2020 - \$113,531) to the plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

### 13. Accumulated Surplus:

The Regional District segregates its accumulated surplus in the following categories:

	<u>2021</u>	<u>2020</u>
Operating Surplus	\$ 4,412,307	\$ 2,193,041
Statutory Reserves	3,489,598	3,314,278
Equity in Tangible Capital Assets	<u>11,500,733</u>	<u>11,308,939</u>
	<u>\$ 19,402,638</u>	<u>\$ 16,816,258</u>

### Federal Gas Tax Funds:

The Regional District tracks the unspent amounts received under the Renewed Gas Tax Agreement in the Community Works Reserve Fund included within Statutory Reserves:

	<u>2021</u>	<u>2020</u>
Opening Balance	\$ 1,022,420	\$ 1,077,906
Receipts	406,946	198,853
Interest Earned	16,432	10,176
Expenditures	(72,330)	(263,383)
Adjustments	-	(1,132)
	<u>\$ 1,373,468</u>	<u>\$ 1,022,420</u>

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Notes to Financial Statements

December 31, 2021

### 14. Budget Figures:

Budget figures represent the 2021 Financial Plan Bylaw No. 988 adopted by the Board on March 16, 2021.

The financial plan anticipated use of surpluses accumulated in previous years to balance against current expenditures in excess of current year revenues. In addition, the budget anticipated capital expenditures rather than amortization expense. The following schedule reconciles the approved bylaw to the amounts presented in the financial statements.

	<u>2021</u>
Financial Plan (Budget) Bylaw	\$ -
Add:	
Capital Expenditures	1,295,897
Less:	
Transfers from Reserves	(389,095)
Transfers from Non-Statutory Reserves	<u>(737,270)</u>
Annual Surplus Presented in Financial Statements	<u>\$ 169,532</u>

### 15. Contingent Liability:

The Regional District's employees have sick pay benefits which may be payable to them in the event that they are sick and unable to work. The total amount that could be payable as at December 31, 2021 is \$222,464 (2020 - \$195,299).

### 16. North Island 9-1-1 Corporation:

A 9-1-1 emergency call answering service is provided by North Island 9-1-1 Corporation, which is owned by the Regional Districts of Alberni Clayoquot, Comox Valley, Strathcona, Mount Waddington, Nanaimo and Qathet. The shares in the corporation are owned as follows:

Alberni Clayoquot Regional District	3 shares
Comox Valley Regional District	6 shares
Strathcona Regional District	4 shares
Regional District of Mount Waddington	1 share
Nanaimo Regional District	5 shares
Qathet Regional District	2 shares

The Regional District's investment in shares of the North Island 9-1-1 Corporation is recorded at cost as it does not fall under the definition of a government business enterprise. The Regional District's share of the corporation is equal to 4.8% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

# REGIONAL DISTRICT OF MOUNT WADDINGTON

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## Notes to Financial Statements

December 31, 2021

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### 17. Segmented Information:

The Regional District provides various services within various departments. The segmented information as disclosed in Schedules 2 and 3 reflects those functions offered by the Regional District as summarized below:

General Government Services – includes overall administration, finance, emergency planning, local community commissions, and road maintenance.

Protective Services – includes fire protection services, streetlights, and emergency callout services.

Parks, Recreation and Cultural Services – includes library, heritage, arena, recreation, and parks service.

Environmental Development Services – includes inspection, bylaw enforcement and planning.

Environmental Health Services – includes landfill, recycling, garbage pickup and removal.

Economic Development Services – includes economic development services.

Regional Transit Services – includes regional transit services.

Utility Services – includes water and sewer services.

For each reported segment, revenues and expenses represent amounts that are directly attributable to the segment, in addition to amounts that are allocated to each segment on a reasonable basis.

### 18. Comparative Figures:

Certain comparative figures have been reclassified, where necessary, to conform with the current year's presentation.

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Schedule 1 - Government Grants and Transfers to the Regional District and Ratepayers

Year Ended December 31, 2021

	<u>2021</u>		<u>2020</u>
	<u>Budget</u>	<u>Actual</u>	
	(Note 14)		
<b>Federal Government</b>			
Gas Tax	\$ -	\$ 406,946	\$ 198,853
<b>Province of BC and Other Programs</b>			
General Fund			
Administration Grant	-	205,000	205,000
COVID Safe Restart Grant	-	61,000	367,000
Other	461,827	115,385	292,119
	<u>461,827</u>	<u>381,385</u>	<u>864,119</u>
	<u>\$ 461,827</u>	<u>\$ 788,331</u>	<u>\$ 1,062,972</u>



# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Schedule 2 - Combined Statement of Operations by Segment

Year Ended December 31, 2021

	General Government Services	Protective Services	Parks, Recreation & Cultural Services	Environmental Development	Environmental Health	Economic Development	Regional Transit	Utilities	2021 Actual
<b>Revenues</b>									
Taxation	\$ 736,019	\$ 377,671	\$ 941,437	\$ 164,195	\$ 574,806	\$ 286,924	\$ 231,101	\$ -	\$ 3,312,153
Grants	702,964	-	-	-	-	85,367	-	-	788,331
Sales Services	-	23,500	199,118	11,350	931,349	-	84,531	358,559	1,608,407
Contributions	133,236	-	22,120	-	-	108,486	42,355	-	306,197
Interest Earned	134,852	-	-	-	-	-	-	-	134,852
Other Revenue	34,168	5,940	3,323	-	165,952	55,831	-	6,714	271,928
Gain on Remeasurement of Landfill Liability	-	-	-	-	1,987,324	-	-	-	1,987,324
	<u>1,741,239</u>	<u>407,111</u>	<u>1,165,998</u>	<u>175,545</u>	<u>3,659,431</u>	<u>536,608</u>	<u>357,987</u>	<u>365,273</u>	<u>8,409,192</u>
<b>Expenses</b>									
Amortization	108,478	87,939	110,333	1,760	251,774	681	12,075	297,409	870,449
Wages and Benefits	526,112	18,905	501,136	122,901	580,765	143,091	25,000	25,896	1,943,806
Services and Materials	380,120	246,633	555,612	21,573	884,531	350,955	293,497	275,636	3,008,557
	<u>1,014,710</u>	<u>353,477</u>	<u>1,167,081</u>	<u>146,234</u>	<u>1,717,070</u>	<u>494,727</u>	<u>330,572</u>	<u>598,941</u>	<u>5,822,812</u>
Annual Surplus (Deficit)	\$ <u>726,529</u>	\$ <u>53,634</u>	\$ <u>(1,083)</u>	\$ <u>29,311</u>	\$ <u>1,942,361</u>	\$ <u>41,881</u>	\$ <u>27,415</u>	\$ <u>(233,668)</u>	\$ <u>2,586,380</u>

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Schedule 3 - Combined Statement of Operations by Segment

Year Ended December 31, 2020

	General Government Services	Protective Services	Parks, Recreation & Cultural Services	Environmental Development	Environmental Health	Economic Development	Regional Transit	Utilities	2020 Actual
<b>Revenues</b>									
Taxation	\$ 648,260	\$ 357,934	\$ 919,983	\$ 160,500	\$ 561,700	\$ 270,087	\$ 217,210	\$ -	\$3,135,674
Grants	804,376	-	5,395	120,000	71,539	61,662	-	-	1,062,972
Sales of Services	-	23,500	208,874	5,100	1,131,556	-	74,857	327,233	1,771,120
Contributions	90,500	-	6,120	-	-	39,658	8,100	-	144,378
Interest Earned	91,060	14,527	35,176	2,514	24,550	11,149	4,756	21,548	205,280
Other Revenue	12,771	94	12,797	54	85,626	150	-	2,250	113,742
	<u>1,646,967</u>	<u>396,055</u>	<u>1,188,345</u>	<u>288,168</u>	<u>1,874,971</u>	<u>382,706</u>	<u>304,923</u>	<u>351,031</u>	<u>6,433,166</u>
<b>Expenses</b>									
Amortization	116,867	67,868	105,209	1,760	251,779	681	12,075	295,049	851,288
Wages and Benefits	896,481	-	437,819	143,231	427,224	124,179	-	513	2,029,447
Services and Materials	335,222	251,501	468,128	146,269	1,510,728	231,257	238,322	265,871	3,447,298
Loss on Disposal of Assets	-	-	21,367	-	-	-	-	-	21,367
	<u>1,348,570</u>	<u>319,369</u>	<u>1,032,523</u>	<u>291,260</u>	<u>2,189,731</u>	<u>356,117</u>	<u>250,397</u>	<u>561,433</u>	<u>6,349,400</u>
Annual Surplus (Deficit)	\$ <u>298,397</u>	\$ <u>76,686</u>	\$ <u>155,822</u>	\$ <u>(3,092)</u>	\$ <u>(314,760)</u>	\$ <u>26,589</u>	\$ <u>54,526</u>	\$ <u>(210,402)</u>	\$ <u>83,766</u>

# REGIONAL DISTRICT OF MOUNT WADDINGTON

## Schedule 4 - COVID-19 Safe Restart Grant - Unaudited

Year Ended December 31, 2021

The Regional District of Mount Waddington received a grant of \$367,000 under the COVID-19 Safe Restart Grant for Local Governments in the year ending December 31, 2020. An additional \$61,000 was received in the year ending December 31, 2021. The details surrounding these funds are shown in the schedule below:

	<u>2021</u>
<b>COVID-19 Safe Restart Funds Available</b>	
Funds Received	\$ 61,000
Carried Forward	<u>150,750</u>
	<u>211,750</u>
<b>Eligible Costs</b>	
General Government IT Response	471
Finance Department Direct Impact	29,863
Arena Loss of Revenue	14,294
Emergency Preparedness Response	<u>1,107</u>
	<u>45,735</u>
<b>Balance, December 31, 2021</b>	<u>\$ 166,015</u>



**REGIONAL DISTRICT OF MOUNT WADDINGTON**  
**Single Source Awards**

**TO:** REGIONAL DISTRICT BOARD MEMBERS

**FROM:** Shelley MacEachern, Finance Clerk

**DATE:** September 8, 2022

Policy 2.2.2 Purchasing & Authorization Policy requires that instances where there has been a single source procurement above \$1000 or the lowest quote has not been accepted, the reasons shall be reported to the Board for information. Local preference policies or most value criteria may override accepting the lowest bid.

**Single Source Procurements - August 2022**

DATE	CHEQUE #	PAYABLE TO	AMOUNT	Description	Service
23-Aug-22	4961	Andrew Sheret Ltd.	2,044.62	Woss Heritage Park	Plumbing Supplies

Single Source – August 2022

23-Aug-22	4961	Andrew Sheret Ltd.	2,044.62	Woss Heritage Park	Plumbing Supplies
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Pat English – Manager of Economic Development

The washroom at the Nimpkish Valley Heritage Park is part of a program to upgrade the park (includes trails and a viewing platform for the 303 engine) that was funded by a grant from the Province that we received in 2021. The washroom is a free-standing building that connects to the Woss sewer system with water but no power and has a budgeted cost of \$33,000. This facility became a priority in late 2020 when it became evident that visitors to the park were using the back country as a toilet.

Cody Pawluk – Operations Assistant

Several technicians recommended Andrew Sheret Ltd. as the supplier for the Woss Heritage Park washroom project, for several reasons:

- Regular service provider for the RDMW
- Proximity to the project location (Campbell River)
- Knowledgeable staff
- Timely service and ability to manufacture non-standard components
  - o This proved useful as we wanted plumbing fittings that would work with Asbestos Concrete sizes, as well as 4-6" adapters