



## AGENDA

Agenda for the Regular Meeting of the Tahsis Village Council  
to be held on December 5th, 2017 in the Council Chambers  
Municipal Hall, 977 South Maquinna Drive

**A. Call to Order** Mayor Schooner called the meeting to order at 7:00 p.m.

Mayor Schooner would like to acknowledge and respect that we are upon Mowachaht/Muchalaht traditional territory.

**B. Introduction of Late Items** None.

**C. Approval of the Agenda**

**D. Petitions and Delegations**

**E. Public Input # 1**

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**F. Adoption of the Minutes** 1 Minutes of the Regular Council meeting held on November 21st, 2017.

**G. Rise and Report** 1 None.

**H. Business Arising** None.

**J. Council Reports**

1. Mayor Schooner
2. Councillor Overton
3. Councillor Van Solkema
4. Councillor Bellanger
5. Councillor Taylor

**K. Bylaws** 1 None.

- L. Correspondence**
- 1 Rajinder and Santosh Sharma Re: Short Term Rental**
  - 2 AVICC Re: AVICC Resolutions Notice, Call for Nominations for AVICC Executive Committee; Call for presentations.**

- M. New Business**
- 1 Grant-in Aid Application Re: Tahsis Emergency Operation Centre**
  - 2 Grant-in Aid Application Re: Knights of Columbus- Remote Coordinators Cleo Fort & Alliston Stiglitz**
  - 3 2018 Regular Council Meeting Dates**

**N. Public Input #2**

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**Public Exclusion**

**Recess**

**Reconvene**

**Rise and Report**                      **None.**

**O. Adjournment**



Minutes

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<b><u>Meeting</u></b>	<b>Regular Council</b>
<b><u>Date</u></b>	<b>21-Nov-17</b>
<b><u>Time</u></b>	<b>7:00 PM</b>
<b><u>Place</u></b>	<b>Municipal Hall - Council Chambers</b>

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**Present**

Mayor Jude Schooner  
 Councillor Brenda Overton  
 Councillor Louis VanSolkema  
 Councillor Kathy Bellanger  
 Councillor Randy Taylor

**Staff**

Mark Tatchell, Chief Administrative Officer  
 Deborah Bodnar, Director of Finance  
 Janet St-Denis, Finance & Corporate Services Manager

**Public**

2 members of the public

**A. Call to Order**

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

**B. Introduction of Late Items**

None.

**C. Approval of the Agenda**

**Overton/ Bellanger: VOT 431/2017**

**THAT** the Agenda for the November 21, 2017 Regular Council meeting be adopted as presented.

**CARRIED**

**D. Petitions and Delegations**

None.

**E. Public Input # 1**

A member of the public requested that an update on the Community Unity Trail be posted on the Village's website. Staff confirmed this will be done following the November 27th meeting in Zeballos.

A member of the public suggested having a quilt show during Tahsis Days 2018. There was a brief discussion of possible venues and display options.

**F. Adoption of the Minutes**

- 1 **Minutes of the Committee of the Whole Council meeting held on November 1st, 2017.**

**Overton/ Bellanger: VOT 432/2017**

**THAT** the Committee of the Whole meeting minutes from November 1st, 2017 be adopted as presented. **CARRIED**

- 2 **Minutes of the Committee of the Whole meeting held on November 6, 2017.**

**Overton/ Bellanger: VOT 433/2017**

**THAT** the Committee of the Whole meeting minutes from November 6, 2017 be adopted presented. **CARRIED**

- 3 **Minutes of the Regular Council meeting held on November 7, 2017.**

**Overton/ Bellanger: VOT 434/2017**

**THAT** the Regular Council meeting minutes from November 7, 2017 be adopted presented. **CARRIED**

**G. Rise and Report**

**Audit Services Award Contract**

Chan Nowosad Boates, is the successful respondent firm to the Village's RFP for Audit Services for the fiscal years 2017-2021.

**H. Business Arising**

- 1 **Destination BC Co-operative Marketing Partnerships Program-  
"Exclerator Tourism Industry Transformation Project".**

There was a discussion about the program. Councillor Taylor requested that it be noted that Campbell River is paying the "lion's share" and would get the "lion's share" of the benefits.

**Overton/ Bellanger: VOT 435/2017**

**THAT** this letter be received.

**CARRIED**

**Taylor/ VanSolkema: VOT 436/2017**

**THAT** Tahsis supports this project, commits to contribute \$500 and seeks further details.

**CARRIED**

- 2 **Community Unity Trail Review - review of non-profit society requirements.**

A brief discussion followed.

**Overton/ Bellanger: VOT 437/2017**

**THAT** this report be received.

**CARRIED**

**J. Council Reports**

**Overton/ Bellanger: VOT 438/2017**

**THAT** the Council reports be received.

**CARRIED**

Mayor Schooner passed around the Royal Canadian Legion's 12th Annual Military Service Recognition Book in which the Village had purchased an advertisement. Mayor Schooner also noted that she had received a card from Frank Collins thanking public works for the great job they did cleaning up the cenotaph for the Remembrance Day Ceremony. Staff was directed to present the card to the Director of Operations.

**Mayor Schooner: (written report)**

Good evening,

At the inaugural meeting of the SRD (Strathcona Regional District) I respectfully declined a nomination for vice-chair for the upcoming year. Director Brad Unger was successful in his bid for the position and Director Michelle Babchuk was unanimously voted in as Chair.

At the SRD board meeting I was pleased to see the motion to forward a letter of support in principle to the Tlowitsis Nation in support to their Addition to Reserve (ATR) application acknowledging the commitment of the First Nation to continue engagement on matters of interest to the residents of Electoral Area D.

Also, the board agreed to change the First Nations Relations Committee "terms of reference" and invited observer Kevin Jules of the Ka:'yu:'k't'h'/Che:k'tles7et'h First Nation to sit with and contribute to the Committee.

At the CSWM (Comox Valley Waste Management) board meeting I spoke against the need to research Tahsis to be part of the implementation plan to collect organics as feedstock for the Campbell River organic waste facility. Pragmatically this would not make sense since composting here would provide much needed soil, plus having diesel trucks travelling to and from Tahsis is not environmentally sound, and tipping fees would be incurred by the Village if organics (which are heavy due to water content) were transferred to the Campbell River site. I have heard that both the school and the community garden are thinking about composting projects and I am hopeful that these entities will approach the Village for possible planning or assistance.

The five-year agreement with the Village of Tahsis for the Tahsis Waste Management Centre was approved and I reminded the Board that the fees will be reviewed annually during the financial planning period.

The Board reviewed a summary of the CSWM Illegal Dumping Prevention Program and contained in the review was the direction to, "promote stronger advertising/communications dedicated to Tahsis" and other similar municipalities.

At the CSRHD (Comox Strathcona Regional Hospital District) Board we received an update on the new hospitals. The Campbell River Hospital is having parking issues. The top floor of the parkade does not have a roof and there is no covered area for patients, etc. to walk from the parkade to the hospital. The CSRHD Board has little say in the operations of these facilities, as the Board's mandate is to raise funding for capital projects and equipment, though I can see the Board seeking remedies in the near future for this issue. Both hospitals have been over-subscribed though the patient numbers had lowered by the time of the Board meeting. On the whole, the new medical facilities are running well and are being well received. Naturally, there will and are some hiccups and time will identify those hiccups moving forward to rectifying them.

I would like to take this opportunity to thank Dan Dahling and all the people involved in the Remembrance Day ceremony. Your contributions are appreciated. Big shout out to the senior's society for providing a lovely lunch after the ceremony.

And last but not least, I enjoyed UBEDAM's radio play on Saturday night. Kudos to cast and crew!

**Councillor Brenda Overton: no report**

**Councillor VanSoikema:**

(letter in regards to the Wild Salmon Policy included under L1)

**Councillor Bellanger:**

**Good Evening Mayor & Council**

I would like to say I found Remembrance Day had a very nice turn out. Thank you Dan Dahling for your hard work again and also thank you Mayor Schooner for your words at the ceremony. Well done. Also I would like to say that I enjoyed the play. Well done Ubedam Theatre for their production.

Council Bellanger also inquired as to where the Village could obtain a Remembrance Day flag. Councillor Taylor agreed to research this.

**Councillor Taylor: no report**

**K. Bylaws**

**Water Regulations and Rates Amendment Bylaw No. 595, 2017**

**Re: Adoption**

**Overton/ Taylor: VOT 439/2017**

**THAT** the Water Regulations and Rates Amendment Bylaw No. 595, 2017 be adopted as presented.

**CARRIED**

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

**Re: Adoption**

**Overton/ Taylor: VOT 440/2017**

**THAT** the Permissive Tax Exemption Bylaw No. 596, 2017 be adopted as presented.

**CARRIED**

**L. Correspondence**

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

A discussion followed. Mayor Schooner was pleased with Mr. Tatchell's draft response. Councillor Taylor concurred.

Councillor VanSolkema read the following letter he had written in response to the Village's submission to the Department of Fisheries and Oceans.

November 21, 2017.



Concerning Mark Tatchell's letter responding to DFO Wild Salmon policy I must present a few thoughts. I love reading Mark's letters as they are always well written but when I got to the mention of the McKelvie Creek IPP application as an excuse for preserving our watersheds, I can't help but see red. I 'm thinking we are really missing the boat. All the hyperbole that has been dealt with in the past needs to be dispensed with and a rational discussion take place. Our considerations need to be multifold, pending logging plans, what better ally than an IPP firm in preserving the McKelvie Creek water intake that began from Head Bay road near the substation, along the east mountain slope, where the culmination of any and all agreements with First Nations, forest companies, various ministries and IPP's, results in an east mountainside stabilization process certifying it as stable ground, suitable for development. This gives us a civilized route to our water intake system and yes, some alterations in our view scape will occur. Most of us like to see a reasonable increase to our real estate values. Let's see them increase because of our really wise decisions. Sincerely Louis VanSolkema.

**Overton/ Taylor: VOT 441/2017**

THAT this email be received.

**CARRIED**

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

A brief discussion followed. Staff was directed to put Mayor Schooner's name forward as the liaison for the community.

**Overton/ Bellanger: VOT 442/2017**

THAT this letter be received.

**CARRIED**

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

There was a discussion about the Recreation Center fees and repairs that are needed on the pool table and the bowling alley. Staff was directed to investigate undertaking the repairs and to reply to Ms. Roth.

**Overton/ Taylor: VOT 443/2017**

**THAT** this letter be received.

**CARRIED**

**M. New Business**

**1 Alternate Directors for:**

**a) Strathcona Regional District**

**Taylor/ Van Solkema: VOT 444/2017**

**THAT** Councillor Overton be appointed as Alternative Director for Strathcona Regional District.

**CARRIED**

**b) Comox Strathcona Regional Hospital District**

**Taylor/Bellanger: VOT 445/2017**

**THAT** Councillor Overton be appointed as Alternate Director for Comox Strathcona Regional Hospital District.

**CARRIED**

**2 Directors for:**

**a) Nootka Sound Watershed Society**

**Taylor/Bellanger: VOT 446/2017**

**THAT** Councillor Overton be appointed as Director for the Nootka Sound Watershed Society.

**CARRIED**

**b) Municipal Insurance Association of BC**

**Overton/Taylor: VOT 447/2017**

**THAT** Mayor Schooner be appointed as Director for the Municipal Insurance Association of BC.

**CARRIED**

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

**Overton/ Taylor: VOT 448/2017**

**THAT** these 2018 -2022 Financial Plan Council meeting date schedule be approved as amended (changing March 8th date to March 1st).

**CARRIED**

**4 Violence in the Workplace Policy**

**Overton/Bellanger: VOT 449/2017**

**THAT** this Violence in the Workplace Policy be received.

**CARRIED**

**Overton/ Taylor: VOT 450/2017**

THAT the Violence in the Workplace Policy be approved.

CARRIED

**Public Input**

A member of the public inquired as to what policy was in place that covered violence of an employee towards a member of the public. Staff responded that current employee policies cover this type of scenario.

**Public Exclusion**

**Taylor/ Bellanger: VOT 451/2017**

THAT the meeting is closed to the public in accordance with section 90 (1)(i) of the Community Charter- receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

**Recess**

**Overton/ Taylor: VOT 452/2017**

THAT the Regular Council meeting recess to go into the in camera meeting.

CARRIED

**Reconvene**

**Taylor/ Overton: VOT 458/2017**

THAT the Regular Council meeting reconvene at 8:40 p.m.

CARRIED

**Rise and Report**

None.

**Adjournment**

**O. Overton/ Bellanger: VOT 459/2017**

THAT the Regular Council meeting adjourn at 8:41 p.m.

CARRIED

Certified Correct this

5th Day of December, 2017

Chief Administrative Officer

L1

**Rajinder and Santosh Sharma**

PO Box 301  
Tahsis, BC  
VOP 1X0

November 22, 2017

**Mayor and Council**

PO Box 219  
Tahsis, BC  
VOP 1X0

**RE: Short Term Rentals**

Dear Mayor and Council,

We are writing to address Council's request for public input regarding the regulation of short term rentals in Tahsis.

As residents of Tahsis for over 40 years, we have seen and experienced the struggles of both the local and business community. Tahsis' struggles, unfortunately common in today's rural BC communities, have made operating a successful business extremely difficult. We understand the role that Council and its bylaws play in maintaining a fair and safe commercial environment, while ensuring Tahsis' long term viability.

We agree that any established community requires a basic level of necessities in order to maintain a viable future. One of these necessities would be the existence of a hotel/motel industry. Such an industry is integral in attracting tourists and providing them with secure and regulated accommodation.

Although we understand Council's concerns surrounding short term rentals, it should be noted that decades of commercial neglect and mismanagement created the demand for short term accommodation. Residents placed their trust in the business community, and were (and in some cases continue to be) let down. If permanent changes are to be made, they should be made to ensure that the business community has a fighting chance of succeeding.

We feel that Council's possible solution of establishing a temporary use permit system would not be the best course of action. Firstly, without a bylaw enforcement officer, how would the limited Village staff track, enforce, and update the permits? Secondly, on a short term basis, how would the Village be able to prove in a timely manner that a residence contravened the permit system? Third, how would the cost of the permit be rationalized, and how would permit revenues be accounted for? Would they be attributed to the existing Economic Development Reserve, or used to offset enforcement expenditures? We feel that this option would not be the best use of the Village's limited resources.

We believe that there needs to be a holistic and long term approach to balance the needs of the local business community and residents. If Council is looking to protect local business *and* ensure Tahsis' long term future, Council should consider the following:

1. Reinstate the rescinded business license bylaw. This would ensure that all businesses be registered with the Village, and provide Council with the legal powers to enforce any infractions. The revenues from the business licenses could be used to either fund the operations of a new Chamber of Commerce or added to the Economic Development fund to help pay for a professional local marketing plan. Council could restrict the number of short term rental licenses to help restrict the number of short term rentals in Tahsis, and protect local business. These licenses could be sold to interested parties in a lottery format, in conjunction with a waiting list to permit a new license be issued in the event that a homeowner does not want to continue to rent his/her home, or sells it.

We strongly feel that the rationale to rescind the business license bylaw was flawed, and that the advice provided to Council at that time was incorrect.

2. Make the appropriate bylaw amendments to ensure that short term rentals and guest houses pay an increased utility amount to help offset the demand on local resources. This would be an easier solution than to have homeowners apply for commercial rezoning, or have Village staff work with BC Assessment to add a commercial identifier to a fluid list of numerous properties. Coupled with an operating permit, this would better align the additional fees to the appropriate governmental costs.
3. Amend *Zoning Bylaw 176, 1981* to require that short term rentals be permitted in residential zones, but only if the homeowner purchases a business license through the prescribed process.

4. Amend the Sign Bylaw to require that any business that has purchased a business license post a visible sign on their property. This would help Village staff in identifying local businesses, ensure the integrity of the Village's data, and signal to tourists and investors that Tahsis is, "open for business".
5. Put to tender the creation of a local marketing plan to promote local businesses, amenities, eco tourism, etc. with an international reach. We respectfully feel that no Council, neither past nor present, has been successful in creating a lasting professional marketing plan with a coherent message. Many costly studies have been commissioned; however, we have not seen those ad-hoc actions bear any fruit.
6. Enrol in the Municipal and Regional District Tax Program (<https://www.destinationbc.ca/BC-Tourism-Industry/Municipal-and-Regional-District-Tax-Program.aspx>). This program, enforced by the Provincial Sales Tax Act, would require rentals with 4 or more units to collect and remit additional PST (1-3%) to the provincial government ([www.bclaws.ca/civix/document/id/complete/statreg/93\\_2013](http://www.bclaws.ca/civix/document/id/complete/statreg/93_2013)). The funds would be remitted back to the local government, net of costs, and those funds would be used to help fund local tourism. Sixteen local governments on Vancouver Island use this program. A number of local governments have partnered with Vancouver Island North Tourism to combine their tourism dollars to fund a regional tourism plan ([www.vancouverislandnorth.ca](http://www.vancouverislandnorth.ca)).

The above actions would help not only local businesses owners, but also create a positive, "run off" to local homeowners in the form of increased home values, greater incentive for local homeowners to maintain their residences to capture any upswings in the real estate market, greater future investment in the community from new and existing businesses, incentive for more people to move to Tahsis, etc.

The matter of short term rentals has created an exciting opportunity to address a series of related historical deficiencies that, when corrected, would benefit the community as a whole. Assuming most of Council would be considering re-election in 2018, putting Tahsis on a path of tourism reform in this term would afford incumbents with the continuity necessary to complete a comprehensive tourism plan with minimal disruption or debate.

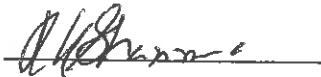
We agree that the above actions would require a significant amount of work by Village staff and Council. We suggest a 12 month Economic Development Officer position (funded by the Economic Development Fund or an available grant) to help create capacity for Village staff, and

provide related expertise. This position could include a joint funding arrangement with Gold River, as our tourism success would benefit their local economy as well.

In closing, we feel it should be noted that those residents who opened their homes to travelers played a major part in fueling local tourism, and should be applauded for helping to keep Tahsis relevant in the competitive tourism market. We hope that Council will use this opportunity to provide Tahsis with a stable and viable tourism future.

**As this letter addresses points that are outside the scope of the Village's request for public input, we request that this letter be added to the next Council agenda with the hope that it will spur a lively discussion.**

Sincerely,



Rajinder Sharma



Santosh Sharma

Attachment(s)



L2

**TO:** AVICC Corporate Officers  
**FROM:** Liz Cookson  
**DATE:** November 17, 2017  
**RE:** **AVICC Resolutions Notice;  
Call for Nominations for AVICC Executive Committee;  
Call for Presentations**

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The following message and attachment were emailed through your local government contacts with a request to forward on to your Mayor and Council or Chair and Board, your CAO and yourselves. So as to ensure that there is no inadvertent lack of communication, I am sending you this copy via regular mail.

**Resolutions Notice and Call for Nominations**

Attached is the Resolutions Notice and the Call for Nominations for the AVICC Executive. Covering the two documents is a memo from President Marcotte on behalf of Executive seeking members' continued assistance in strengthening the resolutions process.

Please note this year's resolution and nomination deadline is **Wednesday, February 14, 2018**. Background reports and documentation are required for each resolution, and this information will be made available to AVICC members through the website for review.

**Call for Presentations – 2018 AVICC AGM & Convention**

Members are encouraged to submit proposals for sessions they would like to see included in the 2018 AGM & Convention, especially if they relate to resolutions they expect to forward on new policy topics. Proposals may be submitted online by November 30 using the submissions form on [avicc.ca](http://avicc.ca)

**2017 AVICC AGM & Convention Minutes**

The Minutes of the 68<sup>th</sup> Annual Convention held April 7-9, 2017 in Campbell River are posted on the website at <http://avicc.ca/category/resources/agmconvention-minutes/> The minutes are considered draft until approved by the membership at next year's Convention. Also posted on the website are copies of PowerPoint presentations for various sessions held within the Convention program, and the disposition of Resolutions from the Convention.

525 Government St, Victoria, BC V8V 0A8  
Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca) • Tel: 250-356-5122 • Fax: 250-356-5119 • [www.avicc.ca](http://www.avicc.ca)

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast





**TO:** Mayors and Councils, Chairs and Boards  
Chief Administrative Officers, Corporate Officers

**FROM:** President Mary Marcotte

**DATE:** November 17, 2017

**RE:** **RESOLUTIONS NOTICE;  
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

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Attached is the Resolutions Notice and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Wednesday, February 14, 2018**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM.

Members are concerned that some of the resolutions being considered are too general or focus on topics that are not local government responsibilities. Another concern is that bringing forward too many resolutions detracts from debate on the most important issues.

Please continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest (refer to the UBCM Resolutions database at [www.ubcm.ca](http://www.ubcm.ca)). Resolutions that already support existing UBCM policy will normally be included in the resolutions block where they are not debated separately.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,

Director Mary Marcotte  
President, AVICC

525 Government St, Victoria, BC V8V 0A8  
Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca) • Tel: 250-356-5122 • Fax: 250-356-5119 • [www.avicc.ca](http://www.avicc.ca)

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast



## 2018 AGM & CONVENTION

### RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

#### **DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the AVICC office by: **FEBRUARY 14, 2018**

#### **SUBMISSION REQUIREMENTS**

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:  
AVICC  
525 Government Street  
Victoria, BC  
V8V 0A8

AND

2. One copy submitted as a Word document by email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)
  - The resolution should not contain more than two "whereas" clauses; and
  - Separate background documentation **must** accompany each resolution submitted, and will be shared with the membership on the AVICC website.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

#### **LATE RESOLUTIONS**

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 11, 2018**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

## **UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST**

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

## **UBCM RESOLUTIONS PROCESS**

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

## **GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM**

### **The Construction of a Resolution:**

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

### **Preamble:**

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

### **Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

### **How to Draft a Resolution:**

#### **1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

**2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

**3. Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution. This could result in the resolution being returned and having to be resubmitted as a late resolution.

**4. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

**5. Check legislative references for accuracy.**

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

**6. For resolutions that will be debated at UBCM, focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

**7. Avoid repeat resolutions.**

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

**8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.**

**UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

**MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Sponsor's Name** \_\_\_\_\_

WHEREAS \_\_\_\_\_  
\_\_\_\_\_

AND WHEREAS \_\_\_\_\_  
\_\_\_\_\_

THEREFORE BE IT RESOLVED that \_\_\_\_\_  
\_\_\_\_\_

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that \_\_\_\_\_  
\_\_\_\_\_

**AVICC**  
**525 Government Street**  
**Victoria, BC V8V 0A8**  
**Telephone: 250-356-5122**  
**email: avicc@ubcm.ca**



## 2018 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River, the Central Coast and the North Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

#### 1. **POSITIONS OPEN TO NOMINATIONS**

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. **NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE**

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at [www.avicc.ca](http://www.avicc.ca)

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2018 Nominating Committee will be Past President Barbara Price, Councillor, Town of Comox.

#### 3. **NEXT STEPS**

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,  
Nominations Must Be Received By  
FEBRUARY 14, 2018**

**4. AT CONVENTION**

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

**5. FURTHER INFORMATION**

Background information on responsibilities and meeting dates are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Barbara Price, Chair  
2017 Nominating Committee  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

## NOMINATIONS FOR THE 2018-19 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Candidate Name: \_\_\_\_\_

Current Local Gov't Position (Mayor/Councillor/Director): \_\_\_\_\_

Local Government Represented: \_\_\_\_\_

AVICC Executive Office Nominated For: \_\_\_\_\_

### MEMBERS NOMINATING THE CANDIDATE:

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution. I also agree to provide the following information to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by **Wednesday, February 14, 2018**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>1</sup> Nominations require two elected officials of members of the Association.

<sup>2</sup> All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Barbara Price, Chair, Nominating Committee, AVICC  
525 Government Street, Victoria, BC V8V 0A8  
or scan and email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**





## BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

### 1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

*"The directors may exercise all the powers and do all the acts and things that the Society may exercise and do..."*

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

### 2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative

#### COMMITTEES

The President may appoint Executive members to adhoc sub-committees as required. The Nominating Committee is currently the only standing committee and is typically comprised of the Past President and the Executive Coordinator.

#### OVERSEEING OF ASSOCIATION'S REGULAR ACTIVITIES AND GUIDANCE TO CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. An Executive Coordinator based in Victoria's Local Government House provides the key functions. The President or their delegate is responsible for overseeing the regular activities of the Association and providing direction to the Executive Coordinator.

### 3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday preceding the Annual Convention (afternoon)

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings via teleconference typically occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings. For the meeting preceding the annual Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.

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# Grant in Aid Application Policy #2007

Name of Group or Organization Tahsis Emergency Operation Centre Date: 26 November 2017

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.

Free use of the gymnasium and/ or small room at the recreation centre, Saturday 0900 to 1300 for the following dates: January 6, 2018, January 13, January 20<sup>th</sup>, January 27, February 3, February 10, February 17, February 24<sup>th</sup>, March 3, March 10, March 17, March 24<sup>th</sup> and March 31<sup>st</sup> 2018, plus possible exam date.

2. Briefly outline the purpose of this assistance.

To conduct a basic HAM Theory course to Tahsis residents. Enhance emergency communications within Tahsis Community. Provide a conduit for social organizations, cultural development and crease a base of radio operators able to assist the community.

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

- Tahsis Council is responsible for developing an emergency contingency plan. In the event of a catastrophic event that reduces telephone, internet and other communications, the HAM capability would provide much needed response capabilities.
- 6 JCR and 3 adults who need recourse to past their basic exam.
- Any additional students.



## Grant in Aid Application Policy #2007

4. What steps have you taken to raise funds?

Tahsis ESSD will instruct this course at no charge!  
Certified Examiner travel cost and stipend will be negotiated and may require \$20/  
student.

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.

No local groups have been solicited for funding. Strathcona District funding may be requested by CAO.

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 request has been made.

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

Access to the Village of Tahsis is critical to advancing this Basic HAM course. If funding is not available students will be required to bear the cost of the examiner.

  
\_\_\_\_\_  
Signature of Authorized representative



## Grant in Aid Application Policy #2007

Captain (retired)  
Tahsis ESSD

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:

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

Contact person: Captain (Ret'd) Charles St-Denis Tahsis ESSD \_\_\_\_\_

Phone number: 250 934 6344

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# Grant in Aid Application Policy #2007

Name of Group or Organization KNIGHTS OF COLUMBUS Date: NOV 24, 2017  
CLEO FORT (ALLISON STIGILZ (Remote Coordinators))

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.

IN KIND FOR USE OF FACILITY DEC. 19, 2017.  
3:15 - 6 ish.

2. Briefly outline the purpose of this assistance.

SORTING OF KNIGHTS OF COLUMBUS CHRISTMAS HAMPERS IN GYM (2-3 hours)

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

Approx 44 needy families in Tahsis.

4. What steps have you taken to raise funds?

Because families are needy they are unable to contribute. A few funds raised go to contribution for gas for delivery.

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.

junior rangers - sorters.  
driver volunteers -



## 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.

N/A.

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

\_\_\_\_\_  
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: \_\_\_\_\_

Cleo Fort

Phone number: \_\_\_\_\_

250-934-5570



## Village of Tahsis

### 2018 Regular Council Meeting Dates

January 2, 2018 January 16, 2018	July 3, 2018
February 6, 2018 February 20, 2018	August 7, 2018
March 6, 2018 March 20, 2018	September 4, 2018 September 18, 2018
April 3, 2018 April 17, 2018	October 2, 2018 October 16, 2018
May 1, 2018 May 15, 2018	November 6, 2018 November 20, 2018
June 5, 2018 June 19, 2018	December 4, 2018

