



## Minutes

Village of Tahsis

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<b>Meeting</b>	<b>Regular Council</b>
<b>Date</b>	<b>Tuesday January 19, 2016</b>
<b>Time</b>	<b>7:00 PM</b>
<b>Place</b>	<b>Municipal Hall - Council Chambers</b>

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**Present** Mayor Jude Schooner - Chair  
Councillor Randy Taylor  
Councillor Brenda Overton  
Councillor Kathy Bellanger  
Councillor Louis Van Solkema

**Staff** Mark Tatchell, Chief Administrative Officer  
Janet StDenis, Assistant Financial Officer

**Public** 3 Members of the public.

**A. Call to Order**

Mayor Schooner called the meeting to order at 7 p.m. and acknowledged that we are upon Mowachaht/Muchalaht traditional territory.

**B. Introduction of Late Items**

Ministry of Environment Letter Re: Waste Management Plan

**C. Approval of the Agenda**

**Overton/Bellanger: VOT 12/16**

THAT the Agenda for the January 19, 2016 Regular Council meeting be adopted as amended.

**CARRIED**

**D. Petitions and Delegations**

None.

**E. Public Input # 1**

None.

**F. Adoption of the Minutes**

**Overton/Bellanger: VOT 13/16**

THAT the Regular council meeting minutes of January 5, 2016 be adopted as presented.

**CARRIED**

**G. Rise and Report**

The Committee rose and reported on the following items from the Committee of the Whole meeting held on January 18, 2016

1. THAT the RCMP service level agreement between the Nookta Sound RCMP Detachment with the Village of Tahsis be included in these minutes.
2. THAT the Village of Tahsis Council Priorities and those strategic priorities be included in these minutes and on the Village's website.
3. THAT the proposed budget meeting schedule for Council and those dates be included in these minutes and on the Village's web site.
4. THAT as per the CAO report on Commercial Utility Fees, Rates and Charges, staff be directed to prepare amendments to Bylaws 541, 542 and 543 to clarify service, rates, fees and charges as well as prepare adjustments to rates and fees based on asset management funding report to include the options of water metering.
5. THAT as per the CAO Report regarding the Village Fees, Rates and Charges Bylaw, staff be directed to prepare a new Bylaw consolidating all fees, rates and charges, adding new fee, rate and charge categories and adjust existing fees and charges.

**Taylor/Overton: VOT 14/16**

THAT council adopt the recommendations from the January 18, 2016 Committee of the Whole Meeting.

**CARRIED**

**I. Unfinished Business**

None.

## **J. Council Reports**

### **Mayor Schooner (written report)**

Good evening,

During a teleconference call with Kathy Lachman of the Ministry of Jobs, Tourism and Skills Training we were delighted to hear that the Ministry has retained Geoff Millar as a facilitator for three workshops this spring concerning the quad trail from Tahsis to Zeballos. We have also received an ATV report from intern Calum Matthews of Island Coastal Economic Trust covering interest and demands for the proposed trail. The date of February 3<sup>rd</sup> has been determined for the next meeting. As this meeting will take place in Tahsis, I would like to invite all of council to attend from 10 to 2 on the 3rd.

At the Strathcona Regional District (SRD) meeting, external agency appointments were received from Chair MacDonald. I remain as an alternate on the AVICC Special Committee on Solid Waste and MaPP (Marine Planning Partnership). I am continuing as an appointed director on the Strathcona Community Health Network, as well.

A review of the SRD Board's strategic priorities was edited with input from the directors with proposed budget figures attached to each item.

In response to Minister Terry Lake's letter regarding the issue of paid parking at the new hospital, the Board provided a resolution to go forward to the AVICC. This resolution reads, as follows:

"WHEREAS, the Minister of Health has advised that he is supporting the imposition of parking fees at the new North Island Hospitals in Campbell River and Courtenay,  
AND WHEREAS our geographic service area is vast and requires many patients and families to travel hundreds of miles, across multiple ferries, etc.,  
THAT AVICC support the North Island in requesting that the Ministry of Health eliminate parking fees at the new North Island Hospitals."

Council may want to add the Village of Tahsis's name to this resolution.

Other business of the day included direction to staff to bring back a report on Terms of Reference for a select committee for First Nations Relations and "THAT the matter of a report to examine general protocols and policy alternatives with respect to recognition of First Nations and others by the Regional District be deferred pending the adoption of Terms of Reference for the select committee."

At the Comox Strathcona Waste Management Board meeting, agenda items included the implementation of illegal dumping plan by hiring a bylaw officer who will apply recommendations from a 2014 report by Wedler Engineering. The main business of the day was the escalating tax requisition over the next 5 years, from \$2 million up to \$6 million. The Board directed staff to bring back different scenarios that include the smoothing of the tax requisition over the next five years.

**Action**

Staff was directed to write a letter to Minister Mary Polak thanking her for her efforts to extend the life of the Tahsis landfill site.

**Councillor Overton**

No Report.

**Councillor Van Solkema**

No Report.

**Councillor Bellanger (written report)**

Good evening Mayor and Council,

I just have a short report tonight. As we near the end of January already and soon heading into February I am glad to see we have set dates for our financial planning at our C.O.W. meeting yesterday. I am hoping this year we can get a little more organized and set goals to get things accomplished. That's my report for tonight.

**Councillor Taylor (written report)**

Good evening,

All I have to report this evening is my attendance at the Committee of the Whole yesterday and my attendance at the Vancouver Island Regional Library Annual Meeting this past Saturday. I will present a full report on that Annual Meeting at our next Regular Council meeting as the draft minutes were not yet available to corroborate my scratch notes.

**K. Bylaws**

None.

**L. Correspondence**

**Overton/Taylor: VOT 15/16**

THAT correspondence items # 1- #5 be received for information.

**CARRIED**

**M. New Business**

None.

**N. Public Input #2**

None.

**Public Exclusion**

**Overton/Taylor VOT 16/16**

THAT the meeting be closed to the public in accordance with Section 90.1(g) of the Community Charter – litigation or potential litigation affecting the municipality; 90.1(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure be amended to include section 90.1 (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**CARRIED**

**Recess**

**Overton/Taylor VOT 17/16**

THAT the regular council recess to go into the in camera meeting.

**CARRIED**

**Reconvene**

**Overton/Taylor VOT 25/16**

THAT the council reconvene in public.

**CARRIED**

**Rise and Report**

None.

**O. Adjournment**

**Overton/Bellanger VOT 26/16**

THAT the meeting be adjourned at 8:15 p.m.

**CARRIED**

Certified Correct this  
2nd Day of February, 2016



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Chief Administrative Officer

# Tahsis Service Letter Agreement

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The goal of the Nootka Sound RCMP is to continue to work cooperatively with residents of Tahsis and build on existing initiatives aimed at safeguarding the community while being held to the highest ethical standards.

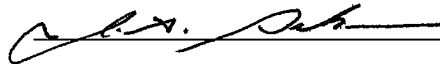
**Specifically, the Nootka Sound RCMP endeavour to:**

- Maintain a consistent community presence through frequent, pro-active patrols. These patrols will include; a year round marine presence aimed at promoting safe boating practices and fishing related enforcement, continued joint patrols with DFO and BC Conservation to aggressively target illegal hunting and fishing in and around Tahsis, as well as complement efforts from our RCMP partners in West Coast Marine and Traffic Services to help keep the roads and waterways safe.
- Work in partnership with Mayor and Council, community stakeholders and residents. Specifically; maintain open lines of communication and meet as required to address community concerns in a timely manner, conduct an annual review to assess the service level provided and amend expectations as required, attend Village Council meetings on a semi-annual basis or as requested and provide quarterly updates detailing trends, successes, challenges and upcoming police initiatives.
- Continue to build on existing relationships, participate in community events, engage youth at every opportunity and foster new relationships through the Village website, share community policing activities, key initiatives and other community safety information.



Sgt. Chris MCGEE

Dated: Jan 20, 2016



Mayor Jude SCHOONER

Dated: Jan. 20, 2016

## Village of Tahsis Council Priorities

2016

At its December 18, 2015 priority setting session, Council members identified range of specific and actions and broader themes as their priorities for 2016. Although this discussion did not include specific budget references, it was understood that these priorities will be reflected in the Village's 2016-2020 Financial Plan and, by extension, the Tax Rate Bylaw.

### Economic Development

- Refresh and upgrade the website ( as per the 2015 Economic Development Strategy report) to re-brand the Village and design with users (e.g., potential businesses )in mind

### Emergency Preparedness

- Prepare a comprehensive Emergency Preparedness Plan that incorporates stakeholders, establishes an incident command centre in the office, delivers training and ultimately puts the Village on a stronger emergency preparedness footing

### Asset Management

- Focus on the assets at greatest risk of failure and public safety issues, proceed with planned capital projects (water well, library and fire truck subject to cost estimates), and begin to establish a funding strategy to ensure the long term sustainability of the Village's assets based on consultant's report

### Village Liveability, Appeal and Environmental Sustainability

- Re-dedicate public works to plan and deliver projects and services that enhance the aesthetic appeal of the Village and environmental sustainability with greater emphasis on horticulture and environmentally sound practices including recycling and landfill diversion as well as enhancing street appeal, public spaces and trails, and public amenities.

### Accountability and Transparency

- Through a re-designed website provide more channels for interaction with the public and for Council to share information with taxpayers.
- Staff to provide more meaningful reports to Council including quarterly financial reports



**Janet St. Denis**

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**From:** Mark Tatchell  
**Date:** Monday, January 04, 2016 4:46 PM  
**To:** Jude Schooner; Louis Van Solkema; Brenda Overton; Kathy Bellanger; Randy Taylor; Randolph G. Taylor  
**Cc:** Janet St. Denis  
**Subject:** Proposed 2016 budget meeting dates

Mayor and Councillors,

As you may know, all local governments must adopt a Financial Plan bylaw by May 15 prior to the adoption of the Tax Rate bylaw. Moreover, the *Community Charter* also requires that Council undertake a public consultation process regarding the 5 year Financial Plan (or budget) before it is adopted. Consistent with these statutory requirements, I propose the following meeting and process schedule.

February 1	Report by Staff on Draft Financial Plan (review and comment by Council)
February 18	Report by Staff on Updated Draft Financial Plan (incorporating Council feedback)
March	public consultation process (TBD)
April 7	Five Year Financial Plan Report to Council (with results from public consultation process)
April 21	Five Year Financial Plan Report to Council (if necessary)
May 3	(Regular Council meeting) – Adoption of Financial Plan Bylaw (2016-2020) and Tax Rate Bylaw.

These dates are flexible (to a degree) so please let me know if they conflict with other commitments. Would a 10:30 AM start time work for the budget meetings?

Mark

# VILLAGE OF TAHSIS

## Report to Council

**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** January 12, 2015  
**Re:** **Commercial Utilities Fees, Rates and Charges**

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### PURPOSE OF REPORT:

This report analyzes the policy implications of the Village’s three utilities Bylaws.

### OPTIONS/ALTERNATIVES

1. Direct staff to prepare amendments to Bylaws 541, 542 and 543 to clarify service rates, fees and charges;
2. Direct staff to prepare amendments to Bylaws 541, 542 and 543 to clarify service, rates, fees and charges as well as prepare adjustments to rates and fees based on asset management funding strategy report; or
3. Do not seek to amend Bylaws 541, 542 and 543

### BACKGROUND:

Utility rates and fees are charged to reflect the cost of the Village in providing all aspects of the service, specifically; the day-to-day operational costs, the regulatory costs imposed by other levels of government (e.g., environmental requirements) and some of the capital costs associated with the maintenance, repair and replacement of the capital assets used for service delivery (pipes, pumps, wells, etc.).

In preparing the 2015 commercial utility billings, issues were identified which Council may wish to address through amendments to some or all of the Villages utilities bylaws.

### Establishing Utility Rates, Fees and Charges

In 2008, the Village adopted utilities Bylaws for water and sewer systems that established the requirements for property owners to connect their buildings and structures to these systems, regulated the design and installation of these systems and imposed charges to owners or occupiers of property connected to these systems. Also in 2008, the Village adopted a solid waste Bylaw which established regulations and rates for management of solid waste and provisions for dumpster rental within the Village. The water and sewer Bylaws have been

amended from time to time, most recently in 2015, to adjust the respective fee and rate schedules. The solid waste Bylaw has not been amended since 2008 and the fees have not changed since 2012.

#### Potential lack of clarity concerning commercial utility (Class 2) customers

The water and sewer Bylaws allow the Village to bill either the property owner or the occupier of the property. While this does allow for some flexibility in billing, it also creates confusion as to who ought to be billed. This also creates potential confusion between landlords and tenants, as to who is responsible to pay water and sewer utility bills. Standard practice in other municipalities is that water and sewer utilities rates and fees are charged to the property owners whose parcels are connected to the water and sewer systems.

The solid waste Bylaw is also unclear as to whether the property owner or occupier ought to be billed. This Bylaw does authorize the Village to enter into individual agreements with businesses for supplementary services.

#### Billing practices for commercial utility (Class 2) customers

Residential utilities are billed annually and the levies placed on the annual property tax notice. Commercial utilities are also to be billed annually, with the property tax notices, but the levies are not placed on the annual tax roll. Commercial utility fees not paid in full by the annual property tax due date are subject to a 10% penalty. Unpaid water and sewer rates, along with any penalties, are added to the tax roll as taxes in arrears after December 31 of each year. There is no similar provision for the collection of unpaid solid waste fees in the solid waste Bylaw.

The 2015 commercial utility bills were not issued until this week. In light of the late issuance of the bills, no penalty provision can be applied.

#### Applicability of Bylaws to unoccupied, partially occupied or unused premises

The Village's water and sewer rates as per the Bylaws apply whether a premise is occupied or unoccupied or whether or not the business is operating or not. In this community there are some commercial and multi-tenant premises which are unoccupied, marginally occupied or non-operational. Although property owners can apply to have services discontinued, some do not. Applying the commercial utilities rates to schools, hotels, motels, apartment buildings or other commercial enterprises which are unoccupied, partially occupied or non-operational may be viewed as unfair since the services are not being used to the same extent as would the case if the premises were fully occupied or the business was operating.

#### Classification of utilities customers

Each of the Village's utilities Bylaws includes a list of categories of types of customers (e.g., types of businesses), however, the three Bylaws do not necessarily treat the same category of customer consistently. For example, the water utility Bylaw includes Bed and Breakfasts as a

Residential 1 category, but the Sewer utility Bylaw categorizes Bed and Breakfast as Residential 1 plus charges an additional Residential 2 fee. The Bylaws also do not contemplate premises which house a range of businesses, e.g., restaurant, grocery store and gas station. Council may have intended to charge the owner or occupier a separate rate for each business operating within a premise, in which case, Council may wish to clarify this intent by amending the Bylaw. Likewise if Council did not intend to charge a separate rate for each business, that could be clarified through an amendment to the Bylaw.

#### Utilities rates and fees

As noted above, the Village's solid waste fees have not increased since 2012. Water and sewer rates have increased incrementally each year since 2012. The Village's water and sewer rates are lower than some municipalities (e.g., Campbell River and Ucluelet). The fees should reflect the annual operating costs of the utilities and provide an annual stream of revenue to augment the reserve accounts which are used to fund key infrastructure (capital) projects. The asset management funding strategy project will complete this fee and rate analysis.

#### **POLICY/LEGISLATIVE REQUIREMENTS:**

Water Regulations and Rates Bylaw No. 542, 2008, updated Bylaw 542-5, 2015  
Sewer Regulations and Rates Bylaw No. 543, 2008, updated Bylaw 543-2, 2015  
Solid Waste Management Regulations and Rates Bylaw No. 541, 2008

*Community Charter*  
*Local Government Act*

#### **FINANCIAL IMPLICATIONS:**

Staff will prepare a financial analysis for Council's consideration based on Council's direction with regard to the options.

#### **RECOMMENDATION:**

Option 2

Respectfully submitted:

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Mark Tatchell  
Chief Administrative Officer

# VILLAGE OF TAHSIS

5.

## Report to Council

**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** January 13, 2016  
**Re:** Village Fees, Rates and Charges Bylaws

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### **PURPOSE OF REPORT:**

This report identifies gaps and issues with the Village's current fees, rates and charges Bylaws and offers options for Council's consideration to address these issues.

### **OPTIONS/ALTERNATIVES**

1. Direct staff to prepare a new Bylaw consolidating all fees, rates and charges, adding new fee, rate and charge categories and adjusting some existing fees and charges;
2. Direct staff to prepare an amendment to existing Bylaws to adjust some existing fees, rates and charges;
3. Direct staff to prepare an amendment to existing Bylaws adding new fees, rates and charges;
4. Do not direct staff to prepare an amendment to existing Bylaws.

### **BACKGROUND:**

Municipal governments have the authority under s.194 of the *Community Charter* to adopt Bylaws which impose fees for services provided by the municipality, for the use of municipal property and in relation to the municipality's authority to regulate, prohibit or impose requirements. Municipalities can also impose fees for other specific services such as providing records in response to requests under the *Freedom of Information and Protection of Privacy Act*.

Over the years, Councils have adopted a series of Bylaws establishing fees, rates and charges for services, use of property and regulatory requirements. Moreover, there may be services provided by the Village for which a Bylaw approved fee, rate or charge has not been established.

### **DISCUSSION:**

The Village's complete schedule of fees, rates and charges has not been updated in several years, although the website advertising fees were adjusted in 2013. Moreover, there may be service areas for which there is no approved fee, rate or charge. For ease of reference and consistency, consolidating all of the fees, rates and charges in one Bylaw may be of interest to Council as well. It would also have the advantage of providing more transparency on fees, rates and charges for residents, businesses, visitors and others seeking services from the Village.

A consolidated Bylaw could include some or all of the following fees, rates or charges categories:

- Water rates
- Sewer rates
- Solid waste rates
- Public works general rates (for work done for private individuals or businesses)
- Statutory rates (e.g., copies of documents, maps, comfort letters, etc)
- Advertising rates
- Harbour/Wharves fees/rates
- Recreation Centre fees/rates
- Building and Zoning Fees and Deposits
- Freedom of Information and Protection of Privacy Application fees
- Animal Control rates

Council may wish to consider adjustments to fees, rates and charges in the following categories:

- Water rates
- Sewer rates
- Solid waste rates
- Public works general rates
- Harbour/Wharves fee and rates

Council may also consider adjustments to the web advertising rates once the website revitalization is completed.

**POLICY/LEGISLATIVE REQUIREMENTS:**

Bylaws 541, 542-5, 543 – 2, 544, 544-2, 525 and 529

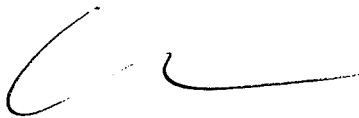
**FINANCIAL IMPLICATIONS:**

There may be opportunities for additional revenue subject to Council’s direction on adjustments to fees, rates and charges.

**RECOMMENDATION:**

Option 1

Respectfully submitted:




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Mark Tatchell  
Chief Administrative Officer