



## AGENDA

Agenda for the Regular Meeting of the Tahsis Village Council  
to be held on October 20, 2020 in the Council Chambers  
Municipal Hall, 977 South Maquinna Drive and by electronic means

**Remote access:** To attend this meeting remotely via Zoom/ phone

**Join the Zoom Meeting**

<https://zoom.us/j/7473599558>

**Dial by your location**

**+1 647 374 4685 Canada**

**Meeting ID: 747 359 9558**

**Find your local number: <https://zoom.us/j/7473599558>**

### **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**

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### **F. Adoption of the Minutes**

**1 Minutes of the Regular Council Meeting held on October 6, 2020.**

**2 Minutes of the Committee of the Whole Meeting held on October 7, 2020.**

## G. Rise and Report

<b>H. Business Arising</b>	None.
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**J. Council Reports**

- 1 Mayor Davis**
- 2 Councillor Elder**
- 3 Councillor Fowler**
- 4 Councillor Llewellyn**
- 5 Cheryl Northcott**

K. Bylaws	None
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**L. Correspondence**

**1 October 6, 2020 Email from Jane Barlow Re: Head Bay Forest Service Road**

**2 Letter from Dr. Bonnie Henry, Provincial Health Officer Re: Use of municipal buildings for Temporary Immunization Clinics**

<b>M. New Business</b>	
	<p><b>1 Report to Council Re: Investing in Canada Infrastructure Program – Rural and Northern Communities stream: Tahsis Multi-Use Community Pier and Dock Project</b></p>
	<p><b>2 Report to Council Re: Investing in Canada Infrastructure Program – Community, Culture and Recreation stream, Tahsis Recreation Complex Upgrade Project</b></p>
	<p><b>3 Report to Council Re: Q3 Operating Results and Capital Expenditures to September 30, 2020</b></p>

## N. Public Input #2

## Rise and Report

### P. Adjournment



## Minutes

<b><u>Meeting</u></b>	<b>Regular Council</b>
<b><u>Date</u></b>	<b>06-Oct-20</b>
<b><u>Time</u></b>	<b>7:00 PM</b>
<b><u>Place</u></b>	<b>Municipal Hall - Council Chambers and by electronic means</b>

<b><u>Present</u></b>	Mayor Martin Davis Councillor Bill Elder Councillor Sarah Fowler Councillor Lynda Llewellyn ( 7:02 p.m.) Councillor Cheryl Northcott	by video by video
<b><u>Staff</u></b>	Mark Tatchell, Chief Administrative Officer Ian Poole, CPA, CA, Director of Finance Janet StDenis, Finance and Corporate Services Manager	by video by video
<b><u>Guests</u></b>	Shaun Koopman, Protective Services Coordinator	by phone
<b><u>Public</u></b>	3 members of the public	by phone/video

### **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**

Two late correspondence items: "L3" an email from Cory Heavener, Provincial Director of Child Welfare Re: Family Foster Month and "L4" an email from Jack Taylor, President of the Tahsis Seniors Society Re: Financial assistance for a grant writer for the New Horizons for Seniors Program 2020-2021.

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

**Fowler/Elder: VOT 0391/2020**

**THAT** the Agenda for the October 6, 2020 Regular Council meeting be adopted as amended.

**CARRIED**

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

**None.**

### **E. Public Input # 1**

**None.**

**F. Adoption of the Minutes****1 Minutes of the Regular Council Meeting held on September 15, 2020.****Fowler/Elder: VOT 0392/2020****THAT** the Regular Council meeting minutes of September 15, 2020 be adopted as presented.**CARRIED****G. Rise and Report**

None.

**H. Business Arising****1 Tahsis Seniors Society: Good Food Access Fund - Final Report****Fowler/Elder: VOT 0393/2020****THAT** this report be received.**CARRIED****2 March 3, 2020 Regular Council Meeting resolution 0131/2020-  
Reconsideration****Fowler/Elder: VOT 0394/2020****to** re-consider resolution number 0131/2020 which states:**THAT** Staff develop and implement a "planter box adoption" program to encourage local residents to "adopt" a municipal planter box.**CARRIED****Fowler/Elder: VOT 0395/2020****THAT** the March 3, 2020 Regular Council Meeting resolution 0131/2020 be rescinded.**CARRIED****Fowler/Elder: VOT 0396/2020****THAT** Staff organize volunteer community maintenance of flower boxes around town, with Public Works taking on maintenance of any not maintained by volunteer labour, including watering of flowers if needed;**THAT** priority be given to planting a temporal succession of perennial flowers so as to be in bloom for the longest duration possible;**THAT** the Village order bulbs as needed for planting before the end of 2020, using donations of money or bulbs where possible.**CARRIED****J. Council Reports****Mayor Davis** (written report)

In September, I had several phone meetings with cabinet ministers, including with our MLA and Minister of Transportation, Claire Trevena. In that meeting I reiterated the poor condition of our road and its need for at best, paving, but at worst, better maintenance. She has since stepped down as MLA and the road has continued its deterioration. Just today, I spoke with Mainroad and was told that the grader was just brought back from being repaired, so grading has recommenced. But I was told that having one grader is not adequate for safe maintenance of the road and that the second belly blade grader that they had committed to road maintenance is not up to the task. This is really the fault of the Ministry of Transport for tendering a contract that is inadequate for safe maintenance of the road. I look forward to taking this up with the new minister of transport, once they are appointed.

I also attended the virtual Union of BC Municipalities Convention, from home. While it was a nice change to be able to attend it from home, I did miss the opportunity to meet other municipal leaders directly in order to exchange ideas and learn from other's experiences. The one seminar that interested me the most was the experience of Kaslo, who put together a municipal corporation that built a fibre-optic network that runs up Kootenay Lake. They built a high-speed network that most communities can only dream of. But here in Tahsis, we do have fiber optic coming in the next couple of years, thanks to the Connected Coast strategy, which is a municipal/regional district/federal partnership. The main takeaway for me is the so-called Last Mile connection to the actual community. In order to fully benefit, we must build a municipally run network that brings fibre optic directly to our homes. This will assure speeds of at least 300 megabytes per second, if not more. By eliminating the filter of for-profit corporations, we will ensure high speeds that we need for enticing people that work in information technologies to move to Tahsis, including government agencies. I will be lobbying the provincial government to consider outsourcing government work to small communities, building the economic resiliency that our province and our community badly needs in these Covid times.

School District #84, in cooperation with the Village of Tahsis, has received a \$170,000 grant. The current daycare will be moving to from the Rec Centre to Captain Meares School and the grant will create eight spaces at the new Tahsis Child Care Centre.

I would also like to mention the passing of Frank Collins, who left us yesterday. Frank touched so many people, including far beyond Tahsis. We will remember him as a kind and giving person who did so much for people and his community, asking nothing in return. He was passionate about salmon fishing and was a longtime volunteer with our hatchery society as well as volunteering with our food bank. On a personal note, he was one of my early friends when I moved to Tahsis and was the first person who worked in the logging industry to accept me, despite my environmental work. I know he had regrets about the damage the industry has done to our lands and rivers, particularly the salmon, and I believe that is why he was such a strong advocate for salmon restoration. He was a friend to many, an unofficial ambassador for Tahsis and will be missed by all.

**Councillor Elder**

No report.

**Councillor Fowler** (written report)

Looking back at my calendar, a lot has happened since the last council meeting. I had cabinet ministers meetings for the UBCM, with the Transportation and Infrastructure, Emergency Management and Municipal Affairs and Housing as well as the Agricultural Minister. There was also the UBCM climate gathering and post-convention executive meeting to which I am the small community representative. I listened to table officer candidate speeches and started my Federation of Canadian Municipalities Kudo test as well as Climate Leadership course live chat for module 1.

It was for the LGLA Town Hall, Facing the Future that I incurred out-of-pocket expenses by charging Graham's credit card \$10.50 to participate in that discussion. I also went to a webinar that was called "How Can We Use a Health Crisis to Help Our Communities" in addition to both the AVICC and Municipal Insurance Association AGM'S and the principal policy resolution voting session.

Locally, Johanna May reached out to my deputy mayor page asking about economic development and I attended virtually the Advance your Asset Management Practice with free training. We had Zoom meetings for the Vancouver Island Coastal Communities Community Climate Leadership, NSWS and the TAAC. This upcoming Thursday we are hosting the afternoon and evening World Cafes for the transportation survey results.

Lastly, I wanted to offer my condolences to the family and friends of Frank Collins. I know he left a mark on many here in Nootka Sound and I am grateful for his teaching me about otolith markings.

Submitted respectfully,  
Councillor Fowler

Attachment- NSWS AGM 2020.

**Councillor Llewellyn** (verbal report)

Sorry I was late but it was my birthday today.  
I too will miss Frank Collins

**Councillor Northcott (verbal report)**

Sad about the passing of Frank. He was a pretty big influence in our family. It is just a really sad day.

**Fowler/Elder: VOT 0397/2020**

**THAT** the Council Reports be received.

**CARRIED****K. Bylaws**

None.

**L. Correspondence**

- 1 Letter from Major S. D. MacDonald, CO JCR Company Re: Community Support-Junior Canadian Rangers

- 2 September 28, 2020 email from Stephanie Olson Re: Swimming Pool Access

- 3 Email from Cory Heavener, Provincial Director of Child Welfare Re: Family Foster Month

- 4 Email from Jack Taylor, President of the Tahsis Seniors Society Re: financial assistance for a grant writer for the New Horizons for Seniors Program 2020-2021

**Fowler/Elder: VOT 0398/2020**

**THAT** these correspondence items be received.

**CARRIED****Llewellyn/Fowler: VOT 0399/2020**

**THAT** correspondence items #1, #2 and #4 be pulled for discussion.

**CARRIED**

- L1 Letter from Major S. D. MacDonald, CO JCR Company Re: Community Support-Junior Canadian Rangers

A brief discussion followed.

**Davis/Elder: VOT 0400/2020**

**THAT** the Village reply by reconfirming our support for the Junior Canadian Rangers to utilize the Tahsis Recreation Complex and inform them that the COVID-19 protocols are to be followed.

**CARRIED**

**L2 September 28, 2020 email from Stephanie Olson Re: Swimming Pool Access**

The CAO spoke to both staffing and COVID-19 constraints. A discussion followed.

**L4 Email from Jack Taylor, President of the Tahsis Seniors Society Re: financial assistance for a grant writer for the New Horizons for Seniors Program 2020-2021**

**Fowler/Davis: VOT 0401/2020**

**THAT** the Village of Tahsis assist the Tahsis Seniors Society in pursuing an application for the New Horizons for Seniors Program 2020-2021 by contributing \$1,500 to the Society so it can hire a consultant to write the grant application.

**FAILED**

"No" votes registered  
Councillor Northcott  
Councillor Elder  
Councillor Llewellyn  
abstained

**M. New Business****1 Asset Management B. C. Re: Advancing Your Asset Management Practices Online Workshop Series**

There was a discussion about "level one" of the Advancing Your Asset Management Practices Program- Building Awareness for Elected Officials.

**Fowler/Elder: VOT 0402/2020**

**THAT** this item be received for discussion.

**CARRIED**

**Fowler/Elder: VOT 0403/2020**

**THAT** the Village submit an Expression of Interest to Asset Management BC by October 9th for the Advancing Your Asset Management Practices training for Council members for level 1 training.

**CARRIED**

**2 Request from Councillor Northcott to attend the State of the Island Economic Summit.**

**Fowler/Elder: VOT 0404/2020**

**THAT** this item be received for discussion.

**CARRIED**

**Fowler/Elder: VOT 0405/2020**

**THAT** Councillor Northcott be selected to attend the State of the Island Economic Summit and **THAT** the Village cover all associated costs for attending.

**CARRIED**

**3 Report to Council Re: UBCM 2021 Community Resiliency Investment Grant**

Shaun Koopman, Strathcona Regional District, Protective Services Coordinator, spoke to this grant application and responded to questions from Council.

**Fowler/Elder: VOT 0406/2020**



**THAT** this Report to Council be received.

**CARRIED**

**Fowler/Elder: VOT 0407/2020**

**THAT** Council support the submission of an application to the Community Resiliency Investment grant and support for the proposed activities and willingness to provide overall grant management.

**N. Public Input #2**

A member of the public inquired into the Village's plans for Hallowe'en to which Council and staff responded.

**Adjournment**

**Fowler/Elder: VOT 0408/2020**

**THAT** the meeting be adjourned at 8:25 p.m.

**CARRIED**

**Certified Correct this**

20th Day of October, 2020

**Chief Administrative Officer**



# Nootka Sound Watershed Society

The Nootka Sound Watershed Society invites you to our upcoming AGM. Join us as we review our year and elect our new Board of Directors.

## **2020 ANNUAL GENERAL MEETING** **Election of Officers**

**Date:** Wednesday March 25th, 2020 **Time:** 7:00pm

**Location:** Mowachaht/Muchalaht First Nation  
House of Unity, Tsaxana, BC

For more information please contact us at  
[kagan.samantha@gmail.com](mailto:kagan.samantha@gmail.com)



## Minutes

Village of Tahsis

<b>Meeting</b>	<b>Committee of the Whole</b>
<b>Date</b>	<b>October 7, 2020</b>
<b>Time</b>	<b>7:00 p.m.</b>
<b>Place</b>	<b>Municipal Hall - Council Chambers and by electronic means</b>

<b>Present</b>	Mayor Martin Davis	
	Councillor Bill Elder	
	Councillor Sarah Fowler	
	Councillor Lynda Llewellyn	by video
	Councillor Cheryl Northcott	by video

<b>Staff</b>	Mark Tatchell, Chief Administrative Officer	
	Amanda Knibbs, IT Coordinator	by video
	Janet StDenis, Finance and Corporate Services Manager	by video

<b>Guests</b>	Kevin Brooks, MPlan, RPP, McElhanney	by video
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<b>Public</b>	None
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### 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

### Introduction of Late Items

None.

### Approval of the Agenda

#### **Fowler: COW 058/2020**

**THAT** the Agenda for the October 7, 2020 Committee of the Whole meeting be adopted as presented.

**CARRIED**

<b>Business Arising</b>	1	<b>Kevin Brooks, MPlan, RPP, McElhanney: Re: Flood Management Bylaw- Process and Options for Consideration</b>
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Kevin Brooks in his presentation to Council spoke to the process and requirements of developing a Floodplain bylaw along with the recommended options for consideration. A discussion and question period followed.

**Fowler: COW 059/2020**

**THAT** this presentation be received.

**CARRIED**

**Fowler: COW 060/2020**

**THAT** a Floodplain Bylaw be drafted taking into account the direction provided by the Committee of the Whole and be presented at a future Committee of the Whole for consideration.

**CARRIED**

1 "no vote"  
registered  
Councillor  
Elder

**Adjournment**

**Fowler : COW 061/2020**

**THAT** the meeting adjourn at 7:34 p.m.

**CARRIED**

Certified correct this  
20th Day of October, 2020

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Corporate Officer

Subject: FW: Head Bay Forest Service Road

From: Joe Barlow <jrcbarlow@yahoo.ca>

Sent: October 6, 2020 2:19 PM

To: Shelley DeBruyne <SDeBruyne@villageoftahsis.com>

Subject: Re: Head Bay Forest Service Road

Afternoon Mayor Martin, council - Shelly, Wed Oct 7th,,, have today spoken (AGAIN) WITH MAIN ROAD, today with Julie in office at Gold River about the dangerously appalling conditions on the HBFSR --- very surprisingly, she quoted to me that the road is in constant grading and it ALWAYS is,,, seriously, no one is that fooled..

The grader had, last week been in the repair shop with broken parts, but is back again now -- the road is, from the top of Bull Lake to Gold River is decent shape,, around Head Bay is SOO VERY out of being maintained that in all reality, it should be forbidden to any traffic until graded -- the pot holes are now craters, and we came head-on, twice with other vehicles trying to avoid going into one of these "craters" .,, dangerous being an understatement.

Just to let you know that WE are not going away with allowing Main Road Contracting to leave the Village of Tahsis in this shape and we do so hope Residents' are helping in this cause -- it will take all of us to get on board with this.

I am about to contact Claire Trevena also.

Thank you - Jane

On Tuesday, September 22, 2020, 01:51:56 p.m. PDT, Shelley DeBruyne <sdebruyne@villageoftahsis.com> wrote:

Good Afternoon Jane;

Attached is a letter from Mayor Martin Davis of Tahsis, British Columbia.  
Regards

Shelley DeBruyne  
Administrative Coordinator  
Box 219  
977 South Maquinna Drive  
Tahsis, BC VOP 1X0



1173558

Dear Mayors, Regional District Chairs and Chief Administrative Officers:

Immunization plays a critical role in preventing disease and protecting the health of all British Columbians. Maximizing the opportunities for people to get immunized against vaccine preventable diseases, including influenza, is a public health priority and especially important during the COVID-19 pandemic.

In order to continue safely delivering immunization services to as many people as possible during the COVID-19 pandemic, our regional health authorities are looking to work in partnership with their local communities to use large public buildings, facilities and indoor spaces, such as recreation centres and sports arenas, as venues for public immunization clinics.

As a result, I am writing to request that your municipality make its large public buildings, facilities and indoor spaces available to public health officials on a temporary basis for immunization clinics in the fall and winter. It is our expectation that these spaces will be used by health authorities in full compliance with health and safety plans and related public health guidance, including requirements for routine cleaning and limiting the number of persons on site at any given time. Health authorities will cover the costs of using these spaces, including those related to additional cleaning.

Local public health officials will be contacting you directly to discuss this request. Please also feel free to reach out to them in advance with any questions. A copy of this letter is being sent to all Mayors, Regional District Chairs and Chief Administrative Officers in British Columbia.

Thank you for supporting immunization and the health of your community.

Sincerely,

Bonnie Henry  
MD, MPH, FRCPC  
Provincial Health Officer

# VILLAGE OF TAHSIS

## Report to Council

**To:** Mayor and Council

**From:** Mark Tatchell, CAO

**Date:** October 15, 2020

**Re:** Tahsis Multi-Use Community Pier and Dock Project – ICIP/RNC Grant Application

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### **PURPOSE OF REPORT:**

To provide Council with a summary of the project scope, rationale and budget.

### **PROJECT DESCRIPTION:**

The project would construct a new, multi-purpose community pier and dock, utilized by both marine and air transport, to replace three existing, poor condition marine facilities that have reached the end of their lifetime and do not currently meet the needs of the Tahsis community.

The new community pier and dock will provide safe and reliable marine infrastructure for Tahsis residents, visitors and surrounding remote coastal communities who depend on these facilities for recreation, tourism, transportation of goods and supplies, access to school as well as for emergency services, including evacuation.

### **PROJECT WORKS:**

The proposed project is for the development of a new, multi-purpose community pier and dock, within the Tahsis Inlet.

Project works include:

- demolition and removal of the existing municipal wharf and airplane dock
- construction of a new steel and concrete community pier with simultaneous vehicle and pedestrian access
- construction of a steel access gangway to a main float for temporary tie-up of vessels waiting for launching, recovery, or hiab operations
- construction of two new floating docks, accessed from the main float to provide moorage for both air and marine vessels
- support services including fire suppression, potable water, and electrical supply
- rehabilitation of the existing launch ramp to improve regular access for larger vessels at low tides

## **PROJECT RATIONALE:**

The Village of Tahsis is a remote, coastal community, located in Nootka Sound on Vancouver Island. Access to and from Tahsis is either via a 64 km long gravel forest service road from the nearest community of Gold River or via air or marine transport through the Tahsis Inlet.

The Village of Tahsis currently owns and operates three existing marine facilities, including a municipal wharf, airplane dock and boat launch area, all of which are in poor condition, do not meet the needs of the Tahsis community and are at the end of their intended service life.

The need to replace the existing, deteriorating marine facilities, one of which was inherited by the Village from the federal government in 2002, was first identified in a 2019 condition assessment of the municipal wharf, completed by a qualified engineering firm, McElhanney Consultants Ltd.

The condition assessment identified extensive deterioration of the structure and in July 2020, the municipal wharf was closed to the public due to safety concerns. A condition assessment completed for the adjacent airplane dock in early 2020, identified similar deterioration to the existing creosote timber structures.

The condition of the nearby launch area is adequate; however, the facility was originally constructed for float plane launching/recovery and is situated at a very shallow grade resulting in vehicles needing to launch at very high tides and only with small, shallow draft vessels.

As both the municipal wharf and airplane dock are approximately 60 years old and at the end of their intended service lives, repair and rehabilitation was not economically feasible. Instead, the construction of a new multi-use marine facility was recommended.

The need for high quality, safe and reliable marine infrastructure is also a community priority.

In a 2019 Community Survey, as part of the development of the 2020 Official Community Plan, additional marine facilities were ranked as the second most important area to prioritize, with over 90% of all survey respondents identifying marine facilities as an important service and amenity.

The 2020 Official Community Plan and 2020 Council Strategic Plan are reflective of this community feedback and include policy recommendations to prioritize marine infrastructure improvements, including the municipal wharf and dock, given the significant role that marine infrastructure plays in resident and visitor quality of life, safety and well-being as well as its contribution to the local economy.

Lastly, as identified in our 2020 Evacuation Plan, as there is only one road into



and out of Tahsis, the community pier and dock will serve a critical function in the event of an emergency, providing multiple transportation modes and allowing residents to be safely evacuated to Gold River, Tofino and Victoria by marine vessel or float plane.

**FINANCIAL IMPLICATIONS:**

See appended project budget.

**STRATEGIC PRIORITY:**

Yes. Pursue external funding strategies to repair or replace the municipal wharf.

**RECOMMENDATION:**

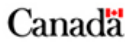
Council consider and pass the resolution in support of the grant application.

Respectfully submitted:



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Mark Tatchell, CAO



## Investing in Canada Infrastructure Program



### Rural and Northern Communities Detailed Cost Estimate

Applicant Name:

Project Number:

Project Title:

Cost Estimate Developed By: Matthew Friderichs, P.Eng. - Marine Structural Engineer (McElhanney Ltd.)

Date of Cost Estimate (DD-MM-YYYY): 14/10/2020

Cost Estimate Class - A,B,C,D (see guidance below): C

Optional: Phase of Project

(if phases identified as part of application): No phases

Please Note: If the project can be phased, please use to additional tab(s) to show costs associated with each phase identified in the application on an individual sheet. Only include the works and the associated costs of the stand-alone phase on this new sheet. Project should be presented in individual phases only where phases can independently meet program outcomes and requirements (otherwise should be presented as a single project). The first page should present a breakdown of overall project costs, with totals corresponding with the amounts in the Project Cost section of the Application Form.

ELIGIBLE COSTS				
	Description / Units	Quantity	Per Unit Amount	Total Cost
<b>Project Planning</b>				
For example, costs associated with environmental assessment, aboriginal consultation, climate lens assessments, community employment benefit plans	Environmental Assessment and Permitting (hours)	120.00	125.00	15,000
	Survey and Zoning / Waterlot Amendments (hours)	80.00	135.00	10,800
	Transport Canada Navigable Waters Application (hours)	40.00	135.00	5,400
	Community Consultation (hours)	40.00	135.00	5,400
<b>Planning Sub-Total:</b>				<b>\$36,600</b>

<b>Design / Engineering</b>				
It is recommended that a maximum 15% of construction project costs are engineering/consulting fees. Please separate cost associated with project management and project design/engineering	Project Management (hours)	80.00	150.00	12,000
	Preliminary Engineering Design (hours)	180.00	145.00	26,100
	Geotechnical Investigation (field work disbursement)	1.00	40,000.00	40,000
	Geotechnical Investigation (hrs)	40.00	125.00	5,000
	Coastal Analysis and Design (hours)	80.00	150.00	12,000
	Marine Structural Detailed Design (hours)	160.00	135.00	21,600
	Tender Package Preparation (hours)	240.00	125.00	30,000
<b>Design / Engineering Sub-Total:</b>				<b>\$134,700</b>

<b>Construction / Materials</b>				
Items should reflect the major components in your project without going into specific detail, add lines as necessary	Boat Launch - Dredging of Marina Basin (cu.m.)	2,024	15	30,361
	Boat Launch - Upland Disposal of Dredge (cu.m.)	2,021	15	30,312
	Boat Launch - Supply and Installation of Riprap Foreshore Armoring (cu.m.)	100	70	7,000
	Boat Launch - Removal of Existing Boat Launch (sq.m.)	518	50	25,900
	Boat Launch - Reinforced 8" Concrete Slab (sq.m.)	840	200	168,000
	Pier Structure - Supply of Steel Pipe Piles (Coated) (kg)	40,000	6	240,000
	Pier Structure - Supply of Precast Pile Caps (m)	49	1,350	65,475
	Pier Structure - Supply and Installation of Handrailing (m)	140	250	35,000
	Pier Structure - Steel Gangway and Catwalk Supply and Install (m)	51	2,000	101,000
	Pier Structure - Pier Abutment (m)	5	2,500	12,500
	Pier Structure - Installation of Steel Pipe Piles (pile driving rig / crew days)	14	10,000	140,000
	Pier Structure - Installation of Mooring Piles (friction piles) (ea.)	2	10,000	20,000
	Pier Structure - Supply and Installation of Lock-Blocks (ea)	30	500	15,000
	Pier Structure - Supply of Precast Deck Units (sq.m.)	233	750	174,750
	Pier Structure - Supply and Installation of Topping Concrete / Asphalt (sq.m.)	104	150	15,600
	Pier Structure - Supply and Installation of Main Float (sq.m.)	138	700	96,250
	Pier Structure - Installation of Pile Caps and Deck Units (pile driving rig / crew days)	25	8,000	200,000
	Pier Structure - Ramp Fill (cu.m.)	150	25	3,750
	Upland Parking Area - Supply and Installation of Riprap Foreshore Armoring (cu.m.)	45	90	4,068
	Upland Parking Area - Approved Fill (cu.m.)	350	20	7,000
	Upland Parking Area - Supply and Installation of Lock-Blocks (ea)	84	500	42,000
	Upland Parking Area - Supply and Installation of Handrailing (m)	20	250	5,000
	Floating Docks - Demolish Existing Floats and Timber Mooring Piles (days)	3	8,000	24,000
	Floating Docks - Demolish Existing Airplane Dock Trestle (days)	8	5,000	40,000
	Floating Docks - Replace Float A (30.5m x 3.048m) (sq.m.)	93	850	79,016
	Floating Docks - Float A Mooring Piles (pipe supply and pile driving rig / crew days)	6	15,000	90,000
	Floating Docks - Replace Float B (30.5m x 3.048m) (sq.m.)	93	850	79,016
	Floating Docks - Float B Mooring Piles (pipe supply and pile driving rig / crew days)	6	15,000	90,000
<b>Construction / Materials Sub-Total:</b>				<b>\$1,840,998</b>

<b>Other Eligible Costs</b>				
For example (communications, testing)	Contractor mobilization/demobilization from site	1.00	25,000.00	25,000
<b>Other Eligible Costs Sub-Total:</b>				<b>\$25,000</b>

<b>Contingency</b>				
Contingency is generally reflective of the Class of Cost Estimate	30% (due to limited available labour due to marine construction and sensitive labour/material prices)	0.25	#####	460,249
<b>Contingency Sub-Total:</b>				<b>\$460,249</b>
<b>TOTAL ELIGIBLE COSTS*:</b>				<b>\$2,497,547</b>

<b>INELIGIBLE COSTS</b>				
	Description	Quantity	Per Unit Amount	Total Cost

	Description / Units	Quantity	Per Unit Amount	Total Cost
Land Acquisition Cost				
Leasing Land, Building and Other Facilities				
Financing Charges				
Legal Fees				
In-kind Contribution				
Tax Rebate				
Other				
TOTAL INELIGIBLE COSTS*:				\$0
TOTAL GROSS PROJECT COSTS (Eligible + Ineligible)*:				\$2,497,547

\*Totals must match totals in the Project Costs section of the Application Form.

#### Cost Estimate Comments

Please add any information that you feel is relevant to your cost estimate

#### Cost Estimate Classes - definitions & assumptions [sourced from the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)]

Cost estimate class	Features & Uses	Suggested Contingency for Associated Class
Class A	Detailed estimate based on final drawings and specifications Used to evaluate tenders	±10-15%
Class B	Prepared after completing site investigations and studies, and after defining major systems Based on a project brief and preliminary design Used for project approvals and budgetary control	±15-25%
Class C	Prepared with limited site information and based on probable conditions Captures major cost elements Used to refine project definition and for preliminary approvals	±25-40%
Class D	Preliminary estimate based on little or no site information Represents the approximate magnitude of cost, based on broad requirements Used for preliminary discussion and long-term capital planning	±50%

**Applicant Name:**  
**Project Number:**  
**Project Title:**  
**Cost Estimate Developed By:**  
**Date of Cost Estimate (DD-MM-YYYY):**  
**Cost Estimate Class - A,B,C,D (see guidance below):**  
*Optional: Phase of Project*  
*(if phases identified as part of application):*

**Please Note:** If the project can be phased, please copy the template to an additional tab(s) to show costs associated with each phase identified in the application on an individual sheet. Only include the works and the associated costs of the stand-alone phase on this new sheet. Project should be presented in individual phases only where phases can independently meet program outcomes and requirements (otherwise should be presented as a single project). The first page should present a breakdown of overall project costs, with totals corresponding with amounts in the Project Cost section of the Application Form.

ELIGIBLE COSTS				
	Description	Quantity	Per Unit Amount	Total Cost
<b>Project Planning</b>				
For example, costs associated with environmental assessment, aboriginal consultation, climate lens assessments, community employment benefit plans				
<b>Planning Sub-Total:</b>				<b>\$0</b>
<b>Design / Engineering</b>				
It is recommended that a maximum 15% of construction project costs are engineering/consulting fees. Please separate cost associated with project management and project design/engineering				
<b>Design / Engineering Sub-Total:</b>				<b>\$0</b>
<b>Construction / Materials</b>				
Items should reflect the major components in your project without going into specific detail, add lines as necessary				
<b>Construction / Materials Sub-Total:</b>				<b>\$0</b>
<b>Other Eligible Costs</b>				
For example (communications, testing)				
<b>Other Eligible Costs Sub-Total:</b>				<b>\$0</b>
<b>Contingency</b>				
Contingency is generally reflective of the Class of Cost Estimate				
<b>Contingency Sub-Total:</b>				<b>\$0</b>
<b>TOTAL ELIGIBLE COSTS*:</b>				<b>\$0</b>
<b>INELIGIBLE COSTS</b>				
	Description	Quantity	Per Unit Amount	Total Cost
Land Acquisition Cost				
Leasing Land, Building and Other Facilities				
Financing Charges				
Legal Fees				
In-kind Contribution				
Tax Rebate				
Other				
<b>TOTAL INELIGIBLE COSTS*:</b>				<b>\$0</b>
<b>TOTAL GROSS PROJECT COSTS (Eligible + Ineligible)*:</b>				<b>\$0</b>

**\*Totals must match totals in the Project Costs section of the Application Form.**

**Cost Estimate Comments**

Please add any information that you feel is relevant to your cost estimate

**Cost Estimate Classes - definitions & assumptions (sourced from Association of Professional Engineers and Geoscientists of British Columbia (APEGBC))**

Cost estimate class	Features & Uses	Suggested Contingency for Associated Class
<b>Class A</b>	Detailed estimate based on final drawings and specifications Used to evaluate tenders	±10-15%
<b>Class B</b>	Prepared after completing site investigations and studies, and after defining major systems Based on a project brief and preliminary design Used for project approvals and budgetary control	±15-25%
<b>Class C</b>	Prepared with limited site information and based on probable conditions Captures major cost elements Used to refine project definition and for preliminary approvals	±25-40%

	Description	Quantity	Per Unit Amount	Total Cost
Class D	Preliminary estimate based on little or no site information Represents the approximate magnitude of cost, based on broad requirements Used for preliminary discussion and long-term capital planning			±50%

**Village of Tahsis**  
**Loading Pier and Boat Launch Proposal**

		<b>Scenario 1</b>	<b>Scenario 2</b>	<b>Scenario 3</b>	<b>Scenario 4</b>	<b>Scenario 5</b>	<b>Scenario 6</b>	<b>Scenario 7</b>
	<b>Occupancy %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>75%</b>	<b>75%</b>	<b>75%</b>	<b>50%</b>
	<b>Rate Per Foot \$</b>	<b>1.25</b>	<b>1.50</b>	<b>1.75</b>	<b>1.25</b>	<b>1.50</b>	<b>1.75</b>	<b>1.75</b>
<b>Revenue</b>								
Moorage - Vessels	<a href="#">Note 1</a>	142,125	170,550	198,975	123,000	147,600	172,200	145,425
Hydro	<a href="#">Note 2</a>	28,470	28,470	28,470	24,090	24,090	24,090	17,520
Total Revenue		170,595	199,020	227,445	147,090	171,690	196,290	162,945
<b>Fixed Expenses</b>								
Advertising and Promotion	<a href="#">Note 3</a>	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Bank Charges		500	500	500	500	500	500	500
Equipment & Safety Gear	<a href="#">Note 4</a>	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Insurance		3,000	3,000	3,000	3,000	3,000	3,000	3,000
Office Supplies		1,000	1,000	1,000	1,000	1,000	1,000	1,000
Professional Fees	<a href="#">Note 5</a>	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Wages & Benefits	<a href="#">Note 6</a>	40,000	40,000	40,000	40,000	40,000	40,000	40,000
		51,500	51,500	51,500	51,500	51,500	51,500	51,500
<b>Variable Expenses</b>								
Bad Debt	<a href="#">Note 7</a>	7,106	8,528	9,949	6,150	7,380	8,610	7,271
Repairs & Maintenance	<a href="#">Note 8</a>	18,600	18,600	18,600	17,400	17,400	17,400	15,600
Utilities	<a href="#">Note 2</a>	27,047	27,047	27,047	22,886	22,886	22,886	16,644
		52,753	54,174	55,595	46,436	47,666	48,896	39,515
Total Expenses		104,253	105,674	107,095	97,936	99,166	100,396	91,015
Net Income From Operations		66,342	93,346	120,350	49,155	72,525	95,895	71,930
Replacement Reserve	<a href="#">Note 9</a>	63,390	63,390	63,390	63,390	63,390	63,390	63,390
Net Income (Loss)		2,952	29,956	56,960	(14,236)	9,135	32,505	8,540

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## **Village of Tahsis Loading Pier and Boat Launch Proposal Notes**

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### **Assumptions**

- Financial objective of the Tahsis Loading Pier and Boat Launch (the “Pier”) is to break even.
- The capital cost of the Pier will be fully funded by the grant from Investing in Canada Infrastructure Program and no additional loans or funds will be required

### **Note 1 – Moorage Revenue**

See Appendix 1 for calculation and assumptions of the expected revenue from moorage.

### **Note 2 – Hydro Revenue**

See Appendix 2 for the calculation and assumptions of the expected revenue from Hydro.

The financial objective of the Marina is to break even. The projected hydro revenue associated with moorage is assumed to be set at a rate equal to actual utility cost incurred by the Pier. Hydro revenue is assumed to be 5% higher as a buffer in order to be sufficient to cover expenses, capital or other.

### **Note 3 – Advertising Costs**

Advertising costs are based on annual ads in prints such as the Chyna Sea Ventures, Waggoner Cruising Guide and Black Press Media.

### **Note 4 – Equipment & Safety Gear**

Equipment and safety gear includes items such as fire protection, life jackets, rescue gear, and oil spill cleaning supplies. These are assumed to be used and replaced each year due to regular use and wear and tear.

### **Note 5 – Professional Fees**

Professional fees are assumed to be the incremental costs for additional work related to bookkeeping services and the year end audit.

## Village of Tahsis

### Loading Pier and Boat Launch Proposal

### Notes

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#### Note 6 – Wages & Benefits

The assumption is that existing staff, or new staff members will be taking on additional responsibilities to operate the Pier. The expected increase in wages for the Village of Tahsis based on discussions with management is \$40,000 per year.

#### Note 7 – Bad Debt Expense

Bad debt expense is estimated to be 5% of moorage revenue based on knowledge of other piers located on and around North Vancouver Island.

#### Note 8 – Repairs & Maintenance

See Appendix 3 for calculation and assumptions of expected repair and maintenance expenses.

#### Note 9 – Replacement Reserve

The replacement reserve are funds to be set aside for the replacement of the Pier at the end of its estimated useful life. Based on the knowledge of other piers, the estimated useful life is 30 years. Please note that this is an estimate and that replacement of floats and pilings is often done incrementally over the life of the asset as opposed to all at once.

The replacement reserve is calculated as follows:

Total estimated capital costs of the project per McElhanney:

Pier Structure	\$1,119,325
Floating Dock	402,032
Allocation of Contingency for the Pier and Dock	380,339
Total	1,901,696
Estimated Useful Life (Years)	30
Annual Replacement Reserve	63,390



**Village of Tahsis  
Loading Pier and Boat Launch Proposal  
Moorage Revenue Estimate**

There will be two floats (Float A and Float B) that are 30.5 meters each.

Float A Length	30.5
Float B Length	30.5
Total length	<u>61</u>
Available space for moorage (both sides)	<u>122</u>
Convert to feet	<u>3.28</u>
<b>Total feet available for moorage</b>	<u>400</u>

RCMP and DFO will occupy a spot year round. Both boats are estimated to be

Moorage space occupied by DFO and RCMP	60
Remaining feet available for other vessels	<u>340</u>

30ft.

**Rate per foot (comparable to Westview Marina) \$      1.25    \$      1.50    \$      1.75**

Maximum revenue per day	\$      425	\$      510	\$      595
Approximate maximum revenue per month	<u>\$    12,750</u>	<u>\$    15,300</u>	<u>\$    17,850</u>

**Revenue**

Annual moorage from RCMP and DFO	\$    27,375	\$    32,850	\$    38,325
----------------------------------	--------------	--------------	--------------

**Seasonal moorage estimates based on occupancy**

100% occupancy	\$    76,500	\$    91,800	\$    107,100
75% occupancy	\$    57,375	\$    68,850	\$    80,325
50% occupancy	\$    38,250	\$    45,900	\$    53,550

**Note**

**Village of Tahsis**  
**Loading Pier and Boat Launch Proposal**  
**Moorage Revenue Estimate**

75% occupancy during the seasonal period is the more common scenario. Based on analysis of other Piers, moorage space is full/near full during June to August whereas May and September can drop significantly year over year depending on when the season starts and ends.

**Off-Season moorage estimates**

50% occupancy	\$ 38,250	\$ 45,900	\$ 53,550
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**Note**

50% occupancy during the off season period is common based on analysis of other piers. Note that other Piers offer storage and winterization of vessels and may affect the estimated occupancy rate during the colder periods.

**Total Estimated Moorage Revenue**

<b>Moorage Rate per Feet</b>	<b>\$ 1.25</b>	<b>\$ 1.50</b>	<b>\$ 1.75</b>
Annual moorage from RCMP and DFO	27,375	32,850	38,325
Season Moorage (100% Occupancy)	76,500	91,800	107,100
Off Season Moorage	38,250	45,900	53,550
<b>Total Annual Moorage</b>	<b>142,125</b>	<b>170,550</b>	<b>198,975</b>
Annual moorage from RCMP and DFO	27,375	32,850	38,325
Season Moorage (75% Occupancy)	57,375	68,850	80,325
Off Season Moorage	38,250	45,900	53,550
<b>Total Annual Moorage</b>	<b>123,000</b>	<b>147,600</b>	<b>172,200</b>
Annual moorage from RCMP and DFO	27,375	32,850	38,325

**Village of Tahsis  
Loading Pier and Boat Launch Proposal  
Moorage Revenue Estimate**

Season Moorage (50% Occupancy)	38,250	45,900	53,550
Off Season Moorage	38,250	45,900	53,550
<b>Total Annual Moorage</b>	<b>103,875</b>	<b>124,650</b>	<b>145,425</b>

**Note**

The moorage revenue has been prepared under the assumption that no income will be generated from transient float planes.

**Village of Tahsis  
Loading Pier and Boat Launch Proposal  
Hydro Revenue Estimate**

Average Hydro Rates (15-30 amps) per  
Westview

Annual Hydro per Vessel

Annual Hydro Revenue from RCMP and DFO

	6	Charges are a flat rate per day and not on actual usage.
	2,190	
	4,380	Assumes both are moored and require power for the full year.

Remaining feet available for other vessels

Average length of vessel

Max number of vessels per day

340
30
11

Occupancy

100%                      75%                      50%

Number of Vessels

Average Hydro Rates

Daily revenue from hydro

Approximate annual revenue

Annual Hydro Revenue from RCMP and DFO

**Total Hydro Revenue**

11	9	6
6	6	6
66	54	36
24,090	19,710	13,140
4,380	4,380	4,380
28,470	24,090	17,520

**Village of Tahsis**  
**Loading Pier and Boat Launch Proposal**  
**Repairs Maintenance Expense**

Based on our knowledge of other Piers, annual costs for routine repairs and maintenance are estimated to be an average of approximately \$30 per feet of available moorage space.

Total moorage space (feet) per Appendix 1	400
Average repair cost per feet	30
Annual expected repair costs	<u>12,000</u>

Additional repair expenses are expected to vary based on the number of vessels visiting the Pier on an annual basis. It is estimated that each vessel incurs approximately \$50 of additional repair and maintenance expenses per month. The following calculation is as follows:

Occupancy	100%	75%	50%
Number of Vessels per Appendix 2	11	9	6
Repair expenses per vessel	50	50	50
Repair expenses per month	550	450	300
Repair expenses per year	6,600	5,400	3,600
Annual expected repair costs per above	12,000	12,000	12,000
<b>Total Repairs &amp; Maintenance</b>	<u>18,600</u>	<u>17,400</u>	<u>15,600</u>

# VILLAGE OF TAHSIS

## **Report to Council**

**To:** Mayor and Council

**From:** Mark Tatchell, CAO

**Date:** October 15, 2020

**Re:** Tahsis Recreation Complex Upgrade Project – ICIP/CCR grant application

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**PURPOSE OF REPORT:**

To provide Council with a summary of the project scope, rationale and budget for this project.

**PROJECT DESCRIPTION:**

Improvements to the Tahsis Recreation Complex will resolve deficiencies, increase energy efficiency and accessibility standards and result in the provision of high quality recreation services for residents and visitors, improving well-being and quality of life.

**PROJECT WORKS:**

The proposed project will upgrade the Village of Tahsis recreation complex, including:

- Development of detailed geotechnical assessment and foundation plan
- Rebuilding of the front entrance
- Reinforcement of the gymnasium foundation
- Reconfiguration of the multi-use room and concession;
- Reinstatement of the outdoor courtyard;
- Replacement of the HVAC system; and
- Installation of a new accessible washroom, and related accessibility improvements

**PROJECT RATIONALE:**

Community consultations and surveys in 2012, 2015 and 2019 demonstrated public support for increasing participation in the recreation complex and achieving capital and operational improvements. The 2015 economic development strategy identified the complex as an important magnet for attracting people and businesses to Tahsis. A 2019 survey found that the recreation complex was important to 89% of the full-time residents and 96% of the seasonal residents. The structural integrity of the complex is compromised due to it being built on shallow footing foundations on top of wood waste (hog fuel). Mechanical and energy efficiency upgrades are needed to reduce energy costs and achieve reductions in greenhouse gas emissions. Accessibility improvements are needed to increase participation by persons with disabilities.

**FINANCIAL IMPLICATIONS:**

See appended project cost estimate.

**RECOMMENDATION:**

Council consider and pass the resolution in support of the grant application.

Respectfully submitted:



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Mark Tatchell, CAO

<b>Tahsis Recreation Complex Improvements</b>	<b>Amount</b>	<b>Unit</b>	<b>Cost/Unit</b>	<b>Total</b>
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<b>HVAC &amp; Pool Equipment Replacement &amp; Energy Efficiency Improvements</b>				
<b>Mechanical Improvements</b>				
Upgrade mechanical equipment (Attic)	1	LS	\$64,000	\$ 64,000
Upgrade pool equipment and piping	1	LS	\$192,500	\$ 192,500
Upgrade HVAC throughout building	1	LS	\$136,000	\$ 136,000
Upgrade pool HVAC system	1	LS	\$55,000	\$ 55,000
<b>Efficiency Improvements</b>				
Replace exterior windows	17	ea	\$1,500	\$ 25,500
New exterior doors and add weather stripping	10	ea	\$2,225	\$ 22,250
Add insulation to attic to R50	1	LS	\$55,000	\$ 55,000
Replace exterior light fixtures	1	LS	\$5,500	\$ 5,500
Subtotal (rounded to nearest \$1000):				\$ 556,000

<b>Major Building Improvements</b>				
<b>Front Entrance &amp; Fitness Centre</b>				
Demolition of front entrance	1	LS	\$21,000	\$ 21,000
Ground improvements	1	LS	\$45,000	\$ 45,000
Rebuild front entrance and fitness room wall	25	m <sup>2</sup>	\$4,250	\$ 106,250
<b>Gymnasium</b>				
Foundation micro-piling (East Corner)	1	LS	\$72,000	\$ 72,000
<b>Multi-use, Concession, &amp; Courtyard Area</b>				
Demolition of multi-use area	140	m <sup>2</sup>	\$248	\$ 34,720
Ground improvements & leveling	1	LS	\$58,500	\$ 58,500
Re-establish courtyard	1	LS	\$66,000	\$ 66,000
Rebuild 20 square metre kitchen facility connected to Gymnasium	20	m <sup>2</sup>	\$4,250	\$ 85,000
Allowance for accessibility issues	1	LS	\$45,000	\$ 45,000
Subtotal:				\$ 533,000

Subtotal of Required Capital Work \$ 1,089,000

Contingency	25%	\$ 272,000
Engineering Fees including Specialist Engineering		\$ 131,000
Architectural Fees		\$ 82,000
Project Administration		\$ 54,000
<b>Project Total:</b>		<b>\$ 1,628,000</b>



# VILLAGE OF TAHSIS

## Report to Council

**To:** Mayor and Council

**From:** Director of Finance

**Date:** October 14, 2020

**Re:** **Q3 Operating Results and Capital Expenditures to September 30, 2020**

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### **PURPOSE OF REPORT**

To inform Council of the operating and capital results to September 30, 2020.

### **BACKGROUND**

The attached reports break down the following information to September 30, 2020:

Budget	Budgeted amounts to September 30 for expenses and revenue
Actual to Date	Actual amounts paid for salaries, labour, goods and services for Village programs
Budget Variance Fav (Unfavourable)	A budget variance is the difference between the budgeted amount of expense or revenue, and the actual amount. The budget variance is favorable when the actual revenue is higher than the budget or when the actual expense is less than the budget. A budget variance is unfavourable when the actual revenue is less than budget or when the actual expense is greater than budget.
2020 Approved Budget	Per Schedule A of Bylaw No. 626, Amended 2020-2024 Financial Plan
Projected Actuals	Anticipated revenues and expenses to December 31 based on trends to date, assumptions and best judgement by the Director of Finance.
High Level Variance Explanation	Explanation of the <u>major</u> reason(s) for the budget variance

### **POLICY/LEGISLATIVE REQUIREMENTS**

1. Community Charter (sec. 167)

### **FINANCIAL IMPLICATIONS**

#### **2020 Operating Results Year-to-Date September 30, 2020**

Overall, the operating results to September 30, 2020 show a net operating surplus of \$987,588 which is \$1,200,749 better than budget. Total actual revenues from taxation, fees and other sources are \$2,338,707 which is higher than budget by \$642,652 or 37.8%. The main contributor to this positive variance is the receipt of the final payment related to our 2019 Capital Roads Project. Actual operating expenditures for all programs/projects total \$1,351,119 which is \$558,097 lower than budget.

## Major Budget Variance Explanation – Favorable (Unfavourable)

### Revenues

- Grants in lieu of taxes exceed budget by \$11,723 (Further investigation on this is needed to ensure this amount does not include collections for others).
- User fees revenue under budget (unfavourable) due to lower concession and program revenues due to the Covid related closure of the Rec. Centre.
- Recycling fees are under budget (unfavourable) by \$22,313 which may be attributed to a missed monthly billing – staff are following up on this item.
- Interest and penalties are \$16,221 favourable to budget. This is because no budget was established for this line item. Not sure if this was an error or not – staff is following up on this item.
- Grants revenue exceeds budget by \$655,034 of which \$528,123 or 80.6% is represented by the receipt of the final 2019 road grant. Another contributor is receipt of a \$50,000 unbudgeted OCP grant funding. (Again a 2019 project expense). Finally, we have EMBC claims related to Covid expenses of approximately \$50,000 which they have not yet responded to – these claims are not yet reflected in our accounts.
- Investment income is currently \$17,288 below budget but Q2 and Q3 returns have not yet been booked to our accounts. Staff are following up on this item.

### Expenditures

- General Government – Council expenses are \$13,170 below budget (36.6%) (favourable) due to conference and travel savings due to Covid. Virtual conferences this year.
- General Government – Admin expenses are \$91,504 below budget (17.4%) (favourable) due to lower staffing costs (CFO part-time), lower legal and lower IT expenditures.
- General Government – Projects are \$92,375 under budget (favourable) (19.4%) due to some of the planned project work not yet having been either started nor completed. See comments on page 5
- Protective Services are \$62,516 under budget (favourable) (52.3%) due to close monitoring of expenses re protective clothing, volunteer remuneration and insurance not yet booked.
- Public works is \$87,949 under budget (favourable) (35.1%) due to saving on salaries (a member on medical leave) and insurance costs which will be a Q4 expense.
- Recreation, Cultural & Development is under budget (favourable) (29.8%) due to lower staffing costs and related expenses due to temporary closure of the facility due to Covid
- Water Services is \$45,104 under budget (favourable) (46.0%) due to lower staffing costs and insurance being a Q4 cost.
- Sewer Services is \$22,377 under budget (favourable) (23.8%) due to lower staffing costs and insurance being a Q4 cost.

### **Projections to December 31 Year End**

Management is projecting a net operating surplus as at yearend of \$800,123. This number is *before* the standard year-end adjustments for actual amortization of tangible capital assets and transfers to reserves. This surplus is expected to be achieved through higher than expected revenues and grants. The projected surplus will be available as a contingency for future unforeseen expenses or unbudgeted spending as directed by Council.

Projected revenues are anticipated to be \$2,664,707 which is \$64,448 (2.4%) higher than budget and again is attributed to the final grant payment of the 2019 road project. Projected expenditures are anticipated to be \$1,864,585 (28.2%) lower than budget.

In determining the projected revenues and expenses to year end, an accountants conservative approach has been taken. Assumptions were used that reflect current trends to date and expected events and conditions.

#### Major Budget Variance Explanation – Favorable (Unfavorable)

##### Revenues

- Grants in lieu of taxes exceed budget by \$11,723 (Further investigation on this is needed to ensure this amount does not include collections for others).
- User fees revenue under budget (\$3,680) (unfavourable) due to lower concession and program revenues due to the Covid related closure of the Rec. Centre.
- Interest and penalties are \$16,221 favourable to budget. This is because no budget was established for this line item. Not sure if this was an error or not – staff is following up on this item.
- Grants revenue exceeds budget by \$653,784 of which \$528,123 or 80.6% is represented by the receipt of the final 2019 road grant. Another contributor is receipt of a \$50,000 unbudgeted OCP grant funding. (Again a 2019 project expense). ). Finally, we have EMBC claims related to Covid expenses of approximately \$50,000 which they have not yet responded to – these claims are not yet reflected in our accounts.
- Investment income is projected to be \$9,388 below budget but Q2, Q3 and Q4 returns have not yet been booked to our accounts. Staff are following up on this item
- Other income is \$11,567 below budget (unfavourable) (18.6%) due to Covid impact on programs and activities.

##### Expenditures

- General Government – Council expenses are \$19,861 below budget (40.8%) (favourable) due to conference and travel savings due to Covid. Virtual conferences this year.
- General Government – Admin expenses are \$136,213 below budget (20.7%) (favourable) due to lower staffing costs (CFO part-time), lower legal and lower IT expenditures.
- General Government – Projects are \$109,677 under budget (favourable) (20.8%) due to some of the planned project work not yet having been either started nor completed. See comments on page 6
- Protective Services are \$92,768 under budget (favourable) (57.3%) due to close monitoring of expenses re protective clothing, volunteer remuneration and insurance not yet booked.
- Public works is \$115,217 under budget (favourable) (34.9%) due to saving on salaries (a member on medical leave) and lower insurance.
- Recreation, Cultural & Development is under budget \$84,722 (favourable) (29.6%) due to lower staffing costs and related expenses due to temporary closure of the facility due to Covid
- Water Services is \$64,507 under budget (favourable) (51.1%) due to lower staffing costs and insurance.
- Sewer Services is \$35,630 under budget (favourable) (29.1%) due to lower staffing costs and insurance.

**2020 Capital Expenditures to September 30, 2020**

Capital expenditures to September 30, 2020 total \$243,917 or 51.8% of the 2020 Approved Capital Plan. Please refer to page 6 for further details on the individual projects.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Ian C. Poole", with a long, sweeping horizontal line extending to the right.

---

Ian C. Poole, CPA, CA  
Director of Finance

**Village of Tahsis**  
**2020 Operating Results**  
**For the Nine Months Ending September 30, 2020 with Projections to Year End**

		Year-to-Date September 30, 2020			Projections to Year End - December 31, 2020			High Level Variance Explanation
				<u>Budget Variance</u>			<u>Budget Variance</u>	
		<u>Budget</u>	<u>Actual to Date</u>	<u>Fav (Unfav)</u>	<u>2020 Approved Budget</u>	<u>Projected Actuals</u>	<u>Fav (Unfav)</u>	
<u>Operating Revenues</u>								
Taxation	Property taxes	717,292	716,593	(699)	717,292	716,593	(699)	
	Grants in lieu of taxes	34,135	45,858	11,723	34,135	45,858	11,723	
Fees	User fees and charges	8,569	2,745	(5,824)	11,425	7,745	(3,680)	Lower concession as Rec. Centre closed for a period of time re Covid
	Water	135,000	138,634	3,634	135,000	138,634	3,634	Higher commerical utility billings
	Sewer	110,000	112,380	2,380	110,000	112,380	2,380	
	Environmental Health	124,000	101,687	(22,313)	152,000	151,687	(313)	
Other	Interest and penalties on taxes	-	16,221	16,221	-	16,221	16,221	Penalties and interest not budgeted
	Grants and other governments	499,206	1,154,240	655,034	500,456	1,154,240	653,784	Received final 2019 road grant of \$580,000, also higher daycare grant re Covid
	Investment income	21,300	4,012	(17,288)	28,400	19,012	(9,388)	Lower investment earnings
	Other income	46,554	46,338	(216)	61,905	50,338	(11,567)	Covid impacted regular programming
	Prior Years' Surplus			-	849,646	252,000	(597,646)	Amortization of tangible capital assets plus budget balance
<b>Total Operating Revenue</b>		1,696,056	2,338,707	642,652	2,600,259	2,664,707	64,448	
<u>Operating Expenditures</u>								
	General Government - Council	35,949	22,779	13,170	48,650	28,789	19,861	Lower conference and travel costs - virtual
	General Government - Admin	524,450	432,946	91,504	656,651	520,438	136,213	Lower staff salaries (CFO part-time), lower legal and IT expenses
	General Government - Projects	474,090	381,715	92,375	524,840	415,163	109,677	Lower project related expenses
	Protective Services	119,550	57,034	62,516	161,740	68,972	92,768	Lower turnout gear and remuneration to volunteers, also savings on SRD bylaw enforcement - position vacant since February.
	Environmental Health	19,522	12,583	6,939	24,170	16,178	7,992	
	Public Works Services	250,372	162,423	87,949	329,441	214,224	115,217	Lower staffing and insurance costs
	Recreation, Cultural & Dev.	224,623	157,548	67,075	285,350	200,628	84,722	Lower staffing costs due to temporary closure
	Water Services	97,901	52,797	45,104	126,104	61,597	64,507	Lower staffing and insurance costs
	Sewer Services	93,672	71,295	22,377	122,225	86,595	35,630	Lower staffing and insurance costs
	Transfer to reserve funds	69,088	-	69,088	69,088	-	69,088	Year end adjustment
	Amortization			-	252,000	252,000	-	Year end adjust. for use of tangible assets
<b>Total Operating Expenditures</b>		1,909,217	1,351,119	558,097	2,600,259	1,864,585	735,674	
<b>Net Operating Surplus before Year End Adj.</b>		<b>(213,161)</b>	<b>987,588</b>	<b>1,200,749</b>	<b>-</b>	<b>800,123</b>	<b>800,123</b>	

**Village of Tahsis**  
**2019 Capital Expenditures**  
**For the 3rd Quarter Ending September 30, 2020**

Category	Funding Source	Project	Description	2020 Approved Capital Plan	Capital Expenditures to September 30, 2020	Variance Fav(Unfav)	Capital Project Status
Drinking Water	Capital Works Reserve	Monitoring Wells	4 monitoring wells from anticipated wellhead protection plan recommendations	85,000	76,587	8,413	Project essential complete - a final invoice maybe forthcoming from McElhanney.
Sanitary Sewer	Capital Works Reserve	Sewer main replacement	Tootouch	100,000	87,889	12,111	Project complete.
Sanitary Sewer	Capital Works Reserve	Lift Station Pump Replacement Plan	Pumps currently exceed expected 10 year life; plan to replace 2 per year \$8,000 plus \$500 install each; applied 2% after 2019	17,340	11,339	6,001	Project complete. Annual replacements required to have spare pump in reserve.
Land Improvements	Capital Grants	Flood Mitigation Preliminary Design	Raise flood wall in response to flood risk assessment. Grant application in progress.	148,000	56,200	91,800	Preliminary design work underway. Project will be completed in 2021.
Buildings	Recreation Centre Reserve Fund	Tahsis Recreation Centre - Address Safety Issues and Renewal Cost Overruns	Safety issues (\$25k) will be addressed in 2019; Complex renewal potential cost overruns, if any, (up to \$400k)	25,000	-	25,000	Project scope has now been included in an ICIP grant application.
Buildings	Capital Grants	Daycare new spaces	Create new daycare space in school	50,000	-	50,000	Project now grant funded (\$170K) in conjunction with SD 84
Equipment	Capital Works Reserve	Replace Quad	With sweeper, blade	35,000	-	35,000	Purchase in Q4
Equipment	Fire Hall Reserve	Fire rescue equipment	Cargo trailer, extraction combo cutter and spreader tools	10,000	11,902	(1,902)	Decals cost extra
					-	-	
		<b>Total Plan</b>		<b>470,340</b>	<b>243,917</b>	<b>226,423</b>	