



AGENDA

**Agenda for the Regular Meeting of the Tahsis Village Council
to be held on June 16, 2020 in the Council Chambers
Municipal Hall, 977 South Maquinna Drive**

Remote access: To attend this meeting remotely please dial
1-877-385-4099 then enter the participant code **5509888#**

A. Call to Order Mayor Davis will call the meeting to order at 7:00 p.m.

Mayor Davis will acknowledge and respect that we are meeting upon
Mowachaht/Muchalaht territory.

**B. Introduction of
Late Items**

**C. Approval of the
Agenda**

**D. Petitions and
Delegations** None.

E. Public Input # 1

**F. Adoption of the
Minutes** 1 Minutes of the Special Council Meeting held on June 2, 2020.

2 Minutes of the Regular Council Meeting held on June 2, 2020.

G. Rise and Report

H. Business Arising 1 Matt Friderichs, P. Eng., McElhaney: Tahsis Municipal Wharf Inspection and
Monitoring Report

2 Grieg Seafood - Re: Sea Lice management in Nootka Sound

3 Report to Council Re: Emergency Operations Centre - COVID-19 Response and Recovery Update

- J. Council Reports**
- 1 Mayor Martin Davis**
 - 2 Councillor Elder**
 - 3 Councillor Fowler**
 - 4 Councillor Llewellyn**
 - 5 Cheryl Northcott**

K. Bylaws

Zoning Bylaw No. 630, 2020

- L. Correspondence**
- 1 Jill Brocklehurst-Booth, Spiritual Director, Centre for Spiritual Living Re: Our Idea for this Summer (email correspondence).**

M. New Business

**Report to Council Re: Business Continuity Plan
Village of Tahsis Business Continuity Plan**

N. Public Input #2

Rise and Report

P. Adjournment



Minutes

<u>Meeting</u>	Special Council
<u>Date</u>	02-Jun-20
<u>Time</u>	1:00 PM
<u>Place</u>	Municipal Hall - Council Chambers and by electronic means

<u>Present</u>	Mayor Martin Davis Councillor Bill Elder Councillor Sarah Fowler Councillor Lynda Llewellyn Councillor Cheryl Northcott	by phone
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<u>Staff</u>	Mark Tatchell, Chief Administrative Officer
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<u>Property Owner(s)</u>	Dan Dahling, one of the property owners of 177 Head Bay Road (M3) (No property owners attended for M1 and M2)	by phone
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<u>Public</u>	None.
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A. Call to Order

Mayor Davis called the meeting to order at 1:00 p.m.

Mayor Davis acknowledged and respected that Council is meeting upon Mowachaht/ Muchalaht territory

B. Introduction of Late Items and Agenda Changes

None.

C. Approval of the Agenda

Fowler/Elder: VOT 0244/2020

THAT the Agenda for the June 2, 2020 Special Council meeting be adopted as presented.

CARRIED

M. New Business

- 1 Neudorf, Gary, 19 Freda Road, Tahsis Re: Failure to Comply with Notice issued on December 4, 2019 under the Property Maintenance Regulation Bylaw No. 614, 2019

Fowler/Elder: VOT 0245/2020

THAT the December 4, 2019 Notice to Comply and related documents be received.

CARRIED

Fowler/Llewellyn: VOT 0246/2020

THAT an Order to Comply be issued under s. 37 of the bylaw to the property owner, as identified and described in the Notice to Comply, to remove the invasive broom plants and other vegetation from his property, as per the bylaw, by July 2, 2020.

CARRIED

- 2 Read, Mark, 41 McKelvie Road, Tahsis Re: Failure to Comply with Notice issued on July 17, 2019 under the Property Maintenance Regulation Bylaw No. 614, 2019**

Fowler/Elder: VOT 0247/2020

THAT the July 17, 2019 Notice to Comply and related documents be received.

CARRIED

Fowler/Elder: VOT 0248/2020

THAT an Order to Comply be issued under s. 37 of the bylaw to the property owner, as identified and described in the Notice to Comply, to remove the derelict boat from his property, as per the bylaw, by July 2, 2020.

CARRIED

- 3 Dahling, Daniel and Corrine, 177 Head Bay Road, Tahsis Re: Failure to Comply with Notice issued on January 29, 2020 under the Property Maintenance Regulation Bylaw No. 614, 2019**

Fowler/Elder: VOT 0249/2020

THAT the January 29, 2020 Notice to Comply and related documents be received.

CARRIED

One of the two property owners spoke to the Notice to Comply. Council heard and considered the owner's proposed alternatives to the compliance requirements described in the Notice to Comply.

Llewellyn/Elder: VOT 0250/2020

THAT an Order to Comply be issued under s. 37 of the bylaw to the property owner, as identified and described in the Notice to Comply, to remove from the property the 8 derelict vehicles which do not display current or valid licence plates as per the Motor Vehicle Act or obtain and display valid licence plates for these same vehicles, as per the bylaw, by July 2, 2020.

CARRIED

- 4 Ministry of Municipal Affairs and Housing - Re: BC Housing Request for Proposals RFP: 1070-1819/016**

<https://www.bchousing.org/projects-partners/Building-BC/CHF>

Fowler/Elder: VOT 0251/2020

THAT Minister Robinson's May 21, 2020 correspondence and background information on the Community Housing Fund be received.

CARRIED

Council discussed and considered possible options for participating in this program.

Adjournment

Fowler/Elder: VOT 0252/2020

THAT the meeting be adjourned at 2:30 p.m.

CARRIED

Certified Correct this

16th Day of June, 2020



Minutes

<u>Meeting</u>	Regular Council
<u>Date</u>	02-Jun-20
<u>Time</u>	7:00 PM
<u>Place</u>	Municipal Hall - Council Chambers and by electronic means

<u>Present</u>	Mayor Martin Davis Councillor Bill Elder Councillor Sarah Fowler Councillor Lynda Llewellyn Councillor Cheryl Northcott	by phone
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<u>Staff</u>	Mark Tatchell, Chief Administrative Officer Sarah Greer, Co-op Student Janet StDenis, Finance and Corporate Services Manager	by phone by phone
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<u>Public</u>	1 member of the public	by phone
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A. Call to Order

Mayor Davis called the meeting to order at 7:00 p.m.

Mayor Davis acknowledged and respected that Council is meeting upon Mowachaht/ Muchalaht territory

B. Introduction of Late Items and Agenda Changes

A statement from Grieg Seafood Re: Grieg Seafood's sea lice management in Nootka Sound, under Correspondence as "L2". Under New Business as "M1" Mayor Davis' proposal to write a letter to the Federal Government regarding the reopening of the US border.

C. Approval of the Agenda

Fowler/Elder: VOT 0253/2020

THAT the Agenda for the June 2, 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 advertising schedule for Tahsis' 50th Anniversary Parade to which staff responded.

F. Adoption of the Minutes**1 Minutes of the Regular Council Meeting held on May 19, 2020.****Fowler/Elder: VOT 0254/2020****THAT** the Regular Council meeting minutes of May 19, 2020 be adopted as amended.**CARRIED****G. Rise and Report**

None.

H. Business Arising**1 Report to Council Re: Emergency Operations Centre - COVID-19 Response Update**

The CAO spoke to his report and also noted that "recovery activities" are not eligible for reimbursement as per a recent email from EMBC.

Fowler/Elder: VOT 0255/2020**THAT** this Report to Council be received.**CARRIED****J. Council Reports****Mayor Davis**

No report.

Councillor Elder

No report.

Councillor Fowler (written report)

I cancelled my reservations at the Days Inn in Victoria for September and have been doing webinars.

Below is a report on sedimentation, circulated to me by Roger Dunlop. I also read another fascinating sea otter report out of Kyuquot called Enabling co-existence, where Peter Hanson is quoted as saying "having more (income) would not help because there is no seafood."

This past Wednesday I zoomed to the NSWS roundtable and got a report on the habitat rehabilitation work on the suwocwa done by Strategic and our own Nootka Reforestation and members of the MMFN. This project is a three year project and includes the Tahsis and Leiner/Perry (Tsisa) River systems. I have been in discussions with Louis Van Solkema about potential remediation up the northern Tahsis River and intend to pass this information along to Karenn Bailey, the societies stewardship coordinator.

On a related note I want to formally express my interest and intent to complete an application due July 3 for Climate Leadership course for elected officials designed to integrate considerations climate and asset management.

Sincere
Sarah Fowler

Attachment - link

Forest Practices Board- Special Investigation: Conserving Fish Habitat under the Forest and Range Practices Act - May 2020

<https://www.bcfpb.ca/wp-content/uploads/2020/05/SIR52-Fish-Habitat-Conservation-Part2.pdf>

Councillor Llewellyn

No report.

Councillor Northcott

No report.

Fowler/Elder: VOT 0256/2020

THAT the Council Report be received.

CARRIED

K. Bylaws

Zoning Bylaw No. 630, 2020

1st Reading

The CAO spoke to the statutory requirement to hold a public hearing which can be conducted electronically as per Ministerial Order 139.

Fowler/Elder: VOT 0257/2020

THAT Zoning Bylaw No. 630, 2020 be received for consideration.

CARRIED

Fowler/Northcott: VOT 0258/2020

THAT Zoning Bylaw No. 630, 2020 receive a first reading this 2nd Day of June, 2020.

CARRIED

**1 "no" vote registered
Councillor Elder**

L. Correspondence

- 1 **May 21, 2020 Press Release: BC wood products under fire as government considers relaxing log export rules.**

2 **Grieg Seafood Re: Sea Lice Management in Nootka Sound**

Fowler/Elder: VOT 0259/2020

THAT these correspondence items be received.

CARRIED

Fowler/Elder: VOT 0260/2020

THAT correspondence items #1 and #2 be pulled for discussion.

CARRIED

- L1 **May 21, 2020 Press Release: BC wood products under fire as government considers relaxing log export rules.**

Mayor Davis spoke to this correspondence item. A discussion followed.

Fowler/Elder: VOT 0261/2020

THAT Council endorse the May 21, 2020 communique from industry and labour and express its support in letters to Claire Trevena, MLA and Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development.

CARRIED

- L2 **Grieg Seafood Re: Sea Lice Management in Nootka Sound**

A brief discussion followed.

Fowler/Elder: VOT 0262/2020

THAT Council request that a representative from Grieg Seafood speak to Council about the sea lice outbreak.

CARRIED

M. New Business

- M1 **Mayor Davis proposed writing a letter to the Federal Government objecting to the reopening of the Canada/US border throughout the summer due to the COVID-19 outbreak and the issues south of the border in containing it.**

Fowler/Elder: VOT 0263/2020

THAT this item be received for discussion.

CARRIED

Llewellyn/Northcott: VOT 0264/2020

THAT Mayor Davis write to the Federal Government objecting to the opening up of the Canada/US border during July, August and September due to the COVID-19 outbreak.

CARRIED

**1 "no" vote registered
Councillor Elder**

N. Public Input #2

None.

Adjournment

Fowler/Elder: VOT 0265/2020

THAT the meeting be adjourned at 7:53 p.m.

CARRIED

Certified Correct this

16th Day of June, 2020

Chief Administrative Officer

**To**

Mark Tatchell, Village of Tahsis CAO

From

Matthew Friderichs, P.Eng.

Re

Tahsis Wharf Quarterly Monitoring Inspection

Date

June 2, 2020

1. INTRODUCTION

McElhanney Ltd. (McElhanney), has been retained by the Village of Tahsis (the Village) to complete quarterly monitoring of the municipal wharf located in Tahsis, BC. The intent of the monitoring inspection is to assess the general condition of the wharf and identify any locations with rapidly progressing deterioration or structural distress.

The field inspection was completed on May 11, 2020. Previous inspections of the facility have been completed on the following dates:

- January 24, 2020 (Quarterly Monitoring)
- September 26, 2019 (Quarterly Monitoring)
- April 5, 2019 (Detailed Condition Assessment)
- May 2017, 2017 (Brief Visual Inspection)

The inspection was completed using visual observation only. The municipal wharf has reached the end of its service life and either demolition or extensive repairs are anticipated in the next 1-2 years. In the interim, McElhanney has recommended that no vehicles be permitted on the wharf and that pedestrian loads be kept to a minimum.

2. OBSERVATIONS

2.1 Approach Trestle:

The approach trestle structural elements are generally in poor condition with slight progression in deterioration noted since the January 2020 monitoring inspection. Specific inspection findings are as follows:

- **Topside Elements** - The deck panels appear to have slight additional settlement in areas along the approach, typically up to 5 mm to 10 mm. Gaps between deck panels appear to be increasing with additional deterioration of the elastomer seals.
- **Stringers, Pile Caps, and Piles** - The stringers, pile caps, and piles along the approach appear to be in similar condition to the January 2020 monitoring inspection.

2.2 Wharfhead

The wharfhead structural elements are generally in poor condition with evidence of additional deterioration noted since the January 2020 monitoring inspection. Specific inspection findings are as follows:

- **Topside Elements** – Similar to the approach trestle, the deck panels appear to have slight additional settlement in areas along the wharfhead, typically up to 15mm. Gaps between deck panels appear to be increasing with additional deterioration of the elastomer seals.
- **Pile Caps / Piles** – There is additional deterioration of the lower pile caps due to severe fungal decay resulting in punching of the piles and lateral displacement:
 - Pile cap damage locations which are actively monitored for structural distress are shown in Enclosure B.
 - Crushing of the lower pile cap with the piles appears to have progressed.
 - Since January 2020, there appears to be significant lateral displacement of the lower pile caps which is consistent with the predominant wind/wave direction (see Figure 1) producing lateral loading on the wharf.

The existing wharf structure does not have significant lateral restraint in the north-south direction (from batter piles) and so the pile caps experience significant lateral forces which is restrained with an internal steel drift pin connection.

- Bent Nos. 5 to 7, Piles A to E: the lower pile caps are actively displaced/sliding out beneath the upper pile caps. Full loss of upper pile cap support will lead to instability and failure of the precast deck panels which are simply supported between pile cap rows (see Figure 2).

Failure of this type would occur rapidly and without forewarning/early indication, resulting in the creosoted pile caps and precast concrete deck panels falling into the ocean.



Figure 1 - Wind/Wave Direction on Wharf Structure

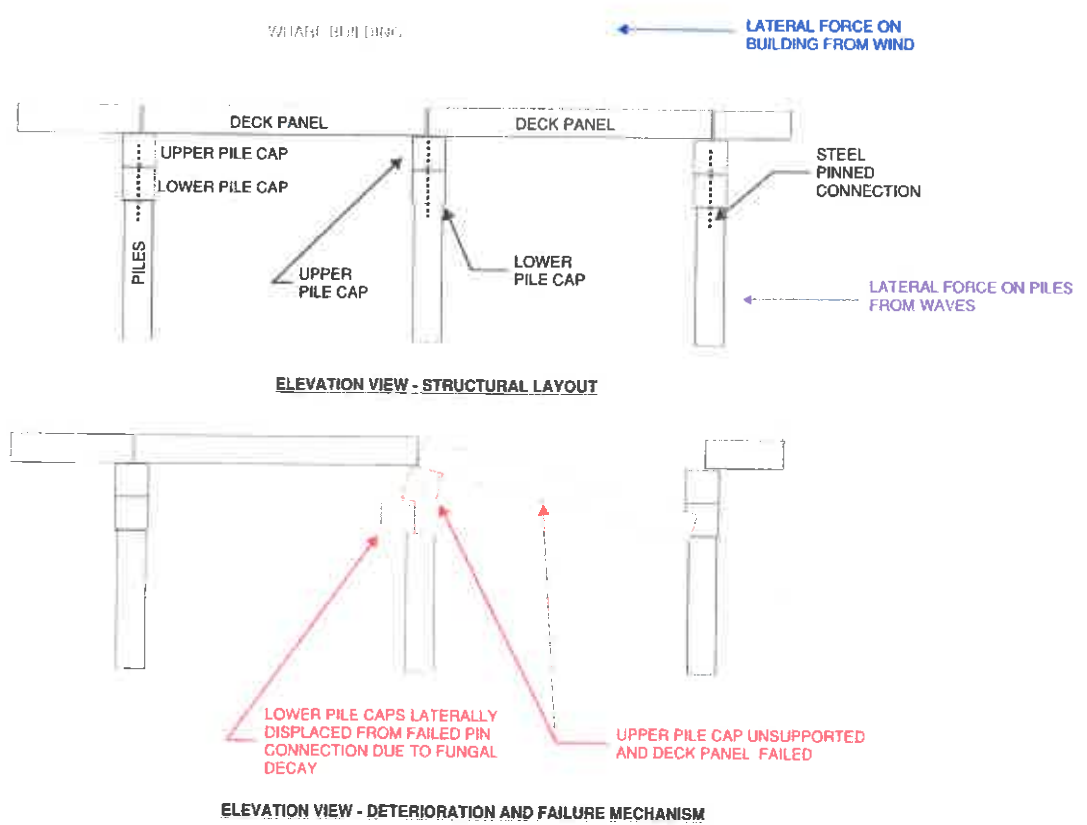


Figure 2 - Deterioration and Failure Mechanism of Pile Caps

2.3 Gangway:

Since the January 2020 monitoring inspection, no obvious additional deterioration was noted to the gangway or connection to the pile caps. Continued load restriction is recommended.

3. RECOMMENDATIONS

McElhanney Ltd. understands that extensive repairs/rehabilitation to the wharf is not feasible for the Village of Tahsis given the current usage of the facility and the capital cost to implement the work.

Structural collapse of the wharf deck panels and pile caps into the ocean would contravene the current federal *Fisheries Act*. A qualified and an experienced contractor should complete controlled demolition of the wharf structure including disposal of the creosote timber elements in an approved facility. As this work would include in-water works, Fisheries and Oceans Canada would need to provide regulatory approval, likely under the supervision of a Qualified Environmental Professional (QEP).

It is strongly recommended that effective immediately, all usage of the wharf be discontinued, and vessels be located to nearby marine facilities such as the Airplane Dock. Until demolition of the wharf is completed, signs should be clearly posted to prevent access to the wharf from either the shore or sea.

4. CLOSURE

This technical memo has been prepared by McElhanney Ltd. at the request of the Village of Tahsis. The information and data contained herein represent McElhanney's best professional judgment considering the knowledge and information available to McElhanney at the time of preparation. Except as required by law, this memo and the information and data contained herein are to be treated as confidential and may be used and relied upon only by the client, its officers, and employees.

McElhanney Ltd. denies any liability whatsoever to other parties who may obtain access to this report for any injury, loss or damage suffered by such parties arising from their use of, or reliance upon, this document or any of its contents without the express written consent of McElhanney or its agents.

We trust that the information contained in this report is suitable for your current needs. If you have any questions or require additional information, please do not hesitate to contact us.

McElhanney Ltd.

Completed By:



*Alex Fachler, A.Sc.T.
Structural Technologist*

Reviewed By:



*Matthew Friderichs, P.Eng.
Marine Lead / Structural Division Manager*

Enclosure: Appendix A – Inspection Photographs

Appendix B – Sketches

Appendix A – Inspection Photographs



Photo 1 - General View of Municipal Wharf



Photo 2 Approach Topside



Photo 3 - Wharfhead Topside

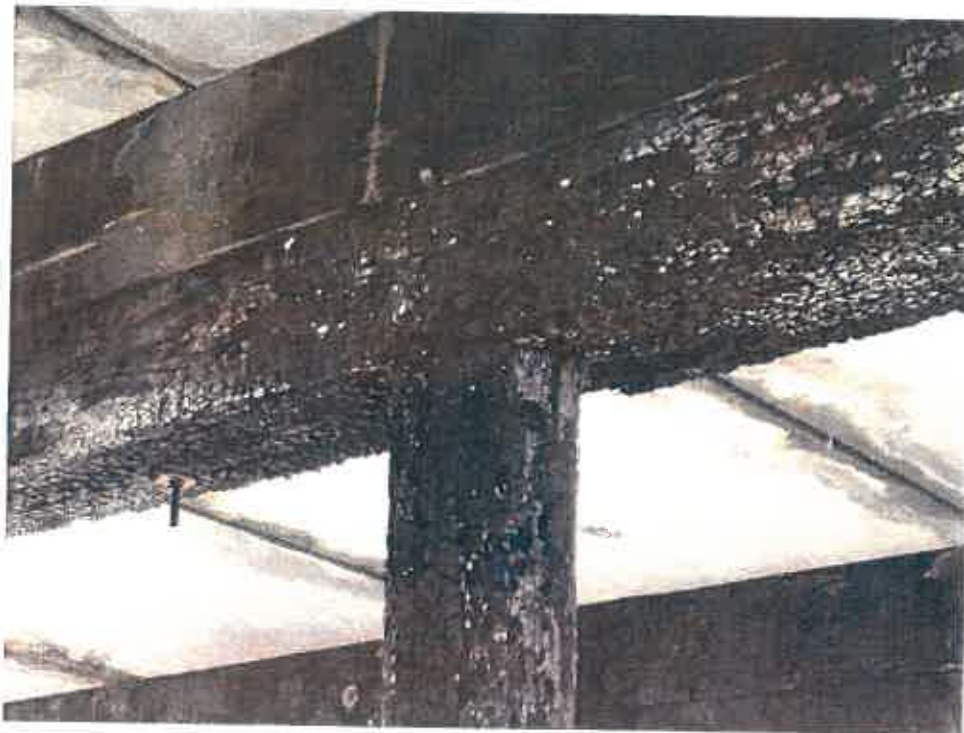


Photo 4 - Typical Failure of Lower Pile Cap and Punching Action of Pile



Photo 5 - Bent No. 5, Pile Nos. A to E: Lower Pile Cap With Severe Deterioration (North Face Shown). Lower pile is displaced north approximately 100mm.



Photo 6 - Bent No. 6, Pile Nos. A to E: Lower Pile Cap with Severe Deterioration (North Face Shown). Lower pile cap has displaced north approximately 50mm.



Photo 7 - Bent No. 7 Pile Nos. A to E: Lower Pile Cap with Severe Deterioration (South Face Shown). Lower pile cap has displaced north approximately 75mm to 100mm.

Appendix B – Sketches

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Mark Tatchell, CAO and EOC Director

Date: June 9, 2020

Re: Emergency Operations Centre - update

PURPOSE OF REPORT:

To provide Council with an update from the Village's EOC regarding COVID-19 response and recovery activities.

The report is structured according to the standard EOC organization sections.

B.C.'S RESTART PLAN

On May 19th, B.C. moved into Phase 2 of the Restart Plan (Phase 1 included essential services operating since the State of Provincial Emergency was declared on March 17, 2020). Under Phase 2, the following workplaces and services, which specifically pertain to Village operations, are re-opening under enhanced protocols:

- Museums
- Office-based worksites
- Recreation and sports
- Parks, beaches, and outdoor spaces
- Child care

Enhanced protocols have been developed and implemented in most settings so services are being provided.

OPERATIONS:

Social distancing has been implemented since March 17th in all municipal work places. All Village facilities (Municipal Hall, Fire Hall, Public Works and Rec Centre) are sanitized at least once per day Monday to Saturday.

Municipal Hall:

All finance, administrative, planning and project activities are fully operational.

In-person service began on May 27th at the Village office. A WorkSafe BC compliant COVID-19 safety plan has been developed, shared with staff and posted in the office. Key measures are:

- Two work “pods” of two person pods alternate working in the office. When working remotely all staff are connected to the Village’s network and server to ensure we meet FOIPPA requirements and for cyber-security reasons. The work “podding” will continue as long as social distancing is required by the PHO and WorkSafe BC.
- Occupancy limits have been established for the staff area and Council Chambers
- Plexiglass barrier installed at the front counter
- Decals affixed to the floor to demarcate 2-meter distances
- Signage posted restricting access to no more than one person
- Workstation and peripheral equipment installed at the front counter for staff
- Staggered breaks and protocol for communal space, e.g., kitchen area
- Detailed procedures for cleaning

A protocol has been developed for greeting customers and processing financial transactions. Staff are encouraged to wear a mask if they believe they have been in contact with a person or space where there is a heightened risk of infection transmission. However, mask wearing is not required as long as social distancing is maintained.

Operations/Public Works

All Village operations are continuing and infrastructure is being maintained. Social distancing has been implemented as much as possible. One person per vehicle at all times and breaks are staggered to reduce the number of personnel in the office. Vehicle interiors are disinfected daily. Where social distancing is not possible, for example, working in the sanitary sewer trench on Tootouch, masks are being worn. If tailgate meetings are required, personnel stand at least 2 metres apart. The Free Store remains open as social distancing is being observed at this site. The WorkSafe BC safety plan has been written, staff have been consulted on it and it is posted at the public works yard.

Recreation Centre

The Rec Centre remains closed, but beginning to plan the re-opening. Outdoor recreational programming is being offered.

Daycare has been providing service to essential service worker families, but re-opens on June 15th to families wanting child care. Details on the Daycare safety plan under Phase 2 are described in the Planning section.

The Director of Recreation is working from the Recreation Centre. All other staff have been laid off or re-deployed.

Tahsis Volunteer Fire Department and Protective Services

The Fire Department is fully operational. Wednesday night drill practice has recommenced. Members are wearing masks when traveling together in the apparatus.

An acting Fire Chief has been appointed to ensure continuity the service. All fire apparatus are sanitized and ready to be deployed in response to any emergency. All fire department members have been trained on the COVID-19 medical protocol to assist with BC ambulance. BC Fire Chiefs' Association provides updates on medical protocols and fire response practice in the COVID-19 environment

There is no bylaw enforcement officer, due to a lag in SRD hiring. Building inspection services are available, but subject to SRD COVID-19 protocols.

The RCMP continue to deliver essential services, i.e., response to call policing and routine patrols. The Nootka Sound detachment is at full strength. The detachment commander checks in at least weekly. The RCMP provides some bylaw enforcement services.

PLANNING:

WorkSafe BC safety plans have been written, shared with staff and implemented for the following settings:

- Village office
- Outdoor spaces and trails
- Operations/Public Works
- Fire Department
- Daycare

Recreation Centre

WorkSafe BC released the sector guidelines for Gyms and Fitness Centres on May 23rd. Staff are working on developing the safety plan which will include rules on social distancing, occupancy limits, cleaning, plexiglass barriers and other measures. As an aside, Seniors' Centres are also required to have WorkSafe BC safety plans.

Tahsis Museum/Tourist Information Centre

Work has not started on the WorkSafe BC compliant safety plan for this facility.

Other Plans

A comprehensive Business Continuity Plan has been written and has been reviewed by management staff. This is included on Council's June 16th regular meeting agenda.

LOGISTICS:

The Village has a 3 to 4 week supply on hand of the requisite PPE. Staff continue to place orders and receive shipments. Supply has not been an issue. As of this date, the Village has the following key PPE supplies:

N95 masks –	120
Face Shields -	4
Nitrile gloves -	16 boxes
Tyvek suits -	40

Other PPE are in supply as well. The Logistics section head is monitoring PPE and other supplies to ensure supply continuity. The Village is well-stocked with cleaning supplies, hand sanitizer and disinfectant wipes.

FINANCE AND ADMINISTRATION:

Staff have submitted three claims and three Expenditure Authorization requests to EMBC for approval and reimbursement of Village COVID-19 response costs. The Expenditure Authorizations have been approved. No payments have been received to date. EMBC has formally informed all local governments that recovery related activities by local governments and First Nations are ineligible for reimbursement. This may result in the Village absorbing additional costs to meet provincial requirements.

Respectfully submitted:



Mark Tatchell, CAO and EOC Director



VILLAGE OF TAH SIS

ZONING BYLAW No. 630, 2020

A BYLAW TO DIVIDE THE VILLAGE OF TAH SIS INTO ZONES, TO REGULATE THE USE OF LAND, BUILDINGS AND STRUCTURES, INCLUDING THE SURFACE OF WATER, AND TO REGULATE THE LOCATION, SIZE AND SHAPE OF BUILDINGS AND STRUCTURES ERECTED THEREON PURSUANT TO THE *LOCAL GOVERNMENT ACT*

WHEREAS Section 479 of the *Local Government Act* provides that a local government may, by bylaw, divide the whole or part of the municipality into zones and define each zone to regulate within the zones, the use of land, buildings and structures, the density of the use of land, buildings and structures, and the area, shape and dimensions of all parcels of land that may be created by subdivision;

AND WHEREAS the Council of the Village of Tahsis deems it necessary and expedient to reconsider the zoning regulations in the Village of Tahsis;

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

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PART ONE: APPLICATION AND ADMINISTRATION

1.1 Title

- 1) This bylaw may be cited for all purposes as "Village of Tahsis Zoning Bylaw No. 630, 2020."

1.2 Application

- 1) The regulations of this bylaw apply to the whole of the area within the boundaries of the Village of Tahsis.

1.3 Administration

- 1) The building official and such other persons as may be appointed by the Council for that purpose are authorized to administer this Bylaw.
- 2) Persons appointed under sub-section (1) may enter any building or premises at all reasonable times, in accordance with Section 16 of the *Community Charter*, to inspect and determine whether the regulations under this Bylaw are being complied with.

1.4 Prohibition

- 1) No person shall use, occupy, or subdivide, or shall permit any person to use, occupy or subdivide any land, building or other structure contrary to the regulations in this Bylaw.
- 2) Any use of land, or of a building or structure, that is not expressly permitted in this Bylaw is prohibited.

1.5 Non-Conforming Use

- 1) Lawful non-conforming uses of land and buildings are governed by Division 14 of Part 14 of the *Local Government Act*.

1.6 Conflicting Use or Siting

- 1) No land may be subdivided, no building, structure, land or water surface may be used, and no building or structure may be sited in a manner which renders any existing use, building or structure on the same parcel non-conforming with respect the provisions of this Bylaw.

1.7 Violation

- 1) A person who causes, suffers, or permits any building or structure to be constructed, reconstructed, altered, moved, extended or used, or land to be occupied or used, in contravention of this Bylaw, or who otherwise contravenes or fails to comply with this Bylaw, commits an offence.

1.8 Penalty

- 1) A person who violates the provisions of this Bylaw is liable on summary conviction to a penalty not exceeding:
 - a) A fine of fifty thousand (\$50000.00) dollars;
 - b) imprisonment for not more than six (6) months.
- 2) Each day during which a violation of this Bylaw continues constitutes a new and separate offence.
- 3) This Bylaw may be enforced by Municipal Ticket Information issued under the *Village of Tahsis Ticketing for Bylaw Offences Bylaw No. 601, 2018*.

1.9 Severability

- 1) If any provision of this Bylaw is found invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

PART TWO: INTERPRETATION

2.1 Definitions

- 1) The definitions provided in this Bylaw supersede any interpretation or definition of the same word in a provincial statute that would otherwise apply to this Bylaw. The definitions provided shall also supersede the normal or common meaning of the same word.
- 2) The following definitions apply to this Bylaw:

Term	Definition
Accessory Building or Accessory Use	means a building or use which is ancillary to that of a principal building or use on the same lot.
Agricultural Use	means providing for the growing, rearing, producing, harvesting and sale of agricultural products; includes the storage and sale on an individual farm of the products harvested, reared or produced on that farm; and, the storage of farm implements and supplies; and, repairs to farm machinery and implements used on that farm; and specifically excludes all manufacturing, processing, storage and repairs not specifically included in this definition, and livestock and poultry processing, piggery use, and feedlots.
Apartment	means any building divided into not less than three (3) dwelling units, each of which is occupied or intended to be occupied as a permanent home or residence, distinct from a hotel, motel, or similar transient accommodation. Excludes townhouses.
Bed and Breakfast Accommodation	means the use of not more than four (4) bedrooms within a dwelling to provide temporary accommodation to the travelling public which includes food service and the operator as a permanent resident of the dwelling.
Boarding Use	means a structure where the building or buildings on a lot contain one or more sleeping units contained within a dwelling unit and which are used by persons other than members of the family sharing the dwelling unit.
Building	means a structure that is designated, erected or intended for the support, enclosure or protection of persons or property and includes any part of a building as the context requires.

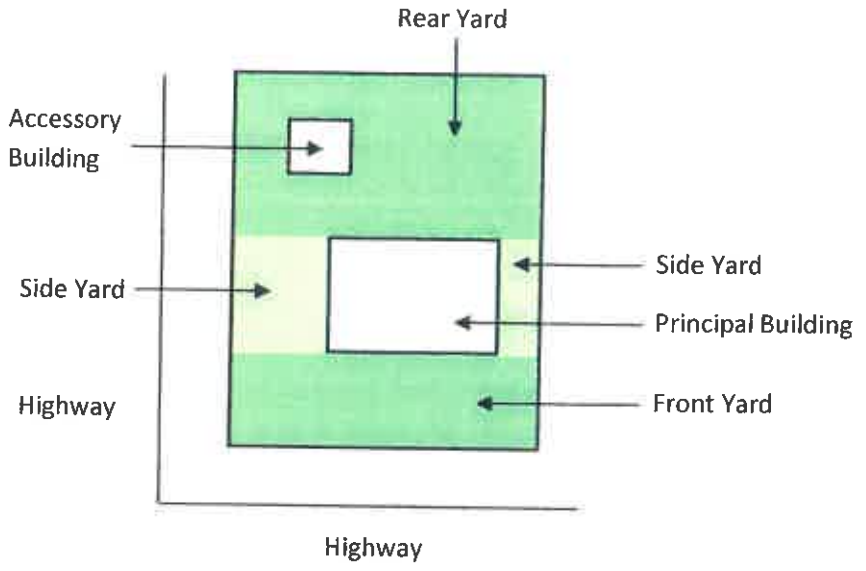
Term	Definition
Building Official	means the person employed or contracted to administer the <i>Village of Tahsis Building Bylaw No. XXX, 2020</i> , as amended or replaced from time to time.
Church	means a building, not ordinarily used for residential purposes, wherein persons regularly assemble for religious worship, and which is maintained and controlled by a religious body organized to sustain public worship.
Community Care Facility	means a facility licensed pursuant to the <i>Community Care and Assisted Living Act</i> .
Council	means the council of the Village of Tahsis.
Duplex	means any dwelling divided into two (2) units each of which is occupied or intended to be occupied as a permanent home or residence, distinct from a hotel, motel or similar transient accommodation.
Dwelling	means any building or portion thereof that is designated or used for residential purposes.
Dwelling Unit	means accommodation for residential occupancy with sleeping and sanitary facilities, and not more than one set of cooking facilities. Excludes recreational vehicles.
Gasoline Service Station	means premises used primarily for the retail sale of gasoline, lubricating oil, motor vehicle accessories and convenience items and the servicing of motor vehicles but does not include body works and painting.
Gross Floor Area	means the total area of all floors measured to the extreme outer limits of the building.
Height of Buildings	means the vertical distance of the mean grade level to the highest point of roof surface on a flat roof, to the deck line of a mansard roof, and to the mean level between eaves and the ridge of a gable, hip, gambrel or other sloping roof and in the case of a structure without a roof to the highest point of the structure.
Hen	means a domesticated female chicken that is at least four (4) months old.
Highway	means a street, road, land, bridge, viaduct or any other way open to the use of the public, and does not include a private right-of-way on private property.

Term	Definition
Hive	means a manufactured receptacle or container prepared for the use of honey bees that includes movable frames, combs and substances deposited into the hives by honey bees.
Home-Based Business	means an occupation, profession, service or other business which is clearly accessory and incidental to the use of a dwelling unit for residential purposes, or to the residential use of a lot occupied by a dwelling, and which conforms to the regulations under Section 3.2(1) of this Bylaw. Activities that qualify as a home-based business include but are not limited to the following: a) retail establishments, b) service establishments, c) small engine repair, d) assembly, processing, and repair of finished products, e) artist's studio and gallery, f) bakery, g) hair salon, barbershop, or other personal services, h) bed and breakfast accommodation and short-term rental accommodation, and i) produce stands for urban agricultural use. But exclude professional occupations.
Honey Bee	means a subset of bees in the genus <i>Apis</i> , primarily distinguished by the production and storage of honey and the construction of perennial, colonial nests out of wax.
Institutional Use	means the use of land, buildings or other structures provided by a government or agency of government to address social, education, health, cultural and recreational needs, and may include: museum, public library, parks, fire or police station, public works, hospital or medical center, school, recreation center, and municipal office.
Junkyard	means the use of any land, building or structure for a salvaging operation, including but not limited to the storage and/or sale of waste wood products, paper, scrap metal, and any discarded materials and the collection, dismantlement, storage and salvage of any vehicle or boat, subject to the provisions in Section 3.11(1) of this Bylaw.
Lane	means a public thoroughfare not exceeding ten (10) metres in width, which provides a secondary means of access to a site.
Light Industrial Use	means a use providing for the processing, fabricating, assembling, storing, transporting, distributing, wholesaling, testing, servicing, or repairing of goods, materials or things, but shall not include those uses similar to or including wood processing and log storage, except as permitted under Section 5.8 of this Bylaw, auto-wrecking, refuse disposal grounds, gravel extraction, manufacturing of concrete products, fish or shellfish processing, or bulk fuel depots.

Term	Definition
Livestock	means chickens, horses, turkeys, cattle, hogs, rabbits, sheep and goats raised for agricultural purposes, such as food production.
Loading Space	means an area used to provide free access for vehicles to a loading door, platform or bay.
Lot	means an area of land designated as a separate and distinct parcel on a legally recorded subdivision plan, including a bare land strata plan, filed in the Office of the Land Title and Survey Authority of British Columbia.
Lot Area	means the area of the land within the boundaries of a lot but excludes the area of the panhandle in the case of a panhandle lot.
Lot Coverage	means the total horizontal area within the outermost walls of the building on a lot, expressed as a percentage of the lot area.
Lot Line	means a line which marks the boundary of a lot.
Lot Line, Front	means the lot line that divides the lot from the highway. In the case of a corner lot the shortest lot line which abuts the highway shall be deemed to be the front lot line but shall not include the radial or straight-line corner cut created for the purpose of highway intersection widening.
Lot Line, Rear	means the lot line opposite to and most distant from the front lot line. Where the rear portion of the lot is bounded by two intersecting side lot lines, it shall be the point of such intersection.
Lot Line, Side	means a lot line which is neither the front nor rear lot line.
Mean Grade Level	means the average of the elevation of the ground surface in its natural state, before alteration or construction, as it adjoins each face of a building or structure.
Mobile Home	means any structure, whether or not ordinarily equipped with wheels, that is designated, constructed or manufactured to be moved from one place to another by being towed or carried, and to provide a dwelling, house, or premises, that is registered or capable of being registered in the Manufactured Home Registry established under the <i>Manufactured Home Act</i> , and complies with the specifications for manufactured homes set out in the Manufactured Home Regulation B.C. Regulation 441/2003.
Motel	means a use where the building or group of buildings provide separate sleeping or dwelling units having direct access to the outside, intended to be occupied primarily by the travelling public.

Term	Definition
Natural Boundary	means the visible high-water mark of any lake, river, stream, or other bodies of water where the presence and action of the water is so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of the lake, river, stream, or other body of water a character distinctive from that of the banks thereof, in respect to vegetation as well as in respect to the nature of the soil itself.
Non-Conforming Building or Use	means any building or use which does not conform with all the regulations of the Bylaw or amendments thereto, for the zone in which such building or use is located.
Non-Medical Cannabis Retail Store	means a retail store for the sale of cannabis that is licensed under the <i>Cannabis Control and Licensing Act</i> .
Panhandle	means a narrow, elongated portion of a lot, the primary purpose of which is to provide access to the building area.
Parcel	see "Lot."
Parking Area	means an area of land used for the parking of vehicles of owners, occupiers, visitors, customers, or employees, but does not include streets or driveways.
Principal Building	means the main building or structure on a parcel of land which reflects the primary use of that land.
Professional Occupation	means the following professions: a) doctor, b) dentist, c) chiropractor, d) veterinary surgeon, e) lawyer, and f) accountant and which conforms to the regulations under Section 3.2(2) of this Bylaw.
Public Utility Use	means a use providing water, sewer, electrical, telephone, and similar services where such use is established or authorized by the Village of Tahsis, or by another government body, and includes public utility regulated by federal or provincial authorities.
Recreational Vehicle	means any camper, vehicle, trailer, fifth wheel, coach, structure or conveyance designed to travel or to be transported on the highways and constructed or equipped to be used as a temporary living or sleeping quarters by travelers.
Retaining Wall	means a structure constructed for the purpose of retaining, stabilizing or supporting an earthen bank as a result of differences in lot grades.
Road	see "Highway."

Term	Definition
Screening	means a continuous opaque fence, wall compact evergreen hedge or combination thereof of sufficient height, supplemented with landscape planting, that would effectively screen the property which it encloses and is broken only by access drives and walks.
Shipping/Cargo Container	means an intermodal freight container that is used for the transportation and storage of goods and materials which are loaded into trucks, trains or ships for the purpose of moving goods and materials and which does not have wheels and does not include a truck body, trailer or transport trailer.
Short-Term Rental Accommodation	means the rental of all or a portion of a dwelling for a period of less than thirty-one (31) days.
Site Triangle	means the triangular area bounded by the intersection of lot lines at a street or lane corner, and a line joining points along the lot lines ten (10) metres from their point of intersection.
Structure	means an erection or construction of any kind whether fixed to, supported by, or sunk into land or water, but does not include fences or walls that are less than or equal to the height permitted under this Bylaw.
Temporary Building	means a building, either constructed on-site or off-site, that is intended to be placed on a property for a temporary use or purpose during the construction of a principal building on the same lot.
Townhouse	means a building or buildings divided into not less than three (3) dwelling units with each dwelling unit having direct access to the outside and is intended to be occupied as a permanent home or residence, distinct from a hotel, motel or similar transient accommodation. Excludes apartments.
Urban Agricultural Use	means the growing of fruits and vegetables, flowers, native and ornamental plants, edible berries and food perennials and includes the keeping of honey bees and backyard hens, operating in accordance with Section 3.3 of this Bylaw. Excludes agricultural use.
Use	means the purpose for which any lot, site, building or structure is designed, arranged or intended.
Watercourse	means any natural or man-made depression with a well-defined bed zero point six (0.6) metres or more below the surrounding land serving to give direction to a current of water at least six (6) months of the year and includes any lake, river, stream, creek, spring, ravine, swamp, wetland or the sea.

Term	Definition
Yard	<p>means the space on a lot adjacent to a building extending to the lot lines as illustrated in Figure A:</p>  <p>Figure A.</p>
Yard, Front	<p>means that portion of the lot between the front lot line and the closest point of the outer wall of the principal building facing the front lot line. In the case of a through lot, being a lot with road frontage at opposite ends, there shall be two front yards. In the case of a lot with panhandle access, the front yard is defined as the narrowest or panhandle portion of the lot with road frontage.</p>
Yard, Rear	<p>means that portion of the lot between the rear lot line and the closest point of the outer wall of the principal building facing the rear lot line.</p>
Yard, Side	<p>means that portion of the lot, excluding the front yard, between the side lot line and the closest point of the outer wall of a principal building facing that side lot line.</p>

PART THREE: GENERAL REGULATIONS

3.1 Uses Permitted in All Zones

- 1) On any parcel, the use of land, buildings and structures for the following principal uses is permitted:
 - a) public utility use;
 - b) parks;
 - c) urban agricultural use
- 2) On a parcel of land with an area of zero point four (0.4) hectares or more, the use of land, buildings and structures for agricultural use is permitted, including the keeping of livestock for domestic purposes only.

3.2 Occupations Permitted in All Zones

- 1) A home-based business is permitted in any zone subject to compliance with the following regulations:
 - a) the home-based business must not alter the essential residential character of the premises where the home-based business is situated;
 - b) there shall be no external indication that any building on the lot is utilized for any purpose other than normally associated with a residential use except for a single sign not exceeding 3600 square centimetres;
 - c) the home-based business shall not generate any off-site parking or vehicular traffic beyond that which is normally associated with a residential use within the Village;
 - d) the home-based business shall not produce, discharge or emit any smoke, dust, litter, vibrations, odours, effluent, noise, fumes or glare such as to create a nuisance to persons residing in the surrounding area;
 - e) the home-based business shall be conducted entirely within a building that conforms with the other regulations under this Bylaw with the exception that, subject to compliance with subsection (d), activities associated with the home-

based business may be conducted on the lot exterior to the building between the hours of 9:00 a.m. and 5:00 p.m. daily;

- f) there shall be no external storage of materials, equipment, containers or finished products;
 - g) the home-based business must be operated by a person who permanently resides within a dwelling unit on the lot where the home-based business is situated;
 - h) the gross floor area of the home-based business shall not exceed 50% of the gross floor area of the part of the dwelling unit that is used for a residential purpose;
 - i) for certainty, a home-based business may be carried out in whole or in part in an accessory building or structure, provided that the accessory building or structure conforms with the other regulations under this Bylaw; and
 - j) a maximum of one person who does not reside within a dwelling unit located on the lot where the home-based business is situated may be employed by the home-based business.
- 2) A professional occupation is permitted in any zone, subject to compliance with the following regulations:
- a) the professional occupation must not alter the essential residential character of the premises where the professional occupation is situated;
 - b) there shall be no external indication that any building on the lot is utilized for any purpose other than normally associated with a residential use except for a single sign not exceeding 3600 square centimetres;
 - c) the professional occupation shall not generate any off-site parking or vehicular traffic beyond that which is normally associated with a residential use within the Village;
 - d) the professional occupation shall not produce, discharge, or emit any smoke, dust, litter, vibration, odours, effluent, noise, fumes, or glare such as to create a nuisance to persons residing in the surrounding area;

- e) the professional occupation shall be conducted entirely within a building that conforms with the other regulations under this Bylaw; and
- f) there shall be no external storage of materials, equipment, containers or finished products.

3.3 Urban Agricultural Use

- 1) Urban agricultural use shall not generate any off-site parking or vehicular traffic beyond what is normally associated within the Zone in which it is located.
- 2) Urban agricultural use shall not generate odour, waste, noise, smoke glare, fire hazard, visual impact, or any other hazard or nuisance, in excess of that which is characteristic of the Zone in which it is located under normal circumstances wherein no urban agriculture exists.
- 3) Greenhouses shall:
 - a) be subject to the setback and location requirements of an accessory building;
 - b) direct artificial lighting downwards or provide a shield to prevent the spillage of light onto adjacent parcels;
 - c) only permit the use of artificial lighting between the hours of 8:00am and 10:00pm daily.
- 4) Compost bins and composting shall:
 - a) be subject to the setback and location requirements of an accessory building;
 - b) only consist of plant, plant-based material, or animal manure and shall not utilize any mechanized processes.
- 5) A produce stand shall be considered a home-based business and therefore subject to the regulations in Section 3.2(1) of this Bylaw.
- 6) The keeping of honey bees is a permitted urban agricultural use provided that:
 - a) bees shall be housed in hives
 - b) only two hives with colonies shall be permitted per lot;
 - c) hives shall be at least four (4) metres from any neighbouring house, sidewalks, streets and public areas;

- d) hives must be located at least a minimum of three (3) metres above grade level to ensure the flight path of the bee is over the neighbouring houses in order to minimize the volume of bees at ground level;
 - e) hives shall be securely located to prevent accidental disturbance or trespass by people and pets, and to prevent damage from wildlife;
 - f) hives shall be equipped with adequate ventilation and near a water source;
 - g) all beekeeping activities shall be in accordance to the Bee Regulation B.C. Regulation 3/2015 under the *Animal Health Act*.
- 7) The keeping of hens is a permitted urban agricultural use provided that:
- a) the maximum number of hens shall be six (6) per lot;
 - b) roosters are not permitted;
 - c) a coop must be provided to house the hens and said enclosure must provide a minimum of zero point three seven (0.37) square metres per hen;
 - d) coops shall not exceed three (3) metres in height;
 - e) coops shall be subject to the setback and location requirements of an accessory building;
 - f) coops shall be maintained in a clean condition and the coop shall be kept free of obnoxious odours, substances and vermin.
- 8) The keeping and raising of livestock for agricultural use is only permitted on lots greater than zero point four (0.4) hectares.

3.4 Height of Buildings and Structures

- 1) The maximum height of all buildings and structure shall not exceed ten (10) metres above mean grade level, except for public utility uses and industrial uses.
- 2) The following are not be subject to the height requirements prescribed in each given zone of this Bylaw: church spires, windmills, chimneys, flagpoles, masts, aerials, water tanks, domes, belfries, monuments, observation towers, elevators and ventilation machinery, solar panels, agricultural buildings including silos provided that such

structures occupy no more than 20% of the lot area, or if situated on a building, not more than 15% of the roof area of the principal building.

3.5 Siting of Principal and Accessory Buildings

- 1) No residential use building shall be located on the same lot as another residential use building, except as otherwise provided for in this Bylaw.
- 2) No accessory building shall be located on any lot where a principal building has not been constructed or under construction except where allowed as a temporary building.
- 3) Except as expressly permitted under this Bylaw, no building or structure, including accessory buildings, or any part of a building or structure, shall be located in the area of any lot designated under Part 5 of this Bylaw as the minimum front yard.
- 4) Except as expressly permitted under this Bylaw, no principal building or structure or any portion thereof shall be located in the area of any lot designated under Part 5 of this Bylaw as the minimum side yard or rear yard.
- 5) Accessory buildings may be located in the area of any lot designated under Part 5 of this Bylaw as the minimum rear yard or side yard, but not part of an accessory building may be less than one point five (1.5) metres from the property boundary.
- 6) Except within an industrial zone, any industrial use or public utility use building exceeding ten (10) metres in height shall not be sited within twelve (12) metres of any property line.

3.6 Siting Exceptions

- 1) Where chimneys, cornices, leaders, gutters, pilasters, belt courses, sills, bay windows or ornamental features project beyond the face of a building, the minimum distance to an abutting lot line as required elsewhere in this Bylaw may be reduced by not more than zero point six (0.6) metres, providing that such reduction shall apply only to the projecting feature. For certainty, no such feature may project over a lot line.
- 2) Where steps, eaves, sunlight controls, canopies, balconies or open porches project beyond the face of a building, the minimum distance to a front, rear and side lot line

abutting a road as required elsewhere in this Bylaw for the projecting feature may be reduced by not more than two (2) metres and the minimum distance to an abutting side lot line not abutting a road as required elsewhere in this Bylaw for the projecting feature may be reduced by not more than 50% of such minimum distance. For certainty, no such feature may project over a lot line.

3.7 Siting of Buildings Adjacent to Watercourses

- 1) Notwithstanding any other provisions of this Bylaw, no building or any part thereof shall be constructed, reconstructed, moved or extended nor shall any mobile home unit, modular home or structure be located within thirty (30) metres of the natural boundary of the sea, a lake, swamp or pond or the natural boundaries of the Leiner River, the Tahsis River and other watercourses within the municipality.

3.8 Fences and Retaining Walls

- 1) The maximum height of all fences shall not exceed two (2) metres above mean grade level except where provided for elsewhere in this Bylaw.
- 2) The maximum height of all retaining walls shall not exceed one point two (1.2) metres above mean grade level except where provided for elsewhere in this Bylaw.

3.9 Visibility at Intersections

- 1) On a corner lot in any zone, nothing shall be erected, placed, or allowed to grow within the site triangle in such a manner as to impede vision between a height of one (1) metre and three (3) metres above the center-line grade of a street. The site triangle is illustrated in Figure B:

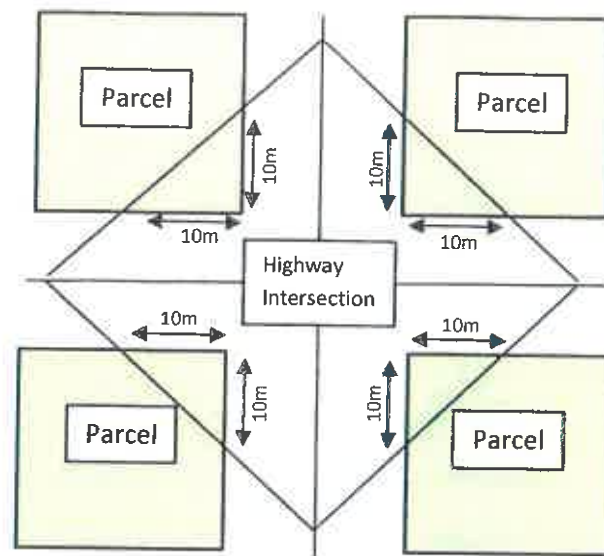


Figure B.

3.10 Temporary Buildings

- 1) A temporary building or structure may be erected or installed in conjunction with the permanent construction of a building or structure on the same lot.
- 2) A temporary building or structure shall be subject to the same siting, height and size requirements of an accessory building under this this Bylaw.
- 3) Prior to the construction or installment of a temporary building or structure, an application for a building permit shall be submitted to the building official and signed by the owner or agent in accordance with the Village of Tahsis Building Bylaw No. XXX, 2020.
- 4) If the building official is satisfied that the proposed temporary building or structure would not constitute or cause a public hazard or public nuisance, nor obstruct any public right-of-way, they may issue a building permit for the temporary building or structure for a period not exceeding twelve (12) months.
- 5) The twelve (12) months period shall commence when the building permit has been issued to the owner or agent.

- 6) Upon the expiration of the building permit for a temporary building, the temporary building or structure shall be removed by the owner and the site restored as nearly as possible to its former condition.
- 7) Where a residence is under construction, one temporary building or accessory building may be used as a temporary dwelling on the same lot for a period of not more than twelve (12) months.
- 8) A temporary building or accessory building may not be used as a temporary dwelling unless the building official issues an occupancy permit authorizing the temporary use.
- 9) At the expiration of the occupancy permit, the residential use of such temporary building or accessory building must be discontinued.
- 10) Permits for temporary buildings are renewable upon application to the building official, for one additional renewal period not to exceed six (6) months. An application for permit renewal must provide reasons why renewal is necessary.

3.11 Temporary Occupancy of a Recreational Vehicle

- 1) The residential use of a recreational vehicle (RV) as a temporary dwelling on a parcel while in the process of constructing a permanent dwelling on the same parcel is permitted, provided that the following conditions are met:
 - a) the occupancy of the RV must not commence until a building permit has been issued for the construction of a detached dwelling unit located on the same lot;
 - b) sewage must be disposed of at an approved off-site location, or be connected to an approved municipal sewer system;
 - c) the owner must apply for and obtain a permit from the building official authorising the use of the RV as a temporary dwelling.
 - d) the RV must be sited in accordance with the provisions of this Bylaw regulating the siting of accessory buildings;
 - e) the period of occupancy of the RV must not exceed twelve (12) months from its commencement, unless the permit issued under subsection (c) is renewed upon application to the building official, for period not to exceed six (6) months.

3.12 Storage

- 1) In all zones, except as provided for in the Industrial Zone Two (I-2), no parcel shall be used for the wrecking or storage of derelict automobiles or as a junkyard.
- 2) A vehicle which has not been licensed and insured for over twelve (12) months and which is not housed in a garage or carport shall be deemed to be a derelict vehicle or junk.
- 3) Shipping/cargo containers shall not be permitted as accessory storage buildings, except:
 - a) the temporary placement of shipping/cargo containers on residentially zoned lots, or on lots of which the principal use is residential, shall be permitted for a temporary period not exceeding six (6) months.
 - b) the placement of a shipping/cargo container shall be permitted in all commercial, industrial, institutional, and rural zones, subject to compliance with the siting regulations for accessory building under this Bylaw.

3.13 Off-Street Parking

- 1) Off-street parking shall be provided on each lot in accordance with the following table:

Use	Required Parking Space
Apartment/Condominium Building	1 space per dwelling unit + 1 visitor space per 4 dwelling units
Auto Repair	1 space per 2 employees + 1 space per 70m ² of sales floor + 1 space per service bay
Bed and Breakfast	1 space per guest room + the 2 spaces required for the principal dwelling in which the bed and breakfast is located
Boat Sales and Repair	1 space per 2 employees + 1 space per 90m ² of storage area + 1 space per 35m ² of retail area
Building Materials and Supply	1 space per 2 employees + 1 space per 90m ² of storage area + 1 space per 35m ² of retail area
Campground	2 spaces per campsite
Café/Dining Room	1 space per 3 seats
Commercial Office	1 space per office + 1 customer space per office

Use	Required Parking Space
Community Care Facility (Institutional)	1 space per person in care + 1 space per employee
Community Care Facility (Residential)	1 space per person in care + the 2 spaces required for the principal dwelling
Contractors Yard	1 space per 2 employees
Farmer's Market	1 space per 30m ² of sales area
Fish and Shellfish Processing	1 space per 2 employees
Gas Station	1 space per 2 employees + 2 spaces per service bay
Health and Beauty Salon	1 space per 10m ² of gross floor area
Home-Based Business	1 space + the 2 spaces required for the principal dwelling unit
Hospital	1 space per 2 employees + 1 space per 5 patient beds
Hotel/Motel	1 space per rentable room or sleeping unit
Laundromat	1 space per 3 washing machines
Library	1 space per 2 employees + 1 space per 35m ² gross floor area
Manufacture/Industrial	1 space per 2 employees
Marina	1 space per 2 employees + 1 space per 2 boat spaces
Medical Clinic	4 spaces per medical professional
Museum	1 space per 10m ² of gross floor area
Police Detachment	1 space per 2 employees + 1 space for each additional police vehicle stored at the detachment
Public Bus Depot	1 space per 2 employees + 1 space per 20m ² of waiting room
Residential (Single-Family)	2 spaces per dwelling unit
Residential (Multi-Family)	1 space per dwelling unit + 1 visitor space per 4 dwelling units
Recreation Center	1 space per 10m ² of gross floor area
School (Elementary)	1 space per classroom + 1 visitor space for every 2 classrooms
School (Secondary)	1 space per classroom + 1 visitor space for every 2 classrooms + 1 space per 10 students
Shopping Center	6 spaces per 90m ² of gross floor area
Short-Term Rental Accommodation	1 space per guest room + the 2 spaces required for the principal dwelling

Use	Required Parking Space
Swimming Pool	1 space per 4m ² of pool water surface
Retail Store/Liquor Store/Supermarket	1 space per 15m ² of gross floor area
Tire Repair	1 space per 2 employees + 1 space per service bay
Tourist Cabin	1 space per guest room
Produce and Farm Stand	1 space per 15m ² of gross floor area with a minimum of 2 spaces provided
Warehouse	1 space per 200m ² of gross floor area devoted to the warehouse/storage use + 1 space per 400m ² of area used for outdoor storage of boats and recreational vehicles

- 2) Only the following shall be parked or stored in the open of any residential zone for each dwelling unit on a site:
 - a) automobiles;
 - b) one commercial vehicle not exceeding a licensed gross vehicle weight of 907 kilograms;
 - c) trucks, commercial vehicles or equipment required for the construction, repair, serving or maintenance of the premises;
 - d) any dismantled or wrecked vehicle or boat for a period of not more than thirty (30) successive days;
 - e) recreational boats and vehicles for the personal use of the occupant.
- 3) Off-street parking may be provided collectively in a parking area provided that the total number of parking spaces, when used together, is not less than the sum of the requirements for the various individual uses, also provided that the nearest of such parking spaces shall be within fifty (50) metres of the building or uses for which they are required and that such parking spaces be contiguous.
- 4) All off-street parking areas shall:
 - a) have a clear length of not less than six (6) metres, a clear width of not less than two point eight (2.8) metres and a clear height of not less than two point one (2.1) metres except in the case of parallel parking where each space shall be a minimum of six point seven (6.7) metres in length;

- b) be marked and provided with adequate curbs in order to retain all vehicles and to ensure that fences, hedges or landscape areas, as well as any buildings, will be protected from parking vehicles;
 - c) where there are more than four (4) off-street parking spaces required, be provided with a surface that is durable and dust-free and shall be so graded and drained as to properly dispose of all surface water;
 - d) be provided with adequate maneuvering aisles to facilitate vehicular movement from all individual parking spaces.
- 5) Required parking aisle widths shall be:
 - a) six (6) metres for 90-degree parking
 - b) five (5) metres for 60-degree parking
 - c) four (4) metres for 45-degree parking
- 6) All off-street parking is to be provided at no charge to users except where approved by resolution of Council.
- 7) Off-street parking spaces for the use of persons with a disability shall be:
 - a) provided where total vehicular parking requirements exceed ten (10) stalls, five (5) per cent of the total number of parking space (rounded to the nearest whole number) to a maximum of ten (10) stalls shall be designated for such purpose;
 - b) signed and pavement marked with the International Symbol for Accessibility;
 - c) located as near as practical to the building entrance designed for a person with a disability. Changes in elevations between the entrance and the parking space should be ideally non-existent, and if grade changes exist, they shall be gradual and clearly marked.

3.14 Lot Sizes

- 1) The minimum parcel area into which land may be subdivided is prescribed in the following table:

Zone	Minimum Lot Area
Residential	557.4m ²
Commercial	278.7m ²
Industrial	557.4m ²

PART FOUR: ESTABLISHMENT OF ZONES AND SCHEDULES

4.1 Zone Classification

- 1) For the purpose of this Bylaw, the Village of Tahsis shall be classified and divided into the following zone designations and their abbreviations:

Zone Classification	Abbreviation
Residential Zone One	R-1
Residential Zone Two	R-2
Residential Multiple Zone One	RM-1
Residential Multiple Zone Two	RM-2
Rural Zone One	RU-1
Commercial Zone One	C-1
Commercial Zone Two	C-2
Industrial Zone One	I-1
Industrial Zone Two	I-2
Public Assembly-Institutional Zone One	PA-1
Tourist-Campground Zone One	TC-1

4.2 Extent of Zone

- 1) The extent of each zone is shown on Map A which is attached to and forms part of this Bylaw.

4.3 Road Allowance/Creek Boundary

- 1) When the zone boundary is shown on Schedule A as following a road allowance or creek, the center-line of such road allowance or creek shall be the zone boundary.

4.4 Determination of Boundaries

- 1) Where a zone boundary does not follow a legally defined line and where the distances are not specifically indicated, the location of the boundary shall be determined by scaling from Schedule A.

PART FIVE: ZONES

5.1 Regulations for Each Zone

- 1) The Tables set out in this part set out the regulations that must be complied with in each zone, including but not limited to regulations for:
- permitted principal and accessory uses;
 - minimum setbacks;
 - maximum lot coverage;
 - maximum density;
 - conditions of use.

5.2 Residential Zone One (R-1)	
Principal Uses	Accessory Uses
<ul style="list-style-type: none"> single-family dwellings 	<ul style="list-style-type: none"> accessory building or structure community care facility home-based business professional occupations bed and breakfast accommodations short-term rental accommodations urban agricultural use
Minimum Setbacks	
Front yard minimum	6 metres
Rear yard minimum	2 metres
Side yard minimum	1.5 metres (except where the side yard flanks a street in which case the minimum yard distance shall be 3 metres)
Maximum Height	
All buildings and structures	10 metres
Maximum Lot Coverage	
All buildings and structures	35%

5.3 Residential Zone Two (R-2)	
Principal Uses	Accessory Uses
<ul style="list-style-type: none"> • single-family dwellings • duplexes • boarding house (restricted to not more than 4 boarders) 	<ul style="list-style-type: none"> • accessory building or structure • community care facility • home-based business • professional occupations • bed and breakfast accommodations • short-term rental accommodations • urban agricultural use
Minimum Setbacks	
Front yard minimum	6 metres
Rear yard minimum	2 metres
Side yard minimum	1.5 metres (except where the side yard flanks a street in which case the minimum yard distance shall be 3 metres)
Maximum Height	
All buildings and structures	10 metres
Maximum Lot Coverage	
All buildings and structures	35%

5.4 Residential Multiple Zone One (RM-1)	
Principal Uses	Accessory Uses
<ul style="list-style-type: none"> • single-family dwellings • duplexes • boarding houses • townhouses • apartments 	<ul style="list-style-type: none"> • accessory building or structure • community care facility • home-based business • professional occupations • bed and breakfast accommodations • short-term rental accommodations • urban agricultural use
Minimum Setbacks	
Front yard minimum	6 metres
Rear yard minimum	10.5 metres
Side yard minimum	4.5 metres
Maximum Density	
Single-family dwellings, duplexes and boarding houses	18 dwelling units per hectare
Townhouses, apartments and bunkhouses	50 dwelling units per hectare
Maximum Height	
All buildings and structures	10 metres
Maximum Lot Coverage	
All buildings and structures	40%
Conditions of Use	
1) Siting of Parking Areas <ul style="list-style-type: none"> a) parking spaces shall be located at least six (6) metres away from windows of habitable rooms at or below grade, or less than one point seven five (1.75) metres above grade; b) parking spaces shall be located at least two point five (2.5) metres away from windows of habitable rooms where the sill is one point seven five (1.75) metres or more above grade; c) no parking space or area shall be located within one point five (1.5) metres of any property line; d) no parking space, area or driveway shall be located within seven point five (7.5) metres of any playground. 	
2) Playground <ul style="list-style-type: none"> a) a minimum landscaped area of fifty (50) square metres shall be provided for each four (4) units of three (3) bedrooms or more for the purpose of providing a playground 	
3) Landscaping <ul style="list-style-type: none"> a) landscaping in the forms of grass, shrubs, plants, flowers and/or decorative boulders shall cover all portions of the site not developed with buildings, parking and driveway areas. The type and extent of landscaping and recreation areas shall be clearly indicated on plans submitted for a building permit; 	

5.4**Residential Multiple Zone One (RM-1)**

- b) parking, playground and open storage areas shall be screened along all property lines, except where road vision may be impaired, by a landscaped hedge and/or fence not less than one point seven five (1.75) metres in height.

5.5 Residential Multiple Zone Two (RM-2)	
Principal Uses	Accessory Uses
<ul style="list-style-type: none"> mobile homes 	<ul style="list-style-type: none"> accessory building or structure community care facility home-based business professional occupation urban agricultural use
Minimum Setbacks	
1) A seven point five (7.5) metre minimum yard shall be maintained along all exterior property lines in a mobile home park. 2) No mobile home shall be location within seven (7) metres of another mobile home 3) No part of any mobile home, or any addition or accessory building shall be located: <ul style="list-style-type: none"> a) within two (2) metres of an internal access road right-of-way or common parking area; b) within two (2) metres of rear and side mobile home space lines. 	
Maximum Density	
Mobile home park	20 dwelling unit per hectare
Maximum Height	
All buildings and structures	10 metres
Maximum Lot Coverage	
Mobile home and additions to it (exclusive of carport)	35%
Addition to a mobile home (exclusive of carport and/or patio)	20%
Minimum Lot Size and Lot Frontage	
Minimum area	325 square metres
Minimum frontage when abutting an internal roadway right-of-way	12 metres
Minimum frontage when abutting a cul-de-sac or panhandle mobile home space	6 metres (unless otherwise approved by Council)
Conditions of Use	
4) Mobile Home Space/Lot <ul style="list-style-type: none"> a) each mobile home space shall be clearly marked off by suitable means; b) all mobile home spaces shall be properly drained, clearly numbered and have a clearly discernible mobile home pad of compacted gravel or be surfaced with asphalt or concrete pavement; c) no more than one mobile home shall be located on a mobile home space. 	
5) Off-Street Parking <ul style="list-style-type: none"> a) two (2) parking stalls shall be provided for each mobile home space; b) in addition, one stall for every five (5) mobile home spaces shall be provided in the mobile home park for common guest parking. 	

5.5**Residential Multiple Zone Two (RM-2)****6) General Provisions**

- a) the owner of a mobile home park shall provide within the mobile home park one or more recreation areas, protected from automobile traffic and having a total area of not less than 10% of the mobile home park. The buffer strip and street right-of-way shall not be included in calculating the recreation area provided;
- b) at least one open communal storage site having a surface area of a minimum average of twenty (20) square metres for each mobile home site shall be located within each mobile home park. The communal storage site shall be located in a section of the park where it will not create a nuisance, as to sight, sound or smell, and must be adequately landscaped, provide adequate security, and not be located in any buffer or recreation area. No structures shall be constructed in open communal storage sites.
- c) All accessory structures such as patios, porches, additions, skirting and storage facilities shall be factory pre-fabricated units, or of a quality equivalent thereto, so that the appearance, design and construction will complement the mobile home. The undercarriage of each mobile home shall be screened from view by skirting or such other means satisfactory to the building official.

5.6 Rural Zone One (RU-1)	
Principal Uses	Accessory Uses
<ul style="list-style-type: none"> one single-family dwelling (including a mobile home) agricultural use (including the sale of products grown on the property) animal kennels and shelters silviculture and commercial nurseries airports, heliports, and associated uses campsite and tenting sites (maximum density of 25 units per hectare) 	<ul style="list-style-type: none"> accessory building or structure single fully enclosed building to house a maximum of 3 people being employed in a business conducted on the lot and subject to the conditions of use in 5.5(1) home-based business professional occupation urban agricultural use
Minimum Setbacks	
Front yard minimum	7.5 metres
Rear yard minimum	7.5 metres
Side yard minimum	3.5 metres (except where the width of a lot is 30 metres or less at the required front yard setback and where there is not street flanking the side yard, in which case the minimum is 1.75 metres)
Maximum Height	
All buildings and structures (excluding agricultural buildings)	10 metres
Maximum Lot Coverage	
All buildings and structures (excluding commercial greenhouses)	15%
All buildings and structures (excluding commercial greenhouses when located on a lot equal to or less than 1625 square metres)	35%
Conditions of Use	
<p>1) A single fully enclosed building to house a maximum of three (3) people being employed are subject to the following conditions:</p> <ul style="list-style-type: none"> a) no outdoor storage; b) building height to be no more than of four point five (4.5) metres; c) minimum yard clearance along all property lines of seven point five (7.5) metres; d) maximum gross floor area of 75 square metres. 	

5.7 Commercial Zone One (C-1)	
Principal Uses	Accessory Uses
<ul style="list-style-type: none"> • retail stores • offices • entertainment establishments • banks, credit unions, loan, and trust companies, pawnshops • coffee shops and restaurants • hotels, motels, lodges, pubs • personal service establishments • private clubs • repair establishments • printing and publishing shops • boat sales and service • building supply and lumber yards • retail sale of motor vehicle fuels and ancillary products • non-medical cannabis retail store 	<ul style="list-style-type: none"> • accessory building or structure • one single-family dwelling • home-based business • professional occupation • urban agricultural use
Minimum Setbacks	
Front yard minimum	Not required
Rear yard minimum	Not required (except where the abutting property is zoned residential in which case a 2 metre rear yard is required)
Side yard minimum	Not required (except where the abutting property is zoned residential in which case a 3.5 metre side yard is required)
Maximum Height	
All buildings and structures	10 metres
Conditions of Use	
<ol style="list-style-type: none"> 1) No activity on a lot for a permitted use shall cause nuisance to surrounding area by reasons of unsightliness, odor emissions, liquid effluents, dust, noise, fumes, smoke or glare. 2) No parking, loading or storage areas shall be located in any required yards where the abutting property is zoned residential. 	

5.8 Commercial Zone Two (C-2)	
Principal Uses	Accessory Uses
<ul style="list-style-type: none"> • automobile sales and service • mobile home and recreational vehicle sales • plumbing, sheet metal, welding and machine shops • gasoline service stations • auto body repair • warehousing • open-air recreation and entertainment establishments • restaurants and coffee shops • non-medical cannabis retail store 	<ul style="list-style-type: none"> • accessory building or structure • one single-family dwelling • home-based business • professional occupation • urban agricultural use
Minimum Setbacks	
Front yard minimum	Not required
Rear yard minimum	Not required (except where the abutting property is zoned residential in which case 2 metres shall be maintained)
Side yard minimum	Not required (except where the abutting property is zoned residential in which case 3.5 metres shall be maintained)
Maximum Height	
All buildings and structures	10 metres
Conditions of Use	
<ol style="list-style-type: none"> 1) No activity on a lot for a permitted use shall cause nuisance to surrounding area by reasons of unsightliness, odor emissions, liquid effluents, dust, noise, fumes, smoke or glare. 2) No parking, loading or storage areas shall be located in any required yards where the abutting property is zoned residential. 	

5.9 Industrial Zone One (I-1)	
Principal Uses	Accessory Uses
<ul style="list-style-type: none"> all light industrial uses, not including those listed in (I-2), but including lumber storage, lumber dry kilns, lumber remanufacturing, and shake and shingle manufacturing building supply and lumber yards automobile sales and service mobile home and recreational vehicle sales plumbing, sheet metal, welding and machine shops gasoline service stations auto body repair warehousing open-air recreation and entertainment establishments restaurants and coffee shops non-medical cannabis retail store 	<ul style="list-style-type: none"> accessory building or structure one single-family dwelling home-based business professional occupation urban agricultural use
Minimum Setbacks	
Front yard minimum	Not required
Rear yard minimum	Not required (except where the abutting property is zoned residential in which case 2 metres shall be maintained)
Side yard minimum	Not required (except where the abutting property is zoned residential in which case 7.5 metres shall be maintained)
Conditions of Use	
<ol style="list-style-type: none"> No parking, loading or storage areas shall be located in any required side yard or in any other required yard where the abutting property is zone residential. All manufacturing shall be housed within a completely enclosed building. All outdoor storage or supply yard shall be screened from any abutting property by solid fencing or screening not less than one point seven five (1.75) metres or greater than two (2) metres in height. No activity on a lot for a permitted use shall cause nuisance to surrounding area by reasons of unsightliness, odor emissions, liquid effluents, dust, noise, fumes, smoke or glare. 	

5.10 Industrial Zone Two (I-2)	
Principal Uses	Accessory Uses
<ul style="list-style-type: none"> • wood processing including sawmills, shake mills, pulp and paper • bulk fuel storage • auto wrecking • refuse disposal • fish and shellfish processing • aquaculture • barge loading and freight handling facilities • commercial marina facilities • manufacture of concrete products • non-medical cannabis retail store 	<ul style="list-style-type: none"> • accessory building or structure • one single-family dwelling • home-based business • professional occupation • urban agricultural use
Minimum Setbacks	
Front yard minimum	Not required
Rear yard minimum	Not required (except where the abutting property is zoned residential in which case 2 metres shall be maintained)
Side yard minimum	Not required (except where the abutting property is zoned residential in which case 7.5 metres shall be maintained)
Minimum Lot Size	
Minimum area (all upland uses)	0.4 hectares
Conditions of Use	
<ol style="list-style-type: none"> 1) All outdoor storage or supply yards shall be screened from any abutting property which is zoned residential by solid fencing or screening not less than two (2) metres in height. 2) Auto wrecking yards shall be screen along all property lines by solid fencing not less than two point five (2.5) metres in height. 	

5.11 Public Assembly – Institutional Zone One (PA-1)	
Principal Uses	Accessory Uses
<ul style="list-style-type: none"> • churches • community care facility • day care facility • fire hall • government offices and facilities • hospitals and related medical facilities • libraries • museums and galleries • police detachment • public assembly use • public utility use • playgrounds • recreational facilities • schools 	<ul style="list-style-type: none"> • accessory building or structure • one single-family dwelling • home-based business • professional occupation • urban agricultural use
Minimum Setbacks	
Front yard minimum	6 metres
Rear yard minimum	2 metres
Side yard minimum	1.5 metres (except where the side yard flanks a street in which case the minimum yard distance shall be 3 metres)
1) No building or structure shall be located within three point five (3.5) metres of an accessory building on the same lot.	
Maximum Height	
All buildings and structures (excludes public utility uses)	10 metres
Maximum Lot Coverage	
All buildings and structures	35%

5.12 Tourist-Campground Zone One (TC-1)	
Principal Uses	Accessory Uses
<ul style="list-style-type: none"> campground nature park 	<ul style="list-style-type: none"> accessory store accessory storage of recreational vehicles campground office caretaker's residence
Minimum Setbacks	
Front and exterior lot lines	5 metres
Rear and interior lot lines	7.5 metres
Maximum Density	
Maximum number of camping spaces	70 per hectare
Maximum number of campsites	140 per parcel
1) No buildings other than one caretaker residence, one accessory store building, one accessory campground office building, accessory washrooms and one storage and maintenance building permitted on a lot.	
Maximum Height	
All buildings and structures	10 metres
Maximum Lot Coverage	
All buildings and structures	10%
Open site area (excluding areas occupied by buildings, structures, concrete, and other impervious surfacing)	Not less than 55%
Minimum Lot Size	
Minimum area	0.4 hectares
Conditions of Use	
2) Maximum Building and Storage Area Sizes <ul style="list-style-type: none"> a) the caretaker's residence shall have a maximum gross floor area of 125 square metres; b) an accessory store shall have a maximum gross floor area of fifty (50) square metres; c) a campground office shall have a maximum gross floor area of fifty (50) square metres; d) any other accessory building shall have a maximum gross floor area of seventy-five (75) square metres; e) area for the storage of recreational vehicles shall not exceed 10 per cent of the total area of the parcel. 	
3) Structure Area <ul style="list-style-type: none"> a) a structure or system of structures to support a parked recreational vehicle including concrete, asphalt or other impervious pads shall not exceed an area of twenty (20) square metres; 	

5.12**Tourist-Campground Zone One (TC-1)**

- b) one accessory unenclosed deck or patio may be constructed adjacent to each recreational vehicle provided that such structures shall not exceed a maximum area of fourteen (14) square metres and no canopy over such a structure shall exceed the height of the adjacent recreational vehicle.

4) Accessory Storage Area

- a) the perimeter of an accessory storage area for recreational vehicles shall be screened by a solid fence or landscaping hedge.

PART SIX: REPEAL

6.1 Bylaw Repeal

- 1) The Village of Tahsis Zoning Bylaw No. 176, 1981 and amendments thereto, is hereby repealed.

READ a first time this ____ day of ___, 2020

READ a second time this ____ day of ___, 2020

READ a third time this ____ day of ___, 2020

Reconsidered, Finally Passed and Adopted this ____ day of ___, 2020

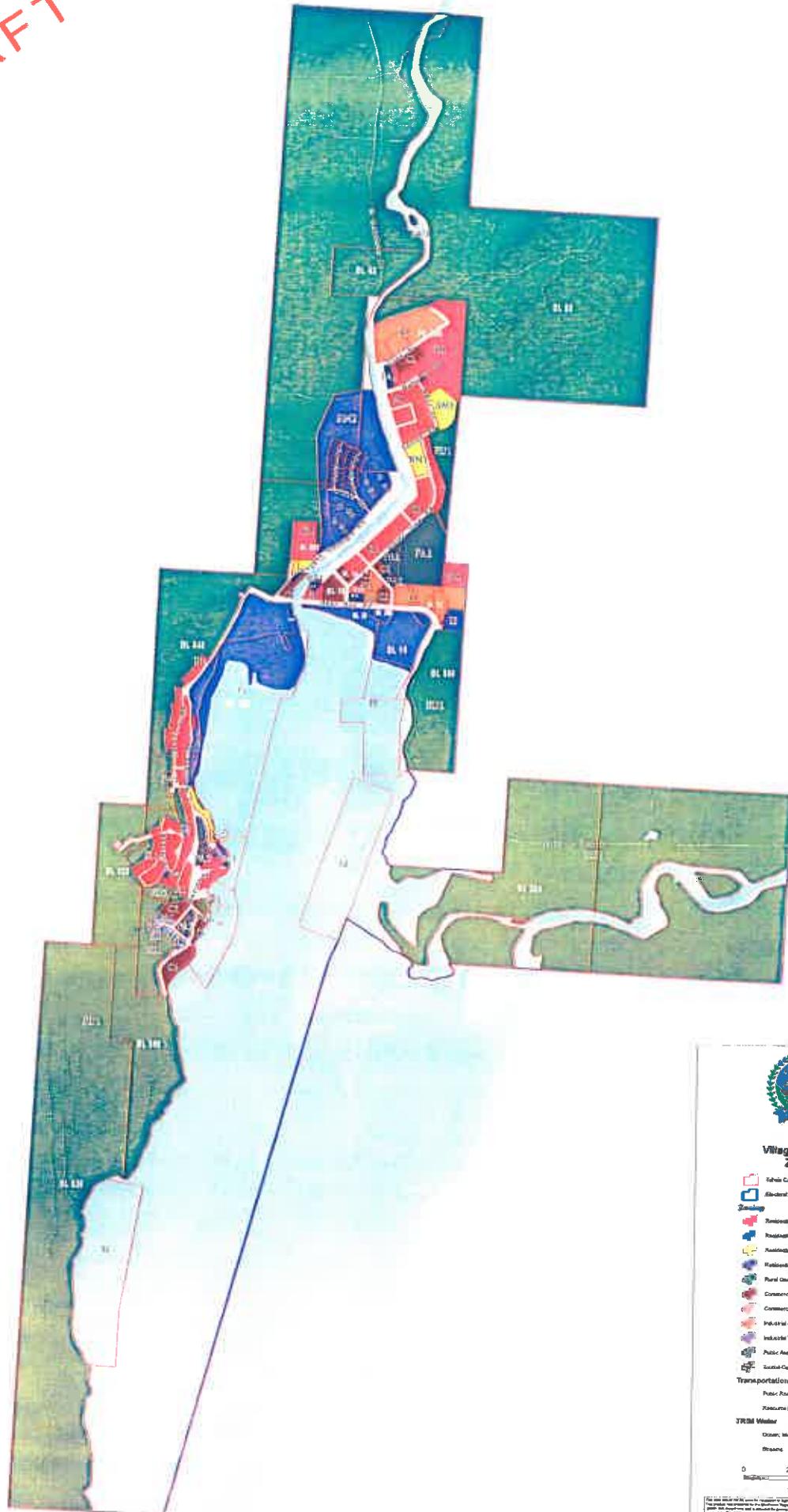
MAYOR

CORPORATE OFFICER

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No. XXX, 2020 duly passed by the Council of the Village of Tahsis on this ____ day of ___, 2020.

CORPORATE OFFICER

DRAFT





Village of Tahsis Zoning

Legend

- Tahsis Colours
- Elbow Area
- Zoning**
- Residential One (R1)
- Residential Two (R2)
- Residential Medium Density (RMD)
- Rural One (R1U)
- Commercial One (C1)
- Commercial Two (C2)
- Industrial One (I1)
- Industrial Two (I2)
- Public Assembly-Institutional One (PA1)
- Local Campground One (LC1)
- Transportation**
- Public Road
- Access Road

Scale

0 200 400
Metres

1:7,500

Map created by: Tahsis
Mapping created by:
Tahsis
Updated on: May 14, 2020

Janet St. Denis

Subject: FW: Fwd: Our idea for this Summer

----- Forwarded message -----

From: Jill Brocklehurst <jill@jillbrocklehurst.ca>

Date: Sun, Jun 7, 2020 at 6:39 PM

Subject: Our idea for this Summer

To: Martin Davis <iskarst22@gmail.com>

Cc: <mtatchell@villageoftahsis.com>, Collette Ordano-Saunders <wellness@cslcampbellriver.org>

Hello Martin and Mark,

Here is our initial **idea** for this summer, August 24 - 28, 2020

Alive Together: Emersion Into Self

A 5-day retreat/camp for adults to work in partnership with the Village of Tahsis to revitalize Pete's Farm as a Heritage Site.

We envision a camp like setting at Pete's Farm that honours its history and becomes a place that can be used in the Summer months for all groups to gather in retreat / camp like fashion.

A list of things to do:

- find a house to accommodate people, about 10
- work with Village to establish to do list such as
- clear site of over grown vegetation
- Clear garbage out of old cabin and grounds
- compost toilet
- build tent platforms or yurt platforms
- mill logs for lumber for site
- draw plan of final project
- research bridge options (old barge)...

This is our brainstorm for now and we would love another zoom call this coming week to discuss in further detail.

We have people, time and tools AND we are flexible.

Hugs, Love and Laughter...

Jill Brocklehurst-Booth, Spiritual Director

~ an advocate for a world that works for everyone.

~ teaching people how to find their joy so the world is a happier place for everyone together.

Centre for Spiritual Living

www.cslcampbellriver.org

516 S. Dogwood St.
Campbell River, BC V9W 6R4
250-850-3064

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Mark Tatchell, CAO and EOC Director

Date: June 9, 2020

Re: Village of Tahsis Business Continuity Plan

PURPOSE OF REPORT:

To provide a summary overview of the proposed Business Continuity Plan.

OPTIONS / ALTERNATIVES

1. Adopt the Village of Tahsis Business Continuity Plan
2. Request changes to the Business Continuity Plan
3. Do not adopt the Business Continuity Plan
4. Any other option that Council deems appropriate

BACKGROUND:

In an emergency there are multiple responses. One of the responses is ensuring that Village operations and governance continues, even as resources are marshalled to directly respond to the threat(s) to people, pets and property. The business continuity plan provides the roadmap for how the Village will continue its operations and how Council can continue to govern in an emergency.

Island Health and EMBC require that local governments use the opportunity of the pandemic to prepare or update their business continuity plans. Severe winter storms, structure fires, wildfires, earthquakes and other emergencies can unpredictably interrupt the Village's ability to deliver public services. The severity of consequences will depend on the nature of the hazardous event. Impacts may range from an interruption of one Village function to a major disruption.

Residents depend on the municipality to provide numerous services that keep the community running, including the delivery of fire services, water and sewer services, and public information. This plan supports the continuation of governance and key municipal functions even in extreme circumstances.

DISCUSSION:

If resources become scarce in times of crisis, management team members may face a range of difficult decisions. There may be a need, for example, to focus on urgent municipal functions and delay other services. This BCP sets out the policies and procedures that will enable Council and staff to continue effective governance and management of operations whenever resources are limited.

Business continuity planning objectives for the Village include the following:

- Protect the safety and productivity of Village staff.
- Ensure the positions of elected and appointed officials are always filled.
- Reduce or mitigate disruptions to municipal operations.
- Ensure continued performance of essential Village functions.

This plan is designed for implementation at any time, during business and non-business hours, with and without warning. The policies and procedures provide for the continuation of essential functions within 12 hours of activation, and for sustained operations for as long as required.

Local governments are required under section 6(2) of the *Emergency Program Act* to prepare local emergency plans respecting preparation for, response to, and recovery from emergencies and disasters. The Local Authority Emergency Management Regulation requires Council to establish priorities for restoring essential services provided by the local authority that are interrupted during an emergency or disaster.

The continuity policies and procedures contained in the BCP address the full spectrum of potential threats, crises, and emergencies that may interrupt normal municipal functions. Such incidents may reflect localized events, such as a fire in a public building, an attack on the Village's network, or a widespread natural hazard, such as an earthquake or major winter storm.

The BCP covers all service programs, facilities, systems, and vehicles owned or operated by the Village. It applies to all Village elected officials and municipal employees, and includes part-time workers, contractors, and volunteers. It supports the continuity of leadership, decision-making, and municipal services if resources needed to deliver vital functions are impacted. In the context of this plan, "resources" refer to the personnel, facilities, equipment, systems, data, and other elements needed to effectively deliver public services.

Such resources are likely to be limited following an emergency. Continuity planning anticipates these shortfalls and recommends strategies for overcoming them. For example, the BCP provides for the continued performance of essential functions from temporary alternate locations if the primary facilities become unusable.

The Village also relies on utility companies and their ability to deliver goods and services, such as electrical power and natural gas. Provincial and federal agencies play similar roles in the continuation of critical public services when challenged by an emergency, and may become partners following a major incident.

POLICY / LEGISLATIVE REQUIREMENTS:

1. *Emergency Program Act*, RSBC 1996, Ch. 111
2. *Community Charter*, SBC 2003, Ch. 26

FINANCIAL IMPLICATIONS:

Council may wish to consider establishing a reserve fund for emergencies as part of its 2021-2025 budget process.

STRATEGIC PRIORITY:

Yes.

Governance:

Review policies and bylaws and updated as necessary.

RECOMMENDATION:

Option 1.

Respectfully submitted:



Mark Tatchell, CAO



BUSINESS CONTINUITY PLAN

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Appendix “A” – Business Continuity Plans in the Event of a Pandemic for Key Village Functions

1.0 INTRODUCTION

1.1 Introduction

Flooding, power outages, structure fires, earthquakes, wildfires, landslides and pandemics and other emergencies can unpredictably interrupt the Village's ability to deliver public services. The severity of consequences will depend on the nature of the event. Impacts could range from a minor short term interruption of a few services to a major and long-term loss of several municipal functions.

This Business Continuity Plan addresses the management and decision-making in the Village of Tahsis when loss events interrupt access to critical resources, including Mayor and Council, municipal staff, facilities, equipment, information and communication.

The Village's mission as a responsible local government includes continuing essential services following loss events. Under the *Community Charter*, the Village has the authority and is responsible to provide effective management and delivery of services in a manner that is responsive to community needs.

The public depends on the municipality to provide services that keep the community running, including the delivery of fire services, water and sewer services, and public information. This Plan supports the continuation of governance and key municipal functions even in the most extreme circumstances.

1.2 Purpose and Objectives of the Plan

If resources become scarce in times of crisis, the Village management team may face a range of difficult decisions. There may be a need, for example, to focus on urgent municipal functions and delay other services. This Business Continuity Plan sets out the policies and procedures that will enable Council and staff to continue effective governance whenever resources are limited. Business continuity planning objectives for the Village include the following:

- Protect the safety and productivity of Village staff.
- Ensure the positions of elected and appointed officials are always filled.
- Reduce or mitigate disruptions to municipal operations.
- Ensure continued performance of essential Village functions.

This Plan is designed for implementation at any time, during business with or without warning. The policies and procedures provide for the continuation of essential functions within 12 hours of Plan activation, and for sustained operations for as long as required.

1.3 Authorities for Planning

The Village of Tahsis is required under section 6(2) of the *Emergency Program Act* to prepare local emergency plans respecting preparation for, response to, and recovery from emergencies and disasters. The Local Authority Emergency Management Regulation requires Council to establish priorities for

restoring essential services provided by the local authority that are interrupted during an emergency or disaster.

The Business Continuity Plan (referred to in this document as "The Plan" or the "BCP") complies with the Canadian Standards Association Standard Z1600 – Emergency Management and Business Continuity Programs.

1.4 Scope of the Plan

The continuity policies and procedures contained in this Plan address the full spectrum of potential threats, crises, and emergencies that may interrupt normal municipal functions. Such incidents may reflect localized events, such as a fire in a public building, or a wide-spread hazard, such as an earthquake or a pandemic.

The Business Continuity Plan covers all service programs, facilities, systems, and vehicles and equipment owned or operated by the Village. The Plan applies to all elected officials and municipal employees, and includes part-time workers, contractors, and volunteers.

The Plan supports the continuity of leadership, decision-making, and civic services if resources needed to deliver vital functions are impaired. In the context of this Plan.

For purposes of the Plan, "resources" means the personnel, facilities, equipment, systems, data, and other elements needed to effectively deliver public services.

Resources may be limited following a hazard event. Continuity planning anticipates these shortfalls and recommends strategies for overcoming them. For example, the Plan provides for the continued performance of essential functions from temporary alternate locations if the primary facilities become unusable at any time.

The Village also relies on utility companies and their ability to deliver goods and services, such as electricity. Provincial and federal government agencies play similar roles in the continuation of critical public services when challenged by an emergency, and may become partners following a major incident.

1.5 Plan Description

This Business Continuity Plan provides information and guidance for use by Village elected officials and staff. The Plan contains the following sections:

SECTION	CONTENT
1.0 Introduction	This section lays out the purpose and objectives of the plan, and delineates the scope of activation.
2.0 Planning Context	The municipal corporation is described in this section, including current resources and threats to continuity.
3.0 Concept of Operations	This section summarizes how the plan will be activated, the roles of key personnel, and the organization structure anticipated
4.0 Continuity Strategies	Continuity strategies are summarized here, including succession of decision-makers, essential functions and service priorities, and access to alternate resources.
5.0 Plan Activation and Demobilization	How the Plan is activated in the event of an emergency and the process for demobilizing

1.6 Responsibility for the Plan

The Fire Chief / Emergency Program Coordinator is responsible for keeping this Business Continuity Plan current. Activities include the following:

- Review the entire Business Continuity Plan annually
- Assemble all comments and overseeing document revisions
- Notify all plan holders of any changes and providing revisions
- Keep the Chief Administrative Officer and staff informed on the status of the Plan

The Fire Chief / Emergency Program Coordinator may arrange for training and exercises to familiarize staff with their roles and responsibilities during an emergency, to ensure systems and equipment are maintained in a constant state of readiness, and to validate any aspects of the Business Continuity Plan.

Training and practice opportunities may include snow days, power outages, computer server failures, and other “opportunities” to enhance preparedness for business interruption.

2.0 PLANNING CONTEXT

2.1 Policy

It is the policy of the Village of Tahsis to respond quickly and effectively in an emergency or threat to continue governing the community, to provide essential services, and to support the economic, social and environmental well-being of the citizens.

2.2 The Municipal Corporation

The Village of Tahsis was incorporated on June 17, 1970.

Under the *Community Charter*, a municipality is responsible for

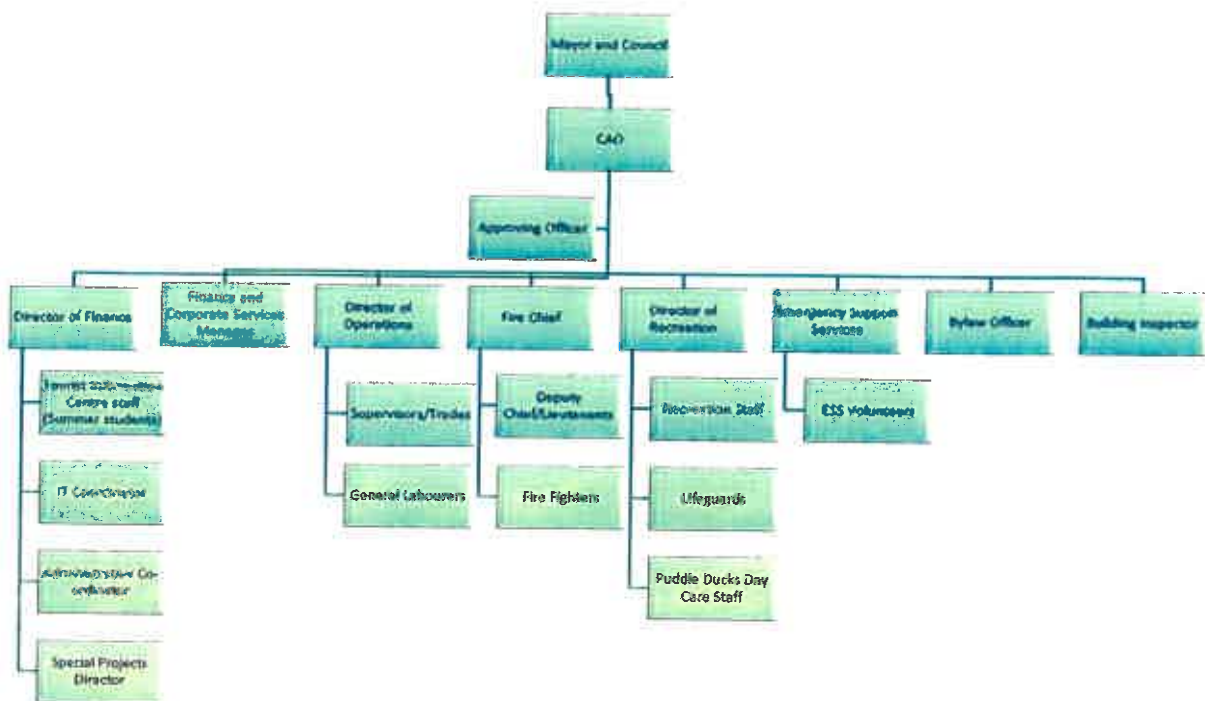
- (a) providing for good government of its community,
- (b) providing for services, laws and other matters for community benefit,
- (c) providing for stewardship of the public assets of its community, and
- (d) fostering the economic, social and environmental well-being of its community.

Covering an area of about 6 square kms, Tahsis is home to approximately 300 permanent residents and about 800 seasonal residents in about 420 dwellings. The Village is governed by an elected Council consisting of a Mayor and four Councillors. The current Council was elected in 2018 for a four year term. The Village management team consists of:

- Chief Administrative Officer/Corporate Officer
- Director of Financial Services
- Director of Operations (Public Works)
- Director of Recreation
- Manager of Finance and Corporate Services
- Fire Chief/Emergency Program Coordinator

The Village provides public services through four main departments under the direction of the Chief Administrative Officer. The current organization structure is reflected in the illustration shown in Figure 1. In addition to providing public services, many of the functions represented in Figure 1 provide internal support services for all departments, e.g., Finance. Such interdependencies are important to note when considering business continuity.

Village of Tahsis Organization Chart



The major categories of service include:

- Mayor and Council
- Corporate Services
 - o Chief Administrative Officer (CAO)
 - o Corporate Officer
- Recreation Services
 - o Daycare
- Financial Services
 - o Information Technology
- Fire Services
 - o Fire Department
 - o Emergency Management
- Operations
 - o Public Works & Parks

The Chief Administrative Officer chairs regular meetings of the Village management team. Each department manager is responsible for supervising respective personnel, ensuring the delivery of designated internal and external services, and participating in preparing an annual budget.

2.3 Current Resources

All internal and external functions of the municipality rely on access to specific resources:

1. Personnel
2. Facilities
3. Equipment
4. Communication Systems
5. Information Technology Systems
6. Electronic Data
7. Vital Paper Records
8. Vehicles and Fuel
9. Utilities
10. Funds

The following description summarizes the status of these resource categories for the Village of Tahsis.

1. Personnel – Employees represent the most important resource in the municipal corporation, especially during a crisis. The management team and staff attend to the work of the municipality and ensure important services reach the public in a timely manner.

Four types of personnel currently serve the community:

Elected Officials – The Mayor and four Councillors comprise the executive level of the Village government and responsible for making policy.

Full-Time and Part-Time Employees – The municipality has about 12 full-time positions, and 12 part-time/casual employees. Figure 2 summarizes the approximate distribution of staff by facility.

Contractors – The municipality relies on outside contractors or Strathcona Regional District services to support some operations such as Engineering, Planning, Bylaw Enforcement, Protective Services, Operations/Public Works, Building Inspection and Information Technology. These organizations are familiar with District operations and could assist in an emergency.

Volunteers – Volunteers who may assist with business continuity are volunteer Firefighters and Emergency Social Services volunteers.

Figure 2. Distribution of Village Staff by Facility

VILLAGE FACILITY	FULL-TIME STAFF	PART-TIME STAFF
Municipal Hall	4	4
Fire Hall	0	1
Recreation Centre and Daycare	4	4
Public Works Yard	4	3
Total	12	12

2. Facilities – Municipal services are delivered from four facilities owned and operated by the Village, listed in Figure 3.

Figure 3. Village of Tahsis Main Facilities Building Address Floor Area (sq m) Year Built

BUILDING	ADDRESS	FLOOR AREA	YEAR BUILT
Municipal Hall	977 South Maquinna Drive		
Fire Hall	157 Head Bay Road		
Recreation Centre and Daycare	285 Alpine View Road		
Public Works Yard	1015 North Maquinna		

3. Furnishings and Equipment – All regular municipal workers are provided workstations, including desks, chairs, filing cabinets and shelves, as well as access to routine office equipment, such as photocopy machines, scanners, and fax machines.

Some services require specialized equipment, such as the Fire Department use of fire apparatus, turnout gear, air breathing packs, and first aid kits.

Operations/Public Works operates light and heavy equipment, tools, and industrial equipment.

4. Communications Systems – The entire municipal government shares a common communications system with the following components:

- Regular Mail - The Village relies on Canada Post for mail delivery services.
- Telephone – All staff have access to desktop landline telephones.
- Mobile Phones – Many managers use their personal mobile/smart devices for work.
- Satellite Phones – are located in the Village Office and Fire Hall and are used for emergency communication purposes.
- VHF Radio – radios are used to communicate directly among Village office, Operations/Public Works, Fire and Recreation.
- Emergency Communication Centre – an emergency communication centre with VHF and HF radios is located on the second floor of the Municipal Hall. This communication centre allows the Village to communicate in the event of an emergency where mobile phone and landline phone networks are rendered inoperable.

5. Information Technology Systems – The Village's IT systems, except for shared servers, are common to all municipal departments. The Village has some internal Information Technology capacity but is primarily supported by Logical Developments, a private company.

- Servers – Three servers are located at the Village office - a local area network server, a Microsoft Exchange server and a MAIS server. Data from all servers and workstations is backed up to the Cloud within Canada using the Datto system thereby ensuring complete data virtualization and disaster recovery. Public works, Fire and Recreation are not on the local area network.
- Computers and Accessories – Each full-time employee use of a desktop or laptop computer, monitor, access to a printer, and other network devices. An IT company under contract routinely maintains the hardware, upgrades the software, and trouble-shoots problems. The Village of Tahsis website, managed by an outside service provider, offers online services and municipal information. Social media adopted by the Village includes Facebook.
- Electronic Data – The primary computer applications used to support Village operations are: Windows 10), Microsoft Office and MAIS (Municipal Accounting Information System).

- **Electronic Mail** – All management team members and most employees have access to email with a unique address, as well as full Internet access. An Exchange server supports the email accounts. Email communication stops if this server fails.
- **Municipal Website** – The Village provides the content for the municipal website under the technical management of an external contractor.

6. Vital Paper Records – Some departments manage paper municipal records needed to perform specific functions. Examples of vital paper records include personnel files, property files, maps and engineering diagrams, minutes from Council meetings, and financial documents. Some filing cabinets can be locked but are not fire-resistant or water-resistant. Originals are stored in a fire-proof safe at Municipal Hall on the main floor. There is no off-site storage of documents.

7. Vehicles and Fuel – Operations/Public Works, and the Fire Department use vehicles for specific purposes. Fuel for all vehicles and fire apparatus is stored at and dispensed from the Public Works Yard, with alternate commercial sources nearby.

8. Utilities – All municipal departments are served by public utilities that are common throughout the Village.

Roads – The Village of Tahsis is responsible for about 10 kilometres of paved roads, including design and construction of roads, sidewalks, and traffic control measures and 6 km of unpaved roads. There are four bridges within the municipality. Most Village employees rely on personal vehicles to reach their workplaces. Fire and Operations/Public Works rely on the road network for ready access throughout the municipality. In addition, maintenance and repair of utilities, such as electrical power, water systems, and sewer systems, depend on road access.

Water – The Village receives potable water from a groundwater well which supplies water to two reservoirs – one in the north section of the Village and the other in the south. The drinking water is gravity fed through the mains. The Village is responsible for municipal water distribution through 22 km of water mains. The system includes one pump station and one water main meter. The municipal water system was constructed between 1970 and 1980. Approximately 3 km of mains have been replaced within the last two years. The distribution system is in average to poor condition. Residents and businesses pay a flat rate for water consumption.

Sanitary Sewer – Sewage from the Village is treated in two treatment plants. One located on Strange Road and the other on Barnacle Beach Road. The Village's sanitary sewer system consists of about 18 km of mains. The systems include 6 sanitary lift stations which can all be connected to electrical generators for emergency pumping.

Stormwater Drainage – The Village receives approximately 4500 mm of rain annually. The storm water drainage system consists of 6 km of storm drains, drainage ditches and a gated culvert adjacent to Boston Road which drains into the Tahsis River.

Electrical Power – BC Hydro provides electrical power service to the Village offices by way of high-voltage lines. BC Hydro has a sub-station located on Head Bay Road. The Village has generators located at the Municipal Hall, the Community Drinking Water Well, and the Public Works Yard.

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Propane – Superior Propane supplies propane to the Rec Centre which is used for heating the pool and parts of the facility.

9. Funds – Access to appropriate funding is critical to the continued operation of the municipal corporation. The Director of Finance manages the financial aspects of Village services, and coordinates accounts receivable and payable. The principal sources of municipal revenue include property taxes, the federal government property in lieu of taxes and grants. The Village's Procurement Policy specifically addresses the Village's ability to spend funds in an emergency.

2.4 Threats to Business Continuity

A wide range of possible hazards threaten municipal operations. This plan has been developed by considering three separate "levels" of threats that may result in business interruption. For each level, activities have been identified to ensure the continuous capability of the Village to provide essential services.

Level 1 Scenario, One Department Impacted

In this scenario, a portion of or all single department functions are disrupted at one time. There is limited impact on the District's operations, and the event most likely presents short- or medium-term consequences. Such a disruption would produce no damage to other municipal facilities or systems.

Any number of hazards could result in a Level 1 scenario, including the following examples:

- Corruption of electronic data within a single department
- Firearm violence in the workplace
- Water line break within a building
- Loss of key employee(s)
- Structure collapse
- Structure fire at department building
- Vandalism or other damage to department vehicles

Level 2 Scenario, Multiple Departments Impacted

This scenario assumes that an incident affects more than one municipal department, and may disrupt interdependencies among departments. Interruption of normal operation is assumed for an extended time.

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Examples of Level 2 events include:

- Communications system interruption or collapse
- Structure fire at Municipal Hall
- Food poisoning at staff event affecting staff from multiple departments
- Hazardous materials release in vicinity of Municipal Hall
- Network crash, virus, or cybersecurity attack
- Public disturbance at Municipal Hall
- Structure collapse at Municipal Hall
- Vandalism of vital paper records by disgruntled employee
- Power outage of up to 24 hours

Level 3 Scenario, All Departments Impacted, Community Affected

In the most extreme level of impairment, an emergency event concurrently affects all Village departments and the community. Examples of such wide-area impact events include:

- Earthquake
- Flooding
- Severe wind storm
- Active shooter/Terrorist incident
- Landslide
- Interface wildfire
- Hazardous materials release
- Pandemic
- Power outage beyond 24 hours

Other examples and potential scenarios may challenge Village staff to engage in creative problem-solving. However, the three levels identified above represent the range of potential situations requiring coordinated business continuity actions.

3.0 CONCEPT OF OPERATIONS FOR BUSINESS CONTINUITY

3.1 Introduction

With the services, resources, and threats outlined in Section 2.0, this section describes the “concept of operations,” or how management team members and staff will coordinate activities that support business continuity when required.

Business continuation may involve the following activities:

- Delegation of emergency authority to delegates of elected and management team members to other staff
- Movement of selected personnel, equipment, and data to an alternate operating facility.
- Implementation of temporary work procedures to work around obstacles to regular service delivery.
- Reassignment of job responsibilities among municipal staff.

3.2 Use of Incident Command System

In all business interruption events, the Village’s management team will oversee the temporary actions needed to continue services within the existing day-to-day supervision and responsibility structure.

There is, however, an additional need for centralized coordination to ensure effective decision-making, information flow, and resource support. A decision-making framework is needed to support effective and efficient operations and emergency response under the leadership of the Chief Administrative Officer.

The Village applies the principles and precepts of the Incident Command System (ICS) in all events requiring business continuity operations, including the following requirements:

Defined Functions – For business continuity activities, the Village adopts the following core functions:

- Management
- Operations
- Planning
- Logistics
- Finance / Administration

One Organization and Facility – All departments and services within the municipal organization will collaborate during business continuity through a single organization, which meets at the Tahsis Emergency Operations Centre (EOC). The EOC is activated at the level appropriate to meet the needs of the situation.

Operational Periods – Managers will prepare continuity actions for an “operational period” timeframe. The length of an operational period, selected by the EOC Director (the CAO in most situations), will be based on the needs of the incident, and thus may change over the course of an event.

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Management by Objectives – The Village will apply the principle of “management by objectives” in implementing actions for business continuity. Management team members will prepare written action plans that provide staff with direction for specific activities, including measurable objectives to be achieved within each operational period.

Unity and Chain-of-Command – Under this ICS principle, every individual has one designated supervisor. The Village will ensure there is a clear chain-of-command, an orderly line of authority within the organization.

Span-of-Control – Every position engaged in business continuity must monitor others reporting to her or him. An acceptable span-of-control may vary from three to seven subordinates per supervisor, depending on the situation.

In an emergency, the principles of the ICS shall be used by all organizations supporting the municipality in continuing essential services, including the following:

- Municipal departments
- Temporary and part-time employees
- Contractors, suppliers, and mutual aid support personnel
- Representatives of other levels of government

An impending or confirmed business interruption event may result in one of three action levels. The concept of operations for each level is described in the following sections.

3.3 Level 1 Events – One Department Affected

Level 1 events disrupt the function of a single Village department. The resources needed to provide one or more internal or public facing services are disrupted for a time causing a significant impact.

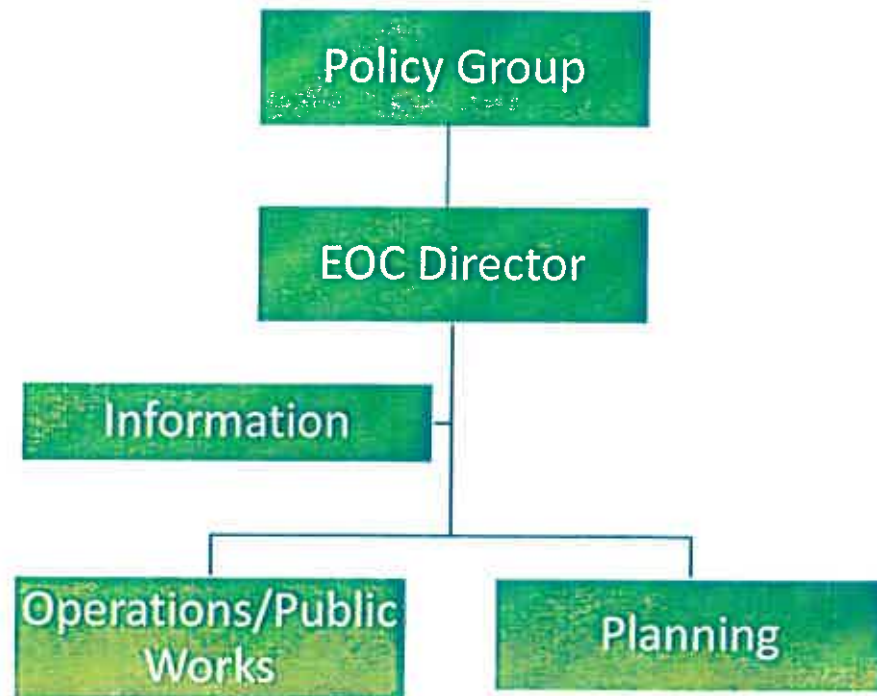
The director of the affected department oversees the business continuity efforts, in the same way an Incident Commander manages the response to an emergency. The director has full authority to ensure the continuation of priority services, and may delegate any or all authorities and responsibilities to a subordinate, appropriate to the needs of the situation, and after consulting the CAO.

To continue department services, the director of the impacted department may undertake the following actions:

- Assess the situation and communicate status and requirements to CAO.
- Identify department objectives for business continuity.
- Evaluate and select potential strategies for continuity.
- Oversee tactics, temporarily applying alternate resources to support continuity efforts.
- If alternate facilities are required, department staff may temporarily relocate

When support is needed, the director of the affected department may request assistance through the District’s Emergency Operations Centre. The EOC is activated to the level dictated by the incident.

One possible organization structure for the EOC in a Level 1 business interruption is shown below.



In this example, the Operations/Public Works Department has been affected by an event and has requested assistance. The Chief Administrative Officer activates the EOC, serves as the EOC Director, and notifies the Mayor and Council (as the Policy Group) of the situation. Key functions include the Planning Section of the EOC to assist Public Works with evaluating options for continuing services, and the EOC Information Officer to inform the general public through social media and other channels. Other functions may be activated as required.

The EOC applies available municipal resources to support the affected department. The EOC Director approves the temporary reassignment of personnel, reviews resource requests and special funding for the department, and evaluates the need to expand or demobilize the EOC.

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For Level 1 events, the EOC may utilize few functions, and personnel may meet regularly or as needed without full-time occupation of EOC facility. Staff members who are required for essential services will be allocated to those departments.

3.4 Level 2 Events – Multiple Departments Affected

A Level 2 event occurs when two or more municipal departments suffer business interruption simultaneously. Such events may expose the interdependencies among municipal departments and lead to wider impacts.

As in Level 1 events, the directors of the affected departments take charge of their respective efforts to continue priority functions. Actions in Level 2 response may include:

- Managers of affected departments assess and report status to the CAO.
- CAO activates the EOC to provide overall management of continuity activities and to ensure effective, coordinated, and cooperative actions.
- If alternate workspaces are required, staff from all affected departments may temporarily relocate to another facility. Some staff may work from home.

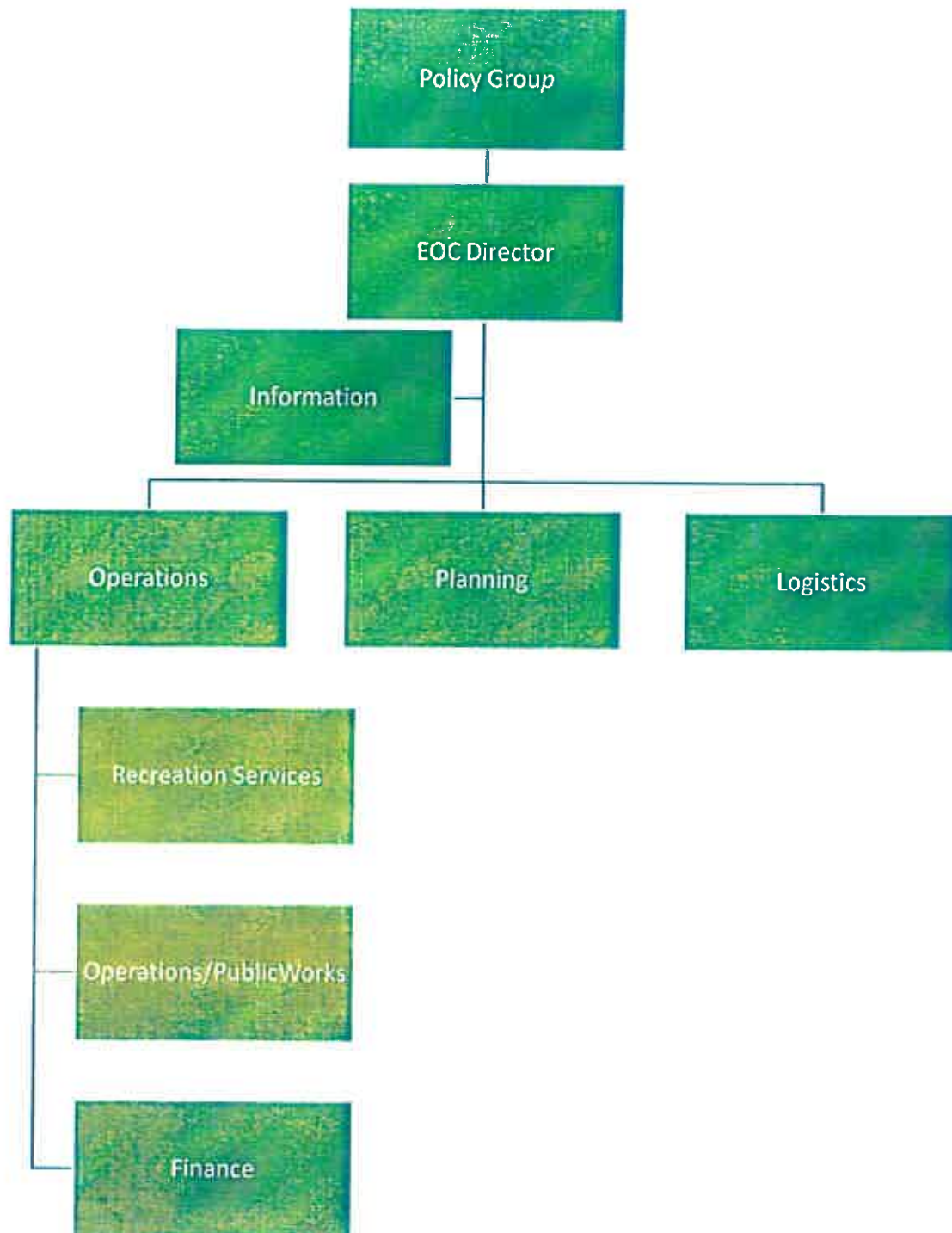
In such instances, the municipal EOC would be activated to help coordinate assistance, decision-making, and information on behalf of the departments.

An example of an appropriate EOC structure for a Level 2 business interruption is shown at right, assuming impacts to Administration, Operations/Public Works and Finance.

The EOC organization has added an Operations Section Chief to help coordinate the needs of the affected departments.

A Logistics Section has also been added to help acquire the resources needed by the municipal departments.

The EOC Director may add or demobilize functions within this structure as the requirements grow and shrink. Staff for the EOC may come from unaffected municipal departments, or from other municipalities.



3.5 Level 3 Events – All Departments and Community Affected

Level 3 presents the greatest challenge, when a business interruption event coincides with a public safety emergency. Not only will municipal staff be expected to continue essential services, they will also coordinate public emergency response activities in the community.

As with the other Levels, the Village will activate one integrated Emergency Operations Centre at the Municipal Hall to coordinate the combined requirements.

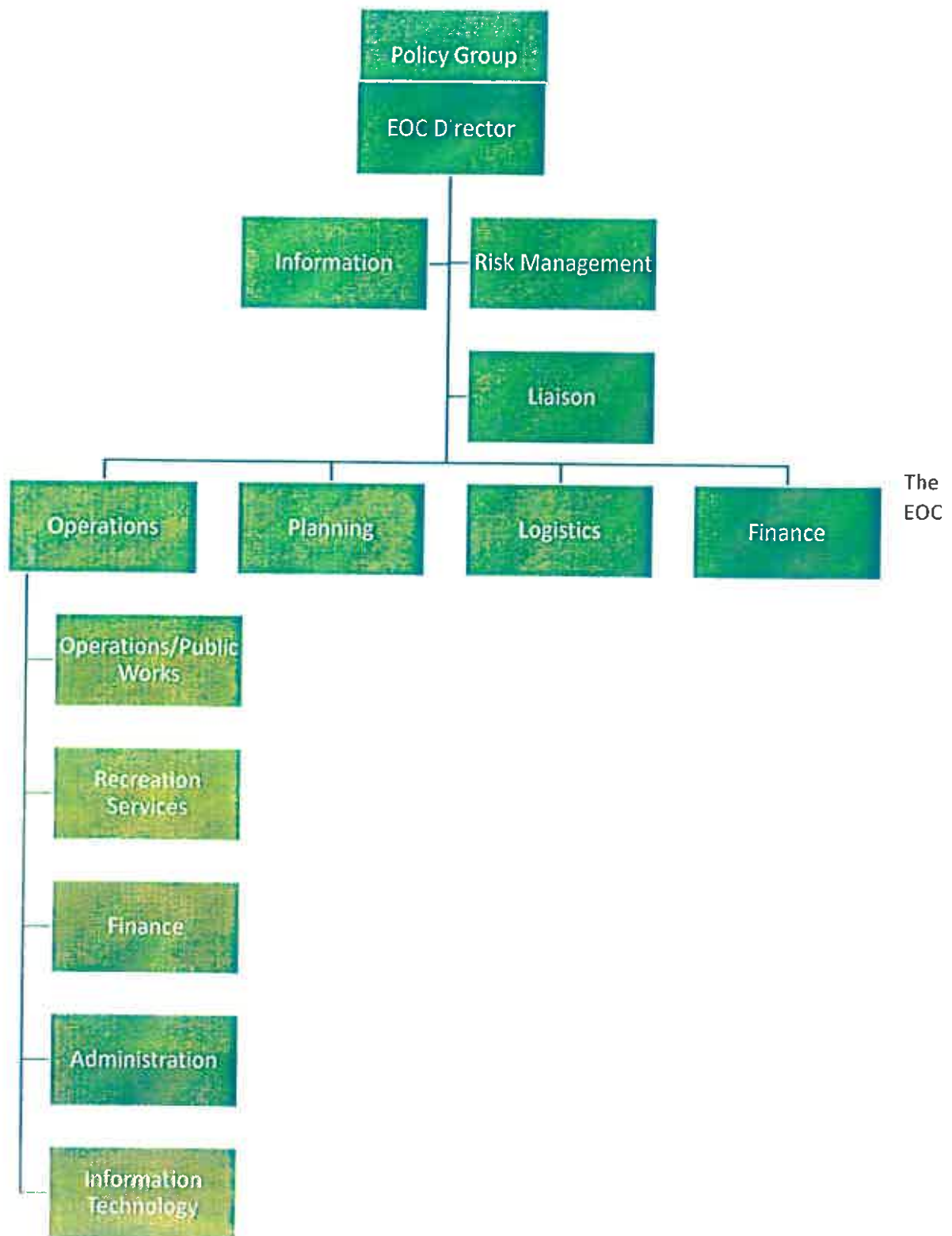
As in other Levels, the directors will manage all business continuity activities using available resources. Appropriate continuity actions in a Level 3 interruption will likely include:

- All directors will assess the situation and report their status to the CAO.
- The CAO will establish an EOC that accommodates emergency response, business continuity, and disaster recovery in a single organization.
- If affected departments require alternate facilities, the Village's EOC would not be available due to the need to coordinate public safety response.

All other available Village staff will support public safety response actions through the Emergency Operations Centre.

The Emergency Operations Centre would be activated in all Level 3 events to ensure the coordination of potentially competitive functions and requests.

The sample organization for a Level 3 situation is illustrated below.



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Operations Section will coordinate the Village's business continuity actions, with a focus on essential functions. Affected directors will report through the EOC Operations Section Chief on the status of their respective services, to receive policy direction, and to request assistance with resources.

A single Operations Section Chief will manage potential conflicts in objectives or resource allocations.

A Level 3 EOC would include the Planning, Logistics, and Finance/Administration functions normally required in a public safety emergency.

3.6 EOC Position Titles

When an Emergency Operations Centre is fully activated for business continuity and public safety, titles for the EOC functions will be as follows:

EOC Director

- Deputy Director
- EOC Information Officer

Operations Section Chief

- Corporate Services Supervisor
- Operations/Public Works Supervisor

Planning Section Chief

- (staff as required)

Logistics Section Chief

- Information Technology Branch Coordinator

Finance / Administration Section Chief

- Compensation and Claims Unit Coordinator

3.7 Role of Mayor and Council

As with emergency response and disaster recovery, the Mayor and Council will form the Policy Group to support business continuity efforts. As members of the Policy Group, elected officials will meet as and when required to interpret existing policies, generate new policies, and provide overall strategic guidance to the continuity organization.

Members of the Policy Group may be asked to speak to the public through social media to directly support efforts to keep residents and business owners informed. This effort will be managed through the EOC Director or Information Officer.

3.8 Role of Chief Administrative Officer

The Chief Administrative Officer plays a central role in coordinating business continuity operations among municipal departments. The CAO often serves as the EOC Director, or may delegate this authority to another qualified manager. As time allows, the CAO also continues the internal services of the position, according to the priorities set out in this Plan.

As the EOC Director, the Chief Administrative Officer oversees the organization created to support business continuity actions among affected departments. The EOC Director keeps the Policy Group informed on events and issues, and manages all aspects of the Emergency Operations Centre.

3.9 Role of Directors

Following a business interruption, each director will lead the continuation of services according to adopted priorities and within the scope of available resources.

To continue municipal services, directors will:

- Assess the situation, including status of resources and impacts on functions.
- Select strategies for business continuity consistent with service priorities.
- Set objectives and participate in Action Planning Meetings.
- Identify the resources needed to support continuity of department functions.
- Manage activities designed to meet selected strategies.
- Continue overall management of ongoing services.
- Keep all department staff informed about the situation and status.

While an EOC is actively engaged in business continuity, directors will report through the Operations Section for status reporting, policy questions, and resource requests.

3.10 Role of Employees

When an event occurs that has the potential for disrupting Village services, all employees are instructed to contact their respective supervisors to receive information and assignments. Consider the following contact methods:

- Call normal office number, or municipal main number.
- Call cell phone or send a text message to immediate supervisor.
- Check municipal website.
- Report to facility as instructed.
- If there are no communications, report to the Village Office

If employees are unable to reach the municipality, they are asked to contact one of the following:

- SRD Protective Services Coordinator – 1-877-830-2990
- EMBC Vancouver Island Region EOC – 250-952-4909
- EMBC PREOC 1-800-633-3456

If the event has affected other communities, employees are authorized to assist other local governments when and where they can if they are unable to return to support the Village. Village employees should track their hours and activities, and report them to their supervisor as soon as possible.

4.0 CONTINUITY STRATEGIES

4.1 Guiding Principles

Given Council's direction to continue essential business functions and public facing services when interrupted, the Village adopts the following basic principles for business continuity.

Inform Others – The first and most critical requirement is to inform municipal elected officials and staff, so they may contribute to the continuation of essential functions. Members of the public will also be informed in all situations that may result in public consequences due to interrupted services.

Focus on Essential Functions First – If resources are limited, business continuity strategies shall include the identification of time-sensitive critical functions and applications, associated resource requirements, and interdependencies.

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Use Alternate Resources – Business continuity strategies acknowledge the need to use alternate resources, including creative approaches to problem solving. Strategies should highlight the need for innovation and authority to temporarily override normal procedures when needed.

Acknowledge Interdependencies among Departments – The Village acknowledges the strong interdependencies among municipal functions. This emphasizes the need for collaboration and cooperation during an interruption event, including the sharing of staff, equipment, vehicles, and other resources appropriate to the demands of the situation.

4.2 Orders of Delegation

The Village of Tahsis Council Procedure Bylaw 495 includes the designation of a council member to serve as “Acting Mayor” each year with the same powers and duties as the Mayor, when the Mayor is absent or otherwise unable to serve.

The Chief Administrative Officer, acting as the EOC Director, oversees the continuity of Village business. The following Village of Tahsis employees may serve as the acting CAO in the absence of the Chief Administrative Officer:

- Deputy CAO / Corporate Officer
- Director of Finance

If the CAO and alternate are unavailable, the Council will appoint an Acting CAO until one of the employees in the order of succession becomes available. The authority for Council to appoint an acting CAO is under Municipal Officers and Delegation of Authority Bylaw No. 611, 2019. If an event occurs during nonbusiness hours, authority rests with the Chief Administrative Officer.

Each director has designated alternate personnel to lead the departments.

4.3 Decision-Making During Business Interruption

At all times, Mayor and Council retain full authority and responsibility for the continuation of municipal services. When an EOC is activated, Council may form a Policy Group to provide strategic guidance to the effort, and delegate authority to the EOC Director.

The Chief Administrative Officer, serving as the EOC Director, has full authority for directing the implementation of business continuity plans, including the adoption of priorities among municipal functions.

The designated and acting manager for each municipal department has full authority to manage the department’s staff in implementing continuity objectives, as approved by the EOC Director.

4.4 Service Priorities

When confronting events that disrupt normal operations, the Village is committed to ensuring that essential business functions will continue even under challenging circumstances.

The tables on the following pages itemize the current functions of each department and identify priorities in terms of target time for restoring capability.

Note that all “public information” functions of the different municipal departments in a business interruption event will be consolidated under the direction of a single EOC Information Officer.

During activation of this Business Continuity Plan, all other activities may be suspended to enable the municipality to provide these essential functions and to support the required internal capabilities needed to do so.

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Municipal Service Priorities by Department/Function

CATEGORIES OF PRIORITY			
After EOC Activation: Within 12 hours Within 7 days Within 4 weeks Within 3 months			
1. Mayor and Council		5. Fire Services	
a) Communicate with the Public	12 hours	a) Suppress Fires	12 hours
b) Set Policy Direction	12 hours	b) Provide Life Safety Medical Aid	12 hours
c) Approve Expenditures	4 weeks	c) Implement Emergency Plan	12 hours
d) Oversee Strategic Priorities	3 months	d) Conduct Fire Inspections	7 days
		e) Provide Training	4 weeks
2. Corporate Services		6. Operations/Public Works	
a) Communicate with Public	12 hours	a) Maintain Roads	12 hours
b) Support Council	7 days	b) Repair & Maintain Water	12 hours
c) Enforce Bylaws	7 days	c) Repair and Maintain Sanitary	12 hours
d) Lead Municipal Organization	3 months	d) Repair and Maintain Storm	12 hours
e) Manage Human Resources	3 months	e) Support Emergency Services	12 hours
f) Manage Records	3 months	f) Respond to Spills	12 hours
		g) Operate Village buildings	12 hours
		h) Support Municipal Fleet	12 hours
		i) Manage Repair Contracts	7 days
		j) Support Regulatory Control	4 weeks
3. Finance		7. Recreation Services	
a) Process Payroll	7 days	a) Operate Rec Centre	12 hours
b) Manage Cash	7 days	b) Operate Daycare	12 hours
c) Process Accounts Payable	4 weeks	c) Operate swimming pool	7 days
d) Manage Billing	3 months	d) Manage Special Events	3 months
e) Oversee Budget Process	3 months		
4. Information Technology		8. Planning & Building Services	
a) Coordinate Telephone Service	12 hours	a) Manage Building Inspections	7 days
b) Manage Email System	12 hours	b) Manage Development Process	4 weeks
c) Manage Hardware, Applications	12 hours	c) Implement Council Policies	4 weeks
d) Assist with Files and Printing	12 hours		
e) Provide Technical Support	12 hours		

Municipal Services by Priorities

<p>Within 12 hours of activation:</p> <ol style="list-style-type: none"> 1. Communicate with the Public (Mayor) 2. Set Policy Direction (Mayor and Council) 3. Communicate with Public (Corporate Srvs) 4. Operate Municipal Buildings (Operations/PW) 5. Coordinate Telephone Service (IT) 6. Manage Email System (IT) 7. Manage Hardware, Applications (IT) 8. Assist with Files and Printing (IT) 9. Provide Technical Support (IT) 10. Suppress Fires (Fire) 11. Provide Life Safety Medical Aid (Fire) 12. Implement Emergency Plan (Fire) 13. Repair Water System (Operations/PW) 15. Repair Sewer System (Operations/PW) 16. Maintain Transportation (Public Works) 17. Maintain Water Services (Public Works) 18. Maintain Sanitary and Drainage (Public Works) 19. Support Emergency Services (Public Works) 20. Respond to Spills (Public Works) 21. Support Municipal Fleet (Public Works) 22. Operate Rec Centre 23. Operate Daycare 	<p>Within 7 days of activation:</p> <ol style="list-style-type: none"> 1. Support Council (Corporate Srvs) 2. Enforce Bylaws (Corporate Srvs) 3. Process Payroll (Finance) 4. Manage Cash (Finance) 5. Conduct Fire Inspections (Fire) 6. Manage Building Inspections (Planning) 7. Manage Repair Contracts (Operations/PW) 8. Operate swimming pool <p>Within 4 Weeks of activation:</p> <ol style="list-style-type: none"> 1. Approve Expenditures (Mayor and Council) 2. Process Accounts Payable (Finance) 5. Provide Training (Fire) 6. Manage Development Process (Planning) 7. Implement Council Policies (Planning) 8. Support Regulatory Control (Operations/PW) <p>Within 3 Months of activation:</p> <ol style="list-style-type: none"> 1. Oversee Strategic Priorities (Mayor and Council) 2. Lead Municipal Organization (Corporate Srvs) 3. Manage Human Resources (Corporate Srvs) 4. Manage Records (Corporate Srvs) 5. Support Climate Action (Community Srvs) 6. Manage Special Events (Recreation Srvs) 7. Manage Billing (Finance) 8. Oversee Budget Process (Finance)
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4.5 Alternate Personnel

The Village acknowledges that some emergencies, such as a pandemic, may reduce human resources available to deliver municipal services. Temporary measures may be appropriate to continue selected functions, including the re-assignment of available personnel, use of personnel from other municipalities or the regional district, contracting with outside service providers, and hiring temporary staff. Staff may include recently retired and former personnel who are familiar with the municipal functions. Residents may also be used in a limited scale as volunteers to assist with service continuity.

The Village of Tahsis CAO will work with directors in hiring temporary replacement staff.

4.6 Relocation to Alternate Facilities

Having an alternate facility for municipal operations is critical to successful continuity. The regular workplace may be uninhabitable for several reasons. A suitable alternate facility would remove staff from immediate threats while allowing them to continue to work in safety. An alternate facility may use an alternate power supply. Moreover, some staff may work from their homes.

Should a current building or office space become inaccessible or uninhabitable, the CAO or his/her delegate is responsible for locating temporary office space for the essential functions and other activated services, or authorizing staff to work from home.

If alternate facilities are required, they should provide:

- Sufficient space and equipment to support essential functions within 12 hours
- Reliable logistical support, services, and infrastructure systems
- Consideration for health, safety, and emotional well-being of personnel
- The ability to communicate within and outside the organization
- Computer equipment and software, including printers

Alternate facilities may include:

- Recreation Centre
- Coast Guard Search and Rescue Station

In relocating to an alternate facility, the management team will:

- Activate plans to transfer to an alternate facility.
- Instruct advance team to ready an alternate facility.
- Assemble documents and equipment required for essential functions at alternate facility
- Order needed equipment/supplies
- Transport documents, equipment and designated communications.
- Secure original facility.
- Continue essential functions at regular facility, if available, until alternate facility is ready.

4.7 Vital Records, Files, and Databases

The safety of Village staff will not be jeopardized to retrieve office equipment or files. However, files should be retrieved if, during an evacuation, time permits and when safe access to the current office space is available.

Salvage may be possible in some situations, such as limited fire damage.

4.8 Communications

Communication systems must support connectivity to internal organizations, other agencies, and the public. To ensure communications during business interruption, the Village has identified primary and alternate modes of communication, and has preventive controls in place for each means of communication.

Communication systems, alternate providers and alternate modes of communications are identified in Annex B, Checklists.

All communication systems meet the requirements for interoperability and availability during emergencies. Communications include at least two independent systems, and at least one of those systems is independent of the commercial telephone, cell phone, and commercial power systems.

4.9 Financial Contingencies

In any emergency, the Village may encounter a situation where services and resources must be purchased to support business continuity. If possible, departments will use normal and/or emergency purchasing procedures and authorities as set out in the Village's Procurement Policy.

For specific guidance on how to resolve critical procurement demands, the EOC Director will consult the Policy Group. Section 173 of the *Community Charter* allows the municipality: "...to make an expenditure for an emergency that was not contemplated for that year in its financial plan, so long as the expenditure is not expressly prohibited under this or another Act."

5.0 PLAN ACTIVATION AND MOBILIZATION

5.1 Plan Activation

The Village of Tahsis Business Continuity Plan may be activated at any time during business and non-business hours, with or without warning. Activation of the Business Continuity Plan should occur within 12 hours of an event that disrupts normal services. Figure 6 illustrates the basic steps in plan activation and EOC notification.

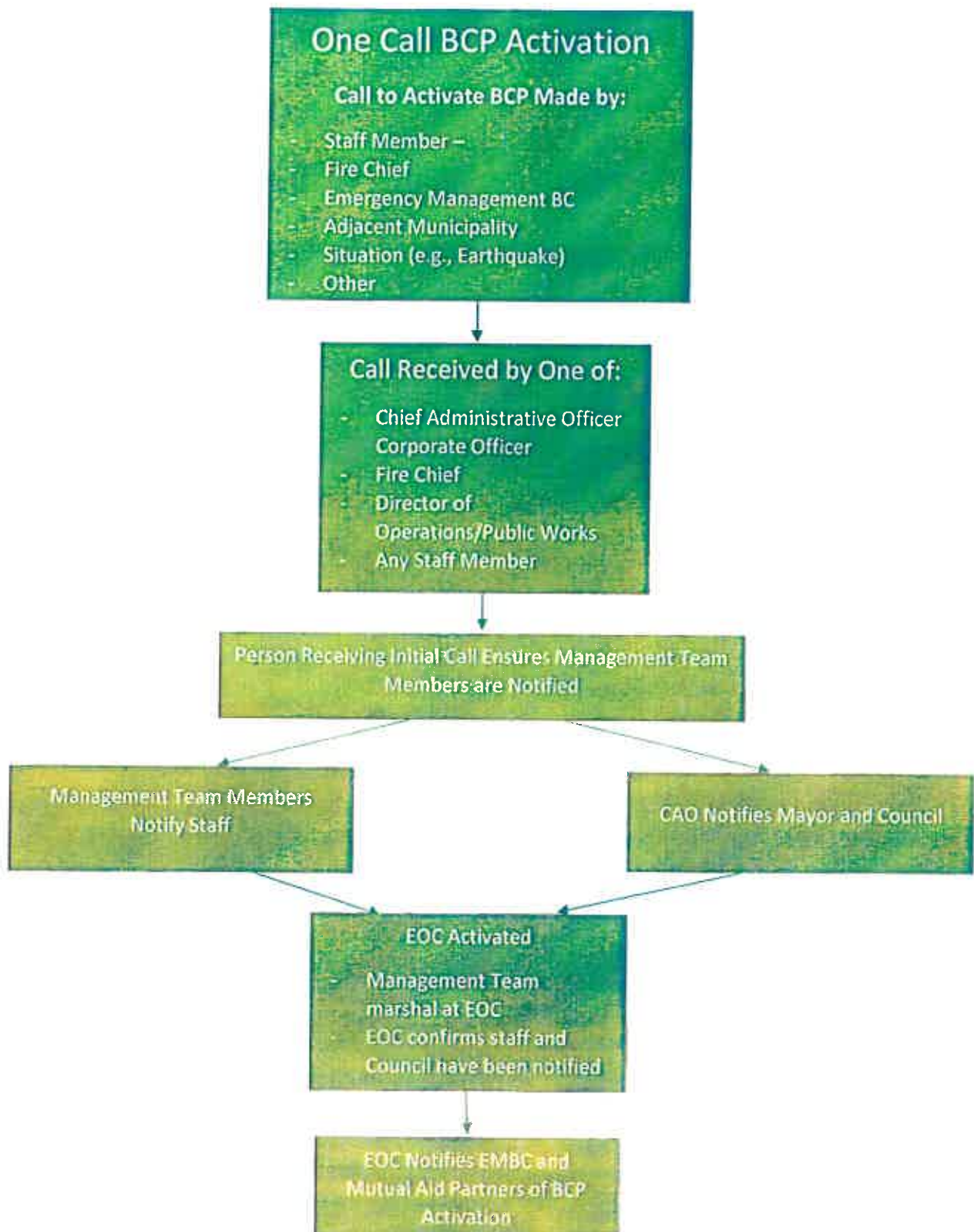
5.2 Notifying Employees

In all business interruption events, directors will contact all employees under their supervision using available means, including these actions:

- Dial home telephone number.
- Dial cell phone or text a message.
- Knock on employees' doors
- Post instructions on municipal website.
- Communicate through dedicated municipal e-mail account
- Communicate on social media

Employees will be informed in the initial notification about the situation, where they are expected to go, and what they may be expected to do to assist. In addition, the EOC Director will ensure follow-up contact with all employees to confirm the initial message and provide updated information.

The flow chart below illustrates the process for activation the Business Continuity Plan.



5.3 Demobilization and After Action Report

Following full recovery of required Village services, the Chief Administrative Officer will ensure the following actions take place.

- Inform all personnel about the status of the threat, services, resources, and projected future conditions.
- Demobilize the Emergency Operations Centre, following normal demobilization procedures set out in the Village of Tahsis Response and Recovery Plan.
- Notify all employees about general policies for returning to work and instructions for specific groups of workers.
- Supervise return to normal operations.

As soon as feasible, the Chief Administrative Officer will initiate the transfer of communications, vital records, databases and other activities back to the primary facility. Circumstances may require the CAO to designate and activate a new primary facility.

The Chief Administrative Officer is responsible for holding a Debrief Session to identify potential improvements in business interruption preparedness, and for preparing an After Action Report on all aspects of response to the situation.

In addition, the CAO shall ensure that all documented records are complete and available in the event of a public inquiry.



VILLAGE OF TAHISIS

BUSINESS CONTINUITY PLAN FOR KEY FUNCTIONS DURING A PANDEMIC

Operational Function:		Wastewater Systems	
Department Name:		Operations	
Potential Hazards:			
<ul style="list-style-type: none"> • Loss of staff due to infection and/or are required to self-isolate/quarantine • Unable to source PPE for staff 			
Priority (1,2,3):	1	Impact (Surge Expected):	No
Potential for Increased Demand:		Low	
Continuity Strategy:			
<ul style="list-style-type: none"> • Additional public works personnel trained to operate wastewater treatment equipment and plants • Mutual aid agreements implemented with neighbouring local governments (Zeballos, Gold River & Campbell River) to secure back-up certified wastewater operators if required • Training videos and guides for substitute personnel on the safe operation of the Village's wastewater treatment system • Utilize regional and provincial supply chains for PPE 			
Related Operational Guidelines:			
<ul style="list-style-type: none"> • O.G. #600-02 Wastewater Department COVID-19 Operating Plan • Wastewater Emergency Response and Contingency Plan 			
Staff Requirements:			
Current Staff		Minimum Staff	
1		2	
Staff Member		Contact Info	
Erv Spencer (Acting Director)		espencer@villageoftahsis.com / 250-934-7696	
Jim Pichota (Assistant Supervisor)		250-934-5586	
Michelle Harrod		250-934-6337	
Sierra McGerrigle		250-220-0671	
Bill Van Solkema (Casual)		250-934-7741	
Terry Fassbender (Casual)		250-934-5567	
Rebecca Macdonald (Casual)		250-218-9267	
Lorne Sandberg (principal wastewater operator)		250.204.4262 H2Ops@hotmail.ca	
Staff capacity:			
<ul style="list-style-type: none"> • There is one certified wastewater treatment operator in the Village (Erv Spencer) • There is one contractor available who is trained to operate the wastewater system; he is located in Campbell River (Lorne Sandberg) 			

SCHEDULE "A"

<ul style="list-style-type: none"> • There are two operations staff members in training to operate the wastewater system (Michelle Harrod & Sierra McGerrigle) • Additional operators may become available through mutual aid agreements 			
Operational Locations:			
There are currently two wastewater treatment plants:			
<ul style="list-style-type: none"> • North Maquinna Sewer Treatment Plant • Barnacle Beach Sewer Treatment Plant 			
Key Dependencies:			
Supplier Name	Service or Product	Contact Info	Arrangement
Lorne Sandberg	Contractor	H2Ops@hotmail.ca	On request

Operational Function:		Drinking Water	
Department Name:		Operations	
Potential Hazards:			
<ul style="list-style-type: none"> Loss of staff due to infection and/or who are required to self-isolate/quarantine 			
Priority (1,2,3):	1	Impact (Surge Expected):	No
Potential for Increased Demand:		Low	
Continuity Strategy:			
<ul style="list-style-type: none"> Three-month supply of chlorine on hand Additional public works personnel trained to operate drinking water treatment plants Mutual aid agreements implemented with neighbouring local governments (Zeballos, Gold River & Campbell River) to secure back-up certified drinking water operators Training videos and guide for substitute personnel on the safe operation of the Village's water treatment and distribution system. 			
Related Operational Guidelines:			
<ul style="list-style-type: none"> Water System Emergency Response and Contingency Plan (2017) 			
Staff Requirements:			
Current Staff		Minimum Staff	
2		2	
Staff Member		Contact Info	
Erv Spencer (Acting Director)		espencer@villageoftahsis.com / 250-934-7696	
Jim Pichota (Assistant Supervisor)		250-934-5586	
Michelle Harrod		250-934-6337	
Sierra McGerrigle		250-220-0671	
Bill Van Solkema (Casual)		250-934-7741	
Terry Fassbender (Casual)		250-934-5567	
Rebecca Macdonald (Casual)		250-218-9267	
Staff capacity:			
<ul style="list-style-type: none"> There are two certified drinking water treatment operators in the Village (Erv Spencer & Jim Pichota) There are two operations staff members in training to operate drinking water system (Sierra McGerrigle & Bill Van Solkema) Additional operators may become available through mutual aid agreements 			
Operational Location:			
There is currently one water treatment plant:			
<ul style="list-style-type: none"> 184 McKelvie Road 			
Key Dependencies:			
Supplier Name	Service or Product	Contact Info	Arrangement
Cleartech	Sodium Hypochlorite (12%)	orders@cleartech.ca (1-800-387-7503)	Terry Fassbender receives/delivers product

Operational Function:		Solid Waste & Recycling Services	
Department Name:		Operations	
Potential Hazards:			
<ul style="list-style-type: none"> Loss of staff due to infection and/or who are required to self-isolate/quarantine 			
Priority (1,2,3):	1	Impact (Surge Expected):	No
Potential for Increased Demand:		Low	
Continuity Strategy:			
<ul style="list-style-type: none"> Increase hours of work for other staff Reduce service (e.g., close landfill) 			
Related Operational Guidelines:			
<ul style="list-style-type: none"> O.G. #600-03 Management of Solid Waste (MSW) or Recycling 			
Staff Requirements:			
Current Staff		Minimum Staff	
7		2	
Staff Member	Contact Info		
Erv Spencer (Acting Director)	espencer@villageoftahsis.com / 250-934-7696		
Jim Pichota (Assistant Supervisor)	250-934-5586		
Michelle Harrod	250-934-6337		
Sierra McGerrigle	250-220-0671		
Bill Van Solkema (Casual)	250-934-7741		
Terry Fassbender (Casual)	250-934-5567		
Rebecca Macdonald (Casual)	250-218-9267		
Alternate Personnel:			
All public works personnel are trained to operate the curbside solid waste collection vehicle. Some staff are licenced and trained to operate the heavy equipment at the landfill.			
Operational Location:			
Solid Waste & Recycling Facility:			
<ul style="list-style-type: none"> 1015 Maquinna Drive Comox Strathcona Waste Management landfill 			
Key Dependencies:			
Supplier Name	Service or Product	Contact Info	Arrangement
Comox Strathcona Waste Management	Waste Management	Stephanie Valdal (250-336-8083)	

Operational Function:	Fire Protection, Suppression and Rescue		
Department Name:	Fire Department		
Potential Hazards:			
<ul style="list-style-type: none"> Loss of firefighters due to infection and/or who are required to self-isolate/quarantine 			
Priority (1,2,3):	1	Impact (Surge Expected):	Yes
Potential for Increased Demand:	High		
Continuity Strategy:			
<ul style="list-style-type: none"> Suspend fire safety inspections in community and the dispensing of permits Mutual aid agreements with other fire departments to secure back-up personnel 			
Related Operational Guidelines:			
<ul style="list-style-type: none"> O.G. #800-03 Medical Support Services O.G. #800-04 Medical Assessments 			
Staff Requirements:			
Current Staff		Minimum Staff	
18		4	
Staff Member	Contact Info		
Tahsis Fire Department	firedepartment@villageoftahsis.com / 250-934-6666		
Chief Stephanie Dionne (Fire Chief)	firedepartment@villageoftahsis.com / 250-650-0891		
Graham Bosecker (Deputy Fire Chief)	gbosecker@villageoftahsis.com / 250-934-7713		
Jason Kydd (Training Officer)	hozempad@jahoo.com / 250-934-7765		
Bill Van Solkema (Fire Lieutenant)	bvansolkema@hotmail.ca / 250-934-7741		
Al Carter	lilaglendahadley@gmail.com / 250-934-7891		
Ramsay Dyer	yasmar@gmail.com / 250-934-6592		
Erv Spencer	espencer@villageoftahsis.com / 250-934-7696		
Paul Dunn-Morris	Pdunnmorris05@hotmail.com / 250-934-6373		
Terry Fassbender	tjfassbender@yahoo.ca / 250-287-0978		
Diane Reid	direid2016@gmail.com / 250-934-6217		
Cody DeBruyne	debruynecody@jahoo.ca / 250-202-5860		
Brenda Overton	Brendaoverton67@gmail.com / 250-934-5561		
Celine Trojand	celinetrojand@gmail.com / 250-686-2438		
Rebecca MacDonald	rmacdon4@lakeheadu.ca / 250-218-9267		
Sierra McGerrigle	ssierraaah@hotmail.com / 250-220-0671		
Rusty Turner	Rustyturner1958@gmail.com / 250-934-5561		
Alicia Bailey	-		
Derrick Kasper	-		
Alternate Personnel:			
<ul style="list-style-type: none"> Additional operators may become available through mutual aid agreements. 			
Operational Location:			
Fire Hall:			
<ul style="list-style-type: none"> 167 Head Bay Road 			
Location of Critical Files:			
All files are on PC-031 at the Fire Hall:			
<ul style="list-style-type: none"> Password access: Firechief01 SOG File: C:\Main Tahsis Fire Dept\SOG Incident Report: C:\Main Tahsis Fire Dept\2018 Fire Department\Report Form 			

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<ul style="list-style-type: none"> Budget: C:\Main Tahsis Fire Dept\Tahsis Chief File\TVFD Budget Fire Inspection: C:\Main Tahsis Fire Dept\2018 Fire Department\Tahsis Fire Inspection Payroll: C:\Main Tahsis Fire Dept\Tahsis Chief File\Time Sheet 			
Key Dependencies:			
Supplier Name	Service or Product	Contact Info	Arrangement
WFR	Firefighting and rescue equipment	Don Hoggins (cell: 877-828-4252) or (250-686-5249)	As requested
Guilleaving International Co.	Firefighting and rescue equipment and PPE	Jay Everitt (250-287-2186)	As requested
Amazon.ca	PPE		As requested

SCHEDULE "A"

Operational Function:		Financial services	
Department Name:		Administration	
Potential Hazards:			
<ul style="list-style-type: none"> Loss of staff due to infection and/or who are required to self-isolate/quarantine 			
Priority (1,2,3):	1	Impact (Surge Expected):	No
Potential for Increased Demand:		Low	
Continuity Strategy:			
<ul style="list-style-type: none"> Staff have information technology (e.g. laptops and secure connection to Microsoft Outlook and Village LAN) At least 4 office staff trained on all payroll functions. Utilize contractors located remotely 			
Staff Requirements:			
Current Staff		Minimum Staff	
5		2	
Staff Member		Contact Info	
Deb Bodnar (Director of Finance)		dbodnar@villageoftahsis.com / 1-250-895-0052	
Janet St. Denis (Finance & Corporate Services Manager)		J.St.Denis@villageoftahsis.com / 1-250-999-2575 / 613-701-2419	
Amanda Knibbs (Finance & IT Coordinator)		AKnibbs@villageoftahsis.com / 250-934-6515 / 306-850-3340	
Sharon Taporowski (Finance & Admin. Assistant)		staporowski@villageoftahsis.com / 250-934-7761	
Shelley DeBruyne (Admin. Coordinator)		sdebruyne@villageoftahsis.com / 250-204-5015	
Alternate Personnel:			
<ul style="list-style-type: none"> Ruth Malli, Director, Special Projects, can carry out payroll procedures remotely (Ladysmith) 			
Operational Location:			
Village Office:			
<ul style="list-style-type: none"> 977 Maquinna Drive Payroll functions can be conducted remotely by staff working at home 			
Key Dependencies:			
Supplier Name	Service or Product	Contact Info	Arrangement
Ruth Malli	Casual part-time employee	rmalli@shaw.ca (250-802-8235)	As requested
MAIS	Payroll, AP/AR, Taxes	support@amaistech.com 1-778-244-7801 (ext. 103)	
BMO Business Banking	Banking	Andrea Prentice (1-250-286-4475)	
MPP (Member Services)	Pension plan	1-250-953-3000	
Record of Employment (ROE)		1-800-367-5693 ROE Web through Government of Canada website (www.canada.ca)	

Payment of source deductions		Online payment to Receiver General through bank	Monthly by the 15 th
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Operational Function:		Procurement	
Department Name:		Administration and All Departments	
Potential Hazards:			
<ul style="list-style-type: none"> • Loss of staff due to infection and/or who are required to self-isolate/quarantine • Good and services required to deliver Village programs and services are unavailable 			
Priority (1,2,3):	1	Impact (Surge Expected):	Yes
Potential for Increased Demand:		Medium	
Continuity Strategy:			
<ul style="list-style-type: none"> • Directors utilize regional and provincial supply chains • Non-core programs and services are reduced or closed 			
Staff Requirements:			
Current Staff		Minimum Staff	
4		1	
Staff Member		Contact Info	
Deb Bodnar (Director of Finance)		dbodnar@villageoftahsis.com / 1-250-895-0052	
Stephane Dionne		firedepartment@villageoftahsis.com / 250-650-0891	
Erv Spencer		espencer@villageoftahsis.com / 250-934-7696	
Sarah Jepson		sjepson@villageoftahsis.com / 250-895-9518	
Alternate Personnel:			
Operational Location:			
Village Office: <ul style="list-style-type: none"> • 977 Maquinna Drive (Accounts Payable) • AP can be conducted remotely by paying online through bank 			
Key Dependencies:			
Key Suppliers	Service or Product	Contact Info	Arrangement
Scotia Bank (Tax Dept.)	Retrieving tax payment	1-888-726-8429	
Staples Advantage	Office supplies	877-622-2524	
Amazon	Office supplies	Office account	
Sampson's Janitorial	Janitorial supplies	250-830-1190	
BC Hydro	Electricity	1-866-266-6366	
Superior	Propane		
Bureau Vertias	Water/Sewer Supplies		
Coastal Mountain	Fuel	250-287-7880	
Tahsis Building Supply	Hardware Supplies	Tony Ellis (250-934-6522)	
Logical Developments	IM/IT	604 669-8400	
McElhanney	Engineering and Planning	250 287-7799	

SCHEDULE "A"

Operational Function:		Recreation Centre and Daycare	
Department Name:		Recreation	
Potential Hazards:			
<ul style="list-style-type: none"> Loss of staff due to infection and/or who are required to self-isolate/quarantine 			
Priority (1,2,3):	2	Impact (Surge Expected):	Yes
Potential for Increased Demand:		Low	
Continuity Strategy:			
<ul style="list-style-type: none"> Reduce programs and services or close the Recreation Centre and Daycare to public 			
Related Operational Guidelines:			
Staff Requirements:			
Current Staff		Minimum Staff	
8		1	
Staff Member		Contact Info	
Sarah Jepson (Director of Recreation)		sjepson@villageoftahsis.com / 250-895-9518	
Ramlah McFarland (Reception)		250-934-7943	
Lauren Roth (Reception)		250-934-6575	
Brooke Jones (Lifeguard/Climbing Instructor)		bjones@viw.sd84.bc.ca / 416-806-0055	
Granger Fassbender (Lifeguard/Part-Time)		grangerzbender@yahoo.com / 250-934-6460	
Timothy Wason (Lifeguard/Part-Time)		yekakey@gmail.com / 250-294-4080	
Oliver Lewis (Lifeguard/Part-Time)		oliverarmy600@gmail.com / 250-934-6459	
Maureen Roth (Custodian)		rothraindrop@gmail.com / 250-934-6575	
Carlene Calder			
Alternate Personnel:			
<ul style="list-style-type: none"> Extra personnel will not be required to deliver this service 			
Alternate Location:			
Key Dependencies:			
Supplies Name	Service or Product	Contact Info	Arrangement

NON-CRITICAL SERVICES

The following services may be suspended indefinitely:

- Parks and Trails (Operations)
- Tourism Centre and Museum (Administration)
- Boat Launch Parking (Administration/Operations)
- Wharves and Docks (Administration/Operations)
- Bylaw Services (Strathcona Regional District)
- Building Inspections and Permits (Strathcona Regional District)