



AGENDA

Agenda for the Inaugural and Regular Meeting of the Tahsis Village Council
to be held on November 6th, 2018 in the Council Chambers
Municipal Hall, 977 South Maquinna Drive

- A. Welcome** By Chief Administrative Officer and Corporate Officer
- B. Inauguration**
- 1 Corporate Officer to Administer Oaths of Office to**
Mayor-Elect Martin Davis
Councillor-Elect Bill Elder
Councillor-Elect Sarah Fowler
Councillor-Elect Josh Lambert
Councillor-Elect Lynda Llewellyn
- C.** **Mayor Davis will assume chair of the meeting and will call the meeting to order.**
- Mayor Davis will acknowledge and respect that we are upon Mowachaht/
Muchalaht territory**
- D. Introduction of
Late Items**
- E. Approval of the
Agenda**
- F. Petitions and
Delegations** **None**
- G. Public Input # 1**
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- H. Adoption of the
Minutes** **1 Minutes of the Regular Council meeting held on October 16th, 2018**
- I. Rise and Report** **None.**
- J. Business Arising** **None.**
- K. Council Reports** **1 Mayor Davis**

- 2 Councillor Elder
- 3 Councillor Fowler
- 4 Councillor Lambert
- 5 Councillor Llewellyn

L. Bylaws **None.**

- M. Correspondence**
- 1 Lisa Hendra letter to Mayor and Council Re: by-law enforcement
 - 2 Brooke Jones Letter to Council Re: Tahsis Recreation Center Rock Climbing Wall
 - 3 Tahsis Community Garden Society Re: Proposal for Community Composting Initiative
 - 4 Captian Meares Elementary Secondary School Re: PAC Request for Contribution
 - 5 Ministry of Attorney General to Mayor and Council Re: Licences for retail sale of non-medical cannabis

- N. New Business**
- 1 Appointment of Deputy Mayor
 - 2 Appointments of Directors for:
 - a) Strathcona Regional District Board
 - b) Comox Strathcona Regional Hospital District Board
 - c) Comox Strathcona Solid Waste Management Board
 - d) Vancouver Island Regional Library Board
 - e) Nootka Sound Watershed Society
 - f) Municipal Insurance Association of BC
 - 3 Appointments of Alternate Directors for:
 - a) Strathcona Regional District Board
 - b) Comox Strathcona Regional Hospital District Board
 - b) Comox Strathcona Solid Waste Management Board
 - d) Vancouver Island Regional Library Board
 - f) Municipal Insurance Association of BC

- 4 The Bank of Montreal Banking Resolution - signing authorities
- 5 2019 Regular Council Meeting Dates
- 6 2019 Budget Meeting Dates
- 7 Grant in Aid: Village of Tahsis Employees Christmas Party
- 8 Advertising Opportunity Aboard the M.V. Uchuck III and Beyond
- 9 Report to Council: 2018 Village of Tahsis municipal election ballot account for purposes of the Local Government Act.

O. Public Input #2

P. Public Exclusion

None.

Q. Adjournment

Moved, seconded by Councillors _____ THAT the meeting be adjourned at ____ p.m.



H 1

Minutes

<u>Meeting</u>	Regular Council
<u>Date</u>	16-Oct-18
<u>Time</u>	7:00 PM
<u>Place</u>	Municipal Hall - Council Chambers

Present Acting Mayor Randy Taylor
Councillor Brenda Overton
Councillor Kathy Bellanger

Regrets Councillor Louis VanSolkema

Staff Mark Tatchell, Chief Administrative Officer
Janet St.Denis, Finance and Corporate Services Manager
Deborah Bodnar, Director of Finance

Public 4 members of the public

A. Call to Order

Acting Mayor Taylor called the meeting to order at 7:00 p.m. and acknowledged and respected that we are upon Mowachaht/ Muchalaht Territory.

B. Introduction of Late Items

5 correspondence items (L2-L6)

C. Approval of the Agenda

Overton/ Bellanger: VOT 449/2018

THAT the Agenda for the October 16, 2018 Regular Council meeting be adopted as amended.

CARRIED

D. Petitions and Delegations

None.

E. Public Input # 1

None.

F. Adoption of the Minutes

- 1 **Minutes of the Regular Council meeting held on October 2nd, 2018**

Overton/ Bellanger: VOT 450/2018

THAT the Regular Council Meeting minutes from October 2nd, 2018 be adopted as presented.

CARRIED

G. Rise and Report

Overton/ Bellanger: VOT 451/2018

THAT the Village contract with Mudslingers Stucco Ltd. to prepare and re-surface the municipal swimming pool and approve a budget of \$120,300 (exclusive of tax) for this project.

CARRIED

H. Business Arising

- 1 **Report to Council Re: Review of Rec Centre usage post-bylaw adoption**

Overton/ Bellanger: VOT 452/2018

THAT this Report to Council be received.

CARRIED

J. Council Reports

Overton/ Bellanger: VOT 453/2018

THAT the Council Reports be received.

CARRIED

Acting Mayor Taylor

Report to Council, October 16th, 2018

Good Evening.

As this will be my last report I wish to take the opportunity to thank Council members for their support and spirit of cooperation throughout the 7 years I've had the pleasure of serving our community. I would also like to express my gratitude to the electorate for granting me the privilege of representing them and to the municipal staff for doing such a fine job of implementing the policy decisions made at this table as well as their exemplary delivery of services to this community. Tahsis is fortunate to have such great team.

I have both good and bad to report tonight and I'll begin with the bad. The Library Board has rejected the site Council dedicated to them for construction of the new library, based on their engineering report finding hog fuel some 3 feet or so below grade. To paraphrase Councillor Van Solkema's reaction, "I guess they never heard of screw piles"... Looks like we're back to square one come January. On the good, I'm pleased to report that Telus has made a complete 180 degree change from their position of early summer of 2017 of having no intention of bringing cell service to Tahsis in that they are now planning to install towers, both here and in Gold River as soon as next year. There are no plans for connectivity along Headbay Road or Highway 28 at this time but this is still great news and proves that persistent lobbying can, and often does, pay off.

Respectfully submitted,
Randy Taylor

Their was a brief discussion regarding Telus' plan to bring cell service to Tahsis.

Councillor Overton (verbal report)

I attended the Strathcona Regional District meeting, the Hospital Board Meeting and the Solid Waste Board meeting. I have brought with me the minutes from all of these meetings.

I would also like to thank council for all they have accomplished over the past 4 years.

Councillor Bellanger (written report)

Good evening Mayor and Council.

Well, I have not been to any meetings since last council meeting but I want to take this moment to say I am glad I had this great opportunity to sit at this table with everyone including the late Mayor Jude Schooner for the past 4 years.

To all who put there names in for the next 4 years and get elected in; I hope the many projects that have been started will continue until completed and new projects begin as our small village reinvents itself.

K. Bylaws

- Bylaw No.609, 2018 Being a bylaw for the purpose of exempting certain lands and improvements from municipal property taxation for the 2019-2028 taxation years**

Adoption

Overton/ Bellanger: VOT 454/2018

That Bylaw No.609, 2018 be reconsidered, finally passed and adopted.

CARRIED

L. Correspondence

- 1 Letter from the Honourable Katrine Conroy, Minister of Children and Family Development Re: Foster Family Month

- 2 Letter from Acting Mayor Taylor on Behalf of Tahsis Council Re: McKelvie Creek Community Watershed Request for Ministerial Orders for Establishment of Scenic Area and Visual Quality Objectives, Wildlife Habitat Features, Fisheries Sensitive Watershed and Old Growth Management Areas.

- 3 Letter from Lisa Hendra Re: Food-safe concerns at the Farmer's Market

- 4 Letter from Lisa Hendra Re: ATV trails VS Foot-trails

- 5 Letter from Lisa Hendra Re: Vacant property next to Dave McIntosh's property on Alpine Way.

- 6 Letter from Lisa Hendra Re: Public works yard

Overton/ Bellanger: VOT 455/2018

THAT these correspondence items be received.

CARRIED

M. New Business

- 1 **UBCM Age Friendly Communities Grant Application**

A brief discussion followed.

Overton/ Bellanger: VOT 456/2018

THAT the proposed UBCM Age Friendly Communities Grant Application be received.

CARRIED

Overton/ Bellanger: VOT 457/2018

THAT the proposed UBCM Age Friendly Communities Grant Application be approved.

CARRIED

Overton/ Bellanger: VOT 458/2018

THAT Council actively supports, promotes and works towards Tahsis becoming an age-friendly community.

CARRIED

- 2 **Service Provider Agreement between the Village and Sierra McGerrigle Re: Restorative Yoga Program**

Overton/ Bellanger: VOT 459/2018

THAT the attached executed Service Provider Agreement between the Village and Sierra McGerrigle dated September 18, 2018 be received. **CARRIED**

Overton/ Bellanger: VOT 460/2018

THAT the attached executed Service Provider Agreement between the Village and Sierra McGerrigle dated September 18, 2018, whereby the Village agrees to provide Commercial General Liability Insurance for Ms. McGerrigle under the Village's MIABC policy, to a limit of \$5 million, to cover delivery of the services described in the Agreement for the term of the Agreement be approved. **CARRIED**

Public Input #2

Two members of the public thanked Council and staff for their work over the past term in office.

Adjournment

Overton/ Bellanger: VOT 461/2018

THAT the Regular Council meeting adjourn at 7:16 p.m. **CARRIED**

Certified Correct this

6th Day of November, 2018

Chief Administrative Officer

M1

Reception Account

From: calls4u@telus.net
Sent: Tuesday, October 16, 2018 9:28 PM
To: Reception Account
Subject: dogs off leash

To the MAYOR and COUNCIL

Our village has a right to by-law enforcement. We do have a right to certain safety conditions.

Without these rules being followed THIS DOES HAPPEN.. the concern is real. SEE VIDEO

<https://www.youtube.com/watch?v=-CYrmLJXR8Y>

PLEASE Make our streets safe.

TOO MANY large dogs are off leash in this village.

ONE brown pit-bull is harassing pedestrians. We do not know who owns this dog. "Maybe the motel", someone suggests.

The problem we see is that the by-laws in place are being scoffed at due to a lack of enforcement, control or consequence.

Please find, get, appoint , train a peace officer for this town.

(NOT the RCMP

The RCMP does not and will not accept a peace-officers role here...

They made that clear by telling us nothing can be done about consistent trespassing and to just punch the guy in the head which is not only incorrect advice but highly illegal.

Legally, an arrest without warrant is supposed to be issued for federal trespass law infraction, but the RCMP dont seem to know or acknowledge this.)

We need our own peace-officer to hand out tickets for by-law infractions from Dogs off leash to illegal B&B's and trespass to fire-hazards.

Thank you for your time in considering this request.

Lisa Hendra
#17 Tahsis BC
VOP1X0

M 2

Tuesday, October 2nd, 2017

Re: Tahsis Recreation Center Rock Climbing Wall - Funding

To: Council of the Village of Tahsis
Sarah Jepson, Director of Recreation
Mark Tatchell, CAO

Please accept this letter as a request to split costs of re-opening the Tahsis Rock Climbing Wall with the Tahsis Literacy Society. It is my belief that, with your financial support, the re-opening of the Tahsis Rock Climbing Wall would significantly support the physical & mental well-being of the residents and guests of Tahsis and that we'd be better utilizing the (recreation) resources that are already available to us in our community.

At the June 12, 2018 Tahsis Literacy Society Meeting, a motion was approved by its members stating that "... the Tahsis Literacy Society will match the Village of Tahsis up to 50% of \$425 for the course and up to 50% of the \$1,967.90 for the equipment." (The course being the ACMG CGI Level 1 and equipment being the rock climbing equipment that will need to be purchased in order to re-open the rock climbing wall). These funding amounts are based off the course fees and equipment purchase quote that we have received, which I have attached to this letter.

Up to this point, over \$2,500 has been fundraised by the Tahsis community through volunteer efforts to re-open the rock climbing wall. These funds have already helped pay for a successful and professional inspection of the wall, which Council approved, and will also act as an emergency fund should unexpected costs arise (i.e. equipment or facility repairs). From my perspective, this demonstrates the dedication and passion of the community towards this project as well as the steps that have already been completed to ensure its success.

Should the Council of the Village of Tahsis accept to match the Tahsis Literacy Society's funding, I believe this would allow us to utilize as much funding as possible available to support the project and would reflect the Village's dedication to maintaining and taking ownership of its own assets. It is vital that Council agrees to share the funding amounts otherwise none of financial support available for the re-opening of the rock climbing wall from the Tahsis Literacy Society will be granted. This would be a huge loss. As well, since the rock-climbing wall is part of the municipality's recreation center, I think that it would only be fair that the Village reciprocate the time and effort that the community has put towards the Village's assets by offering financial support in return. The Village would undoubtedly benefit from their rock climbing wall being re-opened, as it would act as another recreation opportunity for its community members and visitors as well as a tourist attraction.

I have much passion towards this project and am willing to continue to provide my personal time and effort to work alongside the Village of Tahsis Council and other municipality staff to make it possible.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Brooke Jones



Louise Gilbert

Grant application

To: Brooke Jones

Tahsis...ation Center June 12, 2018 at 8:54 PM



Hello Brooke

The motion tonight regarding your grant application is:

Motion that the Tahsis Literacy Society will match the Village of Tahsis up to 50% of \$425 for the course and up to 50% of the \$1967.90 for the equipment.

Louise



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May 18, 2018

HPCW Project #: 18009

Village of Tahsis
285 Alpine View St.
Tahsis, BC
V0P 1X0

Attention: Sarah Jepson

Via email: sjepson@villageoftahsis.com

RE: Engineering Inspection
Existing Climbing Wall – Tahsis Recreation Centre

As requested, High Performance Climbing Walls (HPCW) attended the aforementioned site on May 5, 2018 to perform a cursory and visual engineering review of the existing climbing wall (See Photo 1). Our work is performed in accordance with the High Performance Climbing Walls / Urban Forest Enterprises Ltd. – 2018 Inspection Terms and Conditions, attached in Appendix B for reference.

Based on our site review, our observations, conclusions, and recommendations are contained herein.

ITEM 1: GROUND SAFETY SURFACE

Observations:

The facility does not have any permanent mats, however, multiple layers of 2" blue vinyl gym mats were present in the facility, and we understand these mats are available for climbing activities when the wall is in use. These mats are of sufficient thickness for top roping activities, but would need to be stacked to increase the thickness for bouldering.

Conclusions and Specific Recommendations:

The mats are in a functional condition, and we would recommend at least a single (preferably double) layer of mats for top roping, and at least 6" mat thickness for bouldering up to 10'.

ITEM 2: GROUND ANCHORS

Observations:

The ground anchors consist of purpose installed steel U-bolts embedded in the concrete floor and recessed below the gym floor, with brass cover plates over top. During use it would be possible to clip carabiners and daisy chains into these U bolts to counter weight discrepancy between climbers and belayers.

Conclusions and Specific Recommendations:

The ground anchors appear to be adequate for assisting unbalanced climbing partners while belaying, although no non-destructive testing was completed, so the anchors should not be used for routesetting. Continue to monitor any material components (daisy chains, slings, etc.) for excessive wear and fraying and replace these items accordingly. Daisy chain sling manufacturers typically recommend replacement every 2-5 years of use.

ITEM 3: CLIMBING WALL STRUCTURAL FRAMING**Observations:**

The climbing wall frame consists of dimensional lumber connected to the facility walls and roof trusses above. We understand that the structure was designed by MM Johnson Ltd. Structural Engineers in 1996, although only unsealed engineering drawings exist or have been provided to HPCW at this time. We observed the framing and connections in the roof attic, which generally conformed to the unsealed engineering drawings. At this time we have not performed a structural analysis of the frame or any non-destructive testing of the members. Of the members observed (~60% of total), no significant or worrisome cracking, splitting, shakes, pockets or rotting was observed (See Photo 2).

Conclusions and Specific Recommendations:

Based on the existing use, the structural frame appears to be performing adequately for its intended purpose. Although no sealed drawings exist for the climbing wall, based on our observations we have reason to believe that the framing was generally installed as intended by the unsealed drawings and is in conformance with industry standards. No remedial action is required at this time.

ITEM 4: ANCHORS – TOP ROPE AND LEAD

The top anchors consist of custom steel plates and U-bolts at the ceiling of the facility, bolted through lumber beams in the attic. Short lengths of chain are attached to the U-bolts, to provide a connection point for the climbing rope. See Photo 3.

Observations:

The top anchors appear to be in a functional condition, although the age, strength rating, and material properties of the chains and steel are unknown.

Conclusions and Specific Recommendations:

Based on the unsealed design drawings, we have reason to believe that the anchor steel was fabricated to a steel specification, however, the chains are showing deterioration and based on the unknown original condition we recommend that the chains and associated quicklinks attached to the steel anchor point are replaced prior to use. Ongoing observation of these wear parts (quicklinks and chain) is required by the climbing wall supervisor, and should be correspondingly documented at least monthly.

ITEM 5: CLIMBING PANELS & SURFACE

The climbing panels consist of 3/4" Fir plywood with a painted finish.

Observations:

The climbing wall panels exhibited nominal wear, and the surface appears to be in an as expected condition given the age of the wall.

Conclusions and Specific Recommendations:

The surface texture shows normal signs of use with some minor marks (toe scuffs). Of the climbing panels observed (~100%), we did not observe any structural damage or failure points that might require structural remediation.

ITEM 6: T-NUTS

A small random sampling (between 15-20%) of the T-nuts was reviewed visually for any cracks or damage.

Observations:

Of the T-nuts reviewed, very few were observed to be inoperable or damaged. Based on the age of the wall, we would assume that these t-nuts are the older 'hammer in' claw style t nuts.

Conclusions and Specific Recommendations:

Most T-nuts appeared to be performing correctly (>95%). Care should be taken to ensure that hold bolts are not cross threaded during installation as there is no access behind the wall to replace stripped or damaged t-nuts.

ITEM 7: HOLDS

Observations:

A small random sampling (~5%) of the climbing holds were reviewed visually for damage or other hazardous conditions.

Conclusions and Specific Recommendations:

Of the reviewed holds, none appeared to be damaged. Any loose holds discovered over time should be tightened up or removed immediately. This is not a structural issue, *but care should be taken to ensure the climbing holds do not loosen and cause climber injury.*

ITEM 8: ROPES

Observations:

The ropes were observed, and all were presently beyond the manufacturers recommended service lifespan.

Conclusions and Specific Recommendations:

New ropes should be purchased if the climbing wall is to be used. It is always recommended to keep a rope log and record the age of the ropes and any significant wear (falls, sheath damage, etc.) that may occur on a rope.

ITEM 9: CLIMBING GEAR (belay devices, harnesses, carabiners, etc.)**Observations:**

The climbing gear was reviewed during our site visit and we observed that all textiles/softgoods (harnesses, helmets, webbing, etc.) was presently beyond the manufacturers recommended service lifespan. We reviewed the various hardgoods (belay devices, carabiners, etc.) and observed the gear was in various stages of functionality.

Conclusions and Specific Recommendations:

Based on the unknown age of the climbing gear, we would recommend new textile/softgoods prior to climbing wall use, and any hardgoods that are exhibiting signs of wear beyond manufacturer's recommendations (gouging or stock loss > 1mm) should also be replaced.

ITEM 10: OTHER**Observations:**

N/A

Conclusions and Specific Recommendations:

N/A

GENERAL RECOMMENDATIONS

In addition to the specific recommendations above, at this time we have the following additional recommendations:

1. Continue recommended observation and documentation of climbing wall maintenance, inspections, and repairs. Prioritize life-safety issues over cosmetics. Any alterations of the climbing area, operational procedures, or equipment should include the consultation of a knowledgeable and qualified person – whether they be current staff or otherwise.
2. Inspect personal safety equipment before each use. Any nylon (or soft-goods) climbing wall components that are showing excessive wear should be replaced accordingly, as per the associated manufacturers recommendations for each item.
3. Observe any moving steel to steel connections (anchors to chains, chains to carabiners, etc.) for normal 'wear and tear' monthly. These steel parts (anchors and chains) should be monitored for any excessive wear (thinning, deformation, or stock loss > 1mm) and replaced accordingly at that time.
4. While not concerning for life safety, care and due diligence should be taken not to over tighten climbing holds and deform the T-nuts, or crush the plywood and force the T-nuts through the climbing panel surface as this presents a maintenance issue.
5. Continue to monitor structural frame for loose or damaged members/connections and repair accordingly.

We understand that the climbing wall was constructed on or around 1996/1997, and received some use following construction, with the exact number of years and/or cycles of use being unknown. This

climbing wall is not new, nor is it in near new condition, however, it appears that it was constructed to an engineered drawing and by tradespeople skilled in the assembly of dimensional lumber.

As the wall is indoors, and does not appear to be abused, vandalized, or damaged, we believe that there has not been a significant change from the original construction materials and/or intent. The climbing equipment (non-permanent materials) of ropes, harnesses, carabiners, webbing, etc. should be replaced prior to use as these goods do have a manufacturers' recommended lifespan, which has been exceeded.

Any gear or equipment that is 'expired' should be properly disposed of and removed from the climbing wall area to prevent confusion or misuse. Industry best practice suggests destroying or otherwise rendering inoperable any life safety equipment (harnesses, ropes, etc.) prior to discarding.

Based on the usage, age, traffic at your facility, and current industry standards we recommend at this time that an engineering review of the climbing wall is done no more than every two years, therefore the next review would be on or around the beginning of May, 2020.

FINAL COMMENTS

Upon completion of our review, and the above recommendations, we are of the professional opinion that the climbing wall structure is meeting adequate performance requirements and, provided that replacement equipment (softgoods & hardgoods) as well as anchors chains are implemented, the wall is safe for operational use.

If you have any questions, please do not hesitate to contact the undersigned.

Best Regards,
HIGH PERFORMANCE CLIMBING WALLS
(A DIVISION OF URBAN FOREST ENTERPRISES LTD.)

Per:



Andrew Higginson, P. Eng



May 18, 2018

Reviewed By:



Michael Grisdale, P.Eng.

Enclosure: 3 photos

Photo 1: Overall Climbing Wall

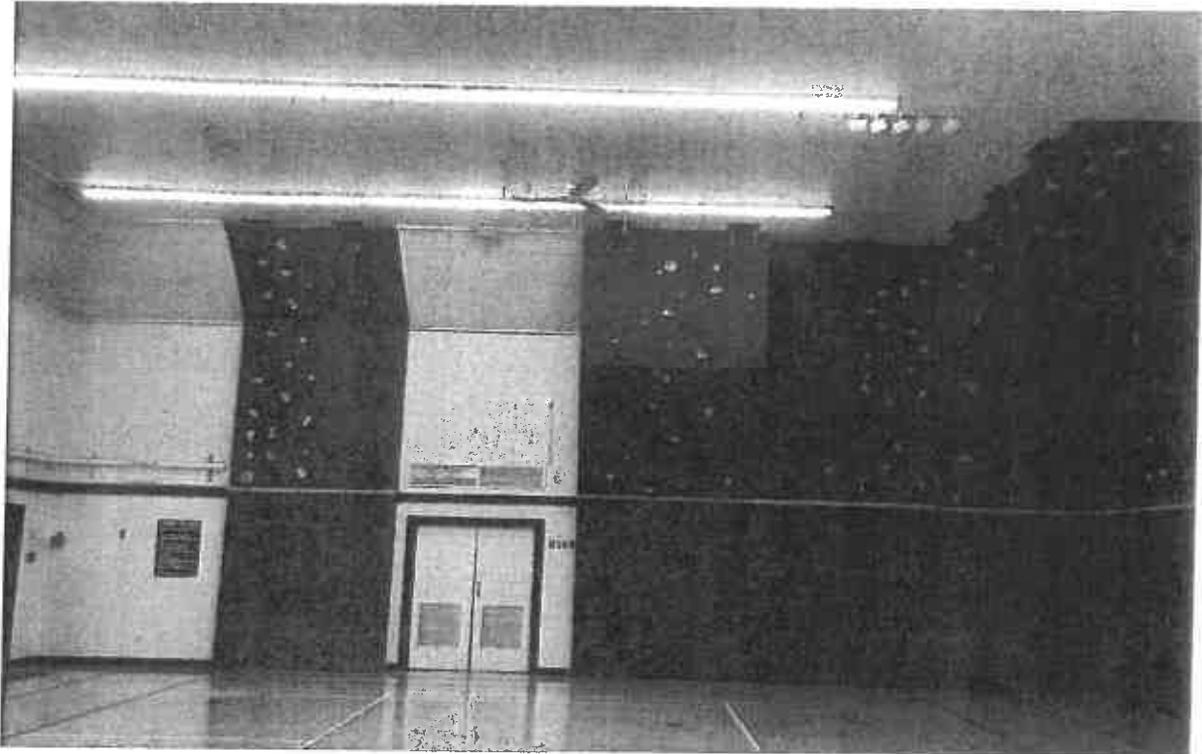


Photo 2 – Rafter Framing (in attic)

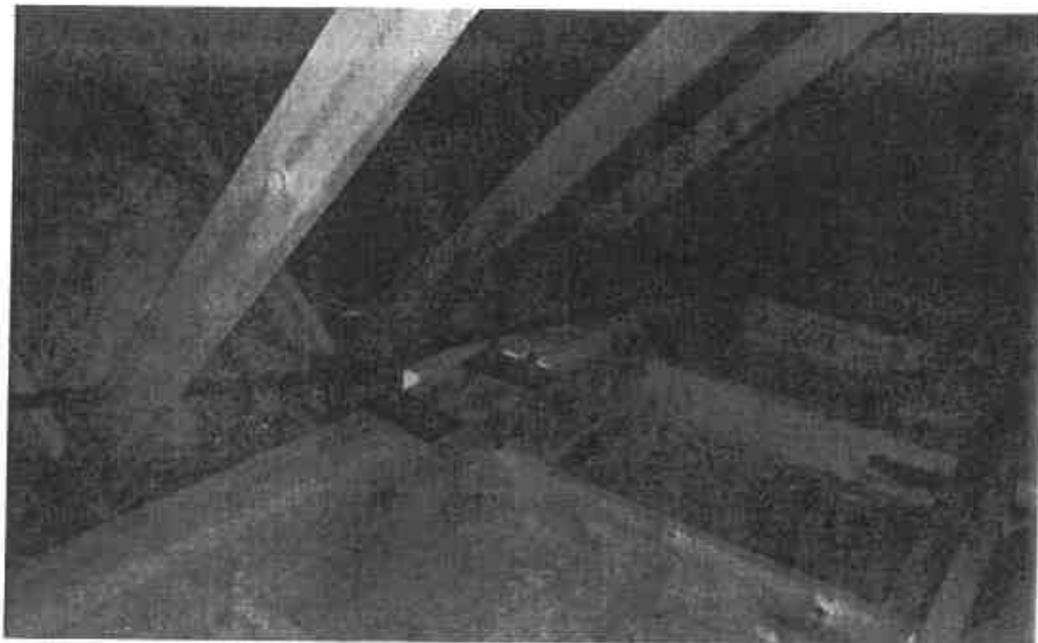
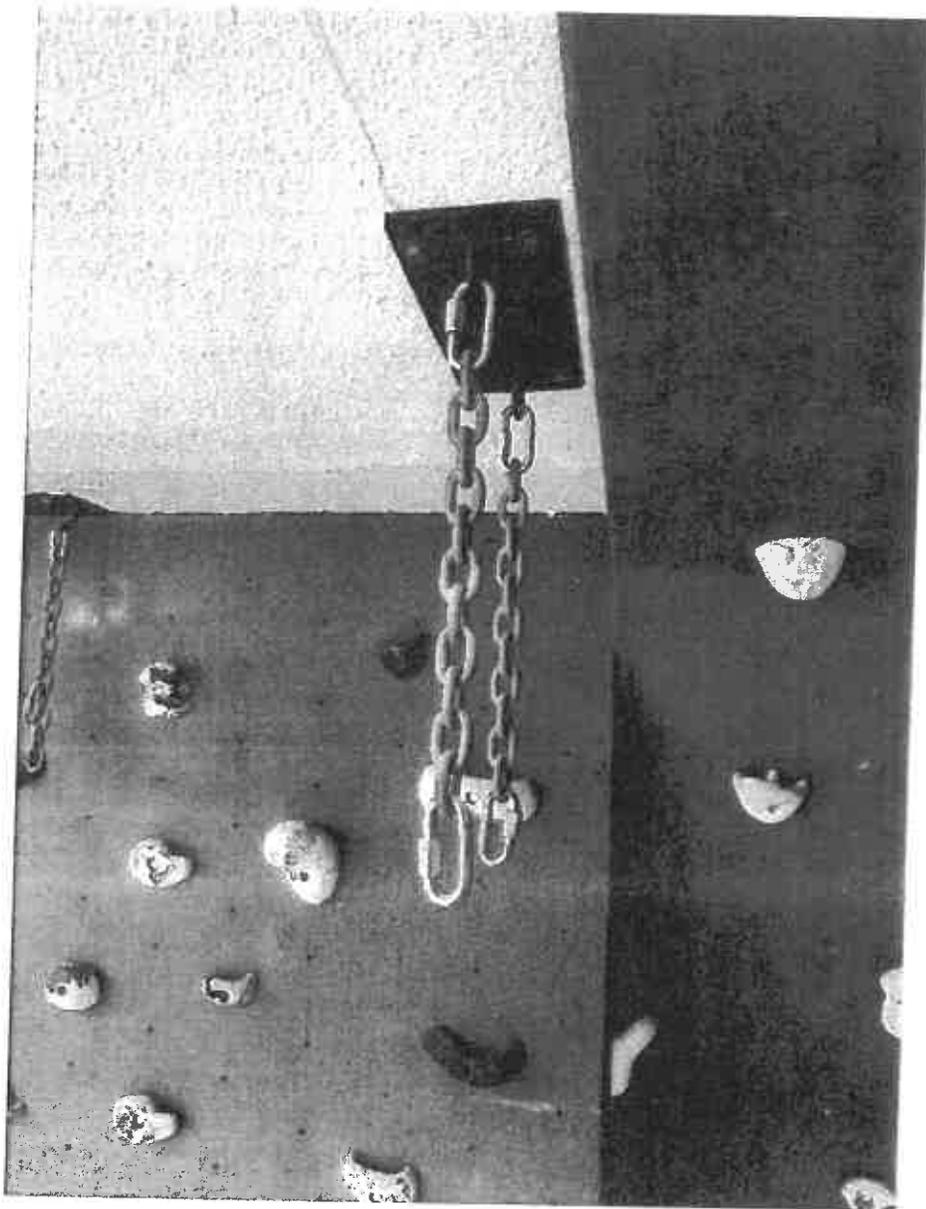


Photo 3: Anchor Plates (ok) and Chains (to be replaced)



End.



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INSPECTIONS - TERMS AND CONDITIONS (revised Jan 2018)

In the following Terms and Conditions, 'the Client' or 'Client', shall explicitly be interpreted as the entity acknowledging the proposal, the entity from which payment has been received, or the entity instructing or authorizing High Performance Climbing Walls (HPCW) to enter the premises and perform this inspection; and HPCW shall explicitly be referred to as 'the Consultant' or 'Consultant'. Additionally, the term *components* is implied to include any and all structures, equipment, components, gear, tools, life safety equipment, etc. at any and all project sites, courses, facilities, elements, or other locations. Ownership of *components* does not imply expertise, and it is the responsibility of the operator to familiarize themselves with the equipment, operations, and take appropriate steps of due diligence.

It is the client's responsibility to request additional information or other clarification as required to understand this report.

TERMS OF ENGAGEMENT

Every effort will be made to ensure the scope of services is performed with a degree of skill and diligence expected from a registered professional. The consultant does not assume any liability or responsibility for injuries or claims to *component* users (staff, volunteer, participant, or otherwise) as a result of using the *components* at any location; and legal liability thereon is expressly and specifically denied.

The Scope of Services to be provided by the consultant are limited to the information provided in the document, and will be performed in accordance with these Terms and Conditions.

Fees and Reimbursements are to be paid by the Client as stated and agreed in the document, and in accordance with any special provisions. All fees for services are due in full PRIOR to the consultant's delivery of the inspection report, at the discretion of the consultant. The consultant reserves the right to suspend services on this project, or any other project, if any payments due from the client to the consultant are not paid upon receipt of invoice. The consultant will not be held liable for any costs or delays associated to any suspension of services.

No warranty is either expressed or implied within this scope of services.

The consultant may, at its discretion, subcontract any of the scope of services listed herein to a sub consultant firm.

GENERAL CONDITIONS

The information contained in this report is intended to be read in association with the daily, weekly, monthly, and annual inspections – also known as the acceptance, pre-use, and periodic inspections. At minimum, these inspections indicate good maintenance and operational due diligence by the operator. Inability to produce these reports significantly eliminates the consultant's ability to observe compromised *components* as a result of deterioration, fatigue, or any other trending failure mechanism.

The information contained in this report is limited to the *components* listed for inspection AND only on the date of the inspection – no information is express or implied on the condition of the *components* outside of the apparent circumstances when inspected. Inspections are performed using the appropriate and relevant standards as a guideline, including but not limited to standards such as the ACCT Standards (8th Edition) for Challenge Courses & Canopy/Zip Line Tours, CWA Standard (1st Edition) for the Structural Inspection of Artificial Climbing Structures, Local Worksafe or Workers Compensation Board Guidelines or Regulations, CSA Z259.16-04, and CSA Z267-00.

Any observations and conclusions contained in this report are those of the consultant at the time of writing, to the best of the consultant's knowledge and as could be reasonably expected of a qualified person. Any recommendations made in the report are assumed and intended to be executed by qualified *component* professionals or course professionals. It is the client's responsibility to ensure all recommendations and remedial works are implemented, and notify the consultant if any additional changes are required. The consultant is not responsible or liable for the client's failure to undertake recommendations or remedial work.

Additional correspondence, coordination, and other services that are required beyond the scope outlined in the above document may be subject to an increase in our fee or timeline of deliverables. These additional fees and / or scope of services can be added to the existing agreement and scope of work, with client approval, without the nullifying the existing agreement.

All documentation, reports or otherwise prepared by or used during this project remains the property of the consultant. The use or distribution of this work to any other person, third party, or for any other project is prohibited unless otherwise noted above or by written consent provided by the consultant.



Quote

High Performance Climbing Walls

a division of Urban Forest Enterprises Ltd
 #19-1400 Cowichan bay Road
 Cobble Hill, BC V0R 1L3
 778-654-3362 www.climbingwalls.net

2018-05-25

Quote # 191R1

Project Tahsis Retail

Village of Tahsis
 977 South Maquinna Dr.
 Tahsis, BC
 V0P 1X0

This quote is valid for 30 days from submission.

MPN	Description	Colour	Qty	Cost	Total	Tax
R32AB 050	MAMBO standard rope, 10.1mm x50m, :Blue or Yellow, 50 m		2	246.53	493.06	S
699104	Orbit Harness		10	59.00	590.00	S
D19TI	Hulk HMS Twist		8	15.00	120.00	S
	VERSO lightweight belay / rappel device, Titanium		8	25.00	200.00	S
	Anchor Chains: Assembly pair, with 6 link chain, one quick link per side.		8	35.64	285.12	S
	CREDIT: Anchor Chains Assembly pair, with 6 link chain, one quick link per side. * anchor chain credit provided to help offset cost of destroying expired harnesses		-8	35.64	-285.12	S
	Discount: Equipment purchased after inspection		1	-100.00	-100.00	S

GST/HST No. 815819990

Subtotal \$1,303.06

GST@5.0% 65.15

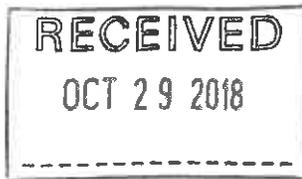
PST (BC)@7.0% 91.21

Total Tax 156.36

Total \$1,459.42

We look forward to hearing from you soon.

DREAM | BUILD | CLIMB



M3
Tahsis Community Garden Society
8 G Rugged Mountain Road
PO Box 218
Tahsis BC V0P 1X0

October 29th, 2018

Mayor and Council, Village of Tahsis,
977 South Maquinna Drive,
Tahsis, B. C. V0P 1X0

Dear Mayor and Council:

RE: Proposal for Community Composting Initiative

On behalf of the Tahsis Community Garden Society, congratulations on being voted into office. You are wished all the best while working to serve and represent our community.

On October 1st of this year, Village CAO, Mark Tatchell, met with the Executive of the Tahsis Community Garden Society to discuss the bilateral funding agreement between Canada and British Columbia governments named The Rural and Northern Communities Program. As itemized within the Program, one of the core outcomes specific to the RNC program is food security.

The food security grant within the program would definitely enhance the community at large. However, the TCGS is not in a financial position to apply for this food security project grant. Acknowledging this fact, our attention turned to the Village itself to take advantage of the program funding to both divert food waste from the landfill (solid waste diversion) and establish a community composting service. After all soil produced through composting is the very basis of food security.

In addition to the RNC Program, the BC Ministry of Environment and Climate Change has an Organics Infrastructure Program (see enclosed document) available and welcomes Expression of Interest for this program. As stated within the program's Introduction, "There is a need to divert organic waste from landfills to: reduce GHG emissions (and) prolong landfill life spans...". Also, there is limited time before we lose our landfill. The less that goes into it, the better!

In my role as the Tahsis Community Garden Society's Vice President, I wish to present this composting initiative to Mayor and Council and the community at large at the forthcoming November 6th Council Meeting or sooner, due to the tight time restraints of both Programs. Please note that the Organics Infrastructure Program has an Expression of Interest deadline for submission set at November 30, 2018. The Rural and Northern Communities Program Application Deadline intake is January 23, 2019.

Currently, all food waste is included in household garbage pickup and sent to the landfill. This uses up precious landfill space which is at a premium as the landfill is bursting at the seams. Combined with this troubling situation is the fact that as buried food waste breaks down in the oxygen-free landfill, it produces methane, a greenhouse gas that has a

warming effect 23 times as potent as carbon dioxide. By recycling (composting) organic waste methane emissions are eliminated. Financially speaking, organic recycling is a no-brainer. It is less expensive to recycle food waste than to consign it to limited landfill space and, for one other beneficial example, compost may be sold as organic fertilizer.

Taking into consideration the fact we live in bear country, have a limited land-base and it would not be financially viable for the Village to collect food waste through curb-side collection, research was conducted into the utilization of an in-vessel composting unit. In-vessel composters are both bear-proof and are housed within a closed-door facility.

Joracan (I), a Canadian company with head office in Quebec (and a representative in BC), manufactures the New Era 20T large Community Composter described as being, “Easy as one-two-three. Only three buttons: one to start the machine, one to move the compost from chamber one to chamber two and one to empty the finished compost. In only 4 weeks it will produce ready to use Grade A compost.” (Please refer to enclosed photo of sample building.)

What can and cannot be composted

YES:	NO:
✓ Raw & Cooked Fruits & Vegetables	✗ Soups
✓ Eggs & Egg shells	✗ Sauces
✓ Coffee Grounds & Filters	✗ Milk & Other Liquids
✓ Tea Bags & Tea Leaves	✗ Plastics
✓ Soft Plant Waste	✗ Gum
✓ Meat	✗ Disposable Diapers
✓ Bread & Biscuits	✗ Tinfoil & Other Metals
✓ Cheese	✗ Hard & Woody Plant Stems
✓ Fish & Bones	
✓ Shellfish	
✓ Shredded Paper	

JORACAN
www.joracan.ca

ZERO
WASTE

Page 3 –

I have been in contact with Russ Chambers, Joracan West representative in Kamloops, B.C. Email: russchambers2002@yahoo.com Phone: 250-319-1674 who has forwarded along information on the 20T composter. He informs me that he makes the delivery of the unit in person, providing wood pellets with every unit plus a demo on how to compost. He wrote: "With the 20T I am there for the delivery and stay for several days to ensure there is training given to the people using it. There are 2 units at Thompson Rivers University in Kamloops."

The cost of the unit is (quote): "Purchase price FOB Montreal \$52,500 plus taxes of 12% and the shipping to Tahsis."

PROPOSAL

- That the Village of Tahsis purchase the Joracan Model New Era 20T composter through the application of either the Rural and Northern Communities Program or the Organics Infrastructure Program.
- That the Village of Tahsis also construct housing for the in-vessel composter through the application of either the Rural and Northern Communities Program or the Organics Infrastructure Program.
- That a local certified electrician be hired to wire both the vessel and building to code through the utilization of either of the programs mentioned above.
- That the unit/building be centrally located at the Public Works site where residents may take both their recycling and composting materials.
- That the end product compost material be likewise located at the Public Works site and housed in a water-proof container.

As Council will note, there is some urgency to apply for both of these grants as closing dates approach, therefore the Tahsis Community Garden Society encourages Council to immediately pursue this composting initiative towards the benefit of landfill reduction and food security.

Respectfully yours,
Tahsis Community Garden Society

Rita Dawson

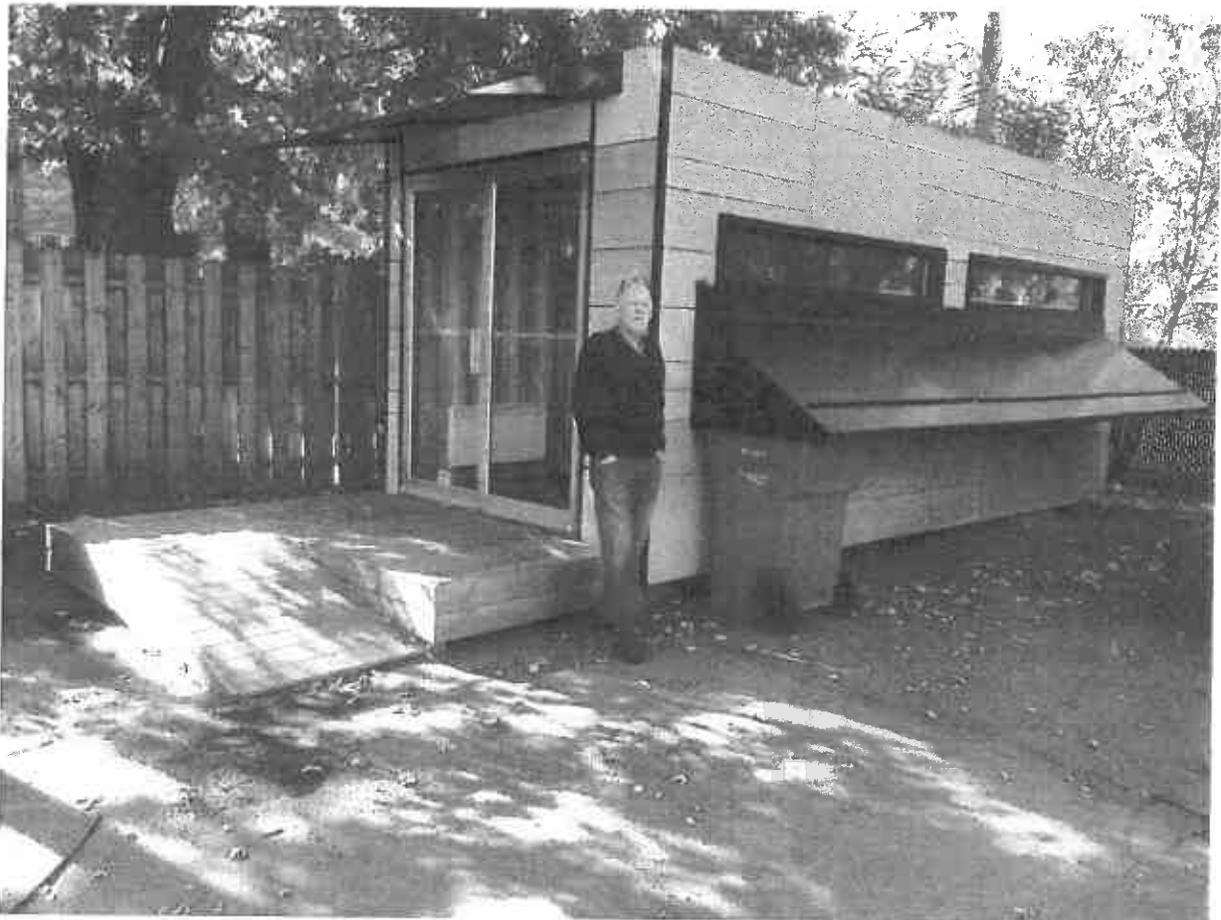
Rita Dawson, Vice-President

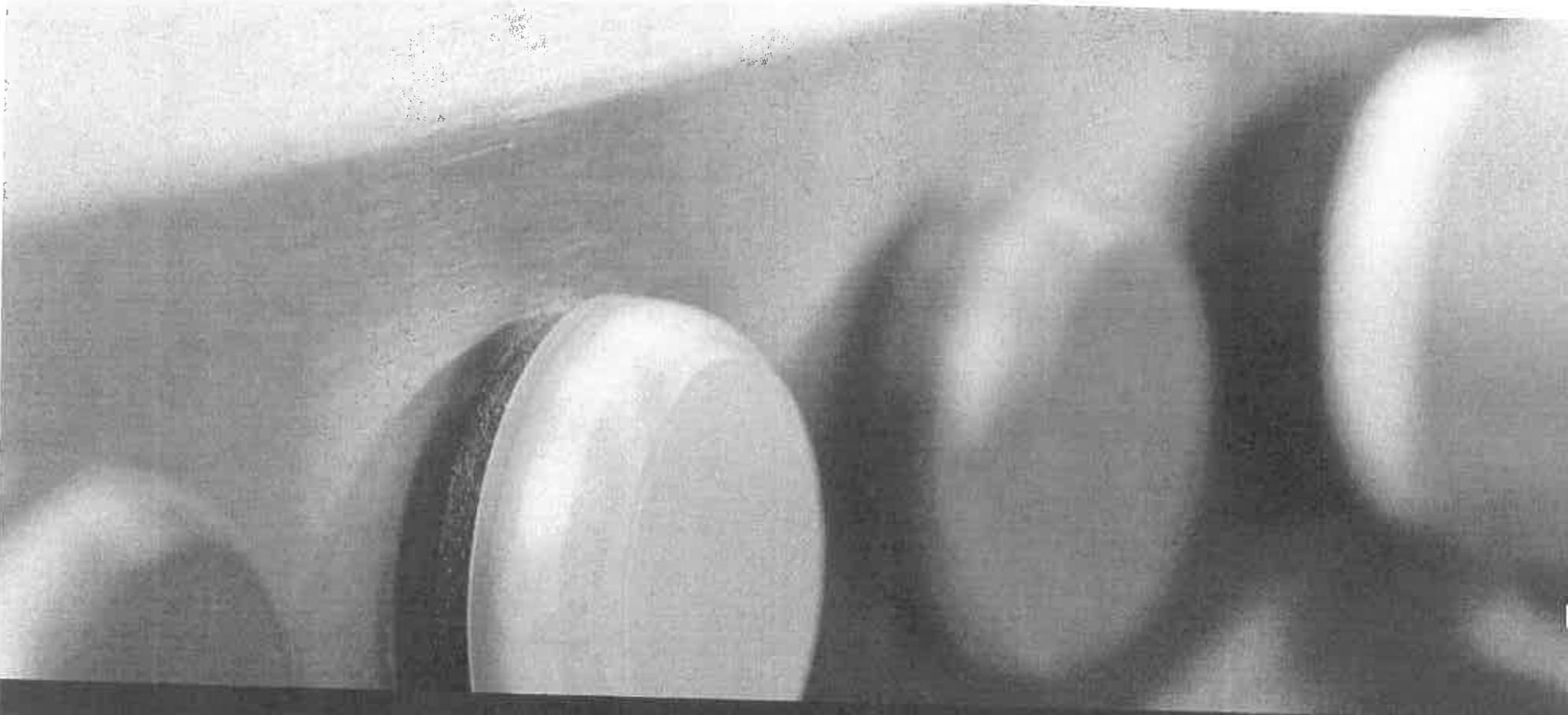
Encl: (3)

(1) Joracana.ca/en/joracan-ne20t/

SAMPLE OF BUILDING WHICH HOUSES A COMPOSTER

Russ Chambers, Joracan West representative in Kamloops, BC, forwarded along this photo of a building which houses the Joracan Model NE-20T in-vessel composter. He wrote, "The 20T must be inside and have 3 phase power."





Joracan

OWNERS MANUAL

COMPOSTERS FOR THE COMMUNITY

MODEL NE-20T

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WARNING

This instruction manual contains important information.

The NE-20T must be installed inside a building in a controlled temperature room with NEGATIVE PRESSURE.

This composter is equipped with an integrated control panel plus four (4) engines. One engine for each chamber, one for the shredder and one for the pellet dozer.

This composter is also equipped with a ventilator. (170 m³/min).

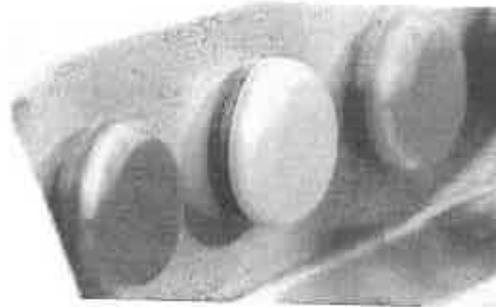
This composter is UL certified.

Before installing and using this product you must follow the instructions. Joracan cannot be held responsible if the instructions are not followed carefully. The warranty can be void if the customer does not follow the instructions.

WARNING

Injury possibilities

The NE-20T is build with a security system to prevent any injuries. In any case, you must cut the electricity and use a locking system before putting your hands in any part of the composter.



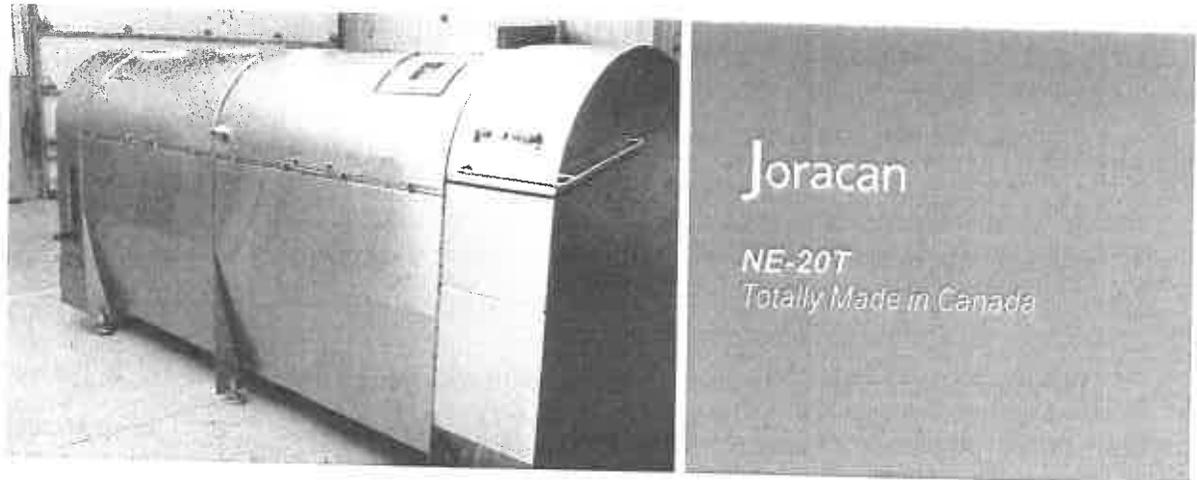
Easy as 1-2-3!

This composter has only tree buttons:

- 1 To start the machine
- 2 To move the compost from chamber one to chamber two
- 3 To empty the finished compost

Installation

The NE 20T installation in the room will be supervised by the manufacturer's representative. The composter is a stand-alone machine that includes a ventilator system and a control system. The room must be planned to allow enough space to ease the connection with the main electrical source, to be able to install the ventilation system, to access to the control board and leave enough space to work.



Weight:	910 kg Total	Electrical needs:	208 V, 3 ph, 30 A
Dimensions:	3,240 x 1,170 mm	Ventilation:	Integrated ventilator
Height:	1,575 mm	Material:	Stainless steel
Capacity:	20 metric tons Up to 100 families (Calculated on 2.1 persons/family capacity 750L/week at 0.5kg/L)	Operation:	Automated program

1. CRITICAL DIMENSIONS

In order to have optimal utilisation, your composter should be at 18 inches from the back wall and at minimum 30 inches from the right wall. These dimensions allow ease of maintenance, easy access to the pellet dozer and easy loading in the shredder of the kitchen materials.

A minimum distance of 36 inches is required in front of the control panel on the left side of your composter.

Your composter is equipped with six (6) leveling glides. They should all be leveled and flat on the floor.

2. ELECTRICAL CONNECTION

This product must be installed by a qualified person and the electrical hook-up by a certified electrician according to the Building and Electrical Codes of your area.

The equipment arrives pre-cabled by JORACAN. The electrical supply equipment is done with a flexible 7 meter cable

The customer or the General contractor must have an outlet for 208 volts, 3 phases 4 wires twist-lock style of 30 amps with capacity.

A direct connexion is also possible. In this case it is recommended to have a breaker switch close to the connection.

3. CONNECTING THE VENTILATOR

The ventilator for the NE 20T must be connected to an electrical supply of 110 V. The ventilator comes with its own wires (6 foot) and connection to the wall.

Install the ventilation system according to the drawing below. The ventilation fan shall be mounted on the top of the pipe. We strongly recommend that you connect the exhaust pipe from the composter to your waste water system of the building or the ventilation system. This solution will eliminate any smell in the room where the composter will be. The fan should be mounted so it blows out from the NE 20T. Otherwise you may get air pollution in the room.

The ventilation system allows the evacuation of vapor outside the composter and allows a constant input of fresh air. THIS WILL PLACE THE ENTIRE COMPOSTER ROOM IN A NEGATIVE PRESSURE

4. START UP PROCEDURES AND VERIFICATION

Plug the connection into the wall / to the main switch; put the main breaker at position ON. Wait for the control screen to charge its program.

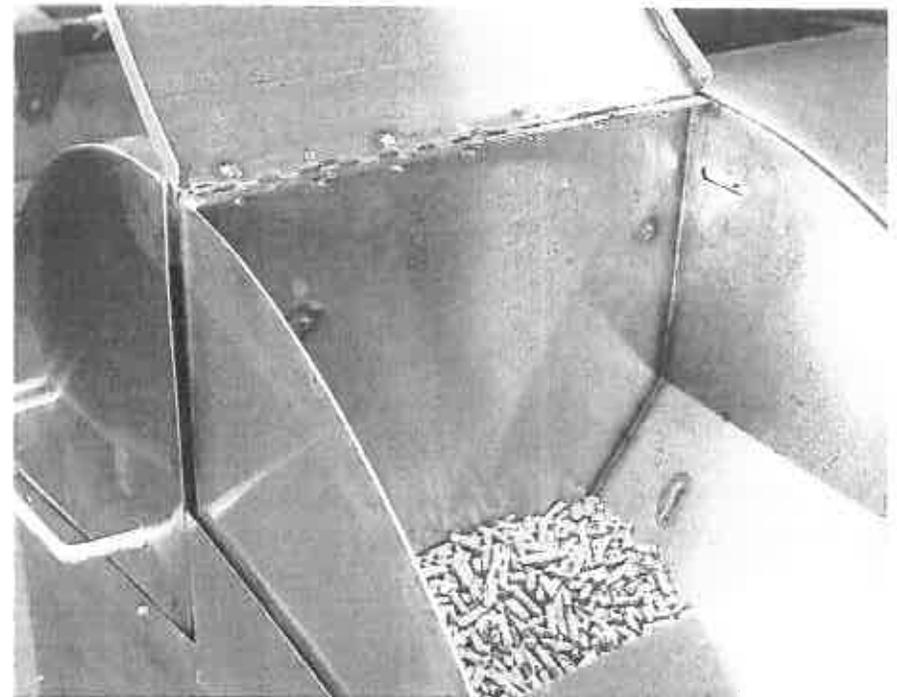
Make sure the 2 emergency devices are not activated (the red light must be shut)

On the control board, push on the arrows for the manual movement of one chamber. The rotation cycle should be in the same direction of the arrow that you pushed.

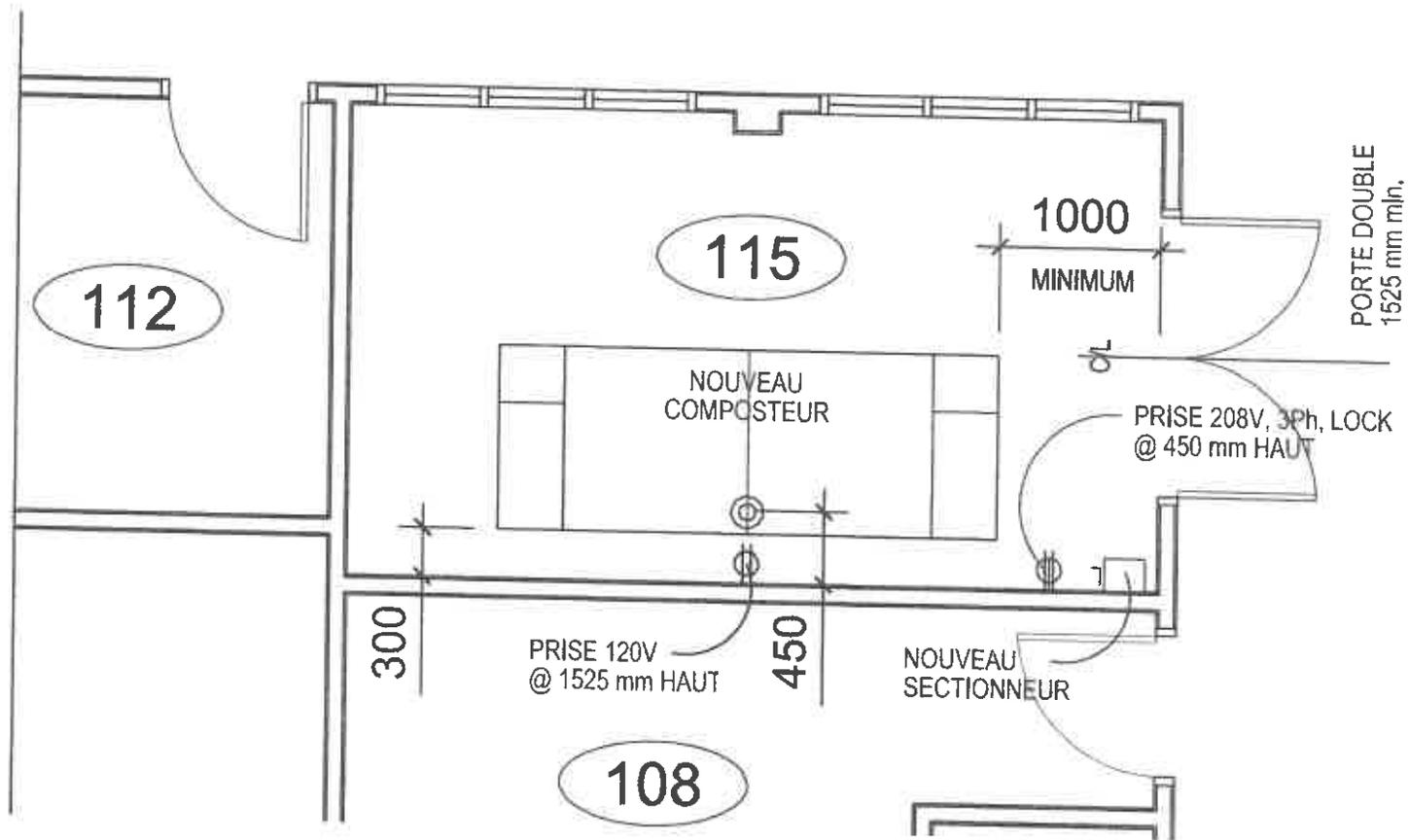
The engines rotations have been verified at the plant, so only one engine should be verified to see if both engines turn the right way. If the engines turn the wrong way, you need to ask your electrician to reverse the phases 1 & 2 in the plug.

5. WOOD PELLETS FEEDING

The shredder is fed by wood pellets every time you add organic material. These wood pellets are essentials to absorb humidity in the organic material and to balance the carbon/nitrogen of the compost.



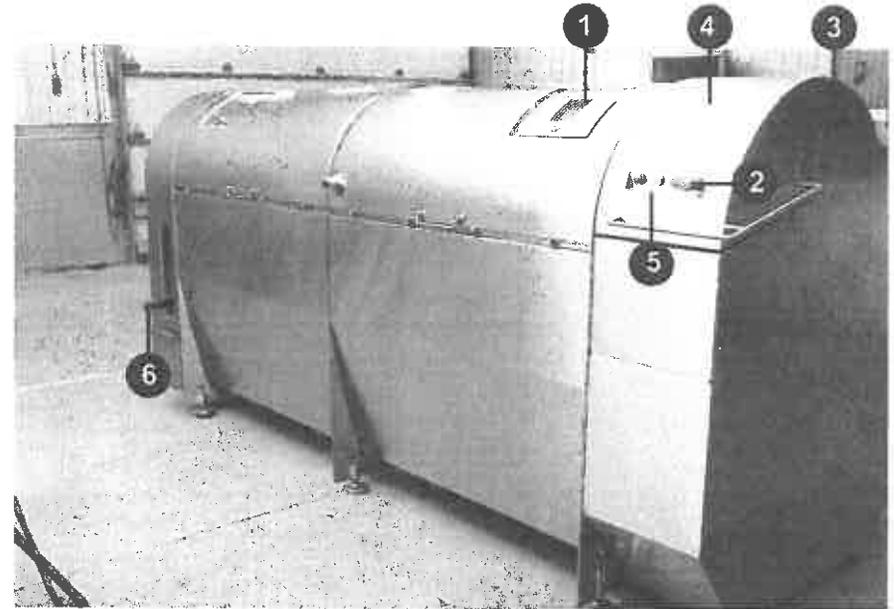
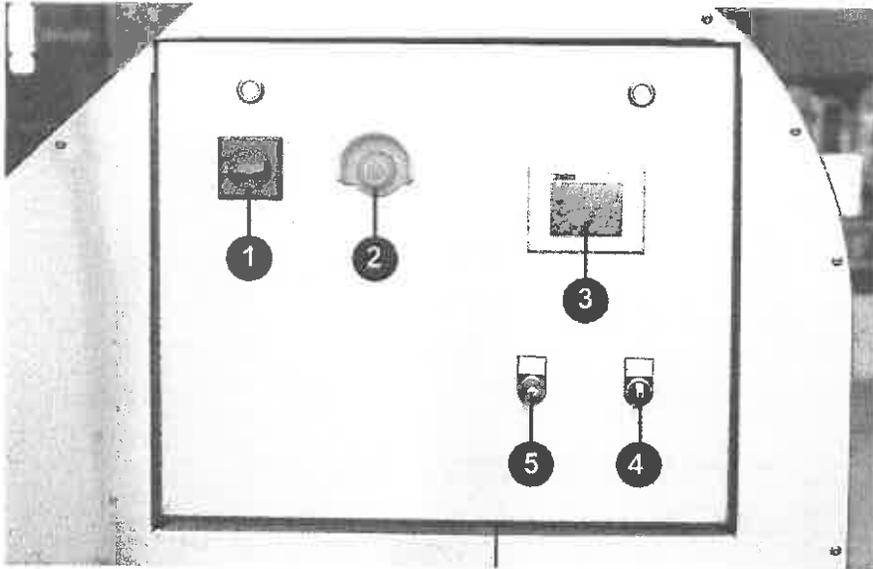
6. DESIGN FOOT PRINT OF THE SPACE



NOTE
L'ÉVENT RACCORDÉ AU VENTILATEUR
DU COMPOSTEUR DEVRA ÊTRE DRAINÉ
À LA BASE DE LA COLONNE MONTANTE.

UTILISATION

1. PRODUCT DESCRIPTION



Components of your NE 20T ▲

1. Inspection chamber
2. Emergency stop
3. Pellet dozer
4. Shredder cover
5. Status lights:
 - i. Red emergency stop
 - ii. Flashing green shredder not in function
 - iii. Solid green on
 - iv. Emergency stop button
6. Exit compost chamber
7. On top ventilation connexion

Control panel components ▲

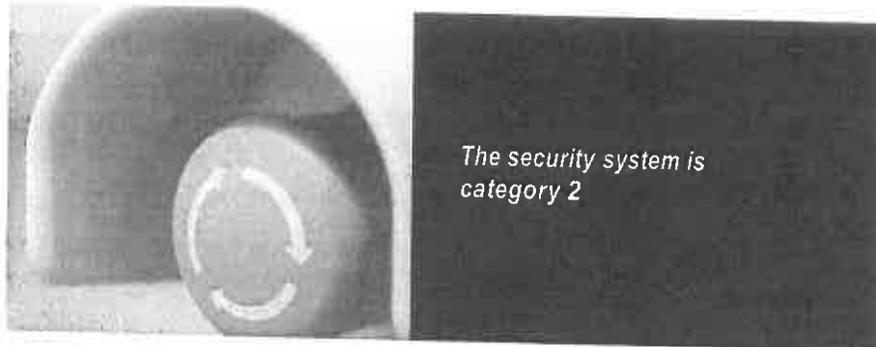
Le panneau de contrôle comprend :

1. Shut down control key
2. Emergency stop button
3. Touch tone control panel
4. Security shredder key control
5. Empty – Automatic – transfer control key button

2. SECURITY SYSTEM

The usage and maintenance of your composter must be done by a well informed and trained person.

The NE20T includes a lot of safety features. For example, when the shredder is in operation a safety lock mechanism is engaged to prevent the cover from opening. A similar feature protects the empty chamber and the opening of the two chambers. To limit the shredder usage a safety key prevents the opening and running of the shredder.



There is an emergency stop button close to the shredder and also one next to the control panel.

If an **undesirable** object is inserted in the shredder, use the emergency button to stop the process. Please contact the owner of the composter to report the incident.

Always make sure that the electricity is off before putting your hands in the shredder or using any tool. You can shut down the system by turning the position off the breaker/main switch. The 2 chambers will stop.

A sensor system is included and prevents the blades from turning when the cover of the shredder is open. A mechanical brake system is in place when the composter is not in function.

The same principle of shutting down the system applies when you do the annual maintenance or any repair.

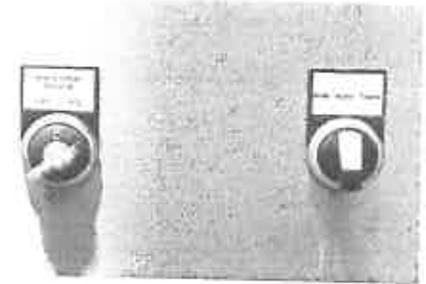
Never insert objects or your hands in the openings of the composter when the electricity is on. **IT IS DANGEROUS!**

3. OPERATION

Automatic MODE ▶

To start the functioning of your NE-20T, place the key in the key hole in the ON position.

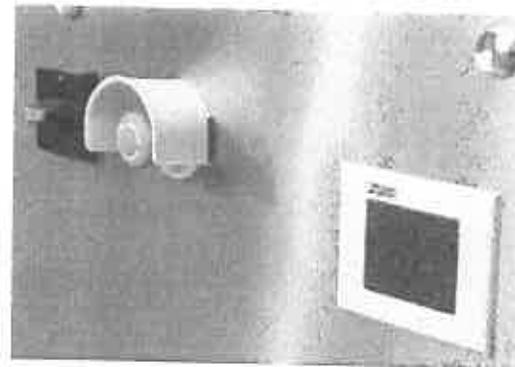
Place control key on Automatic mode.



Base program ▼

The base program is set as follow:

Turning of chamber 1:	15 sec. /30 min. both sides;
Turning of chamber 2:	15 sec / 40 min. alternately in both sides;
Wood pellets:	20 sec. when the cover is closed.



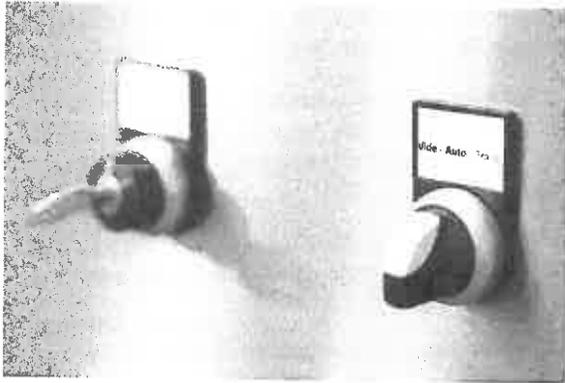
By using the arrows, adjust the running time of the blades in the shredder, the time for pellets distribution and the running time for each and every chamber.

You will see the remaining time of each chamber before they start.

Make sure that the emptying door is closed on the left hand side of the machine. If the door is open the cycle will not start in chamber 2.

Shredder utilisation

AS part of the Start-up operation, the control button from the shredder must be active and in position "I". The opening followed by the closing of the shredder cover after material is inserted will activate the shredding of the contents and push the material into Chamber 1.



Transfer Mode ▲

Open the middle portion between the 2 chambers using an electrical drill with the adapter.

Place the selector (4) in the transfer position.

Once the selector is in Transfer position, the chambers will start transferring the product from one chamber to the other.

When finished, close the transfer door.

Place the selector at the **AUTOMATIC POSITION**.

The shredder is not functional during this time.

There will be a 30 second delay before the composter restarts its routines. In the meantime, close all the partitions.

Emptying Mode ►

Use a drill with the adapter provided to open the emptying door.

Place the selector in the emptying mode "Vide / empty"

Once the selector is in position, Chamber 2 will start to pull-out the compost. The blades in Chamber 2 will automatically push the compost towards the opening. You need to have a container to collect the compost.

At the end of the operation, reclose the back exit door.

Mettez le sélecteur de mode à « Auto ».

Adding Wood pellets ►

If the compost looks too humid, you can add wood pellets by a direct access to the control panel without changing the routine Use the manual feeding function.

Push on the red button "ESTOP" to make sure that the shredder is not in operation when you do your visual inspection. **DO NOT FORGET** to put back the "ESTOP" button in his original position at the end of your routine.

The GREEN light will flash when the key is inserted and in the **OFF** position. The position is next to the control board.

This means that the shredder is not in action.



When the shredder key is in ON position, the green light will stay on.

~~La lumière JAUNE indique que le broyeur est en fonction.~~

~~Si la lumière JAUNE clignote, attendez que le cycle soit terminé (possiblement dans la chambre 1) Le broyeur se remettra en marche dès la fin du cycle.~~

4. ROUTINE

Condensation

The compost process produces heat and humidity in both chambers. The ventilation system expels the humidity but could create condensation in the vent conduit.

The vent system must be disassembled and cleaned once a year.

Shredder and blades

Note: Cut off the electricity as in previous routine.

It is recommended to check the blades every 18 months to be sure that they are still sharp. This allows better chopping of materials that go into the composter.

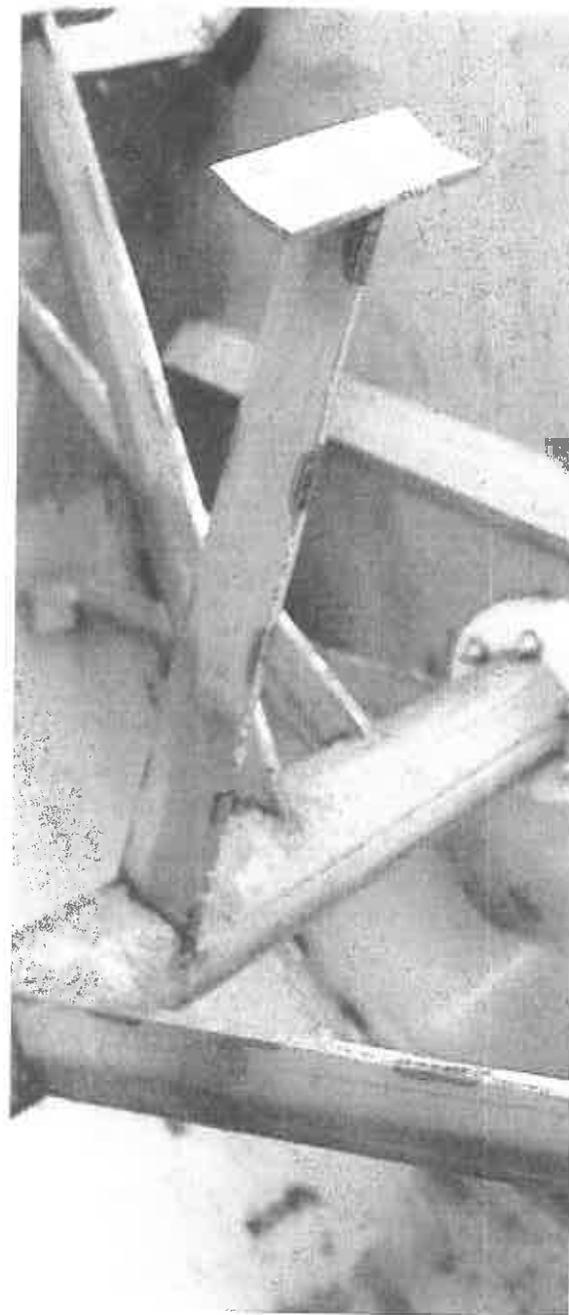
Cleaning of the chambers ▶

In principle, you will not have to do this operation. If you decide to do so, you can use the Allen key supplied and open the front of each and every chamber. A pneumatic support is in place to keep the door open.

As in the other procedures you need to cut the electricity on the main switch, push the ESTOP and put the switch in the OFF POSITION

Note: Put the switch in the main breaker in the OFF position.

- Dismantle the ventilator in order to free the conduit from each chamber.
- The covers from chamber 1 & 2 are fix with 4 special screws per chamber and articulated at the back by a piano hinges mechanism. When you will open them there is a safety hinge holding it in place.
- Do the cleaning and remove all non-compostable materials.
- Put back in place the cover and install the screws. After reinstall the vent system.



5. PROBLEMS SOLVING

The following advice will help in correcting potential problems and special situations.

Non compostable object in the shredder

- Push the emergency red button;
- Cut the electricity (Button on the control panel);
- Open the cover and remove the objects. Check the blades;
- Put back the electricity on.

Odors

If you smell odors coming from the composter, this could be caused by the following reasons:

- Air intake is not sufficient;
- The mix could be too humid;
- You could have filled the composter with too much material at one time. This could lower the interior temperature and slow the composting;
- **If the compost does not stay in a ball in your hand it is too dry. Add new material;**
- If few drops of humidity come out of the ball, the humidity is adequate.

If the ratio of wood pellets to organic material is not adequate, the material will be in tight, humid pieces :

- Check that the ventilation system/ pipes are clear and not blocked;
- Add wood pellets;
- Make the composter rotate additional turns to make sure that the air is in contact with the material;
- If there is still big ball of material, break it into smaller pieces.

Insufficient Nitrogen

- Joracan recommends the usage of wood pellets as NITROGEN input. This material helps in the Carbon/nitrogen balancing and also helps in controlling the humidity.
- Open the inspection traps over each chamber to check the humidity level, There should not be any big masses of material stuck together. The compost should be crumbly and in small pieces like black dirt.

ODOR	CAUSE	SOLUTION
Amonia	High activity PH high.	Add wood pellets.
Rot	Mix is too humid.	Add wood pellets.
Bitter Acidity	Not enough air = possibility too full.	Remove some material and add wood pellets.
	Mix is too humid.	Add Wood pellets and mix well.
	Could be at the start of a new cycle.	Do additional rotations .and add wood pellets.

Shredder does not start

- Check to see if the cover is well closed. Open and close, it should start. Too much material in the shredder. Remove some
- Look at the lights signals, if the red one is open; check the emergency switch and the main switch. Then restart it.

LIMITED WARRANTY

This composter is guaranteed for one (1) year.

If there is a problem during that period, please contact us with your invoice number.

For full warranty, this composter must have been installed according to our specifications.

Any changes or modifications that do not comply with the original procedures, will void the warranty.

The warranty is limited to the repair of the composter by a certified service person. Our warranty does not cover the transport, the reinstallation or the disconnection of the electricity.

EXTENDED WARRANTY

This program is available. Please communicate with us for more details.

Joracan

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Funded in part by:
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Canada



Organics Infrastructure Program

Guide for submitting an Expression of Interest
Ministry of Environment and Climate Change Strategy



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Introduction

Welcome to British Columbia's Guide for Submitting an Expression of Interest for the Organics Infrastructure Program. This Guide is intended for use by potential applicants who wish to submit an Expression of Interest.

Background

The volume of organic waste is increasing with population growth and agricultural activity in the Province of British Columbia. Organic wastes represent approximately 40% of material sent to landfills in the Province, and account for 7.5% of British Columbia's greenhouse gas (GHG) emissions.

There is a need to divert organic waste from landfills to: reduce GHG emissions, prolong landfill lifespans, and reduce water quality contamination associated with over-application of agricultural wastes.

Within the Province of BC, a lack of organic processing infrastructure is hindering diversion of waste from landfills. The quantity of source separated organics is expected to increase in BC over time, and processing capacity needs to increase accordingly to handle these materials. Providing funding to develop additional organics processing infrastructure represents an opportunity to: increase the diversion of organic waste from landfills; reduce greenhouse gas emissions, specifically methane; and prolong the life of existing landfills.

The Ministry of Environment and Climate Change Strategy (ENV) continues to work towards the provincial target of achieving an average municipal solid waste disposal rate of 350 kg/capita, as well as the target of 75% of BC's population being covered by organic waste disposal restrictions on landfilling of municipal organic wastes by 2020. Restrictions to organics disposal will divert organic waste to alternative management options, including projects covered by this funding.

The funding will support infrastructure projects that process municipal and agricultural organic wastes for beneficial re-use. The funding can be used for infrastructure projects that will divert unprocessed municipal organic waste from landfills (thereby reducing GHGs), and reduce over-application of agricultural organics. The program will provide funding support to local governments (who will act as the receiver), through a merit-based application process. Indigenous



peoples and private companies will be able to participate in the program as partners with local governments to develop organics processing facilities.

From a life-cycle perspective, diverting and re-purposing organic waste results in benefits including: reduction in GHGs; increased use of organic waste as a resource; reduced water quality contamination from over-application of agricultural wastes; prolonging landfill life; and the creation of green jobs. It also sets the stage for future economic opportunities through beneficial re-uses, such as compost production, and biogas production through anaerobic digestion.



Acronyms

AD	anaerobic digestion
AWCR	Agricultural Waste Control Regulation, B.C. Reg. 131/92
BGM	biosolids growing medium
EMA	Environmental Management Act, S.B.C. 2003, c 53
ENV	Ministry of Environment and Climate Change Strategy
EOI	Expression of Interest
GHG	greenhouse gas
LCEF	Low Carbon Economy Fund
LCELF	Low Carbon Economy Leadership Fund
OIP	Organics Infrastructure Program
OMRR	Organic Matter Recycling Regulation, B.C. Reg. 18/2002
SWMP	Solid Waste Management Plan



Definitions

Several of the definitions in this document are taken from the Environmental Management Act or its regulations [identified in square brackets]. Other definitions have been developed for the purposes of the Organics Infrastructure Program only.

Agricultural waste [Organic Matter Recycling Regulation, B.C. Reg. 18/2002]:

Agricultural waste that is subject to the Code attached to the Agricultural Waste Control Regulation, B.C. Reg. 131/92, but does not include:

- (a) human or animal food waste that is diverted from residential, commercial or institutional sources,
- (b) waste materials derived from non-agricultural operations, or
- (c) wood waste derived from land clearing, construction or demolition.

Aerobic organics processing facility: a facility that processes organic waste into compost and whose processing methodology occurs in the presence of oxygen

Anaerobic digester: a system whereby organic waste breaks down in the absence of oxygen

Anaerobic digestion: the breakdown of organics into digestate in the absence of oxygen

Biogas: renewably sourced gas that is produced through anaerobic digestion

Biosolids: stabilized municipal sewage sludge, i.e., Class A or Class B biosolids, resulting from a municipal waste water treatment process or septage treatment process which has been sufficiently treated to reduce pathogen densities and vector attraction to allow the sludge to be beneficially recycled in accordance with the requirements in OMRR.

Complete mix anaerobic digester: biogas plants where feedstock inside digester tanks is pumpable and completely mixed, often in a vertical cylinder. Feedstock is continuously or frequently (several times per day) added to digester tanks, and digestate is removed equally as often. Also referred to as continuous stirred-tank reactor (CSTR) biogas plants.

Compost [Organic Matter Recycling Regulation, B.C. Reg. 18/2002]: a product which is



- (a) a stabilized earthy matter having the properties and structure of humus,
- (b) beneficial to plant growth when used as a soil amendment,
- (c) produced by composting, and
- (d) only derived from organic matter

Composting [Organic Matter Recycling Regulation, B.C. Reg. 18/2002]:
The controlled biological oxidation and decomposition of organic matter

Composting facility [Organic Matter Recycling Regulation, B.C. Reg. 18/2002]: A facility that processes organic matter to produce compost

Digestate: a solid or liquid product produced from anaerobic digestion

Dry batch anaerobic digester: Biogas plants where feedstock inside digester tanks is stackable and not mixed during digestion. Feedstock is placed inside digester tanks and left there for several weeks without mixing. After digestion, the digestate is removed and replaced with new feedstock.

Forced aeration compost (basic): aerated Static Pile or other forced aeration system

Forced aeration compost (optimized): aerated Static Pile systems using synthetic covers; or positive aeration – piles covered with 15 cm or more of finished compost for first 2 weeks of composting cycle; or negative aeration - exhaust gas directed through a control system consisting of wood chips or other biofilter

Minister: The B.C. Minister of Environment and Climate Change Strategy

Ministry: The B.C. Ministry of Environment and Climate Change Strategy

Municipal solid waste (MSW) [EMA]:

- (a) refuse that originates from residential, commercial, institutional, demolition, land clearing or construction sources, or
- (b) refuse specified by a director to be included in a waste management plan

Organic waste: refers to biodegradable waste of plant or animal origin from domestic or industrial sources. Eligible organic waste includes materials defined as Organic Matter in Schedule 12 of the Organic Matter Recycling Regulation. Examples include: food scraps, grass clippings and garden waste, clean wood,



animal and human waste (biosolids only, not unprocessed sludge, sewage or municipal wastewater).

Processing: Any activity necessary for preparing a component of the solid waste stream for reuse, recycling, recovery or residual management

Regional district [EMA section 25(1)]:

- (a) a regional district as defined in the Local Government Act,
 - (a.1) except in section 26, the Northern Rockies Regional Municipality, or
- (b) the Greater Vancouver Sewerage and Drainage District constituted under the Greater Vancouver Sewerage and Drainage District Act

Sludge: the solid stream produced from a municipal wastewater treatment process or septage treatment, which has not been treated to reduce pathogen densities or vector attraction

Turned compost (basic): non-forced aeration, turned windrows or piles.

Turned compost (optimized): non-forced aeration, windrows covered with 15 cm or more of finished compost for first 3 weeks of composting cycle



Program Objectives

By funding local and regional organics processing infrastructure projects, the Ministry of Environment and Climate Change Strategy aims to:

- Reduce GHG emissions, by reducing the quantity of unprocessed organic wastes sent to landfills
- Expand the processing capacity for municipal and agricultural organic wastes.
- Encourage local and regional initiatives that will result in significant and measurable diversion of organic wastes to higher value end uses.
- Work towards the following targets:
 - *Municipal solid waste reduction target of 350 kg/person/year.*
 - *By 2020, 75% of BC population covered by organic waste disposal restrictions on landfilling of municipal organic wastes.*
- Increase exposure and awareness of food waste prevention.
- Support partnerships and collaboration among organisations committed to reducing organic waste.
- Support the use of nutrient recovery and nutrient transformation technologies in the agricultural sector.
- Prolong life of existing landfills.
- Document and report on additional project performance indicators.

The funding aligns with the Low Carbon Economy Leadership Fund (LCELFF) objectives, including:

- Support for the implementation of the Pan-Canadian Framework on Clean Growth and Climate Change.
- Support for delivery on leadership commitments to reduce greenhouse gas emissions.
- Undertaking the above to meet or exceed Canada's commitments under the Paris Agreement.



Funding Available

The Province will receive \$10 million from the LCELF, under the federal government's Low Carbon Economy Fund (LCEF), for organics infrastructure processing projects that meet the Organics Infrastructure Program objectives. The Province will match this funding to create a total of \$20 million available through both federal and provincial funding. This funding is being administered by the Province through the Organics Infrastructure Program. Funding particulars include:

- The applicant(s) is expected to contribute a minimum of one-third of all eligible costs.
- Applicant(s) may or may not receive full funding amounts requested. The value awarded may be dependent on the number of proposals received, the project ranking against criteria, and available funding.
- Grants will be awarded up to \$20,000,000 for new projects or project components.
- Funding from this Program cannot be combined with funding from other Pan-Canadian Framework Program funds.
- Funding from this Program can be combined with other federal funding, subject to the restriction above, as long as the maximum level of total federal funding from all federal sources does not exceed 40% where the recipient is "a regional entity delivering municipal type services, local, or regional municipal government established by or under provincial statute, or a regional municipal organization" (Canada- British Columbia, 2018), and 75% where the ultimate recipient is a self-governing First Nation with modern treaty.

Eligible Applicants

Eligible Applicants for this funding opportunity include:

- Municipal Governments in BC;
- Regional Districts in BC; and
- First Nations in BC that are self-governing (established and administered through a modern treaty) and responsible for solid waste management.



Joint projects between multiple organizations are encouraged to enhance the delivery and reach of projects.

Eligible Projects

Eligible projects will be infrastructure projects that:

- Create additional organic waste processing capacity;
- Divert unprocessed municipal organic waste from landfills and/or agricultural organic waste from land application;
- Process municipal organic waste and/or agricultural organic waste for beneficial re-use and/or result in value-added streams from the diverted organics;
- Result in quantifiable GHG emission reduction from food waste, yard waste, and/or agricultural organic waste; and
- Result in incremental capital spending.

Project examples include, but are not limited to:

- New compost facilities, or expansions to; and
- New anaerobic digesters (AD), or expansions to.

To be eligible, projects must also:

- Be in the Province of British Columbia;
- Provide minimum reporting through 2030 on GHG emissions;
- Comply with relevant provincial legislation;
- Be a minimum of one-third funded by applicant and/or partners;
- Comply with federal fund stacking limits, (as described under "Funding Available");
- Cease spending on eligible expenditures where reimbursement will be requested by end of day, March 31, 2022; and
- Be completed by December 31, 2022, i.e., construction is completed and the facility is in operation.

Eligible Expenditures

Subject to the definition of “ineligible expenditure”, “eligible expenditures” are considered:

- a) “management and professional service costs, such as accounting, communications, official languages translation, audit charges, GHG emission reduction and cost-per-tonne estimate verification, and results monitoring, measuring and reporting;
- b) material and supplies costs;
- c) printing, production, and distribution costs;
- d) equipment and capital assets purchase or rental;
- e) vehicle rental and operations costs;
- f) contractors required to perform activities related to the Portfolio components;
- g) and GST/HST that is not reimbursable by the Canada Revenue Agency and any PST not reimbursable by the province;
- h) incremental human resource costs, including salaries and benefits; and
- i) other costs that, in the opinion of Canada, are considered to be direct and necessary for the successful implementation of a Portfolio component and have been approved by Canada in writing prior to being incurred.” (Canada-British Columbia, 2018)

Ineligible for Funding

Activities, projects and elements that are ineligible for grant funding and cannot be included in the applicant’s matching contribution to the project include:

- Organic waste diversion program costs, such as organics hauling, curbside pickup, etc., and
- Projects that are funded from another Pan-Canadian Framework Program, for example, the “Investing in Canada Infrastructure Program.



Ineligible expenditures include:

- “Costs incurred for withdrawn or cancelled Portfolio components;
- Land acquisition; leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of a project; real estate fees and related costs;
- Financing charges, legal fees, and loan interest payments, including those related to easements (e.g., surveys);
- Provincial sales tax and Goods and Services tax/HST, for which the Ultimate Recipient is eligible for a rebate, and any other costs eligible for rebates; and
- Any good or service received as a donation or In-Kind Contribution.”
(Canada- British Columbia, 2018)



Timeline

Duration: The program is expected to run for five years. The program timeline is anticipated to resemble the following:

Fiscal Year	Tasks
2018/19	Scoping, information dissemination, stakeholder communication, expression of interests
2019/20	Formal applications, project selection, feasibility studies, site approvals, consultation
2020/21	Detailed design, approvals, site preparation, installation/construction
2021/22	Approvals, site preparation, installation/construction



Ranking Criteria

While projects that submit EOIs will not be ranked at this stage, the following ranking criteria are provided for consideration in the development of your proposed project. Following the receipt of the formal applications in 2019, a project evaluation committee will review proposals that meet the eligibility criteria and award funding based on ranking of the following:

1. Comprehensive project scope

- Demonstrates local consideration of organics supply/demand chain
- Diverts food waste from landfills or agricultural waste from land application
- Partners with Indigenous Peoples (financial, technical, other support)
- Partners with other local government(s)
- Demonstrates sustainable planning and design (i.e., energy efficiency, transportation efficiency, circular economy approaches)
- Protects environmental health, (beyond GHG emission reductions, e.g., groundwater protection, air quality)
- Proven viability of technology

2. Desirable project outcomes

- Results in measurable diversion of organic wastes
- Achieves measurable GHG emissions reduction
- Creates community benefits, including direct jobs
- Is supported by local/regional policies or programs, (i.e., food waste disposal restrictions and food waste collection programs)
- Consistent and integrated with long-term planning and management. Advances the sponsoring local government's environmental management plans and targets (including solid waste management plans and liquid waste management plans)
- Minimizes detectable odours to neighbouring residents through use of best achievable technologies



3. Clear plan to monitor and report on project outcomes

- Substantiated baseline of organic waste going to disposal within the project area, including methodology
- Ability to track performance and project outcome indicators, including organic waste diverted, GHG reductions, direct jobs created, total costs and eligible expenditures
- Ability to track and report on risks and record mitigation measures, including those that might impact scope, timeline, and/or budget
- Evidence of planned reporting to the Province on the above list each fiscal year, which includes inventory of work completed

4. Comprehensive and prudent budget

- Appropriate budget allotted for the scope of work described, that includes a detailed cost estimate that relates directly to the scope of the project. Budget should include lifecycle costs, supported by long term financial plan
- Demonstration of in-kind contributions
- Demonstration of efficient use of resources and infrastructure, thereby representing good value for money

5. Ability to deliver the project to a high standard

- Comprehensive project plan with a realistic timeline for the scope of work described
- Identification of risks and accompanying mitigation measures including those that might impact scope, timeline, and/or budget

Furthermore, review of the formal applications in 2019 may include consideration of factors such as regional distribution of funding, previous funding, communities in need, and unmitigated project risks.



Submitting the Expression of Interest (EOI)

Given that this is a new funding opportunity, the goals of the EOI are for the Ministry to: forecast the quantity of funding being requested; evaluate eligibility of each project that is submitted through the EOI; and begin more formal discussions with potential applicants regarding their proposed project. The purpose of the EOI is also to allow the Province to support applicants in the application process and rule out any projects that would not meet the program criteria early in the process.

If you believe that your project meets the eligibility requirements, you are encouraged to submit an expression of interest (EOI) between September 7, 2018 and November 30, 2018. **Note: the end of the EOI period has been extended from November 7, 2018 to November 30, 2018.** An Expression of Interest must be submitted in order to submit a formal application in the spring of 2019. Completed EOI forms must be emailed (with a copy of the completed GHG emissions calculator) to: OrganicsFund@gov.bc.ca,

or by mail to:

Ministry of the Environment and Climate Change Strategy – OIP Program
PO Box 9341 Stn Prov Govt
Victoria, BC V8W 9M1

All submissions will be treated with confidentiality. Applicants should be aware that information collected is subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

The sections that follow provide guidance on the input fields within the Expression of Interest form. Please email OrganicsFund@gov.bc.ca if you have a question that is not addressed in this guidance document.



Applicant Information

Provide information regarding the applicant using the input boxes provided.

Primary Contact for applicant

The primary contact should be the contact to whom communications regarding the EOI package will be addressed, and ideally later the formal application. This contact should also be the person that communications regarding the formal application will be made. This person should be knowledgeable regarding details of the proposed project.

Contact details, including address, phone and email should be business address, phone and email.

Secondary Contact for applicant

The secondary contact should be the person who should be contacted in the absence of the primary contact. This person should be knowledgeable regarding details of the proposed project.

Contact details, including phone and email should be business phone and email.

Partners

Anticipated partnering capacity

Use this field to describe the foreseen role of the partner. For example, providing funding, undertaking facility design, supplying feedstock, etc.

Partners can include: other local governments, First Nations and private entities. Note that applicants may have more than one partner. Please list all partners and their roles on the form.

Partnerships are at the discretion of the applicant and can vary in role and size. Examples of eligible partnerships include: financial support, construction and/or operation, job creation, land leasing or acquisition, technical support (i.e., facility design), feedstock supply, and end product marketing. Collaboration and creative partnerships are encouraged to support more efficient and effective overall municipal solid waste systems.



Key Project Requirements

Applicants must answer yes to all questions to be eligible to receive funding under this Program.

Will this project create additional organic waste processing capacity?

The Ministry wishes to increase organic waste processing capacity in the province. This funding is not intended to fund a replacement facility that would result in the equivalent amount of organic wastes being processed. It can, however, be used for facility upgrades if the upgrades result in increased processing capacity.

Will this project divert unprocessed municipal organic waste from landfills and/or agricultural organic waste from direct land application?

The funding is targeting diversion of unprocessed municipal organic waste from landfills and diversion of agricultural organic waste from direct land application to prevent over-application.

Will this project process municipal organic waste and/or agricultural organic waste for beneficial re-use and/or result in value-added streams from the diverted organics?

The Ministry's intention is for organic wastes to be not only processed, but to also facilitate beneficial re-use and the creation of value-added streams. For the purposes of this fund, beneficial re-use is considered the utilization of residual materials produced from organic waste processing, and specifically excludes landfilling. Examples of value-added streams include: production of a material, e.g., compost, which can be used as a fertilizer/soil conditioner; or processing that results in production of a fuel source, e.g., biogas.



Will this project result in quantifiable greenhouse gas emission reductions from food waste, yard waste, and/ or agricultural organic waste?

Use the GHG calculator provided to determine if quantifiable GHG reductions will be realised from this project from the inputs requested in the calculator. Refer to the calculator's guidance document to address any questions specific to the calculator.

For the purposes of this program, the calculator must show GHG reductions greater than zero to qualify as quantifiable GHG emission reductions.

Will this project result in incremental capital spending?

Incremental spending refers to spending that is beyond what has been approved in the budget. Spending is considered incremental if it does not displace committed funds. Projected or forecasted spending is considered incremental.

Will this project be in British Columbia and not on federal land?

The project must be in British Columbia to qualify for funding. Furthermore, as per the terms of the federal portion of this funding, the project cannot be located on federal land. This includes reserves and Port Authority land.

Will this project be able to report GHG emission reductions through to at least 2030?

As per the terms of the federal portion of this funding, the project must be able to report GHG emissions reductions until at least 2030. In addition, the Province desires to fund longer term projects, i.e., those that will be operational until a minimum of 2030. Therefore, the project must result in a facility that is still operational in 2030 and that can track GHG emission reductions up to at least 2030.

Will the planned facility comply with relevant provincial legislation?

Examples of provincial legislation that may be applicable to the proposed projects include:

- Environmental Management Act (EMA)



- Organic Matter Recycling Regulation (OMRR)
- Agricultural Waste Control Regulation (AWCR)

The planned facility will not receive any exemptions to the existing provincial legislation.

Will a minimum of one third of total project costs be funded by the applicant(s) and/or partner(s)?

This funding opportunity represents a three-way partnership between federal, provincial and applicant funding. The applicant's share of funds can come from partners, and is also eligible to receive funding from other programs, subject to federal restrictions.

Will the applicant's share of funding comply with federal fund stacking limits?

The applicant's share of funding must comply with the federal fund stacking limits. These are outlined under "Funding Available", located earlier in this Guidance document

Will the project be completed by December 31, 2022?

The project must be completed and operational by December 31, 2022, as per the terms of the federal portion of this funding.

Project Information

Project Title

The title should be less than 100 characters in length. It will be used in any communication between the Ministry and applicant regarding the project prior to the application phase. Ideally, this project title will be used again, unchanged, in your formal project application in 2019.



Project Location

Describe the project location as precisely as possible. Provide a site address if available. Please state if the Site is owned by the applicant(s) or partner(s).

Project Summary

This is the applicant's opportunity to tell us concisely what the project is all about. Please keep project summary limited to 3000 characters, (roughly 500 words).

Type of facility & technology types:

Refer to the definitions provided earlier in this guide for what is intended by the selection boxes.

Geographic areas expected to service

List the geographic extent, including listing specific municipalities, from which organic wastes will be collected for processing at the proposed facility.

Population expected to service

Enter an estimate of the population that you expect to service in the geographical areas described previously.

Input Sources

Provide information as to where the organic wastes will be originating within the geographic boundaries. For example, residential curbside collection, residential drop-off, commercial business, etc.

Anticipated Input Material(s)

Please check off all anticipated input materials. Refer to [Schedule 12 of the OMRR](#) for further information as to what is captured under each organic matter type. Organics not included in OMRR may still be eligible by an approval directly under EMA.



Sole processing of municipal sewage sludge is not eligible to receive funding under this Program. While there are multiple anticipated input materials to select between in this section, note that projects that process food waste and/or agricultural organic wastes will receive priority when funding is allocated following the application phase.

Anticipated Output Type(s)

Please check off all anticipated output materials. Refer to the [OMRR](#) for further information as to what constitutes Class A compost and Class B Compost.

Proposed Construction Year

Please select from a drop-down box the year construction is anticipated to begin. Eligible expenditure is limited to March 31, 2022, and construction must be completed by December 31, 2022.

Project Costs

Provide an estimate of the total eligible project costs. This should be the estimate for the total project costs, excluding ineligible expenditures. Ineligible expenditures are provided elsewhere in this guideline.

The contribution sought through the OIP must not exceed two-thirds of the eligible expenditures, and must not exceed \$20,000,000.

Project Metrics

Estimate of organic waste processing capacity

The estimate of organic waste processing capacity is the maximum mass of organic materials that can be accepted and processed at the proposed facility in a year. The capacity does not refer to the output of processed organics.



Estimate of mass diverted

All mass estimates should be in actual tonnes or wet tonnes.

List all landfills from which the organic waste will be diverted

This question will be asked to applicants that enter a quantity greater than zero for the estimate of mass diverted from landfills. Include the names and locations of the landfills where the organic waste would have otherwise been landfilled in the absence of this project.

List locations where organic waste would have been directly land applied in the absence of this project

This question will be asked to applicants that enter a quantity greater than zero for the estimate of mass diverted from direct land application. Include the names of locations (i.e., specific farms, or land areas) where the agricultural organic waste would have been directly land applied in the absence of this project.

Solid Waste Management Plans

What year was your SWMP last updated and approved by the Minister?

This question will be asked only to applicants who identify themselves as regional districts. This provides the Ministry with an indication of how likely a plan is to be relevant.

Do you currently have a SWMP submitted to the Ministry for approval?

This question will be asked only to applicants who identify themselves as regional districts. Select the yes or no check box.

Does your current or submitted SWMP include organics diversion, an organics ban, and/or plans for organics processing infrastructure?

This question will be asked only to applicants who identify themselves as regional districts. Select the yes or no check box.



Describe how your project is supported by your Solid Waste Management Plan

Explain how the proposed project is supported by the regional district's Solid Waste Management Plan. Please limit your response to 1500 characters, (roughly 250 words).

Have you discussed this EOI with your Regional District to consider how it supports or impacts the regional Solid Waste Management Plan?

This question will be asked to applicants who are not regional districts. The Ministry recognizes that a municipal government or self-governing First Nation may not be able to answer specific questions around the regional district's solid waste management plan; however, the Ministry wishes to encourage collaboration between the various levels of government.

Note that collaboration between local governments and regional districts will support more efficient and effective overall municipal solid waste systems. As a result, if the Ministry receives two EOIs from applicants with neighbouring service areas, the Ministry may suggest collaboration between applicants.



Frequently Asked Questions

The BC Ministry of Environment and Climate Change Strategy hosted webinars on June 26, and 27, 2018, and July 25 and 26, 2018 to introduce the Organics Infrastructure Program to potential applicants and project partners respectively in advance of a call for expressions of interest.

The following is a list of some of the most frequently asked questions both during the webinars and after the webinars.

Eligibility

Question: What level of government is being considered in the definition of "local government"?

For the purposes of this Program, the definition of "local government" is intended to capture regional districts, municipalities (e.g., cities, townships, districts), and self-governing (modern treaty) First Nations.

Question: Is local government the only eligible applicant?

Only local governments or self-governing First Nations with a modern treaty are eligible to apply for funding. A local government may choose to partner with private companies, Indigenous Peoples, and/or other local governments.

Question: Would infrastructure relating to beneficial re-use of biosolids be considered for this program? Specifically, is biosolids considered an "organic" waste in this program?

The intent of the program is to increase diversion of food waste from landfills and agricultural organic waste from land application. However, this program still considers biosolids as "organic" and projects that focus on biosolids are eligible for funding as long as the other eligibility criteria are met. The applicant should recognize, however, that projects that divert food waste from landfills and agricultural waste from land application will receive priority, and GHG emission reductions from biosolids will not be considered.



Question: Municipal wastewater projects are listed as ineligible. What about projects that combine processing of municipal wastewater sludge and manure?

The Ministry understands that applicants may need to combine various feedstocks for certain processing facilities and technologies, such as combining feedstocks for anaerobic digestion. While these feedstocks may include biosolids or sludge, priority will be placed on food waste that is diverted from landfills and agricultural waste diverted from land application.

GHG emission reductions will not be considered from biosolids or sludge. In this scenario, greenhouse gas (GHG) emission reductions from the manure processing component only would be considered.

Question: What is the scope of technologies that is included?

The technologies included will most likely be composting or anaerobic digestion, but can include others. The technologies will need to demonstrate commercial viability. In some cases, viability may need to be evaluated on a case-by-case basis.

Question: Can you clarify the restriction regarding siting of projects on federal land?

Projects on federal land are not eligible for funding under this Program, as the federal agreement with the Province has restrictions for funding projects on Federal land. Federal land includes port authority and reserve land.

Question: What is the minimum size that the project needs to be?

There is no minimum size as long as the eligibility criteria are met (i.e., realize GHG emission reductions; create new processing capacity, etc.).

Question: Can the funding be used towards a component of an organics processing facility?

The funding is only available to projects that will be completed and operational by December 31, 2022. In theory, a project could be a component of a larger plan,



but there must be organics processing resulting from the project beginning by the December 31, 2022 date.

Funding

Question: Is \$20 million the total funding available under this program?

This program contributes \$20 million to all projects, while applicants and partners will contribute another \$10 million. Collectively there will be \$30 million invested in organics infrastructure projects.

Question: Is there a limit on the amount that an individual project can apply for?

No, there is no limit that an individual project can apply for.

Question: Please explain/clarify incremental capital spending?

Incremental spending refers to spending that is beyond what has been approved in the budget. Spending is considered incremental if it does not displace committed funds. Therefore, projected or forecast spending is still considered incremental. The difference is committed spending versus forecast.

Question: Can this funding be combined with other grant funding, i.e., can a local government use funding from another program to makeup the required 1/3 of project costs that the local government is responsible for?

There is a restriction on combining LCELF funding with funding from other Pan-Canadian Framework Program funds. The federal funding agreement also restricts the maximum level of total federal funding from all federal sources to be 40% where the recipient is "a regional entity delivering municipal type services, local, or regional municipal government established by or under provincial statute, or a regional municipal organization" (Canada- British Columbia, 2018), and 75% where the ultimate recipient is a self-governing First Nation.



Partnerships

Question: What is the role of a partner?

The role of a partner is to improve overall project success. Examples include collaboration, community support, expertise, and financial resources. Partnering roles beyond those listed are also encouraged.

Question: Will reputation and/or experience of project partner(s) be considered during project evaluation?

Not directly; however, project risk will be evaluated through multiple ranking criteria, for example: robust business case; proven viability of technology; allotted budget is appropriate for work; protection of environmental health; and minimization of detectable odours beyond property boundaries.

Process

Question: Will the EOI submission require a Board resolution?

The Ministry recognizes that the timeline for submitting an EOI is tight and submitting an EOI concurrent to the election period may be challenging. As a result, an EOI submission will not require direction from council or a board resolution.

Question: Is an EOI required to submit an application? Can an applicant skip the EOI stage and go directly to the application phase in 2019?

An EOI is required to submit an application in 2019.

References

Canada- British Columbia. March 23, 2018. Low Carbon Economy Leadership Fund Funding Agreement, 2017-2018/ 2021-2022.





M4
CAPTAIN MEARES ELEMENTARY SECONDARY SCHOOL

Parent Advisory Council (PAC)
299 Alpine View Box 70 Tahsis, BC V0P 1X0
Tel. 250.934.6305 www.cmess.sd84.bc.ca



Dear Valued Business Member,

I am writing to you on behalf of the Parent Advisory Council (PAC) for Captain Meares Elementary Secondary School in Tahsis. Tahsis is a small Village about 2 hours north west from Campbell River, and as our closest city, our residents do the bulk of their shopping there.

Captain Meares (CMESS) is a small school with a big heart. Due to our very remote location, our students do not have easy access to all of the same educational opportunities as students in larger centres. Our school budget is small and there is not a lot left to fund our student's field trips, as well as purchase supplies for the kitchen and classrooms.

Each year CMESS PAC focuses on creative ways of fundraising. Funds raised by the PAC are absolutely crucial to provide our students with the chance to experience new adventures and opportunities. For example, last year, the PAC funded travel expenses for the senior students to attend We Day in Vancouver, purchased new sports equipment & musical instruments, donated to the Breakfast Club to ensure all students have a healthy start to their day, and brought in facilitators such as a Reptile Presentation and a Motivational Speaker to work with students. None of this would have been possible without the generosity and support of people like you.

As you are well aware, we are fast approaching the holiday season. Our biggest fundraising effort of the year involves collecting donations from the generous businesses in our area. We split these donations into large "stockings", and then sell raffle tickets to the community. A winner is chosen at the annual school Christmas Concert, an event that is well attended by all families and community members.

This year, we ask that you consider donating a gift, goods or services, a gift certificate or making a financial contribution to this worthwhile initiative. All gifts are graciously accepted and shared with the winners, who often then spread their bounty throughout the community.

I hope you will consider making a contribution to such a worthy cause. On behalf of our students, families and staff, thank you for any help you can offer.

Sincerely,

Aubrey Stewart
CMESS PAC President

Please contact Harmony Nielsen at the school 250.934.6305 to arrange for pick up of your generous donation.

Charity #0666549-20-28



October 4, 2018

Mayor and Council
Village of Tahsis
PO Box 219
Tahsis BC V0P 1X0

Dear Mayor and Council:

The Province will be able to issue licences for the retail sale of non-medical cannabis on or after October 17, 2018, and we are currently in the process of assessing the applications that have been submitted to us.

Our consultations with local governments indicated you wanted to ensure that the needs of your communities were considered as part of the licensing process. We would like to take this opportunity to explain the important role local governments have in cannabis licensing.

It will be up to each municipality to determine if and where non-medical cannabis can be sold, and whether it is sold in private or government stores, or a mixture of both.

Once an application is received by the provincial government and it is deemed to contain the required information, the Province will notify the respective local government of the area where the proposed store is located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the Province cannot issue a licence unless the local government gives a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence.

If the local government makes a recommendation to deny the application then the Province may not issue the licence, and if a recommendation in favour of the application is made, then the Province has discretion whether or not to issue the licence, but must consider the local government's recommendation in the decision whether to issue a licence.

.../2

Mayor and Council
Page 2

The Province will notify local governments about applications in the order that they are confirmed as complete. This ensures that you will have all the information you need to begin your process of making a recommendation.

We would also like to remind local governments that they may delegate the recommendation decision to staff.

We invite you to review the enclosed Local Government's Role in Licensing Cannabis Retail Stores for detailed information that will help you navigate the recommendation process. If after reviewing this information you have any questions, please email Cannabis.Licensing@gov.bc.ca.

Thank you for your consideration in this important new process.

Yours truly,



David Eby, QC
Attorney General



Mike Farnworth
Minister of Public Safety
and Solicitor General

Enclosure

pc: Chief Administrative Officer



Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores

If you have any questions about this document, please contact the Liquor and Cannabis Regulation Branch toll-free at 1-866 209-2111, or email cannabisregs@gov.bc.ca. NOTE: This document will be updated from time to time as additional information surrounding the regulatory framework for cannabis retail sales becomes available. (Last updated 28 September, 2018)

Non-medical cannabis retail licence

The province will be issuing licences for non-medical cannabis retail stores. A cannabis retail store must be a standalone business. This licence requires input and a positive recommendation from a local government in whose area the proposed store is located.

The province recognizes the importance of ensuring carefully regulated access to non-medical cannabis in all areas of the province, including rural areas.

As a first step, the province will open opportunities to apply for regular retail licences. Once the regional distribution of retail non-medical cannabis stores is known, the province will consider issuing licences to service rural or remote areas that are not sufficiently served by existing retail cannabis stores.

The role of local governments in the cannabis retail store licensing process

Applicants for a non-medical cannabis retail store licence must submit a licence application to the LCRB. When an application is received, the LCRB will notify the local government of the area where the proposed store will be located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the LCRB cannot issue a licence unless the local government gives the LCRB a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence. Note that:
 - if the local government chooses to make a comments and recommendation on the licensee's application to the LCRB, it must gather the views of residents
 - if it makes a recommendation to deny the application then the LCRB may not issue the licence
 - if it makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence, but must consider the local government's recommendation.

Local Governments (municipalities, regional districts or Islands Trust local trust committees) have some or all of the following regulatory powers in respect of cannabis retail store licences:

- Impose restrictions in its zoning bylaws regarding the location of cannabis retail stores
- Regulation of business (municipalities only): by terms and conditions in its business licensing bylaw, a municipality may limit the hours that cannabis retail stores can operate or impose other conditions such specifications regarding signage
- Charge the applicant fees if choosing to assess an application.

The above process applies to all relocations of existing cannabis retail stores.

Gathering residents' views

If the local government decides to consider the notice of application and to provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area if the location of the proposed store may affect nearby residents. It may gather resident's views by using one or more of the following methods:

- Receiving written comment in response to a public notice of the application
- Conducting a public hearing in respect of the application
- Holding a referendum, or
- Using another method the local government considers appropriate.

It is up to the local government to determine the area, relative to the licensee's application, where resident's views must be gathered.

Please note: Gathering the views of residents of the area/providing a recommendation to the LCRB must be unique to each provincial licence application. In other words, past recommendations cannot be used in a new licensing process. Each individual application must be considered separately by the local government.

What must the local government's recommendation include?

The recommendations and comments the local government provides to the LCRB must:

- be in writing (this may or may not be in the form of a resolution)
- show that the local government has considered the location of the proposed store
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents if the local government has gathered residents' views, and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments.

What if the local government does not want to provide a recommendation?

If a local government does not want to accept the notice of application and provide a recommendation for the proposed retail location, they should notify the LCRB. A licence for a cannabis retail store will not be issued without a positive recommendation from a local government. If a response is not received, LCRB will not consider the application any further.

What if the recommendation does not meet the regulatory requirements?

If the recommendation does not meet the regulatory requirements, the LCRB will ask the local government to provide new or amended comments that address outstanding issues.

How long does the local government have to provide comments?

Unlike in the process for liquor licensing, local governments are not required to provide a recommendation on a cannabis retail store application within a specific time period. Please note that delays in the application process can have a significant impact on the applicant. If the applicant is the reason for the delay, please notify the LCRB. If the applicant is not trying to move an application forward, the application can be cancelled.

Can the local government recommend approval subject to certain conditions?

In some circumstances, the local government can recommend that the LCRB approve the application as long as certain restrictions (e.g. hours of operation) are placed on the licence. In these situations, the recommendation should clearly explain the rationale for placing restrictions.

If the local government intends to request that the LCRB impose terms and conditions on a licence, prior to sending such a recommendation the local government should consult with the LCRB so that the LCRB can determine whether it has the authority to impose the requested terms and conditions before finalizing their conditional recommendation.

The local government may also have the ability to impose other operating rules on the proposed store through the terms and conditions of the applicant's business licence, zoning or bylaw. The local government is responsible for enforcing these rules.

Floor Plans

Applicants must submit a floor plan with their licence application for approval so the LCRB can identify store features such as sales, storage and delivery areas. Unlike for some kinds of liquor licence applications, local governments are not required to provide occupant load stamps or approve the applicant's floor plans as part of the provincial licensing process for cannabis retail stores.

A municipal council or regional district board can delegate authority to their staff to provide comments and a recommendation to the LCRB

A municipal council or regional district board may delegate its powers and duties to provide comments and a recommendation to the LCRB regarding a cannabis retail store licence application. If a council or board has delegated this authority, a cannabis retail store applicant may ask for comments and recommendations made by delegated staff to be reconsidered by the local government.

Council as defined in the Vancouver Charter:

A Council, as defined in the *Vancouver Charter*, choosing to delegate to its staff must establish procedures for a reconsideration of comments and recommendations made by delegated staff, including how a cannabis retail store applicant may apply for reconsideration. In undertaking a reconsideration, the Council will have the same authority as it delegated to staff.

Right of reconsideration:

Delegated local government staff must advise the cannabis retail store licence applicant that the applicant has the right of reconsideration of the staff's recommendation by the council or board.

How local governments inform the LCRB of delegation:

A local government that has delegated authority to staff should send a copy of the delegation to the LCRB at Cannabis.Licensing@gov.bc.ca.

Revised
September
2018

N4

Certificate and Authorization

TO BANK OF MONTREAL

The undersigned certifies:

(A) BANKING RESOLUTION/BY-LAW

THAT the following is a copy of the text of a resolution or by-law, as applicable, which has been duly passed or enacted by the

Councillors

 Insert Name of Council, Board of Trustees, Board of Education, School Board, Conseil scolaire francaskois, Assembly or other applicable governing body (as applicable)

of the Village of Tahsis

 Insert name of City, Town, Village, Municipality, School District, School Division, Division scolaire francophone, First Nations land or other applicable region (as applicable)

(hereinafter called the "Corporation") at a meeting duly called and held in accordance with the law

governing the Corporation on the _____ day of _____, _____ year

RESOLVED/ENACTED:

1. THAT all cheques of the Corporation drawn on its * General

 *Insert "General", "School Board", "Library", or otherwise as appropriate

account(s) be signed on its behalf by ** Martin Davis - Mayor, Mark Tatchell - Chief Administrative Officer, Janet St. Denis - Budget and Finance Manager, Deborah Bodnar - Director of Finance, Amanda Knibbs - Finance Assistant or any two to sign.

 ** Insert name(s) and title(s) of officer(s) or member(s) adding "or any one of them", "or any two of them", "or any one of them and countersigned by _____", or otherwise, as required.

(each an "Authorized Signatory") is/are authorized for and on behalf of the Corporation:

- (a) to negotiate with, deposit with or transfer to Bank of Montreal (the "Bank") (but for credit to the Corporation's account only) all or any bills of exchange, promissory notes, cheques and orders for the payment of money and other negotiable instruments, and for the said purpose to endorse the same on behalf of the Corporation (by rubber stamp or otherwise);
- (b) to arrange, settle, balance and certify all books and accounts between the Corporation and the Bank; and to receive all paid cheques and vouchers, unpaid and unaccepted bills of exchange and other negotiable instruments;
- (c) to obtain delivery from the Bank of all or any stocks, bonds and other securities held by the Bank in safekeeping or otherwise for the account of the Corporation and to give valid and binding receipts therefor.

REPEAL OF PREVIOUS RESOLUTIONS/BY-LAWS

- 2. THAT all resolutions/by-laws, as applicable, (if any) with respect to the account(s) specified in section A1 and as to banking and signing officer(s), member(s) or any one or more Authorized Signatory(ies) passed by the Council, Assembly or Board of Trustees or other governing body, as applicable, of the Corporation and relating to the account(s) specified in section A1 held with the Bank previous to this resolution are repealed.
- 3. THAT this resolution/by-law, as applicable, shall be irrevocable until a resolution repealing this resolution or a by-law repealing or amending this by-law, as applicable, shall have been passed or enacted and a certified copy delivered to the Bank at each branch or agency where an account of the Corporation shall be kept.

(B) RELIANCE AND CURRENCY

THAT the Bank may assume that this Certificate and Authorization, authorizations granted pursuant to the foregoing, and the Corporation's articles or constitution, by-laws and resolutions, or other equivalent documents, as applicable, copies of each of which will be delivered to the Bank from time to time, are in full force and effect and that each branch of the Bank with which any dealings are had by the Corporation may act upon them until each such branch is notified in writing to the contrary.

(C) HEADINGS

The headings used herein are inserted only as a matter of convenience and for reference and in no way are to be construed as defining, limiting or describing the scope or intent of this Certificate and Authorization.

(D) CERTIFYING PARTY

THAT:

1. I am a duly elected director and/or officer and/or member of Council, Assembly or other governing body as applicable, of the Corporation and am authorized by the Corporation to certify the matters set out in this Certificate;
2. set out above are the correct names of individuals authorized to act on behalf of the Corporation as provided herein; and
3. the foregoing resolution/by-law, as applicable, has been duly passed or enacted by the Corporation in the manner authorized by law.

Date: DD / MMM / YYYY _____

(Signature of Director/Member of Council/Officer)

Name: Martin Davis
Position: Mayor

Deborah Bodnar
Director of Finance

Applicable in the Province of Quebec only:

It is the express wish of the parties that this Certificate and Authorization and any related documents be drawn up and executed in English. Les parties conviennent que le présent certificat et tous les documents s'y rattachant soient rédigés et signés en anglais.

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N5

Village of Tahsis

2019 Regular Council Meeting Dates

January 2, 2019

January 15, 2019

February 5, 2019

February 19, 2019

March 5, 2019

March 19, 2019

April 2, 2019

April 16, 2019

May 7, 2019

May 21, 2019

June 4, 2019

June 18, 2019

July 2, 2019

August 6, 2019

September 3, 2019

September 17, 2019

October 1, 2019

October 15, 2019

November 5, 2019

November 19, 2019

December 3, 2019

2019 Budget Meeting Dates

N6

Committee of the Whole Meetings

January 15, 2019 – Financial and Capital Plan overview and presentation to Council

February 5, 2019 – Continuation of discussion and revised plans based on input from Council

March 5, 2019 – Public Presentation

March 19, 2019 – 2019-2023 Financial Plan (including Tax Rates) Report to Council

Regular Council Meetings

March 19, 2019 – Financial Plan and Tax Rate Bylaws (1st and 2nd readings)

April 2, 2019 – 3rd reading of both Financial Plan and Tax Rate Bylaws

April 16, 2019 – Adoption of Bylaws



N7

Grant in Aid Application Policy #2007

Name of Group or Organization Village of Tahsis Employees
2018

Date: 15 October

I hereby request a Grant in Aid from the Village of Tahsis. The details of this request are below.

1. State the exact amount of monies or in kind assistance (eg. free use of facilities) requested.

Village of Tahsis Employees request the free use of the Rec Centre for our staff Christmas party. Including the kitchen and its equipment, the meeting room, and the foyer.

2. Briefly outline the purpose of this assistance.

Use of the facilities would allow all the Village staff to attend as other venues considered were not large enough.

3. Who will benefit from this activity? How many people will benefit?

All the Village staff would benefit from this activity. There would be between 30 to 50 people.

4. What steps have you taken to raise funds?

We are trying to keep cost to staff attending as low as possible. We will be doing a potluck and all presents and alcohol will be supplied by the staff attending

5. What other local groups have been approached for assistance? Please indicate what was requested from these groups and whether they have agreed to assist.

We have not approached any other groups



Grant in Aid Application Policy #2007

6. Have you approached the Federal or Provincial governments for assistance? Please indicate what was requested from these Senior Governments and whether they have agreed to assist.

No, we have not approached federal or provincial governments for assistance.

7. Will this project proceed if funds or in-kind assistance are not provided by the Village?

Yes, it will, but it will be difficult to find a suitable location.

Signature of Authorized representative

Please attach a budget for your project. Please be as complete as you can. You may be asked for further financial information.

If a Grant in Aid for funding is approved, the cheque should be made payable to:

and be mailed to: P.O. Box _____, Tahsis, B.C. V0P 1X0

Contact person: Amanda Knibbs

Phone number: 1-250-934-6344

- Applicant
(/applications/0a8f4869a77809938f11a5585e4829c2/applicant)
- Eligibility
(/applications/0a8f4869a77809938f11a5585e4829c2/eligibility_survey)
- Event
(/applications/0a8f4869a77809938f11a5585e4829c2/event_locations)
- Liquor
(/applications/0a8f4869a77809938f11a5585e4829c2/liquor)
- 5Summary

Summary - Review & Submit

Christmas party

Application number: 148558

Here's a summary of your event. Does everything look right?

Review your event details one more time before submitting your application for review.

Scroll down the page to complete the review and submit your application. Please be sure to complete the final declaration and submit your application.

To edit, click the pencil icon next to the section you wish to update.

IMPORTANT

Changes cannot be made once your application is submitted.

If you have any questions before submitting the application please contact the SEP Online Help Line at 1 855 999 7656 or email lclb.sep@gov.bc.ca (<mailto:lclb.sep@gov.bc.ca>)

Summary

GENERAL APPLICATION INFO



Event Name	Christmas party	
Event Municipality	Tahsis	

Applicant Name	Amanda Knibbs
Applicant Info	box 219 977 Maquinna drive south Tahsis, British Columbia v0p1x0 250-934-6344 reception@villageoftahsis.com

ELIGIBILITY

①

Event Starts at:	December 8, 2018
Organization Type:	Government or Public Organization
Responsible Beverage Service #:	
Name of The Organization:	Village Of Tahsis
Address of The Organization:	977 South Maquinna Drive
Occasion of event:	Staff Christmas Party
Licence Already exists in location:	No
Permit Category	Private – An Organization's Members or Staff, Invited Guests and Ticket Holders
Public Property	Yes

(/

EVENT LOCATION 1 - recreation centre

①

Location Name	recreation centre
Location Description	community centre

(/

Event Address	285 Alpine View Rd Tahsis BC, v0p1x0
Service Area Description	meeting room, kitchen, and gathering area
Maximum # of Guests in Service Areas	50
Minors Present	Yes
# of Minors	2
Event Held	Indoors
Maximum # of Guests at this location	50

Event date

Start Date	December 8, 2018
Start Time	05 00 PM - 02 00 AM
Liquor Service	05 00 PM - 01 00 AM

LIQUOR & FEES

Ω

	Type	Servings	
Liquor Quantities	Packaged Beer	100	
	Wine	100	
	Spirits	100	
Estimated total liquor sales revenue			\$ 0.00
Estimated liquor purchase cost			\$ 0.00
Estimated net proceeds/profit from liquor sales			\$ 0.00
Total PST Amount Due			\$ 0.00

(/

Type	Servings
Application Fees (Based on 1 event location and capacity)* *0-500 – \$25.00	\$ 25.00
Total Fees Due Upon Approval	\$ 25.00

Declaration

anda Knibbs`, certify that all of the information is true and complete to the best of my edge. I have read the terms and conditions of the permit, and if the application is ved, the permittee listed on the permit will be responsible for liquor service at the

cking this box, I confirm that I have read, agree to and acknowledge the declaration. I also certify im at least 19 years old and that no essential information has been concealed or misrepresented application.

Back

Submit Application
[\(/applications/0a8f4869a77809938f11a5585e4829c2/submit\)](/applications/0a8f4869a77809938f11a5585e4829c2/submit)

Application Checklist

Here is a list of items and information you need to start an application.

Event Information:

- Location, date, time & guest count

Applying on behalf of a Business:

- A business number issued by Canada Revenue Agency is required

Event on Public Property:

- Written permission is required for liquor service from local government, First Nation, or provincial or federal government, whichever is applicable

Municipal Resolution:

- Events of municipal significance must have written approval from local government/first nation

Drinks:

- What types of drinks will you serve & how many?
- If you are charging for drinks, what are the drink prices?

Responsible Beverage Service (RBS) Certification:

- You and anyone who may be serving liquor at your event must complete a training program before your event starts. You can apply now and complete training later.
- If you have already completed training, enter your certificate number when applying
- The **Special Event Server (SES)** course is required for all events under 500 guests
- The **Serving it Right (SIR)** course is required for events over 500 guests
- For more information about certifications, [click here](#)

Security Plan & Event Site Map:

- Required for all events over 500 people
- Include security staffing, contractors and other measures to ensure safety and prevent disturbances

Valid Credit Card for Fee Payment

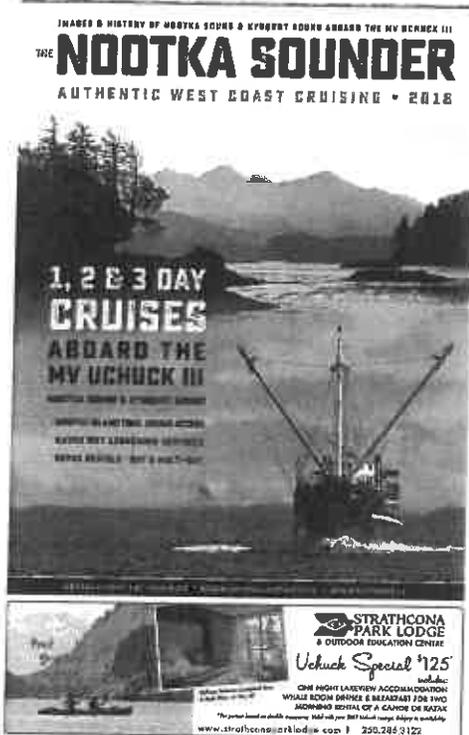
- Visa, MasterCard, American Express, Visa Debit

Advertising Opportunity Aboard The M.V. Uchuck III and beyond.

Nootka Sounder 2019 Rate Sheet

DISTRIBUTED January to December 2019

RATES & SPECIFICATIONS



Annual Circulation: 12,000

The "Nootka Sounder" can be read on-line year-round at www.getwest.ca/thenootkasounder

Circulation includes distribution on the M.V. Uchuck III (year-round) as well as high traffic locations throughout mid-Vancouver Island, including select **InfoCentres, Comox and Campbell River Airports**. This circulation is aimed at attracting more visitors to the Gold River area.

The Nootka Sounder is an informative newspaper about the M.V. Uchuck III and Nootka Sound, past and present. The Nootka Sounder is well read by the passengers aboard the M.V. Uchuck III. The Nootka Sounder includes the history of the region, its industries and its people and the coastal communities in the area. Nootka Sound Service's M.V. Uchuck III operates scheduled tourist runs to historic Friendly Cove, and locations throughout Nootka Sound, Esperanza Inlet and Kyuquot Sound.

Advertising Representative Neil Havers

Tel: 250-334-2844

E-mail: info@haversdesign.com

Advertising will be invoiced by Havers Design

Ad Booking

Deadline:

Nov. 15, 2018

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1/6th Page	\$200.00
1/3rd H (Horizontal)	\$320.00
1/3rd V (Vertical)	\$320.00
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Full Page	\$880.00
Back Page	\$1090.00
Double Page (Editorial)	\$1650.00
Cover Advertisement <i>One only</i>	\$440.00

Advertising rates do not include applicable taxes.

Advertising rates include a web link on the "Friends of the Uchuck" page on www.getwest.ca.

MECHANICAL REQUIREMENTS		
	Width	Depth
1/12th Page	5"	2 1/4"
1/6th Page	5"	5"
1/3rd Page (horizontal)	10 1/4"	5"
1/3rd Page (vertical)	5"	10 1/4"
1/2 Page	10 1/4"	7 1/4"
Full Page	10 1/4"	15"
Back Page	10 1/4"	15"
Double Page (Editorial)	10 1/4"	15"

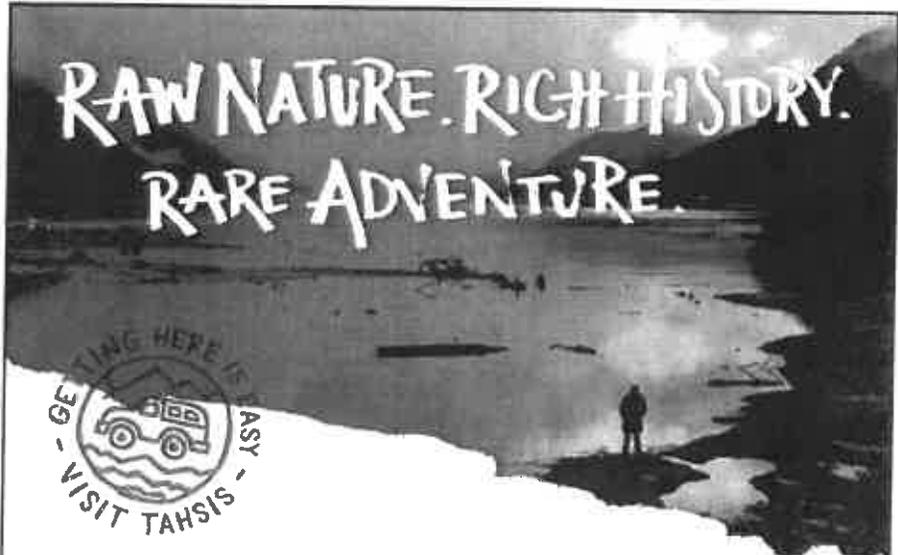
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TAHSIS

VILLAGE OF TAHSIS

N9

Report to Council

To: Mayor and Council
From: Janet StDenis Chief Election Officer
Date: 23 October 2018
Re: Tahsis' 2018 municipal election results and ballot accounts

PURPOSE OF REPORT:

To report on Tahsis' 2018 municipal election results and provide a ballot account pursuant to section 158 of the LGA (Local Government Act).

OPTIONS/ALTERNATIVES

1. That this information be received for information.

BACKGROUND:

Section 158 of the LGA requires that the Chief Election Officer submit a report on the election results along with a ballot account to the local government.

POLICY/LEGISLATIVE REQUIREMENTS:

LGA Part 3, Division 17 s158 (1) Within 30 days after the declaration of official election results under section 98 for an election by acclamation or under section 146 for an election by voting, the chief election officer must submit a report of the election results to the local government.

(2) In the case of an election by voting, the report under subsection (1) must include a compilation of the information on the ballot accounts for the election.

(3) If the results of the election are changed by a judicial recount or on an application under section 153 [application to court respecting validity of election] after the report under subsection (1) of this section is submitted, the designated local government officer must submit to the local government a supplementary report reflecting the changed results.

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

That Council receives the report on Tahsis

Respectfully submitted:


Name

VILLAGE OF TAH SIS
DETERMINATION OF OFFICIAL ELECTION RESULTS - Mayor
GENERAL LOCAL ELECTION – 2018

	Martin Davis	David McIntosh	Brenda Overton
Advance Voting Opportunity: October 10, 2018 Council Chambers, 977 S Maquinna Drive	21	7	13
Advance Voting Opportunity: October 12, 2018 Council Chambers, 977 S Maquinna Drive	20	3	11
Regular Voting Opportunity: October 20, 2018 Council Chambers, 977 S Maquinna Drive	71	30	44
TOTAL NUMBER OF VOTES	112	40	68

This determination of official election results was made by the Chief Election Officer on October 21st, 2018 at 1:30 pm (time) and is based on ballot accounts as amended or prepared by the Chief Election Officer.



Chief Election Officer

VILLAGE OF TAH SIS
 DETERMINATION OF OFFICIAL ELECTION RESULTS - COUNCILLOR
 GENERAL LOCAL ELECTION – 2018

	Bill Elder	Doug Elliott	Carol Finnie	Sarah Fowler	Josh Lambert	Jeff Lancaster	Lynda Llewellyn
Advance Voting Opportunity: October 10, 2018 Council Chambers, 977 S Maquinna Drive	33	17	4	24	37	10	31
Advance Voting Opportunity: October 12, 2018 Council Chambers, 977 S Maquinna Drive	28	10	9	19	29	12	21
Regular Voting Opportunity: October 20, 2018 Council Chambers, 977 S Maquinna Drive	110	57	31	80	110	31	111
TOTAL NUMBER OF VOTES	171	84	44	123	176	53	163

This determination of official election results was made by the Chief Election Officer on October 21st, 2018 at 1:30 pm (time) and is based on ballot accounts as amended or prepared by the Chief Election Officer.


 Chief Election Officer



Form No. 6-3
LGA s.146(2)(a)
VC s. 108(2)(a)

Village of Tahsis

Our File No.

DECLARATION OF OFFICIAL ELECTION RESULTS

GENERAL LOCAL ELECTION – 2018

Mayor

I, Janet StDenis, Chief Election Officer, do hereby declare elected,

Martin Davis, who received the highest number of valid votes for the office of Mayor.

Dated at Tahsis, BC

This 21st day of October, 2018.



Chief Election Officer



Form No. 6-4
LGA s.146(2)(a)
VC s. 108(2)(a)

Village of Tahsis

Our File No.

DECLARATION OF OFFICIAL ELECTION RESULTS

GENERAL LOCAL ELECTION – 2018

Councillor Positions (4)

I, Janet StDenis, Chief Election Officer, do hereby declare elected the following candidates who received the highest number of valid votes for the office of Councillor.

1. Josh Lambert
2. Bill Elder
3. Lynda Llewellyn
4. Sarah Fowler

Dated at Tahsis, BC

This 21st day of October, 2018.



Chief Election Officer



SCHOOL DISTRICT 84 (VANCOUVER ISLAND WEST)

DECLARATION OF ELECTION BY ACCLAMATION

I, Anne McDowell, Chief Election Officer for School District 84 (Vancouver Island West), do hereby declare, pursuant to Section 98 of the *Local Government Act*, the following candidates elected by acclamation:

Offices of Trustee for Trustee Electoral Area 1, being the Village of Gold River and surrounding Gold River Schools Attendance Area of Electoral Area 'A' (Strathcona Regional District):

Arlene FEHR, 335 Alder Crescent, Gold River, BC
Deborah Lee MANN, 415 Conuma Drive, Gold River, BC

Office of Trustee for Trustee Electoral Area 2, being the Village of Tahsis and surrounding Captain Meares Elementary Secondary School and Esperanza Elementary Secondary School Attendance Area of Electoral Area 'A' (Strathcona Regional District):

Allison STIGLITZ, 82 Brabant Crescent, Tahsis, BC

Given under my hand at Gold River, British Columbia, this 24th day of September, 2018.

Anne McDowell
Chief Election Officer

VILLAGE OF TAHSIS

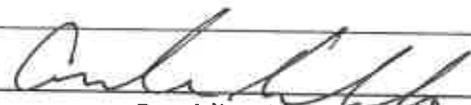
BALLOT ACCOUNT

SUMMARY

977 S MAQUINNA DRIVE, TAHSIS BC V0P 1X0
 OCTOBER 20TH, 2018

MAYOR

(1) Number of ballots received for use (see Note 1)		500
(2) Ballots without objection	220	
(3) Ballots accepted subject to objection under LGA s.140 (VC s.102)	0	
(4) Ballots rejected without objection	4	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	0	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	1	
(7) Number of ballots given to the electors <small>(2+3+4+5+6)</small>	225	
(8) Unused ballots (see Note 2)	275	
(9) Number of ballots not accounted for	0	
(10) TOTAL <small>(7+8+9)</small> No. 1 & No. 10 must agree		500


 Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)

VILLAGE OF TAHSIS

BALLOT ACCOUNT

SUMMARY

977 S MAQUINNA DRIVE, TAHSIS BC V0P 1X0
 OCTOBER 20TH, 2018

COUNCILLOR

(1) Number of ballots received for use (see Note 1)		<u>500</u>
(2) Ballots without objection	<u>222</u>	
(3) Ballots accepted subject to objection under LGA s.140 (VC s.102)	<u>0</u>	
(4) Ballots rejected without objection	<u>2</u>	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u>0</u>	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u>1</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)	<u>225</u>	
(8) Unused ballots (see Note 2)	<u>275</u>	
(9) Number of ballots not accounted for	<u>0</u>	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u>500</u>


 Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)

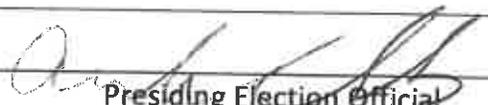
VILLAGE OF TAHSIS

BALLOT ACCOUNT

ADVANCED VOTING
 977 S MAQUINNA DRIVE, TAHSIS BC V0P 1X0
 OCTOBER 10, 2018

MAYOR

(1) Number of ballots received for use (see Note 1)		<u>500</u>
(2) Ballots without objection	<u>41</u>	
(3) Ballots accepted subject to objection under LGA s.140 (VC s.102)	<u>0</u>	
(4) Ballots rejected without objection	<u>0</u>	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u>0</u>	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u>0</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)	<u>41</u>	
(8) Unused ballots (see Note 2)		<u>459</u>
(9) Number of ballots not accounted for		<u>0</u>
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u>500</u>


 Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.
 Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)
 Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)

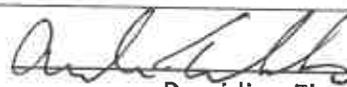
VILLAGE OF TAHSIS

BALLOT ACCOUNT

ADVANCED VOTING
977 S MAQUINNA DRIVE, TAHSIS BC V0P 1X0
OCTOBER 12, 2018

MAYOR

(1) Number of ballots received for use (see Note 1)		<u>459</u>
(2) Ballots without objection	<u>34</u>	
(3) Ballots accepted subject to objection under LGA s.140 (VC s.102)	<u> </u>	
(4) Ballots rejected without objection	<u>1</u>	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u> </u>	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u> </u>	
(7) Number of ballots given to the electors (2+3+4+5+6)	<u>35</u>	
(8) Unused ballots (see Note 2)	<u>424</u>	
(9) Number of ballots not accounted for	<u>0</u>	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u>459</u>


Presiding Election Official

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Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)

VILLAGE OF TAHSIS

BALLOT ACCOUNT

ADVANCED VOTING
 977 S MAQUINNA DRIVE, TAHSIS BC VOP 1X0
 OCTOBER 20, 2018

MAYOR

(1) Number of ballots received for use (see Note 1)		<u>424</u>
(2) Ballots without objection	<u>145</u>	
(3) Ballots accepted subject to objection under LGA s.140 (VC s.102)	<u>0</u>	
(4) Ballots rejected without objection	<u>3</u>	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u>0</u>	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u>1</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)		<u>149</u>
(8) Unused ballots (see Note 2)		<u>275</u>
(9) Number of ballots not accounted for		<u>0</u>
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u>424</u>


 Presiding Election Official

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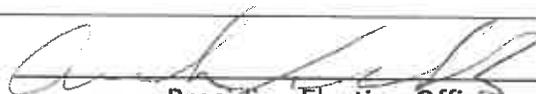
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VILLAGE OF TAHSIS
BALLOT ACCOUNT
 ADVANCED VOTING
 977 S MAQUINNA DRIVE, TAHSIS BC V0P 1X0
 OCTOBER 10, 2018
 COUNCILLOR

(1) Number of ballots received for use (see Note 1)		<u>500</u>
(2) Ballots without objection	<u>41</u>	
(3) Ballots accepted subject to objection under LGA s.140 (VC s.102)	<u>∅</u>	
(4) Ballots rejected without objection	<u>∅</u>	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u>∅</u>	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u>∅</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)	<u>41</u>	
(8) Unused ballots (see Note 2)	<u>459</u>	
(9) Number of ballots not accounted for	<u>∅</u>	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u>500</u>


 Presiding Election Official

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VILLAGE OF TAHSIS

BALLOT ACCOUNT

ADVANCED VOTING
 977 S MAQUINNA DRIVE, TAHSIS BC V0P 1X0
 OCTOBER 12, 2018

COUNCILLOR

(1) Number of ballots received for use (see Note 1)		<u>459</u>
(2) Ballots without objection	<u>34</u>	
(3) Ballots accepted subject to objection under LGA s.140 (VC s.102)	<u>0</u>	
(4) Ballots rejected without objection	<u>1</u>	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u>0</u>	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u>0</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)		<u>35</u>
(8) Unused ballots (see Note 2)		<u>424</u>
(9) Number of ballots not accounted for		<u>0</u>
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u>459</u>


 Presiding Election Official

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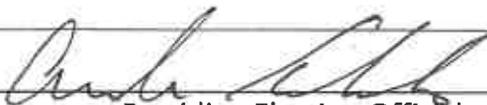
VILLAGE OF TAHSIS

BALLOT ACCOUNT

ADVANCED VOTING
 977 S MAQUINNA DRIVE, TAHSIS BC V0P 1X0
 OCTOBER 20, 2018

COUNCILLOR

(1) Number of ballots received for use (see Note 1)		<u>424</u>
(2) Ballots without objection	<u>147</u>	
(3) Ballots accepted subject to objection under LGA s.140 (VC s.102)	<u>0</u>	
(4) Ballots rejected without objection	<u>1</u>	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u>0</u>	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u>1</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)		<u>149</u>
(8) Unused ballots (see Note 2)		<u>275</u>
(9) Number of ballots not accounted for		<u>0</u>
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u>424</u>


 Presiding Election Official

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