



Minutes

<u>Meeting</u>	Regular Council
<u>Date</u>	2021-10-19
<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 Councillor Lynda Llewellyn	by video by video
<u>Staff</u>	Mark Tatchell, Chief Administrative Officer Shelley Debruyne, Administrative Coordinator Janet St-Denis, Finance and Corporate Services Manager	by video
<u>Public</u>	4 members of the public.	by phone/video

A. Call to Order

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

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

B. Introduction of Late Items

None

C. Approval of the Agenda

Fowler/Elder: VOT 0371/2021

THAT the Agenda for the October 19, 2021 Regular meeting of Council be adopted as presented.

CARRIED

D. Petitions and Delegations

None

E. Public Input # 1

None

F. Adoption of the Minutes

1 Minutes of the Committee of the Whole held on October 5, 2021

Fowler/Elder: VOT 0372/2021

THAT the Committee of the whole meeting minutes of October 5, 2021 be adopted as presented

CARRIED

2 Minutes of the Regular Council Meeting held on October 5, 2021

Fowler/Elder: VOT 0373/2021

THAT the Regular Council meeting minutes of October 5, 2021 be adopted as presented.

CARRIED

G. Rise and Report

None

H. Business Arising

1 Canadian Women in Local Leadership - Notice of Motion (Councillor Fowler)

Fowler/Elder: VOT 0374/2021

THAT the CanWill Inclusive Community Initiatives Call for Proposals, Budget Template and Summary Workplan template be received.

CARRIED

Councillor Fowler spoke to this grant opportunity. A discussion followed. No further action was taken.

2 Follow up from Council Resolution VOT 0333/2021 - Vehicular Access to Pete's Farm

Elder/Fowler: VOT 0375/2021

THAT this Verbal Report from staff be received.

CARRIED

The CAO spoke to this resolution informing Council that a gate and lock blocks had been installed to restrict vehicular access to Pete's Farm. No cost was incurred with this endeavour.

A discussion followed.

J. Council Reports

Mayor Davis (verbal report)

Since the last council meeting, I have attended meetings of the Strathcona Regional District, Comox-Strathcona Regional Health Board and even found time to help with the Community Cupboard here in town. Also, there was a meeting between Island mayors and the Minister of Municipal Affairs where we discussed challenges and opportunities in our respective communities.

Last week, engineers and environmental technicians were in town assessing landing sites for the Connected Coast project, which will be bringing high speed fibre optic cable to town next year. Laying of the cable has already begun from Prince Rupert in to adjacent communities there and next week, another cable-laying ship will be starting the southern coast component from Campbell River. Locally, the communities of Kyuquot, Ocluje, Zeballos, Esperanza, Yuquot and Gold River will be connected and we will be getting speeds that the big telecoms are unwilling to offer to small communities.

Councillor Elder

No report

Councillor Fowler

I have penned a letter to the CMESS PAC (sent in a separate email, from my phone) which is having its annual general meeting today, at the same time as today's regular meeting of the Village Council.

As part of the FCM CANWILL grant opportunity I hope to work together with the school, PAC executive and the first nation to promote the salmon parks film premiere (Sunday, October 24th at 4pm)

Attached are links from the youth summit, sunshine coast elder college class taught by Donna McMahon that I enjoyed being a guest for last week.

[VICC Youth Summit Outcomes Oct 21 PROOF 1.pdf - Google Drive](#)

Also included is the youth education brochure that outlines the Legion's contest for art, poems, essays and prizes.

<https://sunshinecoasteldercollege.ca/wordpress2020/wp-content/uploads/Introduction-to-Regional-Districts-session-2.pdf>

Dear Fellow PAC Members:

Sorry I couldn't be available for this important meeting, due to it being scheduled on the third Tuesday of the month at 7pm the time of it is conflicting with my priority to attend the Village Council meeting.

Today I have a motion being decided upon that could be of concern to with CMESS PAC, students, parents, teachers, youth and community members interested in civic and governance. The FCM CANWILL fund is a grant to encourage under represented voices, like women, to get involved in politics. This grant has honorariums and professional fees eligible for 1st nations elders and staff time and is a way to facilitate a potential repeat of the educational opportunity put together by Trustee Stiglitz pre-covid. If possible, that would be a goal for me to pursue at some point this school year. I am also hoping, that if successful with this grant we can share our experiences with the students in a campaign school, intended to encourage new, diverse voices at every level.

Despite missing today's meeting, I am hopeful to work with this board in any capacity, including but not limited to, standing on the executive by using my influence to encourage participation, cross promotion between the school and village. Along that vein I want to invite everyone here to contact me directly if interested in virtually attending the MMFN Salmon Parks film premiere this Sunday at 4pm.

Sarahfowlertahsis@gmail.com

Fowler/Elder: VOT 0376/2021

THAT the Council Reports be received.

CARRIED

K. Bylaws

- 1 Council Procedure Amendment Bylaw No. 643, 2021
Adoption**

Fowler/Elder: VOT 0377/2021

THAT Council Procedure Amendment Bylaw No. 643, 2021 be received for consideration.

CARRIED

Fowler/Elder: VOT 0378/2021

THAT Council Procedure Amendment Bylaw No. 643, 2021 be reconsidered, finally passed and adopted this 19th day of October 2021.

CARRIED

N. Public Input #2

None

Adjournment

Elder/Fowler: VOT 0379/2021

THAT the meeting be adjourned at 7:35 p.m.

CARRIED

Certified Correct this

the 2nd day of November, 2021



Chief Administrative Officer



Minutes

Village of Tahsis

Meeting	Committee of the Whole
Date	5 October, 2021
Time	1:30 p.m.
Place	Municipal Hall - Council Chambers and by electronic means

Present	Mayor Martin Davis Councillor Bill Elder Councillor Sarah Fowler Councillor Lynda Llewellyn Councillor Cheryl Northcott	by video
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Staff	Mark Tatchell, Chief Administrative Officer Janet St-Denis, Corporate Services Manager	by video
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Guests	Chief Superintendent Bruce Kirkpatrick, Island District Office, RCMP "E" Division S/Sgt Andrew Isles, Advisory NCO, Island District Sgt. Kim Rutherford, NCO i/c, RCMP Nootka Sound Detachment
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Public	1 member of the public	by phone
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Call to Order

Mayor Davis called the meeting to order at 1:37 p.m.

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

Introduction of Late Items

None.

Approval of the Agenda

Fowler: COW 073/2021

THAT the Agenda for the October 5, 2021 Committee of the Whole meeting be adopted as presented.

CARRIED

M. New Business	1	Chief Superintendent Bruce Kirkpatrick - RCMP "E" Division Island District
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Fowler: COW 074/2021

THAT Council engage in a discussion with Chief Superintendent Bruce Kirkpatrick.

CARRIED

Sgt. Kim Rutherford introduced Chief Superintendent Bruce Kirkpatrick to Mayor and Council.

Chief Superintendent Bruce Kirkpatrick provided Council with his background history and then engaged in an open discussion with Council responding to questions and concerns on policing priorities and resources for Tahsis.

A member of Council thanked Sgt. Kim Rutherford for the monthly stats reports.

Adjournment**Fowler: COW 075/2021**

THAT the meeting adjourn at 2:55 p.m.

CARRIED

Certified correct this
19th day of October, 2021

Corporate Officer



Minutes

<u>Meeting</u>	Regular Council
<u>Date</u>	2021-10-05
<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 Councillor Lynda Llewellyn	by video by video
<u>Staff</u>	Mark Tatchell, Chief Administrative Officer Shelley Debruyne, Administrative Coordinator Janet St-Denis, Finance and Corporate Services Manager	by video by video
<u>Guests</u>	Shaun Koopman, SRD Protective Services Coordinator	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 7:00 p.m.

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

B. Introduction of Late Items

Report to Council Re: UBCM 2022 Community Resiliency Investment Grant Application under New Business as "M3".

C. Approval of the Agenda

Fowler/Elder: VOT 0346/2021

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

CARRIED

D. Petitions and Delegations

None

E. Public Input # 1

None

F. Adoption of the Minutes

- Minutes of the Committee of the Whole held on September 21, 2021**

Fowler/Elder: VOT 0347/2021

THAT the Committee of the whole meeting minutes of September 21, 2021 be adopted as presented

CARRIED

2 Minutes of the Special Council Meeting held on September 21, 2021

Fowler/Elder: VOT 0348/2021

THAT the Special Council meeting minutes of September 21, 2021 be adopted as presented.

CARRIED

3 Minutes of the Regular Council Meeting held on September 21, 2021

Fowler/Elder: VOT 0349/2021

THAT the Regular Council meeting minutes of September 21, 2021 be adopted as presented.

CARRIED

G. Rise and Report

None

H. Business Arising

1 Resolution Re: In Person Attendance by the Public at Council and Committee of the Whole Meetings

Fowler/Elder: VOT 0350/2021

THAT this Resolution be received for consideration.

CARRIED

Fowler/Elder: VOT 0351/2021 THAT

WHEREAS: Council passed Resolution 0298/2020, in response to Ministerial Order 192, to clarify that, despite best efforts, members of the public could not be accommodated to attend Council and committee meetings in person; and

WHEREAS Ministerial Order 192 expired on September 28, 2021; and

WHEREAS the Provincial Health Officer's Order on Gatherings and Events, dated September 10, 2021 permits indoor gatherings of up to 50% of the seated occupancy capacity; and

WHEREAS proof of vaccine is not required to attend a Council meeting in person; and
WHEREAS the Provincial Health Officer encourages mask wearing in indoor public spaces where social distancing cannot be met;

THEREFORE BE IT RESOLVED, THAT up to 15 members of the public be permitted to attend Council and committee meetings in person, which is 50% of the seated occupancy capacity; and

BE IT FURTHER RESOLVED, THAT each person attending a Council or committee meeting wear a face mask; and

BE IT FURTHER RESOLVED, THAT Council hold regular, special and committee meetings electronically in accordance with the Community Charter and Council's Procedure Bylaw.

CARRIED

2 Report to Council Re: Community Unity Trail Follow up to Council Resolution 0227/2021

Fowler/Elder: VOT 0352/2021

THAT this Report to Council be received.

CARRIED

The CAO spoke to his Report to Council and responded to questions from Council. A discussion of the options followed.

Fowler/Elder: VOT 0353/2021

THAT public input be permitted on this agenda item.

CARRIED

A member of the public spoke to using grants and funding to fix and maintain trails existing within the municipality and to improve the accessibility of the trails.

Northcott/Fowler: VOT 0354/2021

THAT The Uniting 4 Communities Society convene a meeting to consider these and other options as per the May 3rd, 2021 Report to Council on the Community Unity Trail.

CARRIED

J. Council Reports

Mayor Davis (verbal report)

That Council supported the first National Truth and Reconciliation Day , and noted that the Village flags were at half mast on September 30th.

Councillor Elder (verbal report)

Four long time Tahsis residents have passed away recently; Johannes Vandenburg, Mike Ebach, Rayne Ruhl and Herby DeRuiter.

Councillor Fowler

No report

Councillor Lynda Llewellyn (written report)

At the last VIRL meeting there was a report on the ongoing Tahsis Library negotiations. While the written report mentioned other library closings the verbal report emphasized they are not looking at closing the Tahsis Library right now but wanted to express that it may be option in the future. It was expressed that they continue to work with Tahsis staff to find a solution. I strongly believe a Library is an important part of future growth in our community and am ever hopeful we will find a solution. The board also voted to pause any new builds for the time building in hopes the construction industry will stabilize soon. It is extremely hard to budget for building at this time as prices change drastically from design to tender to actual build. The new library in Campbell River has been put on hold for a year as the cost went well beyond the originally \$14m estimate.

In recognition of the First Annual Day for Truth and Reconciliation VIRL gave all their staff and board trustees and their alternates the chance to do an online course called "4 Seasons of Reconciliation". It was a 3 hour course and we could stop and start as we needed. I completed the course over 2 nights and passed the final exam, earning a certificate along with more understanding.

I attended an online conference on seniors put on by COSCO. I was in the housing stream and a technology and the aging stream. Both were informative but I got more out of the technology one as the housing one really covered ground I was familiar with already. There was a group called GLUU (it stands for nothing but is a name they made up to grab attention) helping seniors become more comfortable with technology. It is free to seniors. If you care to look up their website it is gluusociety.org.

Respectfully submitted

Councillor Northcott

No report.

Elder/Fowler: VOT 0355/2021

THAT the Council Reports be received.

CARRIED

K. Bylaws

1 Council Procedure Amendment Bylaw No. 643, 2021 1st, 2nd, 3rd Readings

Fowler/Elder: VOT 0356/2021

THAT the Report to Council be received.

CARRIED

The CAO spoke to his Report to Council.

Fowler/Elder: VOT 0357/2021

THAT option #1 be approved.

CARRIED

Fowler/Elder: VOT 0358/2021

THAT the Council Procedure Amendment Bylaw No. 643, 2021 be received for consideration.

CARRIED

Fowler/Elder: VOT 0359/2021

THAT the Council Procedure Amendment Bylaw No. 643, 2021 receive a first reading this 5th day of October, 2021.

CARRIED

Fowler/Elder: VOT 0360/2021

THAT the Council Procedure Amendment Bylaw No. 643, 2021 receive a second reading this 5th day of October, 2021.

CARRIED

Fowler/Elder: VOT 0361/2021

THAT the Council Procedure Amendment Bylaw No. 643, 2021 receive a third reading this 5th day of October, 2021.

CARRIED

L. Correspondence

1 Email from Electoral Area Directors of the Regional District of Mount Waddington Re: Donation to Lytton B.C.

2 Letter from City of Langley to the Honourable Josie Osborne, Minister of Municipal Affairs Re: Appointment of Directors to Regional District Boards.

- 3 **Ministry of Transportation and Infrastructure Re: UBCM 2021 Follow Up - MoTi Staff Meetings**
- 4 **Letter from Cathy Peters, BC Anti-human Trafficking Education to Mayor and Council Be Amazing Campaign- Re: An Anti-Human Trafficking Initiative**
- 5 **UBCM Provincial Response to 2020 Resolution- EB19- Public Highway Designation for Resource Roads.**

Llewellyn/Fowler: VOT 0362/2021

THAT these correspondence items be received.

CARRIED

Elder/Fowler: VOT 0363/2021

THAT correspondence items 3 & 5 be pulled for discussion.

CARRIED

- 3 **Ministry of Transportation and Infrastructure Re: UBCM 2021 Follow Up - MoTi Staff Meetings**
Councillor Northcott spoke to this correspondence item.
- 5 **UBCM Provincial Response to 2020 Resolution- EB19- Public Highway Designation for Resource Roads.**
Councillor Lewellyn spoke to this correspondence item, a discussion followed.

Elder/Fowler: VOT 0364/2021

THAT council reply to the undated letter from Ministry of Transportation and, Infrastructure, staff received on September 21, 2021, reaffirming Councils interest in a meeting within 30 days with MoTI, FLNRORD and Mainroad, the community as well as other road user stakeholders.

CARRIED

M. New Business

- 1 **Mayor Davis- Notice of Motion Re: Business Licenses**

Elder/Llewellyn: VOT 0365/2021

THAT this Motion be received.

CARRIED

Staff requested clarification with respect to the objectives of the business licensing model and the expectations with respect to strategic priorities, public consultation, time commitments and resources for the initiative. A discussion followed.

Elder/Davis: VOT 0366/2021

WHEREAS the Village of Tahsis does not have accurate knowledge of businesses in town;

WHEREAS having accurate data is needed in order to promote, regulate and tax businesses in Tahsis;

THEREFORE Council directs staff to investigate other models and report back to council with options for instituting a business licensing system for Tahsis.

FAILED

2 Mayor Davis- Notice of Motion Re: Head Bay Forest Service Road

Davis/Elder: VOT 0367/2021

THAT this Motion be received.

CARRIED

WHEREAS efforts by the Village of Tahsis to receive complete and timely inspection reports on the condition of the Head Bay Forest Service Road from the Ministry of Transportation and Infrastructure, have not been productive;

WHEREAS Council has no clear means to determine if Mainroad Contracting is fulfilling the terms of its contract to maintain the HBFSR;

THEREFORE Council directs staff to file a freedom of information request with said Ministry, to release the aforementioned documents spanning the current Mainroad contract, including the most recent reports.

3 Report to Council Re: UBCM 2022 Community Resiliency Investment Grant Application

Fowler/Elder: VOT 0368/2021

THAT the report from the SRD Protective Services Coordinator be received.

CARRIED

Shaun Koopman spoke to his Report to Council. Council responded by thanking Shaun Koopman for his hard work and a short discussion followed. SRD Tsunami Inundation Maps for Tahsis will be on the SRD website tomorrow.

Fowler/Elder: VOT 0369/2021

THAT the Village of Tahsis approve an application to the 2022 Community Resiliency Investment grant; and

THAT the Village of Tahsis commit to overall grant management if the application is successful.

CARRIED

N. Public Input #2

A member of the public requested an update on the Benches and Shelters project, to which the CAO responded explaining it will be completed in 2022.

Adjournment

Elder/Llewellyn: VOT 0370/2021

THAT the meeting be adjourned at 8:35 p.m.

CARRIED

Certified Correct this

the 19th day of October, 2021

Chief Administrative Officer

Call for proposals, CanWILL Inclusive Community Initiatives – Apply here!

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Context

Canadian Women in Local Leadership (**CanWILL**) is a three-year (2021-2024) project implemented by FCM in collaboration with key national partners and funded by the federal government through **Women and Gender Equality Canada** (WAGE). It builds on the success of FCM's Toward Parity in Municipal Politics initiative (2018-2020) and Diverse Voices (2016-2018). The program aims to address the systemic barriers that women face running for municipal office, while also improving the context and environment once elected to ensure their full participation once in office. This includes addressing gender-based violence (GBV) and harassment, systemic bias and racism, which have been identified as significant obstacles to women's participation. The use and promotion of gender-responsive approaches, like Gender-Based Analysis +¹, also serve to create an inclusive environment in which women leaders in local government can thrive.

Opportunity

With funds from the department of Women and Gender Equality (WAGE) through the Canadian Women in Local Leadership (CanWILL) project, FCM has established a funding envelope to support **20- 25 inclusive community initiatives of \$5,000 – \$10,000** each, aimed at strengthening the capacity of communities to support women, particularly those who are underrepresented (Indigenous, Black, racialized, LGBTQ2S+, youth, other), run for, assume and/or remain in leadership positions in local government. For definitions of key project terms, please see the [glossary in annex](#).

From February 2022 to August 2023, there will be two rounds of awards, for total distribution of \$180,000. Deadline for applications to the first round of funding, for implementation between **February**

¹ For more information, consult Women and Gender Equality Canada resources: <https://women-gender-equality.canada.ca/en/gender-based-analysis-plus.html>

2022 and February 2023, is November 5th 2021. Deadline for application to the second round of funding, for implementation between September 2022 and August 2023, will be in May 2022.

First round funded Inclusive Community Initiatives will:

- Be collaboratively conceptualized, planned and delivered by a local government in **partnership** with a community group that, through their work, focus on women's engagement and political empowerment, and/or outreach to underrepresented groups (Indigenous, Black, racialized, LGBTQ2S+, youth...)
- Be implemented between **February 2022 and February 2023.**
- Focus on strengthening the capacity of community and municipal stakeholders to support women, in particular those who are underrepresented (Indigenous, Black, racialized, LGBTQ2S+, youth, other), to run for local elected office and other leadership positions.²

Target beneficiaries:

- Women, particularly those who are underrepresented (Indigenous, Black, racialized, LGBTQ2S+, youth, other)
- Municipality officials, elected and staff
- Community groups

Application process

Application form – Apply [here](#)!

Inclusive Community Initiative proposals should be submitted online, using the web platform created for this purpose. The [online application form](#) can also be accessed on [FCM website](#). Applications include both eligibility questions and evaluation questions.

Supporting documentation

In addition to completing the online application form, applicants will be required to upload and submit the following supporting documentation:

- Municipality engagement letter (Letter, motion or other directive from Council, Board of Directors, Chief Executive Officer, President or other relevant official)
- Partner engagement letter
- Summary budget (please use template provided)
- Workplan (please use template provided)

² In alignment with other CanWILL project objectives, this includes ability of stakeholders to support women *remain* in office and leadership positions by addressing gender based violence (GBV) and incorporating GBA+ and/or other gender responsive approaches in municipal governance

Key dates

The deadline for applying to the first round of Community Initiatives is **5 November 2021**. Applications received after this date will be considered for the second round of Inclusive Community Initiatives. See timeline for additional dates.

Milestone	Dates – Round 1	Dates – Round 2*
Launch call for proposals	23 Sept 2021	April 2022
Deadline for project applications	5 Nov 2021	May 2022
Project selection	Nov – Dec 2021	May – June 2022
Decision communicated to applicants	Jan 2022	July 2022
Grantee onboarding	Feb 2022	Aug 2022
Launch of projects	March 2022	Sept 2022
Knowledge sharing activities	Jan – Feb 2023	Jul – Aug 2023
Project closure & final report submission	Feb 2023	Aug 2023

**We are sharing tentative dates for the second round for information purposes only - we are currently only accepting applications for the first round.*

Resubmission

Applicants that have not been selected in the first round of Inclusive Community Initiatives are encouraged to submit again in the second round of Inclusive Community Initiatives. Feedback can be provided upon request.

Initiative selection

The following procedure has been determined for the selection of initiatives to ensure contracts are awarded in a transparent, competitive, value-for-money manner.

Eligibility criteria

- Applicant is a local government (or consortium of local governments) and member of FCM. The **lead applicant** is the entity (municipality, local government) that is applying for a grant, and who will receive the funds from FCM, if the application is successful. Successful applicants will be required to sign a Letter of Agreement with FCM outlining the objectives of their initiative and how the funds will be used.
- Partnership established with community group that, through their work, focus on women's engagement and political empowerment, and/or outreach to underrepresented groups (Indigenous, Black, racialized, LGBTQ2S+, youth, other). **You will be required to upload an engagement letter from the local government.**

- Demonstrated support of senior decision makers and that of partner organization (as evidenced by a letter, motion or other directive from its Council, Board of Directors, Chief Executive Officer, President or other relevant official). **You will be required to upload a partnership agreement or engagement document**
- Indication of plan to involve women, particularly those from underrepresented groups (Indigenous, LGBTQ2S+, people of colour).
- Alignment with expected results of CanWILL Inclusive Community Initiatives to strengthen the capacity of communities to support women, particularly those who are underrepresented (Indigenous, Black, racialized, LGBTQ2S+, youth, other), run for, assume and/or remain in leadership positions in local government.
- **Ineligible activities:**
 - Partisan initiatives (funds cannot be used to support candidates, contribute to a political campaign or to a political party) **are not eligible to apply.**

Evaluation criteria

Criteria used to identify successful applicants are the following:

- Extent to which the application articulates clear plans to achieve objectives of funding envelope (quality workplan and budget – templates are provided), to strengthen the capacity of communities to support women, particularly those who are underrepresented (Indigenous, Black, racialized, LGBTQ2S+, youth, other), run for, assume and/or remain in leadership positions in local government. (Weighting: 40%)
- The extent to which proposed initiatives respond to the needs of women, particularly those that are underrepresented, in running for, assuming and/or remaining in leadership positions. (Weighting: 20%)
- The extent to which the partnership represents potential to increase the capacity of the community to support women, particularly those who are underrepresented (Indigenous, Black, racialized, LGBTQ2S+, youth, other), run for, assume and/or remain in leadership positions in local government. (Weighting: 20%)
- The extent to which measures are included to ensure the sustainability of initiative results and activities. Examples of sustainability-reinforcing measures include but are not limited to: institutionalized programmes, initiatives and/or partnerships; advocacy campaign gains (organizational/funding commitments, new policies); new structures or networks. (Weighting: 20%)
- For applicants previously funded by FCM gender parity programmes, applications indicate how the proposed initiative builds on results achieved, and why additional funding is necessary.
- Bonus points will be awarded to initiatives that also include one or more of the following elements:
 - Response to gender-based violence (GBV)
 - Use/promotion of GBA+ and other gender-responsive approaches
 - Indication of funds leveraged from other sources for delivery of project
 - Inclusion of men/boys as target audiences and/or participants

**Other factors that will be considered include: community size, regional, linguistic and diverse representation across Canada.*

Application form questions

The application form is comprised of the following questions. Please prepare your responses ahead of time as the form will remain open for a limited amount of time and you will not be able to return to a partially completed form. Only proposals submitted through the [online application](#) platform will be accepted.

Applicant information

- Lead applicant name :
- Lead applicant contact info :
- Partner name :
- Partner contact info :
- Partner description (mandate, programming approach, relevant experience) – 200 words:
- [additional partner information & description if multiple]

Project information

- Title
- Municipality/Local government
- Total budget requested
- Start date; End date (implementation must be between February 2022 and February 2023)
- Project goal and purpose - what do you hope to achieve with this project? (50-75 words max)
- Target audience(s)/participants (please check all that apply)
 - Indigenous
 - Black
 - Other racialized (please specify)
 - LGBTQ2S+
 - Youth
 - Women
 - Men (please specify)
 - Other (please specify)
- Declaration (checkbox): funds will not be used to support candidates, contribute to a political campaign or to a political party

Supporting documentation

- Local government engagement letter
- Partnership agreement or engagement document

- Any of the following will be accepted: Memorandum of Understanding, partnership document, letters of support from partner organisation signed by the Director, chief administrative officer or chief financial officer, council resolution, etc.

Project overview and achievement of CanWILL objectives – 40%

Please describe your initiative (objectives, main activities). Clearly indicate how it will strengthen the capacity of stakeholders in your community to support women, particularly those who are underrepresented (Indigenous, Black, racialized, LGBTQ2S+, youth, other), to run for and thrive in leadership positions in local government.

Please be clear on the ways in which, if any, your project is also addressing gender-based violence and/or incorporating the use/promotion of GBA+, gender responsive or other inclusive approaches.

Required upload

- Summary workplan (use template provided)
- Summary budget (use template provided)

Context and need – 20%

1. Please indicate how your project reflects the needs of your community and its women in all their diversity. If possible, please indicate how these needs align (or not) with findings from previous activities addressing or assessments/research on the challenges faced by women in engaging in municipal leadership, including [FCM's Municipal Sector Framework for Achieving Gender Parity in Local Government](#), and information drawn from [FCM's Knowledge Hub](#).
2. Please indicate how you will continue engaging with your target audiences to ensure their needs are met throughout the delivery of the initiative.

Optional upload

- Needs assessments, research, knowledge/activity reports, etc.

Partnership – 20%

Please describe the nature of the partnership between the lead applicant and community partner group and its importance in addressing the needs identified above, including an overview of the collaboration, any initiatives previously delivered jointly, and how roles and responsibilities will be shared (you can refer to terms of reference or Memorandum of Understanding, evidence of municipal council support, financial contributions, etc.).

Optional upload

- Partner documentation, additional letters/documents of engagement, previous activity reports

Sustainability – 20%

Please indicate how you will ensure the sustainability of efforts to support women in local leadership, so the results are durable and will be extend beyond the life of this project. Examples of sustainability-

reinforcing measures include but are not limited to: institutionalized programmes, initiatives and/or partnerships; advocacy campaign gains (organizational/funding commitments, policies); new structures or networks.

If you have previously received funding from FCM for gender parity initiatives (including for Demonstration projects under Towards Parity), please indicate how your proposal builds on results achieved, and why additional funding is necessary.

Annex – Glossary of terms under CanWILL

For the purposes of the CanWILL project, the following definitions will be used.

Black/African Canadians³

People of African descent and those who define themselves as such, who are now residents/citizens of Canada.

Capacity development⁴

Capacity development is defined as the process through which **individuals, organizations and societies/systems** maintain, obtain and strengthen the capacity to set and achieve their own objectives and priorities over time.

- **Individual:** the knowledge, skills, values, resources and attitudes of individuals. For local government, this is typically local elected officials and administrative staff at all levels.
- **Organizational:** the internal structure, systems, policies and procedures that determine an organization's effectiveness. For local government, this is typically the municipality or local government as a functioning organization or institution.
- **Enabling environment:** the broad system in which people and organizations exist. This may include things like political and legal frameworks, national and regional policies and practices, and partnerships with key actors in the municipal sector (LGA's, PTAs, networks, intermunicipal mechanisms, national, sub-national and other orders of government, nongovernmental actors that support the sector etc.). This can also refer to the financial enabling environment which includes funders at various levels, financial mechanisms and other opportunities to mobilize resources. The enabling environment level encompasses all the systems or levels in which local governments operate. This may also include community, territorial, regional, provincial, country and societal levels as well as the multitude of actors that influence and interact within these levels.

Community groups

Community groups with whom municipalities can partner should help strengthen the municipality's capacity to connect with women in the community, particularly those that are underrepresented. To that end, community groups should be ones that, through their work, focus on women's engagement and political empowerment, and/or outreach to Indigenous, Black and racialized communities, LGBTQ2S+ folks and youth.

Gender-based violence (GBV)

Gender-based violence (GBV) refers to violence faced because of one's gender, gender expression, gender identity or perceived gender. "GBV can take many forms: cyber, physical, sexual, societal,

³ Definition taken from the *Canadian Race Relations Foundation*, consulted 13 Sept.: <https://www.crrf-fcrr.ca/en/resources/glossary-a-terms-en-gb-1?letter=b&cc=p>

⁴ FCM definition as per FCM's *Capacity Development Framework*

psychological, emotional, and economic. Neglect, discrimination, and harassment can also be forms of GBV.”⁵

Gender responsive approaches

Gender responsive approaches are those tools, processes and analytical frameworks that guide users in taking consideration of and responding to needs of women and other marginalized groups. These approaches could include, but are not limited to, the government of Canada’s Gender Based Analysis+ (GBA+), gender responsive budgeting, and gender responsive consultation.

Indigenous⁶

‘Indigenous peoples’ is a collective name for the original peoples of North America and their descendants, and includes the three groups of Aboriginal peoples recognized in the Canadian Constitution: First Nations, Inuit and Métis.

Intersectionality

First coined by Kimberly Crenshaw, intersectionality can be defined as a “lens, a prism, for seeing the way in which various forms of inequality often operate together and exacerbate each other. We tend to talk about race inequality as separate from inequality based on gender, class, sexuality or immigrant status. What’s often missing is how some people are subject to all of these, and the experience is not just the sum of its parts.”⁷ Examples of additional identities that intersect with gender and sex include: geography, culture, income, sexual orientation, education, race, ethnicity, religion, age and disability⁸.

LGBTQ2S+⁹

LGBTQ2 is an acronym standing for the categories of lesbian, gay, bisexual (those who are attracted to both men and women), transgender, intersex, queer (a self-identifying term used in some gay communities, typically by younger persons) and two-spirit. There are many different acronyms that may be used by various communities. It should be noted that acronyms like these may combine sex, gender, and sexual orientation attributes into one community.

⁵ Women and Gender Equality Canada (2019). *It’s Time: Canada’s Strategy to Prevent and Address Gender-Based Violence*. <https://women-gender-equality.canada.ca/en/gender-based-violence-knowledge-centre/report-rapport2019-en.pdf>

⁶ Definition taken from *Crown-Indigenous Relations and Northern Affairs Canada* website, consulted 13 Sept. 2021: <https://www.rcaanc-cirnac.gc.ca/eng/1100100013785/1529102490303>

⁷ Kimberly Crenshaw, quoted in *Times Magazine*, consulted 13 Sept.: <https://time.com/5786710/kimberle-crenshaw-intersectionality/>

⁸ As per Women and Gender Equality Canada’s *Introduction to GBA+* course, consulted 13 Sept. 2021: https://women-gender-equality.canada.ca/gbaplus-course-cours-acspplus/eng/mod02/mod02_03_01a.html

⁹ Definition taken from *Women and Gender Equality Canada* website, consulted 13 Sept. 2021: https://women-gender-equality.canada.ca/gbaplus-course-cours-acspplus/eng/global/glossary_glossaire.html#L

Local government/municipality¹⁰

Local government is the level of government below the provinces. The most important local governments are the municipal governments. Each province has established a slightly different system of municipal institutions, but there is a strong family resemblance among these systems.

Municipal governments are local elected authorities. They include cities, towns and villages, and rural (county) or metropolitan municipalities.

Corporations and private institutions are not considered a local government or municipality.

Municipal leadership

While gender parity generally refers to representation among elected officials, this project takes a broad definition of municipal leadership, to include leading staff positions, and engagement in municipal governance bodies. This is in recognition that political engagement can take place on a broad spectrum based on the time and financial resources available to individuals, in addition to their interest. The project deems it important to recognize the multiple ways to ensure the voices of women in all their diversity are included in local governance, and that many different experiences can factor in people's decisions to run for office.

Provincial & territorial associations (PTAs)

For a complete list of PTAs, please refer to the FCM [website](#).

Racialized groups

Term used to describe people who are not white. Although 'visible minority' is the legal term widely used in human rights legislation and various policies, currently the terms racialized minority or people of colour are preferred by people labelled as 'visible minorities'¹¹. Racialization refers to the "process through which groups come to be socially constructed as races, based on characteristics such as race, ethnicity, language, economics, religion, culture, politics, etc"¹².

Women

When used in the context of the CanWILL project communications, 'women' refers to all individuals who identify as women, with a focus on those who are underrepresented in municipal leadership: Indigenous, Black, racialized, LGBTQ2S+ (incl. non-binary), and youth.

¹⁰ Definition taken from *The Canadian Encyclopedia*, consulted 13 Sept.: <https://www.thecanadianencyclopedia.ca/en/article/local-government>

¹¹ Adapted from the *Canadian Race Relation Foundation* glossary, consulted 13 Sept.: <https://www.crrf-fcrr.ca/en/resources/glossary-a-terms-en-gb-1?letter=v&cc=p>

¹² Definition taken from the *Canadian Race Relation Foundation*, consulted 13 Sept.: <https://www.crrf-fcrr.ca/en/resources/glossary-a-terms-en-gb-1?letter=v&cc=p>

Youth

For the purposes of this project, FCM defines youth as individuals aged 15-30, as per the Government of Canada¹³.

¹³ See age range used in Statistic Canada's *Portrait of Youth in Canada: Data Report*, consulted 13 Sept.: <https://www150.statcan.gc.ca/n1/pub/42-28-0001/2021001/article/00001-eng.htm>

CanWILL Inclusive Community Initiatives - Budgeting guidelines

Important notes

°Administration expenses shall not exceed 20% of the total funding provided

°Staffing time of partner community groups shall not exceed 20% of the total funding provided in sub-grant

°Up to 80% of ICI grant approved will be provided at the kick start of the project and final payments shall be conditional upon receipt and acceptance financial and activity reports, as agreed at the start of the grant

°Applicants are encouraged to identify in-kind (incl. staff time) and leveraged funds but these are not a requirement of the project.

°Templates and financial monitoring guidelines will be provided to grantees

°FCM accounting procedures will require applicants to provide invoices, receipts and time sheets (where applicable) which must be sufficiently detailed verification of expenditure eligibility and level of effort

Eligible and ineligible expenses

Budget Category	Eligible Expenditures	Ineligible Expenditures
1) Communications and administrative support	Administrative expenditures that are directly linked to and have been incurred for the project, such as: <ul style="list-style-type: none"> • Communication expenditures (e.g. long-distance calls or faxes). • Outsourced printing or photocopying. • Document translation. • Transportation, shipping, and courier expenditures for delivery of materials essential for the project. • Design and production of communication products to promote project outcomes and benefits to the public. • Advertising, website development, project education materials or expenditures to disseminate project communications products. • Public engagement expenditures, such as surveys, web tools, other materials. • Expenditures related to promotion of project specific activities including social media campaign costs, printing of banners, website costs, advertising related to workshops or public activities. 	General overhead expenditures incurred in the regular course of business, such as: <ul style="list-style-type: none"> • Office space, real estate fees and supplies. • Financing charges and interest payments. • Promotional items. • Hospitality expenses (alcohol, entertainment, etc.).
2) Capital expenditures	No Capital expenditures will be accepted, unless otherwise approved by FCM.	
	<u>For individuals on travel status</u> (individuals travelling more than 16 km from their assigned workplace - using the most direct, safe and practical road.)	Any travel expense that is not paid in accordance with the Treasury Board of Canada guidelines.

3) Travel and accommodation	Travel and associated expenses for implementing partners, guest speakers and consultants to the extent that the travel and accommodation rates comply with the Treasury Board of Canada guidelines, to the extent that such travel is necessary to conduct the initiative and to the extent that it is aligned with local or provincial public health guidelines.	Any expenditure that is not necessary to conduct the project.
4) Meetings, training sessions, and public gatherings	<p>Expenditures related to meetings, workshops and public activities that communicate the project to the public and that collect feedback, including room rental, audio visual equipment or related expenses.</p> <p>Expenditures associated with accessing reference materials such as standards, templates and toolkits. Simple hospitality expenses such as: snacks, meals, non-alcoholic refreshments or related expenses.</p>	<p>Non essential hospitality expenses such as:</p> <ul style="list-style-type: none"> • Alcohol. • Door prizes. • Entertainment. • Music. • Decorations. • Flowers, centerpieces. • Etc.
5) Honoraria and professional fees	<p>Fees for professional or technical consultants and contractors, incurred in support of eligible activities and directly related to the implementation of the project.</p> <p>Engagement of Indigenous elders. Sub-contracting to community partner.</p>	<p>Consultation or professional fees for activities or products not directly implicated in the roll out of the project, or for regular business activities not related to the project.</p> <p>Legal fees.</p>
6) Inclusion support	<p>Child care or dependent care (either the provision of care at the activities or reimbursement for care expenses incurred in order to attend the event.</p> <p>Costs to ensure accessibility (translation, mobility access, transportation assistance, etc.).</p>	Expenses related to child or dependent care not directly linked to a project activity.
7) Staff remuneration	<p><i>Salaries & benefits of local government staff are not an eligible expense for this grant - but should be included as in-kind contribution in the budget.</i></p> <p><i>Salaries of partner organization only can be included in the Honoraria & Professional Fees budget line, up to a maximum of 20% of total funding provided by FCM.</i></p>	
8) Supplies and materials	Supplies and materials required to undertake the project.	Expenditures related to regular business activities.

9) Taxes	The portion of Provincial/ Harmonized Sales Tax and Goods and Services Tax for which your organization is not eligible for rebate.	The portion of Provincial /Harmonized Sales Tax and Goods and Services Tax for which your organization is eligible for rebate, and any other expenditures eligible for rebates.
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Other ineligible expenditures include, but are not limited to:

- Benefits for members of a board of directors or other decision-making body.
- Campaign financing.
- Provide direct service delivery (e.g. hiring additional staff to implement the activity).
- Capital renovations and construction.
- Activities that take place outside of Canada.
- Canada Revenue Agency or payroll penalties.
- Budget deficits, debt reduction, organizational reserves or endowment funds.
- Costs incurred before a funding decision is made.

CanWILL Inclusive Community Initiatives - Budget

Important - please review the budgeting guidelines, complete the budget template in excel and save in pdf format before uploading to the app

Project title:	
Local government/municipality:	
Lead applicant contact:	
Partner organization:	
Project start date:	
Project end date:	
Total project value budgeted:	\$ -
ICI grant amount requested:	\$ -
In-kind or leveraged contribution:	\$ -

[illegible]

Total		\$	-	\$ -
Total budgeted project value		\$	-	
Total amount requested from CanWILL		\$	-	

CanWILL Inclusive Community Initiatives - Summary Costed Workplan

Important - please complete wrokplan template in excel and save in pdf format before uploading to the application form.

Project title:	
Local government/municipality:	
Lead applicant contact:	
Community partner organization:	
Project start date:	
Project end date:	
Total project value budgeted:	\$ -

#	Activity	Responsible (partner lead)	Start date*	End date*	Budget amount	Budget source	Notes (if any)
1	Ex: Develop & deliver virtual workshop on xyz	Community partner name	Mar-22	May-22	\$ 750	Mix of CanWILL & other sources	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

total		\$	-
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**The project period is from Feb 2022 to Feb 2023*



VILLAGE OF TAHSIS

BYLAW No. 643, 2021

BEING A BYLAW TO AMEND THE VILLAGE OF TAHSIS COUNCIL PROCEDURE BYLAW (CONSOLIDATED AND AMENDED) No. 495, 2004

WHEREAS the Council Procedure Bylaw must meet the requirements of the Municipal Affairs Statutes Amendment Act, 2021;

NOW THEREFORE, The Council of the Village of Tahsis, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. Citation

This bylaw may be cited as the “Council Procedure Amendment Bylaw No. 643, 2021”.

2. Amendments to the Village of Tahsis Council Procedure Bylaw

The Village of Tahsis Council Procedure Bylaw is amended:

Section 5(1) is amended by adding after “municipal hall...”

“, which is the place where the public may attend to hear the proceedings that are open to the public,”...

1) Section 5(2) is amended by adding the following:

(E) the meeting’s participants at the municipal hall must be able to hear the meeting, including Council members or other persons participating electronically, except for any part of the meeting that is closed to the public.

(F) The Chief Administrative Officer, Corporate Officer or Finance and Corporate Services Manager must be in attendance at the municipal hall.

2) Section 6 (1) is amended by adding the following

- a) The annual schedule of regular Council meetings must include information on the way in which the meetings will be conducted electronically and instructions^{K1} for joining the meetings electronically.
- 3) Section 9(1) is deleted and replaced with:
 - 9 (1) Council may conduct special Council meetings and committee meetings electronically in accordance with sections 128.1 and 128.2 of the *Community Charter* and in accordance with the following rules:
 - a) the meeting notices must include information on the way in which the meetings will be conducted electronically and instructions for joining the meetings electronically.
 - b) the meeting's participants at the municipal hall must be able to hear the meeting, including Council members or other persons participating electronically, except for any part of the meeting that is closed to the public.
 - c) The Chief Administrative Officer, Corporate Officer or Finance and Corporate Services Manager must be in attendance at the municipal hall.
- 4) Section 9(2) is deleted and replaced with:
 - 9(2) Members of Council who are participating in a regular, special or committee meeting conducted electronically in accordance with sections 5(2) and 9(1) are deemed to be present at the meeting.
- 5) Section 9(3) is deleted and replaced with:
 - 9(3) Any Council member, including the member chairing the meeting, can participate in a regular, special or committee meeting electronically.
- 6) Section 9(4) is deleted

3. Effective Date

4. Repeal

The following bylaw is hereby repealed: "Council Procedure Amendment Bylaw No. 625, 2020"

Reconsidered, Finally Passed and adopted this 19th day of October, 2021

MAYOR

CORPORATE OFFICER

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No.643, 2021 duly passed by the Council of the Village of Tahsis on this 19th day of October, 2021.

CORPORATE OFFICER