



## Minutes

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<b><u>Meeting</u></b>	<b>Regular Council</b>
<b><u>Date</u></b>	<b>March 3, 2020</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 Cheryl Northcott

**Staff** Mark Tatchell, Chief Administrative Officer  
Deb Bodnar, CPA, CMA, Director of Finance  
Janet StDenis, Finance and Corporate Services Manager

**Public** 3 members of the 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

### **Inauguration**

Mark Tatchell, Chief Administrative Officer and Corporate Officer, swore in the newly elected Councillor Cheryl Northcott. Councillor Elect Cheryl Northcott recited the Oath of Office and proceeded to take her place at the Council table.

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

None.

### **C. Approval of the Agenda**

**Fowler/Elder: VOT 0104/2020**

**THAT** the Agenda for the March 3, 2020 Regular Council meeting be adopted as presented.

**CARRIED**

### **D. Petitions and Delegations**

None.

**E. Public Input # 1**

None.

**F. Adoption of the Minutes**

**1 Committee of the Whole February 18, 2020**

**Llewellyn/Fowler: VOT 0105/2020**

**THAT** the Committee of the Whole meeting minutes of February 18, 2020 be adopted as presented.

**CARRIED**

**2 Committee of the Whole February 18, 2020 (Budget)**

**Llewellyn/Fowler: VOT 0106/2020**

**THAT** the Committee of the Whole meeting minutes of February 18, 2020 be adopted as presented.

**CARRIED**

**3 Minutes of the Regular Council Meeting held on February 18, 2020.**

**Fowler/Llewellyn: VOT 0107/2020**

**THAT** the Regular Council meeting minutes of February 18, 2020 be adopted as presented.

**CARRIED**

**G. Rise and Report**

None.

**H. Business Arising**

**1 2020 Association of Vancouver Island and Coastal Communities (AVICC) Convention**

**Llewellyn/Fowler: VOT 0108/2020**

**THAT** Council consider delegate selection for the 2020 AVICC Convention.

**CARRIED**

**Fowler/Elder: VOT 0109/2020**

**THAT** Mayor Davis and Councillor Northcott attend the 2020 AVICC Convention.

**CARRIED**

**2 Investing in Canada Infrastructure Program: Green Infrastructure - Environmental Quality Sub-Stream**

The CAO spoke to this item.

**Llewellyn/Fowler: VOT 0110/2020**

**THAT** Council rescind resolution 070/2020 passed by Council at the February 4th Council meeting.

**CARRIED**

**Fowler/Llewellyn: VOT 0111/2020**

**THAT** Council direct staff to apply to the Investing in Canada Infrastructure Program, Environmental Quality Component for the Tahsis Wastewater Treatment Reconfiguration and Upgrade Project; **AND THAT** the Accumulated Surplus Unrestricted Funds (current balance - \$1,023,628) be confirmed as the funding source for the municipality's share; **AND FINALLY THAT** staff be directed to include the project in the 2020-2024 Financial Plan.

**CARRIED**

**3 Village of Tahsis Library Site- Preparation Statement**

A brief discussion followed.

**Fowler/Llewellyn: VOT 0112/2020**

**THAT** this information be received.

**CARRIED**

**4 Presentation of the Village of Tahsis 2020-2024 Financial Plan**

The Director of Finance took the opportunity to explain the Community Charter requirements to have public consultation in developing the financial plan. She reviewed how Council's strategic priorities and budget consideration were taken into account.

The Director of Finance described the operating revenue and expenditure budget for 2020 by program area and source of revenue.

Presentation of the 2020-2024 Capital plan followed highlighting the capital projects. A question and answer period followed.

**Fowler/Elder: VOT 0113/2020**

**THAT** this presentation be received.

**CARRIED**

**Fowler/Llewellyn: VOT 0114/2020**

**THAT** public discussion be permitted.

**CARRIED**

**J. Council Reports**

**Mayor Davis (written report)**

Since our last council meeting, I have attended the Strathcona Regional District Board meeting, chaired the First Nations Relations Committee meeting of the SRD, and the Comox-Strathcona Regional Health Board meeting. At the latter, I advocated for help with establishing a senior's assisted living home in Tahsis. We are exploring options, which could range from an extension to the clinic, a stand-alone home or just enhancing home care for seniors who want to remain in their homes when possible.

I also attended two presentations of Geoscience BC, one for the SRD Board and one for the public. They were presenting maps and results from last summer's helicopter survey of the north island. They used magnetometers and gamma ray spectrometers to create a map indicating areas of possible mineral potentials. Within 20 minutes of the map's release, a flurry of staking activity happened online, including an area northeast of Zeballos known historically as a gold mining area. Thirty-five new claims were staked, covering 113 square kilometres. One of the target metals is copper, which is common on the Island and rising in demand due to its use in our transition to electric vehicles.

I participated in an Outdoor Recreational Vehicle conference call with municipalities around BC, Ministry of Forest, Lands and National Resource Operations and ORV enthusiasts. The aim is to simplify permitting for crossing various jurisdictions across BC in order to boost ORV tourism. Another discussion was regarding the North Island 1000, a circle tour route that will involve our Community Unity Trail to Zeballos.

We just had our Tahsis Heritage Society AGM, of which I am president. Discussed were printing more posters of our Tahsis history board, printing more archival photos for museum displays, proposed heritage status for Pete's Farm and renovating the Tahsis welcome sign at the entry to town. It has been suggested that the inaccurate 'Birthplace of BC' logo be replaced by 'Gateway to History' which also reflects the meaning of the name Tahsis, which is loosely translated as 'gateway'.

I also attended a meeting at Captain Meares school where the community could have input into future directions and priorities for the school.

Last Friday, I attended a meeting with Western Forest Products reps to discuss wildlife management in regard to forestry, the coming provincial order to protect more endangered Marbled Murrelet habitat (almost 800 hectares of old growth will be set aside in the Tahsis Landscape Unit), and future logging plans for the Tahsis region. Attending were Paul Kutz (senior operations planner), John Deal (senior biologist), Mark Tatchell (Tahsis CAO) and myself. At the meeting I reiterated our opposition to logging McKelvie or the ridge above town, our intention to create a community forest around town including the Tahsis River watershed in conjunction with the Mowachaht Muchalat First Nations, and I identified some other karst sites of particular sensitivity in the region that may fall under their logging plans. They indicated their interest in publicizing the creation of the Thanksgiving Ridge Wildlife Habitat Area as a WFP 'good news story' and I indicated my willingness to participate, as I was the lead proponent of this WHA. We will be meeting again in three weeks.

**Councillor Elder**

No report.

**Councillor Fowler (written report)**

Below I have included two emails to be added to my report to council for March 3 regular scheduled meeting. The first is a survey distributed by FCM WEST that I completed. The second is an expression of interest I submitted to the FCM GMF Council's call for a municipal representative.

Alternatively I have been to WFP in Gold River last week to represent the Village of Tahsis Council at the NSWS meeting. Mike Davis, a WFP forester, delivered a similar TSR presentation that we received last year, with specific focus on riparian treatment and river classifications.

Personally my family and I have had a chance to enjoy the rainbow weather on Saturday at the children's hub sponsored Family Nature Club pizza party to kick off the six events hosted locally in Tahsis for young children together with their caregivers.

Sincere respect

Submitted respectfully,  
Councillor Fowler

- J1 FCM West Survey
- J2 Expression of Interest submitted to the FCM GMF

**Councillor Llewellyn (written)**

Since our last meeting I have attended a meeting of the Table of Partners, SRD Health Network, where we looked at the accomplishments since this group's inception. They have mostly worked on homeless and housing in Campbell River but feel that is under control and will be looking more at rural and remote communities.

I also attended the VIRL Executive meeting in Nanaimo.

Plus I attended the Literacy Society meeting here in Tahsis.

This Sunday March 8 is the AGM for Tahsis Community Garden Society at 2-4pm at the Seniors Centre. All are welcome and there will be a Seedy Sunday to follow the brief meeting where you could get some seeds that are acclimatized to Tahsis weather.

**Councillor Northcott (written report)**

First of all, I want to thank everyone who voted in this by-election. By-elections have a tendency for low voter turnout, but not Tahsis.

In the 2018 general local election, we had the highest voter turnout in the province with 224 out of an estimated 248 eligible voters. That's ninety percent.

In this by-election, 112 votes were cast. That works out to exactly fifty percent of the votes cast in 2018 and forty-five percent of estimated eligible voters. A higher turnout than the majority of municipalities in the 2018 election. I think that's pretty impressive.

I'd like to thank village staff for all their hard work with this by-election.

I very much look forward to working with this council and staff in the continuing effort to make Tahsis the best it can be.

**Fowler/Llewellyn: VOT 0115/2020**

**THAT** the Council Reports be received.

**CARRIED**

**K. Bylaws**

**Village of Tahsis Official Community Plan Bylaw No. 623, 2020**

**First Reading**

**Fowler/Llewellyn: VOT 0116/2020**

**THAT WHEREAS** the Village of Tahsis has consulted with the Strathcona Regional District, the Mowachaht/Muchalaht First Nation, Vancouver Island Health Authority and School District #84 (West Vancouver Island) during the development of the 2020 Official Community Plan;

**AND WHEREAS** s. 475 of the Local Government Act stipulates that the local government must consider whether consultation is also required with:

- The board of any regional district that is adjacent to the area covered by the plan;
- The council of any municipality that is adjacent to the area covered by the plan;
- Greater boards and improvement district boards; and
- The provincial and federal government and their agencies

**THEREFORE, BE IT RESOLVED THAT** the Village of Tahsis not consult with the organizations and authorities listed above in developing the 2020 Official Community Plan.

**CARRIED**

**Fowler/Llewellyn: VOT 0117/2020**

**THAT** the Village of Tahsis Official Community Plan Bylaw No. 623, 2020 be received for consideration.

**CARRIED**

**Fowler/Llewellyn: VOT 0118/2020**

**THAT** the Village of Tahsis Official Community Plan Bylaw No. 623, 2020 receive a first reading on this the 3rd day of March 2020.

**CARRIED**

**L. Correspondence**

**1 Mayor Rob Vagramov, City of Port Moody letter Re: Universal Public National Pharmacare Program**

**Llewellyn/Fowler: VOT 0119/2020**

**THAT** this correspondence item be received.

**CARRIED**

**Elder/Fowler: VOT 0120/2020**  
**THAT** correspondence item 1 be pulled for discussion. **CARRIED**

- L1 Mayor Rob Vagramov, City of Port Moody letter Re: Universal Public National Pharmacare Program**  
A brief discussion followed.

**Elder/Fowler: VOT 0121/2020**  
**THAT** a letter of support in favour of a National Pharmacare Program be sent to the Hon. Patty Hajdu, Minister of Health. **CARRIED**

**M. New Business**

- 1 Tahsis 2020 Municipal By-Election Results and Ballot Accounts**

**Fowler/Llewellyn: VOT 0122/2020**  
**THAT** this Report to Council be received. **CARRIED**

**Fowler/Llewellyn: VOT 0123/2020**  
**THAT** this Report to Council be approved **CARRIED**

- 2 Staff Report Re: Tangible Capital Asset Policy**

The Director of Finance provided an overview of the Capital Asset Policy.

**Llewellyn/Elder: VOT 0124/2020**  
**THAT** this draft Tangible Capital Asset Policy be received. **CARRIED**

**Fowler/Elder: VOT 0125/2020**  
**THAT** the Tangible Capital Asset Policy be approved. **CARRIED**

- 3 Tahsis Evacuation Plan Report**  
A brief discussion followed.

**Fowler/Elder : VOT 0126/2020**  
**THAT** the Tahsis Evacuation Plan Report be received. **CARRIED**

**Fowler/Elder : VOT 0127/2020**  
**THAT** the Tahsis Evacuation Plan Report be approved. **CARRIED**

- 4 Mayor Davis Notice of Motion Re: The Creation of a Village of Tahsis Heritage Registry**

At the February 4, 2020 Regular Council meeting Mayor Davis gave notice of a motion to be brought forward at the next Regular Council meeting to direct staff to provide Council with a report on the creation of a heritage registry for the Village of Tahsis.

**Llewellyn/Elder: VOT 0128/2020**

**THAT** this motion be received and considered.

**CARRIED**

**Mayor/Fowler: VOT 0129/2020**

**THAT** Staff be directed to prepare and submit a report on establishing a heritage registry for Tahsis

**CARRIED**

- 5 Councillor Llewellyn's Notice of Resolution: Re: Village planter boxes**  
At the February 4, 2020 Regular Council meeting Councillor Llewellyn gave notice of a resolution to be brought forward at the next Regular Council regarding the Village's planter boxes.

**Fowler/Elder: VOT 0130/2020**

**THAT** this motion be received and considered.

**CARRIED**

**Llewellyn/Elder: VOT 0131/2020**

**THAT** Staff develop and implement a "planter box adoption" program to encourage local residents to "adopt" a municipal planter box.

**CARRIED**

**N. Public Input #2**

A member of the Tahsis Heritage Society noted that M4 should read "Heritage Registry" not "Heritage Directory".

**Adjournment**

**Fowler/Elder: VOT 0132/2020**

**THAT** the meeting be adjourned at 8:18 p.m.

**CARRIED**

**Certified Correct this**

17 Day of March 2020



**Chief Administrative Officer**



# Minutes

Village of Tahsis

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<b>Meeting</b>	<b>Committee of the Whole</b>
<b>Date</b>	<b>Tuesday February 18, 2020</b>
<b>Time</b>	<b>3:00 p.m.</b>
<b>Place</b>	<b>Municipal Hall - Council Chambers</b>

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|----------------|---|
| <b>Present</b> | Mayor Martin Davis<br>Councillor Bill Elder<br>Councillor Sarah Fowler<br>Councillor Lynda Llewellyn          |
| <b>Staff</b>   | Mark Tatchell, Chief Administrative Officer   |
| <b>Guests</b>  | Randy Burgin, Project Manager, Canadian Coast Guard<br>Ronne Ludvigson, Project Officer, Canadian Coast Guard |
| <b>Public</b>  | 3 members of the public   |

**Call to Order**

Mayor Davis called the meeting to order at 3:00 p.m.  
Mayor Davis acknowledged and respected that Council is meeting upon Mowachaht/ Muchalaht territory

**Approval of the Agenda**

**Fowler : COW 0013/2020**

**THAT** the Agenda for the February 18, 2020 Committee of the Whole meeting be adopted as presented.

**CARRIED**

- |                         |  |
|-------------------------|--|
| <b>Business Arising</b> | <b>1 Tahsis Canadian Coast Guard Search and Rescue Station - Project Update and Marine Infrastructure Proposal.</b>  |
|                         | Coast Guard representatives presented a slide deck which summarized the SAR station project to date and described the proposed marine infrastructure. SAR station budget is \$3.4m and marine infrastructure (docks) budget is \$1m. Council thanked the Coast Guard officials for their presentation. |

**Llewellyn : COW 014/2020**

**THAT** this presentation be received.

**CARRIED**

**Llewellyn : COW 015/2020**

**THAT** the Canadian Coast Guard respectfully be requested to submit its requests in writing regarding the Village License No. 112553 and the Village's riparian rights in relation to its proposed plan to construct docks presented at this meeting.

**CARRIED**

**Adjournment**

**Fowler: COW 016/2020**

**THAT** the meeting adjourn at 3:35 p.m.

**CARRIED**

Certified correct this  
3rd Day of March, 2020

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Corporate Officer



# Minutes

Village of Tahsis

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<b>Meeting</b>	<b>Committee of the Whole</b>
<b>Date</b>	<b>Tuesday February 18, 2020</b>
<b>Time</b>	<b>5:00 p.m.</b>
<b>Place</b>	<b>Municipal Hall - Council Chambers</b>

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**Present**

Mayor Martin Davis  
 Councillor Bill Elder  
 Councillor Sarah Fowler  
 Councillor Lynda Llewellyn

**Staff**

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

**Public**

3 members of the public

**Call to Order**

Mayor Davis called the meeting to order at 5:00 p.m.  
 Mayor Davis acknowledged and respected that Council is meeting upon Mowachaht/ Muchalaht territory

**Approval of the Agenda**

**Llewellyn : COW 017/2020**

**THAT** the Agenda for the February 18, 2020 Committee of the Whole meeting be adopted as presented.

**CARRIED**

**Business Arising**

**1 Revised Draft 2020-2024 Financial Plan and Capital Plan**

Staff reviewed updates to the financial plan since the January 21st meeting. Council considered the 5 year capital plan and revised it with the following changes and information requests:

Village office foyer, tsunami siren and library site preparation projects deferred until 2021

Public works Quad notionally approved for 2020 and Pickup for 2021

Information requested on energy efficiency/use of heat pumps versus baseboard

Operating budget to be presented in current form at March 3 public meeting  
Council considered, without decision, the tax rate scenarios.

**Fowler : COW 018/2020**

**THAT** this presentation be received.

**CARRIED**

**Adjournment**

**Elder : COW 019/2020**

**THAT** the meeting adjourn at 6:45 p.m.

**CARRIED**

Certified correct this  
3rd Day of March, 2020

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Corporate Officer



**Minutes**

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<b>Meeting</b>	<b>Regular Council</b>
<b>Date</b>	<b>February 18, 2020</b>
<b>Time</b>	<b>7:00 PM</b>
<b>Place</b>	<b>Municipal Hall - Council Chambers</b>

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**Present**

Mayor Martin Davis  
 Councillor Bill Elder  
 Councillor Sarah Fowler  
 Councillor Lynda Llewellyn

**Staff**

Mark Tatchell, Chief Administrative Officer  
 Janet StDenis, Finance and Corporate Services Manager

**Public**

5 members of the 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 Mowachah/ Muchalaha territory

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

None.

**C. Approval of the Agenda**

Llewellyn/Elder: VOT 081/2020

THAT the Agenda for the February 18, 2020 Regular Council meeting be adopted as amended.

**CARRIED**

**D. Petitions and Delegations**

None.

**E. Public Input # 1**

A member of the public inquired about the population estimate used in the Water Conservation Plan to which Council and staff responded.

**F. Adoption of the Minutes**

1 Committee of the Whole February 3, 2020

**Llewellyn/Fowler: VOT 082/2020**

THAT the Committee of the Whole meeting minutes of February 3, 2020 be adopted as presented.

**CARRIED**

**2 Minutes of the Regular Council Meeting held on February 4, 2020.**

**Fowler/Elder: VOT 083/2020**

THAT the Regular Council meeting minutes of February 4, 2019 be adopted as presented.

**CARRIED**

**G. Rise and Report**

**December 18th, 2019 Council of Chiefs meeting**

At Council's December 18th, 2019 meeting with the Mowachaht/Muchalaht Council of Chiefs the following topics were discussed:

- \* Coast Guard Search and Rescue Station project update
- \* Timber Supply Review of TFL 19 – Mowachaht/Muchalaht First Nation response and re-setting the process
- \* MMFN Cultural Resource Centre – purpose and key activities
- \* Community Unity Trail – project update
- \* Economic development opportunities for the MMFN in Tahsis
- \* Tahsis Wastewater System Improvement Grant Application, letter of support from the MMFN
- \* Mount Conuma as sacred mountain for the MMFN

**H. Business Arising**

**McKelvie Creek Watershed Assessment: McKelvie Creek Wildlife Habitat,**

**1 McKelvie Creek Ecosystems and Vegetation Reports and McKelvie Creek Watershed Terrain Maps.**

**Llewellyn/Fowler: VOT 084/2020**

THAT the McKelvie Creek Watershed Assessment reports and maps prepared by Ecologic Consultants Ltd. be received.

**CARRIED**

**J. Council Reports**

**Mayor Davis (written report)**

Since the last meeting, I attended a Climate Leadership Planning Committee meeting in Nanaimo, attended by other mayors, regional district representatives from Vancouver Island and the Sunshine Coast, and climate researchers from the University of Victoria. This is the third meeting and so far, we have drafted a terms of reference, protocol for working with First Nations in the region, and are working on a survey to go out to the all municipal reps to help determine our path forward in meeting carbon reduction targets as well as building resiliency for our communities in dealing with the effects of climate change.

I have also attended a Regional District board meeting as well as Hospital and Solid Waste Management meetings.

Today, I toured the new Coast Guard facilities, which are getting closer to completion, with a startup date of late June to early July.

Also, on February 6th I was interviewed by CBC Radio initially regarding the Western Forest Products strike, but it turned into a wide ranging interview regarding forestry policy on Vancouver Island and the future of Tahsis. The interview can be accessed from this location:

<https://www.cbc.ca/news/canada/british-columbia/programs/allpointswest/mayor-of-tahsis-says-relationship-between-communities-and-forestry-industry-needs-to-change-1.5456260>

**Councillor Elder**

No report.

**Councillor Fowler (written report)**

Unfortunately AVICC did not select my Run Win and Lead With Love Session for the April Forum in Nanaimo but in preparing I read a June 2018 report Pathways to a Woman Friendly Surrey, where one participant Brenda Locke noted that a career in public service "can feel like you end up missing important family moments" which I could of course relate to.

Today I was able to take a tour with the mayor and some RCMP officers of the building site coast guard search and rescue station.

Submitted respectfully,  
Councillor Fowler

**Councillor Llewellyn**

No report

**Fowler/Elder: VOT 085/2020**

**THAT** the Council Reports be received.

**CARRIED**

**K. Bylaws**

**None.**

**L. Correspondence**

- 1 Catherine Kennedy, Executive Director, BC Communities in Bloom letter to Councillor Lynda Llewellyn Re: 2020 Communities in Bloom Program**

**Fowler/Elder: VOT 086/2020**

**THAT this correspondence item be received.**

**CARRIED**

**Llewellyn/Fowler: VOT 087/2020**

**THAT correspondence item 1 be pulled for discussion.**

**CARRIED**

- L1** Councillor Llewellyn spoke to this correspondence item and about deferring participation in the Communities in Bloom program due to the cost. A discussion followed about the planter boxes located around the Village. Councillor Llewellyn made a motion to bring forward a resolution at the next Council meeting regarding a planter box adoption program.

**M. New Business**

- 1 Selecting Council Delegate(s) for the 2020 AVICC Convention, April 17-19 in Nanaimo.**

**Llewellyn/Fowler: VOT 088/2020**

**THAT Council consider delegate selection for the 2020 AVICC Convention.**

**CARRIED**

**Llewellyn/Fowler: VOT 089/2020**

**THAT Council defer the decision of delegate selection until the next Council meeting.**

**CARRIED**

- 2 Water Conservation Plan: Report to Council**

**Fowler/Llewellyn: VOT 090/2020**

**THAT the proposed resolution be received.**

**CARRIED**

**Llewellyn/Elder : VOT 091/2020**

**THAT Council approve the Village of Tahsis Water Conservation Plan.**

**CARRIED**

- 3 Councillor Fowler Notice of Draft Motion Re: The GMF 20th Anniversary Visionary Award**

**Llewellyn/Fowler : VOT 092/2020**

**TO receive and consider Councillor Fowler's Motion regarding the GMF 20th Anniversary Visionary Award.**

**WHEREAS,**

every resident of Tahsis, year round or seasonal, recognizes our shared responsibility as global water guardians; and

**WHEREAS,**

weather patterns and climate trends urge us to contrasting ideas of carbon sink versus carbon source and bring these concerns about rain forest management to the provincial, federal and international level;

**THEREFORE** be it resolved **THAT,**

Council direct staff to celebrate the 50th anniversary of the incorporation of the Village of Tahsis with the establishment of the Gateway to History; birthplace of B.C. Municipal and Regional Heritage Registry;

**BE IT FURTHER RESOLVED TO;**

submit an application to the 20th Anniversary Visionary Award due March 31 to the FCM (Federation of Canadian Municipalities) Sustainable community GMF (Green Municipal Fund) Contact Yvonne Ritchie 613-907-6382

Background:

Our very geography is a history lesson and the list of sites to honour and protect in perpetuity.

- 1 McKelvie Watershed Asset Inventory
- 2 Pre-colonial Old Growth Fire Berm
- 3 Pete's Farm historical site
- 4 Hemlock Millsite
- 5 Leiner River Trail recreation site
- 6 Boulderling Trail
- 7 Ubedam Creek Trail
- 8 Bull of the Woods Trail
- 9 West Bay Beach and Lookout
- 10 Weymer Wildlife Habitat Area
- 11 Thanksgiving Ridge
- 12 Three Sisters Waterfall
- 13 Gateway to Yuquot (wharf)
- 14 Conuma Mountain
- 15 Upana Caves

Councillor Fowler spoke to her motion explaining the intent of her motion.

**Fowler/Llewellyn: VOT 093/2020**

**THAT** the Motion regarding the Green Municipal Fund 20th Anniversary Visionary Award be withdrawn.

**CARRIED**

Mayor Davis gave notice of a motion to be brought forward at the next regular Council meeting to direct staff to look into creating a heritage directory for the Village of Tahsis.

**N. Public Input #2**

A member of the public noted that the Village planter boxes are in need of repair and that some have already been adopted and looked after by local residents.

Suggestions were made for the maintenance of the planter boxes.

**Public Exclusion**

**Fowler/Elder: VOT 094/2020**

**THAT** the meeting is closed to the public in accordance with section 90(1) (k) of the Community Charter- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**CARRIED**

**Recess**

**Llewellyn/Elder: VOT 095/2020**

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

**CARRIED**

**Reconvene**

**Llewellyn/Fowler: VOT 102/2020**

**THAT** the Regular Council Meeting reconvene at 8:04 p.m.

**CARRIED**

**Rise and Report**

None.

**Adjournment**

**Llewellyn/Elder: VOT 103/2020**

**THAT** the meeting be adjourned at 8:04 p.m.

**CARRIED**

**Certified Correct this**

3rd Day of March 2020

**Chief Administrative Officer**

# AVICC

Regional District of Nanaimo &  
City of Nanaimo

2020 AGM & Convention

April 17 - 19

## WELCOME FROM AVICC PRESIDENT CARL JENSEN



This year the Association of Vancouver Island and Coastal Communities is excited to be back in Nanaimo – the Harbour City – for our 2020 AGM and Convention. The Regional District and the City are our joint hosts, and as President of AVICC I would like to thank both organizations for all their support in welcoming our members to their community.

The Convention's business and social sessions will be held in the Vancouver Island Conference Centre (VICC) in downtown Nanaimo. We appreciate the support of our host communities in making the conference centre available to us, as well as the tours, sessions and entertainment they have worked hard to set up for the delegates.

The AVICC Executive is excited about the range of sessions available at this year's Convention. I am very happy to announce our keynote speaker, Joe Roberts – Skid Row CEO. Some background on Joe is included below, and we look forward to having him share his fascinating story with us at the Convention opening.

Details on the pre-Convention Friday tours and sessions are also included in this brochure, are highlights of the business sessions that will be offered during the regular Convention. We'll be sending out more information on the Convention sessions in the next few weeks, and updates to the program will be posted on the website at [www.avicc.ca](http://www.avicc.ca).

## KEYNOTE SPEAKER: JOE ROBERTS, SKID ROW CEO



Before

After

Joe Roberts aka The Skid Row CEO is an expert on resiliency and change. Having experienced both catastrophic failure and extraordinary success Joe teaches how to overcome the roadblocks that get in the way of high performance. He helps companies and individuals redefine what's truly possible by confronting limiting mindsets. Participants at Joe's events leave inspired and moved to action.

In 1989 Joe was a homeless drug addict on the streets of Vancouver. With the help of family and community champions, Joe's life transformed. As you walk with Joe through the tough streets of East Vancouver in the 1980s, you will experience the depths and degradation of a former homeless drug addict, to the triumph of a successful entrepreneur and philanthropist.

Joe's message is relatable, humorous, honest, raw and unforgettable. He tackles the stigma associated with mental health and addiction in a straight forward authentic way and shares the tools needed to build resiliency in any situation.

Since 1989, Joe has acquired two college diplomas, became the CEO of one of Vancouver's leading multimedia companies, walked across Canada and achieved more success than he could ever have imagined. Joe is also the Executive Director and Co-Founder of The Push for Change Foundation, a charity advocating for youth homelessness prevention. Joe walked 9,064 km across Canada from May 1, 2016 until September 29, 2017, pushing a shopping cart to raise money and awareness about youth homelessness.

Joe has been recognized by Maclean's magazine as one of "10 Canadians who make a difference," won the BC Courage to Come Back Award, received The Ontario Premier's Award for Business, was given an Honorary Doctorate from Laurentian University and was recognized by the Senate of Canada with their Canada 150 Medal. Recently Joe was awarded the Meritorious Service Medal (MSM) from The Governor General of Canada.

## PROGRAM IN BRIEF

### FRIDAY, APRIL 17

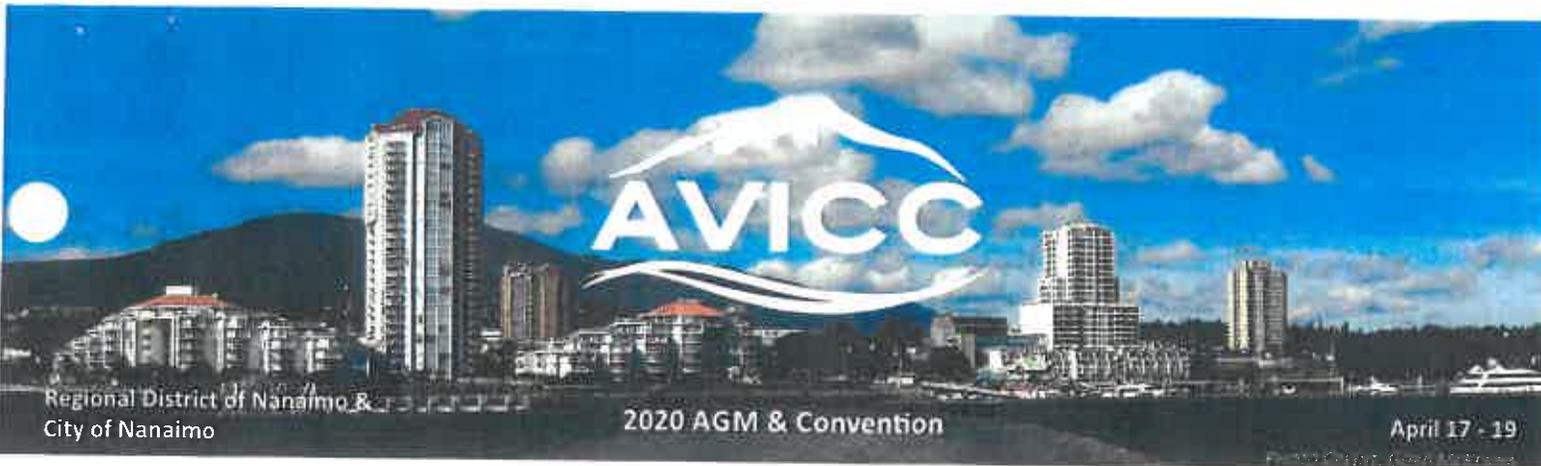
- 8:30 am Tours – Community Amenity; GNPCC
- 9:00 am Workshop on Public Engagement
- 11:30 am Mayors & Chairs Caucus and Lunch
- 11:30 am Electoral Area Forum and Lunch
- 2:00 pm Official Opening  
Keynote Address
- 4:00 pm Provincial Address  
Plenary
- 5:30 pm Welcome Reception
- 7:30 pm COFI Reception

### SATURDAY, APRIL 18

- 7:30 am Breakfast Presentation
- 8:30 am AGM & Resolutions  
UBCM President's Address  
UBCM Resolutions  
Process Review
- Noon Delegates Lunch
- 1:00 pm MFABC Investment Session
- 1:30 pm 1st Concurrent Workshop Sessions
- 3:00 pm 2nd Concurrent Workshop Sessions
- 6:30 pm Pre-Banquet Reception
- 7:30 pm Dinner & Band

### SUNDAY, APRIL 19

- 7:30 am Networking Breakfast
- 8:30 am Resolutions & Late Resolutions  
Address by  
Opposition  
Installation of New Executive  
Grand Prize Award
- Noon Adjourn



## FRIDAY PRE-CONVENTION PROGRAM

### Study Tour: 'Greater Nanaimo Pollution Control Centre Tour'

8:30-11:30, Friday, April 17, 2020

Cost: \$30, due to limited space, please register no more than 3 per government

The Regional District of Nanaimo (RDN) has organized a tour through our state-of-the-art wastewater treatment facility that is slated for its grand opening in June. Located in the City of Nanaimo and operated by the RDN, the Greater Nanaimo Pollution Control Centre (GNPCC) is the region's largest wastewater treatment facility, providing chemically-enhanced primary treatment for 97,000 people and businesses.



The facility is being upgraded to meet provincial and federal requirements to provide secondary treatment at all municipal wastewater treatment facilities. Secondary treatment produces significantly higher quality effluent than primary treatment which improves conditions for the environment.



This is an \$82 million project with funding coming from a combination of the Federal Gas Tax Fund, reserves, DCCs, and borrowing.

GNPCC overlooks the ocean and, nestled in a growing suburban community, is a neighbour to parks, a creek, an elementary school, community trails and a residential neighbourhood.



Join us on this tour to see the innovation and partnerships packaged into this facility and its operations. For example, GNPCC:



- Recycled blast rock from the site into stone columns that will stabilize the soils in the event of an earthquake.
- Made improvements to the biofilter and odour management system.
- Generates electricity from biogas produced during treatment.
- Produces biosolids that are managed in a two-time award winning program.
- Has an agreement with Snuneymuxw First Nations to provide wastewater treatment.
- Operates under an ISO 14001 Environmental Management System.
- Follows an asset management program.

## THANK YOU

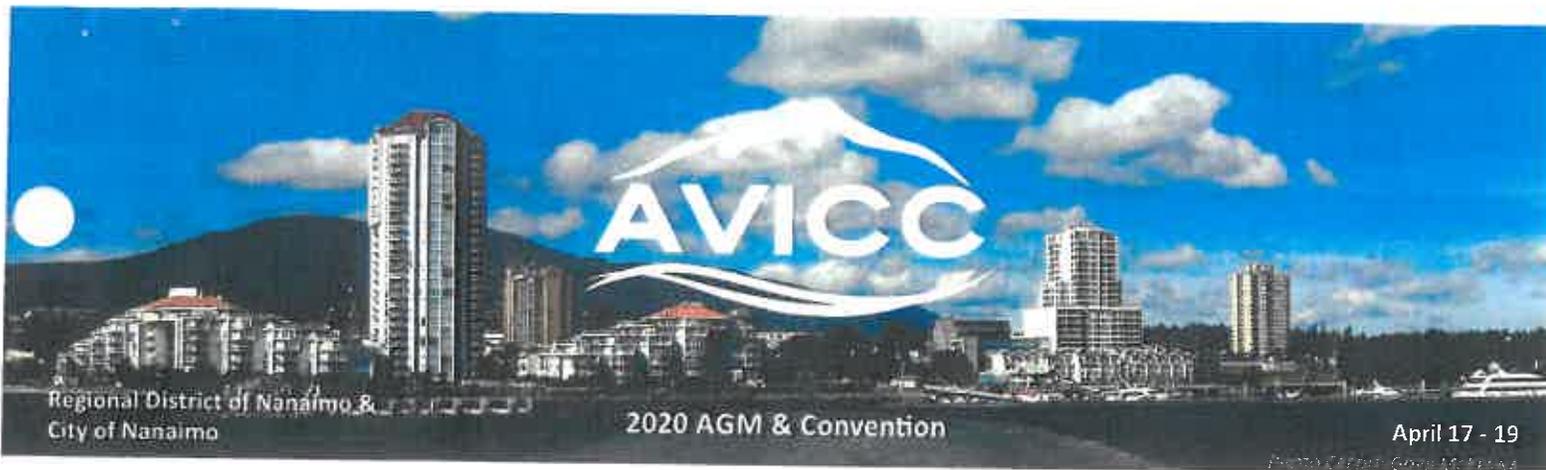
to the **City of Nanaimo & the Regional District of Nanaimo**

The host communities for the 2020 AGM & Convention are the Regional District of Nanaimo and the City of Nanaimo. Mayor Leonard Krog and Council, and Chair Ian Thorpe and the RDN Board are thanked for their generous hospitality.

City and RDN staff have been involved in planning the 2020 Convention. Special thanks to Lisa Moilanen and Donna Stennes for their enthusiasm and assistance.

All local contributors are thanked for their help in making the 2020 AGM & Convention a great experience for all.





## FRIDAY PRE-CONVENTION PROGRAM

### Study Tour: 'Nanaimo Community Amenity Tour'

8:30-11:30, Friday, April 17, 2020

Cost: \$30, due to limited space, please register no more than 3 per local government

The City of Nanaimo has put together a guided bus tour that will give delegates the opportunity to visit five sites the City has developed recently to benefit the community. The tour will visit:

#### Five Acre Farm

A partnership with local non-profit Nanaimo Foodshare to continue providing community food and farming education programs at the last remaining, historic Five Acre Farm site in Harewood.



#### Harewood Centennial Park

An inner-city park revitalized to become a community gathering place for all ages through enhanced amenities, including a kids' water park, covered sports court, improved pathways, accessible playground and soon-to-be completed skateboard park.

#### Te'tuxwtun

A vision that integrates affordable housing, parks and culture, education, childcare and health services, Te'tuxwtun is the result of collaboration between the City of Nanaimo, Snuneymuxw First Nation, Nanaimo Ladysmith Public Schools and BC Housing.



#### Larry McNabb Sports Zone

Next door to Vancouver Island University and NDSS high school, this prime location for Nanaimo's key sports facilities include an aquatic centre, ice rink, baseball stadium and playing fields, track and field complex, multi-use trails and a recently-added artificial turf soccer/football field.

#### Steve Smith Bike Park

Built in 2017 to honour the memory of beloved local mountain bike champion, Steve Smith, the bike park is host to top international competitions and is enjoyed by bike enthusiasts of all ages and abilities in the community.



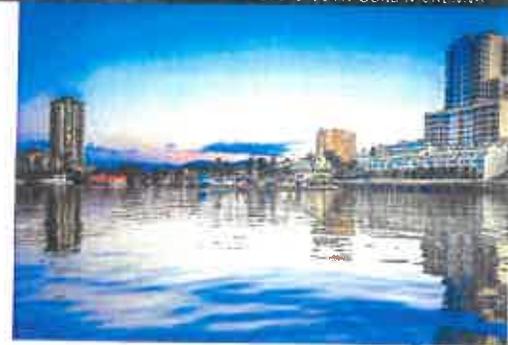


## FRIDAY PRE-CONVENTION PROGRAM CONT'D

### Connecting With Your Community

**Time** 9 am to 11 am  
**Cost** \$30

Join us for an interactive session to learn various ways to connect with your community including what public engagement is and is not, and why it is important. We will cover both the practical aspects of public engagement but also the legislative context including council meetings and public hearings. By sharing examples and lessons learned, you will take away ideas on how to best plan for transparent and open conversations with your community. This will be a joint presentation from Kathleen Higgins, Barrister and Solicitor at Young Anderson, and regional district communications staff including Lisa Moilanen, Engagement Coordinator from the Regional District of Nanaimo and Kris Schumacher, Manager, Communications & Engagement, Cowichan Valley Regional District.



### Mayors & Chairs Forum and Lunch

**Time** Noon to 1:30 pm  
**Cost** \$40

A gathering of Mayors, RD Chairs, and First Nations Leaders to discuss successes and challenges of collaborations between the different governments and how “thinking outside the box” can create some very strategic alliances and projects for the betterment of the whole community. How can we collaborate and make communication between governments even better?

This forum is open to Mayors, Regional District Chairs and First Nations leaders. Lunch will be provided from 11:30 am.

### Electoral Area Forum and Lunch

**Time** Noon to 1:30 pm  
**Cost** \$40

The EA Forum has been an annual fixture at the AVICC Convention since 2016. The Forum provides an excellent opportunity to discuss issues that are common to many electoral areas. As an EA Director we may often feel that we are unique in the challenges we might have in our area, but by attending the Forum soon realize that there are many shared issues. What is most important from the Forum is that we can identify paths to advocate to senior governments to effect change and turn our collaboration into action. A louder voice is better heard.

This forum is designed for EA Directors and RD staff. Lunch will be provided from 11:30 am.



## CONVENTION PROGRAM

### The Program Format

The 2020 program will integrate the regular business of the annual general meeting, debate on resolutions and holding of elections with a variety of presentations and workshops on topical issues, addresses by key political speakers and opportunities for networking.

Invitations have been extended to BC Premier, John Horgan; Municipal Affairs and Housing Minister, Selina Robinson; Leader of the Official Opposition, Andrew Wilkinson; Interim Leader of the BC Green Party, Adam Olsen; and UBCM President, Mayor Maja Tait.

A draft of the detailed program is expected to be available by late-February on the AVICC website. In order to accommodate emergent issues, the program does not become final until just prior to the AGM & Convention.

### Highlights

Some program highlights that have been confirmed include:

- Engaging the Power of Youth
- Towards Zero-Waste and the Circular economy: Solid Waste Solutions
- Making it Happen - Tactical Urbanism Interventions in Nanaimo
- Vancouver Island and Coastal Communities – Climate Leadership Plan Update with CleanBC
- UBCM Resolutions Process Review
- Toward Parity in Municipal Politics – Women in Leadership
- From Abandoned Boats to Tankers: how can you have access to compensation for oil pollution?
- Smart Future: A path forward for B.C.'s forest products industry
- Understanding the Municipal Reserve Investment Process: Risk vs Reward, Time Horizons, Environmental Factors and Socially Responsible Investing – MFABC

There are other sessions under development that will be included when the program is announced.



## RESOLUTIONS

### DEADLINE

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions received prior to the **February 6, 2020** deadline will be processed and included in the Annual Report and Resolutions book that will be emailed to members in late-March.

### LATE RESOLUTIONS

Resolutions received after the deadline are considered "late" but will be accepted by the Secretary-Treasurer up until noon, **Wednesday, April 15, 2020**.

Members are reminded that, to be admitted for debate, a late resolution must be deemed to be of an urgent or emergency nature and should address an issue that has arisen after the February 6th deadline date.

The Resolutions Committee will review all late resolutions and prepare a report to the Convention including a recommendation as to whether the resolution meets the criteria and should be admitted for debate.

Members can also propose a resolution from the floor of the Convention on **Sunday, April 19, 2020** and members will then vote on whether to admit the resolution for debate. See the Convention Rules around resolutions in the *Annual Report and Resolutions Book* which has guidelines for distributing printed materials to delegates for off the floor resolutions.

### Reminder

Late Resolutions Deadline  
**April 15  
Noon**

See [www.avicc.ca](http://www.avicc.ca) for details



## NETWORKING & SOCIAL EVENTS

A key objective of the AVICC Convention is providing delegates with the opportunity to connect with colleagues and develop new relationships. Members can share experiences and learnings to take back to their communities. There will be several opportunities to break bread with each other at the breakfasts on Saturday and Sunday morning, the morning and afternoon refreshment breaks, Saturday's Delegates Lunch, the Friday evening receptions and the Saturday evening reception and Annual Banquet.

### 2020 Welcome Reception

The Welcome Reception will be held from 5:30-7:30 pm Friday evening in the Vancouver Island Conference Centre just outside the main ballroom. The Trade Show will be open for delegates to peruse while enjoying refreshments. Admission for delegates is already included in the delegate registration fee. Additional tickets may be purchased for guests through the on-line registration form on CivicInfo.

The Council of Forest Industries is offering a reception for AVICC delegates that starts at 7:30 pm immediately after the Welcome Reception. The COFI reception will be held on level 2 of the Coast Bastion Hotel next door to the Conference Centre.



### Annual Banquet

The Banquet will be held in the main ballroom of the Vancouver Island Conference Centre that will be transformed for the night. There will be entertainment from "Time Well Wasted" that will get us up and dancing after the 3-course meal. "Time Well Wasted" is a 12-piece, horn-driven funk, soul, rock, rhythm & blues band from Vancouver Island. They are a high energy dance and party band, playing the very best disco, funk, soul, rock, rhythm and blues ... with attitude!! With two powerhouse female vocalists, 5-horns, and a locomotive rhythm section, Time Well Wasted performs all the dance-crazy radio hits you love, including Michael Jackson, Stevie Wonder, Tori Kelly, Tower of Power, Earth, Wind & Fire, Bruno Mars, Doobie Brothers, Kool and the Gang, Bee Gees, Toto, Powder Blues, Chicago, Little Feat, Steely Dan, Santana, Aretha Franklin and many, many more.

### Island Good

The Vancouver Island Economic Alliance (VIEA) is a collaborative partnership spearheading regional economic development for the Vancouver Island region. VIEA has established the **Island Good** brand with its range of products sourced from local suppliers that is increasing sales and market share for Vancouver Island & Gulf Island products.

Created by VIEA in 2018, Island Good achieved an astounding 16.4% sales lift over 6 months in 45 grocery stores. In 2018, VIEA established that henceforth, all food & beverage served at its annual **Economic Summit** would be Island Good. And now AVICC is following this lead at our AGM and Convention in Nanaimo with food, beverage and even our speaker gifts.



### Trade Show

In past years, AVICC will host a Trade Show adjacent to the main meeting room. Many of our sponsors will be staffing information booths – please thank them for supporting our Convention and allowing us to keep our fees the lowest of all the area associations.

The Trade Show will be open Friday afternoon and during the Welcome Reception, and then from breakfast on Saturday through to a 3:00 pm close after the Saturday afternoon networking break.



## REGISTRATION

Online registration is available through CivicInfo at:  
<https://www.civicinfo.bc.ca/event/2020/AVICC>

### Fees

Register early to take advantage of the early bird discounted rates. Please note the cancellation deadline of March 27th.

	Early Bird (by Mar 13)	Late (after Mar 13)
Member	\$ 310	\$ 360
Non-Member	\$ 375	\$ 425
Welcome Reception	\$ 40	\$ 48
Annual Banquet	\$ 65	\$ 75

The Welcome Reception is included with delegate registration. Tickets are available for guests and must be purchased ahead of time to ensure availability.

### Cancellation Policy

Full Refund: cancellations by March 27 4:30 pm  
 No Refunds: cancellations after March 27 4:30 pm

Cancellations must be emailed to [avicc@ubcm.ca](mailto:avicc@ubcm.ca).

## LOGISTICS

### Convention Venue

All business sessions will be held at the Vancouver Island Conference Centre at 101 Gordon Street, Nanaimo.

### Parking

Parking is available for a fee at the Vancouver Island Conference Centre.

### Internet

The Vancouver Island Conference Centre has complimentary WiFi for delegates.

### Accommodations

Two hotel blocks were set up for Convention delegates that are full but taking waiting lists. More hotel options are listed at Tourism Nanaimo. Visit [avicc.ca](http://avicc.ca) for rates and booking information.

## ELECTIONS

AVICC members elect directors during the AGM & Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to AVICC between Conventions.

The following positions are open for nomination:

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

The deadline for nominations to be included in the Report on Nominations was February 6th. However, nominations are still accepted at Convention from the floor.

For further information on the elections process, please email [avicc@ubcm.ca](mailto:avicc@ubcm.ca) or visit [avicc.ca](http://avicc.ca).

## TOURISM

Tourism Nanaimo will have a booth on-site right next to the registration desk. The Tourism booth will be staffed by locals who can make recommendations on places to visit, shop and eat in the region.

There is also a great deal of information on their website at [Tourism Nanaimo](http://TourismNanaimo.com) if you'd like to do some planning before you arrive. Take a look and you may decide to extend your visit to Nanaimo to see all that the region has to offer.

## MORE INFORMATION

The most current information will be posted on the AVICC website. Please check back regularly for updates.

For specific questions, please contact:

Liz Cookson, AVICC Secretary-Treasurer  
[avicc@ubcm.ca](mailto:avicc@ubcm.ca)

Telephone: 250-356-5122



## CODE OF CONDUCT

In keeping with practice at the UBCM Convention, AVICC will again have a Code of Conduct for this year's AVICC Convention. The online registration form is linked to a form outlining the Code. By registering, delegates are acknowledging that they are aware that they are expected to adhere to the 2020 Code of Conduct.

### ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES CONVENTION CODE OF CONDUCT

#### 2020 Convention

The AVICC Executive has implemented a code of conduct for convention participants based on the following principles.

1. The primary purpose of the annual AVICC Convention is to provide the membership with an opportunity to set the Association's policy direction for the year ahead.
2. The Convention also provides delegates with an opportunity to learn, share and meet with other local, provincial and federal government officials in addition to other associations that are interested in engaging with local governments.
3. All delegates and convention participants have the right to a safe, fun and enjoyable experience. AVICC will not tolerate any communication or behaviour that demeans, threatens, or harasses anyone at its events.
4. All participants at the Convention, regardless of their employer, their position, their perspectives or priorities will treat others, and be treated, in a respectful, understanding and cooperative manner and behave in a manner that is respectful to other participants and their guests, and will not do anything that threatens the health, safety, security, or dignity of other participants or their guests.
5. Only local elected officials who are AVICC members are entitled to speak and vote on matters put forward to the membership. However, the annual Convention is open to the public, and anyone may attend the Convention so long as they register.
6. All AVICC members are viewed as equal regardless of their population, location, or their ability to attend the annual convention.
7. Participants are expected to adhere to this Code of Conduct at AVICC and other non-AVICC organized events associated with the Convention; and will be required to sign a confirmation that they have read, understood, and agree to this Code of Conduct at time of registration.
8. Breaches of the code of conduct will be addressed by the AVICC Executive.



Tahsis Library Site Reclamation		Amount	Unit	Cost/Unit	Total
<b>Subgrade Upgrades</b>					
Mob/Demob	1	LS	\$2,500	\$2,500	
Surface Removals	1	LS	\$2,500	\$2,500	
Excavation & Backfill of Building Envelope	900	m <sup>3</sup>	\$50	\$45,000	
<b>Services</b>					
Sanitary Service w/ clean out & main connection	1	LS	\$9,000	\$9,000	
Storm Service w/ clean out & main connection	1	LS	\$9,000	\$9,000	
Water Service w/ meter box & main connection	1	LS	\$4,500	\$4,500	
<b>Fencing</b>					
Replace Fencing	20	Lm	\$100	\$2,000	
				\$75,000	

Contingency	25%	\$18,750
Engineering, Administration, & Financing of the Project	25%	\$18,750
Allowance for Inflation	10%	\$7,500
<b>Phase 4 Total: (Rounded to nearest \$1000)</b>		<b>\$120,000</b>



# Budget Presentation

## 2020 – 2024 Financial Plan

### Village of Tahsis

Updated February 22, 2020

# Community Charter Requirements

- ▶ 5 year financial plan (budget) must be adopted annually by bylaw before tax rate bylaw can be adopted, before May 15
- ▶ Financial plan must include:
  - Proposed expenditures
  - Proposed funding sources
  - Proposed transfers between funds and accounts
- ▶ Budget must be balanced (expenditures must not exceed revenues and transfers)
- ▶ Public consultation required before adoption by Council

# Major Council Policies

- ▶ 2020 Strategic Priorities
- ▶ Updated Official Community Plan





# Budget Considerations and Assumptions

- ▶ Ensure adequate funding for existing services and infrastructure – level of service delivery
- ▶ Continue to access diversified sources of revenue
- ▶ Manage expenditures by –
  - Ongoing review of processes and procedures for effectiveness
  - Review 2019 actual expenditures for efficiencies, one-time items, potential budget savings
- ▶ Provide for contingencies
  - Manage business risks
  - Operate prudently
- ▶ Build sustainable reserves
- ▶ Full cost recovery for utility services

# Risks

- ▶ Staffing
  - Pressure on staff to absorb increased service needs, compliance and statutory reporting, by-election
- ▶ Reserves
  - Rely heavily on prior years' surplus to keep taxes low
- ▶ Aging Infrastructure
  - Increasing costs to maintain aging buildings, sewer and water systems
- ▶ Aging population
- ▶ Stagnant residential, economic growth

# Opportunities

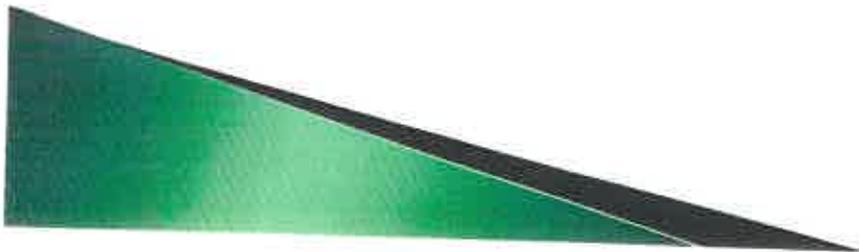
- ▶ Grants
  - Staff continue to pursue grant opportunities
- ▶ Use of 2019 operating surplus
- ▶ Consider borrowing as a long-term strategy to replacing aging infrastructure
- ▶ Increase in permits due to development, renovation of residential property

# Current Services Provided to Citizens

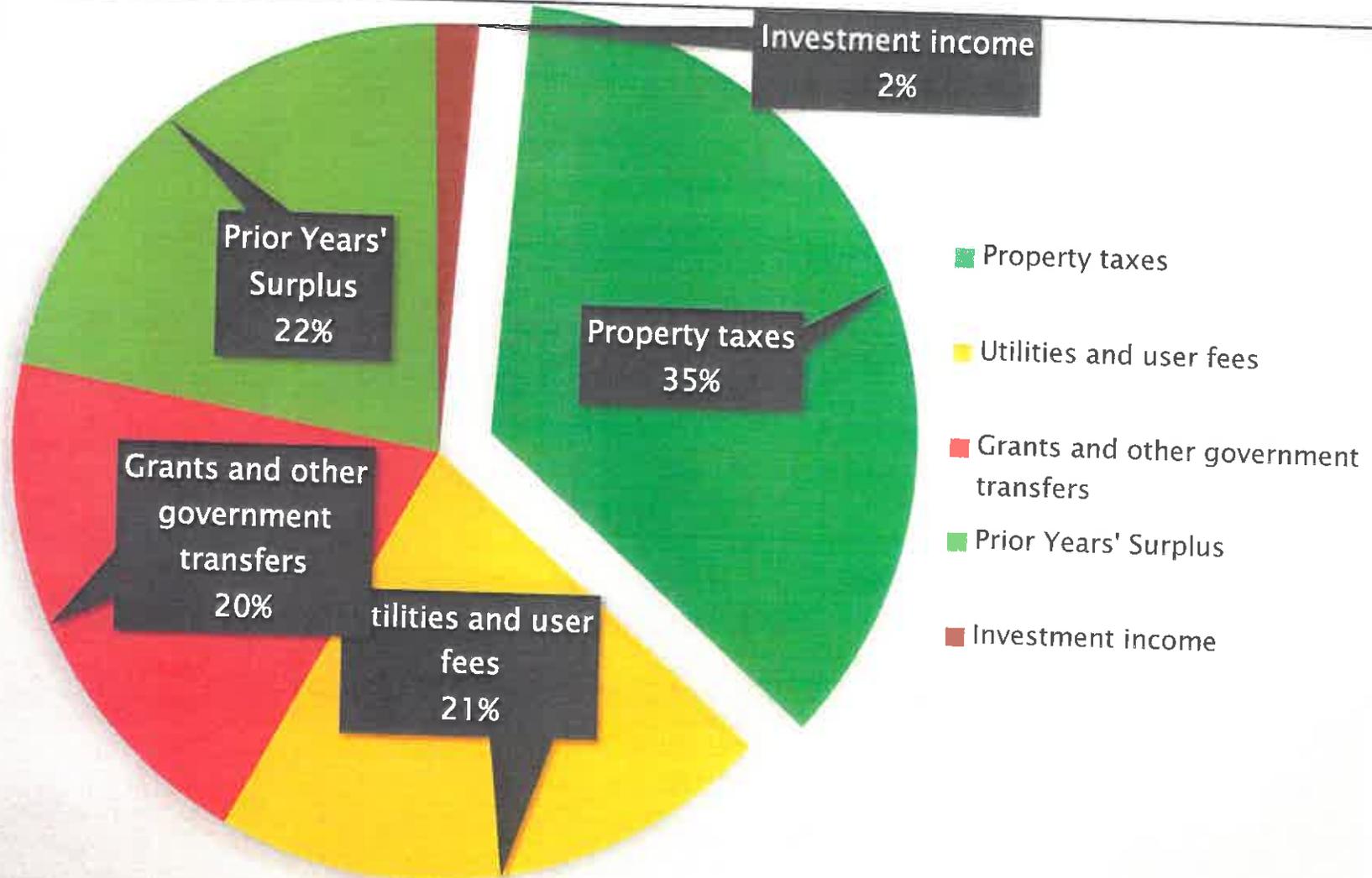
- ▶ Road maintenance, repair and snow removal
- ▶ Garbage collection and recycling
- ▶ Fire protection, suppression and rescue
- ▶ Emergency Preparedness
- ▶ Daycare
- ▶ Tourist information Centre and display for museum artifacts
- ▶ Boat launch and parking
- ▶ Helipad
- ▶ Wharves and docks
- ▶ Recreation Centre programming including pool, weight room, gym activities
- ▶ Parks and trails
- ▶ Sidewalks, curbs and gutters
- ▶ Drainage systems
- ▶ Sewer systems
- ▶ Drinking water systems and drainage
- ▶ Property maintenance regulation and bylaw compliance
- ▶ Building inspection

# Indirect Services Provided for the Village

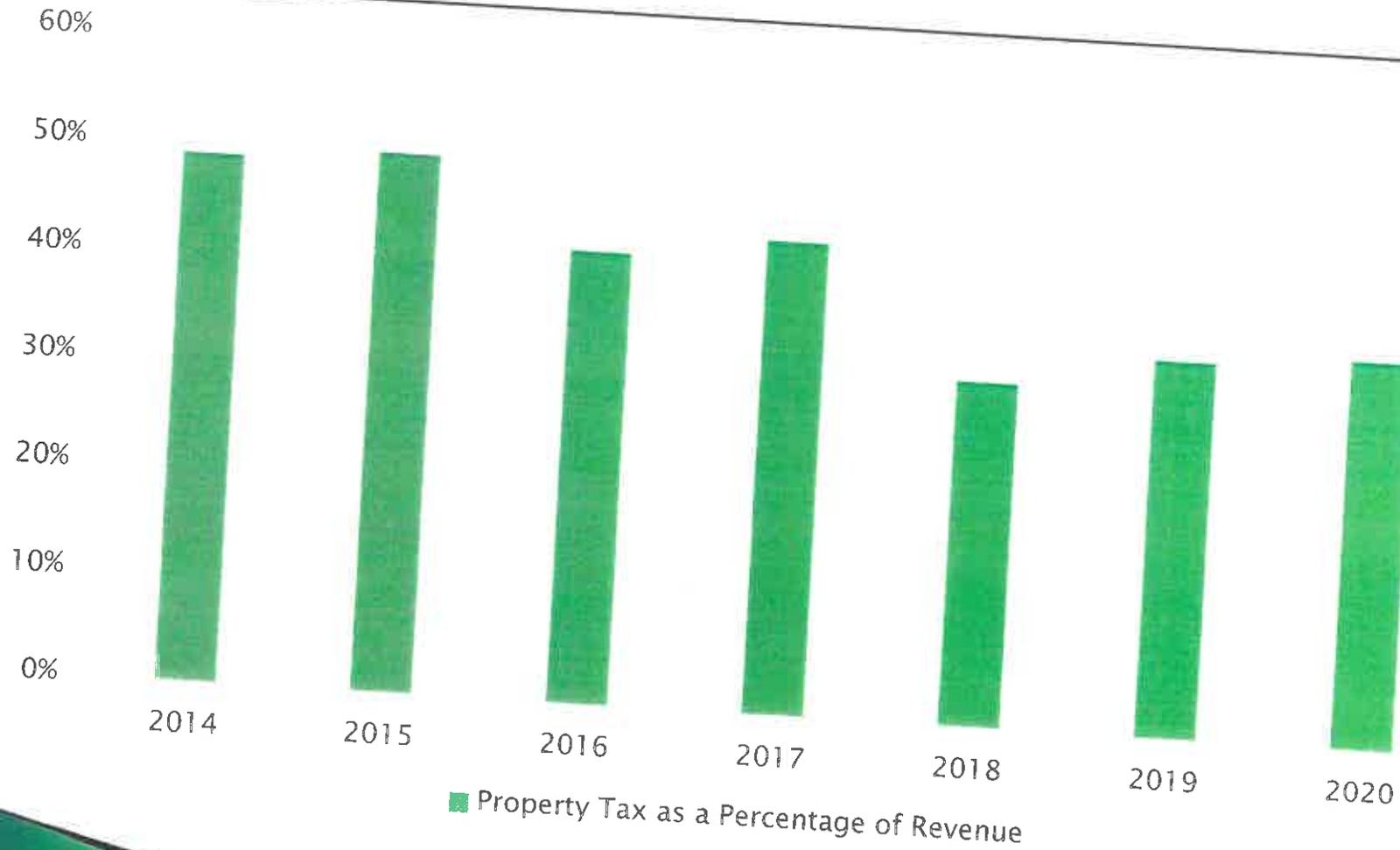
- ▶ Financial management
- ▶ Asset management
- ▶ Grant writing
- ▶ Compliance with provincial and federal legislation
- ▶ Project management
- ▶ Election services



# 2020 Proposed Operating Revenues \$2,258,827



# Property Tax Revenue

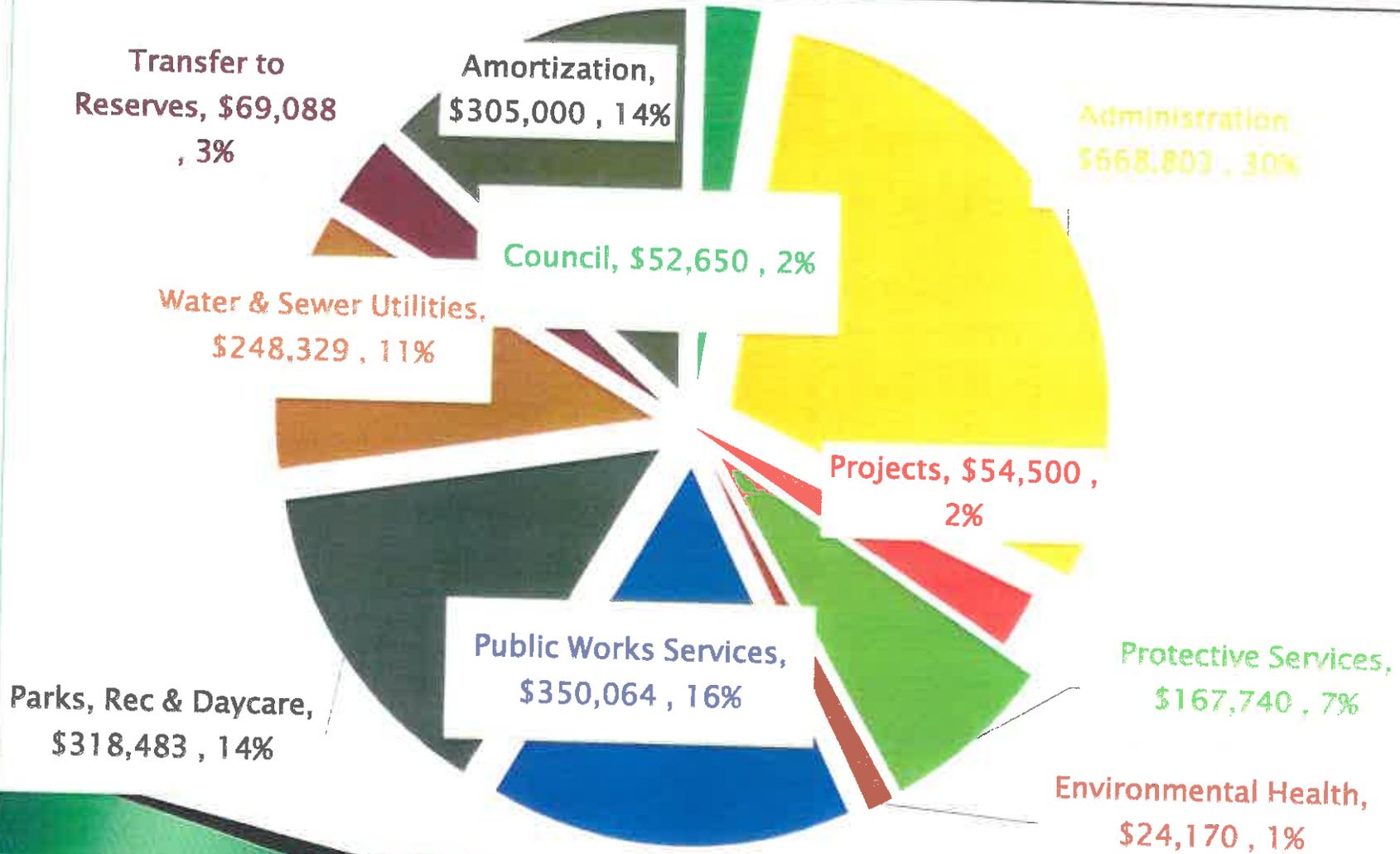


## Major Changes in Operating Revenues Favorable(Unfavorable)

- ▶ Property taxes – \$52.4k or 7%
- ▶ Utilities and user fees –\$19k
  - \$8.6k – Recreation, day care
  - \$10.4k – Building lease, permits
- ▶ Grants and other government transfers–(\$264k)
  - (\$69k) – One-time gas tax bonus in 2019
  - (\$195k)– Projects
- ▶ Investment income – (\$4k)
- ▶ Proceed on sale of land – (\$136k)
- ▶ Prior years' surplus – \$236k



# 2020 Proposed Operating Expenditures \$2,258,827



## Major Changes in Operating Expenditures by Program Favorable (Unfavorable)

- ▶ Council – (\$6.6k)
  - (\$4.9k) Travel
  
- ▶ Administration – (\$84k)
  - (\$43k) New Admin Coordinator & Co-op student
  - (\$19k) Increase in employer CPP, health, pension rates
  - (\$13.5k) IT support, maintenance, licensing, data-base management
  - (\$5.0k) higher insurance costs due to wharf deficiencies

## Major Changes in Operating Expenditures by Program Favorable (Unfavorable)

- ▶ **Projects – \$285k**
  - \$309.8k – projects completed in 2019
  
- ▶ **Protective Services – (\$40.1k)**
  - (\$5.0k) – Annualize contract renewal for Fire Chief
  - (\$7.6k) – Volunteer training, duty officer
  - (\$2.5k) – Live fire training site license
  - (\$6.0k) – Protective clothing
  - (\$13.0k) – Additional day per month for Bylaw Officer

## Major Changes in Operating Expenditures by Program Favorable (Unfavorable)

- ▶ Recreation – \$4.6k
  - \$10.3k – Part-time life guards
  - (\$8.8k) – Propane
  
- ▶ Water Services – (\$9.5k)
  - (\$9.3k) – Increase in time spent on water issues
  
- ▶ Sewer Services – (\$17.7k)
  - (\$8.2k) – Increase in time spent on sewer issues
  - (\$10.3k) – Repairs and maintenance

## Major Changes in Operating Expenditures by Program Favorable (Unfavorable)

- ▶ Transfer to reserve funds – \$19.7k
  - Remove prior year budget for Community Trail
- ▶ Amortization – (\$53k)
  - Increase to reflect use of new road, watermain and sewer assets

# 2020-2024 Capital Plan

## Capital Funding

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Capital grants	\$ 548,000	\$ 2,100,000	\$ 2,847,569	\$ 750,000	\$ -
Capital Works Reserve	277,340	957,687	938,041	243,402	-
Economic Reserve Fund	-	-	-	-	-
General Reserve Fund	-	123,500	28,675	3,859	-
Recreation Centre Reserve Fund	25,000	-	400,000	-	-
Fire Hall Reserve	10,000	70,000	-	773,080	15,000
	<u>\$ 860,340</u>	<u>\$ 3,251,187</u>	<u>\$ 4,214,285</u>	<u>\$ 1,770,341</u>	<u>\$ 15,000</u>

## Capital Expenditures

Buildings	\$ 465,000	\$ 1,550,000	\$ 3,167,569	\$ 773,080	\$ -
Drinking Water	85,000	100,000	-	100,000	-
Equipment	45,000	210,000	-	-	15,000
Information Technology	-	3,500	28,675	3,859	-
Land Improvements	148,000	120,000	-	-	-
Sanitary Sewer	117,340	1,267,687	1,018,041	893,402	-
	<u>\$ 860,340</u>	<u>\$ 3,251,187</u>	<u>\$ 4,214,285</u>	<u>\$ 1,770,341</u>	<u>\$ 15,000</u>

## Net Capital Plan

	\$ -	\$ -	\$ -	\$ -	\$ -
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# 2020-2024 Capital Plan Details

Category	Funding Source	Project	Description	2020	2021	2022	2023	2024	Total
Drinking Water	Capital Works Reserve	Watermain replacement (linked to the sewer main replacement project)	N. Maquinna between Harbour View and Strange Road and between Quadra and Rodgers	-	100,000	-	100,000	-	200,000
Drinking Water	Capital Works Reserve	Monitoring Wells	2 monitoring wells from anticipated wellhead protection plan recommendations	85,000	-	-	-	-	85,000
Sanitary Sewer	Capital Grants	Sanitary Sewer System upgrades	Upgrades are subject to 73% grant funding (27% contribution from VOT); grant application deadline February 2020	-	500,000	1,000,000	750,000	-	2,250,000
Sanitary Sewer	Capital Works Reserve	Sanitary Sewer System upgrades	27% contribution towards upgrades following grant approval	-	600,000	-	-	-	600,000
Sanitary Sewer	Capital Works Reserve	Sewer main replacement (linked to the Watermain replacement project)	N. Maquinna between Harbour View and Strange Road and between Quadra and Rodgers	-	150,000	-	125,000	-	275,000
Sanitary Sewer	Capital Works Reserve	Sewer main replacement	Tootouch	100,000	-	-	-	-	100,000
Sanitary Sewer	Capital Works Reserve	Lift Station Pump Replacement Plan	Pumps currently exceed expected 10 year life; plan to replace 2 per year \$8,000 plus \$500 install each; applied 2% after 2019	17,340	17,687	18,041	18,402	-	71,470
Land Improvements	Capital Grants	Flood Mitigation Preliminary Design	Raise flood wall in response to flood risk assessment. Grant application in progress.	148,000	-	-	-	-	148,000
Land Improvements	General Reserve Fund	Tahsis Library Site Reclamation	Prepare site for modular-type library building	-	120,000	-	-	-	120,000

# 2020-2024 Capital Plan Detail

Category	Funding Source	Project	Description	2020	2021	2022	2023	2024	Total
Buildings	Capital Grants	Tahsis Recreation Centre - Complex Renewal	Renewal is subject to 100% grant funding (est. \$3.7m cost)	400,000	1,500,000	1,847,569	-	-	3,747,569
Buildings	Recreation Centre Reserve Fund	Tahsis Recreation Centre - Address Safety Issues and Renewal Cost Overruns	Safety issues (\$25k) will be addressed in 2019; Complex renewal potential cost overruns, if any, (up to \$400k)	25,000	-	400,000	-	-	425,000
Buildings	Capital Works Reserve	Replace heat pumps	Replace heat pumps in Village office that are no longer operational	20,000	-	-	-	-	20,000
Buildings	Capital Works Reserve	Village Office Foyer	Address serious deficiencies; need to demolish and rebuild	-	50,000	-	-	-	50,000
Buildings	Capital Works Reserve	Airline Finger and Dock	Address surface deficiencies	20,000	-	-	-	-	20,000
Buildings	Capital Works Reserve	Repairs to Municipal Dock	Fire damage repair / replacement; need to demo bldg to replace damaged beams underneath	-	-	920,000	-	-	920,000
Buildings	Fire Hall Reserve	Fire Hall Project	Relocate Fire Hall to Captain Meares School	-	-	-	773,080	-	773,080
Equipment	Capital Works Reserve	Replace Quad	With sweeper, blade	35,000	-	-	-	-	35,000
Equipment	Capital Works Reserve	Replace Pickup	Public Works	-	40,000	-	-	-	40,000
Equipment	Capital Grants	Tsunami Siren	Upgrade / additional siren	-	100,000	-	-	-	100,000
Equipment	Fire Hall Reserve	Fire Engine	Purchase used fire engine (between 2002-2006) as Engine 1 can remain in service as a 2nd line pumper up to 30 years old.	-	70,000	-	-	-	70,000
Equipment	Fire Hall Reserve	Fire rescue equipment	Cargo trailer, extraction combo cutter and spreader tools	10,000	-	-	-	15,000	25,000
Information Technology	General Reserve Fund	Desktop Replacement/Addition Plan	Applied 5% each year after 2021	-	3,500	3,675	3,859	-	11,034
Information Technology	General Reserve Fund	Server Replacement/Upgrade Plan	Placeholder	-	-	25,000	-	-	25,000
<b>Total Plan</b>				<b>860,340</b>	<b>3,251,187</b>	<b>4,214,285</b>	<b>1,770,341</b>	<b>15,000</b>	<b>10,111,153</b>

Questions?

**VILLAGE OF TAHSIS**

**OFFICIAL COMMUNITY PLAN BYLAW NO. 623, 2020**

---

A bylaw to adopt the Village of Tahsis Official Community Plan

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**WHEREAS** under the *Local Government Act s. 472* Council may, by bylaw, adopt an Official Community Plan;

**AND WHEREAS** Council deems it desirable to adopt a new Official Community Plan for the Village of Tahsis;

**AND WHEREAS** Council has provided consultation opportunities and, in particular, has consulted with the First Nations, persons, organizations and authorities listed in s. 475 of the *Local Government Act*;

**NOW THEREFORE, THE COUNCIL OF THE VILLAGE OF TAHSIS** in open meeting assembled, ENACTS AS FOLLOWS:

**1. TITLE**

This Bylaw may be cited for all purposes as "Official Community Plan Bylaw No. 623, 2020"

**2. CONTENT**

The document entitled "The Village of Tahsis Official Community Plan" attached as Schedule "1" together with the maps attached as Schedules "A" to "C-5" are hereby adopted as the Official Community Plan for the Village of Tahsis.

**3. APPLICATION**

This bylaw is applicable to all lands within the boundaries of the Village of Tahsis.

**4. SEVERABILITY**

If any section, subsection, paragraph, subparagraph or clause of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction such decision does not affect the validity of the remaining portions of the Bylaw.

**5. ADMINISTRATION**

(a) This bylaw hereby repeals:

Official Community Plan Bylaw No. 547, 2010 and all schedules and amendments

(b) This bylaw comes into effect upon its adoption.

READ for the first time this 3<sup>rd</sup> day of March, 2020

PUBLIC HEARING HELD THIS 17<sup>th</sup> day of March, 2020

READ for the second time this 7<sup>th</sup> day of April, 2020

READ for the third time this 21<sup>st</sup> day of April, 2020

Reconsidered, Finally Passed and Adopted this 21<sup>st</sup> day of April, 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No. 623 duly passed by the Council of the Village of Tahsis on the \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Corporate Officer



# Village of Tahsis Official Community Plan





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# 1.0 Introduction and Context

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## 1.1 Role of Municipalities

Municipalities such as the Village of Tahsis, have specifically defined responsibilities that have been delegated by the province of British Columbia (B.C.) and which are established under the *Community Charter*. These responsibilities include:

- Municipal services – including water supply and management, solid waste pickup and transfer, maintenance of municipal roads and fire protection,
- Public Places – including recreation centres, and parks,
- Protection of natural environment – including watercourses and areas subject to environmental risks such as flooding and steep slopes,
- Community well-being and safety, and
- Land use regulation.

Given the specifically defined authority and powers granted to municipalities, they must work collaboratively with other levels of government, including federal and provincial governments, regional districts, school districts and First Nations to achieve desired outcomes that are beyond their direct responsibility, but yet impact the health, welfare and safety of its residents.

## 1.2 Purpose of OCP

Municipal land use regulation is implemented through two primary mechanisms, Official Community Plans (OCPs) and Zoning Bylaws. An OCP is a long-term vision for a community with respect to uses of land, community facilities, and infrastructure. OCPs provide a decision-making framework for a local government to achieve certain objectives including:

- Prioritizing projects and services and the spending of finite public money
- Locating compatible and supportive uses in proximity to each other
- Avoiding, minimizing and/or mitigating any potential negative impacts associated with development,
- Guiding uses where they can be supported by infrastructure and minimizing impact on the natural environment, including watercourses, steep slopes and flood prone areas.

## 1.3 Relationship to other bylaws

Per the *Local Government Act* (LGA), the provincial act which provides authority for municipalities to plan and manage land use, once an OCP all bylaws enacted or works undertaken by a local government must be consistent with the OCP. OCPs do not commit or authorize a local government to proceed with any project specified in the plan, but they influence all other municipal plans (including strategic and financial plans), bylaws, and

ultimately capital projects within a municipality. As a result, OCPs help municipalities prioritize significant aspects of their operations and responsibilities.

## 1.4 Scope of an OCP

The LGA, specifies what the OCP must and may include with respect to policies and map designations that pertain to land use, housing, public facilities, infrastructure and the environment (Figure. 1). Tahsis' OCP includes these LGA requirements, but also includes additional topics important to the community, including community well-being, food security, and emergency management.

Fig. 1-1: OCP Chapters and *Local Government Act* Requirements.

<i>Local Government Act</i> OCP Requirements (Summarized)	Introduction and Context	Environment and Natural Areas	Housing	Economy and Employment	Infrastructure and Transportation	Climate Action and Energy	Parks and Recreation	Learning, Culture, Community Well-Being	Hazard and Emergency Management	Land Use
<b>REQUIRED</b>										
Residential development			✓							✓
Affordable housing, rental housing, special needs housing			✓							
Commercial, industrial, institutional, agricultural, recreational and public utility land uses				✓	✓		✓	✓		✓
Public facilities including schools, parks and waste treatment and disposal sites					✓		✓	✓		✓
Use of land with hazardous conditions or environmentally sensitive to development		✓							✓	✓
Major road, sewer, and water infrastructure systems					✓					✓
Greenhouse gas emissions (GHG)						✓				
Housing needs assessment	✓		✓							
<b>OPTIONAL</b>										
Social well-being, social needs, and social development								✓		
Natural environment		✓					✓			✓

## 1.5 Relationship with levels of government and agencies

Given the need for municipalities to collaboratively work with other government entities, it is important these groups and their relationship to Tahsis are recognized.

### 1.5.1 Mowachaht/Muchalaht First Nation

The Village of Tahsis is located on the traditional territory of the Mowachaht/Muchalaht First Nation. The Nation's traditional territory extends inland to Gold River and south to Nootka Sound. Tahsis' name stems from the Mowachaht word, *Tashees*, meaning "gateway or passage".

The Nation's centre is Yuquot, (Friendly Cove), located at the mouth of Tahsis Inlet on Nootka Sound, on the south end of Nootka Island where the Yuquot Historic Village, designated a National Historic Site, has been opened for visitors to experience Mowachaht/Muchalaht history and culture.

The Nation is working to pass on their history, culture, stories and experiences to others and are making major investments to upgrade and develop Yuquot historic infrastructure, including dock and moorage facilities, camping and cabin accommodations, a gift shop and maintaining access to the Nootka Trail. Given common interests, partnerships between the Nation and the Village in the areas of economic development, environmental management, and culture have the potential to provide synergistic benefits.

### 1.5.2 School District

The LGA requires municipalities and local school districts to consult at least once each calendar year to discuss anticipated needs for school facilities and support services in the school district and during the preparation of an OCP when an OCP is amended. This communication provides the opportunity to ensure the anticipated needs of a municipality and school district are coordinated. Vancouver Island West School District 84 is responsible for providing elementary, middle and high school education for the west coast of Vancouver Island. The School District operates the Captain Meares Elementary Secondary School in Tahsis which provides kindergarten through grade 12 education.

### 1.5.3 Strathcona Regional District

The Strathcona Regional District (SRD) provides emergency management services supporting the Tahsis Emergency Management program, bylaw enforcement and GIS services. The Comox Strathcona Waste Management service provides landfill and recycling services for Tahsis and the surrounding watershed. The SRD is not required to prepare a regional growth strategy, and therefore, the OCP does not contain a regional context statement.

### 1.5.4 Province and Federal Government

The province, as noted, grants authorities to local governments and provides grants to help municipalities achieve some of its mandated functions. The province is also responsible for the stewardship of provincial Crown Land, forests and natural resources, highways and maintains several provincial parks within the vicinity of Tahsis including Weymer Creek Park.

The federal government is responsible for marine and coastal water waters, including the Tahsis Inlet. Aquaculture licensing, including shellfish and marine fish licensing, is a responsibility of the Department of Fisheries and Oceans (DFO).

The Village does not contain any land within the ALR and is therefore not required to consult with the Agriculture Land Commission prior to the adoption of this OCP.

### 1.5.5 Health Authority

The province has delegated the provision of public health care to health authorities. Vancouver Island Health is the health authority responsible for health care services throughout Vancouver Island and operates the Tahsis Health Centre. Island Health also supports programs to address health and well-being to help prevent illness including the Strathcona Community Health Network, which is a partnership with local governments, First Nations and community organizations.

## 1.6 Tahsis Context

Prior to articulating OCP policies, it is essential to understand the historical contexts, of growth and change from demographic (i.e., population) and housing perspectives.

### 1.6.1 Population and Dwelling Occupancy

Though Tahsis’ permanent population has been declining over the past 25 years, there is a growing part-time population. This is evidenced by the steady rate of maintained dwelling units over the past 15 years. Despite a decrease in full-time population the total number of dwellings in Tahsis has remained at or around 400.

Table 1-1: Population, Dwellings and Full-time Occupancy Rates, 2001-2016.

	2001	2006	2011	2016
Total Full-time Population	607	367	314	260
Total Maintained Dwellings	405	406	397	400
Total Occupied Dwellings	270	195	170	150
Full-time Occupancy Rate	67%	48%	42%	37.5%

Source: Statistics Canada, Census 2001-2016.

### Implications

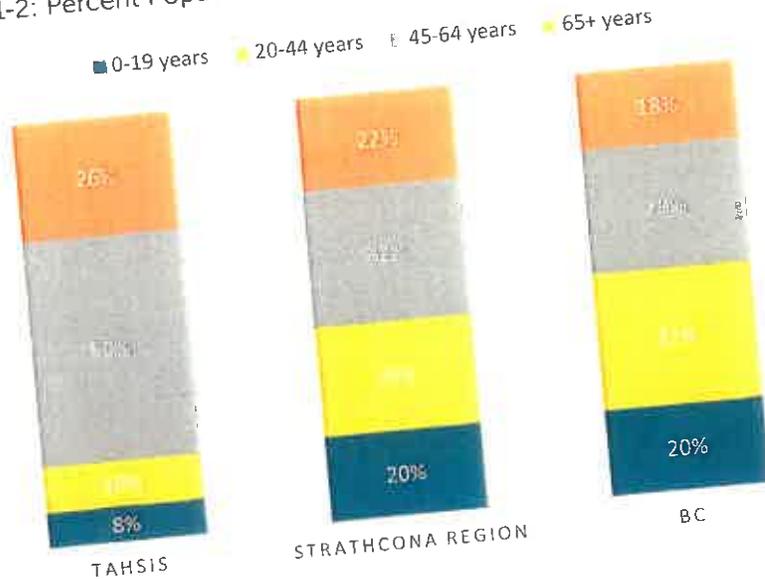
Low full-time occupancy rates and a steady number of maintained dwellings indicates there is a significant part-time resident population. Assuming the persons per household rate of 1.6 (Table 1-2) and 100% occupancy of dwellings in the summer, the estimated population of both full-time and part-time residents would be 640, a significant increase from the 250 estimated full-time residents in the 2016 Census. The needs of part-time residents can be quite different than full-time residents. A part-time population also creates demand for a seasonal workforce needing short-term rental accommodation.

### 1.6.2 Age of Residents

The average age of communities across Canada and BC is increasing and Tahsis is no exception. Approximately 26% of Tahsis’ population is over the age of 65 and just 8% are under the age of 20. The largest proportion of residents, 50%, are between 45-64 years (Figure 1-2).

This age distribution is quite distinct when compared to Strathcona Regional District and BC which have a more even distribution of residents between age groups.

Figure 1-2: Percent Population by Age Group, 2016



Source: Statistics Canada, Census 2016.

### Implications

Aging residents require quality, specialized health care, recreation and social activities and infrastructure that accommodates active (non-vehicular) modes to maintain well-being.

### 1.6.3 Household Size

Average household sizes (number of persons per household) have been decreasing (Table 1-2). This trend is typical for aging populations that contain households without children or spouses. Tahsis' household size has been averaging less than two persons over the past ten years.

Table 1-2: Average Number of Persons per Household – 2006, 2016

Location	2006	2011	2016
Tahsis	1.8	1.8	1.6
Strathcona Regional District	2.3	2.3	2.2
British Columbia	2.5	2.5	2.4

Source: Statistics Canada, Census 2011-2016.

Further, the number of one-person households in Tahsis increased from 75 in 2011 to 85 in 2016, which represents 55% of all households.

## Implications

The increase in one-person households affirms the need to provide social and community services that prevent social isolation. The design of public facilities and provision of public services will need to consider this demographic shift, including other daily services and amenities to help residents “age in place” and to support ongoing, independent living.

### 1.6.4 Housing Tenure

Tenure refers to whether persons living within the dwelling own or rent it. In Tahsis, 94% of dwellings are owner occupied (Table 1-3).

Table 1-3: Housing Tenure, 2016

Location	% Owner Occupied	% Renter Occupied
Tahsis	94%	6%
Strathcona Regional District	74%	26%

Source: Statistics Canada, Census, 2016.

Another housing indicator available from the Census is “housing suitability”. In Tahsis, 100% of housing is considered suitable for persons occupying the housing, meaning the dwelling has enough bedrooms for the size and composition of the household.

### 1.6.5 Housing Types

The majority (74%) of Tahsis’ dwellings are single-detached dwellings with 16% classified as movable dwellings.

Table 1-4: Tahsis Occupied Dwellings by Structural Type - 2016

Structural (Dwelling) type	2016	%
Single-detached house	115	74%
Apartment in a building that has five or more storeys	0	0%
Apartment in a building that has fewer than five storeys	5	3%
Row house	5	3%
Semi-detached house	0	0%
Apartment or flat in a duplex	0	0%
Other single-attached house	5	3%
Movable Dwelling	25	16%
<b>Total</b>	<b>155</b>	<b>100%</b>

### 1.6.6 Age of Housing Stock

The majority (90%) of Tahsis' housing was built prior to 1981. In comparison, Strathcona Regional District (SRD) housing stock age is more evenly distributed through the decades.

Table 1-5: Period of Construction - Percent (%) of Housing Stock

Time Period	Tahsis	SRD
Pre 1945	6%	2%
1946-1960	31%	8%
1961-1970	17%	13%
1971-1980	36%	22%
1981-1990	10%	18%
1990-2016	0%	37%
Total	100%	100%

Source: Statistics Canada, Census, 2016.

### 1.6.7 Housing Value

Housing value refers to the amount an owner expects to obtain if the dwelling is sold. The average value of dwellings noted in Table 1-6 were obtained through the Census and have been inflated to 2019 dollars.

Table 2-6: Housing Value – Average Value of Dwellings, 2006 and 2016

	Tahsis 2006	Tahsis 2016	SRD 2016
Average Value of Dwellings	\$109,855	\$94,490	\$331,364
Average Value in 2019 \$	\$116,768	\$101,500	\$352,208

Source: Statistics Canada, Census 2006-2016 and Bank of Canada Consumer Price Inflation Index data.

### 1.6.8 Housing Needs Assessment

Future housing needs are difficult to determine in the absence of population data that identifies both full-time and part-time residents, and household income data suppressed by Statistics Canada due to the population size of Tahsis.

A declining permanent population does not entirely reflect future housing needs. With a growing but undocumented part-time population, that includes retirees, and seasonal workers, housing needs for Tahsis cover a broader spectrum.

An estimate of housing affordability for both ownership and rental tenure for full-time residents is provided in Table 1-7. To determine homeownership, conventional mortgage

qualifications (3.0% interest, 25-year amortization, minimum 5% down payment) were used to estimate maximum affordable home purchase. For rental tenure, 30% of monthly gross income was used to estimate the maximum affordable monthly rent.

Table 1-7: Housing Affordability

	Average Annual Household Income	Maximum Affordable Monthly Rent	Maximum Affordable Home Purchase
All Households	\$39,592	\$900	\$122,500

Note: Average household income data is from Census 2016 and inflated to 2019 dollars.

## 1.7 Engagement

A community survey distributed to all Tahsis households was completed as part of the development of this OCP. Extensive feedback was received and to the extent possible is reflected in the OCPs Community Vision and Policy Directions. In addition, a community workshop was held, and questionnaires sent to all Tahsis households to obtain comments on the draft OCP, including government organizations and entities responsible for providing services to Tahsis residents, and/or potentially affected by the OCP.

## 2.0 Community Vision

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### 2.1 Plan Themes

Several themes emerged from the community survey. These themes have formed the basis for the Vision, outlined below, and desired outcomes and policy directions outlined in Chapter 3. The themes include:

- **Natural Environment** - environmental assets are intrinsically valuable and should be sustainably managed for the benefit of current and future generations.
- **Economic Vibrancy** – promote what Tahsis naturally has to offer and support residents in their entrepreneurial and creative endeavors.
- **Infrastructure and Service** – prioritize public dollars and spend where its needed most.
- **Sense of Community** – the appearance of Tahsis is important and has a bearing on tourism.
- **Culture** – strengthening the relationship with Mowachaht/Muchalaht First Nation has multiple benefits for both the Nation and the Village.
- **Community well-being** – having access to healthy, fresh food and sufficient, reliable health care services is essential to quality of life.

In many ways these themes are intricately linked together. Recognizing the interdependence between environmental, social, and economic systems ultimately makes a community self-sustaining to support both current and future generations. Becoming more self-supportive and reducing dependence on external resources, to the extent feasible, makes communities more resilient and better able to respond to ongoing changes resulting from a range of externalities, including natural disasters and climate change related impacts.

Chapter 3 – Policy Directions, provides desired outcomes (goals) and policies for the plan themes, in addition to other topic areas. Though these goals and policies are noted independently, in many ways, their implementation impacts and supports other policy directions. How each policy direction relates to others is identified as “Relationship to other Policy Directions” throughout Chapter 3. Together, as a whole, the policies can facilitate the overall vision of the plan.

### 2.2 Vision Statement

Tahsis is a healthy, thriving community that showcases its spectacular natural environment, recreation opportunities, and indigenous culture, where residents have pride in their community, access to safe, affordable housing, reliable health care, nutritious food, and facilities and services that support all stages of life.

## 3.0 Policy Directions

### 3.1 Environment and Natural Areas

#### Overview

Tahsis is located within a biologically rich and diverse area with an extensive marine shoreline, the Tahsis Inlet, and three extensive watersheds, Tahsis River, Leiner River and McKelvie Creek. Cave systems, located both within the municipality and its environs, are the most extensive known in Canada, are biologically unique, and contain ancient natural records of climate change. Tahsis' remarkable setting is a fundamental part of its identity and thriving natural systems are intrinsically valuable to residents and visitors alike. Tahsis residents place an extremely high value on protecting environmental assets. McKelvie watershed, the ridge east of the Village, and its old growth forest is an area residents place have identified as a special place the Village should work to protect and preserve for future generations.

#### DESIRED OUTCOME:

- Healthy protected watersheds and inlet that support future generations and sustain natural ecosystems.

#### Relationship to other Policy Directions

Sec.	Policy Direction	Interrelationship
3.2	Housing	Environmental best management practices help reduce impacts on housing.
3.3	Economy and Employment	Protected natural areas attract tourists and help maintain healthy rivers and creeks that support local fisheries and other resource sectors.
3.4	Infrastructure and Transportation	Preserved, managed and protected natural areas help to protect water quality and quantity.
3.5	Climate Action and Energy	Trees, vegetation and soil help sequester carbon dioxide (CO <sub>2</sub> ), store carbon and help moderate local temperatures and climate and minimize erosion.
3.6	Parks and Recreation	Natural areas support opportunities for passive and active recreation.
3.7	Learning Culture and Community Well-Being	Natural areas intrinsically support individual and community well-being.
3.8	Hazard and Emergency Management	Managing local environmental systems can help mitigate potential hazards or natural disasters.

#### 3.1.1 Watershed Management and Forest Sustainability

##### Policies

- a. Complete watershed protection plans that aid in ensuring the delivery of safe and sustainable drinking water.

- b. In partnership with Mowachaht/Muchalaht First Nation, pursue the development of a community forest agreement with the province that allows innovative and sustainable forest management practices. (SEE ALSO SECTION 3.3 – ECONOMY AND EMPLOYMENT)
- c. Continue to implement the Development Permit Areas established for the protection of the natural environment, including watercourses, steep slopes, flood prone areas. (SEE ALSO SECTION 5.2 – DEVELOPMENT PERMIT AREAS)

### 3.1.2 Marine Ecosystems

#### Policies

- a. Develop policies and procedures for the Development Permit Area established for the protection of development in flood prone areas. (SEE ALSO SECTION 5.2 – DEVELOPMENT PERMIT AREAS)
- b. Restore shoreline features through redevelopment of sites along the Inlet and through the development of a shoreline trail system. (SEE ALSO SECTION 3.6 - PARKS AND RECREATION)

### 3.1.3 Environmental Stewardship and Education

#### Policies

- a. Provide through community partners, outreach and education programs, information on the value of Tahsis’ biologically rich and diverse natural environment.
- b. Establish and maintain partnerships with senior governments and community partners to ensure ongoing protection of sensitive ecosystems, including the McKelvie Creek, Tahsis River and Leiner River watersheds and Tahsis Inlet.
- c. Work with the Tahsis Salmon Enhancement Society and Nootka Sound Watershed Society to restore vital fish bearing streams and rivers and enhance salmon stocks.
- d. Develop a Cave Protection Bylaw to protect and potentially restore entrances to caves within the municipality.

## 3.2 Housing

#### Overview

Providing a range of housing for individuals with different needs allows for more inclusive and socially sustainable communities and allows residents to “age in place”. Given Tahsis’ aging population, there is a growing need to provide housing to accommodate seniors. There is also a rising need for housing to accommodate seasonal workers given Tahsis’ developing tourist economy.

#### DESIRED OUTCOME:

- Residents have access to appropriate, secure, and affordable housing that meets their needs throughout their lifespan.

## Relationship to other Policy Directions

	Policy Direction	Interrelationship
3.1	Environment and Natural Areas	Environmental best management practices reduce environmental impacts on new and existing housing
3.3	Economy and Employment	Through digital communications, homes are convenient and sustainable locations to conduct business.
3.4	Infrastructure and Transportation	Decisions regarding infrastructure impact the ability to service existing and future housing.
3.5	Climate Action and Energy	Energy consumed in homes can represent a significant portion of GHG emissions in a community.
3.6	Parks and Recreation	Parks and recreation facilities provide physical and social well-being opportunities to support living.
3.7	Learning Culture and Community Well-Being	Housing provides the social stability that enables people to work, play, and learn, providing community well-being. Ground-oriented housing provides yard space for growing food.
3.8	Hazard and Emergency Management	Locating new housing outside of hazard areas and mitigating the potential impacts of existing housing located within hazard areas helps reduce impacts on property and people.

### 3.2.1 Housing Affordability

#### Policies

- a. Pursue partnerships with other levels of government, agencies, private industry, and community organizations to implement affordable housing initiatives for residents in need.
- b. Communicate and provide information to residents about provincial and federal housing-related programs.

### 3.2.2 Rental Housing

#### Policies

- a. Ensure that the Village's short-term rental accommodation policy continues to be supported by residents and businesses.
- b. Encourage property owners to offer affordable well-maintained rental housing.

### 3.2.3 Special Needs Housing

#### Policies

- a. Support provision of seniors housing, including innovative care options, such as shared accommodation, and assisted living and residential care facilities.
- b. Support development of services to facilitate seniors aging in their own homes.

- c. Support temporary workers and reduce seasonal vacant housing rates by linking the Village website to potential listing services for short-term accommodation services.

### 3.3 Economy and Employment

#### Overview

Tahsis' economic future is closely linked to its natural environment. The highest priority of residents and greatest opportunity for future growth is seen in the area of recreation including tourism.

The condition of Head Bay Road (i.e., "The Road") between Tahsis and Gold River is seen as the most important investment to help develop the local economy. However, pending substantive investment in improving this forest service road, efforts to make it an opportunity rather than a barrier should continue to be pursued.

Many rural areas of B.C. are also successfully transitioning from a resource-based economy to a digital, on-line service-based economy that neither requires a shop-front or, residents living within close proximity. Rural communities have made this transition with the availability of digital services.

#### DESIRED OUTCOME:

- An economic development strategy that supports and enhances the best of what Tahsis has to offer – a high quality natural environment, recreation opportunities, First Nations culture, and small-town rural atmosphere.

#### Relationship to other Policy Directions

Policy Direction		Interrelationship
3.1	Environment and Natural Areas	Protected natural areas attract tourists and contribute to Tahsis' distinct identity. Natural resources contribute to jobs which must be managed carefully to ensure these assets are enjoyed by future generations.
3.2	Housing	Home occupations provide a convenient, cost-effective, and sustainable means to conduct business.
3.4	Infrastructure and Transportation	Safe and convenient access to the Village supports tourism. Communications infrastructure supports a digital, on-line economy. Safe, reliable transportation corridors and modern communication technology are necessary conditions for economic growth.
3.5	Climate Action and Energy	Energy conservation and renewable energy generation is a growing industry sector in BC and supports GHG reduction targets.
3.6	Parks and Recreation	Provision of parks and recreation facilities including marinas and boat launching facilities supports tourism.
3.7	Learning Culture and Community Well-Being	A diversified local economy creates demand for new skills. Post-secondary learning opportunities will increase training and skills development.

Policy Direction		Interrelationship
3.8	Hazard and Emergency Management	Appropriate management minimizes potential for job earnings to be interrupted as a result of a natural disaster or other emergency. Public safety is a key consideration for potential home buyers and investors.

### 3.3.1 Tourism Industry

#### Policies

- a. Partner with the Mowachaht/Muchalaht First Nation to support their initiative to promote the Yuquot Historic Village.
- b. Promote the cultural and historical significance of Tahsis for the Mowachaht/Muchalaht and the connection with Yuquot.
- c. Strive to implement opportunities to make Head Bay Road a tourist experience by advertising recreation and tourism opportunities along it.
- d. Promote tourism services and experiences through a variety of websites and develop a social media presence to promote Tahsis.
- e. Consider creating a digital app that provides information on tourist services and activities.
- f. Promote Tahsis as a destination highlighting the natural amenities and outdoor recreation opportunities in Tahsis and the surrounding area.

### 3.3.2 Aquaculture

#### Policies

- a. Promote the provincial shellfish license of occupation to potential operators.
- b. Promote closed containment and land-based fish aquaculture.

### 3.3.3 On-line Service Industry

#### Policies

- a. Pursue through partnerships with the province, Strathcona Regional District, and potential internet service providers, the development of digital internet services to the Village. (SEE ALSO SECTION 3.4 - INFRASTRUCTURE AND TRANSPORTATION)
- b. Support an entrepreneurial culture for residents to develop on-line businesses and services through training and development of web-based programs and on-line services.

### 3.3.4 Film Industry

#### Policy

- a. Promote Tahsis and its immediate area as a filming location.

### 3.3.5 Community Forest

#### Overview

Community forests are managed by local governments, community groups, First Nations or a non-profit organization for the benefit of an entire community with tenures granted by the province through a community forest agreement as provided under the *Forest Act*. These agreements are granted only to legal entities representing community interests and give the party exclusive rights to harvest timber on Crown Lands for up to a 25-year period. The agreements allow for innovative and unconventional forest management practices, that is, sustainable forestry practices, to be exercised.

#### Policies

- a. In partnership with the Mowachaht/Muchalaht First Nation, pursue a community forest agreement with the provincial government. (SEE ALSO SECTION 3.1.1 – WATERSHED MANAGEMENT AND FOREST SUSTAINABILITY)
- b. Use the community forest to promote sustainable logging that reduces clear-cuts and creates value-added milling jobs.

## 3.4 Infrastructure and Transportation

#### Overview

Infrastructure includes physical assets such as water management and supply, storm water management, sewage treatment, solid waste management, roads and marine facilities managed by the Village, as well as electricity, natural gas, telecommunications, facilities operated by other entities. Decisions regarding infrastructure impact both the conditions and opportunities for development.

Developing a sustainable infrastructure system, including a sustainable funding model for the ongoing maintenance and replacement of infrastructure is critical to community resiliency including adapting to the impacts of climate change.

#### DESIRED OUTCOMES:

- Infrastructure facilities deliver the right services to residents and business operators while utilizing best asset management practices.
- Tahsis' healthy, high-quality drinking water is used prudently and maintained for future generations.

## Relationship to other Policy Directions

Sec.	Policy Direction	Interrelationship
3.1	Environment and Natural Areas	<p>Illegally dumped waste can negatively impact natural areas and can contaminate surface and groundwater sources.</p> <p>Composting and recycling diverts household, food and garden waste from the Tahsis landfill.</p> <p>The Wellhead Protection Plan ensures that the groundwater well is protected from all sources of potential contamination through a multi-barrier system.</p>
3.2	Housing	Decisions regarding infrastructure impact the ability to service existing and future housing.
3.3	Economy and Employment	Efficient transportation systems support goods and services movement, provides improved access to support tourism and overall investment.
3.5	Climate Action and Energy	<p>Solid waste, in particular food waste, generates greenhouse gas (GHG) emissions and represents a significant portion of landfill volume.</p> <p>Composting food wastes can greatly reduce the need for waste collection and reduce GHGs emissions.</p> <p>Promoting walking trails will reduce fossil fuel usage.</p>
3.6	Parks and Recreation	Active transportation routes, such as waterfront and hiking trails, can promote walking and cycling.
3.7	Learning Culture and Community Well-Being	<p>Providing appropriate infrastructure, such as sidewalks, supports residents with mobility challenges.</p> <p>Active transportation options, such as walking and biking, can contribute to improved overall health.</p>
3.8	Hazard and Emergency Management	Ensuring infrastructure and transportation systems are resilient to hazards and natural disasters is essential to the safety of residents during an emergency.

### 3.4.1 Asset Management

#### Policies

- a. Develop, and update on a regular basis, an asset management plan that prioritizes investment for the replacement and upgrading of municipal infrastructure, including roads, water, sewer and storm water systems, and marine facilities along with a funding plan.
- b. Routinely report on the physical condition of civic infrastructure and resources required for maintenance, upgrade and replacement.
- c. Evaluate options to monetize underfunded Village facilities to both improve these facilities and provide income to the Village.

### 3.4.2 Water Supply Management

#### Overview

Groundwater, accessed from a well, is the primary source of the Village's drinking water which is pumped to two reservoirs. The Village also maintains a surface water intake on McKelvie Creek as a backup source of drinking water. The health of both the Tahsis' River and McKelvie Creek watersheds are important to the ongoing provision of clean, high-quality drinking water for residents given surface water and snow melt within these watersheds recharge the underground aquifer which supplies the Village's water.

#### Policies

- a. Strive to implement on an ongoing basis the Well-head Protection Plan (2018) which includes ongoing monitoring and testing of the Village's water supply.
- b. Develop a community outreach program to increase public awareness and educate the community about the importance of protecting the groundwater aquifer and watersheds.
- c. Develop and strive to implement a watershed protection plan for the McKelvie Creek community watershed.

### 3.4.3 Stormwater Management

#### Overview

According to the Canadian National Assessment on Climate Change, by year 2100 the seas in coastal B.C. will have risen one meter from current levels and the management of storm water will play a significant role in the overall effect and impact of sea level rise.

#### Policies

- a. Strive to implement the recommendations of the Flood Risk Assessment Study (2019) to address impacts of flooding and sea level rise, including adoption of a flood control bylaw.
- b. Improve Tahsis' dikes to mitigate the impact of future flood events.
- c. Pursue options for rainwater storage to address impacts of decreasing rainfall frequency. (SEE ALSO SECTION 5.2.2 – FLOOD HAZARD DEVELOPMENT PERMIT AREA)

### 3.4.4 Solid Waste Management

#### Overview

Tahsis operates a landfill on behalf of the Comox Strathcona Waste Management (CSWM), a public entity under the Comox Valley Regional District. CSWM manages waste and recycled material within the Comox Valley and Strathcona Regional Districts. Tahsis is a member of the CSWM service.

The Tahsis landfill, located on Crown Land outside of the municipal boundary, is slated to close by 2025. At that time, Tahsis will transition to a transfer station as its means of handling

solid waste. The Tahsis Strathcona Regional District director is a member of the CSWM board, and the Village operates the landfill under a multi-year contract with CSWM.

Tahsis also operates a recycling program on behalf of CSWM in partnership with Recycle BC, a non-profit organization responsible for recycling of residential packaging materials and paper products for the majority of households in BC. A "free store" is located adjacent to the facility which further redirects items that may otherwise enter the waste stream.

#### Policies

- a. Strive to implement an organics waste (composting) program that reduces solid waste volume and GHG emissions at the landfill. (SEE ALSO SECTION 3.7.3 – FOOD SYSTEMS AND SECURITY)
- b. Continue to pursue other solutions that improve waste recovery, re-use, recycling and composting of resources that will extend the life of the Tahsis landfill and improve the Village's environmental footprint.

### 3.4.5 Sanitary Sewer Services Management

#### Overview

Tahsis' sanitary sewer system contains two treatment plants with a capacity to accommodate a population of 12,000.

#### Policies

- a. Continue to seek infrastructure grants to improve system efficiency and retain capacity for future growth.

### 3.4.6 Road Transportation

#### Policies

- a. Continue to advocate to the provincial government for improvements to Head Bay Road emphasizing the road's importance in providing safe access to essential goods and services that must be obtained outside of Tahsis, and overall benefits to the region from an economic development perspective.
- b. Monitor the Ministry of Transportation and Infrastructure's road maintenance contract management.
- c. Continue to improve municipal roads as infrastructure funding from senior levels of government becomes available.

### 3.4.7 Marine Transportation

#### Policies

- a. Provide improved access options into the Inlet, for a variety of marine transportation options including small boats, kayaks, and canoes.
- b. Given the importance of access to the Inlet for tourism, consider prioritizing improvements to marine infrastructure for the benefit of residents and visitors.

- c. Consider options for providing improved vehicle parking to facilitate marine water access.
- d. Pursue external funding for improvements to the municipal wharf and docks.
- e. Evaluate options to implement user fees to generate revenue for the expansion and improvement of marine infrastructure. Promote and communicate the purpose of the fee and how it will be used for the further benefit of residents and visitors.

### 3.4.8 Communications Infrastructure

Communications infrastructure includes telecommunications, and digital on-line services. In rural communities throughout BC obtaining adequate communication infrastructure and services is an ongoing challenge, given they are typically provided by private operators who require a viable business model. This barrier has been recognized by other levels of government and support for these services through provincial funding to assist with the initial infrastructure costs is being made available in many parts of BC, including the west coast of Vancouver Island.

#### Policies

- a. Work with service providers, and other levels of government to coordinate the delivery of fiber-optic to Tahsis.
- b. Work with telecommunication service providers to install and implement cellular phone service.
- c. Promote economic development opportunities facilitated by fibre optic internet service.

## 3.5 Climate Action and Energy

#### Overview

Climates around the world are changing and human activities related to deforestation, waste decomposition and fossil fuel combustion have been identified as primary causes by the Intergovernmental Panel on Climate Change, a United Nations body which makes periodic assessments on the current state of knowledge of climate change.

Even with efforts to mitigate climate change, the Canadian National Assessment on Climate Change estimates that communities should prepare for sea level rise, extreme weather events, and an increased frequency in storms. In 2010, the BC Climate Adaptation Strategy recommended municipal governments develop climate change adaptation plans and the province implemented changes to the *Local Government Act* requiring local governments to include GHG reduction targets, policies and actions in their OCPs.

### DESIRED OUTCOMES:

- Tahsis is more resilient and prepared for climate change through implementation of adaptation measures that reduce impacts on public health, public safety, property, the local economy and the natural environment.
- Consistent with the *Climate Change Accountability Act*, Tahsis will strive to reduce GHG emissions by 40% from 2007 levels by 2030.

### Relationship to other Policy Directions

Sec.	Policy Direction	Interrelationship
3.1	Environment and Natural Areas	Sustainably managing natural areas helps reduce the impacts of climate change related impacts. Trees, vegetation and soil help sequester carbon dioxide (CO <sub>2</sub> ), store carbon, and moderate temperatures.
3.2	Housing	Retrofitting housing to become more energy efficient reduces GHG emissions.
3.3	Economy and Employment	Energy conservation and renewable energy is a growing industry sector in the province and supports GHG reduction targets.
3.4	Infrastructure and Transportation	Reducing emissions from solid waste, in particular food waste, reduces GHG emissions.
3.6	Parks and Recreation	Trees in parks and other public spaces help sequester carbon dioxide (CO <sub>2</sub> ).
3.7	Learning, Culture and Community Well-Being	Addressing and adapting to the impacts of climate change helps improve community well-being.
3.8	Hazard and Emergency Management	Renewable, local energy sources help reduce recovery times in an emergency.

### 3.5.1 Building performance

#### Policies

- a. Monitor and evaluate the performance of municipal facilities through energy audits to improve low-performing buildings. Retrofit buildings to reduce operating costs and energy use, as budgets permit.
- b. Consider climate change and energy resiliency in municipal infrastructure asset management, in particular the maintenance, repair and replacement of assets relative to their life expectancy.
- c. Develop partnerships with energy providers to promote the replacement of inefficient heating and cooling systems for private residences with more energy efficiency systems and/or renewable heating systems.

### 3.5.2 Renewable Energy

#### Policy

- a. Work with the Strathcona Regional District, utility providers, and other potential partners to explore the feasibility of renewable energy for providing electricity and the heating and cooling of private and public buildings.

### 3.5.3 Transportation

#### Policies

- a. Consider replacing, over time, the Village’s vehicle fleet with electric vehicles or other potential zero or low emission vehicles, as the technology evolves, and it becomes more cost effective to procure energy efficient all-terrain vehicles.
- b. Pursue with BC Hydro, non-government organizations, and other possible partners, the potential to supply and install electric vehicle charging stations in the Village as the technology evolves to accommodate all-terrain vehicles.

## 3.6 Parks and Recreation

#### Overview

Parks, including trails, and recreation facilities are essential for improving the overall livability of a community and help support a growing tourism industry in the community. Developing additional recreation facilities, including marine facilities is considered a high priority by residents for future growth and development.

#### DESIRED OUTCOME:

- Everyone enjoys convenient, affordable access to community parks, open spaces, recreation facilities, amenities and programs.

#### Relationship to other Policy Directions

Sec.	Policy Direction	Interrelationship
3.1	Environment and Natural Areas	Natural areas support opportunities for passive and active recreation.
3.2	Housing	Convenient access to parks and recreation facilities from a resident’s home supports livability and quality of life.
3.3	Economy and Employment	Provision of parks and recreation facilities including marinas and boat launching facilities supports the tourism economy.
3.4	Infrastructure and Transportation	Trails and waterfront pathways encourage walking and cycling as alternative modes of transportation.
3.5	Climate Action and Energy	Trees in parks and other public spaces help sequester carbon dioxide (CO2).
3.7	Learning Culture and Community Well-Being	Parks and recreation are essential for community well-being and improving overall livability.

Sec.	Policy Direction	Interrelationship
3.8	Hazard and Emergency Management	Parks are an alternative land use in hazard areas that reduce risk to property and residents.

### 3.6.1 Parks, Trails, Walkways

#### Policies

- a. In support of improving access and enjoyment of the Inlet, work towards a continuous pedestrian waterfront walkway through the strategic acquisition of land or rights-of-way for public use.
- b. Through the redevelopment of lands adjacent to the Tahsis River and Inlet, provide for a connected trail system that ultimately links to other trails within and beyond the Village boundaries. These trails will be obtained through rezoning and subdivision application review.
- c. Identify new opportunities for sharing Tahsis' history for the benefit of new residents and visitors, including display signage along the waterfront, public spaces and trails.
- d. Formalize and promote trail systems locally by expanding and building upon communication methods through the Village website, tourist accommodation websites and other appropriate platforms that can inform potential users.
- e. Continue to work with the Village of Zeballos, the Mowachaht/Muchalaht First Nation and the Ehattesaht/Chinehkint First Nation in developing the multi-purpose trail between Tahsis and Zeballos.

### 3.6.2 Recreation Centre

#### Policies

- a. Periodically assess with recreation centre users and potential users, the type of facilities most needed and the best hours and times of day for the centre to be open.
- b. Consider initiating passive recreation, social, and learning uses for the recreation centre to accommodate the needs of less physically active residents.

## 3.7 Learning, Culture, and Community Well-Being

#### Overview

Learning, culture and community well-being are central to quality of life. Continuous learning opportunities give residents the opportunity to develop new job skills or hobbies. Culture includes heritage, cultural practices and values, and the arts, which can represent culture through various media. Community well-being includes supporting and ensuring the basic needs of residents are met and that residents are able to contribute to their own well-being, as well as the well-being of the community.

## DESIRED OUTCOMES:

- Residents are healthy and have access to facilities, services and programs that promote wellness and overall well-being.
- Residents have diverse opportunities for social interaction, and access to high quality, affordable education and training.
- Residents have a deep sense of pride in their community and what it has to offer.

### Relationship to other Policy Directions

Sec. Policy Direction		Interrelationship
3.1	Environment and Natural Areas	The use of trails and natural areas contributes to spiritual and physical health.
3.2	Housing	Safe and appropriate housing is critical for living a well-balanced and healthy lifestyle. Access to housing and associated outdoor space supports the ability to grow food.
3.3	Economy and Employment	The arts and culture sectors provide potential for job and business growth. Post-secondary (after high school) education contributes to the development of critical skills needed for jobs in the creative sector. Health and recreation service providers support economic activity in the community.
3.4	Infrastructure and Transportation	Maintaining high-quality drinking water is essential to the well-being and health of residents. Transportation infrastructure provides safe access to vital goods and services, fundamental to resident health and well-being.
3.5	Climate Action and Energy	Growing food locally reduces the need to transport food from distant locations.
3.6	Parks and Recreation	Recreation experiences create opportunities to bring people together for celebration.
3.8	Hazard and Emergency Management	Growing food locally reduces Tahsis' vulnerability to global food system disruptions and natural disasters which may prevent food from reaching the west coast of Vancouver Island and Tahsis. Improving accessibility helps residents with limited mobility to better respond to natural disasters.

### 3.7.1 Sense of Community and Place

#### Overview

There are several volunteer organizations in Tahsis that provide learning, cultural, recreation, and environmental enhancement services. These organizations play a key role in supporting Tahsis' social infrastructure which are essential to community well-being. Volunteerism and

volunteer organizations help address a community's social, cultural, and well-being needs when there are limited public funding resources available. Volunteerism also provides a foundation for a continued sense of pride in the community and supports overall community well-being. Social well-being, in turn, supports physical and mental health.

#### Policies

- a. Continue to support and develop events that are oriented to a variety of interests, cultures, age-groups and range of abilities.
- b. Work with community partners and residents to maintain and further promote a culture of volunteerism and community service to implement community projects.
- c. Strive to implement a program that recognizes community volunteers and groups on an annual or semi-annual basis.

### 3.7.2 Accessibility

#### Overview

With an aging population accessibility will become an increasing challenge, whether it be walking along public streets, the ability to access and enter public facilities, or access and enjoy public spaces and natural areas.

#### Policy

- a. Complete an analysis of the recommendations from the Age-Friendly Community Action Plan and prioritize implementation based on available resources.

### 3.7.3 Food Systems and Food Security

#### Overview

The availability of nutritious, affordable food is critical to the health and well-being of residents and the lack of available daily goods is a significant concern for residents. The reliance on outside sources, including grocery stores in other locales, creates food security challenges, especially for residents no longer able to drive.

The agricultural sector on Vancouver Island is declining due to a number of factors, including aging farmers, limited desire by younger generations to farm, and loss of critical food system infrastructure. Vancouver Island imports a majority of its food, creating concerns for future cost and stability of the food supply given rising energy costs and climate change.

Given these vulnerabilities, local solutions will be paramount to establish and maintain a more food secure environment including improved opportunities to grow and sell local produce.

#### Policies

- a. Provide access to skills, knowledge and resources to residents to produce and process their own food.
- b. Identify additional opportunities for local food production on private and public lands.
- c. Pursue a seasonal produce stand to make locally grown food available to residents.

- d. Coordinate an organic waste recovery collection program that directs food waste to a composting system that is directly available for local food growers. (SEE ALSO SECTION 3.4.4 – SOLID WASTE MANAGEMENT)
- e. Consider options to cook and prepare locally grown food and make it available to residents not able to grow or buy produce within the allowance of the provincial “Food Premises Regulation”, under the *Public Health Act*.
- f. Identify opportunities to celebrate local food culture and cuisine, and indigenous local food traditions.

### 3.7.4 Health Care Services

#### Overview

Access and availability of professional health care is an ongoing and growing challenge for residents with many needing to travel to other locations to obtain the services they need. The need for adequate and appropriate health care will only increase with an aging population.

#### Policies

- a. Continue to work with the Vancouver Island Health Authority to ensure physical and mental health care services are available to residents on an ongoing basis.
- b. Investigate with the Vancouver Island Health Authority alternatives to in-person health care services including on-line appointments with health care providers.

### 3.7.5 Education

#### Overview

Continued education and training are integral to social well-being and provide economic opportunity options for residents. Captain Meares Elementary Secondary School provides kindergarten through grade 12 learning and has an adult learning centre that offers high school upgrading and general interest courses. Tahsis also has a public library with internet access and wireless capabilities.

#### Policies

- a. Support post-secondary education and skill development opportunities with businesses, non-governmental organizations, the school district and other levels of government.
- b. Support development of on-line training and education options.
- c. Support School District #84’s efforts to maintain Captain Meares Elementary Secondary School.
- d. Support community members who want to teach or share their skills and knowledge with interested members of the community.

### 3.7.6 Mowachaht/Muchalaht First Nation

#### Policies

- a. Identify and initiate opportunities for Mowachaht/Muchalaht First Nation to share and teach their history and culture with the Village's residents and visitors through cultural awareness initiatives and learning exchanges.
- b. Identify common interests shared between the Village and Mowachaht/Muchalaht Nation and formulate partnerships based on those interests that result in successful and mutually beneficial outcomes.

### 3.8 Hazard and Emergency Management

#### Overview

The objective of hazard and emergency management is to save lives, reduce human suffering and protect property and the natural environment resulting from an emergency or disaster.

Provincial legislation requires local governments to develop and maintain an emergency plan which identifies methods for preparing, responding and recovering from an emergency. These emergency plans must also assess the likelihood and anticipated impacts of natural and human-made hazards that exist within a municipality.

#### DESIRED OUTCOMES:

- The community is prepared to effectively respond to an emergency when it occurs.
- The community manages known hazards to limit adverse impacts on property and people.

#### Relationship to other Policy Directions

Sec.	Policy Direction	Interrelationship
3.1	Environment and Natural Areas	Sustainably managing natural areas helps reduce the risk of hazards and the impacts of natural disasters.
3.2	Housing	Locating new housing outside of hazard areas and mitigating the potential impacts of existing housing located within hazard areas helps reduce impacts on property and people.
3.3	Economy and Employment	Managing and responding to emergencies and reducing recovery times helps reduce the impact on job earnings of residents.
3.4	Infrastructure and Transportation	Ensuring infrastructure and transportation systems are resilient to hazards and natural disasters is important to the safety of residents during an emergency.
3.5	Climate Action and Energy	Renewable, local energy sources help reduce recovery times in an emergency.
3.6	Parks and Recreation	Parks are an alternative land use in hazard areas that reduce risk to property and residents and may be used to accommodate residents immediately after a disaster.

Sec.	Policy Direction	Interrelationship
3.7	Learning Culture and Community Well-Being	Effectively managing and responding to an emergency and minimizing the potential impacts of hazards provides improved community well-being.

### 3.8.1 Hazards

#### Overview

There are several potential hazards types in Tahsis, given its topography, location at the head of a marine inlet, and history as a forest mill community. These known hazards types include steep slope hazards, flood hazards and anthropogenic (human caused) hazards primarily resulting from hog fuel and mineral fill areas used as structural landfill for buildings.

#### Policies

- a. Seek to prevent unsafe timber harvesting on slopes located above and adjacent to the municipality.
- b. In order to reduce risk and mitigate the potential impacts of hazards to existing housing, continue to implement the development permit areas established for steep slope hazards, flood hazards and anthropogenic (human caused) hazards. (SEE SECTION 5.2 – DEVELOPMENT PERMIT AREAS AND GUIDELINES)

### 3.8.2 Emergency Services and Preparedness

#### Overview

Tahsis has a volunteer fire and rescue department with two fire trucks and a BC ambulance station. These services provide for basic and small-scale emergency needs of residents and visitors, however, in the event of larger, more significant events, other resources will be required.

Emergency events that pose the greatest risk to Tahsis are wildfires, earthquakes, tsunamis, landslides, and flooding. An earthquake could disrupt access to and from Vancouver Island, a wildfire, access into and out of Tahsis along Head Bay Road, and a tsunami or flooding event could impact both water and road access.

#### Policies

- a. Complete the Evacuation Plan and strive to implement its recommendations.
- b. Pursue implementation of an emergency operations centre and an emergency communications system.
- c. Develop a local online warning system for potential localized tsunamis.
- d. Strive to implement an automated localized tsunami warning system.
- e. Update the Community Wildfire Protection Plan (2011) identifying potential wildfire risks within the community and possible methods to reduce risks.
- f. Facilitate volunteer training to coordinate activities in the event of a disaster.

## 4.0 Land Use

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Land use designations outlined in this section are depicted in Schedule A: Land Use Designations Map. Each land use designation definition outlines what may be possible on sites with that designation.

### Interpretation

The land use designations on Schedule A typically follow parcel boundaries; however, OCP boundaries should be considered approximate as it reflects potential land uses on a site.

### Outline

Each of the land use designations are described below and include the following elements:

- **Purpose:** An explanation of the vision and objectives of this designation.
- **Principal Uses:** The primary uses expected on parcels with the land use designation.
- **Corresponding Zones:** The zones or potential zones in the Zoning Bylaw that are typically applied to implement the land use designation. Existing zoning on parcels can be consistent with either existing land uses or Schedule A land uses designations.

### 4.1 Land Use Designations

#### Residential

**Purpose:** This designation allows for a full spectrum of residential uses and dwelling types to accommodate permanent and seasonal residents throughout the year and through a resident's life span.

**Principal Uses:** Rural residential, single-detached residential, duplex, boarding homes, townhouses, apartments, and mobile homes.

**Corresponding Zones:** Residential Zone One (R-1), Residential Zone Two (R-2), Residential Multiple Zone One (RM-1), Residential Zone Three (R-3), Residential Multiple Zone Two (RM-2)

#### Neighbourhood Reserve

**Purpose:** This designation notes lands to be considered for future residential, recreation, tourist accommodation, or other uses to support future growth. These lands would require further land use review and servicing assessment to determine specific land uses and the associated amendments required to Schedule A: Land Use.

**Principal Uses:** Forestry, Recreation

**Corresponding Zones:** Rural One (RU-1)

### Commercial

**Purpose:** This designation provides for retail, service and office commercial uses which support the community.

**Principal Uses:** Retail, offices, entertainment, personal and professional services, eating and drinking establishments, tourist accommodation

**Corresponding Zones:** Commercial Zone One (C-1), Commercial Zone Two (C-2), Commercial Zone Three (C-3)

### Village Core

**Purpose:** This designation, generally located along the western waterfront, provides for commercial, institutional and residential uses that form the primary village centre area.

**Principal Uses:** Retail, offices, entertainment, personal and professional services, eating and drinking establishments, tourist accommodation, residential, institutional.

**Corresponding Zones:** Commercial Zone One (C-1), Residential Zone One (R-1), Residential Zone Two (R-2), Residential Multiple Zone One (RM-1)

### Marine Commercial

**Purpose:** This designation, located within the Inlet waters, provides for marine recreation support services adjacent to the Village Core.

**Principal Uses:** Moorage facilities, boat docks, commercial marina facilities, tourist accommodation, aquaculture activities and associated processing.

**Corresponding Zones:** Industrial Zone Two (I-2), Commercial Zone One (C-1)

### Mixed Use

**Purpose:** This designation provides for commercial, service commercial and light industrial and accessory residential uses. Intent is to allow for a diversity of uses in these areas to support redevelopment of community entryway sites.

**Principal Uses:** Retail, light manufacturing, warehousing and distribution, open space, parks,

**Corresponding Zones:** Industrial One (I-1), Commercial Zone One (C-1), Commercial Zone Two (C-2)

### Industrial

**Purpose:** This designation provides for light and heavy industrial uses.

**Principal Uses:** Processing of natural resources, marine resources, freight handling and distribution facilities, manufacturing, warehousing.

**Corresponding Zones:** Industrial One (I-1), Industrial Two (I-2)

### Institutional

**Purpose:** This designation provides for services and operations that are institutional in nature.

**Principal Uses:** Schools, child-care centres, health care facilities, fire hall, civic uses and facilities, postal service facilities, recreation centre

**Corresponding Zones:** All zones in the Zoning Bylaw.

### Park

**Purpose:** This designation provides for park uses providing accessible recreation opportunities.

**Principal Uses:** Parks, trails, playgrounds, nature parks, natural areas, open space, campgrounds

**Corresponding Zones:** All zones in the Zoning Bylaw permit park uses.

### Areas of Park Interest

**Purpose:** This designation notes areas for potential future parks and park interest.

**Principal Uses:** Parks, open space, natural areas

**Corresponding Zones:** Public Assembly Zone 1 (PA-1)

### Forestry

**Purpose:** This designation provides for areas to be used for forestry.

**Principal Use:** Forestry

**Corresponding Zones:** Rural One (RU-1)

### Community Forest

**Purpose:** This designation provides for areas to be used for sustainable forestry for the benefit of the community through a community forest agreement as provided under the *Forest Act*.

**Principal Uses:** Sustainable forestry

**Corresponding Zones:** Rural One (RU-1)

### Open Space

**Purpose:** This designation notes areas that contain steep slopes, ravines and/or natural watercourses.

**Principal Uses:** Open space, natural areas

**Corresponding Zones:** Rural One (RU-1)

Agriculture

Purpose: This designation provides for agricultural uses as a primary use and supports the ability for the community to become more food secure.

Principal Use: Agriculture

Corresponding Zones: Rural One (RU-1)

## 5.0 Implementation

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An OCP does not commit or authorize a municipality to proceed with any project, program or initiative specified within it; however, after an OCP has been adopted, all bylaws enacted or works undertaken by Council must be consistent with the OCP as outlined in the *Local Government Act*.

The OCP also provides policy direction that guides land use and investment toward implementing the OCP's Vision. As decisions are made regarding development, infrastructure improvements, programs, initiatives, and the overall delivery of the Village's core services, the OCP will serve as a directional document to help facilitate those decisions and will help prioritize the spending of finite financial resources. In addition, the OCP provides policy guidance as initiatives are developed in partnership with other municipalities, the Strathcona Regional District, First Nations, the province, private industry and community groups.

Achieving the desired outcomes (goals) and policies of the OCP can be challenging, requiring coordination and commitment to address factors that may be outside the Village's control. Building public awareness and understanding of the OCP's goals and policies will be integral to achieving support for the Plan and its effective implementation.

### 5.1 Implementation Tools

Several implementation tools are available to municipalities to facilitate OCP implementation.

#### Financial Plan

Under the *Community Charter*, a municipality must have a financial plan that covers a five-year time period. The OCP provides guidance and direction to a municipality in preparing their financial plan by helping prioritize financial resources. In turn, the financial plan funds projects, programs and services outlined in the OCP.

#### Zoning Bylaw

The Zoning Bylaw is one of the principal tools used to implement OCP land use plans and policies. It regulates and provides for permitted uses, densities, and building siting on individual lots. Zoning classifications on a lot must be consistent with an OCP land use designation. If existing zoning is inconsistent with the OCP land use designation, the zoning may continue, but any subsequent rezoning must be consistent with the applicable land use designation.

#### Subdivision

Subdivision of land is subject to the approval of the Village's Approving Officer, consistent with the policies of the OCP, the provisions of the Village's Zoning Bylaw, other relevant municipal bylaws, and in accordance with the *Land Title Act* and/or other provincial regulations.

#### Development Permit Areas and Guidelines

The *Local Government Act* (sec. 488) allows municipalities to establish development permit areas as a method of managing development design, addressing potential hazards and/or

protecting the natural environment, among other purposes. Where areas are designated as a development permit area, the objectives and/or special conditions which justify the designation must be described and guidelines identifying how conditions will be mitigated and objectives will be achieved must be provided with a development permit application.

Several development permit areas are established within the Village's boundaries and are further outlined in Section 5.2.

### Temporary Use Permits

The *Local Government Act* (sec. 492) provides municipalities the authority to issue temporary use permits by resolution of Council within a temporary use permit area. Temporary use permits permit a use on a specified property that is not otherwise permitted in the Zoning Bylaw for a period not exceeding three years.

A temporary use permit area is established within the Village's boundaries and is further outlined in Section 5.3.

## 5.2 Development Permit Areas and Guidelines

The *Local Government Act* (sec. 488) allows development permit areas (DPAs) to be established for the purpose of, among other subjects:

- Protecting the natural environment, its ecosystems and biological diversity,
- Protecting development from hazardous conditions,
- Establishing objectives for the form and character of intensive residential development,
- Establishing objectives for the form and character of commercial, industrial or multi-family residential development.

Within Tahsis, several development permit areas are established. The location, purpose, objectives and guidelines associated with each of these development permit areas is provided in the following subsections. A development permit may vary or supplement the regulations of the Village's Zoning Bylaw. However, a development permit may not vary the permitted use, density, residential rental tenure, or a floodplain specification.

### 5.2.1 Natural Environment Development Permit Area

Category: Natural Environment (LGA Sec. 488(1)(a))

#### Area

The DPA shown on Schedule C-1 are subject to these Natural Environment Development Permit Guidelines.

The natural environment development permit area designated on Schedule C-1 includes land within 30m of the natural boundary of a watercourse.

## Purpose

The Village of Tahsis recognizes the importance of preserving watercourse habitats and ecosystems. These ecosystems provide many functions necessary for health and wellbeing. Any development intended within 30 m of the natural boundary of a watercourse is to be subject to an assessment completed by a qualified environmental professional (QEP).

## Objectives

The following guidelines are intended to allow land to be used for its planned purpose(s), while also protecting, enhancing and/or restoring natural environment areas, prevent the introduction and spread of invasive species, and protect water quality and quantity.

## Guidelines

1. Prior to issuance of a development permit, the applicant will be responsible for obtaining, at their cost, an assessment report prepared by a qualified environmental professional (QEP) in accordance with the Riparian Areas Regulation (RAR) under the provincial *Fish Protection Act*.
2. The QEPs assessment report must provide the following:
  - Certification they are qualified to conduct the assessment,
  - Certification the RAR assessment methods have been adhered to,
  - Establish the Streamside Protection and Enhancement Area (SPEA) in accordance with the RAR,
  - Outline measures that protect the SPEA from development and any alterations of land,
  - Ensure all development will occur outside the defined SPEA and development shall be conducted in accordance with all measures and requirements specified in the assessment report.
3. The boundaries of the SPEA shall be located and clearly marked on site using temporary fencing or another highly visible method to prevent encroachment during clearing and construction.
4. Consideration by the Village of a development permit application is subject to notification from the Ministry of Environment and/or Fisheries and Oceans Canada that they have been notified of the development proposal and provided a copy of the QEP assessment report.
5. The Village may require that development activities be conducted at times of the year where the potential for deleterious impacts on the SPEA are minimized.
6. The Village may require that an erosion control plan prepared by a qualified professional be submitted and form part of the development permit.

### 5.2.2 Flood Hazard Development Permit Area

Category: Hazardous Conditions (LGA Sec. 488(1)(b))

#### Area

The DPA shown on Schedule C-2 are subject to these Flood Hazard Development Permit Guidelines.

#### Purpose

All watercourses creeks and lands around the Inlet are subject to moderate to high water flood hazards based on the Flood Risk Assessment Study (2019).

#### Objectives

The following guidelines are intended to allow land to be used for its planned purpose(s), while also protecting, residents and property from the potential risk of natural hazards.

#### Guidelines

Prior to issuance of a development permit, the application shall be responsible for completing a report by a qualified registered professional with appropriate education, training and experience to provide professional services related to floodplain mapping and analysis in the province.

1. The stormwater management potential for erosion or flooding, and the impact of the proposed development on, or by, flood hazard conditions should be addressed by a site-specific investigation and report.
2. The report should address the following:
  - The potential impacts of proposed development relative to flood hazards.
  - Required flood proofing or other measures needed to provide suitable protection of structures intended for human occupancy.

### 5.2.3 Steep Slope Hazard Development Permit Area

Category: Hazardous Conditions (LGA Sec. 488(1)(b))

#### Area

The Development Permit Areas shown Schedule C-3 are subject to these Steep Slope Hazard Development Permit Guidelines.

#### Purpose

Steep ravine slopes are subject to potential risk of hazards such as landslides and erosion. Steepness of slope, however, does not necessarily correlate with slope stability, which depends on many factors. As a result, precautions are needed to ensure development activity does not create hazardous conditions.

#### Objectives

The following guidelines are intended to allow land to be used for its planned purposes, while also protecting residents and property from the potential risk of natural hazards.

## Guidelines

1. Prior to issuance of a development permit, the potential for both rock and soil slope instability and the impact of the proposed development should be addressed by a site-specific investigation and report prepared by a qualified registered professional with specific experience in geotechnical engineering and/or engineering geology.
2. The report should address the following:
  - a. The potential for soil and rock slope instability, including the potential for rockfalls, supported by documentation of the extent of anticipated instability, accurate field determination of slope crest location or other geological features. Site plans and slope profiles should be provided.
  - b. Geotechnical considerations of cut and fill slope stability with recommendations and restrictions on excavation, blasting and filling.
  - c. Possible building envelopes in relation to natural or cut slope crests and possible rockfall zones.
  - d. Possible evidence of slope conditions that might indicate an imminent landslide or rockfall hazard.
  - e. Groundwater conditions and the potential slope instability which might be caused by groundwater seepage due to drainage and septic field system.
  - f. In all areas underlain by limestone, the potential for the existence of solution cavities and sinkholes and the implications of such features for the proposed development.
  - g. Erosion potential by ocean waves or drain discharges.
  - h. The maintenance of vegetation on soil slopes and within the setback zone above the slopes to minimize erosion; the necessity for selective scaling, rock bolting and tree removal to improve stability conditions, on a site-specific basis, in areas of bedrock.

### 5.2.4 Anthropogenic Hazard Development Permit Areas

Category: Hazardous Conditions (LGA Sec. 488(1)(b))

#### Area

The DPA shown on Schedule C-4 are subject to these Anthropogenic Hazard Development Permit Guidelines.

#### Purpose

Based on available information, these areas are inferred to be underlain with non-natural fill. Risks associated with non-natural fill sites include the potential for site settlement, potential generation of toxic or combustible gases, and the potential for combustion of fill materials.

## Objectives

The following guidelines are intended to allow land to be used for its intended purposes, while also protecting residents and property from the potential risk of natural hazards.

## Guidelines

1. Prior to issuance of a development permit, the extent of fill should be determined by site specific investigations for the proposed developments and a design report should be prepared by a Registered Professional Engineer qualified in geotechnical engineering.
2. The report must address the following:
  - a. The subsurface conditions including the areal extent and thickness of all site fills and the natural strata within the depth of influence of the proposed development and the depth to ground water.
  - b. The anticipated settlement, and any mitigative measures required to prevent or accommodate excessive settlement of the proposed development including structures, services and access roads.
  - c. Foundation design requirements including foundation area treatment, foundation types and allowable bearing pressures for shallow (footing or raft) foundations, and allowable working loads, depths and bearing strata for piled foundations.
  - d. The potential for slope instability and erosion, and any mitigative measures required.
  - e. The mitigative measures or design and construction means necessary to protect against the build-up of toxic, explosive or combustible gases to hazardous levels; and
  - f. The measures necessary to protect against combustion of the any fill materials.

### 5.2.5 Commercial Development Permit Area

Category: Form and character (LGA Sec. 488(1)(f))

#### Area

This DPA applies to all commercial development and uses in the Village of Tahsis and are subject to these Commercial Development Permit Guidelines.

#### Objectives

The objectives of the commercial development permit area are as follows:

1. Identify development and siting criteria for commercial activity in order to minimize the potential for negative impacts on adjacent properties, existing residential neighbourhoods, the environment, and the Inlet viewsapes.
2. Provide guidelines which enhance social interaction and increased pedestrian opportunities as part of new commercial development.

3. Promote a high-quality standard of the built environment.

#### Guidelines

1. Prior to the issuance of a development permit, the applicant must submit a detailed plan for the proposed development.
2. The detailed plan must include:
  - a. A detailed site plan which includes the footprint of the building and any impermeable areas, all building setbacks to adjacent lot lines, identification parking spaces, and any other matters deemed significant by Council.
  - b. Detailed elevation drawings for all sides of proposed buildings and structures.
  - c. A detailed description of all materials and colors to be used on the exterior of the building
  - d. A detailed landscaping plan and a written estimate for the costs of the proposed landscaping
3. Natural vegetation and trees should be maintained wherever possible for screening of parking and storage areas, and where required, supplemented by informal landscaping and fencing to provide adequate screening.
4. Commercial developments which are in close proximity to waterfront locations should ensure through design and siting considerations that public access corridors and views both to and from the water are respected.
5. Buildings should be sited to ensure adjacent residential properties are protected from site illumination and noise.
6. Forms of development should incorporate small scale, residential "style" building designs and the provision of internal pedestrian and cycle circulation patterns designed to tie into existing and/or future road and trail systems.
7. Signage should be un-illuminated or softly lit, non-oscillating, constructed of natural materials, and of a small scale in compliance with Zoning Bylaw provisions. Wherever possible, signage should be consolidated.
8. The creation of impermeable surfaces should be minimized to encourage natural drainage and maximize green ground cover.
9. Applicants should retain existing trees to the extent feasible and plant new trees as part of the commercial development.

## 5.2.6 Industrial Development Permit Area

Category: Form and character (LGA Sec. 488(1)(f))

### Area

The Development Permit Area applies to industrial development and uses in the Village of Tahsis and are subject to these Industrial Development Permit Guidelines.

### Objectives

The objectives of the industrial development permit area include:

1. Identify development and siting criteria for industrial activity in order to minimize the potential for negative impacts on adjacent properties and existing residential neighbourhoods, and the environment.
2. Provide guidelines which aim to protect the integrity of viewscales in close proximity to industrial zoned properties.

### Guidelines

1. Prior to the issuance of a development permit, the applicant must submit a detailed plan for the proposed development. This plan must include:
  - a. A detailed site plan which includes the footprint of the building and any impermeable areas, all building setbacks to surrounding lot lines, identifying parking spaces, and any other matters deemed significant by Council.
  - b. Detailed elevation drawings of all sides of proposed buildings and structures.
  - c. A detailed description of all materials and colours to be used on the exterior of buildings.
  - d. A detailed landscaping plan and a written estimate for the costs of the proposed landscaping
2. Natural vegetation and trees should be maintained wherever possible for screening of garbage receptacles, transformers, parking, shipping, storage and loading areas. Where required, these areas should be supplemented by informal landscaping and fencing to provide adequate screening.
3. Wide buffers of natural vegetation should be retained, or alternatively landscaped buffers provided along property lines fronting public roads or adjacent to residential properties.
4. Wherever possible forms of development should incorporate low, small scale building designs.
5. Buildings should be sited to ensure any adjacent residential properties are protected from site illumination, noise, dust, and/or odours.

6. Signage should be un-illuminated or softly lit, non-oscillating, constructed of natural materials, and of a small scale in compliance with Zoning Bylaw provisions. Wherever possible, signage should be consolidated
7. The creation of impermeable surfaces should be minimized to encourage natural drainage and maximize green ground cover.
8. Applicants should retain existing trees to the extent feasible and plant new trees as part of the industrial development.
9. The creation of impermeable surfaces should be minimized to encourage natural drainage and maximize natural ground cover.

### 5.2.7 Development Permit Exemptions

If the DPA has been established for the purpose of protecting **the natural environment**, its ecosystems and biological diversity, the following development permit exemptions apply:

- A development permit is not required for internal alterations to a building.
- A development permit is not required for external alterations to a building provided the alterations are within the existing building footprint.

If the DPA has been established for the purpose of protecting development from **hazardous conditions**, the following development permit exemptions apply:

- A development permit is not required for internal alterations to a building.
- A development permit is not required for external alterations to a building provided the alterations are within the existing building footprint.
- A development permit is not required for the replacement or reconstruction of a structure located within the footprint of a previously permitted structure.

## 5.3 Temporary Use Permits

### 5.3.1 Procedures

All lands shall be designated as being eligible for consideration for the issuance of temporary use permits.

The consideration of applications for a temporary use permit shall be conditional upon the applicant providing:

- a. A detailed description of the proposed use and the duration of the proposed activity;
- b. Plans for mitigating potentially harmful impacts on the environment, adjacent lands, and the local community;
- c. Applicable provincial and federal government approvals or permits;

- d. A plan for rehabilitation of the site following the discontinuance of the proposed temporary use;
- e. Other information required to fully evaluate the application.

### 5.3.2 Conditions

In considering the issuance of a Temporary Use Permit, Council will use conditions it deems reasonable which may include:

- a. The temporary use will operate at an intensity suitable to the surrounding area;
- b. The temporary use will be compatible with respect to use, design and operation with other surrounding land uses;
- c. The temporary use will operate on a temporary basis only and includes, plans, or a letter of undertaking, to terminate the use prior to the expiry date of the permit;
- d. A financial security to ensure the temporary use is removed and the site appropriately restored.

## 5.4 Development Approval Information Requirements

For the purposes of *Local Government Act Sec's. 485-487*, an applicant for a Zoning Bylaw amendment, a development permit or a temporary use permit may be required to provide development approval information if any of the following apply:

1. The development may result in impacts on:
  - infrastructure including sewer, water, drainage, electrical supply or distribution, and roads,
  - public facilities including schools and parks,
  - community services, or
  - the natural environment.
2. The development may result in other impacts that would be relevant to the decision of Council or its delegate on whether to approve the development.
3. The information is required to determine whether the development is in accordance with any applicable development permit guidelines or any other relevant bylaws or guidelines to which the Village may refer in relation to a decision on a zoning amendment or temporary use permit application.

The objective of the above provisions is to ensure that applicable studies and relevant information are provided to the Village prior to development, for the Village to evaluate the impact of the development on the community.

## 6.0 Monitoring

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Ensuring successful implementation of the OCP will require ongoing commitment. A monitoring program is central to this effort. Monitoring on a regular basis is an effective means in determining how well OCP goals and policies are being met and can help show which policy areas are being adequately addressed and which may require further attention. Monitoring methods may include the development of targets or indicators to track progress or can be as simple as a checklist confirming if a policy has been achieved.

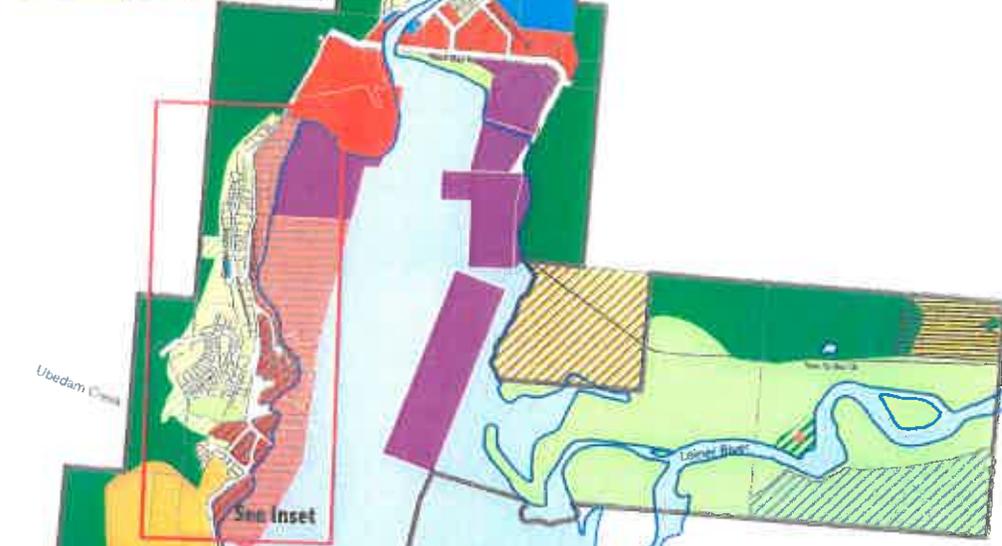
## List of Schedules

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- A: Land Use
- B: Public Facilities and Parks
- C: Development Permit Areas
  - C-1: Natural Environment Development Permit Area
  - C-2: Flood Hazard Development Permit Area
  - C-3: Steep Slope Hazard Development Permit Area
  - C-4: Anthropogenic Hazard Development Permit Area
  - C-5: Combined Development Permit Areas



# Schedule A Land Use



## Legend

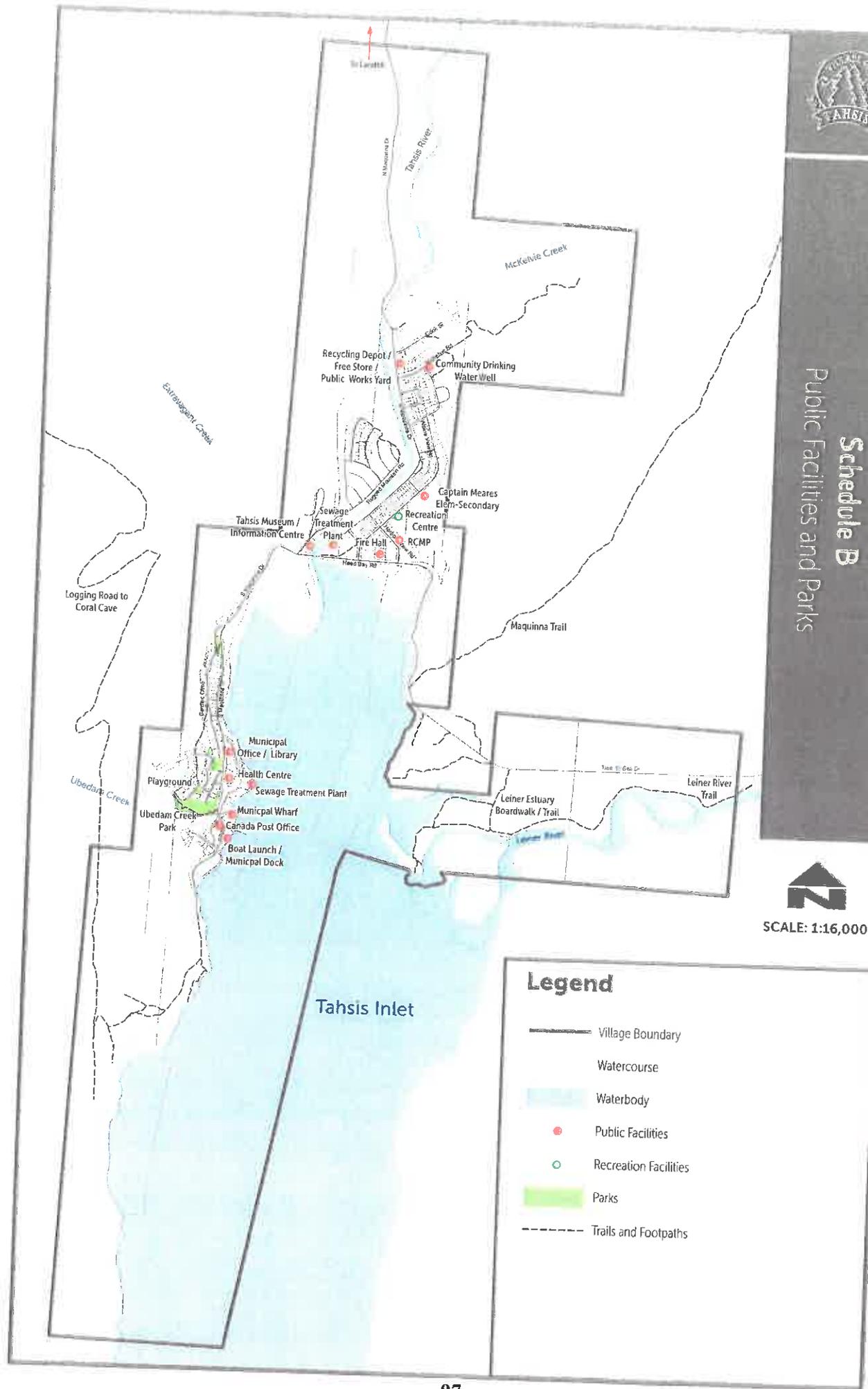
- Village Boundary
- Watercourse
- Waterbody
- Shoreline Boundary
- Parcel Boundary
- Public Road
- Private Road
- First Nations
- Heritage
- Water Lot Boundary
- Leiner Sand & Gravel Pit (boundary is approximated)

### Land Use Designations

- Residential
- Mixed Use
- Village Core
- Industrial
- Institutional
- Park
- Areas of Park Interest
- Marina Commercial
- Forestry
- Community Forest
- Open Space
- Agriculture
- Neighbourhood Reserve



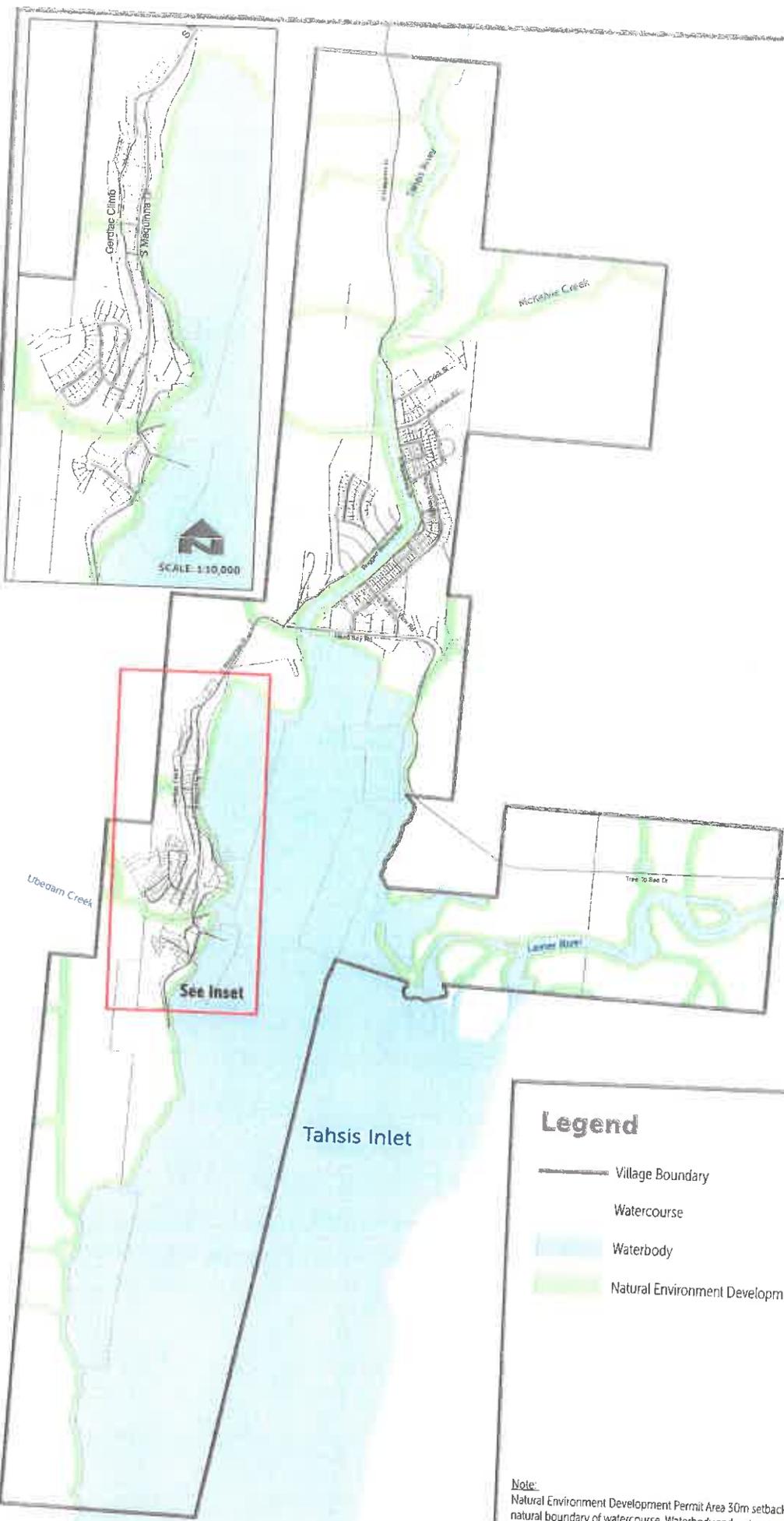
# Schedule B Public Facilities and Parks





Natural Environment Development Permit Area

Schedule C-1



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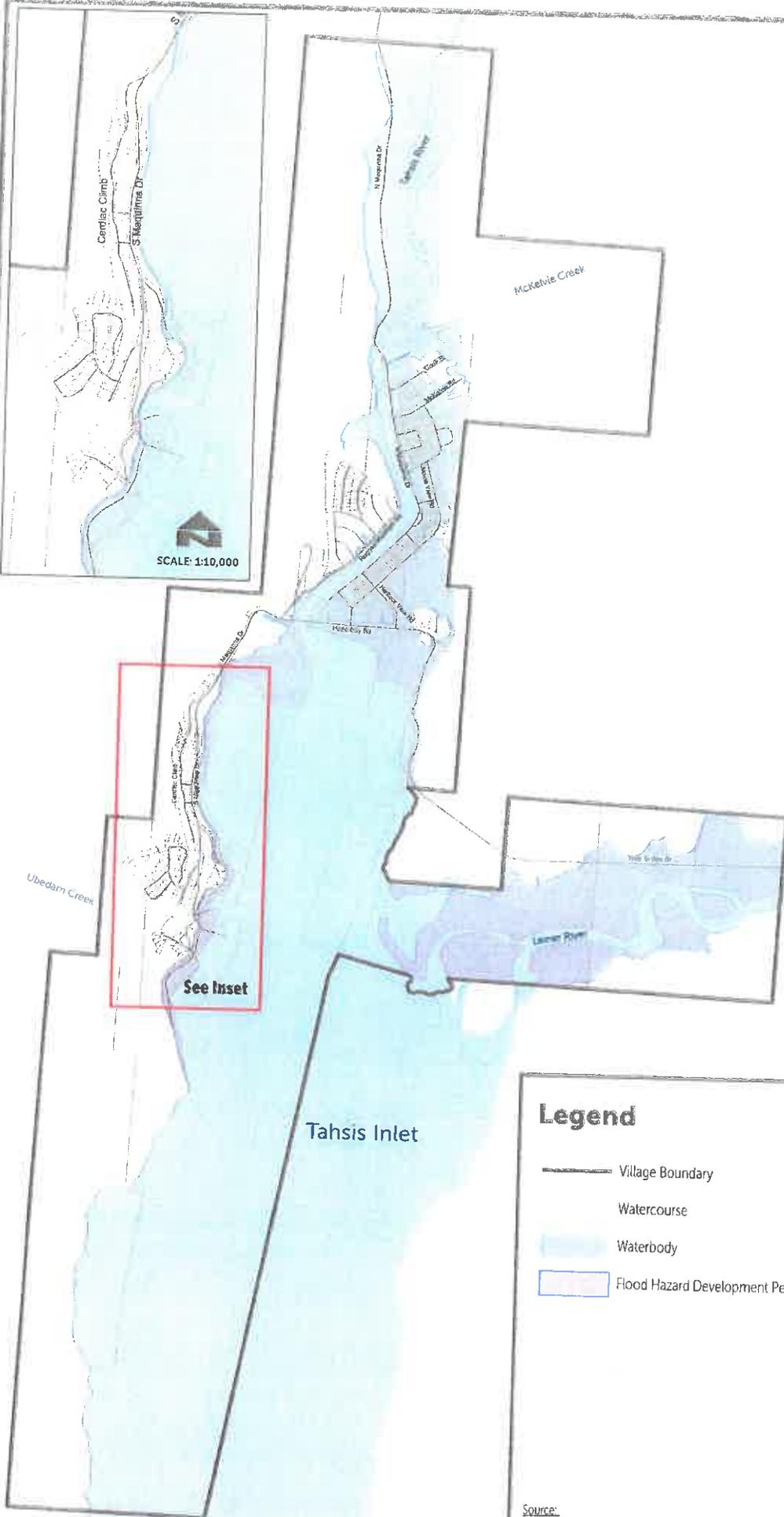
Legend

- Village Boundary
- Watercourse
- Waterbody
- Natural Environment Development Permit Area

Note:  
Natural Environment Development Permit Area 30m setback is offset from natural boundary of watercourse. Waterbody and watercourse data obtained from Strathcona Regional District.



**Schedule C-2**  
Flood Hazard Development Permit Area



SCALE 1:10,000

  
SCALE: 1:16,000

**Legend**

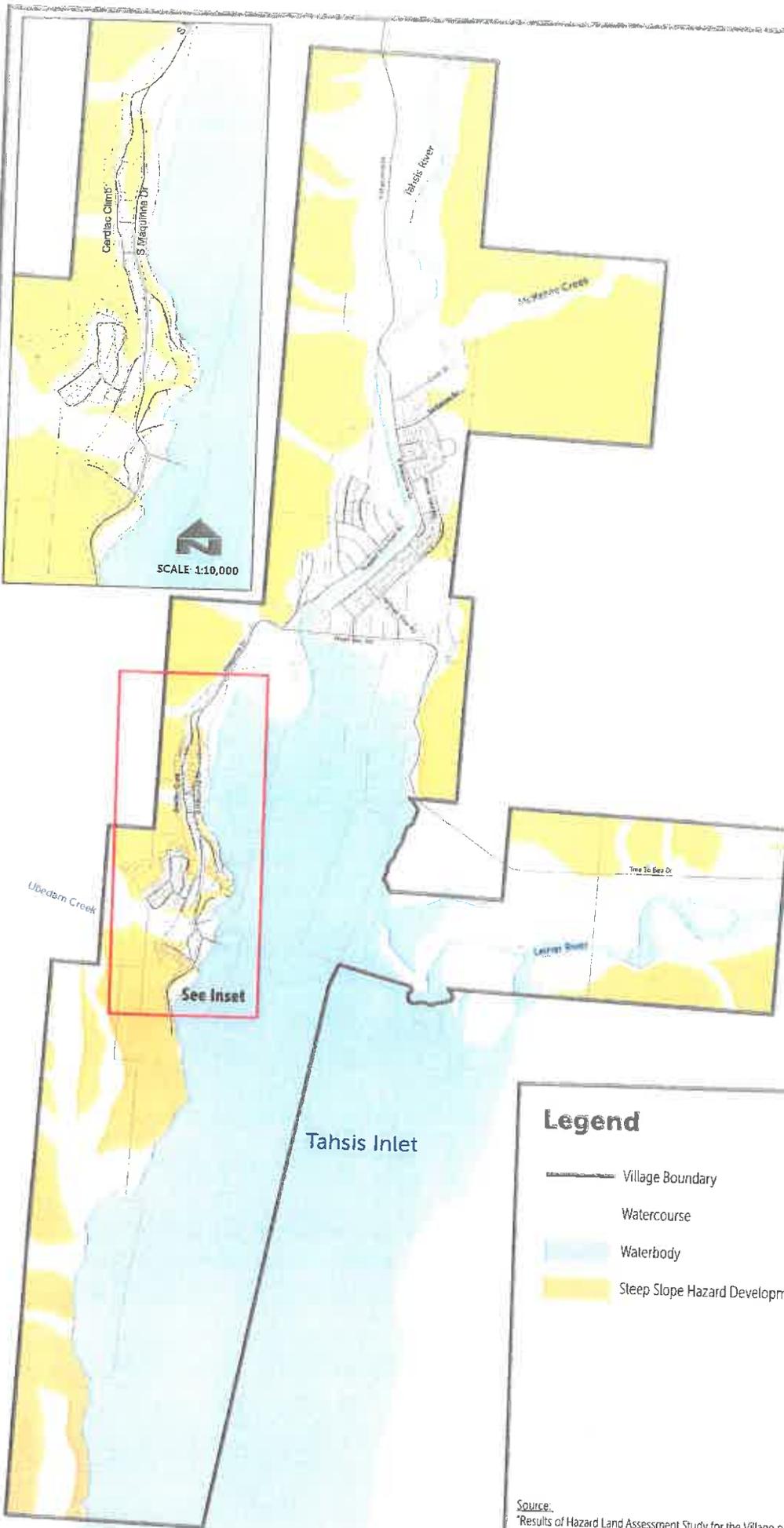
-  Village Boundary
-  Watercourse
-  Waterbody
-  Flood Hazard Development Permit Area

Source:  
"Tahsis Flood Risk Assessment", June 30, 2019, McElhanney Ltd.



Steep Slope Hazard Development Permit Area

Schedule C-3



SCALE: 1:10,000

See Inset

SCALE: 1:16,000

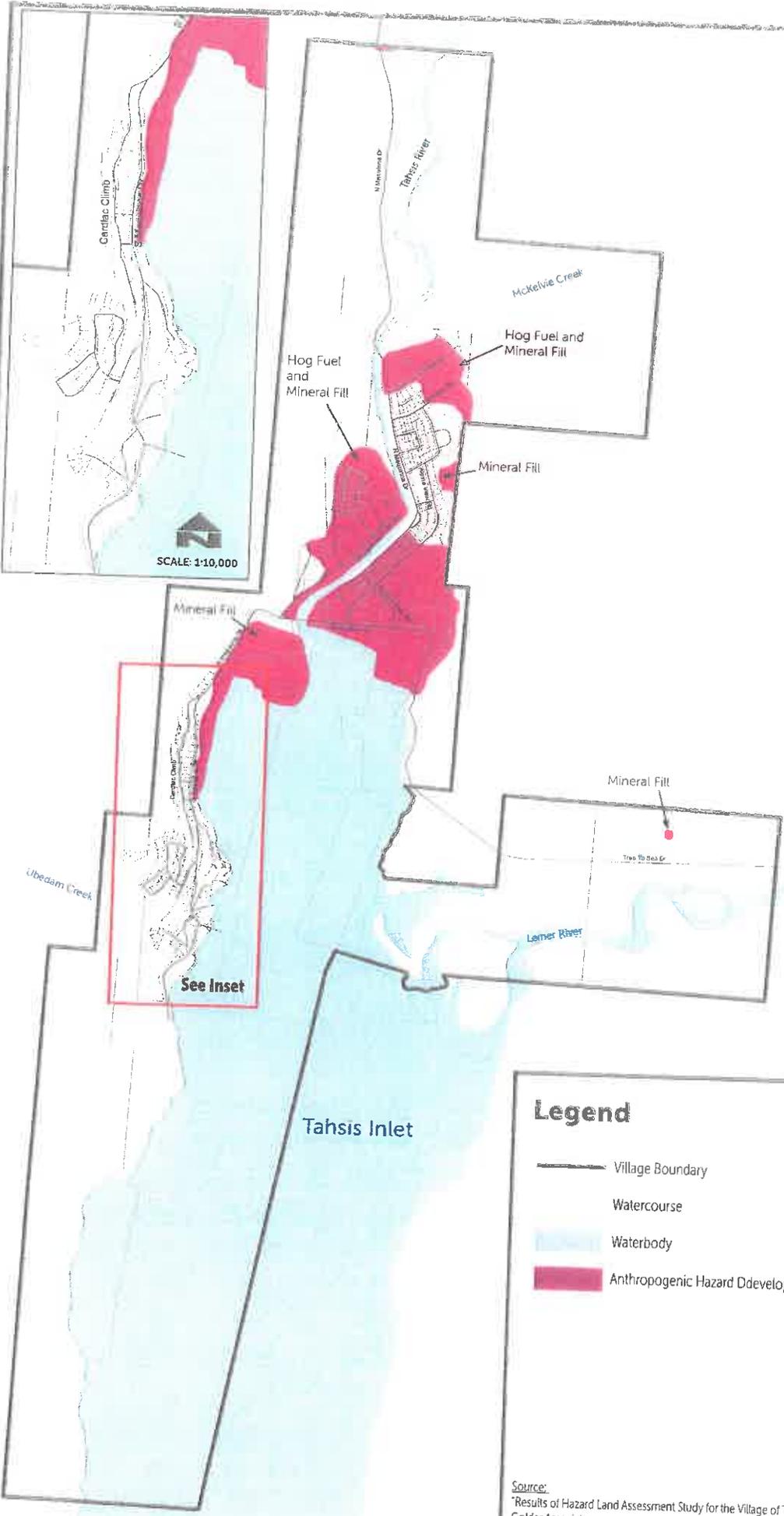
**Legend**

-  Village Boundary
-  Watercourse
-  Waterbody
-  Steep Slope Hazard Development Permit Area

Source:  
"Results of Hazard Land Assessment Study for the Village of Tahsis", December 1993,  
Golder Associates.



**Schedule C-4**  
Anthropogenic Hazard Development Permit Area



SCALE: 1:10,000

SCALE: 1:16,000

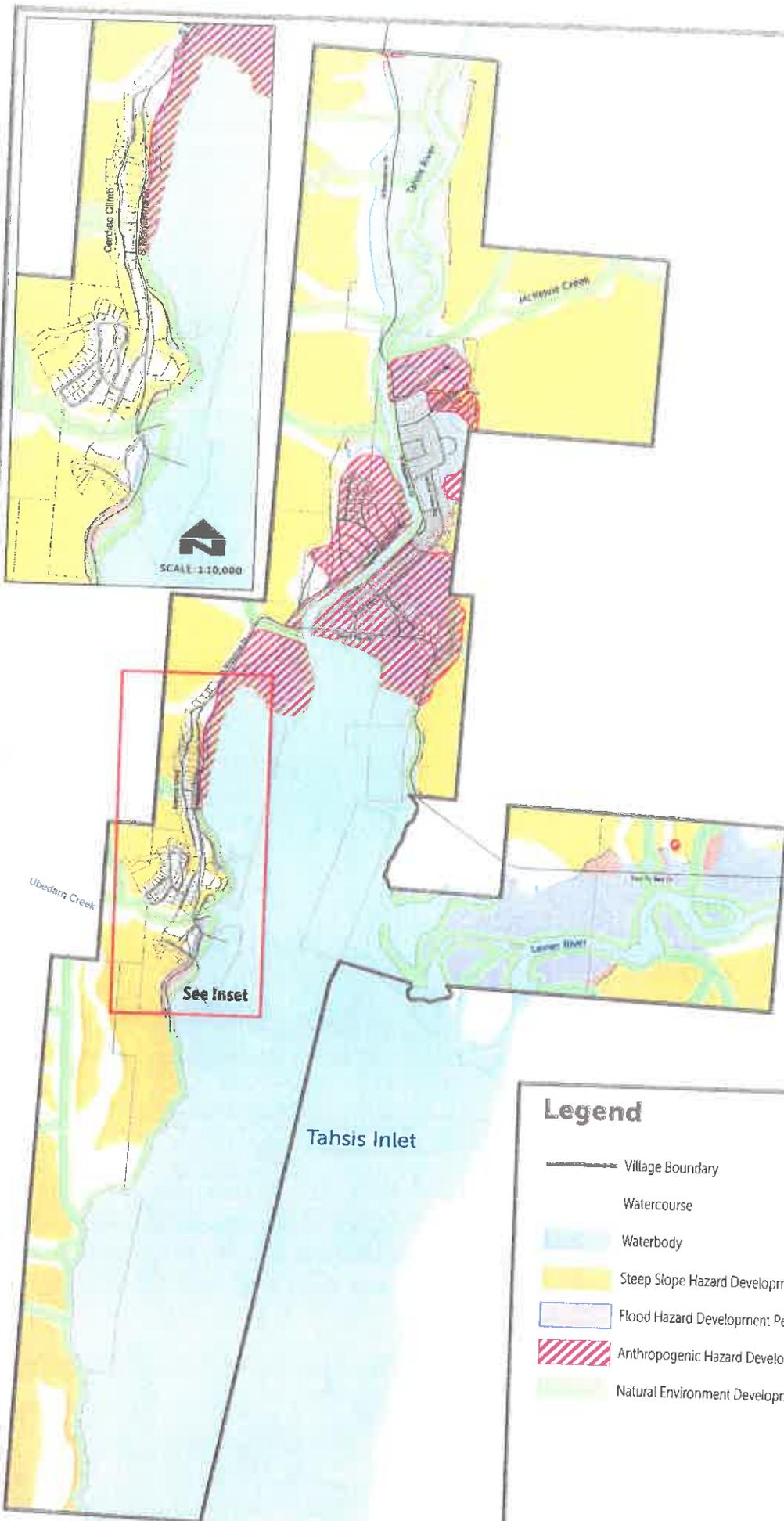
**Legend**

- Village Boundary
- Watercourse
- Waterbody
- Anthropogenic Hazard Development Permit Area

Source:  
"Results of Hazard Land Assessment Study for the Village of Tahsis", December 1993,  
Golder Associates.



**Schedule C-5**  
Combined Development Permit Areas



  
SCALE: 1:16,000

**Legend**

-  Village Boundary
-  Watercourse
-  Waterbody
-  Steep Slope Hazard Development Permit Area
-  Flood Hazard Development Permit Area
-  Anthropogenic Hazard Development Permit Area
-  Natural Environment Development Permit Area



# CITY OF PORT MOODY

OFFICE OF THE MAYOR

February 4, 2020

To All BC Municipalities,

On January 14, 2020, at a Regular Meeting of Council, Port Moody City Council passed the following resolution:

Moved, seconded and CARRIED

**WHEREAS** the City of Port Moody has recognized and has demonstrated over the past years its commitment to the importance of healthy citizens as the foundation of a healthy, engaged, and economically vibrant community;

**AND WHEREAS** the over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them;

**AND WHEREAS** Canada is currently the ONLY country with a National Medicare Program that does not have a National Pharmacare Program;

**AND WHEREAS** the risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, precarious working, and seasonal workers;

**AND WHEREAS** studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over \$8 billion per year, providing Canadian companies competitive advantages in international trade;

**AND WHEREAS** recent research confirms that these gains can be achieved with little or no increase in public investment;

**AND WHEREAS** municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program;

**AND WHEREAS** a national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing to Canadian seniors;

**AND WHEREAS** a National Pharmacare plan is a sound policy, both economically and socially, the City of Port Moody express its support for the creation of a National Pharmacare program as an extension of Canadian Medicare, since health and economic studies now show that such a policy would improve health in municipalities, give local businesses a competitive advantage in the global marketplace, and lower costs for municipal government on taxpayers;

**THEREFORE BE IT RESOLVED THAT** the City of Port Moody call on the Federal Government to work with the provinces and territories to develop and implement a

100 Newport Drive, Port Moody, B.C. V3H 3E1 Telephone: 604.469.4515 Fax: 604.469.4664

**Universal Public National Pharmacare program as one of the first orders of business after the 2019 election;**

**AND THAT this letter be forwarded to all BC municipalities asking to write their support as well.**

Attached is the letter that the City of Port Moody sent to the Honourable Patty Hajdu, Minister of Health requesting the Federal Government to start working with the provinces and territories to develop and implement a Universal Public National Pharmacare Program.

We hope that you will join the City of Port Moody and write to the Minister of Health to support the creation of a National Pharmacare Program for all Canadians.

Thank you for your consideration.

Sincerely,



**Mayor Rob Vagramov  
City of Port Moody**

**Attachments:**

1. Letter dated February 4, 2020 to the Minister of Health regarding National Pharmacare Program
2. Report dated December 17, 2019 from Councillor Amy Lubik regarding Supporting Universal National Pharmacare



# CITY OF PORT MOODY

OFFICE OF THE MAYOR

February 4, 2020  
Email: [hcminister.ministresc@canada.ca](mailto:hcminister.ministresc@canada.ca)

Honourable Patty Hajdu, Minister of Health Canada  
Address Locator 0900C2  
Ottawa, Ontario K1A 0K9

To Honourable Patty Hajdu,

On January 14, 2020, at a Regular Meeting of Council, Port Moody City Council passed the following resolution:

Moved, seconded, and CARRIED

**WHEREAS the City of Port Moody has recognized and has demonstrated over the past years its commitment to the importance of healthy citizens as the foundation of a healthy, engaged, and economically vibrant community;**

**AND WHEREAS the over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them;**

**AND WHEREAS Canada is currently the ONLY country with a National Medicare Program that does not have a National Pharmacare Program;**

**AND WHEREAS the risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, precarious working, and seasonal workers;**

**AND WHEREAS studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over \$8 billion per year, providing Canadian companies competitive advantages in international trade;**

**AND WHEREAS recent research confirms that these gains can be achieved with little or no increase in public investment;**

**AND WHEREAS municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program;**

100 Newport Drive, Port Moody, B.C. V3H 3E1 Telephone: 604.469.4515 Fax: 604.469.4664

**AND WHEREAS a national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing to Canadian seniors;**

**AND WHEREAS a National Pharmacare plan is a sound policy, both economically and socially, the City of Port Moody express its support for the creation of a National Pharmacare program as an extension of Canadian Medicare, since health and economic studies now show that such as policy would improve health in municipalities, give local businesses a competitive advantage in the global marketplace, and lower costs for municipal government on taxpayers;**

**THEREFORE BE IT RESOLVED THAT the City of Port Moody call on the Federal Government to work with the provinces and territories to develop and implement a Universal Public National Pharmacare program as one of the first orders of business after the 2019 election;**

**AND THAT this letter be forwarded to all BC municipalities asking to write their support as well.**

With the costs of housing, food, and livability increasing daily, having the expense of medications adds another burden to peoples financial means. This can mean hard choices between medications and other needs and/or improper use of medications, especially for folks working in precarious employment sectors.

A recent study found that over 300,000 people had additional doctor visits, 93,000 had to go to the emergency department and 26,000 people were admitted to hospital – all because they couldn't pay for their medications. That creates a significant burden on the health care system, one that we can alleviate with a national drug plan.

The Pharmacare Program has been an initiative supported by the majority of Canadians, but it has yet to come to pass despite support from at least three federal parties. Health and wealth inequalities are growing across Canada and impact Port Moody residents, including a growing elder population; British Columbians may be hardest hit by lack of universal coverage, despite recent changes to provincial drug coverage, as demonstrated in a 2018 cross-institutional study.

Port Moody City Council is calling on the Canadian Minister of Health, for the second time, to create a Universal Public National Pharmacare program.

Regards,



Mayor Rob Vagramov  
City of Port Moody

CC: British Columbia Municipalities



## Report to Council From the Office of Councillor Amy Lubik

Date: December 17, 2019  
Subject: Supporting Universal National Pharmacare

### Purpose

To ask that the City of Port Moody Write to the Federal Government in support of the implementation of a national pharmacare strategy as a priority following the 2019 election.

### Recommendation

**WHEREAS, The City of Port Moody has recognized and has demonstrated over the past years its commitment to the importance of healthy citizens as the foundation of a healthy, engaged and economically vibrant community; and**

**WHEREAS, The over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them; and**

**WHEREAS, Canada is currently the ONLY country with a National Medicare Program that does not have a National Pharmacare Program; and**

**WHEREAS, The risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, precarious working and seasonal workers; and**

**WHEREAS, The studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over \$8 billion per year, providing Canadian companies competitive advantages in international trade; and**

**WHEREAS, The recent research confirms that these gains can be achieved with little or no increase in public investment; and**

**WHEREAS, Municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program; and**

**WHEREAS, A national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing to Canadian seniors; and**

**WHEREAS, A National Pharmacare plan is a sound policy, both economically and socially, the City of Port Moody express its support for the creation of a National Pharmacare program as an extension of Canadian Medicare, since health and economic**

**studies now show that such as policy would improve health in municipalities, give local businesses a competitive advantage in the global marketplace and lower costs for municipal government on taxpayers; therefore be it**

**BE IT RESOLVED, That the City of Port Moody call on the Federal Government to work with the provinces and territories to develop and implement a Universal Public National Pharmacare program as one of the first orders of business after the 2019 election.**

**AND THAT this letter be forwarded to all BC municipalities asking to write their support as well.**

## Background

In 2017, the City of Port Moody wrote to the federal government to support the development of a Nation Pharmacare program (**attachment 1**); this has been initiative supported by the majority of Canadians, but it has yet to come to pass despite support from at least three major parties. Growing health and wealth inequalities impact Port Moody residents, including a growing elder population; BC residents may be hardest hit by lack of universal coverage, despite recent changes to provincial drug coverage, as demonstrated in a 2018 cross-institutional study <https://www.myprincegeorgenow.com/68282/bc-residents-struggling-afford-prescription-drugs/>. Studies have shown that 88% of Canadians support universal medicare as a component of our universal health care system, as was summarized in a brief to the house of commons <https://www.ourcommons.ca/Content/Committee/421/HESA/Brief/BR8352162/br-external/AngusReidInstitute-e.pdf>.

As Port Moody moves into budget season, it makes sense to push for policies from other sphere of government that will take pressure off of our residents, and indeed off of our corporate coffers, as [studies from the Columbia Institute and Canadian Doctors for Medicare](#) have calculated that local governments across Canada would save millions if such a system was in place, which is why it has been endorsed by the Surrey Board of Trade and the [BC Chamber of Commerce](#).

Now is an opportune time for local governments to remind the federal government that a national pharmacare strategy needs to be a priority.

## Discussion

Writings from the [Canadian Labour Congress demonstrate why national universal pharmacare would benefit our residents, our city as a corporation, and small businesses:](#)

Finally, some good news for [the millions of Canadians](#) who have to choose between paying for groceries or their prescription medications.

Canada's Advisory Council on the Implementation of National Pharmacare has laid out a clear path for public, single-payer, universal pharmacare in its [final report](#).

"The time for universal, single-payer, public pharmacare has come," writes Dr. Eric Hoskins, the Council's chair. "This is our generation's national project: better access to the medicines we need, improved health outcomes and a fairer and more sustainable prescription medicine system."

This is the unfinished business of medicare, as envisioned by the late Tommy Douglas. As Saskatchewan's seventh premier, Mr. Douglas pioneered North America's first universal, single-payer health care system. It would become a cornerstone of Canada's social safety net and a key pillar of our nation.

We know that a fair society must be one in which every person has the opportunity to succeed and to thrive... we believe that universal, public pharmacare is a necessary step towards greater fairness.

As [numerous studies](#) have shown, millions of Canadians are struggling to afford to pay for their prescription medications. One study found that nearly a million Canadians sacrificed basic needs such as food, and close to a quarter of a million people gave up heating their homes. This lack of affordability is hurting not only people's health and well-being, but the [economic strength of our communities](#).

The new report demonstrates that every family will save, on average, \$350 per year on medications. It also points out that the average business owner will save about \$750 per employee. That will open up capacity for businesses to increase wages, or expand other types of coverage, including for dental and vision care. It also supports small businesses that find it difficult to compete for workers when they can't afford to offer drug coverage.

There will be an upfront cost, specifically at the outset, but as time goes on, the money our provincial health care systems will save will be significant. A [recent study](#) found that over 300,000 people had additional doctor visits, 93,000 had to go to the emergency department and 26,000 people were admitted to hospital – all because they couldn't pay for their medications. That creates a significant burden on the health care system, one that we can alleviate with a national drug plan.

### Other Option(s)

THAT the report dated November 12, 2019 from Councillor Amy Lubik regarding Supporting Universal National Pharmacare be received for information.

### Financial Implications

There are no financial implications related to this report.

### Communications and Civic Engagement Initiatives

There are no communications or civic engagement initiatives required by the recommendations in this report.

### Attachment(s)

1. Delegation Application regarding Pharmacare from May 15, 2018 City of Port Moody Committee of the Whole Meeting

# VILLAGE OF TAHSIS

## Report to Council

To: Mayor and Council  
From: Janet StDenis Chief Election Officer  
Date: 23 February 2020  
Re: Tahsis 2020 Municipal By-Election Results and Ballot Accounts

---

### PURPOSE OF REPORT:

To report on Tahsis' 2020 municipal election results and provide a ballot account pursuant to section 158 of the LGA (Local Government Act).

### BACKGROUND:

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

### POLICY/LEGISLATIVE REQUIREMENTS:

- LGA Part 3, Division 17 s158 (1) Within 30 days after the declaration of official election results under section 98 for an election by acclamation or under section 146 for an election by voting, the chief election officer must submit a report of the election results to the local government.
- (2) In the case of an election by voting, the report under subsection (1) must include a compilation of the information on the ballot accounts for the election.
- (3) If the results of the election are changed by a judicial recount or on an application under section 153 [application to court respecting validity of election] after the report under subsection (1) of this section is submitted, the designated local government officer must submit to the local government a supplementary report reflecting the changed results.

### FINANCIAL IMPLICATIONS:

None.

**RECOMMENDATION:**

That Council receives the report on Tahsis 2020 Municipal By-election.

Respectfully submitted:

  
Name

VILLAGE OF TAHSIS  
DECLARATION OF OFFICIAL ELECTION RESULTS  
LOCAL BY-ELECTION – 2020

COUNCILLOR

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

Dated at Tahsis, BC  
this 23rd day of February, 2020.

  
Chief Election Officer

VILLAGE OF TAHSIS  
 DETERMINATION OF OFFICIAL ELECTION RESULTS - COUNCILLOR  
 LOCAL BY-ELECTION – 2020

Candidate Name	Aedan Rita	Northcott Cheryl					
Advance Voting Opportunity: February 12, 2020 Council Chambers, 977 S Maquinna Drive	12	29					
Regular Voting Opportunity: February 22, 2020 Council Chambers, 977 S Maquinna Drive	27	44					
<b>TOTAL NUMBER OF VOTES</b>	39	73					

113

This determination of official election results was made by the Chief Election Officer on February 23, 2020 at The Village Of Tahsis, at 10:00 a.m. and is based on ballot accounts as amended or prepared by the Chief Election Officer.

  
 Chief Election Officer

VILLAGE OF TAHSIS

BALLOT ACCOUNT

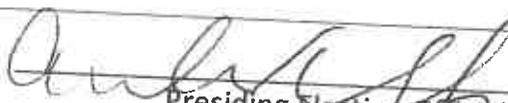
ADVANCED VOTING DAY – TAHSIS 2020 BY-ELECTION  
977 S MAQUINNA DRIVE, TAHSIS BC V0P 1X0

February 12, 2020

COUNCILLOR

Number of valid votes cast:

(1) Number of ballots received for use (see Note 1)		<u>500</u>
(2) Ballots without objection	<u>41</u>	
(3) Ballots accepted subject to objection under LGA s.140	<u>0</u>	
(4) Ballots rejected without objection	<u>0</u>	
(5) Ballots rejected subject to objection under LGA s.140	<u>0</u>	
(6) Spoiled ballots that were replaced under LGA s.128	<u>1</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)		<u>42</u>
(8) Unused ballots (see Note 2)		<u>458</u>
(9) Number of ballots not accounted for		<u>0</u>
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u>500</u>

  
Presiding Election Official

**THIS FORM MUST BE COMPLETED IN DUPLICATE.**

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

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

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

VILLAGE OF TAHSIS  
BALLOT ACCOUNT

GENERAL VOTING DAY – TAHSIS 2020 BY-ELECTION  
977 S MAQUINNA DRIVE, TAHSIS BC V0P 1X0  
February 22, 2020  
COUNCILLOR

Number of valid votes cast:

(1) Number of ballots received for use (see Note 1)		458
(2) Ballots without objection	71	
(3) Ballots accepted subject to objection under LGA s.140	0	
(4) Ballots rejected without objection	0	
(5) Ballots rejected subject to objection under LGA s.140	0	
(6) Spoiled ballots that were replaced under LGA s.128	1	
(7) Number of ballots given to the electors (2+3+4+5+6)		72
(8) Unused ballots (see Note 2)		386
(9) Number of ballots not accounted for		0
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		458

  
Presiding Election Official

**THIS FORM MUST BE COMPLETED IN DUPLICATE.**

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

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

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



VILLAGE OF TAHISIS			
Policy Title:	<b>Tangible Capital Asset Financial Reporting Policy</b>	Policy No.	4020
Effective Date	March 3, 2020	Supersedes Policy No.	2011
Review Date	March 3, 2025	Ownership	Director of Finance
Approval	Council	Resolution Number	

### PURPOSE

This Tangible Capital Assets Financial Reporting Policy supports organizational decision making, provides enhanced reporting and increased transparency to the organization, the public and other stakeholders.

The recognition, recording and reporting of Tangible Capital Assets are necessary financial processes to support the strategic goal to strategically manage, invest and plan for sustainable municipal infrastructure.

The purpose of this policy is to provide direction for the recognition, recording and reporting of Tangible Capital Assets on a consistent basis in accordance with Public Sector Accounting Standards. This policy will assist the Village to strategically manage, invest and plan for sustainable municipal infrastructure by:

- measuring and reporting the full cost of the Village's operations;
- ensuring that all tangible capital asset acquisitions are approved;
- ensuring that clear guidance, training and support is provided to departments;
- supporting stewardship of the Village's tangible capital assets; and by
- supporting the efficient and effective use of the Village's tangible capital assets.

### APPLICATION

This policy applies to all employees of the Village.

This policy applies to all existing tangible capital assets as of January 1, 2020 and all new tangible capital assets purchased, acquired or constructed after that date.

### REFERENCE

This policy should be read in conjunction with PSAB Handbook section PS3150.

This policy framework includes the proper recognition, measurement, use of thresholds, aggregation, segregation, amortization, reporting, safeguarding and disposal of tangible capital assets.

Additional guidelines for the disposal of assets are found in the Village's Asset Disposal Policy #4019. This Policy replaces Tangible Capital Assets Policy 2011.

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of all departments to be in compliance with the Tangible Capital Assets Financial Reporting Policy and any related administrative procedures to the Policy.

It is the responsibility of the Director of Finance to oversee the organization's ongoing compliance with the Tangible Capital Assets Financial Reporting Policy and to ensure that proper training and support is provided to departments.

## **DEFINITIONS**

In this Policy, the following terms have the following meaning:

### **"Amortization"**

An annual non-cash expense in the statement of operations that spreads the cost of a Tangible Capital Asset across its Useful Life.

### **"Assets"**

Assets are economic resources controlled by the Village as a result of past transactions or events and from which future economic benefits are expected to be obtained. Assets have three essential characteristics:

- they embody a future benefit that involves a capacity, singly or in combination with other assets, to provide future net cash flows, or to provide goods and services;
- the Village can control access to the benefit; and
- the transaction or event giving rise to the Village's control of the benefit has already occurred.

### **"Betterment"**

Subsequent expenditures that enhance the Service Potential of the Asset by one or more of the following:

- increasing the physical output or service capacity;
- lowering associated operating costs;
- improving the quality of the output; or
- extending the Useful Life.

### **"Buildings"**

Buildings owned by the Village including any third party leased properties. Includes all structures that provide shelter from the elements that function independent of an infrastructure network.

### **"Capital Lease"**

A lease, with contractual terms, that transfers substantially all the benefits and risks inherent in ownership of property to the Village.

### **"Capitalization Threshold"**

The value above which Tangible Capital Assets are capitalized and reported in the financial statements within the major Tangible Capital Asset categories.

**“Component”**

A part of an Asset with a cost that is significant in relation to the total cost of the Asset.

**“Fair Value”**

The amount of consideration that would be agreed upon in an arm’s length transaction between knowledgeable, willing parties who are under no compulsion to act.

**“Land”**

Land owned includes parkland, land for owned facilities and land under roads and sidewalks.

**“Land Improvements”**

Land improvements include parking lots, fencing and landscaping, for example.

**“Net Book Value”**

The cost of a Tangible Capital Asset, less accumulated Amortization and the amount of any Write-downs.

**“Nominal Value”**

The value assigned to an Asset when no Asset valuation method is relevant, or where the accuracy of any estimate could not be supported in an audit. Nominal Value is defined by the Village to be one Canadian dollar.

**“Recognition Criteria”**

Recognition Criteria for an item in the financial statements including a Tangible Capital Asset are as follows:

- a) there is a reliable and appropriate basis of measurement; and
- b) it is probable that a future benefit to the Village will be obtained from the Tangible Capital Asset.

**“Residual Value”**

The estimated net realizable value on disposition or sale of a Tangible Capital Asset at the end of its Useful Life.

**“Service Potential”**

The Tangible Capital Asset’s output or service capacity is determined by reference to attributes such as physical output capacity, quality of output, associated operating costs and Useful Life.

**“Tangible Capital Assets”**

Non-financial Assets having physical substance that:

- a) are for use in the production or supply of goods and services, for rental to others or for the development, construction, maintenance or repair of Tangible Capital Assets;
- b) have useful economic lives extending beyond an accounting period;
- c) are to be used on a continuing basis; and
- d) are not for sale in the ordinary course of operations.

For the purposes of this policy, Tangible Capital Assets are defined to include computer software.

**“Useful Life”**

The estimate of either the period over which the Village expects to use a Tangible Capital Asset or the number of production or similar units that it can obtain from the Tangible Capital Asset. The life of a Tangible Capital Asset may extend beyond its Useful Life. The life of a Tangible Capital Asset, other than land, is finite, and is normally the shortest of the physical, technological, commercial or legal life.

**“Write-down”**

The reduction in the cost of a Tangible Capital Asset to reflect the decrease in the quality or quantity of its Service Potential due to a permanent impairment.

**GUIDELINES**

**1. Recording Tangible Capital Assets**

**1.1. How to budget for tangible capital assets**

Only capital items meeting the capital asset criteria in this policy will be budgeted in the Village’s Capital Program. Items that do not meet the threshold will be budgeted in the Village’s operating budget in such expense accounts as Equipment Maintenance, Building Repairs, Small Equipment, Small Tools and Computers/Information Technology.

**1.2. When to Record Tangible Capital Assets**

A Tangible Capital Asset will be recorded in the Village’s financial statements if it meets all of the following:

- a) the definition of a Tangible Capital Asset;
- b) the Recognition Criteria of an item in the financial statements; and
- c) The Capitalization Threshold for the applicable major Tangible Capital Asset category.

**1.3. How to Classify Tangible Capital Assets**

Tangible Capital Assets will be classified in the following major categories:

- Land
- Buildings
- Machinery and Equipment
- Roads and Bridges
- Water Infrastructure
- Sewer Infrastructure
- Storm Drainage
- Other

**1.4. Thresholds used for Capitalization**

Thresholds are the minimum dollar value for an asset to be capitalized. The level of threshold for a category is a balance between materiality, administrative efficiency and usefulness in managing the Village assets. Tangible Capital Assets that have an acquisition value per individual item or unit that exceeds the Capitalization Thresholds in the Asset Useful Life and Thresholds Guide will be capitalized.

**1.5. Single Asset versus Asset Division into Components and/or Segments**

When recording Tangible Capital Assets, the Village follows two approaches: Whole Asset and component.

Tangible Capital Assets may be accounted as a single asset or by components. A linear asset may also be accounted for by segments or a combination of segments and components. Whether the component and/or segment approach is to be used will be determined by the usefulness of the information versus the cost of collecting and maintaining information at the more detailed component or segment level. For example, a snow plow truck is a whole asset. A building could be recorded in components such as Structure, Roof,

Plumbing and HVAC. Construction of new or improvements to existing roads could be recorded in components or linear assets such as roads, water lines, stormwater and wastewater.

The Component approach is more appropriate for large scale Tangible Capital Assets that can be broken down into smaller components that have different values and estimated useful lives. Consider factors such as significance of the amounts, quantity of the individual assets, availability and reliability of the information about the components and your information needs to make future decisions.

#### **1.6. Betterments versus Maintenance**

Betterments which exceed the Capitalization Threshold of the applicable capital asset class will be included in the Tangible Capital Asset's cost. Any other expenditure would be considered a repair or maintenance and expensed in the operating budget in that period.

#### **1.7. Grouped/Pooled/Network Assets**

Tangible Capital Assets that have an individual unit value less than the corresponding Capitalization Threshold (on their own) but have a significant value as a group will be 'grouped' or 'Pooled' by year as a single Tangible Capital Asset with one combined value in the accounting records. Examples of assets that could fall into this area include computers, computer accessories, desks, chairs, etc.

The Threshold for assets added to an existing group or network of assets is one Canadian dollar.

## **2. Valuing Tangible Capital Assets**

### **2.1. Acquisition Value**

Tangible Capital Assets are recorded at cost plus all ancillary charges necessary to place, prepare, and install the Asset in its intended location and condition necessary for its intended use.

Cost is defined in PSAB Handbook PS3150 and includes all non-refundable taxes and is net of any trade discounts or rebates. Funding sources such as grants and donations are not netted against the cost of the related Tangible Capital Asset.

Feasibility costs are incurred to make a decision on whether or not an Asset should be acquired. These costs are excluded from the cost of a Tangible Capital Asset as they are not directly attributable to the cost or the future economic benefit of the Asset. This is evidenced by the costs being incurred in advance of a formally approved capital project.

### **2.2. Purchased Assets**

The cost of purchased assets includes the purchase price and other acquisition costs to install the Asset at the location and in the condition necessary for its intended use; such as installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs, and duties.

### **2.3. Constructed or Developed Assets**

The cost of constructed or developed assets includes the gross amount of consideration directly attributable to acquire control of, construct or develop the Asset and to install the Asset at the location and in the condition necessary to prepare it for its intended use.

#### **2.4. Donated or Contributed Assets**

The Village can have assets donated or contributed. A donation could be a piece of land for a park and a contribution might be linear works received during assumption of a subdivision. The cost is equal to the Fair Value at the date of donation or contribution.

Fair Value may be determined using market or appraisal values. If it is not possible or practical to determine the fair market or appraised value, other reasonable methods of valuation may be applied to determine an estimated cost, such as discounted cash flows or replacement cost. If an estimate of Fair Value cannot be made, the Tangible Capital Asset would be recognized at Nominal Value. Ancillary costs necessary to place, prepare, and install the donated Asset in its intended location and condition for use should be capitalized.

#### **2.5. Leased Tangible Capital Assets**

The cost of a leased Tangible Capital Asset is determined in accordance with Public Sector Guideline PSG-2, Leased Tangible Capital Assets.

#### **2.6. Previously Unrecognized Tangible Capital Assets**

Historical cost at time of acquisition should be used to determine the cost of a previously unrecognized purchased, constructed or developed Tangible Capital Asset. If historical cost is not available, the valuation methodology in order of preference is discounted or deflated reproductive cost, replacement cost, market value, or Fair Value.

In all cases, the estimated current value is adjusted by a deflation factor to estimate the original historical cost of the Asset when acquired, constructed or developed.

#### **2.7. Tangible Capital Assets Under Construction (Work in Progress)**

During construction or the ordering process of a Tangible Capital Asset the costs will be recorded as assets in progress. Once the Tangible Capital Asset is completed and ready to be transferred into use, the cost is transferred to the applicable Tangible Capital Asset classification.

Assets in progress are not amortized until they are considered in service.

All costs included as assets in progress must be written off if construction of the Tangible Capital Asset is terminated or deferred indefinitely, or have been in Progress for five years, whichever is the earlier.

#### **2.8. Residual Values**

In most cases, the Village will hold a Tangible Capital Asset for an extended period of time and as a result, the Residual Value will be immaterial for most Asset classes. A Residual Value may be recorded for a Tangible Capital Asset when it is likely that the Asset will have a significant value beyond its Useful Life to the Village.

#### **2.9. Write-downs for Impairment**

A Write-down for impairment of a Tangible Capital Asset is required when either the service potential is impaired (i.e. the Asset no longer contributes to the Village's ability to deliver goods or services) or the future economic benefits are impaired (i.e. the Net Book Value of the Tangible Capital Asset is in excess of the future economic benefits expected from its use and this excess is expected to be permanent).

Write-downs of Tangible Capital Assets should be recorded as a current period expense in the period that the decrease can be measured and is expected to be permanent.

Write-downs are permanent and cannot be reversed in subsequent periods even if circumstances change.

### **2.10. Tangible Capital Asset Disposal**

An Asset disposal will be recognized when Tangible Capital Assets are taken out of service, destroyed, replaced due to obsolescence, scrapped, abandoned, dismantled, sold or otherwise written off as of the effective date of the change in the use of the Asset. Refer to Asset Disposal Policy 4019 for further guidance.

Any gain or loss on the disposal will be recorded as a revenue or expense in the period of the disposal.

## **3. Amortization Expense & Estimated Useful Life**

### **3.1. Amortization Expense**

Amortization is the annual charge to expenditures for the use of a capital asset. The cost, less any residual value, of a Tangible Capital Asset with a limited life should be amortized over its Useful Life in a rational and systematic manner appropriate to its nature and use (on a straight line basis).

Amortization is not generally sufficient or used as an estimate of cost to finance the replacement or betterment of tangible capital assets.

No Amortization expense should be recorded on Tangible Capital Assets which have been removed from service but not yet physically disposed of either through sale, demolition/dismantling, trade-in or transfer.

Amortization is calculated on a straight line basis over the useful life of each individual asset.

Network assets such as roads, sanitary sewers, water systems and storm drains are amortized on a straight line over the useful life of each component.

Pooled group assets such as street lights, computers are amortized over the useful life of each pooled group.

### **3.2. Estimated Useful Life**

An Asset's Useful Life is based on the Village's planned use of that Asset and experience with other similar Assets. The Amortization method and estimate of the remaining Useful Life of a Tangible Capital Asset should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Land has an unlimited Useful Life and is not amortized.

## **4. Maintaining Records**

The Finance Department will maintain records of the complete inventory of the Village's Tangible Capital Assets and related Amortization based on historical Tangible Capital Assets acquisitions and disposals.

## 5. Financial Reporting

### 5.1. Amortization

Amortization is budgeted and accounted for as an expense in the statement of operations.

### 5.2. Disclosure Required

In total and for each major category of Tangible Capital Assets, the Village will disclose the following in the annual financial statements:

- Cost at the beginning and end of the period;
- Additions in the period;
- Disposals in the period;
- The amount of any Write-downs in the period;
- The amount of Amortization expense for the period;
- Accumulated Amortization at the beginning and end of the period; and
- Net Book Value at the beginning and end of the period.

**Asset Useful Life and Threshold Guide:**

ASSET CLASSIFICATION	ESTIMATED USEFUL LIFE IN YEARS	CAPITAL THRESHOLD (DOLLARS)
<b>LAND</b>		
General	Indefinite	1
Row/road allowance	Indefinite	1
<b>LAND IMPROVEMENTS</b>		
Parking lot	20	10,000
Landscaping	25	10,000
Fences	20	10,000
Sprinkler systems	25	10,000
Retaining walls	40	10,000
Outdoor lighting	20	10,000
Breakwater	50	10,000
Trails - gravel	15	10,000
Trails - asphalt	20	10,000
Playground equipment	20	10,000
Parks Infrastructure - Other	20 - 100	VARIES
<b>BUILDINGS - PERMANENT</b>	40 - 80	50,000
<b>BUILDING IMPROVEMENTS</b>		
Structure	40 - 80	10,000
Roof	25	10,000
Electrical	25	10,000
Mechanical	25	10,000
HVAC	25	10,000
Washrooms, Concessions	25	10,000
Picnic Shelters	25	10,000
Portable Buildings	25	10,000
<b>MACHINERY AND EQUIPMENT</b>		
Office furniture and equipment	5	10,000
Shop tools and equipment	5	10,000
Firefighting equipment	5	10,000
Generators	10	10,000
Mobile equipment (non-vehicle)	7	10,000
Other equipment	5 - 10	10,000
<b>VEHICLES</b>		
Light trucks (less than one ton)	10	10,000
Heavy duty (one ton or greater)	15	10,000
Fire trucks	25	10,000
Heavy duty equipment	10	10,000
Other vehicles	10 - 25	10,000

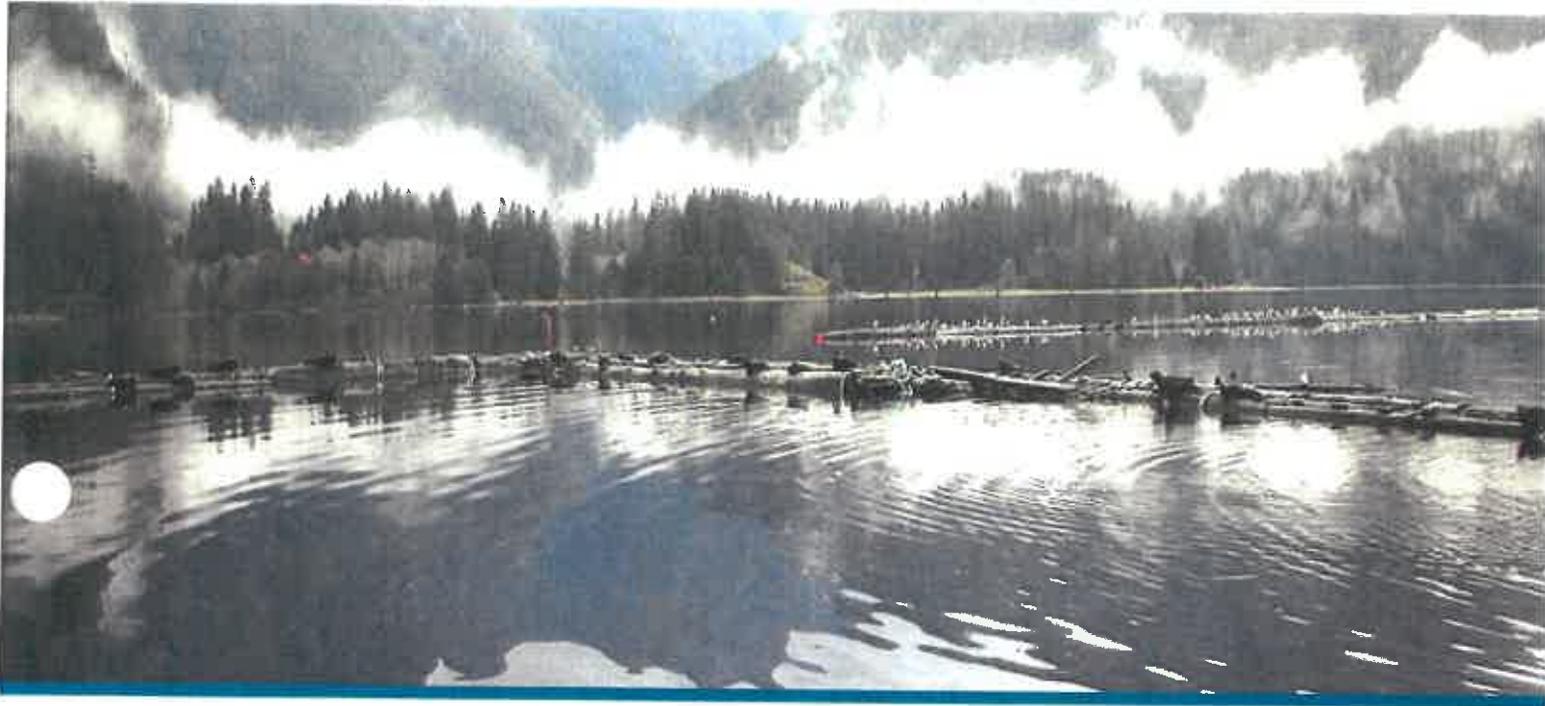
<b>TECHNOLOGY</b>		
Software and hardware	3	10,000
Communication equipment	5	10,000
<b>ROADS</b>		
Local - bed	75	25,000
Local - surface	30	25,000
Collector - bed	75	25,000
Collector - surface	60	25,000
Curbs	60	25,000
Sidewalks	60	25,000
Traffic signals	30	25,000
Street lighting	30	25,000
Bridges	Variable	25,000
<b>WATER INFRASTRUCTURE</b>		
Mains	60	25,000
Hydrants	40	25,000
Pump Stations	40	25,000
Water Meters	15 - 20	25,000
Wharfs and Docks	Variable	25,000
<b>SANITARY SEWER</b>		
Mains	60	25,000
Manholes	60	25,000
Pumping stations	25	25,000
Lateral connections	60	25,000
<b>STORM DRAINAGE</b>		
Mains	60	25,000
Manholes	60	25,000
Catch basins	60	25,000
Lateral connections	60	25,000

REVIEWED AND APPROVED



Mark Tatchell, CAO

m3



## **Tahsis Evacuation Plan**

February 20, 2020

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Submitted to: Village of Tahsis  
Prepared by McElhanney

### **Contact**

Mark DeGagne, P.Eng.  
250-287-7799  
[mdegagne@mcelhanney.com](mailto:mdegagne@mcelhanney.com)

### **Address**

1196 Dogwood Street,  
Campbell River BC Canada,  
V9W 3A2

Our file: 2221-49140-00 (Task 2016)

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**Your Challenge.  
Our Passion.**

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## 1. Overview

### 1.1. PURPOSE

The Village of Tahsis Evacuation Plan (the “Plan”) outlines roles, responsibilities and required procedures to safely facilitate the evacuation of people within the Village of Tahsis (the “Village”). The Plan also identifies recommended next steps to ensure ongoing preparation and implementation.

### 1.2. OBJECTIVES

During an evacuation, the primary objectives need to be:

1. Expedited movement of people from hazardous areas.
2. Implement access control measures to prevent persons from entering areas under an evacuation order.
3. Evacuate people to:
  - a. appropriate assembly (i.e., muster) points,
  - b. through appropriate evacuation points, and
  - c. on to appropriate reception centres.
4. Obtain necessary and appropriate transportation through mutual aid or other agreement.
5. Provide adequate transportation modes for vulnerable or “at-risk” populations.
6. Assure safe re-entry of evacuated persons when an evacuation order is lifted.

### 1.3. CONTEXT AND ASSUMPTIONS

#### 1.3.1. Context

Within Canada, the responsibility for managing emergencies, and any resulting evacuation of people, is with the provincial and local authority. An evacuation is multi-jurisdictional, there is no single government entity with the mandate to implement all components of an evacuation, and there is no one single agency with all the required resources to complete an evacuation. As a result, it is essential that planning is completed prior to the onset of an emergency in order to ensure the safety of residents.

#### 1.3.2. Assumptions

Given Tahsis’ location on Vancouver Island, and access to/from the Village, it is assumed that all evacuees will be directed or transported to Campbell River, the closest location for emergency support services and regional hospital. In some instances, such as marine evacuations with larger vessels, there may be a need to transport evacuees to Tofino and/or Victoria. However, the proportion of evacuees heading to these destinations are considered to be minor.

## 2. Potential Hazards

A hazard is any incident that can cause harm or damage to humans, property or the environment. Potential hazards within the context of this Plan are identified relative to the potential to cause harm to humans and result in the need for their evacuation (Table 2-1).

Table 2-1 Potential Hazards that Necessitate Evacuation

Event	Time of Year Probability of Occurrence	Onset Potential	Potential Evacuation Routes / Modes	Timeframe of Event	Considerations
Wildfire	Peak Season (Summer)	Advance Notice or No Notice (imminent)	Road, Air, Water	Short to long-term	Mass evacuation route/mode dependent on location of wildfire.
Air Quality (Wildfire Smoke)	Peak Season (Summer)	Advance Notice	Road, Water	Short to long-term	Potential for partial or mass evacuation, or shelter-in-place.
Tsunami	Year-round	Advance Notice or No Notice (imminent)	Road, Air	Long-term	Mass evacuation route dependent on anticipated height and extent of tsunami wave and timing of warning.
Earthquake	Year-round	No Notice (imminent)	Road, Air, Water	Long-term	Potential loss of all essential services due to damage of critical infrastructure.
Flood – moderate to major	Off-peak Season (Fall/Winter/Spring)	Advance Notice	Road, Air, Water	Short to long-term	Potential for partial or mass evacuation dependent on extent and location of flooding. Evacuation routes/modes also dependent on location of flooding and community shelter.
Debris Flow (Landslide)	Year-round	No Notice (imminent)	Road, Air, Water	Short to long-term	Potential for partial or mass evacuation dependent on location. Evacuation routes/modes also dependent on location and if Head Bay Road is affected.
Loss of Essential Services	Year-round	Advance Notice or No Notice (imminent)	Road, Air, Water	Short to long-term	Extended interruption to electrical power or municipal (water and sewer) services, and/or loss of road access into Village.

### 3. Community Profile

#### 3.1. ESTIMATED NUMBER OF EVACUEES

Evacuation scenarios considered both off-peak season (i.e., full-time residents) and peak season (i.e., both full-time and seasonal residents). Off-peak season generally occurs during Fall, Winter and Spring seasons (October – May), and peak season occurs during Summer (June -September).

During the peak season, the potential number of evacuees is estimated to be 1,000 people, and during off-season 300 (Table 3-1).

##### 3.1.1. Estimated Evacuees Requiring Assistance

There are several factors which may affect a person’s ability to evacuate on their own accord during an emergency, the factors include:

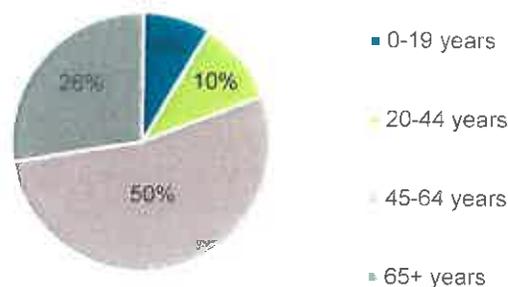
1. Physical mobility, including persons with disabilities
2. Access to a vehicle, or if living alone, access to a vehicle and ability to drive,
3. Age of population, that is children who require guardianship during an emergency.

Approximately 8% of Tahsis’ population are under the age of 19, and over 25% are over the age of 65. (Fig. 3-1). Although, age cohort does dictate a person’s need for assistance during an evacuation, for planning purposes, it is estimated that approximately 30% of the off-peak season population and 5% of the peak season population may need assistance.

Table 3-1 Potential Number of Evacuees

Evacuation Scenario	Estimated number of evacuees	Estimated number of evacuees requiring assistance
Peak Season (Summer)	1,000	50
Off-peak Season (Fall/Winter/Spring)	300	10

Fig. 3-1 Tahsis Population by Age Cohort (2016)



Source: Statistics Canada, Census 2016.

## 4. Evacuation Stages

Within Canada, provinces have the primary authority for managing emergencies. The province has established a three-stage alert process for strategic evacuations. The stages include: Evacuation Alert, Evacuation Order, Evacuation Rescinded/Lifted. The legal authority for local governments to order an evacuation is provided under the *Emergency Program Act (EPA)*.

Some emergencies may also require a Tactical Evacuation, where an authorized first responder (i.e., fire, police) needs to immediately evacuate an area in order to protect lives.

### 4.1. STAGE 1: EVACUATION ALERT

During an evacuation alert the public is warned of a threat and advised of a potential need for evacuation. It does not require a declaration of a state of local emergency. The alert is issued when response agencies believe it is likely the threat will put people at risk, but the threat has not yet reached a threshold of immediate danger.

The alert should highlight the need and source, nature and/or cause for the evacuation. During this stage people should prepare to evacuate and gather personal supplies required for several days.

If time allows, evacuation alerts can be issued by door-to-door notification. Public information notifying people of an evacuation alert should also be posted on the municipal website, social media, and local radio and television stations.

When an imminent hazard occurs, an evacuation order may be issued without a prior evacuation alert.

The role of the Village will be to prepare for the evacuation including monitoring the threat, preparing evacuation plans, providing information and updates to the public, and pre-positioning resources in the event an evacuation order is required.

### 4.2. STAGE 2: EVACUATION ORDER

An evacuation order is a written order issued under a State of Local Emergency declaration and signed by the Mayor. The evacuation order should state that all people in the threatened area must evacuate, with no allowance for discretion made within the statement. (Residents are legally required to immediately evacuate.)

A State of Local Emergency declaration must be declared for an evacuation order to be valid. Boundaries must be established for the evacuation area within the declaration of a state of local emergency.

### 4.3. STAGE 3: EVACUATION RESCINDED / LIFTED

When the threatened area is under control or declared safe, the evacuation order can be lifted, and residents are advised they can return. Where a threat reoccurs, an evacuation alert or order may be reinstated.

Aspects that need to be addressed prior to lifting an evacuation order include the following:

- Village staff and Vancouver Island Health Authority should confirm if essential public services are available and safe to use including drinking water, sanitary sewer, and air quality.
- Vancouver Island Health Authority should confirm if the health care facility is safe and available to provide services.
- Utility agencies, including BC Hydro, should confirm if services are available and operating.
- Rapid damage assessments of property should be completed.
- The School District should determine if the school can open within a reasonable time-period for students

#### 4.4. TACTICAL EVACUATION

A tactical evacuation is an evacuation resulting from a hazard impact that requires immediate action and allows for little warning or preparation. The Incident Commander, typically associated with the responsible lead agency managing the incident, or first responder can order a tactical evacuation with no formal documentation. Examples of when a tactical evacuation may be employed include hazardous material accidents, fires, and flooding. The decision is made at the site to protect life and safety, resulting from the immediate hazard.

A state of local emergency declaration is not required for a tactical evacuation, unless the affected population needs to be evacuated for an extended or undetermined length of time.

#### 4.5. SPECIAL EVACUATION CONSIDERATIONS

During an evacuation alert or order special considerations and additional planning will be required for certain groups.

##### 4.5.1. Vulnerable population groups

Vulnerable population groups may include children, individuals with mobility, medical or communication challenges, and transient populations, including tourists and seasonal workers.

Additional factors to consider during planning for vulnerable population groups that may need assistance, include:

- Providing advance public notification to allow additional evacuation preparation time,
- Coordinating access to transportation,
- Contacting a reception centre to ensure accommodation during evacuation,
- Ensuring access to medication, equipment and supplies as evacuees may not be able to bring medication, and
- Arranging for childcare for children without a parent or guardian accompanying a child.

##### 4.5.2. Seniors

Evacuations can present additional challenges for seniors. Seniors who are sick, disabled or live alone may need special assistance. The Village has a high proportion of senior adults to young adults, and a significant number of seniors live alone and may not be able to drive. As a result, special considerations should be made for this group when planning evacuations.



#### 4.5.3. Persons with Disabilities

First responders need to be aware of persons with disabilities to respond effectively. Persons with a mobility disability or visual impairment may require assistance leaving a building or navigating areas covered with debris after a hazard event, and persons with a hearing disability will have difficulty with verbal instructions. Persons with disabilities may also have special transportation needs such as lift-equipped vehicles that accommodate wheelchairs or scooters.

Communications methods should be carefully considered to ensure all populations groups can be effectively reached. Persons with a hearing disability may not be able to receive messages via radio, television, sirens, or other audible messaging. Those with visual disabilities may not be aware of visual cues such as flashing lights, posted signs, or website information.

Communication methods should be developed to ensure all persons within an affected area will have necessary information to take prepare for an evacuation. Combining both visual and audible alerts will help reach a greater audience.



## 5. Evacuation Process

The specific processes for implementing an evacuation will be dependent on the exact cause and nature of the hazard; however, there are fundamental steps involved with evacuating a community. The general steps for evacuation, which are outlined in this chapter, include:

1. Hazard assessment
2. Notification to Chief Administrative Officer or Emergency Operations Centre Director
3. Decision to evacuate
4. Determine evacuation timeline
5. Declare State of Local Emergency
6. Inter-organizational notification
7. Public notification
8. Coordinate with reception centres
9. Prepare to evacuate
10. Complete evacuation operations
11. Complete inspection to confirm essential services are available and buildings are inhabitable
12. Re-entry after an evacuation order has been rescinded

Figure 5-1 provides an evacuation decision-tree which outlines the evacuation process from the initial assessment stage to the re-entry phase after an evacuation alert or evacuation order has been rescinded.

Appendix A provides checklists and forms that can be used during each of the evacuation stages to assist with planning and organization.

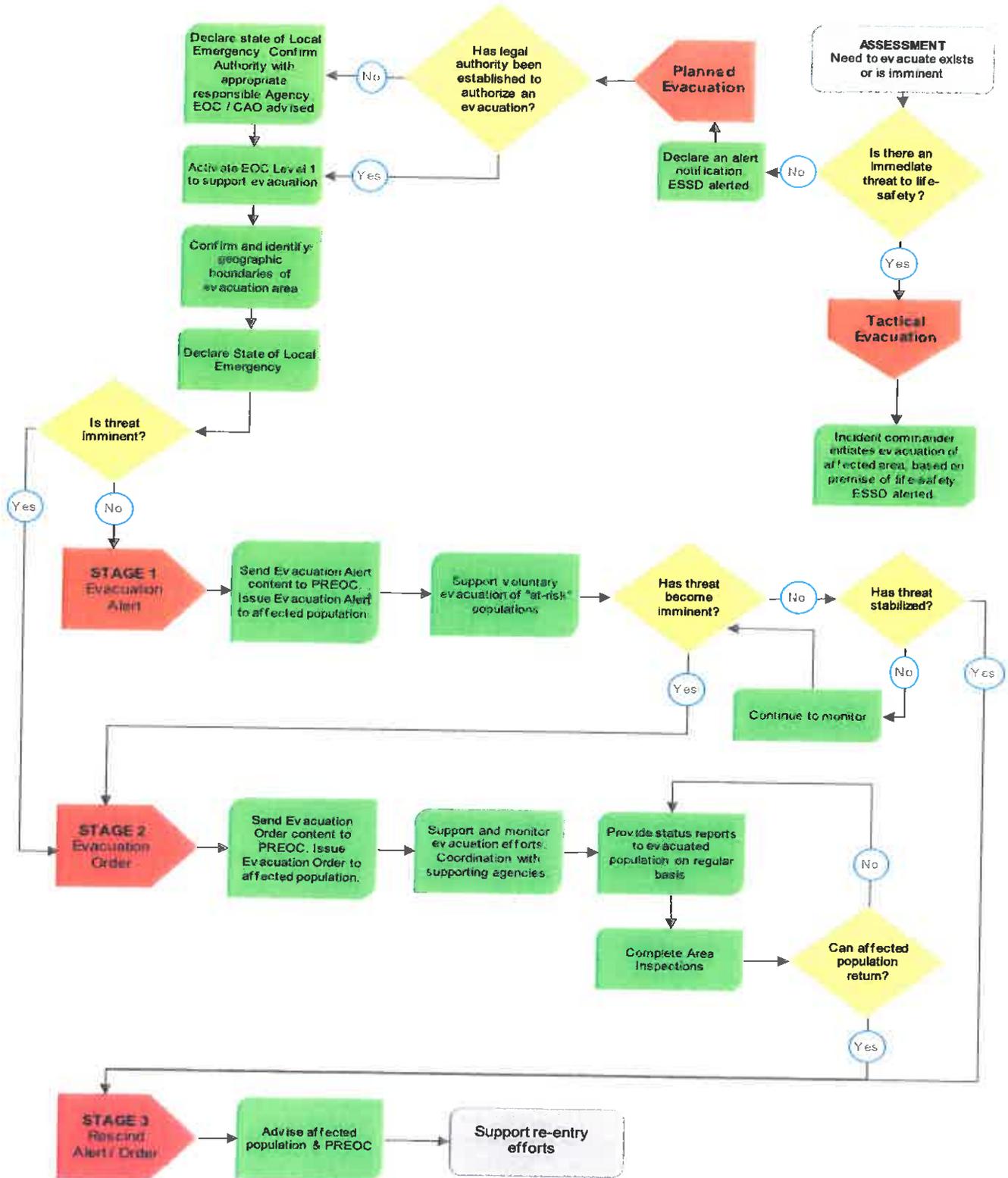
### 5.1. HAZARD ASSESSMENT

The initial evacuation stage is confirmation of the incident. In most scenarios, the first response agency with jurisdictional authority of the incident will respond to the incident site and establish an Incident Command Post (ICP). The Incident Commander (IC) responsible for overall management of the incident will confirm the location and determine the magnitude of the incident, estimate the number of people at risk, notify additional first response agencies that may be required to assist, and take any immediate measures necessary to protect life and property. In life-threatening situations, the IC may execute a tactical (no notice) evacuation to clear people immediately from the risk area.

### 5.2. NOTIFICATION

When a hazard is determined to be a significant threat to the public, the IC will notify the Chief Administrative Officer (CAO) or Emergency Operations Centre (EOC) Director within affected local government jurisdiction. If the CAO/EOC Director is not informed or cannot be reached, or there is no alternative in their absence within the local jurisdiction, decisions may be delayed which may increase risk to the public.

Figure 5-1 Evacuation Stage Decision-Tree



### 5.3. DECISION TO EVACUATE / PROTECTIVE MEASURES

The IC will, in most situations, determine the most appropriate protective measures and provide a recommendation to the CAO or EOC Director during initial notification. Table 5-1 lists the hazards that could cause a mass evacuation and identifies the likely lead agency to recommend an evacuation order to the CAO or EOC Director. It also identified the primary provincial ministry to provide expertise and support to the local government in managing the hazard event.

Table 5-1 Potential Hazards Necessitating Evacuation and Lead Agency

Event	Lead Agency	Provincial Ministry	Agency Most Likely to Recommend Evacuation Order
Wildfire	BC Wildfire Service	Emergency Management BC, Forests Land Natural Resources (FLNRORD)	BC Wildfire Service in discussion with Tahsis Fire Chief and CAO or EOC Director
Air Quality (Wildfire Smoke)	Vancouver Island Health Medical Health Officer	Health	Medical Health Officer in discussion with CAO or EOC Director
Tsunami	Emergency Management BC	Emergency Management BC	Emergency Management BC
Earthquake	Dependent on need for evacuation order	Emergency Management BC	Unsafe buildings: CAO or EOC Director Fire: Tahsis Fire Chief
Flood – moderate to major	Village of Tahsis	FLNRORD	Village of Tahsis
Debris Flow (Landslide)	Dependent on need for evacuation order	FLNRORD, Landslides on highways: Transportation & Infrastructure	Natural Resources Canada FLNRORD may provide some notice in advance  Unsafe buildings or impeded access routes: Village of Tahsis, with assistance of rapid damage assessment personnel or structural engineers
Loss of Essential Services (Severe Weather Event)	Utility providers	Emergency Management BC	Village of Tahsis

The IC in some situations may not provide a protective measure recommendation and may defer the decision to the CAO or EOC Director. Village Council, specifically the Mayor, have the legislative authority to issue an evacuation order with the recommendation made by the CAO or EOC Director.

The protective measures available to the IC, CAO or EOC Director include:

1. **Monitor** - Where the hazard does not pose an immediate threat but has the potential to escalate. The hazard must be continually monitored, and public risk re-assessed at intervals determined by the IC, or CAO/EOC Director. Given emergencies can evolve quickly, advanced planning should begin for any incident that may require a mass evacuation.



2. **No-Notice Evacuation / Tactical Evacuation** – Where immediate evacuation is required in the area at risk. No-notice evacuations are implemented primarily because the emergency is imminent or has already occurred.
3. **Evacuation Alert** – Where an alert is issued to warn the public of a potential threat and advises that an evacuate order may be issued and preparations to evacuate should be initiated.
4. **Evacuation Order** – The evacuation order notifies the public they are legally required to immediately evacuate the area under order.
5. **Shelter in Place Order** - Shelter-in-place entails people at risk staying inside and closing windows and doors. This measure may be used during a severe weather event (i.e., windstorm).

#### 5.4. DETERMINE EVACUATION TIMELINE

The amount of time available before a hazard affects people within the local jurisdiction will determine whether an immediate evacuation order is required or if a phased evacuation possible. The timeline will vary dependent upon, 1.) speed and intensity of the hazard, 2.) current population, 3.) time of day involved, and 4.) scale of the evacuation. To determine the evacuation timeline, the projected arrival of the threat and the estimated clearance time of the Village must be determined. The estimated clearance time for a road evacuation is provided in Section. 6.2.

#### 5.5. DECLARE STATE OF LOCAL EMERGENCY

If an evacuation order is required, the Village will need to declare a state of local emergency to access the powers of the provincial *Emergency Program Act* (EPA).

The CAO or EOC Director oversees preparation of the declaration, is responsible for briefing Mayor and Council, and for attaining approval and signature from the Mayor.

The Declaration must include:

- Nature of the emergency
- Geographic boundaries (preferably shown on an attached map) within which the declaration will apply
- Date of the local declaration, and
- Signature of the head of the local authority (Mayor).

Per the EPA, immediately after declaring a state of local emergency, the local government must:

- Send a signed copy of the local declaration to the Provincial Regional Emergency Operations Centre (PREOC),
- Immediately publish a notice of the declaration (and attached maps) to the affected population and media, and
- After making the declaration, the Mayor must convene a meeting of Council to establish policy direction for CAO and EOC to implement response to the emergency.

## 5.6. INTER-ORGANIZATIONAL NOTIFICATION

After an evacuation order has been issued and an evacuation timeline established, various inter-organizational agencies will need to be notified, depending on the hazard type and location.

These may include, but are not limited to:

- Village Council
- Strathcona Regional District
- BC Wildfire Service
- BC Emergency Health Services
- Ministry of Transportation and Infrastructure (MoTI)
- Mainroad North Island Contracting LP (road service contractor for MoTI)
- School District #84
- Emergency Management BC
- Neighboring communities:
  - including Mowachaht/Muchalaht First Nations, Gold River, Zeballos, and Campbell River
- Canadian Red Cross

The roles and responsibilities of these organizations are further outlined in Chapter 7: Roles and Responsibilities.

## 5.7. PUBLIC NOTIFICATION

If either an evacuation alert or order is required, officials must inform the public to evacuate and provide them with the details about the evacuation. Information will be shared using a range of warning methods, including municipal websites and social media, and broadcast media like television and radio. It should be noted, that although CBC radio is available, it is not a reliable source of information as the transmission can be interrupted by snow accumulation and public notification advisories may require approval prior to broadcast. As a result, door-to-door notifications and telephone tree calling may be the most effective notification method, with the exception of Tahsis Spring Apartments that could be an issue with door-to-door notification due to internal building access of units.

The purpose of a warning in the context of an evacuation is to provide:

- Information about the nature and timing of impact to those likely to be affected by the event,
- Specific directions about the evacuation, including who it applies to and why; when people should evacuate; where and when they should go, and how to get there, and
- Information about potential consequences of not evacuating and protective measures to take if not evacuating.

Warning people of an evacuation is essential. Further information regarding is provided in Chapter 8: Communications.



## 5.8. PREPARE TO EVACUATE

After an evacuation order is issued, an evacuation plan must be implemented. The plan should include viable transportation modes, evacuation phasing, selection and confirmation of receiving communities, and location of shelters.

## 5.9. EVACUATION OPERATIONS

Evacuation operations, the organized movement of people from the evacuation area to a safe area, entails implementing traffic and access controls, establishing evacuation routes, managing the safety of evacuees, and establishing security in the evacuation area.

People without friends or family to receive them must be provided with shelter. In a mass evacuation, people will need to be provided with shelter in another community or several other communities outside of the evacuation area. The Village should establish contacts at receiving shelters to ensure effective coordination. Receiving and sheltering evacuees is a critical step within the evacuation process.

Under all evacuation scenarios, all evacuees should register at the Reception Center located at the Tahsis Recreation Center. This is important to maintain records of evacuation, and for tracking of intended evacuation locations as tracking allows reunification of separated families. Emergency Support Services (ESS) will coordinate with The Canadian Red Cross for family reunification and contact inquiries by relatives outside evacuation area.

Emergencies involving small numbers of local population, as well as short duration evacuations, are best managed within the local area. Larger evacuations should be coordinated with the Strathcona Regional District and the Campbell River Emergency Support Services should the circumstance require support beyond local capacity.

### 5.9.1. Muster Stations

The Village has several designated muster stations (Fig.5-2). These stations should be only be used during a tsunami warning when there is an immediate threat, and there is insufficient time to complete and evacuation.

### 5.9.2. Assembly Points

A designated assembly point assists with effective coordination of people who require transportation to a designated reception centre. An assembly point should be a centrally located, relatively flat, large area, that is generally pedestrian accessible for the public and accessible for the transportation mode which will be employed (vehicle, air or marine). Appropriate signage should be provided identifying the assembly area. Some individuals may be unable to walk to an assembly point due to physical limitations. In these instances, documentation and communication with the EOC should be completed to ensure intermediate transportation to the assembly point is provided. (Appendix A – Emergency Call Centre Evacuee Information Form)

### 5.9.3. Access Control

For areas under an evacuation order, access controls must be established. The objectives of access control include:

- Protect lives of evacuees from re-entering a high-risk area, and
- Maintain law and order within an evacuated area.

Access control should be maintained under one of the following conditions:

1. **No Access:** Authorized personnel (i.e. responders) only are permitted into and evacuated area.
2. **Limited Access:** Persons are allowed into an evacuated area with limited access and based on criteria established by an IC or EOC Director.

An access control point, most likely on Head Bay Road, depending on the source of the hazard, should be established and staffed by RCMP members and/or authorized personnel to control access into and out of evacuated areas.

#### 5.9.4. Authorized Entry Permits

Entry into an evacuation area by anyone other than those involved with response efforts should be avoided. In situations where it must be granted, authorization must be obtained from an IC or EOC Director.

If someone is authorized to enter the evacuation area, personnel at the access control point must record the entry on an Authorized Entry Log (Appendix A) and should be signed by the person entering the evacuation area. An Authorized Entry Permit (Appendix A) should be placed on the dashboard of the person's vehicle.

### 5.10. RECEPTION CENTRES

Reception centres provide safe gathering places for people displaced from their homes as a result of an emergency. Services provided at a Reception Centre should include:

- Ability to register and receive emergency social services
- Referrals for food, clothing, lodging and/or amenities
- First aid
- Emotional support services
- Any special needs assistance
- Pet care
- Information regarding the emergency and status of the evacuation

Identifying reception centre options in advance of any potential evacuation is recommended. Evacuees should report to the Tahsis Reception Center prior to departing for other localities. This ensures records of persons leaving, and tracking of intended destination. This is key for ensuring evacuation is complete, reunification of families and notification of the all clear and lifting of the evacuation order. Coordination with Strathcona Regional District Emergency Operation Center will determine if Campbell River will accept and accommodate Tahsis evacuees, or if other considerations are to be implemented.

## 5.11. RE-ENTRY

Before an evacuation order is rescinded, an assessment of the affected area (Section 4.3) must be completed, re-entry procedures (Appendix A - Re-entry checklist) should be established to ensure the re-entry process is relatively seamless. The objective of the re-entry stage is to support the safe and organized return of all the evacuees.

### 5.11.1. Re-Entry Assessment

The re-entry assessment should include confirmation of the following:

- The cause of the evacuation is resolved
- No search and rescue operations are underway
- Roads, structures and trees are deemed safe
- Damage and safety assessments of structures have been completed and deemed safe to occupy
- There are no ruptured or leaking gas lines serving the recreation centre
- There no ruptured water or sewer lines and water is deemed safe for consumption
- Electrical power is operating
- There are no hazardous materials present which threaten public safety
- No significant debris fields exist that could pose a threat to a safe return
- Debris has been removed from roadways to allow vehicles to pass
- Unsafe structures have been boarded up and roped off with caution tape
- Adequate water for firefighting is present
- Sufficient public works and operational staff can return to ensure normal operations of community services
- Vancouver Island Health has determined that conditions are safe
- Return of special needs individuals requires consideration of their unique living requirements can be met without risk.

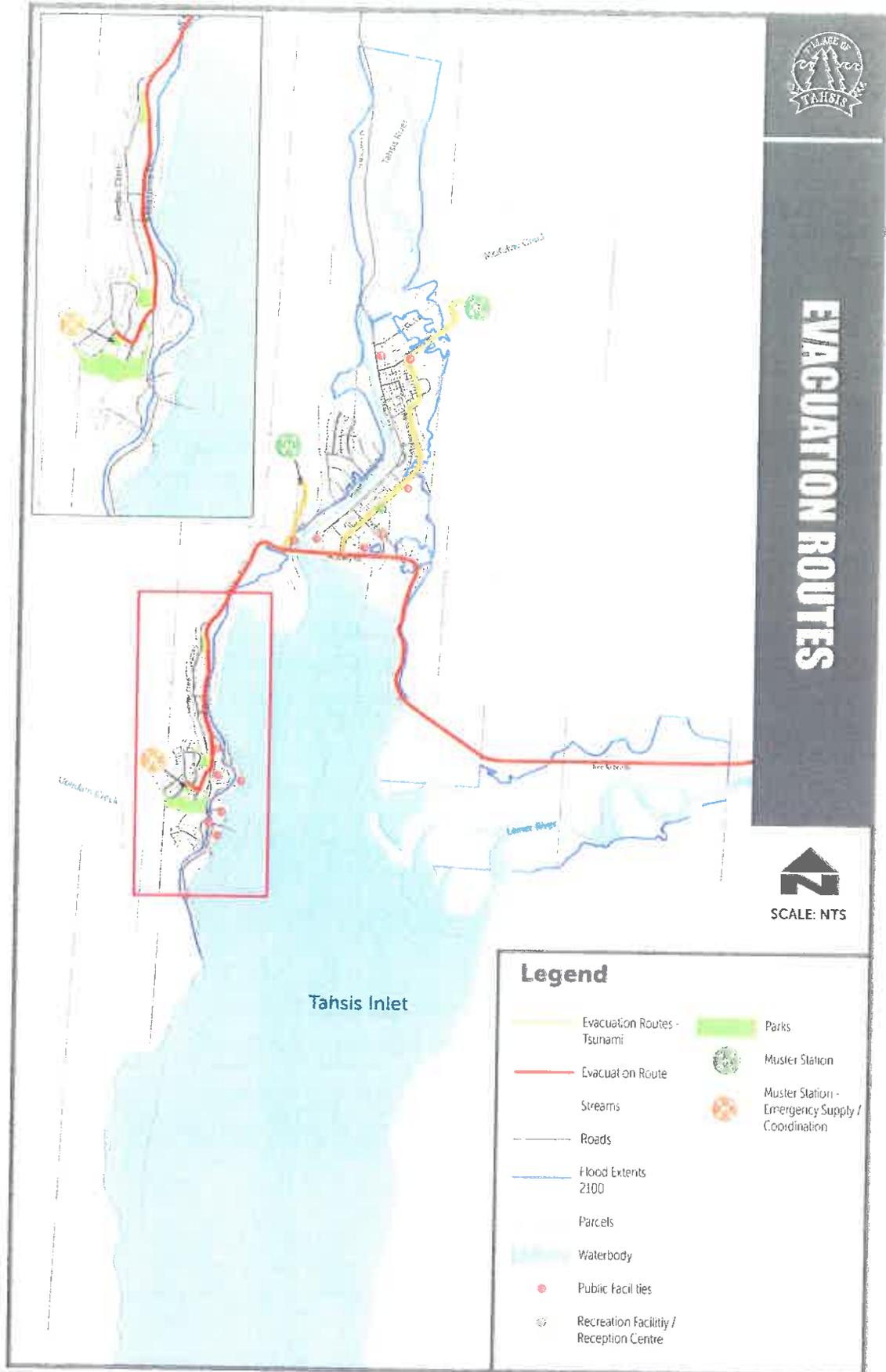
### 5.11.2. Re-entry Process

The re-entry of evacuees into an evacuated area should be determined by the EOC Director, through communications with the IC. The EOC may designate a Re-entry Coordinator to support the re-entry operations. The Re-entry Coordinator would be responsible for coordinating all re-entry procedures with site personnel.

Re-entry should occur through an access control point. The public should be advised of re-entry procedures through the Village website, social media, press releases, and information updates at reception centres.

Transportation arrangements for special needs groups should be arranged and provided for the re-entry process as it was during the evacuation order.

Figure 5-2 Evacuation Routes



## 6. Transportation Infrastructure and Services

The most viable transportation modes for an evacuation include vehicles (roads), marine vessels or air. Any combination of these modes may need to be deployed in order to carry out an evacuation. General concept operations and service providers are outlined in this chapter. An overview of routes that would be utilized by each of these three modes is provided in Fig. 6-1. Further information regarding service providers and their potential roles and responsibilities is provided in Chapter 7.

### 6.1. ROAD

One road provides access into and out of the Village, the Head Bay Forest Service Road. This is a “forest service road” as defined in the *Transportation Act*. It is maintained by the Ministry of Transportation and Infrastructure (MoTI) and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD). Mainroad North Island Contracting LP is the road maintenance contractor. The road has three surface types, gravel, chip seal and asphalt.

#### 6.1.1. Concept of Operations

Head Bay Road will be the main evacuation route for the Village. Road evacuations would be initiated under virtually all potential hazard conditions (Table 2-1), except where evacuations along Head Bay Road are prevented. Given Head Bay Road is an active forest service road, prior to an evacuation, Western Forest Products, MoTI and Mainroad North Island Contracting should be contacted to assist with access control and operations and mitigate any safety issues.

Moutcha Bay Resort and Western Forest Products may also require evacuation of personnel and therefore evacuation may require liaison with these entities to ensure effective evacuation. If sufficient time is available, Vancouver Island West School District #84 may have buses that could be requested to assist in evacuation.

During an evacuation a traffic control point must be established at the Head Bay Road next to the Spar Tree Motel. Traffic control will ensure drivers understand the need to remain below the posted speed limit of 60 kph to avoid any traffic accidents that could potentially restrict or completely block the single exit route. Drivers should also be asked to take on passengers that do not have personal vehicles and need to be evacuated. Verification should be provided that vehicles have sufficient fuel to transit to Gold River and are in good repair. RCMP should be requested to provide the traffic control point in Tahsis, and a second traffic control point at the exit to Gold River should be instituted to ensure that all vehicles on the Head Bay Road have negotiated the entire distance and are not stranded in route. The exit traffic control point will also ensure that no vehicle enters Head Bay Road which could result in a breach of the evacuation order.

The first vehicle leading the evacuation should be public works equipped with equipment such as chain saws to ensure the Head Bay road can be opened to traffic. The first vehicle is responsible to set speed limit of evacuation. It is preferable that vehicle movement be established as a packet system, with a maximum of 25 vehicles to a packet. The lead packet vehicle should be led by a responsible individual,

preferably a public works employee with a VHF radio with the RR 4 channel. Sufficient spacing between packets will ensure there is no congestion, and potential traffic safety issues as a result.

Emergency personnel, EOC staff, fire, ambulance and RCMP should constitute the last vehicle packet departing the evacuation location. Best efforts should be made to ensure that all vulnerable persons have been evacuated and none are left stranded in the Village or on the evacuation route.

Emergency personnel, EOC staff, fire, ambulance and RCMP should constitute the last vehicle packet departing the evacuation location. Best efforts should be made to ensure that all vulnerable persons have been evacuated and none are left stranded in the Village or on the evacuation route.

## 6.2. MARINE

Ocean craft can transport citizens to Gold River via the Tahsis and Muchalaht Inlets and Hwy 28 (preferred), Tofino or Victoria depending on size and power of the craft, ability to navigate long-distance travel, and weather. Pleasure craft can usually get to Gold River during most weather conditions. Although Zeballos is closer to Tahsis than Gold River, Gold River has more capacity to absorb and support evacuees than Zeballos.

### 6.2.1. Concept of Operations

Marine evacuations would be initiated under the following conditions:

1. Evacuations along Head Bay Road are prevented.
2. There is a need to transport people without access to a vehicle.
3. Evacuation warrants the use of multiple transportation modes given timing of hazard occurrence.

### 6.2.2. Service Providers

#### 6.2.2.1. Canadian Coast Guard – Tahsis Station

An agency of the federal Department of Fisheries and Oceans, a new Canadian Coast Guard Search and Rescue station will open in Tahsis in early 2020. The station will provide a 14.7-metre Canadian Coast Guard lifeboat, and a rigid hull, inflatable vessel, and will operate 24 hours a day, 365 days a year.

#### 6.2.2.2. Canadian Armed Forces

The province can request the Canadian Armed Forces (CAF), when and if available services are not sufficient, to assist with evacuation efforts.

#### 6.2.2.3. Private Operators

There are several private marine service operators who could assist with a marine evacuation. These include:

- Shorebird Expeditions, Tahsis
- The Uchuck, Get West Adventure Cruises, Gold River
- Maxi's Taxi, Gold River

### 6.2.3. Marine Service / Craft Capacities

The marine service providers listed above would be able to evacuate a number of people as outlined in Table 6-1.



Table 6-1 Marine Service / Craft Capacities

Marine Service / Craft	Number of Passengers the Marine Craft Can Accommodate
Canadian Coast Guard Lifeboat	5 passengers, plus four crew members (9 total)
Royal Canadian Navy	TBD
Shorebird Expeditions	6 passengers
The Uchuck, Get West Adventure Cruises	100 passengers
Maxi's Taxi	12 passengers

### 6.3. AIR

Seaplanes or helicopter are the two most viable air modes available, with seaplanes using the Inlet, and a heliport across from the Tahsis Volunteer Fire Hall. An alternative location for helicopter landings is the grass field behind the Recreation Center and Captain Meares Elementary Secondary School, especially for larger Chinook helicopter operations.

#### 6.3.1. Concept of Operations

Air evacuations would be utilized under the following conditions:

1. Evacuations along Head Bay Road are prevented and additional capacity to support marine evacuations is warranted.
2. There is a need to transport people who are physically disabled, injured or with another serious medical condition.
3. Evacuation warrants the use of multiple transportation modes given timing of hazard occurrence.

#### 6.3.2. Service Providers

There are several seaplane operators on Vancouver Island, providing both charter and regular services. These include:

- Air Nootka, Gold River
- Corilair Charters, Campbell River
- Vancouver Island Air, Campbell River
- Harbour Air Seaplanes, Comox
- Sunshine Coast Air, Nanaimo

Helicopter operators on Vancouver Island include:

- E & B Helicopters, Gold River
- 49 North Helicopters, Campbell River
- Helijet, Nanaimo

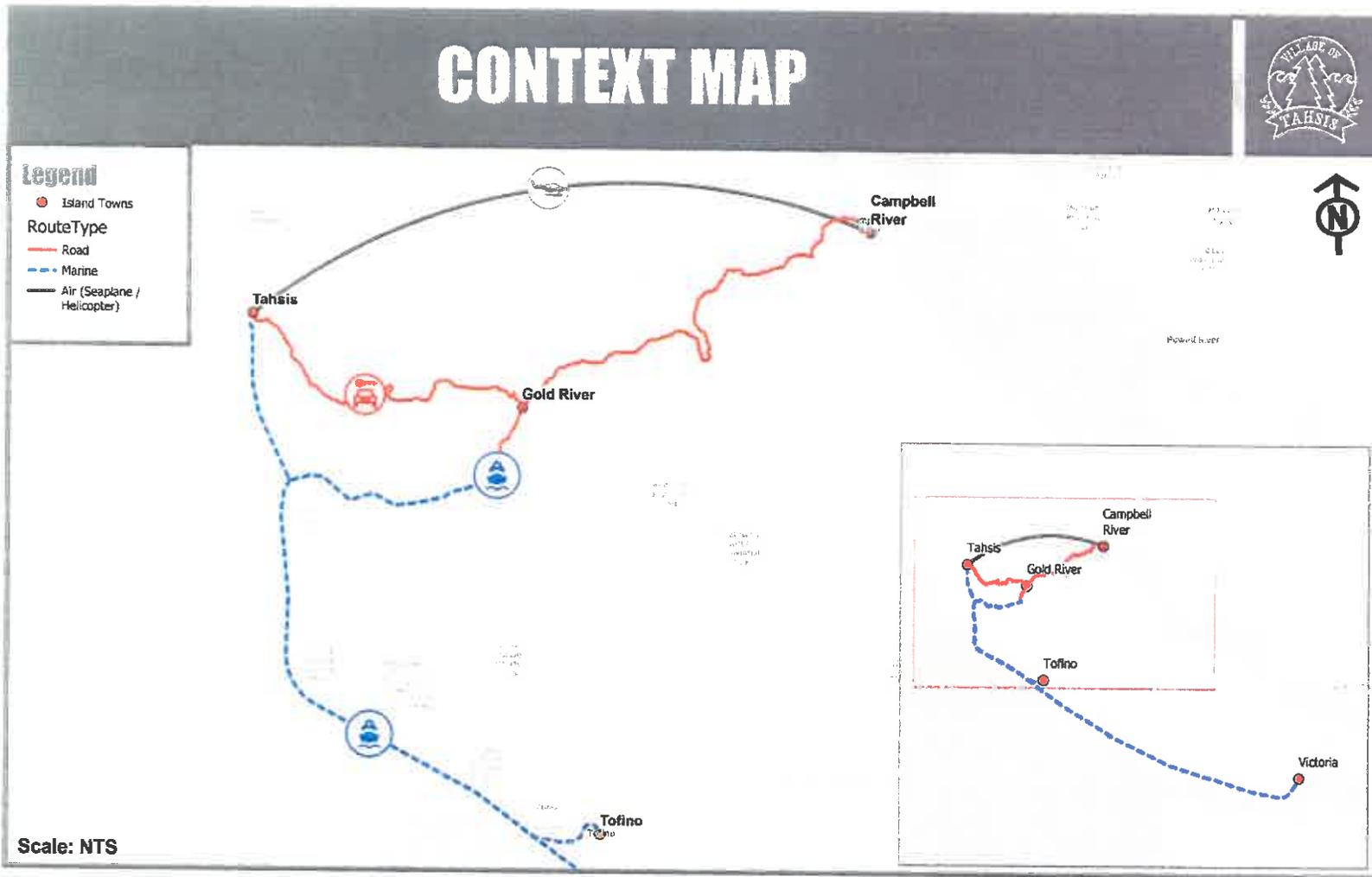
### 6.3.3. Air Service / Plane Capacities

The marine service providers listed in the sections above would be able to evacuate a varying number of people as shown in Table 6-2.

Table 6-2 Air Service / Plane Capacities

Marine Service	Number of Passengers the Aircraft Can Accommodate	Number of Planes / Helicopters
Air Nootka	3-passenger plane	3
	6-passenger plane	1
Corlair Charters	3-passenger plane	2
	6-passenger plane	1
Vancouver Island Air	14-passenger plane	1
	6-passenger plane	14
Harbour Air Seaplanes	9-passenger plane	1
	14-passenger plane	22
	19-passenger plane	3
Sunshine Coast Air	6-passenger plane	1
		2
E & B Helicopters	3-passenger plane	
	4-passenger helicopter	1
49 North Helicopters	5-passenger helicopter	2
	1-passenger helicopter	1
	4-passenger helicopter	1
Helijet	5-passenger helicopter	2
	5-passenger helicopter	2
	12-passenger helicopter	1

Fig. 6-1 Context Map



## 7. Transportation Road Analysis

Head Bay Road is a 65 km two-lane gravel and seal coated Forest Service Road (FSR) with a 60 km/h posted speed limit which connects Tahsis and Gold River. As the road elevation is close to sea level and located near the Pacific Ocean, snow is generally uncommon, though there is a mountain pass at Bull Lake (586m above sea level) which may result in impassable conditions, the road is typically, though, operable during all months of the year.

To determine how Head Bay Road can be used as part of the evacuation plan, the following items were reviewed:

- Travel demand and capacity (peak-season and off-peak season), and
- Evacuation travel time estimates.

### 7.1. TRAVEL DEMAND, ROAD CAPACITY, AND TRAVEL TIME

#### 7.1.1. Travel Demand

The number of evacuees along Head Bay Road will vary significantly depending on the time of year. During summer months the population of Tahsis is typically approximately 1,000 people; however, during off-peak months this population is approximately 300 people. Typical average vehicle occupancy rates range from 1.0 to 2.0. As detailed vehicle occupancy rates for Tahsis were unavailable, vehicle occupancies were estimated by reviewing the number of persons per household. The number of persons per household was measured at 1.6 persons per household in the *2016 Canada Census* (Statistics Canada). Using this as a vehicle occupancy rate, an evacuation demand of 625 vehicles during peak-season (summer) months and 190 vehicles during off-season months can be expected.

A road evacuation during the peak summer months should also consider load restrictions given the desire for evacuees to tow marine craft in order to prevent traffic congestion on the single evacuation route.

#### 7.1.2. Road Capacity

Forest service roads such as Head Bay Road are typically not constructed to accommodate large volumes of traffic. The United States Department of Agriculture states that roads with frequent turnouts (i.e. turnouts less than 1,000 feet apart) have a recommended capacity of 25 vehicles per hour. Similarly, the MoTI has a recommended vehicle capacity of 200 vehicles or less per day on low volume roads which provide access to an isolated community.

Based on the above capacities for forest service and low volume roads, Head Bay Road does not have enough capacity to service the demand that would be generated by a full-scale evacuation. However, Head Bay Road is a well-maintained gravel, seal coated and asphalt road, and from a qualitative perspective, it is reasonable to assume Head Bay Road could be used as an evacuation route. Evacuation may also be better facilitated with a pilot or first responder (i.e., RCMP) guide car.

## 7.2. EVACUATION TRAVEL TIME ESTIMATE

To evacuate the community of Tahsis to Campbell River, vehicles will need to travel eastbound along Head Bay Road and Highway 28. As Head Bay Road is a well-maintained gravel and seal coated, and asphalt road, it is assumed that motorists will be travelling at approximately 50 km/h during the summer (peak) but 40 km/h in winter (off-peak) months. Based on this assumption it will take motorists approximately 80 minutes to travel from Tahsis to Gold River. After reaching Gold River, evacuees will use Highway 28, a paved road with an 80 km/h speed limit to travel from Gold River to Campbell River.

Additionally, it will likely take the entire community of Tahsis approximately 30 minutes to move from their homes and businesses to Head Bay Road during peak season (during off-peak season it will likely require less time).

A breakdown of the estimated vehicular evacuation travel times during peak and off-peak seasons is presented in Table 7-1. This table does not account for the time people will require to pack their belongings and ready themselves for travel. It should be noted this is a conservative estimate, given the unusual circumstance of high traffic volumes. Typically, two hours and 30 minutes, is the usual travel time between Tahsis and Campbell River.

Table 7-1 Estimated Vehicular Evacuation Travel Times

Season	Number of Vehicles	Assumed Travel Speed	Portion of Journey			Total Evacuation Time
			Queuing to Head Bay Road	Tahsis to Gold River	Gold River to Campbell River	
Summer Peak	625	50 km/h	30 min	80 min	80 min	3 hrs 10 min
Off-Peak	190	40 km/h	20 min	100 min	80 min	3 hrs 20 min

## 8. Roles and Responsibilities

Executing an evacuation requires involvement and support of numerous agencies. Clarifying the roles and responsibilities of each is important in advance of an evacuation, so when the need arises, evacuees can be better supported. This chapter outlines the general roles and responsibilities of local, provincial, federal, private and not-for-profit agencies during a mass evacuation.

### 8.1. LOCAL GOVERNMENT / AUTHORITIES

#### 8.1.1. Village of Tahsis

Once a decision to evacuate has been made, the evacuation process is coordinated and managed by the local authority that issued the evacuation order. The Village will need to lead all aspects of emergency preparedness, response, and management limited to within Village boundaries.

##### **Role in evacuation operations:**

- Provides emergency support services (ESS) to evacuees at muster points and at the Tahsis Rec Centre
- Assist in coordination and liaison with neighbouring local governments and provincial agencies
- Monitor events and issue warnings
- Establish an EOC to facilitate centralized decision-making, acquire and coordinate resources, including vehicles, personnel, and equipment.
- Operate as the primary communication and coordination link between agencies and organizations involved in the evacuation of the Village area.
- Provide data and information to response agencies to ensure successful coordination and operations
- Assist people that cannot evacuate on their own
- Disseminate public information
- Oversee evacuation on municipal roads
- Monitor progress of the evacuation
- Coordinate damage assessments to inform the re-entry process

#### 8.1.2. Tahsis Volunteer Fire Services

##### **Role in evacuation operations:**

- Support evacuations within the Village, if their resources are not required to fight an interface, wildfire, or structural fire
- Oversee evacuation of people and animals from buildings, when potential life safety is at risk

- Provide fire suppression operations and the rescue of people trapped by fire, wreckage and debris, and coordinate specialized resources
- Provide first responder medical aid response
- Activate mutual aid as required

### 8.1.3. Strathcona Regional District (SRD)

A local government organization with five member municipalities located across central Vancouver Island, the regional district can help coordinate and communicate to other receiving and pass-through communities' information regarding an evacuation. The SRD has a dedicated Protective Services Coordinator who can assist during an emergency.

#### **Role in evacuation operations:**

- Coordinate, access, and outreach to populations and support communities

### 8.1.4. Campbell River

As the likely receiving community, the municipality should be apprised regarding potential evacuees that will be arriving and requiring shelter or support.

#### **Role in evacuation operations:**

- Provide support with receiving evacuees, including reception centre and group lodging
- Provide resources to assist in evacuation efforts, including personnel and equipment
- Assist in providing evacuees with information if they are passing through or stopping

## 8.2. PROVINCIAL GOVERNMENT AGENCIES

### 8.2.1. Vancouver Island Health Authority

The Vancouver Island Health Authority operates the Tahsis Health Centre and provides health services throughout Vancouver Island.

#### **Role in evacuation operations:**

- Provide healthcare to patients
- Coordinate the evacuation of health facilities as necessary
- Inspect shelter facilities for food safety and sanitation conditions
- Refer acute trauma patients to the Campbell River hospital (North Island Hospital)
- Ensure continued care of medically dependent patients at receiving health care facilities
- Provide support services for physically challenged or medically disabled people affected by an emergency

### 8.2.2. Vancouver Island West School District #84

Should an evacuation order occur during school hours, the principal and teaching staff at Captain Meares Elementary Secondary School will need to carry out several responsibilities to ensure the safe evacuation of school children.



**Role in evacuation operations:**

- Coordinate the care of children who have been separated from parents or caregivers during school hours
- Ensure parents and caregivers have access to appropriate information and support
- Organize supervision of students
- Communicate student transportation needs to the EOC
- Provide school facilities and school resources for emergency use

**8.2.3. Ministry of Transportation and Infrastructure (MoTI)**

MoTI has responsibility for the maintenance and operation of Head Bay Road and Hwy 28. During an evacuation an MoTI contact should be in regular communication with the RCMP and Strathcona District EOC to provide ongoing support and information regarding the condition and operation of Head Bay Road and Hwy 28.

**Role in evacuation operations:**

- Authorize road closures and communicate all traffic management decisions to Nootka Sound RCMP and Mainroad Contracting
- Coordinate and control emergency highway traffic management
- Ensure public safety and availability of transportation routes to emergency services
- Coordinate services required for performing road repairs and implementing traffic control devices, such as signs and barricades
- Provide resources as needed, including traffic management personnel and equipment
- Post advisories on electronic message boards along evacuation routes
- Develop and disseminate status reports of evacuation routes along provincial roads
- Mobilize personnel and equipment for provincial roads including bridge engineers, geotechnical engineers, traffic engineers, and contractors as needed to ensure safe operation of routes

**8.2.4. Emergency Management BC**

Emergency Management BC (EMBC) is the province's lead agency for all emergency management activities including planning and training. During an emergency, EMBC can provide specialized resources to support local government emergency responses.

**Role in evacuation operations:**

- Activates Provincial Regional Emergency Operations Centre (PREOC) to coordinate provincial response and recovery, monitor emergencies and assist affected communities in emergency response and recovery, including evacuations
- If several provincial ministries are required or responsible with parts of the emergency, EMBC will coordinate integrated provincial emergency management through the PREOC

- Support the local EOC in the evacuation by obtaining resources, including fuel and transport vehicles, and directing appropriate provincial agencies to provide support
- Assists with communications to evacuees and the general public

#### 8.2.5. Forests, Lands, Natural Resource Operations and Rural Development

The provincial Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) is responsible for land and resource management in BC, including wildfire management and safe public access to BC's wilderness.

##### **Role in evacuation operations:**

- Provide opening and closure of Forest Service Roads to allow or prevent access during an evacuation if warranted
- Liaise with EOC to provide information updates on rural and wilderness areas and resources under FLNRORD's jurisdiction
- Provide resources, including personnel and equipment, to support evacuation

#### 8.2.6. BC Wildfire Service

The BC Wildfire Service (BCWS) is a division of the FLNRORD. BCWS is responsible for managing wildfires on Crown Land. In the event of an interface or wildfire encroaching Village boundaries, BCWS is the land fire fighting response agency.

##### **Role in evacuation operations:**

- Provide updates on wildfire behavior and movement and estimated hazard impact timings to the EOC
- Provide personnel, equipment, supplies, telecommunications equipment, aviation support and weather information to assist in emergency response operations
- Provide an air marshal to the local airports to coordinate air movements as warranted
- Recommend an evacuation alert or evacuation order if a wildfire places the Village at risk

#### 8.2.7. BC Emergency Health Services

BC Emergency Health Services (BC EHS) provides pre-hospital emergency services and inter-facility patient transfers throughout the province and oversees the BC Ambulance Service and BC Patient Transfer Services.

##### **Role in evacuation operations:**

- Provide ambulances, trained personnel and other essential resources required to assess, treat, stabilize, transport and deliver patients with medical needs to appropriate medical care facilities
- Assist in the evacuation of local health care facilities as required
- Coordinate the triage and transportation of all injured people to hospitals and health care centers
- Oversee critical care transport of injured as required

## 8.3. FEDERAL GOVERNMENT AGENCIES AND ENTITIES

### 8.3.1. First Nations

Tahsis is located on the traditional territory of the Mowachaht/Muchalaht First Nations of which there are approximately 1,000 people throughout northern Vancouver Island. Any emergency affecting the Village may also likely affect Mowachaht/Muchalaht lands.

#### **Role in evacuation operations:**

- Coordinate and communicate a potential evacuation alert or order

### 8.3.2. Coast Guard

The Canadian Coast Guard, an operating agency within the Department of Fisheries and Oceans (DFO), has a primary responsibility to execute marine search and rescue and has no law enforcement responsibilities. Although the province and local government are first responders in an evacuation, the presence of a Coast Guard Search and Rescue Station in Tahsis may allow for these resources to be deployed to assist with an evacuation order.

#### **Role(s) in evacuation operations:**

- On request from the Province, assist in ensuring public safety and availability of transportation routes, resources, and intelligence to emergency services, especially with regarding the any marine route evacuations

### 8.3.3. RCMP

The Nootka Sound RCMP has a main detachment in Gold River. The RCMP could assist with enforcing a lawfully issued evacuation order and assist with managing access control points.

#### **Role(s) in evacuation operations:**

- Maintain law and order
- Take measures within their authority to protect life and property
- Lead and manage tactical evacuations within RCMP authority and capability
- As tasked by the EOC, lead the physical notification and evacuation of people
- Provide situational reporting to the EOC
- Provide security of evacuated area
- Provide site security for helicopter landing sites if needed

### 8.3.4. Canadian Armed Forces

The province and local government are first responders in an evacuation. However, if resources are insufficient within these entities, the province can request assistance from the Canadian Armed Forces including the Canadian Army, Royal Canadian Air Force, and Royal Canadian Navy. The Canadian Joint Operations Command (CJOC), a central CAF command unit directs the operation once CAF would be deployed and coordinate the response with the respective regional joint task force. The regional joint task force closest to Tahsis is in Victoria, and a search and rescues air base is in Courtenay.

**Canadian Armed Forces can provide specialized support, including:**

- Enforce protection and safety of people
- Health services
- Transportation, including aviation and marine
- Engineering
- Logistics

## 8.4. NON-PROFIT ENTITIES

### 8.4.1. Canadian Red Cross

In response to a request from a local government, and with approval from Emergency Management BC, for funding, the Canadian Red Cross can provide additional support to a local emergency support service.

**Role in evacuation operations:**

- Support with emergency support services and mass care
- Family reunification services

## 8.5. PRIVATE ENTITIES

### 8.5.1. Boat Expedition and Taxi Operators

Expedition operators (Get West Adventure Cruises, Maxi's Water Taxi) located in the Gold River area, and Shorebird Expeditions located in Tahsis may be viable options to support a marine evacuation. Given two of the operators are based in Gold River, advance coordination would be required should the need arise.

**Role in evacuation operations:**

- During a marine evacuation, transport people without access to a boat

### 8.5.2. Boat Owners

Should an evacuation order be necessary during Tahsis' peak season, private boat owners may be able to support a marine evacuation. If the need arises, the EOC would need to request boat owners to volunteer and register with the EOC their availability and boat capacity.

**Role in evacuation operations:**

- During a marine evacuation, transport people without access to a boat

### 8.5.3. Western Forest Products

**Role in evacuation operations:**

- Provide heavy equipment if directed by FLNRORD or MoTI.

## 9. Communications

Once an evacuation alert or evacuation order is issued, it must be communicated to everyone in the evacuation area. The need for ongoing, timely and accurate information will be essential to ensure everyone understands: 1.) the hazard, 2.) the level of risk associated with the hazard, 3.) the evacuation plan, should an evacuation order be required, and 4.) the direct actions people will need to take to protect their life, health and property. A dedicated communications resource should be established to manage communications. The local government must ensure timely and accurate information is coordinated with all emergency response partners and the public.

### 9.1. KEY CONSIDERATIONS

All information disseminated to the public should consider the following:

- **Source:** Information should be provided by the entity that has declared the local emergency (i.e., the local government EOC).
- **Content:** Information should be clear and concise, accurate and relevant.
- **Timing:** Accurate information should be provided to the public as early as possible, with ongoing, timely updates.

### 9.2. METHOD OF COMMUNICATION TO RESIDENTS

Public information should be coordinated through the Village's EOC, including information from Emergency Management BC, and BC Wildfire Service. The Village should provide information through the methods outlined below. A variety of message platforms are recommended given not everyone will have access to the internet, or social media.

#### 9.2.1. Public Information - Message Content

All public information should be approved by the EOC Director prior to dissemination. Recommended content for messages by type and communication platform are outlined in Tables 9-1 through 9-4.

Table 9-1 Messaging During Monitoring Stage

Message Platform	Primary Message Content	Suggested Message Content	Considerations
Village Website	<ul style="list-style-type: none"> <li>• Date and time</li> <li>• What Village is doing (i.e., monitoring)</li> <li>• Where to obtain updates</li> <li>• Emergency preparedness reminder</li> </ul>	<ul style="list-style-type: none"> <li>• “[Lead agency] is responding to a [hazard] in [location]. The Village is monitoring the situation. There is currently no threat to public safety. The Village Emergency Operations Centre has been activated and staff are preparing contingency plans should the [hazard] affect the Village.</li> </ul> <p>Residents are reminded to have an emergency plan in place. If you do not have transportation, communicate with family and friends if the need arises to leave the area.</p> <p>Updates will be provided on this webpage.”</p>	Link to lead agency website (i.e., BC Wildfire Service)
Social Media (Facebook)	<ul style="list-style-type: none"> <li>• What Village is doing (i.e., monitoring)</li> <li>• Note where to obtain updates</li> </ul>	<ul style="list-style-type: none"> <li>• “The Village is aware of [hazard]. [Lead agency] is monitoring the situation closely. There currently is no risk to the public. Please monitor updates at the Village’s website.”</li> </ul>	



Table 9-2 Messaging During an Evacuation Alert

Message Platform	Primary Message Content	Suggested Message Content	Considerations
Village Website	<ul style="list-style-type: none"> <li>• Date and Time</li> <li>• Official Message</li> <li>• State hazard type</li> <li>• Note hazard location (include map, if possible)</li> <li>• State be prepared to leave at short notice</li> <li>• Provide public information call center phone number for more information and to arrange assistance</li> <li>• Provide information for people who will require assistance evacuating due to special needs, including medical and mobility limitations</li> <li>• Provide list of what people should pack, what to take, how to prepare home, and inform people (family, friends) who will be receiving</li> </ul>	<ul style="list-style-type: none"> <li>• This is an Evacuation Alert Notice due to [state hazard]. The Village is advising you to be prepared to evacuate on very short notice. You are NOT REQUIRED to evacuate at this time but should take action to prepare to evacuate in case an Evacuation Order is issued.</li> </ul> <p>Be prepared to leave on short-notice and be prepared to take pets, prescriptions, and essential papers.</p> <p>Please monitor the Village website. If you will require assistance to evacuate due to health or mobility issues if an Evacuation Order is issued call [public information call centre #].</p> <p>If you, or someone in your household have health or mobility issues that will prohibit them from evacuating if an Order is issued Make a Plan Now or call [public information call centre #]."</p>	Given not everyone in Tahsis has access to the Internet,
Social Media (Facebook)	<ul style="list-style-type: none"> <li>• Be prepared to leave on short notice</li> <li>• Note hazard type and location</li> <li>• Note where to access additional information</li> </ul>	<p>"An Evacuation Alert has been issued for [state specific area] due to [state hazard]. See Village website for more information or call [public information call centre #]."</p>	



Door-to-Door Notification

- Hazard type, and location (include map, if possible)
- Be prepared to leave at short notice
- List of what to prepare to take (4 P's – people, pets, prescriptions, papers)
- Provide information for people who will require assistance evacuating due to special needs, including medical and mobility limitations if and Evacuation Order is issued
- Provide location of assembly (muster) areas for people without personal transportation if an Evacuation Order is issued
- Note that the Evacuation Alert may be followed by an Evacuation Order

Content of handout with Village logo:

- Date/time
- Map
- Content same as website

Door-to-door representatives should report to EOC:

- People that require evacuation assistance and reasons why (health or mobility issues)



Table 9-3 Messaging During an Evacuation Order

Message Platform	Primary Message Content	Suggested Message Script	Considerations
Village Website	<ul style="list-style-type: none"> <li>• Date and time</li> <li>• Official Evacuation Order notice</li> <li>• You must leave immediately</li> <li>• Concisely describe situation</li> <li>• Describe area impacted</li> <li>• What to take (4 P's – people, pets, prescriptions, papers)</li> <li>• Source for further information (i.e., website, phone number)</li> <li>• Location of reception centre</li> <li>• Location of assembly areas for people without personal transportation</li> <li>• Route to take, areas to avoid</li> <li>• Expected duration of evacuation (if known)</li> </ul>	<ul style="list-style-type: none"> <li>• "This is an official message for people in [specific area]. An emergency exists [state hazard] and the area is being evacuated. You MUST leave immediately. Take all household members and pets, and essential medications.  FOR YOUR SAFETY LEAVE IMMEDIATELY!</li> <li>• Monitor the Village website and local media stations. Once you are at a safe location, call [public information call centre #] for more information and to register you are safe. If you, or someone in your household have health or mobility issues that inhibits you from evacuating, call [public information call centre #]. It is the law that all minor children (under the age of 19) MUST EVACUATE."</li> </ul>	
Social Media (Facebook)	<ul style="list-style-type: none"> <li>• You must leave immediately</li> <li>• Hazard type, location</li> <li>• Evacuation route</li> <li>• Where to access additional information</li> </ul>	<ul style="list-style-type: none"> <li>• [State specific area] is required to evacuate immediately due to [state hazard]. See Village website for more information or call [public information call centre #].</li> </ul>	Direct back to Village website as main source of up-to-date information



Door-to-Door Notification, Public Notices

- Official Evacuation Order notice with Village Logo
  - You must leave immediately
  - Concisely describe situation
  - Describe area impacted
  - What to take (4 P's – people, pets, prescriptions, papers)
  - Source for further information (i.e., website, phone number)
  - Provide location of reception centre
  - Provide information for people that require assistance evacuating due to special needs or mobility limitations
- For those that refuse to evacuate. State the following:
- Cannot guarantee safety
  - Responders will not re-enter the evacuation zone to rescue them
  - They must remain on their personal property

- Same as Village website.

Door-to-door representatives should report to EOC:

- People that require evacuation assistance and reasons why (health or mobility issues)
- Names and addresses of people who refuse to evacuate and if it includes children under the age of 19

Table 9-4 Messaging During an Evacuation Rescind

Message Platform	Primary Message Content	Suggested Message Content	Considerations
Village Website, Social Media (Facebook), Reception Centres	<ul style="list-style-type: none"> <li>• Date and time</li> <li>• Location of Evacuation Rescind (include Map)</li> <li>• May be put back on Alert/Order</li> <li>• Safety, recovery and clean-up information</li> <li>• People that require assistance getting back into home</li> </ul>	<ul style="list-style-type: none"> <li>• "The emergency situation due to [hazard] has [resolved, improved] and affected residents are no longer at immediate risk."</li> <li>• Add date/time and Village logo to written messages</li> </ul>	<p>May be put back on Alert/Order</p> <p>Attach map of rescind area, recovery and clean-up information, community information, schools</p>



### 9.2.2. Door-to-Door Notifications

If time permits and resources are available, EOC representatives, preferably identified with credible and official methods of identification, should complete door-to-door notification regarding an evacuation alert or order. Representatives should advise residents of what they need to do, where they should go once, or if, an evacuation order has been issued, and confirm if anyone needs assistance, including transportation or medical assistance.

Door-to-door notifications are the most effective method of communicating an evacuation alert and order but are resource intensive. If this communication method is used, it is recommended representatives have a prepared script, so messaging is consistent for all residents; and, if possible, provide handouts to residents that clearly and concisely summarize the information provided. The content of these messages and handouts are outlined below.

### 9.2.3. Flagging Tape System

During door-to-door notifications, representatives should attach flagging tape to visible areas of buildings in the evacuation area when evacuation orders are delivered. Flagging tape should be consistently placed on the front entryway door handles of buildings. Flagging tape colours, that are universally used for communication are shown in Table 9-5.

Table 9-5: Flagging Tape Colours

Flagging Tape Colour	Colour Meaning
 Blue	Not at home or no answer, must be canvassed again
 Pink	Notified
 Yellow	Confirmed evacuation
 Orange	Notified but refuse to evacuate
 Orange & Pink	Notified and requires assistance to leave

### 9.2.4. Public Address System

For emergencies that occur without warning or unfold rapidly, door-to-door notification may not be an option and alternate forms of public notification will be required, including: driving through affected neighborhoods issuing notifications on public address systems or issuing notifications through a Village-wide public address system.

### 9.2.5. Mobile Notifications

If there are resource or time constraints, mobile notifications using first responder vehicles with a public address system may be a more effective option to notify the public in the areas of risk. Drivers should use vehicle lights, sirens and the public address system to obtain public attention.

This communication method would also alert those who are not already monitoring radio, television or website information.

#### 9.2.6. Village Website

If electric power and internet connections are operating, the main source for up-to-date information should be the Village's website. An emergency alert should be posted on the home page of the website. Content should include instructions for people in the evacuation area, and regular updates and situation reports, as new information becomes available.

#### 9.2.7. Social Media

The Village's social media sites should provide a link to the municipal website for more information.

#### 9.2.8. Posting Notices

Evacuation alert and evacuation order notices should be posted on roads at the perimeter of the evacuation area. During an evacuation alert, notices should be posted at public facilities, including: Municipal Hall, Canada Post Office, Recreation Centre, Library, Tahsis Museum/Visitor Information Centre, Fire Hall, Public Works Yard and Captain Meares Elementary Secondary School, Tahsis Coast Guard Search and Rescue Station.

#### 9.2.9. Information Updates

Ongoing communications should be maintained during the evacuation, and until the emergency is resolved and the evacuation alert or order is lifted. The purpose of ongoing communications is to provide:

- Status updates about the emergency and response progress,
- Information for evacuees,
- Information for the general public about how to get in touch with evacuees, and
- Updates on the estimated duration of the evacuation.

#### 9.2.10. Communication with Vulnerable Populations

Vulnerable populations may require additional assistance and extra time to evacuate. These groups should be notified as early as possible that an evacuation may occur. The EOC should engage in discussions with identified emergency contacts at Captain Meares School, Puddle Ducks Daycare, and the Tahsis Health Centre, as needed, to confirm in advance the number of people who may need assistance with evacuating and by what means.

#### 9.2.11. Communications Along the Evacuation Route

Before and during an evacuation, road users will require access to timely and accurate support service information. Information to road users should be provided along the evacuation route providing directions on where to travel.

### 9.3. COMMUNICATIONS WITH RECEIVING COMMUNITY (CAMPBELL RIVER)

For any evacuation it is assumed that the majority, if not all within the Village evacuation area, will travel to Campbell River within the SRD. The Village EOC should inform reception centres, including the City of Campbell River, the North Island Hospital, and group lodging facilities during either the evacuation alert or evacuation order. Staff at these reception organizations/centres should stay informed about any evacuation and the response and recovery process in order to update evacuees through either verbal briefings, notice boards, website and/or social media.

## 9.4. PASS-THROUGH JURISDICTIONS

During an evacuation of the Village, pass-through jurisdictions, primarily Gold River, will experience traffic through their jurisdiction. The Village should notify each pass-through jurisdiction, and inform the following:

- Provide warning that traffic from Tahsis will be travelling through their community or jurisdiction
- Request service stations extend their hours, if needed
- Request local-area traffic to stay off main highway through the community if possible, assuming the pass-through jurisdiction is not also affected by the emergency.

## 9.5. EDUCATION AND AWARENESS

An education and awareness program in advance of any need for an evacuation is essential to help potentially affects residents and visitors with effectively respond to an evacuation alert and evacuation order.

Key messages of an awareness program should include:

- Have a plan and an emergency kit in case you are directed to evacuate,
- In an evacuation, follow the instructions of emergency officials, and
- If you do not have access to a car, coordinate in advance with a friend or family member who can provide a ride in an evacuation. If this isn't an option know the location of your nearest community muster point.

### 9.5.1. School District #84

The Village should work with the School District and Captain Meares Elementary Secondary School to confirm transport plans for students in advance of an any Evacuation Alert or Order. Transport plans will be dependent on the hazard type, advance notice of the hazard, and resources available. Transport options may include:

- Sending students home to evacuate with their families (suitable only for advance notification), or
- Arranging transport for all students out of the evacuation area, to be reunited with family later. (This option is the least preferable but may be the only available choice for no-notice evacuations.)

All transport options should be communicated to parents in advance, to prevent confusion and save time during an evacuation.



## 10. Next Steps

Several follow up steps will be necessary in order to ensure effective implementation of this Plan.

The recommended next steps include:

- **Communicate with Potential Response Agencies and Organizations** - Provide a copy of the Plan to agencies and organizations identified in Chapter 8, that will have a shared role in supporting an evacuation of the Village. This will help confirm, in advance, expectations regarding potential roles and services the various groups can provide in advance of an emergency.
- **Complete Training Exercises** with responders to ensure preparedness when the need for an evacuation occurs. Given many evacuations could occur due to an imminent hazard (i.e., little or no warning), there will be little time to plan or dispatch resources immediately prior to an evacuation, as a result, advance training and preparation is essential.
- **Complete Education and Awareness Campaign** - The public education program should be directed to residents, business operators, tourism operators and schools, and should be ongoing. Given Tahsis' limited access and distance from essential services, it is important that residents and visitors are prepared in advance for an emergency and/or potential evacuation. Key awareness messages should include:
  - Have a plan and an emergency kit in case you are directed to evacuate,
  - In an evacuation, follow the instructions of emergency officials, and
  - If you do not have a car, or are unable drive, connect with a friend or family member that can provide you with transportation.
- **Identify Potential Reception Centre Locations** - In most evacuation scenarios, evacuees will be directed to Campbell River. Potential facilities that could accommodate evacuees who may not otherwise have family or friends to stay with, should be identified in advance of any potential evacuation, including communication with facility operations and confirmation that the facility can function as a reception centre.
- **Confirm Potential Marine Evacuation Operations**, including potential assembly/launch areas for marine vessels to dispatch evacuees for water evacuations.
- **Determine Personnel and Equipment requirements for evacuation operations**, including requirements for notification, security, and access control. If there are insufficient resources, a resource request can be submitted to PREOC during an emergency.

# **APPENDIX A**

Checklists, Forms and Contact Information

## **Appendix A: Checklists, Forms and Contact Information**

The following checklists and forms are provided to assist in the planning and organization of a potential evacuation of the Village.

### **CHECKLISTS**

1. Evacuation Checklist (EOC)
2. Evacuation Preparation Checklist (Site/ EOC)
3. Communications Checklist (Site/ EOC)
4. Door-to-Door Notification Checklist (Site)
5. Control Point Checklist (Site: Access/Re-Entry)
6. Re-Entry Checklist (Site/ EOC)

### **FORMS**

1. Address Status Record (used for Door-to-Door Notification)
2. Authorized Entry Form
3. Authorized Entry Log
4. Emergency Call Centre Evacuation Information Form

### **CONTACT INFORMATION**

1. Air and Marine Services Contact Information



## Evacuation Checklist (EOC)

✓	Action Item	Time Assigned
<b>Assessment / Planning Stage</b>		
	1. Determine area(s) at risk: <ul style="list-style-type: none"> <li>Determine population of risk area(s)</li> </ul>	
	2. Identify special needs facilities in risk area(s)	
	3. Determine evacuation routes for risk area(s) <ul style="list-style-type: none"> <li>Check status of routes</li> </ul>	
	4. Determine traffic control requirements for evacuation routes	
	5. Determine Reception Centre requirements and select preferred locations	
<b>Evacuation Alert Stage</b>		
	6. Provide advanced warning (Evacuation Alert) to special needs facilities and advise to activate their individual evacuation plans <ul style="list-style-type: none"> <li>Determine if requirements exist for additional support</li> </ul>	
	7. Provide advance warning of possible need for evacuation to the public (Evacuation Alert), clearly identifying areas at risk	
	8. Develop traffic control plans and stage traffic control equipment (barricades, cones, signage) at required locations	
	9. Prepare designated Reception Centre facilities for use	
	10. Determine Reception Centre requirements and select preferred locations	
	11. Coordinate with transportation providers to ensure vehicles and drivers will be available when and where needed	
	12. Coordinate with School District regarding closure of school	
	13. Advise neighbouring jurisdictions that may be affected by an evacuation	
<b>Evacuation Order Stage</b>		
	14. Advise Provincial Regional Emergency Operations Centre (PREOC) and neighbouring jurisdictions that an Evacuation Order will be issued	
	15. Advise health centre, Puddle Ducks Day Care, school, Village facilities of Evacuation Order	



✓	Action Item	Time Assigned
<b>Evacuation Order Stage (cont'd)</b>		
	<b>16. Advise public of Evacuation Order through notification systems</b> <ul style="list-style-type: none"> <li>Clearly identify areas to be evacuated</li> </ul>	
	<b>17. Provide information to the public through the media. Information should address:</b> <ul style="list-style-type: none"> <li>The Declaration of State of Local Emergency</li> <li>What should be done to secure buildings being evacuated</li> <li>What evacuees should take with them</li> <li>Where evacuees are to go and how they should get there</li> <li>Provisions for those without transportation</li> <li>Emergency Call Centre # for those requiring assistance</li> </ul>	
	<b>18. Staff and open Reception Centre facilities</b>	
	<b>19. Provide traffic control along evacuation routes and establish procedures for dealing with problems en-route (vehicle breakdowns, out of gas etc.)</b>	
	<b>20. Provide assistance to those who require transportation</b>	
	<b>21. Provide security in and around perimeter of evacuated area</b>	
	<b>22. Provide access control through Access Control Points into evacuated areas</b>	
	<b>23. Provide Situation Report (SitRep) to PREOC</b>	
<b>Rescind Alert / Order Stage Return of Evacuees</b>		
	<b>24. If evacuated areas have been damaged:</b> <ul style="list-style-type: none"> <li>Reopen the roads</li> <li>Eliminate significant health and safety hazards</li> <li>Conduct damage assessments</li> </ul>	
	<b>25. Determine requirements for traffic control for return of evacuees</b>	
	<b>26. Determine requirements for and coordinate provision of transportation for return of evacuees</b>	
	<b>27. Advise PREOC and neighbouring jurisdictions that the return of evacuees will begin</b>	
	<b>28. Advise evacuees through the media that they can return to their homes and businesses</b> <ul style="list-style-type: none"> <li>Indicate preferred travel routes and Re-entry Control Points</li> </ul>	
	<b>29. Provide traffic control for return of evacuees</b>	



✓	Action Item	Time Assigned
<b>Rescind Alert / Order Stage Return of Evacuees (cont'd)</b>		
	<b>30.</b> Coordinate temporary housing for those evacuees that may be unable to return due to damage to their home	
	<b>31.</b> Coordinate with special needs facilities regarding the return of evacuees	
	<b>32.</b> If evacuated areas have sustained damage, provide public information which addresses: <ul style="list-style-type: none"> <li>• Documenting damage and making repairs</li> <li>• Caution in reactivating utilities such as gas, power</li> <li>• Clean up and removal of debris</li> </ul>	
	<b>33.</b> Recovery programs (Disaster Financial Assistance, insurance, Community Recovery Plan)	
	<b>34.</b> Stand down Reception Centres and Group Lodging facilities (if activated)	
	<b>35.</b> Maintain Access Control Points for areas that cannot be reoccupied	



## Evacuation Preparation Checklist (Site / EOC)

✓	Action Item	Comments
	1. EOC determines a requirement to deliver Evacuation Alerts or Evacuation Orders to specified area/s and/or residences/business (Site and EOC)  <i>or</i> 2. Incident Commander in conjunction with EOC issues direction to evacuate specified area/s	
	3. Complete <b>Operational Evacuation Work Plan</b> and forward to Incident Commander (EOC)	
	4. Incident Commander/Unified Command established to complete notifications/evacuation efforts.	
	5. Briefing of Incident Commander (EOC)	
	6. EOC Operations Section requests required evacuation resources from EOC Logistics Section	
	7. EOC Logistics Section supplies resources, transportation and supplies to site	
	8. Site teams briefed on evacuation information (Site)	
	9. Advise of evacuation assignments	
	10. Maintain contact with Incident Commander (EOC)	



## Communications Checklist (EOC)

✓	Action Item	Comments
	<b>Public messaging to those living in the risk area should include the following as needed:</b>	
	1. Declaration of State of Local Emergency	
	2. Evacuate or shelter-in-place	
	3. Evacuation Alert or Evacuation Order	
	4. Describe areas to be evacuated with reference to perimeters including street names and addresses	
	5. Why and when to evacuate	
	6. The time until remaining until evacuation or the time available to evacuate	
	7. The designated evacuation routes, including road conditions	
	8. Requested families to only utilize one vehicle, if necessary	
	9. To buddy up with neighbours to fill a vehicle, if necessary	
	10. The designated Assembly Points for those without a mode of transportation	
	11. Designated Reception Centre or Evacuation Point locations	
	12. Available transportation options	
	13. What residents should take with them	
	14. How long the evacuation from their residence is expected to last	
	15. How pets are to be accommodated	
	16. Security plans that will be in place to protect property	
	17. When information updates will be made available (i.e. radio station to carry updates)	
	18. Contact number for those requiring assistance	
	19. What to do if one's vehicle breaks down	
	<b>For evacuees without a mode of transportation, provide the following additional information:</b>	
	20. What transportation services will be made available	
	21. Frequency of the pick-ups from the Assembly Points	



## Door-to-Door Notification Checklist (Site)

✓	Action Item	Comments
	<p>1. Resources required:</p> <ul style="list-style-type: none"> <li>• Identification (vest, uniform jacket, I.D.)</li> <li>• Flashlight</li> <li>• Communication capabilities</li> <li>• Assignment sheets including maps &amp; sufficient copies of:               <ul style="list-style-type: none"> <li>○ Evacuation Alert or Evacuation Order</li> <li>○ Evacuee Instructions Handout</li> <li>○ Address Status Record</li> <li>○ Evacuee Information Form (time permitting)</li> </ul> </li> <li>• Flagging Tape Instruction Card</li> <li>• Flagging tape (4 colors)</li> <li>• Clipboard and pen</li> </ul>	
	<p>2. Minimum of 2 team members on each Notification Team. One speaks to residence/business owner, the other documents results on <i>Address Status Record</i></p>	
	<p>3. Call on each residence/business as per assignment(s)</p>	
	<p>4. Brief the resident on the evacuation procedures/instructions</p>	
	<p>5. ID the status of residence/business by using flagging tape</p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: blue; border: 1px solid black;"></span> : Were not at home/no answer and must be canvassed again</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: pink; border: 1px solid black;"></span> : Have been notified of an order to evacuate</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: yellow; border: 1px solid black;"></span> : Have been verified as been evacuated</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: orange; border: 1px solid black;"></span> :Notified and are refusing to evacuate</li> </ul>	
	<p>6. Tie applicable flagging tape by the front entrance, ensuring that it is clearly visible from roadway</p>	
	<p>7. Adults who refuse will not be forced to leave but will be provided with an information form developed by the police outlining that no first responders will be allowed to risk their lives to rescue them. The police authority will deal with adults with minor children who refuse to leave</p>	
	<p>8. Record status of each address on <i>Address Status Record</i></p>	
	<p>9. Incident Commander determines follow-up for the premises tagged with flags</p>	
	<p>10. Hand in all completed paperwork in order that it may be forwarded to EOC</p>	



## Control Point Checklist (Site: Access / Re-entry)

✓	Action Item	Comments
	<p>1. At least one RCMP member will always be posted at a Control Point. It is the responsibility of the RCMP to deal with anyone who causes problems at a Control Point</p>	
	<p>2. Control Point personnel will control access into the area and will ensure that all those accessing and exiting the area are logged into the <i>Control Point Log</i></p>	
	<p>3. Resources and Supplies</p> <ul style="list-style-type: none"> <li>• Minimum of 3 per team including 1 RCMP member</li> <li>• Clipboard and pens</li> <li>• Table, chairs and shelter</li> <li>• Food and water</li> <li>• Appropriate signage and barricades</li> <li>• Identification (vest, uniform jacket, ID)</li> <li>• Flashlights</li> <li>• Communication capability</li> <li>• Current information bulletins</li> <li>• Sufficient copies of:               <ul style="list-style-type: none"> <li>○ Record of Authorized Entry</li> <li>○ Authorized Entry Permit</li> <li>○ Control Point Log</li> </ul> </li> </ul>	
	<p>4. Hand in all completed paperwork in order that it may be forwarded to EOC</p>	
	<p>5. During the re-entry phase, the Control Points may now be utilized for re-entry</p>	



## Re-Entry Checklist

✓	Action Item	Comments
	1. Determine who makes the decision to return	
	2. Assessment completed? The assessment will include verification that: <ul style="list-style-type: none"> <li>• The threat that caused the evacuation is resolved</li> <li>• Structures and trees are deemed safe</li> <li>• Damage and safety assessments of structures have been completed and deemed safe to occupy</li> <li>• No leaking or ruptured gas lines or downed power lines are present</li> <li>• No ruptured water or sewer lines are present</li> <li>• Search and rescue operations have been completed</li> <li>• No hazardous materials are present that can threaten public safety</li> <li>• Water has been deemed safe or appropriate warnings have been issued (i.e. boil water advisory)</li> <li>• Sufficient debris has been removed from roadways to allow travel</li> <li>• Transportation route is safe to use including bridges and tunnels</li> <li>• Adequate water for firefighting is present</li> <li>• There is no threat to public safety and any other significant hazards have been eliminated</li> </ul>	
	3. Develop and implement re-entry plans as areas are approved for re-entry	
	4. Provide re-entry information to the public on a timely and on-going basis	
	5. Coordinate with appropriate agencies to provide instructions and information if re-entry is not possible	
	6. Provide for the return of those individuals with special needs who cannot return without assistance	
	7. Assist in making arrangements for long-term housing of evacuees that are not able to return immediately	
	8. Provide public information on recovery and the Disaster Financial Assistance Program	





## Authorized Entry Form

The following individual(s) have been authorized to enter into the following area. They understand the potential hazards upon entry and are willing to take the risk.

Zone: \_\_\_\_\_

Entry Point: \_\_\_\_\_

Destination Address: \_\_\_\_\_

Pass Number: \_\_\_\_\_

Names	Signatures

For the purpose of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For the period of

From [DATE YYYY-MM-DD AND TIME 24 HOUR]: \_\_\_\_\_

\_\_\_\_\_

To [DATE YYYY-MM-DD AND TIME 24 HOUR]: \_\_\_\_\_

\_\_\_\_\_

Authorized by (EOC Director): \_\_\_\_\_

Date: [YYYY-MM-DD] \_\_\_\_\_





# Emergency Call Centre Evacuee Information Form

Does the caller need assistance with transportation to evacuate? (circle) YES or NO

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Apartment #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Gender: (Male or Female ): \_\_\_\_\_

If others are evacuating with you, how many? \_\_\_\_\_

Do you have a pet? YES or NO If yes, how many pets? \_\_\_\_\_

Do you have carriers for your pets? YES or NO

Do you have medical special needs? YES or NO

If yes, detail below:

Do you or anyone evacuating with you use oxygen? YES or NO

Are you confined to a bed? YES or NO

Do you require power for medical equipment? YES or NO

Call received on (date: yy-mm-dd): \_\_\_\_\_ [Time: 24 hours] \_\_\_\_\_

ECC Call Centre Operator: \_\_\_\_\_

Forwarded on (date: yy-mm-dd): \_\_\_\_\_ [Time: 24 hours] \_\_\_\_\_

To: \_\_\_\_\_

ECC Coordinator: \_\_\_\_\_



## Evacuation Contact Info

Name	Type of Service	Address	Phone
Air Nootka	Air	800 Mill Rd, Gold River, BC	(250) 283-2255
Corilair Charters	Air	3050 Spit Rd, Campbell River, BC V9W 5C5	(250) 287-8371
Vancouver Island Air	Air	2870 Spit Rd, Campbell River, BC V9W 6E3	(250) 287-2433
Harbour Air Seaplanes	Air	Various	Various
Sunshine Coast Air	Air	Various	1-888-436-7776 (604) 740-8889 (250) 287-4421
E & B Helicopters	Air	595 Island Hwy North, Campbell River, BC V9W 2H2	(250) 926-9292
49 North Helicopters	Air	2200 Airport Dr, Campbell River, BC V9H 0E2	Various
Helijet	Air	Various	Various
Canadian Coast Guard Lifeboat	Marine	Various	250-363-6333 (Victoria Operations)
Royal Canadian Navy	Marine	Various	Various
Shorebird Expeditions	Marine	Tahsis	250.218.1145
Get West Adventure Cruises	Marine	Gold River	1-877-824-8253
Maxi's Water Taxi	Marine	Gold River	(250)-283-7718

Contact

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McElhanney

