

VILLAGE OF ZEBALLOS

AGENDA for the regular meeting of Council to be held Tuesday, April 18st, 2017 at
7:00 pm at 157 Maquinna Avenue

1. CALL TO ORDER AND APPROVAL OF AGENDA

This meeting provides an opportunity for the public to comment on the Five Year Financial Plan Bylaw # 511 - 2017 thru 2021 inclusive.

Sufficient Consultation

Suggested Motion: *That Council is of the opinion that sufficient public consultation has taken place during the 2017-2021 Financial Planning process and that Council is now prepared to give the third reading and adoption to the 2017-2021 Financial Plan and the 2017 Tax Rate Bylaws.*

2. APPROVAL OF MINUTES

- a) Minutes of the Regular Council meeting, March 18, 2017

3. BUSINESS ARISING FROM MINUTES (unfinished business)

4. DELEGATIONS & PETITIONS

5. CORRESPONDENCE

- a) Correspondence from RPB Constructors March Monthly report for Sugarloaf Bridge Replacement Project
- b) Correspondence from RPB Constructors Construction Contract Tender Analysis for Sugarloaf Bridge Replacement Project
- c) Correspondence from Ragged Edge Community Network (RECN) regarding high speed and fibre optics and suggesting a letter of support for their funding requests.
- d) Correspondence List March 17th to April 13th , 2017

6. POSSIBILITIES

(items brought forward by Council from the miscellaneous correspondence)

7. REPORTS

- a) Mayor and Council
- b) CAO – written report
- c) Public Works – written report
- d) Committee - none

8. BYLAWS

- a) Five Year 2017-2021 Financial Plan Bylaw 511-2017
Read a third time
- b) Tax Rate Bylaw 512-2017
Read a third time

9. ADDITIONAL ITEMS (not included in agenda at time of production)

10. NEW BUSINESS

- a) Bylaw Enforcement Policy
- b) Development Permit Application – 152 Maquinna

11. PUBLIC QUESTION PERIOD

12. ADJOURNMENT

VILLAGE OF ZEBALLOS

MINUTES for the Regular Meeting of Council held Tuesday March 21, 2017 at 7:00 pm at 157 Maquinna Avenue.

PRESENT: Mayor Cox, Councillors Coburn and Lewis; via phone Councillor Faulkner Staff: CAO Eileen Lovestrom, Public Works Foreman Mike Atchison

ABSENT with apologies: Councillors Colborne

1. **CALL TO ORDER AND APPROVAL OF AGENDA**
Following approval of the amended Agenda, Mayor Cox called the meeting to order at 7:00 pm.

2. **APPROVAL OF MINUTES**
a) Minutes of the Regular Council meeting February 21, 2017

038-17 Coburn/Lewis **CARRIED**
That the minutes of the February 21, 2017 Regular meeting be accepted as presented.

Regular Feb 21

b) Minutes of the Regular Council meeting March 7, 2017

039-17 Coburn/Lewis **CARRIED**
That the minutes of the March 7, 2017 Regular meeting be accepted as presented.

Regular Mar 7

3. **BUSINESS ARISING FROM MINUTES (unfinished business)**

4. **DELEGATIONS & PETITIONS**

5. **CORRESPONDENCE**

a) Correspondence from RPB Constructors January and February Monthly reports for Sugarloaf Bridge Replacement Project

040-17 Lewis/Coburn **CARRIED**
That the correspondence from RPB Constructors January and February Monthly reports for Sugarloaf Bridge Replacement Project be received.

RPB Monthly report

b) Correspondence from Emergency Management BC regarding appointment of Local Assistant to the Fire

Commissioner Monty Armstrong

041-17 Lewis/Coburn CARRIED
That the correspondence from Emergency Management BC regarding appointment of Local Assistant to the Fire Commissioner Monty Armstrong be received. LAFB appointment

- c) Correspondence from resident Ellen Brawn regarding Utility fees being billed in January

042-17 Lewis/Coburn CARRIED
That the correspondence from resident Ellen Brawn regarding Utility fees being billed in January be received. Petition-Brawn-utility billing timing

Staff Action: Ltr to Ms. Brawn thanking her for her interest and inviting her to meet with CAO and Mayor to discuss her concerns.

- d) Correspondence from. resident Ellen Brawn regarding petition against Zeballos General Store liquor sales

043-17 Coburn/Lewis CARRIED
That the correspondence from resident Ellen Brawn regarding petition against Zeballos General Store liquor sales be received. Petition-Brawn-liquor sales

- e) Correspondence from. FLNRO regarding Road User Group (RUG) meeting minutes from February 20, 2017

044-17 Lewis/Coburn CARRIED
That the Correspondence from FLNRO regarding Road User Group (RUG) meeting minutes from February 20, 2017 be received. RUG meeting minutes

- f) Correspondence from School District 84 inviting Council to meet with the Board in Zeballos prior to the regular board meeting

045-17 Lewis/Coburn CARRIED
That the correspondence from School District 84 inviting Council to meet with the Board in Zeballos prior to the regular board meeting be received. SD 84 meeting in Zeballos

Staff Action: Send ltr requesting support for our trail project.

- g) Correspondence from Strathcona Regional District

regarding the Alternative Approval Process on the Loan Authorization Bylaw 2017

046-17 Coburn/Faulkner CARRIED
That the correspondence from Strathcona Regional District regarding the Alternative Approval Process on the Loan Authorization Bylaw 2017 be received.

SRD Borrowing
Bylaw AAP

h) Correspondence from FLNRO regarding approval under the Water Sustainability Act for work in and about the Zeballos River

047-17 Coburn/Lewis CARRIED
That the correspondence from FLNRO regarding approval under the Water Sustainability Act for work in and about the Zeballos River be received.

Permit for Bridge

i) Correspondence List - February 17th to March 17th, 2017

048-17 Coburn/Lewis CARRIED
That the Correspondence List for February 17th to March 17th, 2017 be accepted.

Correspondence
List

6. POSSIBILITIES

a) Item 24 from the Correspondence list from Minister of State for Rural Economic Development regarding new economic development strategy of North Vancouver Island; specifically Minister Donna Barnett's quotes and how all the points mentioned fit into our FSR Zeballos requests for attention.

Staff Action: copy Donna Barnett on all our road concerns.

Action Item: Mayor to contact Jonathan Lok regarding potential help in our road concerns

7. REPORTS

a) Mayor and Council

049-17 Lewis/Coburn CARRIED
That the Mayor's reports regarding the FSR Zeballos and the quest to arrange a meeting with Ministers in Victoria be accepted.

Mayor's Report

b) CAO – written report attached

050-17 Lewis/Coburn CARRIED
That the CAO report be accepted CAO Report

c) Official Community Plan project update

051-17 Lewis/Coburn CARRIED
That the Official Community Plan project verbal update including thanks to the public for their participation in the Town Hall Meeting and the resulting good productive conversation be accepted. Next public meeting is anticipated late May. OCP report

d) Public Works – written report

052-17 Coburn/Lewis CARRIED
That the Public Works report be accepted. PW report

e) Emergency Program Coordinator – written report

053-17 Lewis/Coburn CARRIED
That the Emergency Program Coordinator report be accepted. EPC report

f) Committee Reports
Committee of the Whole – February 9th, 2017

054-17 Coburn/Lewis CARRIED
That the report from the Committee of the Whole meeting of February 9th, 2017 be accepted COW Feb 9th

8. BYLAWS

9. ADDITIONAL ITEMS (not included in agenda at time of production)

a) Correspondence from Nuchatlaht Tribe regarding their request for a letter of support for their land claims.

055-17 Lewis/Coburn CARRIED
That the correspondence from Nuchatlaht Tribe regarding their request for a letter of support for their land claims on Nootka Island be received. Nuchatlaht Nootka Island claims

056-17 Coburn/Lewis CARRIED
That a letter of support be sent to the Nuchatlaht Tribe regarding their land claims on Nootka Island. Support for Nuchatlaht

10. NEW BUSINESS

a) Consent Resolutions for Nootka Sound Economic

Development Corporation

- 057-17** Coburn/Lewis CARRIED
- That with regards to the dissolution of the NSEDC, the Village of Zeballos gives consent to the signing of resolutions to:
- a. Appoint Chan Nowosad Boates as the NSEDC auditors for 2016 and 2017;
 - b. Allow the final distribution of funds on an equal basis and outstanding invoices to be shared on an equal basis;
 - c. Dissolve the NSEDC under section 314 of the Business Corporations Act (BC);
 - d. Distribution Agreement ; and
 - e. Affidavit to complete the NSEDC dissolution.

NSEDC authority
to sign
resolutions

11. PUBLIC QUESTION PERIOD

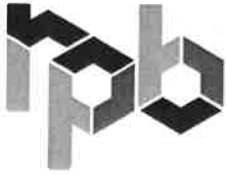
12. ADJOURNMENT

There being no further business the meeting was adjourned at 8:15 pm.

CERTIFIED CORRECT:

Donn Cox, Mayor

E. Lovestrom, CAO



Sugarloaf Bridge Replacement

Monthly Report

March 2017

Project Information		
Project	Report Number:	Project Number
Sugarloaf Bridge Replacement	001-17.03	5400-20/16.009
Safety Incidents:		Environmental Incidents:
No Incidents		No Incidents
Safety		
<ul style="list-style-type: none"> ▪ Safety in design being implemented in design. 		
Environmental/Permitting		
<ol style="list-style-type: none"> 1. DFO acceptance of plan and determination that no formal approval required received March 6, 2017. 2. Change Approval under Water Sustainability Act received from Ministry of Forests, Lands and Natural Resources Operations on March 16, 2017. 3. Final Archeological Assessment Report received. 4. Dike Maintenance Act Authorization received March 23, 2017. 5. Ministry of Transportation & Infrastructure Permit received on March 23, 2017. 		
Planned Activities		
<ol style="list-style-type: none"> 1. Receive response to Environmental Permit submissions (anticipated week of March 7). 2. Receive Dike Maintenance Act Authorization. 3. Finalize Tender Documents and post on BC Bid. 4. Construction Bidders mandatory site visit. 5. Receive MOTI approval 6. Receive and reply to tender queries. 		
Actual Activities		
<ol style="list-style-type: none"> 1. Received approval for all Environmental Permit submissions as listed above. 2. Received Dike Maintenance Act Authorization. 3. Received MOTI approval complete with requirements. 4. Issued Construction Tender Package on BC Bid. 5. Construction Bidders mandatory site visit held March 20th. List of attendees attached. 6. Receiving tender queries. Addendum 1 through 4 issued through BC Bid in response to queries. 7. Tender period extended from March 31th to April 7th at request of tenderers. 		
Planned for Next Month		
<ol style="list-style-type: none"> 1. Receive and evaluate Construction Contractors tenders. 2. Submit recommendation for award of Construction Contract to Village for approval. 3. Award Construction Contract. 4. Hold Construction Contractor kick-off meeting. 		
Issues:		
<ol style="list-style-type: none"> 1. Construction estimates trending up from budget (RPB~\$2.3M and ISL~\$1.95M). 		
Costs:		
<ol style="list-style-type: none"> 1. Incurred costs in March include RPB and ISL Design Services. 2. No change orders issued this month. 		
Attachments:		
<ol style="list-style-type: none"> 1. Cost Forecast 2. List of Attendees at Mandatory Site Visit. 		



Note : No Engineering Meetings this month.

Photos:



Photos from Mandatory Contractor Site Visit and Meeting with BC Hydro

CONTRACT NO. 2017-ZEB-01 –
 SITE VISIT MONDAY MARCH 20, 2017 –
 CONTRACTOR SIGN IN SHEET



THE VILLAGE OF ZEBALLOS
 BOX 127, ZEBALLOS, B.C., V0P 2A0

Construction Company	Construction Company Site Representative	Signature
SURSPAN	Ken O'Leary	[Signature]
Notem Ex - West Bridge	Glen McCall	[Signature]
SIDESPAN CONSTRUCTION	Loay Pontiva	[Signature]
RUSKIN CONSTRUCTION Ltd.	BRIAN MOORE	[Signature]
PACIFIC INDUSTRIAL & MGMT LTD	Glen Major	[Signature]
WEST SWIRE CONSTRUCTORS LTD.	Steve Cotter	[Signature]
HRC	Brian Hilsden	Brian Hilsden
Construction Drilling Inc	Scott Baird	[Signature]
CMF Construction Ltd	Shuart Armstrong	[Signature]
ETI PROGRESSIVE LIVE SERVICES INC.	1-750-986-1986 LARRY TREMERE	[Signature]
WEST BRIDGE CORP	BRYAN KOKONIS	[Signature]

Please read before signing: By signing this document the signee agrees that the questions asked and answered during this site visit are for information only and do not form part of the contract. Contractors are advised to follow the MMCD addendum process for answers that form part of the CONTRACT NO. 2017-ZEB-01

Sugarloaf Bridge Replacement Project 5400-20

Cost Forecasting 17.04.01



	Funding Budget	Committed to April 1, 2017	Incurred to April 1	Forecast to Complete	Estimated at Completion	Variances (increases)	Comments
	1,307,500				-		
Install Temporary Water Main and Support	20,000				-		
Remove and Dispose Old Bridge	200,000				-		
Install and Remove Heavy Equipment Access	75,000				-		
Reconstruct approaches and Misc. work	80,000				-		
Reinstall Water Main	15,000				-		
Enhance Alignment and Site Lines	100,000				-		
Signage	1,500				-		
Lights	1,500				-		
View Platform 40 sq. m at 2500 per	100,000				-		
Construction Sub Total	1,900,500	-		1,900,500	1,900,500		Awaiting construction tenders to reforecast.
Engineering and Contract Admin *	380,100	194,761	125,000	109,036	234,036	146,064	Based on Proposal Price plus Contingency Allowance.
Archeology Assessment*		7,044	7,044	-	7,044	-7,044	Complete
Project Management	95,025	182,160	85,420	141,740	227,160	-132,135	Contract Administration within Project Management, Forecast to complete is for expenses at 20,000 and 5,000 for misc. such as legal, signage, etc. and 10% growth allowance. Incurred costs include withholding
PM and Engineering Sub Total	475,125	383,965	217,464	250,776	468,240	6,885	
Contingency 30%	570,150			570,150	570,150		
Total excluding GST	2,945,775	383,965	217,464	2,721,426	2,938,890	6,885	

Notes

* Estimate of incurred based on documentation submitted to date and field work completed.

Sugarloaf Bridge Replacement Project

Contract No. 2017-ZEB-01

Construction Contract Tender Analysis

Prepared By: RPB Constructors Ltd.

Date Issued: April 12, 2017

Overview

The tender for Sugarloaf Bridge Replacement Project (Contract No. 2017-ZEB-01) closed on April 7, 2017 at 2:00pm. Out of 10 contractors who attended the mandatory site meeting, 6 submitted tenders:

1. Four submitted conforming tenders ranging between \$2,484,000 and \$2,989,450; all of which exceed the available funds.
2. One submitted a non-conforming tender.
3. One submitted a tender after closing time that was rejected.

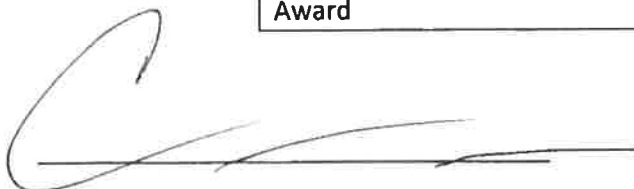
Path Forward

After an analysis of the conforming submissions, the path forward is to:

1. Reject all tenders received and close the original tender process.
2. To move towards achieving construction of the project within the available funds, we will implement the following and re-tender the project to all contractors who attended the mandatory site meeting:
 - a. design modifications to further mitigate construction costs.
 - b. clarify some contract terms and potentially re-allocate risk.

The proposed timeline for the re-tender process is shown in the table below:

Task	Completion Date
Reject all tenders received	Wednesday April 12, 2017
Implement design modifications	Friday April 21, 2017
Modify contract terms	Friday April 21, 2017
Issue re-tender package	Friday April 21, 2017
Close re-tender package	Friday April 28, 2017
Initial Evaluation Review	Monday May 1, 2017
Recommendation to Village	Wednesday May 3, 2017
Award	Thursday May 4, 2017



Catherine Proctor – General Manager
RPB Constructors Ltd.

Zeballos Reception

From: Annie LeBlanc, Ragged Edge <annie@recn.ca>
Sent: Thursday, April 06, 2017 1:40 PM
To: adminzeb@recn.ca
Subject: Statement from Ragged Edge Community Network Society
Attachments: RECN - statement.pdf

Hello to all our RECN customers

Some clarification regarding RECN and the non-compete questions people have, Telus has a non-compete agreement with the provincial government not with RECN or any other ISP providers in these 119 communities under the agreement. RECN is not a signatory on this agreement at all. RECN does not stand in the way of advancement of technological change and wants everyone to be able to enjoy the high speeds that we all have been waiting for with the fibre optics as an option. As a non profit society we depend on grants to purchase equipment to better enable our upgrades.

We totally get the frustration with signals and speed and bad areas and trees that won't be removed etc.

We are here for you and we look forward to advancement as we can afford it! We are applying for some major grants right now and if approved we may be able to get LTE to some places. If you feel like showing your support by writing a letter of support to us it would be greatly appreciated. Thank you

Correspondence List

March 17th to April 13th

2017 0115-01

	Rec'd	Via	From	Regarding	File #	Disposition
1	13-Mar	Email	Mayor, Harrison Hot Springs	AVICC resolution support for Provincial Private Moorage Program	0390-20	File
2	15-Mar	Mail	Nuchatlaht First Nation	Requesting Council support in their quest for official recognition of rights and titles	0400-62	Agenda; File
3	17-Mar	Email	VIHA	News Release re: opening of hospice at Yucalta Lodge	4920-01	File
4	17-Mar	Email	VIRL	March Newsletter	N/A	Table
5	17-Mar	Email	Senior's Advocate BC	March Newsletter	N/A	Table
6	17-Mar	Mail	FCM	Request for support of the Legal Defense Fund	0230-20	File
7	20-Mar	Email	VIHA	News Release re: poison-free home	4920-01	File
8	21-Mar	Mail	Canadian Heritage	Grant awarded to Zeballos for Canada Day Celebration	1855-73	File
9	21-Mar	Email	Selina Robinson, MLA Coquitlam	Letter of thanks	0400-20	File
10	22-Mar	Fax	School District #84	Request for Council input on the hiring of the new ZESS Principal.	0400-70	File
11	23-Mar	Email	District of Sicamous	AVICC resolution support for Provincial Private Moorage Program	0390-20	File
12	23-Mar	Email	MoFLNRO	Letter re: AVICC resolution on Provincial Private Moorage Program	0390-20	File
13	24-Mar	Mail	BC Housing	Update on Owner Builder Authorization Exam	N/A	Table
14	27-Mar	Email	Heritage BC	Invite to attend Heritage BC annual conference	0230-20	File
15	28-Mar	Mail	AVICC	Annual Report and Resolutions to be considered at the April Convention	0390-20	File
16	28-Mar	Mail	EMBC	Acknowledgement of Mike Atchison's retirement as LAFC	7380-01	File
17	28-Mar	Email	City of Colwood	AVICC resolution re: Provincial assistance to attract doctors to BC	0390-20	File
18	28-Mar	Email	City of Vernon	AVICC resolution re: petition to remove GST from carbon tax	0390-20	File
19	28-Mar	Email	ICET	News Release re: venture connect upgrades	0230-20	File
20	29-Mar	Email	VIHA	News Release re: TimberWest to donate \$100,00 to new North Island Hospital	4920-01	File
21	30-Mar	Email	K&K Electric	Operating permit responsibilities	4520-20	File

22	31-Mar	Email	ICET	2017-2019 Strategic Plan	0230-20	File
23	31-Mar	Email	AVICC	Welcome to the 2017 AVICC Convention	0390-20	File
24	31-Mar	Email	MIABC	Claim status report for Zeballos	2470-01	File
25	4-Apr	Email	Canadian Heritage	Grant awarded to Zeballos for Canada Day Celebration	1855-73	File
26	4-Apr	Email	VIHA	News Release: Baby hugging program	4920-01	File
27	6-Apr	Email	Ragged Edge Community Network	Request for letter of support for RECN grants	0530-01	Agenda; File
28	6-Apr	Email	Town of Ladysmith	AVICC late resolution re: VIRL funding	0390-20	File
29	6-Apr	Email	UBCM	Survey re: responsible conduct	0390-20	File
30	7-Apr	Email	City of Victoria	AVICC late resolution re: Land Value Tax	0390-20	File
31	7-Apr	Email	City of Victoria	AVICC late resolution re: taxation authority for vacant and derelict buildings	0390-20	File
32	7-Apr	Mail	MoCSCD	Approval of grant for \$125,000 for Sugarloaf Bridge	5240-20	File
33	7-Apr	Mail	Disability Alliance BC	Transition Magazine	N/A	Table
34	10-Apr	Mail	Spinal Cord Injury BC	The Spin Magazine	N/A	Table
35	11-Apr	Email	Mike Coulter, ATV Club	Gold River Council gives support to ORV access	6750-20	File
36	11-Apr	Email	Lidstone and Company	Statement of account for legal services rendered	2210-01	File

From the desk of Eileen Lovestrom, CAO Village of Zeballos

To: Mayor and Council

Date: April 18, 2017

Subject: **Regular Council Meeting**

Financial Statements

Our audited Financial Statements are not yet ready for approval. I expect to have them from the auditor by May 8th. As we must send these statements to the Ministry of Community, Sport and Cultural Development by May 15th, we will have to have a special meeting to approve them. I suggest we have that meeting on May 9th. Could we please set a time now?

Sugarloaf Bridge Construction Contract

The construction tenders were opened on April 7th by the project managers. There were five bids in total. We have a full report elsewhere in this agenda. I would like to schedule a special meeting of Council for May 4th to consider recommendations from RPB for the construction contract award. What time will be most convenient?

Spring Clean-Up

The spring clean-up has been completed as far as the public works staff is concerned. The free tipping fees at the landfill still apply until April 19th.

Thinking Outside the Box

The preliminary survey results from the OCP indicate that there is a strong feeling of a void in the food services in the Village. Another suggestion heard was to make more use of village assets. The community hall kitchen has approval from Island Health as a 'food safe' space. One solution to both concerns would be to allow people to rent the kitchen for retail food production. Initial investigation by staff indicated a 'take-out' service might make the most sense. The operator would be responsible for permitting and would need to have insurance indemnifying the village from liability. The operator would also need separate and secure storage for their food item. We could invite any interested party to arrange an *appointment to discuss a use agreement for the community hall*. Is this an idea Council would like staff to pursue?

Nootka Sound Economic Development Corporation

Our preferred shares have been returned in the amount of \$35,075. We also have received dividends of \$11,792.89 for 2013 thru March 31, 2017. The audit for 2016 and 2017 has been ordered. The dissolution of the corporation is expected to be complete before June 30, 2017. The dividend money will go into our economic reserve. The preferred share portion will go there as well unless Council provides other direction.

PUBLIC WORKS REPORT



To: Eileen Lovestrom, CAO
Mayor & Council

April 18, 2017

Public Works Highlights

Rather than report on my activities for the last month, I would like to engage Council in a conversation about some maintenance issues.

1. The sign out at the beginning of the FSR which was erected by the Board of Trade is sorely in need of attention. The options as I see them are:
 - a. Remove it entirely and do nothing else
 - b. Remove it and have it reproduced and put it back up
 - c. Replace the sign with a new one with new design
2. Museum – the back of the museum has had a porch installed and now needs some outside finishing. Previous conversation said to install siding that matches the existing siding. We have sent an email out to a custom siding place and received no reply. What is Council's wish now.
3. Back up Generators – there are funding sources become available that include back up generators. The discussion needs to be around how many and where to put them. Village Office, Community Hall (warming centre) and Fire Hall. One, two or three generators?
4. ABC Creek Improvement – Further study of the proposed plan is indicating the extensive use of a particular property. Council consideration is required before we move forward.

**CORPORATION OF THE VILLAGE OF ZEBALLOS
BYLAW # 511-2017
FIVE YEAR FINANCIAL PLAN BYLAW 2017 - 2021**

WHEREAS the Local Government Act provides requirements for financial planning;

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

1. Bylaw #511-2017 may be cited as "Five Year Financial Plan Bylaw, 2017 – 2021".
2. Schedule "A" attached hereto and forming part of this bylaw, sets out the authorized Schedule of Consolidated Sources of Funding and Expenses for the Five Year Period 2017 - 2021.
3. Schedule "B" attached hereto and forming part of this bylaw, sets out the Schedule of Capital Expenditure for the Five Year Period 2017 - 2021.
4. Schedule "C" attached hereto and forming part of this bylaw, sets out the Statement of Objectives and Policies for the Five Year Period 2017 - 2021.
5. Bylaw No 507-2016 is hereby rescinded.

READ A FIRST TIME this 21st day of February, 2017

READ A SECOND TIME this 21st day of February, 2017

READ A THIRD TIME this ___th day of _____, 2017

RECONSIDERED AND ADOPTED THIS ___th day of _____, 2017

Mayor

Corporate Officer

Certified to be a true copy of Bylaw #511-2017

Corporate Officer

**CORPORATION OF THE VILLAGE OF ZEBALLOS
BYLAW # 511-2017**

SCHEDULE "A"

Consolidated Sources of Funding and Expenses for the Five Year Period 2017 - 2021

SOURCES OF FUNDS	2017	2018	2019	2020	2021
Property Value Taxation	170,928	172,637	174,364	176,107	177,868
Grants in Lieu	5,500	5,555	5,611	5,667	5,723
1% Utility	3,710	3,747	3,785	3,822	3,861
Taxation Levied for Others	83,424	84,258	85,100	85,951	86,810
Sales of Services and Fees	47,540	48,015	48,496	48,981	49,470
Rental Income	40,000	40,400	40,804	41,212	41,624
Recreation Fees	7,750	7,828	7,906	7,985	8,065
Fiscal / Return on Investments	11,500	11,615	11,731	11,848	11,967
Transfers from Other Governments	403,500	407,535	411,610	415,726	419,884
Water/Sewer Utility Fees	40,500	40,905	41,314	41,727	42,144
Capital Funding - Grants	2,350,000	0	80,000	80,000	80,800
Capital Funding - Transfer from Stat. Resv.	0	0	0	0	0
Capital Funding - Transfer from Current Fund	88,000	27,500	27,500	27,500	27,775
TOTAL SOURCES OF FUNDS	3,252,352	849,995	938,220	1,276,302	1,289,066
EXPENDITURES					
Capital: Planned Spending	2,438,000	27,500	107,500	107,500	108,575
Contribution to Reserves	71,839	6,264	6,327	6,390	6,454
Taxes collected for Others	83,424	84,258	85,100	85,951	86,810
Other Municipal Purposes:					
Legislative	31,160	31,472	31,786	32,104	32,425
Administration	273,130	279,194	281,986	284,806	287,654
Protective	38,390	38,774	39,162	39,553	39,949
Environmental Health	27,370	27,644	27,920	28,199	28,481
Transportation	162,390	160,681	162,288	163,911	165,550
Recreation / Culture	72,760	73,488	74,222	74,965	75,714
Water	25,256	25,509	25,764	26,021	26,281
Sewer	28,633	28,919	29,209	29,501	29,796
TOTAL EXPENDITURES	3,252,352	783,702	871,263	878,901	887,689

**CORPORATION OF THE VILLAGE OF ZEBALLOS
BYLAW # 511-2017**

SCHEDULE "B"

Schedule of Capital Expenditure for the Five Year Period 2017 – 2021

		2017	2018	2019	2020	2021
General Capital Fund		EXPENSE				
Admin	Buildings	4,000	10,000	10,000	1,000	1,000
Admin	Fix, Furn, Veh, Equip	-	-	30,000	-	-
Fire	Buildings	-	-	-	-	-
Fire	Fix, Furn, Veh, Equip	-	20,000	-	30,000	-
Fire	Other Emergency	-	-	-	-	-
Environmental	Fix, Furn, Veh, Equip	-	-	-	-	-
Roads	Roads and Bridges	2,350,000	635,775	-	-	-
Public Works	Fix, Furn, Veh, Equip	15,000	5,000	-	-	-
Community Hall	Buildings	-	-	-	-	-
Museum	Buildings	-	-	-	-	-
Parks	Buildings	-	-	-	-	-
Parks	Fix, Furn, Veh, Equip	15,000	32,000	-	-	-
Library	Buildings	-	-	-	-	-
Water Capital Fund		-	-	-	-	-
Water	Water Infrastructure	-	-	-	-	-
Sewer Capital Fund		-	-	-	-	-
Sewer	Sewer Infrastructure	54,000	30,000	-	-	-
		2,438,000	732,775	40,000	31,000	1,000
Source of Funds						
UNRESTRICTED		19,000	75,000	10,000	1,000	1,000
FIRE EQUIPMENT				-	-	-
GGG EQUIPMENT			30,000	30,000	-	-
PARKS AND LANDSCAPE			32,000	-	-	-
ENVIRONMENTAL HEALTH				-	-	-
GAS TAX		69,000		-	-	-
INFRASTRUCTURE PLANNING GRANT				-	30,000	-
CENOTAPH PROJECT				-	-	-
STAT- CAPITAL WORKS				-	-	-
STAT- ECONOMIC DEVELOPMENT				-	-	-
GRANTS	Strategic Priorities Fund	2,350,000	595,775			-
		2,438,000	732,775	40,000	31,000	1,000

**CORPORATION OF THE VILLAGE OF ZEBALLOS
BYLAW # 511-2017**

SCHEDULE "C"

Statement of Objectives and Policies for the Five Year Period 2017 - 2021

Funding (Revenue) Sources

TABLE 1

SOURCES OF REVENUE		% of total
Property Value Taxation	170,928	20.87
Parcel Taxes/ In Lieu	9,210	1.12
User Fees/ Rentals	102,500	12.52
Fiscal/ ROI/other	55,990	6.83
Government Grants	392,300	47.90
Capital Funding fr Reserves	88,000	10.75
TOTAL	818,928	100.0
Table 1 shows the proportion of total revenue proposed to be raised from each funding source.		

The Village will continue its policy of "pay as you go" with no borrowing but rather use of its reserves for replacements/updates to equipment or major repairs.

Share of Property Tax Revenue by Class

Land and Improvement values from BC Assessment have continued to decline. There has been a reduction in value of more than \$800,000 since 2010 which measures 7.5%. A significant impact to the security of Village services.

TABLE 2

Property Class	Dollar Value Tax Levy	% of Total Tax Levy	% of Total Property Value per BCA
Residential	86,900	50.84	77
Utility	3,372	2.0	>1
Light Industry	60,245	35.25	13
Business/Other	20,202	11.82	9
Recreation/ Non Profit	209	>1	>1
	170,928	100	100.00
Table 2 outlines the distribution of property taxes among the property classes as compared to the percentage of the assessed based represented by each class. The absence of developable property results in the assessment based solely on market conditions.			

Permissive Tax Exemptions

The Village has no qualifying applicants (non-profit societies) for permissive tax exemptions.

CORPORATION OF THE VILLAGE OF ZEBALLOS
BYLAW # 512-2017
2017 TAX RATE BYLAW

Being a bylaw for the levying of rates for Municipal, Hospital District and Regional District purposes for the year 2017. The Council of the Village of Zeballos in open meeting assembled enacts as follows:

1. This bylaw may be cited as the "Corporation of the Village of Zeballos Tax Rate Bylaw # 512-2017".
2. The rates in Schedule A attached are hereby imposed and levied for the year 2017:
 - (a) For all lawful general purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof;
 - (b) For hospital district purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in column "B" of the schedule attached hereto and forming a part thereof; and
 - (c) For Emergency Preparedness Program purposes of the Strathcona Regional District on the value of land and improvements taxable for hospital purposes, rates appearing in column "C" attached hereto and forming a part thereof
 - (d) For Administration purposes of the Strathcona Regional District on the value of land and improvements taxable for general municipal purposes, rates appearing in column "D" attached hereto and forming a part thereof
 - (e) For Solid Waste Management purposes of the Comox Strathcona Solid Waste Management on the value of land and improvements taxable for general municipal purposes, rates appearing in column "E" attached hereto and forming a part thereof
 - (f) For library purposes of the Vancouver Island Regional Library on the value of land and improvements taxable for general municipal purposes, rates appearing in column "F" of the schedule attached hereto and forming a part thereof.
3. The minimum amount of taxation upon a parcel of real property shall be ONE DOLLAR (\$1.00)

READ a first time this 21st day of February 2017

READ a second time 21st day of February 2017

READ a third time this ___th day of _____ 2017

RECONSIDERED AND ADOPTED this ___th day of _____ 2017

Mayor

Corporate Officer

Certified to be a true copy of Bylaw # 512-2017

Corporate Officer

ADMINISTRATIVE POLICY



SUBJECT:	Bylaw Enforcement		
DATE OF ISSUE:	April ???, 2017	ORIGIN:	Corporate Admin
REVISION DATE:	NA	COUNCIL RESOLUTION #	???-17

PURPOSE:

The purpose of this Policy is to provide guidance to staff and the general public regarding the enforcement of the bylaws and policies of the Village of Zeballos (the “Municipality”).

POLICY

Village of Zeballos bylaws are in place to develop and maintain a safe and livable environment for all residents. The goal of the Municipality’s bylaw enforcement is not to penalize residents, but to achieve compliance with its bylaws through education and the provision of information. However, it is recognized that in some cases, compliance may require that penalties be issued.

The Village of Zeballos does not have the resources to actively ensure that its various parking, building, zoning, and other regulatory bylaws are being complied with at all times. Therefore, it is the policy of the Municipality to rely primarily, but not exclusively, on citizen complaints as a means of enforcing these bylaws. In order to encourage valid complaints and to reduce the opportunity for intimidation and conflict, the Municipality seeks to establish a balance of accountability and confidentiality among the various parties to the bylaw enforcement process. The following policies shall therefore apply:

1. In order to be considered, a bylaw complaint shall be in writing (standard mail, email, fax, or hand delivered) and shall contain the name, address and phone number of the complainant and a description of the nature and specific location of the alleged infraction(s).
2. As a matter of practice, the identity of the complainant and the written complaint itself shall not be disclosed to the alleged violator or any member of the public. It is not necessary for the complainant to request confidentiality. Likewise, the response of the alleged violator shall not be disclosed to the complainant. Furthermore, bylaw enforcement files will not necessarily be discussed with a complainant subsequent to the initial submission of a written complaint.
3. The anonymity and confidentiality given to complainants and alleged violators under this policy cannot be assured in all circumstances, particularly if a complaint has been publicly disclosed by the complainant, or if an investigation results in court proceedings.

If a request is made to the Municipality for disclosure under the *Freedom of Information and Protection of Privacy Act* (the “Act”), it shall be reviewed as per the relevant sections of the Act, unless consent is obtained from the person who supplied the information and who would otherwise be provided confidentiality under the Act and this policy. The Municipality, however, is subject to orders issued by the Information and Privacy Commissioner under the Act and will not necessarily appeal an order to disclose.

4. When determining the response to a complaint the Municipality will consider such matters as the scale, number and duration of the infraction(s); the current, short and long term impacts caused by the infraction; the potential for precedents and the resources available to resolve the matter.
5. Bylaw enforcement is at the discretion of the Municipality. As a general rule, in order for a complaint to be considered, it shall be submitted by a person who is affected by the alleged infraction, or who owns, resides upon, or otherwise has an interest in property that is affected by the alleged infraction.
6. The Municipality will handle complaints and bylaw enforcement issues as operational matters to be handled at a staff level rather than at a Council level, but will advise Council on enforcement matters on an as-needed basis or in response to complaints received by Council about the implementation of this Policy.
7. Generally, the Municipality will seek voluntary compliance first. It will not be the policy of the Village of Zeballos to necessarily seek a final legal remedy for all alleged infractions.
8. This Policy does not preclude the Municipality from initiating enforcement of its bylaws in the absence of a complaint where circumstances warrant such action. Such circumstances may include, but are not limited to: health and safety considerations; potential Municipal liability; and the scale or the flagrancy of the violation.

Corporate Officer

Mayor or Delegate

Staff Report

To:	Mayor and Council	Date: April 12, 2017
Subject:	Development Permit Property file 43.000	152 Maquinna

The Development Permit Application attached was received on April 12, 2017

As the property is within the identified Rock Fall Hazard Area, the process of a development permit is required.

It should be noted that a request for a variance to the setback bylaw has also been made to the Board of Variance. That request will be processed once Council has made a decision on this permit application.

SCHEDULE E

Application for a Development Permit

Date Received: April 12, 2017	File No.: PF43,000
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ARMIN GRUNERT Property Owners' Name (Please print clearly)	_____ Authorized Agent of the Owner (Please print clearly)
P.O. Box 15-152 MAQUINNA AVE Address of the Owner	_____ Address of the Agent
Zeballos City/Town/Village	_____ City/Town/Village
JOP 2A0 Postal Code	_____ Postal Code
250 761 4100 Telephone & FAX Number	_____ Telephone & FAX Number

(If more than one owner, please use a separate sheet)

Property affected by this application (legal description and road name and number)
Highways only - Front of building #52 MAQUINNA AVE
Zeballos

This is an application to the Village for a Development Permit for the purpose of: (If space is inadequate, please use separate sheet)

Rebuilding FRONT OF 152 MAQUINNA AVE due to
Pot & Remediating by adding Pot line

A. J. Yunes
Signature of Owner or Agent

April 12 2017
Date

**PLEASE NOTE THAT WHERE AN AUTHORIZED AGENT ACTS ON THE
PROPERTY OWNERS BEHALF, A LETTER OF AUTHORIZATION IS REQUIRED.**

PID: _____	Folio: _____
Site Declaration: <input type="checkbox"/>	Site Profile: <input type="checkbox"/> Sent to Site Registry? <input type="checkbox"/> Sent to Regional Manager? <input type="checkbox"/>

Jan 24, 2017

As you might guess my frontage
is in serious need of repair before
it falls down. I would like to
make the following improvements to
building by adding 2 New Roof Lines
& Covered WALKWAY, Thank you for
your consideration

Refer to drawings.

ARMIN GRUNERT
152 MAQUINN AVE
250-761-4100

