



AGENDA

**Regular Meeting of the Village of Tahsis Council
to be held on November 7, 2023 at 7 p.m. 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](#)
Or call in (audio only)
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 Acknowledgement | Mayor Davis will acknowledge and respect that we are meeting upon Mowachaht/Muchalaht territory. |
| B. Introduction of Late Items | None. |
| 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 October 17, 2023

2 Minutes of the Regular Council Meeting held on October 17, 2023. |

3 Minutes of the Public Hearing held on October 23, 2023

G. Rise and Report

None.

H. Business Arising

- 1 Report to Council Re: Capital Projects Status Report.**
- 2 McElhanney October 30, 2023 letter Re: Tahsis Dump Road Bridge - project scope and budget.**
- 3 Report to Council Re: Location Recommendation Tahsis Second Tsunami Warning Siren**

J. Council Reports

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

K. Bylaws

- 1 Zoning Amendment Bylaw No. 660, 2023 Re: Tiny home and RV permanent Residency- Rugged Mountain Road.
1st and 2nd Reading**

L. Correspondence

- 1 October 19, 2023 letter to Mayor and Council from Silvie Keen, Nootka Gold in Tahsis Re: Economic Development Leadership Exchange.**
- 2 October 17, 2023 email to Mayor Davis and CAO from Sergeant Greg Young, Detachment Commander, Nootka Sounds RCMP Re: Letter from Dwayne McDonald, Deputy Commissioner, Commanding Officer, BC RMCP - regarding actions taken in relation to recruiting and vacancies in BC.**
- 3 October 18, 2023 letter to Mayor Davis from Dwayne McDonald, Deputy Commissioner, Commanding Officer, BC RMCP Re: UBCM Meeting with BC RCMP on September 19, 2023.**
- 4 October 20, 2023 email from Sarah Herring, Government Relations Officer, BC SPCA Re: Discussions at BC SPCA's Trade Show at the 2023 UBCM Conference.**

- October 18, 2023 email to Local Governments in BC from Anna Warwick Sears, Executive Director, Okanagan Basin Water Board Re: Call for immediate action to prevent invasive mussel introduction into BC.
- 6 October 20, 2023 email from Brenda Locke, Mayor, Surrey BC Re: Surrey Police Transition.
- 7 AVICC (Association of Vancouver Island and Coastal Communities) AGM and Convention April 12-24, 2024
- 8 November 1, 2023 letter to Mayor and Council from Mervyn Brown Re: Sewer Issues

M. New Business

- 1 Village of Tahsis draft letter of support Re: Mowachaht Muchalaht First Nation - Guest and Medium Term Rental Building.
- 2 2024 - Canada Day Grant Application
- 3 2024 Appointment for Directors for:
 - a) Strathcona Regional District
 - b) Comox Strathcona Regional District Hospital Board
 - c) Comox Strathcona Solid Waste Management Board
 - d) Vancouver Island Regional Library Board
 - e) Nootka Sound Watershed Society
 - f) Municipal Insurance Association of BC

4 2024 -Appointment of Alternative Directors for:

- a) Strathcona Regional District Board**
- b) Comox Strathcona Regional Hospital District Board**
- c) Comox Strathcona Solid Waste Management Board**
- d) Vancouver Island Regional Library Board**
- e) Nootka Sound Watershed Society**
- f) Municipal Insurance Association of BC**

5 Report to Council Re: Village of Tahsis Q3 Operating Results

- October 25, 2023 email to Mayor and Council from Ian Thorpe, Chair, Nanaimo Regional District Hospital Re: request for a letter of support for Capital Projects for Nanaimo Regional Hospital District.**
- 6**

- Resolution to instruct legal counsel for the Village to make an application to the BC Supreme Court to disqualify Doug Elliott as a council member for being absent for 4 consecutive regularly scheduled council meetings.**
- 7**

N. Public Input #2

Public Exclusion

THAT this meeting is closed to the public in accordance with Section 90 (1)(a) of the Community Charter –personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality or another position appointed by the municipality and 90 (1) (g) – litigation or potential litigation affecting the municipality.

Recess:

Reconvene:

Rise and Report

O. Adjournment



Minutes

Village of Tahsis

Meeting	Committee of the Whole Meeting
Date	October 17, 2023
Time	2:00 p.m.
Place	Municipal Hall - Council Chambers and by electronic means

Present	Mayor Martin Davis Councillor Sarah Fowler Councillor Cheryl Northcott Councillor Meggan Joseph	left at 3:18 p.m.
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Absent	Councillor Douglas Elliott
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Staff	Mark Tatchell, Chief Administrative Officer Adia Mavrikos, CPA, CA, Director of Finance Janet StDenis, Corporate Services Manager Lauren Roth, Finance and Administrative Assistant Paige Sawyer, Rural Business Advisor	by video by video by video
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Guests	Giles Newman, CEO, CNCPI Peter Bates, Client Delivery Manager, GNPCI	left at 3:18 p.m. by video - left at 3:18 p.m.
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Public	None.
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Call to Order

Mayor Davis called the meeting to order at 2:05 p.m.

Land Acknowledgement

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

Introduction of Late Items

Draft Community Survey on the Head Bay Forest Service Road under New Business as "M1".

Approval of the Agenda

Northcott: COW 089/2023

THAT the Agenda for the October 17, 2023 Committee of the Whole meeting be adopted as amended.

CARRIED

H1 Business Arising

GNPCI Re: Village of Tahsis Strategic Economic Development Implementation Action Plan.

Fowler: COW 090/2023

THAT Council engage in discussions with GNPCI representatives on the Village of Tahsis Strategic Economic Development Implementation Plan.

Giles Newman, CEO of GNPCI spoke to the following three issues in the in the Village of Tahsis' Strategic Economic Development Implementation Plan: Head Bay Forest Service Road, the formation of a Municipal Economic Development Corp and the establishment of a small business centre potentially in the Recreation Center or the school.

The CAO spoke to the concept and purpose of the development a Municipal Corporation. A Guide for Local Elected Official Launching and Maintaining a Local Government Corporation is available for more details.

GNPCI to come back to Council an early draft of the Village of Tahsis' Strategic Economic Development Implementation Plan.

New Business

M1 Draft Community Survey on the Head Bay Forest Service Road

Fowler: COW 091/2023

THAT this draft Community Survey on the Head Bay Forest Service Road be received for discussion.

CARRIED

The CAO spoke to this draft survey. The survey is intended gauge public opinion and garner ideas/tactics on the HBFSR maintenance and overall condition. Council discussed the survey in detail and recommended some changes to the draft.

Fowler: COW 093/2023

THAT this Community Survey on the Head Bay Forest Service Road
be approved as amended.

Adjournment

Fowler: COW 094/2023

THAT the meeting adjourn at 3:36 p.m.

CARRIED

Certified correct this
7th day of November, 2023

Corporate Officer



Minutes

<u>Meeting</u>	Regular Council Meeting
<u>Date</u>	October 17, 2023
<u>Time</u>	7:00 PM
<u>Place</u>	Municipal Hall - Council Chambers and by electronic means

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

Absent Councillor Douglas Elliott

<u>Staff</u>	Mark Tatchell, Chief Administrative Officer	
	Janet StDenis, Corporate Services Manager	(by video)
	Graham Bosecker, Acting Fire Chief	(by video)
	Lauren Roth, Finance and Administrative Assistant	(by video)
	Paige Sawyer, Rural Business Advisor	(by video)

Public 8 Members of the public. (5 by video)

A. Call to Order

Mayor Davis called the meeting to order at 7:01 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 0334/2023

THAT the Agenda for the October 17, 2023 Regular meeting of Council be adopted as presented.

CARRIED

D. Petitions and Delegations

None.

E. Public Input # 1

A member of the public spoke about finding solutions to problems instead of focusing on the negative.

Several members of the public expressed concerns about the Flood Protection Improvement Project to which the Mayor and Staff responded. A memo from McElhanney is forthcoming coming which is expected to address the concerns.

A member of the public inquired about the several recent cave rescues to which Mayor Davis responded.

F. Adoption of the Minutes

1 Minutes of the Committee of the Whole Meeting held on October 3, 2023.

Fowler/Northcott: VOT 0335/2023

THAT the Committee of the Whole Meeting minutes of October 3, 2023 be adopted as presented.

CARRIED

2 Minutes of the Regular Council Meeting held on October 3, 2023.

Northcott/Joseph: VOT 0336/2023

THAT the Regular Council Meeting minutes of October 3, 2023 be adopted as presented.

CARRIED

G. Rise and Report

None.

H. Business Arising

1 None.

J. Council Reports

Mayor Davis (written report)

Last Tuesday, I flew to Kyuquot to meet with Strathcona Regional District directors for a board meeting. This was hosted by Ka:'you:'k't'h'/Che: k'tles7et'h' First Nation, who as a treaty nation, joined the SRD board last year as a full voting member. This is part of the Community to Community or C2C forum, with the trip being funded by the Union of BC Municipalities. The C2C event facilitated dialogue, created collaboration opportunities, while promoting resolving issues of joint responsibility, interest, or concern while advancing outcomes that enhance reconciliation and mutual understanding. During our time there, we toured projects that were funded by the treaty settlement, such as updated electrical infrastructure, installation of a new diesel generator and large solar arrays, as well as new building construction and renovations.

People may have noticed that the Head Bay road has finally seen great improvement in the last week or so. Maintenance of the road is always welcome but it was disappointing that this did not occur during the summer tourist season when it is most needed. I am working with our MLA to book a direct meeting with the Minister of Transportation so that I can make the case directly for further chipsealing of the road as it is the only viable long-term solution, given the unreliability of the road maintenance contract and its negative impact on the economy of Tahsis, not to mention our vehicles.

After much delay, the dike construction along the Tahsis River is moving rapidly toward completion of Phase 2. The wall is being raised to protect from catastrophic flooding that used to inundate half of the lower town. There have been a few glitches along the way but these are being corrected. Phase 3, should our funding application be approved will involve building a raised fill dike extending from the river, past the old sewage treatment plant to the Head Bay Road. Incorporated into this will be a new Sani dump station and other amenities.

I had the pleasure of going to a talk on the history of Strathcona Park, hosted by the Tahsis Literacy Society. Catherine Marie Gilbert gave an excellent presentation and I bought a copy of her book on the same subject.

Councillor Joseph

No report.

Councillor Fowler (written report)

I got a call from a resident who was made to feel uncomfortable at the Saint Vincent DePaul Food Security Initiative that takes place once a month, by someone asking then to sign the road petition.

I also put in the 19th order of the Good Food Box Pilot Program Tahsis Buyers Club.

Today, it's our 240th box of \$121.00 was transferred to be picked up next Wednesday, and at this point we've had 118 delivered, 45 sponsored and \$4300 each transferred to the Gold River Program for food security in this community.

Thank you.

Councillor Northcott (verbal report)

No report.

Councillor Elliott

Absent.

Joseph/Northcott: VOT 0337/2023

THAT the Council Reports be received.

CARRIED

K. Bylaws

None.

L. Correspondence

None.

M. New Business

- 1 **Report to Council Re: UBCM Community Emergency Preparedness Fund-Volunteer & Composite Fire Departments Training & Equipment**

Fowler/Northcott: VOT 0338/2023

THAT the Report to Council and information be received.

CARRIED

The CAO spoke to this Report to Council and responded to questions from Council.

Northcott/Joseph: VOT 0339/2023

THAT Council approve an application by the Village of Tahsis to the Community Emergency Preparedness Fund (CEPF) 2023 Volunteer & Composite Fire Departments Training & Equipment and support the proposed activities and willingness to provide overall grant management.

CARRIED

N. Public Input #2

A member of the public commented on the opportunity for funding under the UBCM Community Emergency Preparedness Fund for gear and training for the Village of Tahsis Volunteer Firefighters.

A member of the public had questions and concerns with respect to public consultation on Flood Protection Improvement Project. Staff noted there was a public presentation and Flood Risk Assessment Report on the Village's website.

Adjournment

Northcott/Fowler: VOT 0339/2023

THAT the meeting be adjourned 7:32 p.m.

CARRIED

Certified Correct this

the 7th Day of November, 2023.

Chief Administrative Officer



Minutes

<u>Meeting</u>	Public Hearing
<u>Date</u>	October 23, 2023
<u>Time</u>	1:12 PM
<u>Place</u>	Municipal Hall - Council Chambers

<u>Present</u>	Mayor Martin Davis Councillor Sarah Fowler Councillor Cheryl Northcott	by video by video
<u>Absent</u>	Councillor Meggan Joseph Councillor Douglas Elliott	
<u>Staff</u>	Mark Tatchell, Chief Administrative Officer Adia Mavrikos, CPA, CA, Director of Finance Janet StDenis, Corporate Services Manager Lauren Roth, Finance and Administrative Assistant	by video by video by video
<u>Guests</u>	Kevin Brooks, Division Manager Planning, McElhanney Jennifer Barber, Senior Building Official, Strathcona Regional District	by video by video
<u>Public</u>	16 members of the public.	5 by video

A. Call to Order

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

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

B. Opening by Mayor

This public hearing is being held in accordance with Division 3 of the *Local Government Act* regarding the amendment to Zoning Bylaw No 630, 2020. Staff will introduce and describe the purpose of the Bylaw. After that, there will be an opportunity for public comment. Council members may then ask any questions. The property owner will have an opportunity to speak and answer questions. And we will end the meeting by considering a resolution. The procedures for public comment have been distributed and more copies are available from staff.

C. Introduction of Bylaw by Staff

Village of Tahsis Zoning Amendment Bylaw, No. 660, 2023

Purpose of the Bylaw:

The property owner has applied to the Village to rezone the two parcels which constitute the mobile home park to permit permanent residency of recreational vehicles and tiny homes. The goal is to diversify housing types and also permit increased revenue to help make the operation of the park financially viable long term. The site is located within the Anthropogenic Hazard Development Permit Area making land excavation challenging. Any development that would result in ground disturbance will trigger the Anthropogenic Hazards development permit requirements. Due to the issues with ground stability and excavation, the provision of housing that avoids excavation is a suitable use for the property. The bylaw also includes provisions for density, setbacks, laundromat facilities and a prohibition against permanent foundations.

Kevin Brooks, Division Manager Planning, McElhanney gave a presentation on the rezoning proposal to allow for the permanent residency of Recreational Vehicles and Tiny Homes within the existing mobile home park (presentation attached).

D. Public Comment

Members of the public raised questions and concerns regarding the following topics: specific area subject to the proposed rezoning bylaw; housing density; Tiny Home and Recreational Vehicle CSA Standards; impact of rezoning on property taxes and BC assessment values; concerns about adequate policing, property maintenance and other bylaw infractions; adequate services such medical, utility and fire services and property site identification and sufficient lighting for fire services.

E. Applicant Comment:

None.

F. Questions from Council

Council and Staff responded to the question and concerns from the public.

G. Council Resolution

Fowler/ Northcott: VOT 0340/2023

THAT Village of Tahsis Zoning Amendment Bylaw No. 660, 2023 be amended to clarify that it is site specific to the mobile home park and not to other RM-2 Zone properties and;

THAT the amended Village of Tahsis Zoning Amendment Bylaw No. 660, 2023 be brought to Council for a 1st and 2nd reading after which a Public Hearing will be held.

CARRIED

H. Closing

Fowler/Northcott: VOT 0341/2023

THAT the October 23, 2023 Public Hearing be adjourned at 3:03 p.m.

CARRIED

Certified Correct this

7th Day of November, 2023

Chief Administrative Officer

Rugged Mountain Rd. Rezoning Proposal

Public Hearing
October 23, 2023

Kevin Brooks, MPlan, RPP
kbrooks@mcelhanney



Proposal

To rezone to allow for the permanent residency of Recreational Vehicles and Tiny Homes within the existing mobile home park.



Official Community Plan

- Property is designated Residential under the OCP



Zoning

- Property is zoned RM-2
- The Proposal is to amend the Zone Bylaw as follows:

7.5 Residential Multiple Zone Two (RM-2)	
Principal Uses	Accessory Uses
<ul style="list-style-type: none"> mobile homes 	<ul style="list-style-type: none"> accessory building or structure community care facility home-based business professional occupation urban agricultural use
Minimum Setbacks	
<p>A seven point five (7.5) metre minimum yard shall be maintained along all exterior property lines in a mobile home park.</p> <p>No mobile home shall be located within seven (7) metres of another mobile home.</p> <p>No part of any mobile home, or any addition or accessory building shall be located:</p> <ol style="list-style-type: none"> within two (2) metres of an internal access road right-of-way or common parking area; within two (2) metres of rear and side mobile home space lines. 	
Maximum Density	
Mobile home park	20 dwelling unit per hectare
Maximum Height	
All buildings and structures	10 metres
Maximum Lot Coverage	
Mobile home and additions to it (exclusive of carport)	35%
Addition to a mobile home (exclusive of carport and/or patio)	20%
Minimum Lot Size and Lot Frontage	
Minimum area	325 square metres
Minimum frontage when abutting an internal roadway right-of-way	12 metres
Minimum frontage when abutting a cul-de-sac or panhandle mobile home space	6 metres (unless otherwise approved by Council)
Conditions of Use	
<p>Mobile Home Space/Lot</p> <p>Each mobile home space shall be clearly marked off by suitable means;</p> <p>All mobile home spaces shall be properly drained, clearly numbered and have a clearly discernible mobile home pad of compacted gravel or be surfaced with asphalt or concrete pavement;</p> <p>No more than one mobile home shall be located on a mobile home space.</p> <p>On-Street Parking</p> <p>Two (2) parking stalls shall be provided for each mobile home space;</p> <p>In addition, one stall for every five (5) mobile home spaces shall be provided in the</p>	

1.1 Amend Section 2.1 (2) to add the following definitions:

Permanent Residency means a structure or dwelling that is occupied for at least 240 days in a calendar year.

Tiny Home means a single dwelling unit intended for permanent residency that includes the basic amenities of a permanent home including a kitchen, washroom and sleeping area, is less than 47 m² and can be mobile (on wheels), or with a temporary or permanent foundation. This includes a recreational vehicle used for permanent residency that is sited on a permanent pad with full services.

1.2.1 Add tiny home under Accessory Use

1.2.2 Add the following under Minimum Setbacks

Minimum Setbacks
<p>4) Where new tiny home sites are permitted the following is required:</p> <ul style="list-style-type: none"> • Front – 5.0 <u>metres</u> • Rear - 2.0 metres • Side - 1.5 metres

1.2.3 add the following under Minimum Lot Size and Frontage

Minimum Lot Size and Lot Frontage	
Minimum area	Mobile home - 325 square metres Tiny Home/RV – 175 square metres
Minimum frontage when abutting an internal roadway right-of-way	Mobile home - 12 metres Tiny Home – 6 metres

1.2.4 add the following Conditions of Use

Conditions of Use
<p>7) Tiny Home Provisions</p> <p>a) The maximum density of Tiny Homes will be less than 50 % of the total pads within the park.</p> <p>b) Any Tiny Home located within an RM-2 zone must be on a permanent pad as follows:</p> <ul style="list-style-type: none"> • Pad must be <u>dust</u> free permanent pad of gravel, cement or asphalt • Each pad must be provided with full year-round services <p>c) Where a laundromat is provided the following is permitted:</p> <ul style="list-style-type: none"> • Up to 65% of the total pads within an established mobile home park can be tiny homes <p>d) Tiny homes must be movable and may not be placed on a permanent foundation or cribbing.</p>

Summary

- The proposal is consistent with the OCP.
- The proposal would enable the use of RV and similar designed temporary housing options (Tiny Homes) for permanent residency.
- There are conditions of the rezoning to encourage permanent residency.

Questions ?



VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Chief Administrative Officer

Date: November 2, 2023

Re: Capital Projects Status Report

TAHSIS FLOOD PROTECTION IMPROVEMENTS PROJECT PHASE 2

Project description:

The project will upgrade the North Maquinna Drive Floodwall and include other related works. The proposed project area (North Village) has experienced repeated flooding over the last century, with significant flooding events recorded in 1975, 1989, 1990 and 2010. Recent hydrotechnical assessments have revealed that this section of the Village is highly susceptible to flooding and shows an immediate need for further protection. Once implemented, these proposed upgrades will protect residents of Tahsis and existing assets from both 1:20 and 1:200 year flooding events.

Works completed to date:

- Bank excavation and stabilization with riprap
- Footpath
- N. Maquinna block wall construction proceeding (see attached memos re: Appendices “A”, “B” and “C”.)
- Cast-in-place wall
- Drainage pipe replaced
- Property gates installed
- Detention pond culvert and swale

Works remaining:

- Block wall construction completed
- Stairs installed over cast-in-place wall
- Fish screens

Issues:

Due to the misfit of the lock blocks, an alternative construction methodology was adopted. The non-keyed side of the new blocks have been placed on the flat side of existing blocks. McElhanney structural engineers determined that based on 70% of the weight of the blocks, this placement provided a factor of safety above 1.0. Metal strapping is being installed to increase the level of safety. A mastic sealant and caulking have been applied to seal the joints on the upstream side between blocks to ensure impermeability.

Project Schedule – ahead of schedule (estimated completion date November, 2024)

Project Budget

The initial grant allocated for this project was \$1,896,920. As of October 31, we have claimed \$1,546,803 for phase I & II. Looking ahead, future cost projections include an estimate for bills outstanding from September to November (Pacificus & McElhanney) and the remaining Upland contract amounts and changes. In light of these factors, the project is currently projecting an overage of \$297,200, which will be funded by \$53,000 from the CWF (Gas Tax) and \$244,200 from Growing Communities Fund. While this projection is constantly changing, staff continue remain dedicated to managing these cost challenges effectively and keeping Council up to date on any budget changes.

Grant	\$ 1,896,920.00
Claimed phase one	\$ 868,389.03
Expenses claimed	\$ 678,413.82
Future cost projections	
McElhanney & Pacificus Estimate'	
Bills outstanding Sept- Nov	\$ 40,000.00
Upland- remaining contract amount	\$ 672,120.97
Contract Changes	
Savings from Excavating & Riprap	\$ (150,732.00)
Foot Path \$53k to be added	\$ 53,000.00
CO2 - Undermined Blocks	\$4,074.44
Wall Reconfiguration	\$11,957.50
Block Strapping	12,800.00
Watermain break	4,100.00
Move 5 blocks (waiting on EST)	
Project Overage	\$ (297,203.76)
Funded by Gas tax	\$ 53,000.00
Funded by Growing communities	\$ 244,203.76

COMMUNITY PIER AND DOCK PROJECT

Project description:

The project will increase access to the Village of Tahsis by constructing a new, multi-purpose community pier and dock that will be utilized by both for marine and air transportation. The project works include: - demolition and removal of the existing airplane dock; - construction of a new aluminum pedestrian access trestle to the floating docks. - construction of a steel access gangway to the main float; - construction of new floating docks and breakwater to provide moorage for both air and marine vessels; - construction of a float launch float and, subject to budget, shore loading crane for vessel loading/unloading - replacement of a new launch ramp with improved performance for larger vessel and lower tides - support services including fire suppression, potable water, and electrical supply

Works completed to date:

- Three contractors pre-qualified through RFPQ
- Invitation to tender package
- Environmental assessment
- DFO Avoid and Mitigate letter issued
- Indigenous consultation

Next steps:

- Issuing invitation to tender to the three pre-qualified contractors

Project Schedule – on schedule (estimated completion date – February 2025)

Project Budget

The grant amount allocated for this project is \$2,475,547. As of October 31, we have expended a total of \$306,657. It's important to note the time that has elapsed between the grant writing, approval, and ultimately the commencement of construction, resulting in this project being under significant budgetary pressure due to escalating construction industry costs during this period. The Village has worked to mitigate these financial challenges and has been actively exploring cost-saving options wherever possible. Until the tendered amounts are received, the current estimate for project overages stands at \$200,000, to be covered by the Growing Communities Fund.

WASTEWATER TREATMENT RECONFIGURATION AND UPGRADE PROJECT (PHASE 1)

Project description:

The project works will include:

- Installation of approximately 835 metres of sewer force main and gravity main;
- Lift station upgrades related to system realignment;
- Upgrades to south wastewater treatment plant including:
 - Repairing corroded equipment/infrastructure;
 - Installation of new plant safety equipment and walkways;
 - Replacement of return activated sludge trough;
 - Upgrades to building (roof, fencing, yard);
 - Replacement of HVAC components;
 - Installation of a new back up generator;
 - Installation of submersible pumps; and,
- Decommissioning of North treatment plant.

Works completed to date:

- Replacement of LS 4 pump
- Design work 75% completed

Next steps

- Pre-construction report submitted to the Ministry of Municipal Affairs
- Review drawings with McElhanney
- Preparing invitation to tender package

Project Schedule – behind schedule due to delays in scope change approval by the federal government (estimated completion date January, 2025)

Project Budget

The initial grant amount allocated for this project is \$1,308,941 with a total project cost of \$1,785,000. The Village's share of the project is to be funded by long-term debt (Loan Authorization Bylaw No. 653, to a maximum amount of \$490,000). As of October 31, we have expended a total of \$305,700. Again, this project is under budgetary pressure driven by escalating construction costs. Currently, there are no anticipated project overruns. Nevertheless, we anticipate more detailed budget information to become available once the project has undergone the tendering process.

TAHSIS FIRE HALL RELOCATION PROJECT

Project description:

Tahsis Council has approved relocating the Fire Hall into the former woodshop at Captain Meares School (CMESS) at a cost of approximately \$2 million, which will be funded by a \$1.89m Canada Community Building Fund grant and the Village of Tahsis.

The project works include:

- Renovation of an existing building to house fire trucks and equipment;
- construction of compressor room;
- construction of washrooms, kitchen area, storage areas, assembly and training rooms; and,
- related civil, mechanical, electrical, and plumbing work.

Works completed to date:

- Geo-technical assessment
- Structural assessment and design
- Electrical and mechanical retrofit design
- Building renovation design
- Civil design
- Demolition plan

Next step:

- Preparing invitation to tender package

Project Schedule – on schedule (estimated completion date December, 2024)

Project Budget

The grant allocated for this project was \$1,892,675. As of October 31, we have expended \$195,067. Currently, there is an anticipated project overrun of \$100,000 to be funded by Community Works Fund (Gas tax). Furthermore, we expect to obtain more comprehensive budget information after the project undergoes the tendering process.

TAHSIS TOURIST CENTRE UPGRADE PROJECT

Project description:

Improve mobility and accessibility features to meet current standards; resolve building code, structural/geotechnical and safety issues by undertaking building renovations and upgrades; redecorating the lobby welcome space for respectful acknowledgement of the territory, history and culture of the Mowachaht/Muchalaht First Nation; and making space available for local artisans and small businesses to display and sell products.

Works completed to date:

- Geotechnical investigation

Next steps

- Scope of work (structural and accessibility improvements) prepared for use in tendering

Project Schedule – on schedule (estimated completion date March, 2025)

Project Budget

The grant amount allocated for this project is \$497,479. The Village has not yet disbursed any funds related to the project this year.

Respectfully submitted:



Mark Tatchell, CAO

From: Mark DeGagne <mdegagne@mcelhanney.com>
Sent: September 28, 2023 2:28 PM
To: Mark Tatchell
Cc: Alex Bates; Dwayne Cybak
Subject: FW: Council Update on the Floodwall Project: Issue with the precast concrete blocks

Since we have learned of the issue of the fit of the purchased precast concrete blocks with that of the existing blocks, several conclusions and recommendations have been made:

To recap the events of the past few weeks, the following key dates are provided:

- Sep 7th: The contractor notified McElhanney that there was a poor fit with some of the initial blocks delivered to site for use in the project
- Sep 12th: After some investigation and initial assessment, McElhanney informed council of the issue. It was at this meeting that McElhanney stated that a test block was sent to the village for a fit test, which was conducted by village staff and may have unintentionally implied that there may be some responsibility on village staff in regard to accepting the blocks.
- Sep 14th: After some more testing for fit of the new blocks and the old, a meeting with Contractor, Supplier and Village was held to discuss options and remedies. By this time, it was now known that at least 6 molds were used in the block construction and that the quality control on the molds generally fit the supplied dimensions, but that they were with +/- 25mm in all directions (width, length and height). With this knowledge the need for a different solution to that prescribed on the McElhanney drawings was required.
- Sep 15th: McElhanney developed a solution to utilize the purchased blocks with contractor, and provided recommendations to the Village, which was then approved by Village Staff. The solution provided a no extra cost methodology (no extra cost for the installation moving forward) which maintained the integrity of the wall and will maintain the Contractor's schedule.
- Sep 19th: McElhanney issued a field memo, instructing the Contractor to proceed with a revised block pattern. Since this date, little progress has been made on rebuilding the wall, as the contractor has focussed on the construction of the footpath, and other work for the stairs, etc.,

From this incident the following conclusions can be made:

- **Village staff are in no way responsible for the mis-fit of the blocks.** There is no way a fit test could have been proven out with one block to use as a sample. The fit test only proved that the new blocks would fit the key-way on an individual basis. Village staff could not have known about dimensional issues at the time of the test. If there was an implied fault in what was said at the council meeting on Sep 12, it was not intended but only to state some factual events in the decisions made along the way to acquiring the blocks as did happen.
- This is a supplier quality control issue. No one was under the impression that the dimension of the blocks would vary so significantly in any direction. The supplier failed to inform anyone of the variability until after the blocks were delivered. Having this said, the blocks acquired came at a significant savings to the original Lock-Blocks™ which were twice the cost per block, plus significantly more expensive freight from the lower mainland to Tahsis. The savings allowed this project to proceed within the budget prescribed by the Grant.
- The revised design to accommodate the blocks supplied will provide a sound barrier to the flood waters, and the structural integrity of the wall will be as originally intended in the design.
- We are working hard to keep the contractor on schedule and on budget.

Regards,

Mark DeGagné, MSc, PEng
Water and Wastewater Facilities – Business Leader
McElhanney Limited
www.mcelhanney.com
Suite 500, 3960 Quadra Street | Victoria BC V8X 4A3
D 778 560 2001 | T 250 287 7799 | C 250 203 1520
mdegagne@mcelhanney.com | [My Linked In Profile](#)

Connect with McElhanney: [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



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



Attention: Mark Tatchell, CAO

Our File: 2221-49140-2026D

Tahsis Flood Protection Project Phase 2 – CCO 2 Summary

Due to previously identified issues with the fit of the new precast concrete blocks with the existing blocks, the design has been revised such that the new blocks will now be placed on top of the existing flat-top blocks. As the name implies, flat-top blocks do not have a male key cast on top to interlock with the new blocks. While our structural team have indicated that this arrangement will provide sufficient resistance to movement from the water pressure caused by flood waters, the factor of safety is marginally above 1.0. In addition, it would be beneficial if the blocks were restrained to better resist impacts from floating debris in the river, or other accidental impact from the road side.

A Contemplative Changer Order was issued on September 9, 2023, to the contractor, Upland Contracting Ltd. requesting pricing for the proposed strapping. Upland responded with a unit rate price for supply and install of \$51.20 per block. This results in a total cost of \$28,160.00 to secure all new blocks along the wall.

While this expense is an investment in the additional safety and longevity of the project, it does have financial implications for the overall construction budget. Considering the inclusion of the block strapping, the overall construction costs are anticipated to come in at approximately \$49,000 under the original contract value. Below is a table highlighting the construction budget and the impacts of the approved and anticipated changes along with material quantity underruns:

Original Contract	\$1,189,600.00
CO1 - Path Behind Wall	\$53,000.00
CO2 - Undermined Blocks	\$4,138.50
CO3 - Wall Reconfiguration	\$11,957.50
CO 4 - Block Strapping	\$28,160.00
CO 5 – Watermain Repair	\$4,500.00*
Optional Work not Performed	-\$23,260.00
Bulk Excavation (Underrun)	-\$30,622.00
Class 100 Riprap Underrun	-\$95,225.00
Class 50 Riprap Underrun	-\$1,625.00
Total	\$1,140,624.00
Under Budget	-\$48,976.00

**Estimated cost. Waiting for force account records from Upland*

It is understood that the Village has had to contribute additional funds to the project to afford the original \$1,189,600 budget, but the long-term stability of the wall should be considered, which would keep overall project costs still below the original contract amount. On this basis, it is recommended that the Village approve and proceed with the installation of lock block strapping to improve the floodwall's factor of safety and provide additional stability in the event of an impact to the wall from floating objects or roadside activities. The Contractor has indicated that a timely response will aid them in acquiring the steel plate to fabricate the straps and then install them within the time frame of the existing project, which would allow them to be installed without additional travel costs or re-mobilization costs. As is the case with most contractual work, time is of the essence.

Sincerely,

McElhanney Ltd.



Dwayne Cybak, P.Eng, Contract Administrator

dcybak@mcelhanney.com | 250-287-779



Our File: 2221-49140-2026D

October 22, 2023

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

Attention: Mark Tatchell, CAO

Tahsis Flood Protection Project Phase 2 – Wall Construction Summary

McElhanney was notified by the Village of Tahsis on October 10th, 2023 that members of the public had posted concerns on social media regarding the construction methods and design for the improvements to the existing flood wall along North Maquinna Drive. Mainly, there were concerns regarding the structural integrity of the wall and the application of sealants. Observers felt that the sealant wasn't being applied effectively and the wall may not be designed to resist the force of potential flood waters.

To address these concerns, McElhanney visited Tahsis on October 12, 2023 to review the wall construction completed to date and ensure the contractor was progressing with construction as per the engineered design.

Wall Structural Concerns

Comments of concern were made by members the public regarding the ability of the top blocks to resist the hydrostatic forces from potential flood waters. The concern is that the existing second row of blocks are flat-topped and do not key into the new top row of blocks. McElhanney structural engineers had previously performed an analyse and determined that the unkeyed blocks will be stable and resist any forces applies from potential floodwaters. However, to ensure an adequate safety factor is met, McElhanney recommended that metal straps, secured with concrete wedge anchors, be applied between the top and second row of blocks. This addition of straps to the wall will result in a significantly higher factor of safety overall. Village has approved a change order for the strapping scope of work which has been issued to the contractor.

McElhanney

1196 Dogwood Street, Campbell River BC Canada, V9W 3A2
Tel. 250-287-7799 | Fax. 1-855-407-3895 | www.mcelhanney.com

Wall Sealant Design and Construction Methods

The flood wall design incorporates two measures to resist water from flowing between the stacked blocks:

1. **Surface Caulking Sealant** – This is a durable polyurethane-based sealant that is applied to all surface joints on the river face of the wall. It is applied with a caulking gun and provides a flexible, weatherproof seal. This is the primary measure for sealing the wall. **Figure 1** below shows a section of the wall where the white caulking has been applied to the joints along the top two rows of blocks with the lower joints still to be sealed.



Figure 1: Flood Wall with Surface Sealant Applied

2. **Mastic Sealant** – This is a putty like material that comes in rolls and is placed between joints prior to blocks being set in place. This is a secondary measure for sealing the wall, and **Figure 2** below shows a row of black mastic being placed.



Figure 2: Mastic Sealant Applied to Floodwall

Sealant Placement Concerns

There may have been a misunderstanding from the public as to which side of the wall the sealant was being applied to. As the caulked surface sealant is intended for application along joints on the Tahsis River side of the wall, residents viewing from the Maquinna Drive side would not be able to see it applied.

There were, however, concerns from residents that the mastic sealant was not being applied correctly as to ensure a watertight seal. As such, McElhanney has reviewed the wall design and sealant application methods with the contractor. Any areas of concern were identified in the field, and the contractor confirmed plans to apply more mastic product as required to ensure a proper seal.

Where tolerances between vertical joints were extremely tight and mastic could not be properly applied without negatively impacting wall fitment, the contractor was instructed to omit mastic. It should be noted again that the mastic is a secondary sealing measure with the caulking acting as the primary sealing measure.

There were locations identified along the wall where the existing wall deflected resulting in larger vertical joints with gaps greater than $\frac{3}{4}$ " (19mm). It isn't practical for mastic to be filled between large gaps, so instead, the contractor agreed to fill any larger gaps with grout.

Moving Forward

The contractor has clear instructions and is progressing with the wall construction as directed. The contractor has confirmed that they intend to provide the Village of Tahsis with a high-quality product and they will make every effort to ensure the wall is sealed to the very best of their ability.

McElhanney will continue with regularly scheduled inspections and communication with the Village and the contractor to ensure the project is being executed as designed. Should there be any additional comments or concerns from residents or Village staff, please forward any comments to McElhanney they will be addressed as soon as possible.

Sincerely,

McElhanney Ltd.

A handwritten signature in black ink, appearing to read "Dwayne Cybak". The signature is fluid and cursive, with the first name "Dwayne" and last name "Cybak" clearly distinguishable.

Dwayne Cybak, P.Eng, Contract Administrator
dcybak@mcelhanney.com | 250-287-7799

Our File: 2221-49140-2040

October 30, 2023

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

Attention: Mark Tatchell, CAO

Tahsis Dump Bridge – Project Scope and Budget

This letter has been prepared for the Village of Tahsis to provide scope and budget for the engineering, design, procurement, and construction of a 40' (12.19m) steel deck portable bridge overtop of the existing log/timber bridge located on the road between the Perry Brother's bridge and the Tasis landfill.

ENGINEERING AND DESIGN

McElhanney's engineering services include the following scope and budget:

- Project Management
- Topographic Site Survey
- Engineered Design Drawings
- Tendering and Bid Submission Support
- Construction Supervision
- Record Drawings

TOTAL: \$16,640

BRIDGE PROCUREMENT

McElhanney reached out to bridge suppliers Surepan Structures and Pacific Industrial Marine for pricing. The prices provided by each supplier included the 40' steel deck portable bridge and delivery to Tahsis. The quoted supplier prices are as follows:

- Pacific Industrial Marine: \$121,800
- Surespan Structures: \$126,000

McElhanney

1196 Dogwood Street, Campbell River BC Canada, V9W 3A2
Tel. 250-287-7799 | Fax. 1-855-407-3895 | www.mcelhanney.com

The products from either supplier are comparable and quite close in overall price. As such, McElhanney recommends the Village purchase the structure for Pacific Industrial Marine based on the lowest price of **\$121,800**.

However, if availability at the time of ordering results in project delays, the Village may want to consider purchasing from the alternate supplier (Surespan) if doing so ensures that the project will remain on schedule.

CONSTRUCTION

Based on experience with similar projects, McElhanney estimates the following construction budget:

- Mobilization: \$3,600
- Labour and Equipment: \$10,000
- Materials (Imported Road Fill): \$5,000

TOTAL: \$18,600

PROJECT BUDGET

The total for engineering, bridge procurement, and construction is estimated at \$157,040. Additionally, McElhanney recommends the Village allow for a 10% contingency of \$15,700 to allow for variances in material prices and/or contractor bids. As such, the estimated total project budget is **\$172,740**.

Please reach out with any further questions or comments.

Sincerely,

McElhanney Ltd.



Dwayne Cybak, P.Eng

dcybak@mcelhanney.com | 250-287-7799



VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: M. Tatchell, Chief Administrative Officer
S. Koopman, Protective Services Coordinator, SRD

Date: October 30, 2023

Re: **Location Recommendation – Tahsis Second Tsunami Warning Siren**

PURPOSE OF REPORT:

To consider three locations where a second tsunami warning siren could be installed.

OPTIONS/ALTERNATIVES

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

Staff recommends **Option 1**.

BACKGROUND:

Through the Village's partnership with the Strathcona Regional District under the 2023 Emergency Operation Centre Grant funding was received for the installation of a second tsunami warning siren. Staff have conducted a location feasibility assessment, which is available on the following page.

Option	Proposed Location	Advantage	Disadvantage
1	Princess Victoria View	-Higher elevation than Option #3.	-Disruptive of neighbourhood views and aesthetics -Requires a large wooden poll to be installed. -More expensive to install than Option #3. -Limited redundant battery power.
2	Discovery Crescent	-Higher elevation than Option #3	-Limited redundant battery power. -Serves as tsunami muster point, would make vocal emergency communications difficult during evacuation while the tsunami was active. -More expensive to install than Option #3. -Disruptive of neighbourhood views and aesthetics -Requires a large wooden poll to be installed.
3	Tahsis Health Centre	-Pre-existing building and power onsite to store equipment. -Most cost effective -Easier maintenance than Options #1 and #2 -More redundant power available through	-Would require co-locate agreement with Vancouver Island Health Authority. <ul style="list-style-type: none"> Island Health have provided written support to host the siren at their location at no cost to the Village.

POLICY/LEGISLATIVE REQUIREMENTS:

Section 2(3)(c) of BC Reg.380/95 (*Local Authority Emergency Management Regulation*) requires that local authorities establish procedures by which those persons who may be harmed or may suffer loss are notified of an emergency or impending disaster.

FINANCIAL IMPLICATIONS:

There is no expected cost to the Village of Tahsis for this project. The UBCM has announced two additional intakes to the Emergency Operation Centre grant in 2024 and 2025 respectively, and Village staff will continue to work with the Regional District to ensure this grant funding stream and others are being utilized for the benefit of the community.

RECOMMENDATION:

1. THAT the report from the Chief Administrative Officer be received.
2. THAT Council recommend Option #3 (Tahsis Health Centre) for the location of the second tsunami warning siren; and THAT Council authorizes staff to enter into a co-location agreement with Island Health for installing the tsunami siren at this location.

Respectfully submitted:



Mark Tatchell
Chief Administrative Officer

Appendix A – Map of Proposed Locations





ZONING AMENDMENT BYLAW No. 660, 2023 - A BYLAW TO AMEND ZONING BYLAW 630, 2020 RM-2 ZONE TO PERMIT PERMANENT RESIDENCY OF RECREATIONAL VEHICLES.

WHEREAS Section 479 of the ***Local Government Act*** allows a local government to create different zones and regulate uses, density, and siting within each zone;

NOW THEREFORE, the Council of the Village of Tahsis, in open meeting assembled, enacts the following:

Short Title

1. This bylaw may be cited for all purposes as the “Village of Tahsis Zoning Amendment Bylaw No. 660, 2023”.

Administrative Provision

2. If any section, subsection, sentence, clause or phrase in this bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portion of the bylaw.

Text Amendments

1. The text of the Village of Tahsis Zoning Bylaw No. 630, 2020 is hereby amended as follows:
 - 1.1 Amend Section 2.1 (2) to add the following definitions:

Permanent Residency means a structure or dwelling that is occupied for at least 240 days in a calendar year.

Tiny Home means a single dwelling unit intended for permanent residency that includes the basic amenities of a permanent home including a kitchen, washroom and sleeping area, is less than 47 m² and can be mobile (on wheels), or with a temporary or permanent foundation. This includes a recreational vehicle used for permanent residency that is sited on a permanent pad with full services.

1.2 Amend Table in Section 5.5 Residential Multiple Zone Two (RM-2) as follows:

1.2.1 Add under Accessory Use:

On LOT A DISTRICT LOT 595 AND 662 NOOTKA DISTRICT PLAN VIP53172
EXCEPT PLAN EPP92447 tiny homes are permitted

1.2.2 Add the following under Minimum Setbacks:

On LOT A DISTRICT LOT 595 AND 662 NOOTKA DISTRICT PLAN VIP53172
EXCEPT PLAN EPP92447

Minimum Setbacks
<p>4) Where new tiny home sites are permitted the following is required:</p> <ul style="list-style-type: none"> • Front – 5.0 metres • Rear - 2.0 metres • Side - 1.5 metres

1.2.3 add the following under Minimum Lot Size and Frontage:

On LOT A DISTRICT LOT 595 AND 662 NOOTKA DISTRICT PLAN VIP53172
EXCEPT PLAN EPP92447

Minimum Lot Size and Lot Frontage	
Minimum area	<p>Mobile home - 325 square metres</p> <p>Tiny Home/RV – 175 square metres</p>
Minimum frontage when abutting an internal roadway right-of-way	<p>Mobile home - 12 metres</p> <p>Tiny Home – 6 metres</p>

1.2.4 add the following Conditions of Use:

On LOT A DISTRICT LOT 595 AND 662 NOOTKA DISTRICT PLAN VIP53172
EXCEPT PLAN EPP92447

Conditions of Use
7) Tiny Home Provisions
a) The maximum density of Tiny Homes will be less than 50 % of the total pads within the park.
b) Any Tiny Home located within an RM-2 zone must be on a permanent pad as follows: <ul style="list-style-type: none">• Pad must be dust free permanent pad of gravel, cement or asphalt• Each pad must be provided with full year-round services
c) Where a laundromat is provided the following is permitted: <ul style="list-style-type: none">• Up to 65% of the total pads within an established mobile home park can be tiny homes
d) Tiny homes must be movable and may not be placed on a permanent foundation or cribbing.

Adoption

This Bylaw shall come into force and take effect upon the date of final adoption by the Council of the Village of Tahsis

READ A FIRST TIME THIS 7th DAY OF November 2023.

READ A SECOND TIME THIS 7th DAY OF November 2023.

A PUBLIC HEARING IN RESPECT OF
THIS BYLAW WAS HELD ON THE xxth DAY OF xxxx 2023.

READ A THIRD TIME THIS xxth DAY OF xxx 2023.

APPROVAL PURSUANT TO SECTION 52
OF THE *TRANSPORTATION ACT*
RECEIVED ON xxth DAY OF xxxx 2023.

ADOPTED THIS xxth DAY OF xxxx 2023.

MAYOR

CORPORATE OFFICER

I hereby certify that the foregoing is a true and correct copy of the original
Bylaw No. 660, 2023 duly passed by the Council of the Village of Tahsis on this
_____ day of _____, 2023.

CORPORATE OFFICER



Nootka Gold in Tahsis
523 Alpine View Road, PO Box 183
Tahsis BC Canada V0P 1X0

October 19, 2023

Mayor and Council
Village of Tahsis
977 Maquinna Drive South
Tahsis BC V0P 1X0

Economic Development Leadership Learning Exchange

Dear Mayor and Council:

I am writing with respect to Item 3 of the October 17, 2023 Regular Council Agenda, the 'Notice of Motion Re: Economic Development Leadership Learning Exchange'.

It is not clear whether this has been approved or not. The motion speaks to having available members of council enroll in this program. Looking at the British Columbia Economic Development Association (BCEDA) website, I see that this exchange is scheduled to take place in Vancouver very soon, that is November 14-16th.

As the Village of Tahsis now has a Rural Business Advisor who is tasked with supporting the Strategic Plan as it applies to Economic Development, does it not make more sense to provide enrollment fees, travel and accommodation expenses to Paige Sawyer? My feeling is that this conference would be of infinitely more value to the village with Ms. Sawyer as the attending representative for Tahsis.

I ask that the Village of Tahsis give this due consideration, perhaps amend the motion to include staff vs. limiting this to council members. Then, if Ms. Sawyer is available to participate, then common sense will prevail.

Kind regards,
NOOTKA GOLD IN TAHSIS

Silvie Keen

From:
Sent:
To:
Subject:

From: Young, Gregory (RCMP/GRC) <gregory.young@rcmp-grc.gc.ca>
Sent: Tuesday, October 17, 2023 10:08 AM
To: Mayor Davis <Mayor@villageoftahsis.com>; Mark Tatchell <MTatchell@villageoftahsis.com>
Subject: Letter from the RCMP E-Division Commanding Officer

Good morning Mayor Davis and CAO Mark Tatchell,

I wanted to pass along this letter from the RCMP's Commanding Officer of E-Division (British Columbia), Deputy Commissioner Dwayne McDonald, regarding the positive updates to the RCMP's recruiting and training efforts. Although the Nootka Sound Detachment is fortunate to be typically staffed as a priority, the vacancies that have been felt throughout the province and the force as of late, can sometimes have an impact on local staffing levels, or the specialized support units that we rely on.

As outlined in Deputy Commissioner's McDonald's letter, proactive recruiting efforts have been significantly ramped up as of late, with 50% increased troop sizes at Depot to train more cadets. As a Detachment Commander and frontline officer, I am greatly encouraged by these reports and confident that it will mean an enhanced ability to serve the Nootka Sound area and all British Columbians at the highest level.

I would also like to add that we continue to be on the lookout for great people to join our ranks. If know of anyone that would be interested, I'd love to chat with them!

Please contact me if you have any questions.

Thank you,

Greg



Sergeant Greg YOUNG

Detachment Commander

Nootka Sound RCMP

Box 699, 499 Muchalat Drive, Gold River, BC

Tel: 250-283-2227 Fax: 250-283-7657

gregory.young@rcmp-grc.gc.ca



Royal Canadian Mounted Police Gendarmerie royale du Canada
 Commanding Officer Commandant divisionnaire

October 12, 2023

Province of British Columbia
 Mayors and City Managers

Dear Respected Colleagues/Community Partners,

I wish to take this opportunity to update you on RCMP Commissioner Mike Duheme's visit to British Columbia last week.

However, I first want to thank you for your support following the on-duty homicide of Constable Frederick "Rick" O'Brien on September 22, 2023 in Coquitlam, B.C. I know that many municipal representatives attended the regimental funeral on October 4, 2023 at the Langley Events Centre and your presence there was sincerely appreciated by the family of Constable O'Brien and his RCMP colleagues.

While Commissioner Duheme touched on several topics in media interviews during his visit, he asked that I pass along his assurances that specific action is being taken in relation to recruiting and vacancies here in British Columbia. These actions to date include:

1. Modified recruiting practices that see applicants returning to their home province if they choose to do so—98 percent—do!;
2. Streamlined recruiting practices to reduce delays and increase the speed of processing applicants;
3. Ongoing recruiting and information sessions at detachments, career fairs and community events—nearly 175 across the province so far this year;
4. Divisional processing and selection of the Experienced Police Officers (EPO) program to streamline applications for quick entry into duty;
5. E Division is one of three divisions embarking on a pilot to develop a de-centralized model for recruiting. E Division would continue to be responsible for proactive recruiting, and would add administrative processes for file management all the way up to troop loading at Depot.

These actions are leading to significant momentum in recruiting and hiring trends throughout BC and nationally as follows:

1. **Applicants:** There are 6,072 applicants in process across the country. This represents, 1,997 applicants that are within the divisional proactive unit stage, and 4,075 active applicants at assessment phase and beyond;
2. **BC Applicants:** Most recent number is 2,109 applicants. This number is fluid;
3. **Experienced Police Officer (EPO) program:** 108 EPOs hired in BC since last year. Specifically, 43 were hired in the 2022/2023 fiscal year. This year, so far, 65 EPOs have been hired;
4. **EPO increase:** EPO hiring has increased 51 percent this year over last fiscal year. These officers are serving all over British Columbia;
5. **Diversity:** 39 percent of all recent BC applicants, self-identify as members of a racialized community and Indigenous persons;

CO: T23-0294 / pd

Canada

6. **Cadets and Troop Load:** We have increased troop size from 24 to 32. Troops 17 forward (August 2023) are now being loaded at 32.
7. **BC RCMP Cadets:** E Division receives approximately 1/3 of cadets.

Of all our initiatives, the most positive feedback we are receiving is the ability of new cadets to return to their home province of British Columbia. Given the high number of BC applicants, we have also initiated bi-monthly "Pathways" presentations at Depot to showcase BC RCMP posting opportunities in Northern BC.

The second bit of feedback cited by our Experienced Police Officers and cadets as a factor for joining the RCMP, are the vast number of career options available to serve our communities. The RCMP has a lot to offer – from career diversity, world class training, competitive salaries and comprehensive benefits.

In a competitive labour market, this is of significant appeal to our target applicant group and, with wage equivalency to other police agencies, is a driving factor in making the RCMP an employer of choice.

We are committed to continuing to support these processes and adding others to ensure we continue the momentum in serving our communities and responding quickly to those needs.

Kind regards,



Dwayne McDonald
Deputy Commissioner
Commanding Officer BC RCMP

14200 Green Timbers Way
Mailstop #308
Surrey, BC V3T 6P3



Royal Canadian Mounted Police Gendarmerie royale du Canada

Commanding Officer Commandant divisionnaire

October 18, 2023

His Worship Mayor Martin Davis
Village of Tahsis Municipal Office
977 South Maquinna Dr.
P.O. Box 219
Tahsis, BC V0P 1X0

Via Email: [reception@villageoftahsis.com]

Dear Mayor Davis,

Subject: UBCM Meeting with BC RCMP on September 19, 2023

Thank you for meeting with Chief Superintendent Jeanette Theisen and myself on September 19, 2023, at the 2023 Union of British Columbia Municipalities Convention in Vancouver, BC. We appreciate you taking the time to bring forward feedback that is important to your community.

During the meeting, we discussed the service delivery of the Nootka Sound RCMP Detachment. You advised that it was unknown if current resource levels are sufficient for the municipality, as there have been consistent vacancies. You expressed concerns about lengthy calls for service response times as the detachment is based in Gold River, and that there are poor road conditions to Tahsis. You noted that because residents in the area refrain from requesting police assistance due to these lengthy response times, the statistical crime rate does not offer a complete perspective.

CAO Mark Tatchell advised that the municipality is interested in having regular police presence in the community beyond 8:00 PM, for officers to attend large pre-planned community events, and for proactive roadside stops. At the meeting, I encouraged the municipality to engage in continuous communication with the Detachment Commander about the municipality's concerns and issues. These concerns will be directed to the District Commander, and the BC RCMP will work with the municipality to identify mitigation strategies. To ensure optimal services are provided to the community, I committed to reviewing Nootka Sound RCMP Detachment's service delivery and police scheduling to Tahsis. Additionally, I will liaise with the Nootka Sound RCMP Detachment Commander to formulate a detachment action plan to engage in proactive policing strategies, especially for large pre-planned community events.

Mayor Davis shared that the municipality has an upcoming meeting with the BC Ministry of Health and BC Mental Health & Addictions. I shared details about the launch of the new HealthIM App earlier this year, which will assist frontline officers in responding to mental health calls.

Our discussions at the meeting have been shared with Superintendent Ray Carfantan, Acting Island District Commander, and Sergeant Greg Young, Nootka Sound RCMP Detachment Commander, for their awareness and to ensure there is meaningful engagement and collaboration with you and your team regarding these important issues.

Thank you again for your feedback and willingness to collaborate with the BC RCMP in achieving our common goal of building a safer community. Your continued commitment and input are invaluable to the collective success of the BC RCMP and the Village of Tahsis.

Should you have any further questions or concerns, please do not hesitate to contact Sergeant Greg Young and Superintendent Ray Carfantan, who may be reached at gregory.young@rcmp-grc.gc.ca and ray.carfantan@rcmp-grc.gc.ca.

Kind Regards,



Dwayne McDonald
Deputy Commissioner
Commanding Officer, BC RCMP

14200 Green Timbers Way
Mailstop #308
Surrey, BC V3T 6P3

cc: Assistant Commissioner John Brewer, Criminal Operations Officer, CORE Policing
Superintendent Ray Carfantan, Acting Island District Commander
Sergeant Greg Young, Nootka Sound RCMP Detachment Commander

From:
Sent: October 20, 2023 2:32 PM
To:
Subject: FW: UBCM follow-up from the BC SPCA

From: Sarah Herring <sherring@spca.bc.ca>
Sent: Friday, October 20, 2023 2:27 PM
To: Reception Account <Reception@villageoftahsis.com>
Cc: Kristen Jakub <kjakub@spca.bc.ca>
Subject: UBCM follow-up from the BC SPCA

Hello,

Thank you for visiting the BC SPCA's tradeshow booth at this year's UBCM Conference. It was a pleasure meeting you and discussing backyard hen bylaws. It is great that the Village of Tahsis recognizes the benefits backyard hen keeping can provide to your community, as reflected in your Zoning Bylaw (630).

At the BC SPCA, we recognize that bylaws are an essential means of addressing animal welfare concerns at the community level. We are committed to providing resources to help local governments improve their animal-related bylaws. We would happily offer our expertise to support any bylaw amendments your staff and Council may be considering. For example, we can provide assistance with bylaws relating to animal performances, bee keeping, dog and cat control, keeping of backyard chickens, rodent control, exotic animals and wildlife feeding.

Please don't hesitate to contact us anytime if you have questions or want more information. We are eager to collaborate with you to ensure that your municipality's backyard hen and other animal-related bylaws reflect high animal welfare standards.

You can also use our bylaw search tool (<https://spca.bc.ca/animalbylaws>) to find examples of BC SPCA-recommended bylaws that have been adopted by other B.C. local governments.

Thank you again! We look forward to the possibility of working together to make positive changes for your community and its animals.

Sarah and Kristen

Sarah Herring

(she/her)

Government Relations Officer

and guardian to Oggie and Mollie Mae

BC SPCA

1245 East 7th Avenue, Vancouver BC

604-306-3532

sherring@spca.bc.ca • spca.bc.ca

Animal Helpline: 1-855-622-7722



*Respectfully acknowledging that I work on, and this email was sent from, the unceded traditional territory of the **W̱SÁNEĆ (Saanich)** and **Lək̓ʷəŋən (Lekwungen)** People of the Songhees and Xwsepsum (Esquimalt) Nations whose historical relationships to the land continues today.*

OUR MISSION: To protect and enhance the quality of life for domestic, farm and wild animals in British Columbia.

The BC SPCA is a not-for-profit organization reliant on donations from the public. Charitable Tax # BN 11881 9036 RR0001

This message and any attachments or links are for the sole use of the intended recipient(s) and may contain privileged and confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please notify us immediately and destroy the original message. Thank you.

Local Governments in British Columbia

Oct 18, 2023

Re: CALL FOR IMMEDIATE ACTION TO PREVENT INVASIVE MUSSEL INTRODUCTION TO B.C.

Dear B.C. Local Government Boards and Councils,

We are writing to request your support; calling on senior governments for immediate action to prevent the introduction of invasive mussels into B.C. If senior governments fail to act, local governments and First Nations in B.C. will bear the brunt of managing and paying for the costs of invasive mussel mitigation.

On September 18th, the State of Idaho announced that invasive quagga mussels had been found in the Snake River, a tributary to the Columbia. The location of the discovery at Twin Falls is less than an 11-hour drive from the B.C. border.

Based on water chemistry analysis, every major population centre in B.C. is at moderate to high risk from invasive mussels. These rapidly spreading species are expected to cost the province more than \$129 million annually, based on costs for infrastructure, maintenance for boats and marinas, lost profits and provincial revenue and loss in residential property values and lost property taxes. These costs do not include the devastating effects on fish – especially Pacific salmon, and aquatic ecosystems in general. Invasive mussels can create toxic algae blooms, litter beaches with razor-sharp shells, clog water intakes and boat motors, and corrode concrete and metal in the water. In the Great Lakes region, invasive mussels have cost more than \$500 million per year just to manage the effects.

In response to the mussel detection in Idaho, state officials released more than 116,000 litres – almost four large tanker-trucks – of a copper-based pesticide into a 26 km stretch of the Snake River, killing invertebrates, algae, plants, and fish, including 2-meter-long sturgeon. This will be followed up with another chemical treatment and a biocontrol treatment. This was considered a better option than allowing the mussels to take hold, but there is still no guarantee that it will have the desired affect. It is possible that mussels have already escaped the containment area, and if so, they will spread through the Columbia Basin over the next several years.

Chemical treatments in most large lakes in B.C. are unlikely to be effective. We do not wish to have such treatments as a public-relations exercise.

The OBWB has provided a detailed memorandum to the Province of B.C. and will provide a letter to both levels of government this week summarizing our Calls to Action (attached). We ask that local government boards and councils provide a letter or resolution of support for these calls to action and send them to the Ministers listed below. We have also prepared a short video presentation outlining the threat of invasive mussels, the current situation in Idaho, and the reasons behind the calls to action. You can view this video on our YouTube channel here: <https://youtu.be/j255iBHtzLg>

Actions to be taken immediately by the Province of B.C.:

1. Introduce a temporary moratorium on out-of-province watercraft entering B.C., until the full status of the infestation in the Columbia Basin is assessed, and until the effectiveness of the chemical and biocontrol treatments in Idaho is known.
2. Introduce “pull-the-plug” legislation to be in effect prior to the 2024 boating season, and before the moratorium is lifted, requiring all watercraft owners to remove drain plugs prior to vessels being transported on public roads.
3. Ask Canada’s Minister for Public Safety to issue direction for all watercraft entering Canada at all border crossings, from Saskatchewan to B.C., to be inspected prior to allowing entry.
4. Commit funding to the Invasive Mussel Defence Program of no less than \$4 million per year (all sources), indexed to inflation for at least 10 years going forward.

Following these immediate actions, we call on the province to fill the following gaps in the current inspection and prevention system, and in planning for response and long-term mitigation:

5. Enhance funding to recruit and retain B.C. Conservation Officers, Auxiliary Conservation Officers, and other Invasive Mussel Defence Program staff as needed to 2019 levels (64 inspectors).
6. Update the provincial Early Detection, Rapid Response plan, including a round of consultation with partner organizations prior to finalization.
7. Lead a planning process to create long-term response, containment, and control plans in regions at high risk of introduction and vulnerable to infestation, including the Okanagan, Shuswap, and Kootenay Regions.
8. Promote vulnerability assessments by utilities, local jurisdictions, and private entities.

Finally, we call on the province to reconsider our previous call to action to require inspection for all watercraft entering B.C., both at federal and provincial borders.

Actions to be taken immediately by the Government of Canada:

1. We ask that the Minister of Public Safety issue immediate direction to all Canada Border Service Agency locations between Saskatchewan and the Pacific that all watercraft entering Canada in that region be inspected for invasive mussels following provincial protocols.
2. We have asked the Government of B.C. to issue a temporary moratorium on out-of-province boats until the full extent of the infestation is known, and until the success of chemical treatments in Idaho is determined. And so, we also ask that the federal government use its authority to support any such temporary moratorium.

Since 2012, the Okanagan Basin Water Board has run the Don’t Move A Mussel public awareness campaign, including the message to boaters to Clean, Drain, Dry their watercraft before launching in B.C. waters. We are also developing a guide for vulnerability assessments for in-water infrastructure which will allow all facility operators to assess the vulnerability of their source waters and understand specific risks to infrastructure

components, how to mitigate those risks, and will allow for advanced capital planning for changes or retrofits as needed. The guide should be ready by the end of this year and will be freely available for all users.

We appreciate your consideration and support protecting the waters of B.C.

Yours truly,



Anna Warwick Sears, Ph.D. — Executive Director
Okanagan Basin Water Board
1450 KLO Road, Kelowna, B.C. V1W 3Z4
Email : anna.warwick.sears@obwb.ca
Office: 250.469.6251

Addressees for Letters of Support:

Honourable Dominic LeBlanc
Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs
269 Laurier Avenue West
Ottawa, Ontario K1A 0P8
iga.minister-ministre.aig@pco-bcp.gc.ca

Honourable Diane Lebouthillier
Minister of Fisheries, Oceans and the Canadian Coast Guard
200 Kent St Station 15N100
Ottawa, Ontario K1A 0E6
DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca

Honourable Nathan Cullen
Minister of Water, Land and Resource Stewardship
PO Box 9012 Stn Prov. Govt.
Victoria, BC V8M 9L6
WLRS.Minister@gov.bc.ca

Honourable George Heyman
Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Gov
Victoria, BC V8W 9E2
ENV.Minister@gov.bc.ca

CC:

- Okanagan MLAs: Harwinder Sandhu, Norm Letnick, Renee Merrifield, Ben Stewart, Dan Ashton, Roly Russell
- Okanagan MPs: Mel Arnold, Tracy Gray, Dan Albas, Richard Cannings
- Okanagan Nation Alliance, Chiefs Executive Council
- Pacific NorthWest Economic Region: Matt Morrison, Chief Executive Officer
- Invasive Species Council of B.C.: Gail Wallin, Executive Director
- Okanagan Chambers of Commerce
- Thompson Okanagan Tourism Association
- Union of BC Municipalities
- Shuswap Watershed Council
- Okanagan and Similkameen Invasive Species Society

Attachments:

- Letter to Province: Call for Immediate Action to Prevent Invasive Mussel Introduction to B.C.
- Letter to Federal Govt: Call for Immediate Action to Prevent Invasive Mussel Introduction to B.C.
- Memorandum to Deputy Minister: Recommendations for Invasive Mussel Prevention

CITY OF SURREY

OFFICE OF THE MAYOR

October 20, 2023

Dear colleagues,

I am writing to you about the Surrey police transition, and the growing impacts on all communities in the region as a result of the Provincial Government's approach. Instead of working with the City of Surrey to unwind this poorly planned transition, the Province is trying to take power over policing away from local governments. The Province will be spending significant provincial tax dollars for no added public safety benefit in Surrey, and creating an environment for policing instability in the region.

Sweeping new powers over local policing

As you likely know, the Province recently introduced unprecedented revisions to the *Police Act* to cover up a mess they created. The Province approved the original transition in 2019 despite prescient warnings about the overwhelming cost impacts to Surrey taxpayers, as well as significant challenges to recruiting frontline officers to the Surrey Police Service (SPS).

The proposed changes to the *Police Act* should concern all local governments and elected officials. Effectively, the Solicitor General is taking the ultimate power of choosing the model of policing away from local governments, clearly motivated by papering over a decision he should not have made in the first place.

As elected officials, it is our job to represent the voters and work earnestly to enact the mandate upon which we were elected. The Province's job should continue to be to ensure that local governments have an appropriate policing plan in place, supported by voters. It is not their role to step-in and make important decisions about local policing models based on their own political motivations.

Significant new costs for Surrey and regional taxpayers

If forced to move ahead, this transition will cost Surrey taxpayers hundreds of millions of dollars. I continue to oppose the Province's plan, and do not believe that it is in the best interest of Surrey, or the region. It is not the best use of provincial tax dollars to fund a police transition that Surrey does not want and that will provide no added public safety benefit.

The Province has already committed \$150 million toward support with additional transition costs, but the ongoing gap between the RCMP contract model and a new municipal force is estimated at no less than \$462 million over the next 10 years. We are looking at our options to continue to fight this transition, but make no mistake, if the Province has the ability to force this transition ahead with this unprecedented legislation, I will be seeking hundreds of millions more from the Province to protect Surrey taxpayers.



BRENDA LOCKE
MAYOR

MAYOR@SURREY.CA

604.591.4126



Furthermore, if Surrey does not maintain the RCMP, our City's share of the Division Administrative costs are in excess of \$32M per year, based on our full strength of members. Once the RCMP ceases to police Surrey, these costs will need to be absorbed by all other Municipalities across BC that continue to have RCMP provide Policing services.

But, again, this is not the best use of Provincial tax dollars. As a region, we have significant challenges in front of us requiring urgent Provincial attention including housing, hospitals, schools, and transit. We should all be encouraging the Province to stand down and focus scarce provincial funds on more urgent priorities.

Recruitment woes creating a destabilizing effect on local policing

Finally, if the Province is able to force this transition ahead, it will have a significant destabilizing effect on policing throughout the region. The Province was warned by many experts that the original transition plan had a gaping hole in it, and those warnings about SPS recruitment issues have come true. Today, 75% of the police in Surrey are still with the RCMP. In recent weeks and months, the SPS has even lost recruits. As it stands, the SPS is nowhere near the number of frontline officers they need to become the police of jurisdiction.

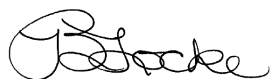
And since Surrey RCMP officers are not transferring to the SPS, which the Province was very clearly warned about, the SPS is actively recruiting from municipal police forces in Vancouver, Delta, Abbotsford, New Westminster, Port Moody, and West Vancouver. This has become a serious policing problem not just in Surrey, but in other communities now as well. Again, this issue is a direct result of the Province's mismanagement of this transition from the beginning.

Sending the Province a message

As the Mayor of Surrey, it is my job to stand up for public safety and taxpayers in Surrey. But as this issue continues to drag on, the impacts for the rest of the region are also growing. Instead of doing their job and properly scrutinizing the proposed transition from the start, the Province is now taking policing powers from local governments, spending scarce tax dollars on a transition Surrey does not want, and creating real instability in policing throughout the region.

I hope that you will join me in raising these concerns with the Premier and the Solicitor General. They need to know that the region's Mayors are not prepared to accept the growing list of impacts as a result of their mismanagement of this important file.

Sincerely,



Brenda Locke,
Mayor





2024 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2024 AGM and Convention that, subject to public health order restrictions, will be held in Victoria at the Victoria Conference Centre as an in-person event from April 12-14, 2024.

Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 7, 2024**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **word document** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and must have been endorsed by the Board or Council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must have only **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions must be received by AVICC by noon on **Wednesday, April 10th, 2024**.
- b. Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- d. Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- e. The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM (see below) are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to June 15th, 2024. Detailed instructions are available on the UBCM website.

RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. For some resolutions, which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes ***the issue*** and the enactment clause outlines ***the action being*** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the *Act* or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.



2024 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2024 Nominating Committee is Past President Ian Morrison.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by 4:30 PM, Thursday, February 7, 2024**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC member.

5. SUBMISSION INFORMATION

All submissions should be forwarded to:

Past President Ian Morrison, Chair, 2024 Nominating Committee
c/o AVICC
P.O. Box 28058
Victoria, BC V9B 6K8
Phone: (236) 237-1202
email: info@avicc.ca

NOMINATIONS FOR THE 2024-25 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to info@avicc.ca by **4:30 PM, Thursday February 7, 2024**:

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD/FN: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Ian Morrison, Chair, Nominating Committee,
c/o AVICC, P.O. Box 20858, Victoria, BC V9B 6K8
or via email to info@avicc.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

AVICC EXECUTIVE ELECTED POSITIONS

The [AVICC Bylaws](https://avicc.ca/wp-content/uploads/2018/10/2018-Bylaws-final-1.pdf)¹ include detailed information about the AVICC Executive elections, positions, and roles. The AVICC elected positions and responsibilities of each are as follows:

PRESIDENT

- Acts as Meeting Chair;
- Participates in discussion, provides and votes on motions;
- Approves communications, meeting agendas, and financial transactions;
- Represents AVICC at external meetings and reports back to the AVICC Executive;
- Provides staff oversight;
- Handles all media relations;
- Hosts the AVICC luncheon at the UBCM Convention;
- Oversees the planning of the AVICC AGM & Convention; and
- Other functions as assigned by the AVICC Executive Committee.

FIRST VICE-PRESIDENT and SECOND VICE-PRESIDENT

- Acts as Meeting Chair if the President is absent from the meeting;
- Acts in the role of President in their absence;
- Participates in discussion, provides and votes on motions; and
- Other functions as assigned by the AVICC Executive Committee.

DIRECTORS AT LARGE (THREE POSITIONS) AND ELECTORAL AREA DIRECTOR

- Participates in discussion, provides and votes on motions.

IMMEDIATE PAST-PRESIDENT (APPOINTED POSITION)

The immediate Past-President remains part of the AVICC Executive and acts in an advisory role to the President. The Past-President participates in discussion, provides and votes on motions, and acts as the Chair of the Nominating Committee.

EMPLOYEE

The Association has one full-time permanent staff person, who provides the key administrative and operational functions for the organization, and who reports to the AVICC President on behalf of the AVICC Executive. AVICC's employee also acts as Secretary-Treasurer of the Association.

¹ <https://avicc.ca/wp-content/uploads/2018/10/2018-Bylaws-final-1.pdf>

EXECUTIVE MEETINGS

The full Executive meets in person seven times a year (5 virtual and 2 in-person), following this general pattern:

- June- virtual
- August- virtual
- October- in-person
- December- virtual
- January- virtual
- March- virtual
- Thursday preceding the Annual Convention (afternoon)- in-person

If required, there may be a brief administrative meeting onsite after convention.

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday. The October in-person meeting is typically held in Nanaimo. Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings (with reimbursement for only the added expenses that would not normally be incurred for attending the annual Convention).



AVICC 2024 Convention

April 12-14, 2024

Victoria Conference Centre

CALL FOR SESSION SUBMISSIONS

Thank you for your interest in participating in the 2024 AVICC Convention. It will be held Friday through Sunday, April 12-14, 2024, at the Victoria Conference Centre in downtown Victoria.

To submit a proposal, fill in the information requested below and email this document back as a **word document** to info@avicc.ca.

The deadline for submissions is Monday, **December 4, 2023**.

There are limited spots on the program including 45- to 60-minute plenary presentations, 60 minute concurrent workshops on Saturday afternoon, and two to three hour pre-convention workshops and study tours on Friday morning.

Delegates encourage sessions that involve multi-party perspectives (panels) and that are interactive, rather than “talking head” presentations. Topics should be relevant to our members, focusing on the important issues impacting elected officials and their communities.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	

Session Description (for review of AVICC Executive Committee. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	
Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	

Name - Presenter #4:	L7
Bio and Organization - Presenter #4:	
Any other Information or requirements:	

Successful applicants must confirm their session description, session title, and final list of presenters with AVICC by January 31st, 2024 for inclusion in the brochure and program.

Changes to presenters or failure to meet this deadline may result in the session being cancelled.

Presenters agree to submit all PowerPoint presentations by March 29th, 2024.

I agree to the above conditions and deadlines:

Signature: _____

Name: _____

Date: _____



2024 AVICC AGM & Convention

Student Participation Program

Deadline January 4, 2024

The [Association of Vancouver Island and Coastal Communities](#) (AVICC) is hosting their 2024 AVICC AGM & Convention in Victoria at the Victoria Conference Centre from April 12-14, 2024. The Convention brings together elected officials and staff from 53 local governments on Vancouver Island and in BC coastal communities, provincial representatives, and other local government partners. Our members gather at our annual convention to network, learn, and discuss the issues and policies that are important to our local communities.

The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2024. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant.

The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. AVICC is not responsible for the student throughout the convention, and sponsoring local government members are responsible to ensure that the student has a safe and positive experience, and that the convention code of conduct is upheld.

Planning for the 2024 Convention is currently underway. It will follow the same format as the [2023 AVICC AGM & Convention Program](#) with business sessions taking place as follows:

- Friday, April 12, 2024: 2:00pm-7:30pm (welcome reception included)
- Saturday, April 13, 2024: 7:30am-4:30pm (banquet not included)
- Sunday, April 14, 2024: 7:30am-12:00pm

Light snacks, breakfast on Saturday and Sunday, and lunch on Saturday are included in the complimentary registration. A ticket to the banquet is not included.

By exposing youth to local government, they will be familiarized with it – thereby increasing the likeliness that they participate on more levels with their local government over time. It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government.

Please complete and submit the attached application form **via email to info@avicc.ca by noon on January 4, 2024.**

The AVICC Executive will be evaluating and approving applications for participation in the 2024 AVICC AGM & Convention student program at their January Executive meeting, and all applicants will be contacted by the end of January regarding the status of their application.

If you have any questions or require further information, please contact Theresa Dennison, AVICC Executive Coordinator, at 236-237-1202 or tdennison@avicc.ca.

Student Participation Application

Deadline January 4, 2024

Member Organization- Sponsor

Organization _____
 Contact Name _____
 Contact Email _____
 Contact Phone _____

Student Applicant Information

Student Name _____
 Student Email _____
 Student Phone _____
 Institution/School _____
 Area of Study/Grade _____

Why would you like to attend the 2024 AVICC AGM & Convention?

Provide some examples of ways youth can participate in local government. How do you participate in civic engagement in your community?

The sponsoring AVICC member organization and the student applicant mutually support this application and have read and agree to the guidelines provided with this application.

Sponsoring AVICC Member

Name: _____

Position: _____

Signature: _____

Date: _____

Student Applicant

Name: _____

Signature: _____

Date: _____

Please submit applications by January 4, 2024 via email to info@avicc.ca

SAMPLE PHOTO SLIDE



L7

This is where you
insert a caption or
title for your photo.
Candara Font, 20pt.

Click “New Slide” to add
additional slides.

Insert your organization
logo below.





RECEIVED

NOV 01 2023

Box 104,
Tahsis, B.C.,
VOP 1X0November 1, 2023**To Mayor & Council**

This letter is being written to mayor and council. However the content is also for the benefit of Village taxpayers. Hopefully, many residents will agree that after reading about the events I describe, it implies that there are disturbing implications as to where our taxes are being channeled. Please be aware that the relevant "mayor and council" who are referred to in the events that I will recount and which occurred in January of 2022, are the still the current Mayor Martin Davis, Councillor Sarah Fowler and Councillor Cheryl Northcott who continue to be our representatives.

Many Tahsis residents have experienced property damage from our sinking infrastructure but how many property owners are aware of what awaits them when this quicksand causes their water or sewer line to become blocked or damaged? I have resided in Tahsis for about two decades and observed numerous sewer problems that many elderly residents have suffered, and sadly - been left to their own resources in desperate situations.

If this hands off approach was written into our bylaw, then no matter how wrong it is, we would have to accept it. However, there is now evidence from the court, that Tahsis residents who have such problems, are not on their own. **The Village of Tahsis has been and is legally obligated to assist.** Obviously, it must have been this way since the bylaw was written. Why has such critical information been withheld and not responsibly broadcast to taxpayers? This is a question that you will have to provide your own answer to.

I will now describe the facts in regards a chain events that have occurred in our Village over almost a two year period. Tahsis property owner, Rita Aedan, suffered a lengthy and diabolical sewer backflow the winter before last year, and Mr. Tatchell, our CAO, refused to assist. Wipes or pads were alleged to have caused the blockage. So she took our Village to the Civil Resolution Tribunal - and won. The legal tribunal set up a new precedent or interpretation of our sewer bylaw and ruled in part: **"The Village, has responsibility to investigate any sewer blockage whether it is suspected of being in a private connection or the municipal system and " ... If any private connection ... becomes blocked or fails to function, the owner shall contact the Director, who will determine where the stoppage or blockage is located."**

Is our council and management listening to the court? I do not believe so and sadly feel the need to make all residents be aware of what is being prioritized in our Village and where our taxes are being spent. The following is an account of what I have had to endure - and continue to - because our municipal government appears to be practicing as a law unto themselves for the past two years - at our expense. This is the story.

In January of 2022, I experienced a horrible sewer backflow at Mums Mart on Cook Street. The building interior was constantly drenched. It was in the same time frame as Rita Aedan's sewer backflow and we shared the cost of bringing in Roto Rooter from Courtenay - because the plumbers road trip cost almost a thousand dollars and Mr. Tatchell refused to take responsibility. He told me "you're on your own" and falsely claimed that this hands off approach was the will of council, as "written in their policy".

Roto Rooter was unable to dislodge the blockage. They diagnosed it as being a blocked collateral pipe on Village property and staked out the spot in a section between Cook Street and Mums Mart -

recommending that the Village undertake immediate excavation at this marked section. The Village refused to do this unless I paid them \$ 6394.50 and further advised me that the bill could easily reach \$10,000.

What our municipality did do, was spend about nine thousand dollars of our taxes, to needlessly hire Pipe Eye to apparently make certain that the main Cook Street line was clear and foolishly ignored a Village report that according to an investigative test undertaken shortly before, indicating that it was clear. That cost us close to nine thousand dollars. However, neither Pipe Eye or the Village investigated the jammed collateral pipe that was blocked between Mums Mart and the property border - less than 100 yards away

I spent the next three months attempting to locate this difficult underground blockage by hiring excavators, workers and buying a sewer camera - because the Village refused to do what our bylaw stipulated. On February 15, 2022, I made an emergency plea to Mayor Davis, Councilor Fowler and Councillor Northcott. However, my presentation and documents were blatantly ignored. Our elected representatives and municipal government authority did not even investigate or attempt to help out in this appalling spill and subsequent damage - except to insist that I was on my own and then threaten me with a fine of ten thousand dollars a day if I attempted to re-direct the sewerage away from the interior of this property. My tenants, who were tree planters, eventually vacated the building because they had no sewer or running water and I had to lodge them elsewhere. But of course the Village continued to bill for these services.

In July of 2022, I filed a lawsuit against Mayor Davis, Councillor Fowler, Councillor Northcott and the municipality - for negligence. And against Mark Tatchell - for gross negligence. I believe there is convincing evidence to substantiate these claims. But has the Village paid up and taken responsibility for the bylaw that council wrote and legalized? No.

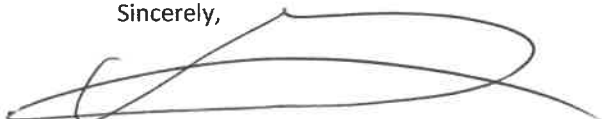
The Village of Tahsis has hired a Victoria lawyer to fight this case in the courts and defend the Village of Tahsis, Mayor Davis, Councillor Fowler, Councillor Northcott and Mark Tatchell. There have been more than a dozen hearings and many more on the way. This case is also currently scheduled for an additional batch of three or four different trial hearings - at our expense. The first four day trial is scheduled for November 14 - November 17, at Campbell River Provincial Court. It is listed as Case C-7686.

As a taxpayer, are you happy with the way our money is being spent? It is estimated that the Village must have already paid tens of thousands of dollars on legal fees and with many more bills on the way for a prolonged trial into next year. Our municipality has refused to disclose how much it has already spent and their lawyer supports the information being withheld.

Do you consider these events to be acceptable? If not, and you would like our local government to be accountable then I suggest that you let them know. I have attempted to obtain documentary evidence of other Tahsis property owners who have experienced sewer problems and been refused help by this Village. However, the Village lawyer Mr. Josh Krusell from Victoria, has been adamantly fighting any such disclosure, alleging that it is irrelevant.

If you are a Tahsis resident and property owner who has had a sewer or water problem in which our municipality has left you on your own, and believe this is relevant, then I would like to hear from you. If you have anything to add or opinions to express, then please let the Village and Council know. Thank you for reading this.

Sincerely,



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

Suggested text for Village of Tahsis letter of support for Rental Housing on Village of Tahsis letterhead:

“[date]

TO WHOM IT MAY CONCERN

RE: MOWACHAHT MUCHALAHT FIRST NATION – GUEST AND MEDIUM TERM RENTAL BUILDING

The Major and Council at the Village of Tahsis have met and agreed that they fully support the development and delivery of the Mowachaht Muchalaht First Nation (MMFN) Strategic Economic Development Plan, which aligns with our own Strategic Economic Development Plan produced in May 2023, and for which MMFN is a named and interested partner.

We see that the provision of Guest and Medium Term Rental accommodation will not only support the MMFN Strategic Economic Development Plan, but will also deliver the MMFN Tourism Strategy, which aligns with our own Strategic Economic Development Plan. It will provide much needed medium-term housing solutions for the region, and has our full support.

Yours truly,

Mark Tatchell

Chief Administrative Officer”

FOR OFFICE USE ONLY

Protected A when completed

CELEBRATE CANADA

Application Form

Deadline: November 21

Application must be received or postmarked by deadline date.

Canadian Heritage provides financial support for events organized during the Celebrate Canada period, from June 21 to July 1. These events celebrate National Indigenous Peoples Day on June 21, Saint-Jean-Baptiste Day on June 24, Canadian Multiculturalism Day on June 27 and Canada Day on July 1.

Should you choose to complete this application, this form (with signature(s)) can be transmitted by e-mail to canada5k@pch.gc.ca. Funding Application Forms received after the deadline will not be accepted.

Privacy Notice

The collection of personal information is authorized by the sections 4(2)b), 4(2)k.1) and 5 of the Department of Canadian Heritage Act and is required to provide funding to eligible groups across Canada who are celebrating: National Indigenous Peoples Day, Saint-Jean-Baptiste Day, Canadian Multiculturalism Day and Canada Day. Collection and use of this personal information are in accordance with the Privacy Act. The program will use this personal information to determine the eligibility of the applicant organization to the funding. The personal information collected is described in Personal Information Bank PCH PAC 015 - Celebration and Commemoration Program and will be retained for six (6) years. Failure to provide all required information may result in your application not being processed. Under the Privacy Act you have the right of access to, and correction of, your personal information. To exercise either of these rights, contact Canadian Heritage's ATIP Coordinator by email at aiprp-atip@pch.gc.ca. If you are not satisfied with Canadian Heritage's response to your privacy concern, you may wish to contact the Office of the Privacy Commissioner of Canada by telephone at 1-800-282-1376.

PART A – ELIGIBILITY

To be eligible for funding, you must agree to the following:

All events are free of charge and open to the public.
No admission fees or donations will be requested.

☒ Yes, I agree (required)

PART B – APPLICANT INFORMATION

1. General Information

Organization's Legal Name

Village of Tahsis

Organization's Client Name

Village of Tahsis

Organization's Former Name (if applicable)		
Telephone (250) 934-6344	Extension (optional)	Other Telephone
Email reception@villageoftahsis.com	Website (if applicable) www.villageoftahsis.com	
In which official language do you wish to communicate?		
<input checked="" type="radio"/> English <input type="radio"/> French		

2. Primary Address of the Organization		
Primary Address – Number, street, post office box 977 S Maquinna Drive, box 219		
City 1-250-934-6344	Province or Territory reception@villageoftahsis.com	Postal Code V0P1X0
Has the organization's address and/or phone number changed since the last submitted application? <input type="radio"/> Yes <input checked="" type="radio"/> No		
3. Mailing Address of the Organization		
Same as primary address? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (complete below)		
Address – Number, street, post office box		
City	Province or Territory	Postal Code

4. Person Authorized to Sign for the Organization		
The authorized representative must be an individual with the authority to enter into contracts on behalf of the applicant organization and identified as such in the organization's official operating policies (e.g. financial policies, by-laws), or in an official motion from the organization's board or governing body.		
First Name Mark	Last Name Tatchell	
Title Chief Administration Officer		
Telephone (250) 934-6344	Extension (optional) 105	Other Telephone
Email mtatchell@villageoftahsis.com		

5. Contact Person for the Project

☐ Same as the person authorized to sign for the organization

First Name

Amanda

Last Name

Knibbs

Title

IT Coodrinator

Telephone

(250) 934-6344

Extension (optional)

101

Other Telephone

Email

reception@villageoftahsis.com

6. Structure and Governance of Organization

Geographical area of operation of the organization

☐ International ☐ National ☐ Provincial/Territorial

☐ Regional ☒ Local/Municipality ☐ Other (specify) _____

7. Legal Status (required)

Is the organization a:

☐ For-profit entity

☐ Not-for-profit entity

☒ Other (specify): Municipal Government

Is your organization incorporated or applying for incorporation?

☒ Yes

☐ No (Please complete Part I – Unincorporated Applicant Acceptance of Responsibility Form)

If the organization is incorporated or applying for incorporation, please provide the following information:

☐ Federal

☒ Provincial/Territorial

☐ In process

Registration Number: 108180365

Date of Incorporation: 07 July 1970

Date of Continuance (if applicable): _____

A copy of the certificate of incorporation must be provided.

Federal Business Number, GST, HST, or CRA Tax number (required if incorporated): 108180365

See examples of a Federal Business Number here: Business number - Canada.ca

Select the attribute that applies to your organization (required)

- ☐ Official Language Minority Community
- ☐ Ethnocultural Community
- ☒ Indigenous Peoples' Community
- ☐ Not Applicable

What is the mandate and objective of the organization or group?

We exist to serve the residents of Tahsis and preserve our beautiful way of life, ensuring that the needs of our community can continue to be met and evolve sustainably for future generations

PART C – PROJECT INFORMATION

Project Title

Canada Day

Please indicate which thematic days(s) your project celebrates (you must select at least one event).

- ☐ National Indigenous Peoples Day
☐ Saint-Jean-Baptiste Day
☐ Canadian Multiculturalism Day
☒ Canada Day (Event must be held on July 1)

Start date of celebrations

01/07/2024

End date of celebrations

01/07/2024

Funding request from Celebrate Canada

☒ \$5,000 or less
Program objectives

Which program objective(s) will your projects address? Choose the applicable response.

- ☐ Enable Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity.
☒ Create opportunities for Canadians to participate in celebrations that create a sense of pride and belonging to Canada.

Describe how your organization plans to meet the selected program objective(s).

Please note whether members of diverse communities will be involved in the planning and/or programming of the event. Also note whether organizations serving diverse communities will be invited to partner with your organization to plan and/or manage the event (2800 characters) (required).

The Village of Tahsis Partners with multiple community groups that help plan and manage the Canada Day Celebration. Some of those groups include; Heritage Society, Literacy Society, Tahsis Salmon Enhancement Society, Lions Club, and Tahsis Junior Canadian Rangers.

Target Group

In addition to the general public, the project will reach:

- ☒ Indigenous Peoples' Communities
☐ Ethnocultural Communities
☐ Official-Language Minority Communities
☐ Youth

Describe how your organization plans to conduct targeted outreach to the communities listed above. (required)

Targeted outreach may include things such as: Recruiting volunteers from diverse communities, holding learning activities to promote diversity and planning events that highlight cultural, ethnic, linguistic and/or geographic diversity. (2800 characters)

Poster and various social media outlets are used to reach out to all surrounding community members. Through the societies that we partner with, especially the Literacy and Heritage Societies, will use their expertise to ensure that we promote diversity in the events.

Describe how your organization will make an effort to include members of the targeted communities in planning the events. (2800 characters)

Posters will be displayed around the Village to reach local community groups and residents, we will reach Indigenous community members in Tsaxana as the Village of Tahsis is on Mowachaht/Muchalaht First Nations Territory. The event will also be advertised on our Village's website, Facebook Page, and our local blog. There will be activities, games and entertainment designed for all age groups including our local youth.

Will you have partnerships and/or sponsors, including in-kind support?

☒ Yes ☐ No

Social Media

Please enter social media accounts related to the organization or the event.

Facebook	https://www.facebook.com/profile.php?id=100068094049391
Instagram	
Twitter / X	
YouTube	
Other	

PART D – PROPOSED EVENT(S)

Note that priority is given to events held on the actual date of their Celebrate Canada designated day. In some circumstances, funded activities may be undertaken up to five days prior to the Celebrate Canada period, **except for Canada Day which has to be held on the designated day of July 1st.**

Only complete the sections for the day(s) you wish to celebrate.

National Indigenous Peoples Day

Event Start Date: (format YYYY-MM-DD)

Event End Date: (format YYYY-MM-DD)

Please provide information regarding the [eligible](#) activities that will take place during your event. Include information such as description of the show, the protocol ceremony, entertainment, celebrations, games, fireworks, etc., (maximum 200 words)

Enter the total expected number of participants for this event:

If applicable, how many people attended the event last year?

Please provide one address where your main event will take place. If you cannot provide a specific address, please provide the intersection, park, postal code, or public space where your event is being held. This information may be used to promote your event.

Please provide the name of the public space where the event will be held:

Address

City

Province

Postal Code (required)

Google Maps Link for the main event (required)

Saint-Jean-Baptiste Day	
Event Start Date:	Event End Date:
<p>Please provide information regarding the eligible activities that will take place during your event. Include information such as description of the show, the protocol ceremony, entertainment, celebrations, games, fireworks, etc., (maximum 200 words)</p>	
<p>Enter the total expected number of participants for this event:</p>	
<p>If applicable, how many people attended the event last year?</p>	
<p>Please provide one address where your main event will take place. If you cannot provide a specific address, please provide the intersection, park, postal code, or public space where your event is being held. This information may be used to promote your event.</p>	
<p>Please provide the name of the public place where the event will be held:</p>	
Address:	City:
Province:	Postal Code (required)
<p>Google Maps Link for the main event (required):</p>	

Canadian Multiculturalism Day	
Event Start Date: (format YYYY-MM-DD)	Event End Date: (format YYYY-MM-DD)
<p>Please provide information regarding the eligible activities that will take place during your event. Include information such as description of the show, the protocol ceremony, entertainment, celebrations, games, fireworks, etc., (maximum 200 words)</p>	
<p>Enter the total expected number of participants for this event</p>	
<p>If applicable, how many people attended the event last year?</p>	
<p>Please provide one address where your main event will take place. If you cannot provide a specific address, please provide the intersection, park, postal code, or public space where your event is being held. This information may be used to promote your event. (required)</p>	
<p>Please provide the name of the public place where the event will be held:</p>	
Address:	City:
Province:	Postal Code:
<p>Google Maps Link for the main event (required)</p>	

Canada Day	
Event Start Date: (Must be July 1 st , format 2024-07-01) 2024-07-01	Event End Date: (Must be July 1 st , format: 2024-07-01) 2024-07-01
<p>Please provide information regarding the eligible activities that will take place during your event. – Include information such as: description of the show, the protocol ceremony, entertainment, celebrations, games, fireworks, etc., (maximum 200 words)</p> <p>Our Canada Day event will be held at the Tahsis Information Centre/Museum on July 1, 2024. The event will commence with our Mayor (or Councillor) opening the event and acknowledging the Canadian Heritage Funding and that Tahsis is on Mowachaht/Muchalaht First Nations Territory. The Village residents will then sing "O Canada". Following the singing our National Anthem we will have a community BBQ, cupcake decorating, Museum tours, games for youth, Canadian Trivia, and local musicians. Lastly a Canada Day Cake cutting ceremony followed by cake. We will live stream the opening ceremony and singing of "O Canada" on the Village MS Teams link that is available to the public.</p>	
Enter the total expected number of participants for this event (required): 150	
If applicable, how many people attended the event last year? 125	
Please provide one address where your main event will take place. If you cannot provide a specific address, please provide the intersection, park, postal code, or public space where your event is being held. This information may be used to promote your event.	
Please provide the name of the public place where the event will be held: Tahsis Information centre and Museum	
Address: 107 Rugged Mountain Road	City: Tahsis
Province: BC	Postal Code: V0P1X0
Google Maps Link for the main event (required) https://goo.gl/maps/dpvQJnthDxQutbE66	

PART E - REQUIREMENTS

If you are successful in your funding request, you must respect a series of requirements in the carrying out of your event(s). Please answer the following questions regarding these requirements.

The expected number of participants for all events: 150

Canadian Heritage acknowledgement and symbols

How will you acknowledge support from Canadian Heritage? At least one item must be selected. See the [Guide on the public acknowledgement of financial support](#) for more information.

- ☒ "Canada" wordmark and acknowledgement text
- ☒ Social media (Facebook, Twitter, Instagram etc.)
- ☐ Press releases
- ☐ Websites
- ☒ Advertisements and public service announcements
- ☒ Printed materials (flyers, ads, poster, etc.)
- ☒ Verbal acknowledgement

☐ Other (specify) _____

Will you use Canadian symbols? (required) *Please note: Using Canadian symbols is not a requirement but is strongly encouraged. Visit the Symbols of Canada website for guidance.

- ☒ Yes
☐ No

Official Languages Requirements

Canadian Heritage (PCH) is committed to take positive measures to enhance the vitality of the English and French linguistic minority communities in Canada as well as to support and assist their development, and to foster the full recognition and use of both English and French in Canadian society.

If you receive funding from PCH, you commit to being in compliance with the official languages obligations contained in your application and/or in your funding agreement.

Official language requirements:

- Acknowledge the Government of Canada's support for the project in English and in French.
- Basic information on the project will be available in English and French.

☒ Yes, I agree

Environmental Assessment Act

If you receive funding, your project may be subject to the provisions of the *Canadian Environmental Assessment Act, 2012*. If your activities are to be carried out on federal lands, contact your regional office for additional information prior to the start of your project.

Acknowledgement of Government of Canada Financial Support

Organizations that receive funding from Canadian Heritage must publicly acknowledge, in English and in French, the financial support received from the Government of Canada in all communication materials and promotional activities related to the project, such as advertising, promotional and program materials, public announcements, speeches, website, social media, etc. The [Guide on the public acknowledgement of financial support - Canadian Heritage](#) will assist the Recipient in complying with the requirements.

PART F – BUDGET \$5,000 AND LESS

Please enter the project's planned expenses and the funding requested from Canadian Heritage (PCH) for each applicable expense item. (Note: Total Expenses must equal Total Revenues)

The following expense items cannot be requested from PCH: BBQ, food and beverages, alcohol license, prizes.

EXPENSES (cash only)		
	Total	Requested from PCH
BBQ, food, and beverages (only eligible for Canada Day activities held in the Territories or northern and remote communities)	\$250	\$0
Alcohol license (ineligible expense)	\$0	\$0
Prizes (ineligible expenses)	\$200	\$0
Traditional food (for Multiculturalism Day and National Indigenous Peoples Day only)	\$0	\$0
Cake, plates, utensils, napkins	\$250	\$250
Fireworks, light shows	\$2,000	\$1,000
Entertainment	\$300	\$0
Promotion, decorations, and signage	\$500	\$150
Inflatable games	\$0	\$0
Other (please specify): Photography	\$200	\$200
TOTAL EXPENSES The maximum that can be requested from PCH is \$5,000	\$3,700	\$1,600
REVENUES (cash only)		
Requested from PCH	\$1,600	
Applicant contribution	\$0	
Municipal Government or Agency	\$2,300	
Provincial / Territorial Government	\$0	
Partners and Sponsors	\$200	
Other (please specify):	\$0	
TOTAL REVENUES	\$4,100	
Note: Total planned expenses must equal total anticipated revenues.		

PART G – SUPPORTING DOCUMENTS

Please attach the following documents:

- ☒ The Funding Application is completed and signed (Parts A-E, Attestation)
- ☒ The Budget balances between Planned Expenses and Revenues
- ☐ (If unincorporated) The Unincorporated Applicant Acceptance of Responsibility form.

PART H – DECLARATION / ATTESTATION**Declaration**

As the person that has the legal authority to bind and apply on behalf of the Applicant, I declare that:

- The information in the application is true, accurate and complete;
- I have all the necessary authorities to undertake the proposed project, or will obtain these authorities prior to the approval of the project;
- I and any person lobbying on my behalf to obtain funding are in compliance with the Lobbying Act and that no actual or potential, direct or indirect, contingency fee arrangement exists;
- No public servant or holder of public office, past or present, will derive a direct benefit from the approved funding in breach of the Values and Ethics Code for the Public Service or the Conflict of Interest Act;
- I will act in compliance with applicable statutes, laws, bylaws, regulations, orders, codes, standards directives and guidelines governing the activities for which funding is being sought; and
- I commit to take measures conducive to creating a workplace free from harassment, abuse and discrimination.

I acknowledge that:

- The submission of this Application does not constitute a commitment on the part of the Minister to award funding.
- Making a false declaration is a criminal offence.
- I authorize the Minister to disclose any information submitted in this Application within the Government of Canada or to outside entities, subject to applicable restrictions associated with privacy, confidentiality and security for the following purposes:
 - To reach a decision on the application; to support transparency, accountability and citizen engagement; and to respond to requests made under the Access to Information Act and the Privacy Act.

Attestation

If funds are approved, as the person that has the legal authority to bind and apply on behalf of the Applicant, I agree that:

- This Application, the Funding Approval Letter, and any additional conditions agreed upon in a separate agreement, will constitute the entire agreement between myself (the Applicant) and the Minister of Canadian Heritage, effective as of the date of the Funding Approval Letter;
- Funding received, whether received as a grant or a contribution, may be audited by the Department to ensure funding conditions have been respected;
- This Agreement does not create a partnership, agency or joint venture and I shall not represent myself as an agent, partner or employee of the Department in carrying it out; and
- I will share results, as requested.

In addition, I shall:

- Use the funds only for the purposes specified in the Agreement;
- Indemnify the Minister from any claim or cause of action arising from injury, damage, or death sustained in carrying out this Agreement; and
- Publicly acknowledge the funding.

☒ Yes, I agree.

Authorized Signature(s)

MARK TATCHELL
Name of the authorized signatory (please print) (required)

[Handwritten Signature]
Authorized Signature (handwritten or digital signature)

Name of the authorized signatory (optional)



Authorized Signature (optional)

Chief Administrative Officer
Title (required)

2023-10-30
Date: (format YYYY-MM-DD)

Title (optional)

Date: (format YYYY-MM-DD) (optional)

 Direct Deposit Enrollment or Change Request Demande d'inscription ou de changement au dépôt direct 			
PART A / PARTIE A			
<i>Please keep Canadian Heritage or Parks Canada informed of any changes to your account (Mailing address or bank account)</i> <i>Veillez informer Patrimoine canadien ou Parcs Canada de tout changement à votre compte (adresse ou information bancaire).</i>			
Department / Département	Canadian Heritage / Patrimoine Canada		
Identification Number / Numéro d'identification	Business No. / No. d'entreprise	Number # / Numéro #	108180365
Legal Name / Nom légal	The Village Of Tahsis		
Address / Adresse	977 South Maquinna Dr		
City / Ville	Tahsis		
Country / Pays	Canada		
Province or / Region (Int'l)	105	Postal Code / Code postal	977 S Maquinna Drive, box 216
Telephone Number / Numéro de téléphone	1-250-934-6344		
Email / Courriel	reception@villageoftahsis.com		
Language Preference / Préférence linguistique	English / Anglais		
PART B / PARTIE B			
<i>Please attach a banking letter or a blank cheque for your bank account with "VOID" written on it. If a void cheque cannot be attached, please ensure PART C is completed /</i> <i>Veillez joindre une lettre bancaire ou un de spécimen de chèque incluant l'information bancaire et portant la mention "NUL".</i> <i>Si un chèque n'est pas disponible, veuillez vous assurer que la PARTIE C soit complétée.</i>			
<i>Please ensure that the name on the cheque is the legal name / Veuillez vous assurer que le nom sur le chèque est le nom légal.</i>			
The information provided is protected under the Privacy Act / L'information fournie est protégée en vertu de la Loi sur la protection des renseignements personnels.			
I, as the authorized representative of the above organisation, authorize the Receiver General for Canada to deposit the payment(s) directly into the above account until further notice / En tant que représentant(e) autorisé(e) de l'organisme ci-dessus, j'autorise le Receveur général du Canada à déposer tous paiement(s) directement dans le compte inscrit ci-dessus, à moins d'avis contraire de ma part.			
<input type="text"/>		Date of signature / Date de signature	Tatchell
Print name / Nom en lettres moulées: mtatchell@villageoftahsis.com			
PART C / PARTIE C			
<i>If you did not include a voided cheque, you must ensure to have the original bank stamp on the form confirming the banking information entered in Part C of this form /</i> <i>Si vous n'avez pas inclus un chèque original, vous devez vous assurer d'avoir l'étampe original de la banque qui confirme l'information bancaire inscrite à la Partie C du formulaire.</i>			
Branch Number / Numéro de la succursale			Financial Institution Stamp Here (for Validation) / Cachet de l'institution financière ici (pour Validation)
Institution Number / Numéro de l'institution			
Account Number / Numéro de compte			
Name(s) of account holder(s) / Nom(s) du(des) titulaire(s) du compte			
PART D / PARTIE D			
Wire Transfer / Virement bancaire Wire Transfer is available in select countries upon receipt of Wire Transfer information Le virement bancaire est disponible dans certains pays dès réception des informations sur le virement bancaire			
PART E / PARTIE E			
Need help? / Besoin d'aide? For further information on direct deposit, please contact the STAR Helpdesk by email or by telephone at (819) 953-8822 Pour tout renseignement sur le dépôt direct, veuillez contacter le bureau d'aide STAR par courriel ou par téléphone au (819) 953-8822.			

Village of Tahsis

LETTERS PATENT

[L.S.] J. R. NICHOLSON,
Lieutenant-Governor.

CANADA:

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada and Her other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come—
Greeting.

W. D. Black,
Acting Minister
of Municipal
Affairs.

WHEREAS by section 10A of the *Municipal Act*, being chapter 255 of the *Revised Statutes of British Columbia*, 1960, as amended, it is provided, *inter alia*, that a municipality may be established in conjunction with the development of a natural resource:

And whereas the forest resources in the Tahsis area are being developed:

And whereas it is in the public interest to establish a municipality in conjunction with this development:

And whereas the provisions of the said section 10A have been duly complied with:

Now know ye that by these presents We do order and proclaim that the residents of the area of land hereinafter described shall, on, from, and after the 17th day of June, 1970, be incorporated as a village municipality (hereinafter called "the municipality") under the *Municipal Act*, and under and subject to the provisions hereinafter contained or referred to:—

1. The municipality shall be called and known by the name and style of the "Village of Tahsis."

2. The municipality shall comprise all that tract of land hereinafter described: Commencing at the southeast corner of Lot 625, Nootka District, being a point on the high-water mark of Tahsis Inlet, on the westerly shore thereof; thence westerly, northerly, and easterly along the southerly, westerly, and northerly boundaries of said Lot 625 to the southwest corner of Lot 623; thence northerly and easterly along the westerly and northerly boundaries of Lot 623 to the northeast corner thereof; thence northerly and easterly along the westerly and northerly boundaries of Lot 443 to the south-west corner of Lot 595; thence northerly along the westerly boundary of said Lot 595 to the most westerly northwest corner thereof; thence north for a distance of 6,600 feet; thence east for a distance of 2,640 feet; thence south for a distance of 2,640 feet; thence east for a distance of 2,640 feet; thence south for a distance of 2,640 feet; thence west to the point of intersection with the easterly boundary of aforesaid Lot 595; thence southerly along the easterly boundary of said Lot 595 to the northwest corner of Lot 596; thence east-

erly, southerly, and westerly along the northerly, easterly, and southerly boundaries of said Lot 596 to the southwest corner thereof, being a point on the high-water mark of Tahsis Inlet, on the easterly shore thereof; thence in a general southerly direction along said high-water mark to the southwest corner of Indian Reserve 11 (Tam-sis); thence west to the point of intersection with the southeasterly boundary of Block B of Lot 624; thence southwesterly along said southeasterly boundary to the most southerly corner of said Block B of Lot 624; thence southwesterly in a straight line to the most westerly corner of Lot 654; thence southwesterly in a straight line to a point which lies 1,000 feet due east of the aforesaid southeast corner of Lot 625, Nootka District; thence west to said corner, being the point of commencement, and containing by admeasurement 1,136 acres of land, more or less, and 585.6 acres of land covered by water, more or less.

3. The members of the interim Council of the municipality are Kenneth Roy Sturdy, Douglas Haig Evans, Otto Valentine Schmidt, Eugene Charles Rudolf Hammerer, and Eileen Jean Kathryn Dowding.

4. The term of office of each member of the interim Council shall extend from the date of these Letters Patent until the first elected Council takes office following the first election, but if in the meantime any vacancy on the interim Council occurs, the Lieutenant-Governor in Council may appoint some other person to hold office for the unexpired portion of such term of office.

5. The interim Council shall elect a Mayor from among its members.

6. A quorum of the interim Council is three members.

7. Subject to these Letters Patent, the interim Council shall have all the powers and duties of a Council under the *Municipal Act* and other applicable Acts.

8. Except as otherwise provided herein, the provisions of subsection (2) of section 41, and Part III do not apply to the municipality until the first day of July in the year 1973.

9. The election of the members of the Council of the municipality shall be conducted in the year 1973 at the time and in the manner provided for annual elections by the *Municipal Act*, and except as otherwise herein provided the provisions of the *Municipal Act* apply to the elections; provided, however, that the Minister of Municipal Affairs may order such election in any prior year.

10. Subject to any requirement of the Minister of Municipal Affairs pursuant to section 9 hereof for the election of the members of Council, provision shall be made for

(a) the election of a Mayor to hold office on and from the day of the first meeting of the first elected Council until noon on the first

Monday after the first day of January, 1976, or until he is sworn in;

(b) the election of two aldermen shall be the candidate two highest number of votes to hold office on and from the first meeting of the first elected Council until the first Monday after the first day of January, 1976, or until the number of members have been sworn in to a quorum;

(c) the election of two aldermen shall be the candidates two next highest number of votes each to hold office on and from the first meeting of the first elected Council until the first Monday after the first day of January, 1975, or until the number of members have been sworn in to a quorum;

(d) in the event no poll is taken to elect the aldermen, the Returning Officer shall determine the candidates shall hold office for the term specified in subpart 11 and which candidates shall hold office for the term specified in paragraph (c) of this

11. The persons qualified to be elected at the first election and to have been entered on the list of electors of the municipality shall be those who are qualified under Part II of the *Municipal Act*.

12. Subject to sections 50 and 51 of the *Municipal Act*, any elector, or corporation, whose name appears on the list of electors of the municipality in which the first elected Council is to be elected is qualified to be elected, and to hold office as a member of the first elected Council.

13. The Returning Officer, at the place, and the polling places at the first election shall be appointed by the interim Council pursuant to sections 52 and 54 of the *Act*.

14. The first meeting of the Council shall be held on the first day of July, 1970, at Tahsis and the first meeting of the first elected Council shall be held in the afternoon of the first day after the first day of January, 1976, or until the term of office of the interim Council is sooner terminated by or under the Minister of Municipal Affairs pursuant to section 9 hereof.

15. The Provincial Assessor of the Assessment District of the Village of Tahsis shall be deemed to be a Deputy of the municipality for such purposes as the Surveyor of Taxes of the Province may require.

16. The areas of land described in the Letters Patent. *Firstly*.—Commencing at the southeast corner of Lot 443, Nootka District, thence easterly and southerly

the easterly boundaries of said Block A of Lot 15; thence in a general southerly direction along the easterly boundaries of Lots 14, and 443 to the point of intersection with the most easterly corner of said Lot 443 shown out on Registered Plan 1557R, as shown on the Land Registry Office, Vice the northwesterly, southwesterly, southeasterly along the northwesterly, and southwesterly boundaries of said Lot 443 shown on Plan 1557R to the most northerly corner thereof; thence in a general southerly direction along the boundary of Lot 443 to the northerly corner thereof; thence westerly along the southerly boundaries of said Lot 443 to the intersection with the southerly boundary of Lot 1 of Lot 443, Registered Plan 10842, to the point of intersection with the westerly boundary of Lot 443 to the northwesterly corner thereof, being commencement.

Commencing at the southwest corner of Lot 13, Nootka District; thence northerly along the southerly boundary of Lot 13 and continuing easterly along the southerly prolongation thereof of intersection with the westerly boundary of Lot 600; thence in a general southerly and southeasterly direction westerly and southwesterly of said Lot 600 to the most southwest corner of Block A of Lot 15; thence in a general easterly, and northerly direction along the easterly boundaries of said Block A of Lot 15 to the northerly corner thereof; thence southerly along the southerly boundaries of said Block A of Lot 15 to the northerly corner thereof; thence northwesterly along the northwesterly boundaries of said Block A of Lot 15 to a

point thereon which lies 84 feet southerly from the most westerly northwest corner of Block A of Lot 15; thence S. 86° W. for a distance of 150 feet; thence N. 65° W. for a distance of 400 feet; thence N. 79° W. for a distance of 542 feet; thence north for a distance of 181 feet; thence N. 36° E. for a distance of 236 feet, more or less, to the point of intersection with the southerly boundary of Lot 595; thence in a general southerly and northwesterly direction along the westerly and southeasterly boundaries of said Lot 595 to the point of intersection with the westerly boundary of Lot 13; thence southerly along the westerly boundary of said Lot 13 to the aforesaid southwest corner thereof, being the point of commencement; save and except therefrom the following described lands: Commencing at the southwest corner of Lot 13, Nootka District; thence N. 89° 19' 10" W. for a distance of 243 feet; thence S. 40° 50' W. for a distance of 66 feet; thence S. 89° 19' 10" E. to the point of intersection with the westerly boundary of Lot 600; thence northerly along the westerly boundary of said Lot 600 to the point of intersection with the easterly prolongation of the southerly boundary of aforesaid Lot 13; thence westerly along the said prolongation and the southerly boundary of Lot 13 to the aforesaid southwest corner thereof, being the point of commencement; and any lands created contiguous thereto by landfill are designated industrial-plant sites pursuant and subject to the provisions of subsection (3) of section 12 of the *Municipal Act* with respect to

- (a) the maintenance of sidewalks and boulevards;
- (b) such other works and services, except for those enumerated in Division (1) of Part XVII of the *Municipal Act*, as may hereafter be specified by supplementary Letters Patent.

17. From the date of these Letters Patent, no by-law or other regulation of the Council other than those pertaining to the abatement or control of pollution shall restrict the construction, maintenance, or operation of industrial plants on any land referred to in paragraph 16 hereof.

18. (1) Subsection (2) of section 249 of the *Municipal Act* does not apply to the municipality until the first day of January, 1974, and until that date the aggregate debt, other than debts for temporary current borrowing, shall be as determined by the Inspector of Municipalities.

(2) The provisions of subsection (3) of section 248 is excepted until 1974, and the Inspector of Municipalities may approve any loan authorization by-laws for the said purposes to cover borrowings for recreation and community works and services.

19. The sums of money which may be borrowed to meet the current lawful expenditure of the municipality in the years 1970 and 1971 shall be as determined by the Inspector of Municipalities.

20. Subsection (1) of section 253 of the *Municipal Act* does not apply to the municipality until the first day of December, 1970.

21. Until the first day of January, 1975, the maximum rate of taxation permitted under section 427 is excepted and no tax may be imposed thereunder which exceeds one-fifth of the maximum rate of taxation otherwise permitted under the said section.

22. Until the first day of January, 1975, the provisions of section 703 and 704 of the *Municipal Act* do not apply to the municipality; provided, however, that the Minister of Municipal Affairs may order that the said sections shall apply in a prior year.

In testimony whereof, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

Witness, Colonel the Honourable John R. Nicholson, P.C., O.B.E., Q.C., LL.D., Lieutenant-Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this seventeenth day of June, in the year of our Lord one thousand nine hundred and seventy, and in the nineteenth year of Our Reign.

By Command.

W. D. BLACK,
Provincial Secretary.

Reprinted from *The British Columbia Gazette*, July 9, 1970.



M3 and M4

Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697
e: info@virl.bc.ca w: www.virl.bc.ca

October 17, 2023

Mayor Martin Davis
Village of Tahsis
Box 219, 977 South Maquinna Drive
Tahsis, BC V0P 1X0
Sent via: mayor@villageoftahsis.com

Dear Mayor Davis,

Re: December 4 deadline: 2024 VIRL Board Appointments

Per S17(2) of the *Library Act (The Act)*, appointment of your 2024 VIRL Board Trustee and Alternate are to be set at your Council's first meeting in November.

Reappointment of sitting members is encouraged for continuity if they have not served more than 8 consecutive years. The term of appointment is January 1 – December 31. The draft 2024 meeting schedule is included on page 2.

S 55 of *The Act* speaks to expenses eligible for reimbursement.

By December 4, please submit for your Trustee and Alternate appointments, supported by:

1. Certified copy of Resolution
2. VIRL 2024 Contact Forms (includes recording release & direct deposit authorization)
3. 2024 Financial Statement of Disclosure

Return completed forms to mpatterson@virl.bc.ca.

If you have any questions, contact Mariah Patterson, Executive Assistant at 250-729-2310 or [email](mailto:mariah.patterson@virl.bc.ca).

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

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

Ben Hyman
Executive Director

cc: Mark Tatchell, CAO, Village of Tahsis
Janet St. Denis, Finance & Corporate Services Manager, Village of Tahsis

2024 DRAFT Meeting Schedule

For 2024, other than the February meeting, all meetings are currently planned as hybrid, with limited seating for in-person attendees at the Nanaimo North branch boardroom.

Early Feb	New Trustee Orientation
Early Feb	AGM & Board Meeting
Fri., late March	Executive Committee
Fri., mid June	Executive Committee
Sat., late June	Board of Trustees
Fri., early July	Executive Committee – includes Budget
Fri., late July	Executive Committee – includes Budget
Sat., Sept.	Board of Trustees – includes Budget
Fri., Oct.	Executive Committee
Sat., Nov./Dec	Board of Trustees
Fri., Dec./Jan.	Executive Committee – Optional

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Adia Mavrikos, Director of Finance

Date: October 29, 2023

Re: **Q3 Operating Results to September 30, 2023**

PURPOSE OF REPORT

To provide Council with information regarding the operating financial results to September 30, 2023.

BACKGROUND

The attached reports break down the following information to September 30, 2023:

Budget	Budgeted amounts to September 30 for expenses and revenue
Actual to Date	Actual amounts paid for salaries, labour, goods and services for Village programs
Budget Variance Fav (Unfavourable)	A budget variance is the difference between the budgeted amount of expense or revenue, and the actual amount. The budget variance is favorable when the actual revenue is higher than the budget or when the actual expense is less than the budget. A budget variance is unfavourable when the actual revenue is less than budget or when the actual expense is greater than budget.
2023 Approved Budget	Per Schedule A of Bylaw No. 656, Amended 2023-2027 Financial Plan
Projected Actuals	Anticipated revenues and expenses to December 31 based on trends to date, assumptions and best judgement by the Director of Finance.
High Level Variance Explanation	Explanation of the <u>major</u> reason(s) for the budget variance

POLICY/LEGISLATIVE REQUIREMENTS

1. Community Charter (sec. 167)

FINANCIAL OVERVIEW

Overall, the financial operating results for the nine months ending September 30th, along with projections up to December 31st, are largely on track, showing a modest surplus by year-end. Revenues are expected to exceed budget expectations, except for Grants in lieu of taxes and Grant income from other Governments. The reduced revenues are due to the rural business advisor starting mid-year, which means that some of this grant revenue will be allocated to

2024, along with the disappointing news that our federal grant application for the Canada Summer Jobs program was declined.

The Village has seen a positive trend in several revenue sources, particularly in investment income, as we initially adopted a conservative budget due to poor returns in 2022. Bond markets have continued to yield strong returns into Q3. Additionally, the earlier downward trend in landfill recovery has now reversed, with new landfill and recycling rates in effect, as well as some retro billing dating back to June.

During the first two quarters, our positive operating expense trend was primarily attributed to reduced staffing and associated benefit costs. In contrast, legal costs have exceeded budget estimates, as have travel expenses. Both of these expense categories will undergo detailed examination during the 2024 budgeting process.

Furthermore, water and sewer repair costs have remained minimal, except for a fully covered hydrant repair by ICBC. We hope to sustain this trend throughout the remainder of the year.

2023 Operating Results - Year-to-Date September 30, 2023

Overall, the operating results to September 30, 2023 report total revenues of \$2,906,215 and operating expenses (including transfers to reserve) of \$2,366,694 resulting in a net operating surplus of \$539,521. This result is a bit misleading as most of the revenues have been received for the year while approximately 25% of the expenses have yet to be incurred. Please look to the year end projections for a better forecast of the Village's operating surplus.

Major Budget Variance Explanation – Favorable (Unfavourable)

Revenues

- Grants in lieu of taxes are \$7,000 under budget, primarily due to the reclassification of the Coast Guard building and land as 50% residential, compared to the 100% Business classification in 2022.
- User fee revenues: While Recreation Centre fees (excluding concession) remain low, Daycare Revenues have exceeded expectations. This is attributed to the \$10/day program and the ECE wage enhancement agreement.
- Environmental Health revenues, specifically Landfill fees recovered from the Comox Valley Regional District Waste Management, are over budget by \$28,000. This favorable outcome is a result of a new agreement with higher hourly rates, as well as retroactive recovery for June, July, and August.
- Interest and penalties have exceeded the budget expectations due to higher outstanding property taxes.
- Grants are under budget, partly due to the timing of grant payments (with half of both the Gas Tax and Rural Business Advisor payments received in July). Additionally, the Village was declined for the Canada Summer Job program. It's worth noting that the Village of Tahsis received a significant one-time grant of \$650,000 from the Growing Communities fund.
- Investment income is currently \$67,000 ahead of budget, thanks to high investment returns earned so far. This positive outcome is also due to a conservative budget set in 2023 because of the very low returns on our bond holdings in 2022.

Expenditures

- General Government – Council Expenses: Council expenses have exceeded the budget by \$6,800 (unfavorable). This is primarily due to increased conference and travel expenses. It may be necessary to reassess and increase the Travel and Conference budgets as travel has returned to pre-pandemic levels.
- General Government – Administrative Expenses: Administrative expenses have exceeded the budget by \$19,000. Legal expenses, in particular, have surpassed the allocated budget by \$27,000 due to unforeseen litigation and increased legal service demands. Additionally, the administrative travel and insurance budgets proved insufficient and will need evaluation during the 2024 budgeting process.
- General Government – Projects: The Projects budget is currently under budget by \$33,000 (favorable), primarily because of a delayed start of the rural business advisor project.
- Public Works: Public Works is under budget by \$18,000 (favorable) due to cost savings resulting from staffing shortages in the first quarter.
- Recreation, Cultural & Development: This category is over budget by \$13,000, mainly due to rising energy costs.
- Water Services: Water Services are anticipated to exceed the budget by \$13,600 (unfavorable), which is approximately 8.0% over budget, due to repair costs related to the ICBC hydrant claim.
- Sewer Services: Sewer Services are under budget by \$5,900 (favorable) due to reduced Repair and Maintenance (R&M) expenses. It is likely that some of the annual repair and maintenance expenses have been captured in the upgrades carried out in the wastewater upgrade project.

2023 Operating Results - Projections to December 31 Year End

Management is projecting conservative results, a net operating surplus at year-end of \$123,600 while the budgeted surplus was set at \$4,000. Projected revenues are anticipated to be \$3,043,331 which is \$99,161 higher than budget. Projected expenditures are projected to be \$2,919,673 which is \$28,521 lower than budget. This number is *before* the standard year-end adjustments for actual amortization of tangible capital assets and transfers to reserves. This favourable variance to budget is a result of lower than budgeted expenses (manpower) and higher than anticipated investment returns.

Major Budget Variance Explanation – Favorable (Unfavorable)

Revenues

- Grants in Lieu of Taxes: Grants in lieu of taxes are under budget by \$7,000, due to lower-than-anticipated taxation from the CG facility. This is attributed to a change in classification from Business Class 6 to Class 1 Residential.
- User Fees Revenue: User fees revenue is expected to surpass the budget by \$5,000 (favorable), which is approximately 3%. This is due to slightly higher rent revenue and, more significantly, the Daycare revenue outpacing the budget thanks to the new \$10/day Program funding.

- Water and Sewer Revenues: Water revenues are \$17,000 ahead of the budget, due to the ICBC claim that was fully recovered. Otherwise, Sewer revenues are on target.
- Environmental Health Revenues: A positive trend is expected to continue for Environmental Health revenues (Landfill fees recovered from the Comox Valley Regional District Waste Management). This is due to a new agreement with higher hourly rates, projected to result in \$17,000 over budget. It's important to note that these higher revenues will not continue in 2024, as the little bridge to the dump will likely be replaced, and at that point, CVRD may bring in their own heavy machinery.
- Interest and Penalties: Interest and penalties are projected to outpace the budget, resulting in a favorable variance of \$5,600. This is due to higher late penalties on taxes, as a result of higher provincially prescribed penalty rates.
- Grants from Other Governments: Grants from other governments are anticipated to be less than budgeted by \$29,700 (unfavourable), approximately 2%. This is a result of being declined for the Canada Summer Program grant, and deferring half of the business advisor revenue into the next year.
- Investment Income: Investment income is projected to be \$88,000 over budget. This is primarily due to the increasing interest rate environment and a conservative budget being set as a response to poor investment returns in 2022.

Expenditures

- General Government – Council Expenses: Projected to be \$9,100 over budget (12%) due to increased travel expenses.
- General Government – Administrative Expenses: Anticipated to be \$25,400 over budget due to high legal expenses in the first three quarters of the year. This expense is demand-driven, and the department's budget result heavily depends on this variable expense. Notably, VOT legal expenses were under budget for 2022. This expense will be re-evaluated for 2024, although predicting the demand in advance is challenging.
- General Government – Projects: Anticipated to be \$44,000 under budget (favorable) (20.5%) due to the Rural Business Advisor starting partway through the year.
- Protective Services: \$17,600 under budget (favorable) (11%) due to lower-than-budgeted Course & Training expenses.
- Public Works: Expected to be \$14,000 under budget (favorable) (5%) due to reduced staffing and vehicle usage.
- Recreation, Cultural & Development: Predicted to be \$17,000 over budget (unfavorable) (6.0%) due to increased inflationary pressure on propane and utility expenses related to facility operations, as well as alarm system repairs.
- Water Services: Anticipated to be \$10,000 over budget (unfavorable) (6.0%) due to repairs related to the ICBC hydrant claim.
- Sewer Services: \$11,000 under budget (favorable) due to lower Repair and Maintenance (R&M) expenses. It is likely that some of the annual repair and maintenance expenses have been captured in upgrades performed in the wastewater upgrade project.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Adia Mavrikos', enclosed within a faint rectangular border.

Adia Mavrikos, CPA, CA
Director of Finance

Village of Tahsis
2023 Operating Results- Appendix A
For the 9 months ending -September 30, 2023

	Year to date			Projections to Year end				High Level Variance Explanation	
	<u>Adjusted</u>		<u>Budget</u>	<u>Projected</u>	<u>Change in</u>				
	<u>Budget to</u>	<u>Actuals to</u>	<u>Variance Fav</u>	<u>2023 Approved</u>	<u>Actuals to</u>	<u>Budget Fav</u>			
	<u>Sept 30</u>	<u>Sept 30</u>	<u>(unfav)</u>	<u>Budget</u>	<u>December 31</u>	<u>(Unfav)</u>	<u>% Change</u>		
<u>Operating Revenues</u>									
Taxation	Property taxes	854,641	854,238	(403)	854,641	854,238	(403)	0%	
	Grants in lieu of taxes	80,000	72,922	(7,078)	80,000	72,922	(7,078)	-9%	Reclassification of the Coast Guard Building and land to 50% residential
Fees	User fees and charges	138,517	157,202	18,685	162,689	167,689	5,000	3%	Ahead of budget for Daycare, concession revenue
	Water	210,000	225,648	15,648	210,000	225,648	15,648	7%	Ahead of budget due to insurance proceeds for damaged hydrant
	Sewer	197,000	196,946	(54)	197,000	196,946	(54)	0%	On target
	Environmental Health	122,438	150,372	27,935	163,250	180,372	17,122	10%	New rates in place for landfill and recycling operations.
	Protective Services	3,000	1,334	(1,666)	4,000	1,334	(2,666)	-67%	
Other	Interest and penalties on taxes	18,563	29,839	11,276	24,750	30,339	5,589	23%	Higher interest recovery on overdue taxes
	Grants and other governments	936,630	1,137,995	201,364	1,248,840	1,219,124	(29,717)	-2%	No Canada summer jobs grant & deferral half the rural business advisor grant
	Investment income	5,250	72,520	67,270	7,000	87,520	80,520	1150%	Interest revenue was very conservative due to poor returns in 2022 and increased interest rates in 2023
	Other	-	7,200	7,200	-	7,200	7,200		Donations
	Transfer from reserves		-			-			
Total Operating Revenue		2,566,038	2,906,215	340,177	2,952,170	3,043,331	91,161	3%	
<u>Operating Expenditures</u>									
	General Government - Council	55,449	62,286	(6,838)	73,931	83,048	(9,117)	-12%	Over budget due to Travel expenses
	General Government - Admin	563,770	582,819	(19,050)	751,693	777,093	(25,400)	-3%	Legal expenses have exceeded the allocated budget due to unforeseen litigation and increased legal service demands.
	Protective Services	122,856	105,913	16,943	163,808	146,217	17,590	11%	Under budget due to timing of courses and protective clothing purchases
	Environmental Health	86,823	84,297	2,526	115,764	112,000	3,764	3%	
	Public Works Services	235,375	217,246	18,129	313,834	299,661	14,172	5%	Savings due to intermittent staff vacancies and lower vehicle costs
	Recreation, Cultural & Dev.	201,727	214,553	(12,826)	268,969	286,070	(17,101)	-6%	Over budget due to higher cost associated with propane, utilities budget and repairs and maintenance
	Projects	165,000	132,011	32,989	220,000	176,015	43,985	20%	Under budget as Rural Business advisor started part way through the year, other projects still yet to start or vendors behind on billings
	Water Services	126,554	140,147	(13,593)	168,739	179,147	(10,408)	-6%	Overbudget due to repairs and maintenance related to ICBC claim (100% recovered)
	Sewer Services	114,343	108,422	5,921	152,457	141,422	11,036	7%	Lower than anticipated repairs and maintenance, likely some current year repairs may be captured in on going waste water capital project.
	Transfer to reserve funds	719,000	719,000	-	719,000	719,000	-		
			-				-		
Total Operating Expenditures		2,390,895	2,366,694	24,201	2,948,194	2,919,673	28,521	1%	
Net Operating Surplus (Deficit)		175,143	539,521		3,977	123,658			

From:
Sent: October 26, 2023 4:48 PM
To:
Subject: FW: Request For Support - NRHD Key Healthcare Priority Projects

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From: Carol Loudon <CLOUDON@rdn.bc.ca>
Sent: Thursday, October 26, 2023 3:58:39 PM
To: Mayor Davis <Mayor@villageoftahsis.com>
Cc: Mark Tatchell <MTatchell@villageoftahsis.com>; Reception Account <Reception@villageoftahsis.com>; Ian Thorpe <ian.thorpe@nanaimo.ca>; Douglas Holmes <DHolmes@rdn.bc.ca>; Elizabeth Hughes <EHughes@rdn.bc.ca>
Subject: Request For Support - NRHD Key Healthcare Priority Projects

Good afternoon,

Please find attached correspondence from Chair Ian Thorpe, Nanaimo Regional Hospital District.

Kind regards,

Carol Loudon

Executive Coordinator

Regional District of Nanaimo

6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

T: 250-390-6534 | C: 250-268-3497 | Email: cloudon@rdn.bc.ca

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We acknowledge with respect that for thousands of years the Coast Salish First Nations have been deeply connected to the territories where we now have the honour to work.

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October 25, 2023

Mayor Martin Davis
Village of Tahsis
PO Box 219
977 South Maquinna Drive
Tahsis, BC V0P 1X0

Re: Request For Support - NRHD Key Healthcare Priority Projects

Dear Mayor Davis and Council:

On behalf of the Nanaimo Regional Hospital District (NRHD), I write to share information about our advocacy work to advance a suite of priority projects in the region which will serve residents across the Central and North Island. These interrelated projects include a new patient tower, cancer centre, cardiac catheterization lab and high acuity unit to be located at Nanaimo Regional General Hospital (NRGH) and a new long-term care home in the region. It is our hope that the Village of Tahsis Council will consider approving a motion to write a letter to Minister Dix expressing support for this critical health infrastructure.

These projects were identified by the Province and Island Health in consultation with health care experts and are included in Island Health's major capital plan. Over the last two years, the NRHD has confirmed its commitment to these projects and has developed an advocacy focus and a financial strategy to see them realized.

Over time, there has been progress. In March 2023 the B.C. government approved the new high acuity unit (HAU) to be developed as part of the new intensive care unit at the NRGH, construction is under way. In May 2023 the Province also approved the concept plan for a new cancer centre to be located at the NRGH. Upgrades to the existing community oncology clinic at the NRGH have also been approved which will increase the number of treatment spaces and replace the current cancer outpatient pharmacy. Business planning for the cancer centre is underway. In October 2023 the Province announced its approval of a long-term care facility to be built in Lantzville, with construction to begin in 2025. The NRHD is grateful to the government for approving the HAU, the concept plan for the cancer centre and the long-term care facility to move ahead. However, there is still an urgent need for the other priority projects.

While we recognize that the Comox Strathcona Regional Hospital District has its own priorities, we note that the NRGH is the designated tertiary hospital north of the Malahat, providing specialized services to patients not just within the NRHD region but also from across the Central and North Island. The Central and North Island have one of the fastest growing and oldest populations in Canada. In the past five years, the RDN's population has increased by twice the national rate and is growing faster than the population in the South Island. Beyond the RDN, the population and complexity of medical needs across the entire

Central and North Island are also growing. The shortage of health facilities is at a critical point, leading to a lower standard of care and poorer outcomes for patients in the Central and North Island, as well as high costs to the health system. For many patients this creates additional financial and transportation burdens associated with travelling to Victoria or Vancouver for treatment. Delaying these projects will only exacerbate the growing gaps in care, putting patients at increased risk and contributing to worsening health outcomes and greater inefficiencies.

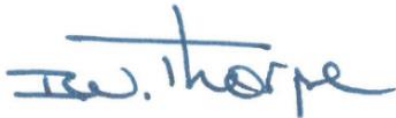
The NRHD is not asking for financial contributions from other municipalities or hospital districts for these projects. We have developed a long-term financial strategy and taken steps to support our financial contribution through a regional tax increase and we are prepared to borrow the difference. The NRHD priority projects will complement your own region's health infrastructure by providing new and enhanced health services, helping to ensure your residents get the care they need closer to their home community.

The NRHD has taken on a strong advocacy role and is committed to investing the resources and energy necessary to work with Island Health and the Province, First Nations, municipal and regional governments, regional hospital districts and other supporters to see these projects through to completion. It is our view that they align with the Province's priorities and will support the government in delivering on its commitments to improving health care for all British Columbians.

I enclose a draft motion and letter of support for the Council's consideration, as well as a fact sheet with more detailed information.

Thank you for your consideration. I am certainly available to provide clarification should you wish further details.

Sincerely,

A handwritten signature in blue ink that reads "Ian Thorpe". The signature is written in a cursive, flowing style.

Ian Thorpe, Chair
Nanaimo Regional Hospital District
T: 250-713-9135 | Email: ian.thorpe@nanaimo.ca

<Date>

Honourable Adrian Dix, MLA
Minister of Health and Minister responsible for Francophone Affairs
PO Box 9050 Stn Prov Govt
Victoria, BC V8W 9E2

Re: Letter of Support: Capital Projects for Nanaimo Regional Hospital District

Dear Health Minister Dix:

On behalf of the ____ Council I write to you to express support for the Nanaimo Regional Hospital District's (NRHD) priority capital projects, including a new patient tower center and a new cardiac catheterization lab to be located at the Nanaimo Regional General Hospital (NRGH). These projects were identified by the Province and Island Health in consultation with health care experts and are included in Island Health's major capital plan. Over the last two years, the NRHD has confirmed its commitment to these projects and has developed an advocacy focus and a financial strategy to see them realized.

The Central and North Island have one of the fastest growing and oldest populations in Canada. Additionally, the complexity of medical needs across the entire region is also growing. The NRGH is the designated tertiary hospital north of the Malahat, providing specialized services to patients not just within the NRHD region but also from across the Central and North Island. The shortage of health facilities is at a critical point, leading to a lower standard of care and poorer outcomes for patients in the Central and North Island, as well as high costs to the health system. For many patients this creates additional financial and transportation burdens associated with travelling to Victoria or Vancouver for treatment. Delaying these projects will only exacerbate the growing gaps in care, putting patients at increased risk and contributing to worsening health outcomes and greater inefficiencies.

The NRHD has put in place funding mechanism for its share of the costs and is ready to proceed. The NRHD priority projects will complement our own region's health infrastructure by providing new and enhanced health services to the Central and North Island, helping to ensure our residents get the care they need closer to their communities.

We urge the Province to commit to the patient tower and cardiac catheterization lab in the NRHD region and to see the other projects through to completion.

Sincerely,

Name

Title

Suggested Municipality Motion

That that <Name> Council provides a letter of support directed to Health Minister Dix for the Nanaimo Regional Hospital District priority capital projects including the new patient tower and cardiac catheterization lab to be located at the Nanaimo Regional General Hospital.

Nanaimo Regional Hospital District Priority Capital Projects (Fact Sheet)

The Nanaimo Regional Hospital District (NRHD) is committed to advancing key health care infrastructure for the Central and North Island, including a high acuity unit, a new patient tower, a cancer centre and a cardiac catheterization lab to be located at the Nanaimo Regional General Hospital (NRGH) and a new long-term care facility.

The Projects

These projects were identified by the Province and Island Health in consultation with health care providers and experts and are included in Island Health's major capital plan. The NRHD is committed to advancing key health care infrastructure for the Central and North Island and we have confirmed our own commitment to these 5 projects as priorities for the region.

1. **New patient tower** (concept plan not yet approved) at Nanaimo Regional General Hospital (NRGH) will provide new patient rooms, surgical spaces, labs, and other programs and services to improve care and infection control.
2. **New Cancer Centre** (concept plan approved) at NRGH will provide more technically complex treatments, clinical trials, and research as well as other specialty clinics such as gynecology, dermatology, heredity, and brachytherapy. It will increase capacity for chemotherapy and add radiation therapy for residents of the Central/North Island. Business planning is underway and will determine the scope of the project.
3. **New Cardiac Catheterization Lab** (no mandate from Province) at Nanaimo Regional General Hospital (planning not started) – provide cardiac catheterization (insertion of stents, balloons, etc.) plus coronary and cardiac angiography (diagnostic imaging).
4. **New High Acuity Unit** (under construction) at Nanaimo Regional General Hospital (approved) – 12-bed facility developed as part of the new intensive care unit being built (construction start – June 2023) to provide care for critically ill patients.
5. **New Long-term Care Home** (pending update from Province) – provide public long-term care beds for seniors. The business plan has been submitted to the Ministry of Health.

The Need

The NRHD is grateful to the B.C. government for approving the HAU and the concept plan for the cancer center. However, there is still an urgent need to address critical health service gaps, including the need for a new patient tower and cardiac catheterization lab at NRGH and a new long-term care home. The medical demands of the Central and North Island's will only continue to increase due to a rapidly growing and aging population. Given the positive progress on the HAU and new cancer center we urge the Province to commit to similar action on the other projects. According to our medical leaders, the demands are staggering and continuing to increase. The shortage of appropriate health care facilities and specialized services is reaching a critical point.

The RDN has one of the fastest growing and oldest populations in Canada, and these trends are expected to continue. Our population increased by 9.4% in five years, twice the national rate of 5.2%, and is growing faster than the population of the South Island. Nearly 30% of RDN residents are 65 years or older vs. just over 21% for B.C. overall.

Beyond the RDN, the population and complexity of medical needs across the entire Central and North Island are also growing. Our health system also serves the needs of many vulnerable populations, including 80% of the Island's Indigenous people, who often live in remote communities and experience increased barriers, poorer health status, and have unique health needs and considerations.

Nanaimo Regional General Hospital (NRGH) is the designated tertiary hospital providing specialized services to patients from across the Central and North Island. The patient tower, built in 1963, is structurally and functionally obsolete, at high risk for system failure, and can no longer meet best practices and modern medical standards, including prevention of infectious diseases. Due to operating at overcapacity, patients are often cared for in inappropriate areas of the hospital.

The population served by NRGH (over 450,000 people) is the largest in Canada without a cardiac catheterization lab. Victoria is the only center on Vancouver Island with this type of facility. Central and North Island cardiac patients must travel to Victoria for heart care which is not available north of the Malahat. Patients might also be sent to Vancouver. Likewise, oncology services are under-resourced. While NRGH provides chemotherapy, Central and North Island cancer patients must travel to Victoria and/or Vancouver for radiation treatment.

With a significant shortage of long-term care beds in the region and long waitlists, many seniors end up in hospital who would be better cared for in facilities dedicated to their complex care needs.

The Benefits

These specialized and enhanced services are essential for providing Central and North Island residents with appropriate, patient-centred, and high-quality health care, when and where they need it. The patient tower will provide critical services to improve care for our patients, optimize wellness, and improve infection control. A cardiac catheterization lab would ensure timely diagnosis and access to interventional cardiology intended to address heart problems and prevent the need for surgery. A new long-term care home will enable local seniors to move out of hospitals, freeing up acute care beds at NRGH, and allowing seniors to age with appropriate care and dignity in or near their home communities.

Vital investments now into these services will benefit our communities for decades to come, improve the standard of care and help improve health outcomes north of the Malahat, as well as health system performance. It is critical these projects move to increase local health system capacity, reduce pressure on health services in other regions, free up beds at NRGH, and provide better value for public health care dollars.

Alignment with B.C. Government Priorities

These key projects will support the provincial government in delivering on its commitments to improving health care for all British Columbians, including strengthening our public health care system with new and modernized hospitals, improving cancer care, addressing service gaps and improving access to medical appointments for rural and remote communities, and delivering appropriate care for seniors through investments in new public long-term care homes.

NRHD's Funding Commitment

The NRHD has put in place funding mechanisms for its share of the project capital costs and is ready to proceed. We have committed to fund 40% of the NRGH patient tower replacement, cardiac catheterization lab, new high acuity unit, and new long-term care facility. Because these projects are vital for our region, we have developed a long-term financial strategy, taken steps to support our financial contribution through a recent regional tax increase, and are prepared to borrow the difference. We ask the province to prioritize the remaining projects and commit the necessary funding to ensuring they are built.