



## AGENDA

**Regular Meeting of the Tahsis Village Council  
to be held on December 6, 2022 in the Council Chambers  
Municipal Hall, 977 South Maquinna Drive and by electronic means**

**Remote access:**      **To attend this meeting remotely via Microsoft Teams/ phone**  
**Join the Village of Tahsis Microsoft Teams Meeting**  
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**Toronto, Canada**  
**+1 437-703-5480**  
**Phone Conference ID: 693 613 527#**

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**A. Call to Order**      **Mayor Davis will call the meeting to order.**

**Land Acknowledgement**      **The Mayor will acknowledge and respect that we are meeting upon Mowachaht/Muchalaht territory.**

**B. Introduction of Late Items**

**C. Approval of the Agenda**

**D. Petitions and Delegations**      None.

**E. Public Input # 1**

**F. Adoption of the Minutes**      **1 Minutes of the Committee of the Whole Meeting held on November 14, 2022**

2 Minutes of the Committee of the Whole Meeting held on November 15, 2022

3 Minutes of the Regular Council Meeting held on November 15, 2022.

4 Minutes of the Committee of the Whole Meeting held on November 28, 2022

G. Rise and Report

1 At the November 21, 2022 Closed Committee of the Whole meeting Council approved the following 2023 Strategic Priorities:

**TAHSIS COUNCIL'S 2023 STRATEGIC PRIORITIES**

**ECONOMIC VIBRANCY**

Develop an Economic Development Strategy (to include partnering with the Mowachaht/Muchalaht First Nation with an emphasis on aquaculture and community forest)

Dispose of developable Village land parcels, under the Property Management Policy.

**INFRASTRUCTURE AND SERVICE**

Complete the Tahsis Fire Hall Relocation Project

Bolster energy security to mitigate the impacts of power outages by adding more emergency power sources (e.g. generators) and advocacy.

Develop and approve an Asset Management Policy and Plan

Advocate for improved transportation options for residents, including supporting the Strathcona Regional District's West Coast Communities Transportation Study

**COMMUNITY WELL-BEING**

Develop a food security plan for the community

Advocate for more mental health supports and community safety initiatives

**NATURAL ENVIRONMENT**

Plan and develop a regional hiking and biking trail network, in consultation and cooperation with the Mowachaht/Muchalahat First Nation

**SENSE OF COMMUNITY**

Enhance communication to local residents, focussing on informing new residents about the community and providing all residents and visitors information on emergency preparedness

Dedicate increased funding for bylaw enforcement to focus on nuisance and unsightly properties

- At Council's November 15th closed meeting, Council approved a Property Management
- 2 Policy regarding Village owned property. The policy is included in this meeting's agenda (G2) and will be posted on the Village website.

**H. Business Arising**

- 1 **Shaun Koopman, Emergency Coordinator, Strathcona Regional District**

**Presentation Re: Alertable**

**J. Council Reports**

- 1 **Mayor Davis**
- 2 **Councillor Joseph**
- 3 **Councillor Fowler**
- 4 **Councillor Northcott**
- 5 **Councillor Elliott**

**K. Bylaws**

**None.**

**L. Correspondence**

- 1 **November 22, 2022 letter from Mervyn Brown to Mayor and Council Re: The provision of copies for public review of the 10 documents listed in his letter along with clarification of item #10.**
- 2 **Email from Maurice Primeau, Deputy Assessor, Vancouver Island to Mayor and Council Re: Congratulations in the 2022 Local Government General Elections.**
- 3 **November 16, 2022 email from Katrine Conroy, Minister of Forests to Mayor and Council Re: Meeting with Village of Tahsis Council at the 119th UBCM Convention in Whistler.**

**M. New Business**

- 1 **Councillor Fowler- Notice of Motion Re: AVICC 1st Call for 2023 Resolutions**

**WHEREAS** wild salmon is integral to UNDRIP / DRIPA, food security and BC cultural lifestyle in every community;

**THEREFORE** it be resolved to advocate to prioritize habitat, health, study and understanding of interconnected ecosystem of pacific species.

**N. Public Input #2**

**O. Adjournment**



## Minutes

Village of Tahsis

<b>Meeting</b>	<b>Committee of the Whole</b>
<b>Date</b>	<b>November 14, 2022</b>
<b>Time</b>	<b>1:00 p.m.</b>
<b>Place</b>	<b>Municipal Hall - Council Chambers and by electronic means</b>

<b>Present</b>	Mayor Martin Davis	
	Councillor Meggan Joseph	by video
	Councillor Sarah Fowler	
	Councillor Cheryl Northcott	
	Councillor Doug Elliott	

<b>Staff</b>	Mark Tatchell, Chief Administrative Officer	
	Adia Mavrikos, CPA, CA, Director of Finance	by video
	Janet StDenis, Finance and Corporate Services Manager	by video

<b>Public</b>	1 member of the public
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### Call to Order

Mayor Davis called the meeting to order at 1:12 p.m.

### Land Acknowledgement

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

### Introduction of Late Items

None

### Approval of the Agenda

**Fowler: COW 062/2022**

**THAT** the Agenda for the November 14, 2022 Committee of the Whole meeting be adopted as presented.

**CARRIED**

### **M. New Business**

#### **1 2023-2027 Financial Plan/ Budget Meeting #1**

**Fowler: COW 063/2022**

**THAT** this presentation be received.

**CARRIED**

The Director of Finance presented the draft high level 2023 operating budget for Council's consideration with the assumptions that the 2023 operating budget will be a "Status Quo" budget with no utility or wage rate changes for 2023 at this time.

Council was briefed on the draft 2023 operating budget expenditures, FTE's, salaries, benefits and utility expenses. Explanations for variances between the 2023 and 2022 operating budget line items were provided.

**Adjournment****Elliott: COW 064/2022****THAT** the meeting adjourn at 2:08 p.m.**CARRIED**

Certified correct this  
6th day of December, 2022

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**Corporate Officer**



# Budget Presentation #1

## 2023 Operations Budget Plan Village of Tahsis

November 9, 2022

# Overview of Funds

- ▶ General Fund Operations
  - Administration, Fire Department, Public Works (Roads, Parks, Solid Waste), Recreation
- ▶ Water Utility Operations
- ▶ Sewer Utility Operations
- ▶ Capital Fund (General, Water and Sewer)

# Topics covered today

- ▶ Wages and Benefits – Corporately
- ▶ Water Utility Fund Operations
- ▶ Sewer Utility Fund Operations



# Major Council Policies

## (implications on budget)

F1

- ▶ 2023 Strategic Priorities
  - TBD Session scheduled for November 21, 2022

# Budget Considerations and Assumptions

- ▶ Ensure adequate funding for existing services and infrastructure – level of service delivery
- ▶ Considered a status quo budget from an operations perspective
- ▶ No decision at this stage on wage rate changes for 2023, most wages were adjusted in 2022.
- ▶ Utility rates for 2023 remain the same.

# Salaries and Wages – Corporate <sup>F1</sup>

- FTE = Full Time Equivalent (base hrs of either 2,080 PW or 1,975 Admin.)

FTE Count		2023	2022	2021	2020
Admin		4.3	4.4	4.6	5.0
Engineer /Approval		0.3	0.3	0.2	0.4
Fire		0.6	0.5	0.5	0.5
PW		5.9	6.1	5.9	4.6
Rec		2.5	2.6	3.2	3.8
Daycare		0.8	0.8	0.7	1.0
2-Info Centre Workers (July 1 – Aug 30)		0.4	0.4		
Total		14.9	15.1	15.1	15.3

# Wages by Department vs 2022

Department	2023	Total Wages 2022 after adjustment	\$ Difference	% Change
Administration*	369,779	336,888	32,891	10%
Engineering / Projects	65,182	62,675	2,507	4%
Council	31,002	31,002	0	0%
Fire Department	63,346	60,522	2,824	5%
Public Works	297,648	271,759	25,889	10%
Recreation*	100,979	121,163	-20,184	-17%
Daycare**	33,157	26,732	6,425	24%
Info Centre (1/3 grant funded)	13,480	13,750	-270	-2%
<b>Total Wages after Increase</b>	<b>974,573</b>	<b>924,491</b>	<b>50,082</b>	

- \*0.4 FTE was moved from Rec to Admin to reflect their workload in each department
- \*\* \$2/hours is paid by ECE wage enhancement

# Benefits by Department vs 2022<sup>F1</sup>

Department	2023	2022	\$ Difference	% Change
Administration	74,570	82,995	-8,425	-10%
Engineering / Projects	9,581	8,915	666	7%
Council	1,511	1,455	55	4%
Fire Department	7,685	6,703	982	15%
Public Works	99,151	87,884	11,267	13%
Recreation	22,339	28,406	-6,067	-21%
Daycare	6,657	8,990	-2,333	-26%
Info Centre	1,898	1,743	155	9%
Employer Health Tax	13,881	12,319	1,562	13%
<b>Total Benefits</b>	<b>237,273</b>	<b>239,410</b>		

# Water Utility Operations

F1

	2023	2022	
	Budget	Actual (10 months)	Budget
Revenue			
Water User Fees	194,000	194,696	193,500
Other		800	
Total Revenue	<u>194,000</u>	<u>195,496</u>	<u>193,500</u>
Expenditures			
Admin Support	31,250	\$ 26,125	31,350
Asset Replacement	32,000	\$ 26,667	32,000
Vehicle Costs	2,000	\$ 1,667	2,000
Salaries	48,493	\$ 36,785	61,595
Payroll Benefits	16,003	\$ 6,897	19,660
Insurance	13,300		13,300
Dues & Permits	1,500	\$ 1,495	1,500
Courses & Seminars	1,000	\$ 454	1,000
Travel	1,000	\$ -	500
Supplies & Freight	3,000	\$ 2,855	500
Contract Services		\$ 793	1,000
Utilities	25,000	\$ 22,574	25,000
Alarm Monitoring	1,200	\$ 1,199	1,300
Chlorine	8,000	\$ 5,890	5,000
Supplies - Other	1,000	\$ 513	6,000
Repair & Maintenance	20,000	\$ 18,838	12,500
Total Expenditures	<u>204,745</u>	<u>152,752</u>	<u>214,204</u>
Operating Surplus / (Deficit)	<u>-10,745</u>	<u>42,744</u>	<u>-20,704</u>
# of users residential	490	490	490
Current User Fee	375	\$346	\$346

# Sewer Utility Operations

	2023	2022	
	Budget	Actual (10 months)	Budget
Revenue			
Sewer User Fees	197,000	197,580	197,000
Total Revenue	<u>197,000</u>	<u>197,580</u>	<u>197,000</u>
Expenditures			
Admin Support	35,000	35,000	35,000
Asset Replacement	36,000	36,000	36,000
Vehicle Costs	1,000	1,000	1,000
Salaries	17,033	13,374	15,485
Payroll Benefits	5,621	2,368	5,220
Insurance	19,500	0	19,500
Dues & Permits	1,000	400	1,000
Courses & Seminars		0	
Freight	500	461	500
Contract Services	7,500	5,562	7,200
Utilities	40,000	33,485	40,000
Alarm Monitoring	2,500	2,348	2,000
WW Treatment	4,000	2,996	2,600
Supplies - Other	500	287	500
Repair & Maintenance	15,000	9,168	20,000
Total Expenditures	<u>185,154</u>	<u>142,448</u>	<u>186,061</u>
Operating Surplus / (Deficit)	<u>11,846</u>	<u>55,132</u>	<u>10,939</u>
# of users	490	490	490
Current User Fee	392	\$392	\$392

# Questions?



# Questions?



## Minutes

Village of Tahsis

<b>Meeting</b>	<b>Committee of the Whole</b>
<b>Date</b>	<b>November 15, 2022</b>
<b>Time</b>	<b>4:30 p.m.</b>
<b>Place</b>	<b>Municipal Hall - Council Chambers and by electronic means</b>

<b>Present</b>	Mayor Martin Davis Councillor Sarah Fowler Councillor Cheryl Northcott Councillor Doug Elliott	
<b>Regrets</b>	Councillor Meggan Joseph	
<b>Staff</b>	Mark Tatchell, Chief Administrative Officer Janet StDenis, Finance and Corporate Services Manager Lauren Roth, Finance Assistant	by video by video
<b>Guests</b>	Sgt Kim Rutherford, NCO i/c Nootka Sound RCMP Detachment Cpl Chesley Johnson, Nootka Sound RCMP Detachment	
<b>Public</b>	None.	

### Call to Order

Mayor Davis called the meeting to order at 4:39 p.m.

### Land Acknowledgement

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

### Introduction of Late Items

None

### Approval of the Agenda

**Fowler: COW 065/2022**

**THAT** the Agenda for the November 15, 2022 Committee of the Whole meeting be adopted as presented.

**CARRIED**

**Business  
Arising**

- 1 Sgt Kim Rutherford, NCO i/c Nootka Sound RCMP Detachment- Re:  
Update on Nootka Sound RCMP staffing, activities, resourcing and  
priorities.**

**Fowler: COW 066/2022**

**THAT** this update be received.

**CARRIED**

Today was Sgt Kim Rutherford last meeting with the Village of Tahsis Council. She thanked current and previous Councils and the Village of Tahsis.

Council was updated on the current staffing levels, staffing issues, call volumes and current activities for the Village of Tahsis. A question and answer period followed.

The Village of Tahsis Council thanked Sgt Kim Rutherford for her services and welcomed Cpl Chesley Johnson, who will be the acting Detachment Commander until a permanent replacement is found.

**Adjournment**

**Fowler COW 067/2022**

**THAT** the meeting adjourn at 5:35 p.m.

**CARRIED**

Certified correct this  
6th day of December, 2022

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**Corporate Officer**



## Minutes

<b><u>Meeting</u></b>	<b>Regular Council Meeting</b>	
<b><u>Date</u></b>	<b>November 15, 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 Meggan Joseph Councillor Sarah Fowler Councillor Cheryl Northcott Councillor Douglas Elliott	by video by video by video
<b><u>Staff</u></b>	Mark Tatchell, Chief Administrative Officer Adia Mavrikos, CPA,CA, Director of Finance Janet StDenis, Corporate Services Manager Wanda Waksdale, Admin Assistant Lauren, Roth, Finance Assistant	by video by video
<b><u>Public</u></b>	13 Members of the public	9 (4 by video)

### **A. Call to Order**

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

### **Land Acknowledgement**

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

### **B. Introduction of Late Items**

Under New Business as "M5" an application for Tahsis Recreation Center facility rental for the PAC CMESS and under "M6" the Knights of Columbus Community Christmas Hamper Fund Registration form.

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

**Fowler/Northcott: VOT 0373/2022**

**THAT** the Agenda for the November 15, 2022 Regular meeting of Council be adopted as amended.

**CARRIED**

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

None.

**E. Public Input # 1**

A member of the public commented on attending Council meetings by electronic means.

A member of the public expressed concern over the ability of the new councillors to "get up to speed" to which Council responded.

Several members of the public spoke to the borrowing bylaws on the agenda.

There was a discussion on aspects of the Council Meeting Agenda(s).

**F. Adoption of the Minutes****1 Minutes of the Inaugural/ Regular Council Meeting held on November 1, 2022.****Fowler/Northcott: VOT 0374/2022**

**THAT** the Inaugural /Regular Council Meeting minutes of November 1, 2022 be adopted as amended.

**CARRIED****G. Rise and Report**

None.

**H. Business Arising****1 Report to Council Re: Rural Dividend Program Conditional Grant Re-purposing****Fowler/Northcott: VOT 0375/2022**

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

**CARRIED**

The CAO provided Council with the chronological history of the Rural Dividend Project Grant and an update on its current status. A discussion of the options to move forward followed.

**Fowler/Northcott: VOT 0376/2022**

**THAT** option #1 (approve re-purposing the Rural Dividend Program (RDP) grant for a project to develop an economic strategy for the Village of Tahsis, including the broader region, and invite further input from the Village of Zeballos (VoZ), the Mowachaht/ Muchalaht First Nation (MMFN) and the Ehattesaht/Chinehkint First Nation (EFCN)) be approved.

**CARRIED****J. Council Reports****Mayor Davis**

No report.

**Councillor Joseph**

No report.

**Councillor Fowler**

Fowler Report Nov 15

As my annual custom I now have Knights of Columbus hamper forms and have made them available, as in previous years at the Tahsis Building Supply. The forms are due to be returned to me on December 3rd ( the date of the CMESS PAC BAZAAR) so I can return them to Kevin Gearey. Delivery day is December 20th. I will need to recruit some volunteers that day to distribute them locally. I requested the use of the Tahsis Recreation Centre gym that day to load and organize the hampers before getting them to the recipients. I also request the PAC be permitted to use the tables from the Tahsis Recreation Centre in the school gym as has been done in previous years.  
submitted respectfully,  
Councillor fowler

**Councillor Northcott (verbal report)**

Thank you to Sgt Kim Rutherford for all her work and I wish her all the best in her new position.

**Councillor Elliott (written report)**

Well, if you were all RCMP officers, there would be more councillors here.  
Ladies and Gentlemen,

At our last council meeting, a member of our community asked if the new councillors understood the details of the flood protection project. I believe he made a very important point. I voted to postpone and against the decision to proceed with phase 3. This was highly irregular that we were asked to vote on this project with so little time to research the details of the project and cost overruns that amounted to over 1 million dollars. I apologise to the community for my lack of experience to postpone this decision. I am disappointed that this item was on the agenda on my first day of being sworn in. This was highly irregular and a reflection of the lack of integrity that inspired me to run for council in the first place.

Although I am not familiar with the plans to upgrade our waste water system, I do believe that grants that assist us with our ailing infrastructure are beneficial and part of our core responsibilities. Due to my previous experience working for Public Works, I have been aware of the fact that the north plant is dysfunctional and needs to be phased out. Once the property has been cleared, this will also give the village an opportunity to create more economic development, at a strategic location in our community. I hope to be more familiar with this project over the winter months. Our south plant requires minor upgrades to improve the flow of waste water which I hope will be included in the plan. This is a 1.8 million dollar upgrade. Our portion is approx. 475K. I do not feel we should borrow any funds for this project and that our portion comes out of existing cash reserves if we wish to pursue this grant.

Which brings to the next point, I have read over the plan to replace our beloved fire hall and I am completely disappointed with this plan. In fact, it's hard to describe without profanity.

The school is by far, the worst location to relocate both our firetrucks, if the river overflows possibly wiping out the bridge, this will eliminate any fire protection for most of the town. Although it claims to be out of the flood plain, it is not a Tsunami friendly location, thus if the lower portion of Tahsis was devastated by a tidal event, the upper portion of our community would again be without fire protection.

This also doesn't take into consideration that we would no longer own the fire hall as it would be located on provincial property under the control of the school district. We would be renters and lose the control of our investment. If evicted, for whatever reason, we again would be faced with huge expenditures replacing the facility at higher real estate costs and starting all over from scratch. Since the grant is not guaranteed, we would quite possibly be responsible for the entire project resulting in over 2 million dollars in debts. That's 30 years of payments with rising interest rates starting at 4.14 percent. This would be the worst investment in the history of this village condemning us to huge tax increases for decades. This plan does not address any long term solution and devalues our present location.

The existing fire hall is no different than any other building in this town. If it requires repairs, then you need to address the issues if you consider yourself as a responsible property owner. Abandoning this property and leaving it in a condemned state is another sign of poor management that we as taxpayers, cannot afford. This building needs to be properly managed, after all it is located on one of the most prestigious locations in our village. If repaired and brought back online, its resale value could fetch a fair market value. This would give our community a chance to fund a solution that would improve our fire protection through the entire community.

In the meantime, we could be storing the two fire engines in separate locations until the existing fire hall is repaired. Public works and the marine center are affordable options, this would improve the fire department's ability to serve the entire community in the case of any disaster. We, as taxpayers, own both of the facilities and any improvements could be retained for future use.

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In the meantime, we could be storing the two fire engines in separate locations until the existing fire hall is repaired. Public works and the marine center are affordable options, this would improve the fire department's ability to serve the entire community in the case of any disaster. We, as taxpayers, own both of the facilities and any improvements could be retained for future use.

In summary,

The grant is by no means guaranteed, Our CAO is pushing forward, with the support of the last council, to adopt all three readings tonight to support a loan of over 2 million dollars at high interest rates. A loan that will take 30 years to pay back. Thirty years of higher taxes for a plan that does not include ownership of the facility, no mention of what we would owe the school district for a lease agreement, no public input, no referendum, no committee input nor give any time for the new councillors to be part of the planning process. This will quite possibly be the most shameful act, in the history of our community, by our CAO and by any councillor if these three readings are passed tonight.

My next topic,



I have attended the first of many meetings concerning the next budget for the village. I have asked the CAO for reports concerning the expenditures for legal fees, engineering fees, consulting fees and expenses spent with out of town contractors. Although our accountant offered us any information we needed upon being elected, this is not the case. Our CAO has indicated that I need a resolution by council to receive this information. Furthermore, when I asked for a breakdown in legal fees by department, one of the existing councillors objected to this, stating that this would increase our accounting costs to provide this information. This didn't seem to be a concern when she voted on the last pay raise issued to our CAO. Thankfully our Mayor supported me and felt my request was legitimate and it turns out that the ledger has already reflected legal expenditures per department in the past. They merely didn't wish to present it this way.

I'm expected to sign off on the budget and one of our councillors believes I should be kept in the dark, go with the flow and not question anything. Although I have no influence on what has been spent from Jan 1st to date, which will be reflected on our taxes next July, I hope that my contributions will return taxes to a reasonable increase in future budgets. I have spent a considerable time throughout my career as a Novell Network Engineer designing computer networks that increase profits and improve the overall efficiency of their office staff in both the private sector and the Ministry of Education.

It is absolutely horrifying that any one of us would object to having the mayor or any councillor receive information that would allow them to make intelligent decisions concerning the budget thus providing you as the taxpayer, ethical representation concerning this matter. I will continue to update you on this process and encourage you as the taxpayer to join our meetings. After all, if you are not making in excess of 150K per year and plan on living in Tahsis over the long term, these meetings may have a profound financial effect on your future in our beloved small village.

On the lighter note,

The mayor and I had a great experience meeting the new owner of the farm last week. This lad has energy, vision and a deep affection for this beautiful property. We had a chance to reflect on the history of the property and discuss the possibilities. My personal impression was that he is here for the long term and I look forward to future discussions on how this property will enhance the overall community. Our Mayor was very instrumental in opening the door for future opportunities and what I hope to be a long and prosperous relationship.

My last drive around the community has again confirmed that we need to address the state of some of the front yards. For the sake of attracting future investors to our community, there is room for improvement. I hope the community on a whole will work towards a solution on this matter. I also attended the Remembrance Day memorial. Our Deputy Mayor did a fine Job and the village staff were instrumental in conducting the ceremony in a professional manner. Well done. I also wish to take this opportunity to thank my supporters. I have been engaged in a number of positive conversations and it is overwhelming to see so many of us take pride in our community.

**Fowler/Northcott: VOT 0377/2022**

**THAT** the Council Reports be received.

**CARRIED**

**K. Bylaws**

**Report to Council Re: Upcoming Capital Projects And Loan Authorization Bylaw Procedures**

**Fowler/Northcott: VOT 0378/2022**

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

**CARRIED**

**1 Loan Authorization Bylaw No. 652, 2022**

A bylaw to authorize the borrowing of the estimated cost of the Tahsis Firehall Relocation Project.

**1st , 2nd and 3rd Reading**

The Director of Finance provided council with the background information on the Firehall Relocation and Wastewater Reconfiguration & Upgrade Project (Phase 1) which was approved and committed to at the September 6, 2022 Regular Council meeting.

The alternative procedures and financial implications for long-term borrowing was explained in detail. A discussion followed.

**Elliott/ Joseph: VOT 379/2022**

**THAT** a motion be permitted to be brought forward to postpone the readings of Loan Authorization bylaw No. 653, 2022.

**CARRIED**

There was a discussion regarding alleged conflict of interest of some Councillors with respect to the Firehall Relocation Project. No conflicts of interest were declared.

**Elliott/Northcott: VOT 480/2022**

**THAT** the Loan Authorization Bylaw No. 652,2022 be postponed to a future meeting.

**CARRIED**

**1 registered  
"no" Councillor  
Fowler**

**2 Loan Authorization Bylaw No. 653, 2022**

A bylaw to authorize the borrowing of the estimated cost of the Tahsis Wastewater Treatment Reconfiguration & Upgrade Project.

**1st, 2nd and 3rd Reading****Fowler/Northcott: VOT 0381/2022**

**THAT** the Loan Authorization Bylaw No. 653,2022 be received for consideration.

**CARRIED****Fowler/Northcott: VOT 0382/2022**

**THAT** the Loan Authorization Bylaw No. 653,2022 receive a first reading this 15th day of November 2022.

**CARRIED**

**1 registered  
"no" Councillor  
Elliott**

**Fowler/Northcott: VOT 0383/2022**

**THAT** the Loan Authorization Bylaw No. 653,2022 receive a second reading this 15th day of November 2022.

**CARRIED**

**1 registered  
"no" Councillor  
Elliott**

**Fowler/Northcott: VOT 0384/2022**

**THAT** the Loan Authorization Bylaw No. 653,2022 receive a third reading this 15th day of November 2022.

**CARRIED**

**1 registered  
"no" Councillor  
Elliott**

**L. Correspondence**

Letter to Mayor and Council from Jennifer Woodland, Managing Director , Grieg Seafood BC Ltd. Re: Congratulations to Mayor Davis, Councillor Fowler and Councillor Northcott on their return to Council and to the two new Councillors- Councillor Joseph and Councillor Elliott.

**1**

- Email to Mayor Davis from Josie Osborne, Minister of Land, Water and Resource  
 2 Stewardship Re: Congratulations on re-election and thankyou for meeting at the 2022 UBCM.

- 3 Email from the Honourable Mitzi Dean, Minister of Children and Family Development Re: Adoption Awareness Month.

**Fowler/Northcott: VOT 0385/2022**

**THAT** these correspondence items be received.

**CARRIED**

**M. New Business**

- 1 2022 Report to Council Re: End of Season Report for The Tahsis Information Center and Museum.

**Northcott/Fowler: VOT 0386/2022**

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

**CARRIED**

- 2 Councillor Fowler Resolution Re: UBCM health benefit options for elected officials and travel rates.

**WHEREAS** the Union of BC Municipalities has a time-limited opportunity for local government elected officials to sign up for one of the nine Pacific Blue Cross health benefits program options;

**AND WHEREAS** program eligibility requires a majority of Tahsis Council to sign up for the same option;

**AND WHEREAS** Village business travel rates have not been increased in over 8 years;

**BE IT RESOLVED THAT** a majority of Council members enroll in the same UBCM health benefit option; and

**BE IT FURTHER RESOLVED THAT** staff prepare a report with travel rate increase options for Council's consideration.

**Fowler/Northcott: VOT 0387/2022**

**THAT** this motion be received .

**CARRIED**

Councillor Fowler spoke to the resolution and responded to questions from Council.

**Fowler/Northcott: VOT 0388/2022**

**THAT** this resolution be approved.

**CARRIED**

**3 Grant Application Re: 2023 Celebrate Canada**

**Fowler/Northcott: VOT 0389/2022**

**THAT** this grant application be received.

**CARRIED**

There was a brief discussion on this grant application.

**Elliott/Fowler: VOT 0390/2022**

**THAT** this grant application be approved.

**CARRIED**

**4 Councillor Fowler's Notice of Motion Re: Food Costs and Climate Change Impact Stories Project**

**Fowler/Northcott: VOT 0391/2022**

**THAT** the resolution seeking approval for Tahsis participating in the Food Costs and Climate Change Impact Stories Project be considered.

**CARRIED**

Councillor Fowler spoke to this resolution and responded to questions from Council.

**Fowler/Northcott: VOT 0392/2022**

**WHEREAS** Councillor Fowler submitted an Expression of Interest in mid-October in response to the Call for Interest: Food Costs and Climate Change Impact Stories Project posted on the BC Food Security Gateway; and

**WHEREAS**, in response to Councillor Fowler's submission, Tahsis has been selected to participate in the project, which could entail the Village receiving a \$1,000 contribution; and

**WHEREAS** food security is an important issue for Tahsis Council as it impacts many residents;

**THEREFORE BE IT RESOLVED THAT** Tahsis Council approves the Village participating in the Food Costs and Climate Change Impact Stories project; and

**BE IT FURTHER RESOLVED THAT** Tahsis Council appoints Councillor Fowler to lead the Village's participation in this project.

**CARRIED**

**5 Councillor Fowlers application for rental of the Tahsis Recreation Center for the PAC CMESS.**

**Fowler/Northcott: VOT 0393/2022****THAT** this application be received for information.**CARRIED****6 Knights of Columbus Community Christmas Hamper Fund Registration.****Fowler/Northcott: VOT 0394/2022****THAT** this registration form for the Knights of Columbus Community Christmas Hampers be received for information.**CARRIED****N. Public Input #2**

A member of the public had a question regarding the November 1st Regular Council Meeting minutes to which the CAO responded.

There was a discussion around the use of projectors, projector screens, microphones and newsletters to enhance the accessibility, sound and visibility of the council meetings.

A resident commented on the current travel claim form and the portion of HBFSR that is no longer gravel.

There was a question regarding when the last OCP (Official Community Plan) was completed to which the Mayor responded that the last OCP was adopted in 2020.

**Public Exclusion****Fowler/Northcott: VOT 0395/2022****THAT** the meeting is closed to the public in accordance with section 90 (1) (e) of the Community Charter- the acquisition, disposition or expropriation of land or improvements, if council considers that disclosure could reasonably be expected to harm the interests of the municipality.**CARRIED****Recess****Fowler/Northcott: VOT 0396/2022****THAT** the Regular Council Meeting recess to go into the in camera meeting.**CARRIED****Reconvene****Fowler/Northcott: VOT 0403/2022****THAT** the Regular Council Meeting reconvene at 9:44 p.m.**CARRIED**

**Rise and Report**

At the November 15th, 2022 Closed Council meeting Council approved the Village's October 26, 2022 Property Management Policy.

**Adjournment**

**Fowler/Northcott: VOT0404**

**THAT** the meeting be adjourned at 9:45 p.m.

**CARRIED**

**Certified Correct this**

the 6th day of December, 2022

**Chief Administrative Officer**

M5



F3  
Late item  
Nov 15.

VILLAGE OF TAH SIS

**APPLICATION FOR RECREATION FACILITY RENTAL**

**Renter Information**

Name of Renter: Sarah Fowler  
Organization: PAC CMSS  
Billing Address: request free use.  
Telephone Number: 250-254-934-7713

**Rental Information**

Room/ Area Requested: Dec 2 2022  
Date Room/ Area Required: Dec 4 2022  
Time Facility to be Opened: \_\_\_\_\_ Closed: \_\_\_\_\_  
Number of People Expected: \_\_\_\_\_  
Equipment Required: tables only

**Staffing Required or Scheduled**

Desk Person ☐ Lifeguard ☐ Climbing Wall ☐ Maintenance ☐  
Total Staff Hours Required: NA

ON BEHALF OF THE ORGANIZATION OR INDIVIDUAL NOTED ABOVE, I CERTIFY THAT I HAVE READ, UNDERSTOOD, AND AGREE TO ABIDE BY ALL THE CONDITIONS AND REGULATIONS AS SET OUT ON THE ATTACHMENTS TO THIS APPLICATION FORM.

S. Fowler  
Signature

NOV 15 2022  
Date

annual request

**FOR OFFICE USE ONLY:**

Free Use ☒

Fee Paid ☐

Fee Amount \$ \_\_\_\_\_



M6

Late item Nov 15 F3

# Community Christmas Hamper Fund Registration

## Knights of Columbus



Please fill out **ALL** sections below. **PLEASE PRINT CLEARLY.** The main reasons for the rejection of registrations are invalid addresses and unreadable submissions.

### Head of Household

NAME: \_\_\_\_\_ SEX (M / F) AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
NUMBER STREET APT CITY

PHONE NUMBER: \_\_\_\_\_

Other Household Occupants who live at this address: Adults & Children

***Please give the FULL NAME, both First and Last.***

NAME: \_\_\_\_\_ SEX (M / F) AGE: \_\_\_\_\_

NAME: \_\_\_\_\_ SEX (M / F) AGE: \_\_\_\_\_

NAME: \_\_\_\_\_ SEX (M / F) AGE: \_\_\_\_\_

NAME: \_\_\_\_\_ SEX (M / F) AGE: \_\_\_\_\_

NAME: \_\_\_\_\_ SEX (M / F) AGE: \_\_\_\_\_

NAME: \_\_\_\_\_ SEX (M / F) AGE: \_\_\_\_\_

NAME: \_\_\_\_\_ SEX (M / F) AGE: \_\_\_\_\_

NAME: \_\_\_\_\_ SEX (M / F) AGE: \_\_\_\_\_

Name of person registering: \_\_\_\_\_  
PLEASE PRINT

Signature of registrant: \_\_\_\_\_

***DELIVERY DATE FOR OUT OF TOWN HAMPERS IS DECEMBER 20, 2022***

***REGISTRATIONS WILL NOT BE ACCEPTED AFTER SATURDAY, DECEMBER 3, 2022***

\*Contact Sarah Fowler 250-202-8416  
 in submit Center on date



## Minutes

Village of Tahsis

<b>Meeting</b>	<b>Committee of the Whole</b>
<b>Date</b>	<b>November 28, 2022</b>
<b>Time</b>	<b>1:00 p.m.</b>
<b>Place</b>	<b>Municipal Hall - Council Chambers and by electronic means</b>

<b>Present</b>	Mayor Martin Davis Councillor Meggan Joseph Councillor Sarah Fowler Councillor Cheryl Northcott Councillor Doug Elliott	
<b>Staff</b>	Mark Tatchell, Chief Administrative Officer Adia Mavrikos, CPA, CA, Director of Finance Janet StDenis, Finance and Corporate Services Manager Wanda Waksdale, Administrative Assistant	by video by video by phone
<b>Public</b>	none	

### Call to Order

Mayor Davis called the meeting to order at 1:03 p.m.

### Land Acknowledgement

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

### Introduction of Late Items

None

### Approval of the Agenda

**Fowler: COW 075/2022**

**THAT** the Agenda for the November 28, 2022 Committee of the Whole meeting be adopted as presented.

**CARRIED**

**H. Business  
Arising**

**1 2023-2027 Financial Plan/ Budget Meeting #2**

**Fowler: COW 076/2022**

**THAT** this presentation be received.

**CARRIED**

The Director of Finance presented the General Fund Operations which included Administration, Fire Department, Public Works(Roads, Parks, Solid Waste) and Recreation.

The projected changes in the general operating revenues and expenses from 2022 to 2033 were reviewed and the Director of Finance responded to questions from Council.

There was a discussion regarding Council remuneration.

The Director of Finance spoke to options available to Council to balance the 2023 budget.

**Fowler: COW 077/2022**

**THAT** Council recess at 3 p.m. for a short break.

**CARRIED**

**Fowler: COW 078/2022**

**THAT** Council reconvene at 3:10 p.m.

**CARRIED**

The Director of Finance was directed to provide the cost implications of the Council Extended Health Benefits and a \$1000 / year stipend increase.

#### **Adjournment**

**Elliott: COW 079/2022**

**THAT** the meeting adjourn at 4: 10 p.m.

**CARRIED**

Certified correct this  
6th day of December, 2022

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**Corporate Officer**



# Budget Presentation #2

## 2023 Operations Budget Plan Village of Tahsis

November 28, 2022

# Topics covered today

- ▶ General Fund Operations– Detailed proposed Changes

- ▶ General Fund Operations
  - Administration, Fire Department, Public Works (Roads, Parks, Solid Waste), Recreation
- ▶ Water Utility Operations
- ▶ Sewer Utility Operations
- ▶ Capital Fund (General, Water and Sewer)

# Major Council Policies

## (implications on budget)

### ► 2023 Strategic Priorities

- Session held for November 21, 2022
- Some priorities from that meeting have yet to be incorporated into the budget.
- An additional \$15,000 was added for grant writing, \$35,000 for Food security plan & Regional Trail & \$4,500 was added for Bylaw Enforcement

# Budget Considerations and Assumptions

- ▶ Ensure adequate funding for existing services and infrastructure – level of service delivery
- ▶ Considered a status quo budget from an operations perspective with some changes in Recreation
- ▶ No wage rate changes projected for 2023 – most wages were adjusted in 2022.
- ▶ Adjustments have not been made where we are still awaiting council decisions such as travel rates. Council's extended health benefits are yet to be included .



# Current Services Provided to Citizens

- ▶ Road maintenance, repair and snow removal
- ▶ Garbage collection and recycling
- ▶ Fire protection, suppression and rescue
- ▶ Emergency Preparedness
- ▶ Daycare
- ▶ Tourist information Centre and display for museum artifacts
- ▶ Boat launch and parking
- ▶ Helipad
- ▶ Wharves and docks
- ▶ Recreation Centre programming including pool, weight room, gym activities
- ▶ Parks and trails
- ▶ Sidewalks, curbs and gutters
- ▶ Drainage systems
- ▶ Sewer systems
- ▶ Drinking water systems and drainage
- ▶ Property maintenance regulation and bylaw compliance
- ▶ Building inspection

# Village of Tahsis

## 2023 - 2027 Financial Plan

F4

### 2023 Operating Budget - Version 1

		2022 Actuals - unaudited			Final 2023 Budget		
		<u>Approved</u>	<u>Actual 10</u>	<u>Budget</u>	<u>2023 Final</u>	<u>Change in</u>	<u>%</u>
		<u>Budget</u>	<u>mos-</u>	<u>Variance</u>	<u>Budget</u>	<u>Budget Fav</u>	<u>Change</u>
			<u>Unaudited</u>	<u>Fav (Unfav)</u>		<u>(Unfav)</u>	
<b><u>Operating Revenues</u></b>							
Taxation	Property taxes	823,034	816,311	(6,723)	818,554	(4,480)	-1%
	Grants in lieu of taxes	47,100	82,086	34,986	80,000	32,900	70%
Fees	User fees and charges	121,530	136,465	14,935	148,339	26,809	22%
	Water	193,500	195,496	1,996	193,500	-	0%
	Sewer	197,000	197,580	580	197,000	-	0%
	Environmental Health	155,500	116,577	(38,923)	164,500	9,000	6%
	Protective Services	4,000	2,206	(1,794)	4,000	-	0%
Other	Interest and penalties on taxes	27,000	22,797	(4,203)	21,250	(5,750)	0%
	Grants and other governments	607,360	948,436	341,076	477,095	(130,265)	-21%
	Investment income	7,000	(12,302)	(19,302)	7,000	-	0%
	Other	-	4,306	4,306	-	-	
	Transfer from reserves	3,500		(3,500)		(3,500)	-100%
<b>Total Operating Revenue</b>		2,186,524	2,509,958	323,434	2,111,238	(75,286)	-3%
<b><u>Operating Expenditures</u></b>							
	General Government - Council	38,640	39,695	(1,055)	45,596	(6,955)	-18%
	General Government - Admin	777,343	599,704	177,639	757,093	20,249	3%
	Protective Services	145,555	108,097	37,458	178,588	(33,033)	-23%
	Environmental Health	106,065	47,372	58,693	110,649	(4,583)	-4%
	Public Works Services	280,524	231,182	49,342	335,285	(54,760)	-20%
	Recreation, Cultural & Dev.	264,599	220,652	43,947	281,088	(16,489)	-6%
	Projects	215,500	383,805	(168,305)	126,000	89,500	42%
	Water Services	214,204	163,643	50,561	240,406	(26,201)	-12%
	Sewer Services	186,005	142,448	43,557	179,906	6,099	3%
	Transfer to reserve funds			-		-	
	Amortization	-		-		-	
<b>Total Operating Expenditures</b>		2,228,436	1,936,598	291,838	2,254,610	(26,174)	-1%
<b>Net Operating Deficit</b>		<b>(41,912)</b>	<b>573,360</b>	<b>615,272</b>	<b>(143,372)</b>	<b>(101,459)</b>	

			2023 Proposed Budget					
Revenues		2022 Budget			Variance Fav/ (Unfav)		Comments	
	<u>Taxation</u>							
Property taxes		801,934	801,934		-		2022 Rates TBD	
					-			
Grants in lieu of taxes		68,200	96,620		28,420		Increased taxes Coast Guard	
		870,134	898,554		28,420			
	<u>Fees</u>							
User fees and charges		121,530	148,339		26,809		Increase daycare program fees \$10/Day Childcare	
Environmental Health		164,500	164,500		-			
		286,030	312,839		26,809			
	<u>Other</u>							
Interest and penalties on taxes		27,000	21,250		(5,750)		Decreased late payments	
Grants and other governments		607,360	477,095		(130,265)		Less Grants	
							No digital Marketing ICET	
Investment income		7,000	7,000		-		Lower returns	
		641,360	505,345		(136,015)			

	Expenses									
		2022 Budget	2023 Budget	Variance	Comments					
				Fav/ (Unfav)						
<b>General Government - Council</b>										
Wages and benefits		32,455	32,511	(55)						
Travel and Other		6,185	13,085	(6,900)	Increased Conference & Travel,					
		38,640	45,596	(6,955)	printing costs allocation					
<b>General Government - Admin</b>										
Wages and benefits		453,717	451,854	1,864	Wages increased, less DoF salaries & benefits					
Engineer / Projects wages		71,590	74,970	(3,379)	Increased wages					
Legal		50,000	50,000	-						
Travel		12,000	12,000	-						
Bank fees and interest		9,250	9,250	-						
Insurance		13,525	10,000	3,525						
Other		105,400	86,020	19,380	Less Grants of Assistance					
		715,483	694,093	21,389						
<b>It Costs</b>										
Wages and benefits		4,560	7,800	(3,240)	Increased wages -more time moved from admin					
Computer hardware		10,000	10,500	(500)						
Subscriptions and Mtnce		47,300	44,700	2,600						
		61,860	63,000	(1,140)						

Expenses cont'd									
		2022 Budget	2023 Budget	Variance		Comments			
				Fav/ (Unfav)					
<b>Fire Department</b>									
Wages (incl. volunteers)		60,130	67,613	(7,483)		5 extra hours/Week for FC			
Trucks and clothing		28,825	35,825	(7,000)		3 new sets of gear, more Equipment & tools			
Building R&M, Utilities)		7,050	5,000	2,050		No permanent home			
Fire - Other		33,350	48,650	(15,300)		More Courses, supplies			
ESS		5,200	4,900	300					
Build inspect / bylaw enforce		11,000	16,600	(5,600)		Strategic Priorities \$4.5k			
		145,555	178,588	(33,033)					
<b>Environmental Health</b>									
Garbage pickup		11,161	16,275	(5,114)		Wages & Benefits have increased			
Landfill operations		74,295	71,383	2,912					
Composting		1,905	2,189	(284)					
Recycling		18,705	20,802	(2,097)					
		106,065	110,649	(4,583)					

	Expenses cont'd																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							</
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Expenses cont'd									
		2022 Budget		2023 Budget		Variance Fav/ (Unfav)	Comments		
<b>Recreation, Cultural &amp; Dev.</b>									
<b>Recreation Centre</b>									
Wages and Benefits		116,045		124,340		8,295	No full time director, Two life guards,		
Insurance		13,675		13,675		-	increased wages		
Utilities		41,500		44,500		3,000	Increased utility costs		
R&M		15,000		12,500		(2,500)			
Other		22,900		25,900		3,000			
		209,120		220,915		11,795			
<b>Daycare</b>									
Wages and Benefits		35,974		40,152		4,177	Wages increased in 2022		
<b>Museum &amp; Info</b>									
		19,505		20,021		516	Incl. \$12K for summer students		
							\$4 Grant		
Total Rec, Cultural & Dev.		264,599		281,088		16,489			

▶ SCADA Study	\$ 10,000
▶ FCM Asset Mgmt	\$ 41,000
▶ Consulting Services	
Food security plan &	
Regional Trail	\$ 35,000
▶ Firehall Project	\$ 25,000
▶ Grant Writing	\$ 15,000
▶ Total	<u>\$126,000</u>



# Questions?

VILLAGE OF TAHSIS			
Policy Title:	Property Management Policy	Policy No.	4021
Effective Date	November 15, 2022	Supersedes	
Approval	Council	Resolution Number	0400/2022



## **PROPERTY MANAGEMENT POLICY**

Table of Contents:	Page
I. Introduction	2
II. Land Inventory	3
III. Acquisition Priorities	4
IV. Disposition Policy	6
V. Licencing of Village Properties	8

## **I. Introduction**

The Village of Tahsis Property Management Policy sets out a framework for how the Village will acquire, dispose and manage its land assets. The purpose is to assist with the preparation of the rolling five year financial plan and to align the Village's land resources with the 2020 Official Community Plan.

The Village owns 257.67 acres (104.3 ha) of land. As a landowner, it is imperative that the Village maintain a current and accurate inventory of its lands. Having this information assists in decision-making on future acquisitions and dispositions. This policy should help the Village more effectively manage its existing land assets.

The policy is supported by the following:

- Aligned with the 2020 Official Community Plan
- Maintaining an up-to-date inventory of land assets
- Using established criteria to identify acquisition priorities
- Using established criteria for disposing of land assets
- Maximizing the use of land and generate revenue and/or community benefit from the land

The policy will require reporting and monitoring of land acquisitions and property management initiatives. The policy will need to be updated as Council priorities evolve in future years.

## II. Land Inventory

Developing this policy involved compiling a detailed inventory of the Village's land assets and creating a map layer to easily identify the location and other data of the assets.<sup>1</sup>

### Land Inventory

The Village owns 257.67 acres (104.3 ha) of land. This excludes land dedicated as road within the Village. It does include land dedicated as park. All land owned by the Village is within the municipal boundary. The Village has a Crown licence of occupation for a 11.2 acre shellfish tenure in the Tahsis Inlet.

There are four land categories:

#### Parks

Although much of the Village's land assets such as DL 608 and DL 235 might be considered park areas, only 5.17 acres (2.1 ha) have been dedicated as park under the *Community Charter* and *Land Title Act*. Land that is dedicated as park can only be used for that purpose and not sold or leased for other purposes.

#### Buildings

There are 8 land parcels totalling 6.86 acres (2.77 ha) that have buildings used for municipal and commercial purposes. The municipal purpose buildings are: Public Works Yard, Municipal Hall, Museum/Tourist Information Centre, Recreation Centre and (decommissioned) Fire Hall. The commercial buildings are: Tahsis Marine Centre ("hangar buildings"), Heliport building and the restaurant building on S. Maquinna Drive (Sally's Grill). The second floor of the Municipal Hall houses the Vancouver Island Regional Library, Tahsis Branch and CBC Radio uses space within the Tahsis Recreation Centre for its broadcast equipment.

#### Other

The Village owns 16.04 acres (6.50 ha) of other types of property which include uses such as treatment plants, water treatment and distribution infrastructure, marine infrastructure, building lots, community garden, flood protection and a parking lot. The Village has a Crown licence of occupation for 3.44 acres for drinking water infrastructure located in DL 82.

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<sup>1</sup> The SRD GIS section is currently developing the map layer to illustrate the Village-owned lands.

### Vacant Land

The remainder of the land owned by the Village within the Village boundary is categorized as vacant land and accounts for 229.31 acres (92.8 ha). This includes land that is largely unsuitable or challenging for development as well as land that is used for recreational purposes.

## **III. Acquisition Priorities**

### Background

Controlling or owning land is fundamental to achieving the Village's functions, such as public safety, economic development and infrastructure. In considering acquisition opportunities, Council must ensure that there is a revenue source to pay for the acquisition and that the acquisition aligns with the Official Community Plan and the 5 year Capital Plan.

Using a set of criteria, Council can make informed decisions on whether an opportunity is a priority and the implications of advancing one property acquisition ahead of another.

Acquisitions can be prioritised using these criteria:

***Funding in place*** – with limited funding it is difficult to define which parcels of land should be a priority. Priority is given to properties that have a defined revenue source such as in the 5 year capital plan.

***Relationship to the Official Community Plan or other Strategic Plans*** – the OCP policy priorities of Natural Environment, Economic Vibrancy, Infrastructure and Service, Sense of Community, Culture and Community well-being are individually and/or collectively could be supported by property acquisitions.

***Risk if Opportunity is Lost*** – weighing each acquisition target against the implications of missing the opportunity will assist Council in its decision-making. Also paying attention to whether the property in question is required for a specific project, or seen as a “nice to have”.

***Value (Price)*** – Priority should be provided to parcels that meet the above criteria and can be acquired at market or less than market value.

***Willing Vendor*** – working with a willing vendor or negotiating with a property owner whose property is on the market is generally easier than a property owner who is reluctant to sell.

### Acquisition Tools

The most common form of acquisition is to purchase property in fee simple. However, there are other tools available to secure land for municipal purposes.

***Purchase in partnership*** – the Village could partner with another organization (legal entity) to share the purchase cost.

***Gifting*** – a property owner can gift to the Village their property in exchange for a tax receipt.

***Land Exchanges*** – through a mutually beneficial land exchange each party trades surplus lands to the other party to better align with their respective priorities.

***Subdivision*** – through the subdivision process, the Village can acquire land that is dedicated through a survey plan as park or road right of way.

***Lease Agreements*** – the Village can secure the use of property and an interest in the land on a long term basis through Lease Agreement.

***Licences of Occupation***- Licences of occupation are entered into where the Village does not require an interest in the land. The Village secured space for the Puddle Ducks Daycare in Captain Meares Elementary Secondary School through a Licence of Occupation.

***Statutory Right of Way Agreements*** – By securing a statutory right of way agreement, the Village can acquire land that can be utilized for public purposes. The Village was recently granted a statutory right of way for the Cook Street/McKelvie Creek dike.

***Expropriation*** – expropriation is typically the tool of last resort, when negotiations stall or fail, to secure a land parcel or a right of way.

#### **IV. Disposition Policy**

The Village has not had a formal disposition strategy or policy, so disposition decisions have recently been made in response to informal or formal expressions of interest or arising from specific circumstances.

##### Criteria for Dispositions

The following criteria will be used in deciding when a property should be considered surplus or otherwise suitable for disposition:

- There are no long term plans for the parcel
- The sale of the parcel will generate economic return
- The parcel can be disposed of without too much process such as rezoning or survey work
- The disposition will help to spur economic development
- The sale will increase property tax revenues

##### Recent Dispositions

South Maquinna Drive \$136,000, February 15, 2019

146 Alpine View Road \$15,000, April 27, 2021

### Notification Process/Advertising

The process for disposing of municipal land is prescribed in section 26 of the Community Charter

#### **Notice of proposed property disposition**

**26** (1) Before a council disposes of land or improvements, it must publish notice of the proposed disposition in accordance with section 94 [*public notice*].

(2) In the case of property that is available to the public for acquisition, notice under this section must include the following:

- (a) a description of the land or improvements;
- (b) the nature and, if applicable, the term of the proposed disposition;
- (c) the process by which the land or improvements may be acquired.

(3) In the case of property that is not available to the public for acquisition, notice under this section must include the following:

- (a) a description of the land or improvements;
- (b) the person or public authority who is to acquire the property under the proposed disposition;
- (c) the nature and, if applicable, the term of the proposed disposition;
- (d) the consideration to be received by the municipality for the disposition.

The *Community Charter* also prohibits assistance to business, so municipal lands cannot be sold below market value to ensure it does not contravene this provision.



## V. Licencing of Village Properties

### Licences and leases

An important part of the Village's role as a landowner is to manage the use of lands through formal licence agreements for third party businesses using Village commercial property. A licence of occupation differs from a lease agreement in that a lease is an interest in land allowing registration with the Land Title and Survey Authority, where a licence is not. A licence establishes a contract between the person using the space and the Village, but does not establish any form of title to the land. A licence, typically, has a short cancellation notice clause and does not extend for long periods of time, thus giving the Village considerable management control of its properties. The Village will use licences as the primary contractual instrument for entering into agreements with persons using Village property for business or with non-profit organizations.

### Determining Rent

The *Community Charter* seemingly dictates that market rents must be charged to ensure there is no assistance to business. However, determining commercial real estate market rates in Tahsis is extremely difficult since the Village is the sole supplier of commercial real estate. The prohibition against "assistance to business" is to ensure equitable treatment of all businesses and to prevent a municipality from providing a financial benefit to a particular business in the form of tax relief or cheap rent, for example. If the Village has a rent policy which applies to all of its commercial space, there is no "assistance to business" concern.

The Village's semi-informal approach to commercial tenancy has been to keep rents low in order to stimulate, support and retain local businesses. The policy objective is to achieve a public benefit, as much as a business benefit.

In selecting tenants and determining rents, the following criteria will be used:

- The goods and/or services offered provide a demonstrated community benefit
- The good and/or services offered provide the only opportunity (or one of only a few opportunities) for the goods and/or services in the community
- The business does not compete with another business in the community, or it does compete but is offered in very different ways or is accessible to persons who do not normally have access to the services or facilities offered by others.
- There is a unique distinguishing feature offered by the business.

All licences of occupation will include an annual percentage rent increase between 2-4%, based on the cost of living index at the time of execution.

### Length of Term

Licences will be no longer than 3 years with a provision to extend for a further two years. After five years, a new licence is required.

### Insurance

All licences require an insurance clause that the tenant has comprehensive general liability insurance of at least \$2,000,000 and names the Village as an additional insured.

### Right of First Refusal

When commercial space becomes available for occupancy, the Village's tenants will be given the right of first refusal.

Village of Tahsis,  
977 S. Maquinna Drive,  
Tahsis, B.C., V0P 1X0

P.O. Box 104,  
Tahsis, B.C., V0P 1X0

November 22, 2022

**For The Attention Of:**

**Village of Tahsis Mayor and Council**

During the Tahsis Council Meeting on November 15, 2022 and prior to the vote on proposed *Loan Authorization Bylaw No. # 652 2022*, I made a brief presentation to Council and requested copies of the *"general plans"* that were referenced in the council agenda as being the criteria for which councilors were being asked to authorize a loan of two million and fifty thousand dollars.

Although this council agenda request was eventually tabled, the facts I requested need to be presented to the public, otherwise there is an appearance of deception or the intentional withholding of information that was necessary to be evaluated by councilors and the public, for a fair and informed vote - or what is seen as such.

It is puzzling that copies of these plans were not in the agenda and furthermore, that a proposed bylaw would be phrased in a vague, generalized and obscure manner as to specify: *"in accordance with general plans on file in the municipal office"* - without disclosing copies of such plans. Even more surprising is the appearance that there was an attempt to have this bylaw be given three readings and then have it promptly ratified by council - at one sitting - and by councilors who were mostly absent from the council meeting and who had not been provided this documentation for their review, prior to a vote.

Before discussion of this proposed bylaw at the meeting, I asked Mayor Davis and council: **[i]** What are the general plans for the *"Tahsis Firehall Restoration Project"* that is quoted in the proposed bylaw as being *"on file in the municipal office"*? **[ii]** If these plans were understood by the councilors? **[iii]** If Mayor and Council had thoroughly reviewed these plans prior to this proposed vote? **[iv]** Why these plans were not presented in the agenda if they were to be voted on? and **[v]** If these documents were going to be presented or available for public review? Mayor Martin Davis responded with: *"I'm not answering those questions."*

The meeting subsequently descended into a debacle of mismanagement and comedy of errors that was contrary to legislation designed for regulating council meetings. The public was informed that three female councilors who had been in the municipal building shortly before this open council meeting, had all decided not to attend in person, and instead, made an appearance through zoom. This appearance was not able to be viewed by the public in attendance and only heard intermittently through a sound system that constantly cut out. Because of this almost inaudible sound, and female councilors who were clearly reluctant to speak up: deciphering which councillor voted on what proposal, was only guesswork.

It is apparent that the public is being deprived of the process of hearing and receiving detailed explanations and documentation that is necessary to be heard and reviewed before decisions are made at council meetings. Very few inhabitants attend these meetings or read the minutes. Relying exclusively on this means of communication for relaying information to residents, involving financial obligations proposed on their behalf and to which their property is being used as collateral for a multi million dollar loan, requires more explicit public transparency than a planned presentation that only serves the interests of whomever is editing content and scripting the minutes it is based on.

There is reason to believe that Village management has: **[i]** purposefully withheld and continues to withhold documentation required to be made available to the public, pursuant to the revised statutes & Community Charter; **[ii]** censored, restricted and/or advised the mayor and councilors to

refuse to respond to relevant questions asked at public council meetings; [iii] provided copies of minutes in which comments, statements, evidence of wrongdoing or statements and opinions contrary to those of management, have been purposefully removed; [iv] refused and/or neglected to properly record these minutes or make them available to be heard and reviewed by the public, and [v] subsequently used unreasonable & unacceptable explanations for not disclosing information.

If council meeting records are heavily edited, selectively transcribed and not made available to the public because of inadequate equipment, untrained personnel or employees incapable of performing these tasks: minutes are most likely in error and not an accurate record of what transpired at council gatherings. This would then be a misrepresentation to Tahsis taxpayers and a ploy to exploit the value of their holdings by failing to properly inform residents about processes and procedures that affect or devalue their assets. There is every indication of a planned effort by mayor and council and/or by Village management, to accelerate the arrangement of financing for the fire hall/school restoration project, in bad faith - before the majority of Tahsis residents are informed of the facts.


Be advised that pursuant to the *Revised Statutes of British Columbia 1996 Chapter 165, Division 4, 25 (1)(b)*, the Village of Tahsis, their employees and the Village of Tahsis Council, must permit public inspection of: [i] council agendas and relevant information that is taken into consideration for proposed decisions; [ii] strategic plans; [iii] contracts and [iv] other documents that have been tabled or adopted at an open council meeting and are clearly in the public interest.

Please provide copies of the following documents listed below and make them available for public review. In addition, the contradiction outlined in #10 requires a detailed explanation.

1. Firehall project options report to council. [ rev1.docx ]
2. Reference to [ Appendix D Arch\_rendering.jpg ]
3. Firehall Options [ Analysis.xlsx ]
4. Reference to: [ 2221-49140-Tahsis-technical Memo - Existing Firehall-McElhanney202110322.pdf ]
5. Tahsis Firehall Proposal [ Jan06,2022.pdf ]
6. Terms of *PHI architecture* dated January 6, 2022 - approved/accepted at closed meeting on January 18, 2022 and reported in Rise & Report on February 1, 2022
7. *SD84 approved proceeding* with the development of the plan to repurpose.
8. Details of the "Canada Community - Building Fund BC Strategic Priorities Fund" grant, applied for pursuant to a council vote on September 6, 2022
9. Notice/Letter of documentation officially condemning the old Firehall
10. Mayor Davis stated to council that acquisition for a new building would cost in excess of \$2 million. The school woodshop retrofit is listed at under \$1 million? This requires a comprehensive explanation.

Be further advised that with this letter, you are in receipt of a formal demand for access to the aforementioned records and to either supply these for public perusal or have accurate copies made at this office. Please advise when this documentation can be reviewed. Thank you.

Sincerely,



Mervyn Brown N.D., D.O. D. Phys.

**Sent:** November 10, 2022 1:50 PM

**To:** Reception Account <[Reception\\_villa\\_eoftahsis.com](mailto:Reception_villa_eoftahsis.com)>

**Subject:** Congratulations in the 2022 Local Government General Elections

Dear Mayor Martin Davis and Councillors,

On behalf of BC Assessment, I want to offer my congratulations regarding your recent success in the 2022 local government general elections. My name is Maurice Primeau, and I am the regional liaison for your community.

BC Assessment is the Crown corporation responsible for producing independent and equitable annual property assessments and trusted assessment information. The products and services that we offer support development of strong and vibrant communities in British Columbia.

All British Columbia property owners will receive their annual property assessment notices in early January 2023. You can visit [bcassessment.ca](http://bcassessment.ca) on January 3 to access a variety of 2023 assessment information including searching and comparing 2023 property assessments as well as regional news releases with detailed assessment value changes by community and other market movement trends.

In addition, please visit our Local Government webpage anytime to access self-serve products and services available to support you at: [http s: info.bcasessment.ca services-products overnment local-overnment](http://info.bcasessment.ca/services-products-overnment-local-overnment) Our Local Government Department strives to serve local governments with continuous improvement to ensure our products and services effectively meet your needs. You can contact our Local Government Department at [local overnment bcassessment.ca](mailto:local_overnment_bcasessment.ca)

Congratulations once again, and we welcome opportunities to grow the relationship between BC Assessment and your Council. We look forward to connecting with you at upcoming local government conferences and we are available to present to your Council upon request to share more details about our mandate and specific market activity within your community.

Sincerely,

Maurice Primeau  
Deputy Assessor, Vancouver Island Region  
[maurice\\_primeau\\_bcasessment.ca](mailto:maurice_primeau_bcasessment.ca)  
1-866-valueBC (825-8322) x 04260



November 16, 2022

**VIA EMAIL: [mayor@villageoftahsis.com](mailto:mayor@villageoftahsis.com)**

Mayor Martin Davis  
Village of Tahsis  
977 South Maquinna Dr.  
Tahsis, BC V0P 1X0

Dear Mayor Davis:

Thank you to the Village of Tahsis for meeting with myself and Ministry of Forests staff at the 119th Annual UBCM Convention in Whistler. It was refreshing to once again be able to sit down together in-person after the COVID-19 pandemic restricted us to virtual engagement the previous two years. This follow-up letter is to recap the commitments made at our meeting, which I hope you found as informative and productive as we did.

During our meeting we discussed the Village of Tahsis' wish to use some of the area of TFL 19 to create a Community Forest, which I agreed to review as part of the apportionment process which will follow the timber supply review currently underway in the North Island Timber Supply Area. We also spoke about old growth around Tahsis, and discussed the fact that two years had previously been added to the current old growth deferral in the area. Regarding the Forest Service Road owned by the Ministry, Assistant Deputy Minister Sarah Fraser will follow up regarding the operation of logging trucks on the Village's roads.

Again, thank you for your time. I am pleased our governments had the opportunity to meet about topics important to your municipality, and to lend strength to the "Value of One, Power of Many" convention theme.

Sincerely,

Katrine Conroy  
Minister

pc: Sarah Fraser, Assistant Deputy Minister, Coast Area