



## AGENDA

**Agenda for the Regular Meeting of the Tahsis Village Council  
to be held on October 6, 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 September 15, 2020.**

**G. Rise and Report**

**H. Business Arising 1 Tahsis Seniors Society: Good Food Access Fund - Final Report**

**2 March 3, 2020 Regular Council Meeting resolution 0131/2020- Reconsideration**

**J. Council Reports**

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

**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**

**M. New Business**

- 1 Asset Management B. C. Re: Advancing Your Asset Management Practices Online Workshop Series**
- 2 Request from Councillor Northcott to attend the State of the Island Economic Summit.**
- 3 Report to Council Re: UBCM 2021 Community Resiliency Investment Grant**

**N. Public Input #2**

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**Rise and Report**

**P. Adjournment**



## Minutes

<b><u>Meeting</u></b>	<b>Regular Council</b>
<b><u>Date</u></b>	<b>15-Sep-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 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>Public</u></b>	1 member of the public	by 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**

None.

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

**Fowler/Elder: VOT 0377/2020**

**THAT** the Agenda for the September 15, 2020 Regular Council meeting be adopted as presented.

**CARRIED**

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

None.

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

None.

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

- Minutes of the Regular Council Meeting held on September 1, 2020.**

**Fowler/Elder: VOT 0378/2020**

**THAT** the Regular Council meeting minutes of September 1, 2020 be adopted as presented.

**CARRIED**

**Recess**

**Fowler/Elder: VOT 0379/2020**

**THAT** the Regular Council meeting recess.

**CARRIED**

**Reconvene**

**Fowler/Elder: VOT 0380/2020**

**THAT** the Regular Council meeting reconvene.

**CARRIED**

**G. Rise and Report**

None.

**H. Business Arising**

**1 Monitoring Well Installation and Groundwater Sampling Program Summary (Well Head Protection Plan)**

The CAO spoke to this item and responded to questions from Council.

**Fowler/Elder: VOT 0381/2020**

**THAT** this information be received.

**CARRIED**

**2 Re: Paracy, Terry 374 Alpine View Road: Failure to Comply with Notice issued on August 10, 2020 under the Property Maintenance Regulation Bylaw No. 614, 2019**

**Fowler/Elder: VOT 0382/2020**

**THAT** the August 10, 2020 Notice to Comply and related documents be received.

**CARRIED**

**Fowler/Elder: VOT 0383/2020**

**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 all refuse or other noxious, offensive or unwholesome objects, materials or items at this address by September 30, 2020.

**CARRIED**

**3 Report to Council Re: April 30, 2020 Power Outage- For Information**

**Fowler/Elder: VOT 0384/2020**

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

**CARRIED**

**J. Council Reports**

**Mayor Davis** (written report)

Since our last regular meeting, I have attended regional district and solid waste management meetings. This week, myself and Deputy Mayor Fowler are attending teleconference meetings with cabinet ministers as well as other meetings with senior bureaucrats. Issues under discussion include:

- Testing for contaminants and possible rehabilitation at old mill site and the need for this in order to free the land for redevelopment;
- Community Unity Trail (ATV trail to Zeballos) and the need to expedite our application so that construction can start next year;
- McKelvie Creek watershed protection and how this will take place;
- Cave Protection Act and why this is needed for BC;
- Help in moving forward with a transportation plan for Tahsis once our planning study is completed;
- Need for sealcoating the Head Bay Road and discussions around alternative roadbed stabilization techniques to improve safety;
- Funding to cover Village expenditures under Emergency Management BC;
- Unsuccessful Tahsis Rec Centre renewal grant and how this can be rescoped to ensure success in future;
- Lobbying to transition open net salmon farms to closed containment in order to improve wild salmon survival and create economic opportunity for Tahsis;
- Help with creating aquaculture industry in Tahsis;
- Covid-19 financial assistance;
- Housing or home support for seniors and low-income residents;
- Status of daycare capital grant.

We will also be announcing a major new successful grant application in the near future.

We are pleased to be able to confirm that planned logging in the McKelvie watershed has been deferred as announced by the provincial government this week as part of its new old growth strategy. Specifics for protection will be worked out in upcoming discussions.

I have been busy in the media recently, both as mayor and as a private citizen. Issues discussed included our new cell coverage, McKelvie protection and protection of karst in the Tahsis area. We have received coverage nationally by the Globe and Mail, as well as an interview on As It Happens (CBC Radio) and a piece in Victoria's Times Colonist newspaper.

#### **Councillor Elder**

No report.

#### **Councillor Fowler** (written report)

I really enjoyed Mayor Davis' "As it happens" interview. I have had three minister meetings so far this week with him and our lead staff Mark Tatchell.

- 1) Climate & Environment
- 2) Children & Family Development
- 3) Forest, Lands, Natural Resource Operations & Rural Development.

Tomorrow we have meetings with Emergency Management BC and the Minister of Transportation and Infrastructure.

Below I have attached a letter from Karenn Bailey of the NSWS about the autofish trailer BCSCRIF application for your information. I am also very pleased to share with the Village that Brody Eldridge has been selected by the UBCM to be one of the youth delegates, and while he can not vote during the online forum he will have a chance to observe and learn about this process of governance in action and diversity by design.

Thank you for your interest.

Submitted respectfully,

Councillor Fowler

Attachment- Email from Karenn Bailey on NSWS regarding the autofish trailer BCSCRIF application.

**Councillor Llewellyn** (verbal report)

Frank Collins is in the Golden Grove Care home on Strathcona Way in Campbell River and is welcoming visitors.

**Councillor Northcott**

No report.

**Fowler/Elder: VOT 0385/2020**

**THAT** the Council Reports be received.

**CARRIED**

**K. Bylaws**

None.

**L. Correspondence**

- 1 Letter of Complaint to Mayor and Council from Jane Barlow Re: Head Bay FSR.
- 2 Email from Geoffrey Denman, Senior Search and Rescue Program Officer, Canadian Coast Guard Re: Inshore Rescue Boat Program
- 3 Letter from Don Beamin, Acting President, Tahsis Salmon Enhancement Society Re: Tahsis Hatchery -Water Line In-feed System
- 4 Letter from Shaye Draper, General Management, Customer Solutions Delivery, Telus Re: Prioritization of Rural Connectivity Across Canada

**Fowler/Elder: VOT 0386/2020**

**THAT** these correspondence items be received.

**CARRIED**

**Llewellyn/Fowler: VOT 0387/2020**

**THAT** correspondence items #1 and #3 be pulled for discussion.

**CARRIED**

**L1 Letter of Complaint to Mayor and Council from Jane Barlow Re: Head Bay FSR.**

Councillor Llewellyn acknowledged the letter and noted that Council will be raising the road issues again with the Ministry of Transportation and Infrastructure on their conference call tomorrow.

**Fowler/Elder: VOT 0388/2020**

**THAT** Staff be directed to write a letter in response to Jane Barlow's complaint regarding the Head Bay FSR.

**CARRIED**

**L3 Letter from Don Beamin, Acting President, Tahsis Salmon Enhancement Society Re: Tahsis Hatchery -Water Line In-feed System**

A discussion followed.

**Fowler/Elder: VOT 0389/2020**

**THAT** Staff be directed to write a letter to the Tahsis Salmon Enhancement Society requesting more information about the budget and costs of the repair project.

**CARRIED**

**M. New Business**

None.

**N. Public Input #2**

None.

**Adjournment**

**Fowler/Elder: VOT 0390/2020**

**THAT** the meeting be adjourned at 7:32 p.m.

**CARRIED**

**Certified Correct this**

6th Day of October, 2020

**Chief Administrative Officer**

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

From: **Karenn Bailey** <[stewardshipcoordinator@nsws@gmail.com](mailto:stewardshipcoordinator@nsws@gmail.com)>

Date: Tue., Sep. 15, 2020, 3:32 p.m.

Subject: Confirmation - BCSRIF grant for Conuma Autofish trailer in the pile

To: Mark Tatchell <[mtatchell@villageoftahsis.com](mailto:mtatchell@villageoftahsis.com)>, or [flcpc@conumacable.com](mailto:flcpc@conumacable.com) [tahsissalmon@gmail.com](mailto:tahsissalmon@gmail.com) or [flcpc@conumacable.com](mailto:flcpc@conumacable.com) <[tahsissalmon@gmail.com](mailto:tahsissalmon@gmail.com)>

Cc: Sarah Fowler <[SFowler@villageoftahsis.com](mailto:SFowler@villageoftahsis.com)>, Laura Terry <[laura.terry@dfo-mpo.gc.ca](mailto:laura.terry@dfo-mpo.gc.ca)>

Hello folks,

just a note to say that our BCSRIF grant went in and we received a confirmation of acceptance. Now comes the waiting games as the technical team reviews them all. It could be months before we hear back, but when we do I will let you know what the result is.

If we are approved for the AutoFish trailer at Conuma it will be about a year and a half in production/delivered. This will give lots of time to plan/prepare for the repositioning and hook up of the existing (manual) clipping trailer at the Tahsis Enhancement Society site.

Thank you for your support in this endeavour.

Cheers,

Karenn Bailey, RBTech  
Nootka Sound Watershed Society Stewardship Coordinator  
604-970-0782



# Application: Tahsis Seniors Society

Sarah Jepson - sarahjepson8@gmail.com  
Good Food Access Fund

## Summary

**ID:** 0000000592

**Last submitted:** Sep 10 2020 04:49 PM (PDT)

## GFAF Final Report

**Completed** - Sep 10 2020

## Form for "GFAF Final Report"

This is my form.

### GOOD FOOD ACCESS FUND - FINAL REPORT

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#### Organization

Tahsis Seniors Society

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#### Contact name

John Taylor

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#### Contact email

johnra@shaw.ca

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**Contact phone**

H1

1-780-970-7357

**Is all of the above information correct?**

Yes

**Updated Good Food Access Funding Amount**

5000

**Good Food Access Funding Amount**

5000

**How many full-time or equivalent staff did you need for your emergency food access programming? [*numerical answer only*]**

14 volunteers

**Budget - please complete the table below**

Do not complete columns B to D for rows "Capital costs"; "Staffing costs"; and "Other materials".

A - Type of Food Access Service (only complete for those that apply)	B- NEW or EXPANDED program?	C - # of units provided (eg. hampers distributed)	D - # of unique individuals served (not households)	E - Total spent (\$)	F - Unspent funds (\$)	G - Comments

H1						
Meals						
Hampers						
Produce boxes	New	240	100	5395.64	0	We had to shorten the program from 8 weeks to three weeks.
Grocery/gift cards (include denomination amounts)						
Delivery costs	New	240	100	667.47	0	We are a remote community. We needed a refrigerated truck to help us bring in our produce boxes.
Other						
Capital costs						
Staffing costs, if applicable (up to 15%)						
Other materials, please specify in the rows below (e.g. health, safety materials,						

packaging, etc)						H1
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**Total spent (\$)**

6063.11

**Total unspent (\$)**

0

**Did your organization need to adapt your original plans for the use of these funds? If so, please speak to any adjustments you made.**

Yes we planed for an 8 week program we had to cut it down to three.

**If your organization has remaining funds as indicated in the above budget, please share how they will be spent.**

There were no remaining funds.

**Please speak briefly (5 sentences) to how this fund impacted the work your organization was able to accomplish during the COVID-19 crisis**

We were able to successfully provide fresh produce and dairy to seniors, family and youth for three weeks. All of our workers donated their time to make this program successful. We estimate each week we had 38 volunteer man hours each week. The extra 1063.11 that was spent was subsidized by the Tahsis Seniors Society.



National Defence



L1

4<sup>th</sup> Canadian Ranger Patrol Group  
JCR Company  
PO Box 17000, Stn Forces  
Victoria, BC V9A 7N2

1920-1-3 (OC JCR Coy)

15 September 2020

His Worship Martin Davis  
Mayor of Tahsis  
PO Box 219  
Tahsis BC V0P 1X0

**COMMUNITY SUPPORT –  
JUNIOR CANADIAN RANGERS**

Dear Mr. Mayor,

The Tahsis Junior Canadian Ranger (JCR) Patrol has been established and conducting experiential learning youth development in your community since 2007. Due to COVID-19, and the need to not be a transmission vector for the virus, all JCR training was cancelled as of March 15<sup>th</sup>. With the reduction in the threat of the virus, and in keeping with the provincial reopening plan and higher military direction, it is our intent to restart local JCR training in alignment with the school year, in early September.

JCR training consists of regular evening meetings during the school year, community-based activities which may occur on a weekend, and then overnight camping style activities which occur outside of the community. It is our intent to restart at least the first two categories of training, and if the restrictions allow, the third.

Each JCR Patrol has an Instructor who works for me. In your JCR Patrol's case, the Instructor is Warrant Officer John McNicol, who is based in Victoria, BC. Part of our mandate is to visit the JCR Patrol up to three times a year to work with the patrol adults to support the JCRs training needs, conduct logistical and administrative verifications, and to help them engage the community, if required. Due to COVID-19, I ask you to confirm that a visit of my staff member to your community would be acceptable, understanding that all preventative health measures would be complied with.

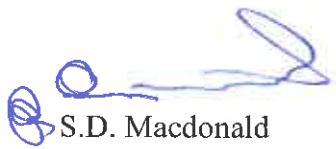
In order to operate successfully, the JCR Patrol needs three key requirements to be met. Firstly, we need the support of community leadership, to include the provision of a meeting location. Secondly, we need the support of the community at large, to provide a sufficient number of interested adults to support the leaders of the patrol and be the link to the wider community. Lastly, we need the support of the local Canadian Ranger patrol to provide two leaders. Please see the enclosed file which identifies many of the tangible and intangible benefits communities get in having a JCR Patrol.

I request that you re-confirm your support of your JCR Patrol in a return letter or via email. Should you wish more information, I refer you to the national JCR website: [www.jcr-rjc.ca](http://www.jcr-rjc.ca) or the 4 CRPG Facebook page [www.facebook.com/4CRPG](https://www.facebook.com/4CRPG) which has information about our unit (across the four western provinces) and on both CR and JCR activities. Myself and my staff are available over the phone, via email, or via a Zoom or Facetime meeting, to provide further information should you need.

Should I not be available, alternate contacts are: Captain Christopher DeMerchant, 250-514-6160 or via email to [Christopher.demerchant@forces.gc.ca](mailto:Christopher.demerchant@forces.gc.ca) or MWO Dan Hryhoryshen, 250-888-8599 or via email to [Dan.hryhoryshen@forces.gc.ca](mailto:Dan.hryhoryshen@forces.gc.ca).

Thank you for your continued support of the Tahsis JCR Patrol, and of the youth development needs in your community.

Yours sincerely,



S.D. Macdonald  
Major  
Officer Commanding JCR Company  
250-208-2647  
Email: [scott.macdonald2@forces.gc.ca](mailto:scott.macdonald2@forces.gc.ca)

Enclosure: Benefits to having a JCR Patrol in a Community

CC: OC BC CR Company  
PC Gold River CR Patrol  
PL Tahsis JCR Patrol  
TDO  
JCRI

## BENEFITS OF HAVING A JCR PATROL IN A COMMUNITY

The following benefits of having a JCR Patrol in a community have been identified and are for the use of CRPG staff, Canadian Ranger Patrol leaders, and local community leaders.

1. JCR Patrols continue to provide training in Ranger, Life, and Traditional skills - the three circles of learning in the JCR program.
2. A JCR Patrol helps train and educate the youth in local traditions and customs.
3. Many adults have had an opportunity to help in the development of local youth through the JCR Patrol's guiding Adult Committee.
4. JCR Patrols provide youth with a structured learning environment that is safe from harassment and abuse.
5. The JCR Patrol teach the JCRs about their community and encourage them to support it, volunteer, and be good citizens.
6. A JCR Patrol focusses on providing the JCRs the important skills of being safe, living, and surviving on the land.
7. The JCR Patrol instills a sense of pride and belonging among the youth, possibly resulting in a lessening of social issues.
8. The JCR Patrol develops future community leaders.
9. Healthy lifestyle choices are supported by JCR Patrols, making healthier communities.
10. Having a JCR Patrol has led to economic benefits to the community as CRPG staff visit to attend training three times per year.
11. The JCR Patrol has a cadre of well-adjusted, skilful and community-minded young adults, which provide tangible benefits to their community.
12. Adult leaders of the JCR Patrol have been provided specialty training that may benefit the community.
13. Canadian Ranger Patrols benefit by having two additional part time paid positions created for the leaders of the JCR Patrol.
14. Canadian Rangers benefit by keeping their skills up to date through providing training and mentoring in Ranger Skills to the JCR Patrol.
15. Canadian Ranger Patrols benefit by having young adults prepared to join the Canadian Rangers once they finish as a JCR at age 19.

September 28, 2020

To: Mayor and Council

From: Stephanie Olson

Re: swimming pool access

The morning swim times have been cancelled.

There is no scheduled public swim times.

Because of COVID protocols, only 3 people can be in the pool at a time.

That means only 6 people from Tahsis can swim on any one day.

That is not enough access.

I encourage you to schedule more swim times so those of us who want to swim don't have to be pitted against each other.

Thanks for considering this request.



# Advancing Your Asset Management Practices 2020 Program Guide



This initiative is offered through the Municipal Asset Management Program, which is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

Municipal Asset Management Program (MAMP) EN: [fcm.ca/assetmanagementprogram](https://fcm.ca/assetmanagementprogram)

# Welcome!

## We Can Help

Need help taking your asset management practices to the next level? Whether you're just starting out or well underway, **Asset Management BC** (AM BC) is excited to offer BC's local governments and First Nations a unique education program to help you advance your asset management practices. The program includes three options, and you may choose more than one:

1. **Building Awareness for Elected Officials:** Presentations to your Council or Board to increase awareness and support for your asset management practices, and how this is key to sustainable service delivery.
2. **Working with Levels of Service:** A series of custom webinars to help you identify your levels of service including processes, tool kits, and coaching to develop and implement a plan for your community.
3. **Operationalizing Asset Management:** A unique cohort-based learning experience to help you identify and overcome the barriers to asset management in the areas of organizational culture, structure, and capacity.

## Why This Matters

BC is a frontrunner when it comes to managing assets to ensure the delivery of sustainable services now, and for future generations. But from conversations we've had with local governments and First Nations at conferences, workshops, and one-on-one, we know it's not easy. Every organization struggles with certain aspects of asset management – from lack of understanding and communication, to corporate culture and capacity. At some point, how we implement the technical details or deploy our human resources can challenge our ability to finance and deliver sustainable services.



That's why the team at Asset Management BC developed this program to help you continue your journey to provide sustainable services. You'll also be able to help others – participants from all sessions can share their takeaways and success stories through case studies and AM BC Primers.

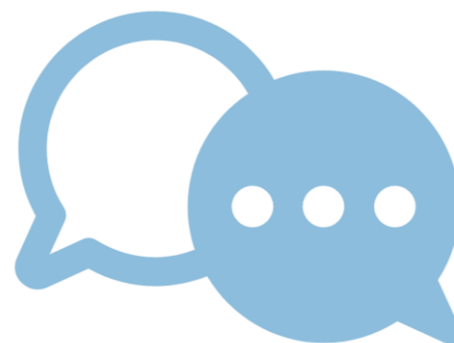
Thanks to the generous funding initiative from the Municipal Asset Management Program, delivered by the Federation of Canadian Municipalities and funded by the Government of Canada, this program is provided free of charge.

## Program at A Glance

Here's an overview of the three program options. You may select more than one. See the [table below](#) for details.

### 1. Building Awareness for Elected Officials: #OurAssetsMatter Presentations

**Description:** Boost awareness and support for your asset management practices with an informative, inspiring, and interactive webinar\* for your elected representatives about why asset management matters and how it is the key to sustainable service delivery. Presentations are tailored to suit your local government or First Nation and range from an introduction to asset management to using asset management as an effective, transparent, and engaging decision-making and communications tool. See [table below](#) for details.



#### Format:

- Customized webinar/workshop\* for your Council or Board by expert presenters, including former Mayor and asset management strategist Christina Benty; former CAO, author, keynote speaker, FCM Asset Management award recipient Diane Kalen-Sukra; and strategic communications specialist Jan Enns.
- Presentation by one of our speakers at your next association meeting (online or in-person\*).

#### Outcomes:

- Increased awareness for elected officials about the benefits of achieving sustainable service delivery through the asset management process.
- Resources for incorporating asset management in the decision-making process.

**Recommended for:** Any local government or First Nations Council or Board interested in learning more about how asset management can improve their assets, outcomes, and reputation for service delivery.

**Fee:** Free. (Approximate \$500 value.)

#### COVID-Dependent\*

We expect program delivery will be primarily online, based on current COVID-protocols for social distancing. We hope to be able to deliver more in-person content if conditions permit.

## 2. Working with Levels of Service: Technical Assistance

**Description:** A practical webinar/workshop\* series that examines what Levels of Service (LOS) are, why they're important, and how to define and work with them for your community. Using our customizable, spreadsheet-based LOS tool, (developed by leading asset management experts and customized for use in BC) you'll get to work with your own data and information. See [table below](#) for details.



### Format:

- A series of four to six online sessions, and self-directed work with the opportunity for individual coaching, over a three month period (approximately 10 hours total online workshop time and 6 hours offline work).
- There are four opportunities to take this series. Each of the four cohorts consists of four to five local governments or First Nations, with two or three staff participants from different departments.

### Outcomes:

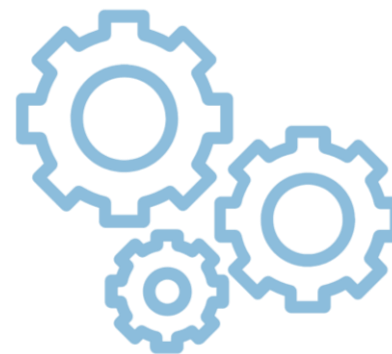
- Define your levels of service using our Excel-based template.
- Identify desired outcomes, performance measures, and assess any gaps.
- Discuss strategies to address your gaps.
- Develop a service delivery plan for approvals and implementation for one or more of your service areas.
- Learn key takeaways through relevant case studies from other local governments and First Nations.

**Recommended for:** Drawing from past experiences, you will get the most out of this workshop if two to three senior staff from different departments and disciplines attend together. Councillors and Area Directors interested in rolling up their sleeves are also encouraged to attend. While workshop material is tailored to smaller communities, it can be an excellent grounding in fundamentals for larger communities beginning to explore levels of service.

**Fee:** Free. (Approximate \$1500 value for online workshop series.)

### 3. Operationalizing Asset Management: Technical Assistance

**Description:** An online cohort-based learning experience designed to help local governments and First Nations identify and overcome the barriers to asset management in the areas of organizational culture, structure, and capacity, using your own organization's data and information. See [table below](#) for details.



**Format:**

- Online cohort made up of two or three of your own team members representing a small group of local governments or First Nations.
- Four two-hour facilitated online sessions over a three-month period with follow-up coaching calls.
- Space is limited. The Expressions of Interest will be reviewed to select participants.

**Outcomes:**

- Identify barriers to fully operationalizing asset management in your organization.
- Explore the effective application of asset management principles using the 4Cs approach (collaboration, capacity, culture, and council/board) in a facilitated peer-learning environment.
- Develop strategies to operationalize asset management within each local government context, including techniques on how to embed your organization's values in its processes and procedures.

**Recommended for:** CAOs and senior administrators, with at least two participants from each organization.

**Fee:** Free. (Approximate \$1500 value for online workshop series.) Travel expenses are covered (if travel is permitted under COVID restrictions).

## Sign me up!

### Who Should Attend?

While each option has a different purpose, they are open to all BC municipalities, regional districts, and First Nations of any size. The Operationalization and the Level of Service options can only accommodate limited numbers. You may select more than one option.

### When does it start?

**The deadline for the Expression of Interest is October 9, 2020.** The program gets underway this fall. See [table below](#) for details.

### How do I sign up?

Review this Program Guide and complete the Expression of Interest form.

### Who do I contact for more information?

For more information please contact:

Wally Wells, Executive Director, Asset Management BC




Phone: 250-741-9887


Email: [info@assetmanagementbc.ca](mailto:info@assetmanagementbc.ca)

See [table below](#) for details.



## Program Details

	1. Awareness 	2. Level of Service (LOS) 	3. Operationalizing Asset Management 
<b>Purpose</b>	Build awareness and knowledge at the elected official level.	Identify, assess, and address levels of service in your local government or First Nation.	Understand how to operationalize asset management within your local government.
<b>Description</b>	Increase awareness and support for elected representatives about why asset management matters and how it's the key to sustainable service delivery.	A practical webinar/workshop* series that examines what levels of service are, why they're important, how to define and work with them, how to consider changes to levels of service and the ramifications of doing so for your community.  Through the workshops, participants will use an Excel-based template to define their levels of service and assess service delivery gaps.	A cohort-based learning experience designed to help local governments and First Nations identify and overcome the barriers to asset management.  Through the online workshops, the participants will apply the 4-Cs approach: Collaboration, Culture, Capacity and Council/Board.
<b>Participants</b>	Elected officials and senior administrators.	Senior staff from across departments and disciplines.  It is recommended that two to three staff from different departments attend.  Councillors and Electoral Area Directors interested in rolling up their sleeves are also welcome.	CAOs and senior administrators.  It is recommended that at least two participants attend from each organization.
<b>Level of Asset Management</b>	Suitable for all levels.	Best suited for Intermediate and Advanced according to the <a href="#">AM BC Roadmap (page 2)</a>  Organizations newer to asset management are also welcome.	Intermediate and Advanced according to the <a href="#">AM BC Roadmap (page 2)</a>

	1. Awareness 	2. Level of Service (LOS)	3. Operationalizing Asset Management
<b>Delivery Method and Time Commitment*</b>	<p>Presentations are booked at the convenience of the participants.</p> <p>Length of presentation can vary to meet your needs (e.g., delegation to Council or a webinar).</p>	<p>Sessions take place over a three-month period.</p> <p>Approximately 16 hours per person:</p> <ul style="list-style-type: none"> <li>• One-hour introductory webinar on what is LOS and why it is important</li> <li>• Two to four online sessions of two to four hours each (8 hours)</li> <li>• One-hour follow-up webinar</li> <li>• Individual or small group work on defining and assessing LOS, including follow-up calls with the facilitator as needed</li> </ul>	<p>Sessions take place over a three-month period.</p> <p>Approximately 16 hours per person:</p> <ul style="list-style-type: none"> <li>• Four two-hour online sessions</li> <li>• One-hour preparation for each session</li> <li>• Attend conference calls</li> </ul>
<b>Takeaways/deliverables</b>	<p>An enhanced understanding of asset management, your statutory responsibility, why it's important to improve your asset management capacity, and how to use asset management as a decision-making and communication tool.</p> <p>The deliverables from this project will also be used as curriculum for the BC Local Government Leadership Academy (LGLA).</p>	<p>A customizable, spreadsheet-based LOS template.</p> <p>The skills needed to define and assess levels of service, and to address level of service gaps using the template.</p>	<p>A customizable Excel spreadsheet that will be used in the workshops to conduct a change risk assessment.</p> <p>A customizable spreadsheet to develop an outline business case that can be taken back to the organization to facilitate presentation and report writing.</p>
<b>Fee</b>	Free. (Approximate \$500 value.)	Free. (Approximate \$1500 value for online workshop series.)	Free. (Approximate \$1500 value for online workshop series.) Travel expenses are covered (if travel is permitted under COVID restrictions).
<b>Timeline</b>	<p><b>Oct. 9: Deadline for submitting Expression of Interest.</b></p> <p>Presentations available until May 2021.</p>	<p><b>Oct. 9: Deadline for submitting Expression of Interest.</b></p> <p>Nov. 2020: First of four cohorts begin.</p> <p>Nov. 2020-May 2021: Online sessions.</p>	<p><b>Oct. 9: Deadline for submitting Expression of Interest.</b></p> <p>Oct.-Nov. 2020: Establish cohort.</p> <p>Nov. 2020-Early 2021: Online sessions.</p>

**COVID-Dependent\*** We expect program delivery will be primarily online, based on current COVID-protocols for social distancing. We hope to be able to deliver more in-person if conditions permit.





## Advancing your Asset Management Practices 2020 Expression of Interest Form

**DEADLINE FOR SUBMISSION OCT. 9, 2020**

Please read the Program Guide, then complete and return this fillable form.

Email your completed form and supporting documents by **October 9, 2020** to:

Wally Wells, Executive Director, Asset Management BC

Phone: 250-741-9887

Email: [info@assetmanagementbc.ca](mailto:info@assetmanagementbc.ca)

Thank you for your interest in advancing your asset management practices!

### SECTION 1: Contact Information

Local Government: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Website: \_\_\_\_\_

### SECTION 2: Asset Management Experience

**1. Have you completed a formal self-assessment of your organization's asset management maturity/readiness or some form of gap analysis?**

☐ Yes ☐ No

**If yes, when was the most recent assessment done?** \_\_\_\_\_ (year)

**2. If yes, which maturity/readiness assessment tool was used?**

A. AMBC AssetSMART ☐ Yes

B. FCM Asset Management Readiness Scale ☐ Yes

C. AMBC Roadmap ☐ Yes

D. NAMS ☐ Yes

E. Other (please specify) ☐ Yes

**3. How would you assess your organization's current level of asset management?**

☐ Beginner    ☐ Intermediate    ☐ Advanced

**4. Which option are you interested in? You may select more than one.**

A. Building Awareness for Elected Officials: Presentations

☐ Yes



B. Working with your Levels of Service: Technical Assistance

☐ Yes



C. Operationalizing Asset Management: Technical Assistance

☐ Yes



**5. The following information will be helpful for evaluation and selection of participants:**

a) What are some of the **challenges** you are having when it comes to advancing your asset management practices?

b) What are some of the **successes** you've had when it comes to advancing your asset management practices?

**6. A key outcome for this program is to develop case studies for the benefit of other local governments. Are you willing to share your experience and/or information in a case study in the future?**

☐ Yes    ☐ No    ☐ Decide later

**7. Additional Information**

Please share any other information you think may help support your Expression of Interest. Feel free to provide any links or attach any supporting documents.

**SECTION 3: Attachments**

**Please submit the following with your application:**

☐ Copy of your most recent Asset Management maturity/readiness assessment if available (See Question 2).

**SECTION 4: Signature**

Expressions of Interest must be signed by an authorized representative of the organization. Please note that information in this form and supporting materials may be shared with the program funders: UBCM, FCM and Province of BC.

Name:

Title:

Signature:

Date:

Thank you!



Summary Fees Agenda Sponsors Speakers  
Attendee List

# The 'State of the Island' Economic Summit 2020

October 27, 2020—October 29, 2020

**Registration Options: Please choose the one that applies when filling in your registration details below.**

Full Access - Access to all sessions  
Fees: **Member**  
Now-Sept 8: **\$189**  
Sept 9-Oct 22: **\$219**  
Oct 23-29: **\$269**

Three Pack - Choose any 3 sessions  
Fees: **Member**  
Now-Sept 8: **\$89**  
Sept 9-Oct 22: **\$109**  
Oct 23-29: **\$139**

Exhibitor - Receive 2 Complimentary Registrations  
Fees: **Member**  
Now-Sept 8: **\$699**  
Sept 9-Oct 22: **\$799**  
Oct 23-29: **\$999**

Fees: **Student**  
Now-Sept 8: **\$79**  
Sept 9-Oct 22: **\$89**  
Oct 23-29: **\$99**

Full Access - Access to all sessions  
Fees: **Non-Member**  
Now-Sept 8: **\$219**  
Sept 9-Oct 22: **\$249**  
Oct 23-29: **\$269**

Three Pack - Choose any 3 sessions  
Fees: **Non-Member**  
Now-Sept 8: **\$99**  
Sept 9-Oct 22: **\$119**  
Oct 23-29: **\$139**

Exhibitor - Receive 2 Complimentary Registrations  
Fees: **Non-Member**  
Now-Sept 8: **\$799**

Sept 9-Oct 22: **\$899**Oct 22-Oct 22: **\$000**

# Attendee Information

Please fill out the information below to register for the Summit, then click Next to continue

\* First Name

\* Last Name

\* Email Address

\* Registration Type



## Who will appear on the Attendee List?

Do you want your name to be displayed as attending on the event website?

- ☐ Yes  
☒ No

Title/Job Role

\* Company/Organization

# Contact Information

## Company Address

\* Address 1

Address 2

\* Country

Canada



\* City

\* State/Province



\* ZIP/Postal Code

Contact Phone

Cancel

Next

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## VILLAGE OF TAHSIS

**Report to Council**

**To:** Mayor and Council

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

**Date:** September 29<sup>th</sup> 2020

**Re:** **UBCM 2021 Community Resiliency Investment Grant**

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**PURPOSE OF REPORT:**

To consider an application to the Community Resiliency Investment grant program from the Union of BC Municipalities (UBCM) to further the Village of Tahsis' efforts to reduce wildfire risk by:

- Providing FireSmart Assessments to households; and
- Providing free curbside wood debris chipping.

**OPTIONS/ALTERNATIVES**

1. *Provide a resolution as drafted*
2. *Decline to provide a resolution*

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

**BACKGROUND:**

The Community Resiliency Investment (CRI) grant is a provincial program intended to reduce the risk and impact of wildfire to communities in BC. The general goal of FireSmart is to encourage communities and citizens to adopt and conduct FireSmart practices to mitigate the negative impacts of wildfire to assets on public and private property. The grant program can contribute up to 100% of the cost of eligible activities provided the application has a Council resolution indicating. All local governments (municipalities and regional districts) and First Nations (bands and Treaty First Nations) in BC are eligible to apply. Eligible applicants may submit one application per intake. The deadline for the current intake is October 9, 2020.

**Curbside Wood Debris Chipping**

The Village of Tahsis would offer a free community chipper service to remove natural wood debris from properties who have placed this debris at the end of their driveway. As per the conditions of this grant all chips will be disposed of at a professional waste facility. When the Village of Tahsis offered this service in summer of 2018 (Appendix 1) there was a substantial amount of community participation.

**Win a FireSmart Assessment Contest**

This grant would fund a 'Win a FireSmart Assessment for Your Property' draw for Tahsis residents. Residents would have until the end of April 2021 to submit their contest application to be entered into a draw. The contest application would be limited to one application per

property. Forty applications will then be chosen from the draw and those forty properties would win a FireSmart Assessment on their property with a certified FireSmart Assessment Professional. A promotional poster example from Campbell River is provided in Appendix 2.

Protective Services through the Strathcona Regional District has offered to provide supervision and coordination of the project through in-kind contributions.

This grant offers a valuable and timely opportunity for the Village of Tahsis to mitigate wildfire risk and educate the public about the FireSmart principles.

**POLICY / LEGISLATIVE REQUIREMENTS:**

Providing support for a Community Resiliency Investment grant indicates that the Village of Tahsis is prepared to accept responsibility for this project and to provide overall grant management.

**FINANCIAL IMPLICATIONS:**

The grant program can contribute up to 100% of the costs eligible activities to a maximum of \$50,000.

*Grant Budget*

Proposed Budget	Estimated Cost
Offering a FireSmart Assessments to 40 households	\$40,000
Curbside wood debris chipping for residents.	\$4,000
FireSmart Assessment Contest Promotional Mailout	\$500
<b>Total</b>	<b>\$44,500</b>

**RECOMMENDATION:**

1. THAT the report from the Chief Administrative Officer be received;
2. THAT Council support the submission of an application to the Community Resiliency Investment grant and pass a resolution indicating support for the proposed activities and willingness to provide overall grant management.

Respectfully submitted:



Shaun Koopman  
Protective Services Coordinator



## Appendix 1



# Free *Curbside Wood* Debris Pickup

**When:** Saturday August 11<sup>th</sup>, 2018

**Where:** The end of your driveway

**When:** 10:00am-12:00pm

## **RULES**

- **No rocks. No nails**
- **No roots longer than 3 inches**
- **No invasive species such as scotch broom - more information at <http://bcinvasives.ca>**

The Village of Tahsis applied for and received a FireSmart Grant through the Union of BC Municipalities, which we are using to provide curbside debris pick up between 10:00am and 12:00pm on Saturday August 11<sup>th</sup>. Adam's Tree Services will pick up the wood debris from the end of your driveway. Please have your wood debris at the end of your driveway ready for pickup by 10:00am. Please contact Tahsis Fire Department @ 250-934-6666 with you name and address for a pick up.

Besides having a non-combustible roof; removing brush, yard waste and tree debris are the most significant immediate steps that homeowners can take to protect their property. Regular maintenance and cleaning the corners and crevices of your home and yard (where needles and debris build up) will leave nothing for embers to ignite. Fire embers may seem small, but they should not be underestimated — 50% of home fires caused by wildfires are started by sparks and embers.

## Appendix 2



## **Campbell River: 'Win a FireSmart Property Assessment' Contest**

### **How Do I Enter?**

- Email your name, property address and contact number to [preparedness@strathconard.ca](mailto:preparedness@strathconard.ca)
- Fill out a contest application form and enter it into the draw box at the Strathcona Gardens, Sportsplex, or Community Centre.
- Call 250-830-6702

### **How Does The Contest Work?**

Ten (10) Contest Winners will be selected at random on Sunday June 10<sup>th</sup> and the winners will be alerted on Monday June 11<sup>th</sup>. Winners will have until October 31<sup>st</sup>, 2018 to coordinate a time and date with our FireSmart Professional who will conduct a FREE FireSmart Property Assessment on your property with you.

### **What is a FireSmart Property Assessment??**

The FireSmart Property Assessment is a tool that you can use to identify wildfire hazards in and around your property. During your session with our FireSmart Professional you will receive advice for making your home safer. The best protection against loss, damage or injury due to a wildfire is prevention.