



**Minutes**

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<b><u>Meeting</u></b>	<b>Special Council</b>
<b><u>Date</u></b>	<b>23 April 2019</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 Martin Davis  
Councillor Bill Elder  
Councillor Sarah Fowler  
Councillor Lynda Llewellyn  
Councillor Josh Lambert

**Staff** Mark Tatchell, Chief Administrative Officer  
Deb Bodnar, CPA, CMA, Director of Finance

**Public** 0 public

**A. Call to Order**

Mayor Davis called the meeting to order at 7:00 p.m.  
Mayor Davis acknowledged and respected that Council is meeting upon Mowachaht/ Muchalaht territory

**B. Introduction of Late Items and Agenda Changes**

Grant -in-Aid application from CMESS PAC under "New Business" as "M1".

**Approval of the Agenda**

**Llewellyn/Lambert: VOT 215/2019**

**THAT** the Agenda for the April 23, 2019 Special Meeting of Council be adopted as amended. **CARRIED**

**K. Bylaws**

- 1 2019-2023 Financial Plan Bylaw No. 617, 2019**  
**1st and 2nd Readings**

**Llewellyn/Folwer: VOT 216/2019**

**THAT** Bylaw No. 617, 2019 be received for consideration. **CARRIED**

**Fowler/Llewellyn: VOT 217/2019**

**THAT** the 2019-2023 Financial Plan Bylaw No. 617, 2019 receive a first reading this 23rd day of April, 2019.

**CARRIED**

**Llewellyn/Lambert: VOT 218/2019**

**THAT** the 2019-2023 Financial Plan Bylaw No. 617, 2019 receive a second reading this 23rd day of April, 2019.

**CARRIED**

**2 2019 Tax Rate Bylaw No. 618, 2019**

**1st and 2nd Readings**

**Llewellyn/Elder: VOT 219/2019**

**THAT** 2019 the Tax Rate Bylaw No. 618, 2019 be received for consideration.

**CARRIED**

**Llewellyn/Elder: VOT 220/2019**

**THAT** the 2019 Tax Rate Bylaw No. 618, 2019 receive a first reading this 23rd day of April, 2019.

**CARRIED**

**Fowler/Lambert: VOT 221/2019**

**THAT** the 2019 Tax Rate Bylaw No. 618, 2019 receive a second reading this 23rd day of April, 2019.

**CARRIED**

**M. New Business**

**1 Grant -in-Aid application from CMESS PAC**

**Llewellyn/Elder: VOT 222/2019**

**THAT** this Grant -in-aid application be received.

**CARRIED**

**Llewellyn/Elder: VOT 223/2019**

**THAT** this Grant-in-Aid application be approved.

**CARRIED**

Adjournment

Fowler/Lambert: VOT 224/2019

THAT the meeting be adjourned at 7:10 p.m.

CARRIED

Certified Correct this

7th May 2019.

Chief Administrative Officer

K1



**VILLAGE OF TAHSIS**

**BYLAW NO. 617, 2019**

**A BYLAW FOR THE VILLAGE OF TAHSIS RESPECTING THE FINANCIAL PLAN FOR THE FIVE-YEAR PERIOD**

**JANUARY 1, 2019 – DECEMBER 31, 2023**

WHEREAS under the *Community Charter*, a Council must adopt, by bylaw, a Five-Year Financial Plan;

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

1. Schedule "A" and Schedule "B" attached hereto and made part of this Bylaw is hereby declared to be the Financial Plan of the Village of Tahsis for the years 2019-2023 inclusive.
2. This Bylaw may be cited for all purposes as the "2019-2023 Financial Plan Bylaw No. 617, 2019".

READ a first time this	23 <sup>rd</sup>	day of April, 2019
READ a second time this	23 <sup>rd</sup>	day of April, 2019
READ a third time this	30 <sup>th</sup>	day of April, 2019
Adopted this	7 <sup>th</sup>	day of May, 2019

\_\_\_\_\_

MAYOR

\_\_\_\_\_

CORPORATE OFFICER

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No. 617, 2019 duly passed by the Council of the Village of Tahsis on this 7<sup>th</sup> day of May, 2019.

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CORPORATE OFFICER

**Village of Tahsis  
2019-2023 Financial Plan  
Bylaw No. 617, 2019**

**SCHEDULE "A"**

<b><u>Operational Revenues</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
<b>Taxation</b>					
Property taxes	\$ 714,228	\$ 1,176,610	\$ 1,205,154	\$ 1,237,558	\$ 1,267,148
Grants in lieu of taxes	33,358	34,025	34,706	35,400	36,108
<b>Fees</b>					
User fees and charges	68,292	69,658	71,051	72,472	73,921
Water	125,000	127,500	130,050	132,651	135,304
Sewer	110,000	112,200	114,444	116,733	119,068
Environmental health	162,000	165,240	168,545	171,916	175,354
<b>Other sources</b>					
Interest and penalties on taxes	-	-	-	-	-
Grants/other governments	712,238	411,860	415,086	415,086	418,549
Proceeds on sale of land	136,000	-	-	-	-
Investment income	41,000	41,820	42,656	43,509	44,379
Transfer from reserves	252,000	257,304	277,222	277,273	288,816
	<b>\$ 2,354,116</b>	<b>\$ 2,396,217</b>	<b>\$ 2,458,914</b>	<b>\$ 2,502,598</b>	<b>\$ 2,558,647</b>
<b><u>Operational Expenditures</u></b>					
General government	\$ 969,743	\$ 983,892	\$ 1,003,570	\$ 1,023,641	\$ 1,044,114
Protective services	127,640	130,193	132,797	135,453	138,162
Environmental health	110,569	112,780	115,036	117,337	119,684
Public works services	261,227	266,452	271,781	277,217	282,761
Recreation, cultural & dev. services	323,072	329,533	336,124	342,846	349,703
Water services	116,581	118,913	121,291	123,717	126,191
Sewer services	104,499	106,589	108,721	110,895	113,113
Amortization	252,000	257,304	277,222	277,273	288,816
Transfers to other funds	88,785	90,561	92,372	94,219	96,103
	<b>\$ 2,354,116</b>	<b>\$ 2,396,217</b>	<b>\$ 2,458,914</b>	<b>\$ 2,502,598</b>	<b>\$ 2,558,647</b>
Net operating surplus/deficit	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Village of Tahsis**  
**Proposed 2019 - 2023 Financial Plan - Capital**  
**Bylaw No. 617, 2019**

**SCHEDULE "A"**

<b><u>Capital Funding</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
Capital grants	\$ 3,778,268	\$ 500,000	\$ 1,500,000	\$ 1,847,569	\$ -
Capital Works Reserve	217,000	237,340	342,687	618,041	243,402
Economic Reserve Fund					
General Reserve Fund	8,500	-	3,500	28,675	3,859
Recreation Centre Reserve Fund	25,000	-	-	400,000	-
Fire Hall Reserve	-	200,000	-	-	380,000
	<b>\$ 4,028,768</b>	<b>\$ 937,340</b>	<b>\$ 1,846,187</b>	<b>\$ 2,894,285</b>	<b>\$ 627,261</b>
<b><u>Capital Expenditures</u></b>					
Buildings	\$ 25,000	\$ 670,000	\$ 1,500,000	\$ 2,847,569	\$ -
Drinking Water	1,158,544	-	100,000	-	100,000
Equipment	159,637	100,000	75,000	-	380,000
Information Technology	8,500	-	3,500	28,675	3,859
Roads	1,989,137	-	-	-	-
Storm Sewer	397,548	-	-	-	-
Sanitary Sewer	290,402	167,340	167,687	18,041	143,402
	<b>\$ 4,028,768</b>	<b>\$ 937,340</b>	<b>\$ 1,846,187</b>	<b>\$ 2,894,285</b>	<b>\$ 627,261</b>
<b>Net Capital Plan</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Village of Tahsis  
2019-2023 Financial Plan – Bylaw No. 617, 2019  
Financial Plan Statement  
Schedule “B”**

The *Community Charter* requires municipalities to include in the 5-year Financial Plan:

- 1) The objectives and policies of the municipality for the 5-year planning period in relation to each of the funding sources and the proportion of total revenue from each funding source; and
- 2) The distribution of property value taxes among the property classes that may be subject to taxes; and
- 3) The use of permissive tax exemptions.

A. Funding Sources - Operations

**Table 1: Funding Sources, 2019**

<u>Revenue Source</u>	<u>Dollar Value</u>	<u>% of Total Revenue</u>
Property Taxes	\$ 747,586	31.8%
User fees and charges	465,292	19.8%
Grants, including capital grants	712,238	30.2%
Proceeds on sale of land	136,000	5.8%
Investment Income	41,000	1.7%
Transfer from reserves	<u>252,000</u>	<u>10.7%</u>
<b>Total Revenue</b>	<b>\$ 2,354,116</b>	<b>100%</b>

**Objectives and Policies:**

- Fees and charges reflect the full cost of utilities
- Increase transfers to capital reserve accounts for asset management purposes
- Seek alternative revenue sources

B. Distribution of Property Taxes Across Property Classes

Over the term of the plan, municipal property taxes are distributed across six property tax classes as per Table 2 below.

**Table 2: Distribution of Village of Tahsis Property Taxes, 2019**

Class 1 - Residential	\$ 435,001	60.91%
Class 2 - Utilities	64,101	8.97%
Class 5 - Light Industry	95,808	13.41%
Class 6 – Business/Other	94,348	13.21%
Class 7 - Managed Forest	19,893	2.79%
Class 8 - Recreational	5,077	0.71%
Total	\$ 714,228	100%

**Objectives and Policies**

- Equitable distribution of tax burden across property classes
- Tax increases across all property classes earmarked to address core infrastructure deficiencies
- Attract and sustain economic development

C. Permissive Tax Exemptions

Bylaw No. 609, 2018 lists the permissive exemptions granted to religious, community and other not-for-profit organizations.

**Objectives and Policies:**

- Permissive exemptions are granted to not-for-profit organizations that form a valuable part of and provide services to the community.
- Council may utilize its authority under the *Community Charter* to provide permissive exemptions to property owners who contribute to the community's social and environmental well-being, for example, greenhouse gas reduction, affordable housing, and Village revitalization.





**VILLAGE OF TAHSIS**

**BYLAW NO. 618, 2019**

**A BYLAW FOR THE LEVYING OF RATES FOR GENERAL MUNICIPAL, REGIONAL HOSPITAL DISTRICT, REGIONAL DISTRICT, WASTE MANAGEMENT AND LIBRARY PURPOSES FOR THE YEAR 2019.**

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The Council of the Village of Tahsis, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2019:
  - a. For all lawful general and debt servicing purposes of the Village of Tahsis on the value of land and improvements taxable for general municipal purposes, rates appearing in column 'A' of Schedule "A" attached hereto and forming a part of this Bylaw;
  - b. For Comox-Strathcona Regional Hospital District purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in column 'B' of Schedule "A" attached hereto and forming a part of this Bylaw;
  - c. For Regional District Services: General Government Services, Protective Services and Development Services the value of land and improvements taxable for regional hospital district and general municipal purposes, rates appearing in column 'C' and 'D' of Schedule "A" attached hereto and forming a part of this Bylaw;
  - d. For Comox Valley Regional District Services: Solid Waste Management on the value of land and improvements taxable for municipal purposes, rates appearing in column 'E' of Schedule "A" attached hereto and forming a part of this Bylaw;
  - e. For Library requisition purposes of the Village of Tahsis on the assessed value of land and improvements taxable for municipal purposes, rates appearing in column 'F' of Schedule "A" attached hereto and forming a part of this Bylaw.
  
2. The Collector of the Village of Tahsis shall add to the unpaid taxes of the current year, for each parcel of land and its improvements of the property tax roll, 10% of the amount of the current year taxes which remain unpaid after July 2, 2019 and the said unpaid taxes together with the amount added as aforesaid shall be taxes of the current year due on such land and its improvements.
  
3. Tax rates and percentage additions caused as a result of a supplementary roll prepared under the Assessment Act shall be executed in accordance with section 241 of the *Community Charter*.

4. The tax rates and taxes imposed under this Bylaw shall be payable at the offices of the said Collector at the Village of Tahsis Municipal Hall, 977 South Maquinna Drive, P.O. Box 219, Tahsis, BC, V0P 1X0, no later than 4:00 pm on July 2, 2019.
5. Any and all amounts payable under this Bylaw shall be payable at the offices of the said Collector at the Village of Tahsis Municipal Hall, 977 South Maquinna Drive, P.O. Box 219, Tahsis, BC, V0P 1X0.
6. This Bylaw may be cited for all purposes as the "Tax Rates Bylaw No. 618, 2019".

READ a first time this	23 <sup>rd</sup>	day of April, 2019
READ a second time this	23 <sup>rd</sup>	day of April, 2019
READ a third time this	30 <sup>th</sup>	day of April, 2019
Adopted this	7 <sup>th</sup>	day of May, 2019

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No.618, 2019 duly passed by the Council of the Village of Tahsis on this 7<sup>th</sup> day of May, 2019.

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CORPORATE OFFICER

**Tax Rates Bylaw No. 618, 2019  
Schedule "A"**

*The following rates shall apply on each thousand dollars of the assessed taxable value of land and its improvements.*

Property Class		A	B	C	D	E	F
		General Municipal	Comox Strathcona Regional Hospital District on Hospital	Strathcona Regional District on Hospital	Strathcona Regional District on Municipal	Comox Valley Regional District - Solid Waste Mgmt on Municipal	Library on Municipal
1	Residential	12.53507	0.57727	0.14672	0.06490	0.11229	0.21213
2	Utilities	77.71746	2.02044	0.51351	0.40239	0.69619	1.31523
3	Supportive Housing	12.53507	0.57727	0.14672	0.06490	0.11229	0.21213
4	Major Industrial	42.61925	1.96272	0.49884	0.22067	0.38178	0.72125
5	Light Industrial	213.09627	1.96272	0.49884	1.10333	1.90890	3.60626
6	Business/Other	37.60522	1.41431	0.35946	0.19471	0.33686	0.63640
7	Managed Forest Land	188.02612	1.73181	0.44015	0.97353	1.68432	3.18200
8	Recreation/Non Profit	18.80261	0.57727	0.14672	0.09735	0.16843	0.31820
9	Farm	12.53507	0.57727	0.14672	0.06490	0.11229	0.21213



# Grant in Aid Application Policy #2007

[SDV]

Name of Group or Organization CMESS PAC

Date: April 18/19

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 recreation centre  
tables and 30 chairs IF NEEDED.

2. Briefly outline the purpose of this assistance.

To provide tables + chairs for  
PAC Bazaar.

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

All community members attending  
bazaar.

4. What steps have you taken to raise funds?

N/A

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.

N/A



## 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?

No. Not enough tables.

  
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.

N/A

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

N/A

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

Contact person: \_\_\_\_\_

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