



Minutes

Village of Tahsis

Meeting	Committee of the Whole
Date	Tuesday, March 21 2016
Time	10:30 a.m.
Place	Municipal Hall - Council Chambers

Present	Mayor Jude Schooner - Chair Councillor Kathy Bellanger Councillor Louis Van Solkema
Late	Councillor Brenda Overton (10:50 a.m.)
Regrets	Councillor Randy Taylor
Staff	Mark Tatchell, Chief Administrative Officer Amit Sharma, Deputy Chief Finance Officer
Public	1 member of the public

Call to Order

Mayor Schooner called the meeting to order at 10:40 a.m. and acknowledged and respected that we are upon Mowachaht/Muchalaht Traditional Territory.

Introduction of Late Items

Introduction of Gerry Boy (Tahsis' Community Director on NSEDC's Board of Directors).

Approval of the Agenda

Van Solkema: COW 21/16

THAT the Agenda for the Committee of the Whole meeting be adopted as presented.

CARRIED

New Business

1 Introduced Gerry Boy (Tahsis' Community Director on NSEDC's Board of Directors)

There was a brief discussion of NSEDC's history and the future.

2 2016-2020 Financial Plan: Budget Walk Through and Discussion Items

- 1) Review updated Expenditure estimates - response to Council questions/ directions**
- 2) Review updated Revenue Estimates - response to Council questions/
 - a) Property Taxes**
 - b) Draft Water and Sewer Bylaws****
- 3) Taxation Options for consideration (presentation)**
- 4) Asset management funding (discussion)**

Overton: COW 22/16

THAT the Committee of the Whole recess from 12 p.m. to 12:40 p.m.

CARRIED

Overton: COW 23/16

THAT the Committee of the Whole reconvene at 12:40 p.m.

CARRIED

Council directed staff to develop and present a 7% increase in tax revenue and the associated apportionment of taxation revenue across the property classes.

Adjournment

Overton: COW 24/16

THAT the meeting adjourn at 2:02 p.m.

CARRIED

Certified correct this
5th Day of April 2016



Corporate Officer

1

Expenditures		2015 Budget	2015 Final	2016	Notes
Legislative					
10-2-100-2001	Council Honorarium	30100	29,354	30,100	
10-2-100-2080	Payroll Benefits	520	418	520	
10-2-100-2100	Committee Expenses	1000	444	1000	
10-2-100-2105	Association Dues / Memberships	1020	150	1020	
10-2-100-2110	Conferences & Conventions	7330	1,127	5000	gives Council the option to attend conferences or conventions
10-2-100-2112	Travel	8560	6,770	8000	
10-2-100-2120	Council Grants/Bursaries	1200	725	1200	
10-2-100-2135	Staff Appreciation	1100	560	200	added \$200 at Council's request
10-2-100-2193	Miscellaneous	1000	785	1000	
10-2-100-2210	Telephone & Communications	1040	1,154	1200	
10-2-100-2242	Insurance - Legislative	500	500	500	
		<u>53370</u>	<u>41,987</u>	<u>49,740</u>	
Administration					
10-2-110-1930	Miscellaneous	500	3,712	4000	staff to follow up as to why the dollar amount for misc 3 Admin positions (CAO/CFO, Deputy CFO, Finance and Admin Assistant and 1 summer student).
10-2-110-2010	Administrative Salaries	188500	202,285	198,100	
10-2-110-2020	Building Support Salaries	4000	337	0	
10-2-110-2080	Benefits & Payroll Charges	33870	53,725	38903	
10-2-110-2105	Association Dues	1900	2,579	2600	LGMA and GFOA BC CAO attending LGMA conference as per employment
10-2-110-2110	Conventions	700	-	800	agreement
10-2-110-2111	Courses	1500	640	1000	MAIS annual conference
10-2-110-2112	Travel	1600	3,272	2750	
					NSEDC, other possible litigation and solicitor support for
10-2-110-2121	Legal Fees	20000	28,849	35000	Bylaw
10-2-110-2131	Advertising	3500	5,991	3200	Targeted advertising (Visitor's Choice, Ahoy BC)
10-2-110-2189	Penny Rounding	0	0		
10-2-110-2190	Bank Fees	4000	5,194	5200	
10-2-110-2191	Cash Over/Short	0	1		
10-2-110-2193	Miscellaneous	1000	735	1000	
10-2-110-2200	Office Supplies/Printing	6700	8,760	8000	
10-2-110-2205	Postage & Freight	4400	2,153	2200	
					monthly fees reduced, one time costs for new radio system
10-2-110-2210	Telephone	6670	9,262	7650	for after hours (6 month trial)
10-2-110-2212	Internet/Cable	1550	1,208	1550	
10-2-110-2215	Info Systems Operations & Maintenance	17500	15,165	17500	
10-2-110-2216	Software Maintenance	5800	-	0	

10-2-110-2220	Equipment Maintenance	1500	415	1500	
10-2-110-2230	Auditing	40000	44,993	30000	seeking to reduce audit costs
10-2-110-2235	Contract Services	3000	4,781	7000	year end accounting, small contracts as needed
10-2-110-2240	Janitorial Services	3500	3,384	3500	
					increase due to vacant buildings, staff directed to investigate
10-2-110-2242	Insurance	14000	20,996	21000	other insurance options, specifically MIABC (done)
10-2-110-2245	Municipal Hall Utilities	4000	5,138	5200	
10-2-110-2250	Alarm Monitoring Service	0	600	1000	
10-2-110-2252	Alarm Systems	3100	-	0	
10-2-110-2270	Other General Supplies	1500	53	0	
					engineering and contractor work related to library last year,
10-2-110-2300	Municipal Hall Maintenance	2800	9,533	4000	not expected this year
10-2-110-4265	Bad Debts Written Off	2000	(500)	2000	
10-2-110-9999	Unallocated Expenses	0	275		
		379090	433,536	404653	
10-2-111-2350	Grants-Library	12380	12,380	12,380	
	Fire department				
10-2-121-1910	Reserve for Future Expenditure	15000	-	2000	annual contribution to build up fire hall reserve
10-2-121-2010	Salaries	100	1,016	1000	
10-2-121-2080	Benefits & Payroll Costs	1720	862	1750	
10-2-121-2095	Volunteer Remunerations	18200	12,171	18200	number of volunteers fluctuates
10-2-121-2110	Conferences & Conventions	1500	-	1500	
10-2-121-2111	Courses & Seminars	8300	2,862	3300	
10-2-121-2112	Travel	1000	-	1000	potential travel to take delivery of new fire truck
10-2-121-2131	Advertising & Promotions	300	17	0	
10-2-121-2200	Office Supplies	300	21	0	
10-2-121-2205	Postage & Courier	200	107	100	
10-2-121-2210	Telephone & Other Communication	4120	3,977	4000	
10-2-121-2212	Internet/Cable	840	877	850	
10-2-121-2235	Fire Investigations	8500	7,980	8500	
10-2-121-2242	Insurance & Licences	7330	7,331	7330	
10-2-121-2245	Utilities	5500	6,090	6200	
10-2-121-2247	Vehicle Fuel & Oil	2800	2,033	2400	
10-2-121-2250	Alarm Monitoring Service	800	899	900	
10-2-121-2255	Maintenance/Small Tools	6200	107	250	
10-2-121-2265	Protective Clothing	3500	5,235	5000	
10-2-121-2270	Supplies & Materials	1750	2,423	2500	
10-2-121-2290	Equipment Maintenance	0	5,189	5000	
10-2-121-2292	Small Tool Replacement	3500	175	250	

10-2-121-2300	Building Maintenance	1100	1,174	1200	
10-2-121-2320	Vehicle Servicing & Maintenance	1700	2397	2500	
		<u>94260</u>	<u>62,942</u>	<u>75730</u>	
10-2-122-2235	Building Inspection Contract Services	8000	-	8000	
	<u>Emergency Preparedness</u>				
10-2-124-2001	Honorariums	4500	2,901	4500	emergency preparedness coordinator
10-2-124-2010	Salaries	0	49	0	
10-2-124-2080	Benefits and Payroll Costs	0	4	0	
10-2-124-2110	Conferences & Conventions	1000	498	1000	
10-2-124-2111	Courses & Seminars	1500	624	1500	
10-2-124-2200	Office Supplies	1100	164	500	
10-2-124-2210	Telephone & Other Communication	2700	963	1500	
10-2-124-2280	Miscellaneous	100	93	100	
		<u>10900</u>	<u>5,297</u>	<u>9100</u>	
	<u>Public Works</u>				
10-2-130-2010	Salaries	38720	55,323	65000	incorrect coding last year and lift for on-call after hours service (6 month trial)
10-2-130-2080	Benefits & Payroll Costs	19200	25,087	23040	
10-2-130-2105	Association Dues	510	305	510	
10-2-130-2110	Conferences & Conventions	3000	1,385	2500	training for new director
10-2-130-2112	Travel	1800	2,383	3000	
10-2-130-2193	Miscellaneous	0	359	0	
10-2-130-2200	Office Supplies	300	198	300	
10-2-130-2210	Telephone & Communications	2280	1,817	2300	
10-2-130-2212	Internet/Cable	900	1,179	500	Staff to ascertain why PW needs cable tv (reduced)
10-2-130-2230	Contract Services	3000	892	5000	north sewage treatment plant clean out, increased budget to \$5,000
10-2-130-2245	Building Utilities	4610	5,287	5500	
10-2-130-2246	Propane	2600	2,185	2300	
10-2-130-2250	Alarm Monitoring Service	1080	450	2000	new panel batteries required for alarms
10-2-130-2255	Small Tools & Equipment	750	652	800	
10-2-130-2270	Supplies	0	424	500	
10-2-130-2280	Miscellaneous	500	35	500	
10-2-130-2300	Shop	7500	6,145	6800	
10-2-130-2320	Vehicle Operation & Maintenance	0	704	1000	
		<u>86750</u>	<u>104,809</u>	<u>121550</u>	
10-2-131-2010	PW Vehicles Salaries	15110	9,943	10940	
10-2-131-2080	Benefits and Payroll Costs	3070	1,463	1608	
10-2-131-2242	Public Works - Insurance	6900	6,560	6900	
10-2-131-2243	Vehicle Insurance	10050	8,540	10050	

10-2-131-2320	Vehicle Operation & Maintenance	25000	23382	25000	includes outsourcing vehicle inspections
		60130	49,888	54498	
10-2-132-2010	PW Road Salaries	11330	12,347	14500	
10-2-132-2080	Benefit and Payroll Costs	2300	1,369	2300	
10-2-132-2300	Roads Maintenance	7000	1140	10000	
		20630	14,856	26800	
10-2-133-2245	Street Lighting	31450	29,275	33970	
10-2-134-2241	Bridge Maintenance	1000	-	2000	
	Solid Waste				
10-2-135-2010	Solid Waste-Salaries	17760	6,640	13280	
10-2-135-2080	Solid Waste - Payroll Benefits	3610	678	2650	
10-2-135-2193	Solid Waste - Miscellaneous	1000	47	500	
10-2-135-2241	Solid Waste-Contracts	1200	-	3000	
10-2-135-2270	Solid Waste-Supplies	3000	-	2000	
10-2-135-2940	Solid Waste - Transfer to Reserves	5000	0	5000	
		31570	7,365	26430	staff advised there is budget room to undertake some diversion programs
10-2-136-2010	Recycling PW Trades	16780	5,060	10120	
10-2-136-2080	Benefits	1340	775	1250	
10-2-136-2275	Solid Waste - Recycling Removal Contract	200	-	200	
		18320	5,835	11570	
	total solid waste	49890	13200	38000	
	Harbour				
10-2-137-2242	Insurance	11810	11,006	12000	
10-2-137-2245	Harbour Utilities	4370	2,929	3500	
10-2-137-2280	Miscellaneous	1100	557	1000	
		17280	14492	16500	
	Heliport				
10-2-138-2242	Heliport Insurance	3000	2,573	2000	
10-2-138-2245	Heliport Electricity	800	1,230	1300	
10-2-138-2300	Heliport Other Maint. Materials	200	517	550	
		4000	4319	3850	
	Recreation				
10-2-140-2010	Program Salaries	99150	92,012	95640	review of Rec Centre operations this year
10-2-140-2020	Support Trades Salaries	15540	7,674	12400	
10-2-140-2080	Benefits & Payroll Costs	20980	22,954	17350	
10-2-140-2105	Association Dues	450	469	500	
10-2-140-2110	Conferences	1500	-	0	

10-2-140-2111	Courses	4830	3,976	5200	
10-2-140-2112	Travel	600	78	500	
10-2-140-2192	Debit Machine/Cash Shortages	1150	(3)	1000	
10-2-140-2200	Office Supplies	1300	1,429	1500	
10-2-140-2205	Postage & Courier	1780	3,338	2200	
10-2-140-2210	Telephone	3840	2,305	2400	
10-2-140-2212	Cable/Internet	1680	2,286	2300	
10-2-140-2230	Specialty Programs	500	-	0	
10-2-140-2240	Contract Services-Janitorial	4120	5,454	5500	
10-2-140-2241	Contracted Repairs	3000	855	500	
10-2-140-2242	Insurance	13800	14,416	14500	
10-2-140-2245	Building Utilities	24840	32,326	34000	
10-2-140-2246	Building Propane	9000	4,465	5000	
10-2-140-2250	Community Centre Alarm Monitoring	1260	525	750	
10-2-140-2255	Equipment Maintenance	0	98		250 staff directed to acquire new treadmill for gym (researching) Staff to investigate costs (capital and operating) of purchasing
10-2-140-2260	Chemicals	1700	3,279	3500	and using an ozonator (UV ?)
10-2-140-2261	Concession Consumable for Resale	9234	5,523	6000	
10-2-140-2270	Supplies	2000	1,273	1400	
10-2-140-2280	Miscellaneous	4000	3,760	4000	misc costs need more detail. Staff will examine more closely
10-2-140-2300	Building Misc. Materials	2000	2,982	3000	within scope of overall review (not completed yet)
10-2-140-2310	Community Centre Repairs Contracted	3000	-	0	
10-2-140-2321	Pool Maintenance	500	50	0	
		<u>231754</u>	<u>211524</u>	<u>219390</u>	
	<u>Parks</u>				
10-2-143-2010	Staff Salary	18900	16,280	20200	more hours devoted to horticulture and green space
10-2-143-2080	Benefits & Payroll Costs	3840	1,602	2270	
10-2-143-2270	Const & Maintenance Materials	1200	-	1500	
10-2-143-2280	Miscellaneous	0	1,747	2000	
10-2-143-2310	Contract Services	4800	3050	2200	rely more on staff, less on contractors
		<u>28740</u>	<u>22679</u>	<u>28170</u>	
	<u>Landfill</u>				
10-2-144-2010	Wages - Landfill	18890	11,732	18990	
10-2-144-2080	Benefits - Landfill	3840	1580	3420	
		<u>22730</u>	<u>13,312</u>	<u>22410</u>	
	<u>Museum Building</u>				
10-2-145-2020	Staff Salaries	470	128	100	
10-2-145-2021	Summer Staff	0	497	0	

10-2-145-2080	Benefits & Payroll Costs	100	65	20	
10-2-145-2210	Telephone / Communications	1500	1,346	1500	
10-2-145-2245	Building Utilities	1600	1,505	1650	staff directed to reduce hot water tank temperature (done)
10-2-145-2250	Alarms	500	359	500	
10-2-145-2270	Miscellaneous	100	-	100	
10-2-145-2280	Conservation Materials	100	-	100	
10-2-145-2300	Building Maintenance	250	241	250	
		<u>4620</u>	<u>4140</u>	<u>4220</u>	
<u>Info Centre</u>					
10-2-146-2021	Info Centre Summer Staff	4450	4,262	6489	assumes approval of grant application for 2 summer students
10-2-146-2080	Info Centre Benefits	250	181	1352	
10-2-146-2270	Operating Supplies	200	176	200	
		<u>4900</u>	<u>4620</u>	<u>8041</u>	
<u>Economic Development</u>					
					staff directed to determine if licence is still current and if not then to not pay the fee (tenure expires in 2025, can terminate earlier)
10-2-152-2105	Shellfish Harvesting License Expenses	1000	929	1000	
10-2-152-2131	Website Development	2500	-	14000	new website contract
10-2-152-2230	Professional Services	10000	23710	5000	placeholder for other small contracts as needed
		<u>13500</u>	<u>24640</u>	<u>20000</u>	
<u>Puddle Duck Program</u>					
10-2-160-2010	Puddle Duck Program Supplies	27860	17,330	26564	wrong account name, should be salaries
10-2-160-2080	Benefit & Payroll Costs	2510	1,240	2200	
10-2-160-2111	Courses	300	235	500	
10-2-160-2270	Consumable Goods	0	5	0	
10-2-160-2280	Program Supplies	300	97	250	
10-2-160-2300	Facility Maintenance	100	37	100	
		<u>31070</u>	<u>18944</u>	<u>29614</u>	
<u>Harbours & Wharves</u>					
					harbours and wharves to be combined with Harbours
10-2-162-2021	Harbours & Wharves - Salaries	0	1,014	0	
10-2-162-2080	Harbours & Wharves - Payroll Benefits	0	120	0	
10-2-162-2210	Telephone/Communications	500	-	500	
10-2-162-2242	Parking & Boat Launch Insurance	0	1,070	1200	
10-2-162-2280	Miscellaneous	1000	32	500	
10-2-162-2300	Building	0	185	0	
		<u>1500</u>	<u>2,420</u>	<u>2200</u>	
10-2-261-1300	Transfer to Gas Tax reserve account	0	63,686		
10-2-272-2310	Capital-Machinery-Contract	0	3,760	0	

10-2-273-2310	Capital-Eng Structures-Contract	0	1406	6000 engineering and inspection professional services
		0	5165	6000

total expenditures	1,187,104.00	1,158,112	1,219,246
revenues less expenditures		(69,694)	
(surplus)/deficit for general operating		(69,694)	

Sewer operating fund

Revenue

20-1-035-1350	Sewer - User Rates	-101800	(100,637)	-145,284
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Expenditures

20-2-200-2235	Consulting Services	7200	-	7500 contracted wastewater principal operator
20-2-200-2242	Insurance - Sewer	19000	19,467	20500
20-2-202-2010	Sewer - Salaries	19830	10,960	15400
20-2-202-2080	Sewer - Payroll Benefits	3350	1,984	2870
20-2-202-2230	Contract Services - Engineering	0	10,587	12500 placeholder for potential sewer related engineering work
20-2-202-2241	Sewer - Repairs & Maintenance	5000	10,798	12000
20-2-202-2245	Sewer - Utilities	31000	33,907	34000
20-2-202-2250	Sewer - Alarm Monitoring	10650	11,322	12500
20-2-202-2255	Plant Equipment Repair	2000	-	2000
20-2-202-2260	Sewer - Waste Water Treatment	3840	3,794	3800
20-2-202-2270	Sewer - Supplies	2000	1,446	2000
20-2-202-2280	Sewer - Miscellaneous	1400	178	200
20-2-202-4900	Sewer-Transfer to Reserve	3730	0	0
		109000	104443.74	125270
(surplus)/deficit for sewer operating		7200	3,807	-20,044

Water operating fund

Revenue

30-1-030-1350	Water-User Rates	-94800	(93,079)	-167,066
30-1-030-1930	Prior Year Surplus	0	(3,523)	492
30-1-030-1935	Other Sources	0	-154	0
		-94800	-89711	-166,574

Expenditures

30-2-210-2242	Insurance-Water	9700	10,975	11000
30-2-212-2080	Water-Payroll Benefits	7990	8,639	8110
30-2-212-2110	Water-Salaries	44610	46,837	45060
30-2-212-2111	Courses & Seminars	500	1,107	2500 EOCP training for new director

30-2-212-2205	Water Supplies Freight	300	2,782	5000 additional testing and supplies for well
30-2-212-2245	Water-Utilities	6100	4,163	5000
30-2-212-2250	Water-Alarm Monitoring	1500	1,198	3000
30-2-212-2260	Water-Chlorine	6000	3,780	2500
30-2-212-2270	Water-Supplies	4500	5,455	7000 new well supplies
30-2-212-2280	Trans & Distrib Supplies and Freight	1000	1,638	2500
30-2-212-2300	Water-Repairs & Maintenance	1000	3,630	2000
30-2-261-1910	Water-Transfer to Reserve	11600	0	0
		<u>94800</u>	<u>90203</u>	<u>93670</u>
	(surplus)/deficit for water operating	<u>0</u>	<u>492</u>	<u>-72,904</u>

Major Capital Projects

Water Capital Revenue & Expenditures

35-1-035-1941	Contrib from Gas Tax reserve	0	(90,429)	-275640 estimated well project cost (final)
35-2-272-2310	2014/2015 Water Upgrade Project	0	90429.33	275640
		<u>0</u>	<u>0</u>	<u>0</u>

Fire Department Capital Rev & Expenditure

40-1-121-4960	Contrib from Fire Hall Reserve Fund	0	0	-325,000 estimated replacement fire truck cost
40-3-272-3530	2016 Fire Pumper Truck	0	0	325000
		<u>0</u>	<u>0</u>	<u>0</u>

Harbours and Wharves Capital Expenditure

10-1-020-1300	Contribution from Build Canada Fund	0	0	-40,000 class c estimate for dock repair
15-2-273-3540	Dock beam replacement	0	0	40000
		<u>0</u>	<u>0</u>	<u>0</u>

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General Operating

Revenues

	2015 Budget	2015 final	Provisional 2016	
Property Tax	-602739	(602,739)	-627,203	3.5% tax increase
Federal Grant in Lieu of Taxes	-10000	(11,193)	-10000	
1% In Lieu of Taxes	-19000	(19,938)	-19000	
Small Communities Equalization Grant	-201240	(323,835)	-301000	
SRD Grant	-14750	(14,750)	-14750	
CVRD Recycling Bins	-18120	-	0	
Summer Employment Fund	0	(1,395)	-9733.5	summer student grant application (yet to be approved)
Emergency Preparedness	-750	(750)	-750	plus in-kind support
UBCM Community Grants	-800	-	0	
Federal Misc. Grants	-4000	(500)	-500	
Gas Tax Grants	-2400	(63,686)	-64000	based on previous year's grant
Other Grants	-2200	(1,799)	-10000	UBCM asset management grant
Economic Development	-30000	(23,208)	-14,000	
	<u>-303260</u>	<u>(461,053)</u>	<u>-443733.5</u>	
RC Building Rental Income	-1200	(1,604)	-1200	
RC Fitness Programs	-7300	(6,120)	-7000	
RC Special Events	-800	(437)	-600	
RC Specialty Courses Fees	-250	(8)	-250	
RC Surf Den	-600	(289)	-300	
RC Bowling, Youth and Adult	-1000	(981)	-1000	
RC Childrens Program	-200	-	0	
RC Concession Items	-15300	(11,737)	-13500	
RC Other Grants	0	(2,254)	-3000	
	<u>-26650</u>	<u>(23,430)</u>	<u>-26850</u>	
Puddle Ducks Program Fees	-8800	(3,765)	-4000	
Child Care Operating Fund	-4200	(3,166)	-3000	
Other Income	-3400	206	0	
Building Rental Income	-27400	(26,511)	-28300	
PW Misc Revenue (HST)	-200	(1,981)	-2000	
Misc. Office Fees	-1000	(1,094)	-1200	
Miscellaneous Revenue	-600	(2,543)	-3000	
	<u>-45600</u>	<u>(38,854)</u>	<u>-41500</u>	
Solid Waste User Fees	-14750	(35,291)	-35250	coding errors last year
Dump Access Fee	0	(250)	0	
	<u>-14750</u>	<u>(35,541)</u>	<u>-35250</u>	
Penalty on Utility Charges	0	(5,084)	0	

Website Advertising	-2000	(450)	-2000
Solid Waste - User Fees	-22130	208	0 see above coding errors
Solid Waste - Recycling	-1000	-	-1000
Heli-Pad Parking	-400	(860)	-500
Wharf Launch Revenue	-300	(193)	0
Parking Passess	-6000	(2,359)	-6000
PW Misc Revenue (NO HST)	-1000	(296)	-300
Rental - Hiab Crane	-800	(520)	-800
Miscellaneous Revenues	0	(112)	0
	<u>-33630</u>	<u>-4582</u>	<u>-10600</u>
Penalties	0	(19,089)	0
Tax Interest - Arrears	0	(6,376)	0
Tax Interest - Delinquent	0	(2,654)	0
	<u>0</u>	<u>-28118</u>	<u>0</u>
Boat Launch	-600	(420)	-500
Zoning Applications	-100	-	-1000
Subdivision Fees	-500	-	0
Dog Licences	-120	(130)	-120
Sign Permits	-50	-	0
	<u>-1370</u>	<u>-550</u>	<u>-1620</u>
Return on Investment	-55000	(8,678)	35000
Bank Interest	-400	(2,385)	-2500
Donations and Contributions	0	(4,410)	0
	<u>-55400</u>	<u>-15473.15</u>	<u>32500</u>
Transfer from Reserves	-15000	-	0
School Tax - Residential Collections	0	(203,657)	0
Regional Hospital District	0	(33,544)	0
MFA Collections	0	(8)	0
B.C. Assessment Collections	0	(2,768)	0
Police Tax Revenue	0	(14,221)	0
CVRD Waste Mgmt	0	(1,387)	0
Library	0	(12,380)	0
Strathcona Regional District	0	(6,662)	0
	<u>0</u>	<u>-274628</u>	<u>0</u>
Interest on Prepaid Taxes	0	68	0
Regional Hospital District	0	33,544	0
Police Tax Remittance	0	14,221	0
CVRD Waste Mgmt	0	1,387	0
Regional District	0	6,662	0
School Tax	0	203,589	0

MFA Collections	0	8	0
B.C. Assessment Collections	0	2,768	0
	0	262248	0
	(1,098,399.00)	(1,227,806)	-1,219,246

- 1) ascertain how the WFP properties are classed and their assessed value (done);
- 2) the names and assessed value of the other properties in the same class (done);
- 3) th names of the 2 managed forests (done)
- 4) the names of the six recreation properties (done)

VILLAGE OF TAHSIS

SEWER REGULATIONS AND RATES BYLAW NO. 581, 2016

A Bylaw to regulate connections, and use of the sanitary sewerage system and to impose connection charges, inspection fees, user rates and maintenance charges for the use of sewers

THE COUNCIL OF THE VILLAGE OF TAHSIS, in open meeting assembled, ENACTS AS FOLLOWS:

Part 1 - Citation and Definitions

- 1. This bylaw may be cited as the "Sewer Regulations and Rates Bylaw, No 582, 2016".
- 2. In this bylaw the definitions set out in the British Columbia Building Codes 2012 and the following definitions shall apply:
 - a) "Apartment building or multiple dwelling" means any building, not being a lodging house or hotel, or portion thereof, which is designed, built, rented, leased, let or hired out to be occupied, or which is occupied, as the home or residence of three or more families living independently or each other and doing their own cooking within their apartment or suite.
 - b) "Bed and Breakfast" means a private residence in which one or more sleeping rooms are rented out, whether or not meals are provided.
 - c) "Boarding House" means any building or place used primarily for sleeping quarters but does not include a Bed and Breakfast, hotel, or motel.
 - d) "Building sanitary sewer" means a pipe, including manholes and inspection chambers laid on a property connecting a service connection with a house, building or structure on a property.
 - e) "Commercial Premises" means all land and premises, on or within which any interchange of commodities, or any dealing or trading in any article of commerce or other thing is carried on as a business, and shall include all

premises in which any service, professional or otherwise is provided, given or made available and for which any fee, charge, rent or commission is payable, and without limiting the foregoing shall include auto courts, hotels, lodging houses, boarding houses, offices, places of entertainment or amusement, tent camping grounds, marinas and mobile home parks.

- f) "Commercial Unit" means any business which is operated separately from any other business on or within commercial premises.
- g) "Connection Charge" means the amount due and owing to the Village for the installation and construction of a service connection as set out in Schedule "B" to this Bylaw.
- h) "Council" means the Council of the Village of Tahsis.
- i) "Director of Infrastructure and Operations" means the Director of Infrastructure and Operations or his or her appointed delegates, assistants or representatives.
- j) "Dwelling Unit" means one or more habitable rooms which constitute one self-contained unit used or intended to be used for living and sleeping purposes for which is provided:
 - 1. cooking equipment or the facilities for the installation of cooking equipment; and
 - 2. one or more bathrooms with a toilet, wash basin and shower or bath
- k) "Guest House" shall mean a single family residence which is rented for accommodation, but shall not include a Bed and Breakfast, hotel, motel, or boarding house.
- l) "Hotel" means a building occupied as the temporary accommodation of individuals who are lodged there with or without meals and in which there are more than five (5) sleeping rooms with no cooking equipment or facilities in the rooms.
- m) "Independent Mobile Home" means a mobile home equipped with a toilet and a bathtub or shower, waste from both of which is disposed directly into a sewer through a drain connection.
- n) "Inspector" means the Building Inspector of the Village or his or her delegate.

- o) "Mobile Home" means a structure manufactured as a unit designed to be transported on its own wheels or by other means, and arriving at the site ready for occupancy apart from incidental operations and connections;
- p) "Mobile Home Park" means any parcel of land, upon which two or more mobile homes, occupied for dwelling purposes, are located, including all buildings, structures, homes, occupied for dwelling purposes, are located, including all buildings, structures or accessories used or intended to be used as equipment for the mobile home park.
- q) "Motel" means a group of furnished rooms or separate buildings providing sleeping and parking accommodation for tourists and commonly known as tourist cabins or motor courts, as distinguished from furnished rooms in an existing residential building.
- r) "Normal Use" means water used for essential purposes including household sanitation, human consumption and food preparation and water needed for commerce and industry, other than that required for firefighting purposes. "Other" shall mean all categories as listed in "Schedule A" of this bylaw, but not including Residential 1.
- s) "Owner" means an owner of a parcel or real property including:
- the registered owner of an estate in fee simple;
 - the tenant for life under a registered life estate;
 - the registered holder of the last registered agreement for sale; and
 - the holder or occupier of land in the manner referred to in the definition of "Owner" in the Schedule to the *Community Charter* and amendments thereto
- t) "Rate" means the price or sum of money to be paid by any consumer for any water supplied or made available.
- u) "Sanitary Sewerage System" means all sanitary sewer works, sewage facilities and all appurtenances thereto, including sewer mains, sewage outfalls, service connections, sewage lift stations, force mains, siphons and treatment facilities owned, controlled, maintained and operated by the Village for collecting and transporting waste.
- v) "Service Connection" means a service pipe from the sewer to the property line of a parcel and includes an inspection chamber.
- w) "Sewage" means water carried wastes from residence, business buildings, institutional and industrial establishments, and shall include:

- a) Industrial waste
- b) Sanitary waste exclusive of industrial wastes; and
- c) The discharge of stale swimming pool water

Part 2 - General Provisions

- 3 Council may from time to time amend this bylaw in whole or in part and may without limiting the generality of the foregoing establish or amend policies, criteria, rates and fees.
4. The Schedules attached are an integral part of this bylaw.

Applicability

5. This bylaw shall apply to the sanitary sewerage system owned and operated by the Village.

Role of the Director of Infrastructure and Operations

6. The Director of Infrastructure and Operations shall have charge of rating of all buildings and premises supplied with the water and also have charge and control of all properties and works in connection with the water system and of all connected engineering and mechanical work.

Supply of Sewer throughout the Village

7. It shall be lawful for the Village to supply sewer services to the inhabitants of the Village who can be served from the Village's sanitary sewerage system and the provisions of the bylaw shall extend to and be binding upon all persons so served.
8. Every owner of real property which abuts a street, lane or other public right-of-way upon or under which there is a sanitary sewerage system, or is within 50m of a sanitary sewerage system, and where this is a building or structure on the property, shall connect the building or structure to the sanitary sewerage system in the manner prescribed by this bylaw.

Village not Liable for Failure of Sanitary Sewerage System

9. The Village shall not be liable for the failure of the water supply due to an accident or damage to the water system or for excessive pressure or lack of pressure or any temporary stoppage an account of alterations or repairs, whether the failure arises from the negligence of any person in the employ of the Village or any other person or through natural deterioration or obsolescence of the Village's system.

Part 3 – Service Connections

Application Process for a Service Connection

10. All applications for service connections must be made in writing to the Village by the owner(s) in the form established by the Village.
11. Every application for a service connection must be accompanied by the applicable connection charge.
12. The Village will direct the installation and construction of a service connection be commenced within ninety (90) days of approval of the application.
13. When an application for a service connection accompanies a building permit with a construction value greater than \$100,000 or where a parcel is being redeveloped, the following shall apply to the service connection and the building sanitary sewer:
 - a) if either the service connection or the building sanitary sewer is 30 years old or older, a replacement or new service is required;
 - b) all no-corrode, asbestos cement or clay service pipes of any age or condition shall be replaced;
 - c) any shared service connections and building sanitary sewer shall be replaced; and
 - d) all costs associated with the above are the responsibility of the owner.

The Village may waive part of the above requirements if the Village deems the cost of the replacement excessive.

Specific Prohibitions

14. No person may uncover, connect, or attempt to connect or be allowed to be connected or remain connected to a service connection or to a sewer, parcel or premises otherwise than in accordance with this bylaw.
15. The owner of a parcel that is connected to a service connection or to a sewer without first making the appropriate application to and obtaining approval from the Village or without paying the applicable charges is in contravention of the bylaw. In addition to any penalty that may be applied, the building sanitary sewer may be disconnected and the service stopped or closed. The Village may also establish conditions and requirements which the owner must fulfill before the service can be reinstated.
16. No person shall bury, cover or obstruct, at any time, or in any manner, the access to any manhole, inspection chamber, or other fixture connected with the sanitary sewerage system. The Village may remove the obstruction and the costs

associated with the removal and reinstatement of the sanitary sewerage system will be charged to and paid by the owner.

17. No person will accept or emit waste or other material or substances, or, permit them to be brought in or discharged from properties, places or persons other than the waste generated within the property to which the service is provided.
18. Except as otherwise approved by the Village, no work of any kind connected with the sanitary sewerage system is permitted to be done by any person other than an employee or agent of the Village.

Building Sanitary Sewer

19. Every owner shall construct building sanitary sewers in compliance with the current B.C. Building Code and shall operate and maintain the building sanitary sewer including any blockages.
20. All materials, fixtures or devices used or entering into the construction of plumbing systems or parts must conform to the minimum applicable standard in the BC Building Code unless otherwise provided for in this Bylaw.
21. If after receiving written notice from the Village, the owner does not operate and maintain the building sanitary sewer, an agent or employee of the may enter the parcel to undertake the necessary repairs and /or replacements. The actual cost of this is recoverable by the Village and shall be paid by the owner in full. The Village shall be entitled to recover actual cost from the owner in the same manner as Village taxes.

Right of Inspection

22. Every owner and occupier of premises to which a service connection has been installed must allow and permit the Village and all associated inspection equipment, to enter into or upon the real property and premises for the purpose of inspecting the premises including the building sanitary sewer and related apparatus to ensure the terms of this bylaw are being complied with.

Part 4 - User Charges

User Charges

23. The charges enumerated in Schedule "A" are hereby imposed and levied by the Village to every owner of real property which is directly or indirectly served by the Village's sanitary sewerage system. Every owner of real property which is served by the Village's sanitary sewerage service must pay a user charge as determined by the Village.

24. The rates, fees and charges enumerated in Schedule "A" is hereby imposed for connections to the sanitary sewerage system of the Village. All rates, fees and charges shall form a charge on the parcels of the respective owners using the sanitary sewerage system and may be recovered in the same manner and by the same means as overdue taxes.

Part 5 - Offences and Penalties

Offences

25. Every person who violates any of the provisions of this Bylaw or who suffers or permits any act or thing to be done in contravention of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act, or who violates any of the provisions of this Bylaw shall be deemed to be guilty of an infraction and liable to the penalties imposed in this Bylaw.

Penalties

26. Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this Bylaw is liable, on summary conviction, to a fine of not less than the sum of One Hundred Dollars (\$100.00), but not exceeding the sum of Ten Thousand Dollars (\$10,000.00).
27. Where there is an offence that continues for more than one day, separate fines may be issued for each day or part thereof in respect of which the offence occurs or continues.
28. Any person who contravenes any provision of this Bylaw is liable to the Village and must indemnify the Village from all costs, expenses, damages and injuries resulting from the contravention. This does not in any way limit any other provision or any other remedy the Village may have under this Bylaw or otherwise at law.
29. The Village may enforce compliance with the stipulations within this Bylaw or nonpayment of fines by shutting off the provision of sanitary sewerage services being supplied to the user or discontinuing the service thereof.
30. Nothing in this Bylaw limits the Village from utilizing any other remedy that is otherwise available to the Village at law.

Part 11 - Administration

- 70. This bylaw hereby repeals "Village of Tahsis Sewer Regulations and Rates By Law No. 543, 2008" and all amendments thereto.
- 71. This bylaw shall come into effect upon its adoption.

This bylaw shall become effective on the XX day of XXXX, 20XX, upon which date Bylaw No. 543 2008 shall be repealed.

READ for the first time this XX day of XXXX, 2016

READ for the second time this XX day of XXXXX, 2016

READ for the third time this XX day of XXXXX, 2016

ADOPTED BY COUNCIL, SIGNED BY THE MAYOR AND THE CHIEF ADMINISTRATIVE OFFICER AND SEALED WITH THE SEAL OF THE VILLAGE OF TAHSIS.

Mayor

Chief Administrative Officer

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No. XXX duly passed by the Council of the Village of Tahsis on the day of XXXX, 2016

Chief Administrative Officer

VILLAGE OF TAHSIS
WATER REGULATION AND RATES BYLAW 581, 2016
SCHEDULE "C"
USER RATES CATEGORIES

Apartment building and multiple dwelling units (existing)	Flat rate or metered service
Apartment building and multiple dwelling units (new)	Metered service
Dwelling unit (single family, duplex) (existing)	Flat rate or metered
Dwelling unit (single family, duplex) (new)	Metered service
Hotels, Motels and Mobile Home Parks (existing)	Flat rate or metered service
Hotels, Motels and Mobile Home Parks (new)	Metered service (minimum charge)
B and B's, hotels, lodging houses, boarding houses (existing)	Flat rate or metered service
B and B's, hotels, lodging houses, boarding houses (new)	Metered service
Churches (existing)	Flat rate or metered service
Churches (new)	Metered service
Retail premises (existing)	Flat rate or metered service
Retail premises (new)	Metered service
Industrial premises	Flat rate or Metered service
Restaurants, cafes, dining rooms, pubs (existing)	Flat rate or metered service
Restaurants, cafes, dining rooms, pubs (new)	Metered service
Industrial	Metered service
Other commercial premises	Flat rate or Metered service
Home based businesses (existing)	Flat rate (plus per square foot)
Home based businesses (new)	Metered service
Garage and service station (existing)	Flat rate
Garage and service station (new)	Metered service

Village of Tahsis Water Regulations and Rates Bylaw 581, 2016

Schedule "D"

1. TURNING ON AND OF SERVICES

- | | |
|---|---------------------|
| A. Permanent turn off (disconnection) at water main
(actual cost including all costs of curb cut and repair) | 100% of actual cost |
| B. Temporary turn off (disconnection) at property line
(actual cost including all including curb cut and repair) | 100% of actual cost |
| C. Temporary turn off/on | \$50.00 |

2. TESTING OF WATER METERS

- | | |
|---------------|----------|
| A. 16mm-38mm | \$100.00 |
| B. 50mm | \$400.00 |
| C. 75mm-150mm | \$600.00 |

3. REMOVAL OF WATER METERS

100% of actual cost

4. NON-EMERGENCY SERVICE CALL AFTER HOURS

\$200.00

5. CONNECTION FEES

The following fees shall be charged for all new water service connections or re-connections and shall be payable in advance and prior to connection:

- | | |
|--------------|-------|
| A. 19mm-50mm | \$750 |
| B. Over 50mm | \$900 |

6. EQUIPMENT, MATERIAL AND LABOUR RATES

HEAVY EQUIPMENT/HOUR

- | | |
|---------------|----------|
| STRAIGHT TIME | \$90.00 |
| OVERTIME | \$135.00 |

LABOUR/HOUR

- | | |
|---------------|---------|
| STRAIGHT TIME | \$60.00 |
| OVERTIME | \$90.00 |

Village of Tahsis Water Regulations and Rates Bylaw 581, 2016

Schedule "D"

1. TURNING ON AND OF SERVICES

- A. Permanent turn off (disconnection) at water main 100% of actual cost
(actual cost including all costs of curb cut and repair)
- B. Temporary turn off (disconnection) at property line 100% of actual cost
(actual cost including all including curb cut and repair)
- C. Temporary turn off/on \$50.00

2. TESTING OF WATER METERS

- A. 16mm-38mm \$100.00
- B. 50mm \$400.00
- C. 75mm-150mm \$600.00

3. REMOVAL OF WATER METERS

100% of actual cost

4. NON-EMERGENCY SERVICE CALL AFTER HOURS

\$200.00

5. CONNECTION FEES

The following fees shall be charged for all new water service connections or re-connections and shall be payable in advance and prior to connection:

- A. 19mm-50mm \$750
- B. Over 50mm \$900

6. EQUIPMENT, MATERIAL AND LABOUR RATES

HEAVY EQUIPMENT/HOUR

STRAIGHT TIME \$90.00

OVERTIME \$135.00

LABOUR/HOUR

STRAIGHT TIME \$60.00

OVERTIME \$90.00

VILLAGE OF TAHSIS
WATER REGULATION AND RATES BYLAW NO. 581, 2016
SCHEDULE "B"
WATER RATES AND AND FEES FOR METERS

II. METERED RATES

	Minimum quarterly rate	Water volume allotment
Minimum for all meters	\$45.00	70 m ³
When quarterly allotment is exceeded, additional charge per cubic meter	\$1.10/m ³	

1. Multiple unit buildings : For buildings with multiple units supplied with metered service through a common connection line, if each unit is privately owned (i.e., indefeasible title), the minimum usage rate will apply to each unit. If the building is under one title, only one usage charge will apply.
2. Faulty meters: If a meter is defective when it is read and has not correctly measured the volume of water which has passed through it, Section 42 of the Bylaw will apply and the rates will be calculated and charged accordingly.
3. Undetected leaks: Notwithstanding sections 48-50, where an underground leak is discovered in a consumer's system, and where the consumer could not reasonably have been expected to be aware of such a leak, the Village will charge for water at a rate that does not exceed the average of the rates billed for the preceding 12 months plus a rate of \$.50 per cubic meter for all water which has passed through the meter since the previous reading and which is in excess of the the average consumption over the previous 12 months so long as the consumer repairs their system to the satisfaction of the Director of Infrastructure and Operations within 10 days of discovering the leak.
4. Application of rates: All rates apply whether the premises are occupied or not or whether the business or other activity is operating or not.

VILLAGE OF TAHSIS

WATER REGULATIONS AND RATES BYLAW NO. 581, 2016

A BYLAW TO AUTHORIZE THE SUPPLYING OF WATER TO INHABITANTS OF THE VILLAGE, TO FIX THE RATES, FEES, CHARGES, CONDITIONS AND TERMS UNDER OR UPON WHICH WATER MAY BE SUPPLIED, PROTECTED AND USED. AND TO REQUIRE THAT PROPERTY OWNERS CONNECT THEIR BUILDINGS AND STRUCTURES TO THE MUNICIPAL WATER SERVICE

THE COUNCIL OF THE VILLAGE OF TAHSIS, in open meeting assembled, ENACTS AS FOLLOWS:

Part 1 - Citation and Definitions

1. This bylaw may be cited as the "Water Regulations and Rates Bylaw, No 581, 2016".
2. In this bylaw the definitions set out in the British Columbia Building Codes 2012 and the following definitions shall apply:
 - a) "Apartment building or multiple dwelling" means any building, not being a lodging house or hotel, or portion thereof, which is designed, built, rented, leased, let or hired out to be occupied, or which is occupied, as the home or residence of three or more families living independently or each other and doing their own cooking within their apartment or suite.
 - b) "Bed and Breakfast" means a private residence in which one or more sleeping rooms are rented out, whether or not meals are provided.
 - c) "Boarding House" means any building or place used primarily for sleeping quarters but does not include a Bed and Breakfast, hotel, or motel.
 - d) "Commercial Premises" means all land and premises, on or within which any interchange of commodities, or any dealing or trading in any article of commerce or other thing is carried on as a business, and shall include all premises in which any service, professional or otherwise is provided, given or made available and for which any fee, charge, rent or commission is payable, and without limiting the foregoing shall include auto courts, hotels, lodging

houses, boarding houses, offices, places of entertainment or amusement, tent camping grounds, marinas and mobile home parks.

- e) "Commercial Unit" means any business which is operated separately from any other business on or within commercial premises.
- f) "Connection Charge" means the amount due and owing to the Village for the installation and construction of a service connection as set out in Schedule "D" to this Bylaw.
- g) "Council" means the Council of the Village of Tahsis.
- h) "Director of Infrastructure and Operations" means the Director of Infrastructure and Operations or his or her appointed delegates, assistants or representatives.
- i) "Dwelling Unit" means one or more habitable rooms which constitute one self-contained unit used or intended to be used for living and sleeping purposes for which is provided:
 - 1. cooking equipment or the facilities for the installation of cooking equipment; and
 - 2. one or more bathrooms with a toilet, wash basin and shower or bath
- j) "Guest House" shall mean a single family residence which is rented for accommodation, but shall not include a Bed and Breakfast, hotel, motel, or boarding house.
- k) "Hotel" means a building occupied as the temporary accommodation of individuals who are lodged there with or without meals and in which there are more than five (5) sleeping rooms with no cooking equipment or facilities in the rooms.
- l) "Independent Mobile Home" means a mobile home equipped with a toilet and a bathtub or shower, waste from both of which is disposed directly into a sewer through a drain connection.
- m) "Inspector" means the Building Inspector of the Village or his or her delegate.
- n) "Metered Service" means a service having attached to it a meter or other measuring device for determining the quantity of water used or supplied through the service.

- o) "Mobile Home" means a structure manufactured as a unit designed to be transported on its own wheels or by other means, and arriving at the site ready for occupancy apart from incidental operations and connections;
- p) "Mobile Home Park" means any parcel of land, upon which two or more mobile homes, occupied for dwelling purposes, are located, including all buildings, structures, homes, occupied for dwelling purposes, are located, including all buildings, structures or accessories used or intended to be used as equipment for the mobile home park.
- q) "Motel" means a group of furnished rooms or separate buildings providing sleeping and parking accommodation for tourists and commonly known as tourist cabins or motor courts, as distinguished from furnished rooms in an existing residential building.
- r) "Normal Use" means water used for essential purposes including household sanitation, human consumption and food preparation and water needed for commerce and industry, other than that required for firefighting purposes. "Other" shall mean all categories as listed in "Schedule A" of this bylaw, but not including Residential 1.
- s) "Owner" means an owner of a parcel or real property including:
- the registered owner of an estate in fee simple;
 - the tenant for life under a registered life estate;
 - the registered holder of the last registered agreement for sale; and
 - the holder or occupier of land in the manner referred to in the definition of "Owner" in the Schedule to the *Community Charter* and amendments thereto
- t) "Rate" means the price or sum of money to be paid by any consumer for any water supplied or made available.
- u) "Service Connection" means the connecting pipe and appurtenances between any water main and the property line of the premises served and shall include the necessary Village valves and meters.
- v) "Water System" means all waterworks and all appurtenances, including water mains, service connections, pumping stations, wells, water storage facilities and treatment plants, and owned, controlled, maintained and operated by the Village or by agreement between the Village and others.

Part 2 - General Provisions

- 3 Council may from time to time amend this bylaw in whole or in part and may without limiting the generality of the foregoing establish or amend policies, criteria, rates and fees
4. The Schedules attached are an integral part of this bylaw

Applicability

5. This bylaw shall apply to the water system owned and operated by the Village

Role of the Director of Infrastructure and Operations

6. The Director of Infrastructure and Operations shall have charge of rating of all buildings and premises supplied with the water and also have charge and control of all properties and works in connection with the water system and of all connected engineering and mechanical work.

Supply of Water throughout the Village

7. It shall be lawful for the Village to supply water to the inhabitants of the Village who can be served from the Village's water mains and the provisions of the bylaw shall extend to and be binding upon all persons so served.

Purpose of the Water System

8. The water supplied by the Village is for normal use and fire service.

Village not Liable for Failure of Water Supply

9. The Village shall not be liable for the failure of the water supply due to an accident or damage to the water system or for excessive pressure or lack of pressure or any temporary stoppage an account of alterations or repairs, whether the failure arises from the negligence of any person in the employ of the Village or any other person or through natural deterioration or obsolescence of the Village's system.

Part 3 - Establishment of the Water System

Work on the Service Connection

10. No work of any kind connected with the service connection, either for the laying of new, or repairing of existing service connections shall be permitted within road rights-of-way or statutory rights-of-way by any person other than an employee or agent of the District and no person shall make any connection to the waterworks system whatsoever without permission in writing from the Village.

Interference with Service Connection

11. No person shall in any manner interfere with the service connection or make any addition or alteration in or about or turn on or off any Village curb stop valve or meter without permission in writing from the Village.

Application for Installation of Service Connection

12. All applications for the installation of service connections shall be made at the Village office by the owner(s) who shall at the time complete an agreement with the Village in the form established by the Village.
13. When an application for a service connection accompanies a building permit with a construction value greater than \$100,000 or where a parcel is being redeveloped, and the connection is 30 years old or older, a replacement or new service is required. All costs associated with the requirements of the application(s), as determined by the Village, shall be the responsibility of the owner.

Part 4. Discontinuance of Water Service

Discontinuance of Water Service

14. It shall be lawful for the Village to reduce the quantity of water supplied to, or to entirely discontinue the service to any consumer who has violated any of the provisions of this Bylaw, or when, in the opinion of the Council, the public interest requires such action.
15. Any consumer wishing to have the water service discontinued either temporarily (not greater than a twelve-month period from the delivery of notice) or permanently, shall deliver a written notice to the Village and pay the fees set out in Schedule "D" to this Bylaw. In the case of permanent termination, the consumer shall give the Village not less than five (5) working days notice of the discontinuance of the service. The notice shall be provided in writing and shall be delivered together with the fee for turning off the service to the Village office. The burden of proof of delivery of the notice shall be upon the consumer. Every consumer shall be liable for the full amount of rates chargeable for the service for five (5) days after the notice has been delivered to or received at the Village office. If no notice is provided, the rates shall be charged until a notice is given and the water turned off.
16. When a flat rate water service is discontinued upon request by a consumer in the manner described in section 15 the Village shall allow a rebate of the flat rate proportionate to the remaining portion of the current billing period, and shall cause the rebate to be entered upon the current year's water rates charges,

provided that the Village shall apply the rebate first against arrears of charges owing by the owner under this Bylaw.

17. Prior to starting any demolition work the holder of a demolition permit shall apply for and pay the fees set out in Schedule "D" to this Bylaw, to temporarily or permanently discontinue the water service connection. Failure to make application shall be subject to the fines prescribed in this Bylaw.

Reconnection of Service Connection

18. When any service has been discontinued from any parcel for non-payment of rates or violation of any of the provisions of this Bylaw, the Village may, before reconnection is made to the parcel, require payment of the fees set out in Schedule "D" to this Bylaw and all service charges owing by the owner under this Bylaw as well as the monthly flat rate prescribed in Schedule "A", if applicable. The Village shall allow a reduction of the fee proportionate to the remaining portion of the current year at the date of the reconnection. The Village shall cause the flat rate, or part thereof, together with service charges, to be entered in the current year's water rates roll.
19. When any service has been discontinued from any parcel for reasons not requiring a plumbing permit, at the request of the consumer, the Village may, before reconnection is made to the parcel, require payment of the fees set out in Schedule "D" to this Bylaw and all service charges owing by the owner under this Bylaw as well as the annual flat rate service fee prescribed in Schedule "A". The Village shall allow a rebate of the fee proportionate to the remaining portion of the current year expired at the date of the application for reconnection. The Village shall cause the flat rate or part thereof, together with service charges, to be entered in the current year's water rates roll.
20. No person shall turn on any service which has been turned off by the Village and should any service be turned on by any person other than an employee of the Village, fines, as prescribed in this Bylaw shall apply. Further, the service shall be deemed to have been continued from the date it was turned off and the owner shall be liable accordingly for payment of the user rates from that date. Any resulting damage from the service being turned on shall be the responsibility of the owner.

Part 5 - Responsibilities of the Public, Owner and Consumer

Obstruction or Destruction of the Water System

21. No person shall destroy, or damage in any manner any hydrant, standpipe, meter, valve or other fixture or any property of the systems.

22. No person shall obstruct, at any time, or in any manner, the access to any hydrant, standpipe, valve, meter or other fixture connected with the water system, by placing thereon or in the vicinity thereof, any lumber, timber, wood, brick, stone, gravel, sand or other material or thing. The Village or any employee or agent of the Village may remove the obstruction and the expense of the removal shall be charged to and paid by the offending person in addition to any other penalty imposed by this Bylaw.
23. No person shall bury, cover or obstruct the water shut off and/or meter to a parcel. The Village will take reasonable efforts to locate a shut-off and/or meter. The Village may remove the obstruction and the costs associated with the removal and reinstatement of the water shut off and meter shall be charged to and paid by the owner.

Maintenance of Private Water Service

24. It is the duty of every consumer to ensure that all taps, fittings and appurtenants connected with the service within the existing parcel of land are good and sufficient and installed and connected in accordance with the requirements the Village. The Village or any agent or employee of the Village shall refuse to turn on the water to any existing premises and may discontinue service to any existing premises should the provisions not be complied with to the satisfaction of the Village. All persons shall maintain in good order and repair the service pipes, valves, meters, and meter boxes, plumbing and other fixtures located on the parcel.
25. Every consumer shall provide for each service connection to the consumer's parcel of land a strainer and a pressure-reducing valve upon the Village's request.

Right of Inspection

26. Every person to whom water is supplied under this Bylaw shall at all reasonable times allow and permit the Village or agent or employee to enter into and upon premises in respect of which water is supplied, for the purpose of inspecting the water pipes, connections, fixtures, taps, meters and any other apparatus used in connection with the water system.

Wastage of Water

27. Any consumer deliberately wasting water shall be guilty of a violation of this Bylaw.
28. If any consumer on a flat rate service allows water to run to waste, whether willfully or by permitting pipes, taps, toilets or other fixtures and means of distributing or storing water to remain in disrepair, or by any device or for any change in the use of the premises, increases the amount of water consumption or

expedites the rate of water usage, the person shall be guilty of a breach of this Bylaw. In addition to the penalty provided for in this Bylaw, it shall be lawful for the Village to require that, as a condition of further and future service, a meter be installed on the service connection at the expense of the Owner and the rates payable by the consumer from the date on which the meter is installed shall be in accordance with Schedule "B" to this Bylaw.

29. If any pipes, connections, fixtures, taps, meters or other fixtures used in connection with the supply of water to premises are found to be leaking or defective, or if any wastage of water is found to exist, notice in writing shall be given by the Village requiring the person owning or using the premises, to remedy the defects or leaks or to stop the wastage. If the requirements are not fulfilled within seventy-two (72) hours from serving the notice, the water supply to the premises may be shut off and the person owning or using the premises shall be guilty of a breach of this Bylaw.

Part 6 - Prevention of Contamination

Contamination, Cross Connection and Backflow Prevention

30. No person shall allow water, waste water, or any harmful liquid or substance, to enter any part of the waterworks system, including any water service or any fire hydrant or standpipe.
31. No person shall connect, cause to be connected, or allow to remain connected, any piping fixture, fitting, container, appliance or cross connection that could cause or allow drinking water quality, the service, or a private service to become contaminated, degraded or polluted in any way.

Part 7 - Water Meters

Water Meter Requirements

32. Water meters shall be installed on all water services where:
 - (a) a new service connection is made to an existing or new building or premises;
 - or
 - (b) the service connection is temporary.
33. The Council may, whenever it shall deem it advisable, compel the use of water meters by any person using or consuming water supplied by the Village and may refuse to supply water to any premises unless the person requiring the water shall first enter into an agreement to take, use and pay for the water according to the terms and conditions outlined in Schedule "B" to this Bylaw.

34. The Village shall have the right at any time to install a water meter in any existing premises at the expense of the owner and to substitute in lieu of a flat rate (whether already paid or not) a meter rate according to Schedule "B" to this Bylaw.

Installation of Water Meters

35. Meters shall be installed by the Village on all water services in a manner and of such make and design as selected by the Village from time to time.
36. The cost of supplying and installing a meter, meter box, fittings and all appurtenances shall be borne by the Village, except for the installation of meters on industrial and other commercial premises which will be cost shared on an equal basis. Costs will be determined on an "actual cost" basis using the rates in Schedule "D".
37. The Village shall have the right to enter into the premises and onto the real property to inspect and maintain the water meter, fixtures and appurtenances at any reasonable time.
38. The meter rental rates set out in Schedule "B" are the obligation of the owners of real property. These charges will be collected quarterly as rental for the water meters whether installed at the request of the owner or not and whether any water has been consumed in any such billing period.

Water Meter Rates and Credit

39. Every consumer having a metered service shall pay for the full amount of water as registered by the meter, according to the rate applicable to the service.
40. When the Village imposes a meter on the water connection, the Village shall adjust the water rates charges accordingly and a credit shall be allowed to the consumer on the meter rate account for the balance of the flat rate proportionate to the unexpired portion of the year covered by the flat rate payment. The balance of the meter rate shall be payable from the time the meter is installed whether during any period already paid for by the flat rate or not.
41. If a meter sticks or fails to indicate correctly the quantity of water which is passing or which has passed through it, or if the meter cannot be accessed, the Village shall be entitled to charge for the water according to the average consumption for the twelve (12) months immediately preceding the date upon which the meter was last known to be in order, or based on consumption measured by the new or repaired meter for four

Responsibility for Maintenance of Water Meters

42. The meter, including its fixtures and appurtenances, is owned and maintained by the Village.
43. The Village shall maintain and repair or replace all meters, regardless of size, when rendered unserviceable through fair wear and tear. Where replacement or repair of any meter is rendered necessary by the act, neglect, or carelessness of the owner or occupant of any premises, any expense caused to the Village shall be charged against and collected from the owner or occupant of the premises.
44. The Owner of a parcel shall maintain full and unobstructed access to the meter and meter chamber to allow the Village to read and maintain the meter.

Testing of Water Meters

45. When any consumer notifies the Village, in writing, that an account for service for any past time is excessive the Village shall arrange to have the meter tested at the consumer's expense.
46. Before making a test outlined in Section 45, the consumer requesting the test shall pay the fee in accordance with Schedule "D".

Refunds on Water Meter Charges Due to Inaccuracy of Water Meter

47. The Village will consider refunds, adjustments and/or meter repair or replacement only when the meter is registering at least a five percent (5%) inaccuracy, otherwise the meter is considered accurate.
48. If the test outlined in Section 45 shows an error in favour of the consumer, the meter testing fee shall be refunded to the consumer, the water meter will be replaced or repaired, and the consumer's account for service shall be adjusted accordingly.
49. If the test outlined in Section 45 shows an error in favour of the Village, the meter testing fee shall be retained by the Village.

Part 8 - Fire Service

50. All fire services shall be installed so that water used or which could be used for other than fire purposes, shall be metered and all costs shall be borne by the owner. The meter shall be fire rated.
51. All meters used on fire services shall be of a make and design approved by the Village.

52. For all new construction, where a fire service water main is required, a dedicated main for the sole purpose of fire fighting shall be provided by the owner with no connection to any domestic service.

Part 9 - Rates, Fees and Charges

Establishing Water Rates, Fees and Charges

53. It shall be lawful for the Council from time to time to fix water rates to be paid by consumers of water for the water supplied from the works.
54. The rates which shall be payable in respect of existing flat rate services shall be in accordance with Schedule "A" to this Bylaw.
55. The rates which shall be payable in respect of metered services shall be in accordance with Schedule "B" to this Bylaw.
56. The rates types which shall be applicable in respect of designated uses shall be in accordance with Schedule "C" to this Bylaw.
57. The fees which shall be payable for requests for turning off and on of water services and water meter testing and removal shall be in accordance with Schedule "D" to this Bylaw.
58. The fees which shall be payable in respect of all service connections shall be in accordance with Schedule "D" to this Bylaw.

Water Rates, Fees and Charges

59. The rates, fees and charges enumerated in Schedules "A", "B", "C", and "D" are hereby imposed and levied for water supplied or ready to be supplied by the Village and for connections to the water mains of the Village. All rates, fees and charges shall form a charge on the parcels of the respective owners using the water and may be recovered in the same manner and by the same means as overdue taxes.
60. The Village may waive part of the connection fees if the cost is deemed excessive.
61. No rebate, refund or credit whatsoever of any moneys paid or payable for water service shall be made except as provided in this Bylaw.
62. No prepayment for any service shall prevent the amount of any increase being charged to and collected from any consumer.

63. The Village shall furnish to any consumer or ratepayer, on request, one copy of a statement showing the rates, fees and charges for the time being in force for each type of service.
64. For all new construction of strata buildings or premises to which a service connection is made during any year, the applicable user rate chargeable for that year according to Schedule "A" shall be one-half (1/2) of the full annual rate per dwelling unit. This charge will be applied at the building permit stage and will be non-refundable. The amount collected will be applied as a credit to the strata property's metered utility account.

Part 10 - Offences and Penalties

Offences

65. Every person who violates any of the provisions of this Bylaw or who suffers or permits any act or thing to be done in contravention of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act, or who violates any of the provisions of this Bylaw shall be deemed to be guilty of an infraction and liable to the penalties imposed in this Bylaw.

Penalties

66. Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this Bylaw is liable, on summary conviction, to a fine of not less than the sum of One Hundred Dollars (\$100.00), but not exceeding the sum of Ten Thousand Dollars (\$10,000.00).
67. Where there is an offence that continues for more than one day, separate fines may be issued for each day or part thereof in respect of which the offence occurs or continues.
68. Any person who contravenes any provision of this Bylaw is liable to the Village and must indemnify the Village from all costs, expenses, damages and injuries resulting from the contravention. This does not in any way limit any other provision or any other remedy the Village may have under this Bylaw or otherwise at law.
69. The Village may enforce compliance with the stipulations within this Bylaw or nonpayment of fines by shutting off the provision of water services being supplied to the user or discontinuing the service thereof.

70. Nothing in this Bylaw limits the Village from utilizing any other remedy that is otherwise available to the Village at law.

Part 11 - Administration

71. This bylaw hereby repeals "Village of Tahsis Water Regulations and Rates Bylaw No. 542, 2008" and all amendments thereto.

72. This bylaw shall come into effect upon its adoption.

This bylaw shall become effective on the XX day of XXXX, 20XX, upon which date Bylaw No. 542 2008 shall be repealed.

READ for the first time this XX day of XXXX, 2016

READ for the second time this XX day of XXXXX, 2016

READ for the third time this XX day of XXXXX, 2016

ADOPTED BY COUNCIL, SIGNED BY THE MAYOR AND THE CHIEF ADMINISTRATIVE OFFICER AND SEALED WITH THE SEAL OF THE VILLAGE OF TAHSIS.

Mayor

Chief Administrative Officer

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No. 581 duly passed by the Council of the Village of Tahsis on the XXX day of XXXX, 2016

Chief Administrative Officer

Categories	Schedule "A" Flat Rates	Annual Fee
	NOTES	
Dwelling Unit		
Dwelling unit per unit single family, duplex unit,, apartment, suites, Guesthouses, condos		288.00
Mobile Home Park per pad with mobile home		288
Bed and Breakfasts, Boarding, Lodging and Rooming Houses plus per room		288 144.00
Hotels and Motels plus per room for rent		288.00 144.00
Restaurants, cafes, dining rooms, pubs up to 60 seats over 60 seats		984 1,176.00
Churches		288.00
Industrial premises		1,176.00
Schools plus per classroom		288 144
Clubs, non-profits		288.00
Home based businesses plus		288 96
Retail premises plus per square foot gross area		336.00 0.11
Garage and service station		384.00
Other commercial premises		1,176.00

Schedule A
Water Regulation and Rates Amendment Bylaw 542-4, 2015

Village of Tahsis Water Regulations and
Rates Bylaw 581, 2016

Categories
Campground/RV park (per site)

Schedule "A" Flat Rates

Annual Fee
52.00/site

*Except where specified, all rates apply whether occupied or not,
whether operating or not*

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**Village of Tahsis, Sewer Regulations
and Rates Bylaw**

Categories	Schedule "A" Flat Rates	Annual Fee
	<i>NOTES</i>	
Dwelling Unit		
Dwelling unit per unit single family, duplex unit,, apartment, suites, Guesthouses, condos		240.00
Mobile Home Park per pad with mobile home		240
Bed and Breakfasts, Boarding, Lodging and Rooming Houses		240
plus per room		120.00
Hotels and Motels		240.00
plus per room for rent		120.00
Restaurants, cafes, dining rooms, pubs		816
Churches		240.00
Industrial premises		276
plus per square foot		0.11
Schools		240
plus per classroom		84
Clubs, non-profits		240.00
Home based businesses		240
plus		84
Retail premises		276.00
plus per square foot gross area		0.11
Garage and service station		312.00
Campgrounds per site		36.00
Sani-stations		336.00
Other commercial		312.00

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Janet St. Denis

Subject: FW: MFA Borrowing LT and ST
Attachments: LT Borrowing Schedule.xls; Payment Schedules.xls

From: Amit Sharma
Sent: Friday, March 18, 2016 10:10 AM
To: Mark Tatchell
Subject: MFA Borrowing LT and ST

LT (20yr)

Notes/Assumptions:

- Assumes no significant increase in net revenue in 2015
- Required electorate approval
- This is an estimate
- Absolute accurate figures will need to be calculated by MFA
- Requires MFA approval

In addition, the ST (5yr) borrowing capability for Tahsis was calculated to be approximately \$1,380,909.00

Notes/Assumptions

- This is a **VERY** approximate figure
- Used \$293,000 hypothetical annual payment- probably not a feasible payment
- Used rate of 2% (higher than the 1.36% currently, but done to account for fluctuations, as the rate is variable)
- Doesn't require electorate approval
- 1 payment required/yr.
- Absolute accurate figures will need to be calculated by MFA
- Requires MFA approval


Sincerely,

Amit Sharma, BBA- Finance/Accounting | Deputy Chief Finance Officer |
Village of Tahsis

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

Phone: (250) 934-6344 | Fax: (250) 934-6622

<http://www.villageoftahsis.com/>

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