



AGENDA

Agenda for the Regular Meeting of the Tahsis Village Council
to be held on November 21, 2017 in the Council Chambers
Municipal Hall, 977 South Maquinna Drive

- A. Call to Order** Mayor Schooner called the meeting to order at 7:00 p.m.
- Mayor Schooner would like to acknowledge and respect that we are upon Mowachaht/Muchalaht traditional territory.
- B. Introduction of Late Items** None.
- C. Approval of the Agenda**
- D. Petitions and Delegations**
- E. Public Input # 1**
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- F. Adoption of the Minutes**
- 1 Minutes of the Committee of the Whole Council meeting held on November 1, 2017.
 - 2 Minutes of the Committee of the Whole Council meeting held on November 6, 2017.
 - 3 Minutes of the Regular Council meeting held on November 7, 2017.
- G. Rise and Report**
- 1 Audit Service Award Contract
- H. Business Arising**
- 1 Destination BC Co-operative Marketing Partnerships Program - "Excellerator Tourism Industry Transformation Project"
 - 2 Community Unity Trail- review of non-profit society requirements
- J. Council Reports**
1. Mayor Schooner
 2. Councillor Overton
 3. Councillor Van Solkema

4. Councillor Bellanger

5. Councillor Taylor

K. Bylaws

1 **Water Regulations and Rates Amendment Bylaw No. 595, 2017
Re: Adoption**

2 **Bylaw No. 596, 2017: Permissive Tax Exemption Bylaw
Re: Adoption**

L. Correspondence

1 **Village of Tahsis Response to the draft 2018-2022 Wild Salmon Policy
Implementation Plan**

2 **Strathcona Community Health Network - Invitation to the Village of Tahsis to
participate in a region and remote housing plan for the Strathcona region.**

3 **Maureen Roth Re: Fees and Charges Bylaw No. 594, 2017**

M. New Business

1 **Alternate Directors for:
a) Strathcona Regional District**

b) Comox Strathcona Regional Hospital District

c) Comox Strathcona Solid Waste Management Committee

2 **Directors for:
2) Nootka Sound Watershed Society**

b) Municipal Insurance Association of BC

3 **2018-2022 Financial Plan Council meeting Schedule 2018**

4 **Violence in the Workplace Policy**

N. Public Input #2

Public Exclusion

Recess

Reconvene

Rise and Report

O. Adjournment

F1



Minutes

Village of Tahsis

Meeting **Committee of the Whole**
Date **Wednesday, November 1, 2017**
Time **11:30 a.m.**
Place **Municipal Hall - Council Chambers**

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

Staff Mark Tatchell, Chief Administrative Officer

Guests Mike Pearson, P. Eng., Vancouver Island Area Manager, Ministry of
 Transportation and Infrastructure
 Alycia Traas, District Operations Manager, Ministry of Transportation
 and Infrastructure

Public No members of the public.

Call to Order

Mayor Schooner called the meeting to order at 11:30 a.m. and acknowledged and respected that we are upon Mowachaht/Muchalaht Traditional Territory.

Introduction of Late Items

No late items

Approval of the Agenda

Overton: COW 75/17

THAT the Agenda for the November 1, 2017 Committee of the Whole meeting be adopted as presented.

CARRIED

Business Arising **1 Ministry of Transportation and Infrastructure - status update on the Head Bay Forest Service Road improvement project**

Ministry staff advised that the preparatory work - geo-tech, environmental assessment and archeological assessment - is proceeding on track this fall. The road construction contract will be tendered later this year for construction in spring/summer 2018. The project involved 5 km of new chip sealed sections and 8 km of re-surfacing of current chip sealed sections.

Ministry staff agreed to meet with Council at a future point to discuss the longer term vision of the HBFSR, as Council expressed that this project needs to be seen as a first step toward upgrading the entire road.

Ministry staff also advised that the highways maintenance contract for the North Island, including the HBFSR, is being tendered this year. They agreed to provide Council with further information at a later point.

Ministry staff informed Council that they are looking into installing "flip down" signs at the both ends to advise motorists if the road is closed.

Overton: COW 76/17

THAT the Update Report from the Ministry of Transportation and Infrastructure be received.

CARRIED

Adjournment

Overton: COW 77/17

THAT the meeting adjourn at 12:30 p.m.

CARRIED

Certified correct this
21st Day of November 2017

Corporate Officer

H1



Destination Campbell River
Enterprise Centre East
900 Alder Street
Campbell River, BC V9W 2P0
Tel: 250.850.9422

Email: kirsten@destinationthink.com

Dear Kim Hood,

Please accept this letter as confirmation of support for Destination Campbell River's proposal to apply for Destination BC CoOperative Marketing Partnerships Program funds as related to the 'Xcelerator Tourism Industry Transformation Project', supported regionally by the community representatives below. This Project will be undertaken by Destination Think (dba Destination Campbell River), representing the City of Campbell River, as well as at least four other regional partners. The intent is to galvanize tourism industry operators around collaborative digital marketing strategies to benefit the region as a whole. The project fits the program criteria as outlined in the 2018/19 Guidelines due to the significant investment in marketing outputs, with the additional benefit of increasing regional digital marketing capacity and available market research insights.

Sincerely,

Kirsten Soder
Executive Manager
Destination Campbell River

250-850-9422
kirsten@destinationthink.com

Authorized Representative	Community	Date	Signature
Jude Schooner - Mayor	Village of Tahsis		
Julie Colborne - Councillor	Village of Zeballos		
John MacDonald - Mayor	Village of Sayward		
Brad Unger – Mayor	Village of Gold River		
Tom Yates – Corporate Services Manager	Strathcona Regional District		

"Xcelerator Tourism Industry Transformation Project" Support (Pg 2/2)

Authorized Representative	Community	Date	Signature
	Area A		
	Area B		
	Area C		
	Area D		

VILLAGE OF TAHSIS

WATER REGULATION AND RATES AMENDMENT BYLAW NO. 595,
2017

A BYLAW TO AMEND THE VILLAGE OF TAHSIS WATER REGULATION AND RATES BYLAW NO. 581, 2016 TO AMEND THE RATES, FEES, CHARGES, CONDITION AND TERMS UNDER OR UPON WHICH WATER MAY BE SUPPLIED, PROTECTED AND USED.

THE COUNCIL OF THE VILLAGE OF TAHSIS, in open meeting assembled, ENACTS THE FOLLOWING AMENDMENT TO THE WATER REGULATION AND RATES BYLAW NO. 581, 2016 AS FOLLOWS:

PART 7 - WATER METERS

- 32. Repealed.
- 33. The Council may, whenever it shall be deemed it advisable, compel the use of water meters by any person using or consuming water supplied by the Village and may refuse to supply water to any premises unless the person requiring the water shall first enter into an agreement to take and use the water meter.
- 34. The Village shall have the right at any time to install a water meter in any existing premises at the expense of the owner.
- 37. Repealed.
- 38. Repealed.
- 39. Repealed.
- 40. Repealed.
- 46. Repealed.
- 47. Repealed.

PART 9 - RATES, FEES AND CHARGES

58. The rates, fees and charges enumerated in Schedules "A", "C" and "D" are hereby imposed and levied for water supplied or ready to be supplied by the Village and for connections to the water mains of the Village. All rates, fees and charges shall form a charge on the parcels of the respective owners using the water and may be recovered in the same manner and the same means as overdue taxes including unpaid fees, rates and charges levied under Bylaw 542.
60. No rebate, refund or credit whatsoever of any moneys paid or payable for water service shall be made unless approved by Council.

PART 11 - ADMINISTRATION

1. This bylaw may be cited as the "Water Regulations and Rates Amendment Bylaw No. 595, 2017"

READ for the first time this 7th day of November, 2017

READ for the second time this 7th day of November, 2017

READ for the third time this 7th day of November, 2017

RECONSIDERED, finally passed and adopted this 21st day of November, 2017

ADOPTED BY COUNCIL, SIGNED BY THE MAYOR AND THE CHIEF ADMINISTRATIVE OFFICER AND SEALED WITH THE SEAL OF THE VILLAGE OF TAHSIS.

Mayor

Chief Administrative Officer

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No. 595 duly passed by the Council of the Village of Tahsis on the ____ day of _____, 2017

Chief Administrative Officer

K2



**VILLAGE OF TAH SIS
BYLAW No. 596, 2017**

**BEING A BYLAW FOR THE PURPOSES OF EXEMPTING CERTAIN LANDS AND IMPROVEMENTS FROM MUNICIPAL
PROPERTY TAXATION FOR THE 2018 TAXATION YEAR**

WHEREAS Council may, by bylaw, exempt from taxation certain lands, improvements or both for the next calendar year as provided by Section 224 of the *Community Charter*,

AND WHEREAS notice of the proposed bylaw has been given in accordance with the *Community Charter* pursuant to Section 227 of the *Community Charter*,

NOW THEREFORE Council of the Village of Tahsis in open meeting assembled enacts as follows:

TITLE

This bylaw may be cited for all purposes as the "Village of Tahsis 2018 Property Tax Exemption Bylaw No. 596, 2017".

EXEMPTIONS

1. The property as described in Schedule "A" being properties related to properties that are statutorily exempt under the *Community Charter* shall be exempt from municipal property taxation in 2018.

ATTACHMENT

Schedule "A" attached hereto forms part of this bylaw.

READ a first time this 7th day of November, 2017

READ a second time this 7th day of November, 2017

READ a third time this 7th day of November, 2017

Reconsidered, Finally Passed and adopted this 21st day of November, 2017

MAYOR

CORPORATE OFFICER

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No.596, 2017 duly passed by the Council of the Village of Tahsis on this 21st day of November, 2017.

CORPORATE OFFICER

Bylaw No 596, 2017

SCHEDULE "A"

PLACE OF WORSHIP

Roll #	Legal Description	Civic Address	Owner/Occupier	Conditions
400.222	Lot 74, Plan 26880; DL 443	744 Nootka Road	Bishop of Victoria	50% of land value

From: Mark Tatchell
Sent: Thursday, November 9, 2017 10:39 AM
To: WildSalmonPolicy@dfo-mpo.gc.ca<mailto:WildSalmonPolicy@dfo-mpo.gc.ca>
Cc: Tawney Lem <tawney@westcoastaquatic.ca><mailto:tawney@westcoastaquatic.ca>; mila.mezei@dfo-mpo.gc.ca<mailto:mila.mezei@dfo-mpo.gc.ca>
Subject: Village of Tahsis Response to the draft 2018-2022 Wild Salmon Policy Implementation Plan

On behalf of Mayor Schooner and Council of the Village of Tahsis, please accept the following as the Village's comments on the above referenced plan.

The Village of Tahsis is grateful for the opportunity to provide feedback on the draft plan. As a species, salmon holds important economic, environmental, historical, cultural, symbolic and societal values for Tahsis, as for many remote coastal communities. And as Tahsis is on the traditional and unceded territory of the Mowachaht/Muchalaht First Nations, we also acknowledge and respect the primacy of salmon for the Mowachaht/Muchalaht.

The importance of sport fishing to this community, in particular, cannot be overstated. A healthy, vibrant sport fishery is essential to the current and long-term economic viability of Tahsis. With this noted, we are pleased to see the Department of Fisheries and Oceans take the steps in developing a policy framework aimed at re-building wild salmon stocks. We are also pleased that the emphasis is on grounding the policy on scientific evidence.

The Tahsis Salmon Enhancement Society is a group of community volunteers who have operated a salmon hatchery since 1983. This hatchery releases up to 500,000 chinook each year into the Tahsis Inlet. We note that there is no reference to the important contribution that small community-based volunteer hatcheries play in enhancing salmon stocks up and down the coast. Other than a sidebar regarding a Metro Vancouver hatchery, there appears to be no other reference or comment. We believe the draft plan would be improved by noting support for these hatcheries and/ or to show how the research efforts in the plan will take these hatcheries into account. More broadly, the draft plan appears silent as to how the plan will affect the role and operations of all salmon hatcheries on the coast. We encourage DFO to clarify any prospective consequences this plan will have on salmon hatcheries generally.

Tahsis Council has taken strong positions in favour of preserving and restoring the watersheds in our region. In consultation with the Mowachaht/Muchalaht First Nations, Tahsis Council has opposed run of the river power projects on McKelvie Creek and have criticized plans to log the old growth forest in the McKelvie Creek watershed. This watershed is critical habitat for chinook, coho and chum salmon. We are members of the Nootka Sound Watershed Society and engage with DFO whenever possible to identify opportunities to improve and restore riparian areas. We are, therefore, pleased to see DFO place habitat preservation and restoration as the primary objective.

Finally, Tahsis is pleased to see the role of local governments recognized in the plan. As a point of clarification, we note that para. 2.3.5 should be amended to recognize that local governments have statutory authority to regulate land use and zoning not only on privately held property but also Crown Land within municipal boundaries (see Squamish (District) v. Great Pacific Pumice Inc., 2003 BCCA 404). We look forward to seeing how DFO through this plan intends to support local governments, especially small coastal local governments, as a key partner in achieving the objectives of the plan.

Thank you again for the opportunity to respond.

Mark Tatchell
CAO
Village of Tahsis
(250)934-6344



**STRATHCONA
COMMUNITY
HEALTH NETWORK**

L2

November 2, 2017

Mark Tatchell
CAO, Village of Tahsis
PO Box 219
Tahsis, BC

Sent by email to: mtatchell@villageoftahsis.com

Dear Mark Tatchell,

We are writing on behalf of the Strathcona Community Health Network (SCHN) to seek your support for a regional housing and affordability plan.

Access to affordable housing was identified as a high priority at two region-wide SCHN forums held in 2015 and has since become one of our strategic goals. Access to appropriate and affordable housing is fundamental to well being. In 2015, Island Health reported that 46.1% of renters in LHA Region 72 and 52.6% of renters in LHA Region 84 are spending more than 30% of their income on housing. Since then housing pressures in the region have continued to increase. Those most adversely impacted by are also the most vulnerable, such as children and the elderly.

With financial contributions from Island Health's Wellness grant program, the City of Campbell River and ongoing support from the Strathcona Regional District, the SCHN will be initiating a regional housing plan in early 2018. Housing plans are planning and implementation tools for municipal governments and regional communities that provide strategic direction, as well as help identify opportunities to leveraging funding and support.

We are writing to seek your support for the plan in several ways: by appointing a liaison in your community, by supporting the process when input is sought from your community, and by making a financial contribution. Funding partners will have representation on the Technical Advisory Committee that will determine the scope and guide implementation of the project. Please respond by December 1st if you wish to be a funding partner.

If you have any questions or would like to discuss this further, please contact the SCHN Coordinator, Libby King, on 778-348-0762 or email lking@srd.ca.

Sincerely,

Nick Chowdhury
Co-Chair

Noba Anderson
Co-Chair

HEALTHY PEOPLE in HEALTHY COMMUNITIES

23

2017-11-06

Maureen Roth
PO Box 237
Tahsis, B.C.
V0P 1X0

Village of Tahsis
PO Box 219
Tahsis, B.C.
V0P 1X0

RE: Fees and charges- Bylaw 594-2017

Dear Mayor and Councillors:

At the regular council meeting on October 17, 2017, Bylaw 594-2017 was adopted regarding free usage of the swimming pool, sauna, gym and weight room at the Recreation Centre.

I have a few concerns regarding this decision. Firstly, I would like to know how this affects our upcoming property taxes. I feel there still should be fees for the Recreation Centre as every little bit of revenue incurred helps towards the cost for maintenance, hydro and wages for the facility and not putting more of a burden on our tax base.

Secondly, I don't understand why council felt it was necessary to increase the prices for playing pool and bowling. Pool jumped from \$1.00 per game or \$ 3.00 per hr. to \$ 2.00 per game. We frequently play pool on the weekend, and from experience the equipment isn't in the greatest of shape. The cues are warped and the pool table doesn't have any "bounce" left. Until recently, there wasn't a "rake" but that has since been rectified through a donation from a member of our family. As for bowling, the lanes are in need of some minor repairs such as: the shield drops unexpectedly therefore, that lane is inoperable.

I realize that Bylaw 594-2017 regarding free usage of some of the facility most likely won't change however possibly the pool and bowling prices could be amended to their original prices due to their condition.

I look forward to your reply to my concerns.

Thank you,

Maureen Roth

Proposed Budget Meeting Dates for 2018**Committee of the Whole Meetings**

January 12 th	10:30 AM –	Financial Plan and Capital Plan overview and presentation to Council
February 2 th	10:30 AM –	Continuation of Discussion and Revised plans based on Council input
March 8 th	7:00 PM -	Public Presentation
March 13 th	10:30 AM -	2018-2022 Financial Plan (including Tax Rates) Report to Council

Regular Council Meetings

March 20 th	Financial Plan and Tax Rate Bylaws (1 st and 2 nd readings)
April 3 rd	3 rd reading of both Bylaws
April 17 th	Adoption of Bylaws

VILLAGE OF TAHSIS			
Policy Title:	Violence in the Workplace	Policy No.	2011
Effective Date		Supersedes	
Approval	Council	Resolution Number	___/2017

Section 1 - DEFINITION

"Violence"

means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

Section 2 – SCOPE OF POLICY

- 1.1 The policy applies to all persons committing violence except where the violence is committed by a co-worker, supervisor or elected official. Those cases are covered by the Respectful Workplace and Prevention of Harassment, Bullying and Discrimination policy (2014).
- 1.2 All threats against a Village employee or an employee’s family are treated as serious matters. When the Village is made aware of the threat, the Village will notify the employee, if the employee is not already aware of the threat, and notify the police of local jurisdiction. If the Village is unable to contact the employee, every effort will be made to contact a family member so that appropriate precautions can be taken. The Village and/or a designated investigator will conduct an investigation as necessary to protect the employee and/or the employee’s family.
- 1.3 A threat against an employee’s family that is the result of the employee’s employment is considered a threat against the employee for purposes of this policy.
- 1.4 Where a threat is made against an employee’s family, any person who becomes aware of the threat must report it to the person’s supervisor or the employer.

Section 3 – RISK ASSESSMENT

- 2.1 A risk assessment will be performed where the risk of violence may be present using the Risk Assessment Summary Report form (Attachment “A”).
- 2.2 A risk assessment will include the consideration of
 - Previous experience in that workplace
 - Occupational experience in similar workplaces, and
 - Location and circumstances in which work will take place
- 2.3 The purpose of the risk assessment is to determine the nature and type of occurrences of violence anticipated in the workplace and the likelihood of this occurring. The factors considered will be dictated by the circumstances of the workplace.
- 2.4 The risk assessment will include but not limited to:
 - The type of interactions between the public and workers (money transactions, selling alcohol, providing security, civil disobedience)
 - The attributes of employees (training, experience, age, gender, health, personality)
 - The nature of the work environment (location, staff complement, workplace layout, lighting, security provisions and hours of operation)
 - Past history in the workplace (number of incidents, type and severity of incidents, time and location of incidents, job classification, nature of interaction between employees and the public)

Section 4 – PREVENTING VIOLENCE IN THE WORKPLACE

- 3.1 Employees are responsible for notifying their supervisor if they believe there is an unsafe situation which will put the employee at risk.
- 3.2 Supervisors are responsible to provide safe work environments for employees.
- 3.3 Based on risk assessments, the Village will develop procedures, policies and work environment arrangements to mitigate or eliminate the risk of violence.

Section 5 – RESPONDING TO INCIDENTS OF VIOLENCE

- 4.1 All incidents of violence including threats of violence in the workplace must be reported to the appropriate supervisor
- 4.2 Supervisors are required to document and, if required, investigate incidents of violence using the Violent Incident Report form (Attachment “D”).

- 4.3 The Village will take corrective action in response to incidents of violence, if required.
- 4.4 Employees will be advised to seek medical treatment.

Section 6 – ADVICE TO EMPLOYEES

- 5.1 Employees will be informed by their supervisor if they may be exposed to the risk of violence and the nature and extent of the risk.
- 5.2 In particular, employees will be informed about the risk of violence from persons who have a history of violent behaviour and whom the employees are likely to encounter in the course of their work.
- 5.3 The Village will instruct employees who may be exposed to the risk of violence in:
- The means for recognizing the potential for violence
 - The procedures, policies and work environment arrangements which have been developed to minimize the risk to employees from violence
 - The appropriate response to incidents of violence including obtaining assistance
 - Procedures for reporting, investigating and documenting incidents of violence

A record will be kept of all employees who have been instructed on the risks of violence and trained in the appropriate actions as required by this policy (Record of Instruction of Workers, Attachment "C")

Attachments:

- A. Risk assessment summary report
- B. Policy statement – Prevention of violence in the workplace
- C. Record of instruction of workers
- D. Violent incident report form
- E. Suspect and vehicle and identification sheet

A. Risk assessment summary report

A risk assessment has been conducted at

_____ on _____
Name of company *Date*

by _____
Name of management and worker representatives

The following potential risks of violence were identified:

- Travelling to and from work (see pages 12–14)
- Working alone (see pages 14–15)
- Irrate customers (see page 15)
- Robberies (see pages 15–17)
- Making deposits (see page 17)

Other identified risks:

- _____
- _____
- _____
- _____
- _____

B. Policy statement -- Prevention of violence in the workplace

The management of _____
Name of company

recognizes the potential for violent acts or threats directed against staff by persons
other than _____ employees.
Name of company

Every effort has been made to identify the sources of such action, and procedures
have been developed to eliminate or minimize the risks to staff.

The management of _____
Name of company

will ensure that all staff members are aware of the hazards and are trained in the
appropriate actions to take for protection from acts or threats of violence.

Workers must follow the procedures implemented for their protection, and
immediately report all incidents of violence.

Owner or
manager _____

Date _____

C. Record of instruction of workers

Staff have been made aware of the risks for violence identified at this site and have been trained in the appropriate actions as defined in the procedures of this program.

Staff have been instructed on how to fill out the report form whenever a violent incident occurs.

The following is a list of staff who have received training on workplace violence prevention procedures.

Printed name	Signature	Date

D. Violent incident report form

Staff who have been victims of violence at work should complete this report as soon as possible.

1. Identifying information

Name		Job title	
Shift		Department or section	
Location <input type="checkbox"/> Parking lot <input type="checkbox"/> Lobby <input type="checkbox"/> Locker room <input type="checkbox"/> Counter or reception area <input type="checkbox"/> Other (please specify)			
Type of assault <input type="checkbox"/> Verbal <input type="checkbox"/> Threatened <input type="checkbox"/> Struck <input type="checkbox"/> Bitten <input type="checkbox"/> Pushed <input type="checkbox"/> Kicked <input type="checkbox"/> Scratched <input type="checkbox"/> Other (please specify)			
Medical attention or first aid obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No		Advised of right to consult doctor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Investigation conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No		WorkSafeBC forms completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reported to supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Police called? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Action taken			

2. Assailant

<input type="checkbox"/> Customer <input type="checkbox"/> Patient <input type="checkbox"/> Delivery person <input type="checkbox"/> Ex-employee <input type="checkbox"/> Resident <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other (please specify)			
Description <input type="checkbox"/> Male <input type="checkbox"/> Female			
Age	Complexion	Height	Weight
Name (if known)			

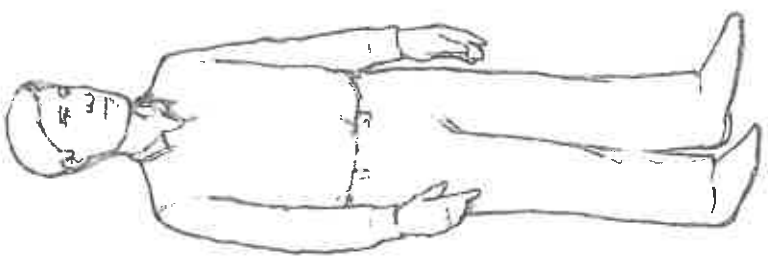
3. Incident and injury information

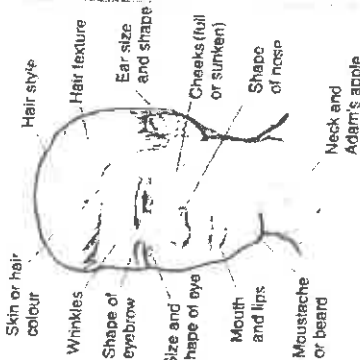
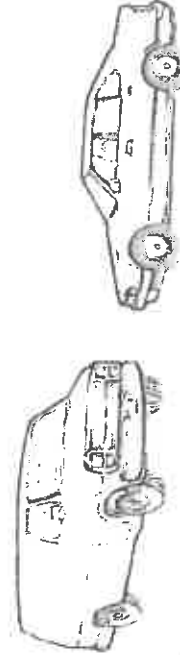
Date of incident	Time a.m. / p.m.
------------------	-------------------------

4. Other information

Was the assailant involved in any previous violent incidents with staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any measures in place to prevent a similar incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide any other information you think is relevant	

F. Suspect and vehicle identification sheet

SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	AGE	HEIGHT	WEIGHT	RACE
General appearance				
				
HAT (colour and type)				
COAT				
SHIRT/BLOUSE				
PANTS/SKIRT				
SHOES				
TIE				

Facial appearance	Write below specific facial details that you definitely remember.
	What did the suspect say? Describe any tool or weapon seen.
Vehicle	
Colour	Make
Body style	Model
Antenna	Licence number
Direction of travel	Damage or rust Bumper sticker Wheel covers

