



AGENDA

**Agenda for the Regular Meeting of the Tahsis Village Council
to be held on January 5, 2021 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

**F. Adoption of the
Minutes** 1 Minutes of the Regular Council Meeting held on December 1, 2020

G. Rise and Report At its January 5th Closed Meeting Council approved its 2021 Strategic Priorities which
will be posted on the Village website.

H. Business Arising 1 2021 Strategic Priorities List

- J. Council Reports**
- 1 Mayor Davis
 - 2 Councillor Elder
 - 3 Councillor Fowler
 - 4 Councillor Llewellyn
 - 5 Councillor Northcott
- K. Bylaws**
- None.
- L. Correspondence**
- 1 Laura Terry, Community Advisor, DFO/ Salmon Enhancement Program Re: McKelvie Intake Screen Information
 - 2 Lori Ackerman, Mayor, City of Fort St. John Re: UBCM Convention Schedule
 - 3 Jay Chalke, Ombudsperson, Province of British Columbia Re: Quarterly Reports: July 1 - September 30, 2020
 - 4 BC Hydro - Vancouver Island– Sunshine Coast Community Relations 2020 Annual Report
 - 5 AVICC 2021 Virtual AGM and Convention, Resolution Notice Request for Submission
- M. New Business**
- 1 Appointments of Directors for:
 - a) Strathcona Regional District Board
 - b) Comox Strathcona Regional Hospital District Board
 - c) Comox Strathcona Solid Waste Management Board
 - d) Nootka Sound Watershed Society
 - e) Municipal Insurance Association of BC
 - 2 Appointments of Alternate Directors for:
 - a) Strathcona Regional District Board
 - b) Comox Strathcona Regional Hospital District Board
 - c) Comox Strathcona Solid Waste Management Board
 - d) Nootka Sound Watershed Society
 - e) Municipal Insurance Association of BC
 - 3 2021 Budget Meeting Dates
 - 4 Report to Council Re: Proposed policy regarding Village forces performing work for other parties.

Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure
 - 5 Stream, Adaption, Resilience and Disaster Mitigation, Tahsis Dike Improvement Project, Phase 1
 - 6 Report to Council Re: UBCM 2021 Emergency Support Services Grant

N. Public Input #2

P. Adjournment



Minutes

<u>Meeting</u>	Regular Council
<u>Date</u>	01-Dec-20
<u>Time</u>	7:00 PM
<u>Place</u>	Municipal Hall - Council Chambers and by electronic means

<u>Present</u>	Mayor Martin Davis Councillor Bill Elder Councillor Sarah Fowler Councillor Cheryl Northcott	by video
<u>Regrets</u>	Councillor Lynda Llewellyn	
<u>Staff</u>	Mark Tatchell, Chief Administrative Officer Ian Poole, CPA, CA, Director of Finance Janet StDenis, Finance and Corporate Services Manager	by video by video
<u>Guest</u>	Aislin O'Hara, Principal Consultant, O'Hara Aging and Accessibility David Margiotta, Project Manager, O'Hara Aging and Accessibility Kindry Mercer, Regional Initiatives Manager, Western Forest Products Inc.	by video by video by video
<u>Public</u>	3 members of the public.	by phone/video

A. Call to Order

Mayor Davis called the meeting to order at 7:01 p.m.
Mayor Davis acknowledged and respected that Council is meeting upon Mowachaht/ Muchalaht territory

B. Introduction of Late Items and Agenda Changes

2021 Regular Council Meeting dates under New Business as "M2".

C. Approval of the Agenda

Fowler/Elder: VOT 0445/2020

CARRIED

THAT the Agenda for the December 1, 2020 Regular Council meeting be adopted as amended.

D. Petitions and Delegations

None.

E. Public Input # 1

None.

F. Adoption of the Minutes

1 Minutes of the Regular Council Meeting held on November 3, 2020.

Fowler/Elder: VOT 0446/2020

THAT the Regular Council meeting minutes of November 3, 2020 be adopted as amended.

CARRIED

2 Minutes of the Committee Of the Whole Meeting held on November 3, 2020

Fowler/Elder: VOT 0447/2020

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

CARRIED

3 Minutes of the Committee Of the Whole Meeting held on November 16, 2020

Fowler/Elder: VOT 0448/2020

THAT the Committee of the Whole meeting minutes of November 16, 2020 be adopted as presented.

CARRIED

4 Minutes of the Committee Of the Whole Meeting held on November 23, 2020

Fowler/Elder: VOT 0449/2020

THAT the Committee of the Whole meeting minutes of November 23, 2020 be adopted as presented.

CARRIED

G. Rise and Report

At its December 1, 2020 Closed Committee of the Whole meeting, Council passed motions in support of the SRD and CityWest Connected Coast Project in relation to the last mile to home project in Tahsis.

H. Business Arising

1 Age Friendly Transportation Planning Project Final Report - O'Hara Aging and Accessibility Consultants

Aislin O'Hara presented the findings and recommendations of the study and responded to questions from Council.

Fowler/Elder: VOT 0450/2020

THAT the Age Friendly Transportation Planning Project final report from O'Hara Aging and Accessibility Consultants be received.

CARRIED

Fowler/Elder: VOT 0451/2020

THAT the Age Friendly Transportation Planning Project presentation be received.

CARRIED

Fowler/Elder: VOT 0452/2020

THAT Council approve the Tahsis Age Friendly Transportation Planning Project Report and task the Tahsis Age Friendly Action Committee with implementing the Report's recommendations and provide Council with a progress report by March 31, 2021.

CARRIED

2 Tahsis Recreation Centre Q3 Attendance and Revenue Report

Fowler/Elder: VOT 0453/2020

THAT the Tahsis Recreation Centre 2020 Third Quarter Attendance and Revenue Report be received.

CARRIED

3 Letter of Understanding between Western Forest Products Inc. and the Village of Tahsis

Fowler/Elder: VOT 0454/2020

THAT the Letter of Understanding between Western Forest Products Inc. and the Village of Tahsis be received.

CARRIED

Fowler/Northcott: VOT 0455/2020

THAT the Letter of Understanding between Western Forest Products Inc. and the Village of Tahsis be approved.

CARRIED

J. Council Reports

Mayor Davis (written report)

This is our first council meeting since November 3, as our November 17th council meeting was cancelled due to the power outage. Since our meeting, I have attended two regional district meetings, including a First Nations Relations committee, which I chaired. The Regional District has received two grants, totalling over a million dollars, to facilitate tsunami mapping around the entire north Island as well as educational materials, including signage. Tahsis will also be benefitting from this initiative. I have also attended the online Vancouver Island and Coastal Communities Climate Leadership Plan seminar, which was attended by about 100 elected officials as well as support staff. Its goal is to develop strategies for climate mitigation which can be enacted at the municipal level. The work is ongoing. I have also attended one regional health board meeting and another for Island Coastal Economic Trust. I also ran unsuccessfully for a board seat at the Trust.

We have also had two meetings with Mainroad Contracting and the Ministry of Transport regarding the condition of the road. Concerns were raised regarding the steep increase in logging traffic as loaded trucks are being rerouted from the Gold River log sort to the Nesook Dump, due to the ongoing land dispute between Mowachaht Muchalaht First Nations and Western Forest Products. I also sent them a list of points of concern along the road that need addressing for safety reasons, such as unmarked tight corners where rollovers are common. We have also met with Western regarding land issues regarding a potential Letter of Understanding which we will be voting on tonight. This includes forming a common position regarding protecting old growth around Tahsis including McKelvie, the ridge east of town as well as other karst sites and First Nation heritage sites.

The Village is the recipient of a \$249,000 grant under the COVID-19 Safe Restart Grant for Local Governments. This grant has a wide range of potential applications and we will be deciding its use in our upcoming strategic planning and budgeting sessions.

Councillor Elder (verbal report)

Dave John and Blair Cummings, two long time Tahsis residents recently passed away.

Councillor Fowler (written report)

Where to start, so much has happened since the last meeting.

I had my first UBCM executive meeting, as well as convention and environment committees.

I also presented a slide at the FCM- MCIP about the operationalized climate actions that we are able to do on a small village level.

Since it is that time of year, I have sent the 45 allotted applications to the Knights of Columbus, Christmas Hamper fund contact Kevin Geary. Delivery day is December 17 (also the last day of school) and I have also been in contact with Marilyn from Grieg Seafood for an additional donation of Salmon fillets. However, I am actively soliciting donations for Terry of FanTahsis trucking to cover associated freight costs. Please reach out to contact me if you can contribute to the gas \$ money for our delivery team, who has been working so hard to get food aid to those who ask in our community. And if you can volunteer your time (talent, vehicle, muscle) as a neighbourhood leader on December 17, please call me at 250-934-7713.

Submitted respectfully,
Councillor Fowler

Councillor Llewellyn

No report.

Councillor Northcott

No report.

Fowler/Elder: VOT 0456/2020

THAT the Council Reports be received.

CARRIED

K. Bylaws

1 Fees and Charges Amendment Bylaw No. 634, 2020

Fowler/Elder: VOT 0457/2020

A brief discussion followed.

THAT the Fees and Charges Amendment Bylaw No. 634, 2020 be received for consideration.

CARRIED

Fowler/Elder: VOT 0458/2020

THAT the Fees and Charges Amendment Bylaw No. 634, 2020 be reconsidered, finally passed and adopted as presented on this 1st day of December, 2020.

CARRIED

L. Correspondence

1 Kaye Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing; Province of British Columbia COVID-19 Safe Restart Grant for Village of Tahsis

2 Kaye Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing; Response to UBCM conference call with Minister Selina Robinson

3 Coastal Communities Social Procurement Initiative RE: Coastal Communities Social Procurement Initiative Update & Membership Opportunity

4 Mayor Al Siebring, Municipality of North Cowichan, Letter to Premier John Horgan requesting visitors to Vancouver Island be required to quarantine for 14 days.

Fowler/Elder: VOT 0459/2020

THAT these correspondence items be received.

CARRIED

Fowler/Elder: VOT 0460/2020

THAT correspondence item # 1 be pulled for discussion.

CARRIED

1 Kaye Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing; Province of British Columbia COVID-19 Safe Restart Grant for Village of Tahsis

Councillor Fowler spoke to this correspondence item.

M. New Business

1 Connected Coast Project and "Last Mile" funding opportunity for the Village of Tahsis

Fowler/Elder: VOT 0461/2020

THAT the draft letter of support to the Strathcona Regional District in support of the permits, agreements, tenures and other conditions for the Connect Coast Project be considered.

CARRIED

Fowler/Elder: VOT 0462/2020

THAT the Village of Tahsis approve the letter of support for the Strathcona Regional District and Connected Coast project for their efforts to secure all necessary permits within the SRD including identification of best sites, design and tenure agreements for landings, Points of Presence and ROWs as well as permissive tax exemptions.

CARRIED

Fowler/Elder: VOT 0463/2020

THAT the draft letter of support for CityWest's application(s) for funding last mile fibre to the home projects in the Village of Tahsis be considered.

CARRIED

Fowler/Elder: VOT 0464/2020

THAT Tahsis Council approve the letter of support for the CityWest application(s) to any and all Provincial and Federal programs for the construction of last mile fibre to the home projects in the Village of Tahsis; and **THAT** Council approve that funding beyond the 90% threshold will be provided by the Village of Tahsis.

CARRIED

2 Council 2021 Regular Meeting Dates

Fowler/Elder: VOT 0465/2020

THAT the proposed 2021 Regular Council Meeting dates be received.

CARRIED

Fowler/Elder: VOT 0466/2020

THAT the proposed 2021 Regular Council Meeting dates be approved.

CARRIED

N. Public Input #2

None

Adjournment

Fowler/Elder: VOT 0467/2020

THAT the meeting be adjourned at 8:20 p.m.

CARRIED

Certified Correct this

5th Day of January, 2021.

Chief Administrative Officer

Subject: FW: McKelvie Intake Screen Information

Attachments: McKelvie Intake Screen.doc; McKelvie Intake July 28, 2020 (Medium).jpg; New McKelvie Intake Screens.png

From: Terry, Laura <Laura.Terry@dfo-mpo.gc.ca>

Sent: November 27, 2020 5:25 PM

To: Mark Tatchell

Cc: twinnerp@conumacable.com

Subject: McKelvie Intake Screen Information

Hi Mark,

I am writing this email to provide a response to your letter to Don Beamin September 28, 2020 to request further information on the replacement of the McKelvie Intake Screens.

Please find my response letter attached, as well as a before and after photo of the work. If you have any issues with the attachments, please let me know.

Regards,

Laura Terry

DFO/ Salmon Enhancement Program

Community Advisor

Comox & Powell River

148 Port Augusta, Comox BC, V9M 3N6

Office: 250-339-1201 Cell:250-327-8391

November 16, 2020

Mark Tatchell
Chief Administrative Officer
Village of Tahsis
977 South Maquinna Drive
P.O. Box 219 Tahsis BC VOP 1X0
By email: MTatchell@villageoftahsis.com

Re: McKelvie Creek Intake Screen

I am writing this letter to provide information on the replacement of the McKelvie Creek Intake screens, in support of the Tahsis Salmon Enhancement Society.

The Tahsis Salmon Enhancement Society (TSES) is a long standing partner with the Department of Fisheries & Oceans (DFO), through the Public Involvement Program. Through this community partnership, DFO provides technical support for ongoing operations and challenges that may arise. TSES reached out to me in November 2019, to identify a serious problem with their back up water supply for the hatchery. A site visit with TSES volunteers, and Village of Tahsis and DFO staff confirmed the intake was failing and needed repair, and that a follow up meeting was needed once river flows decreased significantly. For final design plan, an inspection of the anchoring system under the screens was needed.

Due to Covid-19, the second site visit for DFO staff and contractor was not approved until July 28, 2020. The condition of the intake had deteriorated further, by this time. After this visit, DFO Resource Restoration Unit (RRU) was able to complete the engineered design plans for review by the Village of Tahsis. We had estimated \$12,000 - \$15,000 for total cost of the project, but the final cost was heavily dependent on the challenges with the on-site work to remove the old structure and install the new one.

The work was completed by the contractor, on Sunday October 4, 2020 as per the designs provided. The total cost of project is \$14,540.00, which covers expenses for the materials, fabrication and installation of the screens and supporting frame. Expenses are broken down as follows:

- Screens \$2924 Frame \$3250 Installation \$ 8366

To date DFO Resource Restoration Unit (RRU) has paid for the materials and fabrication of the screens and framework, contributing \$ 6174. RRU is also able to contribute \$3366 towards the install portion of the project, but is unable to cover the full expense, leaving a short fall of \$5000. A decline in donations and fundraising income due to Covid-19, and an unexpected emergency generator repair in June, has left TSES low of funds. The McKelvie Intake Screens are an important infrastructure supplying back up water supply for both TSES and the Village of Tahsis, therefore they have come to the Village of Tahsis for financial contribution, before reaching out to non profit groups for support.

Tahsis Salmon Enhancement Society appreciates the in-kind support from the Village of Tahsis, including the efforts of the crew to dig out the intake box in preparation for the install work. They hope their request for funds can also be supported.

Please contact me if you have any questions or require any further information.

Sincerely,

Laura Terry
Community Advisor
Fisheries & Oceans Canada
148 Port Augusta, Comox, BC, V9M 3N6
250-339-1201 (Office) 1-250-327-8391 (Cell)
Laura.Terry@dfo-mpo.gc.ca







City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
250 787 8150 City Hall
250 787 8181 Facsimile

December 1, 2020

File # 0230-20

Email: jjustason@ubcm.ca

Union of BC Municipalities
Suite 60 - 10551 Shellbridge Way
Richmond, BC V6X 2W9

Attention: Jamee Justason

Dear Ms. Justason,

Reference: **UBCM Convention Schedule**

City Council has been reviewing its memberships in various organizations, taking into consideration the value provided by the organization versus the expense to be a member. At the July 27, 2020 Council meeting, Council had a robust discussion regarding this topic as well as the current format of the annual UBCM Convention.

The resolutions session, in which many municipalities contribute submissions for discussion, are debated at the same time as individual local government Minister meetings are scheduled. Both are important to attend which leaves local government elected officials conflicted with competing priorities since their resolution submission(s) may be discussed at the same time as they are scheduled to meet with a Minister.

Since the 2020 UBCM convention is virtual, this allowed the Ministers meetings to be scheduled from September 14 to 18 with the convention itself taking place from September 21 to 24. It is recognized that the alternate format was developed due to the pandemic although this change may bode well to incorporate as part of the regular convention schedule moving forward. This would allow local government elected officials to participate in the convention as well as attend requested Minister meetings.

It is acknowledged that UBCM is undertaking a review of its existing resolution process to streamline the number and content of submissions which may result in the number of resolutions being reduced.

... 2

December 1, 2020 Letter to UBCM

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It would be appreciated if UBCM could provide an update on members' response to the resolution submission process changes and the change in Minister meeting scheduling.

If you have any questions, please contact me at (250) 787-8160 or by email at lackerman@fortstjohn.ca.

Yours truly,

A handwritten signature in black ink, appearing to read 'Lori Ackerman', with a long horizontal flourish extending to the right.

Lori Ackerman
Mayor

cc member municipalities



OMBUDSPERSON
BRITISH COLUMBIA

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

November 30, 2020



Dear Mayor Davis,

RE: Quarterly Reports: July 1 – September 30, 2020

This package of documents details the complaint files the Office of the Ombudsperson closed for **the Village of Tahsis** between July 1 and September 30, 2020. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- *If applicable:* Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for *investigated* files only, and not for enquiries or those complaints we chose not to investigate.
- *If applicable:* A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If your organization received too few complaints to produce a summary of complaint topics but you would like further information about the complaints our office received about your organization, our Public Authority Consultation and Training (PACT) Team can provide further details upon request.

His Worship Martin Davis

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Finally, we have been tracking complaints related to the COVID-19 pandemic under the general heading of "COVID-19." If you would like more detailed information about those complaints, please contact our PACT Team.

If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Public Authority Consultation and Training Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,



Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	1
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 1
Reason for closing an Investigation:	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i>.	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	1
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0



Notice: Use of this document as evidence against an individual or institution in a court or tribunal proceeding is prohibited by s. 20(2) of the Ombudsperson Act.

Closing Summary Index

Closing summaries are provided for all investigated files closed in each quarter. Identifying information is removed from the closing summary itself to allow for broader distribution within your organization for quality improvement purposes without disclosing personal information. The table below provides an index of these investigated files and lists the complainant's name, file number and authority contact involved. Files closed under our Early Resolution Program are also identified. This identifying information is provided separately to assist you in following up on individual files with involved staff as needed.

File Number	Complainant	Authority	Authority Contact	ER file
20-181997 /001	Thom, Frederick	Village of Tahsis	Mr. Mark Tatchell Chief Administrative Officer	



Closing Summary

Authority:	Village of Tahsis
File Number:	20-181997 /001
Closing Date:	16-Jul-2020
Closing Status:	<i>Closed; Investigation; Ceased (discretion) (s.13); Complaint settled under s.14 (s.13(i)); No findings</i>
General Complaint Topics:	Disagreement with Decision or Outcome Process or Procedure
Authority-specific Complaint Topics:	Fees/Charges (incl. Taxes)

A person complained that the Village would not accept his third-party provincial and federal government cheques for the payment of his 2019 property taxes.

The Village accepted our proposal that they accept the complainant's third party government cheques as payment for the 2019 property taxes with the condition that the Village will not accept third-party cheques for any future property tax payments.



The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Prevention Initiatives Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics - All Local Government

Business Licensing	1	0%
Bylaw Enforcement	54	19%
Council Member Conduct (incl. Conflict of Interest)	138	48%
Official Community Plan/Zoning/Development	31	11%
Fees/Charges (incl. Taxes)	14	5%
Open Meetings	4	1%
Services (incl. Garbage, Sewer, Water)	11	4%
Response to Damages Claim	5	2%
Other	28	10%

General Complaint Topics - All Local Government

COVID-19	2	1%
Disagreement with Decision or Outcome	80	23%
Accessibility	4	1%
Delay	12	3%
Administrative Error	3	1%
Treatment by Staff	15	4%
Communication	34	10%
Process or Procedure	188	53%
Review or Appeal Process	5	1%
Employment or Labour Relations	1	0%
Other	9	3%

Vancouver Island— Sunshine Coast Community Relations 2020 Annual Report

L4

Fall 2020

Crews at work overlooking Pender Harbour. Photo courtesy of Dylan Martini.

Vancouver Island dam safety and seismic upgrades proposed for the Campbell River system

There are four hydroelectric watersheds on Vancouver Island – Jordan River near Sooke, Ash River near Port Alberni, Puntledge River in the Comox Valley, and the Campbell River. Together, they can generate about 25% of Vancouver Island's peak electricity demand in the winter.

We have a rigorous Dam Safety Program to monitor our dams 24/7, and when determined, we'll upgrade them following the Canadian Dam Association guidelines.

For the Campbell River hydroelectric system, we have three dams, built in the 1940s and 1950s, that will have improvements so they can withstand a severe earthquake. We've proposed seismic upgrades for the Strathcona Dam, downstream at the Ladore Dam, and below that at the John Hart Dam.



Ladore Dam is one of the dams in the Campbell River system.



Strathcona Dam, one of the dams in the Campbell River system, is the largest dam on Vancouver Island.

Since 2014, we continue to consult with First Nations and engage the community on the three proposed projects. We plan to begin the regulatory process with a BC Utilities Commission application filing of the John Hart project in early 2021, and hopefully get approval to begin construction in 2023, which could then last about five years. We'll file the BCUC applications for the other two dam projects after the John Hart application. The construction period for the Ladore and Strathcona projects will be about three to four years, pending regulatory approval. The capital cost for each project is in the hundreds of millions of dollars and cost estimates are being refined as we complete the designs.

For more information, please select bchydro.com/crdamsafety.

Powered by Water

BC Hydro provides clean, reliable and affordable electricity to British Columbians. We generate 96% clean energy for the province, giving us a hydro advantage.

Message from Chris O’Riley, President & CEO



Hi everyone,

BC Hydro is pleased to share our Community Relations annual report highlighting some of our work in your region. We’re proud to serve communities and their elected representatives in all parts of the province.

While our annual report looks back at the fiscal year ending March 31, 2020, I want to start by recognizing the unprecedented time we’re currently in. COVID-19 has touched all of us in some way. Like many of you, at BC Hydro we’ve had to adjust our plans to ensure the safety

of our employees, contractors and communities. What hasn’t changed is our commitment to adapting so that we can safely provide you with the electricity our communities rely on.

BC Hydro continues to invest approximately \$3 billion per year in our system to ensure it is there to support British Columbia’s growing population and economy. We have the important responsibility to keep electricity rates affordable for our customers, while funding these necessary investments in our electricity system. To support this goal, we implemented the outcomes from Phase 1 of the Comprehensive Review of BC Hydro and continued to make all reasonable efforts to limit rate increases. We have also advanced affordability initiatives to help our customers save money on their electricity bills and continued to focus on making it easier for our customers to do business with us.

We’re working with the Province on Phase 2 of the Comprehensive Review to strategically position BC Hydro for long-term success, while meeting the Province’s climate goals, keeping rates affordable, furthering reconciliation with Indigenous Peoples and supporting quality economic development. The actions taken as part of the Phase 2 Review will support the government’s CleanBC plan, including expanding the electrification of our growing economy over the coming decades.

Within this report, you’ll find many examples of how we’re working with your communities on a range of topics – from capital projects and corporate programs, to initiatives like the Integrated Resource Plan (Clean Power 2040). This report also includes some important indicators of how we’re doing in providing you with reliable power.

Specifically in the Vancouver Island – Sunshine Coast region, we’re carrying out a project to replace old submarine cables – the Protection Island Crossing. There are over 250 kilometres of distribution submarine cables providing power to islands off Vancouver Island.

We’re proud of our accomplishments this year. We’ll continue to work closely with you on a daily basis to meet the needs of your community. If you have any questions, please contact our Community Relations representatives in your region. We’d be pleased to help.

Sincerely,

Chris O’Riley
President & CEO
BC Hydro

Quick Facts

PROVINCE-WIDE:

4 million customers

Electricity is delivered through a network of:

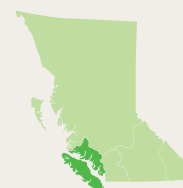
- 79,000 kilometres of transmission and distribution lines
- over 300 substations
- 1 million plus utility poles

Capital investments of approximately \$3 billion a year

VANCOUVER ISLAND—SUNSHINE COAST GENERATING CAPACITY:

Ash	28 MW
Clowhom	33 MW
John Hart	138 MW
Jordan River	170 MW
Ladore	47 MW
Puntledge	24 MW
Strathcona	64 MW

MW = megawatt



Site C Update

Site C will be a third dam and hydroelectric generating station on the Peace River in northeast B.C. Construction started more than five years ago, in July 2015.

During the fifth year of construction, activities accelerated substantially in all project areas, particularly the roller-compacted concrete placement work on the spillways buttress and the activities required in advance of river diversion in fall 2020. Work also advanced along the Highway 29 realignment, transmission line corridor and in the future reservoir area.

The project reached several milestones this past year, including:

- river diversion was successfully achieved on October 3, 2020, which involved opening the two diversion tunnels and completing the rockfill berm across the Peace River
- the temporary fish passage facility is now operational
- the Site C Substation and one of two 75-kilometre-long transmission lines that run between Site C and the Peace Canyon Substation were energized in October 2020
- the roller-compacted concrete buttress for the Site C spillways was completed in October 2019; work continues on the buttress for the dam core
- powerhouse construction advanced and penstock installation began; to date, one of six penstock units are complete
- work advanced on all sections of the Highway 29 realignment

BC Hydro also delivered on several commitments in the region this year. We continued to provide grants to support non-profit organizations in the Peace region through the Generate Opportunities (GO) Fund; as of September 2020, \$487,000 had been distributed to 55 projects. We distributed the first funds from our \$20 million Peace Agricultural Compensation Fund; as of March 2020, \$400,000 had been distributed to 16 projects.

For more information on Site C, please select sitecproject.com.



The Site C project achieved river diversion in October 2020.

Clean Power 2040 – Building a bright electricity plan for B.C.

Clean Power 2040 is our province-wide, long-term resource planning process. Engaging with you will help us make informed strategic decisions to meet future electricity demand. These decisions will become part of our next Integrated Resource Plan (IRP).

Over the next year, through Clean Power 2040, we'll be looking at options for our power system over a 20 year horizon.

JOIN US AS WE EXPLORE B.C.'S CLEAN ELECTRICITY FUTURE.

- What should we do to meet everyone's electricity needs over time?
- How should BC Hydro meet the demand for electrification?
- What new technology could support our power systems?

We already have one of the cleanest renewable power systems in the world, but our ability to meet your needs now and in the future depends on different assets and factors. This includes our power stations, power lines, conservation initiatives and our understanding of potential demand.

Through Clean Power 2040, we're gathering input from customers, Indigenous communities, regulators and governments. We're also looking at technical, financial, environmental and economic development considerations. Your forward-thinking input alongside those factors will help us draft actions.

Five Fast Facts on Clean Power 2040

- BC Hydro must submit an Integrated Resource Plan (IRP) to the B.C. Utilities Commission.
- The IRP is a plan for our power system over the next 20 years.
- The IRP is structured to look at early years (now to approximately 2030) and the remaining years to 2040.
- Engagement with Indigenous communities, our customers, and our future customers is key.
- Clean Power 2040 kicked off in September and will take one year to complete.

Sign up for our updates, and learn more about participating in the Clean Power 2040 consultation process that started this fall, by selecting bchydro.com/CleanPower2040.

Regional information

Capital projects

PROTECTION ISLAND CROSSING

Many coastal communities are reliant on submarine cables for their electrical service. About 40% of our power is generated on Vancouver Island, with the remainder supplied by two transmission submarine cable systems crossing the Strait of Georgia. The older of the two systems, built in the 1980s, crosses from the Sunshine Coast, over Texada Island and lands at Qualicum Bay. In 2008, new transmission cables replaced the 1950s cable system between Tsawwassen and Duncan. In addition to those two transmission crossings, over 250 kilometres of distribution submarine cables provide power to islands off the Island, and to islands off islands off the Island.



Crews installing conduit on Protection Island.

Protection Island receives electricity via two submarine cables from Nanaimo to Newcastle Island, a small island in Nanaimo's harbour, and then from Newcastle Island to Protection Island. The cables linking Newcastle Island to Protection Island are over 45 years old. A failure of one cable in 2013 leaves a single submarine cable in service between Newcastle Island and Protection Island. Following years of planning, a new cable route for two new submarine cables was selected; direct from Nanaimo to Protection Island.

Construction on the new crossing began in spring 2020 and included conduit (duct) installation at Pirates Park on Protection Island and Maffeo Sutton Park in Nanaimo. Laying of the submarine cable occurred over two days in August with a team of divers working off a large barge in McKay Channel to place with precision the new cable on the ocean floor. Careful consideration is given to tides, currents, undersea terrain, ecosystems and marine traffic. A portion of the on-shore work must be coordinated with extreme low tides, leaving a construction timeline with little wiggle room.



Crews place concrete mats over newly installed conduits (ducts) in the intertidal zone on Protection Island.

Vancouver Island has more trees per kilometre of utility power line than any place else in North America; add to that more than 250 kilometres of submarine cables that connect the Island and smaller islands to the provincial grid and it results in many challenges for our crews and planning engineers. We'll never eliminate outages completely, but with the work we do above and below the water we can lessen the impacts on our customers.

Protection Island has been connected to BC Hydro's grid since 1969. The newly installed submarine cables ensure they continue to receive reliable power for many years to come.

NEW DISTRICT OFFICE TO SERVE THE WEST COAST

At the end of the world's longest car wash, sometimes referred to as Highway 4, you will find Ucluelet and Tofino perched on the edge of the Pacific. Although a logging road connected the divide to Port Alberni in 1959, it wasn't until a year after the Pacific Rim National Park was created in 1971 that pavement linked the tiny west coast communities with the rest of the Island. Each year, thousands of visitors take the drive to experience the park and other amenities of the west coast; not surprisingly, some are staying behind. Tofino was one of the fastest growing communities on the Island, which means greater pressure on BC Hydro to meet the electricity demand and expectations of the area.

Due to the growth in the region, BC Hydro expanded the Long Beach Substation. Initiated in 2012, the \$56 million Long Beach Area Reinforcement project added additional substation capacity. The project was brought into service in the summer of 2015 and included the expansion of the Great Central Lake and Long Beach substations. In the Long Beach Substation, two new transformers were installed with more than three times the capacity of the original transformers to supply load in the area for the next 10 years and beyond.



Vehicle truck bays at the new office can accommodate the new, larger field trucks.

This substation expansion resulted in less than ideal access to the office building as the existing 470 m² (5056 ft²) Long Beach Office, built in 1999, is located within the confines of the substation, just east of the Tofino/Ucluelet junction. The current local office does not meet the operational needs of our 5 full-time and 2 drop-in personnel.

The current facility cannot accommodate the new, larger field trucks, and has inadequate yard space. Any future expansion would have encroached further into the operations space and render the site unusable. Before the end of 2020, a new and larger BC Hydro district office will be built near Ucluelet to meet the growing requirements of our staff. Completed by this fall, the \$9 million project will support a regional response to operational requirements for a residential and commercial population of approximately 4,000 customers.

As BC Hydro is an essential service, all of our new buildings are built to rigorous standards to ensure we are available and functional after any natural disaster. When considering the new site, the most important requirement was that it be located outside of the tsunami inundation zone. The new prefabricated modular main administration building is designed with an estimated service life of 40 years and the flexibility to accommodate up to 20 additional staff in a storm or emergency event.

The building will accommodate two new distribution line truck bays, a large-bucket truck bay, a tool crib, and a workshop and warehouse space. There is ample room for future expansion and storage on the 5-acre property, as well as staff and visitor parking stalls, including an accessible stall and infrastructure to add electric charging stations in the future.

Our capital project investments are creating thousands of jobs for skilled workers in a wide range of disciplines and generating economic opportunities for local contractors and businesses across the province. BC Hydro continues to invest approximately \$3 billion per year to upgrade aging assets and build new infrastructure to ensure our system is there to support British Columbia's growing population and economy.

Check out what the road was like in the 1960s to the west coast:

tranbc.ca/2017/04/06/see-what-tofino-and-ucluelet-was-like-in-the-1960s/

BC HYDRO CREWS REPLACING 8,000 AGING POWER POLES

Our crews are replacing more than 8,000 wooden power poles across B.C. as part of our ongoing maintenance program.



**Top community
on Vancouver Island
for pole replacements**



**Top community
on Sunshine Coast
for pole replacements**

The average lifespan of a wooden power pole is 40 to 50 years, with many lasting much longer. In fact, more than 10% of BC Hydro's poles are more than 50 years old.

Adverse weather, insects and wildlife all contribute to the deterioration of the poles over time, which results in them needing to be replaced.

We have about 900,000 wooden poles that hold more than 58,000 kilometres of overhead distribution lines. Replacing power poles is one of the investments we're making to our aging infrastructure to improve the safety and reliability of the electricity system.

BC HYDRO EXPANDS EV NETWORK WITH NEW STATIONS

With the reduced station usage during the COVID-19 pandemic, BC Hydro has been able to accelerate station upgrades on Vancouver Island. Stations at Sidney, Nanaimo, Port Alberni, Ucluelet, Courtenay and Campbell River have all received upgrades including new or additional fast chargers, signage and lighting.

Electric vehicle drivers can now use the BC Hydro EV mobile app and RFID card to activate stations at 20 former Greenlots network locations. FLO and ChargePoint apps are also supported at these locations. These include the following: Campbell River, Colwood, Courtenay, Nanaimo, Port Alberni and Qualicum.

Some stations are more popular than others, and BC Hydro is moving to better meet increasing demand at some of the busiest stops in B.C.

So far, dual stations have been installed at Sidney's Beacon Plaza, Nanaimo Superstore, and Port Alberni's No Frills. On the way are dual stations at the Courtenay Superstore, and the Campbell River Community Centre.

Good etiquette, good karma, at EV fast-charge stations

Here are some points about etiquette that will help everyone get along.

1. Take only what you need, and limit your charge to 30-40 minutes
2. Stay close by in case you need to move your vehicle to let someone else charge
3. Don't park in an EV charging stall if you're not charging or waiting to charge
4. Put the charging cord away, and keep the station tidy
5. Don't unplug others, unless there's a note that gives you the green light



Electric vehicle charging station at the Tofino/Ucluelet junction.



Electric vehicle dual charging stations at Port Alberni's No Frills.

Supporting communities

Trees and vegetation management

Our electrical system is complex and highly efficient, with over 79,000 kilometres of overhead transmission and distribution power lines throughout the province. Managing trees and plants around these lines is important for safety and service reliability.

Our vegetation management team regularly inspects trees and other tall vegetation growing under or adjacent to our overhead system to identify potential problems. Tall, diseased or dead trees can fall or grow into power lines, causing electrical outages.

Vegetation management contractors – we employ professional arborists and foresters that follow strict environmental guidelines – prune or remove trees and vegetation in areas where the lines may be impacted. What's more, when an area experiences reliability issues, we assess the local distribution lines for potential tree-related causes. Even with a proactive management program, more than half of all outages in B.C. are caused by trees. For more information, please select bchydro.com/trees.

Community ReGreening Program

Our Community ReGreening Program helps fund urban tree planting that's related to visual aesthetics and environmental enhancements. We pay for seedlings, medium and large trees in cities and towns across B.C. Over the past 20 years, we've funded the planting of more than 300,000 trees.

We partner with local communities and Tree Canada to help make sure appropriate trees are planted around power lines, while enhancing open spaces. The program is intended for small-scale community projects and is open to local governments served by BC Hydro. All applications need to be received by January 31, to be eligible for funding within the same year. For more information, please select bchydro.com/regreening.

Successful applications included:

Community	Project	Funding
Alberni-Clayoquot Reg. Dist.	Shades of Color – Community Regreening Program	\$1,500
Campbell River	Heritage Cemetery/City Hall	\$5,980
Central Saanich	Central Saanich 2020	\$2,700
Comox Valley Reg. Dist.	One Spot Trail – Hedgerow Planting	\$3,700
Cowichan Valley Reg. Dist.	Bright Angel Park Playground Tree Project	\$4,500
Courtenay	Courtenay River Air Park & Estuary Planting	\$4,000
Esquimalt	Town of Esquimalt Regreening Project	\$6,764
Ladysmith	Ladysmith Green Street Trees Enhancement	\$2,700
Langford	Irwin Bike Park	\$5,800
Lantzville	Peterson Road Re-Greening	\$4,750
North Saanich	2020 Lillian Hoffar Park Tree Planting Project	\$5,675
Oak Bay	Uplands Park Garry Oak Boulevard Planting	\$7,500
Salt Spring Island (Conservancy)	Tree Planting on Salt Spring Island Nature Reserves	\$3,060
Saanich	Saanich Arboretum	\$6,000
Sechelt	Adopt a Street Tree (Phase 10)	\$5,000
Sidney	Rathdown Park Improvements	\$4,400

Beautification Fund

Our Beautification Fund provides financial assistance to municipal governments to relocate BC Hydro equipment on public property. We co-fund projects to move overhead lines and poles to underground duct banks as part of community redevelopment plans or to enhance and improve the use of public spaces. Previous projects have included high traffic areas and community venues such as town centres, parks, commercial districts, civic facilities, and bike lanes.

This past year, successful applicants for conversion of overhead to underground facilities included:

- Qualicum Beach
- Sidney

Select [bchydro.com/beautification](https://www.bchydro.com/beautification) for more information and to apply. Applications must be submitted by September 30 to be considered for the following year.

Decorative Wrap Grant Program

Our Decorative Wrap Grant Program provides financial assistance to municipal governments looking to improve the visual aesthetics of a neighbourhood by installing decorative wraps on BC Hydro-owned pad-mounted equipment boxes. Eligible applicants can receive grant funding of \$350 or \$700 per unit, depending on the size of the equipment box to be wrapped. The funding amount will be determined by BC Hydro during the application review.



Example of a decorative wrap on our pad-mounted equipment.

This past year, successful applicants for decorative wraps included:

- Port McNeil
- Sidney
- Sechelt

The application closing date for each year is September 30. For more information, please select [bchydro.com/wrap](https://www.bchydro.com/wrap).

Fish & Wildlife Compensation Program

The Fish & Wildlife Compensation Program (FWCP) is a partnership between BC Hydro, the Province of B.C., Fisheries and Oceans Canada, First Nations, and public stakeholders to conserve and enhance fish and wildlife in watersheds impacted by BC Hydro dams.

In 2019 – 2020, the FWCP's Coastal Region board approved 14 projects on Vancouver Island and the Sunshine Coast, for nearly \$622,000 in funding.

The projects included improving salmon spawning and rearing habitat, eco-cultural restoration of estuary habitat, increasing our understanding of bat conservation, purchasing 22 hectares of conservation lands, improving nutrients for salmonids, and restoring riparian areas.

Since 1999, the FWCP has committed more than \$38.6 million to support fish and wildlife in its Coastal Region. Learn more at [fwcp.ca](https://www.fwcp.ca).



In the summer of 2019 with FWCP funding, 4,000 metric tonnes of gravel were placed 300 metres downstream of the John Hart Generating Station in the Campbell River area. The project, led by the Campbell River Salmon Foundation, has added 3,143 m² of Chinook salmon spawning habitat. It will also support coho, chum, and steelhead population. Photo courtesy of Campbell River Salmon Foundation.

Did you know?

The FWCP is funded annually by BC Hydro. The FWCP directs those funds towards priority actions across its three regions to fulfill its mission and work towards its vision of thriving fish and wildlife populations in watersheds that are functioning and sustainable.

For information on Community Engagement Grants – which are typically \$500 to \$1,000 and help stewardship groups and others take action to benefit local fish and wildlife – please select [fwcp.ca/community-engagement-grants/](https://www.fwcp.ca/community-engagement-grants/).

Grants-in-lieu

We pay net property tax and grant payments to local governments. The grant program is a provincial government initiative and the amounts paid are determined under the current legislation. Listed below are the grants paid to each community in the Vancouver Island–Sunshine Coast region as of June 30, 2020.

Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
Regional District of Alberni–Clayoquot	0	\$61,097.00	0	\$61,097.00
Village of Alert Bay	\$3,482.31	\$8,467.49	\$18.05	\$11,967.85
City of Campbell River	\$2,687,405.63	\$962,382.95	0	\$3,649,788.58
Capital Regional District	0	\$370,950.00	0	\$370,950.00
District of Central Saanich	\$319,005.83	\$274,655.36	\$6,781.85	\$600,443.04
City of Colwood	\$40,966.32	\$140,313.91	0	\$181,280.23
Town of Comox	\$38,425.47	\$118,685.04	0	\$157,110.51
Regional District of Comox Valley	0	\$52,369.00	0	\$52,369.00
City of Courtenay	\$202,404.36	\$432,989.20	\$349.06	\$635,742.62
Village of Cumberland	\$11,492.46	\$36,149.26	0	\$47,641.72
City of Duncan	\$8,730.10	\$61,578.39	0	\$70,308.49
Township of Esquimalt	\$180,673.98	\$280,782.22	0	\$461,456.20
Town of Gibsons	\$58,392.65	\$117,294.37	\$636.39	\$176,323.41
Village of Gold River	\$11,883.36	\$21,477.13	0	\$33,360.49
District of Highlands	\$90,800.86	\$30,028.05	0	\$120,828.91
Town of Ladysmith	\$64,107.25	\$116,989.75	0	\$181,097.00
Town of Lake Cowichan	\$26,771.44	\$37,946.06	\$350.00	\$65,067.50
City of Langford	\$209,196.65	\$373,732.09	0	\$582,928.74
District of Lantzville	\$106,388.65	\$69,190.61	\$20.00	\$175,599.26
District of Metchosin	\$58,057.77	\$57,478.96	0	\$115,536.73
City of Nanaimo	\$713,184.81	\$2,005,441.49	\$92.76	\$2,718,719.06
Municipality of North Cowichan	\$863,685.68	\$1,188,090.69	\$1,182.00	\$2,052,958.37
District of North Saanich	\$109,337.57	\$193,079.60	\$204.72	\$302,621.89
District of Oak Bay	\$36,744.60	\$136,739.54	0	\$173,484.14
City of Parksville	\$41,357.22	\$138,640.38	0	\$179,997.60
City of Port Alberni	\$182,284.61	\$697,761.59	\$40.86	\$880,087.06
Village of Port Alice	\$6,666.00	\$14,723.31	0	\$21,389.31
District of Port Hardy	\$67,102.14	\$93,758.53	0	\$160,860.67
Town of Port McNeill	\$9,928.86	\$44,224.38	0	\$54,153.24
City of Powell River	\$167,117.16	\$395,745.42	\$2,210.20	\$565,072.78
Town of Qualicum Beach	\$107,133.34	\$204,596.44	\$40.00	\$311,769.78
District of Saanich	\$1,039,676.60	\$1,735,581.67	0	\$2,775,258.27
Village of Sayward	\$2,853.57	\$4,396.90	0	\$7,250.47
District of Sechelt	\$60,000.53	\$151,542.94	\$(0.42)	\$211,543.05
Town of Sidney	\$22,739.19	\$125,338.92	0	\$148,078.11
District of Sooke	\$104,740.36	\$147,861.52	0	\$252,601.88

*Local governments collect school taxes which are then forwarded to the provincial government to help fund school districts.

Grants-in-lieu continued

Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
Regional District of Strathcona	0	\$139,653.00	0	\$139,653.00
Regional District of Sunshine Coast	0	\$72,008.00	0	\$72,008.00
Village of Tahsis	\$16,080.32	\$20,339.18	0	\$36,419.50
District of Tofino	\$10,319.76	\$48,246.47	0	\$58,566.23
District of Ucluelet	\$12,117.90	\$39,251.23	0	\$51,369.13
City of Victoria	\$690,131.69	\$1,548,610.00	\$198.26	\$2,238,939.95
Town of View Royal	\$117,486.30	\$149,940.82	0	\$267,427.12
Village of Zeballos	\$1,961.02	\$4,374.50	0	\$6,335.52

*Local governments collect school taxes which are then forwarded to the provincial government to help fund school districts.

Community grants

By providing power to the people and businesses of this province, we provide an essential and important service. We also believe in doing more than that: we offer two types of grants to support non-profit organizations and registered charities that are making a difference in their communities. This year, we supported nearly 80 community-based projects across every region of the province.

Our grants are given out in three focus areas: building the workforce of tomorrow, safety education, and developing smart energy ideas. When planning for your project, please keep in mind that our grants have set criteria and application deadlines. To learn more, please select bchydro.com/grants.

Some of the organizations that we supported in the region this past year included:

Organization	Project	Community	Grant
Sooke Fire and Rescue Department	Medical Aid Equipment Update Project	Sooke	\$2,000
Cowichan Valley Amateur Radio Society	Mount Brenton DC System Update Project	Ladysmith to Malahat including Gulf Islands and Lake Cowichan	\$1,000
Denman Island Neighbourhood Emergency Preparedness Organization	Post Disaster Communicating	Denman Island	\$900
FED Urban Agriculture Society	Street to Sky Project	Victoria	\$2,000
Gibsons Landing Heritage Society	Heritage Playhouse Lighting Upgrade	Gibsons	\$1,000
Powell River Salmon Society	Power Our Fish 2020	Powell River	\$2,000
Nanaimo Science and Sustainability Society	Science Saturday	Nanaimo Regional District and Parksville	\$1,000
The Mustard Seed Street Church	Life Skills, Education and Employment Programming	Greater Victoria and Duncan	\$2,000
Timberlane Barracks Sponsor Committee	Building Upgrades	Powell River	\$1,000
Society for the Advancement of Young Scientists	Vancouver Island Regional Science Fair	Vancouver Island communities from Campbell River to Victoria	\$2,000



Reliability performance

We recognize how important the reliable supply of electricity is to our customers. We'll continue to improve, reinforce and maintain the electrical system.

The information below provides a comparison between Fiscal 2019 and Fiscal 2020 for communities in the Vancouver Island–Sunshine Coast region. These statistics include interruptions due to planned outages.

Community	Fiscal 2019 Average customer interruption duration (hours)	Fiscal 2020 Average customer interruption duration (hours)	Fiscal 2019 Average number of interruptions per customer	Fiscal 2020 Average number of interruptions per customer
Campbell River	2.82	3.29	2.55	1.86
Courtenay	3.61	2.38	2.11	1.46
Duncan	9.43	1.72	4.58	4.21
Islands Trust	12.99	3.13	8.32	6.21
Nanaimo	7.57	2.10	1.90	0.98
Parksville	8.59	1.61	0.76	1.26
Port Alberni	3.99	2.51	2.64	1.64
Port Hardy	2.27	2.28	6.52	6.86
Powell River	3.64	1.04	2.61	2.42
Qualicum Beach	6.65	1.67	5.55	5.55
Sechelt	2.31	2.66	2.42	3.52
Victoria	3.27	1.63	0.57	0.57

BC Hydro Community Relations

At BC Hydro we build strong relationships to support the unique needs and strengths of the communities we serve. Our Community Relations team does this by listening, providing information and working together with communities. We're the point of contact for local government, media, local business and community groups. Whether it's for capital projects, corporate initiatives and programs, local BC Hydro activities, significant planned outages, emergency response or unplanned power outages, we work hard to meet the needs of our stakeholders and ensure communities are kept informed.

Vancouver Island–Sunshine Coast

If you have questions or comments for us, please contact:

Ted Olynyk Manager, Community Relations Vancouver Island–Sunshine Coast 250 755 7180 ted.olynyk@bchydro.com	Karla Louwers Public Affairs Officer 250 755 4713 karla.louwers@bchydro.com	Stephen Watson Stakeholder Engagement Advisor 250 755 4795 steve.watson@bchydro.com
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BC Hydro guide for local government

Quick access to key information on bchydro.com

My Hydro and Energy Savings initiatives	
My Hydro bchydro.com/myhydro/	Log in to manage your account.
Energy Savings Programs bchydro.com/energysavings	Learn how you can be smart with your power. Take advantage of rebates and programs.
Projects	
Capital Projects bchydro.com/projects	Learn more about major projects taking place in your region.
Programs	
Beautification fund bchydro.com/beautification	Find out more about our beautification program that provides financial assistance to municipal governments for conversion of overhead to underground facilities.
Decorative Wrap Grant Program bchydro.com/wraps	Learn about our program that provides financial assistance to municipal governments looking to install decorative wraps on BC Hydro pad-mounted equipment boxes.
Community ReGreening Program bchydro.com/regreening	The regreening program assists municipalities with urban tree planting while helping to make sure appropriate trees are planted around power lines.
Community Giving	
Grants for community groups bchydro.com/grants	Learn about our grants for community groups and how to apply for them.
Scholarships & Endowments bchydro.com/scholarships	We look to build the next generation of engineers, electricians, and many other key roles who will help us deliver clean energy to our customers. Learn about our scholarships and endowments.
Electric vehicles	
Fast charging stations bchydro.com/ev	Learn more about how clean and affordable power makes B.C. a great fit for electric vehicles.
Report an outage	
How to report a power outage bchydro.com/outages	Check the outage map or list to see if we know your power is out. If not, call us at 1 800 BCHYDRO (1 800 224 9376) or *HYDRO (*49376) on your mobile phone to report it.
Report graffiti	
How to report graffiti on our equipment bchydro.com/graffiti	We rely on the public to report graffiti on everything from our pad-mounted transformer boxes to our offices.



2021 VIRTUAL AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2021 virtual convention. The Executive is considering options for the 2021 convention's format and timing. The usual resolutions procedures followed at the convention may need to be adapted with the move to a virtual format. Pending finalization of the procedures, members are now asked to submit resolutions with the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **Friday, February 26, 2021**

It is uncertain whether late resolutions or off-the-floor resolutions can be accommodated at the virtual convention. Members are strongly encouraged to submit resolutions by the deadline so they may be considered. Resolutions that emerge after Friday, February 26th may need to be submitted directly to UBCM.

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Contact AVICC & UBCM for assistance.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

AVICC GOLD STAR RESOLUTIONS

The AVICC Executive will recognize members who submit the best resolutions with an award for Gold Star or Honourable Mention status. The goal of the awards is to encourage excellence in resolutions drafting. Resolutions should provide clear policy direction so that AVICC and UBCM can advocate effectively on the policy priorities of our members with the provincial and federal governments.

To be recognized for an award, a resolution must meet the standards of excellence established in the Gold Star Resolutions Criteria:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes **the issue** and the enactment clause outlines **the action** being requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Ian C. Poole, CPA, CA Director of Finance

Date: December 17, 2020

Re: **Dates for Council and Public Presentation - Budget 2021**

PURPOSE OF REPORT:

To inform Council and the public regarding the planned meeting dates for the 2021 Budget deliberations.

OPTIONS/ALTERNATIVES

The proposed Council and public presentation dates for the 2021 are:

- February 2, 2021 – Draft#1 - Operations and Capital Plan
- March 2, 2021 – Draft #2 – Operations and Capital Plan
- April 6, 2021 – Draft #3 – Review Tax Rate Scenarios
- April 20, 2021 – Public Presentation of 2021 Budget and Proposed Tax Rates
- May 4, 2021 – Introduction of Financial Plan and Tax Rate Bylaws – 1st, 2nd and 3rd Readings
- May 11, 2021 (Special Meeting) – Adoption of Financial Plan and Tax Rate Bylaws.

LEGISLATIVE REQUIREMENTS:

Pursuant to Section 165 and 166 of the Community Charter, Councils must adopt the annual Financial Plan and Tax rate Bylaws by May 15th. Therefore, a schedule of public meetings will be needed prior to this date in order that sufficient discussion between Council, staff and the public can be achieved.

BACKGROUND:

The proposed dates and anticipated outcomes for each of the following meetings is as follows:

- February 2, 2021 – Draft#1 - Operations and Capital Plan
 - At this initial meeting staff will present the first draft of the 2021 operational budget and a 5 year (2021 – 2025) projected capital plan with identified funding sources.
- March 2, 2021 – Draft #2 – Operations and Capital Plan

- At this 2nd meeting of the operational and capital plan staff will present **the changes** made to the budget arising from discussions at our earlier meeting.
- April 6, 2021 – Draft #3 – Review Tax Rate Scenarios
 - This meeting will focus on the tax rate implications of the operational budget using an interactive spreadsheet that will show the impact on taxation under various funding scenarios.
- April 20, 2021 – Public Presentation of 2021 Budget and Proposed Tax Rates
 - This meeting will include a power point slide presentation highlighting the budget process, proposed revenue sources and taxation impacts and planned expenditures for both the 2021 operational and 2021-2025 capital budget years.
- May 4, 2021 – Introduction of Financial Plan and Tax Rate Bylaws
 - 1st, 2nd and 3rd reading of the proposed bylaws.
- May 11, 2021 (Special Meeting) – Adoption of Financial Plan and Tax Rate Bylaws
 - Adoption of the proposed bylaws.

RECOMMENDATION:

THAT Council adopt (or modify as desired) the proposed 2021 Budget meeting dates.

Respectfully submitted:



Ian C. Poole, CPA, CA
Director of Finance

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Mark Tatchell, CAO

Date: December 8, 2020

Re: Proposed policy regarding Village forces performing work for other parties

PURPOSE OF REPORT:

To provide context and background for the proposed policy which is intended to clarify and codify the circumstances under which Village forces will perform work for other parties.

OPTIONS/ALTERNATIVES

1. Consider and pass the following resolution:
“Moved, seconded by Councillors _____ THAT
Council approve Policy #4021 (Village Forces Performing Work for
Other Parties) and Rescind Policies #3003, #4015 and #4016.”
2. Consider an amended version of this proposed policy.
3. Confirm by resolution the status quo, including Policies #3003, #4015 and #4016.
4. Any other option that Council deems appropriate.

BACKGROUND:

The Village has formal and informal policies and practices to make Village forces (personnel and equipment) available to resident property owners, non-profit organizations, and Village staff (for personal benefit). Moreover, the Fees and Charges Bylaw includes the rates other parties will be charged for services performed by Village forces. The result of these policies and practices is an expectation that the Village will perform non-Village services as requested in a work order.

An informal survey of other small local governments (Sicamous, Fruitvale, Gold River, Telkwa, Zeballos, Port Alice and New Hazelton) revealed that most do not perform work for local property owners. Port Alice and New Hazelton will respond in emergencies only. Zeballos, like Tahsis, will perform work if there is capacity (which is rare).

Policy #3003 (1992) permits Village employees to use tools and equipment after work hours if the purpose will benefit the Village, as determined by a department head. Employees must have the training, certification and licensing to use the tools and equipment. (This policy is at odds with the Employee Handbook which prohibits Village tools and equipment to be used by staff, Council members and the public.)

Policy #4015 (date unknown) permits non-profit organizations to use Village equipment with enough advance notice and as long as the equipment is not needed by the Village. The policy specifically refers to the marquee and porta-potties.

Policy #4016 (2007) permits residents to use Village tools and equipment for repairs on their personal property in emergencies if they are unable to access the tool or equipment from a local business.

These policies, with some caveats, appear to reflect Council's view (i.e., past Councils') that the Village will provide its services and equipment to property owners, and even staff.

The policies and practices raise three issues: that of the purposes of a municipality, Village capacity to perform work for others, and Liability risk to the Village.

Purposes of a Municipality

Under the *Community Charter*, the purposes of a municipality include

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

Local governments do not normally provide services to property owners, such as construction, landscaping and plumbing repairs, as these are not seen as

benefiting the community as a whole for two reasons: 1) these services are available from the private sector and; 2) the services are not equally distributed, unlike curbside garbage pickup and drinking water. Moreover, there are reputational, financial and personnel risks when local governments agree to provide this type of service. For example:

- Local governments cannot charge more than the cost of providing a service so fees could be lower than the private sector, thus undercutting businesses
- Public services seen as benefiting elected officials and/or friends of elected officials and/or government employees
- Performing work for private property owners instead of performing work that benefits the community as a whole
- Places burden on staff to make decisions based on personal judgement, not policy, or operational priorities.
- Blurs lines of responsibility and direction to staff

Capacity

An extension of the above is the underlying expectation that the Village has the capacity to perform services for other parties. There is increasingly less capacity to perform work for other parties as the Village moves to devote more effort to maintaining and improving its own infrastructure. Moreover, the Village cannot require staff to perform work for other parties on overtime, as it is discretionary (i.e., non-essential) work. If the Village lacks the capacity, then there are reputational risks by suggesting that services are available.

Liability

As noted in the draft policy, the Village's insurance policy provides coverage for work carried out by Village staff, even if the work is performed on non-Village property. However, MIABC advises that doing this type of work does increase the Village's liability exposure. For example, Village staff could damage private property or perform faulty work resulting in claims against the Village. Village insurance premiums will increase if claims are filed.

Moreover, Village tools and./or equipment could be damaged. There is no authority for recovering this type of cost from the property owner. In the event of a dispute over faulty work or work not performed to the property owner's satisfaction, the Village could find itself subject to small claims actions and staff time spent responding and attempting to resolve.

Proposed Policy

The proposed policy does not entirely prevent the Village from performing work for other parties, however, it does narrow the scope of services in order to manage the risks and focus Village resources on delivering services more aligned with municipal purposes.

POLICY/LEGISLATIVE REQUIREMENTS:

1. *Community Charter* (SBC 2003, Ch. 26)
2. Policies #3003, #4015 and #4016

FINANCIAL IMPLICATIONS:

Providing Village services to property owners is revenue neutral based on the fees charged as per the Fees and Charges Bylaws. The Village's cost would increase in the event of damage to private or Village property or if the Village was subject to insurance claims or legal action.

STRATEGIC PRIORITY:

Yes.

Governance: Review policies and bylaws and update as necessary.

RECOMMENDATION:

Option 1.

Respectfully submitted:



Mark Tatchell, CAO



VILLAGE OF TAHSIS			
Policy Title:	Village Forces Performing Work for Other Parties	Policy No.	4021
Effective Date	January 6, 2021	Supersedes and Rescinds Policies	#3003, #4015 and #4016
Approval	Council	Resolution Number	XXX/2020

1. DEFINITIONS

“Chief Administrative Officer (CAO)”	means the person appointed to this position under the Municipal Officers and Delegation of Authority Bylaw No. 611, 2019.
“Director”	means the Director of Operations or the employee delegated by the Director to act as the Director
“Emergency”	means an event caused by accident, nature or technical failure which is at high immediate likelihood to cause, or is causing, significant damage to persons and/or property.
“Equipment”	means heavy and light duty equipment and tools owned by the Village
“MIABC”	means the Municipal Insurance Association of British Columbia
“Other Party”	means a person, company, property owner, proprietorship, government or organization that is not the Village of Tahsis or its employees.
“Village”	means the Village of Tahsis
“Village Forces”	means Village crews and equipment.
“Work Order”	means the form completed by a property owner to have service performed by the Village on their property

2. PURPOSE

This policy establishes the conditions under which Village forces are authorized to perform work for other parties.

3. POLICY

Village forces will not generally perform work for other parties, except where authorized to do so under this policy, Village bylaws or other legal authorities.

Village forces will perform work for other parties in response to emergencies and/or when directed to do so by the Director, after the Director has consulted with the CAO. In considering whether to perform work that is not an emergency, Village forces will not perform work for other parties unless the work is in the Village's interest or the public interest generally.

Village forces may perform work for local community organizations, non-profit societies and other government agencies if approved by the Director, after consulting with the CAO.

Village tools and equipment will not be loaned, rented or otherwise provided to other parties and/or Village employees for personal use.

4. PROCEDURES

Other parties must complete and submit a work order before Village forces will perform work. However, a completed and submitted work order does not obligate the Village to perform the work for the other party.

5. LIABILITY

Although the work performed by Village forces on other party property is covered by the Village's liability policy with MIABC, it is recognized that performing this work may increase the Village's liability exposure.

6. WORK NOT GUARANTEED

Work performed by Village forces on another party's property is not guaranteed.

7. FEES

Fees set in the Fees and Charges Bylaws will be charged to other parties for work performed by Village forces, including fees for equipment.



Subject: Use of Village Equipment

Policy No: #3003

Approval Date: May 19, 1992

Review:

Revisions:

The following policies are to be implemented immediately by all staff:

1. Items of Village property, including all tools, are not to be used for strictly personal purposes by any employee(s), staff member(s), or member(s) of the public.
2. Only Village employees and those people authorized by the Public Works Superintendent or his designate(s) are permitted to drive or ride in Village-owned vehicles. Employees may ride in the back of Village trucks only when required to insure the stability or security of items resting in the truck bed. Employees should otherwise ride only in the cab of Village vehicles.

Every effort should be made to avoid the need for an employee to ride in the back of a Village truck.

3. Village heavy equipment is to be operated only by staff or employees with the training, licensing and certification required to legally operate such equipment. Village tools and equipment may be used by staff or employees after normal working hours, provided the work undertaken is for a purpose - determined by a department head(s) or their designate(s) - that will directly or indirectly benefit the Village of Tahsis.



Subject: Use of Specific Village Equipment

Policy No: #4015

Approval Date: _____

Revisions:

Purpose:

To establish a policy for use of specific Village equipment by non-profit organizations within the boundaries of the Village of Tahsis. It has been the practice to allow use of specific Village equipment by these organizations. For example: equipment such as marquee and port-a-potties

Policy:

- 1) Specific Village owned equipment may be available for use by non profit organizations within the boundaries of the Village of Tahsis if not required to be held for emergency use for the Village of Tahsis.
- 2) Access by users will be prioritized in this ranking:
 - 1st Village of Tahsis
 - 2nd Local non-profit organization
- 3) Fee for use will be a calculation based on cost recovery of the use of the equipment. This will be a calculation of equipment and staff time for set up and removal, and any supplies used. It will also include a portion of replacement cost, if applicable. A rental /use contract will be completed with fees paid in full prior to use of equipment.
- 4) A damage deposit may be required before use. Upon post-use inspection by a delegated member of the Public works crew, it is found that the equipment has been subjected to only reasonable wear and tear, deposit will be refunded.
- 5) Requests for use/rental of equipment should be made at least two weeks in advance, to allow the Public Works Superintendent to schedule the put-up and take-down. Public Works employees should be scheduled to do this work only during regular work hours, if possible.

(Replacing policy #4002-rental of Marquee)



Subject: Use of Village Tools and Equipment for Emergent Resident Repairs

Policy No: #4016

Approval Date: November 20, 2007

Revisions:

Purpose:

To establish a policy for use of specific Village tools or equipment by residents for repairs on their property within the boundaries of the Village of Tahsis. It has been the practice to allow use of Village tools or equipment by residents for emergent repairs. For example: power snake

Policy:

- 1) Village owned tools and equipment may be available for use by residents within the boundaries of the Village of Tahsis. Approval for use will be authorized if it is not possible for the resident to access the tool or equipment from a local business and it is required due to emergent situation for resident. Also, if not required to be held for emergency use for the Village of Tahsis.
- 2) Only those residents with certification or qualified training will be allowed to use power tools or equipment.
- 3) A damage deposit may be required before use. Upon post-use inspection by a delegated member of the Public works crew, it is found that the equipment has been subjected to only reasonable wear and tear, deposit will be refunded.
- 4) Requests for use/rental of equipment should be made at the Village office with payment of the damage deposit. Public Works employees will arrange for the tool or equipment to be available and resident will be notified.

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Mark Tatchell, Chief Administrative Officer
Shaun Koopman, Protective Services Coordinator, Strathcona Regional District

Date: December 8th 2020

Re: **UBCM 2021 Emergency Support Services Grant**

PURPOSE OF REPORT:

To consider a regional application with the Strathcona Regional District to the UBCM Community Emergency Preparedness Fund Emergency Support Services grant program to enhance the Village of Tahsis' emergency response capacity by:

- Purchasing mobile enclosed shelters; and
- Purchasing \$1,500 worth of 25-year shelf life emergency water.

OPTIONS/ALTERNATIVES

1. Consider the resolution as drafted
2. Decline to consider a resolution
3. Any other option Council deems appropriate

Option 1 is recommended.

BACKGROUND:

The Emergency Support Services funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000.00. All local governments (municipalities and regional districts) and First Nations (bands and Treaty First Nations) in BC are eligible to apply. Eligible applicants can submit one application per intake, or as a partnering applicant in a regional application. It is proposed the Village of Tahsis be a partner applicant in a regional application with the Strathcona Regional District as the primary applicant. The intake deadline is January 29, 2021. This is the fourth and final intake of this grant program. UBCM staff indicate that a regional application would be viewed more favourably since the Village of Tahsis has received multiple grants under this program as a sole applicant. It is proposed that the Strathcona Regional District allocate \$6,200 in its regional grant application to acquire the above noted items for the Village of Tahsis.

POLICY/LEGISLATIVE REQUIREMENTS:

Providing support for a regional Emergency Support Services grant application requires a resolution stating that the Village of Tahsis authorizes the Strathcona Regional District to oversee grant management on behalf of the Village of Tahsis. This regional application partnership process was last used to modernize the Tahsis Community Wildfire Protection Plan.

Section 3(1)(f) of BC Reg.380/95 (*Local Authority Emergency Management Regulation*) requires that local authorities coordinate the provision of food, clothing, shelter, transportation, and medical services to victims of emergencies or disasters, whether that provision is made from within or outside of the local authority.

Section 6(2) of the *Emergency Program Act* states that a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

FINANCIAL IMPLICATIONS:

The Strathcona Regional District would manage the financial aspects of this project.

Item	Cost Per Unit	Units	Total Cost
10ft. wide x 15 ft. deep x 8 ft. height mobile enclosed shelter	\$300	4	\$1,200
12ft wide x 20 ft deep x 12 ft high mobile enclosed shelter	\$700	5	\$3,500
25-year shelf life water	\$60 per 24	25	\$1,500
		Total	\$6,200

RECOMMENDATION:

THAT an application for financial assistance under the Community Emergency Preparedness Fund Emergency Support Services grant be authorized for submission to the UBCM in collaboration with the Strathcona Regional District; and

THAT the Village of Tahsis authorizes the Strathcona Regional District to receive and manage the funds on behalf of the Village of Tahsis if the application is successful.

Respectfully submitted:



Mark Tatchell
Chief Administrative Officer