

## VILLAGE OF ZEBALLOS

**AGENDA** for the regular meeting of Council to be held Tuesday, May 16<sup>th</sup> , 2017 at  
7:00 pm at 157 Maquinna Avenue

1. CALL TO ORDER AND APPROVAL OF AGENDA
2. APPROVAL OF MINUTES
  - a) Minutes of the Regular Council meeting April 18, 2017
  - b) Minutes of the Special Council meeting May 4, 2017
3. BUSINESS ARISING FROM MINUTES (unfinished business)
4. DELEGATIONS & PETITIONS
5. CORRESPONDENCE
  - a) Correspondence from RPB Constructors April Monthly report, Meeting Record and Meeting Summary for Sugarloaf Bridge Replacement Project
  - b) Correspondence from Tourism Vancouver Island regarding an invitation to workshop in Comox on May 17<sup>th</sup> or in Port Hardy on May 18<sup>th</sup>. This will be a planning session with a goal of creating a 10 year destination development strategic plan for the North Island.
  - c) Correspondence from Murray Ritchie via email to BC Forest Service personnel regarding the state of the FSR Zeballos.
  - d) Correspondence List April 14<sup>th</sup> to May 12<sup>th</sup> , 2017
6. POSSIBILITIES  
(items brought forward by Council from the miscellaneous correspondence)
7. REPORTS
  - a) Mayor and Council
  - b) CAO – written report
  - c) Official Community Plan Update from Staff
  - d) Public Works Report
  - e) Committee - none

8. BYLAWS
9. ADDITIONAL ITEMS (not included in agenda at time of production)
10. NEW BUSINESS
  - a) Zeballos Mobile Home Park discussion
11. PUBLIC QUESTION PERIOD
12. ADJOURNMENT

## VILLAGE OF ZEBALLOS

**MINUTES** for the Regular Meeting of Council held Tuesday April 18, 2017 at 7:00 pm at 157 Maquinna Avenue.

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

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.

This meeting provides an opportunity for the public to comment on the Five Year Financial Plan Bylaw # 511 - 2017 thru 2021 inclusive. At the conclusion of a slide show used as a visual aid to illustrate the budget to the public in attendance, questions were invited.

**058-17** Colborne/ Coburn **CARRIED**

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.

Sufficient  
Consultation

2. **APPROVAL OF MINUTES**

a) Minutes of the Regular Council meeting March 21, 2017

**059-17** Colborne/ Faulkner **CARRIED**

That the minutes of the March 21, 2017 Regular meeting be accepted as presented.

Regular Mar 21

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

**060-17** Colborne/ Coburn **CARRIED**

That the correspondence from RPB Constructors March Monthly reports for Sugarloaf Bridge Replacement Project be accepted.

RPB Monthly  
report



That the correspondence from Julie Colborne regarding her resignation from the Heritage Board be received.

Resignation from Heritage Board

6. POSSIBILITIES

7. REPORTS

a) Mayor and Council

b) CAO – written report attached

**067-17** Colborne/ Coburn CARRIED  
That the CAO report be accepted.

CAO Report

Staff Action: gather more information regarding “Thinking outside the Box” to enable Council to decide if they want to pursue.

Staff Action: research the origin of the funds used to purchase the NSEDC preferred shares of \$35,075 in about 1996 and report back.

d) Public Works – written report

**068-17** Colborne/ Faulkner CARRIED  
That the Public Works report be accepted.

PW report

Staff Action:

1. Remove sign at Hwy 19 and do not replace
2. Majority say stay with wood siding on Museum addition
3. Generators need more specific costing research
4. ABC Creek moved to In Camera

f) Committee Reports - none

8. BYLAWS

a) Five Year 2017-2021 Financial Plan Bylaw 511-2017  
Read a third time

**069-17** Colborne/ Coburn CARRIED  
That the Five Year 2017-2021 Financial Plan Bylaw 511-2017 be read a third time.

Bylaw 511 Third Reading

b) Tax Rate Bylaw 512-2017  
Read a third time

Bylaw 512 Third Reading

**070-17** Colborne/ Faulkner **CARRIED**  
That the Tax Rate Bylaw 512-2017 be read a third time.

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

10. NEW BUSINESS

a) Bylaw Enforcement Policy

**071-17** Coburn/Faulkner **CARRIED**  
That the Bylaw Enforcement Policy be adopted as presented.

Bylaw  
Enforcement  
Policy

b) Development Permit Application – 152 Maquinna

This item was deferred to In Camera as it pertains to land issues.

Deferred

11. PUBLIC QUESTION PERIOD

12. ADJOURNMENT

There being no further business the meeting was adjourned at 9:05 pm.

CERTIFIED CORRECT:

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Donn Cox, Mayor

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E. Lovestrom, CAO

## VILLAGE OF ZEBALLOS

**MINUTES** for the Regular Meeting of Council held Thursday May 4, 2017 at 4:00 pm at 157 Maquinna Avenue.

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

1. **CALL TO ORDER AND APPROVAL OF AGENDA**  
Following approval of the amended Agenda, Mayor Cox called the meeting to order at 4:00 pm.

2. **BYLAWS**
  - a) **Five Year Financial Plan 2017-2021 Bylaw 511, 2017**  
Reconsider and Adopt

**072-17** Colborne/ Faulkner **CARRIED**  
That the Five Year 2017-2021 Financial Plan Bylaw 511-2017 be read reconsidered and adopted.

Bylaw 511  
Reconsidered  
and Adopted

- b) **Tax Rate Bylaw 512-2017**  
Reconsider and Adopt

**073-17** Coburn/ Colborne **CARRIED**  
That the Tax Rate Bylaw 512-2017 be reconsidered and adopted.

Bylaw 512  
Reconsidered  
and Adopted

10. **NEW BUSINESS**
  - a) **Audited Financial Statement for 2016 as presented by BDO Canada LLP – Approval requested**

**074-17** Colborne/ Coburn **CARRIED**  
That the Audited Financial Statement for 2016 be approved as presented.

Fin Statements  
2016 Approved

- b) **Consent Resolution for signing authority to be granted to the Administrators of Shareholder Villages of NSEDC as needed for the 2016 and 2017 Audited Financial Statements and Tax Returns are prepared by Chan, Nowasad and Boates.**

**075-17** Colborne/ Coburn **CARRIED**  
That the Consent Resolution for signing authority to be granted to the Administrators of Shareholder Villages of NSEDC as needed for the 2016 and 2017 Audited Financial

Consent Resol.  
NSEDC final  
audits

Statements and Tax Returns are prepared by Chan, Nowasad and Boates be approved as presented.

- c) Report from RPB Constructors regarding the bids for the Construction Contract for Sugarloaf Bridge Replacement Project

**076-17** Colborne/ Coburn **CARRIED**  
That the report from RPB Constructors regarding the bids for the Construction Contract for Sugarloaf Bridge Replacement Project be received.

RPB Report on  
Construction  
Bids

**077-17** Coburn/Faulkner et al **CARRIED**  
That Surespan Construction Ltd. be awarded the Sugarloaf Bridge Construction Contract in the amount of \$1,970,484.91 as recommended by RPB Constructors Ltd..

Award to  
Surespan  
for Bridge

- d) Verbal Report from Councillor Colborne regarding organics and solid waste at our landfill.

**078-17** Coburn/Faulkner **CARRIED**  
That the verbal report about the upcoming (by 2020) decision to have no organics in the Zeballos landfill will take lead time to prepare the public and the physical area by Comox Strathcona Solid Waste Management Board be accepted.

Organics out of  
Zeballos Landfill  
by 2020

4. PUBLIC QUESTION PERIOD

5. ADJOURNMENT

There being no further business the meeting was adjourned at 4:45 pm.

CERTIFIED CORRECT:

\_\_\_\_\_  
Donn Cox, Mayor

\_\_\_\_\_  
E. Lovestrom, CAO



# Sugarloaf Bridge Replacement

## Monthly Report

### April 2017

<b>Project Information</b>		
<i>Project</i>	<i>Report Number:</i>	<i>Project Number</i>
Sugarloaf Bridge Replacement	001-17.04	5400-20/16.009
<i>Safety Incidents:</i>		<i>Environmental Incidents:</i>
No Incidents		No Incidents
<b>Safety</b>		
<ul style="list-style-type: none"> <li>▪ Safety in design being implemented in design.</li> </ul>		
<b>Environmental/Permitting</b>		
1. No activity this month.		
<b>Planned Activities</b>		
<ol style="list-style-type: none"> <li>1. Receive and evaluate Construction Contractors tenders.</li> <li>2. Submit recommendation for award of Construction Contract to Village for approval.</li> <li>3. Award Construction Contract.</li> <li>4. Hold Construction Contractor kick-off meeting.</li> </ol>		
<b>Actual Activities</b>		
<ol style="list-style-type: none"> <li>1. Received four compliant tenders April 7, 2017. Lowest tendered price exceeded budgeted funds; therefore, decision was made to modify design and retender.</li> <li>2. Engineering done to simplify design retendered to the four contractors that submitted compliant bids. RFP issued April 21, 2017 and tenders received April 28, 2017.</li> <li>3. Evaluation of new tenders ongoing. Pricing received was within budgeted funds.</li> </ol>		
<b>Planned for Next Month</b>		
<ol style="list-style-type: none"> <li>1. Recommendation for award to be issue to Council for approval.</li> <li>2. Notice of Award to be issued to successful contractor with Notice to Proceed to be follow 10 days later.</li> <li>3. Hold Construction Contractor kick-off meeting.</li> </ol>		
<b>Issues:</b>		
<ol style="list-style-type: none"> <li>1. Engineering invoices processing slow. RPB to work with ISL to get outstanding issues addressed and invoices processed.</li> </ol>		
<b>Costs:</b>		
<ol style="list-style-type: none"> <li>1. Incurred costs in March include RPB and ISL Design Services.</li> <li>2. One change order issued this month to ISL for design modification work (\$13,155).</li> </ol>		
<b>Attachments:</b>		
<ol style="list-style-type: none"> <li>1. Cost Forecast</li> <li>2. Meeting Summary for April 17, 2017 meeting with Council.</li> <li>3. Engineering Meeting Notes for April 4 and April 10</li> </ol>		
<b>Photos:</b>		
<ul style="list-style-type: none"> <li>• None this period.</li> </ul>		

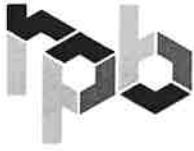
**Sugarloaf Bridge Replacement Project 5400-20**  
**Cost Forecasting 17.05.01**



	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						
<b>Construction Sub Total</b>	<b>1,900,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,477,000</b>	<b>-</b>	<b>Awaiting construction tenders to reforecast.</b>
Engineering and Contract Admin *	380,100	207,916	132,130	105,786	237,916	142,184	Based on Proposal Price plus Contingency Allowance of 30,000.
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
<b>PM and Engineering Sub Total</b>	<b>475,125</b>	<b>397,120</b>	<b>224,594</b>	<b>247,526</b>	<b>472,120</b>	<b>3,005</b>	
<b>Contingency 30%</b>	<b>570,150</b>						
<b>Total excluding GST</b>	<b>2,945,775</b>	<b>397,120</b>	<b>224,594</b>	<b>247,526</b>	<b>2,949,120</b>	<b>3,005</b>	

**Notes**

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



# MEETING RECORD

**Date:** 10-Apr-17 Rev 0      **Project #** 16-009  
**Time:** 10:00-11:00      **Page:** Page 1 of 1  
**Project:** Village of Zeballos - Sugarloaf Bridge Replacement  
**Subject:** ISL Design Coordination & Constructability Meeting  
**Location:** ISL Boardroom, Burnaby  
**Present:** Cathy Proctor, Amir Bahrami, Dan Estey  
**Distribution:** Attendees, Gordon Baglier, Gerrit Romeyn

These minutes are considered to be complete and correct. Please advise the writer within one week of any errors or omissions; otherwise these minutes will be considered accurate and final. Thank you.

<u>Action By:</u>	<u>Discussion:</u>
Info	<p><b>1. Tender Submission Summary</b></p> <p>a. Summary of received tenders upon closing date of April 7, 2017 were reviewed with ISL.</p> <ul style="list-style-type: none"> <li>i. All tenders are over the \$2.1M budget.</li> <li>ii. West Shore Constructors Ltd. is the lowest qualified bid (\$2,484,000).</li> </ul>
AB	<p>b. Meeting to be scheduled for Tuesday April 11<sup>th</sup> with West Shore Constructors Ltd. to discuss potential cost saving opportunities to achieve budget.</p>
Info	<p><b>2. Potential Cost Saving Opportunities</b></p> <p>In preparation for the meeting with West Shore Constructors Ltd., the following potential cost saving opportunities were discussed with ISL:</p> <ul style="list-style-type: none"> <li>a. Removal of flare and lookouts.</li> <li>b. Removal of skew.</li> <li>c. Bridge re-alignment.</li> <li>d. Using retaining walls to push out abutment and take skew off the bridge structure (to be reviewed for viability prior to meeting with contractor).</li> <li>e. Using gravel on approaches instead of asphalt (this would have to be discussed with both the Village and MoTI).</li> <li>f. Taking on pile driving risk.</li> <li>g. Align contingency with final contract terms with respect to risk items such as piling.</li> <li>h. Investigate how effect of 15% holdback can be mitigated.</li> </ul>

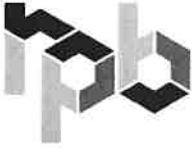


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AB	<p>b. Meeting to be scheduled for Tuesday April 11<sup>th</sup> with West Shore Constructors Ltd. to discuss potential cost saving opportunities to achieve budget.</p>
Info	<p><b>NOTE: After this meeting the decision taken to modify design and retender as the lowest tender was approx. 18% over budget and there was too high a risk that cost negotiations would not be successful and retendering later would mean that 2017 fish window would be missed.</b></p>
	<p><b>2. Potential Cost Saving Opportunities</b></p> <p>In preparation for the meeting with West Shore Constructors Ltd., the following potential cost saving opportunities were discussed with ISL:</p> <ul style="list-style-type: none"> <li>a. Removal of flare and lookouts.</li> <li>b. Removal of skew.</li> <li>c. Bridge re-alignment.</li> <li>d. Using retaining walls to push out abutment and take skew off the bridge structure (to be reviewed for viability prior to meeting with contractor).</li> <li>e. Using gravel on approaches instead of asphalt (this would have to be discussed with both the Village and MoTI).</li> <li>f. Taking on pile driving risk.</li> <li>g. Align contingency with final contract terms with respect to risk items such as piling.</li> <li>h. Investigate how effect of 15% holdback can be mitigated.</li> </ul>



<b>Project</b>	Sugarloaf Bridge Replacement	<b>Date</b>	April 20, 2017
<b>Project No.</b>	5400-20 / 16.009	<b>File Number</b>	16.009.9.6.1
<b>Subject</b>	Status Briefing on Construction Tendering Process		
<b>Attendees:</b>	<b>Village of Zeballos:</b> Mayor Donnie Cox, Councillors Barb Lewis, Candace Faulkner, Julia Colborne and Jeff Coburn, CAO Eileen Lovestrom <b>RPB:</b> Cathy Proctor, Gordon Baglier		
<b>Distribution:</b>	Attendees		

**Purpose of Meeting:** Review the status of the tendering process to date and the proposed re-tendering of the Sugarloaf Bridge Replacement construction scope of work.

Item No.	
<b>1</b>	<b>Initial Tenders</b>
1.1	Prices tendered April 7 <sup>th</sup> were reviewed with the focus being on the low compliant tender.
1.2	The lowest tendered price for the full scope is higher than the available \$2.477 million. It was felt that negotiating the price down was not the best path forward considering the high value of the variance from budget and the time limitation. Re-tendering was seen to be the best opportunity to achieve a tender within the available funds.
1.3	Risk associated with trying to negotiate a price with the lowest compliant bidder included the fact that bid was 18% higher than stated available funds and that if negotiations were unsuccessful the project would have missed the 2017 fish window and pushed construction to 2018.
1.4	It was noted in the tender that the Village has the right not to award based on cost too high and not to the benefit of the Village. The rejection of all bids was in accordance to the Tender Package and as suggested by the MMCD contract was done only after consultation with legal council. Rebidding of the work is allowed and may include changes made to design.
1.5	The Village has conferred with advisor Darren Englund within MOTI and was advised that the rejection of all tenders and rebid was appropriate so long as substantial changes were carried in the retender. The Village has also talked to their on-line legal council although did not expect to hear back from them until next week.
<b>2</b>	<b>RE-Tender</b>
2.1	It was noted that the flare and walkway (safe access) was critical to the Village. Key changes in the retender are to include the removal of the 18°skew in the structure that ISL maintained in the design after the realignment of the bridge, reduction in rip-rap, and reduction in asphalt. Other opportunities for cost reductions are still under discussion with the ISL. It was noted that options can be decided after piling, the high risk component is complete.
2.2	The Village stated their concern with being sued. RPB indicated that they believe that their

## Meeting Summary

Item No.	
	approach is within the terms of the MMCD contract.
2.3	RPB recommended that they would re-bid the project to all companies that attended the Mandatory Site Visit and that this approach was reviewed by their legal council. (Note: On April 20 <sup>th</sup> , after further discussion with legal council the decision was made to only invite companies that had tendered compliant packages to the first tender).
2.4	The Village asked if they could award to anyone besides the lowest bidder. RPB advised that although the documents indicate that this may be possible it should not be done without legal council for it is a contentious practice and not one that RPB would recommend.
2.5	In the rebid, for clarity, RPB will remove the 15% hold back from Appendix 1 – Schedule of Quantities and Unit Prices. The requirement for the holdback will remain within the document but will be detailed within the Tender documents.
2.6	<p>RPB will provide the following information to the Village:</p> <p>Summary Sheet of Unverified Numbers – April 28<sup>th</sup></p> <p>Detailed Summary of Number – May 1<sup>st</sup></p> <p>Award – May 4<sup>th</sup>. (Eileen will send out the notice for special Council Meeting)</p>
2.7	RPB indicated they could make themselves available May 4 if it was felt to be required.
2.8	RPB to provide Village summary of recommended contingency to be carried into construction by April 28, 2017.

## Zeballos Reception

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**From:** Calum Matthews <calum@tourismvi.ca>  
**Sent:** Tuesday, April 25, 2017 3:52 PM  
**To:** 'adminzeb@recn.ca'; 'Zeballos CAO'  
**Subject:** Destination Development Planning  
**Attachments:** Destination Development Overview.NI.PDF

Dear Mayor Cox,

Tourism Vancouver Island and Destination BC are launching an exciting new Destination Development Program on Northern Vancouver Island in partnership with the Ministry of Jobs, Tourism and Skills Training. The goal of this program is to create a 10-year destination development strategic plan for the North Island. This planning initiative will offer the opportunity to support the development of a regional destination development strategy that will guide long term planning and development locally and across Vancouver Island. By focusing on enhancing the supply side of the equation, we can ensure that we meet our promise to consumers by providing compelling experiences, quality infrastructure and exceptional service.

**Planning sessions will be held in Comox on May 17<sup>th</sup> and Port Hardy on May 18<sup>th</sup>; we would like to extend an invitation to the Village of Zeballos.** It would be wonderful if an elected representative or staff person from Zeballos would be able to participate at one of these planning sessions.

**Please click these links for meeting details and to RSVP:**

**Port Hardy - <https://www.eventbrite.com/e/port-hardy-north-island-destination-development-planning-session-tickets-34051261239>**

**Comox – <https://www.eventbrite.com/e/comox-valley-north-island-destination-development-planning-session-tickets-34020016786>**

I've attached some program information to this email and I'm always available to answer any questions that you may have.

Thank you for your continued support.

Sincerely,

Calum

**Calum Matthews, BAsC, MA**  
***Community & Industry Specialist***

Tourism Vancouver Island  
501-65 Front Street, Nanaimo, BC V9R 5H9  
Phone: 250.740.1224  
Cell: 250.739.3736

***[I'm an Authentic Experienter... what's your EQ™ Traveler type? Take the quiz at VancouverIsland.travel.](#)***

Visit our [Staff Directory](#) for additional contact details.

# DESTINATION DEVELOPMENT PROGRAM OVERVIEW

Destination British Columbia is offering destination development planning assistance to support the ongoing viability of BC's tourism sector. The Destination Development Program will facilitate the collaboration of local, regional and provincial agencies, First Nations, destination marketing organisations (DMOs), tourism operators and other community interests to guide the long-term growth of tourism experiences and revenues.

The Program will provide strategic direction to the tourism industry to enhance the quality of the visitor experience by ensuring tourism services, amenities and practices are exceptional.

## PROGRAM OVERVIEW

Destination development is the strategic planning and development of defined areas to support the evolution of desirable destinations for travelers. Destination development strategies will pull together planning, policy and capacity building efforts to ensure areas around the province are well positioned to make future strategic decisions, address impediments to tourism growth and capitalize on future tourism opportunities.

Through destination development, we envision a province that is a world-class tourism destination, offering remarkable products and experiences that are authentic, driven by visitor demand, and exceed expectations.

## PROGRAM GOALS

- Make British Columbia the most highly recommended destination in North America.
- Create strategic plans for tourism development and improve return-on-investment for government and private sector investments in tourism assets.
- Elevate British Columbia's ability to compete as a premium destination while making the province more attractive for investment.

## PROGRAM OUTCOMES

By taking a coordinated approach to destination development planning, there will be better alignment of long term planning and development efforts that would support:

- Strategically targeted, well-informed and leveraged investments of public and private sector funds; and,
- Increased tourism revenue and higher levels of repeat visits and recommendations to communities around the province.

# DESTINATION DEVELOPMENT PROGRAM OVERVIEW

As a result of the destination development planning process, the following outputs will be created in each planning area:

1. **Situation Analysis** that will provide an in depth overview of the current market trends and existing destination development activities or issues that are directly affecting tourism in your area
2. **Asset Inventory** that will provide an updated list of tourism assets to assist in strategy development, implementation and further tourism planning.
3. **10-Year Destination Development Strategy** to guide long term planning and development that will include:
  - a. Identification of the area's unique products, amenities and experiences;
  - b. Identification of strategic priorities;
  - c. Identification of policy areas that may impede future development activities;
  - d. Identification of partners and resources needed to support goals, and
  - e. Guidance on action and implementation planning

## PLANNING APPROACH

Destination development focuses solely on the supply side of tourism by providing compelling experiences, quality infrastructure and remarkable service to entice repeat visitation. Components include: planning and management; product development; festivals and events; tourism investment and funding; policy; and access, transportation, signage and way-finding.

It is anticipated that the creation of a destination development strategy will take six to 12 months. Destination BC will provide expertise and assistance to facilitate planning sessions and tourism partner interviews, while additional sub-groups may be created to work on specific destination development topics.

## PLANNING PARTICIPANTS

Your Regional Destination Marketing Organization (RDMO) will work with you to ensure the destination planning process in your planning area is adequately represented by a variety of partners to enable well-rounded discussions, perspectives and guidance. Participants in your planning process might include individuals from the following organizations:

- Tourism Industry (CDMOs, tourism businesses and associations)
- Local and Regional government, including First Nations
- Provincial Government Ministries
- Local and Regional Economic Development & Economic Development Trusts
- Not-for-Profit Organizations (heritage/arts/cultural organizations, community groups)



DESTINATION  
BRITISH COLUMBIA™



# DESTINATION DEVELOPMENT PROGRAM OVERVIEW

## PARTICIPANT COMMITMENT

A planning area process will typically involve multiple face-to-face facilitated meetings to gather input. The locations of these meetings will be based on participant feedback. On average, a program participant can expect to be part of three to four planning sessions over a six to 12 month period.

## COST

The cost of creating a planning area's destination development strategy will be covered by Destination British Columbia.

## CONTACTS

### Tourism Vancouver Island

Calum Matthews  
*Community & Industry Specialist*  
[Calum@tourismvi.ca](mailto:Calum@tourismvi.ca)  
250-740-1224

### Destination British Columbia

Alison McKay  
*Manager, Destination Development*  
[Alison.McKay@DestinationBC.ca](mailto:Alison.McKay@DestinationBC.ca)  
604-660-3754

## Zeballos Reception

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**From:** murray ritchie <lazyfarmer83@gmail.com>  
**Sent:** Monday, May 01, 2017 8:44 AM  
**To:** chris.petersen@gov.bc.ca  
**Cc:** romona.blackwell@gov.bc.ca  
**Subject:** Zeballos Service Road

May 1, 2017  
Attn: Chris Petersen

Mr. Petersen:

Thank you for spending some money in upgrading the ZSR in the last 9 years that I know of. Three years ago our road was maintained exclusively by Totom Bars grader, working its way from Zeballos to highway 19'

In the last two years due to logging trucks hauling from close to Zeballos to the sort by highway 19, so the logs could then be put on rail cars, our road is a mess. Potholes all the way on ZSR.

It seems that the Totom Bar grader can not repair the road where logging trucks are hauling, for you gave that authority to the company that is hauling logs.

I believe that you are aware of the train derailment that occurred in Woss, BC.

**The logging trucks stopped hauling and well as Lamare,s grader.**

**Why, when the road is still full of potholes?**

**May I ask when was the last time you took a surprise drive to see ZSR for yourself and that only my concerned mayor would know about.**

**This week would be a excellent time to do so.**

**The Totom Bar grader should be out to assist the other grader so that the road would be up to par as it was three years ago.**

**I have also noticed that the grader does not have much material to work with?**

**I believe Toton Bar does know of gravel pits along ZSR so that more material could be put on the road.**

**Is it now about time ,other departments step up to the plate as well as all the companies that benefit from the removal of logs, to bring money to the table?**

Respectfully,

**Murray Ritchie**

## Zeballos Reception

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**From:** murray ritchie <lazyfarmer83@gmail.com>  
**Sent:** Tuesday, May 02, 2017 9:27 AM  
**To:** adminzeb@recn.ca  
**Subject:** Fwd: Zeballos Service Road

----- Forwarded message -----

**From:** Goldstone, Greg FLNR:EX <Greg.Goldstone@gov.bc.ca>  
**Date:** Mon, May 1, 2017 at 1:06 PM  
**Subject:** RE: Zeballos Service Road  
**To:** murray ritchie <lazyfarmer83@gmail.com>

Hi Murrey,

Thank you for your email describing the current condition of the Zeballos Road as well as providing suggestions for improvement.

As you correctly state, Western Forest Products is responsible for surface maintenance of the Zeballos FSR when they are actively hauling. The Ministry's contractor, Totem Bar, takes over when WFP is not active.

When WFP shut down following the tragedy at Englewood we were unaware at first that their contractor, Lemare, would also suspend grading. Our contractor was working up by Fair Harbour when we found out. The Totem Bar grader was brought back and has been working on the Zeballos to the Highway section since Thursday with instruction to address the worst sections of the road first. We have been working with Totem Bar, WFP, and others who know the road and area.

We are deferring other work in order to be on the road and monitor conditions more frequently at this time .

The heavy snowfall winter conditions and very wet spring combined with the industrial traffic have made effective grading difficult. Once the road starts to dry out it will be easier and more effective to recover surface material from the ditches and reshape the road surface.

I appreciate you taking the time to write.

## Zeballos Reception

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**From:** murray ritchie <lazyfarmer83@gmail.com>  
**Sent:** Monday, May 08, 2017 7:47 AM  
**To:** greg.goldstone@gov.bc.ca  
**Cc:** adminzeb@recn.ca  
**Subject:** Zeballos Service Road

Thank you for your reply dated May 1st/17

We went out last saturday May 6/17 and we met a transport truck hauling a large dump truck on a low bed. He was on our side of road to miss a bad section.

There is NO surface material in the ditches to recover,except for large rocks.

Totom Bar grader is working to fix the road before the logging trucks start to resume hauling again.

One grader can not look after 60 km of road,30km in and 30km out,when six logging trucks use from 6am to 3pm five days a week.

I think it is about time someone tells them ,that if they cannot maintain the road properly, then to stay off our road that we residents all use seven days a week.

Again, I urge you to authorize that more material be brought from gravel pits, to put more topping on road, so that a grader has something to work with.

Please, we are not stupid here in Zeballos and the three band reserves.

Those heavy logging trucks Killed our road, and their one grader working two days a week is not sufficient.

To me and others,their grader should be working every day that the logging trucks haul.

I am hopeful that when my Mayor goes knocking on agencies doors again, that someone will be there.

Respectfully,

Murray Ritchie



## # Correspondence List

April 14th to May 12th

2017

0115-01

	Rec'd	Via	From	Regarding	File #	Disposition
1	1-Apr	Email	NSEDC	Financial statements Dec. 31, 2016	0230-20	File
2	3-Apr	Email	Island Health	Island Health Community Wellness Grants	4920-02	File
3	13-Apr	Email	VIRL	Letter to Claire Trevena re: Provincial funding for libraries.	7960-01	File
4	17-Apr	Mail	Julie Colborne	Resignation from Heritage Board	6800-01	Agenda; File
5	20-Apr	Email	Romeyn Proctor Baglier	Status Briefing on Construction Tendering process	5400-02	Agenda; File
6	21-Apr	Email	Robin Phillips Associate Lidstone & Company	Contracts & BC bid process	2210-01	File
7	25-Apr	Email	Island Coastal Economic Trust	Funding for Tech Attraction approved for Campbell River	0230-20	File
8	25-Apr	Email	Tourism Vancouver Island	Invite to participate in regional destination development strategy	1475-20	Agenda; File
9	25-Apr	Email	ZESS	ZESS Newsletter - April 2017	N/A	Table
10	27-Apr	EMail	Lissa Cowan (Uu-a-thluk)	help send a child to Science Camp 2017	0400-63	File
11	1-May	Email	Murray Ritchie	Zeballos Service Road Conditions	0400-20	File; Agenda
12	3-May	Email	Melissa Yeo	PrimeCorp Budget	7500-01	File
13	4-May	Email	Kristine Simpson	Audit Completion	680-01	File
14	8-May	Email	Murray Ritchie	Zeballos Service Road Conditions follow-up letter to Greg Goldstone	0400-20	File
15	9-May	Email	Destination BC	Invite to Destination Development planning session in Port Hardy May 18th	1475-20	File
16	9-May	Email	Destination BC	Invite to Destination Development planning session in Courtenay May 17th	1475-20	file
17	10-May	Email	MIABC	Spring 2017 Newsletter	2470-01	File
18	10-May	Email	SRD	2016 Financial Statements	1700-03	File



## From the desk of Eileen Lovestrom, CAO Village of Zeballos

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To: Mayor and Council

Date: May 16, 2017

Subject: **Regular Council Meeting**

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### Nootka Sound Economic Development Corporation

As directed at the previous meeting, I have determined that the funds for purchase of the preferred shares in the amount of \$35,075 were taken from the General Operating Surplus in 1996. Depositing the dividends received last month (\$11,792.89) to the Economic Development Reserve gives a total of that reserve account of \$65,607.68. If we also mark the preferred share amount for Economic Development the total would be \$100,682.68. **What is Council's wish?**

### Ragged Edge Community Network (RECN)

RECN has asked us to not write a support letter at this time. The email sent previously was out to the general public advising that grant money is needed to do repairs and upgrades. There are several grant opportunities coming up in the near future and the Society is still assessing which will be best for them. They will contact us directly with particulars once they have made their decisions.

### Service agreement with Strathcona Regional District (SRD)

I have signed the agreement and sent it off to the SRD. We are now in a position to request services for a fee from the Regional District. The services at this time are: financial, planning, GIS/mapping, corporate/ legislative, OCP, public meetings and zoning bylaw review. In the immediate, we will be needing their mapping expertise and equipment for our OCP mapping.

### Sugarloaf Bridge

There will be a kick off meeting in the Community Hall later this week with RPB Constructors, ISL Engineering, Surespan Construction and Village of Zeballos staff. Here are two discussion points that I would like to hear Council discuss prior to the meeting, so staff can be prepared to represent your wishes.

- a) Surespan is requesting to work on Sundays. During the pile driving this will be very noisy work. Once they are out of the river the work will be more excavator and earth moving equipment, some steel and welding noises etc. The intention is to work 12 hour days. They are trying an aggressive timetable in order to be finished sooner and not have the bridge closed for the full six months.
- b) Railing colour – Red is a colour that fades to pink quickly. It has been suggested to consider some other colour, perhaps black for the railing. We could have red accents (maybe the stencils and or the light fixtures).

Over



## STAFF REPORT

To: Eileen Lovestrom, CAO  
Mayor & Council

May 16, 2017

Re: Renting out the Community Hall Kitchen for Commercial Use

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### PURPOSE

This report is to update Council on staff research on the possibility of renting out the commercial-grade kitchen in the Community Hall.

### BACKGROUND

Renting out the Community Hall kitchen is being explored as a possible strategy to meet three objectives:

1. Make better use of Village assets;
2. Support the establishment of a public eatery within Zeballos; and
3. Remove barriers to create economic development opportunities for local entrepreneurs.

Staff research found that this is a relatively common practice throughout BC, though the terms, conditions, and fees vary greatly. The following case studies show how two communities have implemented this type of policy:

- Lillooet Recreation Centre in Lillooet, BC:
  - Rental fee: \$65 per day or \$95 for two days.
  - Target clientele: caterers and small wholesalers.
  - Renter is required to have Food Safe Certification.
- Heritage Hall, Cowichan Valley Regional District in Duncan BC:
  - Rental fee: \$23-\$30 per hour (up to five hours); \$161.75-\$212.25 per day (6-8 hours); \$323.00-\$392.75 per day and evening (more than 8 hours).
  - Target clientele: caterers and small wholesalers.
  - Renter is required to pay a \$250 deposit, and show proof of insurance, Food Safe Certification, business license, and attend an orientation tour.

In all cases, the renter must arrange for proper storage of all food stuffs. This storage must be completely separate from the renter's personal food storage space (i.e. in a dedicated refrigerator).

### RECOMMENDATION

Given that there is no one way to implement this type of policy, it is recommended that Council set the terms and fees that would make sense for Zeballos.



## STAFF REPORT

To: Mayor & Council

May 16, 2017

Re: Zeballos Mobile Home Park Discussion

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### PURPOSE

This report is to provide a little background regarding the financial state of the operations of the Mobile Home Park (MHP)

### BACKGROUND

	2014	2015	2016
Rental Income	38,140.00	37,502.90	41,440.80
Trailer Park Maintenance	80.80	4,204.21	- 249.60
Annual Income	38,059.20	33,298.69	41,690.40

The Rental Income does include the Rental from the RCMP detachment office which is about \$15,000 per year.

### RECOMMENDATION

That Council consider the future of the Mobile Home Park and prepare to allocate budget dollars to improve the attraction of new residents or. . .

Some other option.

