



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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83584595094?pwd=amEzZHUzSnZlQ3VkVWhUVzNVbzZQdz09>

Page(s) **CALL TO ORDER**

A. APPROVAL OF AGENDA

- 1-3 1. Adopt December 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.

1. Amend Board Appointment – Appoint Michelle Pottage to VINTAS
2. BC Transit Presentation: Seth Wright, Manager, Government Relations
3. Connective Support Society: Theresa MacDonald

C. MINUTES

- 4-10 1. Minutes of the Board of Directors Meeting held November 15, 2022 as Presented (or amended)

Available for Review 2. District of Port Hardy – Regular Council – November 8, 2022; Town of Port McNeill – Regular Council Meeting – November 8, November 22, 2022; Village of Alert Bay – Regular Council October 24, November 14, 2022; Village of Port Alice: Regular Council – October 26, November 9, 2022

Available for Review 3. Cheque Register Report (November 30, 2022)

D. STAFF REPORTS

1. Administrator – Verbal Report

Recommendation:

- 11-14 1) *THAT Marjorie Giroux be re-appointed as the Regional Emergency Coordinator for 2023 and that her contract be renewed for the term of January 1, 2023 to December 31, 2023.*
- 2) *THAT the Board instruct Marjorie Giroux to complete an application for the UBCM Emergency Support Services Grant for Critical Incident Stress Management training in the sum of \$30,000.*

b) Travel Report – No Travel Report for December

- 15 2. a) Economic Development Services (December 9, 2022)

Recommendation:

That the Regional District of Mount Washington supports the submission of a funding application to the Rural Economic Development Infrastructure Program to support our resident attraction program and planning for the development of a seaweed industry.

16
17-20
21-36

- b) Rural Resident Attraction Coordinator Report (December 9, 2022)
- c) Tourism Coordinator Report (December 9, 2022)
 - 2023 Draft Vancouver Island North Strategic & Marketing Plan

Recommendations:

- 1) *THAT the 2023 Vancouver Island North Tourism Business and Marketing Plan for 2023 be approved as presented.*
- 2) *THAT Andrew Jones, Andrew Nixon, Michael Margolick and Gord Oppen be appointed to four of the five available Stakeholder positions for the 2023-2024 term.*
- 3) *THAT Geoff Heith be appointed to the vacant strategic position for the remainder of the 2022-2023 term.*

37-38

3. Operations Department (December 12, 2022)

Recommendations:

THAT the 2023 Fire Chief Appointments be approved as follows:

- *Andrew Hory: Coal Harbour Volunteer Fire Department*
- *Murray Estlin: Hyde Creek Volunteer Fire Department*
- *Tom Trimmer: Sointula Volunteer Fire Department*
- *Brock Soderman: Woss Volunteer Fire Department*

39-40

4. Planning and Development Services (December 13, 2022)

E. FINANCIAL REPORTS

41

1. Treasurer Report – December

Recommendation:

42-43

2. Single Source – November 30, 2022

F. COMMITTEE REPORTS

(To be brought forth from earlier Committee Meetings)

Arena Committee Report:

Recommendations:

44-45
46-47

- 1) *THAT the 2022-2027_ contract with Broughton Curling Club be approved as presented.*
- 2) *THAT the 2022-2027 Heat Loop Agreement with School District 85 be approved as presented.*

Policy Committee

Recommendation:

THAT the amount for the Computing Device Allowance (Section 8.2.1 Electoral Area Computing Device Allowance) reimbursement for Electoral Area Directors be increased to \$1000.00 to reflect the increase in cost since the last review of this policy in 2014.

G. BYLAWS AND PERMITS

48-49

1. Bylaw No. 1015, cited as “Coal Harbour Zoning Bylaw No. 669, 2002, Amendment Bylaw No. 2015, 2022” for 3rd reading.
2. Bylaw No. 1015, cited as “Coal Harbour Zoning Bylaw No. 669, 2002, Amendment Bylaw No. 2015, 2022” for adoption.

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. Committee Meetings:
5. Next Meeting: January 17, 2023

J. ADJOURNMENT



REGIONAL DISTRICT OF MOUNT WADDINGTON

BOARD OF DIRECTORS MEETING MINUTES

November 15, 2022 at 2:00pm

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

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

Resolution
No.

CALL TO ORDER

2:00 PM

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

APPROVAL OF AGENDA

239/2022 Moved/Seconded/**CARRIED**

THAT the RDMW Board of Directors November 15, 2022 Meeting Agenda be approved as amended.

2. Nominations for Chair:

The Administrator assumed the Chair and called for nominations for Chair of both the Regional District Board & Hospital District Board.

Director Andrew Hory was nominated and accepted the nomination for Chair

The Administrator called twice more for nominations and hearing none declared Director Andrew Hory as the Chair of the Board of Directors for the Regional District of Mount Waddington and the Mount Waddington Regional Hospital District.

3. Nominations for Vice-Chair

The Administrator called for nominations for Vice- Chair of both the Regional District Board & Hospital District Board.

Director Dennis Buchanan was nominated and accepted the nomination for Vice-Chair

The Administrator called twice more for nominations and hearing none declared Director Dennis Buchanan as the Vice-Chair of the Board of Directors for the Regional District of Mount Waddington and the Mount Waddington Regional Hospital District.

Chair Hory resumed the Chair

DELEGATIONS & RECOGNITIONS

1. BHP Presentation: Shauna Snyder, Jay Hartling, Richard Davis
 - Annual status of BHP Copper Mine Closure
 - o Recap of what BHP does at the Island Copper Mine Site including the company charter and how it relates to the Island Copper Mine Site.

- Review of the remediation and reclamation of the Island Copper Mine Site, including the initial flooding and the current status of the pit lake, including treatment of the mine water.
- The Pit Lake has 3 layers
 - The bottom 2 layers contain sulfates which help neutralize the mineral seepage and mine impacted water
 - The pit lake system has sea water flooded on the bottom and topped off with fresh water
 - Vegetation has been reintroduced and studies are being done to monitor where the vegetation is not returning. Currently alder is the most proficient species to date. Sampling is done yearly and results are provided to the BC Government.
 - It has also been noted that some of the vegetation issues may be due to ungulate browsing (elk and deer are significant in the area).
 - Road reclamation areas are also being fertilized to assist with growth potential.
 - The long-term maintenance monitoring is done via water sampling.
 - There is also an invasive plant plan in place with a separate contractor who monitors and treats the mine property.
 - BHP has also started a Foreshore Remediation Project that will include removal of the marine infrastructure deep sea wharf that is in the water and working towards removal of the elevated copper concentrations around the deep-sea wharf.
 - Community & Indigenous Engagement is ongoing with municipalities and the Regional District as well as resetting the relationship with Quatsino First Nation and Social Investment.
 - This includes IPSOS Reid survey every two years throughout the Regional District covering awareness of the closure/remediation of the former Island Copper Mine Site
 - Community Stakeholder Engagement around annual meetings, current interests, emergency response, climate change, water stewardship
 - Indigenous Engagement including Indigenous Peoples Policy/BHP Reconciliation Plan. This is very important as BHP has not had a great reconciliation in the past. To assist with this, BHP had a meeting with Chief and Council and included a formal apology from BHP and listening to concerns and questions from the community.
 - There are funds available under the Social Investment Program and include funding for NIC Awi'Nakola Program (5 years), Solar Roof project for the Anglican United Fellowship (food bank), Kwakiutl Soccer Field, FILOMI Days, Gazette Hamper Fund and Port Hardy Fire Department.

2. 20223 Board Committee Appointments:

Representative / Alternate

A) 911 Corporation	<i>Andrew Hory / Dennis Buchanan</i>
B) AVICC Solid Waste	<i>Dennis Buchanan / Andrew Hory</i>
C) Coastal Community Network	<i>Pat Corbett-Labatt / James Furney</i>
D) Municipal Insurance Authority	<i>Michelle Pottage / Dave Summers</i>
E) Municipal Finance Authority	<i>Andrew Hory / Dennis Dugas</i>
F) Vancouver Island North Training & Attraction Society	<i>Dave Summers / No Alternate</i>
G) Vancouver Island North Tourism Advisory Committee	<i>Kathryn Wykes / No Alternate</i>

H) Management and Personnel Committee	<i>Andrew Hory/ Dennis Buchanan/ Pat Corbett-Labatt/ James Furney/ Michelle Pottage</i>	<i>No Alternate No Alternate No Alternate No Alternate No Alternate</i>
I) Policy Committee	<i>Andrew Hory / Dennis Buchanan/ Dennis Dugas</i>	<i>No Alternate No Alternate No Alternate</i>
J) Vancouver Island Climate Leadership Plan Working Group	<i>Pat Corbett-Labatt / Andrew Hory</i>	
K) Mount Waddington Transportation Advisory Committee	<i>Michelle Pottage/ Kathryn Wykes</i>	<i>No Alternate No Alternate</i>
L) North Island Regional Emergency Planning Committee (NIREPC)	<i>David Kim /Andrew Hory</i>	

2022 Electoral Area Director Appointments:

M) Vancouver Island Regional Library Board (VIRL)	<i>Andrew Hory</i>	<i>James Furney</i>
N) Island Coastal Economic Trust	<i>Andrew Hory</i>	<i>No Alternate</i>
O) Vancouver Island North Woodlands Advisory Group	<i>Dave Summers</i>	<i>Patrick Donaghy</i>
P) Sport Fishing	<i>Kathryn Wykes</i>	<i>No Alternate</i>
Q) Marine Planning Partnership (MaPP)	<i>Andrew Hory</i>	<i>Dave Summers</i>
R) Mount Waddington Health Network Steering Committee	<i>Andrew Hory</i>	<i>No Alternate</i>
S) Nimpkish Woodlands Advisory Committee	<i>Dave Summers</i>	<i>Pat English</i>
T) Mount Cain Alpine Park Society	<i>Dave Summers</i>	<i>No Alternate</i>

240/2022 Moved/Seconded/**CARRIED**
 THAT the Board Appointments be approved as presented.

MINUTES

241/2022 Moved/Seconded/**CARRIED**
 THAT the Minutes of the Board of Directors Meeting held October 18, 2022 be adopted as presented.

242/2022 Moved/Seconded/**CARRIED**
 That the Correspondence on the table be received and filed.

243/2022 Moved/Seconded/**CARRIED**
 THAT the Cheque Registry for October 31, 2022 be received and filed.

STAFF REPORTS

1. Administrator Report : *Noted:*
 - o *Welcome to the new directors to the Mount Waddington Regional District and Hospital District Board*
 - o *Orientation Meeting was held November 10, there will be a reference booklet distributed, and an email link was sent out previously.*
 - o *December 20 Board Meeting will include a special section dedicated to provide an overview of services and products provided by the Regional District of Mount Waddington.*
 - o *Cumulative transit ridership has risen by 20% since 2021, which is very good for our environment.*
 - o *Cumulative transit revenue has risen by 9.1% since 2021.*

244/2022 Moved/Seconded/**CARRIED**
 THAT the verbal November 15, 2022 Administrator's Report be received.

Travel Report - None

2. Manager of Economic Development (November 7, 2022) *Also noted:*

- *It was clarified that the monies for the Ambassador Program were provided by a provincial grant fund. Any payments for contracts do not come from the general revenue funds.*

Moved/Seconded/**CARRIED**

245/2022 THAT a contract not exceeding \$18,500 be issued to Geoff Heith Media Co. to develop and deliver a series of five videos to support the Ambassador initiative.

Moved/Seconded/**CARRIED**

246/2022 THAT the November 7, 2022 Economic Development Manager Report be received and filed.

b) Rural Resident Attraction Coordinator Report (November 7, 2022) Presented by Megan Hanacek. *Also noted:*

- *The plan is for the current Provincial Nominee Program Candidate and his family to come to Port McNeill and the North Island in March.*
- *A second application for the Provincial Nominee Program is currently being reviewed.*
- *The Province just announced that they have completed the criteria for the Royal Economic Diversification and Infrastructure Program which has a total funding budget of 33 Million dollars. Pat and Megan will be looking at this to see if there is something that would apply to the North Island.*

Moved/Seconded/**CARRIED**

247/2022 THAT the November 7, 2022 Rural Resident Attraction Coordinator Report be received and filed.

c) Tourism Coordinator Report (November 4, 2022), Presented by Natalie Stewart

Moved/Seconded/**CARRIED**

248/2022 THAT the Vancouver Island North allocate \$20,000 from the MRDT reserves for Vancouver Island North to join the BC Bird Trail.

Moved/Seconded/**CARRIED**

249/2022 THAT the October 7, 2022 Tourism Coordinator Report be received and filed.

3. Manager of Operations (November 5, 2022) *also noted:*

- *There are 2 outstanding items for the emergency battery projects, including engineer sign offs and switch out the one pump from a lift station in Coal Harbour.*

Moved/Seconded/**CARRIED**

250/2022 THAT the Regional District of Mount Waddington Board of Directors send a letter to Recycle BC and the Province emphasizing the need for Recycle BC to indefinitely continue honoring of its existing depot agreements for communities that do not meet eligibility criteria. *Currently the communities of Malcolm Island, Cormorant Island, Winter Harbour, Quatsino, and Woss do not meet the criteria being set forth.*

Moved/Seconded/**CARRIED**

251/2022 THAT the Manager of Operations investigate Grant In Aid eligibility for CRSAR and parameters around how any monies provided would be allocated.

Moved/Seconded/**CARRIED**

252/2022 THAT the November 15, 2022 Manager of Operations report be received and filed.

4. Planning Assistant Report (November 15, 2022)

Moved/Seconded/**CARRIED**

253/2022 THAT the November 15, 2022 Planning Assistant Report be received and filed.

FINANCIAL REPORTS

1. Finance Report – Presented by the Administrator.

- *The Finance Department is continuing with the 2021 reporting requirements.*
- *The Canada Revenue Agency is conducting a payroll audit for 2019, 2020 and 2021.*
- *An internal audit is underway on projects that have gone over projected costs, including management review.*
- *Follow up to be provided on the Cook Roberts cost on the SOFI report.*

Moved/Seconded/**CARRIED**

254/2022 THAT the 2021 Statement of Financial Information be approved as amended.

Moved/Seconded/**CARRIED**

255/2022 THAT the verbal Finance Report be received and filed.

2. Single Source Report by Finance Clerk MacEachern

Moved/Seconded/**CARRIED**

256/2022 THAT the October 31, 2022 Single Source be received and filed.

COMMITTEE REPORTS – None

BYLAWS AND PERMITS

1. Bylaw No. 1015, cited as “Coal Harbour Zoning Bylaw No. 669, Amendment Bylaw No. 1015, 2022” be approved for 2nd reading.

Moved/Seconded/**CARRIED**

257/2022 THAT Bylaw No. 1015, cited as “Coal Harbour Zoning Bylaw No. 669, Amendment Bylaw No. 1015, 2022” receive 2nd reading.

CORRESPONDENCE - None

OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

Electoral Area Updates:

Area “A” - Broughton / Malcolm Island / Mainland

- *The Winterfest after COVID was a huge success*
- *Town is coming alive again, a lot more activities, including increased use of the hall*
- *The community bear has been trapped and relocated (never had a bear on Malcolm Island before)*

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

- *The newly renovated Coal Harbour Community Hall (previously was the gym of the Coal Harbour School) is in use, which is nice to see.*
- *Welcome to the new board, I look forward to working with you for next four years. We have a lot on the docket. The Director Orientation on November 10 was very well presented.*

Area "C"- Hyde Creek / Rupert

- *Work on the pavilion has started at the park*
- *Looking forward to working with everyone and learning about the various communities.*

Area "D"- Nimpkish Valley / Woss

- *Attended the WRA meeting, which included a discussion with the contractor for the Ministry of Transportation around ditching needed within the community of Woss. Using a map provided by the Ministry of Transport, the areas needing work were marked as high priority, low priority or no priority. This will be forwarded by Bev Webber of the WRA to the Ministry of Transportation Area Manager with a request that this project be given high priority, as ditching has not been done in the community since the 1990's. It was a good meeting for a first one.*
- *Really appreciative of the support provided by the Regional District and fellow directors as this is all new.*

2. Municipal Updates:

Village of Alert Bay

- *Welcome to the new board members*
- *Work continues on the campground with a new washroom/shower facility being installed and at significantly less cost than the original quote received.*
- *Attended a number of community dinners that centered around the toxic drug supply that was on the island, tragically there were 2 young women who lost their lives to this. There will be another meeting this Thursday.*
- *November 8 was recognized as Indigenous Veterans Day, in addition to the Remembrance Day ceremony on November 11.*

Village of Port Alice

- *Had two new businesses open in town in the last month.*
- *MOWI donated a dock for the kayak facility.*
- *New home construction is ongoing at this time.*
- *Five new mobility accessible benches have been installed around the community.*
- *Nice to see a mix of both old and new faces at the Board.*

District of Port Hardy

- *Over the last month, a lot of changes in the community including the purchase of Keltic Seafoods by Pacific Seafoods. The purchase was made with the understanding that the business would remain in Port Hardy.*
- *Attended the BC Salmon Farmers Association AGM, which included discussions on aquaculture, working with the Indigenous Nations to ensure a future in salmon farming.*
- *Attended the Vancouver Island Economic Alliance Forum, and was very interested in the discussion with biofuels and seaweed harvesting, as well as the importance of continuing and encouraging relationship rebuilding with our local First Nations.*
- *Inaugural meeting of the Port Hardy Council on November 1, 2022.*
- *Thank you to Janet Dorward, Rotary Club and all the volunteers who made the pumpkin walk a fantastic success with over 600 pumpkins collected.*
- *Remembrance Day ceremony was very well attended with representation from the District of Port Hardy, First Nations, and local citizens.*
- *The North Island Economic Development Forum was well presented and attended.*
- *The North Island College community engagement forum highlighted the need for direct funding, as opposed to the local administrators having to actively fund raise for the college.*
- *North Vancouver Island Health Forum, that was facilitated by the Rural Doctors of BC group that was held over 2 days. It was very informative and included a broad spectrum of people discussing the overreaching concerns for the BC Health system and the Mount Waddington region. There was a very poignant discussion around mental health advocacy for the health workers on the North Island.*

Town of Port McNeill

- *New to this role*
- *Thank you to the previous mayor and council for putting a great administrative team in place.*
- *Had over 400 attendees at the Remembrance Day ceremony including visitors up from the Comox Base who really enjoy coming up to the smaller communities.*
- *Had a meeting with Dr. Armogam on Monday who was coming off a 72 hour shift. This is concerning, as this translates into actually being at the hospital for the full 72 hours.*

Questions/Comments – None

Next Meetings of the Board of Directors: Regular Meeting: November 15, 2022 at 2:00 pm

258/2022

ADOURNMENT TIME 4:03 PM

CHAIR

SECRETARY



AGREEMENT: REGIONAL EMERGENCY COORDINATOR

THIS AGREEMENT made the ____ day of _____, 2022

BETWEEN:

REGIONAL DISTRICT OF MOUNT WADDINGTON

Box 729
2044 McNeill Road
Port McNeill, BC V0N 2R0

(the "RDMW")

OF THE FIRST PART

AND:

Marjorie Giroux
Box 290, Sointula, BC
V0N 3E0

(the "Contractor")

OF THE SECOND PART

WHEREAS:

- A. The RDMW has appointed the Contractor as its Regional Emergency Coordinator effective the 1st day of January, 2023 and the contractor has accepted such appointment.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the RDMW and the Contractor agree as follows:

1. APPOINTMENT

The RDMW and the Contractor have agreed to the Contract for the Regional Emergency Coordinator on the terms and conditions described hereunder.

2. TERM

The term of this Agreement shall be for the period of January 1, 2023 to December 31st, 2023.

3. RENEWAL OPTION

The appointment of the Contractor as Regional Emergency Coordinator may be renewed under the terms and conditions of this Agreement if within three (3) months of the end of the Extended Term, both parties have given written notice to the other that they wish to renew this Agreement for another one-year period.

4. TERMINATION

- (a) This Agreement may be terminated by the RDMW by three (3) months' written notice prior to expiration of the Initial Term, or any subsequent Extended Term, for convenience.
- (b) Effective with the termination of the Agreement in accordance with the above, neither party will have any further rights or obligations to the other hereunder, except only for the Contractor's continuing obligation to maintain confidentiality, pursuant to Articles 5(b) hereof.
- (c) This Agreement may be terminated by the Contractor by three (3) months' written notice.
- (d) This Agreement may be terminated in the event of a breach of contract.

5. CONFLICT OF INTEREST, DUTY OF LOYALTY AND CONFIDENTIALITY

- (a) The Contractor agrees to not engage in or have any interest in any other enterprise, occupation, or profession, directly or indirectly, that conflicts with the business interest of the RDMW.
- (b) The Contractor agrees to keep the business affairs of the RDMW strictly confidential, and not to disclose the same to any person, company, or firm, directly or indirectly, during or after his employment by the RDMW.

6. DUTIES

The duties of the Contractor as Emergency Coordinator shall include the duties of the job description attached, subject to change with a notice period of three months for any amendments proposed by the RDMW.

7. RATE

The Contractor shall be paid \$29.07 per hour with the total number of hours worked derived from a work plan that will be approved by the Regional District with the adoption of the Annual budget. Work performed that is considered "Emergency call-out" (meaning times, outside of normal office hours (9am to 5 pm, Monday to Friday) when the Coordinator has been requested to attend to an emergency as arising from her duties) shall be charged out at \$32.13 per hour. The number of hours may only exceed the budgeted amount, on approval, in the event of services performed during an emergency standby or an actual emergency. The Contractor shall pay their own payroll benefits and other costs.

The Contractor will be responsible for designating an alternate should they not be available to respond to emergencies on account of being away from the Regional District for extended time periods. They will be responsible to notify the Regional District in advance of their absence by providing complete contact information and for any payments made to the designate; the Regional District will re-imburse the Contractor based on the contract rates.

8. WORK SAFE BC

The Regional District will ensure coverage for the Contractor with Work Safe BC. The Regional District will pay Work Safe BC directly on behalf of the Contractor and deduct this cost monthly from monies due and payable to the Contractor.

9. EXPENSES

The RDMW shall reimburse the Contractor for all expenses reasonably incurred in performing her duties under the Agreement, in accordance with the RDMW's expenses policy described in Bylaw No. 728 or its successors. They shall also be responsible for invoicing the Regional District for reimbursement for any payments to the designate. Monthly invoices shall be submitted in a format proscribed by the Regional District. Mileage charges incurred within the Regional District for administrative duties (such as attending regularly scheduled meetings) are included in the rate noted above. Other authorized travel including travel to meetings outside the Regional District will be approved on a case-by-case basis as per Regional District policy. A Cell phone and a laptop computer will be provided for use of the coordinator and their designated alternate in their absence.

10. SEVERABILITY

The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision and any invalid provision will be severable from this Agreement.

10. GOVERNING LAW

This Agreement is governed by and is to be construed interpreted and enforced solely in accordance with the laws of the Province of British Columbia and the federal laws of Canada, as applicable.

11. SUCCESSORS

This Agreement ensures to the benefit of and is binding upon the parties and their respective heirs, executors, successors, and assigns.

12. INDEPENDENT LEGAL ADVICE

The Contractor acknowledges having been advised by the RDMW that he may wish to obtain independent legal advice concerning the contents thereof. The Contractor further acknowledges having read, understood this Agreement in its entirety, and has executed the same voluntarily, without duress or undue influence.

13. AMENDMENT

This Agreement may only be amended by a document in writing signed by the respective parties.

14. HEADINGS

The headings of this Agreement are for convenience only and shall not be used for its interpretation.

15. ENTIRE AGREEMENT

The Agreement constitutes the entire agreement between the parties regarding its subject matter and supersedes all previous or collateral understandings, representations, undertakings, statements or other agreements with respect to the same.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their hands and seals on the day and year first above written.

REGIONAL DISTRICT OF MOUNT WADDINGTON

Chairperson

Administrator

Contractor in the presence of:

Witness

REGIONAL DISTRICT OF MOUNT WADDINGTON
Duties and Responsibilities – Regional Emergency Coordinator*

The Regional Emergency Coordinator (“Coordinator”) position is an essential element of the North Island Regional Emergency Plan (“Emergency Plan”). The Emergency Plan provides further guidance regarding the role of the Coordinator and it is expected that the duties of the Coordinator will change as the plan is amended.

Duties:

Reporting to the Regional District Administrator, the Coordinator will:

1. Coordinate community emergency plans (including Municipal and First Nation plans) with the Regional Emergency Plan, and regularly update and provide advice regarding the Regional Emergency Plan and associated documents.
2. Research funding sources obtain grants and engage in other fund-raising activities, including preparing business plans as necessary.
3. Prepare an annual estimate of expenses required to operate and maintain the Regional Emergency Program.
4. Coordinate annual training and public awareness programs and exercises.
5. Make recommendations on the effectiveness of the Emergency Program.
6. Develop plans for handling unusual emergency activities not normally handled by existing local services.
7. Liaise and coordinate activities with Municipal, Provincial, Aboriginal and Federal counterparts.
8. Coordinate facilities and equipment to ensure that they are in a state of readiness for an emergency.
9. Act as the Liaison Officer during the activation of a Regional Emergency Operations Centre.
10. Provide advice and take any actions required by senior government agencies with respect to authorizations that are necessary to have expenses re-imbursed in the event of an emergency.
11. Coordinate the Recovery Plan in the event of disaster.
12. Organize, and when necessary, act as Secretary of the North Island Regional Emergency Plan Committee.

Geographic Region

The Emergency Coordinator shall be responsible for carrying out her duties within the geographic areas of the Regional District of Mount Waddington.



REGIONAL DISTRICT OF MOUNT WADDINGTON

ECONOMIC DEVELOPMENT DEPARTMENT

MONTHLY REPORT

TO: Board of Directors

FILE: 315.03

DATE: December 9, 2022

FROM: Pat English, Manager of Economic Development

SUBJECT: Monthly Economic Development Department Report

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

- I am preparing an application for funding from the Rural Economic Development Infrastructure Program to extend the work of the past year concerning resident attraction. In addition to funds to continue development of the Ambassador and North Island Economic Forum initiatives, I will be asking for funding to plan the development of a seaweed industry in the area. In support of the application, I am asking for approval of the following resolution:

That the Regional District of Mount Washington supports the submission of a funding application to the Rural Economic Development Infrastructure Program to support our resident attraction program and planning for the development of a seaweed industry.

- I convened the 5th AGM for the Vancouver Island Training and Attraction Society(VINTAS), and we elected a new Board of Directors with Dennis Dugas as Chairman. Part of the proceeding was approval to create a new Learning Council Committee that will assume the role of the North Island College's Learning Council as an acknowledgement of the importance placed on workforce training in sustainable economic development. The new Committee will be chaired by Donna Merry, the Director for NIC and the acting Chair of VINTAS during the past year.
- I have been assisting the CAO and the acting Treasurer with several staffing issues including the recruit of a new Manager of Economic Development and interviews for financial clerks' positions.
- A recent press release issued by the City of Campbell River announced the \$250,000 grant from the province for the Labour Market Study of the north island area. The RDMW is a partner in the study and the Board recently approved a contribution of \$20,000 for this initiative, to be sourced from the Rural Resident Attraction Pilot funding. I am serving on the LMP steering committee, and we recently issued an RFP for consultants to undertake the work. Submissions from consultants will be reviewed at a meeting of the steering committee on December 22, 2022.

Respectfully submitted,

Manager of Economic Development

Dec 2022 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://www.facebook.com/myVIN), [#myVancouverIslandNorth](https://www.instagram.com/myVancouverIslandNorth))

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

2) Vancouver Island North Training and Attraction Society

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

3) Provincial Nominee Program

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

4) Executive Pulse Data Content Management System

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

Respectfully submitted,
Megan Hanacek



December 09, 2022

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

Vancouver Island North Tourism Report: November to December 2022

Upcoming and in-progress activities:

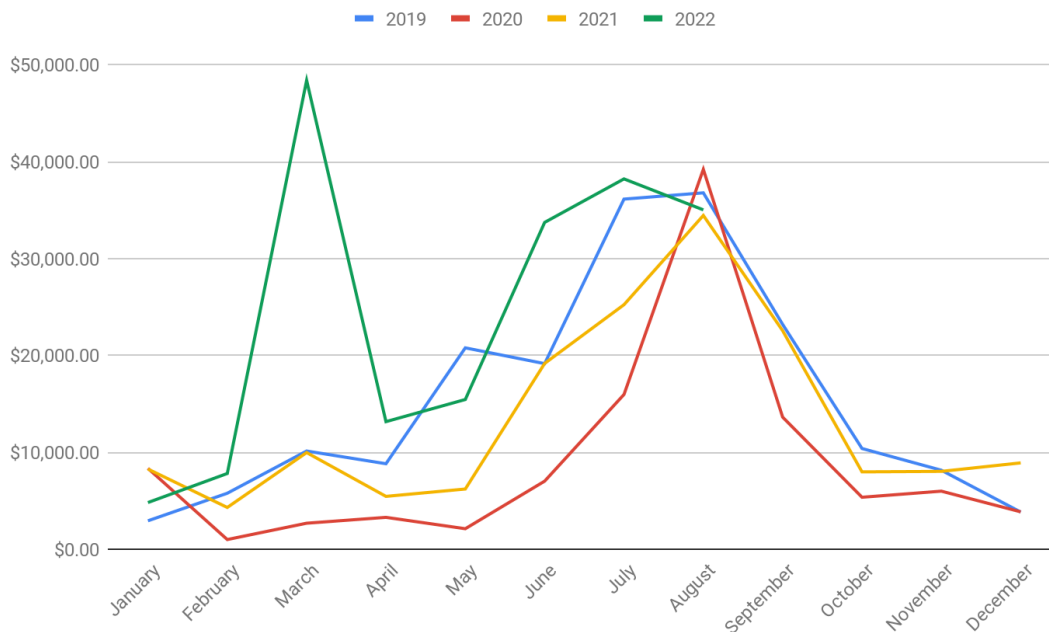
- MRDT Tactical plans and budgets for VINT and all four MRDT collecting communities were completed, approved and submitted to the Ministry by the November 30th deadline.
- The DBC Coop program application for VINT was completed and submitted before the November 30th deadline. Notifications will be sent in late January regarding funding approvals and budgets will be adjusted at that time if needed.
- The VINT Brand Refresh project is still in progress. Options were presented to both VINTAC and the VINT brand steering committee with a mix of both positive and negative responses. A small group was put together to design an additional option. Due to this additional option, the timeline for this project has been pushed back, however we are still aiming to have the branding work done in time to go to print with the Recreation Map for Spring 2023.
- Website work has begun for the rebuild, including a Keyword analysis and review of the Information Architecture. Additional website work will be minimal until the Branding work has completed.
- A new blog post is in the works for giftable experiences on the North Island and will be published in the next week.
- I attended a webinar for LGBT+ Navigating Diversity & Inclusion in the Tourism Industry on November 29 and a Working Effectively with Indigenous Peoples workshop on November 30th. Both workshops provided valuable information for navigating diversity, inclusion and reconciliation.
- I am in the early stages of sourcing funding opportunities for accessible whale watching/sightseeing binoculars for key locations on the North Island. The number of units and exact locations will depend on available funding. I have a meeting next week with a representative from the community placemaking program to discuss the potential to receive funding under this program.
- The 2023 Strategic and Marketing Plan was completed and presented to VINTAC. A recommendation was made to recommend the plan to the Regional District Board of Directors at the November 23rd VINTAC meeting.
 - It was moved and seconded to recommend the Business & Marketing Plan for 2023 to the Regional District Board of Directors.
- The 2023-2024 stakeholder and Strategic positions were discussed and the following recommendations were made.
 - It was moved and seconded to recommend that Andrew Jones, Andrew Nixon, Michael Margolick, and Gord Oppen be appointed to four of the five available Stakeholder positions for the 2023-2024 term.
 - It was moved and seconded to recommend that Geoff Heith to be appointed to the vacant strategic position for the remainder of the 2022-2023 term.

Vancouver Island North Tourism Advisory Committee

- The next VINTAC Meeting will be held on Wednesday January 25, 2022 and will include:
 - Financial Review – TVI & RDMW;
 - VINTAC Terms of Reference;
 - VINTAC Code of Professional Conduct & Conflict of Interest Guidelines;
 - Marketing Update
 - 2023 Chair & Vice Chair Election;
 - 2023 Meeting Calendar Confirmation;
 - Community/Partner Organization Updates

MRDT Revenue by Month:

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



	2019	2020	2021	2022
January	\$2,917.78	\$8,330.62	\$8,259.55	\$4,802.82
February	\$5,761.99	\$982.04	\$4,294.63	\$7,801.24
March	\$10,120.56	\$2,668.57	\$9,959.97	\$48,383.40
April	\$8,809.07	\$3,273.34	\$5,438.80	\$13,435.76
May	\$20,770.41	\$2,100.10	\$6,198.53	\$15,438.90
June	\$19,143.08	\$7,011.24	\$19,162.48	\$33,721.69
July	\$36,126.77	\$15,957.51	\$25,225.62	\$38,211.38
August	\$36,772.69	\$39,195.56	\$34,441.50	\$35,016.19
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	
TOTAL	\$185,949.40	\$108,303.64	\$160,402.04	\$196,528.83

Respectfully submitted,

Natalie Stewart

Natalie Stewart
Tourism Coordinator, Vancouver Island North
250-209-2454 | natalie@vancouverislandnorth.ca



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

November 23, 2022

RE: Recommendations from the Vancouver Island North Tourism Advisory Committee

The following motions were passed for recommendation to the Regional District Board at the November 23, 2022 meeting of the Vancouver Island North Tourism Advisory Committee.

Motion 2022-03

It was moved and seconded to recommend the Business & Marketing Plan for 2023 to the Regional District Board of Directors.

CARRIED

Motion 2022-04

It was moved and seconded to recommend that Andrew Jones, Andrew Nixon, Michael Margolick, and Gord Oppen be appointed to four of the five available Stakeholder positions for the 2023-2024 term.

CARRIED

Motion 2022-05

It was moved and seconded to recommend that Geoff Heith to be appointed to the vacant strategic position for the remainder of the 2022-2023 term.

CARRIED

Sincerely,

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

Natalie Stewart
Coordinator
Vancouver Island North Tourism

Vancouver Island North Tourism Strategic & Marketing Plan 2023

Vision and Mission

Vision Statement

“Vancouver Island North is recognized as a world-class tourism destination.”

Mission

“To increase the benefits of tourism to the Vancouver Island North region.”

Strategic Context

Global Context

The global tourism industry has demonstrated strong signs of recovery from the significant impacts of the COVID-19 pandemic. While there was a rise in international visitor arrivals in 2021, these arrival numbers were well below pre-COVID levels. According to the most recent United Nations World Tourism Organization (UNWTO) World Tourism Barometer, international visitor arrivals nearly tripled over the first seven months of the year suggesting that the sector has recovered almost 60% of pre-pandemic levels. This recovery indicates that there is a pent-up demand for international travel and that a reduction in pandemic restrictions is helping to fuel increased travel.

The UNWTO believes that travel creates “hope and opportunity for people everywhere”, but also recognizes that “now is the time to rethink tourism, where it is going and how it impacts people and planet”. In British Columbia, the pandemic forced communities and businesses to experience uncomfortable lows and highs in tourism visitor volume. During the circuit breaker lockdowns in the spring of 2021, visitation to the Vancouver Island Region decreased by as much as 75%. By August 2021, domestic visitor volume was 20% higher than in 2019 levels. This massive increase in visitor volume presented incredible challenges for businesses from a staffing perspective and it negatively impacted resident quality of life in many communities.

As British Columbia continues to recover from the pandemic, the tourism industry and government must reassess how tourism occurs within destinations and must work to address significant sustainability issues that result from the tourism sector. Chief among the tourism sector’s many impacts is climate change. Tourism is responsible for 11% of global greenhouse gas emissions, with about half of that resulting from transportation. In British Columbia, transportation accounts for 39% of the province’s total emissions. Other community-based concerns include congestion at peak times, labour issues, visitor impacts on natural spaces and general bad visitor behaviour. While continuing to support the economic recovery of the tourism sector, it will be essential that the government, DMOs and businesses also work to maintain tourism’s social license by increasing sector-based benefits to locals and mitigating impacts.

The Vancouver Island Region is committed to ensuring that travel is a force for good - forever. Following Tourism Vancouver Island's recent shift to 4VI, an innovative social enterprise model focused on social impact and sustainability, many Vancouver Island community destination marketing organizations have been inspired to increase their focus on creating a greener, gentler and more sustainable visitor economy in their local destinations.

As a diverse region, the needs of individual Vancouver Island Communities are very different. Gateway destinations such as Greater Victoria and Nanaimo require sustained but carefully managed year-round demand in order to maintain full-time employment and ensure the profitability of businesses. Other resort-style communities such as Tofino are facing continued challenges in managing very high visitor volumes, while remote and historically resource-dependent communities such as Vancouver Island North, have the ability to welcome incremental visitors to support economic development. Despite the differences between Vancouver Island Region destinations, all communities should prioritize responsible promotion, thoughtful-community-based tourism development, and climate action among other local priorities.

Vancouver Island North Tourism

Vancouver Island North is a resilient destination that has successfully weathered the past few years of the pandemic. In the summer of 2020, many Canadians visited Vancouver Island North for the first time as they were drawn to the region's "open spaces and few faces." Vancouver Island North has continued to build on this visitation, attracting repeat visitors to the region. Sustainability and tourism management has become a key focus as the summer months continue to draw larger numbers of visitors to the region.

As the North Island industry continues its recovery, a key objective is to retain new market share of domestic travellers who first visited during the pandemic, while also welcoming international travellers. Vancouver Island North Tourism is well positioned to support continued visitation among domestic travellers through targeted digital marketing campaigns and partnerships with 4VI, Destination BC and others will support the return of important long haul travellers

Vancouver Island North SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> ● Natural, wild landscapes ● Coastal mainland peaks, glaciers, rivers ● Islands and inlets and caves ● Remote but accessible ● Inside passage ferry routes ● Whales, wildlife and sport fishing ● Cultural and Indigenous tourism ● Remote Iconic Lodges ● Authentic indigenous experiences ● Diversity of people and lifestyles ● Homesteading history 	<ul style="list-style-type: none"> ● Reliance on long-haul travellers ● Market awareness ● Labour market ● Seasonality ● Transportation ● Cellular and broadband services ● Operator sophistication ● Signage ● Online trip planning ● High business costs ● Air services ● Lifestyle oriented operators ● Lack of recognition of the value of tourism

Opportunities	Threats
<ul style="list-style-type: none"> • Advance sustainable travel priorities • Promote health recommendations among travellers • Greater collaboration among communities • More opportunity for businesses to be engaged with DMOs • Expand shoulder season product • Package experiences and work with airline partners • Generate return visits among BC and AB visitors 	<ul style="list-style-type: none"> • Ecosystem health • Traditional resource-based industries • Ferry services • Implementation resources for existing plans • Volunteer burnout • Gas prices • COVID-19 impact and uncertainty • Tourism business solvency • Lack of labour and housing • Loss of long haul source markets • Policy implications for marine mammal viewing • Visitors damaging natural spaces

Overall Goals, Objectives and Targets

Vancouver Island North is a well established and strategy-driven organization focused on increasing visitation to the Regional District of Mount Waddington and growing tourism for the benefit of residents, visitors and businesses alike. The following goals, objectives and tactics were developed in concert with the North Island’s tourism industry and a diverse range of other tourism partners.

Vancouver Island North Tourism’s 6 goals and corresponding strategies are as follows:

1. To increase tourism revenues in the Regional District of Mount Waddington

Goal 1	Objective	Target	Notes
Increase Revenues	Increase number of overnight stays	+10% by 2026	Grow off-peak visitation to increase number of overnight stays annually

2. To increase consumer awareness of the Regional Districts of Mount Waddington’s cultural and natural visitor experiences

Goal 2	Objective	Target	Notes
Increase Consumer Awareness of Cultural and Natural Assets	To increase awareness and desirability of the RDMW as a destination for nature-based and wildlife viewing activities	Maintain awareness and desirability levels in key markets (+/-4.9%) by 2026	Awareness in key markets is already high. The key is to create urgency to visit, especially during off-peak season.

3. To increase off-peak visitation to the Regional District of Mount Waddington and increase the length of stay on the North Island.

Goal 3	Objective	Target	Notes
Increase Off-Peak Visitation	Increase overnight visits during off-peak season (peak season	+15% MRDT revenues collected outside of July,	May and June will be the focus for driving increased off-peak season visitation.

	defined as July, August and September)	August and September by 2026	During these months, wildlife is in abundance and the weather is fair.
--	--	------------------------------	--

4. To increase inventory of market ready and export ready product

Goal 4	Objective	Target	Notes
Destination Development	Leverage existing programs, resources and tools to enhance the visitor experiences	+8 Net Promoter Score by 2026	Partner with Tourism VI, DBC, Community Futures and other agencies.

5. To increase resident and local government awareness of the value of tourism and of the value of Vancouver Island North Tourism

Goal 5	Objective	Target	Notes
Value of Tourism to the Region	Increase resident and local government awareness of tourism's value to the region and of Vancouver Island North Tourism's role	Maintain awareness of tourism's value by 2026 at 79% +10% awareness of VINT by 2026	Increase connection with residents to maintain tourism social licence and to increase awareness of Vancouver Island North Tourism

6. For Vancouver Island North Tourism to be a financially sustainable and unifying organization

Goal 6	Objective	Target	Notes
Financial Sustainability and Unification	To increase MRDT revenues and to unify the Vancouver Island North tourism industry	+10% MRDT revenues by 2026; increase number if stakeholder participants in marketing programs +10% by 2026	Generating increased off-peak overnight visits will be critical to increasing MRDT revenues. Stakeholder investment demonstrates industry commitment to VINT programming and projects.

Strategies

Vancouver Island North's strategy aligns with planning priorities at local, regional and provincial levels. While leveraging and working in alignment with the "Super, Natural British Columbia" Brand, Vancouver Island North Tourism has identified the following strategic directions for the industry:

1. Vancouver Island North Tourism is a collaborative initiative for the Regional District of Mount Waddington that seeks to coordinate tourism marketing in a collaborative way across the Regional District.
2. VINT will inspire a more responsible tourism ethic encouraging visitors, businesses, residents and communities to reduce their impact on natural spaces.

3. VINT will lead focused digital marketing campaigns that promote the Regional District of Mount Waddington and its communities to core target markets on Vancouver Island and in British Columbia.
4. VINT will generate consumer demand and advance consumers along the path to purchase by focusing on Vancouver Island North's natural and cultural assets.
5. VINT will increase market readiness of tourism operators in concert with partner organizations including business associations, local government and special event committees.
6. VINT will increase overnight visitation during off-peak months (outside of July, August and September) with a particular focus on June as weather is favourable and wildlife is easily viewable.
7. VINT's primary focus is on marketing the Vancouver Island North region as a destination. While it is recognized that there are opportunities for industry services and development activities in the region, destination marketing has been identified by the Vancouver Island North Tourism Advisory Committee as the priority due to the limits of project resources.

Target Markets

Vancouver Island North Tourism's key target markets include Vancouver Island and mainland British Columbia.

Season	Demography/Activity Segment.	Location
Summer (July, August, September)	Primary <ul style="list-style-type: none"> • Couples/small groups • 40+ years of age • \$80,000 annual HHI • Post secondary Ed. Secondary <ul style="list-style-type: none"> • Adventure enthusiasts • Under 40 years of age 	Primary <ul style="list-style-type: none"> • Vancouver Island • BC Secondary <ul style="list-style-type: none"> • Alberta • Other: SK, WA, OR, CA & Europe
Spring (May, June)	Primary <ul style="list-style-type: none"> • Whale watchers • Bear viewers • Hikers/campers Secondary <ul style="list-style-type: none"> • Ferry Passengers 	<ul style="list-style-type: none"> • Central and Southern Vancouver Island • Lower Mainland
Off-Season (October – April)	Primary <ul style="list-style-type: none"> • Skiing • Fishing • Art & Culture • Storm watching • Art Enthusiasts 	<ul style="list-style-type: none"> • Central and Southern Vancouver Island • Lower Mainland • Alberta

	• Remote Workers	
--	------------------	--

Brand Positioning

Vancouver Island North Tourism is Tier 1 compliant with the Super, Natural British Columbia Brand. Vancouver Island North’s brand position is focused on showcasing the region’s cultural and natural assets through storytelling that differentiates Vancouver Island North from competitor destinations. The “Get Lost. Find Yourself.” campaign seeks to create an emotional connection with prospective visitors and it recognizes that we are all made up of a collection of experiences. The brand reflects Vancouver Island North’s abundance of outdoor and cultural visitor experiences that are truly transformational.

The campaign’s intention is to deliver compelling content to target audiences to increase the awareness and desirability of the region through a digital first marketing approach.

Demand Generators

The following activities are key demand generators for Vancouver Island North:

- Culture
 - First Nations history and culture
 - Settlement history and culture
- Outdoor Recreation
 - Sport fishing
 - Hiking and walking
 - Skiing
 - Diving
 - Camping
 - Tours
 - Kayaking
 - Surfing
 - Storm watching
 - Bird Watching
- Wildlife & Nature
 - Whales
 - Humpback Whales
 - Orca Whales
 - Salmon
 - Bears
 - Remote getaways

Major Category: Marketing
Activity Title: Media Advertising and Production
Tactics:

- **Search Engine Marketing**
- **Social Media Advertising**
- **Email Marketing**
- **Digital Advertising**
- **Print Advertising**
- **BC Ale Trail**
- **BC Bird Trail**

Implementation Plan:

- **Description:**

Vancouver Island North offers unique nature-based and cultural travel experiences, and this particular market positioning, informed through extensive stakeholder and resident engagement, will define advertising messages, mediums and timing.

Advertising will serve to increase brand awareness, and capture interest, through inspirational storytelling.

Advertising will serve to increase bookings with direct calls to action.

Digital and social marketing, that also incorporates re-targeting for the most effective reach, will enable Vancouver Island North to continue to exercise fiscal prudence while maximizing effect.

Sustainable and mindful travel messages will remind visitors that an expectation of safe and respectful travel behaviours is expected of them; and indigenous tourism experiences will be supported through advertisements as storytelling is directed by First Nations themselves.

- **Objectives:**

- Capture consumer interest in the region
- Increase consumer awareness of the region
- Increase traffic to VINT and partner websites
- Increase traffic to social media platforms
- Encourage consumers to advance along the path to purchase
- Drive traffic to stakeholder businesses
- Increase size of email subscriber database
- Maintain regular contact with email subscribers and develop targeted calls to action
- Re-target individuals who have visited the websites with a Travel Now call to action
- Assist with trip planning in market
- Encourage responsible visitation and adherence to health recommendations
- Push visitation interest outside of high season, toward the development of a shoulder season for Vancouver Island North.

- **Rational:**

Paid advertising enables VINT to generate website visits from target audiences, through controlled and consistent brand positioning. Through this we will advance consumers along the path to purchase while ensuring that responsible travel is top of mind.

- **Action Steps:**
 - Stakeholder and resident engagement will continue to define the identity of Vancouver Island North, and target markets;
 - Compelling messages and content will be created to present the value proposition;
 - Advertisements will run, and be continually tested and optimized.
- **Potential Partnerships:** stakeholders, writers, community storytellers, Fishing BC, BC Ale Trail, community tourism advisory committees and Visitor Centres in the Vancouver Island North Region, Village of Alert Bay, Town of Port McNeill, District of Port Hardy, Local Artists.
- **Resources:** Tourism staff, Tourism Vancouver Island, contractors, stakeholders, publications/ad networks, creative agency
- **Funding:** MRDT, Cooperative Marketing Partnerships Open Pool, stakeholder
- **Timeframe:**
 - Search engine optimization: Always on
 - Social media advertising: February to November
 - Email marketing: Ongoing
 - Digital advertising: April to June
 - Print advertising: May to June
 - Industry Co-op: April to March
 - Broadcast advertising: Spring
- **Budget: \$104,200**

Performance Measures: Impressions; Click-thru rate; Cost per click; Bounce rate; Time on site; Pages per visit; Cost per action; Conversion rate; Resource downloads; eNewsletter subscriptions; Referrals to stakeholders.

Major Category: Marketing

Activity Title: Website

Tactics:

- Website Development

Implementation Plan:

- **Description:** Vancouver Island North Tourism is in the process of a website rebuild (Oct 22-Jan 23) This will allow for greater accessibility and functionality moving forward. In 2023, we will continue to build the strength of the regional tourism website Vancouverislandnorth.ca as a tool for trip planning and conversion, continue content development and enhance user experience. We will expand visual and editorial content promoting the regions tourism assets and stakeholders.
- **Objectives:**
 - Increase visitor volume to websites
 - Increase click-through rates to and engagement with feature content
 - Increase downloads of trip planning resources
 - Grow the email subscription list
 - Increase click-through rates to stakeholder websites
 - Increase the relevancy of the VancouverIslandNorth.ca website

- Increase the stickiness of the VancouverIslandNorth.ca website
- **Rational:** VancouverIslandNorth.ca is a digital portal to planning a Vancouver Island North vacation. It must be continually refined for optimal usability, tracking and the inclusion of relevant and inspirational content that encourages conversion. Websites have been a critical part of the marketing mix for many years, but with new limits to our physical interactions at Visitor Centres and travel information outlets due to COVID-19 restrictions websites are increasingly important today. In-market visitor servicing has also shifted to a hybrid of in-person and online delivery so a robust web presence will service consumers no matter where they are in the journey.
- **Action Steps:**
 - Manage and maintain website through ongoing content development and refinement, including:
 - Develop messaging around key content themes – hidden gems, know before you go, shoulder season experiences, sustainability and inter-community travel.
 - Build new landing pages to facilitate better search engine results – fall activities, sustainable travel, Great Bear Rainforest, Hiking, Storm Watching, & Heritage Sites.
 - Continued staff training to ensure skills are upgraded and optimal
 - Monitor third party websites to ensure accurate online representation
 - Further develop digital resources for marketing campaigns (image bank)
 - Continue and expand blog content
 - Work cooperatively with tourism industry leaders (DBC) to ensure branding alignment
 - Maintain an active presence on social media platforms promoting community highlights, local points of interests, tourism-based experiences and safe travel messaging, drive traffic back to website
 - Coordinate partnership opportunities as they arise
- **Potential Partnerships:** Stakeholders, writers, community storytellers, Fishing BC, community tourism advisory committees and Visitor Centres in the Vancouver Island North region
- **Resources:** Tourism staff, Tourism Vancouver Island, contractors, creative agency.
- **Funding:** MRDT revenue, Destination BC Co-op
- **Timeframe:** Ongoing
- **Budget: \$15,000**

Performance Measures: Number of sessions, Number of unique visitors, Number of page views, Number of referrals (conversions) Sources, Device, Geography

Major Category: Marketing

Activity Title: Social Media

Tactics:

- **Organic Social Media & Influencer marketing**
- **Crowdriff**

Implementation Plan:

- **Description:** Build upon past organic social media efforts towards curating feeds that are filled with user-generated and on-brand images, videos and messages. Curate user-generated content and refine messaging to maximize engagement and traction through organic content and calls-to-action. Develop compelling reasons - through content - for visitors to click through to the Vancouver Island North website. Use social media influencers to reach target audiences (through Influencers followers) and to gain followers on our VINT channels. Influencers will be carefully chosen to align with our goals of sustainability, seasonal dispersion and will highlight the cultural significance of the region.
- **Objectives:**
 - Increase traffic and user engagement on social channels
 - Increase click-through rate to VancouverIslandNorth.ca
 - Grow the Vancouver Island North social community
 - Increase the reach of social messaging
 - Use #exploreBC to amplify provincial tourism messaging on social media platforms
 - Use the #gonorthisland hashtags to connect with users and brand ambassadors
 - Reinforce the brand authenticity by posting user-generated content to tell the story of the region
 - Reinforce Sustainability messaging throughout social channels
- **Rational:** The collection and sharing of user-generated and aspirational content grows social-proof and builds consumer trust. The use of images, stories and content will enforce the strategic pillars of inter-community, hidden gems and local stories, and off-season experiences. Social platforms will be used as a source of inspiration and a pathway to travel planning tools and stakeholder conversions from the VancouverIslandNorth.ca website
- **Action Steps:**
 - Utilize Crowdriff (software) to source user-generated content
 - Post regularly to social platforms with important and compelling reasons to visit Vancouver Island North from the visitor's perspective for maximum impact
 - Monitor and respond to social conversations involving Vancouver Island North tourism
 - Align organic social messaging and paid advertising
 - Promote resident engagement and support for social media platforms
 - Develop messages of responsible tourism to educate travellers
 - Use social platforms to keep consumers informed of the latest travel advisories affecting the region
- **Potential Partnerships:** Stakeholders, writers, community storytellers, local resident influencers with strong social channels and/or photography skills, past visitors and influencers, community tourism advisory committees and Visitor Centres in the Vancouver Island North region
- **Resources:** Tourism staff, Tourism Vancouver Island, contractors, stakeholders, influencers, residents
- **Funding:** MRDT revenue, Destination BC Co-op

<ul style="list-style-type: none"> ● Timeframe: Ongoing ● Budget: \$56,000.00
Performance Measures: Total Followers, Engagement rate, Reach, Number of uses of #ExploreBC hashtag, Number of uses of the #GoNorthIsland hashtag

Major Category: Marketing
Activity Title: Print Collateral Production & Distribution
Tactics: <ul style="list-style-type: none"> ● Regional brochures ● Vancouver Island North Maps ● Local Event promotion
Implementation Plan: <ul style="list-style-type: none"> ● Description: Design, production and distribution of print collateral will assist visitors when in-market; and encourage increased spending through trip planning/itinerary tools and offers; ● Objectives: <ul style="list-style-type: none"> ● Efficient and effective distribution of print material through established channels ● Increase traffic to travel planning tools available at VancouverIslandNorth.ca ● Rational: The brochures and maps will be tools for visitor service staff to assist in-market travellers in trip-planning that may extend their stay and encourage inter-community travel during their visit. Key online resources will be listed on the publications so visitors have an easy reference that will lead them to further trip planning tools and to stakeholder listings. ● Action Steps: <ul style="list-style-type: none"> ● Develop a project brief for print collateral production ● Work with a creative agency to develop the design ● Coordinate printing ● Distribute via BC Ferries and in-market and close-to-market Visitor Centres ● Potential Partnerships: Stakeholders, community tourism advisory committees and Visitor Centres in the Vancouver Island North region ● Funding: MRDT revenue, Destination BC Co-op, stakeholder investment ● Timeframe: Fall/Winter ● Budget: \$25,500.00
Performance Measures: Number of brochures distributed

Major Category: Marketing
Activity Title: Travel Trade & Media Relations
Tactics: Trade & Media Familiarization
Implementation Plan:

- **Description:** Support the initiatives of Tourism Vancouver Island and Destination BC to rebuild the trade and travel media market, including supporting stakeholders who may wish to learn about trade and hosting trade personnel and travel journalists at the request of Destination BC and Tourism Vancouver Island.
- **Objectives:**
 - Communication of story ideas to Tourism Vancouver Island and Destination BC
 - Communication of experiences available for trade and media familiarization tours to Tourism Vancouver Island and Destination BC
- **Rational:** Prior to COVID-19 travel restrictions, Vancouver Island North had experienced a surge in travel trade and media interest. Journalists, travel agents and tour operators were looking for new experiences on Vancouver Island and the North picked up on growing interest in wildlife viewing, wild experiences, the Great Bear Rainforest and Indigenous cultural experiences. Earned media and travel trade will once again present an opportunity to engage in new markets, and to tap into an existing network of activity and support created and run by Destination BC and Tourism Vancouver Island. Vancouver Island North Tourism will work with these organizations to showcase the region's hidden gems through local media outlets to Vancouver Island and BC residents
- **Action Steps:**
 - Generate story ideas and share product updates with Tourism Vancouver Island and Destination BC
 - Assist Tourism Vancouver Island and Destination BC with hosting trade and media familiarization tours
 - Evaluate stakeholder requests for support of trade and media tours
 - Fulfill requests for regional information from trade and media representatives
 - Work with local operators to encourage support of media visits and overall knowledge of travel trade and media markets
- **Potential Partnerships:** Stakeholders, Destination BC, Tourism Vancouver Island, community storytellers, community tourism advisory committees and Visitor Centres in the Vancouver Island North region
- **Resources:** Tourism staff, Tourism Vancouver Island, Destination BC, media outlets, travel agents and tour operators
- **Funding:** MRDT Revenue
- **Timeframe:** Ongoing, as opportunities present
- **Budget:** \$500.00

Performance Measures: As identified by the opportunity.

Major Category: Marketing

Activity Title: Consumer Faced Asset Development

Tactics:

- Photography
- Video
- Written Content
- Trail App

Implementation Plan:

- **Description:** Build inventory of brand-aligned assets that are truly reflective of diversity in the activities and experiences in the region for use across all marketing campaigns. Ensure third-party rights are acquired for images so they can become part of the Destination BC content commonwealth and accessible for stakeholder use. Use existing and new videography to communicate local stories and messages of welcome, sustainable and mindful travel ethics. Use keywords identified in the Search Marketing strategy to develop website content that can be used on the website and social media. Continue to develop the web and mobile application featuring parks, trails, recreation sites and tourism businesses in the region.
- **Objectives:**
 - Increase the inventory of brand-aligned images
 - Increase the inventory of brand-aligned video content
 - Build trip planning and community editorial content
 - Increase awareness and downloads of the North Island Trail Guide app
- **Rational:** Photos, video and written content are critical components of all marketing campaigns. Investment into asset development is crucial to all marketing efforts. Image acquisition will pay particular attention to current gaps in imagery within the database. Welcome messaging will build consumer confidence and help visitors understand the expectations of local communities. The app promotes the diversity of hiking and camping options available in the region, giving incentive to inter-community travel and encouraging visitors to discover hidden gems. The App also has an Art trail loop promoting local arts and culture as well as seasonal dispersion.
- **Action Steps:**
 - Develop a shot list based on content needs
 - Contract a photographer and/or review photographer portfolios for appropriate stock images
 - Acquire images with third-party rights when purchasing photos
 - Share photos with Tourism Vancouver Island and industry partners
 - Contract a videographer to produce videos
 - Obtain written content for use online and in print publications
 - Build app functionality to enhance the user-experience and provide expanded content including indigenous experiences in the region
 - Work with a technical agency to complete the programming
- **Potential Partnerships:** Stakeholders, photographers, videographers, writers
- **Resources:** Tourism staff, Tourism Vancouver Island, technical agency, photographers, videographers, writers
- **Funding:** MRDT Revenue, Destination BC Co-op
- **Timeframe:** Ongoing
- **Budget:** \$48,000

Performance Measures: Number of Images, Number of videos, Cost per video, Video completion rate, Video view quartiles, Cost per engagement. Number of page views, Time on page, number of impressions, google play rating, app installations, app sessions (apple only; opt-in only)

Major Category: Destination & Product Experience Management
Activity Title: Industry Development and Training
Tactics: <ul style="list-style-type: none"> ● Industry Engagement and support (workshops, one on one) ● VICTRP Support ● FAM TOURS
Implementation Plan: <ul style="list-style-type: none"> ● Description: Support North Island tourism businesses in developing new experiences and opportunities, in particular in the off-season. Facilitate tourism businesses working together for packaging and cross-referral ● Objectives: <ul style="list-style-type: none"> ● Grow availability of packaged tourism experiences in the region ● Increase the number of workshops and networking opportunities focused on experience development ● Rational: Having experience packages available for consumers can help convert the sale by making it a simple one-step process to book and can also help consumers visualize what a multi-day stay in the region could look like even if the package isn't exactly what they are looking for. Facilitating networking opportunities (virtual if necessary) is a way to connect tourism businesses and get stakeholders thinking about creative ways to collaborate. ● Action Steps: <ul style="list-style-type: none"> ● Coordinate workshops and networking opportunities (online if necessary) for experience development ● Potential Partnerships: Stakeholders, Destination BC, Tourism Vancouver Island, community tourism advisory committees ● Resources: Tourism staff, Tourism Vancouver Island, contractor ● Funding: MRDT Revenue ● Timeframe: Ongoing ● Budget: \$6,614.51
Performance Measures: Participation, other metrics to be defined.

Major Category: Destination & Product Experience Management
Activity Title: Research and Evaluation
Tactics: <ul style="list-style-type: none"> ● Stakeholder Survey ● Resident Survey ● Visitor Survey ● Market Research (Mobilesapes, Perception, Omnibus)
Implementation Plan: <ul style="list-style-type: none"> ● Description: Survey work for tourism stakeholder and Vancouver Island North resident populations ● Objectives: <ul style="list-style-type: none"> ● Increase the recognition of the value of the Vancouver Island North Tourism amongst stakeholders

- Increase the recognition of the value of tourism in residents of Vancouver Island North
- Omnibus survey will be used to measure awareness of Vancouver Island North as a place for a leisure trip, net promotor score and the overall desirability of Vancouver Island North as a place for a leisure trip.
- **Rational:** To learn how tourism stakeholders rate their awareness and satisfaction of Vancouver Island North regional tourism projects and to gather feedback on challenges and opportunities for the local tourism industry. To learn how Vancouver Island North residents feel about the tourism industry in their communities. The stakeholder survey will be distributed through the email database. The resident survey will be promoted through local Facebook groups and local media. The visitor experience survey will help increase the number of visitors to the Vancouver Island North region participating in local tourism experiences.
- **Action Steps:**
 - Develop an online stakeholder survey, using the Destination BC MRDT stakeholder survey guidebook to assist in survey development
 - Deliver the stakeholder survey through the email database
 - Develop an online resident survey
 - Promote participation in the resident survey through local Facebook groups, local media and local business organizations
- **Potential Partnerships:** Destination BC, Tourism Vancouver Island, community tourism advisory committees, Chambers of Commerce, local media,
- **Resources:** Tourism staff
- **Funding:** MRDT Revenue
- **Timeframe:** Ongoing
- **Budget: \$5,000.00**

Performance Measures: Number of surveys completed

Marketing Budget 2023	
Revenues	
MRDT Carry-forward from previous calendar year	\$200,000.00
MRDT (estimate)	\$215,315.00
Local government contribution	\$8,000.00
Stakeholder contributions (Co-op marketing projects estimate)	\$35,250.00
Open Pool Co-op funds	\$124,250.00
Grants – Federal	
Grants – Provincial	
Grants / Fee for service – Municipal	
Retail Sales	
Interest	
Other	
Total Revenues	\$382,815.00

Expenses		
	Operating and Management Fees	\$122,000
	Marketing Total	\$260,814.51
	Search Engine Marketing	\$15,000.00
	Social Advertising	\$22,000.00
	Organic Social Media & Influencer	\$48,000.00
	Email Marketing	\$10,000.00
	Digital Advertising	\$30,000.00
	Website	\$15,000.00
	Trails App	\$3,000.00
	Crowdriff Subscription	\$8,000.00
	Photography	\$20,000.00
	Written Content	\$10,000.00
	Video	\$15,000.00
	Print Collateral Production and Distribution	\$25,500.00
	Travel Trade and Media	\$500.00
	Industry Support and Engagement	\$6,614.51
	Research	\$5,000.00
	Print Advertising	\$13,000.00
	Industry Co-op	\$4,200.00
	Outdoor Advertising	\$10,000.00
	Total Revenue	\$382,814.51
	Total Expenses	\$382,814.51



REGIONAL DISTRICT OF MOUNT WADDINGTON

OPERATIONS DEPARTMENT

MONTHLY REPORT

TO: Board of Directors **FILE:** 315.04 **DATE:** December 9, 2022
FROM: Patrick Donaghy, Manager of Operations
SUBJECT: December 2022 Operations Report

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

Operations at 7 Mile Landfill has successfully brought on two new casual employees. Their function will be to make up labour shortages caused by holidays and illnesses. It would appear that the arena posting the help wanted information on the new sign was a catalyst for greater interest.

Coby Pawluk has completed the initial prototype with the accompanying operating procedure for the calibration of the outfall meters for Sointula and Hyde Creek waste water treatment plants. This effort is of significant importance to bring both facilities into full compliance with federal regulations.

In a follow-up to an item from the November Board meeting, the Manager of Operations has discussed the needs of the Campbell River Search and Rescue (CR-SAR) team in regards to financial support for their ongoing operations. In discussions with Jason Swain, CR-SAR's 2nd Vice President, a contribution of \$5,000 would be a significant factor in their ongoing equipment and training needs. No commitment has been made to CR-SAR on the part of the Regional District.

The Regional District in the cause of clarity has and will continue to communicate the requirements for disposing demolition waste material that has resulted from structural fire events. Given the near impossible task of testing for hazardous material after a structural fire and the generation of toxic material resulting from incomplete combustion, all such material will be considered hazardous waste and must be packaged to the same standards of asbestos. Exemptions can be made for those getting the waste signed off as being non-toxic by a properly certified individual such as an Occupational Hygienist.

The Woss Volunteer Fire Department hosted an auto-extraction course from November 12th to the 14th. While the host department provided five students for the course, Port McNeill and Sointula provided five and two students respectively. This training is critical for the safety of

those who travel along Highway 19 as responders must take this course every three years to maintain their status.

Finally, the Manager of Operations is continuing the process of reviewing the fiscal status of local services and the Regional Solid Waste Program and has started developing the 2023 Budgets. By the time of the December Board meeting, preliminary draft budgets will have been discussed with the Coal Harbour LCC and the Malcolm Island Advisory Commission.

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:** December 20, 2022
FROM: June Kwon, Planning Assistant, Planning Department
SUBJECT: December 2022 Planning & Development Services Department Report

1. Zoning Bylaw Amendment

- 2022-ZBA-01-CH: application to rezone 33 acres property in Coal Harbour, from Forestry to General Commercial;
 - a. Planning staff attended *CHLCC* on 24th of August to obtain community's input.
 - b. Planning staff attended *RPC* on 18th of October and presented staff report.
 - c. First Reading was given on 18th of October
 - d. Public Hearing was held on 15th of November
 - e. Second Reading was given on 15th of November

As a result of aforementioned processes, *Coal Harbour Zoning Bylaw No. 669, Amendment Bylaw No. 1015, 2022* is on the current agenda and may receive its third reading upon Boards endorsement.

2. Site Permit:

- Received; planning department received following site permit applications;
 - a) 2022-SP-48-HC: construction of accessory structures in Sointula, Malcolm Island
- Issued; planning department issued following site permits
 - a) 2022-SP-47-TC: expansion of existing primary dwelling in Telegraph Cove

3. Crown Referral:

- **Received;** Planning department received following referral requests;
 - a) 20221224-REF-151351023-1415209: referral request made by *Ministry of Forests* regarding the application which purposes to establish telecommunication utilities within and or around That Part of District Lot 759, Unsurveyed Crown foreshore or land covered by water being part of the beds of Broughton Strait, Cormorant Channel, Blackfish Sound, Queen Charlotte Strait, Nowell Channel, Fife Sound, Mayne Passage, Indian Channel, Shawl Bay, Sutlej Channel, Kingcome Inlet, West, Retreat, Spring, Eliot, Cramer, Raleigh Penphrase, Dunsany & Pasley Passages, Rupert and Range 1 Coast Districts.
 - b) 20221228-REF-151419514-1414787: referral request made by *Ministry of Forests* regarding the application purposes to accommodate adventure tourism activities near Jervis Inlet, Egmont, Sunshine Coast, Gods Pocket, Port Hardy, Deer Group Islands and Bamfield.
- **Completed;** Planning department provided Interagency Referral Report(s) to applicable agencies;

- a) 20221118-REF-150567137-13880-02-470: *Lease Term Extension Application*; the site is located 17km ESE of Port Alice and 24km SSW of Port McNeill.
- c) 20221123-REF-150647793-700553: application regarding establishment of log handling facility, tenure area of 3.75 hectares, near Jennis Bay, 39.5 km NE of Port Hardy; application considers a replacement of existing tenure and tenure boundary amendment.

4. Bylaw Enforcement:

- a) 2022-BENF-10-HC: sent *Frist Notice* refused by the addressee
- b) 2022-BENF-12-HC: file closed (misplaced derelict vehicles in Hyde Creek)
- c) 2022-BENF-14-HC: file created (zoning infringement – number of dwelling units within one parcel)

5. Miscellaneous:

- a) *November Building and Demolition Permits Survey* has been submitted to *Statistics Canada*.

Respectfully Submitted,

June Kwon, Planning Assistant

Approved by

David Kim, Chief Administrative Officer



REGIONAL DISTRICT OF MOUNT WADDINGTON

REPORT

TO: BOARD
FROM: Debra Oakman
SUBJECT: Finance Department Report
DATE: December 14, 2022

Status of Financial Administration as of Dec 2022.

2021 Status – all Financial Reporting obligations have been met.

2022 Status -

Work in progress continues with the objective of providing a monthly Board report on Financial Administration oversight. The report is intended to provide a status summary of statutory and other deadlines as well as reporting on internal control items.

The management team is beginning to review financial transactions for each service for the period of Jan to Oct 2022. Best practice would be at least a quarterly review however due to ongoing finance department resource challenges; the current review will be year to date. Meetings will continue with the management team to work through any variances with the objective of correcting any coding errors before the close of 2022 financial information.

Recruitment of a Treasurer and finance staff is critical.

Respectfully Submitted,

Concurrence

Debra Oakman, CPA,CMA
D. Oakman and Associates Consulting

David Kim, PENG, Administrator



REGIONAL DISTRICT OF MOUNT WADDINGTON
Single Source November 2022

TO: REGIONAL DISTRICT BOARD MEMBERS

FROM: Shelley MacEachern, Finance Clerk

DATE: December 14, 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 - November 2022

DATE	CHEQUE #	PAYABLE TO	AMOUNT	Description	Service / Description
Nov 30/22	5189	Arcadia Elevator Services Ltd. In conjunction with One on One Improvements	\$ 13,597.50	Chilton Arena Elevator Lift	Specialty contractor specific to elevator installations. One on One has a working relationship with Arcadia Elevator Services which eliminates any warranty issues pertaining to elevator installation and building modification.
Nov 2/22	5151	Cascade Wear BC Ltd.	\$ 5,080.32	Jackets, accessories, shipping (Outdoor regular wear jackets, not firefighting gear)	Coal Harbour Volunteer Fire Department

DATE	CHEQUE #	PAYABLE TO	AMOUNT	Description	Service / Description
Nov 21/22	1896 (EFT)	Duncan Electric	\$ 18,980.52	Flygt Pump	Duncan Electric is the supplier of Flygt Pumps which are the standard for the Regional District of Mount Waddingtons Lift Stations
Nov 4/22	5159	H6 Electrical	\$ 22,269.32	Arena - Backup Generator	Part of the Green and Inclusive Community Buildings Grant - Installation of electrical required to run Arena backup generator.
Nov 4/22	5159	H6 Electrical	\$ 1,764.37	Arena - Automatic Door	Installation of circuits for automatic door and installation of cables for display TV
Nov 21/22	5183	Tex Electric Ltd.	\$ 12,923.95	Sointula Sewer Battery Connection	Tex Electric has previous experience connecting batteries to Coal Harbour Lift Stations.
Nov 2/22	5121	Central Square Software	\$ 3,602.17	Central Square Software Training for Finance Department	Central Square Software Training for Finance Department



THIS AGREEMENT made this 1st day of November 2022

BETWEEN: REGIONAL DISTRICT OF MOUNT WADDINGTON
Box 729
2044 McNeill Road
Port McNeill, BC V0N 2R0
(hereinafter called the "Regional District")

AND: BROUGHTON CURLING CLUB
Box 427
2203 Campbell Way
Port McNeill, BC V0N 2R0
(hereinafter called the "Curling Club")

WHEREAS the Regional District is the owner of the Chilton Regional Arena, located on 2205 Campbell Way in the Town of Port McNeill (hereinafter called the "Arena");

AND WHEREAS the Curling Club is the owner of a curling rink situated adjacent to the Arena (hereinafter called the "Rink");

AND WHEREAS the Arena has provided ice for the Curling Rink and the Curling Club wishes to continue receiving this service;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements herein contained, the parties hereby agree as follows:

1. This Agreement shall be effective from the 1st day of November 2022 and shall continue until the 28th day of February 2027, unless sooner terminated in accordance with paragraphs 6 or 7 of this agreement.
2. The Regional District shall:
 - (a) provide refrigeration for the Curling Rink as required by the Curling Club between November 1st and March 31st the following year for "each curling season" for the term of the agreement;
 - (b) segregate the reserve fund specified in Section 4 from other monies of the Regional District;
 - (c) expend monies from the reserve fund only for the purpose of replacement of or major repairs to the Arena ice plant;
 - (d) return all monies in the reserve fund, including any accumulated interest to the Curling Club if the Regional District should decide to discontinue the service specified in (a) above.

3. The Curling Club shall pay to the Regional District the sum of one thousand, (\$1,000.00) per month, payable on the first day of each month commencing November 1st and terminating February 28th and for any month where ice is subsequently installed, to the end of the term. If ice is required prior/past the agreed dates noted in item 3 may be pro-rated accordingly
 - a) The Curling Club shall provide at least 30 days notice for installation and removal of ice
4. For this term of the agreement the Regional District will waive a contribution into a reserve fund for the purpose of replacement of or major repairs to the Arena ice plant.
5. In the event that replacement of or major repairs to the Arena ice plant in excess of twenty-five thousand dollars (\$25,000.00) are necessary, the parties shall share the cost; with 25% to be paid by the Curling Club and 75% to be paid by the Regional District. The amount agreed to as the Curling Club's share shall be paid first from the reserve fund as per 2(c), above, with any shortfall to be paid by the Curling Club, in addition to the monies specified in Section 3.
6. This Agreement may be terminated by either party giving thirty (30) days written notice to the other party.
7. If the Curling Club is in default under any of the terms hereof, the Regional District shall have the right to forthwith terminate this Agreement.
8. If the Arena ice plant or the Curling Rink is damaged or destroyed for any reason, so as to render it unfit for use, either party may, at their option, terminate this Agreement forthwith.
9. Wherever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine, or the body politic or corporate; also, the respective heirs, executors, administrators, successors or assigns.

IN WITNESS WHEREOF the parties hereto have set their hands as of the day and year first above written.

Regional District of Mount Waddington

Chairperson

Secretary

Broughton Curling Club



President



Director



HEAT LOOP ENERGY SHARING AGREEMENT



THIS AGREEMENT made the day of , 2022

BETWEEN: **REGIONAL DISTRICT OF MOUNT WADDINGTON**
P.O. Box 729
2044 McNeill Road
Port McNeill
British Columbia, V0N 2R0 (hereinafter called the "Regional District")

AND: **SCHOOL DISTRICT NO. 85**
having its office at 6975 Rupert Street,
District of Port Hardy, British Columbia (hereinafter called SD 85)

WHEREAS the Regional District is the owner of the Chilton Regional Arena, located on 2205 Campbell Way in the Town of Port McNeill (hereinafter called the "Arena");

AND WHEREAS the Arena has developed a heat recovery system;

AND WHEREAS SD 85 requires heat that is available from the Arena for the North Island Secondary School;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements herein contained, consideration of the mutual covenants and agreements herein contained, the parties hereby agree as follows:

1. This Agreement shall be effective from the 1st day of October, 2022 and shall continue until the 30th day of September, 2027, unless sooner terminated in accordance with paragraphs 6 or 7 of this agreement.
2. The Regional District shall:
 - (a) provide heated fluid to be available from October 1st through to March 31st for the term of the agreement;
 - (b) pay for the operations and maintenance of the heat recovery system including the heat recovery condenser, pumps, fluids and the portion of the pipeline on land owned by local governments;
 - (c) inform SD85 if there are any additional periods when heated fluid would be available
3. SD85 shall:
 - a) pay to the Regional District monthly the sum of one thousand eight hundred dollars (\$1,800) per month for each full month that heat is required;
 - b) upon request for service from SD85, pay to the Regional District the sum of \$60 per day for each additional day that the system is utilized;
 - c) pay for the maintenance of the portion of the pipeline on land owned by SD85.
 - d) provide the Regional District with at least 7 days notice of either early shut-off when it does not require the heat during the October 1- March 31 period or would like heat when available during other time periods.

6. This Agreement may be terminated by either party giving 1-year written notice to the other party.
 - a) Except in the event that the Arena ice plant or the North Island Secondary School is damaged or destroyed for any reason, so as to render it unfit for use, either party may, at their option, terminate this Agreement forthwith.

7. Renewal of the Agreement.
 - a) Both parties will conduct an annual (in July) performance review of the heat loop system by sharing related data on energy usage over the period and will work together to improve performance of the system.
 - b) In July 2027 both parties will determine any changes that may be needed to the agreement based on the results of the performance review and any other conditions that would affect either parties' participation.

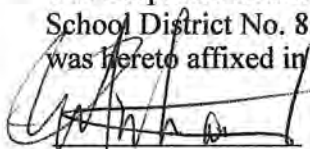
IN WITNESS WHEREOF the Party of the First Part has hereto affixed its corporate seal attested by the hands of its duly authorized officers and the Party of the Second Part has hereto affixed its seal attested by the hands of its duly authorized officers the day, month and year first above written.

The Corporate Seal of the
Regional District of Mount Waddington
was hereto affixed in the presence of:

Chairperson

Secretary

The Corporate Seal of
School District No. 85
was hereto affixed in the presence of:



Chairperson



Secretary Treasurer



REGIONAL DISTRICT OF MOUNT WADDINGTON

COAL HARBOUR ZONING BYLAW NO. 669, AMENDMENT BYLAW NO. 1015, 2022

A Bylaw to Amend Coal Harbour Zoning Bylaw No. 669, 2002

WHEREAS the Regional District of Mount Waddington has received a Development Application requesting an amendment to Coal Harbour Zoning Bylaw No. 669, 2002 to change the applicable zoning category for the properties addressed as 450 Coal Harbour Road, and legally described as PARCEL "A"(DD 97793-I) OF SECTION 1, RUPERT DISTRICT (FORMERLY QUATSINO DISTRICT), PLAN 542, EXCEPT PLANS 598-R, 4926, 4928, 9566, 10196, 11638 AND 16214, in the unincorporated community of Coal Harbour in Electoral Area 'B';

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

1. **Citation**

This Bylaw shall be cited as "Coal Harbour Zoning Bylaw No. 669, 2002, Amendment Bylaw No. 1015, 2022".

2. **Zone Map No. 1 Amendment**

Zone Map No. 1 of Coal Harbour Zoning Bylaw No. 669, 2002 is hereby amended by changing the applicable zoning category for the property described as PARCEL "A"(DD 97793-I) OF SECTION 1, RUPERT DISTRICT (FORMERLY QUATSINO DISTRICT), PLAN 542, EXCEPT PLANS 598-R, 4926, 4928, 9566, 10196, 11638 AND 16214: which is attached hereto and forms part of this Bylaw, from the "Forestry (FR-1) Zone" to the "General Commercial (GC-1) Zone."

READ A FIRST TIME THIS 18TH DAY OF OCTOBER, 2022

PUBLIC HEARING HELD THIS 15TH DAY OF NOVEMBER, 2022

READ A SECOND TIME THIS 15TH DAY OF NOVEMBER, 2022

READ A THIRD TIME THIS TH DAY OF , 2022

ADOPTED THIS TH DAY OF , 2022

CHAIR

ADMINISTRATOR

SCHEDULE "A" TO COAL HARBOUR ZONING BYLAW NO. 669, AMENDMENT BYLAW NO. 1015, 2022

