



## AGENDA

Regular Meeting of the Village of Tahsis Council  
to be held on January 7, 2025 at 7 p.m. in the Council Chambers  
Municipal Hall, 977 South Maquinna Drive and by electronic means

**Remote Access**                    **To attend this meeting remotely via Microsoft Teams/ phone**  
**Join the Village of Tahsis Microsoft Teams Meeting**  
[Click here to join the meeting](#)  
**Or call in (audio only)**  
**Toronto, Canada**  
**+1 437-703-5480**  
**Phone Conference ID: 693 613 527#**

Microsoft Teams may be hosted on servers in the U.S., so the name you use with Microsoft Teams and metadata about how you use the application may be stored on servers outside of Canada. If you have privacy concerns: a) don't create your own account with Microsoft Teams, b) provide only your first name or a nickname when you join a session, c) keep your camera off and microphone muted, as much as you can, and d) try to avoid sharing any identifying information.

**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**

**C. Approval of the Agenda**

**D. Petitions and Delegations**                    None.

**E. Public Input #1**

**F. Adoption of the Minutes**

- 1 Minutes of the December 3, 2024 Committee of the Whole Meeting (10:00 a.m.)**
- 2 Minutes of the December 3, 2024 Committee of the Whole Meeting (1 p.m.)**

**3 Minutes of the December 3, 2024 Regular Council Meeting**

**4 Minutes of the December 11, 2024 Standing Committee of Business Liaison Meeting.**

**G. Rise and Report** None.

**H. Business Arising** **1 Nootka Sound RCMP -Village of Tahsis quarterly report**  
**Sgt. Greg Young, NCO i/c Nootka Sound RCMP Detachment**

**J. Council Reports** **1 Mayor Davis**  
**2 Councillor Fowler**  
**3 Councillor Northcott**  
**4 Councillor Lenahan**  
**5 Councillor Moore**

**K. Bylaws** None.

**L. Correspondence** **1 December 9, 2024 email to Mayor and Council from Peter Sinclair, Executive Director, Loaves and Fishes Community Food Bank Society Re: Construction of their Food Recovery and Distribution Centre to Nanaimo to serve communities across Vancouver Island.**

**2 December 6, 2024 email from Cathy Peters, BC anti human trafficking educator, speaker and advocate [beamazingcampaign.org](http://beamazingcampaign.org) to Mayor David and Council Re: Tariffs coming, UNDRIP impact, drugs/sex trafficking.**

**3 December 4, 2024 email from Theresa Dennison , Executive Director, Association of Vancouver Island and Coastal Communities (AVICC) to Mayor and Council Re: Follow up on AVICC's first virtual webinar " Finishing Strong: Confidence and Courage in Turbulent Times" held on November 28. 2024.**

**4 December 6, 2024 email from the Association of Vancouver Island and Coastal Communities (AVICC) to Mayor and Council Re: 2024 AVICC AGM & Convention- 2nd call for resolutions and convention information.**

**5 Email from Health Emergency Management BC (HEMBC), First Nations Health Authority- Health Through Wellness, Island Health an Metis Nation British Columbia Re: Health Impacts of the Winter Season- Information for Community Health Partners and Local Governments.**

6 December 12, 2024 email Theresa Dennison, Executive Director, Association of Vancouver Island Coastal Communities (AVICC) Re: Supplementary document prepared by DFO to support Consultation relating to Themes 3 and 4 of the Draft Salmon Aquaculture Transition Plan for BC.

7 December 16, 2024 email from Councillor Trish Mandewo, UBCM President to Mayor Martin Davis and Council Re: Canada Community-Building Fund: Second Community Works Fund Payment for 2024/2025.

M. New Business 1 At the December 11, 2024 Standing Committee of Business Liaison the committee made the following recommendations to Council:

**Lenahan: COW 0097/2024**

**THAT** the Standing Committee of Business Liaison make the following recommendations to Council with regards to short term actions around tourism infrastructure and community beautification:

**THAT** a public, portable washroom with a wooden enclosure be installed at the waterfront this summer; and

**THAT** the Village work collaboratively with the garden volunteers to beautify the boulevard in front of Tahsis Supermarket and work on a hanging basket project to beautify Village properties; and

**THAT** a theme for the Village is explored, possibly in conjunction with the Museum and Information Centre Project; and

**THAT** at "Pete's Farm" parking and accessibility be improved; and

**THAT** some basic signage is installed.

**CARRIED**

Public Input # 2

Public Exclusion

Recess

Reconvene

Rise and Report

O. Adjournment



## Minutes

Village of Tahsis

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<b>Meeting</b>	<b>Committee of the Whole</b>
<b>Date</b>	<b>December 3, 2024</b>
<b>Time</b>	<b>1 0:00 a.m.</b>
<b>Place</b>	<b>Municipal Hall - Council Chambers and by electronic means</b>

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<b>Present</b>	Mayor Martin Davis	
	Councillor Sarah Fowler	video & 10:28 in person
	Councillor Cheryl Northcott	
	Councillor Ryan Moore	
<b>Absent</b>	Councillor Brenda Lenahan	
<b>Staff</b>	Mark Tatchell, Chief Administrative Officer	
	Janet Stdenis, Corporate Services Manager	by video
<b>Guests</b>	Greg Goldstone, Resource Manager, Regional Operations Division, Coast Area, Ministry of Forests	by video
	Ashley Cousens, Area Manager, Vancouver Island District, Courtenay Office, Ministry of Transportation and Infrastructure	by video
	Michael Pearson, Vancouver Island Regional Director, Ministry of Transportation and Infrastructure	by video
	Kellen Truant, Operations Manager, Courtenay Office, Ministry of Transportation and Infrastructure	by video
	3 members of the public.	2 by video

### Call to Order

Mayor Davis called the meeting to order at 10:00 a.m.

### Land Acknowledgement

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

### Introduction of Late Items

None.

### Approval of the Agenda

**Northcott: COW 0095/2024**

**THAT** the Agenda for the December 3, 2024 Committee of the Whole meeting be adopted as presented

**CARRIED**

H. Business  
Arising

1

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

**Northcott: COW 0096/2024**

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

**CARRIED**

Council provided positive feedback on the overall condition of the road, highlighting that the dust treatment and grading over the summer had been effective.

Other topics discussed include: the positive response to the recent road closure process; emergency vehicle access during road closure ; request for more frequent grading between km 18 and km 41 to address pothole issues; areas where additional chip seal would be beneficial and of the continued use of the "traffic counter".

Follow up tasks: Installation of "Bump" signage on Canton Creek Bridge (Ashley Cousens, MoTI); inquiry into Electronic signage at the both ends of the road to inform drivers of the current road conditions (Kellen Truant, MoTI); request for funding for additional signage to warn drivers of Cyclist and pedestrians (Greg Goldstone, MoF); inquiry into replacement plans for Sukowa Bridge #2 (Greg Goldstone, MoF); inquiry into drains for the Canton Bridge to reduce water pooling (Greg Goldstone, MoF)and to look into the possibility of using different coloured reflective markers for each side of the road (Ashley Cousens, MoTI).

**Northcott: COW 0097/2024**

**THAT** discussions be opened up to the public.

**CARRIED**

A member of the public inquired into future plans for ecotourism.

**Northcott: COW 0098/2024**

**THAT** the Village of Tahsis Council 2025 quarterly meeting with the Ministry of Transportation and Infrastructure and the Ministry of Forest staff be set for the following dates: March 18, June 10, September 9 and December 9, 2025.

**CARRIED**

**Adjournment**

**Fowler: COW 0099/2024**

**THAT** the meeting adjourn at 10:42 a.m.

**CARRIED**

Certified correct this  
January 7, 2025

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**Corporate Officer**



**Minutes**

Village of Tahsis

<b>Meeting</b>	<b>Committee of the Whole</b>
<b>Date</b>	<b>December 3, 2024</b>
<b>Time</b>	<b>1 p.m.</b>
<b>Place</b>	<b>Municipal Hall - Council Chambers and by electronic means</b>

<b>Present</b>	Mayor Martin Davis Councillor Sarah Fowler Councillor Cheryl Northcott Councillor Brenda Lenahan Councillor Ryan Moore	by video
<b>Staff</b>	Mark Tatchell, Chief Administrative Officer Adia Mavrikos, CPA, CA, Director of Finance Janet Stdenis, Corporate Services Manager	by video by video
<b>Public</b>	2 members of the public.	1 by video

**Call to Order**

Mayor Davis called the meeting to order at 1 P.M.

**Land Acknowledgement**

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

**Introduction of Late Items**

None.

**Approval of the Agenda**

**Northcott: COW 0100/2024**

**THAT** the Agenda for the December 3, 2024 Committee of the Whole meeting be adopted as presented.

**CARRIED**

**H. Business Arising**

**1 2025-2029 Financial Plan/ Budget Meeting #2**

**Northcott: COW 00101/2024**

**THAT** this presentation be received.

**CARRIED**

The Director of Finance covered the following topics at Budget Meeting #2: budget meeting dates; proposed general operating fund budget by department; proposed transfers to reserves; proposed operating projects to date; wage increase for employees at public works and COLA for public works, daycare and the Rec Centre; the current services provided to the citizens of Tahsis and Council's travel budget.

Council proposed the following changes in transfers to reserves: 4% of revenue , \$5000 for a new garbage truck, \$50,000 for water reserve and \$60,000 for the sewer reserve.

Volunteer Firefighter's stipend to be discussed at a future meeting.

Mayor Davis to email the projected cost to run the climbing wall to the Director of Finance.

**Fowler: COW 0101/2024**

**THAT** Council approve a 2025 cost-of-living adjustment (COLA) for full time regular employees in Public Works, Rec Centre (includes the lifeguard position) and Daycare; and further, **THAT** a \$1.00 per hour wage increase be approved for Public Works Labourers currently earning \$20.80/ hour, effective January 1, 2025.

**CARRIED**

**Northcott: COW 0102/2024**

**THAT** the meeting be open to public input.

**CARRIED**

Members of the public commented on Council's remuneration, the Rec Centre's hours of operation and the possibility of leasing the Rec Centre kitchen to generate revenue.

**Adjournment**

**Northcott: COW 0089/2024**

**THAT** the meeting adjourn at 3:20 p.m.

**CARRIED**

Certified correct this  
7th day of January, 2025

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**Corporate Officer**



Minutes

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<u>Meeting</u>	<b>Regular Council Meeting</b>
<u>Date</u>	<b>December 3, 2024</b>
<u>Time</u>	<b>7:00 PM</b>
<u>Place</u>	<b>Municipal Hall - Council Chambers and by electronic means</b>

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Present Mayor Martin Davis  
 Councillor Sarah Fowler  
 Councillor Cheryl Northcott  
 Councillor Brenda Lenahan **by video**  
 Councillor Ryan Moore

Staff Mark Tatchell, Chief Administrative Officer  
 Adia Mavrikos, CPA, CA, Director of Finance **by video**  
 Janet StDenis, Manager Corporate Services

Public 8 members of the public. **5 by video**

**A. Call to Order** Mayor Davis called the meeting to order at 7:00 p.m.

**Land Acknowledgement**

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

**B. Introduction of Late Items** None.

**C. Approval of the Agenda** **Northcott/Fowler: VOT 0491/2024**  
**THAT** the Agenda for the December 3, 2024 Regular meeting of Council be adopted as presented. **CARRIED**

**E. Public Input # 1** None.

**F. Adoption of the Minutes** <sup>1</sup> **Minutes of the November 13, 2024 Standing Committee of Business Liaison Meeting.**

**Moore/Northcott: VOT 0492/2024**

**THAT** the Standing Committee of Business Liaison meeting minutes of November 13, 2024 be adopted as amended.

**CARRIED**

**2 Minutes of the November 19, 2024 Committee of the Whole Meeting (11 a.m.)**

**Northcott/Moore: VOT 0493/2024**

**THAT** the Committee of the Whole meeting minutes of November 19, 2024 be adopted as presented.

**CARRIED**

**3 Minutes of the November 19, 2024 Committee of the Whole Meeting (1 p.m.)**

**Northcott/Moore: VOT 0494/2024**

**THAT** the Committee of the Whole meeting minutes of November 19, 2024 be adopted as presented.

**CARRIED**

**4 Minutes of the November 19, 2024 Regular Council Meeting**

**Northcott/Moore: VOT 0495/2024**

**THAT** the Regular Council Meeting minutes of November 19, 2024 be adopted as presented.

**CARRIED**

At the November 22, 2024 Closed Council meeting Council was briefed on the complications with the Connect Coast Project but the "last mile" is expected to be completed in the summer of 2025 and the home drops to immediately follow.

**G. Rise and Report**

**H. Business Arising**

None

**J. Council Reports**

**Mayor Davis**

No report.

**Councillor Fowler**

While attending the budget meeting earlier today I spoke about the final year of the Tahsis Buyers pilot of the Good Food Box Program. For the entire last quarter of 2024 this project has the same volunteer driver, repeatedly making the trip to Gold River and back, to facilitate this food security service. I am grateful to have found a community partner for carbon sharing and have mapped out (see below) the order by dates & expected delivery for 2025 so that we can bring food in for the school lunch program, further sharing the freight costs with more stakeholders.

**Attachment #1** Draft list of dates for Good Food Box - orders/delivery

### **Link to Strathcona Good Food Box Program Poll**

Please see this below link for a survey of the Strathcona good food box community poll that I have received from Jeff Groat and distributed through the Tahsis Buyers Members Group on social media. It is entirely possible that the last delivery of the year will be brought in tomorrow December 4th from the order by date of last Tuesday on November 26th and we will reevaluate the delivery dates looking into the pilot program's third year.

<https://forms.office.com/pages/responsepage.aspx?id=Evgu0fl5Z06X4tDUF07eYsWzmztdzU5MIPVtfUkRwKRUMURSVUdFWjJFNjhCUVEzQUxCNFVCUzBaQS4u&route=shorturl>

I received the attached information from a AVICC advocacy training session held virtually on November 28, which I have included for your information.

### **Attachment #2 AVICC Advocacy Training Session**

#### **Councillor Northcott**

No report.

#### **Councillor Lenahan**

Today, December 3<sup>rd</sup> is celebrated annually as the International Day of Person With Disabilities.

It was declared by the UN General Assembly in 1992.

Canada ratified the United Nations Convention on the Rights of Persons with Disabilities (CRPD) in 2010 and is now a committed signatory.

The CRPD is an international human rights treaty aimed at protecting the rights and dignity of persons with disabilities without discrimination and on an equal basis with others.

Parties to the CPRD are required to promote and ensure the full enjoyment of human rights of persons with disabilities including full equality under the law.

The CRPD has served as the major catalyst in the global movement towards viewing persons with disabilities as full and equal members of society. The human rights approach has moved away from viewing persons with disabilities as subjects of charity, medical treatment and social protection.

The modern definition of disability in Canada, now describes disability as interaction between a person's impairment and barriers: including those in the built environment, attitudinal and other societal barriers.

In 2021, BC passed Accessibility Legislation and in 2023 the province mandated the formation of accessibility committees across the province with an aim to start reporting on and alleviating barriers that people experience in our communities.

I believe that our council will have an educational opportunity in the new year to learn more about the lived experience of people with disabilities and how we can work to alleviate barriers and uphold people's rights in our community.

As a member of the regional accessibility committee and mom to a kiddo with disabilities, I look forward to helping support that work through bringing an accessibility lens to our daily work.

#### **Councillor Moore**

In past years the Knights of Columbus have provided Christmas Hampers and but sadly this year they where unable to bring that service to Tahsis.

A group of residents has gotten together to bring a home grown effort and ensure that no one goes without this season. For anyone with children in the school, you should have already received the forms, but for everyone else, hamper forms are available at Tahsis Building Supply.

It is requested that you return them to the school, or Tahsis Building supply if you are in need, please fill them out to the best of your ability. They can be put in an envelope and returned with complete anonymity, it's stressful enough being in need, without having to announce it to everyone.

[If you have any questions, or would like to help by donating or volunteering, you can reach out to those running the program by email at tahsischristmashamper@gmail.com](mailto:tahsischristmashamper@gmail.com)

#### **Fowler/Northcott: VOT 0496/2024**

**THAT** the Council Reports be received.

**CARRIED**

#### **K. Bylaws**

**None.**

#### **L. Correspondence**

- 1 November 22, 2024 Email from Dwayne McDonald, Deputy Commissioner, Commanding Officer, BC, RCMP to Mayor Davis Re: UBCM Meeting with BC RCMP on September 17, 2024.**

#### **Fowler/Northcott: VOT 0497/2024**

**THAT** this correspondence item be received.

**CARRIED**

#### **Fowler/Northcott: VOT 0498/2024**

**THAT** correspondence item # 1 be pulled for discussion.

**CARRIED**

- L1 November 22, 2024 Email from Dwayne McDonald, Deputy Commissioner, Commanding Officer, BC, RCMP to Mayor Davis Re: UBCM Meeting with BC RCMP on September 17, 2024.**

Council discussed their meeting with BC RCMP at the September 2024 UBCM highlighting the importance of addressing issues related to mental health and addictions and the need for co-ordination of services with Island Health. Council noted the improved relationship with the RCMP and their increased presence in the Village.

**M. New Business      1 Village of Tahsis- Draft Housing Needs Report**

**Northcott/Moore: VOT 0499/2024**

**THAT** this draft Tahsis Housing Needs Report be received.

**CARRIED**

Council discussed the draft housing needs report. There were concerns about the population projections and future housing needs predictions which the CAO addressed.

The Village of Tahsis' population is expected to grow then decline. The Village's' future housing needs are expected to increase even though the population is predicted to fall.

Staff noted that the Housing Needs Report met the statutory requirements as set out in BC's Housing Legislation and also provided information with respect to the demographics and the housing challenges that people face in the Village.

Council highlighted the need to consider future supportive housing needs when discussing the disposition of Village owned properties.

**Northcott/Moore: VOT 0500/2024**

**THAT** the Tahsis Housing Needs Report be approved as presented.

**CARRIED**

**2 Grant application to the Government of Canada's Youth- Canada Jobs Program for the Tahsis Tourist Information and Heritage Program.**

**Fowler/Northcott: VOT 0501/2024**

**THAT** this grant application be received.

**CARRIED**

The CAO spoke to this grant which helps offset wage costs for two youths for the Information Centre/Museum. There was a discussion about the benefits of the Government of Canada's Youth - Canada Jobs Program.

**Northcott/Moore: VOT 0502/2024**

**THAT** this grant application be approved.

**CARRIED**

**N. Public Input #2**

A member of the public spoke to the need for more supportive housing to which Council responded.

**O. Adjournment**

**Fowler/Northcott: VOT 0503/2024**

**THAT** the meeting be adjourned at 7:59 p.m.

**CARRIED**

**Certified Correct this  
7th day of January 2025**

**Chief Administrative Officer**

**From:**  
**To:** FW: Fowler report December 3rd  
**Subject:** December 4, 2024 9:16:49 AM  
**Date:**

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**From:** Sarah Fowler <SFowler@villageoftahsis.com>  
**Sent:** Tuesday, December 3, 2024 7:00 PM  
**To:** Reception Account <Reception@villageoftahsis.com>  
**Subject:** Fowler report December 3rd

Please see this below link for a survey of the Strathcona good food box community poll that I have received from Jeff Groat and distributed through the Tahsis buyers members group on social media. It is entirely possible that the last delivery of the year will be brought in tomorrow December 4th from the order by date of last Tuesday on Nov 26 and we will reevaluate the delivery dates looking into the pilots' programs third year.

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Draft dates

Order by date on tuesday

1/7/2025

1/21/2025

2/4/2025

2/18/2025

3/4/2025

3/18/2025

4/1/2025

4/15/24

4/29/25

5/13/25

5/27/25

6/10/25

6/24/25

7/8/25

7/22/25

8/5/25

8/19/25

9/2/25

9/16/25

9/30/25

10/14/25

10/28/25

11/11/25  
11/25/25  
12/9/25  
12/23/25

For potential pick up dates on Wednesday

1/15/2025  
1/29/2025  
2/12/2025  
2/26/2025  
3/12/2025  
3/26/2025  
4/9  
4/23/25  
5/7/25  
5/21/25  
6/4/25  
6/18/25  
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7/30/25  
8/13/25  
8/27/25  
9/10/25  
9/24/25  
10/8/25  
10/22/25  
11/5/25  
11/19/25  
12/3/25  
12/17/25  
12/31/25

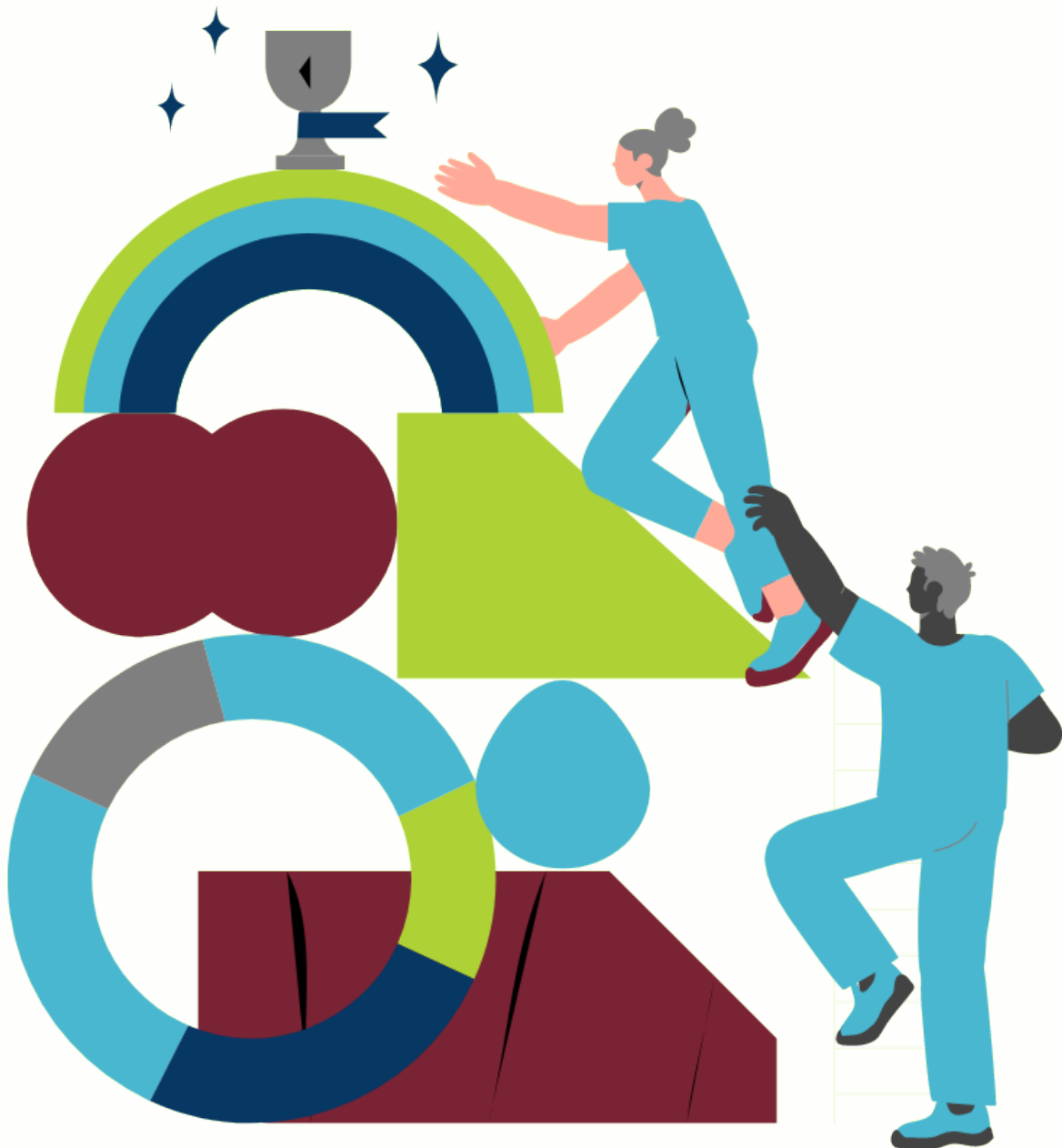
Merry Christmas to all, and to all a good night.  
Submitted respectfully,  
Councillor Fowler



presents:

# FINISHING STRONG

From "Silly Season" to  
"Smart Final Year"



# Top 10 for Elected Officials to Avoid "Silly Season"

## 1. Stay Focused on Long-Term Governance

Prioritize ongoing municipal projects and goals, ensuring your council remains dedicated to long-term interests, not just short-term election-driven decisions.

## 2. Maintain Transparency with the Public

Continue clear, open communication with your constituents. Regular updates on council decisions and projects help build trust and demonstrate accountability, even as election rhetoric heats up.

## 3. Avoid Politicizing Council Meetings

Keep the focus on municipal matters in council meetings, and resist turning them into campaign platforms. Ensure decisions are based on the best interests of the municipality, not political agendas.

## 4. Respect the Role of Administration

Maintain a professional relationship with your administrative staff. Do not involve them in election activities or pressure them to act in ways that support your campaign or political aims.

## 5. Be Mindful of Conflicts of Interest

Ensure you're adhering to ethical standards and avoid even the appearance of a conflict of interest. Election season is a time of heightened scrutiny, so prioritize ethical behavior.

## 6. Engage with the Public in a Non-Partisan Way

Stay visible and accessible to your community but separate your official duties from campaign activities. When wearing your "elected official" hat, avoid discussing election issues or engaging in partisan debates.

## 7. Be Prepared for Increased Scrutiny

Election years come with amplified media and public attention. Ensure your communications, decisions, and actions are above reproach to avoid unnecessary controversy or missteps.

## 8. Support a Smooth Transition, Regardless of Outcome

If re-elected or not, ensure you have plans in place for a smooth handover to incoming officials. This includes preparing key documents and sharing institutional knowledge for continuity of governance.

## 9. Work Collaboratively Despite Political Tensions

Council dynamics can shift during election time, but strive to continue working collaboratively with your colleagues. A unified, functional council projects stability to the public.

## 10. Don't Let the Campaign Distract from Governance

While campaigning is crucial, remember that your first responsibility is still to the community. Balance your campaign efforts with your governance role, so municipal operations aren't neglected.

# Top 10 Tips for CAOS - Maintaining Strong Governance During Election Season

## 1. Stay Neutral and Impartial

Ensure municipal operations remain non-partisan. Reaffirm to staff the importance of neutrality, especially when engaging with elected officials and the public during the election period.

## 2. Clarify Roles and Boundaries

Clearly define the roles of administration and elected officials. Create boundaries to keep political activities separate from operational decision-making.

## 3. Communicate Transparently and Frequently

Be proactive in sharing information with the public and stakeholders. Use consistent messaging to ensure there is no perception of bias or secrecy.

## 4. Use Clear Processes to Address Partisanship/Conflicts of Interest

Implement and communicate clear policies to address conflicts of interest, particularly if shift or council members are involved in campaigns. Ensure that everyone understands the process.

## 5. Prepare for Increased Public Scrutiny

Anticipate heightened interest in municipal affairs. Be ready with data, reports, and transparent communication channels to address public inquiries.

## 6. Maintain Focus on Long-Term Objectives

Keep council and staff focused on ongoing strategic priorities. Resist the temptation to shift focus towards short-term wins that align with campaign platforms.

## 7. Manage Council Dynamics Carefully

Political agendas can create tension among council members. Be the stabilizing force by providing neutral advice and focusing on governance rather than politics. Organize quarterly workshops.

## 8. Develop a Transition Plan for Incoming Council Members

Begin planning early for the onboarding of new council members. Have materials, key policies, and an orientation schedule ready to ensure a smooth transition..

## 9. Safeguard Municipal Operations from Campaign Influence

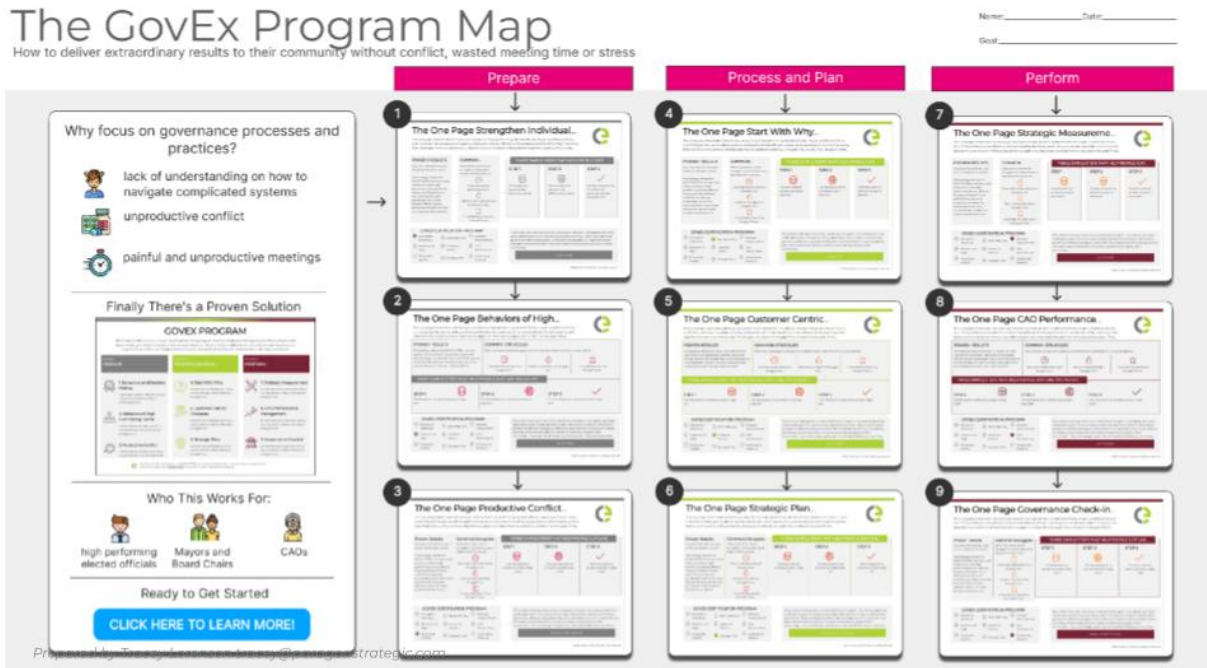
Establish and enforce policies that prevent the misuse of municipal resources (staff time, facilities, or equipment) for campaign purposes. Be vigilant and clear on what is allowed.

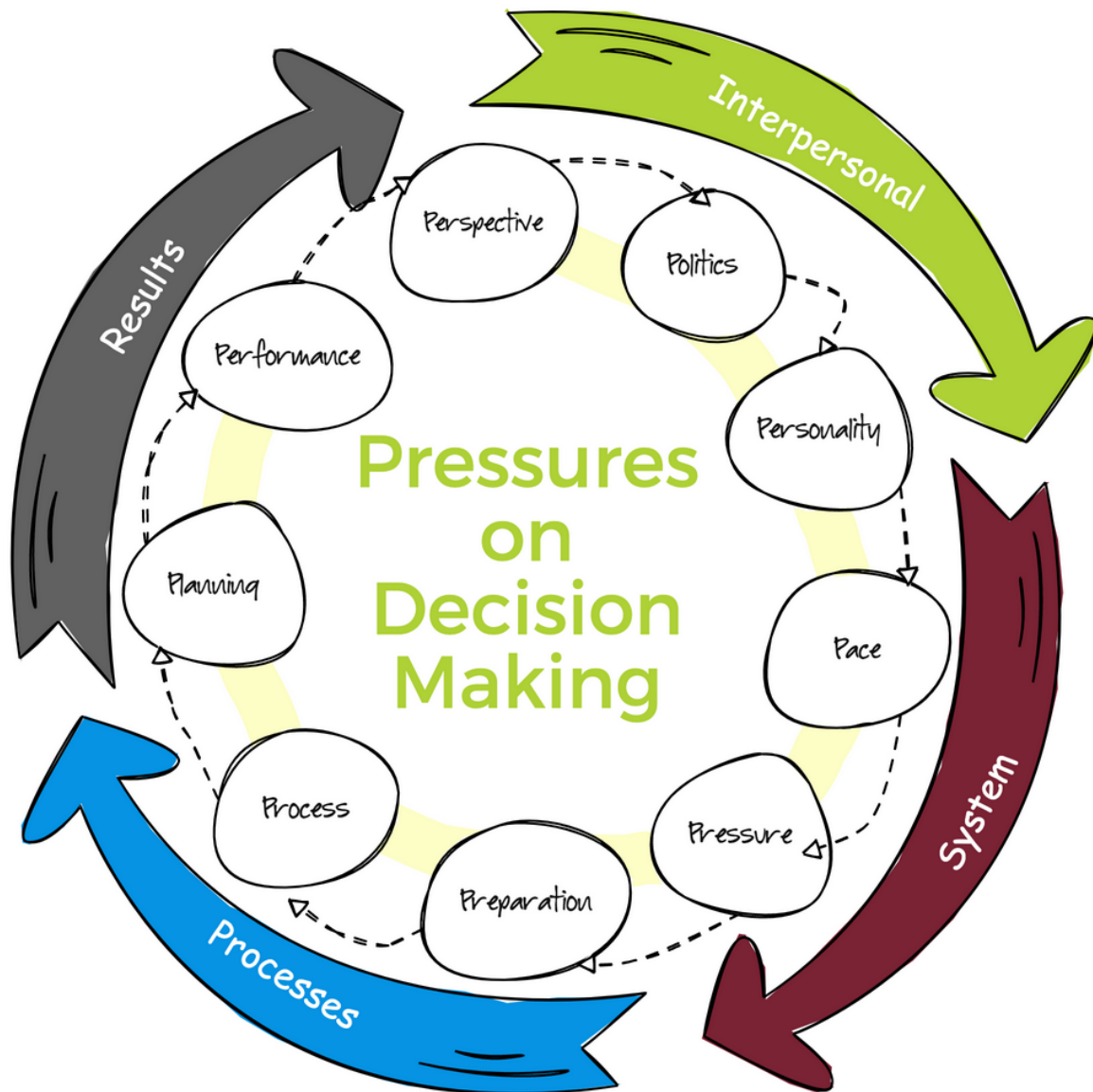
## 10. Stay Agile and Adaptable

Election periods can be unpredictable. Be flexible and ready to adjust strategies if unexpected issues arise, whether in council dynamics or public engagement.

# Attachment #2 Planning for Governance - Your Annual Calendar

Ongoing program of support for strong governance, including support around strategic planning, governance check ins, annual governance reviews, CAO performance reviews, strategic check ins. Often includes coaching availability.





Notes

# FIVE BEHAVIORS OF HIGH FUNCTIONING TEAMS



**TRUST ONE ANOTHER** - When team members are genuinely transparent and honest with one another, they are able to build vulnerability-based trust.

**ENGAGE IN CONFLICT AROUND IDEAS** - When there is trust, team members are able to engage in unfiltered, constructive debate of ideas.

**COMMIT TO DECISIONS** - When team members are able to offer opinions and debate ideas, they will be more likely to commit to decisions.

**HOLD ONE ANOTHER ACCOUNTABLE** - When everyone is committed to a clear plan of action, they will be more willing to hold one another accountable.

**FOCUS ON ACHIEVING COLLECTIVE RESULTS** - The ultimate goal of building greater trust, healthy conflict, commitment and accountability is one thing: the achievement of results.

# Building and Maintaining Trust

Trust around the table, between elected officials and staff and between the organization and the community are all critical to maximize the likelihood of success.

## TRADITIONAL VIEW

$$S \times E = R$$

## MODERN VIEW

$$(S \times E) T = R$$

Where S = Strategy, E = Execution, R = Results and T = Trust

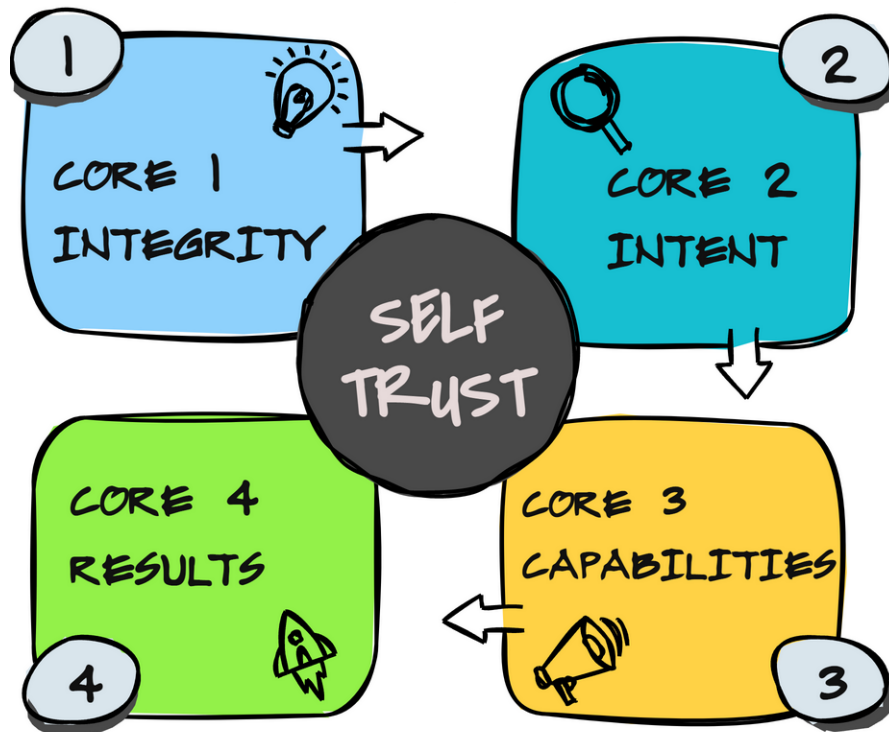
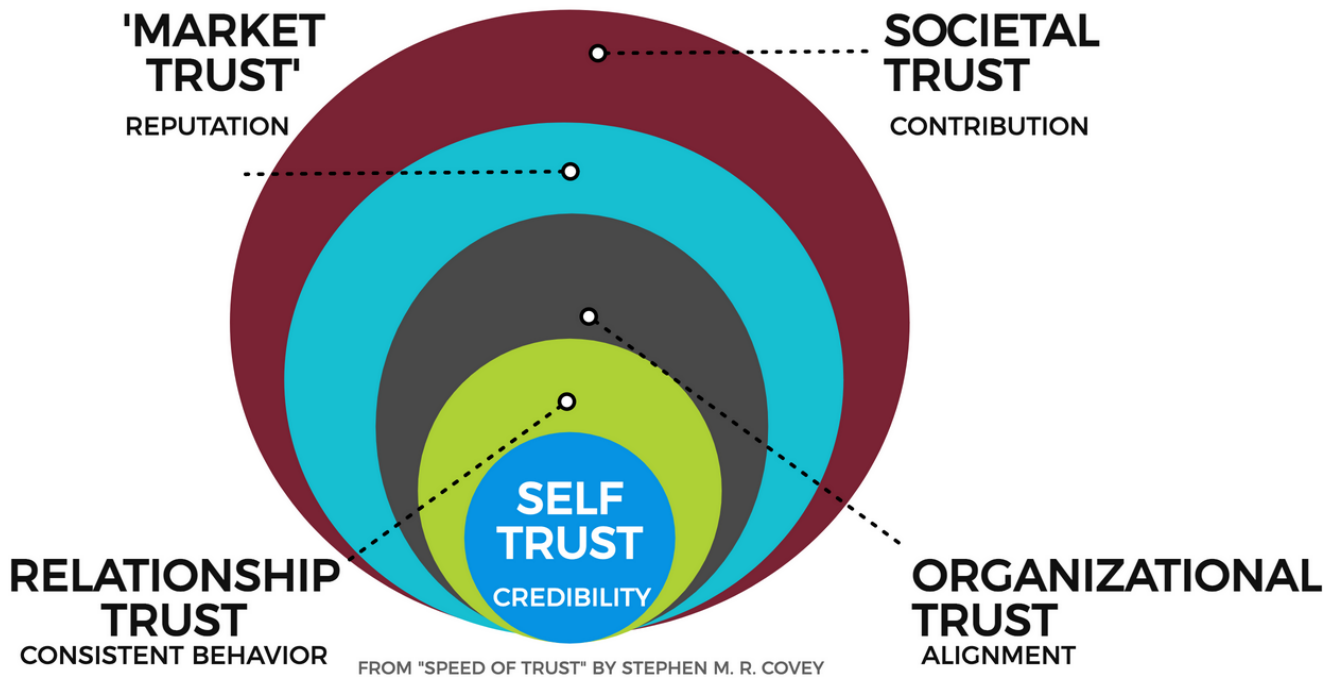
**What behaviors DAMAGE trust between elected officials and between elected/ management?**

*Answer here*

**What behaviors STRENGTHEN trust?**

*Answer here*

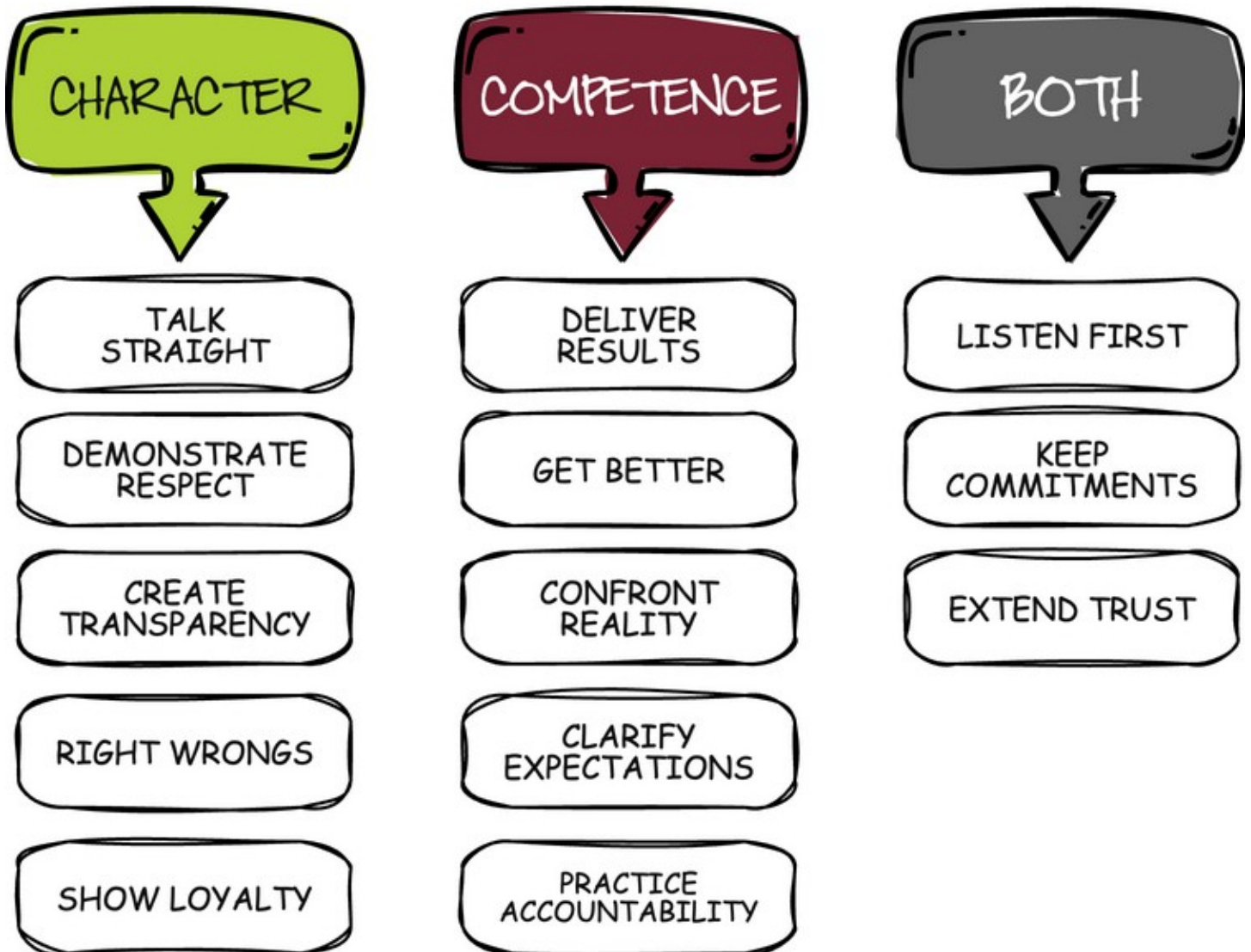
# FIVE WAVES OF TRUST



For elected groups to be high functioning - we want to focus on 'relationship trust' but we have profiles that address each level - contact us if you'd like more information.

# RELATIONSHIP BASED TRUST

## 13 Key Behaviors For High Functioning Groups



FROM: "THE SPEED OF TRUST" STEPHEN M.R. COVEY

# Tracey Lorenson

Paragon Strategic Services Ltd/CivicExcellence

tracey@civicexcellence.com



## Professional Profile

Awarding-winning speaker and consultant, Tracey is known for her humour and candor in helping her clients manage difficult situations. Her warm, energetic style combines her legal and governance training, leadership experience, practical advice and real life examples that resonate with audiences of all levels. With a keen interest in problem solving, Tracey has developed a series of proven techniques that help organizations identify their issues and take action to improve their situation.

Tracey works with elected officials and management teams across the country on leadership training, good governance, strategic planning, accountability, conflict resolution and Council/CAO issues (performance, recruitment).

After practicing workplace law on behalf of public sector clients, Tracey was Executive VP for E-Comm, provider of 911 fire, police and ambulance services for local governments in southern BC. In her current role as the principal in the management consulting firm Paragon Strategic Services Ltd, Tracey works with Boards and Councils to establish strong governance cultures, and assists in resolving conflicts that arise.

Tracey is excited about the success of CivicExcellence's online eLearning community for local government staff and elected officials - CivicExcellence ([www.civicexcellence.com](http://www.civicexcellence.com)) and the launch of her 'good governance' program and coaching for elected leaders and CAOs.

## Credentials

Includes current and past credentials:

- Degree in Law (UBC)
- Designation in Corporate Governance (DeGroote School of Business, McMaster University)
- Certified Human Resource Professional
- Certified Corporate Coach
- LGMA Distinguished Partner Award



If you have any questions or would like any information on how we work with local governments please don't hesitate to contact me.

If you click the link below you'll reach our consulting site (Paragon Strategic Services Ltd.) and you can learn more about what we do. Feel free to click the 'chat' icon on our site (bottom right) or email me [tracey@paragonstrategic.com](mailto:tracey@paragonstrategic.com).

Some of the follow up workshops we provide include:

- Council/Board specific trainings with behavioral profiles ("Start with Why", Sphere of Influence/Control)
- Strategic planning focused on aligning elected officials
- Governance check-ins using our proprietary "GovRX" tool and certified in "Five Behaviors of High Functioning Teams"
- Coaching for Mayors/Chairs and/or CAOs
- Conflict training and resolution
- Management and staff trainings (Customer Service, conflict, teambuilding)
- Regional facilitation
- Keynotes

CONTACT US - [www.paragonstrategic.com](http://www.paragonstrategic.com)





Village of  
Tahsis

Minutes

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<b>Meeting</b>	<b>Standing Committee of Business Liaison</b>
<b>Date</b>	<b>December 11, 2024</b>
<b>Time</b>	<b>10:00 a.m.</b>
<b>Place</b>	<b>Municipal Hall - Council Chambers and by electronic means</b>

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<b>Committee Members</b>	<p>Councillor Ryan Moore, Committee- Chair</p> <p>Councillor Brenda Lenahan, Committee - Vice Chair</p> <p>Dan Dahling, Local Business Community Representative</p> <p>Linda Jordan, Local Business Community Representative</p> <p>Sheryl Roger, Local Business Community Representative</p> <p>Amit Sharma, Local Business Community Representative</p>	by video
	<p>Mark Tatchell, CAO (Ex Officio)</p> <p>Paige Sawyer, Economic Development Coordinator (Ex Officio)</p> <p>Janet StDenis, Corporate Services Manager (Ex Officio)</p>	by video by video
<b>Public</b>	1 member of the public	1 by video

**Call to Order**

Councillor Moore called the meeting to order at 10:03 a.m.

**Land Acknowledgement**

Councillor Moore acknowledged and respected that this Standing Committee of Business Liaison is meeting upon Mowachaht/ Muchalaht territory.

**Introduction of Late Items**

None.

**Approval of the Agenda**

**Dahling: COW 0095/2024**

**THAT** the agenda for the December 11, 2024, Standing Committee of Business Liaison be adopted as presented.

**CARRIED**

**M. New  
Business**

**1 Short term and long term actions with regards to beautification and tourism infrastructure.**

**Dahling: COW 0096/2024**

**THAT** the Standing Committee of Business Liaison engage in a discussion regarding short term and long term actions with regards to beautification and tourism infrastructure.

**CARRIED**

Topic discussed included: tourist attractions ( chain saw carvings of all the local animals, a giant fishing rod and reel, a new sign for the Great Walk); beautification ideas (flowers on the boulevard, planters, hanging baskets, cleanup efforts); structures (washrooms, sani dump, kiosks, food trucks, moving the benches/ shelters); marketing mediums; a Village theme and updating the Official Community Plan.

**Lenahan: COW 0097/2024**

**THAT** the Standing Committee of Business Liaison make the following recommendations to Council with regards to short term actions around tourism infrastructure and community beautification:

**THAT** a public, portable washroom with a wooden enclosure be installed at the waterfront this summer; and

**THAT** the Village work collaboratively with the garden volunteers to beautify the boulevard in front of Tahsis Supermarket and work on a hanging basket project to beautify Village properties; and

**THAT** a theme for the Village is explored, possibly in conjunction with the Museum and Information Centre Project; and

**THAT** at "Pete's Farm" parking and accessibility be improved; and

**THAT** some basic signage is installed.

**CARRIED**

**Moore: COW 0098/2024**

**THAT** the Standing Committee of Business Liaison discuss food truck licensing and zoning as well as temporary structures and kiosks to facilitate to market type or long term businesses.

**CARRIED**

**Moore: COW 0099/2024**

**THAT** the Standing Committee of Business Liaison meet monthly, the second Wednesday at 10 a.m. from January to June ( January 8, February 12, March 12, April 9, May 14 and June 11, 2025)

**CARRIED**

The meeting schedule for the rest of the year will be decided at a future date.

**Adjournment**

**Dahling: COW 0100/2024**

**THAT** the Standing Committee of Business Liaison adjourn at 11:50 a.m.

**CARRIED**

**Certified Correct this**

7th day of January 2025

Chief Administrative Officer

**From:**  
**To:**  
**Subject:** FW: Loaves and Fishes Food Recovery and Distribution Centre  
**Date:** December 9, 2024 4:40:54 PM

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**From:** Peter Sinclair <[peter.sinclair@viloavesandfishes.org](mailto:peter.sinclair@viloavesandfishes.org)>  
**Sent:** Monday, December 9, 2024 1:25 PM  
**To:** Mayor Davis **Cc:** Abby Sauchuk <[abby.sauchuk@viloavesandfishes.org](mailto:abby.sauchuk@viloavesandfishes.org)>  
**Subject:** Loaves and Fishes Food Recovery and Distribution Centre

Dear Mayor and Council,

Last week, we were thrilled to break ground and begin construction on our Food Recovery and Distribution Centre in Nanaimo, that will serve communities across Vancouver Island. This is a significant milestone, bringing us closer to the completion of a new facility that will provide vital support to people in need on Vancouver Island.

To ensure the success of this important project, we have requested \$7.2 million in funding from the Federal Government. While the project has garnered clear interest at the federal level, we are still awaiting formal confirmation of their financial commitment. Notably, the City of Nanaimo, the Regional District of Nanaimo, and the Province of British Columbia have already committed their support.

We have been advised that now is an opportune time for another round of support letters from municipal leaders across Vancouver Island. These letters will further reinforce the strong backing already expressed by private citizens and the Provincial Government.

As such, I am kindly requesting your council send a letter of support urging the Federal Government to provide the necessary \$7.2 million in funding for the completion of the Food Recovery and Distribution Centre. The letter should be addressed to:

- The Honorable Sean Fraser, Minister of Housing, Infrastructure and Communities
- The Honourable Lawrence MacAulay, Minister of Agriculture and Agri-Food
- The Prime Minister's Office (PMO)

If you have any questions or need further information, please don't hesitate to reach out.

Thank you for your consideration and support in helping us ensure people across Vancouver Island have abundant access to food.

With thanks,

**Peter Sinclair**  
**Executive Director**  
**Loaves and Fishes Community Food Bank Society**  
**236-362-3494**  
[www.viloavesandfishes.org](http://www.viloavesandfishes.org)

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**From:**  
**Sent:** December 6, 2024 10:28 AM  
**To:**  
**Subject:** Cathy Peters on Tariffs coming, UNDRIP impact, drugs/sex trafficking

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>  
**Subject:** Cathy Peters on Tariffs coming, UNDRIP impact, drugs/sex trafficking

Dear Mayor Martin Davis and Tahsis Village Council,  
Thank you to those that visited **my booth at the UBCM Tradeshow** this past September.  
I spoke with hundreds of civic leaders, the Premier and Governor General (attached photo).

3 concerns and **what you can do:**

1. Tariffs are coming from the USA unless the border is secure and drug flows addressed.  
**Alert the Prime Minister and Premier Eby that the border is porous, ports are unpoliced, criminal activity is undeterred (organized crime and international crime syndicates). These need to be addressed quickly.**

2. UNDRIP will be applied to all acts pertaining to the access to lands:  
lands, forestry, agriculture, mines, mineral tenure, fishing, parks, ski resorts, recreational boating, etc.  
**Request the provincial government be transparent about the UNDRIP process allowing for ongoing input from all British Columbians.**

3. Drugs and sex trafficking are dramatically increasing in every community in BC.  
**The full decriminalization of drugs policy in BC needs to be reversed.**  
"Drug decriminalization is the most horrific failure of public policy in 30 years.  
Rather than reduce drug use, it has normalized the practice and acted as a catalyst for public disorder."  
Shaun Wright, retired RCMP superintendent of Prince George, BC.  
Note: The normalization of hard drug use has exacerbated human sex trafficking and are inextricably linked.

**ASK: Please confirm this email has been shared with the Mayor and Council.**  
Please contact me for more information as needed.

Sincerely, Cathy Peters  
BC anti human trafficking educator, speaker, advocate  
[beamazingcampaign.org](http://beamazingcampaign.org)  
1101-2785 Library Lane,  
North Vancouver, BC V7J 0C3  
Queen's Platinum Jubilee Medal recipient for my anti human trafficking advocacy work  
Author: **Child Sex Trafficking in Canada and How to Stop It**



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Forestry Works BC  
When Forestry Works We All Do Better  
forestryworksforbc.ca

forestry.ca

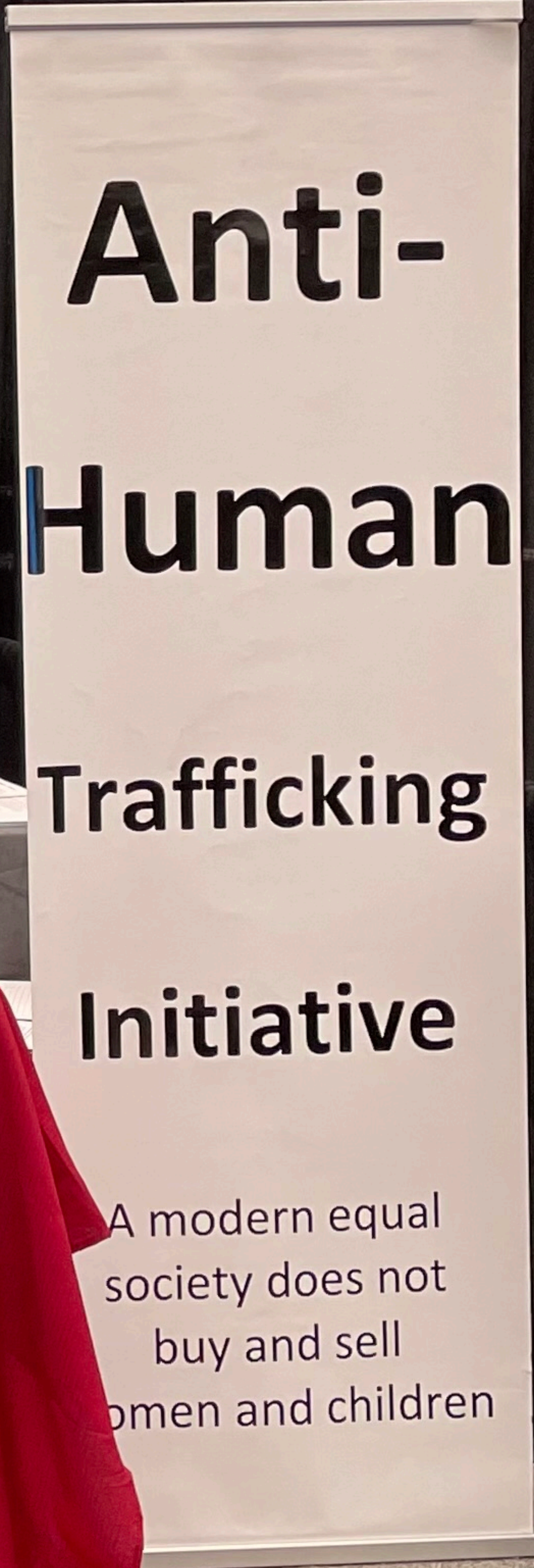
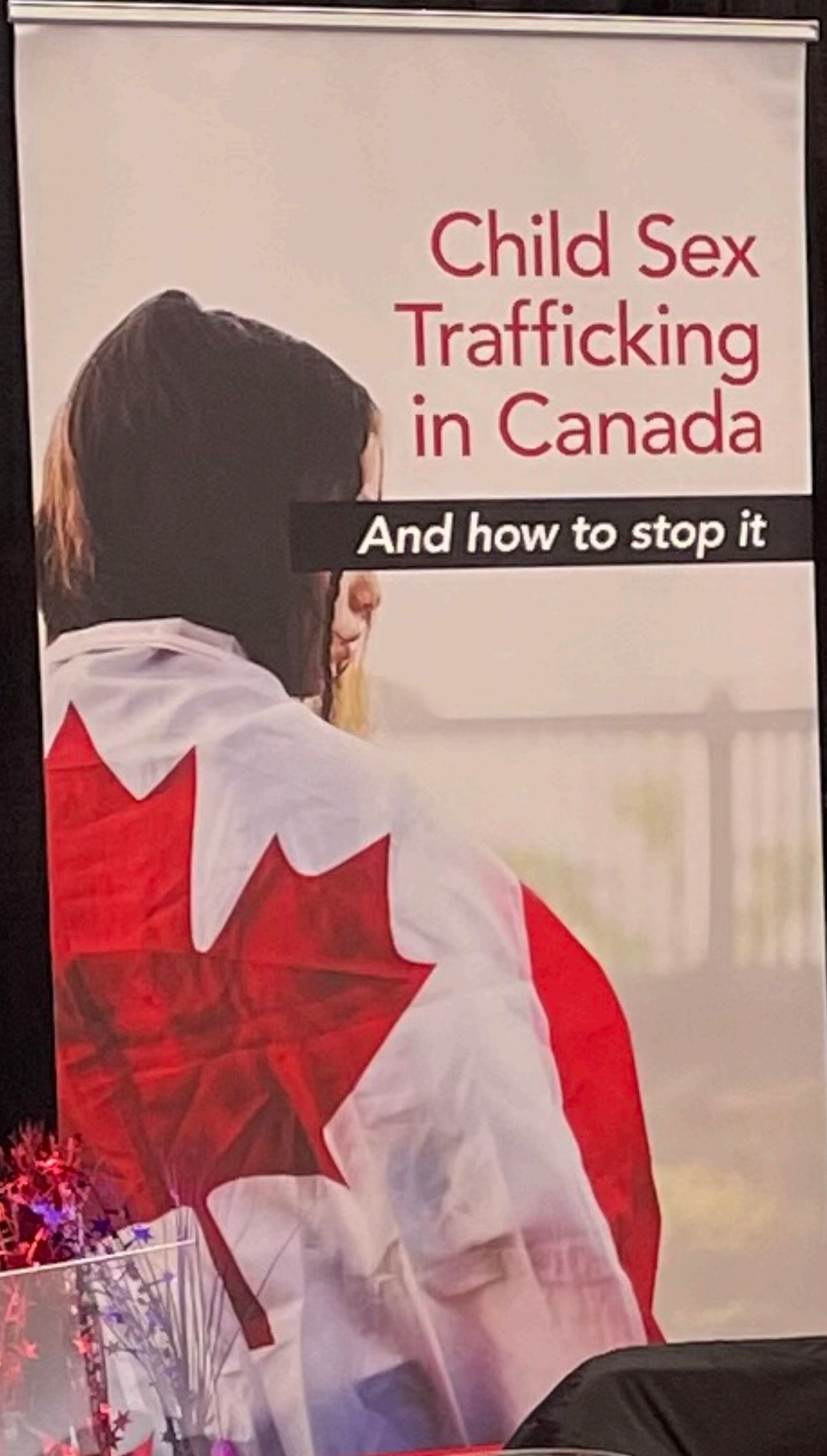
PROMO SALE  
BOOKS - \$20  
BOOKETS - \$5 each  
(\$4 each for orders of  
10 or more)

BOOKETS - \$5 each  
(\$4 each for orders of  
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UBCM  
October 21, 2024

UBCM  
October 21, 2024

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**From:**  
**To:**  
**Subject:** FOLLOW UP AND RECORDING: AVICC Virtual Education Session - Finishing Strong  
**Date:** December 6, 2024 10:40:37 AM  
**Attachments:** [image001.png](#)

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**From:** Theresa Dennison <tdennison@avicc.ca>  
**Sent:** December 4, 2024 3:09 PM  
**To:** AVICC Info <info@avicc.ca>; Tracey Lorenson <tracey@civicexcellence.com>  
**Subject:** FOLLOW UP AND RECORDING: AVICC Virtual Education Session - Finishing Strong

## ***Please forward to elected officials, the CAO and Corporate Officer:***

Hello AVICC Members,

Thank you to those who attended AVICC's first virtual webinar, *'Finishing Strong: Confidence and Courage in Turbulent Times'* that took place November 28, 2024, facilitated by Tracey Lorenson of [CivicExcellence](#). The session focused on strategies for effective governance and leadership in challenging times. The aim was to equip participants with tools to finish their terms strong, despite the turbulent environment.

A "What We Heard" report is attached and the session was recorded and is available on AVICC's YouTube page at the following link: [https://youtu.be/-5\\_gvEO\\_284](https://youtu.be/-5_gvEO_284).

The recording will be available for the month of December and will be taken down in the new year. If you have any specific questions for Tracey, she can be reached at [tracey@civicexcellence.com](mailto:tracey@civicexcellence.com) or by appointment at <https://book.civicexcellence.com/>.

A survey was sent out to the participants – if you were in attendance, let us know your thoughts by completing the survey. If you have any recommendations for future webinars, please email [info@avicc.ca](mailto:info@avicc.ca).

Stay tuned for more information regarding an information and engagement session scheduled to take place in mid-February on Legislative Reform. We will learn more about the movement to modernize the *Local Government Act* and engage with members from all five area associations on the specific areas of the legislation that could benefit from modernization. Further information will be available in the new year.

On behalf of the AVICC Executive, thank you for your commitment to your communities and for your participation in AVICC. We look forward to connecting with you again soon!

Sincerely,

Theresa Dennison  
Executive Director | Association of Vancouver Island and Coastal Communities

236.237.1202

[tdennison@avicc.ca](mailto:tdennison@avicc.ca)

[www.avicc.ca](http://www.avicc.ca)



*The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples*

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# WHAT WE HEARD

## *Finishing Strong: Confidence and Courage in Turbulent Waters*

*Presented by Tracey Lorensen, CivicExcellence  
11-28-2024*

### Session Overview

The session, hosted by AVICC President Ben Geselbracht and facilitated by Tracey Lorensen of CivicExcellence, focused on strategies for effective governance and leadership in challenging times. The aim was to equip participants with tools to finish their terms strong, despite the turbulent environment.

### Key Points Discussed

#### 1. **Introduction and Acknowledgements:**

- Ben Geselbracht welcomed participants and acknowledged the traditional territories of the Snuneymuxw First Nation.
- The session was inspired by a previous successful workshop on fostering a culture of engagement and respect.

#### 2. **Engagement and Participation:**

- Tracey Lorensen emphasized the importance of active participation through chat, Q&A, and breakout sessions.
- Participants were encouraged to introduce themselves and engage in discussions.

#### 3. **Governance and Leadership:**

- Tracey discussed the concept of governance as a verb, focusing on the actions and decisions made in real-time.
- The importance of maintaining high-quality decision-making and building trust within the community was highlighted.

#### 4. **Challenges and Risks:**

- Participants identified various challenges, including public impatience, burnout, fiscal pressures, and social media incivility.
- The need for councils and boards to be deliberate and courageous in their decision-making was emphasized.

#### 5. **Breakout Sessions:**

- Participants discussed the biggest risks in their communities and strategies to address them.
- Key risks included changing public priorities, fiscal pressures, and staff capacity issues.

#### 6. **Celebrating Successes:**

- Tracey encouraged participants to share and celebrate their successes.
- Strategies for celebrating included public acknowledgments, social gatherings, and regular check-ins.

#### 7. **Decision-Making Framework:**

- Tracey suggested using a policy framework to guide decision-making, focusing on alignment with strategic goals, community impact, and resource availability.

#### 8. **CAO and Governance Check-Ins:**

- The importance of regular check-ins with the Chief Administrative Officer (CAO) and governance reviews was discussed.
- Feedback should be constructive and aimed at continuous improvement.

#### 9. **Preparing for Elections:**

- Tracey advised councils and boards to prepare for elections by building momentum and focusing on long-term goals.
- Encouraging diverse and qualified candidates to run was highlighted as crucial.

#### 10. **Trust and Collaboration:**

- Building and maintaining trust within the council or board and with the community was emphasized as essential for effective governance.
- Collaboration and mutual respect among council or board members were encouraged.

## Key Issues Identified

### 1. **Public Priorities and Impatience**

**Issue:** Changing public priorities and growing impatience among community members. **Details:** As communities evolve, the priorities of residents can shift rapidly. This can lead to frustration and impatience, especially if they feel their concerns are not being addressed promptly. Managing these changing expectations requires effective communication and engagement strategies to keep the public informed and involved in decision-making processes.

### 2. **Burnout**

**Issue:** Burnout among council/ board members and staff. **Details:** The demands of governance, especially in turbulent times, can lead to burnout. This is exacerbated by the need to constantly address new challenges and maintain high levels of performance. Strategies to mitigate burnout include setting realistic goals, ensuring adequate support and resources, and promoting a healthy work-life balance.

### 3. **Fiscal Pressures**

**Issue:** Financial constraints and budget pressures. **Details:** Many councils and boards face significant fiscal pressures, which can limit their ability to implement new projects or maintain existing services. This requires careful financial planning, prioritization of essential services, and exploring alternative funding sources such as grants or public-private partnerships.

#### **4. Social Media and Incivility**

**Issue:** The impact of social media and a lack of civility in public discourse. **Details:** Social media can amplify negative sentiments and incivility, making it challenging for councils and boards to maintain constructive dialogue with the community. Addressing this issue involves setting clear guidelines for online engagement, promoting respectful communication, and actively managing the board or council's social media presence.

#### **5. Staff Capacity**

**Issue:** Limited staff capacity to meet ambitious board and council goals. **Details:** There is often a mismatch between the ambitions of the council/board and the capacity of the staff to deliver on these goals. This can lead to overwork and decreased morale among staff. Solutions include realistic goal-setting, prioritizing key projects, and ensuring staff have the necessary resources and support.

#### **6. Community Trust and Engagement**

**Issue:** Building and maintaining trust within the community. **Details:** Trust is essential for effective governance, but it can be fragile. Councils and Boards need to be transparent, accountable, and responsive to community concerns. Regular communication, public consultations, and demonstrating tangible results can help build and sustain trust.

#### **7. Governance and Decision-Making**

**Issue:** Ensuring high-quality governance and decision-making processes. **Details:** Effective governance requires clear processes and frameworks for decision-making. Boards and Councils should regularly review and refine their governance practices, ensure alignment with strategic goals, and foster a culture of continuous improvement.

#### **8. Preparing for Elections**

**Issue:** Navigating the lead-up to elections and ensuring a smooth transition. **Details:** The period leading up to elections can be politically charged, with increased scrutiny and pressure. Councils and Boards should focus on maintaining momentum, achieving key milestones, and preparing for a smooth handover to the next council. Encouraging diverse and qualified candidates to run is also crucial for a healthy democratic process.

#### **9. Collaboration and Mutual Respect**

**Issue:** Fostering collaboration and mutual respect among council/ board members. **Details:** Effective collaboration requires mutual respect and a willingness to work together despite differences. Councils/ boards should invest in team-building activities, establish clear communication channels, and promote a culture of respect and inclusivity.

#### **10. Strategic Planning and Execution**

**Issue:** Aligning strategic planning with execution. **Details:** Councils and Boards need to ensure that their strategic plans are realistic and achievable. This involves regular check-ins, setting clear priorities, and being disciplined about new initiatives. Effective execution of strategic plans is key to achieving long-term goals and demonstrating progress to the community.

## Take-Away Actions:

These actions aim to enhance governance, improve decision-making, and ensure a strong finish to the term.

1. **Focus on Governance:**
  - Treat governance as an active process, making deliberate and courageous decisions.
  - Maintain high-quality decision-making and build community trust.
2. **Address Challenges:**
  - Identify and address key risks in the community, such as fiscal pressures and public impatience.
  - Develop strategies to manage these challenges effectively.
3. **Celebrate Successes:**
  - Regularly acknowledge and celebrate achievements.
  - Use public acknowledgments and social gatherings to highlight successes.
4. **Use a Decision-Making Framework:**
  - Implement a policy framework to guide decisions, focusing on key policy questions such as: strategic alignment, resource availability, complexity etc..
  - Ensure decisions are well-informed and consider community impact.
5. **Conduct Regular Check-Ins:**
  - Schedule regular check-ins with the CAO and governance reviews.
  - Provide constructive feedback aimed at continuous improvement.
6. **Prepare for Elections:**
  - Build momentum by focusing on long-term goals and preparing for the next election.
  - Encourage diverse and qualified candidates to run for office.
7. **Build Trust and Collaboration:**
  - Foster trust and collaboration within the council or board and with the community.
  - Demonstrate mutual respect and work together towards common goals.

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**From:** December 6, 2024 10:39 AM  
**Sent:** Janet St. Denis  
**To:**  
**Subject:** 2025 AVICC AGM & Convention - 2nd call for Resolutions and Convention Information

## ***Please forward to elected officials, the CAO and Corporate Officer:***

This is a friendly reminder of the upcoming deadlines for participation in the 2025 AVICC AGM & Convention taking place April 11-13, 2025 at the Vancouver Island Conference Centre in downtown Nanaimo. The City of Nanaimo and the Regional District of Nanaimo will be our hosts, and we thank them for supporting the association. AVICC is honoured to gather on the traditional territories of the Snuneymuxw First Nation, the Qualicum First Nation, and the Snaw-naw-as (Nanoose) First Nation for the upcoming convention, and we look forward to their involvement throughout.

**2025 Accommodation information** has been posted on our website. When planning your stay in Nanaimo, please remember that pre-convention workshops and tours will be offered for those interested on the morning of Friday, April 11<sup>th</sup>, usually starting at 8:30am. The official convention opening is at 2:00pm on Friday, April 11<sup>th</sup>, and the conference finishes at noon on Sunday, April 13<sup>th</sup>. The AVICC banquet will be held on Saturday night.

Please find attached four documents relating to the 2025 AVICC AGM & Convention for your consideration and action:

### **RESOLUTIONS- DEADLINE FEBRUARY 6, 2025**

The AVICC Executive is putting out a first call for resolutions to be considered at the 2025 AVICC AGM & Convention (attached). AVICC members may now submit board or council endorsed resolutions following the requirements outlined in the attached Call for Resolutions. The deadline for resolutions is **4:30pm on Thursday February 6<sup>th</sup>, 2025**. Submitting resolutions well ahead of the deadline is strongly encouraged to allow time to review submissions with the sponsoring local government.

### **NOMINATIONS- DEADLINE FEBRUARY 6, 2025**

The AVICC Nominating Committee is now accepting nominations for elected official members to serve on the 2024/25 AVICC Executive Committee. The deadline for nominations is **4:30pm on Thursday February 6, 2025**. A Nomination Form and information about the positions on the AVICC Executive Committee is attached.

### **SESSION PROPOSALS- DEADLINE DECEMBER 2, 2024**

Is there a topic that you would like to hear about? Do you have a speaker you would like to suggest? Send in your suggestions by completing the attached form and submitting it to [info@avicc.ca](mailto:info@avicc.ca) by **Monday, December 2, 2024**. The AVICC Executive will review all session proposals at our December 13 meeting and confirm the sessions at our January 17 meeting.

### **STUDENT PARTICIPATION PROGRAM- DEADLINE JANUARY 9, 2025**

It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government. The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2025. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant. The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. To sponsor a student in your community, please work with them to complete and submit the attached 2025 AVICC AGM & Convention Student Participation Application by **Thursday, January 9, 2025**.

To make the content of the annual AVICC Convention more widely available, the AVICC Executive has decided that, for the 2025 Convention, we will once again record some of the sessions to make them available for a limited time after the convention. In addition, elections for the 2025/26 AVICC Executive Committee will be open to all members, not just those in attendance at the in-person convention. Registration will be available in February, and further detailed information about the convention will be communicated to members and posted on our [website](#) as it becomes available.

If you require assistance, or if you have any questions, please feel free to reach out to Theresa Dennison at [tdennison@avicc.ca](mailto:tdennison@avicc.ca). We look forward to seeing you in Nanaimo!

Association of Vancouver Island and Coastal Communities  
236.237.1202  
[info@avicc.ca](mailto:info@avicc.ca)  
[www.avicc.ca](http://www.avicc.ca)



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## Student Participation Program

Deadline January 9, 2025

The [Association of Vancouver Island and Coastal Communities](#) (AVICC) is hosting their 2025 AVICC AGM & Convention in Nanaimo at the Vancouver Island Conference Centre from April 11-13, 2025. The Convention brings together elected officials and staff from 54 local governments on Vancouver Island and in BC coastal communities, provincial representatives, and other local government partners. Our members gather at our annual convention to network, learn, and discuss the issues and policies that are important to our local communities.

The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2025. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant.

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

Planning for the 2025 Convention is currently underway. It will follow the same format as the [2024 AVICC AGM & Convention Program](#) with business sessions taking place as follows:

- Friday, April 11, 2025:                    2:00pm-7:30pm                    (welcome reception included)
- Saturday, April 12, 2025:                7:30am-4:30pm                    (banquet not included)
- Sunday, April 13, 2025:                 7:30am-12:00pm

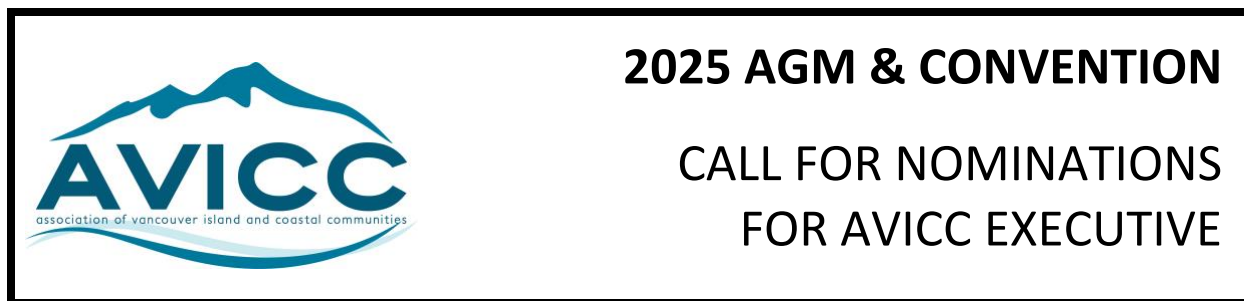
Coffee break refreshments, light reception food at the Welcome Reception on Friday night, breakfast on Saturday and Sunday, and lunch on Saturday are included in the complimentary registration. A ticket to the banquet is not included.

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

Please complete and submit the attached application form **via email to [info@avicc.ca](mailto:info@avicc.ca) by 4:30pm on Thursday, January 9, 2025.**

The AVICC Executive will be evaluating and approving applications for participation in the 2025 AVICC AGM & Convention student program at their January Executive meeting, and all applicants will be contacted by the end of January regarding the status of their application.

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



## 2025 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

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

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

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

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2025 Nominating Committee is Past President Penny Cote.

#### 3. NEXT STEPS

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

**To be included in the Report on Nominations,  
Nominations Must Be Received by 4:30 PM, Thursday, February 6, 2025**

#### 4. AT CONVENTION

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

#### 5. SUBMISSION INFORMATION

All submissions should be forwarded by email to:

**Past President Penny Cote, Chair, 2025 Nominating Committee**  
c/o AVICC  
P.O. Box 28058  
Victoria, BC V9B 6K8  
Phone: (236) 237-1202  
email: [info@avicc.ca](mailto:info@avicc.ca)

## NOMINATIONS FOR THE 2025-26 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Candidate Name: \_\_\_\_\_

Local Government Position (Mayor/Councillor/Director): \_\_\_\_\_

Local Government Represented: \_\_\_\_\_

**AVICC Executive Office** Nominated For: \_\_\_\_\_

### MEMBERS NOMINATING THE CANDIDATE:

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution<sup>2</sup>. I also agree to provide the following information to [info@avicc.ca](mailto:info@avicc.ca) by **4:30 PM, Thursday February 6, 2025**.

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

Printed Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Muni/RD/FN: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Nominations require two elected officials of local governments that are members of the Association.

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

**Return To: Past President Penny Cote, Chair, Nominating Committee,  
c/o AVICC, P.O. Box 20858, Victoria, BC V9B 6K8  
or via email to [info@avicc.ca](mailto:info@avicc.ca)**



## BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

### AVICC EXECUTIVE ELECTED POSITIONS

The [AVICC Bylaws](#)<sup>1</sup> include detailed information about the AVICC Executive elections, positions, and roles. The AVICC elected positions and responsibilities of each are as follows:

#### **PRESIDENT**

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

#### **FIRST VICE-PRESIDENT and SECOND VICE-PRESIDENT**

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

#### **DIRECTORS AT LARGE (THREE POSITIONS) AND ELECTORAL AREA DIRECTOR**

- Participates in discussion, provides and votes on motions.

### IMMEDIATE PAST-PRESIDENT (APPOINTED POSITION)

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

### EMPLOYEE

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

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

## EXECUTIVE MEETINGS

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

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

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

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



## 2025 AGM & CONVENTION

### RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2025 AGM and Convention that, subject to public health order restrictions, will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from April 11-13, 2025.

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

#### **DEADLINE FOR RESOLUTIONS:**

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 6, 2025**

#### **IMPORTANT SUBMISSION REQUIREMENTS**

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

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

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

- The resolution must have at least one “whereas” clause and **should not contain more than two “whereas” clauses**. Each whereas clause must have only **one sentence**.

## **LATE AND OFF THE FLOOR RESOLUTIONS**

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- b. Late Resolutions must be received by AVICC by **noon on Wednesday, April 9th, 2025**.
- c. Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- d. Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- e. The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

## **AVICC RESOLUTIONS PROCEDURES**

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

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

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15<sup>th</sup>, 2025**. Detailed instructions are available on the UBCM website.

## **RESOLUTIONS PROCESS**

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

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

## **AVICC & UBCM RESOLUTIONS GUIDELINES**

### **The Construction of a Resolution:**

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

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

### **Preamble:**

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

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

There should be only one sentence per WHEREAS clause.

### **Enactment Clause:**

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

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

## **HOW TO DRAFT A RESOLUTION**

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

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

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

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

### **3. Use simple, action-oriented language.**

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

### **4. Check legislative references for accuracy.**

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

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

### **5. Provide factual background information.**

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

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

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

### **6. Construct a brief, descriptive title.**

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

## TEMPLATE FOR A RESOLUTION

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

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

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC and/or UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>.

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

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

## HEALTH IMPACTS OF THE WINTER SEASON: INFORMATION FOR COMMUNITY HEALTH PARTNERS AND LOCAL GOVERNMENTS

The winter season increases the risk of adverse health outcome due to cold, snowfall, flooding and power outages during winter storms. The effects of long-term drought and wildfire also contribute to weakened trees, rockfalls, and landslides during winter rain events.

### Who is most at risk during the winter season?

At-risk Groups	Cold	Power Outages	Flooding & Landslides
Those experiencing homelessness	❄️		❄️
Those living in marginal housing or experiencing energy poverty	❄️	❄️	
Those living on floodplains, beside streams, on alluvial fans, or at the base of burned slopes			❄️
Those who live alone or are socially isolated	❄️	❄️	❄️
Those with limited mobility	❄️	❄️	❄️
Those who use substances	❄️	❄️	❄️
Those who depend on electric medical devices		❄️	❄️
Those who spend a lot of time outdoors (working, recreating or driving)	❄️		❄️
Those with certain medical conditions (e.g., diabetes, peripheral neuropathy)	❄️		
Those taking certain medications (e.g., beta blockers)	❄️		

*At-risk groups were identified from various sources, including [HealthLinkBC](#) and Prepared BC's [emergency guides and resources](#).*

### What kinds of health impacts might we see during the winter seasons?

- **Trenchfoot:** a non-freezing cold injury due to continuous exposure to cold and wet, resulting in tingling, itching, burning, or blistered feet that are prone to infection and require medical attention.
- **Frostbite:** occurs when exposed ears, nose, toes, or cheeks begin to freeze and results in tingling, stinging, or aching followed by numbness and change in skin texture (firm, waxy, white, gray or yellow in color). Frostbite should be evaluated by a medical professional.

- **Hypothermia:** occurs when body heat is lost faster than it can be replaced, and can occur quickly during cold, wind, rain, or sudden immersion, or much more gradually in homes kept below 18°C, especially in older adults. Hypothermia is a medical emergency.
- Unsheltered people who camp in marginal areas may be vulnerable to rapidly rising flood waters, collapsing banks, or windfall from damaged or drought-weakened trees. They are also at risk of [fire, burns](#), and CO poisoning when using fuel-burning devices to heat enclosures. You can reduce these risks by creating **outdoor designated camping areas** with basic services to bring people away from danger zones and into closer contact with support services.

*In the event of a flood, the community should be aware of the many [hazards within the impact zone](#):*

- Drownings, often when trying to cross moving water on foot or in vehicles;
- Electrical hazards when equipment inside or outside the home is submerged;
- Respiratory hazards, like mould and asbestos release, during remediation activities;
- Infections due to exposure of wounds to contaminated water, or if contaminated food crops, food products, or water are consumed. Advice for sorting food can be found in this [food salvaging guide](#).

## How can we prepare communities for the winter season?

- Encourage community members to download the [WeatherCAN app](#) or your local emergency management app in order receive timely alerts.
- Establish winter shelters and warming centers in communities, promote the use of the [EmergencyMapBC](#) to find winter shelters and warming centers, and update the map with your own community's information.
- Encourage household preparedness using PreparedBC's collaboratively developed guides on [Severe Winter Weather and Storm Preparedness](#), [Flood Preparedness](#), and [Landslides](#).
- In regions with recent wildfire activity, advise community members on [Landslides and Flooding Risks due to Wildfire](#).
- Government of BC's [Carbon Monoxide resources and FAQs](#).
- In the event of a flood, the webpage on [Flooding and Your Health](#) and [What happens during flood](#) (PreparedBC) provide comprehensive information on:
  - Preparing households and making emergency plans
  - Evacuation information
  - Assessing and [disinfecting your drinking water](#) and water supply
  - Assessing [septic systems](#)
  - Assessing food supply and food safety
  - Dealing with stress and trauma
  - What to do [after a flood](#).

## Where can we find resources for mental health and wellness?

- For those who live alone or are otherwise socially isolated, encourage people to sign up for the [Red Cross Friendly Calls Program](#), where community members are matched with a trained Red Cross volunteer to provide day-to-day connection, support, and informational resources.
- Island Health [Mental Health and Substance Use Services](#)
- FNHA [Mental Health and Wellness Supports](#)
- For those who identify as Métis:
  - Healthcare navigation support can be accessed via [healthservicerequest@mnbc.ca](mailto:healthservicerequest@mnbc.ca)
  - Mental Health navigation support can be accessed via [mentalwellnesscoordination@mnbc.ca](mailto:mentalwellnesscoordination@mnbc.ca)
  - For 24/7 Métis Crisis Line call 1-833-Metis-BC (1-833-638-4722)



Melissa Joe  
Regional Manager, EPH – Vancouver Island Region  
First Nations Health Authority



Ryan Kuhn  
Director, HEM – Island Health  
Health Emergency Management (HEMBC)



Leona Shaw  
Executive Director.  
Ministry of Environment, Climate Change, and Food  
Security  
Métis Nation British Columbia



Reka Gustafson  
VP Population and Public Health &  
Chief Medical Health Officer  
Island Health

**From:**  
**To:**  
**Subject:**  
**Date:**  
**Attachments:**

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Hello AVICC members,

**Below and attached is information about the ongoing consultation relating to Themes 3 and 4 of the *Draft Salmon Aquaculture Transition Plan for British Columbia*. Questions and submissions should be directed to [BCSATTaskForce-GroupeDeTravailTSCB@ised-isde.gc.ca](mailto:BCSATTaskForce-GroupeDeTravailTSCB@ised-isde.gc.ca).**

I would like to wish you all the best through the holiday season, and look forward to supporting and collaborating with you in the New Year!

Sincerely,

Theresa Dennison

Executive Director | Association of Vancouver Island and Coastal Communities

236.237.1202

[tdennison@avicc.ca](mailto:tdennison@avicc.ca)

[www.avicc.ca](http://www.avicc.ca)



*The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples*

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**From:** "BC Salmon Aquaculture Transition Task Force / Groupe de travail sur la transition de la salmoniculture en C.-B. (IC)" <[BCSATTaskForce-GroupeDeTravailTSCB@ised-isde.gc.ca](mailto:BCSATTaskForce-GroupeDeTravailTSCB@ised-isde.gc.ca)>

**Date:** Thursday, December 12, 2024 at 2:51 PM

**Subject:** DFO Theme 3 and 4 Supplementary Document

Please find attached a short supplementary document, prepared by Fisheries and Oceans Canada (DFO) to support consultation relating to Themes 3 and 4 of the *Draft Salmon Aquaculture Transition Plan for British Columbia*. Fisheries and Oceans Canada plays a lead role in measures that will be

implemented related to Themes 3 (transition and implementation of a new management regime, including regulatory amendments and conditions of license for closed containment) and Theme 4 (management of open net-pens until June 30, 2029) of the draft Transition Plan.

We note that discussions and engagement on the Draft Transition Plan as a whole, including Themes 1 and 2, will also inform DFO's regulatory and licensing work. The Transition Task Force has requested written submissions by January 17, 2025.

Thank you in advance for taking the time to provide your input on the Draft Transition Plan. Consultation will continue to take place leading to a final Transition Plan and consultation on implementation will continue beyond the release of the Transition Plan. Fisheries and Oceans Canada will continue further engagement and consultations specifically on the regulatory amendments to the *Pacific Aquaculture Regulations*, starting in early 2025.

Interdepartmental Task Force – Salmon Aquaculture Transition for British Columbia

[BCSATTaskForce-GroupeDeTravailTSCB@ised-isde.gc.ca](mailto:BCSATTaskForce-GroupeDeTravailTSCB@ised-isde.gc.ca)

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Veillez trouver ci-joint un bref document supplémentaire, rédigé par Pêches et Océans Canada (MPO) pour appuyer la consultation concernant les thèmes 3 et 4 de l'Ébauche de Plan de transition de la salmoniculture en Colombie-Britannique. Pêches et Océans Canada joue un rôle de responsable en ce qui a trait aux mesures qui seront mises en œuvre relatives au thème 3 (la mise en œuvre d'un nouveau régime de gestion, et la transition vers celui-ci, incluant des modifications réglementaires et des conditions de permis pour l'élevage en parcs clos) et au thème 4 (gestion des parcs en filet ouverts jusqu'au 30 juin 2029) de l'ébauche du Plan de transition.

Nous notons que les discussions et les consultations concernant l'ébauche du Plan de transition dans son ensemble, y compris les thèmes 1 et 2, éclaireront également le travail en matière de réglementation et d'octroi de permis du MPO. Le groupe de travail de la transition a sollicité des observations écrites et les acceptera jusqu'au 17 janvier 2025.

Nous vous remercions d'avance de prendre le temps de fournir des commentaires sur l'ébauche du Plan de transition. La consultation se poursuivra en vue de l'élaboration d'un plan de transition final et la consultation sur la mise en œuvre se poursuivra au-delà de la publication du plan de transition.

Pêches et Océans Canada entreprendra d'autres consultations, particulièrement au sujet des modifications réglementaires à apporter au Règlement du Pacifique sur l'aquaculture, à compter du début de 2025.

Groupe de travail interministériel – Transition de la salmoniculture en Colombie-Britannique

[BCSATTaskForce-GroupeDeTravailTSCB@ised-isde.gc.ca](mailto:BCSATTaskForce-GroupeDeTravailTSCB@ised-isde.gc.ca)

## Salmon Aquaculture Transition Plan for British Columbia – Themes 3 and 4

On June 19, 2024, the Government of Canada issued a [Policy Statement](#) announcing a ban on open net-pen salmon aquaculture in British Columbia coastal waters by June 30, 2029, and a transition to closed containment systems and other forms of aquaculture to better protect wild Pacific salmon and to promote more sustainable aquaculture practices. While existing licences have been renewed until June 30, 2029, with stricter conditions of licence to better protect wild Pacific salmon and the marine environment, only marine or land-based closed containment systems will be considered for salmon aquaculture licences after July 1, 2024. Work is underway to ensure that a robust regulatory regime to enact a ban on open net-pen aquaculture in BC waters takes effect on July 1, 2029.

### **Regulatory Amendment to the Pacific Aquaculture Regulations to end the use of open net-pens**

A proposed regulatory amendment to the *Pacific Aquaculture Regulations* would:

- Apply to aquaculture in the marine environment only;
- Apply to salmon;
- Not apply to native salmon cultivated for purposes of enhancement; and,
- Come into force on July 1, 2029.

### **Defining Closed Containment Salmon Aquaculture**

Closed containment involves an impermeable barrier and technology to facilitate the removal of waste and filtration or treatment of discharged water. Water intake and outflow for land-based aquaculture facilities is an area of shared federal/provincial jurisdiction.

Particular areas for discussion include containment integrity and potential of escapes, potential impacts of infrastructure on the marine environment, and interactions between fish in the facility and the marine environment (including waste collection and water filtration or treatment).

The Task Force welcomes your perspectives related to the potential definition of closed containment salmon aquaculture and potential conditions of licence.

### **Engagement Questions: Defining Closed Containment Aquaculture**

- What are the most important performance elements the Government of Canada should consider as it develops policies and licence conditions related to closed containment (which could include: cage integrity, fish welfare, feasibility, and environmental performance, others)?
- In addition to assuring the physical separation of wild and farmed fish, what objectives should be used to assess the success of closed containment salmon aquaculture (removal of waste, water filtration or treatment)?

## Enhanced Monitoring and Public Reporting

The draft [Salmon Aquaculture Transition Plan British Columbia](#) invites feedback on the monitoring of salmon aquaculture activities and public reporting.

### Engagement Questions: Enhanced Monitoring and Public Reporting

- What are some key elements of enhanced monitoring?
- What public reporting would be most relevant during the transition? (e.g. sea lice, escapes, feed)

### Engagement Questions – Assessing and Mitigating the Impacts of the Removal of Open-Nets from Coastal Waters:

- Do you anticipate that the removal of open-net pens will have an impact on Aboriginal or Treaty rights? In your view, what steps can be taken to address these impacts?
- What challenges and opportunities do you see for First Nations communities during the period leading up to and after the removal of open net pens?
- What do you anticipate as potential environmental impacts ? (e.g. positive benefits? negative consequences? no change)?
- What socio-economic impacts do you foresee from the removal of open-net pen aquaculture?

## Plan de transition de la salmoniculture en Colombie-Britannique – Thèmes n<sup>os</sup> 3 et 4

Le 19 juin 2024, le gouvernement du Canada a publié un [énoncé de politique](#) annonçant l'interdiction de pratiquer la salmoniculture en parcs en filet ouverts dans les eaux côtières de la Colombie-Britannique d'ici le 30 juin 2029, ainsi que la transition vers des parcs clos et d'autres formes d'aquaculture, dans le but de mieux protéger le saumon sauvage du Pacifique et de promouvoir des pratiques d'aquaculture plus durables. Les permis existants ont été renouvelés jusqu'au 30 juin 2029, et sont assortis de conditions plus strictes pour mieux protéger le saumon sauvage du Pacifique et l'environnement marin. À compter du 1<sup>er</sup> juillet 2024, seuls les systèmes d'aquaculture en parcs clos, qu'ils soient marins ou terrestres, seront considérés aux fins de la délivrance de permis de salmoniculture. Des travaux sont en cours pour assurer l'entrée en vigueur d'un régime réglementaire rigoureux interdisant l'aquaculture en parcs en filet ouverts dans les eaux de la Colombie-Britannique le 1<sup>er</sup> juillet 2029.

### Modification du *Règlement du Pacifique sur l'aquaculture* pour mettre fin à l'utilisation de parcs en filet ouverts

Les modifications proposées au *Règlement du Pacifique sur l'aquaculture* :

- s'appliqueront uniquement à l'aquaculture en milieu marin;
- s'appliqueront au saumon uniquement;
- ne s'appliqueront pas au saumon indigène élevé à des fins de mise en valeur;
- entreront en vigueur le 1<sup>er</sup> juillet 2029.

### Définition de la salmoniculture en parc clos

La salmoniculture en parc clos nécessite une barrière imperméable et des technologies permettant d'éliminer les déchets et de filtrer ou traiter l'eau rejetée. La compétence relative à la prise d'eau et à l'écoulement pour les installations aquacoles terrestres est partagée entre les autorités fédérales et provinciales.

Les sujets de discussion incluent notamment l'intégrité des systèmes de confinement et le risque d'évasions, les répercussions potentielles des infrastructures sur l'environnement marin et les interactions entre les poissons confinés dans les installations et l'environnement marin (y compris la collecte des déchets et la filtration ou le traitement de l'eau).

Le Groupe de travail souhaite connaître votre avis sur la définition potentielle de la salmoniculture en parc clos et les conditions pour la délivrance des permis.

### Questions aux fins de la mobilisation : Définition de l'aquaculture en parc clos

- Quels sont les facteurs de rendement les plus importants que le gouvernement du Canada devrait prendre en compte lors de l'élaboration des politiques et des conditions de permis liées à l'aquaculture en parc clos (parmi ces facteurs pourraient notamment figurer l'intégrité des cages, le bien-être des poissons, la faisabilité, le rendement environnemental, etc.)?
- Outre la séparation physique entre les poissons sauvages et les poissons d'élevage, sur quels objectifs devrait-on se fonder pour évaluer la réussite de la salmoniculture en parc clos (l'élimination des déchets et la filtration ou le traitement de l'eau)?

## Surveillance renforcée et rapports publics

Dans le cadre de l'ébauche du [Plan de transition de la salmoniculture en Colombie-Britannique](#), des commentaires sont sollicités au sujet de la surveillance des activités de salmoniculture et de la publication de rapports publics.

### Questions aux fins de la mobilisation : Surveillance renforcée et rapports publics

- Quels sont les éléments clés d'une surveillance renforcée?
- Quels rapports publics seraient les plus pertinents durant la transition (par exemple, en ce qui touche le pou du poisson, les évasions ou l'alimentation)?

### Questions aux fins de la mobilisation – Évaluation et atténuation des conséquences du retrait des parcs en filet ouverts dans les eaux côtières

- Selon vous, le retrait des parcs en filet ouverts aura-t-il des répercussions négatives sur les droits ancestraux ou issus de traités? À votre avis, quelles mesures pourraient être prises pour atténuer ces répercussions?
- Quels défis et quelles possibilités entrevoyez-vous pour les communautés des Premières Nations avant et après le retrait des parcs en filet ouverts?
- Quelles répercussions potentielles entrevoyez-vous sur l'environnement (avantages, conséquences négatives ou aucun changement)?
- D'après vous, quelles seront les répercussions socioéconomiques de l'interdiction de pratiquer l'aquaculture en parcs en filet ouverts?

December 16, 2024

Mayor Martin Davis and Council  
Village of Tahsis  
Box 219  
Tahsis, BC V0P 1X0

Dear Mayor Martin Davis and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND  
PAYMENT FOR 2024/2025**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2024/2025. An electronic transfer of \$40,653 is expected to occur in December 2024. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or by phone at 250-356-5134.

Sincerely,



Councillor Trish Mandewo  
UBCM President

PC: Adia Mavrikos, Director of Finance