



AGENDA

**Regular Meeting of the Village of Tahsis Council
to be held on January 2, 2024 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
+1 437-703-5480
Phone Conference ID: 693 613 527#

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- | | |
|--------------------------------------|--|
| A. Call to Order | Mayor Davis will call the meeting to order. |
| Land Acknowledgement | 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 November 29, 2023.

2 Minutes of the Regular Council Meeting held on December 5, 2023. |

3 Minutes of the Committee of the Whole Meeting held on December 12, 2023

G. Rise and Report

H. Business Arising **None.**

J. Council Reports **1 Mayor Davis**
 2 Councillor Joseph
 3 Councillor Fowler
 4 Councillor Northcott

K. Bylaws **None.**

L. Correspondence **1 December 5, 2023 email to Mayor Davis from Leanne Heppell, Chief Ambulance Officer, BCEHS**
 Re: Positive changes in the delivery of pre-hospital & community paramedic care in your community.

2 November 30, 2023 letter to Mayor Davis and Councillor Northcott from Honourable Jennifer Whiteside, Minister, Mental Health and Addictions Re: Follow-up on meeting with Tahsis Delegates at the UBCM 2023.

3 December 8, 2023 email to Mayor Davis from Honourable Ravi Kahlon, Minister of Housing Re: New legislation to support local government housing Initiatives.

4 December 14, 2023 Email to Councillor Fowler from Madison Stuart, NSWS Coordinator Re: Press Release in the Campbell River Mirror and the Ha-Shilth-Sa newspaper.

5 December 21, 2023 email from Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy Division, Ministry of Housing Re: Ministry of Housing Capacity Funding Notification.

6 November 29, 2023 email from Arte Guité, Arte Guite Consulting, Agent for BC Ministry of Forests Re: Draft Pest Management Plan for the Provincial Public (Crown) Lands in Southern and Coastal British Columbia.

M. New Business **1 Report to Council Re: Regional Grant Opportunities - Emergency Support Services**

2 Federation of Canadian Municipalities (FCM) 2024-2025 Membership Renewal

3 Report to Council Re: Draft Purchasing Card Policy

4 2024 Canada Student Jobs Grant Application

N. Public Input #2

O. Adjournment



Minutes

Village of Tahsis

Meeting	Committee of the Whole - Budget Meeting #2
Date	November 29, 2023
Time	1:00 p.m.
Place	Municipal Hall - Council Chambers and by electronic means

Present	Mayor Martin Davis	
	Councillor Meggan Joseph	by video
	Councillor Sarah Fowler	by video
	Councillor Cheryl Northcott	
Absent	Councillor Doug Elliott	
Staff	Mark Tatchell, Chief Administrative Officer	
	Adia Mavrikos, CPA, CA, Director of Finance	by video
	Janet StDenis Corporate Services Manager	by video
	Lauren Roth, Finance and Administrative Assistant	by video
	Paige Sawyer, Rural Business Advisor	
Public	2 members of the public.	1 by video

Call to Order

Mayor Davis called the meeting to order at 1:01 p.m.

Land Acknowledgement

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

Introduction of Late Items

None

Approval of the Agenda

Northcott: COW 0115/2023

THAT the Agenda for the November 29, 2023 Committee of the Whole meeting be adopted as presented.

CARRIED

**M. New
Business**

1 2024-2028 Financial Plan/ Budget Meeting #2

Northcott: COW 0116/2023**THAT** this presentation be received.**CARRIED**

The Director of Finance spoke to the 2024 Strategic Priorities, budget considerations and assumptions.

The General Operating Fund Budget which includes the Administration, Fire Department, Environmental Health, Public Works(Roads, Parks, Solid Waste) and the Recreation Department was presented.

The details of the proposed changes in the general operating revenues and expenses from 2023 to 2024 were reviewed. The Director of Finance responded to questions from Council.

There was a discussion regarding travel budgets and Council remuneration. The Director of Finance commented on Council remuneration in other municipalities. A Committee of the Whole Meeting will be scheduled to discuss Council remuneration in more detail.

Northcott: COW 0117/2023**THAT** public input be permitted.**CARRIED**

A member of the public commented on Council remuneration.

A member of the public commented on increasing the tax base to increase revenue.

Adjournment**Northcott: COW 0118/2023****THAT** the meeting adjourn at 2:27 p.m.**CARRIED**

Certified correct this
2nd Day of January, 2024

Corporate Officer



Minutes

<u>Meeting</u>	Regular Council Meeting
<u>Date</u>	December 5, 2023
<u>Time</u>	7:00 PM
<u>Place</u>	Municipal Hall - Council Chambers and by electronic means

<u>Present</u>	Mayor Martin Davis Councillor Sarah Fowler Councillor Cheryl Northcott Councillor Douglas Elliott	by video
<u>Absent</u>	Councillor Meggan Joseph	
<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 Paige Sawyer, Rural Business Advisor Wanda Waksdale, Administrative Assistant	by video by video by video by video by video
<u>Public</u>	7 members of the public.	2 by video

A. Call to Order

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

Land Acknowledgement

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

B. Introduction of Late Items

None.

C. Approval of the Agenda

Fowler/Northcott: VOT 0400/2023

THAT the Agenda for the December 5, 2023 Regular meeting of Council be adopted as presented.

CARRIED

D. Petitions and Delegations

None.

E. Public Input # 1

A member of the public had questions regarding the Flood Wall Project to which Mayor Davis responded.

There was an inquiry as to when the Firehall Relocation Project would begin to which Council responded.

A member of the public commented on the Community Questionnaire regarding Head Bay Forest Service Road. A discussion followed.

F. Adoption of the Minutes

1 Minutes of the Committee of the Whole Meeting held on November 15, 2023.

Fowler/Northcott: VOT 0401/2023

THAT the Committee of the Whole Meeting minutes of November 15, 2023 be adopted as presented.

CARRIED

2 Minutes of the Regular Council Meeting held on November 21, 2023.

Fowler/Northcott: VOT 0402/2023

THAT the Regular Council Meeting minutes of November 21, 2023 be adopted as presented.

CARRIED

**1 Registered "no"
Councillor Elliott**

H. Business Arising

None.

J. Council Reports

Mayor Davis (written report)

We have a new fire chief who will be starting his position in January 24 after he moves with his family to Tahsis. Kyle Wilkinson has an extensive career as a first responder in Ontario and Alberta. On behalf of our village I would like to extend a warm welcome to them.

Our Rural Business Advisor, Paige Sawyer, has announced her availability to the community regarding their business needs by hosting one on one meetings at the rec centre. She is here to work with potential and existing businesses to answer questions and work to come up with solutions for any barriers to achieving your goals. Please note, advisory services are provided on a first come first serve basis. Depending on demand, this program may run on an appointment basis in the future.

I would like to note that there were questions regarding the amount that the Village spends on legal services. I have been advised by our lawyer that we are not required to disclose specific information as this can prejudice cases in progress. Legal costs will be stated in aggregate in our Statement of Financial Information which will be posted mid-2024. I will also state that in regard to our longest running case, the Municipal Insurance Association of BC has stepped in and will be paying the legal costs for defending our staff and elected officials from here on, so as to mitigate further financial impact to our taxpayers.

You may have already noticed that we now have an increased RCMP presence in Tahsis. This is in response to ongoing concerns from citizens. I have heard repeatedly that people do not feel safe in our community and that there has been a rise in thefts. I have also been made aware that citizens had often been under-reporting incidents as they felt that the response was too little, too late. In response, the RCMP will be spending more time in our community, including overnight stays, and will be reactivating their office space to facilitate this. Staffing at the Nootka Detachment has been increased with vacant positions being filled and we welcome this.

Councillor Joseph

None.

Councillor Fowler (verbal report)

My only thing to report is that the Christmas concert for the school is on December 13th and the Knights of Columbus Christmas Hampers are arriving December 19th. If you are able to help with the heavy lifting and deliveries, I would appreciate every effort.

Thank you.

Councillor Northcott

No Report.

Councillor Elliott (written report)

Ladies and Gentlemen,

In light of what the village has spent sending this council to the UBCM meeting, it is very disappointing that they have no reports for the community.

I would like to take this opportunity to thank the members of this community that have reached out to me with their concerns for my well being. Tahsis is an amazing place. Furthermore, my wife and I continue to enjoy our interaction with this community.

In the past two terms, there has been no residential development in this village. Instead, we have deficit spending, cost overruns, a dramatic tax increase in 2022, a failure to properly maintain our decrepit buildings and a dramatic increase in legal expenditures when services have suffered. I did not pursue this position to engage in such activities that will result in more increases in taxation.

That said, I have one more task to work on before my resignation date takes effect. Until that date, I do not wish to interfere with this council in their pursuits. It is abundantly clear that changes are due within the provincial government concerning the oversight of local government.

In the meantime, I look forward to more conversations with members of the community concerning the fate of our village. It is still not too late to implement changes that will ensure a more affordable future and far more peaceful community.

Thank you for your support and I wish you all the best in the upcoming winter festivities.

Councillor Doug Elliott

Fowler/Northcott: VOT 0403/2023

THAT the Council Reports be received.

CARRIED

K. Bylaws

None.

L. Correspondence

1 November 28, 2023 email from Kelly Greene, Parliamentary Secretary, Ministry of Water, Land and Resource Stewardship to Mayor Davis Re: Recap of Meeting at UBCM.

2 November 10, 2023 email from Doug Routley, Parliamentary Secretary, Ministry of Forests to Mayor Davis Re: Recap of meeting at UBCM.

3 November 10, 2023 email from Honourable Bowinn Ma, Ministry of Emergency Management and Climate Readiness to Mayor Davis Re: Follow up from September 20, 2023 meeting at UBCM.

4 November 16, 2023 email from Honourable George Heyman, Ministry of Environment and Climate Change Strategy to Mayor and Council Re: Follow-up on Parliamentary Secretary Singh's meeting with Tahsis Representatives at UBCM.

- 5 **November 27, 2023 email from Honourable Anne Kang, Ministry of Municipal Affairs Re: Meeting at UBCM.**

- 6 **November 28, 2023 email from Marie Crawford, General Manager, Richmond Operations, Union of BC Municipalities Re: Minister Kang's Referral to UBCM.**

Fowler/Northcott: VOT 0404/2023

THAT these correspondence items be received.

CARRIED

Fowler/Northcott: VOT 0405/2023

THAT correspondence item # 5 be pulled for discussion.

CARRIED

- L5 **November 27, 2023 email from Honourable Anne Kang, Ministry of Municipal Affairs Re: Meeting at UBCM.**

Councillor Fowler spoke to this correspondence noting that UBCM LGMA recently collaborated to develop an online module called Responsible Conduct Every Day and Further.

M. New Business

None.

Public Input #2

None.

Public Exclusion

Fowler/Northcott: VOT 0406/2023

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) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED

Recess:

Fowler/Northcott: VOT 0407/2023

THAT the Regular Council Meeting recess at 7:25 p.m. to go into the in camera meeting.

CARRIED

Reconvene:

Fowler/Northcott: VOT 0418/2023

THAT the Regular Council Meeting reconvene at 8:38 p.m..

CARRIED

Rise and Report

- 1 At the December 5th, 2023 Closed Special Council Meeting Council approved extending the Master Standing Agreement with McElhanney.
- 2 At the December 5, 2023 Closed Special Meeting Council approved sub-dividing DL 443, Nootka Land District (PID 009-809-244).

Adjournment

Northcott/ Fowler: VOT 0419/s023

THAT the meeting be adjourned at 8:39 p.m.

CARRIED

Certified Correct this

2nd Day of January, 2024

Chief Administrative Officer



Minutes

Village of Tahsis

Meeting	Committee of the Whole	
Date	December 12, 2023	
Time	11:00 a.m.	
Place	Municipal Hall - Council Chambers and by electronic means	
Present	Mayor Martin Davis Councillor Sarah Fowler Councillor Cheryl Northcott	
Absent	Councillor Doug Elliott Councillor Meggan Joseph	
Staff	Mark Tatchell, Chief Administrative Officer Adia Mavrikos, CPA, CA, Director of Finance Amanda Knibbs, IT Coordinator Lauren Roth, Finance and Administrative Assistant Paige Sawyer, Rural Business Advisor	by video by video by video
Guests	Chris Cowley, Manager, Mainroad North Island Chris Peterson, Engineering Officer, Ministry of Forests Greg Goldstone, Resource Manager, Regional Operations Division, Coast Area, Ministry of Forests Ashley Cousens, Area Manager, Vancouver Island District, Courtenay Office, Ministry of Transportation and Infrastructure Michael Pearson, Vancouver Island Regional Director, Ministry of Transportation and Infrastructure Disegni Rodrigo, Director, Rehabilitation and Maintenance, Ministry of Transportation and Infrastructure Kellen Truant, Operations Manager, Courtenay Office, Ministry of Transportation and Infrastructure	
Public	6 members of the public.	1 by video

Call to Order

Mayor Davis called the meeting to order at 11:02 a.m.

Land Acknowledgement

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

Introduction of Late Items

Under Business Arising as "H2" a Report to Council Re: The Recreation Centre boiler replacement project.

Approval of the Agenda

Northcott: COW 0119/2023

THAT the Agenda for the December 12, 2023 Committee of the Whole meeting be adopted as amended.

CARRIED

**H. Business
Arising**

1

The Village of Tahsis Council annual meeting with the Ministry of Transportation and Infrastructure and the Ministry of Forest staff regarding the level of maintenance and related issues regarding the Head Bay Forest Service Road.

Northcott: COW 0120/2023

THAT the Village of Tahsis Council engage in discussions with MoTI and MOF staff regarding the level of maintenance and other issues on Head Bay Forest Service Road. **CARRIED**

The following topics were discussed:

the lack of maintenance during 2023 summer and fall, the need for more and better communication by the ministries, lack of coordination between the ministries, funding levels for maintenance, the Ombudsperson complaint, an overview of the maintenance contract and how it is managed, level of monitoring and auditing activity by ministry staff, Mainroad's commitments to better performance during fire season.

Northcott: COW 0121/2023

THAT public input be permitted.

CARRIED

A member of the public talked to the petition that was submitted to the BC Ombudsperson

A member of the public commented on how businesses were affected over the summer due to the poor road conditions.

A member of the public asked about the frequency of the road reports and where they are posted.

Northcott: COW 0122/2023

THAT the council move to recess.

CARRIED

Northcott: COW 0123/2023

THAT the council meeting reconvene at 1:30pm

CARRIED

2 Report to Council Re: Recreation Centre boiler replacement project.

Northcott: COW 0124/2023

THAT this Report to Council be received.

CARRIED

Northcott: COW 0125/2023

THAT option **1 a.** proceeding with the project to replace the Recreation Centre electric boiler; and **b.** contracting with River City Plumbing and Heating Ltd. to carry out the project; and **c.** the project budget of \$16,978.63 to be funded from the Recreation Centre Reserve fund. be approved.

CARRIED

Adjournment

Northcott: COW 0126/2023

THAT the meeting adjourn at 1:46 p.m.

CARRIED

Certified correct this
2nd Day of January, 2024

Corporate Officer

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Chief Administrative Officer

Date: December 11, 2023

Re: Recreation Centre boiler replacement project

PURPOSE OF REPORT:

To provide Council with information regarding a proposed Recreation Centre boiler replacement project.

OPTIONS/ALTERNATIVES

1. Approve
 - a. proceeding with the project to replace the Recreation Centre electric boiler
 - b. contracting with River City Plumbing and Heating Ltd. to carry out the project
 - c. the project budget of \$16,978.63 to be funded from the Recreation Centre Reserve fund.
2. Do not approve proceeding with the project at this time.
3. Any other option that Council deems appropriate.

BACKGROUND:

The Village has applied to Infrastructure Canada under the Green and Inclusive Community Building Fund for funding (\$2,125,177.19) to carry out a significant upgrade to the facility, including mechanical systems. (The project total cost is \$3,002,275.04. The Village's contribution would be \$877,097.86.)

During the past weeks, the Recreation Centre boiler has failed with increasing frequency and parts are becoming very difficult to source. Moreover, it is not operating at full capacity which is affecting service levels, e.g., swimming pool temperature.

It is increasingly evident that the boiler will not be repairable which will have a significant impact on service levels.

Staff requested a quote from River City Plumbing and Heating Ltd. to replace the electric boiler. This contractor has considerable knowledge about the Recreation Centre's heating and plumbing systems based on many years of servicing the equipment. With the contractor's information a project budget has been developed (see below).

New electric boiler	\$6,049.21
Labour	\$3,600.00
Materials (misc.)	\$1,000.00
Control wiring	\$3,000.00
Accommodation	\$500.00
Contingency (20%)	\$2,829.42
Total	\$16,978.63

The Infrastructure Canada grant application includes \$486,276.00 in improvements to energy efficiency and greenhouse gas emissions to the aquatic centre and bowling alley.

The Rec Centre furnace is also failing and will need to be replaced, subject to the Infrastructure Canada grant application.

POLICY/LEGISLATIVE REQUIREMENTS:

1. Procurement Policy No. 2010, 2018

Section 5.1 states:

Procuring goods and services is to be done on a competitive basis unless otherwise permitted by this policy. Exceptions could be due to:

- quantity or value of goods or services;
- the frequency or duration that the goods or services are needed;
- the availability or competitiveness in the marketplace;
- the urgency with which the goods or services are needed;
- a specific brand, manufacturer or supplier may need to be selected to ensure standardization or warranty requirements; or
- the social benefits

FINANCIAL IMPLICATIONS:

This specific project is not included in the 2023-2027 Capital Plan as it is encompassed in the Infrastructure Canada grant application. Therefore, a funding source is required. It is proposed the project be funded from the Recreation Centre Reserve Fund.

STRATEGIC PRIORITY:

This is not a Council strategic priority in 2023 or 2024.

RECOMMENDATION:

Option 1

Respectfully submitted:

A handwritten signature in dark ink, appearing to be 'Mark Tatchell', written in a cursive style.

Mark Tatchell, CAO

December 5, 2023

Martin Davis
MAYOR@VILLAGEOFTAHISIS.COM
Tahsis, BC

Dear Mayor Martin Davis,

Re.: Positive Changes in the Delivery of Pre-Hospital & Community Paramedic Care in Your Community

On behalf of BC Emergency Health Services (BCEHS), I am pleased to inform you about a coming change in the delivery of pre-hospital and community paramedic care provided in your community. We are working with the union responsible for paramedics in BC to phase out the Scheduled on-call (SOC) staffing model, and these changes promise to have a positive impact on the quality of care we provide in your community.

Our decision to implement these changes has been the result of a comprehensive analysis, which included a community needs assessment, extensive engagement with partners in health authorities and communities across the province, as well as critically important consultation with our employees. We have strived to ensure any changes in the delivery of patient care align with the needs and preferences of each community. Our objective is to improve the service provided in your community and put a system in place that best provides the opportunity to ensure our ambulances are staffed and ready when needed.

In Tahsis, we will introduce a new staffing model called the mixed shift pattern. This approach enables our staff to be on call during their night shifts, while at the station and fully engaging in their duties during the typically busier daytime shifts. This flexible approach has them working two dayshifts followed by two night shifts, followed by four days off. This not only aligns with our employees' work-life balance preferences and increases our ability to support patient transfers to higher levels of care, but also doubles the total number of on-duty hours in the station as well as the number of paramedics working in the community.

As an important part of these changes, we are also placing a special focus on improving the community paramedicine program. We will transition the community paramedic program from being part of the 911 response to a stand-alone program solely dedicated to providing preventative health care and outreach in the community.

This shift emphasizes our commitment to providing community-focused services tailored to meet the unique needs of each community. Our goal is to provide care that not only respects, but also harmonizes with local Indigenous cultural practices and beliefs. By doing so, we aim to offer a more inclusive and culturally sensitive approach to the care we provide our patients.

These changes are integral to meeting the ever-evolving needs of our communities and ensuring the continued well-being of our residents. We look forward to working with your office and our partners to ensure the successful implementation of these changes.

Should you have any questions or require further information please do not hesitate to contact District Manager Glen Greenhill at GLEN.GREENHILL@BCEHS.CA.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Leanne Heppell', with a stylized flourish at the end.

Leanne Heppell
Chief Ambulance Officer
BC Emergency Health Services

CC. Chief Administrative Officer
District Manager, Glen Greenhill, BCEHS



November 30, 2023

1268355

Via email: mayor@villageoftahsis.com

Their Worship Martin Davis
 Mayor of the Village of Tahsis, and
 Cheryl Northcott, Councillor
 Village of Tahsis
 977 South Maquinna Dr.
 Tahsis BC V0P 1X0

Dear Mayor Davis and Councillor Northcott:

Thank you to your delegation for meeting with me at the Union of British Columbia
 Municipalities Convention in Vancouver.

I appreciated hearing about issues in your community, and I am grateful for your advocacy.
 Topics raised during the meeting included access to and staffing of mental health and addictions
 services in the Village of Tahsis and other remote communities.

The Ministry is working hard across government to create an accessible, robust, and culturally
 safe system of mental health and addictions care that provides the right care at the right time and
 place for people. Initiatives across BC include community-based mental health and substance use
 services, expansions to bed-based substance use services such as the Red Fish model, crisis
 intervention services and harm reduction and overdose prevention services.

As committed to during our meeting, ministry staff have followed up with Island Health and
 learned that the Mental Health and Substance Use program continues to actively recruit for the
 position that will be based in Gold River and will provide in-reach services to Tahsis. When
 providing service to Tahsis, staff will have access to Island Health housing within the
 community. Furthermore, Island Health has confirmed that their facilities department is
 planning for renovations to one of the staff accommodation houses in Tahsis.

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- 2 -

During this time of active recruitment, individuals requiring services can reach out to the Campbell River Intake Mental Health and Substance Use services. They can also be connected to the services available within the community of Tahsis, including Youth and Family Substance Use Services and Adult Mental Health and Substance Use Services.

Thank you again for your leadership. I appreciate these important opportunities to exchange ideas and share information. Meetings like this help me better understand the challenges people and communities across BC face on a daily basis. Through a continued partnership, I am confident we can work together to improve mental health and substance use care in the Village of Tahsis and for all British Columbians.

Thank you again to your delegation for taking the time to meet with me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Whiteside". The signature is fluid and cursive, with the first name "Jennifer" written in a larger, more prominent script than the last name "Whiteside".

Jennifer Whiteside
Minister

pc: Mark Tatchell, Chief Administrative Officer



VIA EMAIL

Ref. 63442

December 8, 2023

His Worship Martin Davis
Mayor of the Village of Tahsis
Email: mayor@villageoftahsis.com

RE: New legislation to support local government housing initiatives

Dear Mayor Martin Davis:

As you are aware, last week, the Province passed three bills that change the way local governments plan for new housing in their communities: Bills 44, 46, and 47, along with Bill 35, which regulates short-term rentals. While the legislation establishes the framework for the new rules, many of the details that describe how these changes will work on the ground are set out in regulation, and site standards and expectations around development are laid out in provincial policy manuals.

We have prioritized releasing the regulations and policy manuals to help local governments meet the June 30, 2024 requirements for small-scale multi-unit housing and transit-oriented development areas (TOD areas). Yesterday, the regulations and policy manuals for those requirements were released and are posted online here: [Local government housing initiatives - Province of British Columbia](#).

The regulation for small-scale multi-unit housing sets out the minimum number of dwelling units by parcel size and proximity to frequent transit, prescribes the frequency of transit bus stops, and establishes the minimum population threshold for legislation to apply to certain communities. It also includes an exemption to the legislation for hazardous conditions.

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**Office of the
Minister of Housing**

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HOUS.Minister@gov.bc.ca

His Worship Martin Davis
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The policy manual supports local governments to implement the zoning bylaw amendments required under the legislation. It establishes provincial expectations for implementation of the requirements, which must be considered when preparing, amending, or adopting a zoning bylaw to permit the use and density required by the small-scale multi-unit housing legislation. Further information will be provided in January about the criteria and process for extensions.

The regulations for TOD Areas designate the 52 TOD Areas that are now in effect by regulation (see attachment 1) and the full list of TOD Areas that must be designated by June 30, 2024 (see attachment 2). They also bring the provisions of Bill 47 into effect and set out the details for those provisions, such as the minimum allowable density (see attachment 3) and the applicable distance from transit stations. Bill 47 allows the Province to designate TOD Areas by order if a local government does not or designates incorrectly.

The TOD manual establishes provincial expectations for municipalities to implement the requirements, such as when designating TOD Areas by bylaw, making zoning decisions, and updating parking bylaws.

The regulations for the *Short-Term Rental Accommodation Act* (STRAA) set out where the principal residence requirement applies, exemptions, and how local governments and entities can opt-in or out of the requirement. The policy guidance provides information about how the STRAA, and related amendments to the *Local Government Act*, *Community Charter*, and *Vancouver Charter* apply to local governments, including local government bylaws related to short-term rentals. Yesterday, the regulations and policy guidance were released and are posted online here: [Policy guidance for local governments](#).

Early in the new year, we will be releasing regulations and a policy manual for updating Housing Needs Reports and policy guidance for implementing the new development finance tools [expanded Development Cost Charges (Levies) and Amenity Contribution Costs Charges.]

In my previous letter, I mentioned that we are exploring policy options and additional tools for facilitating the delivery of affordable housing, including the potential for inclusionary zoning and other tools to support a range of outcomes. I look forward to being able to share more in 2024 on these initiatives.

His Worship Martin Davis
Page 3

I appreciate how much work is in front of your local government to meet the requirements. The Ministry is committed to supporting your team in this work. We will be notifying you later this month of the amount your local government will receive from the \$51 million funding to support planning and capacity to meet these new requirements. Ministry staff will also be in touch with your administration about a webinar series for local government staff leading the work to implement the changes.

Sincerely,



Ravi Kahlon
Minister of Housing

Attachments

pc: The Honourable Rob Fleming, Minister of Transportation and Infrastructure
The Honourable Anne Kang, Minister of Municipal Affairs
Teri Collins, Deputy Minister, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Mark Tatchell, Chief Administrative Officer, Village of Tahsis
(mtatchell@villageoftahsis.com)

Links:

- Local Government Housing Initiatives webpage with links to Bill 44 and 47 Housing Statute Regulations and the Provincial policy manuals for small-scale multi-unit housing and Transit-Oriented Development Areas:
<https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-initiatives>
- Bill 35 Policy Guidance for Local Governments: [Policy guidance for local governments](#).

Attachment 1: Transit-Oriented Development Areas Designated by Regulation (in effect)

Burnaby

- Brentwood Town Centre Station
- Burquitlam Station*
- Joyce – Collingwood Station*
- Lougheed Town Centre Station
- Metrotown Station
- Patterson Station
- Rupert Station*
- Sperling – Burnaby Lake Station

Chilliwack

- Downtown Chilliwack Exchange

Coquitlam

- Burquitlam Station
- Coquitlam Central Station
- Inlet Centre Station*
- Lafarge Lake – Douglas Station
- Lincoln Station
- Lougheed Town Centre Station*
- Moody Centre Station*

Kamloops

- Lansdowne Exchange
- North Shore Exchange

Kelowna

- Okanagan College Exchange
- Rutland Exchange

Maple Ridge

- Port Haney Station

Mission

- Mission City Station

New Westminster

- Columbia Station
- New Westminster Station

North Vancouver (District)

- Phibbs Exchange

Port Coquitlam

- Coquitlam Central Station*
- Lincoln Station*

Port Moody

- Inlet Centre Station
- Moody Centre Station

Richmond

- Aberdeen Station
- Bridgeport Station
- Capstan Station
- Lansdowne Station
- Marine Drive Station*
- Richmond – Brighthouse Station

Saanich

- Uptown Exchange

Surrey

- 152nd Street Station
- 160th Street Station
- 166th Street Station
- 184th Street Station
- 190th Street Station
- Columbia Station*

Vancouver

- 29th Avenue Station
- Arbutus Station
- Bridgeport Station*
- Broadway – City Hall Station
- Great Northern Way – Emily Carr Station
- Joyce – Collingwood Station
- King Edward Station
- Langara – 49th Avenue Station
- Marine Drive Station
- Mount Pleasant Station
- Nanaimo Station
- Oak – VGH Station
- Oakridge – 41st Avenue Station
- Olympic Village Station
- Renfrew Station
- Rupert Station
- South Granville Station
- Stadium – Chinatown Station
- VCC – Clark Station
- Waterfront Station

Victoria

- Legislature Exchange

*Overlap TOD Area from adjacent municipality

Attachment 2: TOD Areas that must be designated by June 30, 2024

140th Street Station	Haney Place Exchange	Patterson Station
152nd Street Station	Holdom Station	Peachtree Square Exchange
160th Street Station	Hospital Exchange	Penticton Plaza Exchange
166th Street Station	Inlet Centre Station	Phibbs Exchange
184th Street Station	Joyce – Collingwood Station	Pitt Meadows Station
190th Street Station	King Edward Station	Port Coquitlam Station
196th Street Station	King George Station	Port Haney Station
203rd Street Station	Kootenay Loop Exchange	Production Way – University Station
22nd Street Station	Lafarge Lake – Douglas Station	Renfrew Station
29th Avenue Station	Lake City Way Station	Richmond – Brighthouse Station
Aberdeen Station	Langara – 49th Avenue Station	Royal Oak Exchange
Arbutus Station	Langford Exchange	Royal Oak Station
Bourquin Exchange	Langley Centre Exchange	Rupert Station
Braid Station	Lansdowne Exchange	Rutland Exchange
Brentwood Town Centre Station	Lansdowne Station	Sapperton Station
Bridgeport Station	Legislature Exchange	Scott Road Station
Broadway – City Hall Station	Lincoln Station	Scottsdale Exchange
Burquitlam Station	Lonsdale Quay Exchange	South Granville Station
Burrard Station	Lougheed Town Centre Station	Sperling – Burnaby Lake Station
Capilano University Exchange	Main Street – Science World Station	Stadium – Chinatown Station
Capstan Station	Maple Meadows Station	Surrey Central Station
Columbia Station	Marine Drive Station	TRU Exchange
Colwood Exchange	Metrotown Station	UNBC Exchange
Commercial – Broadway Station	Mission City Station	Uptown Exchange
Coquitlam Central Station	Moody Centre Station	UVic Exchange
Country Club Exchange	Mount Pleasant Station	Vancouver City Centre Station
Downtown Chilliwack Exchange	Nanaimo Station	VCC – Clark Station
Downtown Exchange	New Westminster Station	VGH Exchange
Dunbar Loop Exchange	Newton Exchange	Village Green Centre Exchange
Edmonds Station	North Shore Exchange	VIU Exchange
Gateway Station	Oak – VGH Station	Waterfront Station
Gilmore Station	Oakridge – 41st Avenue Station	Woodgrove Exchange
Gondola Exchange	Okanagan College Exchange	Yaletown – Roundhouse Station
Granville Station	Olympic Village Station	
Great Northern Way – Emily Carr Station	Orchard Park Exchange	
Guildford Mall Exchange		

Attachment 3: Distances, Transit Stations and Densities by Category

Municipality	Transit Hub Type	Prescribed Distance	Minimum Allowable Density (FAR)	Minimum Allowable Height (Storeys)
Burnaby	Sky Train/ Canada Line (Rapid Transit Stop)	200m or less	Up to 5.0	Up to 20
Delta				
Coquitlam				
Langley (City + Township)		200m – 400m	Up to 4.0	Up to 12
Maple Ridge				
North Vancouver (City + District)	Prescribed Bus Exchange or West Coast Express Station	400m – 800m	Up to 3.0	Up to 8
New Westminster				
Pitt Meadows				
Port Coquitlam		200m or less	Up to 4.0	Up to 12
Port Moody				
Richmond				
Surrey		200m – 400m	Up to 3.0	Up to 8
Vancouver				
Abbotsford	Prescribed Bus Exchange	200m or less	Up to 3.5	Up to 10
Chilliwack				
Colwood				
Kamloops				
Kelowna				
Langford				
Mission				
Nanaimo				
Prince George		200m – 400m	Up to 2.5	Up to 6
Saanich District				
Vernon				
Victoria				
View Royal				

From: Reception Account
Sent: December 14, 2023 3:18 PM
To:
Subject: FW: NSW X BCSRIF In the News!

----- Forwarded message -----

From: **Madison Stewart** <nswscoordinator@gmail.com>

Date: Wed, Dec 13, 2023 at 3:57 PM

Subject: NSW X BCSRIF In the News!

To: Kent O'Neil <kent@thelodgeatgoldriver.ca>, <teresa@thelodgeatgoldriver.ca>, Sarah Fowler <sarahfowlertahsis@gmail.com>, Nikki Pichert <nikipichert@gmail.com>, Kira Marshall <kiralinzmarshall@gmail.com>, Paul Kutz <pkutz@westernforest.com>, Craig Blackie <lakecharr@hotmail.com>, Leigh Stalker <lstalker@aatrading.com>, Roger Dunlop <Fisheries.mgr@yuquot.ca>, David Teran <dteran@ecofishresearch.com>, David West <dwest@ecofishresearch.com>, Pam Dinn <pdinn@ecofishresearch.com>, Morgan Hocking <mhocking@ecofishresearch.com>

Hello NSW Board of Directors and collaborators,

Check out our Press Release in the Campbell River Mirror and the North Island Gazette here;

<https://www.campbellrivermirror.com/local-news/nootka-sound-watershed-society-receives-11-million-7283292>

The release has also been sent to the Ha-Shilth-Sa newspaper.

Home • Local News

Nootka Sound Watershed Society receives \$1.1 million

Funding to help with salmon conservation and recovery

Black Press Media
Dec 11, 2023 3:30 PM



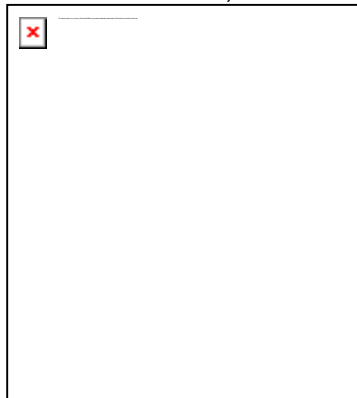
Salmon spawn in the Tahsis River. Photo courtesy Nootka Sound Watershed Society

There will be \$1.1 million coming to help the Nootka Sound Watershed Society to support management of salmon stocks in the region.

--

Thank you,

Madison Stewart, Stewardship Coordinator



With gratitude, I am living and working on the unceded territory of the Kwakwaka'wakw, Nuu-chah-nulth and Coast Salish First People.

From:
To:
Subject: FW: Ministry of Housing Capacity Funding Notification
Date: December 21, 2023 6:21:12 PM

From: ADM Housing Land Use Policy HOUS:EX <ADMHousingLandUsePolicy@gov.bc.ca>
Sent: Thursday, December 21, 2023 2:51 PM
To: Mark Tatchell <MTatchell@villageoftahsis.com>
Cc: HOUS DMO HOUS:EX <HOUS.DMO@gov.bc.ca>; Campbell, Tracy AG:EX <Tracy.Campbell@gov.bc.ca>; Faganello, Tara MUNI:EX <Tara.Faganello@gov.bc.ca>; Volk, Kevin MOTI:EX <Kevin.Volk@gov.bc.ca>; Brooks, Jessica HOUS:EX <Jessica.Brooks@gov.bc.ca>; Penz, Rebecca HOUS:EX <Rebecca.Penz@gov.bc.ca>; MUNI DMO MUNI:EX <MUNI.DMO@gov.bc.ca>; TRAN Deputy Minister TRAN:EX <TRANDeputyMinister@gov.bc.ca>
Subject: Ministry of Housing Capacity Funding Notification

Dear Chief Administrative Officer/City Manager,

Please find attached a letter notifying your municipality of the funding allocation from the \$51 million capacity funding for local government implementation of the changes to support housing initiatives.

All the best for the season,

Bindi Sawchuk

Office of the Assistant Deputy Minister

Housing and Land Use Policy Division | Ministry of Housing

Email: ADMHousingLandUsePolicy@gov.bc.ca | [Website](#)

With respect and acknowledgement of the traditional territories of the W̱SÁNEĆ and Lekwungen-speaking peoples, specifically the Songhees and Esquimalt Nations, lands upon which, as a guest, I am grateful to live, work and play.



VIA EMAIL

Ref: 63760

December 21, 2023

Mark Tatchell
Chief Administrative Officer
Village of Tahsis
Email: mtatchell@villageoftahsis.com

Dear Mark Tatchell:

I am writing to notify you of the funding allocation for the Village of Tahsis from the \$51 million capacity funding for local government implementation of the legislative changes to support housing initiatives, including small-scale multi-unit housing and proactive planning, development finance, and transit-oriented development.

The Village of Tahsis will receive \$151,286 by the end of January 2024.

The funding formula reflects the different legislative requirements for municipalities and regional districts, and that smaller communities may need more financial assistance because they have fewer resources.

The funding formula includes a base amount and a per-capita amount (based on BC Stats 2023 estimates).

- For municipalities, the base amount is \$150,000, and the per-capita amount is \$4.39.
- For regional districts, the base amount is \$80,000 and the per capita amount is \$5.80.

This funding is intended to support activities or projects local governments must undertake to meet the new legislative requirements. Examples include updates to an existing zoning bylaw, parking bylaw, Official Community Plan (OCP), Official Development Plan (ODP), Development Cost Charge (DCC) bylaw, Development Cost Levy (DCL) or

.../2

Mark Tatchell
Page 2

Housing Needs Report (HNR), as well as the development of a new zoning bylaw, OCP, ODP, DCC, DCL or new amenity cost charge (ACC) bylaw. This funding can also be used to hire staff and/or consultants in support of these activities. More specific information on eligible projects, eligible project costs as well as the reporting requirements will be provided in the funding guidelines when the funding is distributed.

If you have any questions regarding the legislative changes or funding program, please contact Ministry of Housing staff at PLUM@gov.bc.ca or 250-387-3394.

Yours truly,



Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing

pc: Teri Collins, Deputy Minister, Ministry of Housing
Tracy Campbell, Executive Financial Officer, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Jessica Brooks, Executive Director, Ministry of Housing
Rebecca Penz, Director, Ministry of Housing

Art Guite Consulting
Agent for BC Ministry of Forests

206 – 20641 Logan Avenue
Langley, B.C. V3A 7R3

Cell: 604 996 4683
E mail: pmprespond@gmail.com

RECEIVED

DEC 04 2023

November 29, 2023

File: Draft Pest Management Plan for Provincial Public (Crown) Lands in Southern and Coastal British Columbia

Village of Tahsis
977 South Maquinna Drive
Tahsis
V0P 1X0
reception@villageoftahsis.com

To whom it may concern:

This letter is to inform you that the Ministry of Forests (FOR) has collaborated with the Ministry of Environment and Climate Change Strategy's Conservation and Recreation Division (CARD), Land and Resource Stewardship (WLRS) and the Ministry of Transportation and Infrastructure (MOTI) to renew a multi-agency Pest Management Plan (PMP) for Invasive Plant Management on Provincial Public (Crown) Lands in Southern and Coastal BC. This plan replaces current multi-agency PMP's which expire in April 2024 and builds on previous versions which incorporated input and feedback from numerous Indigenous communities throughout the PMP area as well as public consultation through posting of newspaper ads over the years in addition to specific feedback received on this version through the consultation period. The plan supports and enables comprehensive invasive plant management on all provincial public lands within the boundaries of the Plan. FOR is the lead agency on development of the plan and is the PMP holder as described in the *Integrated Pest Management Act Regulation*.

The PMP Area will be specific to Provincial Public Land under the jurisdiction of FOR, MOTI, and BC Parks within the following geographical areas:

1. Vancouver Island, the Southern Coast and Haida Gwaii including the following Regional Districts: Capital, Cowichan Valley, Nanaimo, Alberni-Clayoquot, Comox Valley, Strathcona, Mount Waddington, Central Coast, and North Coast (Haida Gwaii only).
2. South Coastal Mainland including the following Regional Districts: Metro Vancouver, Fraser Valley, Squamish-Lillooet, Sunshine Coast and Quathet.
3. Southern Interior including the following Regional Districts: Okanagan-Similkameen, Central Okanagan, North Okanagan, Kootenay Boundary, Central Kootenay, East Kootenay, Columbia-Shuswap, Thompson-Nicola and Cariboo.

The Provincial Public (Crown) lands within the above area include, but are not limited to, highway rights-of-ways, gravel pits; grasslands; provincial parks; conservancy, protected, and forested areas; ecological reserves, wildlife management areas; and watersheds.

● Page 2

November 29, 2023

The PMP outlines strategies to protect indigenous, ecological, social, and economic values on public land, and outlines an Integrated Pest Management approach to invasive plant management. The plan addresses prevention of new incursions or prohibited species, elimination of new invaders through early detection and rapid response; and presents options for the containment of existing invasive plant populations. Tools to accomplish invasive plant management include surveys and inventories, manual/mechanical treatment methods, biological and cultural controls, and the use of herbicides.

A draft PMP document is posted on the website page entitled "Invasive Plant Pest Management Plans and Pesticide Use Permits" at <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/invasive-species/integrated-pest-management/pmp-pup>.

If you have questions regarding the PMP please contact me at the above PMPrespond@gmail.com or 604 996 4683

Yours truly,

A handwritten signature in black ink, appearing to read "A. Guité". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

Art Guité B.Sc., M.P.M., P.Ag.

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

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

Date: January 2, 2024

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

PURPOSE OF REPORT:

To consider a regional grant application to the Community Emergency Preparedness Fund 2024 Emergency Support Services (ESS) program from the Union of BC Municipalities (UBCM). This application would be in partnership with the Strathcona Regional District (SRD) and other municipal and First Nation entities in order to enhance mass care capacity in Tahsis.

OPTIONS/ALTERNATIVES

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

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

BACKGROUND:

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. The intent of the ESS funding stream is to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training, including in-house training, and the purchase of ESS equipment. Eligible applicants can submit one application per intake, or as a partnering applicant in a regional application. It is proposed that the SRD will be the primary applicant in a regional application with the Village of Tahsis as a partner applicant. The deadline submission for this grant is January 26, 2024. In order to be considered as a partner, the Village of Tahsis is required to submit a Council Resolution that clearly states that they authorize the SRD to receive and manage the funds on behalf of the Village of Tahsis.

Village of Tahsis		
Item	Quantity	Cost
Certification course through Justice Institute of British Columbia – Evacuee Registration Assistance	1	\$8,000
Lion Safari MRE Generator	1	\$7,000
Professional facilitated ESS exercises	3	\$6,000
8' folding tables	8	\$2,000
Accommodation support for ESS volunteers to attend training outside of the Gold River and Tahsis area	Various	\$2,000
10 'x 20' Eurmax Standup Shelter	4	\$1,400
Dewalt Electric Portable Heater (Forced Air)	1	\$1,400
Mileage reimbursement for Tahsis ESS volunteers to attend meetings and training in Gold River	Various	\$1,200
2100 Lumen LED Work Lights	4	\$1,000
Total		\$30,000

Table 1: Proposed Budget

POLICY/LEGISLATIVE REQUIREMENTS:

None

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION:

1. THAT the report from the Chief Administrative Officer be received.
2. THAT as part of the Village of Tahsis ongoing work in relation to emergency planning that an application for financial assistance under the Community Emergency Preparedness Fund 2024 Emergency Support Services grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and

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

Respectfully submitted:

Mark Tatchell
Chief Administrative Officer

From:
Sent: December 6, 2023 4:46 PM
To:
Subject:

From: Lynn Hall <lhall@fcm.ca>
Sent: Tuesday, December 5, 2023 1:24 PM
To: Mark Tatchell <MTatchell@villageoftahsis.com>
Subject: Renew your FCM membership today - Village of Tahsis



Renew your FCM membership today

Dear Mark Tatchell,

Now more than ever, Canadian municipalities are on the frontlines of our country's most pressing challenges. Our cities and communities are working hard to support rapid national population growth, tackle the housing crisis, grapple with aging infrastructure, and build resilience in the face of extreme weather events.

As the national voice of local governments, the **Federation of Canadian Municipalities (FCM)** plays a central role in supporting municipalities to address current challenges, seize new opportunities and prepare for the future.

Delivering results

An FCM membership is a valuable investment in your community, one that offers tangible results and [exclusive benefits](#).

Nearly 2,100 municipalities representing 92% of Canadians—including the **Village of Tahsis**—know the level of influence FCM has in Ottawa. Together, we are influencing the national agenda by advocating for local priorities and fostering a strong partnership with the federal government, resulting in more shovel-ready projects, more jobs and more opportunities in cities and communities across Canada.

FCM is here to make sure that British Columbia local governments' unique priorities—ranging from housing and homelessness to infrastructure and climate adaptation—are heard at the federal level. Together, we can make sure BC municipalities of all sizes are strong, resilient and prepared for the challenges of the future.

Shaping our future, together

We know that our actions today have a profound impact on tomorrow. Our voice grows stronger with each member, amplifying our influence and driving much-needed change. **In this unique moment where FCM is championing a new Municipal Growth Framework**—an approach that will reshape intergovernmental collaboration and usher in a new way to fund local governments—**the strength of our collective voice has never been so important.**

Through our united membership, we are actively ***shaping our future*** for the better—for our cities and communities and for the residents we serve.

Renew your FCM membership today. Please find attached your invoice for 2024-2025.

To learn more about how being an FCM member makes your community stronger, visit fcm.ca/membership.

Sincerely,

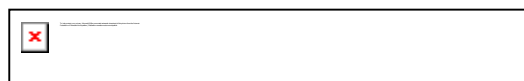
Your FCM team

Lynn Hall

Member Relations Advisor | Policy and Public Affairs

Conseillère des Relations avec les membres | Politiques et affaires publiques

T. 1-613-907-6273



As we move forward with our commitment to reconciliation, FCM acknowledges that our head offices are located on the unceded, unsundered territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial. We recognize and honour the historic and ongoing contributions of Indigenous peoples across the country.

[Full Statement](#)

Dans le cadre de son engagement pour favoriser la réconciliation, la FCM tient à reconnaître que ses sièges sociaux sont situés sur le territoire non cédé de la Nation anichinabée algonquienne, présente en ces lieux depuis des temps immémoriaux. Nous reconnaissons également les contributions passées et présentes des peuples autochtones au pays. [Déclaration complète](#)

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221

Mark Tatchell
Village of Tahsis
PO Box 219 977 South Maquinna Drive
Tahsis, BC, V0P 1X0
Attn: Chief Administrative Officer

INVOICE / FACTURE: INV-39410-B3S9Y9
DATE: 11/14/2023
ACCOUNT / COMPTE: 32384
DUE DATE / DATE LIMITE: 03/31/2024

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population / Taux de base selon votre population	1	\$140.00	\$140.00	\$7.00	\$147.00
Per capita dues calculated per your population / Frais de cotisation calculés selon votre population	393	\$0.2186	\$85.91	\$4.30	\$90.21
TOTAL			\$225.91	\$11.30	\$237.21

PAID AMOUNT / MONTANT PAYÉ: \$0.00
BALANCE DUE / MONTANT DÛ: \$237.21

PAYMENT / PAIEMENT

Cheque payable to / Chèque à l'ordre de
Federation of Canadian Municipalities
Fédération canadienne des municipalités

Electronic Funds Transfer / Transfert électronique de fonds

Royal Bank of Canada (RBC)/Banque Royale du Canada
Institution Number/Numéro de l'institution: 003
Transit Number/Numéro de transit: 00006
Account Number / Numéro de compte: **1113307**

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

**Your FCM membership empowers local leaders to
strengthen their communities and shape a brighter future
for all Canadians.**
Learn more at <https://fcm.ca/membership>.

VILLAGE OF TAHSIS

To: Mayor and Council

From: Director Finance

Date: December 20, 2023

Re: Draft Purchasing Card Policy

PURPOSE OF REPORT:

To provide Council with the proposed Purchasing Card Policy which sets out the framework for how the Village staff, Mayor & Council utilize their Village Purchasing cards.

OPTIONS/ALTERNATIVES

1. Approve the Village's Purchasing Card Policy as presented
2. Refer the Policy back to Staff with direction for revisions
3. Do not approve the Purchasing Card Policy
4. Any other option that Council deems appropriate

BACKGROUND:

The Village's administration of purchasing cards has been carried out on an ad-hoc basis, providing flexibility. Yet, as issues arise, it has become apparent that a well-defined framework is necessary. Establishing such a framework is crucial to ensure clear, equitable, and transparent decision-making surrounding the purchasing card program.

This adjustment is intended to ensure better control and tracking of expenses, while also simplifying the payment and reimbursement process. By centralizing travel arrangements with the Finance and Corporate Services Manager or our admin staff, we aim to streamline our financial operations, reduce admin/finance time spent reconciling monthly statements, travel claims, and enhance accountability.

The Draft Policy can be found in Attachment "A", .

POLICY/LEGISLATIVE REQUIREMENTS:

1. Procurement Policy 2010
2. Travel and Expense Policy #2002 (2016)

FINANCIAL IMPLICATIONS:

There are no direct financial implications in approving the proposed Purchasing Card Policy. There likely will be a savings of staff time due to less time reconciling card statements.

STRATEGIC PRIORITY:

N/A

RECOMMENDATION:

Option 1

Respectfully submitted:



Adia Mavrikos, DoF

DRAFT – FOR DISCUSSION PURPOSES



VILLAGE OF TAHSIS			
Policy Title:	Purchasing Card Policy	Policy No.	40**
Effective Date	January XX, 2024	Supersedes	
Approval	Council	Resolution Number	XXX/2024

1. DEFINITIONS:

Purchasing card: A purchasing card (P-Card) issued to designated employees and Council Members for the purpose of making authorized purchases on behalf of the Village of Tahsis. All procurements are the property of the Village of Tahsis.

Spending Authority: A person within an organization with delegated authority to spend money to certain limits. These limits are set in the Procure policy.

Low Value Purchase: the procurement of non-repetitive goods or services required by users within the limits of and subject to the restrictions prescribed herein and on the Cardholder Agreement.

Card Cardholder: is a Village employee or Council members who has been issued a Purchasing card

Administrator: is a Village employee who is responsible to facilitate the Purchasing cards for the Village

2. PURPOSE

The Village of Tahsis' Purchasing Card Policy serves the purpose of enhancing the efficiency and cost-effectiveness of the procurement process. This policy does not supersede Procurement Policy No. 2010; instead, it complements it to better meet the Village's operational needs while preserving sound business practices and internal controls. The primary objective of this policy is to establish a streamlined and cost-effective method for acquiring low-value items and services within predefined spending authorities. By doing so, the program aims to reduce the issuance of cheques and facilitate travel and conference bookings, ultimately contributing to increased efficiencies throughout the Village.

DRAFT – FOR DISCUSSION PURPOSES

The Purchasing Card is NOT intended:

- to avoid or bypass the Procurement Policy
- to be used for entertainment purchases.
- for cash advances
- for personal use

3. SCOPE

The policy applies to Purchasing cards issued by the Village of Tahsis. The Procurement policy establishes Procurement of all goods and services and outlines Spending Authority. This policy applies to all employee and Council Members who possess a Purchasing Card or are responsible for reviewing and approving purchasing card Transactions.

4. POLICY

- A. A purchasing card will be provided to staff and Council members, where appropriate, for conducting Village business. Purchasing Cards are a privilege and not a right. Employees & Council members assigned a Purchasing Card assume personal responsibility for its activity and use in accordance with this policy.
- B. Card Cardholder: The P-Card cardholder is the individual who has responsibility for the P-Card and overall management of its use, including:
 - authorizing disbursements
 - accounting and reconciliation of the purchases and credits
 - maintaining card security to prevent unauthorized charges against the account
 - ensuring purchases are in accordance with Village's policies, regulations and best accounting practices
 - notifying the P-Card financial institution and the P-Card program administrator of lost or stolen cards
 - notifying the P-Card program administrator of disputed charges within fifteen (15) days of the statement date
 - adhering to all conditions and restrictions on card usage
 - verifying and reconciling all account activity, prices, authorizations for payment, etc.
 - returning the P-Card to the P-card administrator upon termination or retirement

The Finance Department will print monthly statements. Please submit to the Municipal Office for approval all receipts, (include explanations as necessary), GL coding as soon as possible.

DRAFT – FOR DISCUSSION PURPOSES

- C. P-Card program administration will be managed by the Administration and Finance department. The responsibilities include, but are not limited to:

- all administrative interaction between the Village and the P-Card financial institution
- maintaining a cardholder database
- authorizing the issue of new cards
- arranging for the cancellation of cards
- arranging replacement for lost or stolen cards
- assisting in normal card usage procedures
- assisting in problem resolution
- notification of non-compliance to cardholder, and initiating appropriate action if necessary

The purchase card is a corporate liability charge card. Cards are issued to designated individuals to make purchases on behalf of the Village. Cardholders are not personally liable for any unauthorized purchases made with the card if the card has been lost or stolen; however, they are personally responsible for unauthorized purchases resulting from inadvertence, carelessness or intentional misuse.

- D. P-Cards must be safeguarded and the number must not be given out except to authorized suppliers, i.e. a supplier with whom an order is being placed. The P-Card and the P-Card number are to be kept confidential. The only person authorized to use the P-Card is the person to whom it is issued. Lending or sharing the P-Card is not allowed.

- E. Credit Limits: The Chief Administrative Officer's P-Card comes with a maximum credit limit set at \$10,000, while the Finance and Corporate Services Manager holds a credit limit of \$6,000. Other members of the management team are assigned a maximum limit of \$2,500, and Council Members are subject to a credit limit of \$500.

Upon request, and at the discretion of the P-Card Administrator, individual P-Card credit limits may be set at higher amounts temporarily based on operational or transactional requirements.

- F. Advanced travel arrangements, hotel bookings, and conference registrations for staff and Council members will be handled by the Administration staff. This centralized approach serves to facilitate budget monitoring, ensuring a smoother reimbursement process, all while maintaining compliance with the established Travel policy.

- G. Any violations of this policy may result in disciplinary action, such as immediate cancellation of the P-Card and may also include termination.



Government
of Canada

Gouvernement
du Canada

M4

Grants and Contributions Online Services

Online Version - For Review Purposes Only – Must be Submitted Online

Project Information

Project Title: Tahsis Tourist Information and Heritage Centre Program

Start Date: April 22, 2024

End Date: August 31, 2024

Organization Identification

Organization Identification

Legal Name

Village of Tahsis

Operating (Common) Name (if different from legal name)

Village of Tahsis

Business or Registration Number

108180365RP0002

Organization Type

Municipal Governments and Agencies

Year Established

1970

E-mail Address

reception@villageoftahsis.com

Telephone Number

250-934-6344

Organization Address

977 South Maquinna
PO Box 219
Tahsis, British Columbia V0P1X0

Organization's Mandate

The purposes of a municipality include: providing for good government of its community, providing for services, laws and other matters for community benefit, providing for stewardship of the public assets of its community, and fostering the economic, social and environmental well-being of its community.

Signatories

How many signatures are required to submit an Application for Funding to ESDC (Employment and Social Development Canada)?: 1

Program Selection

Program Group

Youth

Program

Youth - Canada Summer Jobs

Project Title

Tahsis Tourist Information and Heritage Centre Program

Number of Full-Time Employees Working in Canadian Locations of your Organization

12

Privacy Notice Statement

[View Privacy Notice Statement](#)

Mailing Address

Please select the mailing address for this application. All correspondence will be sent to this address, including any payments.

977 South Maquinna

PO Box 219

Tahsis, British Columbia V0P1X0

Organization Contacts

Mark Tatchell

Given Name

Mark

Surname

Tatchell

Position Title

Chief Administrative Officer

Contact Type

Primary Contact

Preferred language of communication - Written

English

Preferred language of communication - Spoken

English

Address Line 1

977 South Maquinna

Address Line 2

PO Box 219

City or Town

Tahsis

Province or Territory

British Columbia

Postal Code

V0P1X0

Telephone Number

250-934-6344 Ext. 105

Fax Number**E-mail Address**

mtatchell@villageoftahsis.com

Amanda Knibbs**Given Name**

Amanda

Surname

Knibbs

Position Title

IT Coordinator

Contact Type

Secondary Contact

Preferred language of communication - Written

English

Preferred language of communication - Spoken

English

Address Line 1

977 South Maquinna

Address Line 2

PO Box 219

City or Town

Tahsis

Province or Territory

British Columbia

M4

Postal Code

V0P1X0

Telephone Number

250-934-6344

Fax Number

E-mail Address

aknibbs@villageoftahsis.com

Amounts Due

Project Locations

Location Details

Main Location

Yes

Will the address of the location of the proposed activities be different from the mailing address?

Different (include below)

Explain why the location of the proposed activities will be different from the mailing address

The Main activities for these positions will be held at the Information/Heritage Centre

Address Line 1

107 Rugged Mountain Rd

Address Line 2

City or Town

Tahsis

Province or Territory

Postal Code

V0P1X0

Job Description

Job Details

Job Title

tourist information officer

Tasks and Responsibilities

Daily operation of the Tourist Information Centre; event planning, including Canada Day and Tahsis Days celebrations; developing and delivering social media marketing plan promoting local amenities and services; sharing and publicizing Tahsis and Nootka Sound history and culture, including the history and culture of Mowachaht/Muchalaht First Nations, and natural environment; handling inquiries in person , mail, email and telephone; staying well informed on regional activities and events; assisting visitors with communication needs; following municipal policies and procedures as well as complying with occupational health and safety standards as set by the municipality and Worksafe BC.

What skills will the participant develop during this placement?

- Adaptability
- Collaboration
- Communication
- Digital skills
- Problem solving

Language required for job

English

Supervisor job title

Supervisor

Identify the type of your supervision plan

Combination

Frequency

How much experience does the supervisor have in a supervisory role?

More than two years

Type of feedback to be provided to youth

Informal (Unscheduled, Verbal)

Supervisor will provide

- Job-Specific Training
- Work Instructions and Tasks
- Evaluation of Work

Mentor job title

Manager

Type of mentoring plan

Team

Frequency

Weekly

Does the mentor have previous experience in a mentorship role?

More than two years

Mentor-mentee relationship

Formal (Regular meetings, goals established)

Mentor will provide

- Support for Skills Development
- Access to learning materials

Preferred level of Education of the Participant

No preference (including non students, recent graduate, etc.)

Will this job provide a career-related work experience for the youth?

Yes

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement?

Yes

Does this job support a national priority?

Yes

If yes, indicate which national priority(ies)

- Opportunities for youth with disabilities or with organizations that provide services to persons with disabilities
- Opportunities for youth that are underrepresented in the labour market, including: Black and other racialized youth, Indigenous youth, 2SLGBTQI+ youth
- Opportunities for youth in rural areas, remote communities, or Official Language Minority Communities
- Opportunities related to sustainable jobs that support the protection of the environment or delivering positive environmental outcomes

Does this job support one or more of your Member of Parliament's local priorities?

Yes

If yes, indicate one or more local priorities supported by the job. If your application demonstrates that it meets more than one local priority, you will be awarded additional points.

Support for projects that offer programs and/or support to specific target groups: Indigenous youth

Support for projects that offer programs and/or support to specific target groups: 2SLGBTQI+ youth

Support for projects that offer programs and/or support to specific target groups: Seniors

Support for a specific type of project: Projects taking place in a rural or remote area

Support for a specific type of project: Projects supporting small businesses

Number of participants requested for this job title

2

Anticipated start date

June 27, 2024

Number of weeks requested for each participant

6

Number of hours per week requested for each participant

40

Hourly wage rate to be paid to each participant

\$17.00

Project Details

Identify the health and safety practices you have implemented.

- Workplace Hazardous Materials Information Systems (WHMIS)
- Listing Workplace Hazards
- Demonstrating Workplace Safety
- Providing Necessary Certifications
- Providing Job-Specific Safety Training
- Conducting Regular Safety Checks
- Providing Safety Equipment
- Emergency Preparedness and Response Plan

Identify the policies and practices you have implemented to provide a work environment free of harassment and discrimination.

- Hiring Policies / Practices
- Discrimination Policies / Practices
- Harassment Policies / Practices
- Conflict Resolution Policies / Practices
- Employee and/or Management Training
- Accessibility and Accommodation Policies / Practices
- Employment Equity Policies / Practices
- Privacy Policies / Practices

Describe your organization's activities

Municipalities such as the Village of Tahsis, have specifically defined responsibilities that have been delegated by the province of British Columbia (B. C.) and which are established under the Community Charter. These responsibilities include: . Municipal services - including water supply and management, solid waste pickup and transfer, maintenance of municipal roads and fire protection, . Public Places - including recreation centres, and parks, . Protection of natural environment - including watercourses and areas subject to environmental risks such as flooding and steep slopes, . Community well-being and safety, and . Land use regulation. Given the specifically defined authority and powers granted to municipalities, they must work collaboratively with other levels of government, including federal and

provincial governments, regional districts, school districts and First Nations to achieve desired outcomes that are beyond their direct responsibility, but yet impact the health, welfare and safety of its residents.

Are the proposed activities directed at members of an Official Language Minority Community?

No

Will you require an advance payment to pay the youth should your application be approved?

No

Have you applied or will you apply for other sources of funding for the job requested?

No

Articles of Agreement

Canada Summer Jobs Articles of Agreement

[Canada Summer Jobs Articles of Agreement](#) 

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