



## AGENDA

**Regular Meeting of the Village of Tahsis Council  
to be held on November 18, 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  
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Or call in (audio only)  
Toronto, Canada  
+1 437-703-5480  
Phone Conference ID: 693 613 527#**

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

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

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

**C. Approval of the Agenda**

**D. Petitions and Delegations**                    None.

**E. Public Input #1**

**F. Adoption of the Minutes**                    **1 November 4, 202 Standing Committee of Business Liaison Minutes.**

**2 November 4, 2025 Regular Council Meeting Minutes.**

**G. Rise and Report**

**H. Business Arising**

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

**2 Report to Council Re: Q3 Operating Results to September 30, 2025**

**3 Report to Council Re: Tahsis Visitor Centre and Museum Project - Procurement**

**4 Report to Council Re: SPARC Community Accessibility Grant Application-  
Financial and Operational Implications.**

**J. Council Reports**

**1 Mayor Davis  
2 Councillor Fowler  
3 Councillor Northcott  
4 Councillor Lenahan  
5 Councillor Moore**

**K. Bylaws**

**1 Village of Tahsis Official Community Plan Bylaw No 675, 2025  
Adoption**

**L. Correspondence**

**1 November 3, 2025 letter from Laura MacKenzie to Mayor and Council Re:  
Proactive removal of "weed trees".**

**2 November 4, 2025 letter from Mervyn Brown to Mayor and Council Re: Flood  
Protection Project.**

**3 November 6, 2025 email from Sara Darling, Director of Corporate Services, Port  
Alberni, BC to VIRL Board and all member municipalities Re: Resolution for  
consideration and endorsement - VIRL Funding Model.**

**4 November 3, 2025 email sent from the Honourable Jodie Wickens, Minister of  
Children and Family Development to Mayor Davis and Council Re: Proclamation  
of November as Adoption and Permanency Month.**

**M. New Business**

**1 Report to Council Re: Grant Application for Canada Day 2026**

**2 Councillor Fowler's Motion Re: Invitation to the 2026 BC COFI (Council of  
Forest Industries) Convention - Forestry is a Solution.**

**Public Input # 2**

**Rise and Report**            None.

**O. Adjournment**



Village of  
Tahsis

Minutes

**Meeting** Standing Committee of Business Liaison  
**Date** November 4, 2025  
**Time** 10:00 a.m.  
**Place** Municipal Hall - Council Chambers and by electronic means

**Committee Members** Councillor Ryan Moore, Committee Chair  
 Linda Jordan, Local Business Community Representative  
 Amit Sharma, Local Business Community Representative by video  
 Sheryl Roger, Local Business Community Representative  
 Dan Dahling, Local Business Community Representative

**Absent** Councillor Brenda Lenahan, Committee Vice Chair

**Staff** Paige Sawyer, Economic Development Coordinator (Ex Officio) by video  
 Janet StDenis, Corporate Services Manager (Ex Officio) by video

**Public** None.

**Call to Order**

Councillor Moore called the meeting to order at 10:02 a.m.

**Land Acknowledgement**

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

**Introduction of Late Items**

None.

**Approval of the Agenda**

**Dahling: COW 0128/2025**

**THAT** the Agenda for the November 4, 2025 Standing Committee of Business Liaison be adopted as presented.

**CARRIED**

**M. New Business** 1 **Report to the Standing Committee of Business Liaison -Re: Chambers of Commerce.**

**Dahling: COW 0129/2025**

**THAT** this report to the Standing Committee of Business Liaison be received for information.

**CARRIED**

The Economic Development Coordinator provided an update on the Gold River Chamber of Commerce's challenges and options for collaboration with Tahsis Businesses. The committee discussed the potential for regional partnerships and the inactive status of the Tahsis Chamber. Mr. Tony Ellis was identified as a key contact for further information.

**2 Standing Committee of Business Liaison - Strategic Priority Recommendations.**

**Dahling: COW 0130/2025**

**THAT** the committee engage in discussion of considerations and potential recommendations to be brought forward to upcoming Council Strategic Priorities sessions.

**CARRIED****Strategic Priority Recommendations**

- 1) Rec Centre- maintenance, curb appeal, extended hours and user fees.
- 2) Public washrooms/ showers in convenient locations.
- 3) Commercial & retail space/ pop-up business and commercial development.
- 4) Village Beautification- seasonal village beautification employee position.
- 5) Budget to fund the Standing Committee of Business Liaison events.

There was an inquiry into the integration of the Economic Development Survey and Open House results into the Strategic Economic Development plan to which the Economic Development Coordinator responded. Council had approved the committee's report as presented and the Economic Development Coordinator was asked to prepare an updated Strategic Economic Development Plan and Action Plan incorporating the results presented in the report.

**Questions from the Committee to Staff:**

Can the Village accept donations specially for infrastructure improvements?

Can the Village use volunteer labour for infrastructure improvements and if so how could this be managed legally and logistically?

**3 Items to be discussed at the next Standing Committee of Business Liaison Meeting.**

**Dahling: COW 0131/2025**

**THAT** the following items be discussed at the next Standing Committee of Business Liaison meeting:

**1) Chamber of Commerce**

**2) Business Licences**

**CARRIED**

**Adjournment**

**Dahling: COW 0132/2025**

**THAT** the Standing Committee of Business Liaison adjourn at 11:45 a.m.

**CARRIED**

**Certified Correct this**

18th day of November, 2025

Chief Administrative Officer



Minutes

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<u>Meeting</u>	<b>Regular Council Meeting</b>
<u>Date</u>	<b>November 4, 2025</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 Brenda Lenahan **by video**  
 Councillor Ryan Moore  
 Councillor Cheryl Northcott **by video**

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

Guests Corey Cooper, Planner, McElhanney **by video** (left at 8:29 p.m.)  
 Vivian Schau, Senior Manager, Solid Waste Services, Comox Strathcona Waste Management **by video** (left at 8:08 p.m.)

Public 23 members of the public. **8 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**

**Moore/Fowler: VOT 0395/2025**  
**THAT** the Agenda for the November 4, 2025 Regular meeting of Council be adopted as presented.

**CARRIED**

**E. Public Input # 1** A member of the public raised safety concerns about the hazardous trees along S. Maquinna Drive, particularly near the medical clinic. There was an inquiry regarding the construction timelines for the Boat Launch Project to which the CAO responded.

There was a discussion regarding Council's rationale behind their grant application decision to apply for road/ water/sewer repairs instead of Recreation Centre repairs.

Several residents voiced their concerns in regards to the Flood Protection Project citing the following issues: lack of public awareness; transparency; environmental impacts; accessibility; safety; aesthetics and access to the engineering plans and drawings. Council and the CAO responded noting that some of the information was on the Village website. The Mayor acknowledged the need for information and better communication.

A member of the public cited lack of detail in the meeting minutes in regards to public input.

There was a request for a village employee's contract details to which Mayor Davis responded.

There were comments and questions regarding a private resident's access to utility services to which the Mayor responded.

#### **F. Adoption of the Minutes**

##### **1 October 21, 2025 Committee of the Whole Meeting Minutes**

**Moore/Fowler: VOT 0396/2025**

**THAT** the Committee of the Whole Meeting minutes of October 21, 2025 be adopted as presented.

**CARRIED**

##### **2 October 21, 2025 Public Hearing Minutes**

**Moore/Fowler: VOT 0397/2025**

**THAT** the Public Hearing minutes of October 21, 2025 be adopted as presented.

**CARRIED**

##### **3 October 21, 2025 Regular Council Meeting Minutes**

**Moore/Fowler: VOT 0398/2025**

**THAT** the Regular Council Meeting minutes of October 21, 2025 be adopted as presented.

**CARRIED**

#### **G. Rise and Report**

None.

#### **H. Business Arising**

##### **1 Comox Strathcona Waste Management Services- Presentation to Council Re: Solid Waste Management Plan Renewal Update.**

**Moore/Fowler: VOT 0399/2025**

**THAT** this presentation be received.

**CARRIED**

Vivian Schau, Senior Manager, Solid Waste Services, CSWM presented an update on the regional solid waste management plan renewal, outlining strategies for waste diversion, community engagement and upcoming changes.

A discussion regarding the local waste management challenges, such as recycling contamination, waste audits and future transfer station plans followed.

The CAO acknowledged all the hard work that Vivian, Sarah and the staff at CSWM have done in the solid waste plan renewal process, noting how organized, effective, engaging and inclusive they have been.

## **2 Report to Council Re: Capital Project Status Report**

**Moore/Fowler: VOT 0400/2025**

**THAT** this presentation be received.

**CARRIED**

The CAO provided Council with an update on the Village's major capital projects, including the Flood Protection Project, Boat Launch Project, Wastewater Treatment Upgrades, Fire hall Relocation and the Tourist Centre/Museum Upgrade Project.

### **J. Council Reports**

#### **Mayor Davis**

In this agenda, there is a copy of the tsunami report for Tahsis that has many helpful tips for how to respond during and after a major seismic event. This is an important and potentially lifesaving read and it will be posted to the Village website. It is important to address one assumption that I have heard many times; that the earthquake epicentre will be offshore and that Nootka Island will protect us. This could be true, but it also assumes that there will not be rockslides into Tahsis Inlet, or that a slump of the delta at Tsowwin Narrows would not occur, in which case there will only be minutes to evacuate. Also, it is not generally known that two fault lines intersect in the inlet right at town. One fault created Tahsis and Muchalaht Inlets. Another can be traced down Weymer Creek and up Extravagant Creek. These are not faults that reflect megathrust earthquakes, but they are lines of slippage. Our flood wall project will provide some protection from tsunamis, but ideally the Head Bay Road in town should be raised. This would be a major undertaking and is not currently funded.

Theres some interesting news that is alluded to in this agenda. Our long-stalled boat launch and dock contract has finally been awarded. Our previous tender was cancelled due to the bids coming in much higher than the funds available. This was due to supply chain issues post-Covid and the backlog of large construction projects on this coast that drove up bid prices. Our newest bidding process closed and the contract to replace the boat launch and build a launch float and public washroom adjacent has been awarded for about \$800,000. This leaves a further \$1.3 million in grant money which can now be used for further upgrades such as rebuilding the airline dock and float. Other amenities such as a gazebo for whale watching or creating some slips is now possible and negotiations are beginning to explore these possibilities. It will also provide breathing room for potential cost overruns.

I should also mention the recent structure fire, the ninth in two years. This is a disturbing trend and it needs to be emphasized that citizens need to make sure that their smoke alarms and fire extinguishers are in place and up to date. Faulty wiring problems can also be catastrophic and if you have breakers tripping during higher loads or have burned a socket, these are warning signs that safety improvements are necessary.

#### **Councillor Northcott**

On October 17th, I attended the Vancouver Island Regional Library Audit and Finance meeting as well as the Executive meeting. On November 1st, I attended the VIRL Board meeting.

#### **Councillor Lenahan**

I am joining you tonight from downtown Ottawa.

I have been attending the national Caregiving Summit where I was honoured to receive the Caregiver Advocacy Award.

Over the last few days I have met various organization leads and parliamentarians about my advocacy work but have also made every effort to share about where I live and the needs in our community related to aging. I was happy to see increased funding for affordable housing in the federal budget today and hope that we might consider aligning with federal priorities by working to support affordable, accessible housing that meets the needs of various demographics in our community including our elders.

#### **Councillor Moore**

It has been nice to be home for a while. It has given me the opportunity to talk to a lot of people and through discussions hearing concerns about council, concerns about legal stuff, so you can't believe how thrilled I am to see the room full after berating everyone I have spoken to show up to council meetings. It is absolutely thrilling so thank you everyone for that.

I have also spoken to a lot of people about legal concerns and council does not deal with legal and that's quite obvious. I have told them all to phone the RCMP and I can say that I contacted the RCMP Sunday afternoon about an issue, I received a response Sunday around midnight, and I got a follow up email today that it was dealt with by noon.

So for everyone who is saying that the RCMP is not doing their job and does not follow up I beg to differ. I would encourage everyone who is watching this or listening to it later that if they have concerns to reach out to the RCMP or to show up to Council meetings and voice them, politely and appropriately because this is beautiful.

I will also say that this morning we had another meeting of our Business Liaison Committee and we have been working on proposals towards our strategic planning that will be coming up for councils approval or not approval during our planning very soon. We are thrilled that even after our successful Open House we have a lot going on, and a lot we will be bringing back to council.

**Councillor Fowler**

My intention is to attend tonight's council meeting virtually since I am feeling under the weather, which unfortunately also caused me to miss out on the fireworks display last night. Thanks to the many involved including volunteers from TVFD and the Lions Club of Tahsis.

I have attached photos of the brochure I received when I attended the forest landscape planning event at the Recreation Center last Tuesday. To learn more and complete the survey use the QR code or search <http://tinyurl.com/WCVI-forest-landscape-plan>.

Submitted respectfully,  
Councillor Fowler

**Attachment #1** The West Central Vancouver Island Forest Landscape Plan

**Moore/Fowler: VOT 0401/2025**

**THAT** the Council Reports be received.

**CARRIED**

**K. Bylaws**

- 1 Village of Tahsis Official Community Plan Bylaw No 675, 2025 Third Reading**

**Moore/Fowler: VOT 0402/2025**

**THAT** the Village of Tahsis Official Community Plan Bylaw No 675, 2025 be received for consideration.

**CARRIED**

**Moore/Fowler: VOT 0403/2025**

**THAT** the Village of Tahsis Official Community Plan Bylaw No 675, 2025 receive a third reading this 4th day of November, 2025.

**CARRIED**

**L. Correspondence**

- 1 October 15, 2025 letter from Mervyn Brown to Mayor and Council Re: Tahsis Flood Protection Phase 3.**

- 2 October 28, 2025 email from Raj and Santosh Sharma to Mayor Davis - Re: The Raj and Santosh Sharma Award (\$500 per student per year).**

**Moore/Fowler: VOT 0404/2025**

**THAT** these correspondence items be received.

**CARRIED**

**Moore/Fowler: VOT 0405/2025**

**THAT** correspondence item L2 be pulled for discussion.

**CARRIED**

- L2 October 28, 2025 email from Raj and Santosh Sharma to Mayor Davis - Re: The Raj and Santosh Sharma Award (\$500 per student per year).**

Councillor Moore spoke to this student award. A discussion followed.

**Moore/Northcott: VOT 0406/2025**

**THAT** a thank you letter be sent to Raj and Santosh Sharma.

**CARRIED**

**M. New Business**

**1 2026 Regular Meeting Dates**

**Moore/Fowler: VOT 0407/2025**

**THAT** the 2026 Regular Council meeting dates be received for consideration.

**CARRIED**

**Moore/Northcott: VOT 0408/2025**

**THAT** the 2026 Regular Council meeting dates be approved as presented.

**CARRIED**

**2 2026 Appointment of Directors for:**

**a) Strathcona Regional District**

**b) Comox Strathcona Regional District Hospital Board**

**c) Comox Strathcona Solid Waste Management Board**

**Moore/Fowler: VOT 0409/2025**

**THAT** Mayor Martin Davis be appointed as Director for the Strathcona Regional District, Comox Strathcona Regional District Hospital Board and the Comox Strathcona Solid Waste Management Board.

**CARRIED**

**2026 Appointment of Alternate Directors for:**

**a) Strathcona Regional District**

**b) Comox Strathcona Regional District Hospital Board**

**c) Comox Strathcona Solid Waste Management Board**

**Moore/Northcott: VOT 0410/2025**

**THAT** Councillor Sarah Fowler be appointed as Alternate Director for the Strathcona Regional District, Comox Strathcona Regional District Hospital Board and the Comox Strathcona Solid Waste Management Board.

**CARRIED**

**3 Municipal Insurance Association of BC - Appointment of Director**

**Moore/Northcott: VOT 0411/2025**

**THAT** Mayor Martin Davis be appointed as Director for the Municipal Insurance Association of B.C.

**CARRIED**

**Municipal Insurance Association of BC - Appointment of Alternate Director**

**Moore/Northcott: VOT 0412/2025**

**THAT** Councillor Sarah Fowler be appointed as Alternate Director for the Municipal Insurance Association of B.C.

**CARRIED**

**4 Vancouver Island Regional Library Board- Appointment of Director**

**Moore/Fowler: VOT 0413/2025**

**THAT** Councillor Cheryl Northcott be appointed as Director for the Vancouver Island Regional Library Board.

**CARRIED**

**Vancouver Island Regional Library Board- Appointment of Alternate Director**

**Fowler/Northcott: VOT 0414/2025**

**THAT** Councillor Ryan Moore be appointed as Alternate Director for the Vancouver Island Regional Library Board.

**CARRIED**

**5 Nootka Sound Watershed Society - Appointment of Director and Alternate Director**

**Moore/Northcott: VOT 0415/2025**

**THAT** Councillor Sarah Fowler be appointed as Director for the Nootka Sound Watershed Society; and

**THAT** Councillor Brenda Lenahan be appointed as Alternate Director for the Nootka Sound Watershed Society.

**CARRIED**

**6 Standing Committee of Business Liaison- 2026 Meeting Dates**

**Moore/Northcott: VOT 0416/2025**

**THAT** Council discuss the Standing Committee of Business Liaison 2026 meeting dates (frequency, length, dates).

**CARRIED**

**Moore/Northcott: VOT 0417/2025**

**THAT** the Standing Committee of Business Liaison Meetings be held monthly, on the first Tuesday of the month at 10 a.m.

**CARRIED**

**7 Councillor Fowler's Notice of Motion Re: Invitation to the 2026 BC COFI (Council of Forest Industries) Convention - Forestry is a Solution.**

**WHEREAS** forestry planning in TFL 19 has future impacts on the Village of Tahsis and surrounding areas of Nootka Sound,

**THEREFORE,** be it resolved to claim this chance for cost reduction by registering Councillor Fowler as a delegate at the Council of Forest Industries Conference on April 8-10, 2026 in Vancouver B.C. before the January deadline.

**8 Report to Council Re: Ministry and other Agency Staff meetings held during the 2025 UBCM.**

**Moore/Northcott: VOT 0418/2025**

**THAT** this Report to Council be received.

**CARRIED**

Council discussed the forest landscape planning process, the consideration of Tahsis' previous submission regarding the Old Growth Review, the status of the McKelvie watershed deferral, and the importance of submitting community input and mapping to ensure that specific areas are protected.

**9 Report to Council Re: Request for Proposals (RFP) - External Audit Services.**

**Moore/Northcott: VOT 0419/2025**

**THAT** this Report to Council be received for information.

**CARRIED**

**N. Public Input #2**

A resident expressed flood wall accessibility and safety concerns noting incidents where tourists were stranded due to the wall's design.

A resident reiterated Council Moore's comment that people need to report crimes to the RCMP.

Lauren Roth, Rec Centre Coordinator, thanked the Tahsis Volunteer Fire Department and the Lion's Club volunteers for making Monday night's belated Halloween celebration a success.

There was a question and discussion regarding the potential uses for the extra boat launch funding to which the CAO responded.

It was suggested that the Rec Centre name be changed to the Community Centre to increase grant opportunities.

**O. Adjournment**

**Moore/Fowler: VOT 0420/2025**

**THAT** the meeting be adjourned at 9:10 p.m.

**CARRIED**

**Certified Correct this  
18th day of November 2025**

**Chief Administrative Officer**

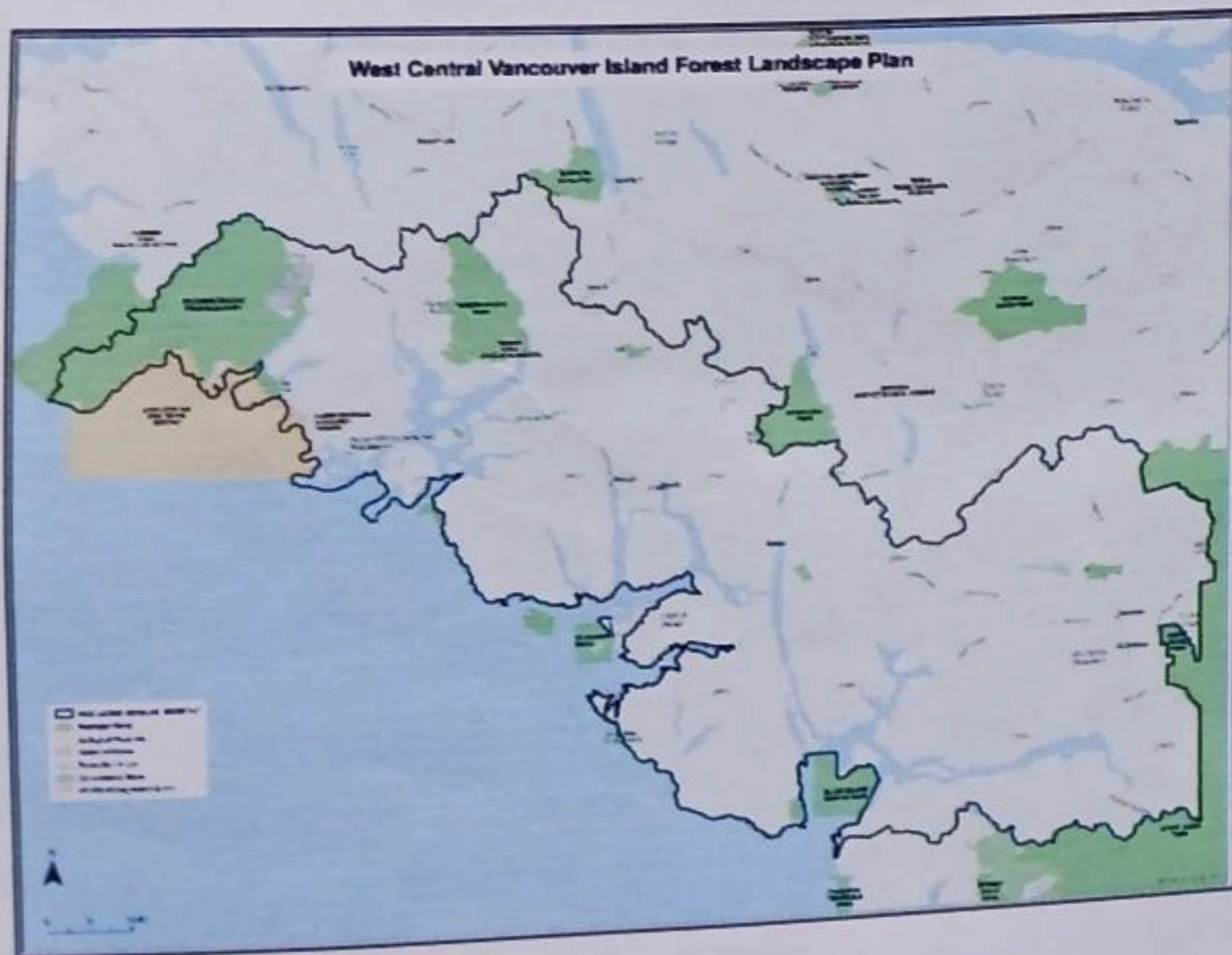
# Introduction

The West Central Vancouver Island (WCVI) Forest Landscape Plan (FLP) will be the result of separate government-to-government (G2G) processes with Mowachaht/Muchatlaht First Nation (MMFN), Ka:yu:'k't'h'/ Che:k'tles7et'h' First Nations (KCFN), and Ehattesaht Chinehkint First Nation (ECFN). Once finalized, the territorial management plans will exist under the umbrella of a West Central Vancouver Island Forest Landscape Plan. The Province and First Nations will manage implementation and monitoring of the FLP at the territorial landscape level through their respective governments.

Attachment #1

# Key Ecological, Economic and Cultural Themes

The government-to-government planning tables have developed a suite of key themes to inform the development of the West Central Vancouver Island FLP. The planning tables are interested in public feedback and to understand whether these themes reflect your priorities.



# What is a Forest Landscape Plan?

Forest Landscape Plans establish clear outcomes for the management of forest resource values within defined areas. Forest Landscape Planning aligns with the *BC Declaration on the Rights of Indigenous Peoples* (Declaration Act) and responds to challenges that BC's forest sector has experienced in the last decade.

# FLP Objectives

- Managing the values placed on forest ecosystems by Indigenous Peoples
- Managing the values placed on forest ecosystems by local communities
- Supporting the protection and conservation of the environment
- Supporting the production and supply of timber
- Preventing, mitigating, and adapting to impacts caused by significant disturbances to forests and forest health, including wildfire, insects, disease, and drought.

# Where does FLP fit?

# Forest Landscape Planning on West Central Vancouver Island



**Strategic Land Use Planning**  
Sets legal direction under a cabinet approved land use plan

**Strategic Scale**

- Is conducted in partnership with Indigenous governments
- Engages local governments, stakeholders and the public in the planning process

**NEW Forest Landscape Planning**  
Sets direction under the Forest and Range Practices Act (FRPA)  
Must be consistent with an approved Strategic Land Use Plan

**Tactical Scale**

- Is conducted in partnership with Indigenous peoples and in collaboration with forest and range license holders under FRPA
- Enables deeper engagement & greater transparency with local governments and stakeholders

**Operational/Site-level Planning**  
Must follow an established Forest Landscape Plan or propose variances to the plan for government approval

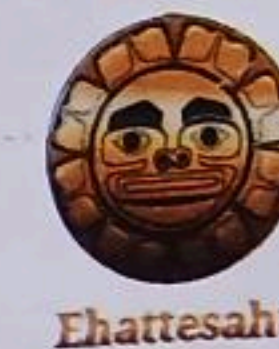
**Operational Scale**

- Promotes cooperation with forest and range licence holders
- Provides the opportunity for all stakeholders and the public to comment on road and cutblock locations

To learn more and complete the survey, please visit:



<https://tinyurl.com/WCVI-forest-landscape-plan>



KA:'YU:'K'T'H' / CHE:'K'TLES7ET'H'  
KYUQUOT / CHEKTLESETH



MOWACHAHT | MUCHALAHT  
— FIRST NATION —



Ministry of Forests

# VILLAGE OF TAHSIS

## Report to Council

**To:** Mayor and Council

**From:** Adia Mavrikos, Director of Finance

**Date:** November 11th, 2025

**Re:** **Q3 Operating Results to September 30, 2025**

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### PURPOSE OF REPORT

To provide Council with information regarding the operating financial results to September 30, 2025.

### BACKGROUND

The attached reports break down the following information to September 30, 2025:

Budget	Budgeted amounts to September 30 for expenses and revenue
Actual to Date	Actual amounts paid for salaries, labour, goods and services for Village programs
Budget Variance Fav (Unfavourable)	A budget variance is the difference between the budgeted amount of expense or revenue, and the actual amount. The budget variance is favorable when the actual revenue is higher than the budget or when the actual expense is less than the budget. A budget variance is unfavourable when the actual revenue is less than budget or when the actual expense is greater than budget.
2025 Approved Budget	Per Schedule A of Bylaw No. 671, 2025-2029 Financial Plan
Projected Actuals	Anticipated revenues and expenses to December 31 based on trends to date, assumptions and best judgement by the Director of Finance.
High Level Variance Explanation	Explanation of the <u>major</u> reason(s) for the budget variance

### POLICY/LEGISLATIVE REQUIREMENTS

1. Community Charter (sec. 167)

### FINANCIAL OVERVIEW

As of September 30, 2025, total operating revenues were **\$2,800,668**, while total operating expenditures were **\$2,190,918** resulting in a net operating surplus of **\$609,750** at mid-year. By comparison, the same period in 2024 reported a surplus of approximately \$535,097. The year-to-date results largely reflect the timing of grant revenues and penalties, as well as the fact that the Village recognizes 100% of its property tax and user fee revenues by June 30. On the expenditure side, one quarter of the operating expenditures unspent, and some projects

have been delayed until 2026 or are planned to commence later in the fall, contributing to lower-than-expected spending as of September 30.

### **Major Adjusted & Projected Budget Variance Explanations:**

#### **Revenues**

- **Grants in lieu of taxes (PILT):** Received in July; projected to finish on target with only a small variance (+\$1,769).
- **User fees and charges:** Ahead of budget due to stronger daycare and rental revenues; this trend is anticipated to continue throughout the year (+\$15,703 projected).
- **Environmental Health:** Higher landfill revenue from CVRD Waste Management at mid-year and projected to remain favourable at year-end. (+\$101,218 projected).
- **Grants from other governments:** Significantly below budget mainly due to timing of Gas Tax transfers \$41,000, and the \$150,000 FireSmart Grant being applied for in 2026. In addition, the Canada Job Grant was not awarded this year. We are projecting \$221,400 under budget for grant revenue at year-end.
- **Investment income:** Is currently on target but is expected to finish below budget (-5,000 projected), as interest rates are trending downward in the latter half of 2025.

#### **Expenditures**

- **General Government – Council:** Under budget at Q3 due to being under budget for Travel and conference. Council attended a conference in September (expenses will be reflected in Q4), and it is anticipated it will be on budget at year end.
- **General Government – Administration:** Over budget due to contractor costs (CFO, Approving Officer and Project Manager) tied to capital project activity. In addition, higher MIABC insurance premiums resulted from updated building appraisals. Conversely, legal expenses are currently under budget. Projected overage: \$10,432 at year end.
- **Environmental Health:** On target at Q3 and projected to be slightly over target for year-end. The minor variance reflects higher landfill salaries.
- **Protective Services:** Currently \$14,645 under budget due to delays in approval for additional EOC time, as well as lower travel and conference expenses (FC attending courses in Q4). The trend is projected to continue to year end.
- **Public Works:** Slightly under budget due to Public Work's staff supporting utility capital projects; however, Sewer Services are over budget due to increased operational demands of the new South Treatment Plant Upgrade.
- **Recreation Services:** The Rec center is slightly over budget for utilities and propane; other expenditures are mostly on target. While the Information center is under budget due to ongoing construction.
- **Projects:** Significantly under budget (-\$207,500 projected) as some projects are delayed or deferred until Q4 or 2026, including \$150,000 in FireSmart Grant & landslide survey. Some vendors are behind in their invoicing.
- **Water Services:** Mostly on target and are projected to be on target at year-end.
- **Sewer Services:** Over budget (~\$20,468 projected) due to increased demand for Public Works staff to address operational issues arising from the South Treatment Plant Upgrades.

**2025 Operating Results - Projections to December 31 Year End**

At this stage, management expects the Village to end the year with a modest operating surplus of approximately **\$97,983**. This positive result is primarily the outcome of stronger landfill & interest and penalties on taxation revenues, combined with the delay of some project expenditures, which more than offset higher costs in administration and sewer operations. The financial position remains stable, and the Village is expected to maintain healthy reserves and liquidity through year-end.

Respectfully submitted,

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

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Adia Mavrikos, CPA, CA  
Director of Finance

**Village of Tahsis**  
**2025 Operating results -Appendix A**  
**For the 9 months ending September 30, 2025**

		Year to date				Projections to Year end				
		<u>2025 Adjusted</u>	<u>Actuals to</u>	<u>Change in</u>		<u>2025</u>	<u>Projected</u>	<u>Change in</u>		
		<u>Budget</u>	<u>Sept 30</u>	<u>Budget Fav</u>	<u>%</u>	<u>Approved</u>	<u>Actuals to</u>	<u>Budget Fav</u>	<u>% Change</u>	<u>High Level Variance Explanation</u>
				<u>(Unfav)</u>	<u>Change</u>	<u>Budget</u>	<u>December 31</u>	<u>(Unfav)</u>		
<b><u>Operating Revenues</u></b>										
Taxation	Property taxes	1,014,874	1,012,363	(2,510)	0%	1,014,874	1,014,874	0	0%	On target. All property tax revenue recognized by June 30.
	Grants in lieu of taxes	80,300	82,069	1,769	2%	80,300	82,069	1,769	2%	\$82,069 in PILT revenue was received in July
Fees	User fees and charges	162,276	199,071	36,795	23%	216,368	232,071	15,703	7%	Slightly ahead of budget due to higher Daycare & Rental Revenue
	Water	239,000	234,657	(4,343)	-2%	239,000	234,657	(4,343)	-2%	Mostly on target
	Sewer	262,800	262,561	(239)	0%	262,800	262,561	(239)	0%	On target
	Environmental Health	183,550	249,768	66,218	36%	183,550	284,768	101,218	55%	Higher revenue from CVRD Waste Mgmt. for Landfill operations
	Protective Services	2,300	5,058	2,758	120%	2,300	5,058	2,758	120%	
Other	Interest and penalties on taxes	32,000	42,134	10,134	32%	34,000	44,000	10,000	29%	Penalty Date was July 3.Higher revenue than projected.
	Grants and other governments	708,521	546,023	(162,498)	-23%	944,695	723,295	(221,400)	-23%	Mostly timing of grant payments, some projects delayed & Gas tax to be received in December.
	Investment income	72,750	76,199	3,449	5%	97,000	92,000	(5,000)	-5%	Projected to finish under budget due to declining interest rates in late 2025.
	Donations	7,500	6,365	(1,135)	100%	7,500	6,365	(1,135)		
	Prior Year Surplus	69,400	69,400	-	100%	69,400	69,400	-		
	Transfers from Reserve	15,000	15,000	-		15,000	15,000	-		
<b>Total Operating Revenue</b>		<b>2,850,271</b>	<b>2,800,668</b>	<b>(49,603)</b>		<b>3,166,787</b>	<b>3,066,119</b>	<b>(100,668)</b>		
<b><u>Operating Expenditures</u></b>										
	General Government - Council	63,471	61,228	2,244	-4%	84,629	81,637	2,992	-4%	Under budget at Q3 due to travel and conference timing; projected to finish on budget.
	General Government - Admin	630,207	619,214	10,993	-2%	840,276	850,618	(10,342)	1%	Over budget due to employee support for capital projects and higher insurance premiums.
	Protective Services	192,664	154,680	37,984	-20%	256,885	242,240	14,645	-6%	Under budget at Q3 due to delayed EOC approvals & due to timing of grant spending
	Environmental Health	98,632	106,128	(7,496)	8%	131,509	141,504	(9,995)	8%	On target; minor variance reflects higher landfill salaries
	Public Works Services	265,796	254,192	11,604	-4%	354,395	338,923	15,472	-4%	Slightly under budget; staff supporting capital projects
	Recreation, Cultural & Dev.	236,442	234,395	2,047	-1%	315,256	317,526	(2,270)	1%	Slightly over budget due to building utility costs
	Projects	357,775	156,483	201,292	-56%	477,033	269,533	207,500	-43%	Under budget at Q3; year-end projected to under budget due to delayed start of some projects
	Water Services	141,804	131,081	10,723	-8%	189,073	187,775	1,298	-1%	On target
	Sewer Services	152,100	158,586	(6,486)	4%	202,800	223,447	(20,648)		Over budget due to operational demands from South Treatment Plant.
	Transfer to reserve funds	314,932	314,932	-	0%	314,932	314,932	-		
<b>Total Operating Expenditures</b>		<b>2,453,823</b>	<b>2,190,918</b>	<b>262,905</b>		<b>3,166,787</b>	<b>2,968,136</b>	<b>198,651</b>	<b>6%</b>	
<b>Net Operating Deficit</b>		<b>396,448</b>	<b>609,750</b>			<b>0</b>	<b>97,983</b>			

# VILLAGE OF TAHSIS

## Report to Council

**To:** Mayor and Council

**From:** Chief Administrative Officer

**Date:** October 28, 2025

**Re:** Tahsis Visitor Centre and Museum Project - Procurement

---

### **PURPOSE OF REPORT:**

To provide Council with a report on an exception to the Procurement Policy, as required under s. 9.4 of the policy. For Information.

### **BACKGROUND:**

This project is funded at the 100% level under B.C.'s Rural Economic Diversification and Infrastructure Program (REDIP). The contribution agreement signed by the Village and the Province of British Columbia obligates the Village to complete construction by December 31, 2025. Moreover, failure to complete construction by this date renders ineligible the Village's application to the program's 2025 intake.

The construction schedule to meet the December 31, 2025 completion date demands that sole sourcing is required for some components of the project. Staff and the Village's design team are relying on their industry knowledge and experience to make informed judgements about pricing and supplier reliability.

The supply and install of flooring and supply only for millwork was sole sourced (see attached quotes). The flooring budget for the project is between \$35,000 – \$40,000 and the millwork and cabinet budget is \$20,000. Both quotes fall within budget allowance, and both can be considered fair or better than market value. The design team at Modlux Interiors worked with vendors to help procure both the flooring and millwork based on product availability, suitability, and value.

Trend West supplied the cabinetry for the Rec Centre insurance repair. They produce excellent cabinet products at very competitive pricing.

Flooring will be installed the week of November 10<sup>th</sup>.

Cabinetry is now in production and is scheduled for installing during the week of the 17<sup>th</sup>.

**POLICY/LEGISLATIVE REQUIREMENTS:**

Procurement Policy, No. 2011, 2024

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

*the urgency with which the goods or services are needed;*

9.4 *All exceptions to the Procurement Policy (e.g., those listed in section 5) must be reported to Council explaining what occurred and why.*

**FINANCIAL IMPLICATIONS:**

As noted above, the flooring and millwork prices fall within the budget allowances for these items for the project.

A cost overrun of approximately \$15,000 is forecast for this project.

Respectfully submitted:



---

Mark Tatchell, CAO



**Mack's Flooring Co.**  
 1870 14 Ave  
 Campbell River, BC V9W 7Z2  
[www.macksflooring.ca](http://www.macksflooring.ca)  
[mackflooring@gmail.com](mailto:mackflooring@gmail.com)  
**Phone:** (250) 830-7190

**GST Number:** 714317336RT0001

H3

**Quote Number**  
 1280

**Tahsis Museum Tourist  
 Centre & Museum**

**Type:** Material and Labor

**Date:** 10/10/2025

**Expires on:** 11/09/2025

#### Customer Information

**Company Name:** MODLUX INTERIORS INC  
**Customer Name:** Desiree Ross  
**Address:** 1115 Shoppers Row, Campbell River, BC V9W  
 2C7  
**Email:** [desiree@modlux.ca](mailto:desiree@modlux.ca)  
**Cell Phone:** (778) 262-0621

#### Service Site Details

**Address:** 1115 Shoppers Row, Campbell River, BC V9W  
 2C7  
**Contact Name:** Desiree Ross  
**Email:** [desiree@modlux.ca](mailto:desiree@modlux.ca)  
**Cell Phone:** (778) 262-0621

Item	Description/Area	Quantity	Unit Price	Amount
<b>Vinyl Service</b>				
SmartDrop	Color: Toasted Pecan / Description: 7" x 3/16" x 48" QUANTITY BASED ON 2400 REQUIRED WITH 10% WASTE	2615.2 SqFt	\$3.98	\$10,408.50
Freight Fee				\$348.89
Resilient Adhesives	Style: Ultrabond Eco 399 / Description: Mapei - Ultrabond ECO 399 Resilient Flooring Adhesive 15 L	5 EA	\$304.16	\$1,520.80
FEATHER FINISH Cement-Based Finishing Underlayment, Gray - 10 lb		25 Bag	\$36.42	\$910.50
Primers	Style: Primer L / Description: Mapei - Primer L Advanced-Technology Acrylic Latex Primer for Concrete - 3.79 L	4 EA	\$61.83	\$247.32
Techlevel 150	Style: Self leveler / Description: Self-Levelling Underlayment	15 Each	\$47.27	\$709.05
Vinyl Matching Moldings	Style: Traditional Vinyl / Color: Beige 130 / Description: Tarkett - Traditional Vinyl #130 Sisal Wallbase 4" x 120' - 1/8"	480 EA	\$2.22	\$1,065.60
Mapei - Ultrabond ECO 575 Premium Wall-Base Adhesive - 849 mL	Style: 849 mL	20 Each	\$16.68	\$333.60

H3

PREP LABOR	-GRIND HIGH/FILL LOWS -PRIME SURFACE -SKIM COAT REQUIRED  THIS IS TBD UNTIL SURFACE IS INSPECTED	1 Each	\$4,615.38	\$4,615.38
COMMERCIAL LVP INSTALL		2405.05 SqFt	\$2.89	\$6,950.59
INSTALL COVE BASE		1 Each	\$1,039.86	\$1,039.86
Other	TRAVEL/FOOD/ACCOMMODATION			\$2,823.53
			<b>Total</b>	<b>\$30,973.62</b>
			<b>Sales Tax</b>	<b>\$1,531.24</b>
			<b>Grand Total</b>	<b>\$32,504.86</b>

This Agreement is entered into between the client and Mack's Flooring Co on the terms and conditions set forth below:

1.5% FEE ADDED WHEN USING CREDIT CARD FOR PAYMENT.

1. Payment Terms:

- A down payment of 50% is required on all orders.
- The remaining balance is due upon completion of installation or in the case of cash and carry, before pick up.

2. Installation Preparation:

- The Client is responsible for ensuring that the installation area is clear and ready for installation before the scheduled date. All furniture must be moved from installation area. Failure to do so may result in added labor charges.

3. Temperature Requirements:

- An ambient temperature of 20°C must be maintained in the installation area for 7 days prior to installation to ensure proper acclimatization of the product.
- The use of diesel heaters for this purpose is strictly prohibited.

4. Professional Installation:

- It is strongly recommended that all materials be installed by a professional flooring installer.
- Mack's Flooring shall not be held responsible for any issues arising from improper installation by third parties.

5. Returns:

- Special order products are subject to a 30% restocking fee.
- It is the client's responsibility to inspect the product upon delivery and report any damage or irregularities immediately.



561A 11<sup>th</sup> Avenue, Campbell River, BC V9W 4G5  
 P. 250.286.6604 | F. 250.914.0144  
[www.trendwest.ca](http://www.trendwest.ca)

## PROPOSAL | AGREEMENT

Date: October 24, 2025  
 Client(s): Modlux Interiors  
 Project: Village of Tahsis Tourist Centre & Museum  
 Address: 107 Rugged Mountain Rd, Tahsis, BC  
 Contacts(s): Reg Stratton - [rstratton@villageoftahsis.com](mailto:rstratton@villageoftahsis.com) / 250-895-4234  
 Desiree Ross - [desiree@modlux.ca](mailto:desiree@modlux.ca) / 778-262-0621

We hereby submit specifications and estimate for: Cabinetry & Countertops as per layouts dated October 24, 2025. SUPPLY ONLY – Pick up at: 1338 Spruce Street, Campbell River BC

\*\*Clients to approve sizes – NO SITE MEASURE\*\*

\*\*Final Invoice to be paid in full at time of pick up\*\*

### RECEPTION AREA:

Cabinet Doors: MW-1	Thermofoil – Shaker Bevel, M&J Monaco Oak (TBD)
Cabinet Interiors:	5/8" birch c/w backs
Cabinet Drawers:	Birch c/w full extension soft close under mount slides
Countertops: CT-1	Flat lay laminate, Eased Edge, 3/4" Plant on Splash (4"H) (back wall only) Wilsonart (Oiled Soapstone 4882-38)
OTHER:	
Upper Cabinets	<i>92" finished height, not including crown 3" flat crown, to the ceiling 14 7/8" depth</i>
Base Cabinets	<i>23 7/8" depth &amp; strapped off wall – printer wall Rollout (X1) for printer (Spec Required) 19 7/8" depth – desk wall Open cabinets (finished to match) 30" finished height – desk 36" finished height - back area 42" finished height – transaction desk Angled cabinet (finished to match) w/ 1 1/2" face framed shelves</i>
Gables/Panels	<i>TFL – Slab, Uniboard Monaco Oak (TBD)</i>

\_\_\_\_\_  
Initial

**STAFF KITCHENETTE:**

Cabinet Doors: MW-2	TFL – Slab, Purdeco Cotton Mist
Cabinet Interiors:	5/8" white melamine faced birch c/w backs
Cabinet Drawers:	Birch c/w full extension soft close under mount slides
Countertops: CT-2	Flat lay laminate, Eased Edge, ¾" Plant on Splash (4"H) (back only) Wilsonart (Beachwalk 5044-60)
<b>OTHER:</b>	
Upper Cabinets	<i>92" finished height, to the ceiling 14 7/8" depth</i>
Gables/Panels	TFL – Slab, Purdeco Cotton Mist
Accessories	<i>Vibo Globe Synchro Pullout Waste Bin (M) 041-PGTS-351-AG – Right of DW</i>

**HARDWARE:**

*Included as noted on drawings, Soft close on all doors where possible*

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

1. By signing this agreement client acknowledges acceptance of proposal/agreement, hereafter referred to as contract.
2. Installation cost is included in the total cost, unless otherwise specified.
3. Terms of payment will be specified on contract & by signing contract it is agreed.
4. All goods included in this contract remain the property of Trendwest Millwork Ltd. until full payment of this contract is received.
5. Doors that are more than 36" in height are not guaranteed against warping.
6. All gables will be flat veneer to match cabinetry, unless specified in contract.
7. Drawers 16" or less in depth may have side mount slides, non soft close.
8. Any alteration or deviation from the attached layout, specification(s) and signed contract may result in extra charges.
9. All upper cabinets are 11 7/8" deep unless otherwise stated on contract. All base units are 23 7/8" deep unless otherwise specified on contract. All pantry units are 24 7/8" deep unless otherwise stated.
10. Installation includes sink/appliance cutouts on laminate tops only.
  - If appliance and/or templates are not present on the job site at time of installation; cost of recalls for sink/appliance cutouts will result in an additional charge to the client.
11. All cutouts for heat vents, vacuum systems, island electrical plugs will be charged accordingly if not on site at time of installation.
12. Appliance Panels:
  - Appliances must be installed by other prior to panel installation
  - Not all models have handles included, ensure hardware is available at panel installation
  - Finished kick may need alternate material/ style/ height depending on appliance requirement
13. Trendwest Millwork Ltd. is not responsible for:
  - Installation of appliance(s) or fixture(s)
  - Electrical - electrician required for location, relocation of any wiring, plugs, switches, ceiling or heating apparatus
  - Plumbing – plumber is required to reconnect sinks/ dishwasher (any plumbing required)
  - Trueness and/or levelness of walls & ceilings (additional charges may apply)
  - Natural colour variation of wood
14. Trendwest Millwork Ltd. will not be held responsible for damage due to negligence of others outside of company employment during or after installation.



PROPOSAL | AGREEMENT

- 15. If client is not ready for installation on the set due date, Trendwest Millwork Ltd. reserves the right to move installation date to the next available date and collect 90% of the job total & additional cost of moving and/or storage.
- 16. Deposit must be received 8 weeks prior to specified delivery/installation date; failure to do this will result in change of delivery/ installation date.

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

SUPPLY ONLY			
PRICE		\$	17,105.00
GST		\$	2,052.60
TOTAL		\$	19,157.60
Prior to Start Date		\$	9,578.80
Upon Completion		\$	9,578.80

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

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

PICK UP AT:

Address: Trendwest Millwork, 1338 Spruce Street, Campbell River BC

Estimated Pick Up Date: to be confirmed – Must arrange date & time prior to pick up.

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

Authorized Signature:                     Perry Desbois                    

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

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

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Clients Signature

\_\_\_\_\_  
Clients Signature

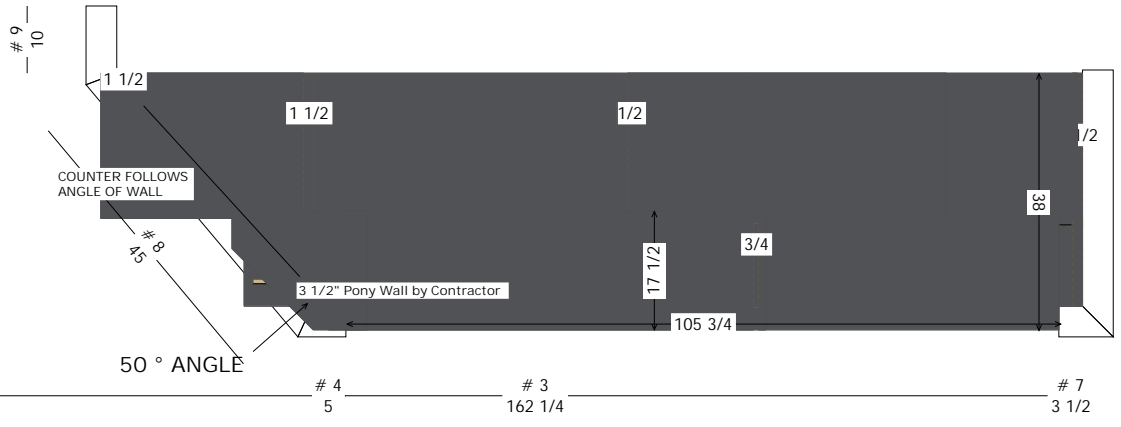
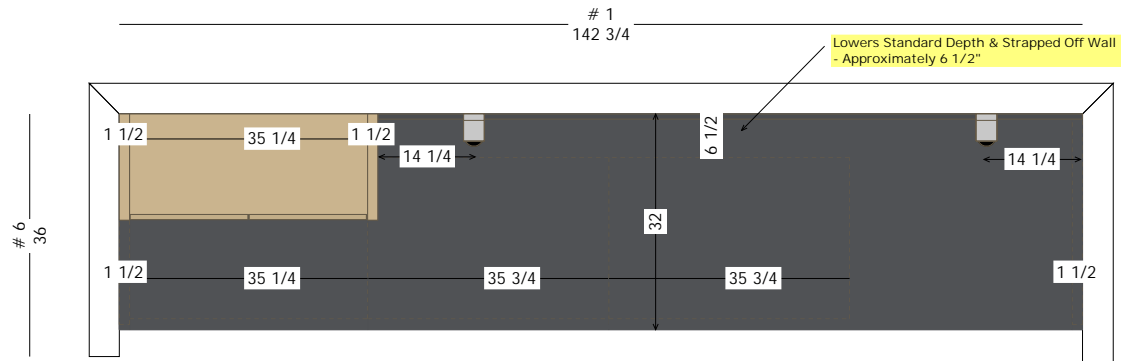
\_\_\_\_\_  
Initial

**Trendwest Millwork Ltd.**  
 561 11th Avenue  
 Campbell River, BC, V9W 4G5  
 P. 250.286.6604  
 info@trendwest.ca

**Client(s): Modlux Interiors**  
**Project: Village of Tahsis Tourist Centre & Museum**  
**Address: 107 Rugged Mountain Rd., Tahsis, BC**  
**Contact(s): Reg Stratton - rstratton@villageoftahsis.com / 250-895-4234**  
 2025-10-24 Desiree Ross - desiree@modlux.ca / 778-262-0621

**RECEPTION DESK**

Not To Scale



**SITE MEASURE COMPLETED**  
**DOOR GAP COMPLETED**

**SUPPLY ONLY**

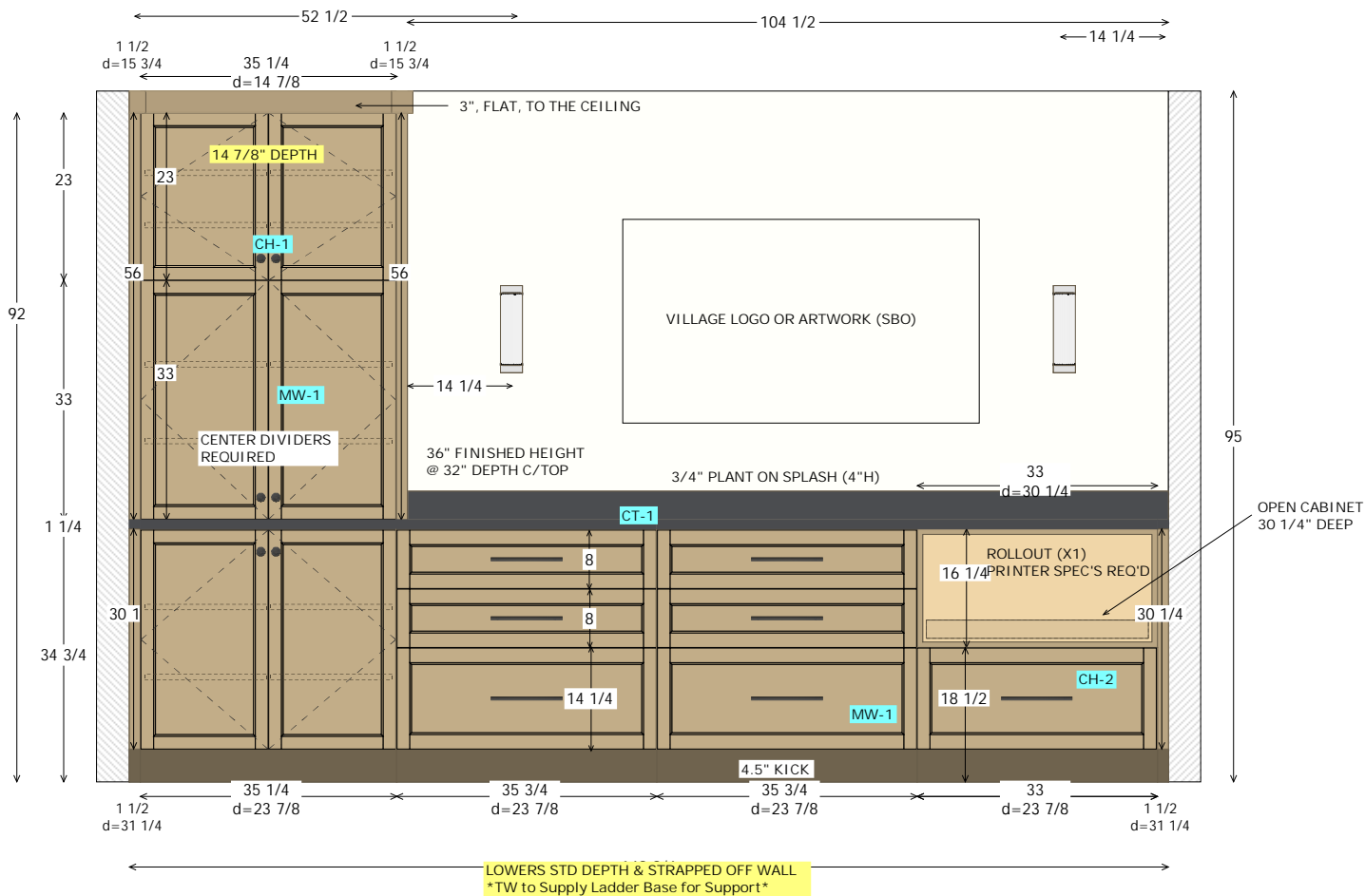
- Wood/ Profile: (MW-1) THERMOFOIL - SHAKER BEVEL
- Finish/ Colour: Monaco Oak (TBD)
- USE UNI BOARD - MONACO OAK TFL PANELS M-269749
- Interiors: BIRCH W/ BACKS
- Box Edge Tape: TO MATCH AS CLOSE AS POSSIBLE
- Drawers: BIRCH/ UNDERMOUNT
- Gables/ Panels: SLAB - TFL
- Finished Height: 92" / 30" DESK / 42" TRANSACTION / 36" BACK WALL
- Crown: 3"H, FLAT, TO THE CEILING
- Countertop: (CT-1) FLAT LAY LAMINATE
- Profile: EASED EDGE
- Colour: (W) OILED SOAPSTONE 4882-38
- Splash: 3/4" PLANT ON (4"H) (BACK WALL ONLY)
- Knobs: CH-1 (M) COMO V0168026ZM2 - MATTE BLACK (6)
- Handles: CH-2 (M) GRANTCHESTER 9668-256-DBK - MATTE BLACK (SIZED) (7) 9668-160-DBK (3)
- Doors: SOFT CLOSE (6)

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RECEPTION DESK - Wall 1

Not To Scale

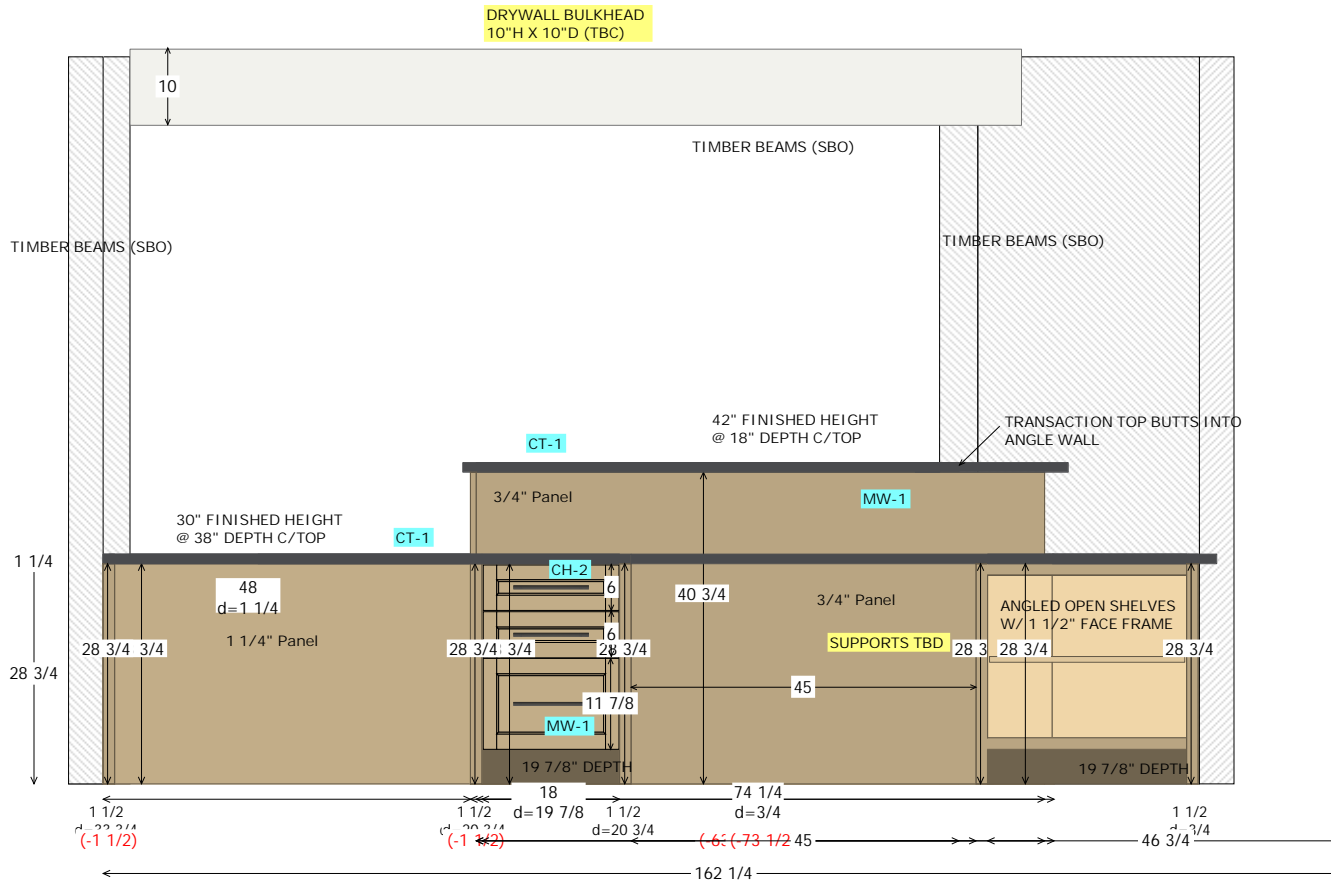


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RECEPTION DESK - Wall 3

Not To Scale

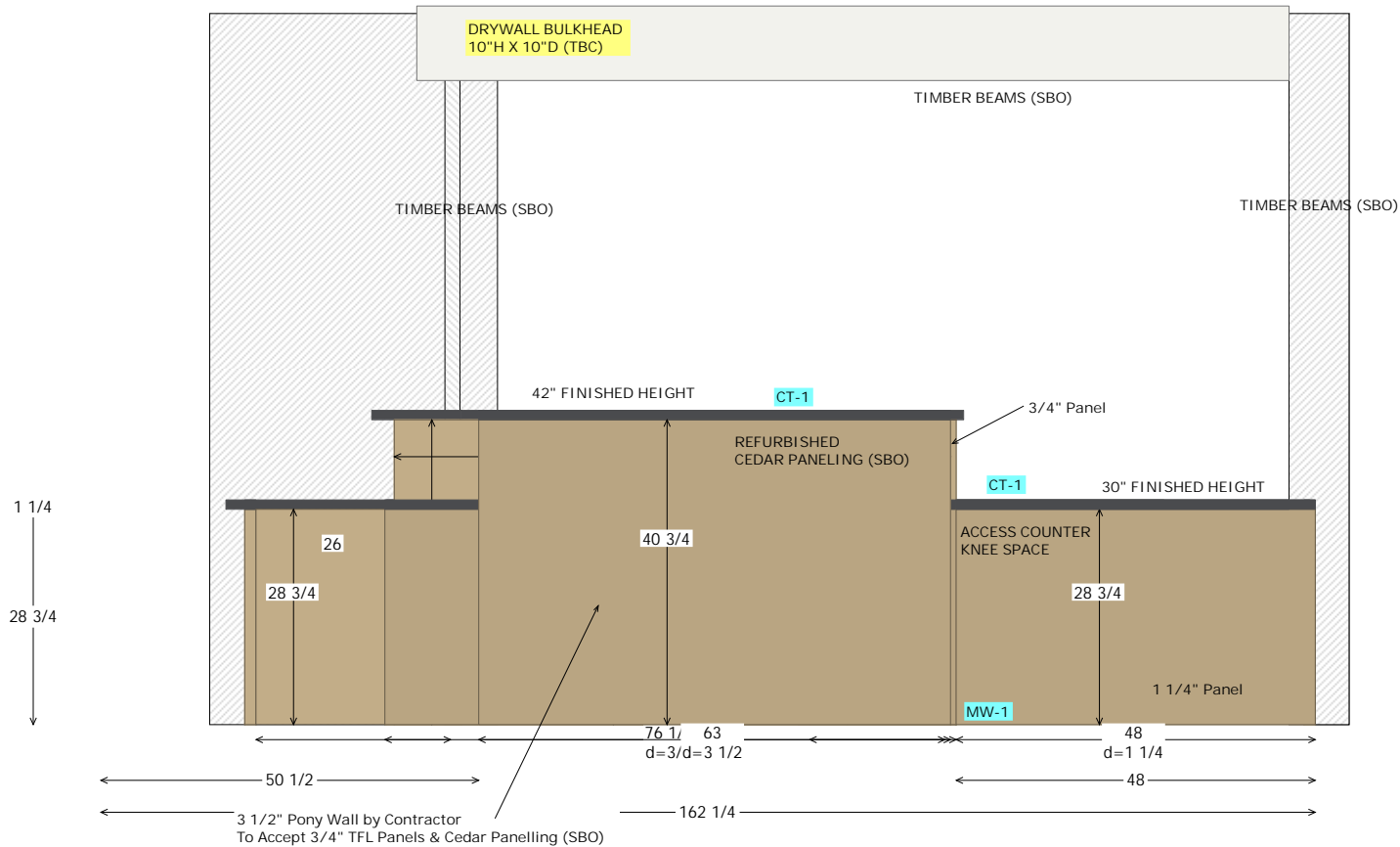


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Address: 107 Rugged Mountain Rd., Tahsis, BC  
Contact(s): Reg Stratton - rstratton@villageoftahsis.com / 250-895-4234  
2025-10-24 Desiree Ross - desiree@modlux.ca / 778-262-0621

RECEPTION DESK - Back of Wall 3

Not To Scale

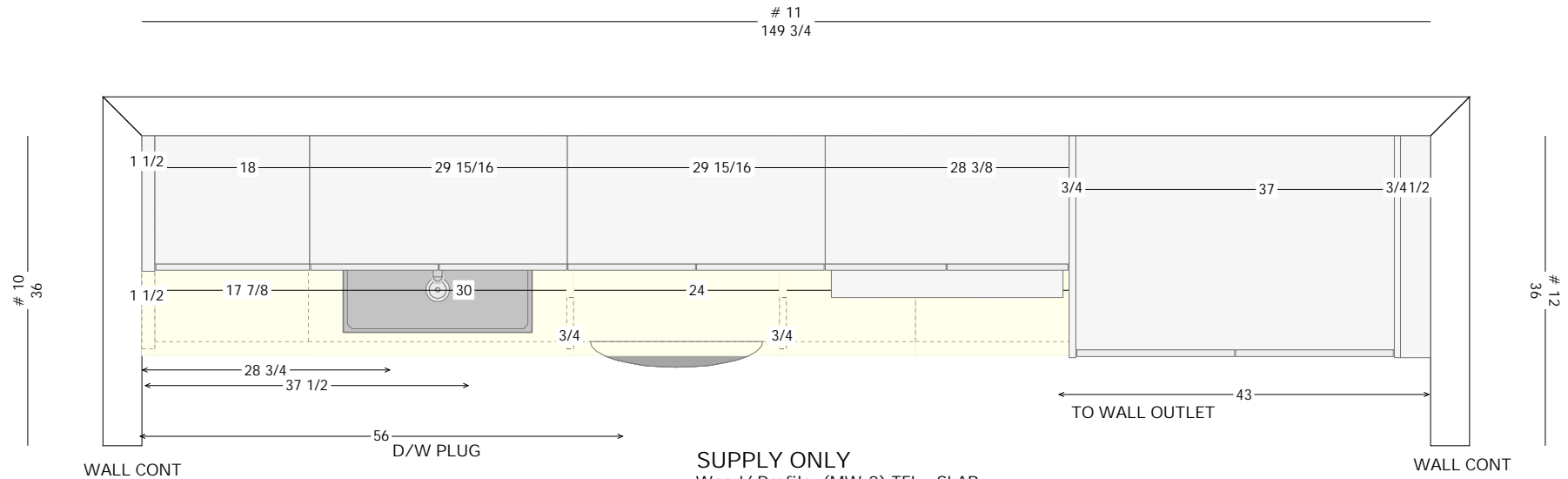


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 2025-10-24 **Desiree Ross - desiree@modlux.ca / 778-262-0621**

**STAFF KITCHENETTE**

Not To Scale



**SUPPLY ONLY**

Wood/ Profile: (MW-2) TFL - SLAB  
 Finish/ Colour: COTTON MIST  
 DOOR EDGE TAPE: (1MM) \_\_\_\_\_

Interiors: WHITE MELAMINE FACED PLY W/ BACKS  
 Box Edge Tape: (.5MM) STD. WHITE  
 Drawers: BIRCH/ UNDERMOUNT  
 Gables/ Panels: SLAB - TFL (COTTON MIST)

Finished Height: 92"  
 Crown: N/A  
 Light Valance: N/A

Countertop: (CT-2) FLAT LAY LAMINATE  
 Profile: EASED EDGE  
 Colour: (W) BEACHWALK 5044-60  
 Splash: 3/4" PLANT ON (4"H) (BACK ONLY)

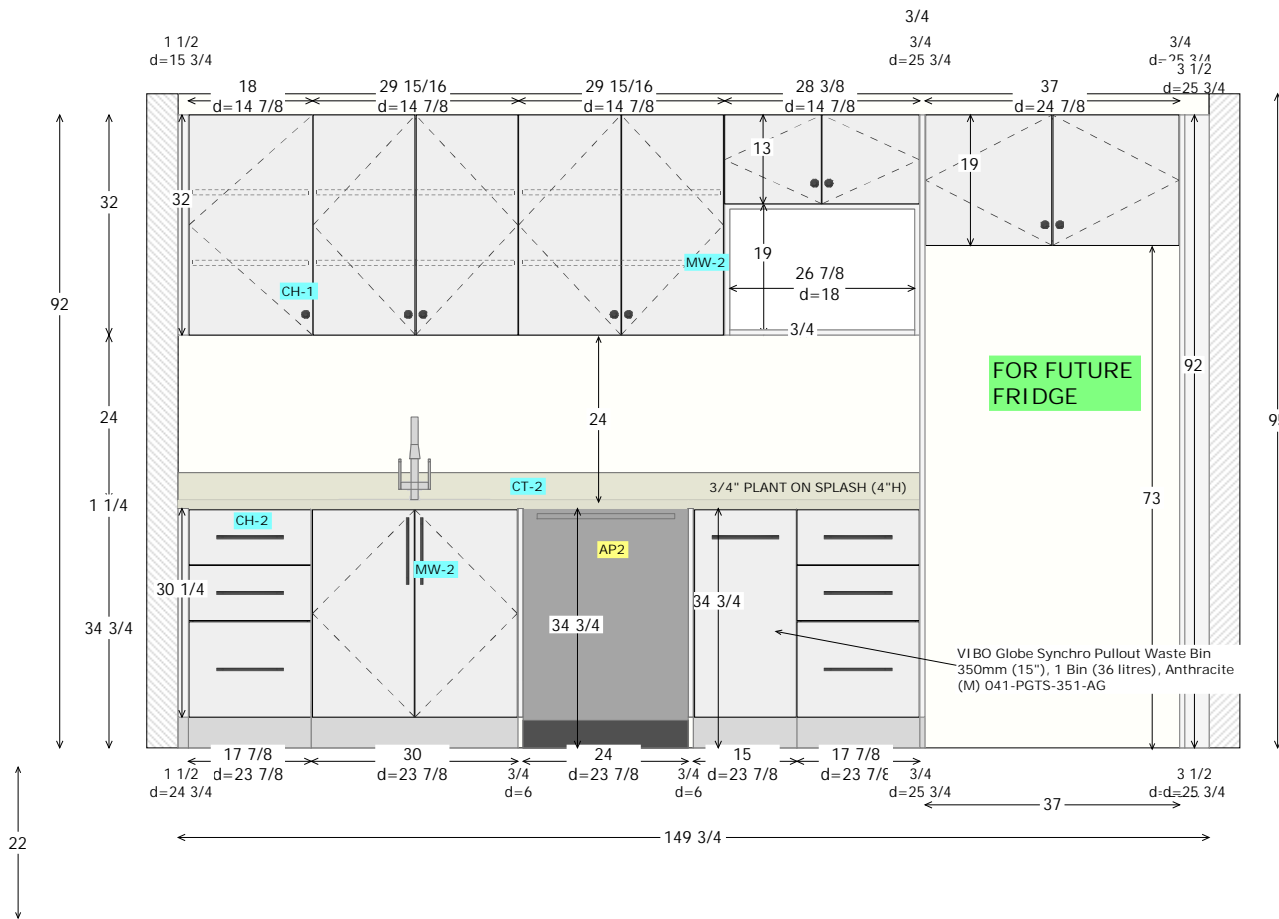
Knobs: CH-1 (M) COMO V0168026ZM2 - MATTE BLACK (9)  
 Handles: CH-2 (M) GRANTCHESTER 9668-192-DBK-HSS - MATTE BLACK (9)  
 Doors: SOFT CLOSE (11)

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2025-10-24 Desiree Ross - desiree@modlux.ca / 778-262-0621

STAFF KITCHENETTE - Wall 11

Not To Scale



# VILLAGE OF TAHSIS

## Report to Council

**To:** Mayor and Council

**From:** Chief Administrative Officer

**Date:** November 10, 2025

**Re:** SPARC Community Accessibility Grant Application – Financial and Operational Implications

---

### **PURPOSE OF REPORT:**

To provide Council with the operational and potential financial implications with this project, based on the Council approved scope which is reflected in the draft SPARC grant application (attached).

### **OPTIONS/ALTERNATIVES**

1. Approve cost overruns of \$5,000.00 for labour and materials to be funded from the Recreation Centre budget and/or the Recreation Reserve account and approve the use of 35 hours by Village forces to complete this project by March 31, 2026.
2. Reconsider Resolution 0385/2025 to delete the privacy curtain item from the project scope to increase the amount of grant funding for labour and any additional materials needed for the pool ramp and mobile change table installation and developing standard operating procedures (“SOPs”).
3. Any other option that Council deems appropriate.

### **BACKGROUND:**

At the October 21, 2025 regular meeting, Council approved the following motion:

#### **Lenahan/Moore: VOT 0385/2025**

**THAT** option #2 be approved (approve the SPARC grant for a pool access ramp, adult size change table and two privacy curtains. Decide on other barrier removals at a later date).

The proposal Council relied on to make this decision did not include a staff report with information on the financial and operational implications of acquiring, installing and operating these items. (The draft grant application is attached to this report.)

Staff have now completed a review of the project scope to assess the operational and financial implications in implementing Council's decision.

Swimming pool access ramp (see attached supplier information):

- The Aquam Aquatics Nordesco ramp is intended to be a permanent fixture in the pool, so, in addition to the installation, the new \$7,000.00 pool cover will need to be cut and fitted around the ramp to remain functional. (The pool cover is essential for energy conservation and moisture control.)
- The ramp is constructed of plastic and stainless steel. Working on the 3m long ramp, e.g., cleaning and repairs, requires removal from the pool and leaving it on the pool deck, effectively blocking off that access.
- The installation labour and any material costs, including changes to the pool cover, will be determined after the ramp is delivered.
- SOPs will need to be developed to give Rec Centre staff the tools for managing patrons who attempt to use the ramp for play and to prevent accidents and injuries.

Privacy curtains

- The use of the curtains may, in some instances, temporarily limit the use of the change rooms by other patrons.
- The installation labour and any material costs will be determined when the items are delivered.

Power Height Adjustable Mobile Change Table (see attached owner's manual, specifications and inspection checklist)

- The unit is 78" x 28" when set up for use and will need to be stored in a secure location in the facility.
- The unit requires a 15amp GFI receptacle so electrical upgrades will be required for both change rooms.
- Some minor improvements to create a suitable storage area may be needed.
- Staff will need training for conducting the inspection, preventative and corrective checklist.
- SOPs will be required for the transfer and set up of the unit, troubleshooting and appropriate action if someone is injured or hurt while using the item. (Note: The lifeguard cannot leave the pool during swim times to transfer and set up the unit.)

**POLICY/LEGISLATIVE REQUIREMENTS:**

1. *Accessible British Columbia Act (SBC 2021, Ch. 19)*

**FINANCIAL IMPLICATIONS:**

The SPARC grant application requests \$24,000 for the three items listed above and \$1,000 for labour costs. The labour costs for installation and developing SOPs could potentially exceed \$1,000. There will be ongoing costs in operating and maintaining and the access ramp and change table. The provincial government has not provided funding to local governments to implement the legislation.

**STRATEGIC PRIORITY:**

This is not a Council strategic priority for 2025.

**RECOMMENDATION:**

No recommendation.

Respectfully submitted:



---

Mark Tatchell, Chief Administrative Officer



# Local Community Accessibility Grant

## About this initiative

To provide local governments with up to \$25,000 in funding to remove barriers for persons with disabilities by implementing one of the initiatives identified in their Accessibility Plan, or by their Accessibility Committee. It could also be an initiative that the community would like to implement based on feedback received from service users based on their feedback mechanism.

## Eligible Applicants

All municipalities and regional districts in British Columbia are eligible to apply for this funding.

1. Each municipality or regional district is eligible to submit an application
2. Priority will be given to local governments that are fully compliant with Part 3 of the *Accessible B.C. Act*.

## Nature of the Funding

Each local government is eligible for up to \$25,000 and may select one of the following streams:

### Stream 1—Local Government led projects – new

This stream is designed for local governments that already have a project that will advance accessibility or build the local-level capacity when responding to local accessibility needs or priorities.

### Stream 2—Capacity support – existing/expanding

This stream is designed for local governments that may be unsure of where to start, and will focus on working together with others to build a deeper sense of existing and emerging accessibility needs or priorities.

Local governments in this stream will work with SPARC BC to define their needs and select a specific area of focus (built environment, attitudes, practices, policies, information and communication or technology). The funding will then be used to implement the specific projects or initiatives identified.

- Stream 1—Local Government led projects – new
- Stream 2—Capacity support – existing/expanding

**Please provide a short overview of your proposed initiative or area of focus:**

## About your Project

The funding is available to support projects of varying sizes, types and complexity including projects, both new and existing, designed to:

- Remove physical barriers in the built environment
- Understand and address attitudes, practices, and policies
- Enhance information, communication, and technology

**Please describe the needs or types of barriers that your initiative will address:**

**Which specific needs or disability groups will be served through your initiative?**

**What geographic area does your initiative cover?**

**What is the type of knowledge or insight that you hope to gain?**

## Types of Activities Covered

What types of activities will be delivered through your initiative?

- Ramps, elevators, lifts, accessible washrooms, power door operators, accessible doors, audio signals and loops and lighting/color contrasting for visually impaired etc. (The completed infrastructure must be open for public use)
- Anti-bias training, service delivery training
- Training or supports needed to promote safer economic inclusion, interview processes, ASL interpretation and supports for events, Accessibility Audits of workflow, remuneration for Accessibility Advisory Committee reviewing and members.
- Funding for legal and consulting advice as well as internal staff resources.
- Funding to strengthen communication designed to allow for greater inclusion
- Job task checklists in pictorial form, wayfinding signage, ASL version of policies, application forms accessible to screen readers, reprinting hardcopies of material in large font, Braille versions of documents, accessibility enhancement to the website.
- Purchasing software that enables the production of accessible documents, specialized equipment and productivity tools (headsets, tablets, laptop screenreaders).
- Other ideas as identified through your Accessibility Committee.

**Funding Amounts**

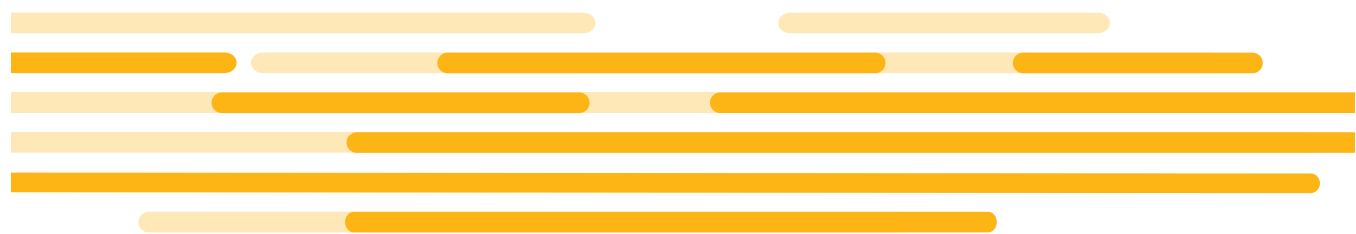
Funding will be dispersed in the following methods, all successful applicants must have all project completed by end of the grant programme and are required to submit a final report to SPARC BC by 31<sup>st</sup> March 2026.

1. For projects \$10,000 or less funding will be disbursed in 1 transaction of 100%.
2. Grants above \$10,000 will be dispersed in 2 transactions—80% upon return of the Terms & Conditions document and 20% upon receipt of Final Report

**ADMINISTRATIVE DETAILS: KEY STRATEGIES AND ACTIONS INCLUDING KEY MILESTONES**

Please tell us about the specific steps and actions to be taken, key milestones and critical dates. Please note, it is possible to add additional pages if required. However, project applicants are only expected to provide high-level details and that SPARC BC will seek additional information or clarification if required. Completion of this table is optional for stream 2.

Key Steps and Actions	Key Milestones/Outcomes	Critical Dates
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
<b>Conclusion: Project Outcomes Report Submission</b>		



**REQUESTED PROJECT BUDGET**

The following sets out the proposed budget to complete the scope of work as outlined in the previous section. Completion of this table is optional for stream 2.

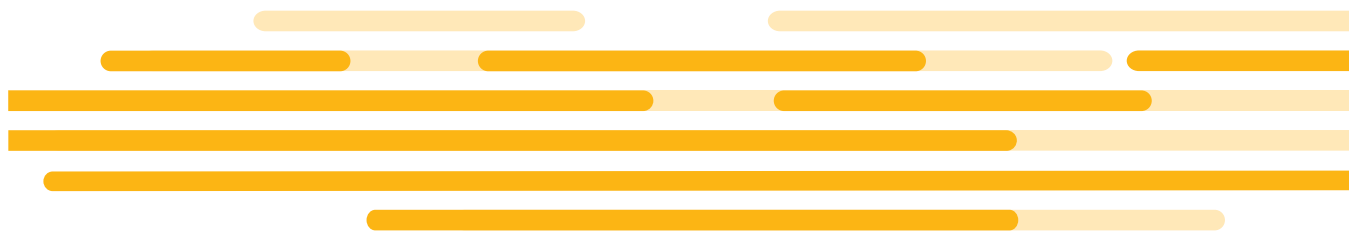
Specific Steps and Actions	Proposed Budget
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
<b>TOTAL REQUESTED BUDGET AMOUNT</b>	<b>\$</b>

**Third-party contributions**

Third-party means any person or legal entity, other than the Province, who participates in the implementation of an eligible project by means of contract. The Province’s share is calculated once all third-party contributions (provincial, federal, and private funds) have been deducted from the total eligible costs of the project. If third-party funding is available, it may be applied to the project outside the provincial grant portion.

**In-kind Contributions**

In-kind or donated contributions are not an eligible cost. In-kind contributions may include volunteer hours and/or donated professional labour, services, space and materials, which are provided at no cost or below fair market value to the Recipient.





### Letter of Support

Please provide a letter of support from your accessibility committee. This letter should be submitted alongside this application form as a Word document or PDF.

### Signature

The signature below certifies that all the information provided in this application is complete and correct.

Applicant Name: \_\_\_\_\_

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

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

### Application Checklist

- Accessible Communities Grant Application Form
- Workplan (only required for applicants in Stream 1)
- Proposed budget (only required for applicants in Stream 1)
- Letter of Support from Accessibility Advisory Committee
- Board Resolution/Letter of Support from CAO

### Submit your Application

If you have any questions or would like to submit your application, please email [accessibility@sparc.bc.ca](mailto:accessibility@sparc.bc.ca)

**Thank you for your application!**



# Accessibility includes *all*



**Can-Dan Mobile Change Table  
Inspection, Preventative and Corrective Maintenance Checklist**

Make/Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

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

**FRAME**

	<b>PASS</b>	<b>FAIL</b>	<b>Notes/ Corrective Action</b>	<b>Tech Initials</b>
Check for looseness or rust on bolts/welds				
Inspect castors - roll and lock properly				
Inspect bearings/bushings/pins for wear				
Inspect plastic caps for damage				
Test siderails (if applicable) raise/lower/engage				
Check siderail locking pins for wear (if applicable)				
Inspect siderail padding for tears/wear (if applicable)				

**Electrical**

	<b>PASS</b>	<b>FAIL</b>	<b>Notes/ Corrective Action</b>	<b>Tech Initials</b>
Check electrical cords, cables and plugs for damage or wear				
Foot control/hand control operates smoothly				
Operate table, complete a full cycle - raise and lower				

**Tabletop/Mattress**

	<b>PASS</b>	<b>FAIL</b>	<b>Notes/ Corrective Action</b>	<b>Tech Initials</b>
Inspect tabletop for damage				
Inspect mattress for damage				
Clean mattress (soft cloth, warm soapy water)				
Inspect safety straps for tears/wear- buckles engage properly				

**Load Test**

	<b>PASS</b>	<b>FAIL</b>	<b>Notes/ Corrective Action</b>	<b>Tech Initials</b>
Load test to maximum load - 450 lbs				

**Other**

	<b>PASS</b>	<b>FAIL</b>	<b>Notes/ Corrective Action</b>	<b>Tech Initials</b>
Owner's Manual- easily accessible				

Comments:

\_\_\_\_\_

Inspected By: \_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

## Specification Sheet

<b>CAN-DAN ELECTRIC MOBILE HEIGHT ADJUSTABLE CHANGE TABLE</b>	
<b>Technical Specifications</b>	
<b>Measurements:</b>	<p>Table Sizes: 62x28, 72x28, 62x30, 72x30, 62x32, 72x32, 72x36, 72x40            Mattress: 2" thick            Height Adjustment: 18" – 34" (floor to table top)            Minimum Length for space: Length 62" table – 74", Length 72" table – 84"            Lifting Capacity: 450 lbs (evenly distributed)</p> <ul style="list-style-type: none"> <li>Note: For the Can-Dan Mobile Changing Tables, the outlet should be no higher than 16" from the floor to the top of the outlet and preferably centred to the position of the table.</li> </ul>
<b>Product Group:</b>	Change Tables
<b>Description:</b>	<p>The Mobile Electric Height Adjustable Changing Table is a lifting device. Electrically powered hand control connected to a 24V actuator.            The table is lowered for safe transfer for both user and caregiver.            Mobile Electric Height Adjustable Change Tables are ETL Certified as a solution. Individual is secured using the 2 integrated safety belts.            Height adjustable with wired hand control or optional foot pedal            Suitable for use in schools, clinics, private homes, group homes, nursing homes, and other caregiving situations.</p>
<b>Materials:</b>	<p>Powder-coated steel frame. 5" locking casters. (4" locking casters on 36" and 40" tables)            Tabletop - Particle board with melamine.            Safety belts – Woven fabric.            18 oz. vinyl mattress, mildew resistant, latex-free lead-free, phthalate free and fire retardant to NFPA 701 USA and CAN/ULC S109 standards.</p>
<b>Colour:</b>	<p>Frame – Grey            Tabletop – White            Mattress – Grey</p>
<b>Adjustability:</b>	<p>Height Adjustable.            Optional fold down and swing away safety rails.</p>
<b>Ergonomics:</b>	<p>High quality powered change tables.            Provides a stable platform for changing individuals.            Ability to be lowered to a suitable level for safe transfer height.</p>
<b>Functionality:</b>	<p>Solid Surface with a 2" removable mattress.            Level and straight to facilitate assisted or independent transfers.            Hand control can be fastened to the front cover.            Removable mattress fastened with Velcro.            Caregivers use the hand control to lower the change table to a suitable height to safely transfer individuals from their seating system to the padded tabletop.</p>
<b>Actuator:</b>	LA31 Careline, (Linak)
<b>Control Box:</b>	CB9 Careline, (Linak)

## Specification Sheet

<b>Hand Control:</b>	HB4 (Linak)
<b>Motor:</b>	Powered by 115VAC to 24 VDC power supply requires a GFI receptacle
<b>Weight:</b>	300 lbs (depending on size)
<b>Cleaning:</b>	Approved disinfectants. Must be wiped down with a soft rag immediately after cleaning to prevent discolouration of the mattress. If not, the surface coating may deteriorate.
<b>Warranty:</b>	<p>Can-Dan Rehatec Ltd. as manufacturer warrants from the DATE OF DELIVERY TO THE FIRST CONSUMER that each item described below, as NEW AND UNUSED, will be free from any defects in material and/or workmanship for a period of:</p> <ul style="list-style-type: none"> <li>• 5 years on change Table Frame (Manufactured by Can-Dan Rehatec Ltd.)</li> <li>• 2 years on Linak Actuator</li> <li>• 1 year for accessories including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Hand Control</li> <li><input type="checkbox"/> Tabletop</li> <li><input type="checkbox"/> Mattress</li> <li><input type="checkbox"/> Safety Belts</li> <li><input type="checkbox"/> Locking Casters</li> </ul> </li> </ul>

### Picture & Diagram



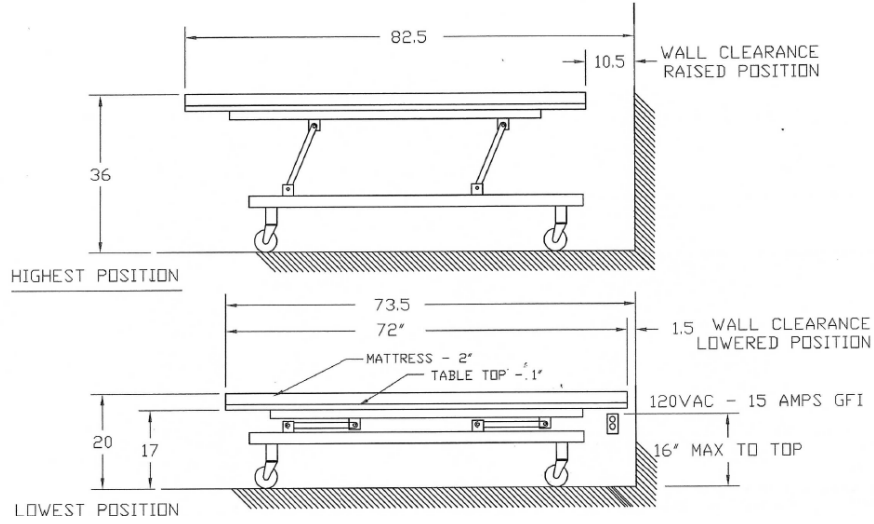
Above: Change Table with optional Side-Rails



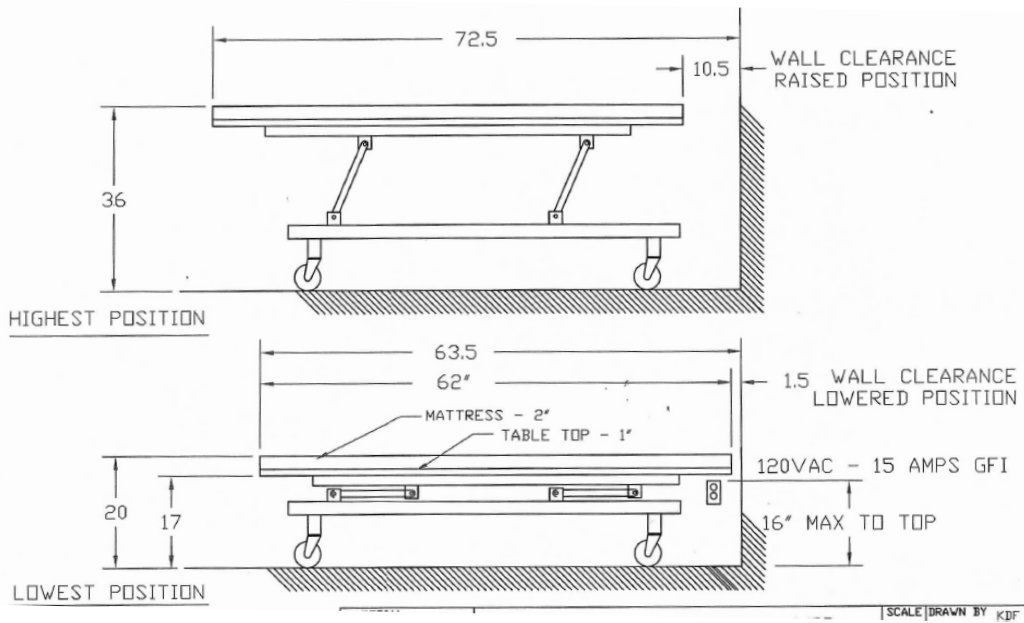


# Specification Sheet

## 72" Mobile Specifications



## 62" Mobile Specifications





## Mobile Electric Height Adjustable Change Table

**Model:** 19-97-62 **Size:** 62" x 28"

**Model:** 19-97-72 **Size:** 72" x 28"

**Model:** 20-02-62 **Size:** 62" x 30"

**Model:** 20-02-72 **Size:** 72" x 30"

**Model:** 20-03-62 **Size:** 62" x 32"

**Model:** 20-03-72 **Size:** 72" x 32"

**Model:** 20-20-36 **Size:** 72" x 36"

**Model:** 20-20-40 **Size:** 72" x 40"

## Owner's Manual

V2.2 – July 2025

Read thoroughly before operating

Manufactured in Canada



# Mobile Electric Height Adjustable Change Table Owner’s Manual



## Table of Contents

- 1. Welcome ..... 3
- 2. Quick Reference Overview..... 4
- 3. What is in the Box ..... 5
- 4. Safety Instructions..... 6
- 5. How to Use the Table..... 7
- 6. Cleaning Instructions..... 9
- 7. Maintenance..... 10
- 8. Troubleshooting ..... 11
- 9. Warranty..... 12
- 10. Thank You..... 14
- 11. Support and Contact Info ..... 16



# Mobile Electric Height Adjustable Change Table Owner's Manual



## 1. Welcome

Thank you for choosing the Mobile Electric Height Adjustable Change Table by Can-Dan. Designed and assembled in Canada to support safe, dignified, and inclusive hygiene care in public settings.

This manual provides essential information for users, facility managers, and maintenance teams. It covers everything from setup and safe operation to cleaning and troubleshooting.

Can-Dan Rehatec Ltd. has been trusted supplier of solutions across Canada since 1986, supplying durable, thoughtfully engineered accessibility products. Each unit is built with quality materials, safety-tested components, and a focus on reliability in real-world use.

This manual will walk you through safe basic operation, maintenance, and proper use of your Mobile Change Table. We encourage all caregivers, maintenance personnel, and end users to read this document thoroughly before using the product. Following the guidelines in this manual will help ensure safe, efficient operation, and extend the life of your table.

If you ever have questions or need support, our team is here to help. You can reach us by phone, email, or through our website – we're always happy to support you in creating more accessible, inclusive spaces.

Thank you for your commitment to accessibility, and for trusting Can-Dan.

- The Can-Dan Rehatec Team



## Mobile Electric Height Adjustable Change Table Owner's Manual



### 2. Quick Reference Overview

Here are the core specifications and features of your change table:

Feature	Details
Height adjustability	508mm (20") to 914mm (36") (including 2" mat)
Safe working load	450 lb (204 kg)
Power Supply	110VAC to 24DC
Safety rail(s)	Optional
Mattress	Fire retardant, germ-resistant vinyl surface
Safety belts*	Two (2) included (Not intended for restraint use)
Casters	Total lock capability
Table dimensions <b>(Model: 19-97-62)</b>	1574.8mm L (62") x 711.2mm W (28")
Table dimensions <b>(Model: 19-97-72)</b>	1828.8mm L (72") x 711.2mm W (28")
Table dimensions <b>(Model: 20-02-62)</b>	1574.8mm L (62") x 762mm W (30")
Table dimensions <b>(Model: 20-02-72)</b>	1828.8mm L (72") x 762mm W (30")
Table dimensions <b>(Model: 20-03-62)</b>	1574.8mm L (62") x 812.8mm W (32")
Table dimensions <b>(Model: 20-03-72)</b>	1828.8mm L (72") x 812.8mm W (32")
Table dimensions <b>(Model: 20-20-36)</b>	1828.8mm L (72") x 914.4mm W (36")
Table dimensions <b>(Model: 20-20-40)</b>	1828.8mm L (72") x 1016mm W (40")

*\*Not included on Model 20-20-36 (72" x 36") and Model 20-20-40 (72" x 40")*



## Mobile Electric Height Adjustable Change Table Owner's Manual



### 3. What's in the Box

Your Can-Dan Mobile Change Table ships fully assembled and ready to use – no installation is required beyond rolling the unit into position and plugging it into a GFCI-protected outlet.

Every unit includes:

- ✓ Fully assembled Mobile Change Table
- ✓ Mattress (vinyl-wrapped, fire retardant, and germ-resistant)
- ✓ Two (2) integrated safety belts (installed)\*
- ✓ Hand control with mounting handle (installed)
- ✓ Total locking casters (installed)

Optional:

- Side rails (only included if specified at time of order)

Before first use, review all safety guidelines and operating instructions in this manual. If you have any questions about your delivery, contact Can-Dan immediately.

*\*Standard on all models except models 20-20-36 and 20-20-40, where belts are available upon request.*



## Mobile Electric Height Adjustable Change Table Owner's Manual



### 4. Safety Instructions

This equipment is designed to be simple and safe –when used properly and instructions are followed. Please review the following safety information with staff.

- ✓ Use a qualified person to maintain the table in good condition.
- ✓ Keep it clean and free of debris for best and safe performance
- ✓ Caregiver should never leave user unattended
- ✓ Do not make modifications to the table
- ✓ Ensure the wheels are in a locked position
- ✓ Do not, at any time, leave anything under the change table
- ✓ As the table raises or lowers, the top may shift laterally up to 203.2mm (8”) due to the lifting mechanism. Ensure there is at least 304.8mm (12”) of clearance on both sides of the table to prevent pinch points or obstruction during use
- ✓ Never exceed the 450 lb (204 kg) weight capacity
- ✓ Requires a GFCI-protected receptacle (15 amp)
- ✓ Use the safety belts to assist in positioning the user during use of the change table
- ✓ Safety belts should only be used at the recommendation of a Registered Healthcare Provider (when available)
- ✓ The safety belts are not intended to be used as a restraint



## Mobile Electric Height Adjustable Change Table Owner's Manual



### 5. How to Use the Table

Before each use:

- Ensure the wheels are locked
- Ensure the area around the table is clear, with at least 304.8mm (12") of space on either side to allow for a table movement during height adjustment
- Confirm the table is plugged into a GFCI-protected outlet

#### For Unassisted Transfers:

1. The user may lower the table independently using the hand control to a safe transfer height.
2. Once seated or lying on the mattress, they can proceed with changing or care tasks independently.
3. If **optional** side rails are installed, these may be raised for additional support in positioning or user confidence.

#### For Assisted Transfers:

1. The caregiver lowers the table to a safe height for transfer using the hand control.
2. With casters locked, transfer the user onto the table.
3. Use the integrated safety belts to assist with secure positioning (only if recommended by a healthcare provider).
4. If side rails are present, they may be raised for additional safety during care.
5. Once the user is in a safe and comfortable position, the caregiver can raise the table to their



## Mobile Electric Height Adjustable Change Table Owner's Manual



preferred working height for safe patient handling.

### After Use:

1. Clean the mattress surface as outlined in the **Cleaning Instructions** section.
2. Return the table to a neutral working height.

**Note:** Always prioritize the user's dignity and comfort. Use positioning features appropriately and only when needed.



## Mobile Electric Height Adjustable Change Table Owner's Manual



### 6. Cleaning Instructions

The vinyl-wrapped mattress is designed for easy cleaning and infection control. To clean:

- ✘ Do not use ammonia, bleach, isopropyl alcohol, or harsh solvents
- ✓ Clean with a mild disinfectant diluted with water
- ✓ Wipe down using a clean cloth
- ✓ Rinse with water-dampened cloth to avoid residue
- ✓ Dry thoroughly with a clean towel or cloth – do not soak.

**Contact:** 905-648-7522 (Can-Dan Customer Service) for mattress care support.



## Mobile Electric Height Adjustable Change Table Owner's Manual



### 7. Maintenance

Regular maintenance ensures safe, reliable operation.

#### Monthly Visual Inspection

- ✓ Check belt(s) for damage
- ✓ Ensure the actuator motion is smooth
- ✓ Look for corrosion, loose bolts, or electrical wear
- ✓ Check casters and brakes for proper function
- ✓ Clean Velcro on tabletop and mattress

#### Annual Inspection

- ✓ Verify safe working load operation
- ✓ Test the full range of the actuator (up/down)
- ✓ Confirm power supply and user control function



## Mobile Electric Height Adjustable Change Table Owner's Manual



### 8. Troubleshooting

If the table is not working as expected, use this step-by-step guide before calling or emailing support.

#### Control System Troubleshooting

1. **Does the GFCI outlet have power?**
  - **No** → Check if the outlet is tripped. **No power still?** Call a licensed electrician.
  - **Yes** → Continue.
2. **Does the table only go up all the way but only down part of the way?**
  - **Yes** → Check for guard rail interference or interference from surrounding structures.
  - **No** → Continue.
3. **Press up/down on the controller. Does the control box click?**
  - **No** → Replace hand control.
  - **Yes** → Continue.
4. **Does it click when trying to go up or down and not both?**
  - **No** → Replace control box.
  - **Yes** → Continue.
5. **If it clicks when pressing up and down but the table does not move:**
  - Replace the actuator.



## Mobile Electric Height Adjustable Change Table Owner's Manual



### 9. Warranty

Your Mobile Electric Height Adjustable Change Table is backed by an industry leading warranty. Can-Dan offers the following warranty from the **date of delivery to the first consumer**:

Component	Warranty Period
Structural frame	4 years
Linak actuator and control box	2 years
Accessories: <ul style="list-style-type: none"> <li>• Hand control</li> <li>• Tabletop</li> <li>• Mattress</li> <li>• Safety belts</li> <li>• Casters</li> </ul>	1 year

#### Conditions:

- ✓ Warranty covers defects in materials and workmanship
- ✓ Accessories must be installed and used according to the manual
- ✓ Warranty claims must be submitted through your dealer of purchase
- ✓ Defective parts must be returned to Can-Dan Rehatec Ltd. All parts replaced under this warranty become the property of Can-Dan Rehatec Ltd.



## Mobile Electric Height Adjustable Change Table Owner's Manual



### The warranty specifically excludes:

- × Normal wear and tear
- × Labour, parts, and lubricant cost of all maintenance services
- × Installation done by a non-authorized representative
- × Damage resulting from improper repairs, modification or use of non-approved components, or repairs done by a non-authorized representative
- × Damage resulting from negligence, abuse, misuse, accident, fire, theft, vandalism, or any act of God

### To make a warranty claim:

Please contact the dealer or authorized distributor where the table was originally purchased. They will happily assist you with the warranty process, including evaluating the issue and coordinating any necessary repairs or part replacements.



## Mobile Electric Height Adjustable Change Table Owner's Manual



### 10. Thank You!

Thank you for choosing a Can-Dan Mobile Electric Height Adjustable Change Table!

This product was carefully assembled and tested in our facility in Ancaster, Ontario, Canada, by a team that genuinely cares about accessibility, inclusion, and quality.

We're proud to build equipment that supports safe, dignified care for individuals of all ages and abilities. If you ever have questions, concerns, or need support – please don't hesitate to reach out.

We're here to help.

- The Can-Dan Team

**This table was personally assembled by:**

**Name:** \_\_\_\_\_

**Serial Number:** \_\_\_\_\_

**Date Assembled:** \_\_\_\_\_



# Mobile Electric Height Adjustable Change Table Owner's Manual



7-1469 Sandhill Drive, Ancaster Ontario, L9G 0H7 Tel: (905)648-7522 Fax: (905)648-7799

[www.can-dan.com](http://www.can-dan.com) [info@can-dan.com](mailto:info@can-dan.com) [techsupport@can-dan.com](mailto:techsupport@can-dan.com)

## Mobile Electric Height Adjustable Change Table Owner's Manual



### 11. Support & Contact Info

Need help with installation, maintenance, or parts?

Contact us:



**Phone:** 905-648-7522 or 1-877-5-CANDAN



**Email:** [info@can-dan.com](mailto:info@can-dan.com)



**Website:** [www.can-dan.com](http://www.can-dan.com)

## Manufactured in Canada



7-1469 Sandhill Drive, Ancaster Ontario, L9G 0H7 Tel: (905)648-7522 Fax: (905)648-7799

[www.can-dan.com](http://www.can-dan.com) [info@can-dan.com](mailto:info@can-dan.com) [techsupport@can-dan.com](mailto:techsupport@can-dan.com)

Page 16


Tahsis, BC | Official Home Page for x nordesco access ramp - Search x Pool access ramp x +

https://aquam.com/en-ca/access-ramp-hd--99000

Proudly Canadian Company English (Canada) Contact Us

**AQUAM** Product name or item number... LOGIN

PRODUCTS CATALOGS NEW ARRIVALS RESIDENTIAL SHOPPER CLEARANCE ABOUT CONTACT



**ACCESS RAMP**  
Item No. HD-99000

+ Hover to zoom | Click to enlarge

### Description

The access ramp allows seniors, pregnant women, injured swimmers or those with disabilities to enter the pool carefully. The ramp is made of plastic and has a safe non-slip surface. Users appreciate the aluminum-reinforced PVC handrails which provide exceptional support.

#### Characteristics

- Materials: plastic and stainless steel
- Dimensions: 3 m long x 0.75 m wide
- Approximate weight: 250 lb

Made in Canada

Type here to search

8:33 AM 11/10/2025



## **A Bylaw to amend the Village of Tahsis Official Community Plan Bylaw No. 675, 2025**

WHEREAS Council has the authority under the provisions of the Local Government Act to adopt an Official Community Plan Bylaw;

AND WHEREAS the Village of Tahsis has considered the Provincial Guidelines;

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

### **Short Title**

1. This bylaw may be cited for all purposes as the “Village of Tahsis Official Community Plan Bylaw No. 675, 2025”.

### **Application**

2. This Bylaw applies only to those areas of the Village to which a bylaw adopted pursuant to Part 14 of the **Local Government Act**.

### **Interpretation**

3. For the purpose of this bylaw:

**Bylaw Enforcement Officer** means persons employed or appointed under s. 36 of the Police Act (RSBC 1996, Ch. 367) from time to time by the Council.

**Council** means the Council of the Village of Tahsis

**Village** means the Village of Tahsis.

**Sea** means the Tahsis Inlet.

### **Severability**

4. If any Section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction,

the invalid portion shall be severed and the decision that it is invalid, shall not affect the validity of the remaining portions of the Bylaw.

## Amendments

- The following amendments are to be made to Bylaw No. 623, 2020 known as the Official Community Plan:

### Amend Section 1.6.8 from:

Future housing needs are difficult to determine in the absence of population data that identifies both full-time and part-time residents, and household income data suppressed by Statistics Canada due to the population size of Tahsis.

A declining permanent population does not entirely reflect future housing needs. With a growing but undocumented part-time population, that includes retirees, and seasonal workers, housing needs for Tahsis cover a broader spectrum.

An estimate of housing affordability for both ownership and rental tenure for full-time residents is provided in Table 1-7. To determine homeownership, conventional mortgage qualifications (3.0% interest, 25-year amortization, minimum 5% down payment) were used to estimate maximum affordable home purchase. For rental tenure, 30% of monthly gross income was used to estimate the maximum affordable monthly rent.

Table 1-7: Housing Affordability

	Average Annual Household Income	Maximum Affordable Monthly Rent	Maximum Affordable Home Purchase
All Households	\$39,592	\$900	\$122,500

Note: Average household income data is from Census 2016 and inflated to 2019 dollars.

### To

Future housing needs are difficult to determine in the absence of population data that identifies both full-time and part-time residents, and household income data suppressed by Statistics Canada due to the population size of Tahsis.

A declining permanent population does not entirely reflect future housing needs. With a growing but undocumented part-time population, that includes retirees, and seasonal workers, housing needs for Tahsis cover a broader spectrum.

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Median Income	\$33,921 to \$50,880	\$635 to \$955	Approximately \$130,000

Note: Average household income data is from UBC Housing Assessment Resource Tools.

By 2041, Tahsis will need 89 new housing units within the next 20 years, with 37 required within the next five years to meet the demand as identified in the Housing Needs Report. Despite this need for new housing, the community is faced with the reality that existing housing is in need of significant repairs, which are difficult to undertake due to a lack of skilled labor in the community. The Village has a hotel currently under construction, but it is not operational. Those visiting must rely on a handful of short-term rentals. Additionally, as with many remote island communities, the ageing population does not have enough housing options in place to allow for them to remain in the community. Housing that is easily accessible and affordable, or supportive housing for greater assistance are needed in Tahsis.

Addressing these housing gaps will be critical to ensuring that Tahsis can provide suitable and sustainable housing options for its residents in the years to come.



The Village has over 25 hectares of residentially zone land which can facilitate redevelopment to meet the project housing needs. Further, there is an additional 30 hectares of land that is outside of the flood and anthropogenic hazard areas that could facilitate additional residential development.

**Amend Section 3.2.2 from:**

Policies

- a. Ensure that the Village's short-term rental accommodation policy continues to be supported by residents and businesses.
- b. Encourage property owners to offer affordable well-maintained rental housing.

**To**

Policies

- a. Ensure that the Village's short-term rental accommodation policy continues to be supported by residents and businesses.
- b. Encourage property owners to offer affordable well-maintained rental housing.
- c. Develop a system (dedicated rental options, ride sharing, etc.) to encourage contractors to relocate to the community, or increase their visits to the Village.
- d. Provide an increase of rental units to restore the healthy rate for vacancies (3% to 5%).
- e. Support the renovation of existing home to include secondary suites.

**Add the following as Sections 3.2.4, 3.2.5, 3.2.6, and 3.2.7:**

3.2.4 Low Barrier Housing

Policies

- a. Acknowledgement that the need for in-person health care services is more important than ever after the Covid pandemic.
- b. Focus on encouraging community participation through programs that address the needs of the population of Tahsis, creating a greater sense of community.
- c. Ease the permitting of home occupations to provide financial opportunities to help create the necessary funds for homeowners' repairs.

d. Establish a fund to facilitate community events that encourage participation from citizens of all ages and that align with the vision of the OCP.

### 3.2.5 Housing For Seniors

#### Policies

a. Establish partnerships with contractors and builders in the Village, or that frequent the village, to jointly fund and facilitate the construction of a Village owned and operated care and/or living facility.

b. Pre- zone the following properties to Residential to facilitate housing development outside of the Flood Hazard DPA and the Anthropogenic Hazard DPA: a. DISTRICT LOT 595, NOOTKA DISTRICT, EXCEPT THOSE PARTS IN PLANS 1734R, 23844, 24047, 24168, 24450, 25028, 25406, 26480, 26664, 27736, 28043, 30676, 30721, 31999, 35184, 35185, 38135, VIP52009, VIP56914, EPP104193, EPP114890 AND EPP131408

c. Establish a Public/Private Transportation Partnership through a Ride-Sharing Program. Host a public information session and have Uber/Lyft participate via teleconference. Show residents how they could benefit from driving for a ride share company. Establish if there is a way for the Village to subsidize costs of trips, particularly within Tahsis.

### 3.2.6 Housing for Families

#### Policies

a. Pursue funding opportunities and grants to assist homeowners with making necessary upgrades to the current housing stock.

b. Encourage the repurpose of existing buildings to accommodate necessary services and amenities

c. Establish guides for applicants looking to apply for a permit (building permit, development permit, etc.).

### 3.2.7 Addressing Homelessness

#### Policies

a. Establish a yearly reporting system to determine the need for units to address homelessness in the Village.

b. Direct the creation of a liaison with local not-for-profit organizations and assist unhoused people with locating vacant units and resources to subsidize their rent.

**Adoption**

READ A FIRST TIME this	16th day of September, 2025.
READ A SECOND TIME this	16th day of September, 2025.
ADVERTISED on this	14th day of _October,_ 2025.
PUBLIC HEARING HELD this	21st day of October, 2025.
READ A THIRD TIME this	4th day of November, 2025.
ADOPTED this	___ day of _____ 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

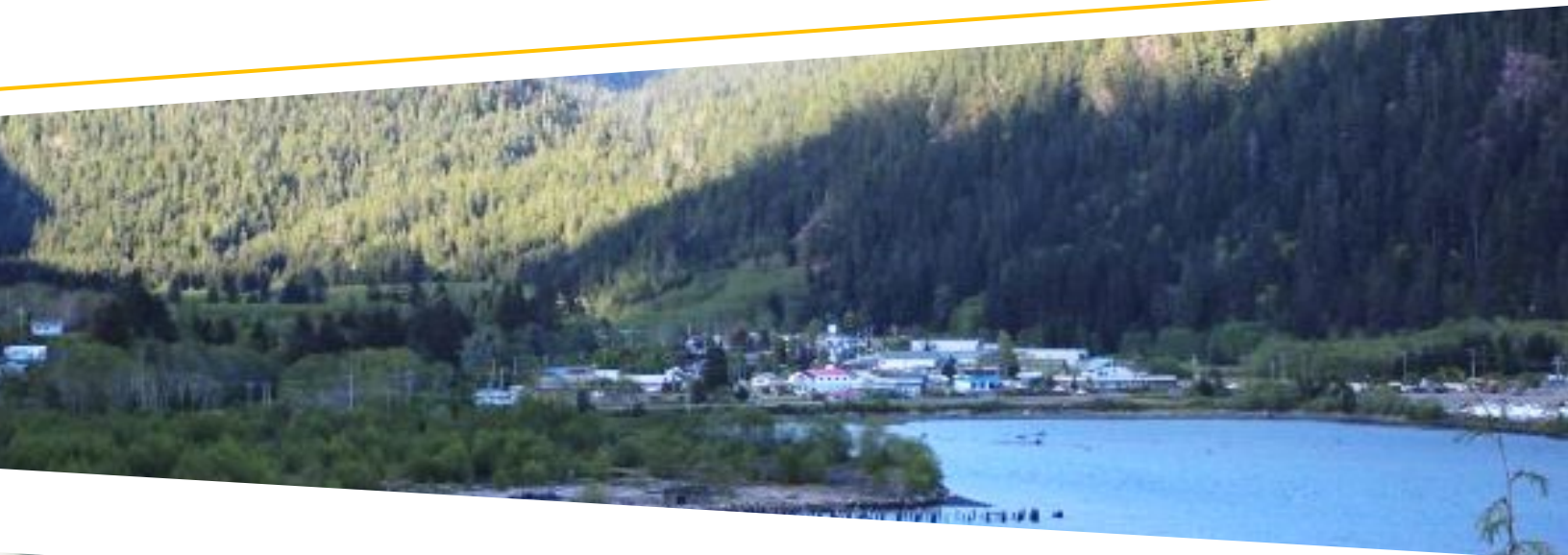
I hereby certify that the foregoing is a true and correct copy of the original Bylaw No. 675, 2025 duly passed by the Council of the Village of Tahsis on this

\_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
CORPORATE OFFICER



# Village of Tahsis Official Community Plan



# Contents

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1.0	Introduction and Context.....	1
1.1	Role of Municipalities.....	1
1.2	Purpose of OCP.....	1
1.3	Relationship to other bylaws.....	1
1.4	Scope of an OCP.....	2
1.5	Relationship with levels of government and agencies.....	2
1.5.1	Mowachaht/Muchalaht First Nation.....	3
1.5.2	School District.....	3
1.5.3	Strathcona Regional District.....	3
1.5.4	Province and Federal Government.....	3
1.5.5	Health Authority.....	4
1.6	Tahsis Context.....	4
1.6.1	Population and Dwelling Occupancy.....	4
1.6.2	Age of Residents.....	4
1.6.3	Household Size.....	5
1.6.4	Housing Tenure.....	6
1.6.5	Housing Types.....	6
1.6.6	Age of Housing Stock.....	6
1.6.7	Housing Value.....	7
1.6.8	Housing Needs Assessment.....	7
1.7	Engagement.....	8
2.0	Community Vision.....	10
2.1	Plan Themes.....	10
2.2	Vision Statement.....	10
3.0	Policy Directions.....	11
3.1	Environment and Natural Areas.....	11
3.1.1	Watershed Management and Forest Sustainability.....	11
3.1.2	Marine Ecosystems.....	12
3.1.3	Environmental Stewardship and Education.....	12
3.2	Housing.....	12

3.2.1	Housing Affordability.....	13
3.2.2	Rental Housing .....	13
3.2.3	Special Needs Housing .....	14
3.3	Economy and Employment.....	15
3.3.1	Tourism Industry .....	16
3.3.2	Aquaculture .....	16
3.3.3	On-line Service Industry .....	17
3.3.4	Film Industry.....	17
3.3.5	Community Forest.....	17
3.4	Infrastructure and Transportation .....	17
3.4.1	Asset Management .....	18
3.4.2	Water Supply Management .....	19
3.4.3	Stormwater Management.....	19
3.4.4	Solid Waste Management .....	19
3.4.5	Sanitary Sewer Services Management .....	20
3.4.6	Road Transportation.....	20
3.4.7	Marine Transportation .....	20
3.4.8	Communications Infrastructure .....	21
3.5	Climate Action and Energy .....	21
3.5.1	Building performance.....	22
3.5.2	Renewable Energy.....	22
3.5.3	Transportation.....	22
3.6	Parks and Recreation.....	23
3.6.1	Parks, Trails, Walkways .....	23
3.6.2	Recreation Centre .....	24
3.7	Learning, Culture, and Community Well-Being.....	24
3.7.1	Sense of Community and Place .....	25
3.7.2	Accessibility .....	26
3.7.3	Food Systems and Food Security.....	26
3.7.4	Health Care Services.....	27
3.7.5	Education.....	27
3.7.6	Mowachaht/Muchalaht First Nation.....	27

3.8 Hazard and Emergency Management .....	28
3.8.1 Hazards .....	28
3.8.2 Emergency Services and Preparedness .....	29
4.0 Land Use .....	29
4.1 Land Use Designations .....	30
5.0 Implementation .....	33
5.1 Implementation Tools .....	33
5.2 Development Permit Areas and Guidelines .....	34
5.2.1 Natural Environment Development Permit Area .....	34
5.2.2 Flood Hazard Development Permit Area .....	36
5.2.3 Steep Slope Hazard Development Permit Area .....	36
5.2.4 Anthropogenic Hazard Development Permit Areas .....	37
5.2.5 Commercial Development Permit Area .....	38
5.2.6 Industrial Development Permit Area .....	39
5.2.7 Development Permit Exemptions .....	41
5.3 Temporary Use Permits .....	41
5.3.1 Procedures .....	41
5.3.2 Conditions .....	41
5.4 Development Approval Information Requirements .....	42
6.0 Monitoring .....	42
List of Schedules .....	43
A: Land Use .....	43
B: Public Facilities and Parks .....	43
C: Development Permit Areas .....	43
C-1: Natural Environment Development Permit Area .....	43
C-2: Flood Hazard Development Permit Area .....	43
C-3: Steep Slope Hazard Development Permit Area .....	43
C-4: Anthropogenic Hazard Development Permit Area .....	43
C-5: Combined Development Permit Areas .....	43

## 1.0 Introduction and Context

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### 1.1 Role of Municipalities

Municipalities such as the Village of Tahsis, have specifically defined responsibilities that have been delegated by the province of British Columbia (B.C.) and which are established under the *Community Charter*. These responsibilities include:

- Municipal services – including water supply and management, solid waste pickup and transfer, maintenance of municipal roads and fire protection,
- Public Places – including recreation centres, and parks,
- Protection of natural environment – including watercourses and areas subject to environmental risks such as flooding and steep slopes,
- Community well-being and safety, and
- Land use regulation.

Given the specifically defined authority and powers granted to municipalities, they must work collaboratively with other levels of government, including federal and provincial governments, regional districts, school districts and First Nations to achieve desired outcomes that are beyond their direct responsibility, but yet impact the health, welfare and safety of its residents.

### 1.2 Purpose of OCP

Municipal land use regulation is implemented through two primary mechanisms, Official Community Plans (OCPs) and Zoning Bylaws. An OCP is a long-term vision for a community with respect to uses of land, community facilities, and infrastructure. OCPs provide a decision-making framework for a local government to achieve certain objectives including:

- Prioritizing projects and services and the spending of finite public money
- Locating compatible and supportive uses in proximity to each other
- Avoiding, minimizing and/or mitigating any potential negative impacts associated with development,
- Guiding uses where they can be supported by infrastructure and minimizing impact on the natural environment, including watercourses, steep slopes and flood prone areas.

### 1.3 Relationship to other bylaws

Per the *Local Government Act* (LGA), the provincial act which provides authority for municipalities to plan and manage land use, once an OCP all bylaws enacted or works undertaken by a local government must be consistent with the OCP. OCPs do not commit or authorize a local government to proceed with any project specified in the plan, but they influence all other municipal plans (including strategic and

financial plans), bylaws, and ultimately capital projects within a municipality. As a result, OCPs help municipalities prioritize significant aspects of their operations and responsibilities.

## 1.4 Scope of an OCP

The LGA, specifies what the OCP must and may include with respect to policies and map designations that pertain to land use, housing, public facilities, infrastructure and the environment (Figure. 1). Tahsis' OCP includes these LGA requirements, but also includes additional topics important to the community, including community well-being, food security, and emergency management.

**Fig. 1-1: OCP Chapters and Local Government Act Requirements.**

	Introduction and Context	Environment and Natural Areas	Housing	Economy and Employment	Infrastructure and Transportation	Climate Action and Energy	Parks and Recreation	Learning, Culture, Community Well-Being	Hazard and Emergency Management	Land Use
<b>Local Government Act OCP Requirements (Summarized)</b>										
<b>REQUIRED</b>										
Residential development			✓							✓
Affordable housing, rental housing, special needs housing			✓							
Commercial, industrial, institutional, agricultural, recreational and public utility land uses				✓	✓		✓	✓		✓
Public facilities including schools, parks and waste treatment and disposal sites					✓		✓	✓		✓
Use of land with hazardous conditions or environmentally sensitive to development		✓							✓	✓
Major road, sewer, and water infrastructure systems					✓					✓
Greenhouse gas emissions (GHG)						✓				
Housing needs assessment	✓		✓							
<b>OPTIONAL</b>										
Social well-being, social needs, and social development								✓		
Natural environment		✓					✓			✓

## 1.5 Relationship with levels of government and agencies

Given the need for municipalities to collaboratively work with other government entities, it is important these groups and their relationship to Tahsis are recognized.

### 1.5.1 Mowachaht/Muchalaht First Nation

The Village of Tahsis is located on the traditional territory of the Mowachaht/Muchalaht First Nation. The Nation's traditional territory extends inland to Gold River and south to Nootka Sound. Tahsis' name stems from the Mowachaht word, *Tashees*, meaning "gateway or passage".

The Nation's centre is Yuquot, (Friendly Cove), located at the mouth of Tahsis Inlet on Nootka Sound, on the south end of Nootka Island where the Yuquot Historic Village, designated a National Historic Site, has been opened for visitors to experience Mowachaht/Muchalaht history and culture.

The Nation is working to pass on their history, culture, stories and experiences to others and are making major investments to upgrade and develop Yuquot historic infrastructure, including dock and moorage facilities, camping and cabin accommodations, a gift shop and maintaining access to the Nootka Trail. Given common interests, partnerships between the Nation and the Village in the areas of economic development, environmental management, and culture have the potential to provide synergistic benefits.

### 1.5.2 School District

The LGA requires municipalities and local school districts to consult at least once each calendar year to discuss anticipated needs for school facilities and support services in the school district and during the preparation of an OCP when an OCP is amended. This communication provides the opportunity to ensure the anticipated needs of a municipality and school district are coordinated. Vancouver Island West School District 84 is responsible for providing elementary, middle and high school education for the west coast of Vancouver Island. The School District operates the Captain Meares Elementary Secondary School in Tahsis which provides kindergarten through grade 12 education.

### 1.5.3 Strathcona Regional District

The Strathcona Regional District (SRD) provides emergency management services supporting the Tahsis Emergency Management program, bylaw enforcement and GIS services. The Comox Strathcona Waste Management service provides landfill and recycling services for Tahsis and the surrounding watershed. The SRD is not required to prepare a regional growth strategy, and therefore, the OCP does not contain a regional context statement.

### 1.5.4 Province and Federal Government

The province, as noted, grants authorities to local governments and provides grants to help municipalities achieve some of its mandated functions. The province is also responsible for the stewardship of provincial Crown Land, forests and natural resources, highways and maintains several provincial parks within the vicinity of Tahsis including Weymer Creek Park.

The federal government is responsible for marine and coastal water waters, including the Tahsis Inlet. Aquaculture licensing, including shellfish and marine fish licensing, is a responsibility of the Department of Fisheries and Oceans (DFO).

The Village does not contain any land within the ALR and is therefore not required to consult with the Agriculture Land Commission prior to the adoption of this OCP.

### 1.5.5 Health Authority

The province has delegated the provision of public health care to health authorities. Vancouver Island Health is the health authority responsible for health care services throughout Vancouver Island and operates the Tahsis Health Centre. Island Health also supports programs to address health and well-being to help prevent illness including the Strathcona Community Health Network, which is a partnership with local governments, First Nations and community organizations.

## 1.6 Tahsis Context

Prior to articulating OCP policies, it is essential to understand the historical contexts, of growth and change from demographic (i.e., population) and housing perspectives.

### 1.6.1 Population and Dwelling Occupancy

Though Tahsis' permanent population has been declining over the past 25 years, there is a growing part-time population. This is evidenced by the steady rate of maintained dwelling units over the past 15 years. Despite a decrease in full-time population the total number of dwellings in Tahsis has remained at or around 400.

**Table 1-1: Population, Dwellings and Full-time Occupancy Rates, 2001-2016.**

	2001	2006	2011	2016
Total Full-time Population	607	367	314	260
Total Maintained Dwellings	405	406	397	400
Total Occupied Dwellings	270	195	170	150
Full-time Occupancy Rate	67%	48%	42%	37.5%

Source: Statistics Canada, Census 2001-2016.

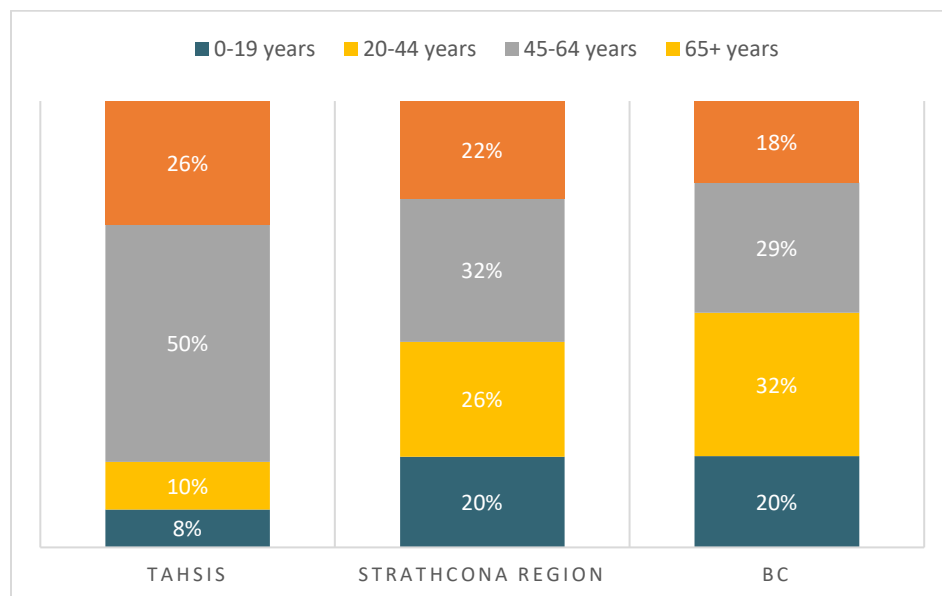
### Implications

Low full-time occupancy rates and a steady number of maintained dwellings indicates there is a significant part-time resident population. Assuming the persons per household rate of 1.6 (Table 1-2) and 100% occupancy of dwellings in the summer, the estimated population of both full-time and part-time residents would be 640, a significant increase from the 250 estimated full-time residents in the 2016 Census. The needs of part-time residents can be quite different than full-time residents. A part-time population also creates demand for a seasonal workforce needing short-term rental accommodation.

### 1.6.2 Age of Residents

The average age of communities across Canada and BC is increasing and Tahsis is no exception. Approximately 26% of Tahsis' population is over the age of 65 and just 8% are under the age of 20. The largest proportion of residents, 50%, are between 45-64 years (Figure 1-2). This age distribution is quite distinct when compared to Strathcona Regional District and BC which have a more even distribution of residents between age groups.

**Figure 1-2: Percent Population by Age Group, 2016**



Source: Statistics Canada, Census 2016.

**Implications**

Aging residents require quality, specialized health care, recreation and social activities and infrastructure that accommodates active (non-vehicular) modes to maintain well-being.

**1.6.3 Household Size**

Average household sizes (number of persons per household) have been decreasing (Table 1-2). This trend is typical for aging populations that contain households without children or spouses. Tahsis’ household size has been averaging less than two persons over the past ten years.

**Table 1-2: Average Number of Persons per Household – 2006, 2016**

Location	2006	2011	2016
Tahsis	1.8	1.8	1.6
Strathcona Regional District	2.3	2.3	2.2
British Columbia	2.5	2.5	2.4

Source: Statistics Canada, Census 2011-2016.

Further, the number of one-person households in Tahsis increased from 75 in 2011 to 85 in 2016, which represents 55% of all households.

**Implications**

The increase in one-person households affirms the need to provide social and community services that prevent social isolation. The design of public facilities and provision of public services will need to

consider this demographic shift, including other daily services and amenities to help residents “age in place” and to support ongoing, independent living.

#### 1.6.4 Housing Tenure

Tenure refers to whether persons living within the dwelling own or rent it. In Tahsis, 94% of dwellings are owner occupied (Table 1-3).

**Table 1-3: Housing Tenure, 2016**

Location	% Owner Occupied	% Renter Occupied
Tahsis	94%	6%
Strathcona Regional District	74%	26%

Source: Statistics Canada, Census, 2016.

Another housing indicator available from the Census is “housing suitability”. In Tahsis, 100% of housing is considered suitable for persons occupying the housing, meaning the dwelling has enough bedrooms for the size and composition of the household.

#### 1.6.5 Housing Types

The majority (74%) of Tahsis’ dwellings are single-detached dwellings with 16% classified as movable dwellings.

**Table 1-4: Tahsis Occupied Dwellings by Structural Type - 2016**

Structural (Dwelling) type	2016	%
Single-detached house	115	74%
Apartment in a building that has five or more storeys	0	0%
Apartment in a building that has fewer than five storeys	5	3%
Row house	5	3%
Semi-detached house	0	0%
Apartment or flat in a duplex	0	0%
Other single-attached house	5	3%
Movable Dwelling	25	16%
<b>Total</b>	<b>155</b>	<b>100%</b>

#### 1.6.6 Age of Housing Stock

The majority (90%) of Tahsis’ housing was built prior to 1981. In comparison, Strathcona Regional District (SRD) housing stock age is more evenly distributed through the decades.

**Table 1-5: Period of Construction - Percent (%) of Housing Stock**

Time Period	Tahsis	SRD
Pre 1945	6%	2%
1946-1960	31%	8%
1961-1970	17%	13%
1971-1980	36%	22%
1981-1990	10%	18%
1990-2016	0%	37%
Total	100%	100%

Source: Statistics Canada, Census, 2016.

### 1.6.7 Housing Value

Housing value refers to the amount an owner expects to obtain if the dwelling is sold. The average value of dwellings noted in Table 1-6 were obtained through the Census and have been inflated to 2019 dollars.

**Table 2-6: Housing Value – Average Value of Dwellings, 2006 and 2016**

	Tahsis 2006	Tahsis 2016	SRD 2016
Average Value of Dwellings	\$109,855	\$94,490	\$331,364
Average Value in 2019 \$	\$116,768	\$101,500	\$352,208

Source: Statistics Canada, Census 2006-2016 and Bank of Canada Consumer Price Inflation Index data.

### 1.6.8 Housing Needs Assessment

Future housing needs are difficult to determine in the absence of population data that identifies both full-time and part-time residents, and household income data suppressed by Statistics Canada due to the population size of Tahsis.

A declining permanent population does not entirely reflect future housing needs. With a growing but undocumented part-time population, that includes retirees, and seasonal workers, housing needs for Tahsis cover a broader spectrum.

An estimate of housing affordability for both ownership and rental tenure for full-time residents is provided in Table 1-7. To determine homeownership, conventional mortgage qualifications (3.0% interest, 25-year amortization, minimum 5% down payment) were used to estimate maximum affordable home purchase. For rental tenure, 30% of monthly gross income was used to estimate the maximum affordable monthly rent.

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	Average Annual Household Income	Affordable Monthly Shelter Cost	Maximum Affordable Home Purchase 2022
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By 2041, Tahsis will need 89 new housing units within the next 20 years, with 37 required within the next five years to meet the demand as identified in the Housing Needs Report. Despite this need for new housing, the community is faced with the reality that existing housing is in need of significant repairs, which are difficult to undertake due to a lack of skilled labor in the community. The Village has a hotel currently under construction, but it is not operational. Those visiting must rely on a handful of short-term rentals. Additionally, as with many remote island communities, the ageing population does not have enough housing options in place to allow for them to remain in the community. Housing that is easily accessible and affordable, or supportive housing for greater assistance are needed in Tahsis.

Addressing these housing gaps will be critical to ensuring that Tahsis can provide suitable and sustainable housing options for its residents in the years to come.



The Village has over 25 hectares of residentially zone land which can facilitate redevelopment to meet the project housing needs. Further, there is an additional 30 hectares of land that is outside of the flood and anthropogenic hazard areas that could facilitate additional residential development.

## 1.7 Engagement

A community survey distributed to all Tahsis households was completed as part of the development of this OCP. Extensive feedback was received and to the extent possible is reflected in the OCPs Community Vision and Policy Directions. In addition, a community workshop was held, and questionnaires sent to all Tahsis households to obtain comments on the draft OCP, including government organizations and entities responsible for providing services to Tahsis residents, and/or potentially affected by the OCP.

## 2.0 Community Vision

---

### 2.1 Plan Themes

Several themes emerged from the community survey. These themes have formed the basis for the Vision, outlined below, and desired outcomes and policy directions outlined in Chapter 3. The themes include:

- **Natural Environment** - environmental assets are intrinsically valuable and should be sustainably managed for the benefit of current and future generations.
- **Economic Vibrancy** – promote what Tahsis naturally has to offer and support residents in their entrepreneurial and creative endeavors.
- **Infrastructure and Service** – prioritize public dollars and spend where its needed most.
- **Sense of Community** – the appearance of Tahsis is important and has a bearing on tourism.
- **Culture** – strengthening the relationship with Mowachaht/Muchalaht First Nation has multiple benefits for both the Nation and the Village.
- **Community well-being** – having access to healthy, fresh food and sufficient, reliable health care services is essential to quality of life.

In many ways these themes are intricately linked together. Recognizing the interdependence between environmental, social, and economic systems ultimately makes a community self-sustaining to support both current and future generations. Becoming more self-supportive and reducing dependence on external resources, to the extent feasible, makes communities more resilient and better able to respond to ongoing changes resulting from a range of externalities, including natural disasters and climate change related impacts.

Chapter 3 – Policy Directions, provides desired outcomes (goals) and policies for the plan themes, in addition to other topic areas. Though these goals and policies are noted independently, in many ways, their implementation impacts and supports other policy directions. How each policy direction relates to others is identified as “Relationship to other Policy Directions” throughout Chapter 3. Together, as a whole, the policies can facilitate the overall vision of the plan.

### 2.2 Vision Statement

Tahsis is a healthy, thriving community that showcases its spectacular natural environment, recreation opportunities, and indigenous culture, where residents have pride in their community, access to safe, affordable housing, reliable health care, nutritious food, and facilities and services that support all stages of life.

## 3.0 Policy Directions

### 3.1 Environment and Natural Areas

#### Overview

Tahsis is located within a biologically rich and diverse area with an extensive marine shoreline, the Tahsis Inlet, and three extensive watersheds, Tahsis River, Leiner River and McKelvie Creek. Cave systems, located both within the municipality and its environs, are the most extensive known in Canada, are biologically unique, and contain ancient natural records of climate change. Tahsis' remarkable setting is a fundamental part of its identity and thriving natural systems are intrinsically valuable to residents and visitors alike. Tahsis residents place an extremely high value on protecting environmental assets. McKelvie watershed, the ridge east of the Village, and its old growth forest is an area residents place have identified as a special place the Village should work to protect and preserve for future generations.

#### DESIRED OUTCOME:

- Healthy protected watersheds and inlet that support future generations and sustain natural ecosystems.

#### Relationship to other Policy Directions

Sec.	Policy Direction	Interrelationship
3.2	Housing	Environmental best management practices help reduce impacts on housing.
3.3	Economy and Employment	Protected natural areas attract tourists and help maintain healthy rivers and creeks that support local fisheries and other resource sectors.
3.4	Infrastructure and Transportation	Preserved, managed and protected natural areas help to protect water quality and quantity.
3.5	Climate Action and Energy	Trees, vegetation and soil help sequester carbon dioxide (CO <sub>2</sub> ), store carbon and help moderate local temperatures and climate and minimize erosion.
3.6	Parks and Recreation	Natural areas support opportunities for passive and active recreation.
3.7	Learning Culture and Community Well-Being	Natural areas intrinsically support individual and community well-being.
3.8	Hazard and Emergency Management	Managing local environmental systems can help mitigate potential hazards or natural disasters.

#### 3.1.1 Watershed Management and Forest Sustainability

##### Policies

- a. Complete watershed protection plans that aid in ensuring the delivery of safe and sustainable drinking water.

- b. In partnership with Mowachaht/Muchalaht First Nation, pursue the development of a community forest agreement with the province that allows innovative and sustainable forest management practices. (SEE ALSO SECTION 3.3 – ECONOMY AND EMPLOYMENT)
- c. Continue to implement the Development Permit Areas established for the protection of the natural environment, including watercourses, steep slopes, flood prone areas. (SEE ALSO SECTION 5.2 – DEVELOPMENT PERMIT AREAS)

### 3.1.2 Marine Ecosystems

#### Policies

- a. Develop policies and procedures for the Development Permit Area established for the protection of development in flood prone areas. (SEE ALSO SECTION 5.2 – DEVELOPMENT PERMIT AREAS)
- b. Restore shoreline features through redevelopment of sites along the Inlet and through the development of a shoreline trail system. (SEE ALSO SECTION 3.6 - PARKS AND RECREATION)

### 3.1.3 Environmental Stewardship and Education

#### Policies

- a. Provide through community partners, outreach and education programs, information on the value of Tahsis’ biologically rich and diverse natural environment.
- b. Establish and maintain partnerships with senior governments and community partners to ensure ongoing protection of sensitive ecosystems, including the McKelvie Creek, Tahsis River and Leiner River watersheds and Tahsis Inlet.
- c. Work with the Tahsis Salmon Enhancement Society and Nootka Sound Watershed Society to restore vital fish bearing streams and rivers and enhance salmon stocks.
- d. Develop a Cave Protection Bylaw to protect and potentially restore entrances to caves within the municipality.

## 3.2 Housing

### Overview

Providing a range of housing for individuals with different needs allows for more inclusive and socially sustainable communities and allows residents to “age in place”. Given Tahsis’ aging population, there is a growing need to provide housing to accommodate seniors. There is also a rising need for housing to accommodate seasonal workers given Tahsis’ developing tourist economy.

#### DESIRED OUTCOME:

- Residents have access to appropriate, secure, and affordable housing that meets their needs throughout their lifespan.

## Relationship to other Policy Directions

	Policy Direction	Interrelationship
3.1	Environment and Natural Areas	Environmental best management practices reduce environmental impacts on new and existing housing.
3.3	Economy and Employment	Through digital communications, homes are convenient and sustainable locations to conduct business.
3.4	Infrastructure and Transportation	Decisions regarding infrastructure impact the ability to service existing and future housing.
3.5	Climate Action and Energy	Energy consumed in homes can represent a significant portion of GHG emissions in a community.
3.6	Parks and Recreation	Parks and recreation facilities provide physical and social well-being opportunities to support living.
3.7	Learning Culture and Community Well-Being	Housing provides the social stability that enables people to work, play, and learn, providing community well-being. Ground-oriented housing provides yard space for growing food.
3.8	Hazard and Emergency Management	Locating new housing outside of hazard areas and mitigating the potential impacts of existing housing located within hazard areas helps reduce impacts on property and people.

### 3.2.1 Housing Affordability

#### Policies

- a. Pursue partnerships with other levels of government, agencies, private industry, and community organizations to implement affordable housing initiatives for residents in need.
- b. Communicate and provide information to residents about provincial and federal housing-related programs.

### 3.2.2 Rental Housing

#### Policies

- a. Ensure that the Village's short-term rental accommodation policy continues to be supported by residents and businesses.
- b. Encourage property owners to offer affordable well-maintained rental housing.
- c. Develop a system (dedicated rental options, ride sharing, etc.) to encourage contractors to relocate to the community, or increase their visits to the Village.
- d. Provide an increase of rental units to restore the healthy rate for vacancies (3% to 5%).
- e. Support the renovation of existing home to include secondary suites.

### 3.2.3 Special Needs Housing

#### Policies

- a. Support provision of seniors housing, including innovative care options, such as shared accommodation, and assisted living and residential care facilities.
- b. Support development of services to facilitate seniors aging in their own homes.
- c. Support temporary workers and reduce seasonal vacant housing rates by linking the Village website to potential listing services for short-term accommodation services.

### 3.2.4 Low Barrier Housing

#### Policies

- a. Acknowledgement that the need for in-person health care services is more important than ever after the Covid pandemic.
- b. Focus on encouraging community participation through programs that address the needs of the population of Tahsis, creating a greater sense of community.
- c. Ease the permitting of home occupations to provide financial opportunities to help create the necessary funds for homeowners' repairs.
- d. Establish a fund to facilitate community events that encourage participation from citizens of all ages and that align with the vision of the OCP.

### 3.2.5 Housing For Seniors

#### Policies

- a. Establish partnerships with contractors and builders in the Village, or that frequent the village, to jointly fund and facilitate the construction of a Village owned and operated care and/or living facility.
- b. Pre- zone the following properties to Residential to facilitate housing development outside of the Flood Hazard DPA and the Anthropogenic Hazard DPA:
  - a. DISTRICT LOT 595, NOOTKA DISTRICT, EXCEPT THOSE PARTS IN PLANS 1734R, 23844, 24047, 24168, 24450, 25028, 25406, 26480, 26664, 27736, 28043, 30676, 30721, 31999, 35184, 35185, 38135, VIP52009, VIP56914, EPP104193, EPP114890 AND EPP131408
- c. Establish a Public/Private Transportation Partnership through a Ride-Sharing Program. Host a public information session and have Uber/Lyft participate via teleconference. Show residents how they could benefit from driving for a ride share company. Establish if there is a way for the Village to subsidize costs of trips, particularly within Tahsis.

### 3.2.6 Housing for Families

#### Policies

- a. Pursue funding opportunities and grants to assist homeowners with making necessary upgrades to the current housing stock.
- b. Encourage the repurpose of existing buildings to accommodate necessary services and amenities.
- c. Establish guides for applicants looking to apply for a permit (building permit, development permit, etc.).

### 3.2.7 Addressing Homelessness

#### Policies

- a. Establish a yearly reporting system to determine the need for units to address homelessness in the Village.
- b. Direct the creation of a liaison with local not-for-profit organizations and assist unhoused people with locating vacant units and resources to subsidize their rent.

## 3.3 Economy and Employment

### Overview

Tahsis' economic future is closely linked to its natural environment. The highest priority of residents and greatest opportunity for future growth is seen in the area of recreation including tourism.

The condition of Head Bay Road (i.e., "The Road") between Tahsis and Gold River is seen as the most important investment to help develop the local economy. However, pending substantive investment in improving this forest service road, efforts to make it an opportunity rather than a barrier should continue to be pursued.

Many rural areas of B.C. are also successfully transitioning from a resource-based economy to a digital, on-line service-based economy that neither requires a shop-front or, residents living within close proximity. Rural communities have made this transition with the availability of digital services.

#### DESIRED OUTCOME:

- An economic development strategy that supports and enhances the best of what Tahsis has to offer – a high quality natural environment, recreation opportunities, First Nations culture, and small-town rural atmosphere.

## Relationship to other Policy Directions

	Policy Direction	Interrelationship
3.1	Environment and Natural Areas	Protected natural areas attract tourists and contribute to Tahsis' distinct identity. Natural resources contribute to jobs which must be managed carefully to ensure these assets are enjoyed by future generations.
3.2	Housing	Home occupations provide a convenient, cost-effective, and sustainable means to conduct business.
3.4	Infrastructure and Transportation	Safe and convenient access to the Village supports tourism. Communications infrastructure supports a digital, on-line economy. Safe, reliable transportation corridors and modern communication technology are necessary conditions for economic growth.
3.5	Climate Action and Energy	Energy conservation and renewable energy generation is a growing industry sector in BC and supports GHG reduction targets.
3.6	Parks and Recreation	Provision of parks and recreation facilities including marinas and boat launching facilities supports tourism.
3.7	Learning Culture and Community Well-Being	A diversified local economy creates demand for new skills. Post-secondary learning opportunities will increase training and skills development.
3.8	Hazard and Emergency Management	Appropriate management minimizes potential for job earnings to be interrupted as a result of a natural disaster or other emergency. Public safety is a key consideration for potential home buyers and investors.

### 3.3.1 Tourism Industry

#### Policies

- a. Partner with the Mowachaht/Muchalaht First Nation to support their initiative to promote the Yuquot Historic Village.
- b. Promote the cultural and historical significance of Tahsis for the Mowachaht/Muchalaht and the connection with Yuquot.
- c. Strive to implement opportunities to make Head Bay Road a tourist experience by advertising recreation and tourism opportunities along it.
- d. Promote tourism services and experiences through a variety of websites and develop a social media presence to promote Tahsis.
- e. Consider creating a digital app that provides information on tourist services and activities.
- f. Promote Tahsis as a destination highlighting the natural amenities and outdoor recreation opportunities in Tahsis and the surrounding area.

### 3.3.2 Aquaculture

#### Policies

- a. Promote the provincial shellfish license of occupation to potential operators.

- b. Promote closed containment and land-based fish aquaculture.

### 3.3.3 On-line Service Industry

#### Policies

- a. Pursue through partnerships with the province, Strathcona Regional District, and potential internet service providers, the development of digital internet services to the Village. (SEE ALSO SECTION 3.4 - INFRASTRUCTURE AND TRANSPORTATION)
- b. Support an entrepreneurial culture for residents to develop on-line businesses and services through training and development of web-based programs and on-lines services.

### 3.3.4 Film Industry

#### Policy

- a. Promote Tahsis and its immediate area as a filming location.

### 3.3.5 Community Forest

#### Overview

Community forests are managed by local governments, community groups, First Nations or a non-profit organization for the benefit of an entire community with tenures granted by the province through a community forest agreement as provided under the *Forest Act*. These agreements are granted only to legal entities representing community interests and give the party exclusive rights to harvest timber on Crown Lands for up to a 25-year period. The agreements allow for innovative and unconventional forest management practices, that is, sustainable forestry practices, to be exercised.

#### Policies

- a. In partnership with the Mowachaht/Muchalaht First Nation, pursue a community forest agreement with the provincial government. (SEE ALSO SECTION 3.1.1 – WATERSHED MANAGEMENT AND FOREST SUSTAINABILITY)
- b. Use the community forest to promote sustainable logging that reduces clear-cuts and creates value-added milling jobs.

## 3.4 Infrastructure and Transportation

#### Overview

Infrastructure includes physical assets such as water management and supply, storm water management, sewage treatment, solid waste management, roads and marine facilities managed by the Village, as well as electricity, natural gas, telecommunications, facilities operated by other entities. Decisions regarding infrastructure impact both the conditions and opportunities for development.

Developing a sustainable infrastructure system, including a sustainable funding model for the ongoing maintenance and replacement of infrastructure is critical to community resiliency including adapting to the impacts of climate change.

### DESIRED OUTCOMES:

- Infrastructure facilities deliver the right services to residents and business operators while utilizing best asset management practices.
- Tahsis' healthy, high-quality drinking water is used prudently and maintained for future generations.

#### Relationship to other Policy Directions

Sec	Policy Direction	Interrelationship
3.1	Environment and Natural Areas	<p>Illegally dumped waste can negatively impact natural areas and can contaminate surface and groundwater sources.</p> <p>Composting and recycling diverts household, food and garden waste from the Tahsis landfill.</p> <p>The Wellhead Protection Plan ensures that the groundwater well is protected from all sources of potential contamination through a multi-barrier system.</p>
3.2	Housing	Decisions regarding infrastructure impact the ability to service existing and future housing.
3.3	Economy and Employment	Efficient transportation systems support goods and services movement, provides improved access to support tourism and overall investment.
3.5	Climate Action and Energy	<p>Solid waste, in particular food waste, generates greenhouse gas (GHG) emissions and represents a significant portion of landfill volume.</p> <p>Composting food wastes can greatly reduce the need for waste collection and reduce GHGs emissions.</p> <p>Promoting walking trails will reduce fossil fuel usage.</p>
3.6	Parks and Recreation	Active transportation routes, such as waterfront and hiking trails, can promote walking and cycling.
3.7	Learning Culture and Community Well-Being	<p>Providing appropriate infrastructure, such as sidewalks, supports residents with mobility challenges.</p> <p>Active transportation options, such as walking and biking, can contribute to improved overall health.</p>
3.8	Hazard and Emergency Management	Ensuring infrastructure and transportation systems are resilient to hazards and natural disasters is essential to the safety of residents during an emergency.

#### 3.4.1 Asset Management

##### Policies

- a. Develop, and update on a regular basis, an asset management plan that prioritizes investment for the replacement and upgrading of municipal infrastructure, including roads, water, sewer and storm water systems, and marine facilities along with a funding plan.
- b. Routinely report on the physical condition of civic infrastructure and resources required for maintenance, upgrade and replacement.

- c. Evaluate options to monetize underfunded Village facilities to both improve these facilities and provide income to the Village.

### 3.4.2 Water Supply Management

#### Overview

Groundwater, accessed from a well, is the primary source of the Village's drinking water which is pumped to two reservoirs. The Village also maintains a surface water intake on McKelvie Creek as a backup source of drinking water. The health of both the Tahsis' River and McKelvie Creek watersheds are important to the ongoing provision of clean, high-quality drinking water for residents given surface water and snow melt within these watersheds recharge the underground aquifer which supplies the Village's water.

#### Policies

- a. Strive to implement on an ongoing basis the Well-head Protection Plan (2018) which includes ongoing monitoring and testing of the Village's water supply.
- b. Develop a community outreach program to increase public awareness and educate the community about the importance of protecting the groundwater aquifer and watersheds.
- c. Develop and strive to implement a watershed protection plan for the McKelvie Creek community watershed.

### 3.4.3 Stormwater Management

#### Overview

According to the Canadian National Assessment on Climate Change, by year 2100 the seas in coastal B.C. will have risen one meter from current levels and the management of storm water will play a significant role in the overall effect and impact of sea level rise.

#### Policies

- a. Strive to implement the recommendations of the Flood Risk Assessment Study (2019) to address impacts of flooding and sea level rise, including adoption of a flood control bylaw.
- b. Improve Tahsis' dikes to mitigate the impact of future flood events.
- c. Pursue options for rainwater storage to address impacts of decreasing rainfall frequency. (SEE ALSO SECTION 5.2.2 – FLOOD HAZARD DEVELOPMENT PERMIT AREA)

### 3.4.4 Solid Waste Management

#### Overview

Tahsis operates a landfill on behalf of the Comox Strathcona Waste Management (CSWM), a public entity under the Comox Valley Regional District. CSWM manages waste and recycled material within the Comox Valley and Strathcona Regional Districts. Tahsis is a member of the CSWM service.

The Tahsis landfill, located on Crown Land outside of the municipal boundary, is slated to close by 2025. At that time, Tahsis will transition to a transfer station as its means of handling solid waste. The Tahsis

Strathcona Regional District director is a member of the CSWM board, and the Village operates the landfill under a multi-year contract with CSWM.

Tahsis also operates a recycling program on behalf of CSWM in partnership with Recycle BC, a non-profit organization responsible for recycling of residential packaging materials and paper products for the majority of households in BC. A “free store” is located adjacent to the facility which further redirects items that may otherwise enter the waste stream.

#### **Policies**

- a. Strive to implement an organics waste (composting) program that reduces solid waste volume and GHG emissions at the landfill. (SEE ALSO SECTION 3.7.3 – FOOD SYSTEMS AND SECURITY)
- b. Continue to pursue other solutions that improve waste recovery, re-use, recycling and composting of resources that will extend the life of the Tahsis landfill and improve the Village’s environmental footprint.

### **3.4.5 Sanitary Sewer Services Management**

#### **Overview**

Tahsis’ sanitary sewer system contains two treatment plants with a capacity to accommodate a population of 12,000.

#### **Policies**

- a. Continue to seek infrastructure grants to improve system efficiency and retain capacity for future growth.

### **3.4.6 Road Transportation**

#### **Policies**

- a. Continue to advocate to the provincial government for improvements to Head Bay Road emphasizing the road’s importance in providing safe access to essential goods and services that must be obtained outside of Tahsis, and overall benefits to the region from an economic development perspective.
- b. Monitor the Ministry of Transportation and Infrastructure’s road maintenance contract management.
- c. Continue to improve municipal roads as infrastructure funding from senior levels of government becomes available.

### **3.4.7 Marine Transportation**

#### **Policies**

- a. Provide improved access options into the Inlet, for a variety of marine transportation options including small boats, kayaks, and canoes.
- b. Given the importance of access to the Inlet for tourism, consider prioritizing improvements to marine infrastructure for the benefit of residents and visitors.

- c. Consider options for providing improved vehicle parking to facilitate marine water access.
- d. Pursue external funding for improvements to the municipal wharf and docks.
- e. Evaluate options to implement user fees to generate revenue for the expansion and improvement of marine infrastructure. Promote and communicate the purpose of the fee and how it will be used for the further benefit of residents and visitors.

### 3.4.8 Communications Infrastructure

Communications infrastructure includes telecommunications, and digital on-line services. In rural communities throughout BC obtaining adequate communication infrastructure and services is an ongoing challenge, given they are typically provided by private operators who require a viable business model. This barrier has been recognized by other levels of government and support for these services through provincial funding to assist with the initial infrastructure costs is being made available in many parts of BC, including the west coast of Vancouver Island.

#### Policies

- a. Work with service providers, and other levels of government to coordinate the delivery of fiber-optic to Tahsis.
- b. Work with telecommunication service providers to install and implement cellular phone service.
- c. Promote economic development opportunities facilitated by fibre optic internet service.

## 3.5 Climate Action and Energy

### Overview

Climates around the world are changing and human activities related to deforestation, waste decomposition and fossil fuel combustion have been identified as primary causes by the Intergovernmental Panel on Climate Change, a United Nations body which makes periodic assessments on the current state of knowledge of climate change.

Even with efforts to mitigate climate change, the Canadian National Assessment on Climate Change estimates that communities should prepare for sea level rise, extreme weather events, and an increased frequency in storms. In 2010, the BC Climate Adaptation Strategy recommended municipal governments develop climate change adaptation plans and the province implemented changes to the *Local Government Act* requiring local governments to include GHG reduction targets, policies and actions in their OCPs.

#### DESIRED OUTCOMES:

- Tahsis is more resilient and prepared for climate change through implementation of adaptation measures that reduce impacts on public health, public safety, property, the local economy and the natural environment.
- Consistent with the *Climate Change Accountability Act*, Tahsis will strive to reduce GHG emissions by 40% from 2007 levels by 2030.

## Relationship to other Policy Directions

Sec.	Policy Direction	Interrelationship
3.1	Environment and Natural Areas	Sustainably managing natural areas helps reduce the impacts of climate change related impacts. Trees, vegetation and soil help sequester carbon dioxide (CO <sub>2</sub> ), store carbon, and moderate temperatures.
3.2	Housing	Retrofitting housing to become more energy efficient reduces GHG emissions.
3.3	Economy and Employment	Energy conservation and renewable energy is a growing industry sector in the province and supports GHG reduction targets.
3.4	Infrastructure and Transportation	Reducing emissions from solid waste, in particular food waste, reduces GHG emissions.
3.6	Parks and Recreation	Trees in parks and other public spaces help sequester carbon dioxide (CO <sub>2</sub> ).
3.7	Learning, Culture and Community Well-Being	Addressing and adapting to the impacts of climate change helps improve community well-being.
3.8	Hazard and Emergency Management	Renewable, local energy sources help reduce recovery times in an emergency.

### 3.5.1 Building performance

#### Policies

- a. Monitor and evaluate the performance of municipal facilities through energy audits to improve low-performing buildings. Retrofit buildings to reduce operating costs and energy use, as budgets permit.
- b. Consider climate change and energy resiliency in municipal infrastructure asset management, in particular the maintenance, repair and replacement of assets relative to their life expectancy.
- c. Develop partnerships with energy providers to promote the replacement of inefficient heating and cooling systems for private residences with more energy efficiency systems and/or renewable heating systems.

### 3.5.2 Renewable Energy

#### Policy

- a. Work with the Strathcona Regional District, utility providers, and other potential partners to explore the feasibility of renewable energy for providing electricity and the heating and cooling of private and public buildings.

### 3.5.3 Transportation

#### Policies

- a. Consider replacing, over time, the Village's vehicle fleet with electric vehicles or other potential zero or low emission vehicles, as the technology evolves, and it becomes more cost effective to procure energy efficient all-terrain vehicles.

- b. Pursue with BC Hydro, non-government organizations, and other possible partners, the potential to supply and install electric vehicle charging stations in the Village as the technology evolves to accommodate all-terrain vehicles.

### 3.6 Parks and Recreation

#### Overview

Parks, including trails, and recreation facilities are essential for improving the overall livability of a community and help support a growing tourism industry in the community. Developing additional recreation facilities, including marine facilities is considered a high priority by residents for future growth and development.

#### DESIRED OUTCOME:

- Everyone enjoys convenient, affordable access to community parks, open spaces, recreation facilities, amenities and programs.

#### Relationship to other Policy Directions

Sec.	Policy Direction	Interrelationship
3.1	Environment and Natural Areas	Natural areas support opportunities for passive and active recreation.
3.2	Housing	Convenient access to parks and recreation facilities from a resident's home supports livability and quality of life.
3.3	Economy and Employment	Provision of parks and recreation facilities including marinas and boat launching facilities supports the tourism economy.
3.4	Infrastructure and Transportation	Trails and waterfront pathways encourage walking and cycling as alternative modes of transportation.
3.5	Climate Action and Energy	Trees in parks and other public spaces help sequester carbon dioxide (CO <sub>2</sub> ).
3.7	Learning Culture and Community Well-Being	Parks and recreation are essential for community well-being and improving overall livability.
3.8	Hazard and Emergency Management	Parks are an alternative land use in hazard areas that reduce risk to property and residents.

#### 3.6.1 Parks, Trails, Walkways

##### Policies

- a. In support of improving access and enjoyment of the Inlet, work towards a continuous pedestrian waterfront walkway through the strategic acquisition of land or rights-of-way for public use.
- b. Through the redevelopment of lands adjacent to the Tahsis River and Inlet, provide for a connected trail system that ultimately links to other trails within and beyond the Village boundaries. These trails will be obtained through rezoning and subdivision application review.

- c. Identify new opportunities for sharing Tahsis' history for the benefit of new residents and visitors, including display signage along the waterfront, public spaces and trails.
- d. Formalize and promote trail systems locally by expanding and building upon communication methods through the Village website, tourist accommodation websites and other appropriate platforms that can inform potential users.
- e. Continue to work with the Village of Zeballos, the Mowachaht/Muchalaht First Nation and the Ehattesaht/Chinehkint First Nation in developing the multi-purpose trail between Tahsis and Zeballos.

### 3.6.2 Recreation Centre

#### Policies

- a. Periodically assess with recreation centre users and potential users, the type of facilities most needed and the best hours and times of day for the centre to be open.
- b. Consider initiating passive recreation, social, and learning uses for the recreation centre to accommodate the needs of less physically active residents.

## 3.7 Learning, Culture, and Community Well-Being

#### Overview

Learning, culture and community well-being are central to quality of life. Continuous learning opportunities give residents the opportunity to develop new job skills or hobbies. Culture includes heritage, cultural practices and values, and the arts, which can represent culture through various media. Community well-being includes supporting and ensuring the basic needs of residents are met and that residents are able to contribute to their own well-being, as well as the well-being of the community.

#### DESIRED OUTCOMES:

- Residents are healthy and have access to facilities, services and programs that promote wellness and overall well-being.
- Residents have diverse opportunities for social interaction, and access to high quality, affordable education and training.
- Residents have a deep sense of pride in their community and what it has to offer.

#### Relationship to other Policy Directions

Sec.	Policy Direction	Interrelationship
3.1	Environment and Natural Areas	The use of trails and natural areas contributes to spiritual and physical health.
3.2	Housing	Safe and appropriate housing is critical for living a well-balanced and healthy lifestyle. Access to housing and associated outdoor space supports the ability to grow food.

Sec.	Policy Direction	Interrelationship
3.3	Economy and Employment	The arts and culture sectors provide potential for job and business growth. Post-secondary (after high school) education contributes to the development of critical skills needed for jobs in the creative sector. Health and recreation service providers support economic activity in the community.
3.4	Infrastructure and Transportation	Maintaining high-quality drinking water is essential to the well-being and health of residents. Transportation infrastructure provides safe access to vital goods and services, fundamental to resident health and well-being.
3.5	Climate Action and Energy	Growing food locally reduces the need to transport food from distant locations.
3.6	Parks and Recreation	Recreation experiences create opportunities to bring people together for celebration.
3.8	Hazard and Emergency Management	Growing food locally reduces Tahsis' vulnerability to global food system disruptions and natural disasters which may prevent food from reaching the west coast of Vancouver Island and Tahsis. Improving accessibility helps residents with limited mobility to better respond to natural disasters.

### 3.7.1 Sense of Community and Place

#### Overview

There are several volunteer organizations in Tahsis that provide learning, cultural, recreation, and environmental enhancement services. These organizations play a key role in supporting Tahsis' social infrastructure which are essential to community well-being. Volunteerism and volunteer organizations help address a community's social, cultural, and well-being needs when there are limited public funding resources available. Volunteerism also provides a foundation for a continued sense of pride in the community and supports overall community well-being. Social well-being, in turn, supports physical and mental health.

#### Policies

- a. Continue to support and develop events that are oriented to a variety of interests, cultures, age-groups and range of abilities.
- b. Work with community partners and residents to maintain and further promote a culture of volunteerism and community service to implement community projects.
- c. Strive to implement a program that recognizes community volunteers and groups on an annual or semi-annual basis.

### 3.7.2 Accessibility

#### Overview

With an aging population accessibility will become an increasing challenge, whether it be walking along public streets, the ability to access and enter public facilities, or access and enjoy public spaces and natural areas.

#### Policy

- a. Complete an analysis of the recommendations from the Age-Friendly Community Action Plan and prioritize implementation based on available resources.

### 3.7.3 Food Systems and Food Security

#### Overview

The availability of nutritious, affordable food is critical to the health and well-being of residents and the lack of available daily goods is a significant concern for residents. The reliance on outside sources, including grocery stores in other locales, creates food security challenges, especially for residents no longer able to drive.

The agricultural sector on Vancouver Island is declining due to a number of factors, including aging farmers, limited desire by younger generations to farm, and loss of critical food system infrastructure. Vancouver Island imports a majority of its food, creating concerns for future cost and stability of the food supply given rising energy costs and climate change.

Given these vulnerabilities, local solutions will be paramount to establish and maintain a more food secure environment including improved opportunities to grow and sell local produce.

#### Policies

- a. Provide access to skills, knowledge and resources to residents to produce and process their own food.
- b. Identify additional opportunities for local food production on private and public lands.
- c. Pursue a seasonal produce stand to make locally grown food available to residents.
- d. Coordinate an organic waste recovery collection program that directs food waste to a composting system that is directly available for local food growers. (SEE ALSO SECTION 3.4.4 – SOLID WASTE MANAGEMENT)
- e. Consider options to cook and prepare locally grown food and make it available to residents not able to grow or buy produce within the allowance of the provincial “Food Premises Regulation”, under the *Public Health Act*.
- f. Identify opportunities to celebrate local food culture and cuisine, and indigenous local food traditions.

### 3.7.4 Health Care Services

#### Overview

Access and availability of professional health care is an ongoing and growing challenge for residents with many needing to travel to other locations to obtain the services they need. The need for adequate and appropriate health care will only increase with an aging population.

#### Policies

- a. Continue to work with the Vancouver Island Health Authority to ensure physical and mental health care services are available to residents on an ongoing basis.
- b. Investigate with the Vancouver Island Health Authority alternatives to in-person health care services including on-line appointments with health care providers.

### 3.7.5 Education

#### Overview

Continued education and training are integral to social well-being and provide economic opportunity options for residents. Captain Meares Elementary Secondary School provides kindergarten through grade 12 learning and has an adult learning centre that offers high school upgrading and general interest courses. Tahsis also has a public library with internet access and wireless capabilities.

#### Policies

- a. Support post-secondary education and skill development opportunities with businesses, non-governmental organizations, the school district and other levels of government.
- b. Support development of on-line training and education options.
- c. Support School District #84's efforts to maintain Captain Meares Elementary Secondary School.
- d. Support community members who want to teach or share their skills and knowledge with interested members of the community.

### 3.7.6 Mowachaht/Muchalaht First Nation

#### Policies

- a. Identify and initiate opportunities for Mowachaht/Muchalaht First Nation to share and teach their history and culture with the Village's residents and visitors through cultural awareness initiatives and learning exchanges.
- b. Identify common interests shared between the Village and Mowachaht/Muchalaht Nation and formulate partnerships based on those interests that result in successful and mutually beneficial outcomes.

## 3.8 Hazard and Emergency Management

### Overview

The objective of hazard and emergency management is to save lives, reduce human suffering and protect property and the natural environment resulting from an emergency or disaster.

Provincial legislation requires local governments to develop and maintain an emergency plan which identifies methods for preparing, responding and recovering from an emergency. These emergency plans must also assess the likelihood and anticipated impacts of natural and human-made hazards that exist within a municipality.

#### DESIRED OUTCOMES:

- The community is prepared to effectively respond to an emergency when it occurs.
- The community manages known hazards to limit adverse impacts on property and people.

### Relationship to other Policy Directions

Sec.	Policy Direction	Interrelationship
3.1	Environment and Natural Areas	Sustainably managing natural areas helps reduce the risk of hazards and the impacts of natural disasters.
3.2	Housing	Locating new housing outside of hazard areas and mitigating the potential impacts of existing housing located within hazard areas helps reduce impacts on property and people.
3.3	Economy and Employment	Managing and responding to emergencies and reducing recovery times helps reduce the impact on job earnings of residents.
3.4	Infrastructure and Transportation	Ensuring infrastructure and transportation systems are resilient to hazards and natural disasters is important to the safety of residents during an emergency.
3.5	Climate Action and Energy	Renewable, local energy sources help reduce recovery times in an emergency.
3.6	Parks and Recreation	Parks are an alternative land use in hazard areas that reduce risk to property and residents and may be used to accommodate residents immediately after a disaster.
3.7	Learning Culture and Community Well-Being	Effectively managing and responding to an emergency and minimizing the potential impacts of hazards provides improved community well-being.

### 3.8.1 Hazards

#### Overview

There are several potential hazards types in Tahsis, given its topography, location at the head of a marine inlet, and history as a forest mill community. These known hazards types include steep slope hazards, flood hazards and anthropogenic (human caused) hazards primarily resulting from hog fuel and mineral fill areas used as structural landfill for buildings.

### Policies

- a. Seek to prevent unsafe timber harvesting on slopes located above and adjacent to the municipality.
- b. In order to reduce risk and mitigate the potential impacts of hazards to existing housing, continue to implement the development permit areas established for steep slope hazards, flood hazards and anthropogenic (human caused) hazards. (SEE SECTION 5.2 – DEVELOPMENT PERMIT AREAS AND GUIDELINES)

### 3.8.2 Emergency Services and Preparedness

#### Overview

Tahsis has a volunteer fire and rescue department with two fire trucks and a BC ambulance station. These services provide for basic and small-scale emergency needs of residents and visitors, however, in the event of larger, more significant events, other resources will be required.

Emergency events that pose the greatest risk to Tahsis are wildfires, earthquakes, tsunamis, landslides, and flooding. An earthquake could disrupt access to and from Vancouver Island, a wildfire, access into and out of Tahsis along Head Bay Road, and a tsunami or flooding event could impact both water and road access.

#### Policies

- a. Complete the Evacuation Plan and strive to implement its recommendations.
- b. Pursue implementation of an emergency operations centre and an emergency communications system.
- c. Develop a local online warning system for potential localized tsunamis.
- d. Strive to implement an automated localized tsunami warning system.
- e. Update the Community Wildfire Protection Plan (2011) identifying potential wildfire risks within the community and possible methods to reduce risks.
- f. Facilitate volunteer training to coordinate activities in the event of a disaster.

## 4.0 Land Use

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Land use designations outlined in this section are depicted in Schedule A: Land Use Designations Map. Each land use designation definition outlines what may be possible on sites with that designation.

#### Interpretation

The land use designations on Schedule A typically follow parcel boundaries; however, OCP boundaries should be considered approximate as it reflects potential land uses on a site.

#### Outline

Each of the land use designations are described below and include the following elements:

- **Purpose:** An explanation of the vision and objectives of this designation.
- **Principal Uses:** The primary uses expected on parcels with the land use designation.
- **Corresponding Zones:** The zones or potential zones in the Zoning Bylaw that are typically applied to implement the land use designation. Existing zoning on parcels can be consistent with either existing land uses or Schedule A land uses designations.

## 4.1 Land Use Designations

### Residential

**Purpose:** This designation allows for a full spectrum of residential uses and dwelling types to accommodate permanent and seasonal residents throughout the year and through a resident’s life span.

**Principal Uses:** Rural residential, single-detached residential, duplex, boarding homes, townhouses, apartments, and mobile homes.

**Corresponding Zones:** Residential Zone One (R-1), Residential Zone Two (R-2), Residential Multiple Zone One (RM-1), Residential Zone Three (R-3), Residential Multiple Zone Two (RM-2)

### Neighbourhood Reserve

**Purpose:** This designation notes lands to be considered for future residential, recreation, tourist accommodation, or other uses to support future growth. These lands would require further land use review and servicing assessment to determine specific land uses and the associated amendments required to Schedule A: Land Use.

**Principal Uses:** Forestry, Recreation

**Corresponding Zones:** Rural One (RU-1)

### Commercial

**Purpose:** This designation provides for retail, service and office commercial uses which support the community.

**Principal Uses:** Retail, offices, entertainment, personal and professional services, eating and drinking establishments, tourist accommodation

**Corresponding Zones:** Commercial Zone One (C-1), Commercial Zone Two (C-2), Commercial Zone Three (C-3)

### Village Core

**Purpose:** This designation, generally located along the western waterfront, provides for commercial, institutional and residential uses that form the primary village centre area.

**Principal Uses:** Retail, offices, entertainment, personal and professional services, eating and drinking establishments, tourist accommodation, residential, institutional.

**Corresponding Zones:** Commercial Zone One (C-1), Residential Zone One (R-1), Residential Zone Two (R-2), Residential Multiple Zone One (RM-1)

#### Marine Commercial

**Purpose:** This designation, located within the Inlet waters, provides for marine recreation support services adjacent to the Village Core.

**Principal Uses:** Moorage facilities, boat docks, commercial marina facilities, tourist accommodation, aquaculture activities and associated processing.

**Corresponding Zones:** Industrial Zone Two (I-2), Commercial Zone One (C-1)

#### Mixed Use

**Purpose:** This designation provides for commercial, service commercial and light industrial and accessory residential uses. Intent is to allow for a diversity of uses in these areas to support redevelopment of community entryway sites.

**Principal Uses:** Retail, light manufacturing, warehousing and distribution, open space, parks,

**Corresponding Zones:** Industrial One (I-1), Commercial Zone One (C-1), Commercial Zone Two (C-2)

#### Industrial

**Purpose:** This designation provides for light and heavy industrial uses.

**Principal Uses:** Processing of natural resources, marine resources, freight handling and distribution facilities, manufacturing, warehousing.

**Corresponding Zones:** Industrial One (I-1), Industrial Two (I-2)

#### Institutional

**Purpose:** This designation provides for services and operations that are institutional in nature.

**Principal Uses:** Schools, child-care centres, health care facilities, fire hall, civic uses and facilities, postal service facilities, recreation centre

**Corresponding Zones:** All zones in the Zoning Bylaw.

#### Park

**Purpose:** This designation provides for park uses providing accessible recreation opportunities.

**Principal Uses:** Parks, trails, playgrounds, nature parks, natural areas, open space, campgrounds

**Corresponding Zones:** All zones in the Zoning Bylaw permit park uses.

### Areas of Park Interest

**Purpose:** This designation notes areas for potential future parks and park interest.

**Principal Uses:** Parks, open space, natural areas

**Corresponding Zones:** Public Assembly Zone 1 (PA-1)

### Forestry

**Purpose:** This designation provides for areas to be used for forestry.

**Principal Use:** Forestry

**Corresponding Zones:** Rural One (RU-1)

### Community Forest

**Purpose:** This designation provides for areas to be used for sustainable forestry for the benefit of the community through a community forest agreement as provided under the *Forest Act*.

**Principal Uses:** Sustainable forestry

**Corresponding Zones:** Rural One (RU-1)

### Open Space

**Purpose:** This designation notes areas that contain steep slopes, ravines and/or natural watercourses.

**Principal Uses:** Open space, natural areas

**Corresponding Zones:** Rural One (RU-1)

### Agriculture

**Purpose:** This designation provides for agricultural uses as a primary use and supports the ability for the community to become more food secure.

**Principal Use:** Agriculture

**Corresponding Zones:** Rural One (RU-1)

## 5.0 Implementation

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An OCP does not commit or authorize a municipality to proceed with any project, program or initiative specified within it; however, after an OCP has been adopted, all bylaws enacted or works undertaken by Council must be consistent with the OCP as outlined in the *Local Government Act*.

The OCP also provides policy direction that guides land use and investment toward implementing the OCP's Vision. As decisions are made regarding development, infrastructure improvements, programs, initiatives, and the overall delivery of the Village's core services, the OCP will serve as a directional document to help facilitate those decisions and will help prioritize the spending of finite financial resources. In addition, the OCP provides policy guidance as initiatives are developed in partnership with other municipalities, the Strathcona Regional District, First Nations, the province, private industry and community groups.

Achieving the desired outcomes (goals) and policies of the OCP can be challenging, requiring coordination and commitment to address factors that may be outside the Village's control. Building public awareness and understanding of the OCP's goals and policies will be integral to achieving support for the Plan and its effective implementation.

### 5.1 Implementation Tools

Several implementation tools are available to municipalities to facilitate OCP implementation.

#### Financial Plan

Under the *Community Charter*, a municipality must have a financial plan that covers a five-year time period. The OCP provides guidance and direction to a municipality in preparing their financial plan by helping prioritize financial resources. In turn, the financial plan funds projects, programs and services outlined in the OCP.

#### Zoning Bylaw

The Zoning Bylaw is one of the principal tools used to implement OCP land use plans and policies. It regulates and provides for permitted uses, densities, and building siting on individual lots. Zoning classifications on a lot must be consistent with an OCP land use designation. If existing zoning is inconsistent with the OCP land use designation, the zoning may continue, but any subsequent rezoning must be consistent with the applicable land use designation.

#### Subdivision

Subdivision of land is subject to the approval of the Village's Approving Officer, consistent with the policies of the OCP, the provisions of the Village's Zoning Bylaw, other relevant municipal bylaws, and in accordance with the *Land Title Act* and/or other provincial regulations.

#### Development Permit Areas and Guidelines

The *Local Government Act* (sec. 488) allows municipalities to establish development permit areas as a method of managing development design, addressing potential hazards and/or protecting the natural environment, among other purposes. Where areas are designated as a development permit area, the

objectives and/or special conditions which justify the designation must be described and guidelines identifying how conditions will be mitigated and objectives will be achieved must be provided with a development permit application.

Several development permit areas are established within the Village's boundaries and are further outlined in Section 5.2.

### **Temporary Use Permits**

The *Local Government Act* (sec. 492) provides municipalities the authority to issue temporary use permits by resolution of Council within a temporary use permit area. Temporary use permits permit a use on a specified property that is not otherwise permitted in the Zoning Bylaw for a period not exceeding three years.

A temporary use permit area is established within the Village's boundaries and is further outlined in Section 5.3.

## **5.2 Development Permit Areas and Guidelines**

The *Local Government Act* (sec. 488) allows development permit areas (DPAs) to be established for the purpose of, among other subjects:

- Protecting the natural environment, its ecosystems and biological diversity,
- Protecting development from hazardous conditions,
- Establishing objectives for the form and character of intensive residential development,
- Establishing objectives for the form and character of commercial, industrial or multi-family residential development.

Within Tahsis, several development permit areas are established. The location, purpose, objectives and guidelines associated with each of these development permit areas is provided in the following subsections. A development permit may vary or supplement the regulations of the Village's Zoning Bylaw. However, a development permit may not vary the permitted use, density, residential rental tenure, or a floodplain specification.

### **5.2.1 Natural Environment Development Permit Area**

#### **Category: Natural Environment (LGA Sec. 488(1)(a))**

#### **Area**

The DPA shown on Schedule C-1 are subject to these Natural Environment Development Permit Guidelines.

The natural environment development permit area designated on Schedule C-1 includes land within 30m of the natural boundary of a watercourse.

## Purpose

The Village of Tahsis recognizes the importance of preserving watercourse habitats and ecosystems. These ecosystems provide many functions necessary for health and wellbeing. Any development intended within 30 m of the natural boundary of a watercourse is to be subject to an assessment completed by a qualified environmental professional (QEP).

## Objectives

The following guidelines are intended to allow land to be used for its planned purpose(s), while also protecting, enhancing and/or restoring natural environment areas, prevent the introduction and spread of invasive species, and protect water quality and quantity.

## Guidelines

1. Prior to issuance of a development permit, the applicant will be responsible for obtaining, at their cost, an assessment report prepared by a qualified environmental professional (QEP) in accordance with the Riparian Areas Regulation (RAR) under the provincial *Fish Protection Act*.
2. The QEPs assessment report must provide the following:
  - Certification they are qualified to conduct the assessment,
  - Certification the RAR assessment methods have been adhered to,
  - Establish the Streamside Protection and Enhancement Area (SPEA) in accordance with the RAR,
  - Outline measures that protect the SPEA from development and any alterations of land,
  - Ensure all development will occur outside the defined SPEA and development shall be conducted in accordance with all measures and requirements specified in the assessment report.
3. The boundaries of the SPEA shall be located and clearly marked on site using temporary fencing or another highly visible method to prevent encroachment during clearing and construction.
4. Consideration by the Village of a development permit application is subject to notification from the Ministry of Environment and/or Fisheries and Oceans Canada that they have been notified of the development proposal and provided a copy of the QEP assessment report.
5. The Village may require that development activities be conducted at times of the year where the potential for deleterious impacts on the SPEA are minimized.
6. The Village may require that an erosion control plan prepared by a qualified professional be submitted and form part of the development permit.

### 5.2.2 Flood Hazard Development Permit Area

**Category: Hazardous Conditions (LGA Sec. 488(1)(b))**

#### Area

The DPA shown on Schedule C-2 are subject to these Flood Hazard Development Permit Guidelines.

#### Purpose

All watercourses creeks and lands around the Inlet are subject to moderate to high water flood hazards based on the Flood Risk Assessment Study (2019).

#### Objectives

The following guidelines are intended to allow land to be used for its planned purpose(s), while also protecting residents and property from the potential risk of natural hazards.

#### Guidelines

Prior to issuance of a development permit, the application shall be responsible for completing a report by a qualified registered professional with appropriate education, training and experience to provide professional services related to floodplain mapping and analysis in the province.

1. The stormwater management potential for erosion or flooding, and the impact of the proposed development on, or by, flood hazard conditions should be addressed by a site-specific investigation and report.
2. The report should address the following:
  - The potential impacts of proposed development relative to flood hazards.
  - Required flood proofing or other measures needed to provide suitable protection of structures intended for human occupancy.

### 5.2.3 Steep Slope Hazard Development Permit Area

**Category: Hazardous Conditions (LGA Sec. 488(1)(b))**

#### Area

The Development Permit Areas shown Schedule C-3 are subject to these Steep Slope Hazard Development Permit Guidelines.

#### Purpose

Steep ravine slopes are subject to potential risk of hazards such as landslides and erosion. Steepness of slope, however, does not necessarily correlate with slope stability, which depends on many factors. As a result, precautions are needed to ensure development activity does not create hazardous conditions.

#### Objectives

The following guidelines are intended to allow land to be used for its planned purposes, while also protecting residents and property from the potential risk of natural hazards.

## Guidelines

1. Prior to issuance of a development permit, the potential for both rock and soil slope instability and the impact of the proposed development should be addressed by a site-specific investigation and report prepared by a qualified registered professional with specific experience in geotechnical engineering and/or engineering geology.
2. The report should address the following:
  - a. The potential for soil and rock slope instability, including the potential for rockfalls, supported by documentation of the extent of anticipated instability, accurate field determination of slope crest location or other geological features. Site plans and slope profiles should be provided.
  - b. Geotechnical considerations of cut and fill slope stability with recommendations and restrictions on excavation, blasting and filling.
  - c. Possible building envelopes in relation to natural or cut slope crests and possible rockfall zones.
  - d. Possible evidence of slope conditions that might indicate an imminent landslide or rockfall hazard.
  - e. Groundwater conditions and the potential slope instability which might be caused by groundwater seepage due to drainage and septic field system.
  - f. In all areas underlain by limestone, the potential for the existence of solution cavities and sinkholes and the implications of such features for the proposed development.
  - g. Erosion potential by ocean waves or drain discharges.
  - h. The maintenance of vegetation on soil slopes and within the setback zone above the slopes to minimize erosion; the necessity for selective scaling, rock bolting and tree removal to improve stability conditions, on a site-specific basis, in areas of bedrock.

### 5.2.4 Anthropogenic Hazard Development Permit Areas

#### Category: Hazardous Conditions (LGA Sec. 488(1)(b))

##### Area

The DPA shown on Schedule C-4 are subject to these Anthropogenic Hazard Development Permit Guidelines.

##### Purpose

Based on available information, these areas are inferred to be underlain with non-natural fill. Risks associated with non-natural fill sites include the potential for site settlement, potential generation of toxic or combustible gases, and the potential for combustion of fill materials.

## Objectives

The following guidelines are intended to allow land to be used for its intended purposes, while also protecting residents and property from the potential risk of natural hazards.

## Guidelines

1. Prior to issuance of a development permit, the extent of fill should be determined by site specific investigations for the proposed developments and a design report should be prepared by a Registered Professional Engineer qualified in geotechnical engineering.
2. The report must address the following:
  - a. The subsurface conditions including the areal extent and thickness of all site fills and the natural strata within the depth of influence of the proposed development and the depth to ground water.
  - b. The anticipated settlement, and any mitigative measures required to prevent or accommodate excessive settlement of the proposed development including structures, services and access roads.
  - c. Foundation design requirements including foundation area treatment, foundation types and allowable bearing pressures for shallow (footing or raft) foundations, and allowable working loads, depths and bearing strata for piled foundations.
  - d. The potential for slope instability and erosion, and any mitigative measures required.
  - e. The mitigative measures or design and construction means necessary to protect against the build-up of toxic, explosive or combustible gases to hazardous levels; and
  - f. The measures necessary to protect against combustion of the any fill materials.

### 5.2.5 Commercial Development Permit Area

#### Category: Form and character (LGA Sec. 488(1)(f))

#### Area

This DPA applies to all commercial development and uses in the Village of Tahsis and are subject to these Commercial Development Permit Guidelines.

## Objectives

The objectives of the commercial development permit area are as follows:

1. Identify development and siting criteria for commercial activity in order to minimize the potential for negative impacts on adjacent properties, existing residential neighbourhoods, the environment, and the Inlet viewscales.
2. Provide guidelines which enhance social interaction and increased pedestrian opportunities as part of new commercial development.
3. Promote a high-quality standard of the built environment.

## Guidelines

1. Prior to the issuance of a development permit, the applicant must submit a detailed plan for the proposed development.
2. The detailed plan must include:
  - a. A detailed site plan which includes the footprint of the building and any impermeable areas, all building setbacks to adjacent lot lines, identification parking spaces, and any other matters deemed significant by Council.
  - b. Detailed elevation drawings for all sides of proposed buildings and structures.
  - c. A detailed description of all materials and colors to be used on the exterior of the building
  - d. A detailed landscaping plan and a written estimate for the costs of the proposed landscaping
3. Natural vegetation and trees should be maintained wherever possible for screening of parking and storage areas, and where required, supplemented by informal landscaping and fencing to provide adequate screening.
4. Commercial developments which are in close proximity to waterfront locations should ensure through design and siting considerations that public access corridors and views both to and from the water are respected.
5. Buildings should be sited to ensure adjacent residential properties are protected from site illumination and noise.
6. Forms of development should incorporate small scale, residential “style” building designs and the provision of internal pedestrian and cycle circulation patterns designed to tie into existing and/or future road and trail systems.
7. Signage should be un-illuminated or softly lit, non-oscillating, constructed of natural materials, and of a small scale in compliance with Zoning Bylaw provisions. Wherever possible, signage should be consolidated.
8. The creation of impermeable surfaces should be minimized to encourage natural drainage and maximize green ground cover.
9. Applicants should retain existing trees to the extent feasible and plant new trees as part of the commercial development.

### 5.2.6 Industrial Development Permit Area

#### Category: Form and character (LGA Sec. 488(1)(f))

#### Area

The Development Permit Area applies to industrial development and uses in the Village of Tahsis and are subject to these Industrial Development Permit Guidelines.

## Objectives

The objectives of the industrial development permit area include:

1. Identify development and siting criteria for industrial activity in order to minimize the potential for negative impacts on adjacent properties and existing residential neighbourhoods, and the environment.
2. Provide guidelines which aim to protect the integrity of viewscales in close proximity to industrial zoned properties.

## Guidelines

1. Prior to the issuance of a development permit, the applicant must submit a detailed plan for the proposed development. This plan must include:
  - a. A detailed site plan which includes the footprint of the building and any impermeable areas, all building setbacks to surrounding lot lines, identifying parking spaces, and any other matters deemed significant by Council.
  - b. Detailed elevation drawings of all sides of proposed buildings and structures.
  - c. A detailed description of all materials and colours to be used on the exterior of buildings.
  - d. A detailed landscaping plan and a written estimate for the costs of the proposed landscaping
2. Natural vegetation and trees should be maintained wherever possible for screening of garbage receptacles, transformers, parking, shipping, storage and loading areas. Where required, these areas should be supplemented by informal landscaping and fencing to provide adequate screening.
3. Wide buffers of natural vegetation should be retained, or alternatively landscaped buffers provided along property lines fronting public roads or adjacent to residential properties.
4. Wherever possible forms of development should incorporate low, small scale building designs.
5. Buildings should be sited to ensure any adjacent residential properties are protected from site illumination, noise, dust, and/or odours.
6. Signage should be un-illuminated or softly lit, non-oscillating, constructed of natural materials, and of a small scale in compliance with Zoning Bylaw provisions. Wherever possible, signage should be consolidated
7. The creation of impermeable surfaces should be minimized to encourage natural drainage and maximize green ground cover.
8. Applicants should retain existing trees to the extent feasible and plant new trees as part of the industrial development.

9. The creation of impermeable surfaces should be minimized to ~~ensure~~ maintain natural drainage and maximize natural ground cover.

### 5.2.7 Development Permit Exemptions

If the DPA has been established for the purpose of protecting **the natural environment**, its ecosystems and biological diversity, the following development permit exemptions apply:

- A development permit is not required for internal alterations to a building.
- A development permit is not required for external alterations to a building provided the alterations are within the existing building footprint.

If the DPA has been established for the purpose of protecting development from **hazardous conditions**, the following development permit exemptions apply:

- A development permit is not required for internal alterations to a building.
- A development permit is not required for external alterations to a building provided the alterations are within the existing building footprint.
- A development permit is not required for the replacement or reconstruction of a structure located within the footprint of a previously permitted structure.

## 5.3 Temporary Use Permits

### 5.3.1 Procedures

All lands shall be designated as being eligible for consideration for the issuance of temporary use permits.

The consideration of applications for a temporary use permit shall be conditional upon the applicant providing:

- a. A detailed description of the proposed use and the duration of the proposed activity;
- b. Plans for mitigating potentially harmful impacts on the environment, adjacent lands, and the local community;
- c. Applicable provincial and federal government approvals or permits;
- d. A plan for rehabilitation of the site following the discontinuance of the proposed temporary use;
- e. Other information required to fully evaluate the application.

### 5.3.2 Conditions

In considering the issuance of a Temporary Use Permit, Council will use conditions it deems reasonable which may include:

- a. The temporary use will operate at an intensity suitable to the surrounding area;

- b. The temporary use will be compatible with respect to use, design and operation with other surrounding land uses;
- c. The temporary use will operate on a temporary basis only and includes, plans, or a letter of undertaking, to terminate the use prior to the expiry date of the permit;
- d. A financial security to ensure the temporary use is removed and the site appropriately restored.

## 5.4 Development Approval Information Requirements

For the purposes of *Local Government Act Sec's. 485-487*, an applicant for a Zoning Bylaw amendment, a development permit or a temporary use permit may be required to provide development approval information if any of the following apply:

1. The development may result in impacts on:
  - infrastructure including sewer, water, drainage, electrical supply or distribution, and roads,
  - public facilities including schools and parks,
  - community services, or
  - the natural environment.
2. The development may result in other impacts that would be relevant to the decision of Council or its delegate on whether to approve the development.
3. The information is required to determine whether the development is in accordance with any applicable development permit guidelines or any other relevant bylaws or guidelines to which the Village may refer in relation to a decision on a zoning amendment or temporary use permit application.

The objective of the above provisions is to ensure that applicable studies and relevant information are provided to the Village prior to development, for the Village to evaluate the impact of the development on the community.

## 6.0 Monitoring

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Ensuring successful implementation of the OCP will require ongoing commitment. A monitoring program is central to this effort. Monitoring on a regular basis is an effective means in determining how well OCP goals and policies are being met and can help show which policy areas are being adequately addressed and which may require further attention. Monitoring methods may include the development of targets or indicators to track progress or can be as simple as a checklist confirming if a policy has been achieved.

## List of Schedules

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**A: Land Use**

**B: Public Facilities and Parks**

**C: Development Permit Areas**

**C-1: Natural Environment Development Permit Area**

**C-2: Flood Hazard Development Permit Area**

**C-3: Steep Slope Hazard Development Permit Area**

**C-4: Anthropogenic Hazard Development Permit Area**

**C-5: Combined Development Permit Areas**

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Post Office Box 104,  
Tahsis, B.C.  
VOP 1X0

Village of Tahsis,  
977 N. Maquinna Drive,  
Tahsis, B.C., VOP 1X0

Nov. 4<sup>th</sup>, 2025

**To: Mayor Davis & Village Of Tahsis Council**

Dear Mayor Davis,

Thank you for your letter dated October 7, 2025. According to your comments, it was precipitated by a motion from Council that required you to draft a formal response. I note that your letter indicated you believe that Council has met its statutory obligations under the Community Charter and Local Government Act in regards Phase 3 of the *Tahsis Flood Protection Project*. I firmly disagree.

Under the *Local Government Act*, the Village is required to provide a fair, transparent and publicly defensible process which it has failed to do given that: [i] essential information has not been properly disseminated to all Tahsis residents, homeowners and taxpayers; [ii] the approval of a design concept for the continuation of a flood wall along North Maquinna, was undertaken at a Closed Council Meeting; [iii] details of this decision and the projected design, have not been properly or clearly depicted in Village documentation and [iv] Tahsis residents will be negatively impacted by a municipal decision that affects the visual amenity and value of their properties.

In your August 30<sup>th</sup> letter, you have stated that: [i] Council did not pass a resolution to hold a referendum on the Tahsis Flood Protection Project, Phase 3 and [ii] approximately 20 local residents attended a presentation on this topic at the Tahsis Recreation Centre. Your comments clearly indicate that Council has neglected to do their duty and ignored the petition I filed, depicting that many Tahsis residents objected to the projected wall and requested a referendum on this project.

It is also my understanding that there were not twenty local residents at the Recreation Centre meeting - as you indicated - but only three families. This blatant dismissal of the public interest is contrary to the criteria listed under the *Community Charter*, because it requires municipal projects be fair, transparent and accountable.

Your correspondence does not specify who the "engineer of record" for the project, is? I presume it is Mr. Degagne of McElhanney. However, staff at the offices of McElhanney, in Campbell River, tell me that he no longer manages their office because he currently lives and works out of Victoria. Furthermore, Mr. Degagne has neglected to respond to my email request for information and the project which appears to be displayed on the Village website, as a Geotechnical Design; depicts a direct contradiction; because a 5' wall is far different to the simple wooden fence that continues to be displayed on the Village website.

There is another significant issue that needs to be investigated, clarified and immediately resolved. It concerns the plight of [REDACTED], resident of 265 N. Maquinna and I outlined the details in my attached letter to the Minister of Housing & Municipal Affairs. My understanding is that [REDACTED] has been without water at her residence, for about six years - despite her paying property taxes and water rates for that entire time period. I have also been informed that the Village of Tahsis scheduled a date in December of 2024, for having this problem fixed, but municipal workers or contractors, never showed up and the eternal dilemma has continued.

This negligence clearly amounts to a total disregard for the well being of an elderly Tahsis resident. Filed documentation indicates that this water shut off was proposed by Councillor Fowler, at a Council Meeting in February of 2020 and it authorized Mark Tatchell to retain a contractor to perform the repairs - at the cost of the Village - and in conjunction with employees of the Village. However, it appears that the scheduled repair never materialized.

This desperately unhealthy situation and perpetual dilemma, must be resolved immediately. I further believe there needs to be a full accounting and a competent investigation of what can only be described as gross negligence.

Sincerely,



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

Post Office Box 104,  
Tahsis, B.C.  
V0P 1X0

Minister of Housing and Municipal Affairs,  
Parliament Buildings,  
Victoria, B.C., V8V 1X4

October 20, 2025

Dear Minister Boyle,

Attached for your perusal is the copy of a letter I recently sent to Mayor Martin Davis, of Tahsis and a photograph depicting parts of a wall erected during Phase 2 of the *Tahsis Flood Protection Project*. I am writing to express my extreme opposition to a municipal plan of building a continuation of this ugly wall along a street named N. Maquinna, in Tahsis. I believe its continuation will be to the detriment of many residents and property owners.

Funding for this project was acquired from both the provincial and federal government. However, as my letter to Mayor Davis outlines; this planned construction by McElhanney needs a reevaluation. There should have been a referendum as legislated by the Community Charter but this law was ignored by our municipality.

Tahsis is a small village on the west coast of Vancouver Island. The inhabitants are mostly unemployed, elderly and retired. Municipal priorities such as maintenance, infrastructure repair and essential services for the well being of taxpayers; are often ignored, selectively provided or take a back seat to construction projects that are mostly funded by grants.

A prime example is the plight of [REDACTED], an elderly resident and owner of 265 N. Maquinna in Tahsis. She has been without water at her residence for more than six years - and despite paying her property taxes and water rates for that entire time period. My wife and I also own a property on North Maquinna and we will be affected along with many other homeowners if this planned project continues along our river frontage.

The poorly constructed and grotesque barrier depicted in pictures of Phase 2 [ attached ] is about to be extended, unnecessarily, and I believe it should be immediately halted and a public referendum held. It is my understanding that McElhanney intends to continue erecting their 5ft. - 6 ft. flood barrier along the remaining section of N. Maquinna - despite this roadway having no risk of flooding.

Thank you in advance for your assistance. I am sure it will also be greatly appreciated by many other Tahsis residents.

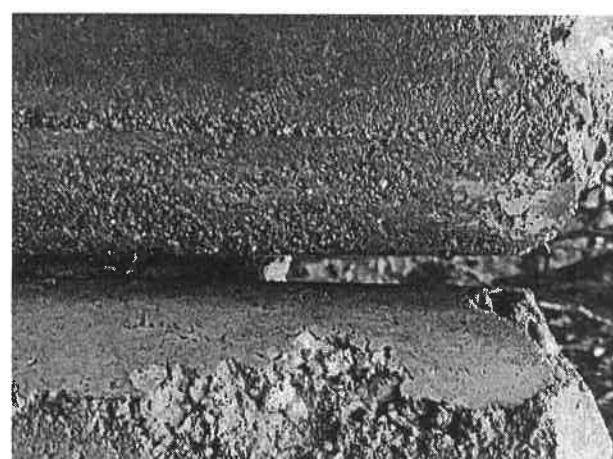
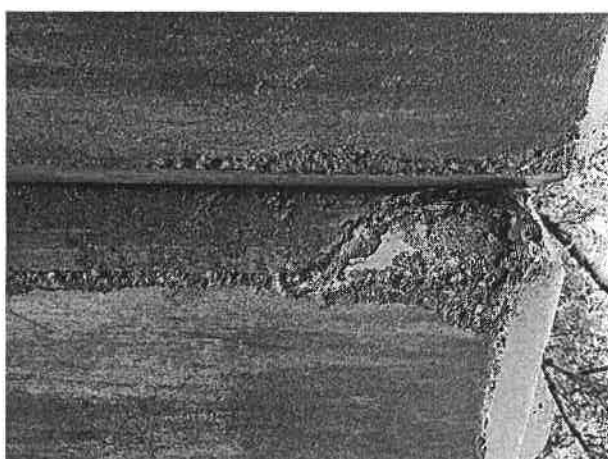
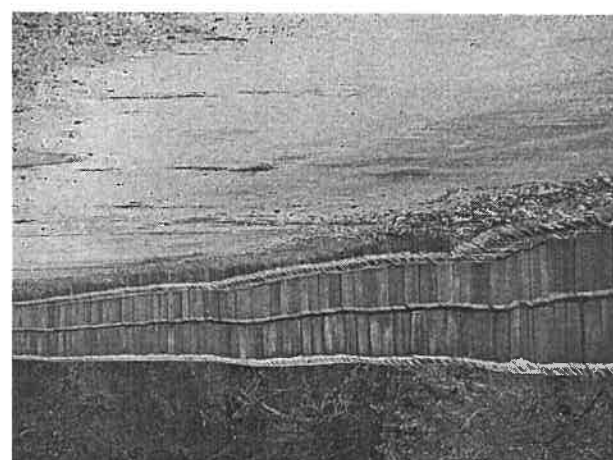
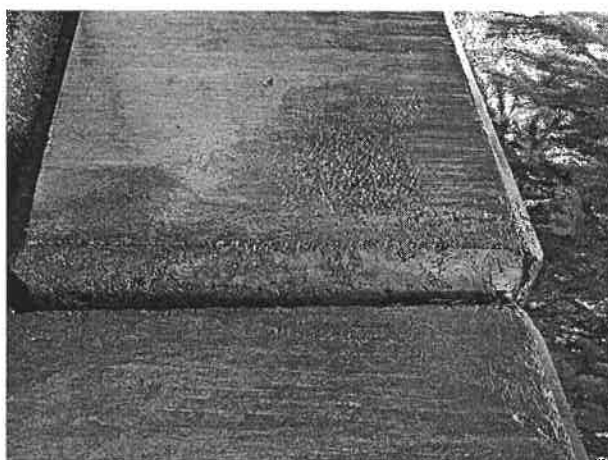
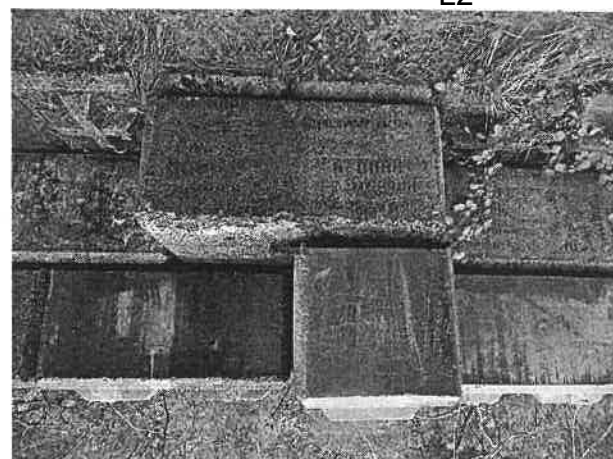
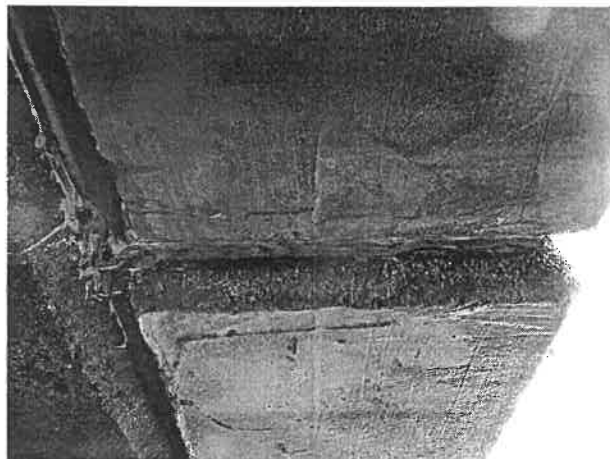
Sincerely

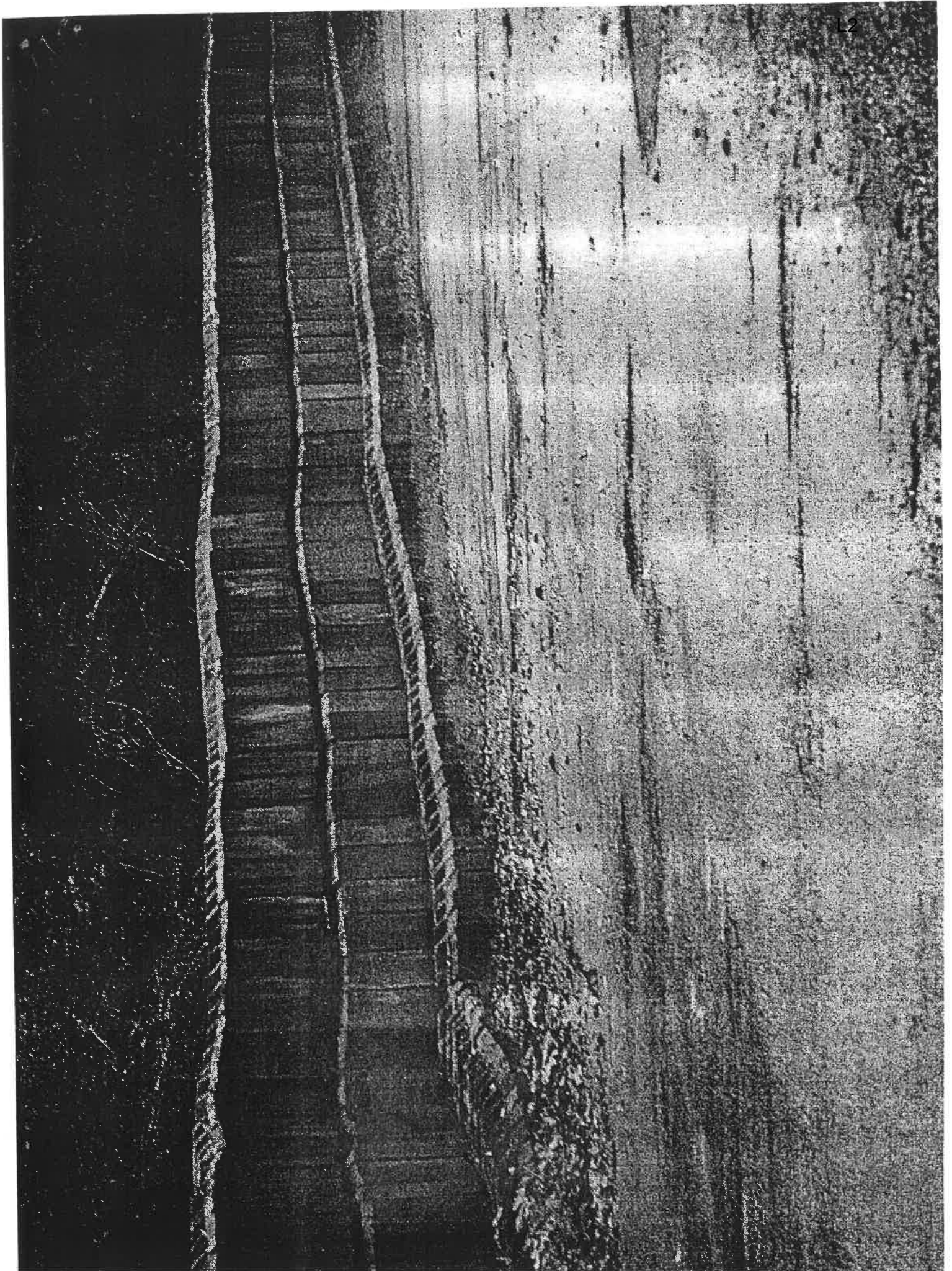


Mervyn Brown N.D., D.O., D. Phys.

cc.

The Honourable Anna Kindy MLA  
The Honourable Aaron Gunn, M.P







# CITY OF PORT ALBERNI

City Hall  
 4850 Argyle Street,  
 Port Alberni, BC V9Y 1V8  
 Telephone: 250-723-2146 Fax: 250-723-1003  
 www.portalberni.ca

## Vancouver Island Regional Library | Branches and Amenities

### Certified Resolutions of the City of Port Alberni Council

I, Sara Darling, Director of Corporate Services for the City of Port Alberni hereby certify the following is a true copy of the Resolution adopted and released by City of Port Alberni Council at its In Camera meeting held on Monday, October 27, 2025.

WHEREAS the Vancouver Island Regional Library (VIRL) provides essential library services to member municipalities across Vancouver Island;

AND WHEREAS, the current funding model inadequately accounts for variations in branch amenities and does not permit the ability for municipalities to tailor services to meet local community needs;

AND WHEREAS, member municipalities are advocating for enhanced transparency, equity, and authority over the services offered and their respective funding contributions;

*THEREFORE, BE IT RESOLVED THAT Council formally requests the Vancouver Island Regional Library Board to develop a revised funding model that:*

- *Establishes a baseline of uniform services to be provided consistently across all branches.*
- *Introduces a customizable service menu enabling municipalities to select additional services tailored to the specific amenities and needs of their local branches.*
- *Aligns municipal levies with the actual level of services received, granting municipalities greater fiscal autonomy and operational control in managing library provisions.*
- *Engages all member municipalities in the development of this funding model to ensure transparency, fairness, and responsiveness to local priorities and concern.*

*AND FURTHER, THAT Council directs administration to forward this resolution to the VIRL Board and all member municipalities for their consideration, endorsement and support.*

**CARRIED | Resolution No. IC25-159**

The undersigned has affixed her signature and the corporate seal of the City of Port Alberni this 6<sup>th</sup> day of November, 2025.

**Sara Darling**  
**Corporate Officer**  
**City of Port Alberni**



---

**Fw: E-mail from the Honourable Jodie Wickens, Minister of Children and Family Development**

---

**From** Janet St. Denis <J.St.Denis@villageoftahsis.com>

**Date** Mon 11/3/2025 9:11 AM

**To** Janet St. Denis <J.St.Denis@villageoftahsis.com>

---

**From:** CFD Info CFD:EX <MCF.Info@gov.bc.ca>

**Sent:** Friday, October 31, 2025 11:35 AM

**To:** Reception Account <Reception@villageoftahsis.com>

**Subject:** E-mail from the Honourable Jodie Wickens, Minister of Children and Family Development

**VIA E-MAIL**

Ref: 302573

Your Worship Mayor Martin Davis and Council  
Tahsis

E-mail: [reception@villageoftahsis.com](mailto:reception@villageoftahsis.com)

Dear Mayor Davis and Council:

As Minister of Children and Family Development, I am honoured to proclaim November as Adoption and Permanency Awareness Month. I invite you to celebrate the families who have welcomed children and youth as permanent members of their family, and I ask that you help promote awareness for children and youth who are still waiting for permanent homes.

Adoption and Permanency Awareness Month is about celebrating the devoted families created when people open their hearts and commit to sharing their lives with a vulnerable child or youth. A permanent family environment provides a solid foundation for lifelong connections to community and culture, opportunities to thrive, and all the support these young people need along the way.

Permanency is transformational for everyone involved. The emotional and social impacts of belonging can last a lifetime. That is why Adoption and Permanency Awareness Month is also about recognizing the children and youth who are still waiting for permanent, stable, and nurturing homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia:

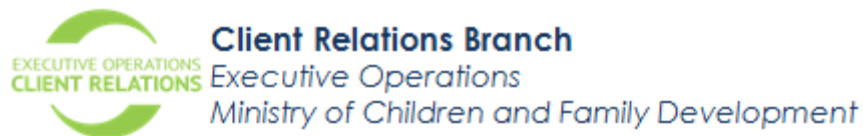
- [Adopt BC Kids](#) - an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application.
- The [Ways to adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country.
- <https://belongingnetwork.com> (formerly Adoptive Families Association of BC) - provides information and support services for families who wish to adopt now or in the future.
- <https://adoption-bc.com> - a detailed and comprehensive guide to additional adoption resources.

Please join us in marking November as Adoption and Permanency Awareness Month to recognize all the individuals who have grown their family and their hearts through adoption, and to all those who may do so in the future. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive families in your community.

Sincerely,

Jodie Wickens  
Minister

*Sent on behalf of the Minister by:*



**This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: [MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca).**

# VILLAGE OF TAHSIS

## Report to Council

**To:** Mayor and Council

**From:** Amanda Knibbs, I.T. Coordinator

**Date:** 28 October 2025

**Re:** Tahsis Canada Day Celebration

---

### **PURPOSE OF REPORT:**

This report is intended to inform Council on the local Canada Day grant application, organized by the Village. Due November 21, 2025.

### **OPTIONS/ALTERNATIVES**

1. Approve the grant as presented
2. Approve the grant as amended
3. Do not apply for the grant
4. Any other option Council deems appropriate.

### **BACKGROUND:**

The Tahsis Canada Day celebration is an annual event organized by Village staff and volunteers. The event is sponsored by Celebrate Canada, the Tahsis Literacy Society, the Village and other volunteers. The Village is proposing to apply for a grant from Celebrate Canada which will be spent on cupcakes, decorations, music, and photography. Under the grant program, the following are eligible expenses, funded 100%

- promotional expenses, communications, entertainment, supplies, equipment rental
- cake for Canada Day celebrations
- ceremonial and traditional food for National Indigenous Peoples Day and Canadian Multiculturalism Day celebrations only
- fireworks/light shows
- expenses related to a designated celebratory day within a festival
- reasonable administrative costs (not exceeding 15% of the total contribution), such as salaries and benefits, fees for professional services, bank charges and utilities
- reasonable travel/hospitality expenses inside Canada, which must not exceed the rates permitted for travel on government business

Ineligible expenses that the Village covers:

- costs related to BBQ, general food and beverages, and liquor permits
- food for planning team and volunteers
- facility rental costs when the organization owns the property or building
- costs related to major infrastructure
- equipment purchase
- lobbying and advocacy activities
- activities or services that take place outside Canada
- prizes such as those associated with contests or competitions

The Village's planned expenses included purchasing hotdogs and BBQ supplies, fruit and vegetables, printing, and staff time. The Literacy Society normally funds the trivia contest. This year, the event is scheduled to be at the Recreation Centre. The Recreation Centre offers several benefits: less staff time to set up; the gym provided a cool space for people to eat and escape the heat; and the kitchen offered more usable workspace and better equipment; there is a park for the children and youth to play on; this space is more optimal for the people to enjoy the live music.

This year we have reached out to Mowachaht/Muchalaht First Nations with an offer of free transportation to and from the event from their Tsaxana. The Village is currently waiting for a response.

**POLICY/LEGISLATIVE REQUIREMENTS:**

N/A

**FINANCIAL IMPLICATIONS:**

The Village received \$1600.00 for Canada Day 2025. The Village is asking Celebrate Canada for a \$2700.00 the 2026 grant. This is a larger amount than what was received last year. This year they have changed the grant to allow claiming of %100 of eligible expenses. Last year we needed to match the funding. Last year we were able to add fruit and vegetables, which we are hoping to keep this year as well. The largest village expense is salaries.

Canada Day Expense 2026							
<u>Grant Expense</u>	<u>Cost</u>	<u>Village Expense</u>	<u>Hrs/amt</u>	<u>rate</u>	<u>total</u>	<u>comments</u>	<u>%</u>
Decorations	\$600.00	Labour set up/clean up (non-admin)	12	\$60.00	\$720.00	4 ppl/3 h	90.0%
cake	\$450.00	Labour running event (non-admin)	12	\$60.00	\$720.00	4 ppl/3 h	90.0%
Music	\$500.00	Labour Organization (admin)	1	\$60.00	\$60.00	1 ppl/1 h	7.5%
photography	\$500.00	Labour grant application (admin)	2	\$60.00	\$120.00	1 ppl/2 h	15.0%
inflatable games	\$650.00	Hot dogs, Bun, Onions	1	\$340.00	\$340.00		42.5%
		BBQ Supplies	1	\$260.00	\$260.00		32.5%
		Food For BBQ	1	\$200.00	\$200.00		25.0%
left to use	-\$2,700.00	estimated wages		Sub Total	\$1,620.00		
Sub Total	\$2,700.00	sub total does not include wages.		Sub Total	\$800.00		
		Lit Money for prizes		Sub Total	\$200.00		
Total Project	\$3,700.00						

**STRATEGIC PRIORITY:**

N/A

Respectfully submitted:



Amanda Knibbs



This is a **Draft** application.

**Portal Account ID**

P006018

**File Number**

PCH-2025-24065

# Celebrate Canada

## Table of Content

<b>BEFORE YOU BEGIN</b>	<b>2</b>
<b>ORGANIZATION INFORMATION</b>	<b>4</b>
<b>PROJECT INFORMATION</b>	<b>5</b>
<b>GENERAL INFORMATION</b>	<b>6</b>
<b>CANADA DAY (JULY 1ST)</b>	<b>12</b>
<b>REQUIREMENTS</b>	<b>14</b>
<b>BUDGET - EXPENSES</b>	<b>15</b>
<b>BUDGET - REVENUES</b>	<b>16</b>
<b>BUDGET - GRAND TOTALS</b>	<b>17</b>
<b>SUPPORTING DOCUMENTS</b>	<b>18</b>
<b>DECLARATION / ATTESTATION</b>	<b>19</b>



Draft

## BEFORE YOU BEGIN

### Celebrate Canada Application Form

- If this is your first time applying to the Celebrate Canada program, please contact the Department [ <https://www.canada.ca/en/canadian-heritage/services/funding/celebrate-canada.html> ] to discuss the eligibility of your event.
- Please review the Program Guidelines [ <https://www.canada.ca/en/canadian-heritage/services/funding/celebrate-canada/application-guidelines.html> ].
- You must fill in all required (\*) fields on each page before hitting “**Save**”.
- In this application you will assign the roles of Authorized Representative and Application Contact. These contacts must first be saved under the “**Representatives**” section of the Applicant Profile. The same contact can be assigned multiple roles.
- If you want to add a collaborator who can contribute to an application or sign on behalf of the organization, you must grant them access using the “**Share**” function on the “**My Organizations**” page. An individual will not be able to sign or submit this application without being granted an administrator role.
- In the “**Final Review**” section, you can print a draft of your funding application before submitting.
- If you have issues using the portal or need to access the PDF application, please contact the Department [ <https://www.canada.ca/en/canadian-heritage/contact-us.html> ]:

Email: [info@pch.gc.ca](mailto:info@pch.gc.ca) [ <mailto:info@pch.gc.ca> ]

Telephone: 1-866-811-0055

Call toll-free from all regions, Monday to Friday, 7:30 a.m. to 6:30 p.m. (EST)

TTY: 1-888-997-3123 (for people who are deaf, hard of hearing or speech impaired)

**Draft**

## Privacy Notice

The collection of personal information is authorized by the sections 4(2)b), 4(2)k.1) and 5 of the Department of Canadian Heritage Act [ <https://laws-lois.justice.gc.ca/eng/acts/C-17.3/page-1.htm#h-69712> ] and is required to provide funding to eligible groups across Canada who are celebrating: National Indigenous Peoples Day, Saint-Jean-Baptiste Day, Canadian Multiculturalism Day and Canada Day. Collection and use of this personal information are in accordance with the Privacy Act [ <https://laws-lois.justice.gc.ca/ENG/ACTS/P-21/index.html> ]. The program will use this personal information to determine the eligibility of the applicant organization to the funding. The personal information collected is described in Personal Information Bank PCH PAC 015 - Celebration and Commemoration Program [ <https://www.canada.ca/en/canadian-heritage/corporate/publications/general-publications/information-programs-holdings.html#a2c> ] and will be retained for six (6) years. Failure to provide all required information may result in your application not being processed. Under the Privacy Act [ <https://laws-lois.justice.gc.ca/ENG/ACTS/P-21/index.html> ] you have the right of access to, and correction of, your personal information. To exercise either of these rights, contact Canadian Heritage's ATIP Coordinator by email at [pch.aiprp-atip.pch@canada.ca](mailto:pch.aiprp-atip.pch@canada.ca) [ <mailto:pch.aiprp-atip.pch@canada.ca> ]. If you are not satisfied with Canadian Heritage's response to your privacy concern, you may wish to contact the Office of the Privacy Commissioner of Canada [ <https://www.priv.gc.ca/en/> ] by telephone at 1-800-282-1376.



Draft

**ORGANIZATION INFORMATION**

**Organization**

Please identify the organization that will be applying for funding. Select the magnifying glass to find your organization.

Note: If your organization does not appear in the list, you must return to **“My Organizations”** and ensure that you have completed the registration process for your organization. You will be unable to proceed until your organization is registered.

**Applicant Organization (required)**

Village of Tahsis

**Roles**

Please assign the roles of Authorized Representative and Application Contact to representatives identified in your Applicant Profile. Select the magnifying glass to find the representatives associated with your organization. If you need to add a representative, please return to your organization’s Applicant Profile under **“My Organizations”** and add the individual’s name and contact information. Once added, they will appear on this application form and you will be able to assign them the appropriate role. Representatives can have more than one role.

**Authorized Representative**

Canadian Heritage requires this application to be submitted by an authorized representative who has the legal authority to bind and apply on behalf of the organization.

The Authorized Representative must be:

- An individual with the authority to enter into contracts on behalf of the applicant organization; and
- Identified as such in the organization’s official operating policies (e.g., financial policies, by-laws), or in an official motion from the organization’s board or governing body.

**Authorized Representative (required)**

Amanda Knibbs

**Title within the organization**

Village of Tahsis

Note: An Authorized Representative must have administrator access in order to sign and submit this form. To grant someone administrator access, go to **“My Organizations,”** find your organization’s tile and select **“Share.”**

**Application Contact**

The person to contact with questions about the application.

**Application Contact (required)**

Mark Tatchell

**Title within the organization**

CAO



Draft

**PROJECT INFORMATION**

## Project Information

\* Please indicate which thematic day(s) your project celebrates. Submit one application per client, even if your application is for multiple celebrations. (required)

National Indigenous Peoples Day: June 21  No

Saint-Jean-Baptiste Day: June 24  No

Canadian Multiculturalism Day: June 27  No

Canada Day: July 1  Yes

**Project Title (required)**

Please enter the project title as it will appear on your promotional material.

Canada Day

**Funding requested from Celebrate Canada (required)**

\$5,000 and under



Draft

## GENERAL INFORMATION

### Program objectives

\* Which program objective(s) will your project address? **(required)**

Enable Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity.  No

Create opportunities for Canadians to participate in celebrations that create a sense of pride and belonging to Canada.  Yes

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

The Village of Tahsis partners with multiple community groups that help plan and manage the Canada Day Celebration. Some of those groups include Heritage Society, Literacy Society, Tahsis Salmon Enhancement Society, Lions Club, and Tahsis Junior Canadian Rangers. These groups help represent different community dynamics so that all participants have a sense of pride regarding the event.



**Draft**

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

Through our various community partners, we will be able to reach all available diverse communities located in the Village.

**Target group**

**\* In addition to the general public, the project will reach: (required)**

- Ethnocultural Communities**  No
- Youth**  Yes
- Indigenous Peoples' Communities**  Yes
- Official-Language Minority Communities**  No
- Other (specify)**  No

**Draft**

**Describe how your organization plans to conduct targeted outreach to the communities listed above. Targeted outreach may include things such as: recruiting volunteers from diverse communities, holding learning activities to promote diversity and planning events that highlight cultural, ethnic, linguistic and/or geographic diversity. (required)**

Posters will be distributed throughout the Village and published on the Village website, Facebook page, and local community-run blog to ensure comprehensive outreach to residents and community organizations. The Village of Tahsis is located within the traditional territory of the Mowachaht/Muchalaht First Nation. Electronic and printed materials will also be used to engage Indigenous community members in Tsaxana which is our closest drivable First Nations community. The event will include a range of activities, games, and entertainment suitable for all age groups, with specific inclusion of local youth participation.



**Draft**

**Applicant capacity**

**Has your organization planned events of this scale in the past? Please provide specific examples. (required)**

This is an annual event for the Village of Tahsis. This is held at the information centre/ museum or Recreation Centre. We also hold a larger Village event called Tahsis Days which spans multiple days and has more events, prizes, and logistics involved.

**What kind of resources do you have to help make your event a success (volunteers, logistics, etc.)? (required)**

These locations grant us access to washrooms, power, large indoor space, and a large outdoor space. The Village owns a large event tent that are put up when the weather is poor. Tables and chairs are set up to allow guests to sit when needed. We have multiple members on staff with their food safe and first aid who over see the event safety.



**Draft**

**Will you have partnerships and/or sponsors, including in-kind support? (required)**

Yes

**Please provide a list of partners that will contribute to the project including funding partner type (cash or in-kind). (required)**

Tahsis Literacy Society - cash for prizes, Tahsis Heritage Society - in-kind, Tahsis Junior Canadian Rangers - in-kind, Tahsis Seniors Society - in-kind, Tahsis Lions Club - in-kind, Tahsis Salmon Enhancement Society - in-kind.



**Draft**

**Social Media**

**Facebook**

<https://www.facebook.com/profile.php?id=100068094049391>

**Instagram**

-

**Twitter / X**

-

**YouTube**

-

**Other**

[www.villageoftahsis.com](http://www.villageoftahsis.com)



Draft

## CANADA DAY (JULY 1ST)

Once you submit your application, you may not change the date, location or activities of your event without prior approval from the department.

### Proposed event

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

**Event start date (required)**

2026-07-01

**Event end date (required)**

2026-07-01

**Describe the proposed event. Include information such as: description of the show, the protocol ceremony, entertainment, games, etc. (required)**

The Celebration starts with the Mayor giving an opening speech that includes; a welcome, land acknowledgement, thanking our sponsors, and thanking event organizers. We then start serving hot dogs. Participants of all ages are encouraged to do the trivia contest.

**Number of expected participants for this year's event (required)**

150

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

125

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

**Address of park/public space (required)**

285 Alpine View Road

**Name of park/public space**

-

**City/town (required)**

Tahsis

**Province/territory (required)**

British Columbia

**Postal code (required)**

V0P 1X0

**Google Maps URL [ <https://www.google.com/maps> ] for the main event (required)**

<https://maps.app.goo.gl/2hFQv8MHsWLCnwbU8>



**Draft**

## Time of event

**\* Start time (required)**

11:00 AM

**\* End time (required)**

2:00 PM



Draft

## REQUIREMENTS

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

**The expected number of participants for all events**

150

## Canadian Heritage acknowledgement and symbols

**\* How will you acknowledge support from Canadian Heritage? At least one check box must be selected. (required)**

See the Guide on the public acknowledgement of financial support

[ <https://www.canada.ca/en/canadian-heritage/services/funding/acknowledgement-financial-support.html> ] for more information.

- “Canada” wordmark and acknowledgement text**  Yes
- Advertisements and public service announcements**  Yes
- Printed materials (flyers, ads, posters, etc.)**  Yes
- Social media (Facebook, X (Twitter), Instagram etc.)**  Yes
- Verbal acknowledgement**  Yes
- Press releases**  No
- Websites**  Yes
- Other (Specify)**  No

**Will you use Canadian symbols? (required)**

Yes

## Official languages requirements

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

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

Official language requirements:

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

**\* I agree (required)**  Yes



Draft

**BUDGET - EXPENSES**

Expenses (cash only)		
Expense item	Cash value	Funding requested from PCH
Advertising, decorations and signage	\$600	\$600
Alcohol license	\$0	\$0
BBQ, food and beverages (only eligible for Canada Day activities held in Nunavut, Northwest Territories and Yukon)	\$800	\$0
Canada Day cake, plates, utensils, napkins	\$450	\$450
Entertainment	\$1,000	\$1,000
Fireworks/light shows	\$0	\$0
Inflatable games	\$650	\$650
Prizes	\$200	\$0
Traditional food (for Multiculturalism Day and National Indigenous Peoples Day only)	\$0	\$0



**Draft**

**BUDGET - REVENUES**

Revenues	
Revenue item	Cash value
Applicant contribution	\$800
Municipal Government or Agency	\$0
Partners and Sponsors	\$200
Provincial / Territorial Government	\$0
Governmental - Other PCH funding	\$0
Governmental - Other federal funding	\$0



**Draft**

**BUDGET - GRAND TOTALS**

**Totals**

**Total Expenses**

\$3,700

**Total Revenues**

\$3,700

**Total amount of funding requested from PCH (Celebrate Canada)**

\$2,700



Draft

**SUPPORTING DOCUMENTS**

Please attach the following documents:

- (If unincorporated) The Unincorporated Applicant Acceptance of Responsibility form.
- (If requesting \$100,000 or more) Most recent financial statements, **unless you belong to the following categories:** province, municipality, public school, university, hospital, or band council.

**We are not attaching any documents because we are an incorporated organization requesting less than \$100,000 and/or we are a province, municipality, public school, university, hospital, or band council.**

Yes

File Name	Date attached	Document Type	Action
-----------	---------------	---------------	--------

There are no records to display.

**Comments**

we are a municipality



Draft

## DECLARATION / ATTESTATION

### Declaration and Attestation

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

- The information in the application is true, accurate and complete;
- I have all the necessary authorities to undertake the proposed project, or will obtain these authorities prior to the approval of the project;
- I and any person lobbying on my behalf to obtain funding are in compliance with the Lobbying Act and that no actual or potential, direct or indirect, contingency fee arrangement exists;
- No public servant or holder of public office, past or present, will derive a direct benefit from the approved funding in breach of the Values and Ethics Code for the Public Service or the Conflict of Interest Act;
- I will act in compliance with applicable statutes, laws, bylaws, regulations, orders, codes, standards, directives and guidelines governing the activities for which funding is being sought;
- I commit to take measures conducive to creating a workplace free from harassment, abuse and discrimination;
- I commit to not undermine Canada's Anti-Racism Strategy [ <https://www.canada.ca/en/canadian-heritage/services/combating-racism-discrimination/canada-anti-racism-strategy.html> ];
- I commit that the Applicant and any individual or entity (including any consultant) associated with the proposed Project for which funds are sought, will respect the values underlying the *Canadian Charter of Rights and Freedoms*, and the *Canadian Human Rights Act*; and
- I also commit to disclosing anything relating to the Applicant or any individual or entity (including a consultant) associated with the proposed Project, whether past or present, that could bring disrepute to the Government of Canada. Should the proposed Project be approved, I also commit to disclosing, in writing to the Department within 15 days, any such information that becomes known to me or the Applicant during the entire duration of the proposed Project.

I acknowledge that the submission of this Application does not constitute a commitment on the part of the Department of Canadian Heritage (Department) to award funding.

I authorize the Department to disclose any information submitted in this Application within the Government of Canada or to outside entities, subject to applicable restrictions associated with privacy, confidentiality and security for the following purposes:

- To reach a decision on this application or any other application by the applicant under any other government program;
- To administer and monitor the grants and contributions;
- To evaluate program results;
- To transfer data for statistical purposes;
- To support transparency, accountability and citizen engagement; and
- To respond to requests made under the Access to Information Act and the Privacy Act.



**Draft**

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

- This **Application**, the **Funding Approval Letter**, and any additional conditions agreed upon in a separate agreement, will constitute the entire agreement between myself (the **Applicant**) and the **Department of Canadian Heritage**, effective as of the date of the **Funding Approval Letter**;
- Funding received, whether received as a grant or a contribution, may be audited by the Department or the Auditor General of Canada (pursuant to clause 7.1 of the Auditor General Act, R.S.C. (1985));
- If found to have submitted false or unsupported information, the Applicant may be required to repay the full amount of the financial support received and may be declared ineligible for funding from the Department for the next two fiscal years or more.
- This Agreement does not create a partnership, agency or joint venture and I shall not represent myself as an agent, partner or employee of the Department in carrying it out;
- Where the Applicant fails to remain eligible or where there is a default under this Agreement, the Department may reduce the funding level, suspend any payment, rescind this Agreement and immediately terminate any financial obligation arising out of it and recover any unexpended amount or any amount that the Applicant was not eligible or entitled to receive; and
- I will share results, as requested.

**In addition, I shall:**

- Use the funds only for the purposes specified in the Agreement;
- Indemnify the Department from any claim or cause of action arising from injury, damage, or death sustained in carrying out this Agreement; and
- Publicly acknowledge [ <https://www.canada.ca/en/canadian-heritage/services/funding/acknowledgement-financial-support.html> ], in English and in French, the funding received from the Government of Canada in all communication materials related to the Agreement, such as program materials, public announcements, speeches, websites, and social media.

I agree

Yes

**\* Name (required)**

Amanda Knibbs

**\* Date (required)**

2025-10-15