



AGENDA

**Special Meeting of the Village of Tahsis Council
to be held on June 24, 2024 at 12:00 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**
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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.

K. Bylaws **1 Report to Council Re: Long-term borrowing for upcoming capital projects and Loan Authorization Bylaw.**

**Temporary Borrowing Bylaw No. 668, 2024.
1st, 2nd and 3rd Reading**

M. New Business **1 Village of Tahsis 2023 Statement of Financial Information (SOFI)**

2 Village of Tahsis 2023 Annual Report

3 Report to Council Re: Recreation Centre cabinetry procurement

Public Exclusion

Recess:

Reconvene:

O. Adjournment



The Village of Tahsis

BYLAW No. 668, 2024

TEMPORARY BORROWING BYLAW No. 668, 2024 - A bylaw to authorize the temporary borrowing for the Tahsis Wastewater Treatment Reconfiguration & Upgrade Project Costs

WHEREAS it is provided by S. 181 of the *Community Charter* that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily under the conditions therein set out;

AND WHEREAS the Council has adopted Bylaw # 653, cited as Loan Authorization bylaw No. 653, 2022, authorizing borrowing for the purpose of the Tahsis Wastewater Treatment Reconfiguration & Upgrade Project, in the amount of Four Hundred and Ninety Thousand dollars (\$490,000);

AND WHEREAS long term borrowing has been deferred;

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

1. The Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of Four Hundred and Ninety Thousand dollars (\$490,000), as the same may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Financial Administration Officer.
3. The money so borrowed shall be used solely for the purposes set out in Loan Authorization Bylaw # 653.
4. The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.

5. This bylaw may be cited as “Temporary Borrowing Bylaw No. 668, 2024 ”.

READ A FIRST TIME this 24th day of June, 2024.

READ A SECOND TIME this 24th day of June, 2024.

READ A THIRD TIME this 24th day of June, 2024.

RECONSIDERED and FINALLY PASSED and ADOPTED this 2nd day of July, 2024.

Mayor

Corporate Administrator

Certified a true copy of Bylaw No. 668, 2024 as adopted.

Corporate Administrator

Report to Council

To: Mayor and Council

From: Director of Finance

Date: February 24, 2023

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

PURPOSE OF REPORT:

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

OPTIONS/ALTERNATIVES

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

BACKGROUND:

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

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

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

POLICY/LEGISLATIVE REQUIREMENTS:

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

does not exceed

 - (ii)5% of the annual calculation revenue of the municipality for the previous year, as determined in accordance with sections 4 and 5 of this regulation, and*
 - (b)incurring the liability would not cause the annual cost referred to in paragraph (a) (i) to exceed the limit established by paragraph (a) (ii)*

FINANCIAL IMPLICATIONS:

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

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

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

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

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

STRATEGIC PRIORITY:

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

NEXT STEPS:

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

RECOMMENDATION:

Option #1

Respectfully submitted:

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

Adia Mavrikos, CPA, CA
Director of Finance

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



Village of Tahsis

Statement of Financial Information

For the Year Ended December 31, 2023

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Audited Financial Statements

VILLAGE OF TAHSIS
Financial Statements
December 31, 2023

VILLAGE OF TAHSIS

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MANAGEMENT REPORT

December 31, 2023

The Mayor and Council of the Village of Tahsis has delegated the responsibility for the integrity and objectivity of the financial information contained in the financial statements to the management of the Village of Tahsis. The financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and that financial records are reliable for preparation of the financial statements. These systems are monitored and evaluated by management.

Village of Tahsis's independent auditors, Chan Nowosad Boates Inc., Chartered Professional Accountants, are engaged to express an opinion as to whether these financial statements present fairly the Village of Tahsis' financial position and operating results in accordance with Canadian public sector accounting standards. Their opinion is based on procedures they consider sufficient to support such an opinion.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards. These statements present, in all significant respects the financial position of the Village of Tahsis as at December 31, 2023.



Mark Tatchell
Chief Administrative Officer



Adia Mavrikos, CPA, CA
Director of Finance

May 7, 2023



INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the Village of Tahsis,

Opinion

We have audited the financial statements of the Village of Tahsis (the "Village"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards (PSAS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

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

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

Chan Nowosad Boates Inc

Chan Nowosad Boates Inc.
Campbell River, BC

May 7, 2024

VILLAGE OF TAH SIS

Statement of Financial Position

December 31, 2023

2023

2022

FINANCIAL ASSETS

Cash	\$ 1,088,382	\$ 375,528
Portfolio Investments (Note 3)	2,075,402	1,976,570
Accounts Receivable (Note 4)	865,392	409,882
Taxes and User Fees Receivable	220,262	131,054
	<u>4,249,438</u>	<u>2,893,034</u>

LIABILITIES

Accounts Payable and Accrued Liabilities	471,607	185,782
Asset Retirement Obligation (Note 5)	1,452,365	-
Deferred Grants and Unearned Revenue (Note 6)	1,318,303	790,269
Contaminated Site Remediation (Note 7)	56,700	56,700
	<u>3,298,975</u>	<u>1,032,751</u>

NET FINANCIAL ASSETS

950,463

1,860,283

NON-FINANCIAL ASSETS

Tangible Capital Assets (Note 8)	12,386,771	9,641,661
Prepaid Expenses	71,208	63,179
	<u>12,457,979</u>	<u>9,704,840</u>

ACCUMULATED SURPLUS (Note 12)

\$ 13,408,442

\$ 11,565,123

Approved by:



Director of Finance



Mayor

VILLAGE OF TAHSIS

Statement of Operations

Year Ended December 31, 2023

	<u>2023</u>		<u>2022</u>
	<u>Budget</u>	<u>Actual</u>	
	(Note 13)		
Revenues (Schedules 2 and 3)			
Taxation	\$ 854,641	\$ 853,616	\$ 816,885
Utility Connection Fees and User Rates	407,000	422,594	411,529
Government Grants (Schedule 1)	1,328,840	2,985,986	1,318,024
Fee and Services Charges	329,939	245,898	182,042
Other Revenues	<u>31,750</u>	<u>341,995</u>	<u>111,328</u>
	<u>2,952,170</u>	<u>4,850,089</u>	<u>2,839,808</u>
Expenditures (Schedules 2 and 3)			
General Departmental Expenditures	3,037,864	2,631,588	2,011,762
Water System Operations	168,739	203,197	200,843
Sewer System Operations	<u>152,457</u>	<u>171,985</u>	<u>145,359</u>
	<u>3,359,060</u>	<u>3,006,770</u>	<u>2,357,964</u>
Annual Surplus (Deficit)	\$ <u>(406,890)</u>	1,843,319	481,844
Accumulated Surplus - Beginning of Year		<u>11,565,123</u>	<u>11,083,279</u>
Accumulated Surplus - End of Year		<u>\$13,408,442</u>	<u>\$11,565,123</u>

VILLAGE OF TAHSIS

Statement of Change in Net Financial Assets

Year Ended December 31, 2023

	<u>2023</u>		<u>2022</u>
	<u>Budget</u>	<u>Actual</u>	
	(Note 13)		
Annual Surplus (Deficit)	\$ (406,890)	\$ 1,843,319	\$ 481,844
Acquisition of Tangible Capital Assets	-	(2,114,216)	(699,409)
Recognition of Asset Retirement Obligation Asset	-	(1,396,647)	-
Amortization of Tangible Capital Assets	410,866	424,435	410,866
Amortization of Asset Retirement Obligation	-	189,999	-
Use of Prepaid Expenses	-	(8,029)	(1,211)
Transfer of Work in Progress to Tangible Capital Assets	-	<u>151,319</u>	<u>-</u>
	<u>\$ 3,976</u>	<u>(909,820)</u>	<u>192,090</u>
Net Financial Assets - Beginning of Year		<u>1,860,283</u>	<u>1,668,193</u>
Net Financial Assets - End of Year		<u>\$ 950,463</u>	<u>\$ 1,860,283</u>

VILLAGE OF TAHSIS

Statement of Cash Flows

Year Ended December 31, 2023

2023

2022

Cash Flows From Operating Activities:

Annual Surplus	\$ 1,843,319	\$ 481,844
Non-Cash Transactions		
Gain on Disposal of Tangible Capital Assets	-	(7,551)
Amortization of Tangible Capital Assets	424,435	410,866
Amortization of Asset Retirement Obligations	189,999	-
Recognition of ARO Asset	<u>1,452,365</u>	<u>-</u>
	3,910,118	885,159
Changes in Non-Cash Operating Balances		
Accounts and Taxes Receivable	(544,718)	(323,271)
Accounts Payable and Accrued Liabilities	285,825	(158,756)
Demand Loan	-	(160,000)
Deferred Grants and Unearned Revenue	528,034	103,635
Prepaid Expenses	(8,029)	(1,211)
Recognition of ARO Liability	<u>(1,396,647)</u>	<u>-</u>
	<u>2,774,583</u>	<u>345,556</u>

Cash Flows From Capital Activities:

Proceeds on Disposal of Tangible Capital Assets	-	7,551
Purchase of Tangible Capital Assets	<u>(1,962,897)</u>	<u>(699,409)</u>
	<u>(1,962,897)</u>	<u>(691,858)</u>

Cash Flows From Investing Activities:

Redemption of Portfolio Investments	<u>(98,832)</u>	<u>7,936</u>
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Increase (Decrease) in Cash and Cash Equivalents 712,854 (338,366)

Cash and Cash Equivalents - Beginning of Year 375,528 713,894

Cash and Cash Equivalents - End of Year \$ 1,088,382 \$ 375,528

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

The Village of Tahsis (the "Village") is a municipality in the province of British Columbia and operates under the provisions of the Community Charter. Its principal activities are the provision of local government services to the residents of the Village. These services include fire protection, public works, planning, parks and recreation, water distribution and sewer collection and other general government services.

1. Significant Accounting Policies:

a) Basis of Presentation

The Village prepares its financial statements in accordance with Canadian public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAB") for the Chartered Professional Accountants of Canada.

b) Portfolio Investments

Portfolio investments are comprised entirely of Municipal Finance Authority of British Columbia (the "MFA") pooled investments including money market, intermediate and short-term bond funds. Portfolio investments are recorded at fair value.

c) Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Amortization is recorded on a straight-line basis over the estimated useful life of the tangible capital asset commencing once the asset is in use. Donated tangible capital assets are recorded at fair value at the time of the donation.

Estimated useful lives of tangible capital assets are as follows:

Buildings	20 to 40 years
Machinery and Equipment	5 to 20 years
Roads and Bridges	30 to 50 years
Drainage	30 to 50 years
Water Infrastructure	30 to 50 years
Sewer Infrastructure	30 to 50 years

d) Collection of Taxes on Behalf of Other Taxation Authorities

The Village collects taxation on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of these other entities are not reflected in these financial statements.

e) Revenue Recognition and Deferred Grants

Taxes are recorded at estimated amounts when they meet the addition of an asset, have been authorized and the taxable event occurs. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The affects of these adjustments on taxes are recognized at the time they are awarded.

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

1. Significant Accounting Policies (continued):

e) Revenue Recognition and Deferred Grants (continued)

Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Government transfers, which include legislative grants, are recognized in the financial statements when received if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Sale of services and other revenue is recognized on an accrual basis as earned.

f) Financial Instruments

Financial instruments consist of cash and portfolio investments, accounts receivable, taxes and user fees receivable, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

g) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period.

Significant areas requiring the use of management estimates include the collectability of accounts receivable, valuation of investments, estimates of contingent liabilities, the provision for amortization and the estimation of potential environmental liabilities and asset retirement obligations. Actual results could differ from management's best estimates as additional information becomes available in the future.

h) Contaminated Sites

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standards, the government has responsibility for the remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities for contaminated sites including sites that are no longer in productive use and sites for which the Village accepts responsibility. At this point in time the Village has identified one contaminated site that is described further in Note 6.

i) Asset Retirement Obligations

The Village recognizes a liability for an asset retirement obligation when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date. The liability is adjusted yearly for accretion expense.

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

2. Implementation of New Accounting Standard:

On January 1, 2023, the Village adopted Public Sector Standard PS 3280 – Asset Retirement Obligations. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets. The Village determined that the removal of asbestos in Village owned buildings and structures and the decommissioning of well's, waste water plants and wharf's would result in asset retirement obligations. This standard was adopted on the prospective application basis at the date of adoption. Under the prospective application method, assets in productive use recognize an increase in the carrying amount of the related tangible capital asset by the same amount of the estimated asset retirement obligation liability at January 1, 2023.

3. Portfolio Investments:

	<u>2023</u>	<u>2022</u>
Short-Term Bond Funds	\$ 629,105	\$ 597,210
Intermediate Bond Funds	678,082	646,984
Money Market Funds	<u>768,215</u>	<u>732,376</u>
	<u>\$ 2,075,402</u>	<u>\$ 1,976,570</u>

4. Accounts Receivable:

	<u>2023</u>	<u>2022</u>
GST Receivable	\$ 57,007	\$ 19,471
Accounts Receivable	816,447	398,473
Allowance for Doubtful Accounts	<u>(8,062)</u>	<u>(8,062)</u>
	<u>\$ 865,392</u>	<u>\$ 409,882</u>

5. Asset Retirement Obligation:

The Village has a number of buildings, water wells, waste water treatment plants, underground assets and a dock that are still in use which have a legal remediation requirement associated with them at the completion of their use. The Village has estimated removal and remediation costs for these assets to have a present value of \$1,452,365 at December 31, 2023. These costs, and the associated liability have been discounted by estimating their remaining useful lives and the timing of the remediation costs.

The identified asset retirement costs are amortized using the straight-line method over the estimated remaining useful lives of the associated assets. The Village has an estimated period for replacement or retirement of 10-30 years from recognition of the obligation at January 1, 2023. Amortization expense of \$189,969 of the asset retirement obligation was recognized during the year ending December 31, 2023 as well an accretion expense of \$55,758.

6. Deferred Grants and Unearned Revenue:

	<u>2023</u>	<u>2022</u>
Deferred Rental Revenue	\$ 1,174	\$ 3,192
Other Grants	<u>1,317,129</u>	<u>787,077</u>
	<u>\$ 1,318,303</u>	<u>\$ 790,269</u>

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

7. Contaminated Site Remediation:

A parcel of land that was previously used as a seaplane base has been under the ownership of the Village since 2009. In 1995, it was noted there were contaminate concentrations in the soil at the sea plane base and the site was registered as a contaminated site. An environmental assessment carried out by the Federal Government in November 2018 on an adjacent property determined that there were still minimal levels of petroleum hydrocarbons and polychromatic hydrocarbons, but they were at such a level that the site would no longer be considered to be contaminated. The site, however, remains on the registered contaminated site listing.

To remove the site from the registered contaminated site listing to allow for building on the property or alternatively the future sale of the property, it is estimated by management that the total cost to obtain the report that would allow for deregistration as a contaminated site is \$56,700. The Village has recognized the liability for this amount which was recorded as an expenditure during the year ended December 31, 2017.

8. Tangible Capital Assets:

	Cost				Accumulated Amortization				Net Book Value		
	Opening	Additions	ARO	Transfers	Closing	Opening	Amort	Amort ARO	Closing	2023	2022
Land	\$ 1,321,122	\$ 56,809	-	\$ -	\$ 1,377,931	\$ -	\$ -	\$ -	\$ -	\$ 1,377,931	\$ 1,321,122
Buildings	4,073,537	10,870	665,764	-	4,750,171	3,419,464	110,722	76,513	3,606,699	1,143,472	654,073
Machinery and Equipment	2,285,034	-	-	-	2,285,034	1,821,539	62,734	-	1,884,273	400,761	463,495
Roads and Bridges	7,335,996	-	-	-	7,335,996	4,294,920	105,014	-	4,399,934	2,936,062	3,041,076
Drainage	1,074,992	1,430,831	-	-	2,505,823	284,399	44,994	-	329,393	2,176,430	790,593
Other	291,286	9,369	-	-	300,655	188,877	5,806	-	194,683	105,972	102,409
Water Infrastructure	3,223,001	-	179,350	-	3,402,351	1,367,564	53,961	8,231	1,429,756	1,972,595	1,855,437
Sewer Infrastructure	3,698,444	-	551,533	-	4,249,977	2,839,921	41,204	105,255	2,986,380	1,263,597	858,523
Work in Progress	554,933	606,337	-	151,319	1,009,951	-	-	-	-	1,009,951	554,933
	<u>\$23,858,345</u>	<u>\$ 2,114,216</u>	<u>\$ 1,396,647</u>	<u>\$ 151,319</u>	<u>\$27,217,889</u>	<u>\$14,216,684</u>	<u>\$ 424,435</u>	<u>\$ 189,999</u>	<u>\$14,831,118</u>	<u>\$12,386,771</u>	<u>\$ 9,641,661</u>

9. Collections for Other Governments:

The Village is required to collect taxes on behalf of citizens and transfer these amounts to the governments and/or its agencies noted below. These sums are not included in the schedules to these financial statements or in the reported revenues and expenses of the Village.

	Actual <u>2023</u>	Actual <u>2022</u>
General Municipal Purposes	\$ 854,238	\$ 816,485
Collections for Other Governments		
Strathcona Regional District	12,890	12,700
Province of British Columbia - School Tax	235,282	231,704
Comox Strathcona Regional Hospital District	20,653	21,829
Municipal Finance Authority	16	15
British Columbia Assessment Authority	3,120	3,459
Vancouver Island Regional Library	13,729	14,602
Province of BC - Police Tax	22,887	20,140
Comox Valley Regional District		
Waste Management	<u>8,160</u>	<u>8,619</u>
	<u>\$ 1,170,975</u>	<u>\$ 1,129,553</u>

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

9. Collections for Other Governments (continued):

	Actual <u>2023</u>	Actual <u>2022</u>
Sub-total from Previous Page	\$ 1,170,975	\$ 1,129,553
Transfers		
Strathcona Regional District	12,893	12,702
Province of British Columbia - School Tax	235,914	231,704
Comox Strathcona Regional Hospital Districts	20,651	21,830
Municipal Finance Authority	-	-
British Columbia Assessment Authority	3,120	3,073
Vancouver Island Regional Library	13,731	14,600
Province of BC - Police Tax	22,887	20,140
Comox Valley Regional District		
Waste Management	<u>8,163</u>	<u>8,619</u>
	<u>317,359</u>	<u>312,668</u>
Available for General Municipal Purposes	\$ <u>853,616</u>	\$ <u>816,885</u>

10. Contingent Liabilities:

- (a) The Village is responsible as a member of the Strathcona Regional District and a member of the Comox Strathcona Waste Management Function for its share of any operating deficits or long-term debt related to functions in which it participates. Management of the Village has assessed the risks of any contingent liabilities as unlikely at this time therefore no provision has been recorded in the financial statements.
- (b) The Village is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Village along with the other participants, would be required to contribute towards the deficit.

11. Pension Plan:

The Village and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of the benefits.

The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the Plan had about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate is then adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

11. Pension Plan (continued):

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$60,536 (2022 - \$49,198) for employer contributions while employees contributed \$55,984 (2022 - \$45,499) to the Plan in fiscal 2023.

The next valuation will be as at December 31, 2024, with results available later in 2025.

Employers participating in the Plan record their pension expense as the amount of the employer contributions made during the fiscal year (defined contributions pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

12. Accumulated Surplus:

The Village segregates its accumulated surplus in the following categories:

	<u>2023</u>	<u>2022</u>
Unrestricted Funds	\$ 774,027	\$ 983,819
Reserve Funds (a)	1,628,801	876,464
Investment in Non-Financial Assets (b)	<u>11,005,614</u>	<u>9,704,840</u>
	<u>\$ 13,408,442</u>	<u>\$ 11,565,123</u>

(a) Reserve funds represent funds set aside by bylaw or council resolution for specific purposes.

(b) The investment in non-financial assets represents amounts already spent and invested in infrastructure and other non-financial assets.

Details of reserve funds are shown below:

	<u>2023</u>	<u>2022</u>
Capital Works, Machinery and Equipment Reserve (c)	\$ 485,416	\$ 393,568
Fire Hall Reserve (d)	312,226	280,331
Recreation Centre Capital Works, Machinery and Equipment Reserve (e)	182,326	168,597
Economic Development Reserve (f)	41,844	33,968
Growing Community's Reserve Fund (g)	<u>606,989</u>	<u>-</u>
	<u>\$ 1,628,801</u>	<u>\$ 876,464</u>

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

12. Accumulated Surplus (continued):

(c) Capital Works, Machinery and Equipment Reserve

The Capital Works, Machinery and Equipment Reserve was established by Bylaw 364 to provide for new capital works, extensions or renewals of existing works and to provide for machinery and equipment necessary for capital projects for the maintenance of municipal property or for the protection of persons and property. Money from the sale of land, current revenue or General Operating Fund surpluses may be transferred into the Reserve Fund.

(d) Fire Hall Reserve

The Hall Reserve fund was established by Bylaw 400 to provide for the cost of a new fire hall including land, buildings, machinery and equipment. Money from current revenue, General Operating Fund surpluses or as otherwise provided in the Local Government Act may be transferred into the Reserve Fund.

(e) Recreation Centre Capital Works, Machinery and Equipment Reserve

The Recreation Centre Capital Works, Machinery and Equipment Reserve Fund was established by Bylaw 418 to provide for the cost of the recreation centre. Money from current revenue, General Operating fund surpluses, or as otherwise provided in the Local Government Act may be transferred into the Reserve Fund.

(f) Economic Development Reserve

The Economic Development Fund was not established through bylaw. The Community Charter stipulates that reserve funds may be established for certain types of activities, which is how this fund was established. Money from current revenue, General Operating fund surpluses, or as otherwise provided in the Local Government Act may be transferred into the Reserve Fund.

(g) Growing Community's Reserve Fund

The Growing Communities Reserve was established by Bylaw 666 to increase the local housing supply with investments in community infrastructure and amenities. The initial grant provided was \$650,000. These funds are limited to one-off costs needed to build infrastructure and amenities and are to be incremental to already planned investments and capital projects. Monies from these planned investments and capital projects may be transferred through the Reserve fund.

13. Fiscal Plan:

The Fiscal Plan amounts represent the Financial Plan Bylaw No. 649 adopted by Council on May 2, 2023.

The budget anticipated use of surpluses accumulated in previous years to balance against current expenditures in excess of current year revenues. In addition, the budget anticipated capital expenditures rather than amortization expense. The following schedule reconciles the approved bylaw to the amounts presented in the financial statements.

Financial Plan (Budget) Bylaw Surplus Approved for the Year	2023
	\$ -
Less:	
Budgeted Transfers to Offset Amortization	(410,866)
Budgeted Transfers from Accumulated Surplus	3,976
Annual Budgeted Deficit Presented in Financial Statements	<u>\$ (406,890)</u>

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

14. Segmented Information:

The Village is a diversified municipal government institution that provides a wide range of services to its citizens such as recreation, fire, sewer, water, and solid waste. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and activities they encompass are noted below and detailed further in Schedules 2 and 3 of these financial statements.

General Government

This segment relates to the revenues and expenses of the operations of the Village itself that cannot otherwise be directly attributed to a specific segment.

Protective Services

This segment is comprised of fire protection services. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers.

Transportation Services

Public works and transportation services is responsible for the maintenance of roads and outdoor lighting.

Environmental Treatment Services

Environmental Treatment Services consists of providing waste disposal to citizens.

Economic Development Services

This segment develops outside awareness of the economic area.

Recreation and Cultural Services

This segment provides services meant to improve health and development of the Village's citizens. Recreational programs and cultural programs are provided at the aquatic centre and community centre.

Water Utility

This segment provides distribution of water to citizens.

Sewer Utility

This segment provides sanitary sewer collection by providing and maintaining pipes, manholes, and culverts and sewer treatment.

VILLAGE OF TAHSIS

Schedule 1 - Government Grants and Transfers to the Village and Ratepayers

Year Ended December 31, 2023

	2023		2022
	Budget	Actual	
Federal Government			
Grants in Lieu of Taxes	\$ 80,000	\$ 72,922	\$ 82,086
Other	<u>118,318</u>	<u>45,840</u>	<u>5,725</u>
	<u>198,318</u>	<u>118,762</u>	<u>87,811</u>
Province of BC and Federal/Provincial Programs			
General Fund			
Small Communities Protection	341,000	341,000	451,000
Planning	39,867	25,291	23,858
Growing Communities Fund	650,000	650,000	-
Other	<u>99,655</u>	<u>124,256</u>	<u>56,140</u>
	1,130,522	1,140,547	530,998
General Capital			
Infrastructure	<u>-</u>	<u>1,726,677</u>	<u>699,215</u>
	<u>1,130,522</u>	<u>2,867,224</u>	<u>1,230,213</u>
	1,328,840	2,985,986	1,318,024
Transfers from Reserves for Capital Grants	<u>1,770,376</u>	<u>-</u>	<u>-</u>
Total Government Grants	<u>\$ 3,099,216</u>	<u>\$ 2,985,986</u>	<u>\$ 1,318,024</u>

VILLAGE OF TAHSIS

Schedule 2 - Combined Statement of Operations by Segment

Year Ended December 31, 2023

	General Government	Protective Services	Transportation Services	Environmental Treatment Services	Economic Development Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2023 Actual	2023 Budget (Note 12)
Revenues										
Taxation	\$ 853,616	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 853,616	\$ 854,641
Utility Connection Fees and User Rates	-	-	-	-	-	-	225,648	196,946	422,594	407,000
Government Grants and Transfers	2,666,385	-	-	-	98,155	-	-	221,446	2,985,986	1,328,840
Fees and Service Charges	-	-	2,638	218,062	-	25,198	-	-	245,898	329,939
Other Revenues	<u>293,977</u>	<u>3,570</u>	<u>-</u>	<u>-</u>	<u>44,448</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>341,995</u>	<u>31,750</u>
	<u>3,813,978</u>	<u>3,570</u>	<u>2,638</u>	<u>218,062</u>	<u>142,603</u>	<u>25,198</u>	<u>225,648</u>	<u>418,392</u>	<u>4,850,089</u>	<u>2,952,170</u>
Expenses										
Operating										
Goods and Services	688,607	85,756	135,661	691	14,735	154,812	82,572	88,436	1,251,270	1,621,507
Labour	512,217	63,519	143,741	38,201	-	246,481	60,761	20,427	1,085,347	1,326,587
Amortization	<u>547,165</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>59,864</u>	<u>63,122</u>	<u>670,151</u>	<u>410,966</u>
	<u>1,747,989</u>	<u>149,275</u>	<u>279,402</u>	<u>38,892</u>	<u>14,735</u>	<u>401,293</u>	<u>203,197</u>	<u>171,985</u>	<u>3,006,770</u>	<u>3,359,060</u>
Excess (Deficiency) of Revenues over Expenses	\$ <u>2,065,989</u>	\$ <u>(145,705)</u>	\$ <u>(276,764)</u>	\$ <u>179,170</u>	\$ <u>127,868</u>	\$ <u>(376,095)</u>	\$ <u>22,451</u>	\$ <u>246,407</u>	\$ <u>1,843,319</u>	\$ <u>(406,890)</u>

VILLAGE OF TAHSIS

Schedule 3 - Combined Statement of Operations by Segment

Year Ended December 31, 2022

	General Government	Protective Services	Transportation Services	Environmental Treatment Services	Economic Development Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2022 Actual	2022 Budget
Revenues										
Taxation	\$ 816,885	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 816,885	\$ 823,034
Utility Connection Fees and User Rates	-	-	-	-	-	-	213,981	197,548	411,529	390,500
Government Grants and Transfers	1,264,419	-	-	-	53,605	-	-	-	1,318,024	654,460
Fees and Service Charges	-	-	3,799	157,562	-	20,681	-	-	182,042	281,030
Other Revenues	<u>110,518</u>	<u>810</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>111,328</u>	<u>37,500</u>
	<u>2,191,822</u>	<u>810</u>	<u>3,799</u>	<u>157,562</u>	<u>53,605</u>	<u>20,681</u>	<u>213,981</u>	<u>197,548</u>	<u>2,839,808</u>	<u>2,186,524</u>
Expenses										
Operating										
Goods and Services	381,558	84,351	136,316	843	57,966	120,803	92,013	85,504	959,354	1,225,640
Labour	452,794	57,939	158,867	33,184	-	211,440	54,869	18,651	987,744	1,002,796
Amortization	<u>57,098</u>	<u>47,740</u>	<u>120,434</u>	<u>2,395</u>	<u>88,034</u>	<u>-</u>	<u>53,961</u>	<u>41,204</u>	<u>410,866</u>	<u>415,384</u>
	<u>891,450</u>	<u>190,030</u>	<u>415,617</u>	<u>36,422</u>	<u>146,000</u>	<u>332,243</u>	<u>200,843</u>	<u>145,359</u>	<u>2,357,964</u>	<u>2,643,820</u>
Excess (Deficiency) of Revenues over Expenses from Operations	\$ <u>1,300,372</u>	\$ <u>(189,220)</u>	\$ <u>(411,818)</u>	\$ <u>121,140</u>	\$ <u>(92,395)</u>	\$ <u>(311,562)</u>	\$ <u>13,138</u>	\$ <u>52,189</u>	\$ <u>481,844</u>	\$ <u>(457,296)</u>

VILLAGE OF TAHSIS

Schedule 4 - Reserve Fund Transactions

Year Ended December 31, 2023

	Capital Works Machinery and Equipment	Fire Hall	Rec Centre	Economic Development	Growing Community Reserve Fund	Total 2023	Total 2022
Balance, Beginning of Year	\$ 393,568	\$ 280,331	\$ 168,597	\$ 33,968	\$ -	\$ 876,464	\$ 821,728
Investment Income (Loss) Earned	31,098	31,895	13,729	7,876	21,646	106,244	(13,264)
Transfer From Other Funds	68,000	-	-	-	650,000	718,000	68,000
Used for Capital Expenditures	(7,250)	-	-	-	(64,657)	(71,907)	-
Balance, End of Year	<u>\$ 485,416</u>	<u>\$ 312,226</u>	<u>\$ 182,326</u>	<u>\$ 41,844</u>	<u>\$ 606,989</u>	<u>\$ 1,628,801</u>	<u>\$ 876,464</u>

VILLAGE OF TAHSIS

Schedule 5 - COVID-19 Safe Restart Grant

Year Ended December 31, 2023

(Unaudited)

In November 2020, the Village was the recipient of a \$249,000 grant under the COVID-19 Safe Restart Grant for Local Governments. This grant funding was provided to support local governments with increased operating costs and lower revenue due to the COVID-19 pandemic and ensure local governments can continue to deliver the services people depend on in the community.

	<u>2023</u>
Balance, Beginning of Year	\$ 249,000
Funds Spent During the Year	<u>208,136</u>
Balance, End of Year	<u>\$ 40,864</u>

VILLAGE OF TAHSIS

Schedule 6 - Growing Communities Fund

Year Ended December 31, 2023

(Unaudited)

The Province of British Columbia distributed conditional Growing Communities Fund (GCF) grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia. The Village of Tahsis received \$650,000 of GCF funding in March 2023.

	<u>2023</u>
Balance, Beginning of Year	\$ -
Funds and Interest Received During the Year	650,000
Interest Earned	21,646
Eligible Costs	
Capital Infrastructure Costs	<u>64,657</u>
Balance, End of Year	<u>\$ 606,989</u>

Schedule of Guarantee and Indemnity Agreements

The Village of Tahsis has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation during the 2023 fiscal year.

Schedule of Remuneration and Expenses

1. Elected Officials			
Name	Position	Remuneration	Expenses (Note 1)
Martin Davis	Mayor	9,640	6,689
Douglas Elliot	Councillor	5,069	89
Sarah Fowler	Councillor	5,069	13,062
Meggan Joseph	Councillor	5,069	1,180
Cheryl Northcott	Councillor	5,069	3,082
Total Elected Officials		\$ 29,916	(A) \$ 24,101
2. Employees			
Name	Position	Remuneration	Expenses (Note 1)
Remuneration over \$75,000:			
Mark Tatchell	CAO	146,006	32,463
Janet St Denis	Mgr of Fin & Corp Serv.	86,713	-
Consolidated total of other employees with remuneration of \$75,000 or less		729,213	20,332
Total Employees		\$ 961,933	(B) \$ 52,795
3. Reconciliation			
Total remuneration - elected officials		\$ 29,916	(A)
Total remuneration - employees		\$ 961,933	(B)
Subtotal		\$ 991,849	
Reconciling item:			
Employer portion of MPP costs (Note 2)		60,536	
Total after reconciling item		\$ 1,052,385	
Total Labour per Schedule 2, Combined Statement of Operations by Segment		\$ 1,085,347	
Variance		\$ 32,962	
Notes to Schedule			
1. Elected Officials and Employee Expenses include amounts paid directly to employees/Elected officials & payments to a third party on their behalf. It includes among other reasonable expenses, travel & mileage for the use of personal vehicles to attend required business meetings, professional training courses, registration fees, memberships, accomodation and conferences outside of Tahsis. This does include expenditures required for employees to perform their job function.			
2. Financial statement figures include the employer portion for Municipal Pension Plan, not included in individuals above.			

Prepared under Financial Information Regulation,
Schedule 1, section 6(2), (3), (4), (5) and (6)

Statement of Severance Agreements

There was 1 severance agreement made between the Village of Tahsis and its non-unionized employees during fiscal year 2023.

The agreement represents 2 months of compensation.

Prepared under Financial Information Regulation,
Schedule 1, subsection 6(7)

Schedule of Payments to Suppliers of Goods and Services

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000:	
Supplier Name	Amount paid to supplier
BC Hydro	232,011.31
Can West Mechanical Inc.	215,996.10
Coastal Mountain Fuels	25,115.97
Cumberland Ready Mix	25,625.60
GNPC Investments Ltd	61,586.61
McElhanney Ltd.	437,371.20
Minister of Finance	91,804.10
Municipal Insurance Association of BC	78,839.00
Municipal Pension Plan	115,328.80
Netcetera	36,355.66
Pacific Blue Cross	82,180.60
Pacificus Biological Services Ltd.	52,518.83
Penta Transport Ltd.	28,665.00
PHI Architecture Inc.	62,070.47
PHOENIX LAW CORPORATION	45,188.98
Receiver General (RP0001)	210,473.34
Receiver General (RP0002)	82,001.23
Stewart McDannold Stuart	92,019.65
Superior Propane	28,117.48
Telus	26,695.80
Upland Contracting Ltd.	795,990.32
Western Forest Products	46,742.15
WorkSafe BC	28,926.28
Total aggregate amount paid to suppliers exceeding \$25,000	\$ 2,901,624
2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less	
	637,402
Total Payments to Suppliers in 2023	\$ 3,539,026
Reconciling items:	
Acquisition of tangible capital assets	-2,114,216
Employee benefits and source deduction pymts included in payments to suppliers	-315,435
Less Transfers Collections for other Governments (Note 9 of Audited Financial Statements)	-317,359
Total after reconciling items	\$ 792,016
Total Goods and Services , per Schedule 2 of Audited Financial Statements, Combined Statement of Operations by Segment	
	\$ 1,251,270
Variance (see Note below)	\$ (459,254)
<u>Note to Schedule</u>	

The Village of Tahsis prepares the schedule of payments to vendors based on actual disbursements (or cash basis) processed through its accounts payable system. However, the Village prepares its financial statements in accordance with Canadian Public Sector Accounting Standards which requires an accrual basis of accounting. This results in differences including transactions recorded not involving cash such as year end accruals. Accounts Payable at December 31, 2023 is \$471,607

Prepared under Financial Information Regulation,
Schedule 1, section 7 and the *Financial Information Act*, Section 2

Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statement and schedules in this Statement of Financial Information, produced under the *Financial Information Act*.

Adia Mavrikos , CPA, CA
Director of Finance, Village of Tahsis
June 24, 2024

Martin Davis
Mayor, Village of Tahsis
June 24, 2024

Prepared under Financial Information Regulation,
Schedule 1, section 9

Financial Information Act for 2023 Management Report

Financial Information Regulation, Schedule 1, Section 9(3) The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by Adia Mavrikos, CPA, CA, Director of Finance in accordance with generally accepted accounting principles or stated accounting principles and the integrity and objectivity of these statements are Director of Finance's responsibility. The Director of Finance is also responsible for all the statements and schedules and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

The Director of Finance is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Our external auditor, Chan Nowosad Boates, Chartered Professional Accountants, have conducted an independent examination of our financial statements for the period ending December 31, 2023 in accordance with generally accepted auditing standards, and have expressed their opinion of the financial statements (see the Independent Auditor's Report dated May 7, 2024 in the financial statements). Their examination includes a review and evaluation of the Village's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors had full and free access to all financial records and minutes of the Village.

Adia Mavrikos, CPA, CA
Director of Finance
June 24, 2024

Village of Tahsis 2023 Annual Report



VILLAGE OF TAHSIS ANNUAL REPORT 2023

Village of Tahsis 2023 Annual Report

The Annual Report is prepared by the Village of Tahsis as required by s. 98 of the *Community Charter*.

The Annual Report serves three purposes:

- To report on the Village's accomplishments over the past year, as well as issues and any trends that have been identified;
- To set out the priorities for the coming year; and
- To publish the Village's audited financial statements for the previous fiscal year.

Village of Tahsis 2023 Annual Report

MESSAGE FROM THE MAYOR

The Village of Tahsis is on the territory of the Mowachaht/Muchalaht First Nation. We gratefully acknowledge and respect the Nation's aboriginal title and rights to the land and sea in its territory.

Greetings!

I hope this letter finds you well, and for all who are new to our humble community, welcome! For the 2023 Annual Report, I decided to use this opportunity to provide updates on the Village's capital projects and financial information. I hope you find this information beneficial. I welcome your questions, comments and any other feedback which can be sent to me at mayor@villageoftahsis.com.

Sincerely,

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

Martin Davis, Mayor

Village of Tahsis 2023 Annual Report

I. Summary of Village projects funded by grants in 2023

Capital Projects (grant funded entirely or in part by the Province of B.C. and/or Government of Canada)

1. Tahsis Flood Protection Improvements Project (Phase 2) Status – project completed

This project upgraded the North Maquinna Drive Floodwall and included other related works. Hydrotechnical assessments determined this area of the Village is highly susceptible to flooding and requires enhanced protection from rare but catastrophic flooding events such as happened in Chilliwack in 2021. The total projected cost of this project is \$2,178,000. This project was funded by the Investing in Canada Infrastructure program grant (\$1,896,920), with the remaining balance internally funded by the Covid-19 Restart grant (\$228,080) and the Canada Community Building Fund (\$53,000)

2. Community Pier and Dock Project Status: project design completed; construction planning initiated.

The project will increase access to Tahsis by constructing a new, multi-purpose pier and dock that will be utilized for marine and air transportation. The project works include:

Village of Tahsis 2023 Annual Report

Phase 1

- replacing the boat launch ramp with new materials and constructing the new launch at a steeper grade for easier launching and loading
- constructing a boat launch float adjacent to the boat launch.
- reconfigured entry and exit routes to relieve congestion and streamline launches

Phase 2

- demolishing and removing the existing airplane dock;
- constructing a new aluminum pedestrian access trestle to the floating docks;
- constructing a steel access gangway to the main float;
- constructing new floating docks to provide moorage for recreational vessels and float planes.

The Village has secured \$2,475,547 in grant funding from the Investing in Canada Infrastructure program. Additionally, \$200,000 from the Growing Communities fund grant has been earmarked to cover projected cost overruns for this project. The Village is actively seeking additional funding from other sources to support this initiative.

Village of Tahsis 2023 Annual Report

3. Tahsis Wastewater System Upgrade Project

Status: construction contract awarded; construction has commenced

Project description:

The project reconfigures the wastewater collection system to enable the diversion of sewage from the Village's north area to the south treatment plant and improves the operation of the south treatment plant.

The project includes:

- Installing connecting sewer forcemains and gravity mains;
- Lift station upgrades related to system realignment;
- Upgrades to south wastewater treatment plant
- Decommissioning the north wastewater treatment plant and deactivating the river mouth outfall.

The Village has been approved for \$1,308,941 in grant funding from the Investing in Canada Infrastructure program. This program requires a 26.67% contribution from the Village which is will be funded by long term debt (Loan Authorization Bylaw No. 653 to a maximum of \$490,000).

Village of Tahsis 2023 Annual Report

4. Tahsis Firehall Relocation Project

status: project design complete; pre-construction phase

Project description

- Relocates the Fire Hall into the former woodshop at Captain Meares School and moves it from the highest risk tsunami zone;
- 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.

This project was approved for \$1,892,675 in grant funding from the Canada Community Building-Strategic Priorities fund.

5. Tahsis Tourist Centre and Museum Upgrade Project

Status: preliminary design for Phase 1 (accessibility and structural upgrades) completed; community consultation initiated

Project description

Improve mobility and accessibility features to meet current standards; resolve building code, structural and safety issues by undertaking building renovations and upgrades; redecorating the lobby 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. This Project's approved funding source is the Rural Economic Diversification and Infrastructure Program for \$497,479.

Village of Tahsis 2023 Annual Report

6. Tahsis Flood Protection Improvements Project (Phase 3) Status: grant approval pending, followed by public consultation

Project Description

Structural flood protection would be extended along North Maquinna Drive from north of Rogers Street to Head Bay Road to protect Tahsis North Village from riverine and coastal floods up to 1 in 200 year rainfall levels (accounting for storm, tide and sea level rise effects). The estimated budget for this project is \$2,900,000.

Operational Projects (grant funded entirely or in part by the Province of B.C and/or Government of Canada in 2023)

1. Volunteer and Composite Fire Department Grant (Union of BC Municipalities), Tahsis Fire Department equipment (\$29,878)
2. Volunteer and Composite Fire Department Grant (UBCM), Tahsis Fire Department equipment (\$10,167)
3. Community Emergency Preparedness Fund Grant (Emergency Operations Centre) (UBCM) for second tsunami siren – through the Strathcona Regional District (SRD) (\$30,000)
4. Community Emergency Preparedness Fund (Emergency Support Services - UBCM) for tsunami sign and public art – through the SRD (\$10,000)
5. Rural Business Advisory program (Island Coastal Economic Trust) – (\$70,000)
6. Village of Tahsis Asset Inventory and Asset Management Plan (Federation of Canadian Municipalities) (\$45,000 grant, \$5,000 from the Village of Tahsis)
7. Tahsis Fire Hall Design and Planning (Infrastructure Planning Grant, Ministry of Municipal Affairs) (\$10,000)

Village of Tahsis 2023 Annual Report

II. Taxation

In 2023, residential property taxes were not raised, which was unique to our municipality. This year, we have had to raise property taxes to keep up with rising costs. Here is a comparison of our property tax increases relative to other local communities:

Campbell River: 3.41% Overall

Zeballos: 3.5% increase overall

Gold River: 8.9% Overall

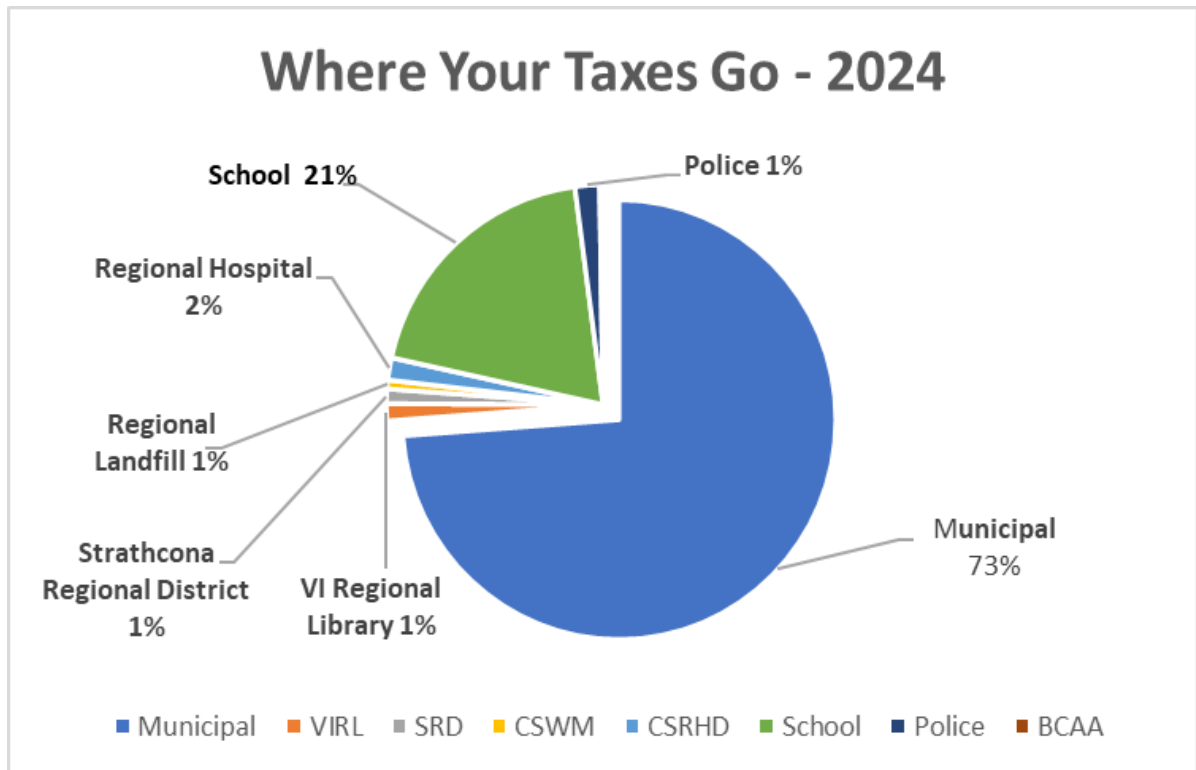
Tahsis: 8.25% overall; 1.4% for all residential,

5% for single family homes

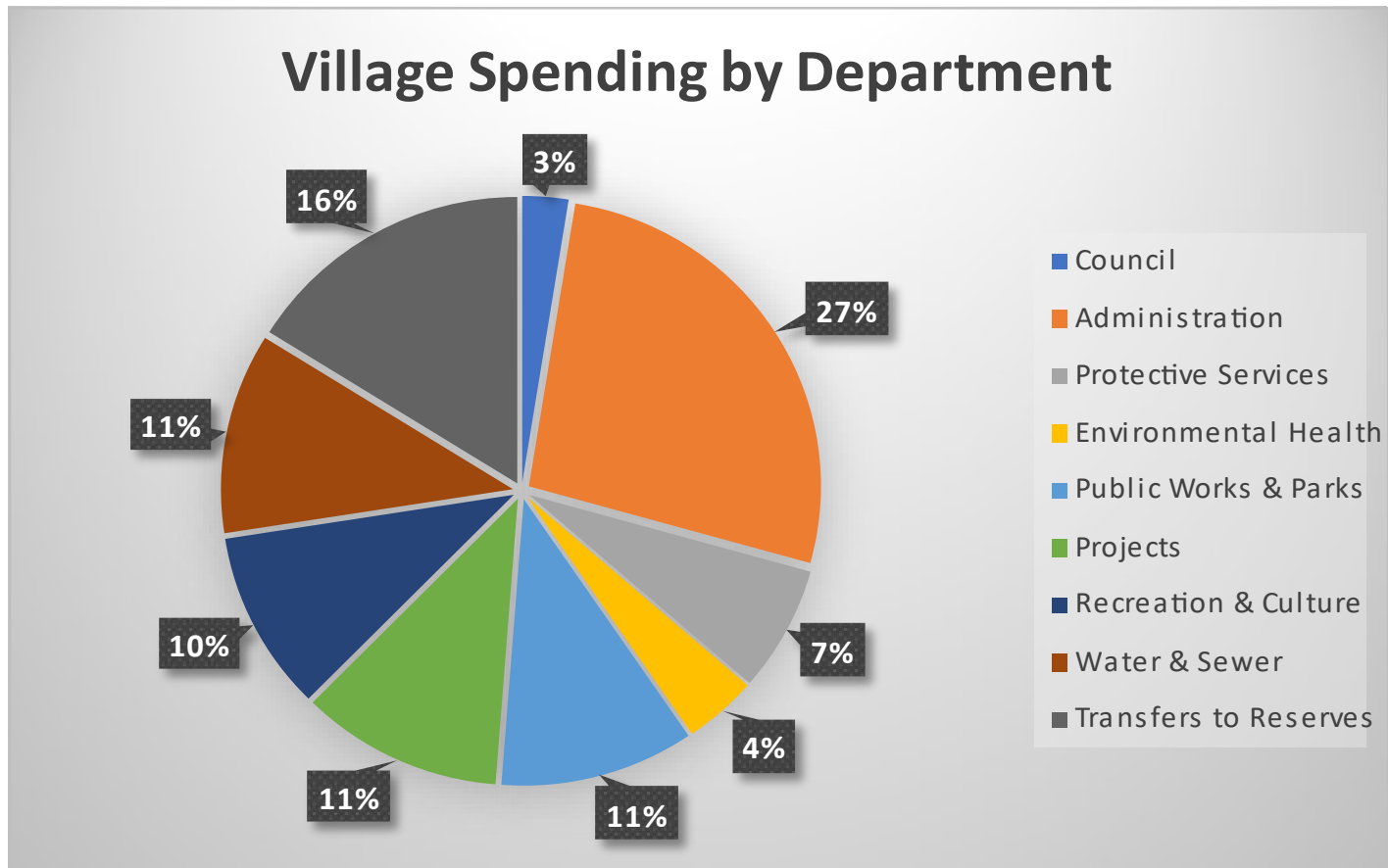
III. Statement of Financial Information

For more information regarding Village revenue, expenses and financial health, our 2023 Statement of Financial Information will be available on the Village website by June 30th. The Village's 2023 audited financial statements are now available on the Village website.

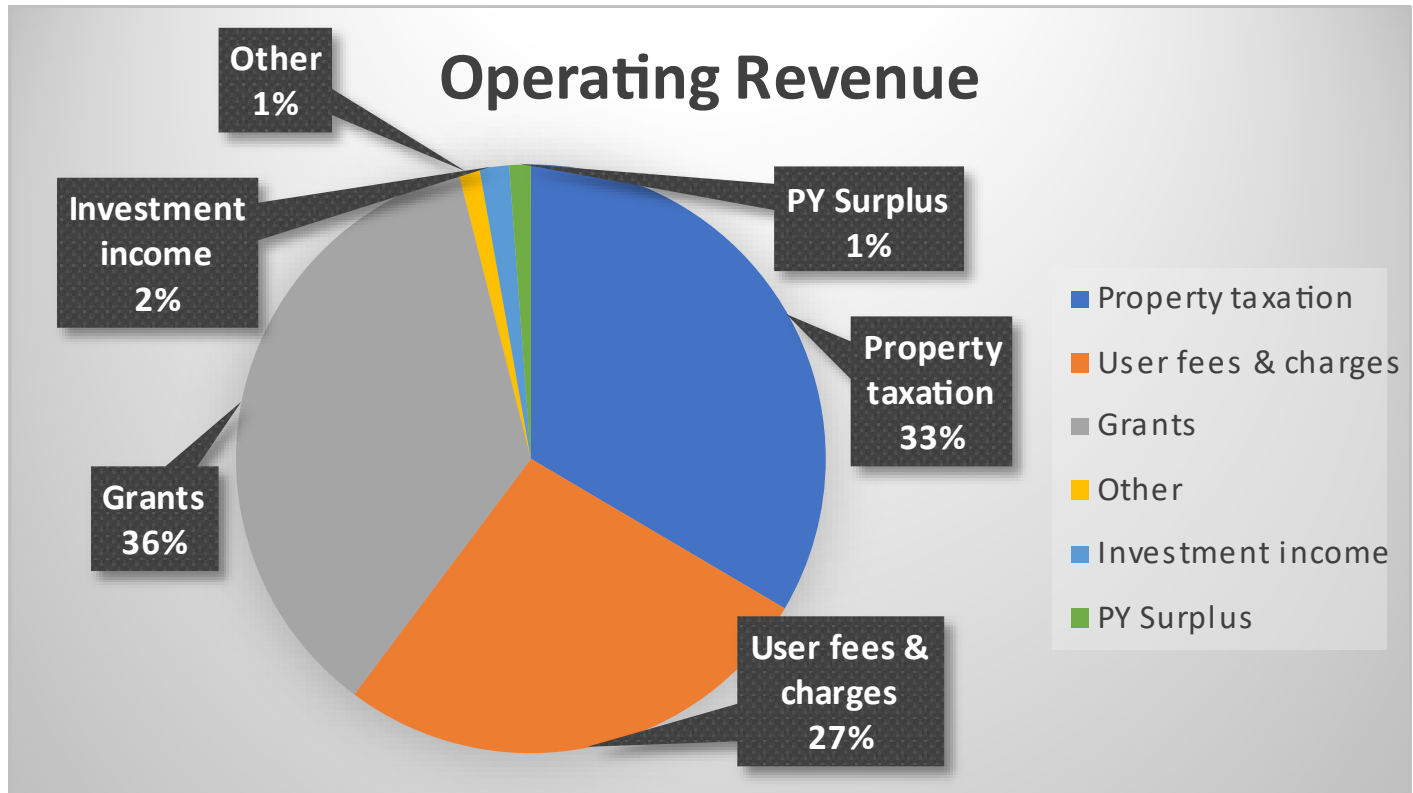
Village of Tahsis 2023 Annual Report



Village of Tahsis 2023 Annual Report



Village of Tahsis 2023 Annual Report



Village of Tahsis 2023 Annual Report



Village of Tahsis Council's

2024 Strategic Priorities

Looking ahead to 2024, Council established the following Strategic Priorities to inform budget and planning processes and to guide Village operations.

ECONOMIC VIBRANCY

Implement the action items from the Strategic Economic Development Strategy including promoting tourism. (Tourism promotion includes partnering with the Mowachaht/Muchalaht First Nation whenever possible and focussing on outdoor recreational activities.)

INFRASTRUCTURE AND SERVICE

Negotiate formal information sharing agreements with ministries of Transportation and Infrastructure and Forests on monitoring and inspections of the Head Bay FSR maintenance and upgrades. Continue to lobby the Province for expanding capital improvements, i.e., chip sealing.

Replace the Recreation Centre heating and ventilation systems (including controls) and consider establishing a standing committee to develop new programming.

Develop a plan to re-purpose Captain Meares School east wing for municipal and community purposes, including space for the Tahsis library

COMMUNITY WELL-BEING

Village of Tahsis 2023 Annual Report

Undertake a Housing Needs Report (funded from the provincial housing capacity grant) as a first step in developing an affordable housing plan.

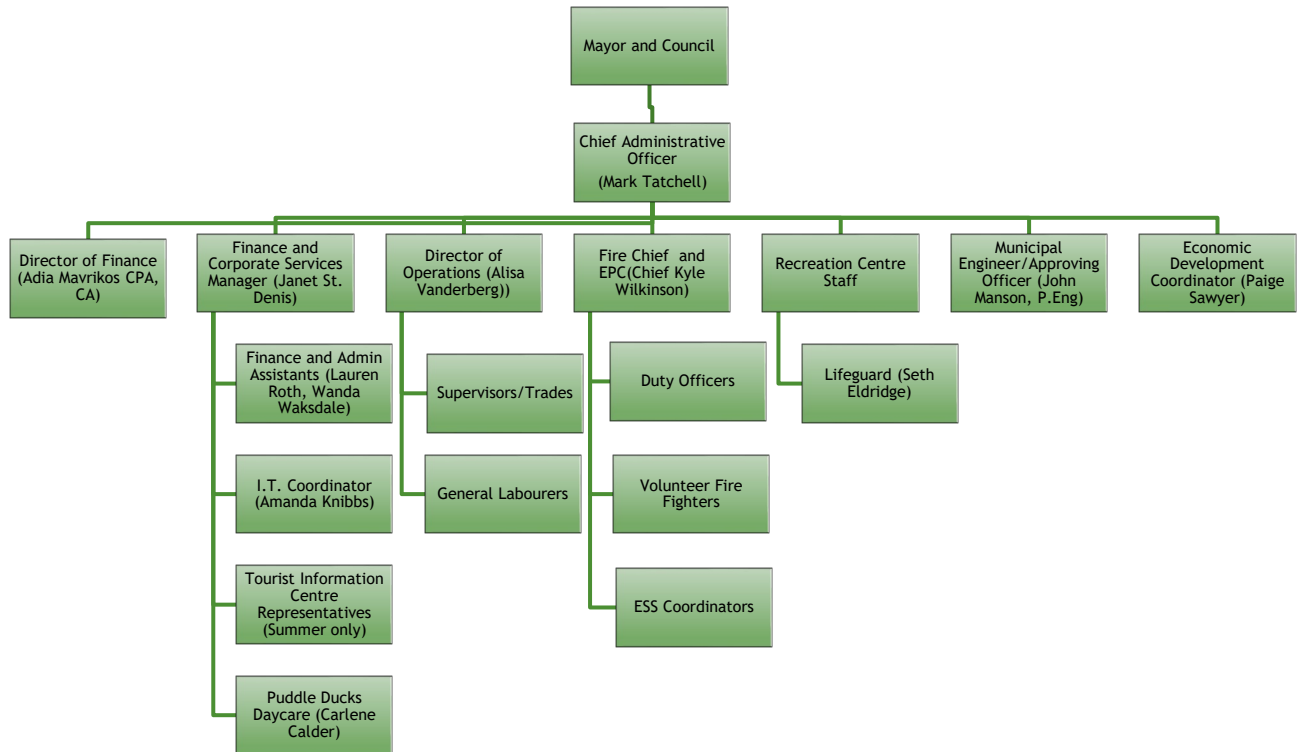
Continue to lobby the Province and Island Health for more and better services for residents with addiction and mental health issues. Facilitate communication about resources to residents whenever possible.

NATURAL ENVIRONMENT

Develop an outdoor recreation policy to promote health and well-being, conservation of natural resources and community engagement and social cohesion.

Village of Tahsis 2023 Annual Report

Village Organization Chart



Village of Tahsis 2023 Annual Report

PERMISSIVE TAX EXEMPTION

Roll #	Legal Description	Civic Address	Owner/Occupier	Conditions
400.222	Lot 74, Plan 26880; DL 443	744 Nootka Road	Bishop of Victoria	50% of land value

VILLAGE OF TAHSIS
Financial Statements
December 31, 2023

VILLAGE OF TAHSIS

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December 31, 2023

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MANAGEMENT REPORT

December 31, 2023

The Mayor and Council of the Village of Tahsis has delegated the responsibility for the integrity and objectivity of the financial information contained in the financial statements to the management of the Village of Tahsis. The financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and that financial records are reliable for preparation of the financial statements. These systems are monitored and evaluated by management.

Village of Tahsis's independent auditors, Chan Nowosad Boates Inc., Chartered Professional Accountants, are engaged to express an opinion as to whether these financial statements present fairly the Village of Tahsis' financial position and operating results in accordance with Canadian public sector accounting standards. Their opinion is based on procedures they consider sufficient to support such an opinion.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards. These statements present, in all significant respects the financial position of the Village of Tahsis as at December 31, 2023.



Mark Tatchell
Chief Administrative Officer



Adia Mavrikos, CPA, CA
Director of Finance

May 7, 2023



INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the Village of Tahsis,

Opinion

We have audited the financial statements of the Village of Tahsis (the "Village"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards (PSAS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

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

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

Chan Nowosad Boates Inc

Chan Nowosad Boates Inc.
Campbell River, BC

May 7, 2024

VILLAGE OF TAHSIS

Statement of Financial Position

December 31, 2023

2023

2022

FINANCIAL ASSETS

Cash	\$ 1,088,382	\$ 375,528
Portfolio Investments (Note 3)	2,075,402	1,976,570
Accounts Receivable (Note 4)	865,392	409,882
Taxes and User Fees Receivable	220,262	131,054
	<u>4,249,438</u>	<u>2,893,034</u>

LIABILITIES

Accounts Payable and Accrued Liabilities	471,607	185,782
Asset Retirement Obligation (Note 5)	1,452,365	-
Deferred Grants and Unearned Revenue (Note 6)	1,318,303	790,269
Contaminated Site Remediation (Note 7)	56,700	56,700
	<u>3,298,975</u>	<u>1,032,751</u>

NET FINANCIAL ASSETS

950,463

1,860,283

NON-FINANCIAL ASSETS

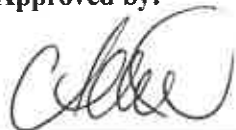
Tangible Capital Assets (Note 8)	12,386,771	9,641,661
Prepaid Expenses	71,208	63,179
	<u>12,457,979</u>	<u>9,704,840</u>

ACCUMULATED SURPLUS (Note 12)

\$ 13,408,442

\$ 11,565,123

Approved by:



Director of Finance



Mayor

VILLAGE OF TAHSIS

Statement of Operations

Year Ended December 31, 2023

	<u>2023</u>		<u>2022</u>
	<u>Budget</u>	<u>Actual</u>	
	(Note 13)		
Revenues (Schedules 2 and 3)			
Taxation	\$ 854,641	\$ 853,616	\$ 816,885
Utility Connection Fees and User Rates	407,000	422,594	411,529
Government Grants (Schedule 1)	1,328,840	2,985,986	1,318,024
Fee and Services Charges	329,939	245,898	182,042
Other Revenues	<u>31,750</u>	<u>341,995</u>	<u>111,328</u>
	<u>2,952,170</u>	<u>4,850,089</u>	<u>2,839,808</u>
Expenditures (Schedules 2 and 3)			
General Departmental Expenditures	3,037,864	2,631,588	2,011,762
Water System Operations	168,739	203,197	200,843
Sewer System Operations	<u>152,457</u>	<u>171,985</u>	<u>145,359</u>
	<u>3,359,060</u>	<u>3,006,770</u>	<u>2,357,964</u>
Annual Surplus (Deficit)	\$ (406,890)	1,843,319	481,844
Accumulated Surplus - Beginning of Year		<u>11,565,123</u>	<u>11,083,279</u>
Accumulated Surplus - End of Year		<u>\$13,408,442</u>	<u>\$11,565,123</u>

VILLAGE OF TAHSIS

Statement of Change in Net Financial Assets

Year Ended December 31, 2023

	<u>2023</u>		<u>2022</u>
	<u>Budget</u>	<u>Actual</u>	
	(Note 13)		
Annual Surplus (Deficit)	\$ (406,890)	\$ 1,843,319	\$ 481,844
Acquisition of Tangible Capital Assets	-	(2,114,216)	(699,409)
Recognition of Asset Retirement Obligation Asset	-	(1,396,647)	-
Amortization of Tangible Capital Assets	410,866	424,435	410,866
Amortization of Asset Retirement Obligation	-	189,999	-
Use of Prepaid Expenses	-	(8,029)	(1,211)
Transfer of Work in Progress to Tangible Capital Assets	-	<u>151,319</u>	<u>-</u>
	<u>\$ 3,976</u>	<u>(909,820)</u>	<u>192,090</u>
Net Financial Assets - Beginning of Year		<u>1,860,283</u>	<u>1,668,193</u>
Net Financial Assets - End of Year		<u>\$ 950,463</u>	<u>\$ 1,860,283</u>

VILLAGE OF TAHSIS

Statement of Cash Flows

Year Ended December 31, 2023

2023

2022

Cash Flows From Operating Activities:

Annual Surplus	\$ 1,843,319	\$ 481,844
Non-Cash Transactions		
Gain on Disposal of Tangible Capital Assets	-	(7,551)
Amortization of Tangible Capital Assets	424,435	410,866
Amortization of Asset Retirement Obligations	189,999	-
Recognition of ARO Asset	<u>1,452,365</u>	<u>-</u>
	3,910,118	885,159
Changes in Non-Cash Operating Balances		
Accounts and Taxes Receivable	(544,718)	(323,271)
Accounts Payable and Accrued Liabilities	285,825	(158,756)
Demand Loan	-	(160,000)
Deferred Grants and Unearned Revenue	528,034	103,635
Prepaid Expenses	(8,029)	(1,211)
Recognition of ARO Liability	<u>(1,396,647)</u>	<u>-</u>
	<u>2,774,583</u>	<u>345,556</u>

Cash Flows From Capital Activities:

Proceeds on Disposal of Tangible Capital Assets	-	7,551
Purchase of Tangible Capital Assets	<u>(1,962,897)</u>	<u>(699,409)</u>
	<u>(1,962,897)</u>	<u>(691,858)</u>

Cash Flows From Investing Activities:

Redemption of Portfolio Investments	<u>(98,832)</u>	<u>7,936</u>
-------------------------------------	-----------------	--------------

Increase (Decrease) in Cash and Cash Equivalents

712,854 (338,366)

Cash and Cash Equivalents - Beginning of Year

375,528 713,894

Cash and Cash Equivalents - End of Year

\$ 1,088,382 \$ 375,528

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

The Village of Tahsis (the "Village") is a municipality in the province of British Columbia and operates under the provisions of the Community Charter. Its principal activities are the provision of local government services to the residents of the Village. These services include fire protection, public works, planning, parks and recreation, water distribution and sewer collection and other general government services.

1. Significant Accounting Policies:

a) Basis of Presentation

The Village prepares its financial statements in accordance with Canadian public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAB") for the Chartered Professional Accountants of Canada.

b) Portfolio Investments

Portfolio investments are comprised entirely of Municipal Finance Authority of British Columbia (the "MFA") pooled investments including money market, intermediate and short-term bond funds. Portfolio investments are recorded at fair value.

c) Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Amortization is recorded on a straight-line basis over the estimated useful life of the tangible capital asset commencing once the asset is in use. Donated tangible capital assets are recorded at fair value at the time of the donation.

Estimated useful lives of tangible capital assets are as follows:

Buildings	20 to 40 years
Machinery and Equipment	5 to 20 years
Roads and Bridges	30 to 50 years
Drainage	30 to 50 years
Water Infrastructure	30 to 50 years
Sewer Infrastructure	30 to 50 years

d) Collection of Taxes on Behalf of Other Taxation Authorities

The Village collects taxation on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of these other entities are not reflected in these financial statements.

e) Revenue Recognition and Deferred Grants

Taxes are recorded at estimated amounts when they meet the addition of an asset, have been authorized and the taxable event occurs. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The affects of these adjustments on taxes are recognized at the time they are awarded.

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

1. Significant Accounting Policies (continued):

e) Revenue Recognition and Deferred Grants (continued)

Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Government transfers, which include legislative grants, are recognized in the financial statements when received if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Sale of services and other revenue is recognized on an accrual basis as earned.

f) Financial Instruments

Financial instruments consist of cash and portfolio investments, accounts receivable, taxes and user fees receivable, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

g) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period.

Significant areas requiring the use of management estimates include the collectability of accounts receivable, valuation of investments, estimates of contingent liabilities, the provision for amortization and the estimation of potential environmental liabilities and asset retirement obligations. Actual results could differ from management's best estimates as additional information becomes available in the future.

h) Contaminated Sites

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standards, the government has responsibility for the remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities for contaminated sites including sites that are no longer in productive use and sites for which the Village accepts responsibility. At this point in time the Village has identified one contaminated site that is described further in Note 6.

i) Asset Retirement Obligations

The Village recognizes a liability for an asset retirement obligation when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date. The liability is adjusted yearly for accretion expense.

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

2. Implementation of New Accounting Standard:

On January 1, 2023, the Village adopted Public Sector Standard PS 3280 – Asset Retirement Obligations. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets. The Village determined that the removal of asbestos in Village owned buildings and structures and the decommissioning of well's, waste water plants and wharf's would result in asset retirement obligations. This standard was adopted on the prospective application basis at the date of adoption. Under the prospective application method, assets in productive use recognize an increase in the carrying amount of the related tangible capital asset by the same amount of the estimated asset retirement obligation liability at January 1, 2023.

3. Portfolio Investments:

	<u>2023</u>	<u>2022</u>
Short-Term Bond Funds	\$ 629,105	\$ 597,210
Intermediate Bond Funds	678,082	646,984
Money Market Funds	<u>768,215</u>	<u>732,376</u>
	<u>\$ 2,075,402</u>	<u>\$ 1,976,570</u>

4. Accounts Receivable:

	<u>2023</u>	<u>2022</u>
GST Receivable	\$ 57,007	\$ 19,471
Accounts Receivable	816,447	398,473
Allowance for Doubtful Accounts	<u>(8,062)</u>	<u>(8,062)</u>
	<u>\$ 865,392</u>	<u>\$ 409,882</u>

5. Asset Retirement Obligation:

The Village has a number of buildings, water wells, waste water treatment plants, underground assets and a dock that are still in use which have a legal remediation requirement associated with them at the completion of their use. The Village has estimated removal and remediation costs for these assets to have a present value of \$1,452,365 at December 31, 2023. These costs, and the associated liability have been discounted by estimating their remaining useful lives and the timing of the remediation costs.

The identified asset retirement costs are amortized using the straight-line method over the estimated remaining useful lives of the associated assets. The Village has an estimated period for replacement or retirement of 10-30 years from recognition of the obligation at January 1, 2023. Amortization expense of \$189,969 of the asset retirement obligation was recognized during the year ending December 31, 2023 as well an accretion expense of \$55,758.

6. Deferred Grants and Unearned Revenue:

	<u>2023</u>	<u>2022</u>
Deferred Rental Revenue	\$ 1,174	\$ 3,192
Other Grants	<u>1,317,129</u>	<u>787,077</u>
	<u>\$ 1,318,303</u>	<u>\$ 790,269</u>

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

7. Contaminated Site Remediation:

A parcel of land that was previously used as a seaplane base has been under the ownership of the Village since 2009. In 1995, it was noted there were contaminate concentrations in the soil at the sea plane base and the site was registered as a contaminated site. An environmental assessment carried out by the Federal Government in November 2018 on an adjacent property determined that there were still minimal levels of petroleum hydrocarbons and polychromatic hydrocarbons, but they were at such a level that the site would no longer be considered to be contaminated. The site, however, remains on the registered contaminated site listing.

To remove the site from the registered contaminated site listing to allow for building on the property or alternatively the future sale of the property, it is estimated by management that the total cost to obtain the report that would allow for deregistration as a contaminated site is \$56,700. The Village has recognized the liability for this amount which was recorded as an expenditure during the year ended December 31, 2017.

8. Tangible Capital Assets:

	Cost				Accumulated Amortization				Net Book Value		
	Opening	Additions	ARO	Transfers	Closing	Opening	Amort	Amort ARO	Closing	2023	2022
Land	\$ 1,321,122	\$ 56,809	-	\$ -	\$ 1,377,931	\$ -	\$ -	\$ -	\$ -	\$ 1,377,931	\$ 1,321,122
Buildings	4,073,537	10,870	665,764	-	4,750,171	3,419,464	110,722	76,513	3,606,699	1,143,472	654,073
Machinery and Equipment	2,285,034	-	-	-	2,285,034	1,821,539	62,734	-	1,884,273	400,761	463,495
Roads and Bridges	7,335,996	-	-	-	7,335,996	4,294,920	105,014	-	4,399,934	2,936,062	3,041,076
Drainage	1,074,992	1,430,831	-	-	2,505,823	284,399	44,994	-	329,393	2,176,430	790,593
Other	291,286	9,369	-	-	300,655	188,877	5,806	-	194,683	105,972	102,409
Water Infrastructure	3,223,001	-	179,350	-	3,402,351	1,367,564	53,961	8,231	1,429,756	1,972,595	1,855,437
Sewer Infrastructure	3,698,444	-	551,533	-	4,249,977	2,839,921	41,204	105,255	2,986,380	1,263,597	858,523
Work in Progress	554,933	606,337	-	151,319	1,009,951	-	-	-	-	1,009,951	554,933
	<u>\$ 23,858,345</u>	<u>\$ 2,114,216</u>	<u>\$ 1,396,647</u>	<u>\$ 151,319</u>	<u>\$ 27,217,889</u>	<u>\$ 14,216,684</u>	<u>\$ 424,435</u>	<u>\$ 189,999</u>	<u>\$ 14,831,118</u>	<u>\$ 12,386,771</u>	<u>\$ 9,641,661</u>

9. Collections for Other Governments:

The Village is required to collect taxes on behalf of citizens and transfer these amounts to the governments and/or its agencies noted below. These sums are not included in the schedules to these financial statements or in the reported revenues and expenses of the Village.

	Actual 2023	Actual 2022
General Municipal Purposes	\$ 854,238	\$ 816,485
Collections for Other Governments		
Strathcona Regional District	12,890	12,700
Province of British Columbia - School Tax	235,282	231,704
Comox Strathcona Regional Hospital District	20,653	21,829
Municipal Finance Authority	16	15
British Columbia Assessment Authority	3,120	3,459
Vancouver Island Regional Library	13,729	14,602
Province of BC - Police Tax	22,887	20,140
Comox Valley Regional District		
Waste Management	8,160	8,619
	<u>\$ 1,170,975</u>	<u>\$ 1,129,553</u>

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

9. Collections for Other Governments (continued):

	Actual <u>2023</u>	Actual <u>2022</u>
Sub-total from Previous Page	\$ <u>1,170,975</u>	\$ <u>1,129,553</u>
Transfers		
Strathcona Regional District	12,893	12,702
Province of British Columbia - School Tax	235,914	231,704
Comox Strathcona Regional Hospital Districts	20,651	21,830
Municipal Finance Authority	-	-
British Columbia Assessment Authority	3,120	3,073
Vancouver Island Regional Library	13,731	14,600
Province of BC - Police Tax	22,887	20,140
Comox Valley Regional District		
Waste Management	<u>8,163</u>	<u>8,619</u>
	<u>317,359</u>	<u>312,668</u>
Available for General Municipal Purposes	\$ <u>853,616</u>	\$ <u>816,885</u>

10. Contingent Liabilities:

- (a) The Village is responsible as a member of the Strathcona Regional District and a member of the Comox Strathcona Waste Management Function for its share of any operating deficits or long-term debt related to functions in which it participates. Management of the Village has assessed the risks of any contingent liabilities as unlikely at this time therefore no provision has been recorded in the financial statements.
- (b) The Village is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Village along with the other participants, would be required to contribute towards the deficit.

11. Pension Plan:

The Village and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of the benefits.

The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the Plan had about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate is then adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

11. Pension Plan (continued):

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$60,536 (2022 - \$49,198) for employer contributions while employees contributed \$55,984 (2022 - \$45,499) to the Plan in fiscal 2023.

The next valuation will be as at December 31, 2024, with results available later in 2025.

Employers participating in the Plan record their pension expense as the amount of the employer contributions made during the fiscal year (defined contributions pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

12. Accumulated Surplus:

The Village segregates its accumulated surplus in the following categories:

	<u>2023</u>	<u>2022</u>
Unrestricted Funds	\$ 774,027	\$ 983,819
Reserve Funds (a)	1,628,801	876,464
Investment in Non-Financial Assets (b)	<u>11,005,614</u>	<u>9,704,840</u>
	<u>\$ 13,408,442</u>	<u>\$ 11,565,123</u>

(a) Reserve funds represent funds set aside by bylaw or council resolution for specific purposes.

(b) The investment in non-financial assets represents amounts already spent and invested in infrastructure and other non-financial assets.

Details of reserve funds are shown below:

	<u>2023</u>	<u>2022</u>
Capital Works, Machinery and Equipment Reserve (c)	\$ 485,416	\$ 393,568
Fire Hall Reserve (d)	312,226	280,331
Recreation Centre Capital Works, Machinery and Equipment Reserve (e)	182,326	168,597
Economic Development Reserve (f)	41,844	33,968
Growing Community's Reserve Fund (g)	<u>606,989</u>	<u>-</u>
	<u>\$ 1,628,801</u>	<u>\$ 876,464</u>

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

12. Accumulated Surplus (continued):

(c) Capital Works, Machinery and Equipment Reserve

The Capital Works, Machinery and Equipment Reserve was established by Bylaw 364 to provide for new capital works, extensions or renewals of existing works and to provide for machinery and equipment necessary for capital projects for the maintenance of municipal property or for the protection of persons and property. Money from the sale of land, current revenue or General Operating Fund surpluses may be transferred into the Reserve Fund.

(d) Fire Hall Reserve

The Hall Reserve fund was established by Bylaw 400 to provide for the cost of a new fire hall including land, buildings, machinery and equipment. Money from current revenue, General Operating Fund surpluses or as otherwise provided in the Local Government Act may be transferred into the Reserve Fund.

(e) Recreation Centre Capital Works, Machinery and Equipment Reserve

The Recreation Centre Capital Works, Machinery and Equipment Reserve Fund was established by Bylaw 418 to provide for the cost of the recreation centre. Money from current revenue, General Operating fund surpluses, or as otherwise provided in the Local Government Act may be transferred into the Reserve Fund.

(f) Economic Development Reserve

The Economic Development Fund was not established through bylaw. The Community Charter stipulates that reserve funds may be established for certain types of activities, which is how this fund was established. Money from current revenue, General Operating fund surpluses, or as otherwise provided in the Local Government Act may be transferred into the Reserve Fund.

(g) Growing Community's Reserve Fund

The Growing Communities Reserve was established by Bylaw 666 to increase the local housing supply with investments in community infrastructure and amenities. The initial grant provided was \$650,000. These funds are limited to one-off costs needed to build infrastructure and amenities and are to be incremental to already planned investments and capital projects. Monies from these planned investments and capital projects may be transferred through the Reserve fund.

13. Fiscal Plan:

The Fiscal Plan amounts represent the Financial Plan Bylaw No. 649 adopted by Council on May 2, 2023.

The budget anticipated use of surpluses accumulated in previous years to balance against current expenditures in excess of current year revenues. In addition, the budget anticipated capital expenditures rather than amortization expense. The following schedule reconciles the approved bylaw to the amounts presented in the financial statements.

Financial Plan (Budget) Bylaw Surplus Approved for the Year	2023
	\$ -
Less:	
Budgeted Transfers to Offset Amortization	(410,866)
Budgeted Transfers from Accumulated Surplus	3,976
Annual Budgeted Deficit Presented in Financial Statements	<u>\$ (406,890)</u>

VILLAGE OF TAHSIS

Notes to the Financial Statements

December 31, 2023

14. Segmented Information:

The Village is a diversified municipal government institution that provides a wide range of services to its citizens such as recreation, fire, sewer, water, and solid waste. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and activities they encompass are noted below and detailed further in Schedules 2 and 3 of these financial statements.

General Government

This segment relates to the revenues and expenses of the operations of the Village itself that cannot otherwise be directly attributed to a specific segment.

Protective Services

This segment is comprised of fire protection services. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers.

Transportation Services

Public works and transportation services is responsible for the maintenance of roads and outdoor lighting.

Environmental Treatment Services

Environmental Treatment Services consists of providing waste disposal to citizens.

Economic Development Services

This segment develops outside awareness of the economic area.

Recreation and Cultural Services

This segment provides services meant to improve health and development of the Village's citizens. Recreational programs and cultural programs are provided at the aquatic centre and community centre.

Water Utility

This segment provides distribution of water to citizens.

Sewer Utility

This segment provides sanitary sewer collection by providing and maintaining pipes, manholes, and culverts and sewer treatment.

VILLAGE OF TAHSIS

Schedule 1 - Government Grants and Transfers to the Village and Ratepayers

Year Ended December 31, 2023

	2023		2022
	Budget	Actual	
Federal Government			
Grants in Lieu of Taxes	\$ 80,000	\$ 72,922	\$ 82,086
Other	<u>118,318</u>	<u>45,840</u>	<u>5,725</u>
	<u>198,318</u>	<u>118,762</u>	<u>87,811</u>
Province of BC and Federal/Provincial Programs			
General Fund			
Small Communities Protection	341,000	341,000	451,000
Planning	39,867	25,291	23,858
Growing Communities Fund	650,000	650,000	-
Other	<u>99,655</u>	<u>124,256</u>	<u>56,140</u>
	1,130,522	1,140,547	530,998
General Capital			
Infrastructure	<u>-</u>	<u>1,726,677</u>	<u>699,215</u>
	<u>1,130,522</u>	<u>2,867,224</u>	<u>1,230,213</u>
	1,328,840	2,985,986	1,318,024
Transfers from Reserves for Capital Grants	<u>1,770,376</u>	<u>-</u>	<u>-</u>
Total Government Grants	<u>\$ 3,099,216</u>	<u>\$ 2,985,986</u>	<u>\$ 1,318,024</u>

VILLAGE OF TAHSIS

Schedule 2 - Combined Statement of Operations by Segment

Year Ended December 31, 2023

	General Government	Protective Services	Transportation Services	Environmental Treatment Services	Economic Development Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2023 Actual	2023 Budget (Note 12)
Revenues										
Taxation	\$ 853,616	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 853,616	\$ 854,641
Utility Connection Fees and User Rates	-	-	-	-	-	-	225,648	196,946	422,594	407,000
Government Grants and Transfers	2,666,385	-	-	-	98,155	-	-	221,446	2,985,986	1,328,840
Fees and Service Charges	-	-	2,638	218,062	-	25,198	-	-	245,898	329,939
Other Revenues	<u>293,977</u>	<u>3,570</u>	<u>-</u>	<u>-</u>	<u>44,448</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>341,995</u>	<u>31,750</u>
	<u>3,813,978</u>	<u>3,570</u>	<u>2,638</u>	<u>218,062</u>	<u>142,603</u>	<u>25,198</u>	<u>225,648</u>	<u>418,392</u>	<u>4,850,089</u>	<u>2,952,170</u>
Expenses										
Operating										
Goods and Services	688,607	85,756	135,661	691	14,735	154,812	82,572	88,436	1,251,270	1,621,507
Labour	512,217	63,519	143,741	38,201	-	246,481	60,761	20,427	1,085,347	1,326,587
Amortization	<u>547,165</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>59,864</u>	<u>63,122</u>	<u>670,151</u>	<u>410,966</u>
	<u>1,747,989</u>	<u>149,275</u>	<u>279,402</u>	<u>38,892</u>	<u>14,735</u>	<u>401,293</u>	<u>203,197</u>	<u>171,985</u>	<u>3,006,770</u>	<u>3,359,060</u>
Excess (Deficiency) of Revenues over Expenses	\$ <u>2,065,989</u>	\$ <u>(145,705)</u>	\$ <u>(276,764)</u>	\$ <u>179,170</u>	\$ <u>127,868</u>	\$ <u>(376,095)</u>	\$ <u>22,451</u>	\$ <u>246,407</u>	\$ <u>1,843,319</u>	\$ <u>(406,890)</u>

VILLAGE OF TAHSIS

Schedule 3 - Combined Statement of Operations by Segment

Year Ended December 31, 2022

	General Government	Protective Services	Transportation Services	Environmental Treatment Services	Economic Development Services	Recreation and Cultural Services	Water Utility	Sewer Utility	2022 Actual	2022 Budget
Revenues										
Taxation	\$ 816,885	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 816,885	\$ 823,034
Utility Connection Fees and User Rates	-	-	-	-	-	-	213,981	197,548	411,529	390,500
Government Grants and Transfers	1,264,419	-	-	-	53,605	-	-	-	1,318,024	654,460
Fees and Service Charges	-	-	3,799	157,562	-	20,681	-	-	182,042	281,030
Other Revenues	<u>110,518</u>	<u>810</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>111,328</u>	<u>37,500</u>
	<u>2,191,822</u>	<u>810</u>	<u>3,799</u>	<u>157,562</u>	<u>53,605</u>	<u>20,681</u>	<u>213,981</u>	<u>197,548</u>	<u>2,839,808</u>	<u>2,186,524</u>
Expenses										
Operating										
Goods and Services	381,558	84,351	136,316	843	57,966	120,803	92,013	85,504	959,354	1,225,640
Labour	452,794	57,939	158,867	33,184	-	211,440	54,869	18,651	987,744	1,002,796
Amortization	<u>57,098</u>	<u>47,740</u>	<u>120,434</u>	<u>2,395</u>	<u>88,034</u>	<u>-</u>	<u>53,961</u>	<u>41,204</u>	<u>410,866</u>	<u>415,384</u>
	<u>891,450</u>	<u>190,030</u>	<u>415,617</u>	<u>36,422</u>	<u>146,000</u>	<u>332,243</u>	<u>200,843</u>	<u>145,359</u>	<u>2,357,964</u>	<u>2,643,820</u>
Excess (Deficiency) of Revenues over Expenses from Operations	\$ <u>1,300,372</u>	\$ <u>(189,220)</u>	\$ <u>(411,818)</u>	\$ <u>121,140</u>	\$ <u>(92,395)</u>	\$ <u>(311,562)</u>	\$ <u>13,138</u>	\$ <u>52,189</u>	\$ <u>481,844</u>	\$ <u>(457,296)</u>

VILLAGE OF TAHSIS

Schedule 4 - Reserve Fund Transactions

Year Ended December 31, 2023

	Capital Works Machinery and Equipment	Fire Hall	Rec Centre	Economic Development	Growing Community Reserve Fund	Total 2023	Total 2022
Balance, Beginning of Year	\$ 393,568	\$ 280,331	\$ 168,597	\$ 33,968	\$ -	\$ 876,464	\$ 821,728
Investment Income (Loss) Earned	31,098	31,895	13,729	7,876	21,646	106,244	(13,264)
Transfer From Other Funds	68,000	-	-	-	650,000	718,000	68,000
Used for Capital Expenditures	(7,250)	-	-	-	(64,657)	(71,907)	-
Balance, End of Year	<u>\$ 485,416</u>	<u>\$ 312,226</u>	<u>\$ 182,326</u>	<u>\$ 41,844</u>	<u>\$ 606,989</u>	<u>\$ 1,628,801</u>	<u>\$ 876,464</u>

VILLAGE OF TAHSIS

Schedule 5 - COVID-19 Safe Restart Grant

Year Ended December 31, 2023

(Unaudited)

In November 2020, the Village was the recipient of a \$249,000 grant under the COVID-19 Safe Restart Grant for Local Governments. This grant funding was provided to support local governments with increased operating costs and lower revenue due to the COVID-19 pandemic and ensure local governments can continue to deliver the services people depend on in the community.

	<u>2023</u>
Balance, Beginning of Year	\$ 249,000
Funds Spent During the Year	<u>208,136</u>
Balance, End of Year	<u>\$ 40,864</u>

VILLAGE OF TAHSIS

Schedule 6 - Growing Communities Fund

Year Ended December 31, 2023

(Unaudited)

The Province of British Columbia distributed conditional Growing Communities Fund (GCF) grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia. The Village of Tahsis received \$650,000 of GCF funding in March 2023.

	<u>2023</u>
Balance, Beginning of Year	\$ -
Funds and Interest Received During the Year	650,000
Interest Earned	21,646
Eligible Costs	
Capital Infrastructure Costs	<u>64,657</u>
Balance, End of Year	<u>\$ 606,989</u>

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council

From: Chief Administrative Officer

Date: June 17, 2024

Re: Recreation Centre cabinetry procurement

PURPOSE OF REPORT:

To provide Council with information regarding the need to replace the Recreation Centre cabinetry and to propose procurement options.

OPTIONS/ALTERNATIVES

1. Approve a budget of \$13,000 (tax exclusive) for replacing the Recreation Centre cabinetry and approve the procurement process based on receiving two quotes from suppliers.
2. Approve a budget of \$13,000 (tax exclusive) for replacing the Recreation Centre cabinetry and direct that a Request for Quotes be issued.
3. Do not approve a budget for this capital item and direct staff to prepare other options.
4. Any other option that Council deems appropriate.

BACKGROUND:

On or about January 15, 2024, the Recreation Centre experienced water damage in several areas of the building caused by leaking water pipes leaking. The pipes developed cracks due to freezing. Also on January 15, 2024, the Village staff submitted a claim to the Municipal Insurance Association of BC, the Village's property insurance service provider. Through the MIABC claims adjuster, a restoration company was dispatched with fans and heaters to dry the damaged areas and restore the building. In March 2024, the claims adjuster prepared a scope of work for the repairs to the damaged areas of the building such as walls and the kitchen area. On April 22, 2024, the Village settled the insurance claim with MIABC for a lump sum payment of \$75,000 less the \$5,000 deductible, for a net payout of \$70,000. These funds have been used to cover the labour and material costs of Village forces carrying out the repair work.

One remaining piece of work is to repair the kitchen cabinetry. Two quotes were received for the cabinetry. The low quote is \$12,374.33 and the high quote is \$28,000. Both quotes are tax exclusive. The quotes are attached to this report.

POLICY/LEGISLATIVE REQUIREMENTS:

1. The Village's Procurement Policy dictates that purchases over \$10,000 require a competitive bid process, e.g., RFQ, and Council approval for the expenditure is also required. (Note: staff are preparing amendments to the Procurement Policy which will increase staff spending limits and thresholds for requiring competitive bid procurement, Council's consideration.)

FINANCIAL IMPLICATIONS:

There are no direct or indirect implications to the 2024 operating or capital budgets. The MIABC insurance claim payout is the source of revenue for this project, including the cabinetry repair work. The insurance claim payout is sufficient to cover all costs associated with the repair.

STRATEGIC PRIORITY:

No

RECOMMENDATION:

Option 1.

Respectfully submitted:



Mark Tatchell, CAO



MILLWORK AND CABINETS

561A 11th Avenue, Campbell River, BC V9W 4G5
 P. 250.286.6604 | F. 250.914.0144

www.trendwest.ca

GL Code

15 2 140 2235

6187.16

PROPOSAL | AGREEMENT

Date: June 10, 2024
Client(s): Reg Stratton - Village of Tahsis
Address: Tahsis Rec Centre, Tahsis, BC
Telephone: Reg - 250-2839114 / (C) 250-895-4234
Email: rstratton@villageoftahsis.com

Totals 6187.16 Reviewed & Approved / Date
 Subtotal 6187.16 Verified
 GST 5% 742.46 Reviewed
 Inv Total 6929.62 Authorized

We hereby submit specifications and estimate for: Cabinetry & Countertops as per layouts dated June 10, 2024. **Measurements Supplied by Clients – SUPPLY ONLY, Install not included.**

KITCHEN:

Cabinet Doors: TFL – Slab (White Smoke)
 Cabinet Interiors: 5/8" birch VS white mel faced ply c/w backs
 Cabinet Drawers: Birch c/w full extension soft close under mount slides
 Countertops: Post Form vs. Flat Lay Laminate, Std Edge, Plant on Splash (4" x 3/4")
 Colonial Top 66: (A) Night Mist P276-CA

OTHER:

Base Cabinets 36" finished height including countertops
 Gables/Panels Slab

Hardware: *Standard Series included. Soft close on all doors where possible. Delivery not Included.*

NOTES: *Applicable to all Trendwest Millwork Ltd installations (some notes may not apply to above mentioned work)*

1. By signing this agreement client acknowledges acceptance of proposal/agreement, hereafter referred to as contract.
2. Installation cost is included in the total cost, unless otherwise specified.
3. Terms of payment will be specified on contract & by signing contract it is agreed.
4. All goods included in this contract remain the property of Trendwest Millwork Ltd. until full payment of this contract is received.
5. Doors that are more than 36" in height are not guaranteed against warping.
6. All gables will be flat veneer to match cabinetry, unless specified in contract.
7. Drawers 16" or less in depth may have side mount slides, non soft close.
8. Any alteration or deviation from the attached layout, specification(s) and signed contract may result in extra charges.

Initial



PROPOSAL | AGREEMENT

9. All upper cabinets are 11 7/8" deep unless otherwise stated on contract. All base units are 23 7/8" deep unless otherwise specified on contract. All pantry units are 24 7/8" deep unless otherwise stated.
10. Installation includes sink/appliance cutouts on laminate tops only.
 - If appliance and/or templates are not present on the job site at time of installation; cost of recalls for sink/appliance cutouts will result in an additional charge to the client.
11. All cutouts for heat vents, vacuum systems, island electrical plugs will be charged accordingly if not on site at time of installation.
- 12. Appliance Panels:**
 - Appliances must be installed by other prior to panel installation
 - Not all models have handles included, ensure hardware is available at panel installation
 - Finished kick may need alternate material/ style/ height depending on appliance requirement
13. Trendwest Millwork Ltd. is **not** responsible for:
 - Installation of appliance(s) or fixture(s)
 - Electrical - electrician required for location, relocation of any wiring, plugs, switches, ceiling or heating apparatus
 - Plumbing – plumber is required to reconnect sinks/ dishwasher (any plumbing required)
 - Trueness and/or levelness of walls & ceilings (additional charges may apply)
 - Natural colour variation of wood
14. Trendwest Millwork Ltd. will not be held responsible for damage due to negligence of others outside of company employment during or after installation.
15. If client is not ready for installation on the set due date, Trendwest Millwork Ltd. reserves the right to move installation date to the next available date and collect 90% of the job total & additional cost of moving and/or storage.
16. Deposit must be received 8 weeks prior to specified delivery/installation date; failure to do this will result in change of delivery/ installation date.
- 17.

The client(s) agrees to pay Trendwest Millwork Ltd. the total purchase price of the finished product described in this proposal/ agreement in the following manner:

	Incl. Laminate Tops Option	Cabinetry Only Option
PRICE	\$ 12,374.33	\$ 8,581.00
GST/ PST	\$ 1,484.92	\$ 1,029.72
TOTAL	\$ 13,859.25	\$ 9,610.72
Prior to Start Date	\$ 6,929.63	\$ 4,805.36
Upon Completion	\$ 6,929.62	\$ 4,805.36

**PAYMENTS ARE PAYABLE BY CHEQUE, BANK DRAFT OR CASH
WE DO NOT ACCEPT DEBIT OR CREDIT CARDS**



PROPOSAL | AGREEMENT

Trendwest Millwork Ltd. shall deliver the finished product to the premises of:

Supply Only – Client to Pick Up or Arrange for Delivery
Estimated Date of Pick Up - TBD

All material is guaranteed to be as specified. All work to be completed in workmanlike manner according to standard practices. All workers are covered by Workman's Compensation & Trendwest Millwork Ltd. carries liability insurance.

Authorized Signature: Perry Desbois

Note: This proposal if not accepted within 30 days may be withdrawn.

I/ We declare that the information herein given is true & correct, have read the contents hereof including the attached layouts & specifications, and agree to the terms of this agreement.

Date: _____, 2024

Clients Signature

Clients Signature

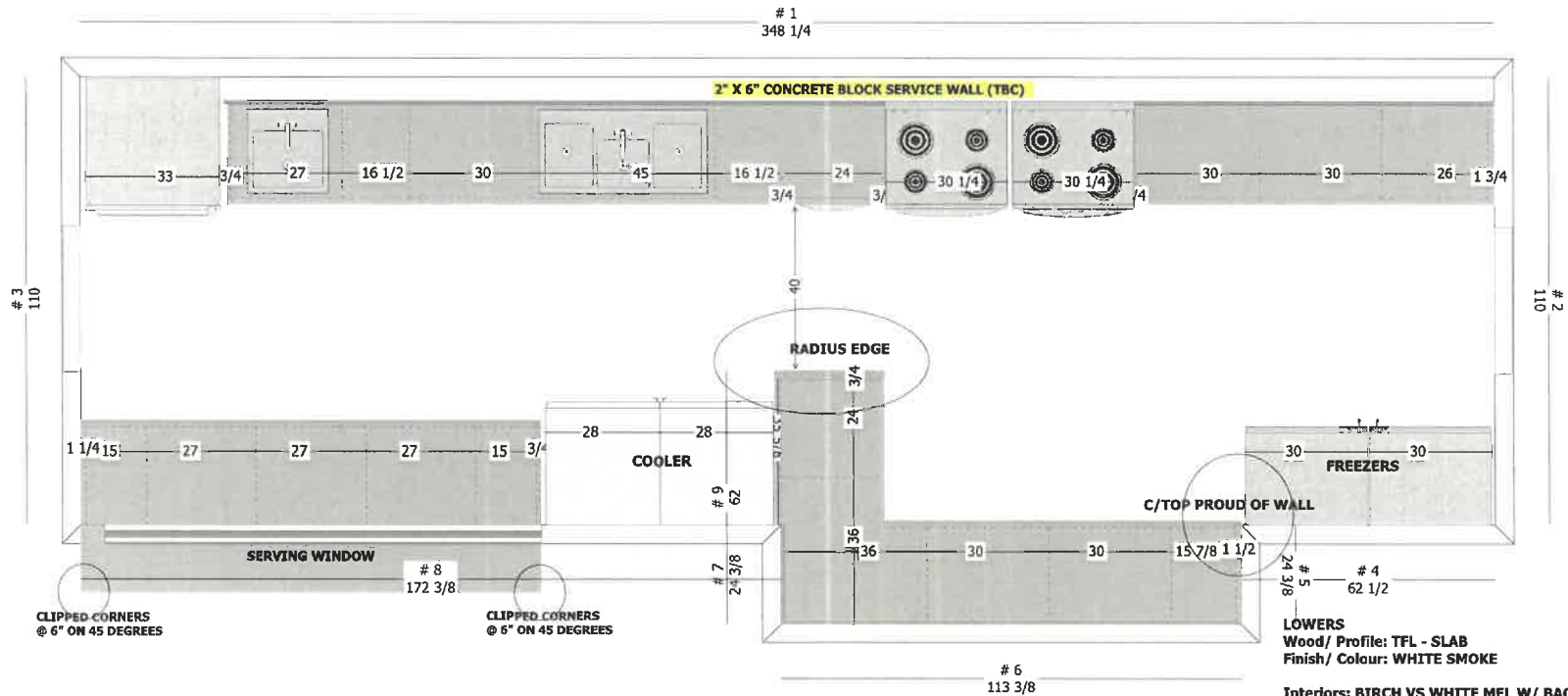
Initial

Trendwest Millwork Ltd
561A 11th Avenue
Campbell River, BC
250.286.6604
info@trendwest.ca

Client(s): Reg Stratton - Village of Tahsis
Address: Tahsis Rec Centre, Tahsis, BC
Contact: Reg Stratton
PH: 250-2839114 / (C) 250-895-4234
Email: rstratton@villageoftahsis.com

2024-06-10
REC CENTRE KITCHEN

Not To Scale



LOWERS
 Wood/ Profile: TFL - SLAB
 Finish/ Colour: WHITE SMOKE

Interiors: BIRCH VS WHITE MEL W/ BACKS
 Box Edge Tape: TO MATCH AS CLOSE AS POSSIBLE
 Drawers: BIRCH/ UNDERMOUNT
 Gables/ Panels: SLAB

Finished Height: 36"

Countertop: POST FORM VS FLAT LAY LAMINATE
 Profile: STD EDGE
 Colour: COLONIAL TOP 66 (
 Splash: YES - PLANT ON (4"H X 3/4")

Handles: TBD, Brushed Nickel D Pull (31)
Doors: SOFT CLOSE (25)

FLOORING:

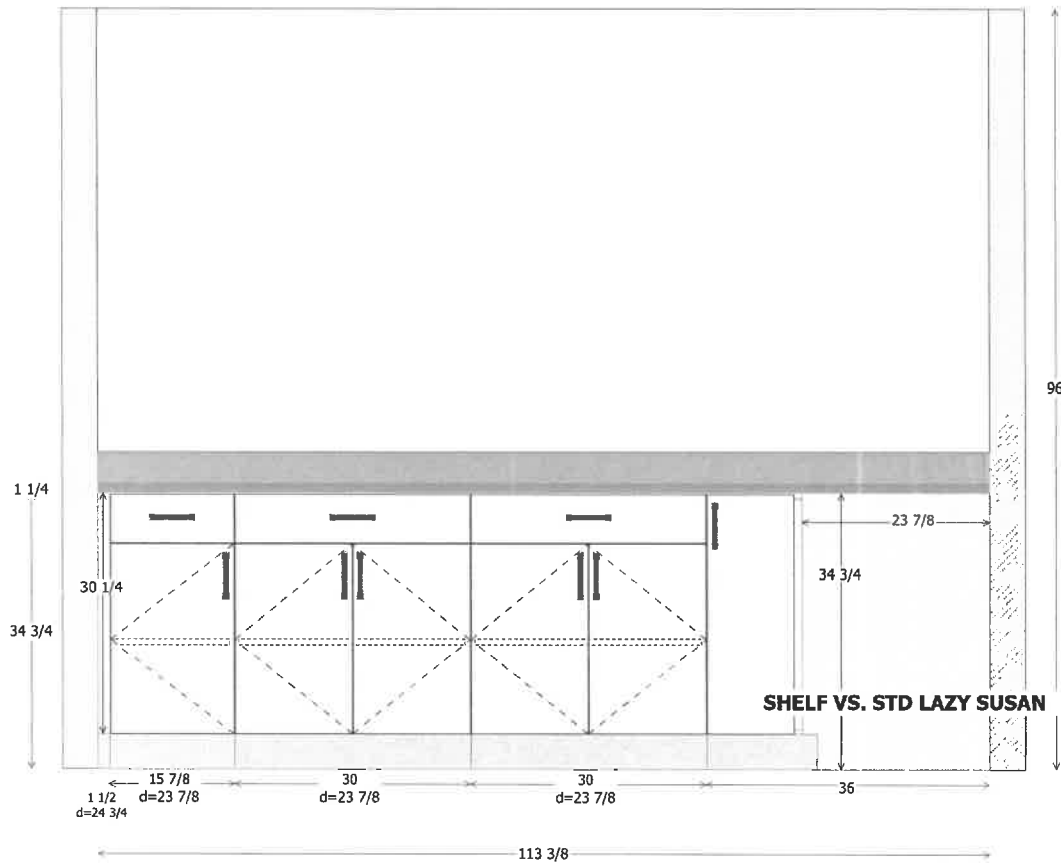
Trendwest Millwork Ltd
561A 11th Avenue
Campbell River, BC
250.286.6604
info@trendwest.ca

Client(s): Reg Stratton - Village of Tahsis
Address: Tahsis Rec Centre, Tahsis, BC
Contact: Reg Stratton
PH: 250-2839114 / (C) 250-895-4234
Email: rstratton@villageoftahsis.com

2024-06-10

REC CENTRE KITCHEN - Wall 6

Not To Scale



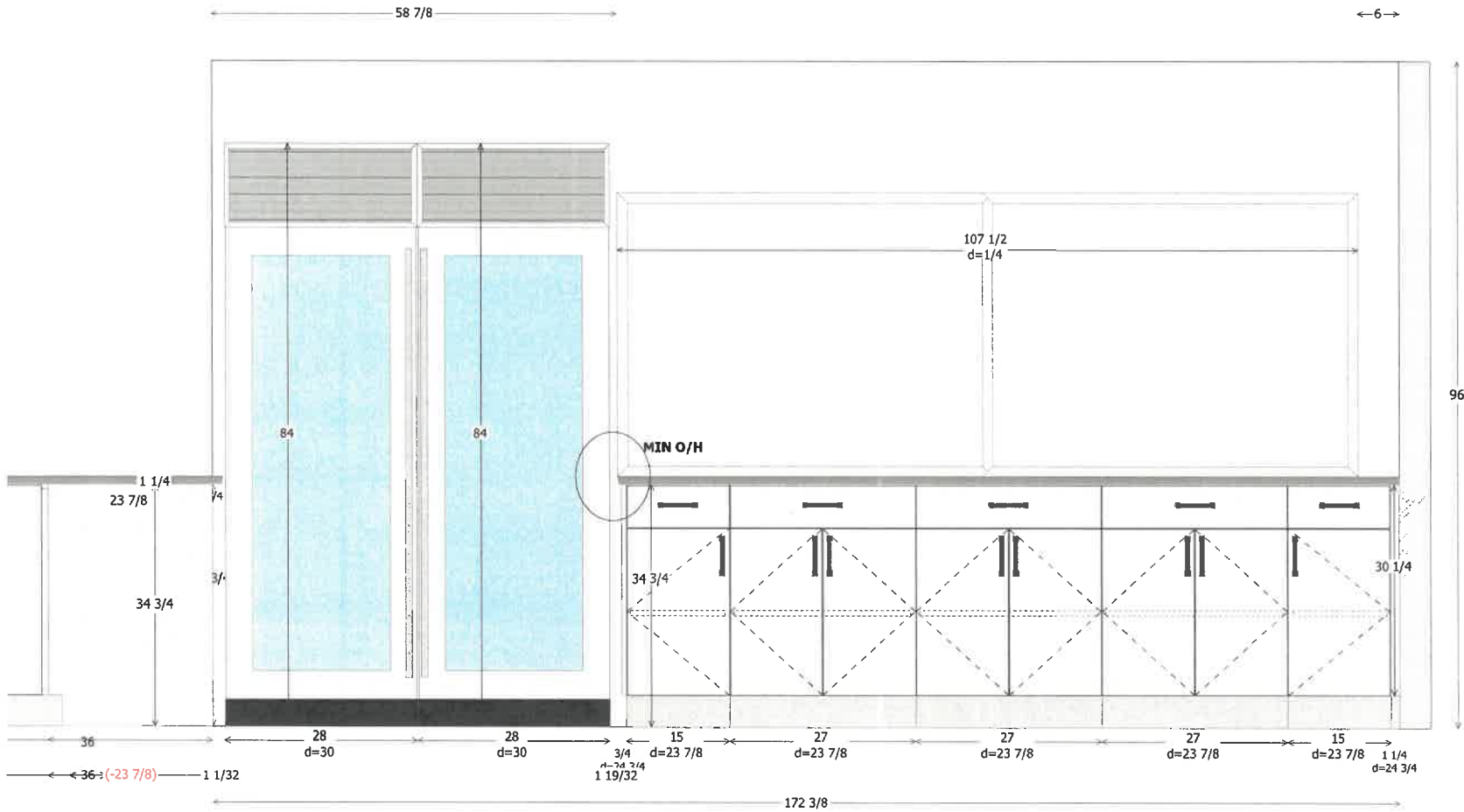
Trendwest Millwork Ltd
561A 11th Avenue
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2024-06-10

REC CENTRE KITCHEN - Wall 8

Not To Scale



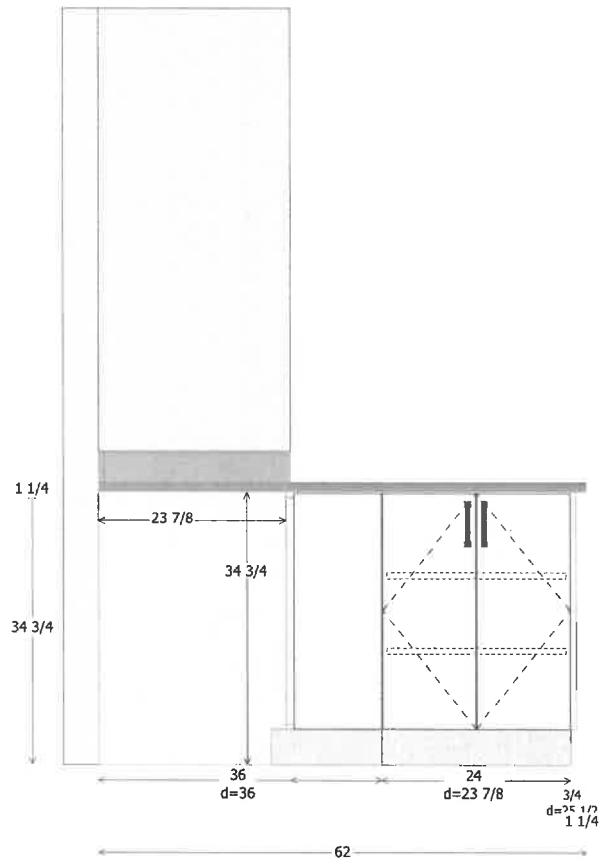
Trendwest Millwork Ltd
561A 11th Avenue
Campbell River, BC
250.286.6604
info@trendwest.ca

Client(s): Reg Stratton - Village of Tahsis
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Email: rstratton@villageoftahsis.com

2024-06-10

REC CENTRE KITCHEN - Wall 9

Not To Scale





COASTAL ISLAND RESTORATION

Estimate

To: The Tahsis Rec Center
c/o Coast Claims
Attention: Kevin Despins

Location: 285 Alpine road
Tahsis, BC,
Date: April 16, 2024

Job Description:

Repairs to be completed as a result of the water damage from the broken water lines:

Repairs to completed as per the scope of work provided:

Flooring (As per West Can Carpet Ones quote)	\$ 18,622.40
Remaining demo required	\$ 1,200.00
Disposal	\$ 500.00
Insulation and Vapour barrier	\$ 1,100.00
Drywall	\$ 3,650.00
Painting	\$ 2,900.00
Electrical	\$ 2,500.00
Plumbing	\$ 1,800.00
Cabinetry	\$ 28,000.00
Contents handling	\$ 600.00
Post construction clean up	\$ 875.00
Additional kilometers to travel to and from Tahsis from Campbell River (6 trips -340 kilometers per trip - \$0.75/per kilometer)	\$ 1,530.00
Additional travel time to travel to and from Tahsis from Campbell River (2 workers for 6 trips)	\$ 3,600.00
Live out expenses for 2 workers for 20 nights - Food, etc.	\$ 3,000.00
Live out accommodations	\$ 4,000.00
Subtotal	\$ 73,877.40
Overhead	\$ 7,387.74
Profit	\$ 7,387.74
Subtotal	\$ 88,652.88
GST	\$ 4,432.64
Total	\$ 93,085.52

Estimated by Bobby Goorts

Mailing Address:

4185 Matts Road, Campbell River, BC V9H 1A9

Office: 778-420-1769 Cell: 250-205-4455 bobby.goorts@coastalisland.net

GST # 76050 9539 RT0001