



AGENDA

**Regular Meeting of the Tahsis Village Council
to be held on March 7, 2023 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
 [Click here to join the meeting](#)
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 Toronto, Canada
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 Phone Conference ID: 693 613 527#

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

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

**B. Introduction of
Late Items**

**C. Approval of the
Agenda**

**D. Petitions and
Delegations** None.

E. Public Input # 1

**F. Adoption of the
Minutes** **1 Minutes of the Regular Council Meeting held on February 21, 2023.**

G. Rise and Report	None.
H. Business Arising	None.
J. Council Reports	<ol style="list-style-type: none"> 1 Mayor Davis 2 Councillor Joseph 3 Councillor Fowler 4 Councillor Northcott 5 Councillor Elliott
K. Bylaws	<ol style="list-style-type: none"> 1 Report to Council Re: Long Term Borrowing for Upcoming Capital Projects and Loan Authorization Bylaw Procedures. 2 Loan Authorization Bylaw No. 653, 2022 Adoption 3 Fees and Charges Amendment Bylaw No. 654, 2023 1st, 2nd and 3rd Readings 4 Fees and Charges Amendment Bylaw No. 655, 2023 1st, 2nd and 3rd Readings
L. Correspondence	<ol style="list-style-type: none"> 1 February 19, 2023 letter from Santosh and Rajinder Sharma to Mayor and Council Re: Review of Village of Tahsis business utilities. 2 February 27, 2023 letter from Stephanie Olson to Mayor and Council Re: Shared Kitchen in Tahsis (SKiT). 3 January 26, 2023 letter from Mervyn Brown to Mayor and Council Re: Bylaw Complaint- 344 Alpine View Road. 4 February 14, 2023 email from Jay Chalke, Ombudsperson, BC to Mayor and Council Re: Useful Resources and Fairness Training. 5 Chan Nowosad Boates Re: Village of Tahsis Audit Planning Report for the year ended December 31, 2022. 6 UBCM Re: 2022 Volunteer & Composite Fire Department Training and Equipment- Approval Agreement & Terms and Conditions of Funding.

- 7 February 24, 2023 email from Alison James, Manager, Partner Engagement, Island Health
Re: Community Wellness Grant program call for applications.

M. New Business

- 1 Report to Council Re: Regional Grant Opportunity - Emergency Support Services
- 2 Report to Council Re: Guidance for the public attending Council meetings remotely.
- 3 Councillor Fowler's Resolution Re: UBCM Housing BC Together summit at the Sheraton, Vancouver Wall Center on April 4-5th, 2023.
- 4 Quarterly UBCM Executive Committee Meetings

N. Public Input #2

O. Adjournment



Minutes

<u>Meeting</u>	Regular Council Meeting
<u>Date</u>	February 21, 2023
<u>Time</u>	7:00 PM
<u>Place</u>	Municipal Hall - Council Chambers and by electronic means

Present Mayor Martin Davis
 Councillor Meggan Joseph
 Councillor Sarah Fowler
 Councillor Cheryl Northcott
 Councillor Douglas Elliott

Staff Mark Tatchell, Chief Administrative Officer
 Amanda Knibbs, IT Coordinator
 Wanda Waksdale, Admin Assistant
 Janet St-Denis, Corporate Services Manager

(by video)
 (by video)
 (by video)

Public 13 members of the public.

(5 online)

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

None.

C. Approval of the Agenda

Fowler/Northcott: VOT 0071/2023

THAT the Agenda for the February 21, 2023 Regular meeting of Council be adopted as presented.

CARRIED

D. Petitions and Delegations

None.

E. Public Input # 1

A member of the public commented on Correspondence item "L2" regarding the Growing Community Funding.

There were questions/comments regarding several items such as the dock project, the Good Food Box program and council expenditures that were not items on the current agenda.

A member of the public spoke to Correspondence item "L3"

A member of the public commented on public input procedures.

F. Adoption of the Minutes

1 Minutes of the Committee of the Whole Meeting held on February 6, 2023

Fowler/Northcott: VOT 0072/2023

THAT the Committee of the Whole Meeting minutes of February 6, 2023 be adopted as presented

CARRIED

2 Minutes of the Regular Council Meeting held on February 7, 2023.

Fowler/Northcott: VOT 0073/2023

THAT the Regular Council Meeting minutes of February 7, 2023 be adopted as presented

CARRIED

H. Business Arising

None.

J. Council Reports

Mayor Davis

Last week, myself and three members of council attended the Local Government Leadership Academy. This is a meeting of newly elected and returning municipal councils where we learn about best practises in effective governance and it is also an opportunity to network and share knowledge. These sessions have not been held since Covid and it was not only overdue but much-needed. One of the more interesting sessions was four re-elected mayors discussing dealing with various harassment issues, both from councillors and the public, including strategies and outcomes.

Western Forest Products has notified us that roadbuilding will be commencing in the Leiner drainage and will be ongoing for the next three weeks. Expect to hear blasting.

At my last Strathcona Regional District Board meeting, a preliminary report was released regarding a regional transportation strategy. Based on a motion I brought forward advocating for a shuttle bus service for the various communities in our region, this is the first step, with a more refined report forthcoming. This grew out of our Age-Friendly action plan in which transportation to and from Campbell River was identified by the citizens of Tahsis as a primary concern, given the condition of our road, especially in winter, and the fact that not all have access to safe transportation. If this passes after the second report, it will provide shuttle bus service for Kyuquot, Fair Harbour, Ocluje, Zeballos, Woss, Sayward, Tahsis, Tsaxana, Gold River, and Strathcona Lodge to Campbell River and back, probably on a weekly basis. Frequency of service has not been determined but will probably be weekly or biweekly, depending on demand. There is an economy of scale in using the entire regional district to fund it and there are probably grants that will be available to use.

We have just learned that under the Growing Communities Fund that Tahsis will be receiving a minimum \$500,000 grant for infrastructure. We have yet to determine the use for these funds.

Councillor Joseph

Report not received.

Councillor Fowler

How can we ensure end of life fishing gear is properly managed?
submitted respectfully.

Councillor Fowler

Councillor Northcott

No report

Councillor Elliott

Ladies and Gentlemen,

It seems that my last mail out has ruffled a few feathers. My mail outs were a direct response to the restriction applied to me by the Mayor in our open council meetings. As much as I would prefer to discuss the issues at our regular council meetings, it will be up to the Mayor when he decides to follow the *Robert's Rule of Order*. Until then, I have been overwhelmed with the response from the community and have received many positive emails. It is abundantly clear that there are many individuals that are concerned with the activities that have taken place since the election

The council has recently spent time in Nanaimo attending a boot camp for elected officials so that they may better understand their role and responsibilities. I am hoping that we will see more democratic principles being applied in the future. I am a firm believer that when more people participate in an open debate, far better solutions can be achieved. This is vital as we as a community are facing what appears to be very challenging times with a declining economy plagued by an inflation rate not seen in over 40 years.

I'm also a firm believer that one must live within their financial means. I have used debt to create wealth but I also realise that debt can also enslave you. If you overextend yourself, you can cripple your potential progress for many years and find yourself unable to financially deal with unforeseen events. Compounding interest rates were designed to enable the banking industry to thrive. Our economy has been dependent on low interest rates and stable energy costs for the past forty years. This has changed since the pandemic and we are now facing a future that has had a negative impact on supply chains, labour markets, bankruptcies in the retail sector, higher fuel cost thus leading to higher food prices.

Capital projects are experiencing major cost overruns all across the country. With higher interest rates, this is the worst time in the past forty years to borrow funds to embark on any such projects. We need to exercise caution when applying for grants. This is a time where it would be wise to cut costs and contribute to our cash reserves so that we would be better prepared for not necessarily a rainy day in our case, more like a sunny day when the conditions of the economy improve.

Although I campaigned to redefine the Administration and Public Works of this village. I am not receiving the level of cooperation I had hoped for and will start working towards my long term goals instead. I am firmly of the belief that this council realises that the village is not interested in borrowing millions of dollars. I am also quite confident that the majority of this community is not impressed with the fire hall plan. However, the people of this community elected this council and it is vital that they voice their concerns at every opportunity. This has led to the creation of the Tahsis Taxpayer Associations. This new entity plans to engage the council in participatory democracy. They will record and document the council activities while voicing their concerns. Our political careers will depend on how well we respond to their input. They will be vital when it comes to educating the public concerning the past activities of this council. I hope that the mayor will adopt the *Robert's Rules of Order* and allow the council to participate in open dialogue that will lead to solutions and wiser decisions concerning the affairs of the village. This will be critical for each council member if they wish to pursue a political career in this community.

I'm currently working on my next mail out and it will be published in the near future. It will address a request from the Mayor and the council. There will also be an announcement concerning a meeting for the public to be held at a local business. I look forward to seeing you then. Thank you for coming out tonight.

Fowler/Northcott: VOT 0074/2023

THAT the Council Reports be received.

CARRIED

K. Bylaws

1 Report to Council Re: Fees and Charges Amendment Bylaw No. 654, 2023

Fowler/Northcott: VOT 0075/2023

THAT this Report to Council be Received.

CARRIED

There was a discussion on splitting the proposed Fees and Charges Amendment bylaw into two separate bylaws .

Elliott/Joseph: VOT 0076/2023

THAT Council Consider two bylaws for the proposed amendments to the day care fees and the water utility rates.

CARRIED

L. Correspondence

1 UBCM Re: 2022 Volunteer and Composite Fire Department Training and Equipment

2 February 10, 2023 letter from Honourable Anne Kang, Ministry of Municipal Affairs - Growing Community Fund

3 February 14, 2023 letter from Mervyn Brown to the Village of Tahsis Mayor and Council Re: February 1st, 2023 and November 22nd, 2022 letters.

Fowler/Northcott: VOT 0077/2023

THAT these correspondence items be received.

CARRIED

Fowler/Elliott: VOT 0078/2023

THAT correspondence items #1 and 3 be pulled for discussion.

FAILED
1 "no vote"
registered to
Councillor Joseph
1 "no vote"
registered to
Councillor
Northcott
1 "no vote"
registered to Mayor
Davis

Fowler/Northcott: VOT 0079/2023

THAT correspondence item #1 be pulled for discussion.

CARRIED

L1 UBCM Re: 2022 Volunteer and Composite Fire Department Training and Equipment

Councillor Fowler spoke to this correspondence item.

M. New Business

None.

Public Input #2

A member of the public commented about Council's response to questions being brought forward.

There was a comment from the public on the volume of a council member's voice.
A member of the public spoke to an alleged breach the Community Charter with respect to the Good Food Box Program.

Adjournment

Fowler/Northcott: VOT 0080/2023

THAT the meeting be adjourned at 7:55 p.m.

CARRIED

Certified Correct this

the 7th day of March, 2023

Chief Administrative Officer

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Director of Finance

Date: February 24, 2023

Re: Long-term borrowing for upcoming Capital Projects & Loan Authorization Bylaw Procedures

PURPOSE OF REPORT:

To update Council regarding the Wastewater Reconfiguration & Upgrade Project (Phase 1), Loan Authorization Bylaw 653 status and consider adoption of the bylaw.

OPTIONS/ALTERNATIVES

1. Give Final reading and adoption of the attached Loan Authorizations Bylaws 653 (draft).
2. Any other option that Council deems appropriate.

BACKGROUND:

The Village of Tahsis has applied to the Investing in Canada Infrastructure Program – Environmental Quality for Tahsis Wastewater Treatment – Capacity, Sustainability and Climate Resilience Upgrade Project Phase 1. The amount of the grant is \$1,308,941 with the Village's contribution being \$476,059.

The Village will require financing from the Municipal Finance Authority to fund this capital project. Loan Authorization Bylaw 653 (draft) is attached for Council's reconsideration.

The first three readings were given to Bylaw 653 on November 15, 2022. A certified true copy of the bylaw was forwarded to the Ministry of Municipal Affairs for provincial staff review and approval by the Inspector of Municipalities. Following completion of the Ministry staff's review of the documentation for legislative compliance and financial viability, the Deputy Inspector of Municipalities gave their final approval on February 20, 2023 and issued a statutory approval certificate (Attached). The Ministry of Municipal Affairs has confirmed that Bylaw 653 is within the assent free borrowing, where elector approval is not required.

POLICY/LEGISLATIVE REQUIREMENTS:

1. *Municipalities frequently borrow from the Municipal Finance Authority for major capital replacements allowed by Section 179 of Community Charter.*
2. *Electoral approval is required to borrow longer than 5 years, Section 180 of the Community Charter*
3. *Approval free liability zone Approval of the electors is not required under section 175 (2) [liabilities under agreements] or section 180 (1) [loan authorization bylaws] of the [Community Charter](#) if*
 - (a)at the time it proposes to incur the liability,*
 - (i)the annual cost of servicing the aggregate liabilities of the municipality for the year, as determined in accordance with section 3 of this regulation,*
 - does not exceed*
 - (ii)5% of the annual calculation revenue of the municipality for the previous year, as determined in accordance with sections 4 and 5 of this regulation, and*
 - (b)incurring the liability would not cause the annual cost referred to in paragraph (a) (i) to exceed the limit established by paragraph (a) (ii)*

FINANCIAL IMPLICATIONS:

The Village may need an advancement of funds in the short-term to manage the cash flow requirements of the Project. Therefore, temporary borrowing may be necessary to meet current lawful expenditures and obligations once contracts are signed and expenses begin to occur, which is anticipated sometime in mid-2023. Staff is proposing that we obtain short-term borrowing and convert to long term debt (Loan Authorization Bylaw) upon completion of the project.

Cost of Borrowing: Current short-term rates are 5.01% and long-term rate are 4.07% (10-year rate). Loan proceeds are equivalent to 99% of the gross request, and 1% is withheld by the MFA, as security against loan default. The 1% is held in trust by the MFA in its Debt Reserve Fund and will be refunded, with interest, at loan expiry. Therefore, borrowing amounts have been rounded up to account for the 1% holdback by the MFA.

Using the long-term rate, the estimated annual long term debt payments are as follows:

Waste Water borrowing at \$490,000: \$19,943 interest + \$9,108 in principle= \$29,051

The maximum debenture term is 30 years and should match the useful life of the asset.

STRATEGIC PRIORITY:

This grant meets with Council's priority to repair and replace infrastructure, seeking grant funding whenever possible.

NEXT STEPS:

- One month Quashing Period
- Issuance of Certificate of Approval
- Proceed with temporary borrowing until the capital project is complete and then convert to long term debt.

RECOMMENDATION:

Option #1

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'Adia Mavrikos', is written over a light blue rectangular background.

Adia Mavrikos, CPA, CA
Director of Finance

Attached: Loan Authorization Bylaw No. 653, 2022 (draft)



Statutory Approval

Under the provisions of sections 179

of the Community Charter

I hereby approve Bylaw No. 653

of the Village of Tahsis

a copy of which is attached hereto.

Dated this 20th ***day***

of February ***, 2023***

A handwritten signature in blue ink, appearing to be "B. B. B.", written over a horizontal line.

Deputy Inspector of Municipalities



VILLAGE OF TAHSIS
Loan Authorization Bylaw No. 653, 2022

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

WHEREAS it is deemed desirable and expedient to the Tahsis Wastewater Treatment Reconfiguration & Upgrade Project;

AND WHEREAS the estimated cost of the Tahsis Wastewater Treatment Reconfiguration & Upgrade Project including expenses incidental thereto is the sum of Four Hundred and Ninety Thousand Dollars (\$490,000), of which the sum of Four Hundred and Ninety Thousand Dollars (\$490,000) is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council of The Village of Tahsis in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the Tahsis Wastewater Treatment Reconfiguration & Upgrade Project generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding Four Hundred and Ninety Thousand Dollars (\$490,000).
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the Tahsis Wastewater Treatment Reconfiguration & Upgrade Project.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 30 years.
3. This bylaw may be cited as "Loan Authorization Bylaw # 653".

READ A FIRST TIME this 15th day of November 2022.

READ A SECOND TIME this this 15th day of November 2022.

READ A THIRD TIME this 15th day of November 2022.

RECEIVED the approval of the Inspector of Municipalities this 20th day of February, 2023.

RECONSIDERED and FINALLY PASSED and ADOPTED this day of month, year.

Mayor

Corporate Administrator

Certified a true copy of Bylaw # 653 as adopted.

Corporate Administrator



VILLAGE OF TAHSIS

BYLAW NO. 654, 2023

BEING A BYLAW TO AMEND THE VILLAGE OF TAHSIS FEES AND CHARGES BYLAW NO. 594, 2017

WHEREAS the Council of the Village of Tahsis wishes to amend the *Fees and Charges Bylaw No. 594, 2017* to update the Puddle Ducks Daycare fees;

NOW THEREFORE, the Council of the Village of Tahsis, in open meeting assembled, enacts the following amendments to Fees and Charges Bylaw No. 594, 2017 as follows:

1. The *Fees and Charges Amendment Bylaw No. 594, 2017* is hereby amended:

a) by deleting Schedule “N” to *Fees and Charges Amendment Bylaw No. 629, 2020* and replacing it with the Schedule “N” to this Bylaw.

Citation

This bylaw may be cited for all purposes as the “Fees and Charges Amendment Bylaw No. 654, 2023.”

Effective Date

This bylaw comes into force upon adoption.

READ a first time this 7th day of March, 2023

READ a second time this 7th day of March, 2023

READ a third time this 7th day of March, 2023

Reconsidered, Finally Passed and adopted this 21st day of March, 2023

MAYOR

CORPORATE OFFICER

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No. 654, 2023 duly passed by the Council of the Village of Tahsis on this 21st day of March, 2023.

CORPORATE OFFICER

Schedule “N”

Puddle Ducks Daycare Fees

Enrollment	Maximum Fee
Full days (4 hours or more), 5 days a week*	\$200/month**
Full days (4 hours or more), 1 to 4 days a week	\$10/day to a maximum of \$200/month
Half days (less than 4 hours), 5 days a week	\$140/month
Half days (less than 4 hours), 1 to 4 days a week	\$7/day to a maximum of \$140/month

*Full time as per existing hours of service; does not include extended hours (before 6 am, after 7 pm, or overnight service. Full days and half days include before school and after school care.

** Additional fees may be charged for extended hours or optional services, such extra-curricular lessons/programming for your child (see below).

Other Child Care Services

Per child	Daily	Hourly
Pro D Day	\$20.00	
Other times not listed		\$10.00



VILLAGE OF TAHSIS

BYLAW NO. 655, 2023

BEING A BYLAW TO AMEND THE VILLAGE OF TAHSIS FEES AND CHARGES BYLAW NO. 594, 2017

WHEREAS the Council of the Village of Tahsis wishes to amend the *Fees and Charges Bylaw No. 594, 2017* to update the annual fees under the *Water System Regulation Bylaw No. 644, 2021*.

NOW THEREFORE, the Council of the Village of Tahsis, in open meeting assembled, enacts the following amendments to Fees and Charges Bylaw No. 594, 2017 as follows:

1. The *Fees and Charges Amendment Bylaw No. 594, 2017* is hereby amended:
 - a) by deleting Schedule "P" to *Fees and Charges Amendment Bylaw No. 646, 2021* and replacing it with the Schedule "P" to this Bylaw.

Citation

This bylaw may be cited for all purposes as the "Fees and Charges Amendment Bylaw No. 655, 2023."

Effective Date

This bylaw comes into force upon adoption.

READ a first time this 7th day of March, 2023

READ a second time this 7th day of March, 2023

READ a third time this 7th day of March, 2023

Reconsidered, Finally Passed and adopted this 21st day of March, 2023

MAYOR

CORPORATE OFFICER

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No. 654, 2023 duly passed by the Council of the Village of Tahsis on this 21st day of March, 2023.

CORPORATE OFFICER

Schedule “P”

Water System Service Fees

Use of Land or Real Property	Annual Rate
Residential (single family dwelling, apartment suite, guesthouse, condominium, short term rental accommodation unit, mobile home. Rooming House, Bed and Breakfast unit)	\$400.00
Mobile Home Park per serviced pad	\$400.00
Hotels and Motels	\$400.00
plus each room to rent located on the property whether or not it is always available for rent	\$190.30
Restaurants, cafes, dining rooms, pubs	
up to 60 seats	\$1,300.40
Over 60 seats	\$1,554.14
Churches	\$400.00
Industrial	\$1,554.14
Schools	\$400.00
Plus each classroom	\$190.30
Retail premises	\$444.04
Plus for each square foot of gross area	\$0.14
Other commercial premises	\$1,554.14
Campground/RV Park (per site)	\$68.72

Tahsis Supermarket

PO Box 369
Tahsis, BC
V0P 1X0

Feb/19/2023

DELIVERED BY EMAIL

Mayor and Council

PO Box 219
Tahsis, BC
V0P 1X0

RE: Review of Village of Tahsis Business Utilities

Dear Mayor and Council,

We are writing to discuss the Village of Tahsis' utilities bylaws:

1. Bylaw No. 646, 2021

In particular, we would like to address the matter of commercial units that contain numerous business operations. Our building contains two primary businesses: Tahsis Supermarket and Ocean View Restaurant. In addition to the primary businesses, we have numerous departments- all of which share the same connections to the Village's infrastructure. As we have written to the Council in the past, we noticed that we were billed for utilities for each of those businesses and departments, as if they were stand-alone operations. We do not feel that this is an accurate representation of pay-for-use, as the demand drawn by the building is not reflected in our utility billings.

For example, we are being levied a charge for water and sewer for our fuel department, when it utilizes neither service. We believe that this is a deficiency in the bylaws, as the bylaw does not make a distinction between full service gas stations and gas bars. In addition, our store draws no demand on the water system, as none of our refrigeration units use water cooling and the washrooms are located in our cafe. Lastly, we are being charged an additional water and sewer fee based on square footage. What is the rationale for paying water and sewer based on the square footage of the business?

We are asking that Council direct staff to adjust this year's utility billings to reflect actual consumption. We have no issues with paying our fair share; however, we would like to ensure that the fees levied are also fair and in line with the Village's obligation of pay-for-use collection.

Sincerely,




Rajinder Sharma

Santosh Sharma

Attachment

Cc: CAO

115 ALPINE VIEW RD						(G) AMOUNT PAYABLE IF ELIGIBLE FOR N & R HOME OWNER GRANT	
Class	DESCRIPTION	TAXING JURISDICTION	ASSESSMENT	RATE	CURRENT TAXES	IF UNDER AGE 65	IF 65 AND OVER
1	Residential	Local School	10,900	3.1953	34.83	34.83	34.83
6	Business/Other	Basic School	91,900	3.5200	323.49	323.49	323.49
		Total School			358.32	358.32	358.32
		PHOG Basic			0.00	-34.83	-34.83
		Net School			358.32	323.49	323.49
1	Residential	Police Tax	10,900	0.2685	2.93	2.93	2.93
1	Residential	General Municipal Tax	10,900	8.2698	90.14	90.14	90.14
1	Residential	Regional District Tax	10,900	0.1693	1.85	1.85	1.85
1	Residential	Reg Hospital Tax	10,900	0.2910	3.17	3.17	3.17
1	Residential	Assessm Auth Tax	10,900	0.0411	0.45	0.45	0.45
1	Residential	Library	10,900	0.1506	1.64	1.64	1.64
1	Residential	CVRD Waste Mgmt	10,900	0.1149	1.25	1.25	1.25
6	Business/Other	Police Tax	91,900	0.6577	60.44	60.44	60.44
6	Business/Other	General Municipal Tax	91,900	33.4926	3,077.97	3,077.97	3,077.97
6	Business/Other	Municipal Finance Auth	91,900	0.0005	0.05	0.05	0.05
6	Business/Other	Regional District Tax	91,900	0.4149	38.13	38.13	38.13
6	Business/Other	Reg Hospital Tax	91,900	0.7130	65.52	65.52	65.52
6	Business/Other	Assessm Auth Tax	91,900	0.1137	10.45	10.45	10.45
6	Business/Other	Library	91,900	0.6098	56.04	56.04	56.04
6	Business/Other	CVRD Waste Mgmt	91,900	0.2815	25.87	25.87	25.87
		Additional Water Fee			124.80	124.80	124.80
		Additional Sewer Fee			172.80	172.80	172.80
		Gross Gen/Other			3,733.50	3,733.50	3,733.50
		Residual PHOG			0.00	-49.03	-299.03
		Net Gen/Other			3,733.50	3,684.47	3,434.47
UTILITIES					CURRENT TAX PAYABLE	4,091.82	4,007.96
	WATER	\$ 3,373.70	SEWER	\$ 2,681.00	GARBAGE	\$ 900.00	
A. PENALTY: 10% will be added to current taxes and utilities remaining unpaid after July 4, 2022, 4:00pm PT.					TOTAL UTILITIES	6,954.70	6,954.70
B. If you are eligible for the N & R Home Owner Grant, please claim this grant by July 4, 2022 to avoid penalty on that portion of taxes. Claiming of this grant is not dependent upon payment of taxes. Apply online at: www.gov.bc.ca/homeownergrant					ARREARS	0.00	0.00
C. A grant not claimed by the due date may be claimed if eligible by applying					DELINQUENT	0.00	0.00
					INTEREST ON ARREARS AND DELINQUENT TO JULY 4, 2022	0.00	0.00
					PREPAYMENT	0.00	0.00
					TOTAL PAYABLE	11,046.52	10,962.66

February 27, 2023

To: Tahsis Mayor and Council

From: Stephanie Olson

Re: Shared Kitchen in Tahsis

A new group has formed in Tahsis called Shared Kitchen in Tahsis, SKiT for short. This group of cooks and bakers wants to establish a shared space for cooking big batches in a regulated kitchen. Ten people are presently involved. The seniors' society is interested in doing a perogy and cabbage roll making session to sell to the public. One woman wants to do baking. Another is producing wild berry jam. Others might provide take out premade meals.

Work is being done to acquire insurance and the necessary approval from VIHA. Plans are being made to have a Food Safe course for the users. An executive and rules and regulations will soon be in place.

Now, we need a kitchen. This letter is a request to the village of Tahsis for use of the kitchen at the rec centre for this purpose. Users would come in during regular rec centre hours to do their cooking. All clean up would be done by the members. The kitchen is an unused asset and this project would make it more of a benefit to the community.

It's early days in planning but without a kitchen it's a nonstarter. We ask that the village agree to negotiate with the group for use of this space.

Thanks for considering our request.

L3
RECEIVED
JAN 26 2023

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

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

January 26, 2023

To: Mayor and Council

Mr Tatchell,

Yesterday, I received a visit from Jennifer Wells, the new Bylaw Compliance Officer the Village of Tahsis Council recently hired from Strathcona Regional District. She explained that her attendance at my property was her first appointment in Tahsis and that she was investigating an open file on 344 Alpine View that was still open - since August of 2022.

No doubt you have a copy of the letter I sent to Mayor Davies in this regards, during the summer of last year and are therefore aware that this was a clearly fabricated claim and had no reason to be investigated, least of all left open. Furthermore, in August of last year, I arranged for the height of this hedge to be trimmed by BC Hydro and for the perimeter of it to be trimmed.

This obviously leads to the question as to why this file was left open and why have I been the first resident to be needlessly investigated? This has the appearance of a fabricated or discreetly arranged complaint. Please provide me a copy of the complete file.

Sincerely,



Mervyn Brown



February 14, 2023

Delivered via email

Mayor Martin Davis
Village of Tahsis
977 South Maquinna Drive
Tahsis BC V0P 1X0

Dear Mayor Davis:

With many new municipal mayors and council members elected and now sworn in across the province, I wanted to reach out and let you know how the Office of the Ombudsperson can work with, and help, local governments in British Columbia.

If you are continuing in your elected position, thank you for your service to British Columbians. And if you are newly elected, welcome to your very important role.

My office takes complaints from the public about all of the local governments in BC. We are an oversight body, one of the independent offices of the Legislature, and our mandate is to be BC's independent voice for fairness and accountability of the public sector. When we receive people's concerns about public services, we conduct impartial investigations and address the fairness problems that we find. For local governments, that means you may hear from us when we have received a complaint about your municipality and are investigating to determine whether the standard of fair and reasonable service set out in the *Ombudsperson Act* has been met. Where fairness issues are identified, we can consult with you to find a way to address the issues in order to ensure fairness moving forward.

We are also available to help. Our [Public Authority Consultation and Training team](#) can assist you with any questions about fairness you may have. A number of [useful resources](#) are also available on our website, including:

- A [Complaint Handling Guide](#), which contains a [Model Complaints Policy](#);
- Our Quick Tip resource [On Complaint Handling for Local Governments](#);
- [Bylaw Enforcement: Best Practices Guide for Local Governments](#);
- [Open Meetings: Best Practices Guide for Local Governments](#);
- Our 1-hour online [Fairness 101 course](#); and
- Educational [webinars](#).

Our office is also offering a [webinar](#) for public bodies on our recently released [Fairness by Design guide](#). In the webinar, we'll outline the fairness standards found in the guide and how they can be used to ensure your programs are delivered fairly. We will also answer your questions. Webinar details are below:

- **Thursday, March 16, 2023 from 10:00 a.m. – 11:00 am**
- [Register here](#)

Please share this invitation with anyone in your organization who may be interested.

Once again, thank you for the important local government role you took on. We look forward to working with you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jay Chalke', with a stylized, cursive script.

Jay Chalke
Ombudsperson
Province of British Columbia

CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS





Village of Tahsis

Audit Planning Report

For the year ending December 31, 2022

February 10, 2023

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 prior CFO retired and was replaced during the year.
- Wastewater treatment facility upgrade has commenced with approved funding. Loan authorization is in progress for this project.
- Design work has begun on the firehall project, and a grant has been applied for.
- 2nd phase has begun on the flood protection project.
- CEREP grant received for trails and benches.
- The Unity Trail project will not be going forward. The Village has applied to use the surplus funds received for it for economic development.
- Two legal claims are in progress against the Village but are not considered to be material.

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

The purpose of an audit is to enhance the degree of confidence of the users of the financial statements through the expression of an opinion on whether the financial statements fairly present, in all material respects, the financial position, statement of operations, and cash flows of the Village in accordance with Canadian public sector accounting standards.

In planning our audit, we have considered the level of audit work required to support our opinion, including each of the following matters:

OBJECTIVES OF THE AUDIT, OUR RESPONSIBILITIES, MANAGEMENT'S RESPONSIBILITIES

- The objectives of the audit, our responsibilities in carrying out our audit, and management's responsibilities, are set out in the engagement letter.

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 2022 (2021 - \$74,000).
- 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 (2021 - \$3,700).

SIGNIFICANT AUDIT MATTERS

As part of our audit planning, we identify significant audit matters that, by their nature, require audit consideration. By focusing on these matters, we are able to target our procedures and deliver a high quality audit that is both efficient and effective.

The significant audit matters identified during our audit planning are listed below:

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.



SIGNIFICANT AUDIT MATTERS (CONTINUED)

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.



SIGNIFICANT AUDIT MATTERS (CONTINUED)



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, 2022 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, 2022 to determine the reasonability of the revenues.

FEES AND ASSUMPTIONS

The fiscal 2022 fee is \$21,340 + GST as quoted in our engagement letter dated November 14, 2022 as well as an additional \$2,340 + GST to complete the financial statements and notes to the financial statements should it be required. This fee is based on the assumptions described in the engagement letter. Other changes that occur within the Village from the date of this plan to our audit report dates have not been considered.



PERFORMANCE IMPROVEMENT OBSERVATIONS

During the course of our audit, we may become aware of opportunities for improvements in financial or operational processes or controls.

We will discuss any such opportunities with management and provide our recommendations for performance improvement. We will also include a synopsis of these issues and our recommendations in our Audit Findings Report to be delivered to you at the completion of the audit.

AUDIT TIMING

We have discussed the key audit deliverables with management and the expected dates indicated below have been agreed upon:

Key deliverables and expected dates	
Deliverables	Expected dates
Conduct year-end audit field work	February 27 – March 4, 2023
Provide draft financial statements to management	March 31, 2023
Submission of draft financial statements to Mayor and Council	April 2023
Financial statements to be approved by Mayor and Council	April 2023



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	Danna Chan, CPA, CA
Audit Manager	Brandon Gosselin, CPA

APPENDICES

- 1) Draft Independent Auditors' Report
- 2) PSAS Updates and Developments



INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the Village of Tahsis,

Opinion

We have audited the financial statements of the Village of Tahsis (the "Village"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information (hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards (PSAS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Campbell River, BC

DATE

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

201-1532 Cliffe Avenue
Courtenay, BC
V9N 2K4

CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS





January 31, 2023

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

Reference: AP7662

**Re: 2022 Volunteer & Composite Fire Department Training & Equipment –
CONFIDENTIAL Approval Agreement & Terms and Conditions of Funding**

Dear Mr. Tatchell,

Thank you for submitting an application under the Community Emergency Preparedness Fund for the 2022 Volunteer & Composite Fire Department Training & Equipment funding stream.

I am pleased to inform you **in confidence** that the Evaluation Committee has recommended your project, *Coveralls, Safety Boots, Hose and Wrenches*, for funding. A grant in the amount of \$10,167.32 has now been approved.

As outlined in the Program & Application Guide, grant payments will be issued in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Emergency Management & Climate Readiness has provided funding for this program and the general Terms & Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO, Band Manager, or designate and returned to UBCM within 30 days;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval **in confidence** until February 17, 2023.
- (3) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in your approved application and budget;
- (4) All expenditures must meet eligibility and funding requirements as defined in the Program & Application Guide (refer to Sections 4 and 5);
- (5) All project activities must be completed within one year and no later than January 31, 2024;

The Community Emergency Preparedness Fund is funded by the Province of BC

- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than February 28, 2024;
- (7) Any unused funds must be returned to UBCM within 30 days following the project end date;

In addition, local governments are encouraged to engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities and enhance reconciliation. More information on engagement best practices is available [here](#).

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all interim, progress, and/or final report materials will be made available to the Provincial government and First Nations' Emergency Services Society.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to support emergency preparedness and resiliency in your community.

If you have any questions, please contact 250-387-4470 or cepf@ubcm.ca.

Sincerely,



Rebecca Bishop, LGPS Program Officer

cc: Lisa Illes, Fire Chief

Reference: AP-7662

Approval Agreement (to be signed by the CAO, Band Manager, or designate)

I, MARIC TATCHER, have read and agree to the terms of this agreement, the general Terms & Conditions, requirements for funding, and reporting requirements for the 2022 Volunteer & Composite Fire Department Training & Equipment funding stream.

[Signature], CAO Feb 09, 2023
Signature, Title, Tahsis Date

Please return a scanned copy of the signed Approval Agreement within 30 days to cepf@ubcm.ca.

From:
To:
Subject:
Date:
Attachments:

From: Mayor Davis <Mayor@villageoftahsis.com>
Sent: Friday, February 24, 2023 3:55 PM
To: Mark Tatchell <MTatchell@villageoftahsis.com>
Subject: Fw: Community Wellness Grant program call for applications

From: James, Alison L (Partner Engagement) <Alison.James@islandhealth.ca>
Sent: Friday, February 24, 2023 1:49 PM
To: James, Alison L (Partner Engagement) <Alison.James@islandhealth.ca>
Subject: Community Wellness Grant program call for applications

Good afternoon all,
 I'm pleased to let you know that Island Health's Community Wellness Grant Program is now open for new applications.
 Please see the below news release for further information and share widely with your networks.
 Best wishes,
 Alison

Alison James, PhD (she/her)
Manager, Partner Engagement
 Communications, Partnerships & Primary Care Strategy
 t: 250-580-7342
 e: alison.james@islandhealth.ca



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islandhealth.ca/news



NEWS RELEASE

FOR IMMEDIATE RELEASE
 February 24, 2023

Community Wellness Grant program call for applications

ISLAND-WIDE - People and communities on Vancouver Island and surrounding coastal communities will benefit from up to \$800,000 in Community Wellness Grants being provided by Island Health to improve the health and well-being of Island residents.

Now in its sixth year, Island Health's Community Wellness Grant program provides the opportunity for not-for-profit organizations, local government organizations and Indigenous Nations, organizations and communities to apply for one-time funding for the development of new wellness initiatives and programs.

"I'm so pleased we are able to offer the Community Wellness Grant program again this year," said Kathy MacNeil, Island Health's President and CEO. "It is estimated that only 25 percent of a person's health is a result of the delivery of health care. The remaining 75 percent are factors external to the health care system – the social determinants of health. These grants will help organizations support various regional wellness initiatives and bolster people's health and wellbeing in their communities."

The focus of the 2023/2024 funding cycle is community resilience, including connected, diverse, safe, active, and nourished communities. A total of up to \$600,000 is available for individual/small grant funding. Individual grants will be awarded up to \$12,000 each.

To encourage partnerships and collaboration, the remaining \$200,000 is allocated for projects that are multi-jurisdictional/multi-agency and involve a minimum of three partner organizations. Partnership grant applications will be awarded up to \$50,000 each.

The Community Wellness Grant program is highlighting community resilience this year, a timely and important focus," said Dr. Réka Gustafson, Island Health's Chief Medical Health Officer. "As our communities work to recover from the pandemic, the projects that Island Health funds through this program aim to support communities to re-focus on the social determinants that have broad and long-term effects health."

By funding community-based wellness initiatives, the Community Wellness Grant program makes a positive contribution to the health and wellness of diverse groups of Island residents. The diverse range of projects receiving funding in 2022/2023 included an immersion course run by the Gwa'sala-'Nakwaxda'xw Nation for people to learn an endangered Indigenous language; an intergenerational connections project in the Comox Valley that brings together an early years collaborative, a seniors society, and other partners; a cooking and skill building program for expecting families and parents of young children in Nanaimo; and a visual arts-based autobiographical storytelling and community building group for newcomer women in Victoria.

For more information on how to apply for a Community Wellness Grant and for updates on some of our previous grant recipients, please visit <http://communitygrants.islandhealth.ca/>

-30-

Media inquiries:

Andrew Leyne

250-370-8908

Andrew.Leyne@islandhealth.ca

View online at www.islandhealth.ca/news. If you no longer wish to receive Island Health news, please [click here](#) to request you be removed from the distribution list.

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: M. Tatchell, Chief Administrative Officer
A. Knibbs, Co-Emergency Support Services Director
L. Roth, Co-Emergency Support Services Director
S. Koopman, Protective Services Coordinator

Date: January 23, 2023

Re: **Regional Grant Opportunity – Emergency Support Services**

PURPOSE OF REPORT:

To consider a regional grant application to the Community Emergency Preparedness Fund 2023 Emergency Support Services (ESS) program from the Union of BC Municipalities (UBCM). This application would be in partnership with the Strathcona Regional District (SRD) and other municipal and First Nation entities in order to enhance post-disaster mass care capacity in Tahsis.

OPTIONS/ALTERNATIVES

1. *Provide a resolution as drafted*
2. *Decline to provide a resolution*

Staff recommends **Option 1** in order to pursue an external funding opportunity

BACKGROUND:

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. The intent of the ESS funding stream is to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training, including in-house training, and the purchase of ESS equipment. Eligible applicants can submit one application per intake, or as a partnering applicant in a regional application. It is proposed that the SRD will be the primary applicant in a regional application with the Village of Tahsis as a partner applicant. The deadline submission for this grant is January 27, 2023. In order to be considered as a partner, the Village of Tahsis is required to submit a Council Resolution that clearly states that they authorize the SRD to provide overall grant management.

Village of Tahsis		
Item	Quantity	Cost
Reception Centre Exercise	2 x \$2000	\$4,000
Group Lodging Facility Exercise	1 x \$2000	\$2,500
Assisting Evacuees with Low Literacy Training Session in Tahsis	1 x \$700	\$700
Hydrated lime treatment	15 gallons x \$50	\$750
Outdoor lockbox for seacan	1 x \$150	\$150
Battery powered space heater for seacan	2 x \$300	\$600
Battery powered lighting system for seacan	2 x \$200	\$400
Outdoor portable toilet w/ privacy tent	4 x \$250	\$1,000
Total		10,100

Table 1: Proposed Budget

POLICY/LEGISLATIVE REQUIREMENTS:

None

FINANCIAL IMPLICATIONS:

The SRD would provide overall supervision and management of the grant, including procurement and delivery of all items.

RECOMMENDATION:

1. THAT the report from the Chief Administrative Officer be received.
2. THAT as part of the Village of Tahsis ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2023 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and

THAT the Village of Tahsis agrees to the Strathcona Regional District submitting an application on their behalf, and that if funded, agrees to the Strathcona Regional District managing the grant and being the recipient of all funding.

Respectfully submitted:

Mark Tatchell
Chief Administrative Officer

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Chief Administrative Officer

Date: February 28, 2023

Re: Guidance for the public attending Council Meetings remotely

PURPOSE OF REPORT:

To provide Council with context and background on the proposed guidance document.

OPTIONS/ALTERNATIVES

1. Approve the document titled “How to participate in Tahsis Council Meetings and Public Hearings Virtually” for posting on the Village website
2. Do not approve the document titled “How to participate in Tahsis Council Meetings and Public Hearings Virtually” for posting on the Village website.
3. Recommend changes to the document titled “How to participate in Tahsis Council Meetings and Public Hearings Virtually”.
4. Any other option that Council deems appropriate.

BACKGROUND:

In 2021, the Community Charter was amended to permit municipal councils to hold meetings using electronic or other communication facilities if authorized by a procedure bylaw. Council amended its procedure bylaw (Council Procedure Bylaw No. 495, 2012 consolidated) to authorize Council to conduct meetings electronically. The bylaw amendments also require that Council meeting notices include information on the way in which the meetings will be conducted electronically and instructions for joining the meetings electronically. To date, those instructions have been limited to providing the public with the MS Teams link and the dial-in phone number.

The guidance document has been prepared to provide members of the public with:

- more detailed instructions on how to access the meetings online
- how to participate in the public input period
- tips for the best experience
- how to get help with technical issues

The document aims to assist the public attending remotely so they have the same opportunity to participate in Council meetings as those attending in person. It also establishes protocols for those attending remotely, e.g., the chat function is disabled.

The document is based on similar documents published by other municipal councils.

POLICY/LEGISLATIVE REQUIREMENTS:

1. *Community Charter, SBC 2003, Ch. 26*
2. *Council Procedure Bylaw No. 495, 2012*
3. *Council Procedure Amendment Bylaw No. 643, 2021*
4. *Guidance for Adapting to the New Electronic Meetings Framework (July 2021), Ministry of Municipal Affairs*

FINANCIAL IMPLICATIONS:

There are no financial implications with this item.

STRATEGIC PRIORITY:

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

RECOMMENDATION:

Option #1

Respectfully submitted:



Mark Tatchell, CAO



How to participate in Tahsis Council Meetings and Public Hearings Virtually

Members of the public can view or participate in Council Meetings and Public Hearings through the Council MS Teams Link located on the Council webpage or on the agenda and minutes page. Note: this link will not work in advance of the meeting start time.

Please note:

Public participation in Council Meetings and Public Hearings is only permitted in relation to items on the agenda, as per Council Procedure Bylaw No. 495, 2012 (consolidated). These are not forums for the public to comment on unrelated issues.

What you will need:

- desktop computer, laptop, tablet, or smartphone
- speakers/headphones—most laptops, tablets, and smartphones have built-in speakers
- webcam—recommended if participating in public input or a delegation, but not required
- internet connection—please note that the audio and video quality of your connection is directly related to the quality of your internet connection from your service provider

How to watch or participate online:

Step One: To view Regular Council Meetings and Public Hearings online, navigate to our [council page](#) and click on join the meeting. If you are joining for the first time it is advised that you try a little early so that you can

download the Microsoft Teams program. You can join with the web browser, but it will work better if you have the program.

Step Two: After clicking the link you will be prompted to enter your name and test your mic, speakers, and camera. Please use your full name for your screen name. The Village of Tahsis is collecting this information under section 26(c) of the Freedom of Information and Protection of Privacy Act (British Columbia) for the purpose of facilitating online meetings. By providing your full name, you acknowledge and consent to the collection and use of your personal information by the Village of Tahsis for this purpose. Should you have any questions about the collection of this personal information, please contact the Village of Tahsis Office by phone 250-934-6344 or by email reception@villageoftahsis.com. If you do not provide your full name, you will not be admitted to the meeting.

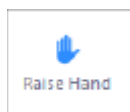
Step Three: Select your audio preference. If your device is equipped with a microphone and speakers, you should select Computer Audio. If you do not have a microphone and speakers on your device or your sound quality is poor, you can select Phone Call. If you select Phone Call, you will be provided a list of numbers to use to call into to participate in the audio portion of the meeting or have the option of Teams calling you by providing your phone number.

Step Four: Wait for the host to start the meeting. Once you have entered the information above, you will be placed in a “waiting room” and Village moderators will be notified that you are waiting to join the meeting. When the meeting starts, your feed will begin.

Please note:

To avoid distractions, feedback, and sound quality issues, the Village will maintain control of all audio and video. As a meeting attendee, you will be able to view and hear the meeting but will be muted and blocked from being seen on video.

How to participate in the public input period:



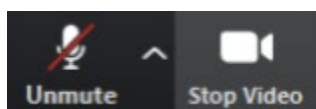
At the specified time during a Regular Council Meeting or Public Hearing, you can add yourself to the queue to speak by “raising your hand.” To do so, click or tap Raise Hand in the controls. When your hand is raised it will appear as a yellow hand beside your name.

The system logs the order in which hands are raised and speakers will be called in that order. Unless you no longer wish to speak, please keep your hand raised until you are called upon.

At the start of the public input period, the Mayor will call on persons in the public gallery who have signed the public input sheet. Once the in-person public input has finished, the Mayor will call on, in order, those attending online for their input.

When you are called upon to speak, please unmute your mike. If you wish you may also turn your video on at this time as well.

When you are muted and turned off, you will see a red dash over them. ensure you have turned on your microphone before providing your comments.



Note that you do not have to use video, but it is encouraged for all participants providing comments.

*When called upon to speak you will be asked to provide your full name before providing your input.

Please note:

The name provided as your screen name when registering for the webinar is the name called upon to invite you to speak. To avoid confusion, you must register using your full name.

The chat function will be disabled for meetings so as not to distract during a meeting.

Tips for an optimal experience:

- **Start early.** Plan some lead-time to get set up on MS Teams. This will allow you to troubleshoot any issues or make software updates if needed. It will also allow you to check that your sound and video are working and familiarize yourself with the platform.
- **Consider your environment.** When speaking at a meeting, please share your video but do so from a quiet and uninterrupted environment. Choose a place to sit that is lit from above or in front of you rather than from behind.

- **Set your camera.** Test your camera and adjust it if necessary to ensure you can sit comfortably with your face centred on the display screen.
- **Choose a good connection.** Opt to connect from a location with the highest speed internet you have access to. A wired connection is often faster than wireless.
- **Use a device with a built-in microphone.** If the device you are using does not have a built-in microphone you will still have the option to call-in using a separate device.

If you need help:

If you have any technical issues when logging into a Regular Council Meeting or Public Hearing, please access the MS Teams help centre directly. There are a number of training tools and support systems on their website: [Microsoft Teams \(free\) - Microsoft Support](#)

Watch or participate in person

All Council meetings, including Committee Meetings and Public Hearings, are held in Council Chambers at 977 S. Maquinna Drive.



February 22, 2023

Councillor Sarah Fowler
Village of Tahsis
Box 219
Tahsis, BC V0P 1X0

Sent via email: sfowler@villageoftahsis.com

Dear Councillor Fowler,

On behalf of the Union of British Columbia Municipalities, I wish to personally invite you to attend our upcoming housing summit, *Housing BC Together*, at the Sheraton Vancouver Wall Center on April 4-5, 2023.

The two-day summit will provide an opportunity to discuss the range of housing challenges facing communities across British Columbia. It will support and further accelerate collaboration amongst local governments, industry, the not-for-profit and Indigenous housing sectors in responding to the continuing crisis in housing affordability and attainability. The summit will also assist in the identification of solutions to address gaps in current policy, strengthen intergovernmental co-operation, and highlight best practices for local governments.

The Honourable Premier David Eby and the Honourable Ravi Kahlon, Minister of Housing, are among the speakers who will be featured at the event. The [agenda](#) will include sessions focused on increasing supply; Indigenous housing partnerships; densification & upzoning; tackling homelessness; rural and northern challenges; immigration and housing demand; speculative demand; and expediting development approvals. Full agenda details will be provided in the coming weeks and [registration](#) is now open.

The program will also provide local government delegates with opportunities to give input on the ongoing development of [UBCM's housing policy](#).

I sincerely hope that you will consider attending the event given the critical importance of housing to British Columbians, and look forward to seeing you there.

Sincerely,

A handwritten signature in dark ink that reads "JCFord". The signature is written in a cursive, flowing style.

Jen Ford
UBCM President