



AGENDA

Agenda for the Regular Meeting of the Tahsis Village Council
to be held on November 20th, 2018 in the Council Chambers
Municipal Hall, 977 South Maquinna Drive

- A. Call to Order** Mayor Davis will call the meeting to order at 7:00 p.m.
- Mayor Davis will acknowledge and respect that we are upon Mowachaht/Muchalaht territory.
- B. Introduction of Late Items**
- C. Approval of the Agenda** the Agenda for the November 20th, 2018 Regular meeting of Council be adopted as presented/amended.
- D. Petitions and Delegations** None
- E. Public Input # 1**
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- F. Adoption of the Minutes** 1 Minutes of the Regular Council meeting held on November 6th, 2018
- G. Rise and Report** none
- H. Business Arising** 1 Report to Council Re: Tahsis Recreation Centre Climbing Wall
- 2 Re-consideration of Resolution VOT 466/2018
- J. Council Reports** 1 Mayor Davis
- 2 Councillor Elder
- 3 Councillor Fowler
- 4 Councillor Lambert
- 5 Councillor Llewellyn
- K. Bylaws** None

- L. Correspondence**
- 1 Letter from Rajinder and Santosh Sharma RE: Request for a review of the Village of Tahsis Business Utilities
 - 2 Letter from Rita Dawson RE: Proposal for Community Composting Initiative
 - 3 Letter from Gordon O'Connell RE: Off-Road Vehicle Bylaw No. 608, 2018
 - 4 Letter from Mayor Adams, City of Campbell River RE: Congratulations to Mayor and Council
 - 5 Letter from BC Assessment Authority RE: Congratulations to Mayor and Council
 - 6 Letter from BC Council of Forest Industries RE: Congratulations to Mayor and Council

- M. New Business**
- 1 Report to Council: Tahsis Days Report
 - 2 Report to Council: Evacuation Planning Grant Application
 - 3 Local Government Leadership Academy – Tahsis Council participants
 - 4 Recognition of Former Chief Russ Nickerson, Tahsis Volunteer Fire Department

N. Public Input #2

O. Public Exclusion

The Regular meeting is closed to the public in accordance with section 90 (1)(c) labour relations or other employee relations and 90(1)(i) solicitor-client privilege.

Recess

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

Reconvene

Rise and Report

P. Adjournment

VILLAGE OF TAHSIS

H 1

Report to Council

To: Mayor and Council
From: Mark Tatchell, CAO
Date: November 8, 2018
Re: Tahsis Recreation Centre Climbing Wall

PURPOSE OF REPORT:

To seek Council consideration of options regarding the Tahsis Recreation Centre Climbing Wall.

OPTIONS/ALTERNATIVES

1. Direct staff to commission the climbing wall for public use free of charge to users, subject to scheduling a certified instructor (Village employee or contractor) to be present at all times when the wall is open for public use;
2. Direct staff to commission the climbing wall for use by members of a climbing wall club and make the Recreation Centre gym available for the club in accordance with Village policies;
3. Direct staff to gather further information and prepare a follow up Report to Council;
4. No direction to staff for further action; or
5. Any other options or alternatives that Council deems appropriate.

BACKGROUND:

The climbing wall was constructed in 1996 at a cost of \$34,000. It was closed in 2005 and has not been used since then. Earlier this year, a group of volunteers approached the Village seeking to re-open the wall for public and/or semi-public use.

This group of climbing enthusiasts fundraised to pay for the inspection of the wall and equipment which was conducted on May 4th by Andrew Higginson, P.Eng., with High Performance Rock Climbing.

Based on his inspection Higginson recommended:

- The chains in the ceiling be replaced. (His company has offered to donate replacement anchor chains along with a \$100.00 discount on all equipment - a value of \$385.00);
- All textile equipment such as rope and harnesses be replaced;
- New carabiners (8); and
- New belay devices (8)

About 60 residents and visitors have indicating their interest in using the climbing wall by signing up as prospective members of a climbing wall club. Some of these persons have also donated to the club.

POLICY/LEGISLATIVE REQUIREMENTS:

Under Option 1, the climbing wall would operate in the same manner as the swimming pool. A certified instructor (Village employee or contractor) would be present during hours of operation. Persons would receive instruction and use the wall under the instructor's guidance. This activity would be made available at no charge.

Under Option 2, the club would be charged the gym rental rate (\$40.00/hour) as per Fees and Charges Bylaw No. 594, 2017. Also, under Option 2, the club would be required to obtain comprehensive general liability insurance of no less than \$1,000,000 through MIABC or another insurance provider as per Recreation Centre Policy #4018.

Under both options, safe use policies and rules would be prepared and posted. In addition, policies would be required if children (under 14 years of age) were allowed to use the wall.

FINANCIAL IMPLICATIONS:

All costs for commissioning the wall for use are operating costs. There are no foreseeable capital costs as long as the wall is properly maintained.

Option 1

Estimated one-time costs to commission the wall:¹

- \$4,200.00 in staff wages and benefits for 70 hours of work to co-ordinate, research, communicate with public and stakeholders, preparation of policy and procedures, report writing and general administration. This includes 22 hours (\$1,202.38) already spent by staff on this project.
- \$750.00 in estimated legal fees to draft waivers for wall users.
- \$651.53 (exclusive of tax) to purchase new equipment (50% of equipment costs).
- No cost to train and certify one instructor (volunteer fundraising has covered this cost)

Estimated annual operating costs:

- \$17,827.68 in staff wages and benefits (based on 10 hours/week)
- \$1,000 for new ropes and other "soft" equipment

Estimated total one time and operating costs for 2019: \$24,385.83

Other future operating costs:

- \$5,000-\$10,000 every 5-10 years to repair and replace the texture on the wall
- Route setting – cost unknown. Could be done by staff, if trained.
- \$2,500.00 to train additional staff to substitute for and/or replace current instructor.

¹ These projected costs are over and above funds raised by volunteers and the qualified funding commitment from the Tahsis Literacy Society.

Analysis:

Pros

- Village maintains control of the program and thereby ensures proper policy and procedures
- Easy access for members of the public
- No cost to users which reduces financial barriers for the public to use of the wall
- Likely increases overall Rec Centre attendance

Cons

- Estimated additional \$24,385.83 in new expenditures
- Is not clearly aligned with goals of improving accessibility or creating age-friendly activities
- Rec Centre has other competing priorities which require funding

(Charging a drop-in or annual fee for users could also be considered. Although it would raise revenue, this approach could be challenging to enforce as the use of the gym is free so it would place the onus on the climbing wall instructor to confirm whether a user has paid or not. This would also signify a change or reversal of the policy to eliminate user fees to encourage greater use of the facility.)

Option 2

Estimated one time costs to commission the wall:

- \$4,200.00 in staff wages and benefits for 70 hours of work to co-ordinate, research, prepare policy and procedures, communicate with public and stakeholders, report writing and general administration. This includes 22 hours (\$1,202.38) already spent by staff on this project.
- \$750.00 in estimated legal fees to draft waivers for wall users.

Estimate annual operating costs:

- \$2,000 in staff wages and benefits (2 hours/week)

Other future operating costs:

- \$5,000-\$10,000 every 5-10 years to repair and replace the texture on the wall
- Route setting – cost unknown. Could be done by staff, if trained.

Estimated total one time and operating costs for 2019: \$4,906.62

Less estimated annual revenue:

- \$8,000 (5 hours/week @ \$40.00/hour x 40 weeks/year)

Estimated net cost recovery for 2019: (\$3,093.38)

Analysis:

Pros

- Controls program costs
- Expands Rec Centre programming while generating revenue
- Requires the actual users to pay for the wall, rather than all taxpayers
- Club can determine the hours and control membership

Cons

- Membership fees may create financial barrier for some who wish to use the wall
- Financial risks to the Village if the club cannot raise funds to operate and maintain the wall
- Program may be terminated if club cannot financially sustain it
- Insurance and other costs for the club may exceed fundraising amount
- Reliance on volunteers makes planning and continuity difficult

Possible Third Option

- The club would raise the operating funds (Option 2) but the Village would operate it (Option 1).

RECOMMENDATION:

No recommendation

Respectfully submitted:



Mark Tatchell, CAO

Tahsis Supermarket

PO Box 369
Tahsis, BC
VOP 1X0

November 11, 2018

DELIVERED BY EMAIL

Mayor and Council

PO Box 219
Tahsis, BC
VOP 1X0

RE: Review of Village of Tahsis Business Utilities

Dear Mayor and Council,

We would first like to congratulate the new Council on their recent election wins. We wish you all a productive first term.

We are writing to discuss the Village of Tahsis' utilities bylaws:

1. Water Regulations and Rates Amendment #598 2018
2. Sewer Regulations and Rates Amendment #599 2018

In particular, we would like to address the matter of commercial units that contain numerous business operations. Our building contains two primary businesses: Tahsis Supermarket and Ocean View Restaurant. In addition to the primary businesses, we have numerous departments- all of which share the same connections to the Village's infrastructure. This year, we noticed that we were billed for utilities for each of those businesses and departments, as if they were stand-alone operations. We do not feel that this is an accurate representation of pay-for-use, as the demand drawn by the building is not reflected in our utilities billings.

For example, we are being levied a charge for water and sewer for our fuel department, when it utilizes neither service. We believe that this is a deficiency in the bylaws, as the bylaw does not make a distinction between full service gas stations and gas bars. In addition, our store draws no demand on the water system, as none of our refrigeration units use water cooling and the washrooms are located in our cafe.

We are asking that Council direct staff to review the Village bylaws, and consider an amendment to address multi-business buildings.

We have no issues with paying our fair share; however, we would like to ensure that the fees levied are also fair and in line with the Village's purview of pay-for-use collection. We are willing to provide Staff with whatever premises information they require to investigate our request.

Sincerely,

Rajinder Sharma & Santosh Sharma

Cc: CAO



L2

Tahsis Community Garden Society

8 G Rugged Mountain Road

PO Box 218

Tahsis BC VOP 1X0

November 13th, 2018.

Mayor & Council, Village of Tahsis,
977 South Maquinna Drive,
Tahsis, B. C. VOP 1X0

Dear Mayor and Council:

Proposal for Community Composting Initiative

The Tahsis Community Garden Society sincerely appreciates Mayor and Council’s willingness to consider applying for grant monies to aid in financing a community-wide composting program for the Village of Tahsis. We were especially pleased with the motion to provide an Expression of Interest to the Organics Infrastructure Program.

As you are no doubt aware, “The Village also operates a landfill and recycling depot on behalf of Strathcona Comox Waste Management.” (See: Public Works section Village of Tahsis website.) We encourage Council to seek the advice and assistance of the Comox Strathcona Waste Management service professionals as Mayor Davis suggested at the November 6th Council meeting.

As briefly stated in our initial letter of October 29th our Executive suggests that a curbside program is neither financially viable for our small tax base, nor suitable due to the risks poised to our local bears. There is a large capital investment involved with curbside pick-up which usually requires purchase of both bins plus an automated collection vehicle that utilizes a pick-up arm to pick up the roll out bins. Having researched costly curbside collection faced by several Canadian municipalities, the example of Waterloo, Ontario, graphically illustrates the expense of the large capital investment involved.

Quote: “When a new contract starts in October, taxpayers will spend \$654 to turn a tonne of kitchen waste into compost...That’s five time the cost to dump the same garbage (\$132). At this price, kitchen scraps become more valuable than rice (\$563), wheat (\$323) or corn (\$306) according to commodity markets. Put another way, over 20 years, taxpayers can expect to spend up to \$119 million on curbside composting, based on current costs.” (1)

During the November 6th Council meeting, concerns were raised about odour emissions from a composting unit sited at the Village yard. These concerns are addressed within the supporting materials provided in our original letter. Joracan, the Canadian company which manufacturers this unit, provides information on how to rectify any odours coming from the unit, should the unit not be used properly.

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The simple alternative to costly curbside collection is to follow the modus operandi already established. The public is already tuned in to recycling. The landfill is open Wednesday and Saturday. Open a composting site with the bear-proof, odour-free, housed, in-house composting unit on those same days, at the current public works site parallel to the recycling depot, and accept composting materials from the public during hours posted for those days when a public works staff member would be in attendance.

A well promoted, well organized citizen-based/municipal composting partnership will work to divert substantial amounts of organic waste from being dumped into our burgeoning landfill. Such a community-based composting program requires residents to play an active part while creating a sense of community cohesiveness in taking personal responsibility for organic waste management.

Working together as a community, quickly taking advantage of the funding programs available, we can do this!

Therefore, the Tahsis Community Garden Society strongly encourages Mayor and Council to revisit our initial letter to gain a clearer understanding of the options and give serious consideration to our proposal, engage with the Comox Valley Regional District's Comox Strathcona Waste Management service and quickly write up the Expression of Interest and, finally, apply for the other government-sponsored (for small communities) 100% funding program.

Yours truly,
Tahsis Community Garden Society

Rita Dawson

Rita Dawson, Vice President

Cc: Comox Valley Regional District, Comox Strathcona Waste Management Service

(1) Green bin costs soar. Are they worth it? | TheRecord.com

<https://www.therecord.com/news-story/3912486-green-bin-costs-soar-are-they-worth-it/>

Mayor and Council
 Village of Tahsis
 977 South Maquinna Drive
 P.O. Box 219
 Tahsis, BC, V0P1X0

Gordon O'Connell
 929 Princess Victoria View
 Tahsis, BC, V0P1X0

November 9, 2018
 Subject: Off-Road Vehicle Bylaw No. 608, 2018

Mayor and Council:

I believe there are a couple of shortcomings to the recent Off-Road Vehicle Bylaw No. 608, 2018:

- Fueling of ATV's

This bylaw does not mention the topic of fueling ATVs within the village. Presently what I have observed is fueling taking place on a home-owners (residents, occupants) property. I call this the jerry can approach. I'm not seeing any fire suppression equipment at these sites. This seems an unnecessary hazard to people and structures.

I believe the preferred fueling practice should be at a local fueling site which has proper fire suppression equipment. This would limit damage to people and property should there be a fueling mishap.

The \$2,000,000 ICBC coverage must be for automobile collision/comprehensive insurance while operating the ATV on the road. I'm not sure that it is going to cover loss of structures (homes) and contents; to either the home-owner or a home-owner's neighbours in the event of a fueling incident.

- Noise Bylaw

The Village's noise bylaw is quite liberal. I'm sure that most residents will not enjoy repetitive noise between 7am to 11pm (Monday through Saturday) or 10am to 6pm (Sunday). It seems to me that some modification should be made to Bylaw 608, 2018 to limit when noise from ATV's can be made.

- Streets affected

Note that not all streets should be allowing ATV traffic. The past council did not indicate how the allowable trails mentioned in Bylaw 608, 2018 were determined. For example, the north side of Princess Victoria View, adjacent to 907, 929, 947, and 973 Princess Victoria View, does not accommodate traffic with an east to west flow (operating ATV on right hand side of road).

In spring and summer 947 and 973 Princess Victoria View are used for the parking of visitors at these addresses.

In the past, this street is also subject to obstruction or double parking; i.e. no thru traffic.

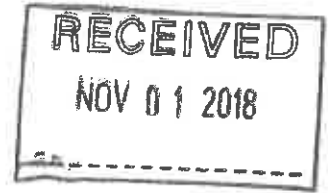
I'm sure that this situation occurs in other parts of the village. The previous council did not provide an accounting of such problems.

In summary, I believe the residents of Tahsis would appreciate more input into the issues concerning Bylaw 608, 2018.

Sincerely,

Gordon O'Connell
Tahsis, BC, V0P1X0

L4



City of Campbell River
From the Office of the Mayor

24 October, 2018

Mayor-elect Martin Davis
c/o Tahsis Municipal Office
977 South Maquinna Drive
Tahsis, BC V0P 1X0

Dear Mayor-elect Davis,

On behalf of Council and the City of Campbell River, we are pleased to extend our congratulations to you on your election as Mayor for the Village of Tahsis.

We send our encouragement for success in your work on initiatives that are important to the citizens of Tahsis.

City of Campbell River Council looks forward to working with you and your Council for the benefit of our communities and the entire North Island Region.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Andy Adams". The signature is fluid and cursive, written over a light blue horizontal line.

Andy Adams
MAYOR

BC Assessment
102-3350 Douglas Street
Victoria, BC V8Z 7X9



BC ASSESSMENT

November 6, 2018

Attn: Martin J Davis
Village of Tahsis
Box 219
Tahsis, BC V0P 1X0

Dear Mayor Martin J Davis and Councillors,

Congratulations on behalf of BC Assessment and the Vancouver Island Region, regarding your recent success in the 2018 local government general elections. My name is Tina Ireland and I am the Assessor for the Vancouver Island Region. My Deputy Assessor team includes Maurice Primeau and Chris Whyte.

BC Assessment is the Crown Corporation responsible for producing independent and equitable annual property assessments and trusted assessment information. The products and services that we offer support development of strong and vibrant communities in British Columbia. Please visit bcassessment.ca to learn more.

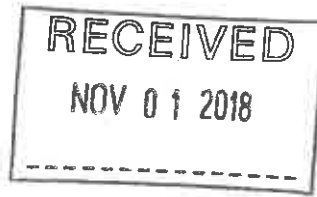
BC Assessment holds ourselves accountable to local governments. We are committed to providing transparent, fair, timely, and respectful communications and assessment services. In addition to our regional team, our Local Government Department strives to serve local governments with continuous improvement to ensure our products and services effectively meet your needs. Contact our Local Government Department at 1-866-valueBC (825-8322) local 00498 or localgovernment@bcassessment.ca.

Congratulations once again, and we look forward to opportunities to meet at your civic offices and local government conferences in order to grow the relationship between BC Assessment and your Council. We are also available to present to your Council upon request to share more details about our mandate and relationships with local governments.

Sincerely,

A handwritten signature in black ink that reads 'Tina Ireland'.

Tina Ireland, Assessor
Vancouver Island region



October 25, 2018

Mayor Martin Davis
Box 219 - 977 South Maquinna Drive
Tahsis, BC
V0P 1X0

Dear Mayor Davis,

On behalf of the member companies of the BC Council of Forest Industries and the BC Lumber Trade Council, I would like to congratulate you on your election as Mayor. As you begin this important role providing leadership for your community, we look forward to working with you on issues regarding the B.C. forest sector, including support for the workers and families that depend on our industry.

As you likely know, the forest sector is a primary employer in many communities throughout the province with 140 communities and one in 17 jobs in B.C. dependent on the industry. We all share a commitment to a future based on sustainable forestry and manufacturing practices, innovative product development, and employee safety.

B.C. is a global leader in sustainable forestry, and our high-quality wood products and building systems are being shipped to markets around the world, from communities – large and small – across the province. More and more, our customers are recognizing the importance of wood as a green building product that can help meet carbon reduction commitments. We see opportunities to grow, expand our reach and continue to serve new markets but we also face challenges ahead. These challenges include addressing difficult wildfire seasons, the softwood lumber trade dispute, accessing markets in the U.S. and around the globe, and maintaining a competitive industry. These issues will continue to require close collaboration between workers, our industry, and governments at all levels, including municipal leaders like you and your colleagues across BC.

We would be pleased to provide an industry briefing to you and your incoming council colleagues at your convenience. Please feel free to contact us directly – Diamond Isinger at isinger@cofi.org – to arrange this or to answer any questions you may have, as you begin your new term as Mayor. We also encourage you to save the date for COFI's Annual Convention (www.cofi.org/convention/2019-convention), April 3-5, 2019 in Vancouver, as we hope you can join us at the event.

Again, congratulations. We look forward to working with you and your council to address these issues and ensure that we sustain a vibrant forest sector in your community for decades to come.

Yours truly,

Susan Yurkovich
President and CEO, BC Council of Forest Industries
President, BC Lumber Trade Council

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council
From: Director of Recreation
Date: November 7, 2018
Re: Review of Tahsis Days 2018

PURPOSE OF REPORT:

To provide Council with a report of Tahsis Days 2018.

OPTIONS/ALTERNATIVES

1. Receive the Report for information
2. Receive the Report and direct staff to collect further information and provide a further report to council

Events that were added in 2018:

1. Children’s Mask Making
2. The Bigs and Smalls Family Fun Field Day
3. The Ranger’s Survivor Challenge
4. Nootka Sounds extended hours
5. Sunday beer garden (Sally’s Grill)
6. Fire Department Car Wash

Events with changes:

Tickets to the Food Fest were offered for free in order to bring this event in line with Vancouver Island Health Authority food regulations. In addition to cash prizes top vote getters received a tablet device, Google home device, a cooler, and a power bank.

Ubedam Theatre did not host a breakfast, which was a change from past years.

The overall attendance increased over the previous year. Forty-three items were donated for the silent auction compared with 28 items in 2017. The 43 items were valued at \$3,915.00 and \$2,021.00 was collected.

Climbing Wall Silent Auction

12 items were donated towards the rock-climbing wall silent auction. The twelve items generated \$1,255.00 towards re-commissioning the rock-climbing wall. However, as this amount was collected by a third party, staff cannot confirm.

Total Prize Distribution \$2,100.00 as follows:

Parade cash prizes: \$275.00

1. \$150.00
2. 75.00
3. \$50.00

Food Fest - \$400.00

1. \$200.00 + Google Home
2. \$120.00 + Cooler
3. \$80.00 + Tablet
4. Power bank

Raft Race - \$1000.00

1. \$500.00
2. \$300.00
3. \$200.00
4. 4 scratch and win tickets

Bocce Ball \$225.00

1. 100.00
2. \$75.00
3. \$50.00
4. 2 Pizza and 2 Pop from Ocean View
5. Home mini + 4 free bowling vouchers to Tahsis Rec centre

Scavenger Hunt

1. \$200.00
2. Sally's Gift Certificates 4 x \$35.00
3. Westview Gift certificates 4 x \$35.00
4. Stuffed Water bottles full of chocolate energy, granola bars, and ice cream gift certificate – worth \$20 each

POLICY/LEGISLATIVE REQUIREMENTS:

1. N/A

FINANCIAL IMPLICATIONS:

| | | |
|--|---------------------|-------------------|
| Carryforward from Tahsis Days 2017 | | \$4,099.77 |
| 2018 Cash donations | \$5,870.00 | |
| 2018 Silent Auction Collected | \$2,021.00 | |
| Less Cash prizes distributed | (\$2,100.00) | |
| Less Purchases of other prizes, decorations and supplies | <u>(\$3,041.10)</u> | |
| Net 2018 Surplus | | <u>\$2,749.90</u> |
| Net Carryforward to Tahsis Days 2019 | | <u>\$6,849.67</u> |

RECOMMENDATION:

Option 1: That Council receive the staff report for information.

Respectfully submitted:

Sarah Jepson

VILLAGE OF TAHSIS

M 2

Report to Council

To: Mayor and Council

From: M. Tatchell, Chief Administrative Officer
S. Koopman, Protective Services Coordinator

Date: November 9, 2018

Re: **UBCM Community Emergency Preparedness Fund – Evacuation Planning Grant Application**

PURPOSE OF REPORT:

To consider applying for a Community Emergency Preparedness Fund (CEPF) Evacuation Planning Grant from the Union of BC Municipalities to study evacuation considerations

OPTIONS/ALTERNATIVES

1. *Consider a resolution as drafted*
2. *Decline to consider a resolution as drafted*
3. *Consider an alternative resolution*

Staff recommends **Option 1** as this will enable staff to pursue additional external funding opportunities.

BACKGROUND:

The CEPF is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. The intent of this funding stream is to support eligible applicants to develop Evacuation Route Plans for communities that would otherwise be challenged to successfully undertake an evacuation operation during an emergency. The grant program can contribute up to 100% of the costs of eligible activities to a maximum of \$25,000. Local governments can submit one application per intake and the deadline for the next intake is November 30, 2018. A requirement of this grant is a Council resolution indicating support for the current proposed activities and willingness to provide overall grant management.

This grant would be used to review evacuation considerations for three of the Village of Tahsis' largest threats:

- Wildland/urban interface fire;
- Tsunami with warning (triggered by distant earthquake); and
- Tsunami triggered by an earthquake that causes local damage.

In order to develop a comprehensive evacuation plan, a series of questions were considered in the initial phase of the planning process. These questions led the planning process and the responses to the questions are answered through a Guidance Document. Among the questions considered are the following:

- What is the maximum number of people in the inundation area that may need to evacuate?
- What are the trigger points for a wildland/urban interface fire evacuation?
- What are the trigger points for considering marine evacuation as opposed to road evacuation during a wildland/urban interface fire evacuation?
- What is the maximum number of vehicles that will need to be on the road system during an evacuation depending on the season of the year?
- What percentage of people are carless and will rely on transit during an evacuation depending on the season of the year?
- Where will people need to go once evacuated?
- How many people may require assistance to evacuate?
- How many people may require shelter?
- How can we maximize the capacity of existing transportation infrastructure utilizing traffic management strategies?
- What are the methods of decreasing congestion on the road system? Is phased evacuation an option? Is ridesharing an option?
- What is the approximate amount of time it will take to evacuate Tahsis?
- How do we communicate evacuation information to the public in a timely manner? What communications channels will we use? What information does the public need to take action?
- Approximately how long will it take to deploy resources necessary to initiate the evacuation plan? To implement traffic management strategies? To get the necessary resources in place?

Efficient and safe evacuation routes are needed for the movement of people, livestock, animals and personal property from an area of imminent or actual threat to an area of safety. As noted in BC Evacuation Operational Guidelines (2009), “depending on the nature and scope of the event, evacuations may be limited to a single building or affect a large area such as a whole community. Successful and detailed planning is the key to effectively executed evacuations when an event occurs that requires these actions.”

POLICY/LEGISLATIVE REQUIREMENTS:

A council resolution, indicating support for the current proposed activities and willingness to provide overall grant management, is a required component of this application.

Section 2(3)(b) of BC Reg.380/95 (Local Authority Emergency Management Regulation) requires that local authorities coordinate emergency response exercises and staff emergency training. Section 6(2) of the Emergency Program Act (1993) states that a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

The legal authority for local authorities to order an evacuation rests within the Emergency Program Act (1993) Section 12(1). Under this section the head of a local authority or designate is permitted to declare a state of local emergency giving legal power to:

“cause the evacuation of persons and the removal of livestock, animals and personal property that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property”

FINANCIAL IMPLICATIONS:

The grant program can contribute up to 100% of the costs eligible activities to a maximum of \$25,000.

Grant Budget

| Proposed Budget | Estimated Cost |
|--|-----------------------|
| Phase 1 Community Review / Gap Analysis <ul style="list-style-type: none">- Data collection- Compile geographic profile- Draft gap analysis report (road map for project) | \$3,700 |
| Phase 2 Evacuation Analysis and Potential Evacuation Routes <ul style="list-style-type: none">- Review of transportation corridor infrastructure modes- Estimated transportation demand- Analysis of population evacuation considerations- Amendments to hazard data and profile completion- Draft evacuation plan preparation | \$8,400 |
| Phase 3 <ul style="list-style-type: none">- Trigger point identification- Inventory of personnel, equipment and services- Identify safe transit points and refuge zones- Vulnerable population evacuation plans | \$4,300 |
| Phase 4 Evacuation and Post Evacuation Analysis <ul style="list-style-type: none">- Develop draft implementation plan- Develop draft management plan- Communication analysis and resource listings | \$3,100 |
| Phase 5 Implementation, Management, Communication and Plan Document <ul style="list-style-type: none">- Prepare and submission of draft plan- Review- Final draft evacuation annex- Final draft annex review and feedback- Final plan annex- Public outreach- Presentation to Mayor and Council | \$5,000 |
| Total | \$24,500 |

RECOMMENDATION:

THAT Council support the submission of an application to the Community Emergency Preparedness Fund (CEPF) Evacuation Planning Grant and pass a resolution indicating support for the proposed activities and willingness to provide overall grant management.

Respectfully submitted:



Mark Tatchell
Chief Administrative Officer



2019 ELECTED OFFICIALS SEMINAR

AVICC Region / Group 2

Tigh-Na-Mara Resort • Parksville

February 13 to 15

PROGRAM-AT-A-GLANCE

| Wednesday, February 13, 2019 | | |
|------------------------------|---------|---|
| 5:30-6:30 pm | | Registration |
| 6:30-6:45 pm | Plenary | Welcome – LGLA President and Honoured Guests |
| 6:45-8:00 pm | Plenary | Opening Keynote – Greg Moore |
| 8:00-9:00 pm | Plenary | Ask the Local Government Experts A panel of experienced elected officials field local government trivia questions from our celebrity game show host. Audience participation encouraged! |
| 9:00-10:00 pm | | Networking Reception |

| Thursday, February 14, 2019 | | |
|-----------------------------|----------|--|
| 7:00-8:30 am | | Breakfast |
| 7:30-8:30 am | Plenary | LGLA Partners Clinic: UBCM, LGMA, MAH <i>Learn about the key local government organizations supporting your community.</i> |
| 8:30-10:00 am | Plenary | Dynamics and Decision Making – Tracey Lorenson <i>Effective decision making in the council/board context. Maintaining role clarity, dealing with difficult people and situations, and working as a team in the interest of the community.</i> |
| 10:00-10:30 am | | Refreshment Break |
| 10:30 am-12:00 pm | Plenary | We've Got to Stop Meeting Like This <i>Discussion on practical tools to make your meetings orderly, focused, efficient, and inclusive, while seeking to produce quality outcomes that earn public trust and confidence.</i> |
| 12:00-1:00 pm | | Lunch – Sponsor Remarks |
| 1:00-2:00 pm | Breakout | Newly Elected: Local Government Law 101 - Rights, Risks & Responsibilities <i>Local law firms will cover CC & LGA, and focus on rights of elected officials and how they can work within legislation to serve their constituents and get things accomplished.</i> |
| | Breakout | Returning Elected: Topical Legal Issue(s) <i>Local law firms presenting on current day legal issues with possible topics including cannabis legalization and regulations, short term rentals, or other topics. To demonstrate examples of communities that have taken different approaches and current status.</i> |
| 2:00-3:00 pm | Plenary | Public Hearings 101 <i>To cover procedures and protocols at public hearings; how to tactfully & respectfully handle typical and atypical situations. A lawyer will facilitate a panel of experienced elected/staff. Various scenarios presented; audience input encouraged.</i> |
| 3:00-3:30 pm | | Refreshment Break |
| 3:30-4:30 pm | Breakout | Newly Elected: Municipalities & RDs - An Overview of a Unique BC System <i>Learn about BC's unique regional district system - how it works, what it does, and how municipalities and regional districts can be an effective team within a region.</i> |
| | Breakout | Returning Elected: Local Emergency Orientation - What You Need to Know - EMBC regional training personnel <i>This session will provide you with an orientation to your responsibilities during the planning and declaration of a local emergency, and what you can leave to trained operational personnel.</i> |

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| 4:30-5:30 pm | Plenary | Local Governments & Indigenous Communities Working Together <i>This session will bring together local government and indigenous community leaders to discuss regional efforts to work together for mutual benefit.</i> |
| 5:30-7:00 pm | | DINNER ON OWN |
| 7:00-8:00 pm | Plenary | Post-election Assessment – Results, Turnout & Trends – Todd Pugh, CivicInfo BC <i>Hear the stories behind the local government election results.</i> |

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| Friday, February 15, 2019 | | |
| 7:00-8:30 am | | Breakfast |
| 7:30-8:30 am | Plenary | LGLA Partners Clinic: MFABC, MIABC, BC Assessment |
| 8:30-10:00 am | Breakout | Newly Elected Session: Local Government Finance 101 <i>Your budget communicates your council or board priorities. Get to know the basics of local government finance - everything you want to ask, need to know, and more...</i> |
| | Breakout | Returning Elected Session: Asset Management – Christina Benty <i>Go beyond the basics of local government finance and learn about asset management - why it's important and how it's done.</i> |
| 10:00-10:30 am | | Refreshment Break |
| 10:30 am-12:00 pm | Breakout | Newly Elected Session: Local Government Planning 101 <i>Learn why and how we plan, statutory requirements, council/board, staff and public roles and responsibilities.</i> |
| | Breakout | Returning Elected Session: Sustainable Community Planning <i>Learn how to introduce and implement strategies for sustainability into your community planning efforts.</i> |
| 12:00-1:00 pm | | Lunch – Minister of Municipal Affairs & Housing Remarks |
| 1:00-2:15 pm | Plenary | Media Relations – Peak Communicators <i>Communication experts cover everything from key dos and don'ts when being interviewed for the local paper, how to conduct yourself effectively and safely online.</i> |
| 2:15 pm | | Closing Comments and Adjourn |

Draft October 22, 2018 SUBJECT TO CHANGE