



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

December 19, 2023 at 2:00pm
Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

Page(s) **CALL TO ORDER**

A. APPROVAL OF AGENDA

- 1-3 1. Adopt December 19, 2023 RDMW Board of Directors Meeting Agenda as presented.
(or amended)

B. DELEGATIONS & RECOGNITIONS

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

1. Mount Cain Alpine Park Society: Dean Hunchuk

C. MINUTES

- 4-9 1. Minutes of the Board of Directors Meeting held November 21, 2023 as Presented
(or amended)
- Available for Review* 2. District of Port Hardy – Regular Council October 24, November 14, November 28, 2023,
Committee of the Whole – October 24, 2023; Town of Port McNeill – Regular Council October
10, November 14, 2023; Committee of the Whole – November 7, 2023; Village of Alert Bay –
Regular Council October 23, November 14, November 27, 2023; Village of Port Alice - Regular
Council – September 13, October 10, October 25, 2023
- Available for Review* 3. Cheque Register Reports (November 30, 2023)

D. STAFF REPORTS

1. Administrator – Verbal Report

Recommendation:

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

- 10 b) Travel Report – December 19, 2023
- 11-17 2. a) Economic Development Services – (December 19, 2023)
b) Rural Resident Attraction Coordinator Report (December 19, 2023)
c) Tourism Coordinator Report (December 19, 2023)
- 18-19 3. Operations Department (December 19, 2023)

Recommendation:

THAT the 2024 Fire Chief Appointments be approved as follows:
- Andrew Hory: Coal Harbour Volunteer Fire Department

- Murray Estlin: Hyde Creek Volunteer Fire Department
- Glen Watson: Sointula Volunteer Fire Department
- Rob Glass and Brock Soderman: Woss Volunteer Fire Department

20-26 4. Planning and Development Services – (December 19, 2023)

Recommendation:

THAT a contract be renewed with the District of Port Hardy for Building Services for the period of January 1, 2024 to December 31, 2024.

E. FINANCIAL REPORTS

1. Finance Report – CAO Verbal Report

27 2. Single Source – November 30, 2023

F. COMMITTEE REPORTS - None

(To be brought forth from earlier Committee Meetings)

G. BYLAWS AND PERMITS

28-31 1. Bylaw No. 1033, cited as the “Regional District of Mount Waddington Officers Bylaw No. 1033, 2023 for 1st, 2nd and 3rd reading.

Recommendation:

THAT Bylaw No. 1033, cited as the “Regional District of Mount Waddington Officers Bylaw No. 1033, 2023” to be read a 1st, 2nd and 3rd time.

2. Bylaw No. 1033, cited as the “Regional District of Mount Waddington Officers Bylaw No. 1033, 2023” for adoption.

Recommendation:

THAT Bylaw No. 1033, cited as the “Regional District of Mount Waddington Officers Bylaw No. 1033, 2023” to be read adopted.

H. CORRESPONDENCE

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

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

I. OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

1. Other Business: Discussion

2. **Electoral Area Updates:**

Area “A” - Broughton / Malcolm Island / Mainland

Area “B” - Quatsino / Winter Harbour

Area “C” - Hyde Creek / Rupert

Area “D” - Nimpkish Valley / Woss

3. **Municipal Updates:**

Village of Alert Bay

Village of Port Alice

District of Port Hardy

Town of Port McNeill

4. Question Period

5. Committee Meetings:

6. Next Meeting: January 16, 2024

J. ADJOURNMENT



REGIONAL DISTRICT OF MOUNT WADDINGTON

BOARD OF DIRECTORS

MEETING MINUTES

November 21, 2023 at 2:00pm

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

Chair: Andrew Hory
Directors: In Person: Dennis Buchanan, Pat Corbett-Labatt, Dennis Dugas, Michelle Pottage, Kathryn Wykes
Zoom: Kevin Cameron, James Furney

Staff: In person: David Kim, Administrator, Jackie Challis, Economic Development Officer
Patrick Donaghy, Operations Manager: June Kwon, Planning Assistant
Zoom: Shayla Burnham, Executive Assistant; Megan Hanacek, Rural Resident Attraction Coordinator, Natalie Stewart, Vancouver Island North Tourism Coordinator, Nadine Weldon, Recording Secretary

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

Resolution No.

CALL TO ORDER

2:13 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

224/2023

Moved/Seconded/**CARRIED**

THAT the RDMW Board of Directors November 21, 2023 Meeting Agenda be approved as presented.

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 Hory was nominated and accepted the nomination for Chair.

The Administrator called twice more for nominations and hearing none declared Director 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 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. 2024 Board Committee Appointments:	Representative / Alternate
A) 911 Corporation	<i>Andrew Hory / Dennis Buchanan</i>
B) Coastal Community Network	<i>Pat Corbett-Labatt / James Furney</i>
C) Municipal Insurance Authority	<i>Michelle Pottage / Dave Summers</i>
D) Municipal Finance Authority	<i>Andrew Hory / Dennis Dugas</i>
E) Vancouver Island North Training & Attraction Society	<i>Michelle Pottage / No Alternate</i>
F) Vancouver Island North Tourism Advisory Committee	<i>Kathryn Wykes / No Alternate</i>
G) VICC Special Committee on Solid Waste & Circular Economy	<i>Andrew Hory / David Summers</i>
H) Management and Personnel Committee	<i>Andrew Hory/ No Alternate</i> <i>Dennis Buchanan/ No Alternate</i> <i>Pat Corbett-Labatt/ No Alternate</i> <i>James Furney/ No Alternate</i> <i>Michelle Pottage No Alternate</i>
I) Policy Committee	<i>Andrew Hory / No Alternate</i> <i>Dennis Buchanan/ No Alternate</i> <i>Dennis Dugas 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/ No Alternate</i> <i>Kathryn Wykes/ No Alternate</i>
L) North Island Regional Emergency Planning Committee (NIREPC)	<i>David Kim /Andrew Hory</i>
2024 Electoral Area Director Appointments:	
M) Vancouver Island Regional Library Board (VIRL)	<i>Andrew Hory James Furney</i>
N) Island Coastal Economic Trust	<i>Andrew Hory No Alternate</i>
O) Vancouver Island North Woodlands Advisory Group	<i>Dave Summers Patrick Donaghy</i>
P) Sport Fishing	<i>Kathryn Wykes No Alternate</i>
Q) Marine Planning Partnership (MaPP)	<i>Andrew Hory Dave Summers</i>
R) Mount Waddington Health Network Steering Committee	<i>Andrew Hory No Alternate</i>
S) Nimpkish Woodlands Advisory Committee	<i>Dave Summers Pat English</i>
T) Mount Cain Alpine Park Society	<i>Dave Summers Kathryn Wykes</i>

225/2023 Moved/Seconded/**CARRIED**
 THAT the Board Appointments be approved as presented.

2. Western Forest Products/Nanwakolas Council – Brad McRae (WFP), Seanna McConnell (WFP), Ted Nash (Nanwakolas Council)
 - Landmark Agreement for a New Limited Partnership Announcement
 - o This is an agreement between WFP and four First Nations (Tlowitsis, Wei Wai Kum, We Wai Kai, and K'omoks First Nations)
 - o This partnership will be established by taking block 2 of the TFL 39 into a new TFL – with 34% interest to the 4 First Nations and WFP will hold the balance of 66%.
 - o It is anticipated that this transaction agreement will be signed by the end of the 1st quarter of 2024.
 - o The 4 Nations have been working with WFP on a value integrated management plan which is beneficial for all involved. The outcome of the joint management process will reflect the value of the 4 First Nations including co-development of the management team and working together as business partners.

- Some of the benefits would include:
 - Further First Nations participation in Forestry Sector and Advances in economic reconciliation
 - Sets strong and stable foundation to contribute to local economy and jobs.
 - Fosters greater long term clarity.
- WFP is hopeful that the Regional District Board will provide a letter of support for this agreement to the Provincial Government, as the Provincial Government must confirm that this partnership is in the best interest of the public.

MINUTES

226/2023 Moved/Seconded/**CARRIED**
 THAT the Minutes of the Board of Directors Meeting held October 17, 2023 be adopted as presented.

227/2023 Moved/Seconded/**CARRIED**
 That the Correspondence on the table be received and filed.

228/2023 Moved/Seconded/**CARRIED**
 THAT the Cheque Registry for October 31, 2023 be received and filed.

STAFF REPORTS

1. Administrator Report: *Noted:*

- Link River Campsite Transition
 - As of December 1, 2023 the lease agreement will expire, and the Village of Port Alice will take over the operation.
 - Transit cumulative rate for revenue was up 4.8 % and ridership for the same period was up 4.1%.
- Hiring Status:
 - Cody Pawluk, our Engineer in Training has decided to leave the Regional District for a new career. We wish him all the best in his future endeavors.
 - Postings for an Engineer in Training will be going out before the end of the week.

229/2023 Moved/Seconded/**CARRIED**:
 THAT the Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy Terms of Reference be adopted as presented.

230/2023 Moved/Seconded/**CARRIED**
 THAT the verbal November 21, 2023 Administrator's Report be received.

2. Economic Development Officer – Jackie Challis (November 10, 2023)

231/2023 Moved/Seconded/**CARRIED**
 THAT the November 10, 2023, Economic Development report be received and filed.

- b) Rural Resident Attraction Coordinator Report (November 6, 2023) Presented by Megan Hanacek.

232/2023 Moved/Seconded/**CARRIED**
 THAT the November 6, 2023 Rural Resident Attraction Coordinator Report be received and filed.

- c) Tourism Coordinator Report (November 3, 2023), Presented by Natalie Stewart

Moved/Seconded/**CARRIED**

233/2023 THAT the November 3, 2023 Tourism Coordinator Report be received and filed.

3. Manager of Operations (November 15, 2023) *also noted:*

- *The forklift will be used for moving large bales of recyclables, including electronics and household hazardous waste.*
- *The Mitsubishi forklift has a 5,000lb lift capacity and is a propane forklift.*
- *It is unclear at this time if the pricing includes freight, the Manager of Operations will verify and advise the Directors and total cost if this pricing does not include freight.*

Moved/Seconded/**CARRIED**

234/2023 THAT the Regional District of Mount Waddington purchase the 2019 Mitsubishi for \$27,500 from Pacific West Forklift.

Moved/Seconded/**CARRIED**

235/2023 THAT the November 15, 2023 Manager of Operations Solid Waste report be received and filed.

4. Development Technician Report (November 21, 2023):

Moved/Seconded/**CARRIED**

236/2023 THAT the November 21, 2023 Development Technician report be received and filed.

FINANCIAL REPORTS

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

- *2022 Fiscal year is 99% closed on the Vadim software.*
- *2022 & 2023 bank reconciliations are currently underway, approximately 30% complete.*
- *Policy committee to meet and review procurement, including single source procedures to ensure best practices.*

Moved/Seconded/**CARRIED**

237/2023 THAT the November 21, 2023 Verbal Finance Report be received and filed.

2. Single Source Report by Finance Clerk MacEachern

Moved/Seconded/**CARRIED**

238/2023 THAT the October 31, 2023 Single Source be received and filed.

COMMITTEE REPORTS - None

BYLAWS AND PERMITS - None

CORRESPONDENCE

1. District of Port Hardy Regular Council Staff Report – August 8, 2023

Moved/Seconded/**CARRIED:**

239/2023 THAT the Regional District of Mount Waddington, approve a collaboration to create an Accessibility Committee with the District of Port Hardy, Town of Port McNeill, Village of Alert Bay and Village of Port Alice to ensure adherence to the BC Accessibility Act Regulations.

OTHER BUSINESS / DIRECTORS REPORTS / NEXT MEETING

Electoral Area Updates:

Area "A" - Broughton / Malcolm Island / Mainland

- *Local seniors' society had their annual bazaar which was well attended, but it also highlighted the need more volunteers please.*
- *Attended the economic forum at 7 Hills, it was very informative.*
- *The green waste/yard waste program at the transfer station is very popular. To assist with costs, a donation box is going to be posted for anyone who would like to contribute financially.*
- *The FO Hall siding replacement is going well, considering the age of the building the walls are in great shape.*
- *The Sointula Resource Centre received a Destination BC Grant and will be purchasing both regular and electric pedal bikes for rental purposes.*
- *The Malcolm Island Ambulance service has been dropped to a Kilo service, which translates to essentially no staff as it is not fiscally feasible for people to work under this model.*

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

- *No report*

Area "C"- Hyde Creek / Rupert

- *Attending lots of meetings*
- *Reminder that the Elk are still around so please be vigilant*
- *Christmas Fair on December 16*

2. Municipal Updates:

Village of Alert Bay

- *New playground equipment ready for installation*
- *The annual Christmas festival will be held on December 16, including fireworks.*
- *There are positions for 8 paramedics in Alert Bay, hoping to fill, especially as there is no emergency room at the hospital currently.*
- *Received a copy of a travel blog for a German travel magazine that highlighted both the North Island and Alert Bay in particular.*
- *There were 22 cruise ship stops this year.*

Village of Port Alice

- *Good Remembrance Day turnout*
- *Christmas market last Saturday, which included participants from all over the Regional District*
- *Received a \$600,000 grant from BC Tourism for repairs and upgrades to the marina.*

District of Port Hardy

- *The MacDonalDs opened on November 15, and was very busy. The first weekend opening MacDonalDs franchise owners donated \$1.00 from each big mac sold to the Port Hardy Hospital Auxiliary.*
- *The Christmas markets have started and are great to see. Lots of vendors and choices.*
- *Attended the Community Forest AGM, very informative and well presented.*
- *The annual Pumpkin Walk in Port Hardy on November 1 was put on as a joint venture between the Rotary Club, Lions Club and volunteers. Great community event.*
- *Remembrance Day ceremonies were well attended, the nice weather was a great addition to the day.*

- Mayor Corbett-Labatt attended the monthly meeting of the Health Network. This is one way in which Mayors can be kept abreast of current hospital staffing situations
- The North Island Economic Development Forum was well put together and well done. The 2nd day was a half day dedicated to Tourism, very informative.
- The VINTAC meeting confirmed that tourism is increasing each year, and a thank you to Natalie Stewart and her team in Vancouver Island Tourism for their great work.
- Seniors Housing is an ongoing project with the hopes of having a total of 32 dedicated units provided through the creation of 8 fourplexes.
- There will be a Harbour light up on December 4

Questions/Comments:

- Kathy O'Reilly – Where will the proposed seniors housing be located. *It would be located above the current Rotary housing.*

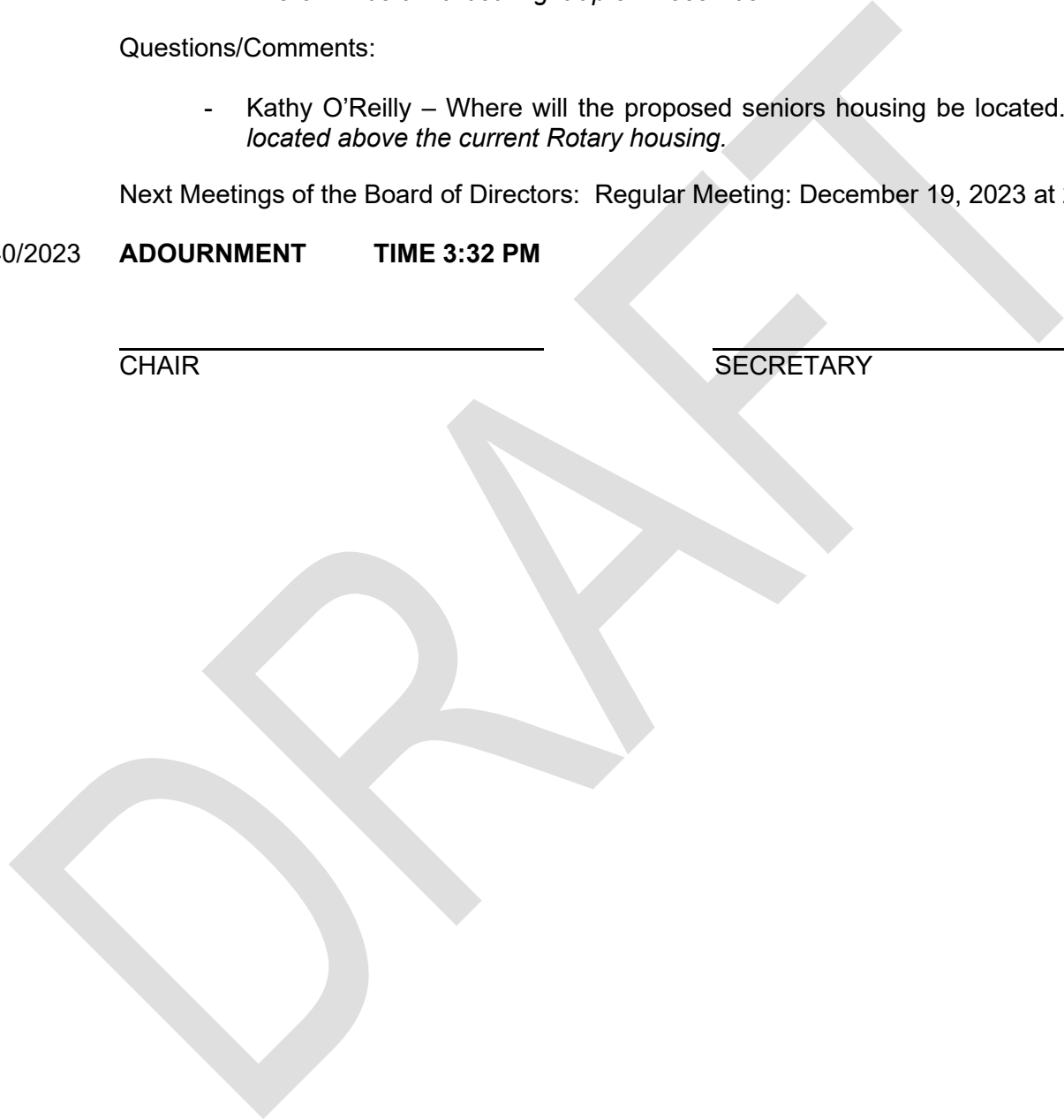
Next Meetings of the Board of Directors: Regular Meeting: December 19, 2023 at 2:00 pm

240/2023

ADOURNMENT TIME 3:32 PM

CHAIR

SECRETARY





REGIONAL DISTRICT OF MOUNT WADDINGTON

Travel Report

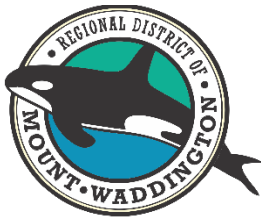
TO: BOARD
FROM: David Kim, Administrator
SUBJECT: Travel Report
DATE: December 19, 2023

Authorization required for the following travel outside the RDMW:

Name	Purpose	Location	Date	Est. \$
Michelle Pottage*	UBCM-EA Director Forum/LGLA Leaders Forum	Richmond, BC	Jan.29-Feb.3	\$3,214.68
David Summers*	UBCM-EA Director Forum/LGLA Leaders Forum	Richmond, BC	Jan.29-Feb.3	\$3,137.13
Kathryn Wykes	UBCM-EA Director Forum	Richmond, BC	Jan.29-Feb.1	\$1,983.43

**Michelle Pottage and David Summers are staying in Richmond and going straight from the UBCM EA Director Forum to the LGLA Leaders Forum*

Motion Required. _____ (December 19, 2023)



DATE: December 19, 2023

TO: Regional District of Mount Waddington Board of Directors

FROM: Jackie Challis, Economic Development Officer

Economic Development Department Monthly Report

Below is a select list of key activities, meetings, projects, & initiatives administered and attended by the Economic Development Department over the previous month:

- Campbell River and North Island Labour Market Partnership Project (LMPP)
 - Attended multiple online meetings and project collaboration calls
 - Group hosted a Virtual Medical & Healthcare Career Expo on November 22nd
- Contributed to Seaweed Industry Development Initiative (SIDP) Proposal Review with Steering Committee
- Attended Vancouver Island North Tourism Advisory Committee (VINTAC) Meeting
- Attended and assisted with hosting NI Economic Forum held November 14/15; facilitated group dialogue and sharing exercises; arranged catering, and created online feedback form
- Attended and participated in a number of RDMW in-house meetings including Manager Meetings, Staff Meetings, and one-on-one strategic planning meetings with CAO
- Supported and responded to several RTAG inquiries and office visits by potential project proponents
- Attended a one-on-one planning and de-briefing meeting with PacifiCan
- Meetings with contractors to discuss and manage projects including RRAP & SIDP
- Visit to Port Hardy where I met with NIC Staff on campus to discuss future training and collaboration potential projects. Also had a meeting with Ec. Dev. representative from the District of Port Hardy to discuss programs and projects for regional entrepreneurs
- Attended a MaPP & 4VI Workshop in Campbell River focused on Northern Vancouver Island Tourism Economy
- Attended a VINTAS Executive & AGM Planning Discussion Meeting with Board Chair & Director
- Traveled to WOSS to meet with exiting Fundamentals of Forestry students and facilitated their accommodation walk-throughs and inspections
- Attended an online forum entitled: Destination Dialogues – Innovations in Rural Destination Development hosted by Destination Canada
- Participated in a call with NIC representative regarding a pending Wildfire Training Partnership bringing Wildfire Training to the North Island

Please also find enclosed the two following monthly reports as part of our overall Economic Development activities as the RDMW:

- VINTAC Report Submitted by: Natalie Stewart
- RRAP Report Submitted by: Megan Hanacek

Respectfully submitted,

Economic Development Officer

Update Regional District of Mount Waddington Resident Attraction and Retention

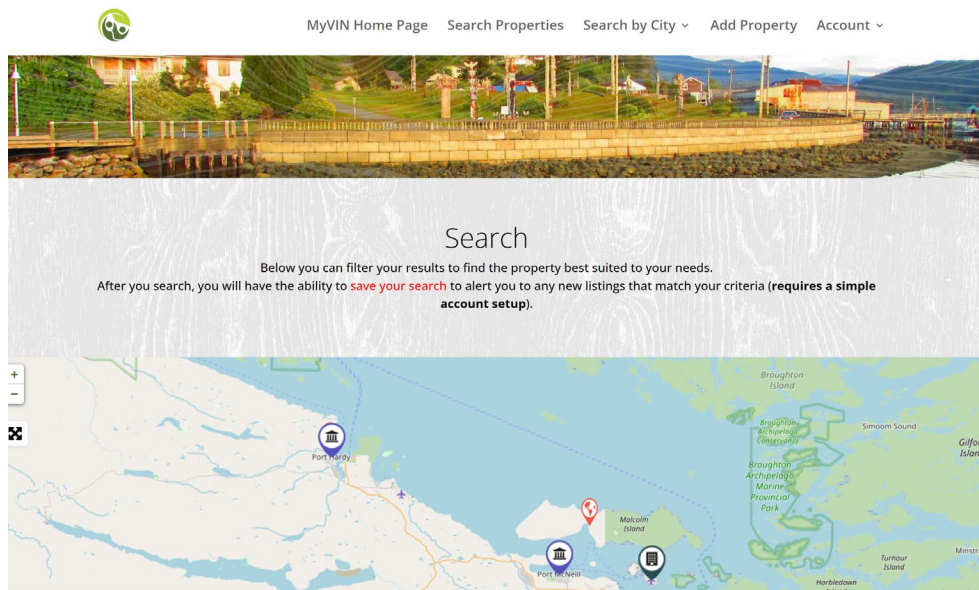
My Vancouver Island North Media

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

Social Media details:

- Facebook currently has 3283 followers (3044 last RDMW meeting. We had significant reach in last 28 days, 204,400 views, up 9% from last 28 days. Our engagement was 10,300 in last 28 days).
- Instagram currently sits 1170 followers (1144 last RDMW meeting). Daily locally relevant posts are being added to both channels (several times a day on FB).

Website: Our My Vancouver Island North events calendar (<https://myvancouverislandnorth.ca/life-here/our-stories/>) The review of the housing portal RFPs has now occurred and a contract awarded. Our housing portal work is well underway and should be available to publish on the myVIN website before the end of December 2023. This portal will allow property owners to list rentals and for sale properties for free in an open access portal (not behind a closed social media group or delays with newspaper publishing dates).



Our recreation video is also mostly filmed and will be available in the next month for promotional materials.

1) Vancouver Island North Training and Attraction Society

The 5th Economic Forum occurred on (Nov 14th/15th) and was a great success. Ongoing VINTAS Marketing monthly meetings continue with recent focusses on these topics: Ambassador program, housing portal and infoflip, PNP program, VICEDA meetings, the Fundamentals of Forestry school, 2023-2024 workplan and other upcoming marketing

deliverables. We continue to help support input into the Labour Market Project which is now in final report writing stage (due for delivery in Feb 2024). Pat English and Megan also presented at the Campbell River & North Island Medical and Healthcare Career Expos on Nov 22nd. Pat and Megan are also working through the submitted RFPs for the Seaweed Industry Development project with our subcommittee.

2) Provincial Nominee Program

74 inquiries for candidate packages to date. We had a recent call with an American resident/local property owner (Quatsino) looking to potentially enter the region through the base PNP program with a business proposal that could match the needs of the region. Regular monthly meeting attendance and reporting with PNP government staff is occurring to discuss candidate vetting and learning from other jurisdictions.

3) Executive Pulse Data Content Management System

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



December 19, 2023

Jackie Challis
Economic Development Officer
Regional District of Mount Waddington
PO Box 729 Port McNeill, BC

Vancouver Island North Tourism Report; November 2023 to December 2023

Upcoming and in-progress activities:

- All four MRDT Tactical plans and Budgets for 2024 were completed, approved and submitted to the Destination BC by the November 30th deadline
- DBC Coop program application was submitted for 2024-2025, funding announcements will be made by the end of January. Budgets will be adjusted accordingly once funding is confirmed.
- I virtually attended a 2 day Crisis and Communication Planning training program (Nov 7 & 9) put on by Destination BC. I am working on completing a Crisis and Communication plan for VINT. After the road closures on highway 4 this summer, it was clear that planning and communication tools were important for CDMOs to have on hand.
- I met with the Responsible Tourism Institute to start the process for VINT to become a Biosphere Comitted destination. Work has started on the webpage, communication tools and a press release which will be made public in January 2024.
- I attended and presented at the 5th Economic Forum at Seven Hills on VINT's role in Tourism on the North Island, following presentations from Destination BC, Indigenous Tourism BC, and 4VI.
- I attended a workshop in Campbell River on November 17 - MaPP's workshop on Northern Vancouver Island's Tourism Economy. This event was well attended with good information, presentations and breakout sessions which included highlighting potential areas of focus for future sessions.
- I virtually attended Destination Canada's - Destination Dialogues: Innovations in Rural Destination Development,
- New funding announcement from PacificCan's Tourism Growth Program. - I attended an information session for non-profit organizations on Decembr 6th.
<https://www.canada.ca/en/pacific-economic-development/services/funding/tourism-growth-program.html>
- VINT Social Media Following continues to grow month over month and year over year.
 - Facebook
 - November 2022 - 18,737
 - November 2023 - 23,296
 - Instagram
 - November 2022 - 30,637
 - November 2023 - 33,200
 - Twitter
 - November 2022 - 2062
 - November 2023 - 2155

VINT Web Content + Stakeholder Sites

An overall effort was made to share holiday markets, special events and local businesses as much as possible leading up to Christmas.

- Bird Watching [page](#): 25 FB clicks, 2 clicks through our link in bio on IG, and 3 on TW.
- Things To Do [page](#): 12 FB link clicks
- Itineraries [page](#): 12 FB clicks, 4 clicks through our link in bio on IG, and 2 on TW.
- Where to Stay [page](#): 13 FB link clicks, 4 clicks on TW, and 5 clicks through our link in bio on IG.
- Hiking & Trails [page](#): 60 FB link clicks, 5 clicks on TW, and 9 through our IG link in bio.
- Whale Watching [page](#): 8 FB link clicks,
- Art Galleries & Studios [page](#): 1 IG story click
- Recreation Map [page](#): 41 FB link clicks, 2 clicks on TW, and 1 through IG link in bio.
- West Coast Community Craft Shop [page](#): 3 TW link clicks
- U'mista Cultural Centre [page](#): 13 FB link clicks and 1 click on TW.
- Mount Cain [page](#): 2 IG story clicks
- Sointula WinterFest [site](#): 4 IG story clicks, and 7 FB link clicks.

Community News and Events

- U'mista Cultural Centre turned 43!
- Salt and Sand Studio collaborated with Ecoscape Cabins to host wreath workshops in both Nov + Dec. Nice to see lots of interest (likes and link clicks) through our IG story re-share.
- WFP Mill Road closure [announcement](#).
- Lots of [@ShopLocalNorthIsland](#) content coming out on the channels; I've been re-sharing, tagging the businesses and linking to their site.
- Shared the very exciting [news](#) about MERS being featured in Planet Earth 3 throughout our social feeds.
- Re-shared to help boost more exposure for local events: Port McNeill Christmas Craft [Fair](#), Port Alice Christmas Market & the Copper & Kelp Christmas [Market](#), [Christmas](#) pop-up at Gate House Theatre, the 45th Annual Sointula [Winterfestival](#),
-

Crowdriff Stories

Built new stories:

- [Winter On the North Island](#)
- [Winter Fun At Mount Cain Alpine Park](#)
- [Indoor Winter Guide for the North Island](#)
- [Outdoor Winter Guide for the North Island](#)

INSTAGRAM

Instagram Collaborations this month:

1) A BC Bird Trail [reel](#) and collab with the [@bcbirdtrail](#).

Results: 6,977 accounts reached, 9,774 plays, 370 likes, 18 DM shares, and 15 saves.

2) A waterfall [reel](#) collab with [@tourismvancouverisland](#), driving traffic to our link in bio for our hiking page.

Results: 9,743 accounts reached, 14,275 plays, 619 likes, 7 comments, 61 DM shares, and 46 saves.

Low-performing posts

1. A sunset beach [carousel](#) of UGC shots.

Results: 3,294 reach, 268 likes, 5 comments, 4 DM shares, and 5 saves.

2. A [carousel](#) of owned assets of different experiences and views driving to the Itineraries page.

Results: 3,466 reach, 203 likes, 3 DM shares, and 3 saves.

3. A [carousel](#) of owned assets featuring U'mista Cultural Society.

Results: 3,847 reach, 177 likes, 2 comments, 2 DM shares, and 1 save.

High-performing posts

1. A UGC Cape Scott hiking [reel](#) trip recap.

Results: 13,672 reach, 18,936 plays, 751 likes, 11 comments, 36 DM shares, and 43 saves.

2. A UGC [photo](#) from a cave in Cape Scott.

Results: 11,204 reach, 864 likes, 5 comments, 6 DM shares, and 21 saves.

3. The waterfall [reel](#) collab with @tourismvancouverisland, driving traffic to our link in bio for our hiking page.

Results: 9,743 accounts reached, 14,275 plays, 619 likes, 7 comments, 61 DM shares, 46 saves, and 9 link clicks through the bio.

FACEBOOK

Low-performing posts

1. A re-share [video](#) from shoplocalnorthisland's page featuring The Wild Lil' Gift Shop.

Results: 446 reach, 457 impressions, and 10 likes.

2. A [video](#) re-share from shoplocalnorthisland's page featuring The Clothes Inn.

Results: 500 reach, 528 impressions, and 21 likes.

3. A re-share from visitportmcneill's page of a kayaking [video](#) linking to our things to do page.

Results: 604 reach, 618 impressions, 18 likes and 1 link click.

High-performing posts

1. A behind the scenes [photo](#) in the kitchen at Naxi'id' Pub of Sandy making bannock.

Results: 16.6k reach, 17.2k impressions, 119 likes, 14 comments, 8 shares.

2. A UGC Cape Scott trip recap [reel](#), driving traffic to our hiking page.

Results: 16.2k reach, 16.6k impressions, 179 likes, 12 comments, 10 shares, and 36 link clicks.

3. A UGC [carousel](#) of a trip to Telegraph Cove.

Results: 10.4k reach, 10.6k impressions, 198 likes, 9 comments, and 9 shares.

TWITTER

Low-performing posts

1. Owned [imagery](#) of the U'mista Cultural Society.

Results: 97 impressions, 1 like and 1 link click to their page.

2. A UGC owl [reel](#).

Results: 120 impressions and 4 likes.

3. A UGC [carousel](#) feature of West Coast Community Craft Shop.

Results: 134 impressions and 3 likes.

High-performing posts

1. A UGC [reel](#) at Devils' Bath Brewing.

Results: 1,294 impressions, 16 likes and 3 RTs.

2. A UGC waterfall [reel](#).

Results: 1,055 impressions, 18 likes and 3 RTs.

3. A [carousel](#) of owned images of different experiences and sights.

Results: 830 impressions, 6 likes and 1 RT.

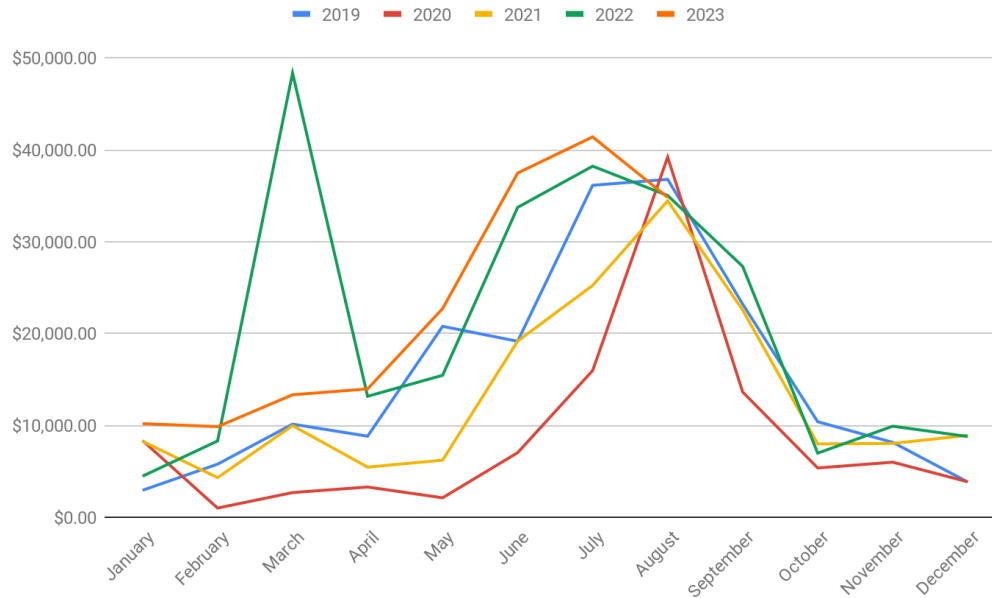
Vancouver Island North Tourism Advisory Committee

The next meeting will be held on January 24 from 12:30-2:30. The agenda for this meeting includes

- 2024 Strategic Business & Marketing Plan for Recommendation
- 2024 VINTAC Meeting Calendar
- Committee member recommendations for 2024-2025
- Chair & Vice Election recommendations for 2024
- 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 & Port Alice). All MRDT collecting communities on the North Island are collecting MRDT at a rate of 3%



	2019	2020	2021	2022	2023
Jan	\$2,917.78	\$8,330.62	\$8,259.55	\$4,802.82	\$10,173.87
Feb	\$5,761.99	\$982.04	\$4,294.63	\$7,801.24	\$9,847.10
Mar	\$10,120.56	\$2,668.57	\$9,959.97	\$48,383.40	\$13,316.98
Apr	\$8,809.07	\$3,273.34	\$5,438.80	\$13,435.76	\$13,958.15
May	\$20,770.41	\$2,100.10	\$6,198.53	\$15,438.90	\$22,706.13
June	\$19,143.08	\$7,011.24	\$19,162.48	\$33,721.69	\$37,461.67
July	\$36,126.77	\$15,957.51	\$25,225.62	\$38,211.38	\$41,397.42
Aug	\$36,772.69	\$39,195.56	\$34,441.50	\$35,016.19	\$34,812.14*
Sept	\$23,188.65	\$13,615.46	\$22,537.80	\$27,294.07	
Oct	\$10,380.61	\$5,348.35	\$7,967.36	\$6,957.05	
Nov	\$8,138.24	\$5,976.56	\$8,020.04	\$9,897.00	
Dec	\$3,819.56	\$3,844.11	\$8,895.76	\$8,774.50	
TOTAL	\$185,949.40	\$108,303.64	\$160,402.04	\$249,561.26	\$168,346.71

*Does not include Port McNeill MRDT as it was not available at the time of this report.

Respectfully submitted,

Natalie Stewart

Natalie Stewart
Tourism Coordinator, Vancouver Island North



REGIONAL DISTRICT OF MOUNT WADDINGTON

OPERATIONS DEPARTMENT

MONTHLY REPORT

TO: Board of Directors **FILE:** 315.04 **DATE:** December 19, 2023

FROM: Patrick Donaghy, Manager of Operations

SUBJECT: December 2023 Operations Report

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

Starting January 1, 2024, WorkSafeBC has made some significant changes in the rules and regulations regarding the disposal of asbestos containing materials (ACM). Regional District staff and contractors will need to be certified to the Level 1 Asbestos Foundations and existing procedures that the public must follow when using the RDMW facilities will need to be updated. It is the expectation of the Manager of Operations that these changes will be set by the Board meeting and communicated to the public. The expected means of communications are expected to include information on the website, handouts given to building supply stores for customers and signage at facilities. The Manager of Operations is also communicating with WorkSafeBC resources to set the rules in a way that balances safety but allow services to be accessible to encourage proper disposal.

As per the direction of the Vancouver Island Health Authority (VIHA), the Emergency Response Plans for the Woss and Coal Harbour water services have been updated to address the issue of water shortages during drought conditions. Both water supplies are now continually monitored for their ability to supply water and when levels drop to points of concern, water restriction actions have been set out. At the encouragement of VIHA, the RDMW will be forming with other utilities and working group to encourage collaboration.

The Manager of Operations has started working on the 2024 Budget and Business Plan. To date meeting have been held with the Woss Management Committee and the Malcolm Island Advisory Commission to review the estimated cost for local services in 2023 with some initial draft budget number for 2024. Other local services and the Regional Solid Waste Service will also have this analysis carried out. It is hoped that by mid January, reasonably accurate budgets for 2024 will be ready for review by local advisory bodies.

It is also hoped that by year end, a request for proposal process will have been posted on BCBid for the development of the RDMW Final Solid Waste Management Plan (SWMP). Having completed the Design Operation and Closure Plan (DOCP) and securing the support from the Kwakiutl First Nation, the RDMW is ready to follow-up on the success of the Interim Solid Waste Management Plan. It is very important that the Final SWMP be completed in a timely manner as it precedes future development of 7 Mile Landfill and the goal is to have the Phase 4 expansion

completed in the next three years. Parallel efforts will also be targeting the update of the landfill's operating certificate and the crown grant acquisition of the land.

The Sointula, Hyde Creek, Woss and Coal Harbour Volunteer Fire Departments have almost completed their Community Emergency Preparedness Funds (CEPF) grant purchases. Early in 2023, each department received \$30,000 for equipment and training. With some minor amendments, this process is almost completed with all available funding being utilized thanks to the efforts of the fire department leadership.

The Board also needs to appoint the fire chiefs for the four volunteer departments. With this in mind, it is recommended that the Board make the following appointments:

- That Murray Estlin be appointed the Hyde Creek Fire Chief for 2024
- That Andrew Hory be appointed the Coal Harbour Fire Chief for 2024
- That Glen Watson be appointed the Sointula Fire Chief for 2024
- That Rob Glass/Brock Soderman be appointed the Woss Fire Chief for 2024 (will confirm which)

The staff, volunteers and contractors of the various services that fall under operations wish the Board a peaceful Christmas and a happy New Year.

Respectfully submitted

Patrick Donaghy PEng, MSc



REGIONAL DISTRICT OF MOUNT WADDINGTON

PLANNING & DEVELOPMENT SERVICES DEPARTMENT

MONTHLY REPORT

DATE: December 19, 2023

FILE: 315.05

AUTHOR: June Kwon, Development Technician

SUBJECT: Monthly Planning Report - December Board Meeting

1. Crown Tenure:

- 2023-PROJ-09: on the 7th of December, 2023, staff sent the referral package to the Quatsino First Nation for their review regarding the Winter Harbour community gravel pit. The information package was circulated to Winter Harbour Ratepayers Association, the management group of the site. Upon receiving the response, the staff will attend the RPC with the report to enquire board's approval.
- 2022-PROJ-01: in response to Ministry of Forest's enquiry, dated the 24th of October, 2023, regarding the range design for Broughton Sports Club, staff has sent a response with supporting documents, i.e., range approvals, range insurance and zoning conformation, for corroboration.

2. Site Permit:

- 2023-SP-07 (Mt. Cain) – Issued: application submitted by Mt. Cain Alpine Park Society to accommodate expansion of existing lodge. Mount Resort Branch of Ministry of Tourism, Arts, Culture and Sport indicated that they are supportive of the proposed improvements as it would enhance facilities and thus the user experience.
- 2023-SP-15 (Malcolm Island) – Issued: application proposing to construct a primary dwelling.

3. Miscellaneous:

- a) *Building and Demolition Permits Survey* for November has been submitted to *Statistics Canada*.
- b) Staff sent a letter to District of Port Hardy regarding the renewal of Building Inspection Contract.
- c) Staff circulated house numbering information of buildings located within NE side of Quatsino First Nation reserve to EC Ambulance, E-Comm 911, Emergency Social Services – EMBC, North Island 911 Corporation and Coal Harbour Fire Department, for their reference purposes.
- d) iMap update: civic address, survey plan and property information update.
- e) Staff composed a letter of confirmation for the subdivision application, 2022-SUB-01. The letter will be provided upon the reception of the supporting documents sufficing the conditions outlined in the referral response, dated the 9th of May, 2023.

Respectfully Submitted,

June Kwon, Development Technician

Approved by

David Kim, Chief Administrative Officer



District of Port Hardy

7360 Columbia Street ♦ PO Box 68
Port Hardy BC V0N 2P0 Canada
Telephone: (250) 949-6665 ♦ Fax (250) 949-7433
Email: general@porthardy.ca ♦ www.porthardy.ca



December 4, 2023

Our File: 2300 Building Inspection Services

David Kim, CAO
Regional District of Mount Waddington
PO Box 729, 2044 McNeill Road
Port McNeill, BC
V0N 2R0

Dear David,

RE: 2024 Building Inspection Contract Renewal

Please find attached Building Inspection Service Contract renewal for January 1, 2024, to December 31, 2024.

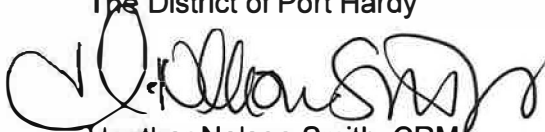
Inspection charge out hourly rate has been set as follows:
2024 \$72.89

Due to the cost of inflation escalation in 2023 we are presenting a one-year renewal with review at the end of 2024 to ensure that the rate is reflective of the current salary and costs associated with the service. The rate change is reflective of the assumption that inflation will fall at 4.5% for 2023 and rates for staff will increase at that rate.

Please note that no other clauses or rates have been adjusted in the contract and mileage rates will still fall in line with the Board of Trade rates set for mileage as specified in the contract.

If you should have any questions regarding the contract, please do not hesitate to let me know. We look forward to working with you.

Sincerely,
The District of Port Hardy



Heather Nelson-Smith, CRM
CAO



**DISTRICT OF PORT HARDY
SERVICE AGREEMENT FOR ASSISTANCE
WITH THE PROVISION OF
BUILDING INSPECTION SERVICE**



THIS AGREEMENT dated the _____ day of _____, 2023.

BETWEEN:

DISTRICT OF PORT HARDY
PO Box 68, 7360 Columbia Street
Port Hardy, BC
V0N 2P0

(hereinafter "District")

AND

REGIONAL DISTRICT OF MOUNT WADDINGTON
PO Box 729, 2044 McNeill Road
Port McNeill, BC
V0N 2R0

(hereinafter "RDMW")

WHEREAS the District employs a person in the capacity of Municipal Inspector for the purposes of providing building inspection service to the District;

AND WHEREAS the RDMW has requested that the District provide the use of its Municipal Inspector on an as needed basis to assist in the provision of the RDMW's building inspection service for the unincorporated community of Coal Harbour, by reviewing applications for building permit including the plans and information submitted as part of these applications, and to conduct inspections related to the work undertaken in association with these applications, for the purposes of ensuring that the work is undertaken in accordance with the applicable requirements of the BC Building Code, BC Plumbing Code and BC Fire Code;

AND WHEREAS the District is willing to make available its Municipal Inspector to the RDMW on an as needed basis, in accordance with certain parameters, for these purposes;

NOW THEREFORE in consideration of the covenants and agreements as hereinafter set forth, the District and the RDMW agree as follows:

1.0 DURATION AND TERMINATION

1.1 The duration of this Agreement shall commence on the 1st day of January 2024 and end on December 31, 2024 (hereafter "Term").

- 1.2 During the Term, either party may cancel this Agreement by providing notice to the other party sixty days prior to the effective date of cancellation.
- 1.3 Should there be a disagreement between the parties to this Agreement with respect to the terms of this Agreement, the disagreement will be resolved by the intervention of a third party, which is to be mutually agreed upon by both parties. The third party's recommendations will be binding on both parties.
- 1.4 This Agreement may be extended or amended with written confirmation by each of the parties hereto.

2.0 SERVICES

- 2.1 The District will provide the use of its Municipal Inspector on an as needed basis to assist the RDMW in the provision of the RDMW's building inspection service for the unincorporated community of Coal Harbour, by reviewing applications for building permit including the plans and information submitted as part of these applications, and to conduct inspections related to the work undertaken in association with these applications, both of which are for the purposes of ensuring that the work is undertaken in accordance with the applicable requirements of the BC Building Code, BC plumbing Code and BC Fire Code.
- 2.2 Scheduling of the Municipal Inspector's time for undertaking services contemplated by this Agreement shall be at the sole discretion of the District and where possible, should be on a regularly scheduled day of the week such that the Municipal Inspector can plan the work week in advance. In addition, the RDMW shall notify the Municipal Inspector by 4:30pm on the Friday before the coming week for which Municipal Inspector is requested to provide services.
- 2.3 The RDMW acknowledges and understands that provision of building inspection service by the District to the RDMW may be delayed or not be possible as the District's own needs take priority and may nullify the ability to provide the RDMW with any or all services contemplated by this Agreement. In this regard, the Municipal Inspector provides more than just building inspection service to the District, and workload for this position as it relates to the District and the District's priorities may affect the ability to allocate the Municipal Inspector's time to assist the RDMW with its building inspection service. In the event of circumstances where there may be temporary delays in the provision of service by the District, the District will provide notice to the RDMW immediately and in circumstances requiring termination of the service, the District shall provide notification in accordance with section 1.2 herein, such that RDMW may make alternative arrangements for building inspection service.
- 2.4 The District shall provide a vehicle for use by the Municipal Inspector in undertaking the services contemplated by this Agreement.
- 2.5 For certainty, the services to be performed by the Municipal Inspector as referred to in section 2.1 herein, shall not include any form of review related to ensuring conformity with the RDMW's regulations (e.g. zoning bylaw, official community plan bylaw, etc.). In this regard, it is the RDMW's responsibility to ensure that any work or

construction contemplated by an application for building permit which has been submitted to the Municipal Inspector for processing, conforms with the RDMW's own regulations prior to submission to the Municipal Inspector.

- 2.6 For certainty, the services to be performed by the Municipal Inspector as referred to in section 2.1 herein, shall not include the processing of applications or inspections associated with the installation of solid fuel burning appliances, unless said appliances are brand new and include the complete system which is the appliance itself, and any chimney or other venting equipment (exhaust pipes) necessary to facilitate the operation of the appliance. Inspections for insurance purposes or related to partial systems or relocations of existing systems or parts thereof will not be provided.

3.0 FEES

- 3.1 The RDMW shall pay to the District:

1. The Sum of \$72.89 per hour of time spent by the Municipal Inspector for services rendered during the term.

This fee shall be payable for any time spent by the Municipal Inspector to:

- a) travel to and from the District's Municipal Hall at 7360 Columbia Street in the District of Port Hardy to the community of Coal Harbour and the RDMW's administrative offices at 2044 McNeill Road in Port McNeill when necessary;
- b) travel within the community of Coal Harbour;
- c) review applications, plans and specifications for applications that the RDMW has requested that the Municipal Inspector assist with processing;
- d) conduct onsite inspections associated with applications that the RDMW has requested that the Municipal Inspector assist with processing; and,
- e) document and compile information for invoicing purposes in the manner prescribed by the RDMW as per section 3.3 of this Agreement

The RDMW shall also pay to the District, mileage for the distance traveled by the Municipal Inspector in the District's vehicle to undertake the services contemplated by this Agreement, at the rates designated by the Treasury Board of Canada.

- 3.2 The District shall invoice the RDMW on a monthly basis and the RDMW shall pay the District the amount owing as per the invoices within 30 days of the date of the invoice. Invoices will include details such as the dates, times and addresses where inspections took place, and the types of inspections provided by the Municipal Inspector, as well as activities associated with review of applications and related plans and information. In this regard, the RDMW will provide its file numbers associated with the services the Municipal Inspector is being asked to undertake so that fees can be assigned accordingly. The District shall charge the RDMW overdue

account interest on a monthly basis in accordance with the interest rates established under Section 11(3) of the Provincial Taxation (Rural Area) Act, with respect to invoiced amounts that are over 60 days late. Non-payment by the RDMW may require the District to suspend services or terminate this Agreement.

4.0 INDEMNIFICATION

4.1 The RDMW shall at all times indemnify and save harmless the District against all loss, damage, costs and liability, including fees of solicitors and other professional advisors arising out of any breach, violation, non-performance of any covenant, terms or conditions contained in this agreement, and any personal injury, death or property damage, including any matter or thing permitted or omitted (whether negligent or otherwise) by the District, its servants and employees, for any claim arising out of the provision of the services to the RDMW.

5.0 INSURANCE

5.1 The RDMW shall, for the Term of this Agreement, maintain public liability insurance against any and all claims made with respect to the services provided by the District with respect to this Agreement. Said insurance shall be for a minimum of five million dollars per occurrence and shall name the District as a part thereto. The RMDW shall provide the District with a certificate of insurance to this effect.

6.0 NOTICE

6.1 Any notice required to be given hereunder shall be deemed to be sufficiently given:

- a) if delivered, at the time of delivery; and,
- b) if mailed from any government Post Office in the Province of British Columbia by prepaid, registered mail addressed as follows:

If to the District: PO Box 68, Port Hardy, BC V0N 2P0

If to the RDMW: PO Box 729, Port McNeill, BC V0N 2N0

or at such other address as the parties may from time to time designate, then the notice shall conclusively be deemed to have been received forty-eight (48) hours after the time and date of mailing. If, at the time of mailing any notice hereunder, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow-down, lockout or other labour dispute, then any notice required to be given hereunder may only be given by actual delivery of it.

IN WITNESS of its provisions, this Agreement has been signed and executed by the parties hereto:

SIGNED on behalf of the District of Port Hardy
by its authorized signatories:

Mayor

Chief Administrative Officer

SIGNED on behalf of the Regional District of Mount Waddington
by its authorized signatories:

Chair

Chief Administrative Officer



REGIONAL DISTRICT OF MOUNT WADDINGTON
Single Source November 2023

TO: REGIONAL DISTRICT BOARD MEMBERS

FROM: Finance Clerk

DATE: December 12 2023

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 2023

DATE	PO #	EFT #	PAYABLE TO	AMOUNT	Department	Description	Reason
November 7/23	23-067	3427	Henlors Exploration and Mechanical Ltd.	\$ 1,446.86	7-Mile Solid Waste	Install tires and rims on forklift	Urgent; machine shaking when in use; critical infrastructure Did not find replacements with same dimension online; closest option found is \$4,451 not incl. shipping (Global Industrial)
November 7/23	23-064	3427	Henlors Exploration and Mechanical Ltd.	\$ 2,976.87	7-Mile Solid Waste	Re-build Cardboard bin #4	Did not find replacements with same dimension online; closest option found is \$4,451 not incl. shipping (Global Industrial)
November 7/23	23-065	3427	Henlors Exploration and Mechanical Ltd.	\$ 2,990.07	7-Mile Solid Waste	Re-build Cardboard bin #5	Did not find replacements with same dimension online; closest option found is \$4,451 not incl. shipping (Global Industrial)
November 7/23	23-066	3427	Henlors Exploration and Mechanical Ltd.	\$ 2,400.16	7-Mile Solid Waste	Re-build Cardboard bin #6	Did not find replacements with same dimension online; closest option found is \$4,451 not incl. shipping (Global Industrial)



REGIONAL DISTRICT OF MOUNT WADDINGTON

BYLAW NO. 1033, 2023

A Bylaw to Establish Regional District of Mount Waddington Officer Bylaw No. 1033, 2023

WHEREAS the Regional District of Mount Waddington must establish by bylaw consistent with Local Government Act in British Columbia, officer positions in relation to the powers, duties and functions associated with the corporate administration and financial administration of the Regional District, with titles it considers appropriate.

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

Citation

1. This Bylaw shall be cited as “Regional District of Mount Waddington Officer Bylaw No. 1033, 2023”.

Definitions

2. In this Bylaw, unless the context otherwise requires:

“Board” means the Board of Directors of the Regional District of Mount Waddington.

“Chief Administrative Officer” (CAO) means the senior officer of the Regional District assigned the powers, duties and functions prescribed by sections 235 (chief administrative officer) and 236 (corporate administration) of the *Local Government Act*;

“Chief Financial Officer” means the officer of the Regional District assigned the powers, duties and functions prescribed by section 237 (financial administration) of the *Local Government Act*;

Establishment of Officer Positions

3. The following positions are hereby established as Officers of the Regional District:

- a) Chief Administrative Officer;
- b) Chief Financial Officer

Powers, Duties and Responsibilities

4. The positions of Chief Administrative Officer and Chief Financial Officer are hereby assigned the powers, duties and functions prescribed by section 235 & section 236 (Chief Administrative Officer/Corporate Officer), and section 237 (Chief Financial Officer) of the ***Local Government Act***. The detailed roles and responsibilities which prescribe the powers, duties and functions of the Officer positions are included as Schedule “A” which is attached to and forms part of this Bylaw.

Deferral of Appointment

5. Nothing in this Bylaw shall be interpreted as restricting the right of the Board to defer an appointment to any Officer position other than an Officer position established by statute.

Repeal

6. Regional District of Mount Waddington Officer Bylaw No 906,2016 & Amendment Bylaw No. 984, 2020 are hereby repealed.

Effect

7. This Bylaw shall take effect upon its adoption.

READ A FIRST TIME THIS DAY OF , 2023

READ A SECOND TIME THIS DAY OF , 2023

READ A THIRD TIME THIS DAY OF , 2023

ADOPTED THIS DAY OF , 2023

CHAIR

CHIEF ADMINISTRATIVE OFFICER

**Schedule “A”
to
Regional District of Mount Waddington Officer Bylaw No. 1033, 2023**

CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (‘CAO’) of the Regional District is the sole employee of and reports to the Board and has the responsibilities of Chief Administrative Officer as prescribed by section 235 & 236 of the *Local Government Act*, which includes the following powers, duties and functions:

- 1) The CAO of the Regional District reports to the Board and has the responsibilities of chief administrative officer and for corporate officer as prescribed by sections 235 and 236 of the *Local Government Act*, which includes the following powers, duties and functions:
 - a) Overall management of the operations of the Regional District;
 - b) Ensuring that the policies and directions of the Board are implemented;
 - c) Advising and informing the Board on the operations and affairs of the Regional District;
 - d) Ensuring that accurate minutes of the meetings of the Board and Board committees are prepared and that the minutes, bylaws and other records of the business of the Board and board committees are maintained and kept safe;
 - e) Ensuring that access is provided to records of the Board and Board committees, as required by law or authorized by the board;
 - f) Certifying copies of bylaws and other documents, as required or requested;
 - g) Administering oaths and taking affirmations, declarations and affidavits required to be taken under any Act relating to regional districts;
 - h) Accepting, on behalf of the Board or Regional District, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the Board or Regional District;
 - i) keeping the corporate seal and having it affixed to documents as required; and
 - j) Assume the role of Chief Financial Officer as required.

- 2) Without limiting the generality of the foregoing, the responsibilities of the Administrator shall include:
 - a) Put into effect and carry out the policies of the Board;
 - b) Advise the Board on matters within the control and purview of the Board;
 - c) Inspect and report to the Board upon all Regional District undertakings as often as shall be required by the Board;
 - d) Attend meetings of the Board and such committees as may be designated by the Board;
 - e) Determine that all resolutions adopted by the Board are carried into effect and to report thereon to the Board;
 - f) Assist the chairperson and directors in the preparation of appropriate documents required to enable them to fulfil their functions;
 - g) Submit proposed contracts to the Board for approval;
 - h) Recommend to the Board a plan of organization for the Regional District and when approved, to see that such plan is adhered to;
 - i) Coordinate the activities of all the departments of the Regional District;
 - j) Recommend to the Board the addition, promotion, transfer, retirement, or dismissal of Officers of the Regional District;
 - k) Make recommendations to the Board regarding the compensation structure of staff; and
 - l) Exercise such other powers and perform such other duties as may be designated and assigned to him/her from time to time by the Board;

CHIEF FINANCIAL OFFICER

The Chief Financial Officer ('CFO') of the Regional District reports to the CAO and has the responsibilities, as prescribed by section 237 of the *Local Government Act*, which includes the following powers, duties and functions under the direction of CAO:

- a) Receiving all money paid to the regional district;
- b) Ensuring the keeping of all funds and securities of the regional district;
- c) Expending and disbursing money in the manner authorized by the board;
- d) Investing funds, until required, in authorized investments;
- e) Ensuring that accurate records and full accounts of the financial affairs of the regional district are prepared, maintained and kept safe; and
- f) Exercising control and supervision over all other financial affairs of the regional district.

December 05, 2023
Regional District of Mt. Waddington
P. O. Box 729
Port McNeill, BC
V0N 2R0

Attention: Regional District of Mt. Waddington (RDMW) Chair and Board
Re: Mount Cain Alpine Park Society 2024 Major grant-in-aid request

Dear RDMW Chair and Board,

Consistent with the RDMW Grants in Aid Board Policy, the Mount Cain Alpine Park Society (MCAPS) is pleased to submit this request for a \$40,000 Major grant-in-aid for 2024.

MCAPS is very appreciative of the long-standing and ongoing financial and organizational support from the RDMW. The annual grant for capital expenditures MCAPS receives from the RDMW is a significant contribution to our operations and the sustainability of Mount Cain. We very much appreciated the \$40,000 grant in 2023.

Considered a regional park, the Mount Cain Ski Area is operated by MCAPS, a non-profit society that includes a volunteer board of Directors and a dedicated team of volunteers that contribute to almost every aspect of the ski area. Mount Cain is the only ski hill on North Vancouver Island and serves the entire regional district, providing several benefits including a variety of recreation opportunities, Monday school and First Nation group visits, and employment, especially for North Island youth.

MCAPS continues to demonstrate sound financial and administrative management while offering affordable recreation and accommodation opportunities in a safe environment. If received, grant funds will help cover the cost of capital improvements, including our newly renovated Day Lodge, and will not be used to subsidize activities, which senior governments are responsible for.

Thank you for your consideration of our request. Please do not hesitate to contact MCAPS for additional information.

Regards,



David Mazzucchi,
MCAPS Chair and Director of Grants



Regional District of Mount Waddington

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

Telephone (250) 956-3161 Fax (250) 956-3232

Web-site: www.rdmw.bc.ca Email: info@rdmw.bc.ca

File No. 310.01/339/450.01

December 20, 2023

To Whom it May Concern:

Please accept this letter from the Regional District of Mount Waddington Board of Directors in support of the TFL Agreement between Nanwakolas Council and Western Forest Products.

This project is a positive example of a step towards both reconciliation and ensuring valuable socio-economic resources for the North Island as whole.

This collaboration also has the makings of becoming a leading example of future partnerships for others both on the Island and throughout BC.

Yours truly,

Andrew Hory,
Chair
Regional District of
Mount Waddington

INCORPORATED JUNE 13, 1966

MUNICIPALITIES: VILLAGE OF ALERT BAY, VILLAGE OF PORT ALICE, DISTRICT OF PORT HARDY, TOWN OF PORT MCNEILL
ELECTORAL AREAS: "A" (BROUGHTON ARCHIPELAGO, SOINTULA / MALCOLM ISLAND, MAINLAND); "B" (COAL HARBOUR, HOLBERG, QUATSINO, WINTER HARBOUR);
"C" (KWAKIUTL, HYDE CREEK, GWA'SALA-NAKWAXDA'XW); "D" (CORMORANT ISLAND, TELEGRAPH COVE, WOSS)

