Minutes

Meeting	**Regular Council**
Date	**January 19, 2021**
Time	**7:00 PM**
Place	**Municipal Hall - Council Chambers and by electronic means**

Present	Mayor Martin Davis	
	Councillor Bill Elder	
	Councillor Sarah Fowler	
	Councillor Cheryl Northcott	by video
	Councillor Lynda Llewellyn	by video
Staff	Mark Tatchell, Chief Administrative Officer	
	Ian Poole, CPA, CA, Director of Finance	by video
	Janet StDenis, Finance and Corporate Services Manager	by video
	Enzo Calla, Bylaw Compliance Officer, Strathcona Regional District	by video
Guests	Diane Kalen-Sukra, Asset Management B.C.	by video
	Cpl. Kim Rutherford, a/NCO i/c, Nootka Sound RCMP	by video
Public	1 member of the public.	by phone

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

Proposed that item M.1 Bylaw Enforcement Officer appointment be moved to follow G. Rise and Report and before H.1.
Late item M.5 regarding the selection of Council members to attend the 2021 Local Government Leadership Academy annual seminar (virtual) on February 4th and 5th.

C. Approval of the Agenda

Fowler/Elder: VOT 0047/2021

THAT the Agenda for the January 5, 2021 Regular Council meeting be adopted as amended.

CARRIED

D. Petitions and Delegations

None.

E. Public Input # 1

None.

F. Adoption of the Minutes

1 **Minutes of the Regular Council Meeting held on January 5, 2020**

Fowler/Elder: VOT 0048/2021
THAT the Regular Council meeting minutes of January 5, 2021 be adopted as presented. **CARRIED**

G. Rise and Report

1 At the January 19, 2021 closed Council meeting Council approved the Extended Benefits and Pension Plan Policy #2012 as amended. This policy provides extended health care benefits and pension to all full-time Village employees and those part-time employees who qualify.

2 Also at the January 19, 2021 closed Council meeting Council received and considered the September 14, 2020 letter from Mayor Davis to Fisheries and Oceans Canada and the January 13, 2021 letter from Fisheries and Oceans Canada to Mayor Davis regarding the proposed Canadian Coast Guard dock project.

M. New Business

1 **Bylaw Enforcement Officer appointment**
Council welcomed Enzo Calla to Tahsis.

Fowler/Elder: VOT 0049/2021
THAT Council consider the appointment of Enzo Calla as the Bylaw Enforcement Officer for the Village of Tahsis.

Fowler/Elder: VOT 0050/2021
THAT Enzo Calla be appointed under s. 36 of the Police Act (RSBC 1996, Ch. 367) as the Bylaw Enforcement Officer for the Village of Tahsis and in that capacity perform the functions and duties and have the powers, privileges and responsibilities as set out in Village bylaws, resolutions and policies which reference a Bylaw Enforcement Officer. **CARRIED**

H. Business Arising

1 **Presentation by Diane Kalen-Sukra, Asset Management BC, Re: Building Asset Management Awareness for Elected Officials**
A question and answer period followed the presentation.

Fowler/Elder: VOT 00051/2021
THAT this presentation be received. **CARRIED**

J. Council Reports

Mayor Davis (written report)

I would like to begin by welcoming Sue Simcox as our new Emergency Support Services director. She brings 22 years of ESS experience and we look forward to working with her. Also, we will be soon voting to hire a new bylaw enforcement officer - welcome Enzo Calla. I am sure he will have his hands full, catching up with the backlog!

Covid continues to be a factor in our lives, with 184 active cases on Vancouver Island and 14 in hospital. Fortunately, we still have not had a known case in Tahsis, which seems almost miraculous at this point. Still, it is good to see that the majority of people have been careful in protecting themselves and others here.

The swimming pool continues to be closed as staff works on a solution to the leakage problem. There is a likely solution, replacing an O ring, that will be tried in the near future.

Note that from today through Friday January 22nd, culvert replacements will be occurring on the Head Bay Road, with delays of up to 20 minutes.

Councillor Elder (verbal report)

There are two things that I am working on; the outrageous property tax assessments and the second is more of a question; Does the Village have speed reading signs that could be posted in the school zone.

Councillor Fowler (written report)

The U4C (uniting four communities) society president has chosen Tuesday, January 26, 10AM for their meeting. I'm hoping to circulate a zoom link shortly. We have also received our cheques in the mail and have a Facebook page, Instagram account and email address unity4trail@gmail.com
As the TAAC (age friendly/accessibility) chairperson I hope to have a meeting on Friday January 29 at 10AM.
Happy 75th birthday to Dolly Parton.

Submitted respectfully,
Councillor Fowler

Councillor Llewellyn (verbal report)

I have two meetings this week. Tomorrow is with the Health Network. It is like a sub committee because they have some students going to work and one of the students is going to look at the housing requirements and needs in Tahsis and Gold River. So I am going to be one of the people supervising and working with that person. Then on Thursday, I have an actual Health Network meeting. Two meetings today and a meeting Wednesday and a meeting Thursday. I have a busy week.

Councillor Northcott

No report.

Fowler/Elder: VOT 0052/2021
THAT the Council Reports be received.

CARRIED

K. Bylaws
None.

L. Correspondence

1 **Mayor Kathy Moore, City of Rossland, Re: Letter of Support for the Corporation of the City of Vernon.**

2 **Mayor John Dooley, City of Nelson, letter to Minister Adrian Dix Re: Vaccination Priority for Essential Critical Infrastructure Municipal Employees**

3 **Softball BC letter Re: COVID Relief Funding**

4 **Bill C-213 The Canada Pharmacare Act - draft motion of support**

Fowler/Elder: VOT 0053/2021
THAT these correspondence items be received.

CARRIED

Fowler/Elder: VOT 0054/2021
THAT correspondence items # 1,2 and 4 be pulled for discussion. **CARRIED**

1 **Mayor Kathy Moore, City of Rossland, Re: Letter of Support for the Corporation of the City of Vernon.**
Mayor Davis spoke to this correspondence item. A discussion followed.

Fowler/Llewellyn: VOT 0055/2021
THAT the Village of Tahsis write the Provincial Minister of Finance, the Provincial Minister of Health, the Premier of BC, and the local MLA supporting universal no cost access to all prescription contraception available in BC under the Medical Services Plan.

CARRIED

2 **Mayor John Dooley, City of Nelson, letter to Minister Adrian Dix Re: Vaccination Priority for Essential Critical Infrastructure Municipal Employees**

A discussion followed.

4 **Bill C-213 The Canada Pharmacare Act - draft motion of support**

Fowler/Elder: VOT 0056/2021

WHEREAS Members of Parliament are seeking municipal support for Bill C-213, which seeks to establish a universal publicly administered pharmacare program based on the same principles as Canada's universal health care program; and whereas it is appropriate to support the request; THEREFORE, BE IT RESOLVED to support Bill C-213 An Act to Enact the Canada Pharmacare Act. **CARRIED**

M. New Business

2 **Vancouver Island Regional Library grant application - request for letter of support**

Llewellyn/Elder: VOT 0057/2021
THAT Council consider the draft letter of support for the Vancouver Island Regional Library's application under the Investing in Canada Infrastructure Program for a new Tahsis library building. **CARRIED**

Llewellyn/Elder: VOT 0058/2021
THAT Council approve the draft letter support for the Vancouver Island Regional Library's application under the Investing in Canada Infrastructure Program for a new Tahsis library building. **CARRIED**

3 **Report to Council Re: Mobile Device Policy #4022**

A discussion followed.

Llewellyn/Fowler: VOT 0059/2021
THAT the Report to Council and Mobile Device Policy #4022 both be received and considered. **CARRIED**

Llewellyn/Fowler: VOT 0060/2021
THAT Mobile Device Policy #4022 be approved. **CARRIED**

4 **Report to Council Re: Rec Centre 2020 Q4 Report**

CAO Mark Tatchell provided Council with an update on the status of the pool leak.

Fowler/Elder: VOT 0061/2021
THAT this Report to Council be received. **CARRIED**

5 **Selection of Council members to attend the Local Government Leadership Academy annual seminar (virtual) on February 4th and 5th.**

Councillor Fowler spoke to this item.

Fowler/Elder: VOT 0062/2021

THAT Council approve Councillor Northcott and Councillor Fowler to attend the Local Government Leadership Academy annual seminar (virtual) on February 4th and 5th, 2021. **CARRIED**

N. Public Input #2

None.

Adjournment
Fowler/Elder: VOT 0063/2021
THAT the meeting be adjourned at 8:44 p.m. **CARRIED**

Certified Correct this
2nd Day of February 2021

Chief Administrative Officer

G-2

Fisheries and Oceans Canada | Pêches et Océans Canada

Village of Tahsis
977 South Maquinna Drive
Tahsis, BC
V0P 1X0

2020-01-12

Re: Tahsis Marine Infrastructure Proposal
File Reference: PRP 7521- PK90405

Dear Mayor Davis,

Thank you for your letter dated September 14th, 2020.

We appreciate the time the Village took to have Coast Guard's marine infrastructure proposal assessed by engineers and considered by Council.

It is unfortunate that we were not aware of your plans for the area identified in our proposal prior to preparing the documentation requested by Mr. Tatchell. When we met with Mr. Tatchell, there was no indication of the Village's future plans for the area. Please know that it was not our intention to disregard your future plans for the area. We simply weren't aware of them.

Now that we have had an opportunity to review the information that you've provided and have considered the cost of the alternate proposal you've suggested, we have concluded that we are unable at this time to pursue construction of marine infrastructure in Tahsis and will have to continue to operate from our current moorage location until another option or additional resources are identified. While not optimal, the current location of our vessel does meet our immediate minimum requirements so that we can deliver our critical operations in the area. We had hoped that we had found a good solution but we respect your desire to protect the area proposed for potential future Village plans.

Thank you again for considering our proposal.

Sincerely,

Noelani (Noel) Taylor
Regional Manager Real Estate & Accommodations
Real Property, Safety & Security
9860 West Saanich Road, Sidney, BC, V8L 4B2

cc. Aaron Chan, Project Manager, Canadian Coast Guard, Western Region

Canada

Village of Tahsis

September 14, 2020

Noelani (Noel) Taylor
Regional Manager Real Estate & Accommodations
Real Property, Safety & Security
Fisheries & Oceans Canada
Government of Canada
9860 West Saanich Road, Sidney, BC, V8L 4B2

(by email to: Noel.Taylor@dfo-mpo.gc.ca)

Dear Noel:

Re: Canadian Coast Guard (CCG) Search and Rescue (SAR) Station Marine Infrastructure Proposal – Village of Tahsis

Thank you for your letter and supporting documents received on July 12, 2020.

Council has reviewed the materials which accompanied your letter and has had the materials assessed by its engineers for impacts on navigation and on municipal infrastructure. Following completion of the engineers' review, Council has met further to consider the proposal.

While the configuration of the proposed CCG SAR station marine infrastructure may be compatible with the present configuration of the Airplane Dock, the Village intends either to repair the Airplane Dock to its original configuration or to construct new boat and airplane moorage in conjunction with the existing trestle of the Airplane Dock infrastructure (and a related loading pier and boat launch to the north of the trestle). Neither of the Village's projects can be completed in a manner which would be compatible with your proposal.

The original configuration of the Airplane Dock can be seen in Google Earth images from in and around 2012. If you wish to view these images, they can be obtained through the Village's Chief Administrative Officer, Mark Tatchell. If the Airplane Dock is repaired to its original configuration, the two floats of the Airplane Dock will extend in a straight line south from the gangway which now connects the floats to the wharf. That will result in moorage and navigation conflicts between users of the repaired Airplane Dock and the proposed SAR station marine infrastructure, if the latter were to be constructed.

Village of Tahsis
977 South Maquinna Drive
P.O. Box 219 Tahsis BC V0P 1X0
TEL: (250) 934-6344 FAX: (250) 934-6622
www.villageoftahsis.com

If the Village is able to obtain the necessary approvals and funding, it would not repair the existing Airplane Dock but rather would construct new boat and airplane moorage in conjunction with the existing trestle of the Airplane Dock infrastructure. Preliminary plans for these works and for the related loading pier and boat launch can be viewed through the Village's Chief Administrative Officer. The proposed new boat and airplane moorage would be aligned inshore from (i.e. to the west of) the location of the existing Airplane Dock and would directly conflict with your proposal.

Accordingly, Council must reject your proposal that the Village surrender the 0.5748 ha portion of its waterlot licence of occupation depicted in your materials.

As an alternative to your current proposal, the Village encourages you to consider locating your proposed infrastructure on the site of the existing municipal wharf. The Village is receptive to your use of that waterlot area and would be prepared to consider the surrender of part of its waterlot licence of occupation in return for the Coast Guard, at its cost, disassembling the existing wharf and disposing of the refuse. This site would open up a larger area for you to consider for your works and the removal of the existing wharf would be a benefit to all users of the inlet, as well as to the Tahsis community at large.

The Village looks forward to your consideration of the alternative suggested above.

Sincerely,

Mayor Martin Davis

cc: Randy Burgin, Project Manager, Canadian Coast Guard, Western Region

Minutes

Meeting	**Regular Council**
Date	**January 5, 2021**
Time	**7:00 PM**
Place	**Municipal Hall - Council Chambers and by electronic means**

Present	Mayor Martin Davis	
	Councillor Bill Elder	
	Councillor Sarah Fowler	
	Councillor Cheryl Northcott	by video
	Councillor Lynda Llewellyn	by video
Staff	Mark Tatchell, Chief Administrative Officer	
	Ian Poole, CPA, CA, Director of Finance	by video
	Janet StDenis, Finance and Corporate Services Manager	by video
Public	4 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

None.

C. Approval of the Agenda

Fowler/Elder: VOT 0001/2021

THAT the Agenda for the January 5, 2021 Regular Council meeting be adopted as presented.

CARRIED

D. Petitions and Delegations

None.

E. Public Input # 1

A member of the public requested an update on the status of the pool leak which staff provided.
A member of the public noted that ATV's have been using the Leiner Trail.

F. Adoption of the Minutes

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

Fowler/Elder: VOT 0002/2021

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

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

Fowler/Elder: VOT 0003/2021

THAT the 2021 Strategic Priorities List be received. **CARRIED**

Fowler/Elder: VOT 0004/2021

THAT the 2021 Strategic Priorities List be approved. **CARRIED**

J. Council Reports

Mayor Davis (written report)

Happy New Year to everybody. Here's to 2021 being less of a wild ride than last year! On the subject of Covid, cases are up on Vancouver Island but it is still fairly low here compared to anywhere else, with only 8 people in hospital and 122 active cases. In Tahsis, we still have no recorded cases to date. I want to thank everybody in town for cooperating with mask mandates at our businesses. We will be getting vaccines here, but current projections are for March arrival. I will be getting mine when possible as I am not buying into all the conspiracy theories. The only people known to be at risk are those with allergies, so consult with medical professionals if you are in this category and want to be immunized.

The provincial government released statistics on property assessments, and Tahsis has the fastest rise in prices on the Island at 36% in a year. Houses are selling faster and for more here, as people vote with their money and leave the larger centres for our cleaner and more leisurely lifestyle, and proximity to nature. This does not mean that taxes are going up that much as some seem to believe. It is one factor amongst many in calculating property taxes.

We are just wrapping up our strategic planning for this year and will soon be drawing up the Village budget.

Currently, the pool is closed due to a water leakage problem and reopening time is unknown.

In December, I attended a BC Hydro clean power webinar. Some interesting facts: by 2030, hydro production in our province will be outstripped by demand, due to the increased household use of powered devices and the advent of widespread electric vehicles replacing internal combustion. EV's are projected to be cheaper than gas vehicles by 2025. We will certainly be looking more toward alternate renewable sources, including home generation such as solar, and finding efficiencies in our power usage.

Councillor Elder
No report.

Councillor Fowler (written report)

Not sure if you heard the news, but the Nootka Communities Together Good Food Box program has switched over the Greenways Strathcona Good Food Box program. This means that it will be a biweekly box now instead of a monthly box. Boxes are still $25, but now we have a subsidy for those making less than $55,000 a year (boxes are $10 for those individuals). If you're interested in getting a box, please send payment to TahsisGoodFoodBox@GreenwaysTrust.ca before the 6th of January (this Wednesday).

attachment: Email re: Small Rural Community Forum January 22, 2021

Submitted respectfully,
Councillor Fowler

Councillor Llewellyn
No report.

Councillor Northcott
No report.

Fowler/Elder: VOT 0005/2021
THAT the Council Reports be received**.** **CARRIED**

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**

Fowler/Elder: VOT 0006/2021
THAT these correspondence items be received. **CARRIED**

Fowler/Elder: VOT 0007/2021
THAT correspondence items # 1,4 and 5 be pulled for discussion. **CARRIED**

Fowler/Elder: VOT 0008/2021
THAT public input be permitted for correspondence item L1. **CARRIED**

1 **Laura Terry, Community Advisor, DFO/ Salmon Enhancement Program Re: McKelvie Intake Screen Information**
Laura Terry spoke to her letter and responded to questions from Council.

Fowler/Elder: VOT 0009/2021
THAT the Village support the Tahsis Salmon Enhancement Society with a $5000 contribution for the McKelvie Intake Screen project. **CARRIED**

4 **BC Hydro - Vancouver Island– Sunshine Coast Community Relations 2020 Annual Report**
Councillor Northcott spoke to this correspondence item noting the Community ReGreening Program and the Beautification Fund.

5 **AVICC 2021 Virtual AGM and Convention, Resolution Notice Request for Submission**
Councillor Fowler spoke to this notice. A brief discussion followed.

M. New Business

1 **Appointments of Directors for:**
a) Strathcona Regional District Board

Fowler/Elder: VOT 0010/2021

THAT Mayor Davis be appointed as Director for the Strathcona Regional District. **CARRIED**

b) Comox Strathcona Regional Hospital District Board

Fowler/Elder: VOT 0011/2021
THAT Mayor Davis be appointed as Director for the Comox Strathcona Regional Hospital District Board. **CARRIED**

c) Comox Strathcona Solid Waste Management Board

Fowler/Elder: VOT 0012/2021
THAT Mayor Davis be appointed as Director for the Comox Strathcona Solid Waste Management Board. **CARRIED**

d) Nootka Sound Watershed Society

Davis/Elder: VOT 0013/2021
THAT Councillor Fowler be appointed as a Director for Nootka Sound Watershed Society **CARRIED**

e) Municipal Insurance Association of BC

Fowler/Elder: VOT 0014/2021
THAT Mayor Davis be appointed as a Director for Municipal Insurance Association of BC. **CARRIED**

2 Appointments of Alternate Directors for:
a) Strathcona Regional District Board

Fowler/Elder: VOT 0015/2021
THAT Councillor Northcott be appointed as Alternate Director for Strathcona Regional District. **CARRIED**

b) Comox Strathcona Regional Hospital District Board

Fowler/Elder: VOT 0016/2021
THAT Councillor Northcott be appointed as Alternate Director for Comox Strathcona Regional Hospital District. **CARRIED**

c) Comox Strathcona Solid Waste Management Board

Fowler/Elder: VOT 0017/2021
THAT Councillor Northcott be appointed as Alternate Director for Comox Strathcona Solid Waste Management Board. **CARRIED**

d) Nootka Sound Watershed Society

Fowler/Elder: VOT 0018/2021
THAT Councillor Northcott be appointed as Alternate Director for Nootka Sound Watershed Society. **CARRIED**

e) Municipal Insurance Association of BC

Llewellyn/Elder: VOT 0019/2021
THAT Councillor Fowler be appointed as Alternate Director for Municipal Insurance Association of BC. **CARRIED**

3 2021 Budget Meeting Dates

Fowler/Elder: VOT 0020/2021
THAT the 2021 Budget meeting dates Report to Council be received. **CARRIED**

Fowler/Elder: VOT 0021/2021
THAT the 2021 Budget meeting dates be approved as presented**.** **CARRIED**

4 Report to Council Re: Proposed policy regarding Village forces performing work for other parties.

Councillor Northcott declared a conflict of interest and absented herself from the meeting.

Fowler/Elder: VOT 0022/2021

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

Fowler/Elder: VOT 0023/2021

THAT Council approve policy #4021(Village Forces Performing work for other parties) and rescind Policies #3003, #4015 and #4016.

CARRIED

Councillor Northcott rejoined the meeting.

5 Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream, Adaption, Resilience and Disaster Mitigation, Tahsis Dike Improvement Project, Phase 1

CAO Mark Tatchell spoke to the Dike Improvement Project noting the two components; 1) To raise and improve the two dikes and 2) To improve the internal drainage. A discussion followed.

Fowler/Elder: VOT 0024/2021

THAT staff submit an application for grant funding application for (Tahsis Dike Improvement Project, Phase 1) through the Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream, Adaption, Resilience and Disaster Mitigation; and

THAT Council supports the project and commits to funding the Village's share of any ineligible project costs and cost overruns. **CARRIED**

6 Report to Council Re: UBCM 2021 Emergency Support Services Grant

The CAO Mark Tatchell spoke to this grant application. A brief discussion followed.

Fowler/Elder: VOT 0025/2021

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

Fowler/Elder: VOT 0026/2021

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.

CARRIED

N. Public Input #2

A member of the public thanked the Tahsis Volunteer Fire Department and the Tahsis Ambulance for doing the light parade. She also thanked the volunteers that made a delivery to seniors that were alone on Christmas Day and the those that assisted with the Knights of Columbus Christmas hampers.

A member of the public spoke about business licenses.

Adjournment
Fowler/Elder: VOT 0027/2021
THAT the meeting be adjourned at 8:07 p.m. **CARRIED**

Certified Correct this
19th Day of January, 2021.

Chief Administrative Officer

TAHSIS COUNCIL'S 2021 STRATEGIC PRIORITIES

ECONOMIC VIBRANCY

Pursue a Community Forest Agreement with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, with the Mowachaht/Muchalaht First Nation as required.

Support the implementation of the Connected Coast project bringing fibre optic cable to the Village

Develop and consider a strategic real estate plan and policy, including options for sub-dividing and selling Village owned lands, specifically Lot 608.

Build the Community Unity Trail linking Tahsis with Zeballos

Promote Tahsis as a tourist destination

INFRASTRUCTURE AND SERVICE

Repair and replace infrastructure, with an emphasis on marine infrastructure, seeking grant funding whenever possible.

Consider improving or re-locating the Tahsis Fire Hall

Continue to pursue funding to improve the Tahsis Recreation Centre

Construct a multi-use pavilion with access to the waterfront

Develop and approve an Asset Management Policy and Plan

Develop and approve a financial reserve policy

COMMUNITY WELL-BEING

Develop and implement a transportation service to Campbell River

Support activity that improves food security for Tahsis residents, especially those financially compromised

Enhance wildfire protection by implementing the Community Wildfire Protection Plan

Protect drinking water by implementing the Wellhead Protection Plan

Continue to support the construction of a new Tahsis library branch

From:
To:
Subject: FW: Fowler report. Small Rural Communities Forum January 22nd 2021, Funding for Emergency Fire Equipment and Facilities
Date: January 6, 2021 10:18:08 AM

.
---------- Forwarded message ---------
From: **Dennis Dugas** <ddugas@porthardy.ca>
Date: Tue., Jan. 5, 2021, 3:13 p.m.
Subject: FW: Small Rural Communities Forum January 22nd 2021, Funding for Emergency Fire Equipment and Facilities
To: sarahfowlertahsis <sarahfowlertahsis@gmail.com>

Hello Councillor Fowler, Happy New Year.

Sarah, I would like to invite you to a Small Rural Communities forum, Friday January 22nd at 11am until noon. We will discuss the need for Provincial funding for Emergency Equipment and Facilities and to formulate a strategic plan which will facilitate in the opening of those Provincial Ministry doors so we can have meaningful discussions to finally get much needed funding. Many UBCM resolutions have been endorsed asking for this funding for over 27 years, so now is the time we make sure our voices are heard loud and clear, we need the province to open up the purse strings for this essential fire protection service which is if possible provided in all Small Rural Communities. I will continue to reiterate the need for all Small Rural Communities to form a coalition to address this extremely important issue.
" TOGETHER OUR VOICE IS STRONGER. "
Please let me know if you will be available. The District of Port Hardy Staff will send you the Zoom sign-in information and agenda the Wednesday before.
Stay Safe and Stay Healthy.

Dennis Dugas
Mayor District of Port Hardy

Advancing Asset Management Practice: Building Asset Management Awareness for Elected Officials

VILLAGE OF TAHSIS

TUESDAY, JANUARY 19, 2021

DIANE KALEN-SUKRA, MC, CMC
Kalen Consulting & Civic Academy

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.

PART 1 What is asset management?

Asset management is not…

- A plan
- Software
- Data collection

Asset management is not just the job of…

H1

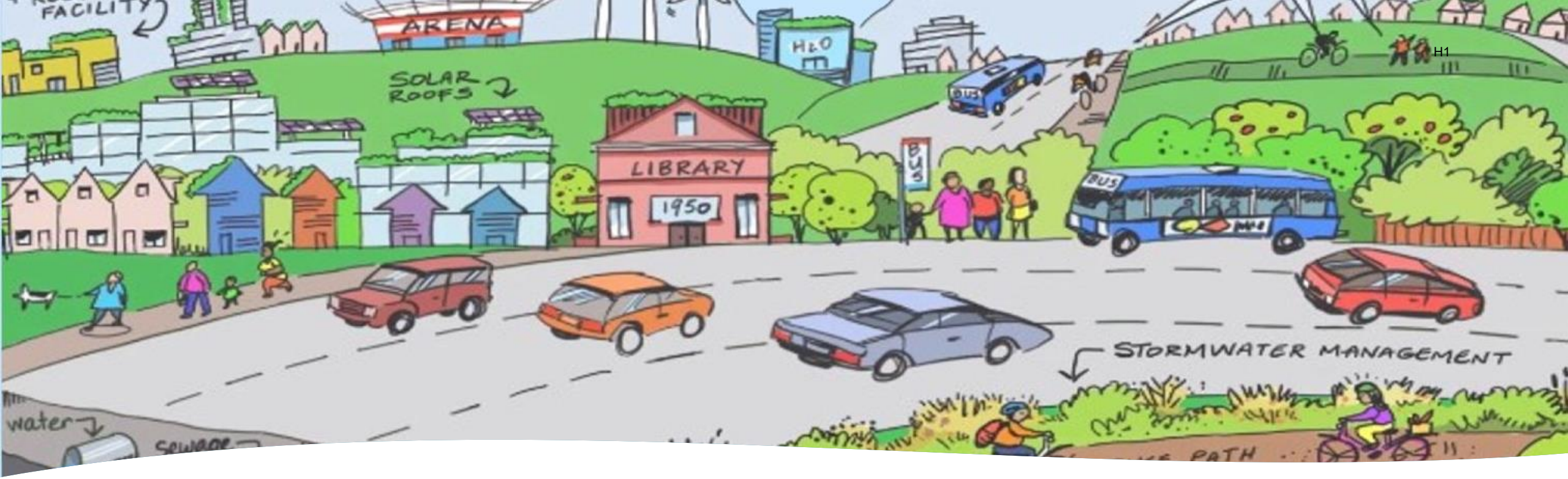
- Staff
- Consultants

It is everyone's job

Asset Management

Source: Asset Management Council

An integrated approach to effectively manage existing & new municipal infrastructure to **maximize benefits**, **reduce risk**, and provide **satisfactory levels of service** to the public in a way that is sustainable.



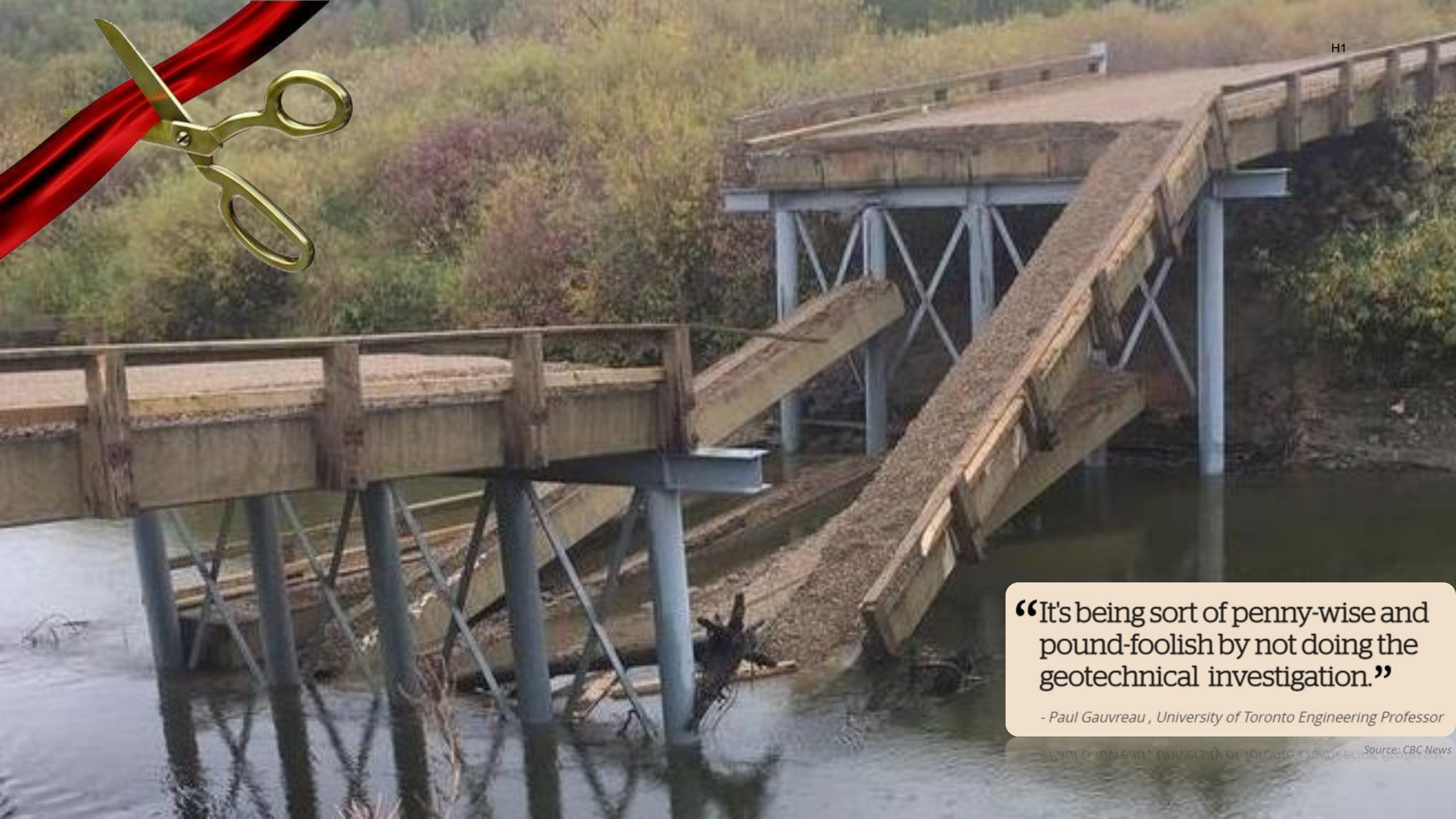
Our Destination

***Sustainable Service Delivery ensures that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible manner), do not compromise the ability of future generations to meet their own needs**.*

Communities build and maintain infrastructure to provide services. These services support our quality of life, protect our health and safety, and promote social, economic and environmental well-being. Failure to care for our infrastructure, manage our natural resources and protect the benefits provided by nature risks degrading, or even losing, the services communities enjoy, and that future generations may rely on.

Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding the trade-offs between available resources and the desired services.

Asset Management BC Framework for Sustainable Service Delivery



> “It's being sort of penny-wise and pound-foolish by not doing the geotechnical investigation.”
>
> *- Paul Gauvreau , University of Toronto Engineering Professor*

Source: CBC News

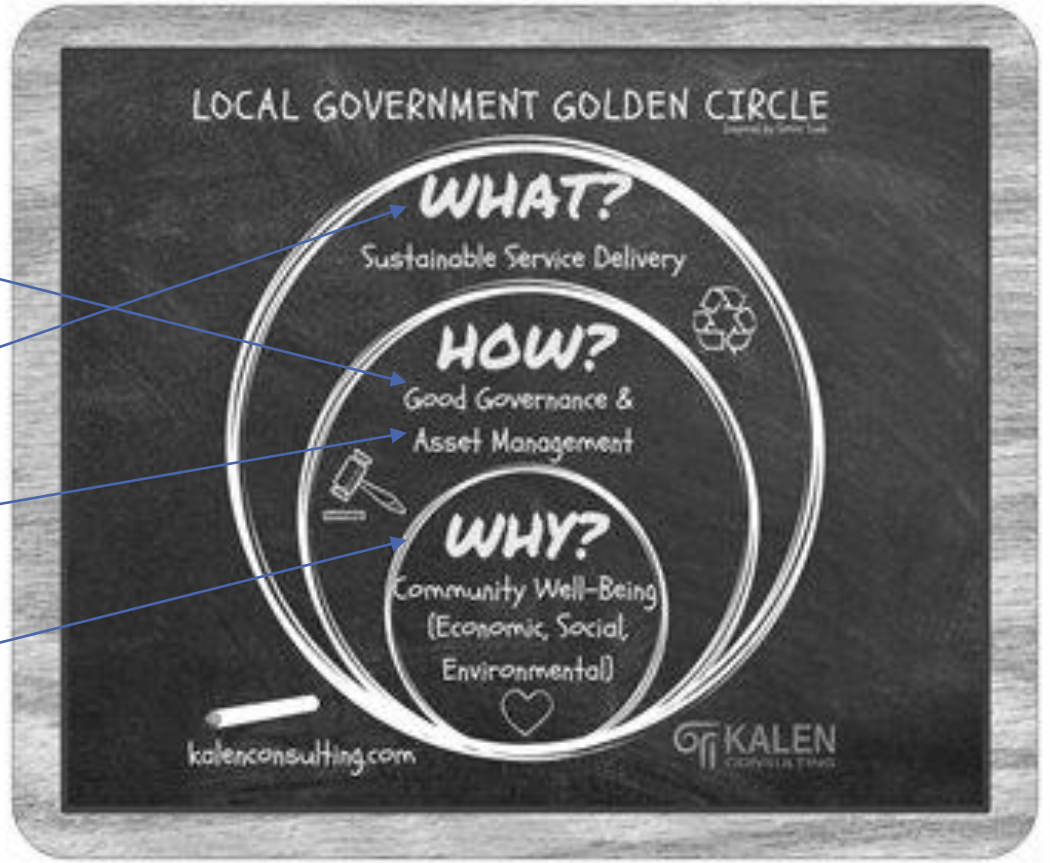
Source: Montreal Gazette (Oct 28, 2017)

PART 2 Why asset management?

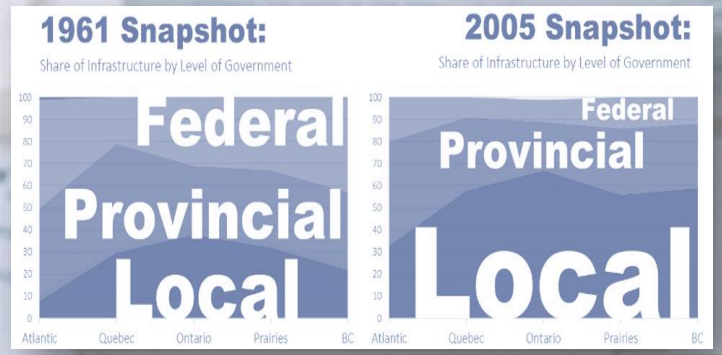
H1

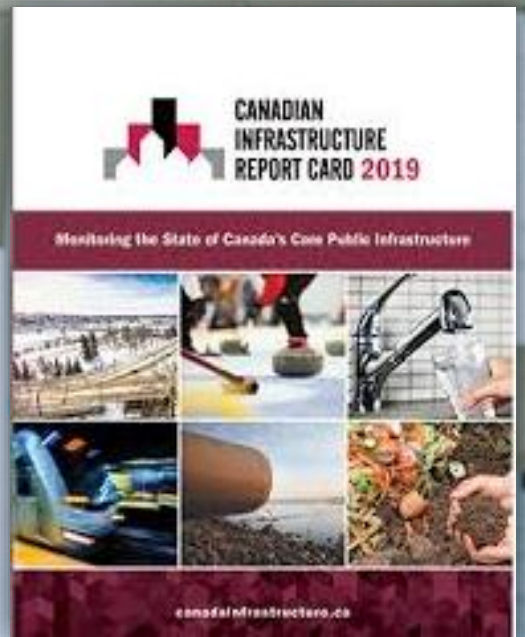
Asset management in legislation

Community Charter, Section 7: Municipal Purposes
(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.



The need for proactive Asset Management

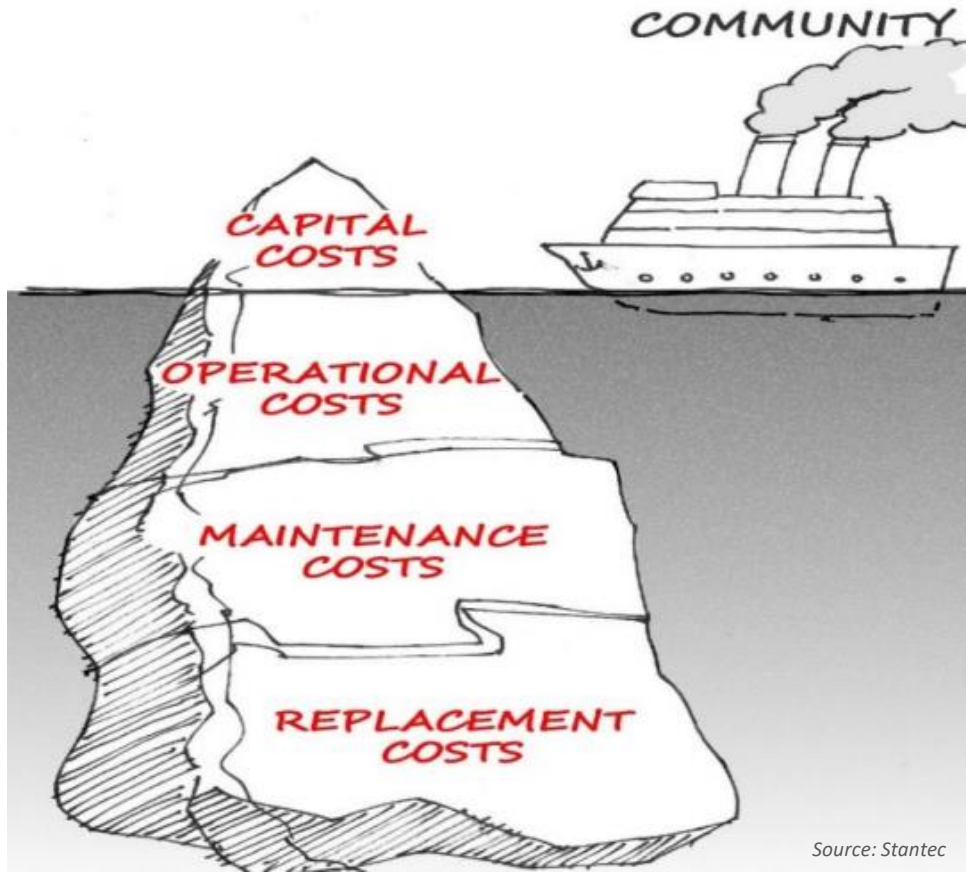




The cost of reactive, short-term thinking

20%

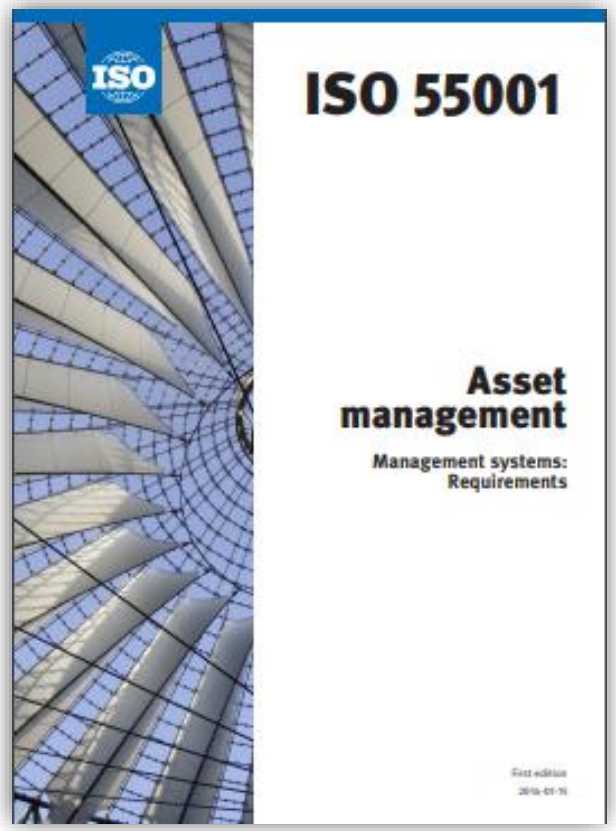
80%



Source: Stantec

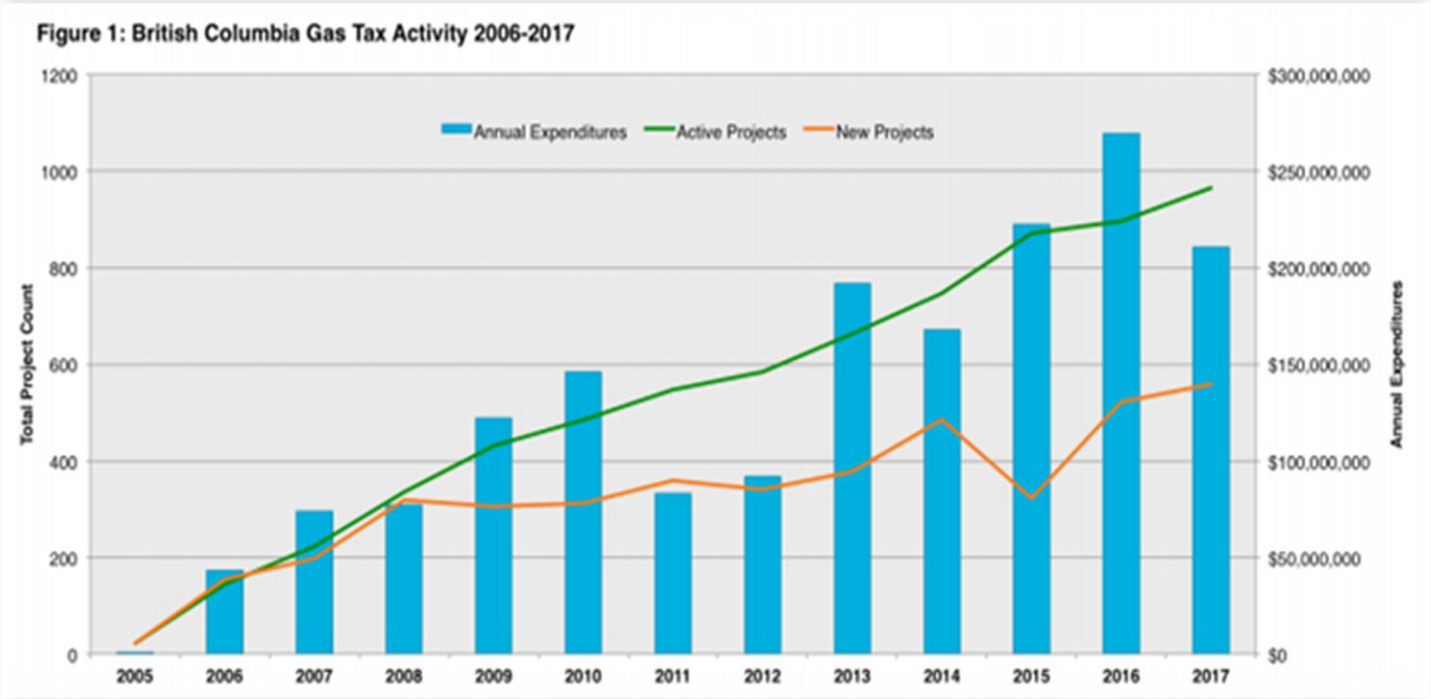
Source: Daily Mail

Global problem, local solutions



This standard contributes to the achievement of UN SDG Goals.

Renewed Gas Tax Agreement (2014-2024)



FEDERAL GAS TAX FUND IN BRITISH COLUMBIA: 2017 ANNUAL EXPENDITURE REPORT

RECIPIENTS MUST SHOW PROGRESS IN ACCORDANCE WITH ASSET MANAGEMENT FRAMEWORK

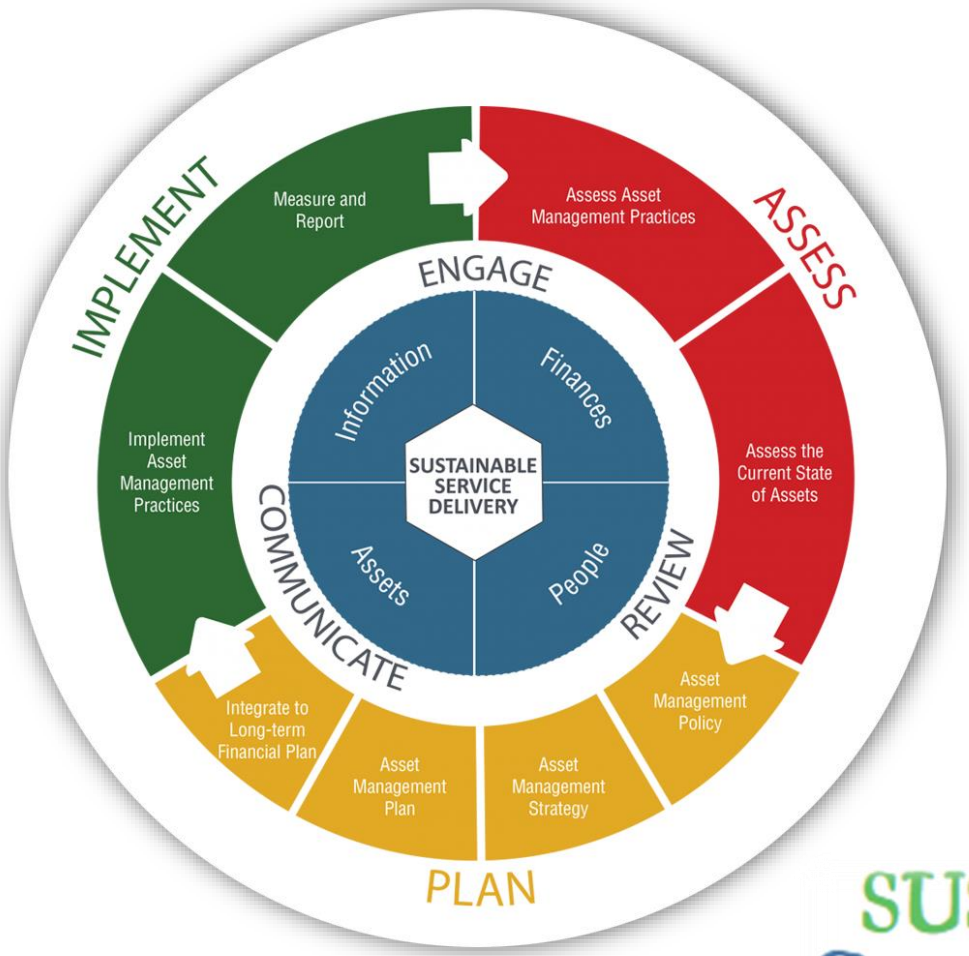
- Identifies asset management as a priority
- Asset management is integral to sustainable service delivery
- **Annual AM reporting to the Province (LGDE form)**

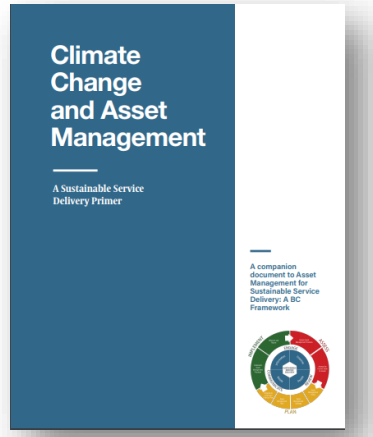
Asset Management

We have managed our assets for decades. Unfortunately, little attention has been paid over the last several decades to aging infrastructure and the need for upgrades, renewal, and replacement. Our assets exist to provide the basis for service delivery to our residents and visitors. We have, however, ***managed assets on a day-to-day basis, with little or no attention paid to the longer term.***

-- Wally Wells

Executive Director, AMBC





www.assetmanagementbc.ca

SUSTAINABLE ServiceDelivery

PART 3 Asset management in action

Assets provide services that contribute to our quality of life.

H1

UNDERSTAND YOUR ASSETS

Source: Jerry Berry

H1

Do you know?

What do we own?

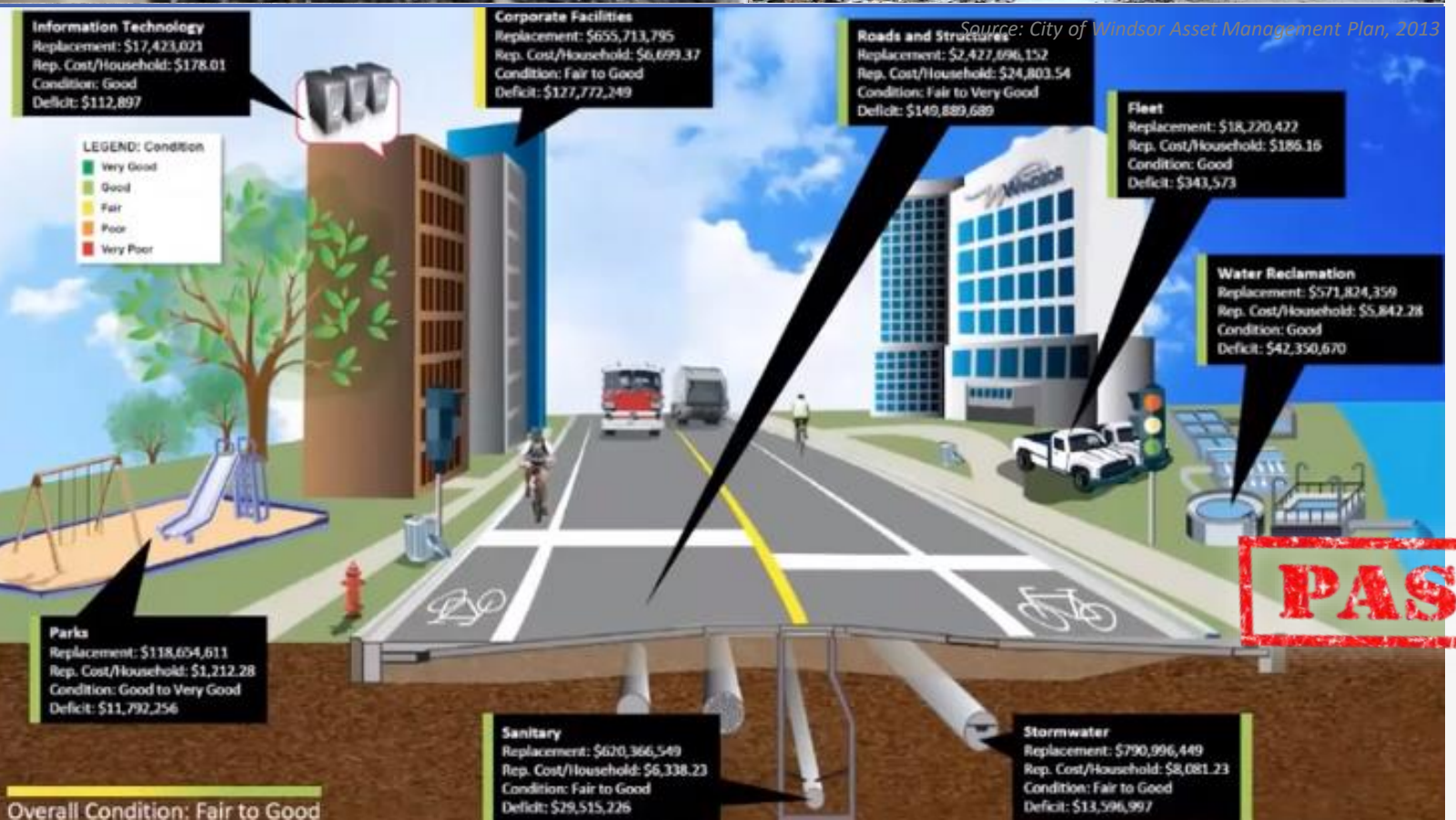
What condition is it in?

Where is it?

What needs to be done?

What is it worth?

When does it need to be done by?

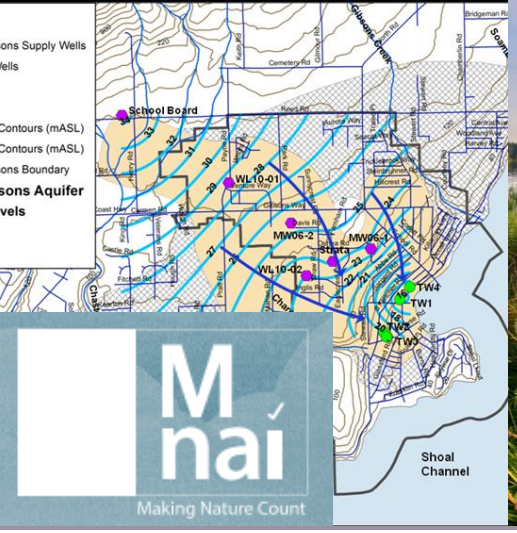


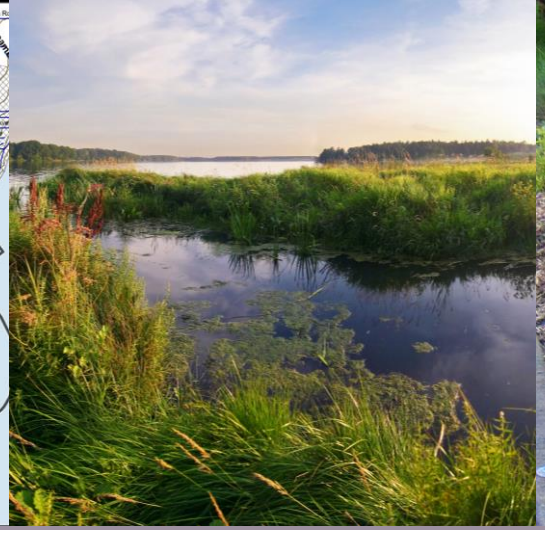
Source: City of Windsor Asset Management Plan, 2013

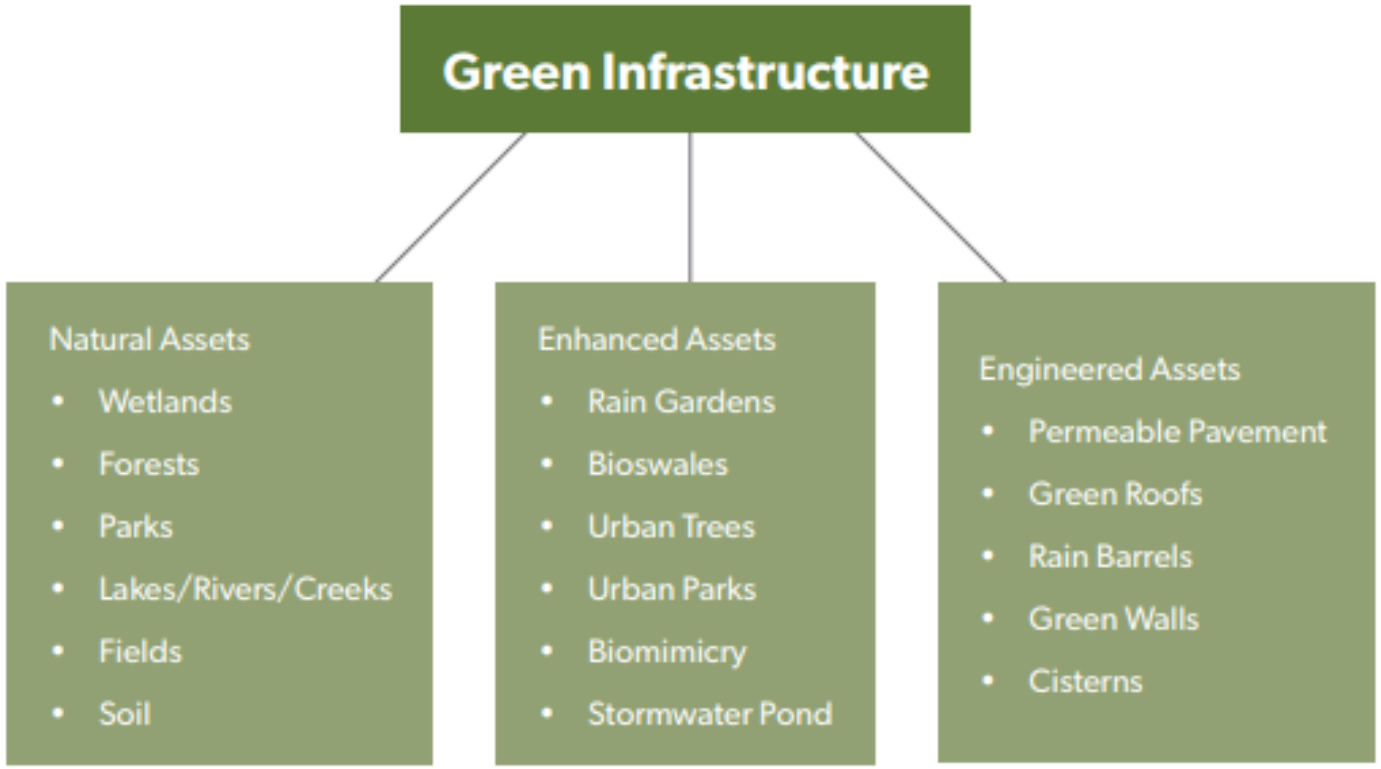
Physical Assets

$1.1 trillion | $80,000/household

PASSED







Natural Assets

Unknown value

Human Assets

Infinite Value

- Employees
- Contractors
- Volunteers

- Knowledge
- Processes

UNDERSTAND YOUR LEVELS OF SERVICE

Is this level of service request sustainable?

CITYLAB

Why Cities, Not Individuals, Should Clear Snow From Sidewalks

Most U.S. cities leave the responsibility of sidewalk snow removal to homeowners, landlords, and businesses. The result: endangered pedestrians.

Kathi Valeii
January 11, 2019, 5:00 AM PST

Forced into the street by blocked sidewalks, a woman pushes a stroller past piles of snow outside Massachusetts General Hospital in Boston. *Josh Reynolds/AP*

PERFORMANCE

COST

RISK

Is the public willing to pay?

NOTICE
SIDEWALK
CLOSED

Role of council

Council sets strategic direction

H1

- Policy
- Level of service
- Resource allocation

MAKE INFORMED & SUSTAINABLE DECISIONS

Let’s talk about BUDGETS…

ASSET MANAGEMENT

gives you the empirical evidence
so you can…

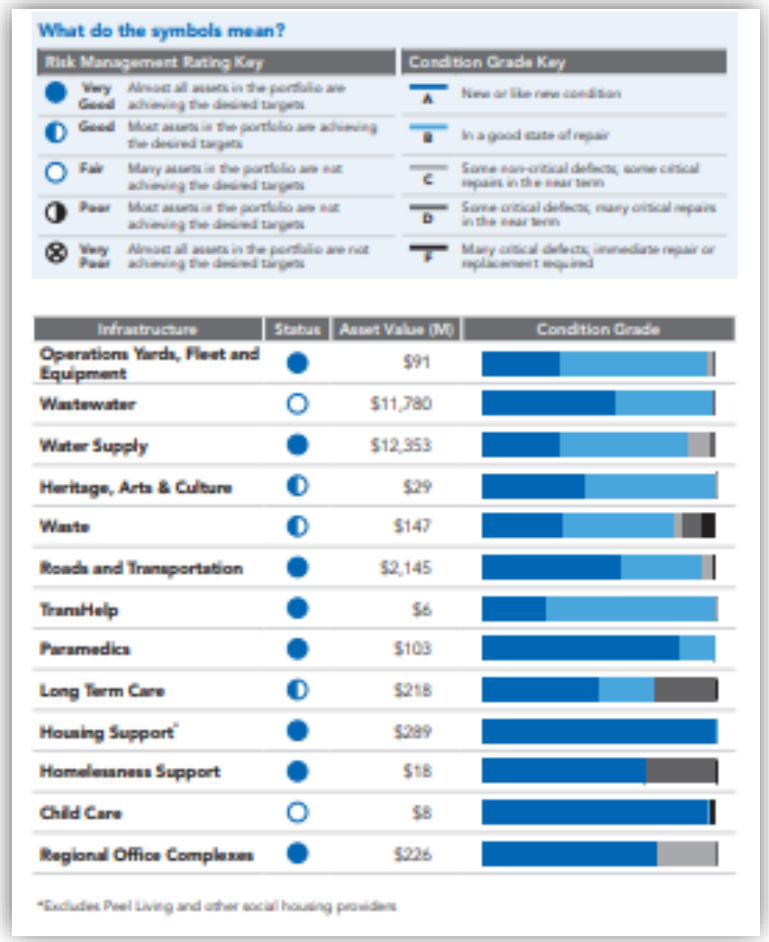
- Do the right thing
- To the right asset
- At the right time

We need more doctors…

The truth will set you free…

What is the Infrastructure Gap? - Councillor Ryan Donn, City of Kelowna 2018

Asset Management as civic education & engagement



What do the symbols mean?

Risk Management Rating Key		Condition Grade Key	
Very Good	Almost all assets in the portfolio are achieving the desired targets	A	New or like new condition
Good	Most assets in the portfolio are achieving the desired targets	B	In a good state of repair
Fair	Many assets in the portfolio are not achieving the desired targets	C	Some non-critical defects, some critical repairs in the near term
Poor	Most assets in the portfolio are not achieving the desired targets	D	Some critical defects, many critical repairs in the near term
Very Poor	Almost all assets in the portfolio are not achieving the desired targets	F	Many critical defects, immediate repair or replacement required

Infrastructure	Status	Asset Value ($M)	Condition Grade
Operations Yards, Fleet and Equipment	●	$91	
Wastewater	○	$11,780	
Water Supply	●	$12,353	
Heritage, Arts & Culture	◐	$29	
Waste	◐	$147	
Roads and Transportation	●	$2,145	
TransHelp	●	$6	
Paramedics	●	$103	
Long Term Care	◐	$218	
Housing Support*	●	$289	
Homelessness Support	●	$18	
Child Care	○	$8	
Regional Office Complexes	●	$226	

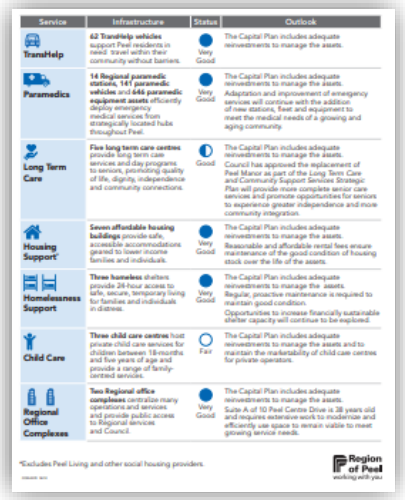
*Excludes Peel Living and other social housing providers

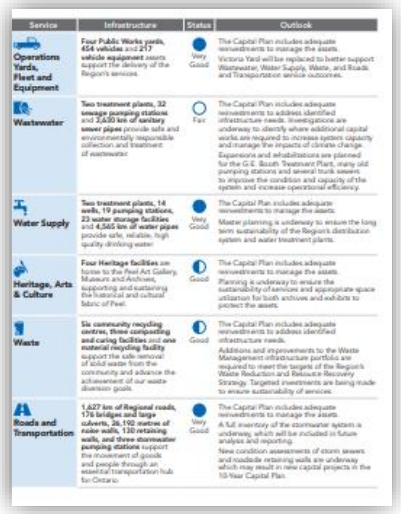
Region of Peel
working with you

2019 Infrastructure Status and Outlook Report

Maintaining the existing assets in a state of good repair and building new infrastructure which meets current and future needs is critical to the success of the Region of Peel. **The Region's target asset level of service is to achieve an overall infrastructure status of Good**. This goal allows the Region to balance investing enough in the infrastructure to support efficient and reliable services while maintaining affordable tax and utility rates for the community.

This report outlines the current state of the Region of Peel's infrastructure and highlights some of the organization's major improvement priorities.





Benefits of Asset Management

Elected officials

- Improves decision-making & resource allocation
- Provides better service to the community (better asset value)
- Enables better communication with public (education & awareness)
- Provides more transparency & accountability
- Helps manage risk, avoid crisis, reduce volatility

Community

- Improves understanding of challenges, choices & shared responsibility
- Better appreciation of cost and value of municipal services
- Build trust and confidence in local government
- Gives a sense of stability, security & continuity

Asset Management is about Long-term Stewardship

"A society grows great when old men plant trees whose shade they know they shall never sit in." Greek Proverb

1. Visit assetmanagementbc.ca

2. Sign up for our Newsletter: civicinfo.bc.ca

   Click on "Email Newsletters" on the bottom right-hand side of the screen

3. Join the conversation on social & follow our hashtag:

   #OurAssetsMatter

4. Fill in our survey: Watch for email from your CAO

Thank you!

ELECTED OFFICIAL ASSET MANAGEMENT QUESTIONS & REFLECTIONS

What are the most important services that your local government delivers to your citizens? Which ones are most critical to well-being and safety? Which assets provide for theses services and what condition are they in? Are they adequately funded for the long-term?

How is asset management information communicated to Council? Describe a decision that has been influenced by this knowledge. How is asset management information integrated into long-term planning and budgeting?

How does your municipality communicate Asset Management to the public? What mediums do you use? In person? Online? News? Future ideas?

Describe ways that you as an elected official can be an Asset Management Champion.

KALEN CIVIC ACADEMY

Presenter contact information:

Diane Kalen Sukra, MA, CMC
Kalen Consulting & Civic Academy

info@kalenconsulting.com
www.KalenConsulting.com

@DianeKalenSukra

CITY OF ROSSLAND

File No. 0110.05 (2020)
OFFICE OF THE MAYOR

December 16, 2020

Premier John Horgan
Box 9041, STN PROV GOVT
Victoria, BC V8W 9E1

Selina Robinson, Minister of Finance
Email: Fin.Minister@gov.bc.ca

Adrian Dix, Minister of Health
P.O. Box 9050, STN PROV GOVT
Victoria, BC V8W 9E1

Katherine Conroy, MLA Kootenay West
Email: katrine.conroy.mla@leg.bc.ca

Re: Letter of Support for The Corporation of The City of Vernon

The City of Rossland Council, at their Regular meeting held on Monday December 14, 2020, passed the following resolution:

"WHEREAS cost is a significant barrier to people accessing contraception, particularly to people with low incomes, youth, and people from marginalized communities; and

WHEREAS providing free prescription contraception has been shown to improve health outcomes for parents and infants by reducing the risks associated with unintended pregnancy, and is likely to reduce direct medical costs on the provincial health system; and

WHEREAS contraceptive methods such as condoms or vasectomies are available at low cost, no cost, or are covered by BC's Medical Services Plan, whereas all contraceptive methods for people with uteruses (such as birth control pills, intrauterine devices, or hormone injections) have high up-front costs, making access to contraception unequal and gendered;

THEREFORE, BE IT RESOLVED

THAT the City of Rossland write to the Provincial Minister of Finance, the Provincial Minister of Health, the Premier of BC, and the local MLA supporting universal no-cost access to all prescription contraception available in BC under the Medical Services Plan; and

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

CARRIED."

Thank you for your consideration.

Best Regards,

Kathy Moore,
Mayor

Phone 250 362 7396
Email cityhall@rossland.ca Web rossland.ca
2196 Leroi Avenue, PO Box 1179, Rossland, BC V0G 1Y0, Canada

CITY OF NELSON

January 8, 2021

Honourable Adrian Dix
Minister of Health
Government of British Columbia

Delivered via email

Re: Vaccination Priority for Essential Critical Infrastructure Municipal Employees

Dear Minister Dix,

In early December, the BC government announced they secured a minimal number of initial doses of the COVID-19 vaccine to distribute to those populations identified as the most vulnerable. In the following weeks, the government released a phased approach to administering the vaccine and listed the populations included in each phase. While the City of Nelson acknowledges the extraordinary amount of work the Province has put into developing the distribution process, we would like to request a review of the vaccine distribution priority lists to include essential critical infrastructure employees.

The Province's website outlines the specific groups that will be first and second priority for receiving the vaccine; the list does not include essential service providers such as water, IT, energy and utility workers. This does not appear to align with the recommendations from the *National Advisory Committee on Immunization* upon which the Province has developed its priorities for the first and second phase of vaccinations. The Committee has indicated municipal workers identified as 'essential' should be prioritized to maintain reliable operation of critical infrastructure services and functions.

With COVID-19 cases circulating in rural communities, the risk of an outbreak causing the loss of key personnel trained to manage essential service delivery could exacerbate the current public health emergency. This would have a much larger impact in smaller communities, such as ours, as resources and appropriately trained personnel replacements are more challenging to access than in larger centers. For example, the City of Nelson has five linemen that maintain our electrical distribution & transmission system that serves over 10,000 customers.

…/2

The City recognizes the number of vaccine doses and how they will be distributed throughout BC is a fragile and fluid process. We hope this request can be reviewed and addressed in time to include essential municipal critical infrastructure employees in the second priority group of the COVID-19 vaccine roll-out.

We appreciate your timely consideration of this matter.

John Dooley
Mayor, City of Nelson

Cc: Premier John Horgan, Office of the Premier
Hon. Josie Osborne, Minister of Municipal Affairs
Brittny Anderson, MLA, Nelson-Creston
Nelson City Council
Union of BC Municipalities (UBCM)
Association of Kootenay Boundary Local Governments (AKBLG)
British Columbia Local Governments

Dear Mayor and Council;

RE: COVID RELIEF FUNDING

We are writing to you to seek financial support for our male and female softball athletes who will represent British Columbia at the 2022 Canada Summer Games in Niagara, Ontario. Covid 19 has adversely effected our athletes, including some from your community.

As you know, amateur sport provides a significant financial benefit to your local economy. When softball is played on municipal diamonds local hotels, restaurants and shopping centres reap the economic benefit from visitors spending their tourism dollars. Softball is an inclusive sport that brings together people from varied demographic backgrounds and builds stronger community bonds. Finally, softball enhances community pride when a team or individual succeeds on the provincial or national stage.

The men and women who will represent British Columbia will also attend university and colleges throughout North America. When they return to your community to begin the next chapter in their lives, they will become role models for younger athletes. As future coaches, police officers or possibly council members they will continue softball involvement to promote active, healthy lifestyles.

Our goals are 1) for the teams to represent our province with the highest integrity, 2) promote the great game of softball, and 3) continue to grow the sport in the future. Our teams have been hit hard by COVID-19 restrictions. Your generous financial support will help us adapt our programs to ensure the teams are prepared to perform to the best of their abilities at the 2022 Canada Summer Games in Niagara, Ontario.

Please mail cheques to Team BC, c/o Softball BC, 201-8889 Walnut Grove Drive, Langley, BC V1M 2N7.

Thank You in advance for your generous support.

Head Coach Men's	Head Coach Women's	Executive Director
Doug Allin	Mark Dunlop	Rick Benson

Softball BC
201-8889 Walnut Grove Drive
Langley, BC V1M 2N7
604-371-0302
info@softball.bc.ca

From: <peter.julian.c1@parl.gc.ca>
Date: Tue, Jan 12, 2021 at 5:48 PM
Subject: [SOPHOS GATEWAY – DKIM FAILED] Follow up on request regarding Bill C-213 The Canada Pharmacare Act
To: <mayor@villageoftahsis.com>

Dear MAYOR DAVIS and Council of TAHSIS,

Happy New Year! I hope that you and your family are healthy and staying safe during the COVID-19 pandemic.

This is a friendly reminder to follow-up on my request email sent in November 2020 regarding my Private Member's Bill C-213, An Act to Enact the Canada Pharmacare Act. Bill C-213 is a ground-breaking new federal legislation, modelled off the Canada Health Act, to establish a universal, single-payer, comprehensive and public pharmacare plan that is accessible and affordable, the very principles of universal medicare. The Canada Pharmacare Act will deliver better healthcare and improve the health and lives of millions of Canadians.

Please see below a draft motion for your council's consideration:

_____

BILL C-213, AN ACT TO ENACT THE CANADA PHARMACARE ACT:

WHEREAS Members of Parliament are seeking municipal support for Bill C-213, which seeks to establish a universal, publicly administered pharmacare program based on the same principles as Canada's universal health care program;

WHEREAS it is appropriate to support the request;

It was moved by _____,

Seconded by _____,

And adopted to support Bill C-213, An Act to enact the Canada Pharmacare Act.

_____

We are reaching a crucial period for Bill C-213. **The second hour of debate and first parliamentary vote will take place this upcoming February.** Bill C-213 could be the law of the land by next spring. That is why we are also calling on you to sign our e-petition to show your continued support for Bill C-213.

Thank you for your consideration about this important issue affecting the health and wellness of all Canadians. We look forward to hearing back from you soon.

Peter Julian, MP

New Westminster - Burnaby

NDP House Leader

NDP Spokesperson on Finance

_____

Bonjour membres du conseil municipal de TAHSIS,

Bonne année! J'espère que vous et votre famille êtes en bonne santé et en sécurité pendant la pandémie de la COVID-19.

Je donne suite à mon courriel en novembre au sujet de mon projet de loi C-213, Loi édictant la Loi canadienne sur l'assurance médicaments.

Le projet de loi C-213 est une nouvelle législation fédérale novatrice, inspirée de la Loi canadienne sur la santé, qui vise à établir un régime d'assurance-médicaments universel, à payeur unique, complet et public, tel que recommandé par le Conseil consultatif Hoskins C-213 permettra de fournir de meilleurs soins de santé et d'améliorer la santé et la vie de millions de Canadiens et Canadiennes.

N'hésitez pas à utiliser cet exemple de résolution pour souligner votre soutien envers le projet de loi C-213 :

PROJET DE LOI C-213, LOI ÉDICTANT LA LOI CANADIENNE SUR L'ASSURANCE-MÉDICAMENTS :

ATTENDU QUE les député.es cherchent à obtenir l'appui des municipalités pour le projet de loi C-213, qui vise à établir un régime public et universel d'assurance-médicaments, fondé sur les mêmes principes que le régime public et universel de soins de santé du Canada, soit la gestion publique, l'intégralité, l'universalité, la transférabilité, et l'accessibilité ;

ATTENDU QU'il est approprié d'appuyer la demande ;

Il a été proposé par _____,

Appuyé par _____,

Et adopté pour soutenir le projet de loi C-213, Loi édictant la Loi canadienne sur l'assurance médicaments.

Nous arrivons à une période cruciale pour le projet de loi C-213. **La deuxième heure de débat aura lieu le 18 février, suivie par le premier vote parlementaire.** Le projet de loi C-213 pourrait devenir une loi au printemps prochain. C'est pourquoi votre soutien est une étape essentielle pour nous aider à faire avancer le projet de loi C-213. Nous vous invitons également à signer notre pétition électronique en faveur de C-213.

Je vous remercie de votre attention sur ces enjeux qui touchent la santé et le bien-être de tous les Canadiens et Canadiennes. Nous attendons avec impatience votre réponse.

Restez en bonne santé et en sécurité en ces temps difficiles,

Peter Julian
Député, New Westminster-Burnaby

Leader Parlementaire du NPD

Porte-parole du NPD en matière de finances

Village of Tahsis

January 20, 2021

Vancouver Island Regional Library
Box 3333
Nanaimo, BC V9R 5N3

Re: Letter of Support – Tahsis Library Branch

On behalf of Tahsis Council, I am writing to support the Vancouver Island Regional Library's (VIRL) project submitted to the Investing in Canada Infrastructure Program, COVID-19 Resilience Infrastructure Stream for a new Tahsis library branch.

For many years the Tahsis library has been located in a building which was not constructed to handle the load bearing requirements of a library. The building also fails to meet provincial accessibility requirements and seismic standards.

Tahsis has one of the highest median ages in the province (58) and the average annual income is $34,000, $30,000 less than the average annual income in Strathcona Regional District. Due to these factors, the library plays a pivotal role in reducing social isolation and promoting adult reading, literacy and learning.

Council has identified a 1.3 acre serviced building lot, owned by the Village, for construction of the new Tahsis library. The assessed value of this lot is $63,500. The Village will provide the lot at no cost to VIRL for the library building.

Thank you for considering VIRL's application.

Respectfully,

Mayor Martin Davis

DRAFT

Village of Tahsis
977 South Maquinna Drive
P.O. Box 219 Tahsis BC V0P 1X0
TEL: (250) 934-6344 FAX: (250) 934-6622
www.villageoftahsis.com

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Mark Tatchell, CAO

Date: January 12, 2021

Re: Mobile Device Policy

PURPOSE OF REPORT:

To provide Council with background information and analysis in relation to the proposed mobile device policy.

OPTIONS/ALTERNATIVES

1. Consider and pass the following resolution:
   "Moved, seconded by Councillors _____THAT Council approve the proposed Mobile Device Policy #4022."
2. Consider an amended version of the proposed policy
3. Do not adopt a mobile device policy
4. Any other option that Council deems appropriate.

BACKGROUND:

The Village does not have a policy for mobile device (cell phone or smartphone,) use by staff. (The Village's Employee Handbook does include policy on computer and internet use.) The lack of a mobile device policy has exposed risks to the Village with the arrival of cell phone service and pandemic-related remote working. Staff are using their own personal mobile devices to conduct Village business by email, text and social media apps within the organization and externally. While this practice occurred occasionally pre-cell service and pre-pandemic, it became more common in 2020. Recognizing that using mobile devices is an efficient means of conducting Village business and some staff are expected to use mobile devices, Council may wish to consider establishing a mobile device policy.

DISCUSSION:

For employees whose position requires they have access to phone, email and data away from the office (e.g., some Operations/Public Works staff) or who are required to be universally accessible (e.g., CAO, Fire Chief), using a mobile device may be seen as justified. The issue is whether to continue to permit select employees using their own personal mobile devices or to provide a Village mobile device.

"Bring Your Own Device" Option

Some businesses and governments have adopted "bring your own device" arrangements authorizing employees to use their own devices for both personal and work purposes, rather than providing an employer-owned device. A BYOD program is attractive as it may be less expensive and allows employees to use devices that they prefer. The employer typically provides compensation to the employee who uses their own device for employment purposes.

In 2015, the BC Information and Privacy Commissioner ("IPC") issued a report on BYOD arrangements. The report found that BYOD programs raise serious privacy and security concerns. In the event of a privacy breach, an organization could potentially suffer significant harm, including financial loss and damage to reputation. The risk of this is greater with a BYOD program as important, confidential and personal information could be stored on a personal mobile device not connected to the organization's secure network. If an organization wishes to adopt a BYOD program, the IPC states a Privacy Impact Assessment and a Threat Risk Assessment should be conducted to identify the risks associated with the collection, use, disclosure, storage, and retention of personal information. These assessments should address the risks associated with the use of the underlying technology, as well. The integration of personal and organizational applications and data on a single device create complexity and risk. The fact that the Village is a relatively small organization does not make it immune from cybersecurity threats. A privacy breach or ransomware attack on the Village's network through an employee's personal mobile device could cause financial, legal and reputational harm. This does not preclude the adoption of a BYOD program, but there are considerations which need to be taken into account before doing so.

(The same analysis applies to personal mobile devices used by Mayor and Council.)

Employer Supplied Option

The alternative to a BYOD program is an employer supplied mobile device. Under this type of program, the employer provides the device and exercises control over the type of device and its use. Currently, the Village provides laptops to employees who work remotely or otherwise need the flexibility of a laptop to optimize their work performance. The costs associated with an employer supplied mobile device, e.g., smartphones, can be mitigated through using the provincial government's corporate supply arrangement to purchase mobile devices (at much reduced prices), limiting the number of employees with an employer supplied mobile device and monitoring use. These controls can be imposed through policy. The draft policy attempts to manage the use of mobile devices by Village staff in a manner which is efficient, cost effective and mitigates the risks noted above.

Council Mobile Device Consideration

Although the draft policy is intended for staff, the same issues apply to Mayor and Council.

An informal 2016 survey revealed a range of plans for elected officials as for computer, cell phone and cell phone plan (either as direct payment or by providing the device).

	Computer	Smartphone	Plan
District of Elkford	Yes	Mayor	Mayor
District of Invermere	Yes	No	No
Village of Anmore	No	No	No
District of Chetwynd	No	No	Yes
Village of Pemberton	Yes	Mayor	Yes

The Village of Gold River is proceeding with a pilot project to reimburse the Mayor, CAO and Director of Operations for the use of the personal mobile devices.

POLICY/LEGISLATIVE REQUIREMENTS:

1. *Freedom of Information and Protection of Privacy Act, RSBC 1996, Ch. 165.* The Village of Tahsis is a "public body" as defined under this statute.
2. *Personal Information Protection Act, SBC 2003, Ch. 63.* The Village of Tahsis is a "public body" under this statute.
3. "Is a Bring Your Own Device (BYOD) Program the Right Choice for Your Organization? Privacy and Security Risks of a BYOD Program" Office of the Privacy Commissioner of Canada and Office of the Information and Privacy Commissioner of British Columbia.

FINANCIAL IMPLICATIONS:

To be determined.

2021 STRATEGIC PRIORITY:

NO.

RECOMMENDATION:

Option 1.

Respectfully submitted:

_____

Mark Tatchell, CAO

VILLAGE OF TAHSIS			
Policy Title:	Mobile Device Policy	Policy No.	4022
Effective Date	January 20, 2021	Supersedes	
Approval	Council	Resolution Number	XXX/2021

1. DEFINITIONS:

Cell Phone: means a mobile telephone with built-in access to a cellular network, offers voice and texting capabilities and may have a camera and other applications

Mobile Device: means cell phone or smartphone, usage plans and related peripherals

Smartphone: means a mobile phone offering many functions of a computer with a touchscreen interface and includes voice and text, and capabilities such as email, calendar, internet browser and ability to run applications.

2. PURPOSE

The purpose of the policy is to ensure that mobile devices are procured, managed and used cost-effectively, safely and appropriately by Village employees. The policy supports the Village in meeting federal, provincial and Village of Tahsis privacy and electronic data security requirements for information management and electronic communication.

3. SCOPE

The policy applies to users of the Village's information management and information technology environments including employees, contractors, volunteers and any other person acting on behalf of or conducting business for the Village. The policy applies regardless of physical location.

4. POLICY

A. A mobile device will be provided to staff, where appropriate, for conducting Village business. It is recognized that wireless communication through mobile devices aids in conducting Village business and employees performing job functions more efficiently.

Mobile devices are intended for Village business but limited personal use is permitted. Staff are accountable for proper usage to minimize cost and risk.

B. E-mails, text messages, pictures, videos, phone calls, social media posts, messages sent using messaging apps, and internet use using a Village-issued mobile device are information and records which may have to be disclosed to the public under the *Freedom of Information and Protection of Privacy Act*.

C. Employees requesting a mobile device must demonstrate a need for voice, data or text capability while meeting one or more of the following criteria:

- employee works away from an office as part of their regular duties
- employee regularly works in an "on call" capacity
- employee has a responsibility for key Village operations and is required to respond to emergency incidents
- employee is away from their desk or office (while working) for lengthy periods of time and the resulting lack of communication impacts their ability to perform their job function
- employee needs mobile communication for personal safety or often works alone

D. Departmental spending authority and CFO approval is required for the issuance of a mobile device. The Village's procurement policy must be followed in acquiring mobile devices.

E. The Information Technology Coordinator (ITC) is responsible for establishing approved models for:

- cell phones
- smartphones

The ITC is also responsible for establishing usage plan options and costs, device costs, extended warranty or care options and costs, and common peripherals and costs. The ITC will review monthly billing records to monitor use and bring to the CFO's attention unusual activity, e.g., individuals with high cost or showing no usage. The ITC will also maintain an inventory of all Village owned mobile devices.

F. Reasonable personal use of a mobile device is allowed, provided that it does not interfere with Village business and does not place Village assets, reputation or data at undue risk. Activity records resulting from personal use, like those resulting from work use, is information which may have to be publicly disclosed under *the Freedom of Information and Protection of Privacy Act*. Employees will reimburse the Village for all costs incurred due to personal use.

G. Only applications, media and other software approved by the ITC are allowed on Village owned mobile devices.

H. Employees are not required to use their personal mobile devices to perform Village business. The Village will not reimburse employees for using their personal mobile device when used for Village business.

I. Security is of the utmost importance as each mobile device is an entry into the Village's systems and data. The ITC, working with the Village's information technology provider, will develop security policies and guidelines for mobile devices. Employees are prohibited from attempting to circumvent these policies and guidelines. Doing so may result in disciplinary action up to and including termination.

The ITC is responsible for configuring, managing and securing mobile devices which may include:

- performing updates to operating systems and software applications
- removal and installing software applications
- configuring of security settings

The ITC will remotely lock down or data wipe devices if:

- a device's security is compromised
- a device is lost or stolen, or suspected to have been stolen

J. Employees issued a mobile device will comply with municipal, provincial and federal laws regarding the use of devices while operating vehicles or power equipment. Except as noted below, employees will not hold or operate a mobile device while operating a moving powered vehicle or equipment. Employees must safely park a vehicle out of traffic flow before using a mobile device.

Employees may use a Smartphone while operating a vehicle provided all of the following conditions are met:

- it is not held in their hand; and
- it is secured on their body or within the vehicle in such a way that it does not impeded sight lines to mirrors or vehicle windows; and
- it is configured for hands free use.

K. Mobile device costs are the responsibility of the employee's department.

L. The ITC is responsible for providing support to Village employees using Village issued mobile devices.

M. Employees do not have the option of "buying out" Village owned devices.

N. As some employees may only need a mobile device occasionally, the ITC may maintain a small number of "loaner" mobile devices to sign out to Village employees as needed.

O. Mobile device technology is changing rapidly introducing new capabilities and practices, many of which expose the Village to risk, cost and security implications. The ITC, working with the Village's information technology provider, will develop an Acceptable Use Guidelines which will balance usability with security. The guidelines will provide direction on topics such as:

- acceptable use agreement forms
- compliance with the *Freedom of Information and Protection of Privacy Act*
- use of 3rd party applications and other software
- device security guidelines, e.g., password complexity
- use of external Wi-Fi networks

P. Any violations of this policy may result in disciplinary action up to and including termination.

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Sarah Jepson**,** Director of Recreation

Date: January 13, 2021

Re: Recreation Centre 2020 Q4 attendance and revenue report

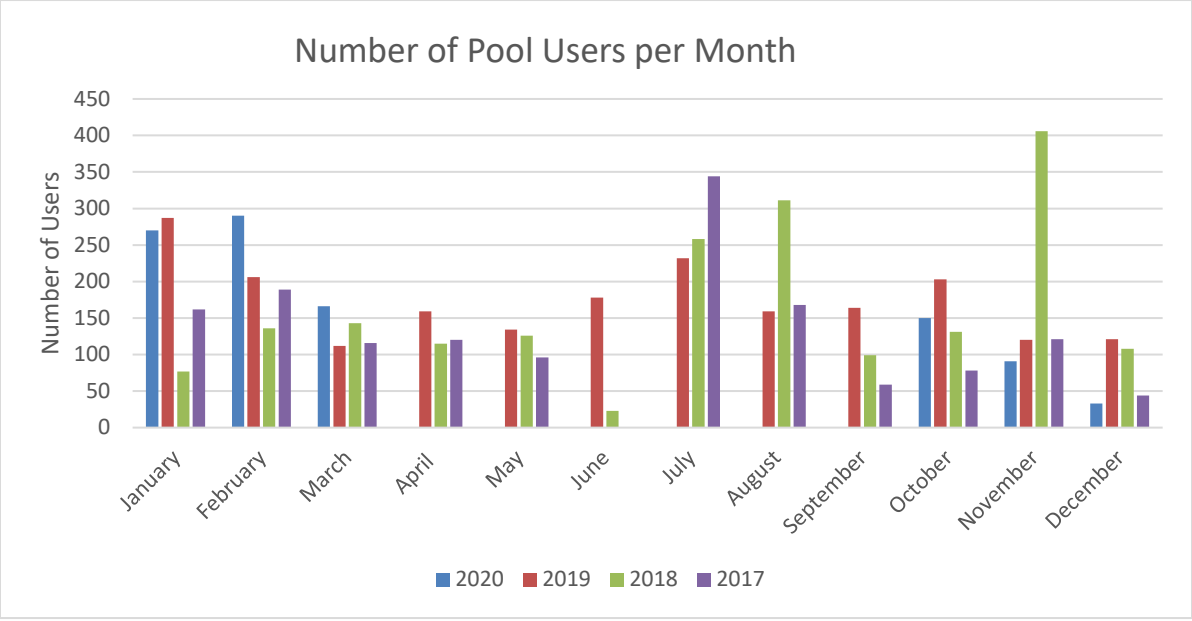
PURPOSE OF REPORT:

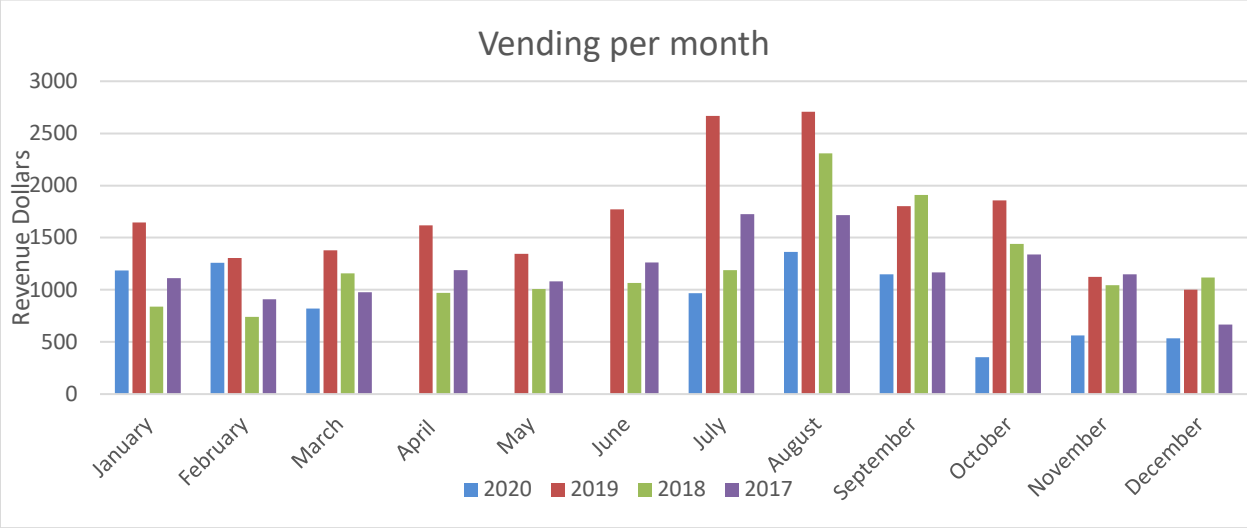
To provide Council with Recreation Centre attendance and revenue information for the 4th quarter of 2020.

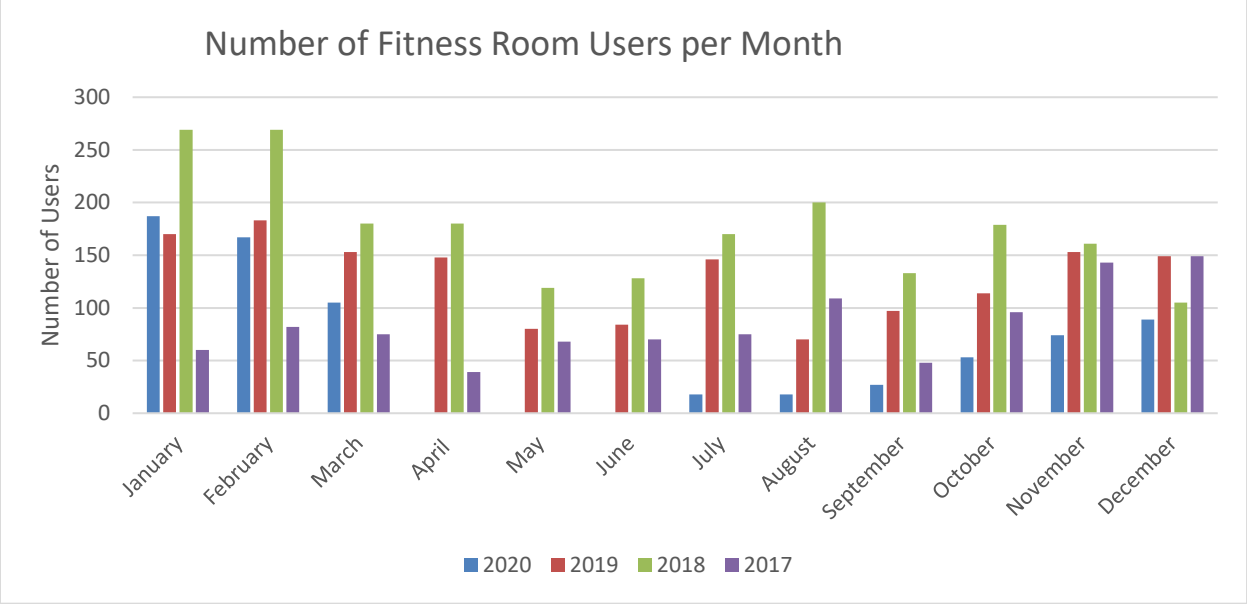
BACKGROUND:

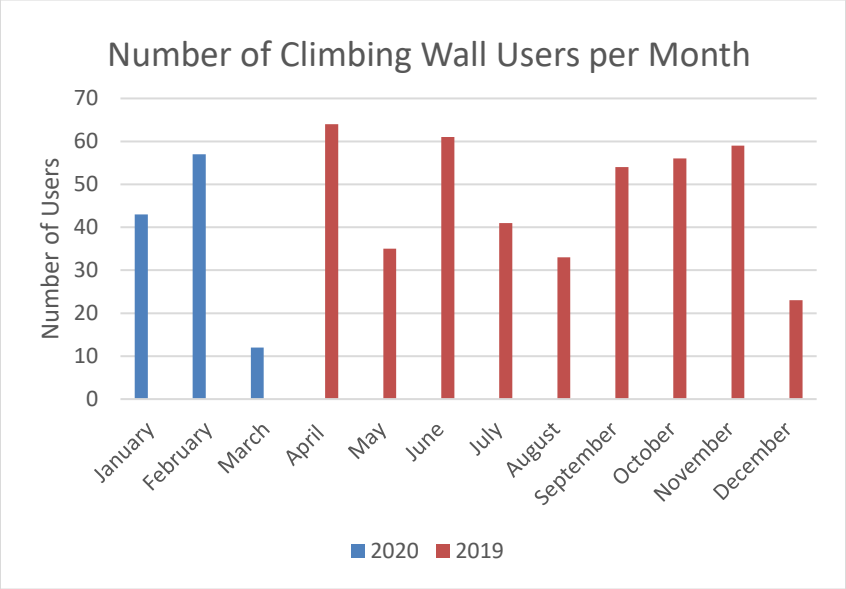
On October 17, 2017 Council adopted Fees and Charges Bylaw No 594 which eliminated fees for persons using the Rec Centre's swimming pool, gym, fitness room and sauna. The Bylaw adjusted and established other Rec Centre fees.

Council's decision was made to encourage greater use of the facility in order to improve the overall health and wellness of Tahsis residents. Council concluded that the social and health benefits outweighed the relatively small amount of revenue) generated annually in user fees.




Vending per month
Revenue Dollars
3000
2500
2000
1500
1000
500
0
January
February
March
April
May
June
July
August
September
October
November
December
2020
2019
2018
2017


Number of Fitness Room Users per Month
Number of Users
300
250
200
150
100
50
0
January
February
March
April
May
June
July
August
September
October
November
December
2020
2019
2018
2017



Explanation for low numbers in 2020

The Tahsis Recreation Centre closed on Tuesday March 17, 2020 as a COVID-19 precaution. The Recreation Center remained closed for April, May and June 2020. It re-opened in July with COVID-19 protocols. The pool remained clsoed until September. It closed again in mid-December (see below). The fitness room and pool have had fewer users than in previous years due to social distancing requirements which are described in the WorkSafe BC mandated safety plans.

The climbing wall has remained closed due to a lack of volunteers and low public interest.

Programs offered in 2020

Aqua fit, adult and public swim, climbing wall, Valentine's Day swim, and CMESS school swims, pickle ball, table tennis, bowling leagues.

Swimming Pool Update

Starting in late November the pool water level began dropping about one inch (2.54 cm) daily. The pool heater could not manage to heat the amount of water added each day to maintain the water level. The result was a colder pool which swimmers found uncomfortable.

The pool was closed on December 14th to allow the water level to continue to drop. As of January 13th, it had dropped about 27 inches (about 70 cm). The water is below the return lines, skimmers and underwater lights. Advice from pool consultants is to replace the hydrostatic valve, which is a one-way pressure relieve valve which relieves ground water pressure under the pool thus preventing the ground water pressure from raising the pool. Staff are consulting with engineers on the best approach to replace the valve. There is no projected date for the pool to re-open.

POLICY/LEGISLATIVE REQUIREMENTS:

Fees and Charges Bylaw No. 594, 2017

FINANCIAL IMPLICATIONS:

Concession revenues and direct product costs:

Year	Revenue	Direct Costs	Net	%Cost/Revenues
2020	$9,342.28	$6,142.54	$3,199.74	65.7%
2019	20,231.96	14,970.71	5,261.25	74.0%
2018	15,597.73	11,454.80	4,142.93	73.4%
2017	13,839.34	9,437.22	4,402.12	68.2%
2016	13,942.56	7,591.12	6,351.44	54.4%

Prepared by

Sarah Jepson

Sarah Jepson

Approved by

Mark Tatchell