



Minutes

Village of Tahsis

Meeting	Committee of the Whole
Date	Tuesday October 3, 2016
Time	10:30 a.m.
Place	Municipal Hall - Council Chambers

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

Regrets Councillor Kathy Bellanger

Staff Mark Tatchell, Chief Administrative Officer
Gabe Gagnier, Director of Infrastructure and Operations
Janet St-Denis, Assistant Financial Officer

Public 1 member of the public

Call to Order

Mayor Schooner called the meeting to order at 10:30 a.m. and acknowledged and respected that we are upon Mowachaht/Muchalaht Traditional Territory.

Introduction of Late Items

None.

Approval of the Agenda

Overton: COW 39/16

THAT the Agenda for the Committee of the Whole meeting be adopted as presented.

CARRIED

Business Arising

1 1937 Ford Fire Truck Cost Estimate Report: Report to Council

A general discussion ensued. Staff was directed to schedule an evening Committee of the Whole to allow residents an opportunity to present their views regarding the purchase of the 1937 Fire Truck and the construction of a building to house and display the fire truck. Council will send direct invites to local groups such as the Seniors Society, the Literacy Society and the Heritage Society.

Overton: COW 40/16

THAT Ford Fire Truck Cost Estimate Report be received.

CARRIED

New Business

- 1 Pacific Salmon Treaty Forum, October 31, 2016 Re: Village of Tahsis Attendance/ representation**

Overton: COW 41/16

THAT CAO Mark Tatchell attend the Pacific Salmon Treaty Forum on October 31, 2016 in Port Alberni.

CARRIED

2 Village Facilities and Real Estate - Issues and Options

Staff was directed to prepare an action plan but delay the work on it until Council has an opportunity to review and consider it within the entire capital plan for 2017-2021.

Adjournment

Overton: COW 42/16

THAT the meeting adjourn at 11:23 a.m.

CARRIED

Certified correct this
4th Day of October, 2016



Corporate Officer

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council
 From: Director of Infrastructure and Operations
 Date: September 29, 2016

PURPOSE OF REPORT:

To provide Council with an estimate on the cost of a shelter for the old fire truck.

OPTIONS/ ALTERNATIVES:

1. Do nothing.
2. Build a complete garage package to shelter the fire truck.
3. Build a carport type shelter to cover the fire truck.

BACKGROUND:

Council directed staff to get an estimate on the construction of a shelter for the fire truck.

DISCUSSION:

There several options are available.

Option # 2. The construction of a wooden structure (garage) to house the fire truck would include the excavation and site preparation, concrete pad, garage package and roll up doors to display the vehicle on all sides.

Excavation and site preparation	\$2,000
Concrete pad	\$5,000
Building package	\$17,000
Roll up garage doors	\$15,000
Material Subtotal	\$39,000
Tax	\$5,850
Material Total	\$44,850

Delivery of Materials	(estimated)	\$5,000
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The cost for the material only is approximately \$45,000. Shipping the material to Tahsis will be above this cost. Labour cost is approximately 1 to 1.5 times the material cost. This would be another \$45,000 to \$67,500 more. This depends on who the village can find to come and construct this structure and time of year.

Total Material Cost	\$45,000	
Delivery	\$5,000	
<u>Labour (includes tax)</u>	<u>\$52,000</u>	minimum
<u>Sub total</u>	<u>\$102,000</u>	
<u>15% Contingency</u>	<u>\$15,300</u>	
Total	\$117,300	minimum

Option #3. The construction of a carport type structure, no walls, to keep some of the elements off the vehicle which would also include site preparation and gravel base. This cost would be approximately, \$22,000 for material plus delivery. The labour cost could be from \$25,000 to \$37,500 dependent on who the village can find to come and construct this structure and time of year.

Excavation and site preparation:	\$2,000
Concrete footings:	\$1,500
<u>Building package</u>	<u>\$15,000</u>
Material Subtotal	\$18,500
<u>Tax</u>	<u>\$2,775</u>
<u>Material Total</u>	<u>\$21,275</u>

Delivery of Materials (estimated) \$2,500

Total Material Cost	\$21,275	
Delivery	\$2,500	
<u>Labour (includes tax)</u>	<u>\$25,300</u>	minimum
<u>Sub total</u>	<u>\$49,075</u>	
<u>15% Contingency</u>	<u>\$7,360</u>	
Total	\$56,436	minimum

The excavation cost will be performed by Village staff where materials are to be removed to the required depth and filled with compacted granulars and depending on subgrade material, the installation of weeping tile.

Garage packages are representative of complete packages that can be obtained from Home Hardware and Summerwood products. Prices will vary on the product depending on the package requested and

finishes. The company is willing to work with the Village to design the appropriate structure for construction design.

The Roll up Doors estimate was done by Smart Garage Door Ltd. out of Delta, BC.

The estimate for labour charges is a common 1 to 1.5 % of material cost on large jobs. Depending on the work, this estimate may go up to 2% or more. This is dependent on the region and work availability at different times of year.

RECOMMENDATIONS:

Council direction is required.

Respectfully submitted:

Gabriel Gagnier ASCT

Director of Infrastructure and Operations

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September 29, 2016

Memo to Council – for discussion at Oct 3, 2016 Committee of the Whole

Re: Pacific Salmon Treaty forum

All Mayors (or delegates) of communities in Areas 23, 24 and 25 have been invited to attend an “all Roundtables and WCVI” forum to document community interests related to the re-negotiation of the Pacific Salmon Treaty (PST). The session outcomes will be provided to Canada’s negotiators. The forum is being hosted by West Coast Aquatic Management Association.

The one-day session will be held in Port Alberni on Oct 31 from 10AM – 3PM.

As Members of Council may know, the current PST dictates that Canada reduce its chinook salmon catch by 30%. To soften the economic impact of this reduction, a \$20m mitigation fund was provided to Canada. The mitigation fund has been largely used to buy commercial licences from three fleets – F, G and H. However, a significant amount of the mitigation fund remains unspent and uncommitted. Should Canada wish to seek more money for the mitigation fund in the next treaty, Canada needs to demonstrate that the fund has been well used to support conservation measures. A further goal of the forum is to identify potential projects for the remaining money in the fund.

West Coast Aquatic hopes that as many communities attend this forum so that their voice will be heard and their messages delivered to the federal negotiators. An agenda and related meeting materials are expected within the next few weeks.

Estimated travel cost:

Mileage	350.00
Meal per diem	85.00
Accommodation	120.00
Total	555.00

Submitted for Council’s consideration:

Mark Tatchell
CAO

Discussion Paper for Committee of the Whole Meeting

October 3, 2017

Issue: Village Real Estate and Facilities - Issues and Opportunities

Background:

The Village owns facilities (buildings) some of which are leased to individuals or companies for commercial purposes, some of which are used for Village operations and at least one of which is vacant. In addition, the Village owns real estate (land) which has been purchased for future development and other purposes. A complete list of the Village's facilities and real estate holdings is attached as Schedule "A".

Since the early 2000's and possibly before then, the Village seemed to handle its real estate portfolio on a case-by-case basis. Lease agreements have been achieved by individual negotiations without specific regard to market conditions and/or square footage rates. This is not terribly surprising given the uniqueness of the Tahsis real estate market. While this approach has resulted in agreements benefitting the community, the Village has not conducted an analysis to determine whether its facilities and real estate portfolio is providing maximum value to residents. As Council is the steward of these publicly owned facilities and real estate, an argument could be made that Council should be satisfied, at a minimum, that value for money is being realized from these assets. Council may also wish to consider whether other non-financial values are being realized from these assets, e.g., historical preservation or environmental values.

Discussion:

There are potentially a number of questions that Council may wish to consider in assessing whether the facilities and real estate portfolio is providing maximum value:

- 1) What is the cost/benefit of leasing facilities for commercial purposes versus selling the facilities?
- 2) What is a reasonable return on investment for the capital expenditures made by the Village in purchasing and maintaining leased buildings?
- 3) How does the Village's current approach for managing its facilities align with public demand?

- 4) What is the plan for replacing facilities as they near the end of their useful life?
- 5) Is the Village's real estate portfolio sufficient to meet future growth?
- 6) Does the Village's OCP accurately reflect future land use visions, especially regarding Village owned lands?
- 7) What are the Village's current and future needs with respect to its real estate and facilities?
- 8) How does the Village's real estate and facilities approach fit within the five year financial plan and capital plan as well as the Village's preliminary steps toward an asset management strategy?

As is the case with managing any type of asset, the most critical question to answer is the level of service provided by a local government. Assets – including facilities and real estate – are, at first instance, a means for delivering services. For example, if a local government is not providing fire services, a fire hall and fire trucks are not required.

To assist Council in answer the range of questions above, it may prove useful for Council to reflect on the level of services it seeks to provide with relation to its real estate and facilities. For example, are the Village's lands and facilities providing the right function (or service), in the right location, for the right cost/optimal funding and at the right time?

Adding another dimension to the discussion, the Council has received expressions of interest from individuals wishing to purchase Village owned buildings (e.g., the "Tahsis Time Grill" building) and lease property (Pete's Farm). In the absence of any analysis, strategy and related policy(s), Council may find itself taking decisions on more of an ad hoc basis, as it has in the past.

Possible Options

For the purposes of the Committee of the Whole meeting, some options that may assist Council in responding to this item are:

- 1) task staff with conducting a cost/benefit analysis of lease versus sell of all facilities currently under lease agreements and prepare a report to Council with recommendations;
- 2) engage a consultant to develop a real estate and facilities plan taking into account service levels, cost/benefit analysis, acquisitions/dispositions, replacement, maintenance, budgeting, and associated policies and bylaws. The plan would serve to support Council decisions in the short, medium and long term and position the Village for future needs. The plan could also inform future amendments to the OCP. Staff would return to Council with a more details on scope, estimate cost and procurement options;

3) direct staff to prepare reports to Council on the two real estate and facilities requests noted above;

4) acknowledge the need for an action plan (as per 2 above) but delay work on it until Council has an opportunity to review and consider the entire capital plan for 2017; or

5) continue with status quo

Submitted for Council's consideration:

Mark Tatchell
CAO

SCHEDULE "A"

Year acquired	Description	Location	Cost	Useful life	Remaining UL
1955	Old Fire Hall	112 South Maquinna	Unknown	40	0
1979	Public Works	1015 North Maquinna	\$188,382.00	40	2
1980	Seaplane Dock	Beaches	\$94,550.00	40	3
1983	Administration	977 South Maquinna	\$349,002.00	40	6
1985	Museum	36 Rugged Mountain	\$149,438.00	40	8
1989	Recreation Centre	285 Alpine View	\$1,575,890.00	40	12
1995	Boat Launch	Shop Space (2 Floors)	\$77,735.00	40	18
2000	Information Centre	Head Bay Road	\$31,137.00	40	23
2001	Fire Hall	Head Bay Road	\$196,949.00	40	24
			\$2,663,053.00		

VILLAGE –
OWNED LAND

Year acquired	Description	Location	Cost
1970	Head Bay Road	36.000	\$16,671.00
1970	Head Bay Road	59.015	\$14,287.00
1970	Head Bay Road	400.010	\$3,469.00
1970	Head Bay Road	905.001	\$10,017.00
1970	Head Bay Road	905.003	\$5,320.00
1970	North Maquinna	160.000	\$4,270.00
1970	North Maquinna	702.000	\$3,042.00
1970	North Maquinna (shop)	703.127	\$10,781.00
1970	Dump Road	173.000	\$31,491.00
1970	Barnacle Beach	174.950	\$17,524.00
1970	Barnacle Beach	401.000	\$8,949.00
1970	Edith Road	200.000	\$28,110.00
1970	Meares Road	599.088	\$5,320.00
1970	South Maquinna	601.000	\$12,739.00
1970	South Maquinna	425.230	\$2,046.00
1970	Alpine View Road	655.000	\$5,693.00
1970	Alpine View Road	707.154	\$13,592.00
1970	Jewitt Drive	703.155	\$3,025.00
1970	Freda Road	705.000	\$26,153.00
1970	Freda Road	707.248	\$2,526.00
1970	Resolution Road	1300.100	\$3,772.00
1970	Tahsis River Vacinity	27505.450	\$3,220.00
1980	South Maquinna	599.055	\$887.00
1983	South Maquinna (Office)	400.188	\$37,579.00
1985	Rugged Mountain Road	649.000	\$14,632.00
1989	Alpine View Rd (Rec Centre)	703.161	\$36,843.00
2001	Fire Hall	150.035	\$54,943.00
2004	Wharf Street	599.025	\$73,685.00
2004	Wharf Street	599.025	\$73,685.00
2008	Lot 608	599.050	\$89,835.00
2009	Pete's Farm		\$376,440.00
			\$212,000.00
			\$1,128,861.00