



## AGENDA

**Agenda for the Regular Meeting of the Tahsis Village Council  
to be held on February 15, 2022 in the Council Chambers  
Municipal Hall, 977 South Maquinna Drive and by electronic means**

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

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**A. Call to Order** Mayor Davis will call the meeting to order at 7:00 p.m.

**B. Introduction of  
Late Items**

**C. Approval of the  
Agenda**

**D. Petitions and  
Delegations** None.

**E. Public Input # 1**

**F. Adoption of the  
Minutes** 1 Minutes of the Regular Council Meeting held on February 1, 2022.

**G. Rise and Report** None.

- H. Business Arising**
- 1 **Councillor Fowler notice of motion brought forward from the February 1, 2022 Regular Council meeting Re: The Tahsis Age-Friendly Community Action Committee (TAAC) Mandate**
- THAT WHEREAS**, the Village completed an Age-Friendly Community Action Plan in December 2019;
- And WHEREAS**, Council, by resolution, established the Tahsis Age-Friendly Action Committee, as a Council committee;
- AND WHEREAS**, improving accessibility is a core element to enhancing the quality of life for older adults in the community;
- THEREFORE BE IT RESOLVED, THAT** the mandate for the Tahsis Age Friendly Action Committee be amended to include an explicit emphasis on accessibility; and
- BE IT FURTHER RESOLVED, THAT** the Tahsis Age Friendly Action Committee membership be amended to include a representative knowledgeable in the area of accessibility.
- J. Council Reports**
- 1 **Mayor Davis**
  - 2 **Councillor Elder**
  - 3 **Councillor Fowler**
  - 4 **Councillor Llewellyn**
  - 5 **Councillor Northcott**
- K. Bylaws**
- None.
- L. Correspondence**
- 1 **Chan Nowosad Boates Inc. Re: The Village of Tahsis Audit Planning Report for the year ending December 31, 2021.**
  - 2 **Email from BC Epilepsy Society Re: Epilepsy Awareness Month- Proclamation of March 26th, 2022 as Purple Day.**
  - 3 **February 3, 2022 email from Leslie Baird, Mayor, Village of Cumberland Re: Support for Bill C-216; A health based approach to the Substance Use Act.**
  - 4 **Email from Isabella Lee, BC Public Relations and Communication Advisor, BC Council, Girl Guides of Canada Re: Support for girl empowerment this February 22, 2022.**
  - 5 **February 3, 2022 Letter from Line Robert, Chief Executive Officer, Island Coastal Economic Trust Re: Community Unity Trail Project.**
- M. New Business**
- 1 **Local Government Infrastructure Planning Grant Program: Village of Tahsis Fire Hall Project**
  - 2 **The ParticipACTION Community Better Challenge Grant Application**

**N. Public Input #2**

**Rise and Report**

**O. Adjournment**



## Minutes

<b><u>Meeting</u></b>	<b>Regular Council</b>	
<b><u>Date</u></b>	<b>February 1, 2022</b>	
<b><u>Time</u></b>	<b>7:00 PM</b>	
<b><u>Place</u></b>	<b>Municipal Hall - Council Chambers and by electronic means</b>	
<b><u>Present</u></b>	Mayor Martin Davis Councillor Bill Elder Councillor Sarah Fowler Councillor Cheryl Northcott Councillor Lynda Llewellyn	by video by video
<b><u>Staff</u></b>	Mark Tatchell, Chief Administrative Officer Kira Marshall, Tahsis Community Tourism Coordinator Janet St-Denis, Finance and Corporate Services Manager	by video (left at 7:48) by video
<b><u>Guests</u></b>	Mary Ruth Snyder, Executive Director, Campbell River and District Chamber of Commerce	by video (left at 7:20)
<b><u>Public</u></b>	5 Members of the public.	(3 by phone/video)
<b><u>A. Call to Order</u></b>		
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><u>B. Introduction of Late Items</u></b>		
None.		
<b><u>C. Approval of the Agenda</u></b>		
<b>Elder/Fowler: VOT 046/2022</b>		
<b>THAT</b> the Agenda for the February 1, 2022 Regular meeting of Council be adopted as presented.		<b>CARRIED</b>
<b><u>D. Petitions and Delegations</u></b>		
<b>Mary Ruth Snyder, Executive Director, Campbell River and District Chamber of Commerce- Presentation Re: District wide database for businesses and community organizations.</b>		
<b>Elder/Fowler: VOT 047/2022</b>		
<b>THAT</b> this presentation be received.		<b>CARRIED</b>



The Executive Director of the Campbell River and District Chamber of Commerce presented to Council the new and soon to be launched searchable directory of community organizations and Businesses.

A question and answer period followed. Staff to provide a list of local businesses and organizations to be added to the database.

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

A member of the public spoke to Council Elder's motion regarding the disposition of the materials from the recently demolished derelict barge at the Tahsis Landfill.

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

##### **1 Minutes of the Regular Council Meeting held on January 11, 2022.**

**Elder/Fowler: VOT 048/2022**

**THAT** the Regular Council Meeting minutes of January 11, 2022 be adopted as presented.

**CARRIED**

##### **2 Minutes of the Regular Council Meeting held on January 18, 2022.**

**Elder/Fowler: VOT 049/2022**

**THAT** the Regular Council Meeting minutes of January 18, 2022 be adopted as presented.

**CARRIED**

#### **G. Rise and Report**

At the January 18th Closed Council meeting Council approved the proposal and terms

- 1** for architectural services by PHI Architecture Inc. dated January 6, 2022 for the Tahsis Firehall Project.

- 2** At the January 18th, 2022 Closed Council meeting Council passed the following resolution; **THAT** Staff submit an application for grant funding for the Tahsis Wastewater Treatment - Capacity, Sustainability and Climate Resilience Upgrade Project through the Investing in Canada Infrastructure Program- Environmental Quality and; **THAT** Council supports the project and commits to its share of the project as well as cost overruns.

#### **H. Business Arising**

- 1** **Councillor Fowler notice of motion brought forward from the January 18, 2022 Regular Council meeting.**

**Elder/Llewellyn: VOT 050/2022**

**THAT** this resolution be received.

**CARRIED**

The CAO spoke to this resolution. A discussion followed.

- 2** **Councillor Fowler notice of motion brought forward from the January 18, 2022 Regular Council meeting.**

**Elder/Fowler: VOT 051/2022**

**THAT** this resolution be received.

**CARRIED**

**Fowler/Elder: VOT 052/2022**

**THAT** Mayor Davis' November 12th, 2021 letter to Minister Conroy regarding Old Growth Deferrals be endorsed by Council.

**CARRIED**

**3 Kira Marshall, Community Tourism Coordinator - Report to Council - January 2022 Update.**

**Elder/Fowler: VOT 053/2022**

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

**CARRIED**

The Community Tourism Coordinator provided Council with an overview of the current and future projects for 2022.

A summary of the Village of Tahsis website audit was provided along with recommendations.

**J. Council Reports**

**Mayor Davis**

None

**Councillor Elder**

None.

**Councillor Fowler (written report)**

Since the last meeting I have attended the following list of virtual meeting events webinars.

1. Food Security From An Indigenous Perspectives
2. 2 Billion Trees, Q&A, A call for proposals.
3. WE-CAN. How climate groups can influence Local Government
4. How to raise more major gifts without face to face meetings
5. New year, New plan, explore TFSA's, RIF, RSP solutions to keep you on track.
6. Doughnut Economics Panel On Green Policies
7. January 21, featured CarolAnne Leishman on Waterfowl Podcast
8. Attended virtual wellness practices hosted by the SRD
9. Municipal Carbon Budget
10. NSWS monthly meeting (Outstanding Stewardship Coordinator Position)
11. TAAC (January 27, 1pm) I am hoping to continue with this standing committee on the third Thursday of the month moving forward.
12. BC Chapter Climate Caucus
13. Waterfowl Podcast featuring Colin Sparks

In addition to 6 episode recorded during this time I am also scheduled to release at 9:18 pm, the Village of Tahsis Public Meeting, I recorded from my home on January 18th. I do this not to breach trust with my fellow council members but to make publicly available information and encourage civics. I know that not everyone interested in learning the business of council is available every second Tuesday at 7 pm so my hope is to make it more accessible.

Further more I have a Notice of Motion for consideration.  
regarding an amendment to  
VOT 056/2020 TAAC

\*amendments to original motion to update in italics

THAT WHEREAS, the Village completed an Age-Friendly Community Action Plan in December 2019;

AND WHEREAS, one recommendation from the action plan is to establish a Tahsis Age-Friendly Accessibility\* committee (TAAC) to be responsible for implementing the Age-Friendly Action Plan;

THEREFORE BE IT RESOLVED THAT Council strike the Tahsis age-friendly accessibility\* Committee (TAAC), as a standing committee of council, which will meet at least monthly with the following membership

chair Councillor Fowler

vice chair Jack Taylor

Josephine Miladinovic, community paramedic

Ruth Russel (three members seniors society)

New member Brenda Lenahan \*

#### **Councillor Northcott (written report)**

Since our last council meeting I was appointed to the UBCM Fire Services Working group. I want to thank mayor and council for endorsing my expression of interest. I am very much looking forward to making the voices of Tahsis and our volunteer fire department heard as we move to improve the playbook. Our first meeting has yet to be scheduled.

I also attended my first Vancouver Island Regional Library board meeting, which was also the AGM where I was elected to the executive committee in a run-off vote. I will do my best to follow in councillor Llewellyn's footsteps and work hard for the VIRL in general, and the Tahsis branch in particular.

At the library AGM we had a strategic planning session and at some point in the near future, VIRL will be seeking community input. We also were presented with the 2021 reports.

The capital plan does still have Tahsis on the list for a new library building, but that's all the information there is on that.

The performance scorecard had some interesting data.

- Physical borrowing has increased over 2020, however it's still down significantly from pre-pandemic numbers.
- Digital borrowing is up from pre-pandemic levels and represents more than a third of overall borrowing.
- VIRL events and program attendance was 63% children and teens
- Top interests for borrowers included: Indigenous topics, ecology and conservation
- The value of a library card is estimated at: 656.54 (total cost of borrowed items over 12 month period divided by number of registered borrowers on or about last day of reporting period)
- The most borrowed children's book of 2021 was: Diary of a Wimpy Kid: Cabin Fever

My next library meeting is for the executive committee in early March.

#### **Councillor Llewellyn (written report)**

As most people know, we sold our home. The new person wanted quick possession so we will be moving Feb 28. We have found a new home at Gallagher Lake in the Okanagan. This happened much faster than we expected. I will make a decision by the end of the week about my tenure on council.

**Fowler/Elder: VOT 054/2022**

**THAT** the Council Reports be received.

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

None.

**L. Correspondence**

None.

**M. New Business****1 2022 Family Day Activity Grant****Elder/Fowler: VOT 055/2022**

**THAT** this information be received.

**CARRIED**

The CAO spoke to this grant application. Council thanked Amanda Knibbs and Lauren Roth for their efforts on this grant application.

**Elder/Fowler: VOT 056/2022**

**THAT** Council support this 2022 Family Day Activity Grant Application.

**CARRIED****2 Councillor Elder's Motion- Re: Disposition of the materials from the recently demolished derelict barge at the Tahsis Landfill****Elder/Fowler: VOT 057/2022**

**THAT** this resolution be received.

**CARRIED**

Councillor Elder spoke to his motion. The CAO provided some additional facts and an update on the current situation.

**Elder/Fowler: VOT 058/2022**

**WHEREAS** the Comox Strathcona Waste Management service is planning for the closure of the Tahsis landfill beginning in 2024; and

**WHEREAS** it is in the financial and environmental interests of the Village of Tahsis to keep the landfill open for as long as possible; and

**WHEREAS** CSWM has other landfills within its service area;

**THEREFORE BE IT RESOLVED**, that the Village of Tahsis Council oppose CSWM permitting Western Forests Products Inc., and its contractors from disposing of materials from the recently demolished derelict barge at the Tahsis landfill and request that CSWM work with WFP to transport this waste material to another landfill within the service area.

**CARRIED**

Staff to send letter based on motion.

**N. Public Input #2**

A member of the public spoke about new opportunities for revenue streams and tax base.

The Tahsis Community Tourism Coordinator was given praise for her work.

There was a discussion about the Village of Tahsis sign.  
A member of the public spoke to the taxation of businesses.

**Adjournment**

**Elder/Fowler: VOT 059/2022**

**THAT** the meeting be adjourned at 8:43 p.m.

**CARRIED**

**Certified Correct this**

the 15th day of February 2022

**Chief Administrative Officer**

# Silviculture for Salmon

The Nootka Sound Watershed Society, with support from the Coastal Restoration Fund, undertook a riparian restoration project on the Tahsis River in 2020/21. The goal of this project and others nearby is to contribute to rebuilding West Coast Vancouver Island Chinook salmon stocks in the Nootka-Kyuquot Conservation Unit by accelerating the succession of riparian forest and ecosystem function in stream reaches affecting critical spawning, incubation and rearing habitat in Nootka Sound and Esperanza Inlet streams.

Historical timber harvesting removed forest along the banks of the Tahsis River in the 1940s. This has reduced the function of the riparian forest, a critical component of healthy fish habitats. 'Riparian' means the interface between land and a stream.

Deciduous trees (like red alder) and brush species (such as salmonberry) can quickly establish themselves on

disturbed sites and slow the re-establishment of coniferous species (such as western redcedar, Sitka spruce, western hemlock). Coniferous tree roots improve streambank stability and cohesion, and mature trees provide for future large woody debris input into stream channels; thereby, providing critical habitat for salmon and trout. In a continuous cycle, salmon feed riparian forests and the forests feed the fish.

**Hishukishts'awalk**  
(all things are connected)



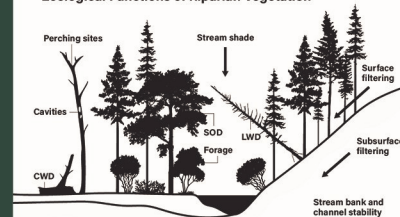
EIKO JONES - SALMON IN THE RIVER

Many areas throughout the Tahsis River have been slow to recover from historical logging practices. An objective of this project is to encourage coniferous growth to accelerate the natural process that could otherwise take hundreds of years to recover. By using silvicultural techniques such as conifer release and planting, riparian forests can be accelerated to an old growth state. Conifer release was done by way of girdling or cutting nearby competitor species such as red alder and salmonberry. From this treatment the trees are provided more light and offer more nutrients to the conifer being released, thereby accelerating its growth.

In January 2021, 20,000 western red cedar and Sitka spruce seedlings were planted in select areas to assist in the establishment of conifer in areas that have otherwise not had any conifer growth.

Local and regional contractors were hired to carry out the work throughout 2020/21. This project has long term objectives and over time the riparian forest will return to a rich and diverse mosaic composed of various tree species, shrubs and herbs. The work done here will benefit local forests and streams for generations to come.

## Ecological Functions of Riparian Vegetation



## Key project objectives:

- Accelerate the recovery of riparian forest on Chinook salmon streams
- Accelerate forest succession rates to help develop mature forest cover by shifting tree species dominance from deciduous to conifer by spacing and planting of conifers
- Encourage accelerated growth of conifers through spacing for future recruitment of large woody debris supply
- Improve bank cohesion and stability



LOCAL CREW ON SITE



This project was made possible by a grant from the Coastal Restoration Fund and donations from Western Forest Products. We gratefully acknowledge the ancestral stewards of this land, the Mowachaht/Muchalaht First Nation and for their support of this project.



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada



Western  
Forest  
Products Inc.





# SILVICULTURE FOR SALMON

## Restoring salmon habitat in Nootka Sound



PHOTO CREDIT EIKO JONES

### Re-Building Vancouver Island Chinook Salmon Stocks

The Nootka Sound Watershed Society, with support from the Coastal Restoration Fund, undertook a project to support the recovery of Chinook salmon stocks in the Nootka-Kyuquot Conservation unit by restoring streamside forests. By using innovative silvicultural treatments, the project sought to accelerate the natural succession of tree species in the forested areas along streams from an immature deciduous forest to a mature coniferous forest. Coniferous tree species, such as western redcedar, Sitka spruce, and western hemlock, support ecosystem functions that are important to salmon, such as improved streambank stability and cohesion, and the creation of critical habitat through an increase in future large woody debris into the stream channels.

### PROJECT OVERVIEW:

The purpose of this 3-year long project is to restore salmon populations in Nootka Sound by creating habitat and environmental features that are critical to salmon. This was done using different forestry practices to improve bank stability and salmon habitat by:

- Accelerating natural forest processes by planting and promoting coniferous tree species (western redcedar and Sitka spruce) which create a root network to help stabilize stream banks and provide future large woody debris input into streams
- Creating old forest features that support diverse ecosystem services that contribute to healthy forests and streams.







## History of the Area

Logging practices in the 1940s removed much of the forests along the banks of various rivers and streams in the area. This reduced the functioning of the streamside forests, a crucial component of healthy salmon habitats. Many of these areas have been slow to recover. Through silvicultural practices, such as tree planting and providing more room for conifers to grow, the riparian forest is accelerated to an old-growth state, supporting ecosystems and habitats that are critical to salmon.

## All Things are Connected

Bringing coniferous tree species back to the forested areas along rivers and streams is critical to establishing healthy and productive salmon habitats. In January 2021, 20,000 western red cedar and Sitka spruce seedlings were planted in selected areas. Through tree planting and the removal of competing species, such as red alder and salmonberry, we can accelerate the natural processes that would have otherwise taken hundreds of years. The coniferous trees have strong, interlocking roots that help to stabilize streambanks and support stream ecosystem functioning, which is important to spawning, incubating, and rearing habitat.

In a continuous cycle, salmon feed riparian forests and the forests feed the fish.



## PROJECT SUPPORTED AND SPONSORED BY:



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada



Western  
Forest  
Products Inc.  
DEFINING A HIGHER  
STANDARD



Mowachaht  
Muchalaht  
First Nation

This project was made possible by a grant from the Coastal Restoration Fund and contributions from Western Forest Products. We gratefully acknowledge the ancestral stewards of this land, the Mowachaht/Muchalaht First Nation, and their support of this project.

**For more information, please visit: [www.nootkasound.info](http://www.nootkasound.info)**



# RIVERS BY THE NUMBER

## Rivers and Areas Treated

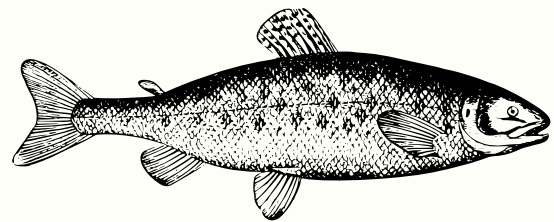
It takes an incredible amount of effort and cost to bring a project from conception and initiation, to finally implementing a treatment that restores the forested area alongside these rivers and streams. Over a span of 3 years, a total of \$900,981 was allocated to remediate the riparian forests along 5 rivers in the Nootka-Kyuquot Conservation unit: Sucwoa River, Tahsis River, Leiner/Perry river, Little Zeballos river, and Chum Creek. The funding allocation per river was dependent on size, complexity, and need, with approximately 60% of the total funding targeted towards implementing the restoration work, and 40% for professional services.

## Area in hectares (ha) Treated along each River and Cost

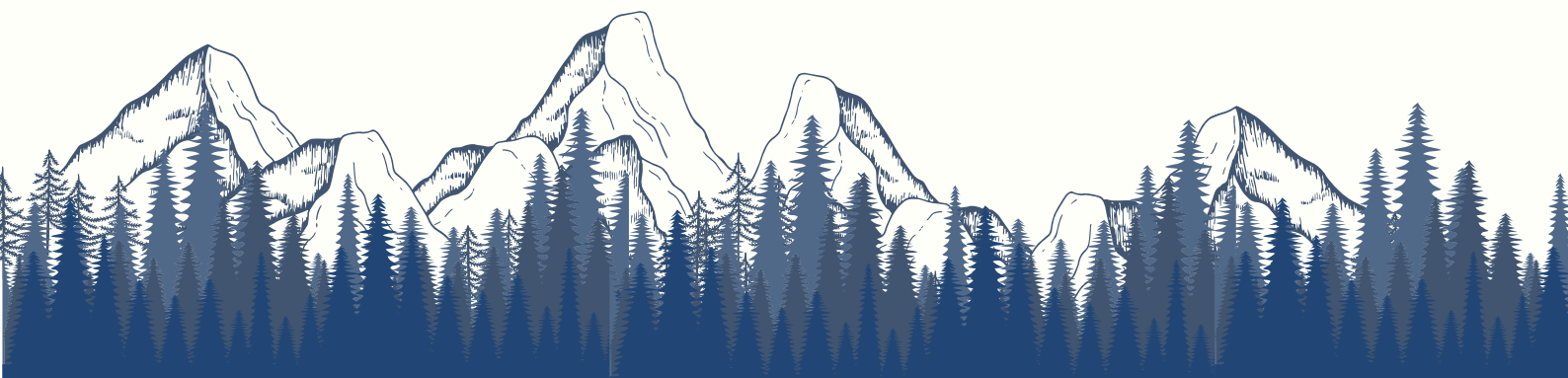
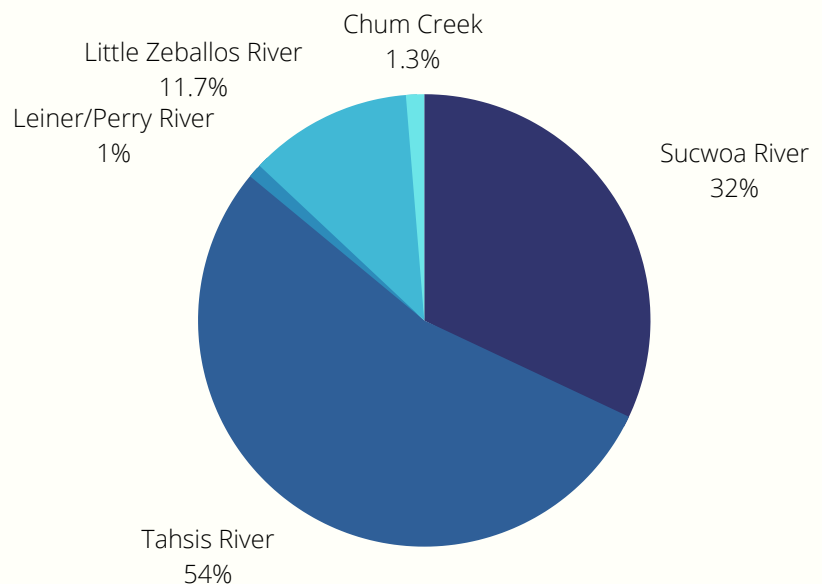
5 rivers in the Nootka-Kyuquot Conservation unit had restoration treatments prescribed in the streamside forests in order to improve salmon habitat. The area treated and costs are as follows:

<ul style="list-style-type: none"><li>• <b>Sucwoa River</b><ul style="list-style-type: none"><li>◦ 46.7 ha</li></ul></li></ul>	}	\$189,166
<ul style="list-style-type: none"><li>• <b>Tahsis River</b><ul style="list-style-type: none"><li>◦ 78.6 ha</li></ul></li></ul>		
<ul style="list-style-type: none"><li>• <b>Leiner/Perry River</b><ul style="list-style-type: none"><li>◦ 1.5 ha</li></ul></li></ul>	}	\$127,835
<ul style="list-style-type: none"><li>• <b>Little Zeballos River</b><ul style="list-style-type: none"><li>◦ 17 ha</li></ul></li></ul>		
<ul style="list-style-type: none"><li>• <b>Chum Creek</b><ul style="list-style-type: none"><li>◦ 2 ha</li></ul></li></ul>		

\*Note: at the time of publication, the Leiner/Perry River, Little Zeballos River, and Chum Creek had yet to undergo restoration work, and area treated and costs therefore serve as an estimate.



## Percent of total area treated





# NOOTKA SOUND WATERSHED SOCIETY

[www.nootkasound.info](http://www.nootkasound.info)

PO 293 • Gold River • BC • V0P 1G0

FOR IMMEDIATE RELEASE

Contact: Karenn Bailey, Stewardship Coordinator

Phone: 604-970-0782

Email: [stewardshipcoordinator@nootkasound.info](mailto:stewardshipcoordinator@nootkasound.info)

## **Six Tahsis/Zeballos Salmon Streams Receive Riparian Silviculture Restoration Treatments.**

*Coastal Restoration Fund project addresses riverbank instability and large woody debris deficit.*

[Tahsis, Vancouver Island, June 15, 2020]

Forestry crews arrived today to conduct riparian surveys along the Tahsis River with the aim of identifying ways to promote long-lived conifers. Planting and accelerating the growth of spruce and cedar can repair streambanks, and encouraging natural decay processes contributes to in-stream habitat needed by salmon. Large woody debris (LWD) is a critical component of fish habitat and happens naturally when trees fall into the river over time. LWD is lacking in the Tahsis system. Unstable streambanks in the Tahsis deliver sediment detrimental to salmon health that big trees can help hold back. A healthy riparian area has trees of varying stages of growth and decay and supports fish and biodiversity.

This riparian restoration initiative is led by the Nootka Sound Watershed Society (NSWS) and funded by the Coastal Restoration Fund (CRF) which is managed by the Department of Fisheries and Oceans (DFO). The Nootka Sound Watershed Society was awarded \$900K to conduct this work over three years that will see long-term benefits to six streams in the Tahsis to Zeballos region.

This March the first of six streams was completed. The Sucwoa River located between the villages of Gold River and Tahsis saw over 1200 trees planted and 30 hectares of silviculture treatment. This grant has created regional jobs and training for area residents and economic benefits for local businesses like Nootka Reforestation (Tahsis), Strategic Natural Resources (Campbell River) and the businesses that house and support the crews while in the field. The Sucwoa River was the first river in the NSWS CRF project and the Tahsis is the second. Two more are planned in the Tahsis area this year, and next year two in the Zeballos area.

Silviculture treatments addressing unstable streambanks and LWD are just two activities that can improve salmonid habitat. The NSWS is actively pursuing other grants tackling watershed issues and restoration and enhancement initiatives. Our volunteer-run, not-for-profit organization works across all sectors and looks to create community-led projects that improve salmon returns and safeguards biodiversity. We welcome donations of time, expertise and cash.

For more information go to Nootka Sound Watershed Society: <https://www.nootkasound.info/>

# Coastal Restoration Fund: \$904,010 Awarded Towards Salmon Stream Restoration in Tahsis and Zeballos.

The Nootka Sound Watershed Society (NSWS) is pleased to announce that the first phase of a 3 year riparian restoration project is complete. After having received \$904 010 from the Government of Canada's Coastal Restoration Fund, the NSWS set to work on planning and implementing silviculture treatments on the Sucwoa River, near Tahsis BC. The aim of this work is to bring salmon streams like the Sucwoa to a more natural state through targeted falling, planting, and wildlife habitat enhancement along the riverbank.

The NSWS hired Strategic Natural Resource Consultants to oversee the project with direction from our governing board and Western Forest Products. Contractors include forestry crews from Nootka Reforestation Ltd. comprised of local Tahsis, Gold River, Tsaxana, and Campbell River residents. Crews were trained on safe and effective riparian restoration measures over the course of several months. Over 30 hectares of riparian area were treated, and 1,200 trees planted. Cedar, spruce, and fir seedlings were planted in areas lacking evergreen coverage, while other areas saw select trees felled to allow for more light to reach the under story. Select mature trees were treated to accelerate their decay.

Prior to the implementation of the Forest Practices Code in 1995, the areas directly adjacent to river and stream banks were logged without regulation. These areas called Riparian Zones are integral to the stability and health of a river or stream. In their natural state, riparian zones contain several decay classes of trees (Fig. 1) with each class contributing to important stream health factors including bank stability and in stream fish habitat. The treatment described above all mimic the natural processes found along river banks and help accelerate the recovery of these streams from the legacy effects of logging. Current forestry legislation requires riparian zones on most stream classes to be left protected and in their natural state to prevent further degradation of this critical habitat that supports populations of Pacific Salmon, Steelhead, and Trout. Managing forests stands along streams in this manner will ensure the long-term contribution of

large wood to streams, reduce sediment released into streams which smother fish eggs, and contribute needed organic components and insects to the river adding building blocks of stream food webs.

Years 2-3 of the project will see similar treatments applied to 5 more rivers near the villages of Tahsis and Zeballos. These watersheds are all located within traditional Nuu-chah-nulth territories, including Mowachaht/Muchalaht First Nation, Nuchatlaht First Nation, and Ehattesaht First Nation traditional territories. We thank these nations for their support and continued stewardship of these lands.

We are grateful to the following partners for their contributions:

### **Activity 3: Continued Engagement with Local Communities**

**Estimated Cost CRF: \$5,000**

**Start and End dates:** April 1, 2021 to March 15, 2022

#### **General Description of the Activity:**

Ongoing engagement in project area local communities to ensure that the initiative is reflective of the regional cultural context and communities are aware of, as well as contribute to, the project's key themes and scope (e.g. display content for the six watershed restoration project signs, and articles).

#### **Tasks:**

1. Establish the required project interpretative signs at Tsowwin River riparian treatment sites.
2. Develop final article chronicling project progress and success in Ha'shilth'sa, the NTC newspaper (Ha'shilthsa.com). Provide project overview and progress on NSWWS website.
3. Continue with implementation of steps from Year 1 communication plan.

#### **Deliverables:**

- a) Project summary and progress posted on the NSWWS website.
- b) Project article conveying results posted in the Ha'shilth'sa newspaper.
- c) Photographs of the project signs at Tsowwin River project sites.

date	media	contact/author	topic	link
09-Sep-20	Ha-Shilth-Sa	Mike Youds	Zeballos Waterway Clean Up	<a href="https://hashilthsa.com/news/2020-09-09/north-islanders-rely-teamwork-estuary-cleanup">https://hashilthsa.com/news/2020-09-09/north-islanders-rely-teamwork-estuary-cleanup</a>
30-Mar-20	Ha-Shilth-Sa	Mike Youds	CRF Sucwoa phase one complete	<a href="https://hashilthsa.com/news/2020-03-30/riparian-restoration-aimed-sustaining-chinook">https://hashilthsa.com/news/2020-03-30/riparian-restoration-aimed-sustaining-chinook</a>
30-Apr-20	Ha-Shilth-Sa	Mike Youds	Nootka Sound 'salmon park' concept gains ground	<a href="https://hashilthsa.com/news/2019-04-30/nootka-sound-%E2%80%98salmon-park%E2%80%99-concept-gains-ground">https://hashilthsa.com/news/2019-04-30/nootka-sound-%E2%80%98salmon-park%E2%80%99-concept-gains-ground</a>
08-Jul-20	Ha-Shilth-Sa	Mike Youds	CRF project moves to Phase 2	<a href="https://hashilthsa.com/news/2020-07-08/putting-wood-back-water-nootka-sound-riparian-project-advances-phase-2">https://hashilthsa.com/news/2020-07-08/putting-wood-back-water-nootka-sound-riparian-project-advances-phase-2</a>
21-Aug-20	North Island Gazette	Binny Paul	Zeballos Waterway Clean Up	<a href="https://www.northislandgazette.com/news/volunteers-to-help-clean-waterways-and-improve-fish-habitat-in-zeballos/">https://www.northislandgazette.com/news/volunteers-to-help-clean-waterways-and-improve-fish-habitat-in-zeballos/</a>
22-Jun-20	North Island Gazette	Binny Paul	CRF six Van Isle rivers riparian restoration	<a href="https://www.vicnews.com/news/six-northwestern-vancouver-island-rivers-undergoing-fish-habitat-restoration/">https://www.vicnews.com/news/six-northwestern-vancouver-island-rivers-undergoing-fish-habitat-restoration/</a>
23-Jun-20	Cotes Currents	Binny Paul	CRF Fish Habitat Restoration in NW Van Isle	<a href="https://cortescurrents.ca/tag/nootka-sound-watershed-society/">https://cortescurrents.ca/tag/nootka-sound-watershed-society/</a>
24-Sep-20	Ha-Shilth-Sa	Mike Youds	Nootka Sound Rallies (silviculture reference but not CRF)	<a href="https://hashilthsa.com/news/2020-09-24/nootka-sound-rallies-save-vanishing-%E2%80%98qiwah%E2%80%99">https://hashilthsa.com/news/2020-09-24/nootka-sound-rallies-save-vanishing-%E2%80%98qiwah%E2%80%99</a>
08-Oct-20	North Island Eagle	Kathy O'Reilly	Steelhead focused mentions silviculture (from draft sent Oct 4)	not yet published issu #30 Volume #4
04-Sep-20	North Island Eagle	Kathy O'Reilly	Zeballos River clean-up nets a tonne of trash (silviculture)	<a href="https://www.facebook.com/northislandeagle/photos/a.1257814587629636/3298612993549775">https://www.facebook.com/northislandeagle/photos/a.1257814587629636/3298612993549775</a>



CHAN NOWOSAD BOATES  
CHARTERED PROFESSIONAL ACCOUNTANTS







# Village of Tahsis

# Audit Planning Report

For the year ending December 31, 2021

January 27, 2022

Chan Nowosad Boates Inc., Chartered Professional Accountants



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# AUDIT PLAN

We have prepared this audit plan to inform you of the planned scope and timing of the audit for the purpose of carrying out and discharging your responsibilities and exercising oversight over our audit of the financial statements.



## WHAT HAS CHANGED

We have set out below a summary of changes that have been taken into consideration in planning the audit for the current period:

### Your Organization

- The Recreation Director left during the year.
- Received new funding for flood protection project, the first phase of which was completed this year.
- Issues surrounding the tax sale of a property were resolved during the year.
- The Coast Guard agreed to take over the municipal wharf.

### Accounting Standards

- Please see the Appendices for the changes or upcoming changes and recent developments in Public Sector Accounting Standards

# ANNUAL INQUIRIES TO THE THOSE CHARGED WITH GOVERNANCE



PROFESSIONAL STANDARDS REQUIRE THAT WE ASK YOU THE FOLLOWING QUESTIONS:

- Are you aware of, or have you identified any instances of, actual, suspected, possible, or alleged fraud or non-compliance of laws and regulations, including misconduct or unethical behaviour related to financial reporting or misappropriation of assets?

If so, have the instances been appropriately addressed, and how have they been addressed?

- Are you aware of any significant fraud risks within the organization?
- Is there effective oversight of programs and controls to prevent, detect and deter fraud, including oversight of the internal controls management has established to mitigate fraud risks?
- Are you aware of the organization entering into any significant unusual transactions?

We ask that you consider the above inquiries and provide us your feedback. Should you have any questions or concerns about the above inquiries, please do not hesitate to contact us directly to discuss them in further detail. If no responses is provided, we will assume there are no concerns with respect to the above.



## SCOPE OF THE AUDIT (CONTINUED)

### MATERIALITY

- We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and the effects of any uncorrected misstatements on the financial statements.
- For the current period financial statements, materiality will be determined using 3% of projected gross revenues for 2021 (2020 - \$43,000).
- We will reassess materiality at year-end to confirm whether it remains appropriate for evaluating the effects of uncorrected misstatements on the financial statements.
- We will communicate uncorrected misstatements to you, other than those that are clearly trivial, being less than 5% of materiality (2020 - \$2,150).



## Journal Entry Testing

### Risk of Management Override in Financial Reporting

Canadian Auditing Standards require an auditor to perform procedures to test the risk of management override in financial reporting and the risk of fraud associated with that override.

### Summary of Planned Audit Approach

- Review, update, and test processes and controls around financial reporting and journal entries.
- Test a sample of journal entries from a population identified to have a higher risk of error or risk of management override.
- Use computer assisted audit techniques / programs to identify unusual journal entries or trends in journal entries.



### Control Environment

#### Control Risk of Material Misstatement

- Risk over controls failing to detect fraud and error, resulting in material misstatement of the financial statements.

#### Summary of Planned Audit Approach

- Update our understanding of the controls and processes implemented and evaluate their design and implementation of all identified controls, performing a walk through or test of one, of each identified control.



## Operating Expenses and Capital Additions

### Summary of Planned Audit Approach

- Review and update processes and controls around the approval, input and payment of operating expenses.
- Perform substantive testing over operating expenses reported for the fiscal year ending December 31, 2021 and major capital additions.

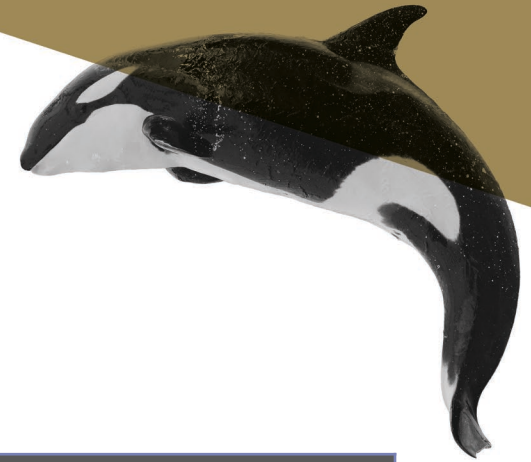
## Revenue Recognition

### Summary of Planned Audit Approach

- Review and update processes and controls around the approval, input and collection of revenue.
- We will obtain and review signed contracts for all significant revenue streams, including new funding arrangements to verify the appropriate recognition of or deferral of revenue.
- We will perform substantive analytical procedures over significant revenues reported for the fiscal year ending December 31, 2021 to determine the reasonability of the revenues.







### Key deliverables and expected dates

Deliverables	Expected dates
Year-end audit field work	February 28 – March 4, 2022
Provide draft financial statements to management	March 21, 2022
Submission of draft financial statements to Mayor and Council	April 2022
Financial statements to be approved by Mayor and Council	April 2022

## ENGAGEMENT TEAM

We value our relationship with the Village. We have strived to provide continuity and quality within our core service team, reflecting our commitment to ensure that professionals with the right experience remain focussed on your business.

Engagement Lead Partner	Derek Lamb, CPA, CA
Engagement Partner Quality Control Reviewer	Shelly Boates, CPA, CA
Audit Manager	Brandon Gosselin, CPA



# PUBLIC SECTOR ACCOUNTING STANDARDS (PSAS) UPDATE

We have compiled a number of new Public Sector Accounting Standards (PSAS) that are expected to become applicable and be implemented in the coming year(s). Please do not hesitate to contact us should you wish to discuss any of them in further detail.

## PSAS 3280 Asset Retirement Obligations

*Application: Fiscal years beginning on or after April 1, 2022 with early adoption permitted.*

### Does this section apply to my organization?

This section will apply to your organization if you have or believe you have an investment in older buildings that contain asbestos, landfills, water treatment plants, sewage lagoons, etc..., which will typically have an obligation to clean up or dispose of the assets at the end of their lives.

Even if you can postpone the removal and cleanup of the former asset, it does not relieve you of recognizing your obligation under this section.

### If this Applies – What Does it Mean for my Organization?

If you believe this section will apply to your organization, you should begin to determine what it may cost the organization to clean up or remove the assets.

The biggest key to this standard will be that it is based on the best estimate of the amount required to meet the obligation, so there is no means to avoid the application of this standard. For example, if the cleanup of a derelict building is expected to be fully funded by a federal or provincial source, that does not preclude you from recognizing the related liability and expense in the period that this standard is applicable.

We recommend planning ahead and being prepared for this standards implementation by:

- Identifying potential buildings or assets which may have retirement obligations.
- Determine possible costs by obtaining estimates/quotes or creating projections based on experience if the work is expected to be done within the organization.

A few key things to remember when applying this standard.

- This standard covers not only items that are owned by the organization but also those that are controlled by the organization.
- The retirement obligation does not need to be associated with contamination, and it does not need to exceed the environmental standard for it to be required to be recognized.
- Consider the future costs when budgeting and whether you should be including additional expenses associated with any possible retirement obligation.

## PSAS 3450 Financial Instruments

*Application: Fiscal years beginning on or after April 1, 2022 with early adoption permitted*

### Does this section apply to my organization?

This section will apply to all types of financial instruments (receivables, payables and derivatives) and will apply to all organizations reporting under PSAS.

### If this applies – what does it mean for my organization?

If your organization has investments traded in an active market or derivatives you are required to record these items at their fair value. If you have other investments that are managed on a fair value basis like actively traded bond portfolios you have the option to record them at their fair value or at cost.

All other financial instruments are to be recorded at cost / amortized cost.

The standard may result in the introduction of a new statement within your financial statement titled the “Statement of Remeasurement Gains and Losses”, which is further detailed in PS1202. The standard will also result in expanded disclosure around the financial instruments held by your organization and the risks associated with them to the organization.

This section is intended to simplify financial reporting for financial instruments.

## PSAS 3041 Portfolio Investments

*Application: Fiscal years beginning on or after April 1, 2022 with early adoption permitted*

### Does this section apply to my organization?

This section will apply to your organization if it holds investments in organization that are not part of the government reporting entity.

### If this applies – what does it mean for my organization?

If your organization has investments in organizations not part of the government reporting entity, you are required to determine if these investments contain significant concessionary terms such that either the organization does not expect the return of its capital in the future or expects little to no return on its investment but expects the return of its capital.

## **PSAS 3041 Portfolio Investments (continued)**

If significant concessionary terms exist, all or a portion of the investments must be accounted for as a grant in accordance with PSAS 3410 at the time the investment is made, and subsequently measured in accordance with PSAS 3450 above.

Portfolio investments that do not contain these concessionary items are measured in accordance with PSAS 3450 above.

## **PSAS 2601 Foreign Currency Translation**

*Application: Fiscal years beginning on or after April 1, 2022 with early adoption permitted*

### **Does this section apply to my organization?**

This section will apply to your organization if it borrows or lends funds denominated in a foreign currency or when it becomes a party to a contract involving foreign currencies.

### **If this applies – what does it mean for my organization?**

If your organization has foreign currency transactions, these transactions must be translated into Canadian dollars on the date they occur. At each year end, monetary assets and liabilities, and financial instruments recorded at fair value must be adjusted to reflect the exchange rate on the year end date, with the gain or loss presented on the Statement of Remeasurement Gains and Losses.

## **PSAS 3400 Revenue**

*Application: Fiscal years beginning on or after April 1, 2023 with early adoption permitted.*

### **Does this section apply to my organization?**

This section will apply to your organization if you have general revenues outside of tax revenues, government transfers, financial instruments, revenue from government business enterprises or inflows from restricted economic resources.

The standard is intended to clarify the recognition criteria for revenue that is receipted and considered to have performance obligations associated with it.

### **If this applies – what does it mean for my organization?**

If your organization has general revenues, those being revenues outside the above noted categories, the standard may clarify that the revenue be recorded when received or receivable unless you have a future obligation to satisfy that relates to the revenue.

## PSAS 3400 Revenue (continued)

This means there may be an overall reduction in the deferral of revenue with respect to general revenues. Some examples of revenues which will no longer meet deferral criteria include drivers' license fees, traffic fines or business licenses.

It is not expected that this new standard will have a large impact on the current reporting of revenues for most entities as it further expands on the current standard without materially altering it.

## PSG 8 Purchased Intangibles

*Application: Fiscal years beginning on or after April 1, 2023 with early adoption permitted*

### Does this section apply to my organization?

If your organization has purchased an intangible asset, being an asset without physical substance including but not limited to a fishing license or woodlot license, this guideline will apply to your organization. This standard can be applied retrospectively (to previous years).

### If this applies – what does it mean for my organization?

If this guideline applies you will now be able to recognize intangible assets like licenses as assets in your financial statements. It is important to note that the asset must be purchased from a third party to qualify and intercompany transfers do not qualify.

## PSAS 3160 Public Private Partnerships

*Application: Fiscal years beginning on or after April 1, 2023 with early adoption permitted*

### Does this section apply to my organization?

This section will apply to your organization if it procures infrastructure using a private sector partner who is obligated to **1)** design, build, acquire or better new or existing infrastructure; **2)** finance the transaction past the point where the infrastructure is ready for use and **3)** operate and/or maintain the infrastructure.

### If this applies – what does it mean for my organization?

If this guideline applies to your organization, you will recognize the infrastructure asset in your financial statements when the organization controls **1)** the purpose and use of the infrastructure, **2)** access to the future economic benefits or exposure to the risks of the assets, and **3)** significant residual interest in the infrastructure at the end of the partnership's term. The infrastructure would be amortized over its useful life.



# THANK YOU

Derek Lamb, CPA, CA

980 Alder Street  
Campbell River, BC  
V9W 2P9

[www.cnbcpa.ca](http://www.cnbcpa.ca)

201-1532 Cliffe Avenue  
Courtenay, BC  
V9N 2K4

CHAN NOWOSAD BOATES  
CHARTERED PROFESSIONAL ACCOUNTANTS





February 3<sup>rd</sup>, 2022

Via Email: [reception@villageoftahsis.com](mailto:reception@villageoftahsis.com)

Mayor and Council  
Village of Tahsis  
977 South Maquinna Dr.  
P.O. Box 219  
Tahsis, BC V0P 1X0

To Mayor and Council,

Epilepsy is one of the most common neurological conditions, however, it has the least recognition in society. The BC Epilepsy Society is a provincially incorporated non-profit organization and a federally registered charitable organization that serves the over 50,000 people living with epilepsy in BC and their families, friends and loved ones and works to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY® for Epilepsy Awareness is coming up and will take place on March 26<sup>th</sup>, 2022. International PURPLE DAY® for Epilepsy Awareness is a time when people in countries around the world take part in events and activities to raise much-needed awareness of epilepsy.

We would like to request a Proclamation from Mayor and Council designating March 26<sup>th</sup>, 2022, as International PURPLE DAY® for Epilepsy Awareness in the Village of Tahsis. Included with this letter is a document outlining our draft Proclamation.

Through your participation in International PURPLE DAY® for Epilepsy Awareness on March 26<sup>th</sup>, 2022, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy in the community.

We look forward to working with you on International PURPLE DAY® for Epilepsy Awareness on March 26<sup>th</sup>, 2022, and in the future. Please feel free to contact me via email at [deirdre@bcepilepsy.com](mailto:deirdre@bcepilepsy.com) or via telephone at 1-788-533-0790 should you have any questions or require any additional information.

Sincerely,

Deirdre Syms  
Interim Executive Director  
BC Epilepsy Society



## 2022 Proclamation Draft

### "Purple Day"

WHEREAS Purple Day is celebrated on March 26 annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy that will improve the quality of life of British Columbians living with epilepsy:

AND WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone;

AND WHEREAS People in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness on Purple Day;

AND WHEREAS There are over 50,000 people in British Columbia, over 380,000 people in Canada and over 65 million people worldwide living with epilepsy;

AND WHEREAS The onset of epilepsy can occur at any age and stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation;

AND WHEREAS Purple Day is a health promotion effort that encourages people to raise awareness of epilepsy so that we can create a society that embraces the beauty of difference and understand how we can all come together to make the world a better place:

NOW THEREFORE I [Insert Name and Title] DO HEREBY PROCLAIM Saturday March 26<sup>th</sup>, 2022 as

"PURPLE DAY"

in the Village of Tahsis.

**From:** Village of Cumberland <[info@cumberland.ca](mailto:info@cumberland.ca)>

**Sent:** February 3, 2022 3:39 PM

**Subject:** Support for Bill C-216: A Health Based Approach to the Substance Use Act

Good afternoon,

Please see the attachment document from the Village of Cumberland.

This letter of support is from the office of Mayor Leslie Baird, for MP Gord Johns Private Member's Bill C-216: A Health Based Approach to the Substance Use Act.

Kind regards,

Melissa Roeske

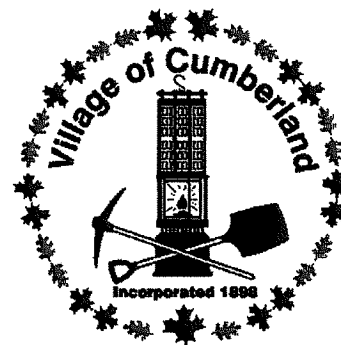
Legislative Services Assistant

Village of Cumberland

<https://cumberland.ca/>

(250) 400-9016

# OFFICE OF THE MAYOR



January 28, 2022

File No. 0400-60

Dear UBCM Member Municipalities,

I am reaching out to local governments in British Columbia to urge your support for Private Members Bill C-216, Health-Based Approach to the Substance Use Act, which has received first reading in the House of Commons.

The proposed Act would amend the Controlled Drugs and Substances Act and enact the Expungement of Certain Drug-related Convictions Act and the National Strategy on Substance Use Act. Under Bill C-216, the National Strategy proposes to:

- (a) address the harm associated with the criminalization of substance use;
- (b) ensure that interventions are founded on evidence-based best practices and address the root causes of problematic substance use;
- (c) ensure low-barrier access to a safe supply of medically regulated substances;
- (d) provide universal access to recovery, treatment and harm reduction services for problematic substance use and substance use disorder, including overdose prevention services, relapse prevention services and supervised consumption sites and services;
- (e) implement evidence-based prevention programs that address social and economic factors that contribute to problematic substance use; and
- (f) reduce the stigma associated with substance use, including through outreach and public awareness programs.

Cumberland Council has expressed its support for Bill C-216 to Prime Minister Trudeau and to the Minister of Health and Addictions Carolyn Bennett and I would encourage your Council or Board to do the same in an effort to finally secure Federal aid on decriminalization, safe supply and access to recovery, treatment and harm reduction services.

Yours sincerely,

Leslie Baird  
Mayor

# OFFICE OF THE MAYOR



January 28, 2022

File No. 0400-40

The Honourable Carolyn Bennett, P.C., M.P.  
Minister of Health and Addictions  
Carolyn.Bennett@parl.gc.ca

Dear Minister,

I am very pleased to be able to write to you in support of the Private Members Bill C-216, Health-based Approach to the Substance Use Act, which received first reading on December 15, 2021 and which is sponsored by Gord Johns, Member of Parliament for Courtenay-Alberni.

The Council of the Village of Cumberland endorses the National Strategy to address the harm associated with the criminalization of substance use and to ensure that interventions are founded on evidence-based best practices to address the root causes of problematic substance use.

In 2016, harm reduction was restored as a key pillar of Canada's drug strategy with the establishment of the Canadian Drug and Substances Strategy, however further measures are needed to protect the lives of Canadians. I trust that you will support Bill C-216 in order to provide federal aid on decriminalization, safe supply and access to recovery, treatment and harm reductions services.

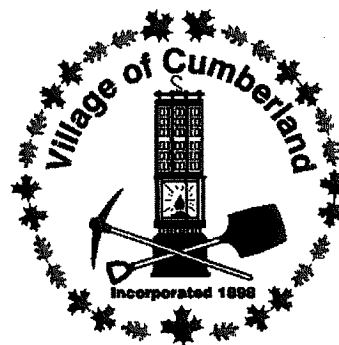
Yours sincerely,

A handwritten signature in black ink, appearing to read "LBaird".

Leslie Baird  
Mayor



# OFFICE OF THE MAYOR



January 28, 2022

File No. 0400-40

The Right Honourable Justin Trudeau, P.C., M.P.  
Prime Minister of Canada  
Justin.Trudeau@parl.gc.ca

Dear Prime Minister,

I am very pleased to be able to write to you in support of the Private Members Bill C-216, Health-based Approach to the Substance Use Act, which received first reading on December 15, 2021 and which is sponsored by Gord Johns, Member of Parliament for Courtenay-Alberni.

The Council of the Village of Cumberland endorses the National Strategy to address the harm associated with the criminalization of substance use and to ensure that interventions are founded on evidence-based best practices to address the root causes of problematic substance use.

In 2016, harm reduction was restored as a key pillar of Canada's drug strategy with the establishment of the Canadian Drug and Substances Strategy, however further measures are needed to protect the lives of Canadians. I trust that you will support Bill C-216 in order to provide federal aid on decriminalization, safe supply and access to recovery, treatment and harm reductions services.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "L. Baird".

Leslie Baird  
Mayor

---

**From:** BC PR & Communications Adviser <[bc-prcomm@girlguides.ca](mailto:bc-prcomm@girlguides.ca)>

**Sent:** January 31, 2022 2:51 AM

**To:** Reception Account <[Reception@villageoftahsis.com](mailto:Reception@villageoftahsis.com)>

**Subject:** Guiding Lights Across BC - Feb 22, 2022

Hello Mayor and Council,

I am following up on my previous email in January. On behalf of Girl Guides of Canada's British Columbia Council, I am writing to **ask for your support for girl empowerment in BC this February 22, by lighting up your building(s) with exterior lighting or interior window lights in the colour blue.** Blue is the well-known colour of Girl Guides and girls/women in BC have worn their blue Girl Guide uniforms with pride for many generations. We currently have over 50 landmarks across the province lighting up blue!

Every year on February 22, Girl Guides celebrate World Thinking Day, a day of international friendship. It is an opportunity to speak out on issues that affect girls and young women, celebrate the founding of Girl Guides, and be connected to the 10 million members around the world who are part of the Guiding movement.

Here in British Columbia, we have thousands of girls and women who are members of Girl Guides of Canada. We have Girl Guide programs in nearly every community in BC, and our girls/volunteers light up their communities year-round through leadership, community service, and efforts to create *a better world, by girls*. Girls typically participate in annual Thinking Day activities held on/around February 22. Due to the continuing effects of COVID-19, our usual large gatherings, campfire singalongs, community events, special camps, and other activities are impacted, and so this year will again look different than usual.

For Thinking Day 2022, we will be celebrating in a way that is COVID-friendly, keeps our communities safe, and brings a smile to the faces of girls, families, volunteers, and the public: **[Guiding Lights Across British Columbia](#)**. This community initiative will light up outdoor landmarks, bridges, buildings, stadiums, and other illuminated locations, with blue lights, in celebration of the sisterhood of Guiding across BC and beyond, on February 22. participating locations and the Guiding Lights Poster can be found at: [www.girlguides.ca/guidinglightsacrossbc](http://www.girlguides.ca/guidinglightsacrossbc)

We will be mobilizing our members to admire these lit-up sites in ways that comply with COVID-19 rules (both from public health authorities and Girl Guides' own member safety protocols) in effect at that time, posting photos on social media, emailing our members with info about how to participate, and more. We are excited for this open-air opportunity that will enable everyone to safely celebrate.

Our Girl Guide members and broader network of supporters would be thrilled to have your landmarks lit up as part of Guiding Lights Across British Columbia, and to highlight your participation as part of this province-wide event. Please contact us at [bc-prcomm@girlguides.ca](mailto:bc-prcomm@girlguides.ca) to confirm your ability to participate in this February 22, 2022, activity.

Thank you for your support for Guiding in BC!

**Isabella Lee (She/Her) | BC Public Relations and Communications Adviser**

BC Council, Girl Guides of Canada

[bc-prcomm@girlguides.ca](mailto:bc-prcomm@girlguides.ca) / (cell) 778-677-6452

*I respectfully acknowledge that I live and work within the ancestral, traditional, and unceded territory of the Songhees, Esquimalt, and WSÁNEC Nations.*



Everything she wants to be.



Building a diverse and sustainable economy.

February 3, 2022

**By Email**

Mark Tatchell, CAO  
Village of Tahsis  
977 South Maquinna Drive  
Tahsis, BC VOP 1X0

Dear Mark Tatchell,

**Re: Community Unity Trail Project**


We would like to advise you that the funding application approval for the Community Unity Trail Project has now lapsed.

On August 23, 2019, the Village of Tahsis was given a conditional approval for funding assistance under Island Coastal Economic Trust's *Economic Infrastructure and Innovation Program* to implement the Community Unity Trail Project. On February 2, 2022, ICET staff were advised that the Village and the other project partners would not be proceeding with the original project as outlined in the project proposal.

We would like to thank you for keeping us apprised of the project's status during the past two years. We appreciate the delays and challenges you have faced with respect to the project and invite you to apply to the *DIVERSIFY Capital and Innovation Program* (formerly called the Economic Infrastructure and Innovation Program) once project plans are finalized. ICET staff is available to provide you with any clarifications you may need regarding the guidelines.

Should you have any questions, please do not hesitate to contact me at 250-871-7797 or by email at [line.robert@islandcoastaltrust.ca](mailto:line.robert@islandcoastaltrust.ca).

Sincere regards,

 Digitally signed by  
Line Robert  
Date: 2022.02.03  
12:29:15 -08'00'

Line Robert  
Chief Executive Officer

# Application Form for Infrastructure Planning Grant Program

M1

**Proponent**

Village of Tahsis

**Application Number**

IPG220047

**Application Submitted On**

2022-02-04

---

**Application Contact Information****First Name**

Mark

**Last Name**

Tatchell

**Title**

CAO

**Telephone Number**

1(250) 934-6344

**Telephone Extension**

---

**Email Address**

mtatchell@villageoftahsis.com

---

**Project Information****Project Title**

Village of Tahsis Fire Hall Project

**Project Type**

Protective Services

**Brief Project Description**

Renovate the Captain Meares Elementary Secondary School former woodworking shop to serve as the the fire hall for the Tahsis Volunteer Fire and Rescue Department. This is the most cost effective option for a replacement fire hall as the former fire hall was abandoned due to rapid and unexpected differential settlement resulting in significant serviceability issues in the form of separating finishes, cracking drywall, cracking / sloping slabs, and stretching / stressed electrical cables. These serviceability issues are throughout the structure and are representative of significant settlement in the building substructure. The board of education for School District #84 (Vancouver Island West) has approved proceeding with the development of the plan to repurpose the woodworking shop as a fire hall. The request is for funding to cover some of the design phase costs that form part of the project planning. At its January 18, 2022 regular meeting, Council rose and reported on agreeing to retain PHI Architecture Inc. to undertake the schematic design and design development for this project based on the AIBC's tariff of fees.

**Estimated Project Completion Date**

2022-07-29

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**Financial Information****Estimated Gross Project Costs**

\$32,670

**Estimated Ineligible Project Costs**

\$22,670

**Estimated Eligible Project Costs**

\$10,000

**Document**

Firehall project options report to Council rev 1.docx

Appendix D Arch\_rendering.jpg

January 18, 2022 Regular Council Meeting Minutes signed.pdf

Appendix A Fire hall options analysis.xlsx

Appendix B 2221 - 49140 - Tahsis - Technical Memo - Existing Firehall - McElhanney - 20210322.pdf

Tahsis Firehall Proposal\_06Jan22.pdf

**Submission Details**

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**This will certify that the following authorities have reviewed and approved this Application**

Mark Tatchell CAO Project Manager

Mark Tatchell CAO Financial Approver

I Mark Tatchell certify that I

am authorized to submit this application on behalf of Village of Tahsis





Ministry of  
Municipal Affairs

## INFRASTRUCTURE PLANNING GRANT PROGRAM APPLICATION SUPPLEMENTARY FORM

PLEASE READ THE PROGRAM GUIDE before completing this Application Supplementary Form. An application for each project must be completed using the Local Government Information System (LGIS). The Application Supplementary Form and all other relevant documentation must be uploaded to the "Attachment" tab of the online application form in LGIS.

Applicants should be aware that information collected is subject to *Freedom of Information and Protection of Privacy Act* (FOIPPA).

This Application Supplementary Form is designed to be filled in electronically using word processing software. If you have any questions, please contact the Local Government Infrastructure and Finance Branch by phone at: 250 387-4060 or by email at: [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca).

For Administrative Use Only

### A. Applicant Information

Legal Name of Local Government: Village of Tahsis

Project Title: Village of Tahsis Fire Hall Project

### B. Project Information

1. What are the main objectives of the project? To provide a cost effective and well designed fire hall for the municipality.

2. What is the deliverable that will result from this project? Fire prevention, road rescue, wildfire mitigation and response and structure fire and response services.

3. If multiple applications are being submitted, this project is ranked as priority \_\_\_ out of \_\_\_ applications.

N/A

4. Explain how this project integrates ecological services, resources recovery, and/or other initiatives to manage climate change in the community. The project re-purposes an existing structure in the community (local school former woodworking shop) which would otherwise be demolished leading to material trucked to landfills in other locations on Vancouver Island. The re-purposed woodworking shop will have modernized energy efficient HVAC and electrical systems.

5. Explain how this project will improve public health and safety / community wellness. A well equipped and workable fire hall is a key public safety infrastructure asset. The fire hall will also be used at the Village's EOC and emergency communication centre.

6. Explain how this project supports community sustainability goals and indicate how this project is integrated into the development or implementation of any long-term plans. This project aligns with the Hazard and Emergency Management policies in the Village's 2020 Official Community Plan.



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# INFRASTRUCTURE PLANNING GRANT PROGRAM

## APPLICATION SUPPLEMENTARY FORM

7. a) Will the project be developed in partnership or collaboration with any First Nations, organizations or/and local governments? Yes, with School District #84 (Vancouver Island West) ☒ Yes ☐ No

b) If yes, list the partners and describe their role in this project: The school district owns the building and will be involved with the project development and construction plan.

8. a) Will (has) this project receive(d) any funding or in-kind contributions from a third party? ☐ Yes ☒ No

b) If yes, list the parties and describe their contributions:

9. a) Will there be any public consultation and/or participation? ☒ Yes ☐ No

b) What consultation will occur, if any? The project will require borrowing from the MFA so the public will be consulted as part of the elector approval process under the Community Charter

c) If consultation has occurred what was the outcome?

10. a) What is the population of the community? 350 year round and 1,200 seasonal.

b) What is the estimated population that will be served by this project? 1,200.

The Supplementary Application Form must be completed and submitted online using the [Local Government Information System](#) (LGIS). You must have a BCeID account to access the online application form. To set up your BCeID account, for assistance with completing the application form and program details, please refer to the [Program Website](#).

**Full and Accurate Information:** applicants are responsible for ensuring that full and accurate information is submitted to the Ministry of Municipal Affairs and any applicable supporting information has also been submitted. If a question in the Application Supplementary Form is not applicable to the project, provide a brief explanation of why it is not applicable.

**Please ensure to upload all the required materials (refer to section 3.1.1 of the Infrastructure Planning Grant Program) under the "Attachment" tab of the online application in LGIS prior to submission as the form (including the attachment section) will be locked by the system post submission.** Applications will not be assessed until the Application Supplementary Form is received by the Ministry of Municipal Affairs.

If you have any questions, please contact the Local Government Infrastructure and Finance Branch by phone at: 250 387-4060 or email at: [Infra@gov.bc.ca](mailto:Infra@gov.bc.ca)

## 2022 GRANT APPLICATION GUIDELINES



## **Overview**

The ParticipACTION Community Better Challenge is an annual event that gets Canadians across the country moving together. From June 1<sup>st</sup> to June 30<sup>th</sup>, 2022, we are calling on ALL Canadians to get active and incorporate physical activity where they live, learn, work and play

As individuals or as part of an organization, we are asking Canadians to get active and track their physical activity minutes in an effort for their community to be recognized as one that champions active living. At the conclusion of the challenge, we'll recognize and celebrate community achievements, crowning provincial / territorial winners and ultimately appointing one community with the designation of **Canada's Most Active Community!**

ParticipACTION has developed a micro-granting program that will support community organizations who are planning to host participatory in person or virtual activities or leverage physical activity-related programming during the challenge period. Micro-grants range from \$500 to \$1,500 and can support qualified instructors, equipment, rental cost, marketing and promotion and other costs that will make the activity even more impactful, inclusive and accessible. Sample activities include try-it sessions, multi-sport or multi-activity programs, open-houses, school events, mayor's challenges, neighborhood fun runs as well as virtual events such as virtual runs or zoom classes (note: as safety is very important to us, all local public health protocols and recommendations must be followed).

The ***ParticipACTION Community Better Challenge*** is supported by the **Public Health Agency of Canada, Sport Canada, our premier partner Saputo and the provinces of Newfoundland and Labrador and Saskatchewan.**

## **Timing**

Grant applications will be accepted from **9:00 a.m. ET on Monday January 17<sup>th</sup>, 2022, to 5:00p.m. ET on Monday February 21<sup>st</sup>, 2022.**

There will be one grant cycle. All applicants will be informed of the funding decision by email approximately one month following the application deadline. One hundred per cent of the funds will be distributed in one payment, approximately two-to- three weeks following the decision.

## **Eligible Groups**

Applications may be submitted, individually or in partnership, by:

- Community, not-for-profit organizations and associations that can offer physical activity or sport participation opportunities in their community, either through events or programs
- Municipalities

- Schools
- First Nations, Inuit and Métis communities
- National Sport Organizations, Multi-sport Organizations, provincial and local sport organizations
- Organizations that can reach targeted segments of the Canadian population - i.e. LGBTQ2S+, youth, seniors, individuals with disabilities, racialized groups, newcomers to Canada, groups representing rural areas, minority language communities, Indigenous groups, and low-income populations.
- Organizations that can deliver multi-sport programming to Women & Girls (further details below)

### **Women & Girls Multi-Sport Funding (NEW FOR 2022)**

- ParticipACTION will be providing a minimum of \$60,000 in grants to groups and community organizations that can offer multi-sport experiences to women and girls that experience health inequity.
- Organizations that meet these criteria will be asked to identify themselves and provide further details within the grant application
- The program or event must be specifically targeted to women and/or girls and must offer the opportunity to try or participate in at least 2 different sports.

### **Eligibility Guidelines**

The following factors will be considered in choosing successful applications:

- The activity must take place in Canada.
- The activity must take place within the month of June, either in its entirety or in part. For sake of clarity, the following examples ARE ELIGIBLE:
  - June 8
  - June 8 to June 11
  - May 25 to June 8
  - June 8 to July 3
  - May 1 to August 1
- You may only track minutes for the portion of your program or event that takes place in June.
- The activity must be registered and tracked through the ParticipACTION website. The registration portal will be available in late April or early May.
- Organizations that are planning various activities within the month of June should submit as one application.
- Chapters, branches or departments from within the same organization may submit separate applications if they are hosting different programs/events during the Challenge timeframe.

- All recipients **must track the physical activity that their grant supports during the challenge at [www.participaction.com/challenge](http://www.participaction.com/challenge)**
- All recipients **must complete a post-event online survey within one month after the program or event ends.**
- Failure to track physical activity minutes and complete the survey will make the organization ineligible for future grant applications with ParticipACTION.

### **Application and Criteria Assessment**

Applications will be assessed according to the following criteria:

- Demonstrate inclusive and equitable practices that maximize sport, recreation, and physical activity opportunities for everyone in the community. Priority will be given to programs and events that can engage a large number of people and/or that can specifically target groups that experience health inequity.
- Specific to Women & Sport funding, demonstrate the ability to offer multi-sport experiences to women and girls that experience health inequity. Potential of the activity to inspire and encourage sport and physical activity participation within local public health guidelines and limits. E.g. if indoor restrictions / gathering limits are in place activities could be outdoors, physically distanced, multiple smaller programs or events, or virtual
- Financial need – what additional value could the funding provide to your event/program that otherwise would not be possible?
- Events and programs are accessible to people of all abilities, at little or no cost.
- Events and programs are strongly encouraged to use qualified instructors where appropriate (e.g., NCCP, First Aid, High Five, Physical Literacy 101 or other skill development program certification).
- Ability of the event or program to connect individuals with the **ParticipACTION Community Better Challenge** through marketing, promotion or onsite signage/handouts and encourage individuals to register and tracking of their physical activity minutes by downloading the ParticipACTION App or on the ParticipACTION website
- Consideration will be given to the geographic distribution of funds throughout the various regions of Canada and to programs or events that are inclusive of the diversity of Canada and accessible for people of all abilities.

### **Selection Committee**

- Eligible applications will be evaluated by a review panel consisting of ParticipACTION staff and partners from the physical activity, sport and recreation sector. The panel will base its recommendations on the eligibility and assessment criteria described in these guidelines, within the context of the applicant's organizational, community and regional needs.



## **Expenses**

- Expenses must be directly related to costs incurred for delivering a physical activity or sport participation experience or helping to make it accessible and inclusive. Eligible expenses include:
  - Sporting equipment
  - Coaching/trainer expenses
  - Venue/space rental etc.
  - Transportation
  - Nutrition
  - Costs associated with delivering a virtual activity
  - Cost that helps the activity meet public health guidelines
  - Childcare for participants during an event
  - Honoraria and small prizes and incentives for participation and volunteers
  - Any accommodations that may be required for full participation such as ASL, captioning, personal assistance etc.
- The Community Better Challenge will not support events that do not have a physical activity or sport component. Examples of activities that would not be supported include public year-end team celebrations and private parties.
- Other ineligible expenses include
  - Performance fees
  - Capital expenditures (renovation, construction, computer equipment)
  - Deficits incurred from past activities
  - Competitions or expenses incurred prior to funding support issue.

## **Conditions and Limitations**

Successful grant applicants must:

- Acknowledge The ParticipACTION Community Better Challenge is supported by the Government of Canada and Saputo where possible on materials related to the funded event. A digital toolkit including logos, guidelines, promotional materials and social media tools will be available on ParticipACTION's website by mid-April 2021.
- Register and track their program or event on ParticipACTION's website and complete a post-program or event online survey. A link to this survey will be e-mailed to the event organizer.
- Keep a record of how the grant funds were used in support of your program or event and agree to cooperate with the Auditor General of Canada should ParticipACTION be audited.
- Indemnify ParticipACTION and the Government of Canada for any damages as a result of the activities undertaken with the funding.
- Protect itself, through an appropriate policy of insurance, against any liability resulting from anything done or omitted in carrying out activities under this Agreement.

By applying to the Community Better Challenge, ParticipACTION can publish the successful applicant's organization name and final funding amount. By completing the application, you agree to the above conditions.

**To apply or for more on the *ParticipACTION Community Better Challenge*, please visit:**

**<https://www.participaction.com/en-ca/programs/community-challenge>**

**Want to learn more on how to submit a grant application or how the Community Better Challenge can help your community get active?**

**[CLICK HERE](#) to setup a quick chat with our program coordinator!**

For general questions, please contact:

[info@participaction.com](mailto:info@participaction.com)