

## VILLAGE OF ZEBALLOS

**AGENDA** for the regular meeting of Council to be held Tuesday, February 20<sup>th</sup>, 2018  
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, January 9, 2018
3. BUSINESS ARISING FROM MINUTES (unfinished business)
4. DELEGATIONS & PETITIONS
5. CORRESPONDENCE
  - a) Correspondence from the Liquor Control Board re: Update to special event permit exemptions.
  - b) Correspondence from the Strathcona Regional District re: Connected Coast initiative to improve rural high speed internet in the region.
  - c) Correspondence from Mark Tatchell, Village of Tahsis, re: Update on the CUT project and registration of the non-profit society.
  - d) Correspondence from UBCM re: Zeballos awarded \$25,000 from the CEPF ESS program grant.
  - e) Correspondence from Sgt. Andy Phillips, Port McNeill RCMP, re: 3rd Quarter Report.
  - f) Correspondence from Claire Trevena, Minister of Transportation and Infrastructure, re: Thank you and follow-up for your meeting at the 2017 UBCM.
  - g) Correspondence from the Village of Tahsis re: Mayor Schooner to resign.
  - h) Correspondence from UBCM re: SPF grant funding not approved for the Zeb Creek Rerouting and Flood Mitigation project.
  - i) Correspondence from Kathy Lachman, MoFLNRO, re: Grant

opportunity, Community Resilience Through Arts and Culture.

j) Correspondence from ICET re: Consultation opportunity on the BC Rural Strategy.

k) Correspondence List January 5<sup>th</sup> to February 15<sup>th</sup> 2018

6. POSSIBILITIES

(items brought forward by Council from the miscellaneous correspondence)

7. REPORTS

a) Mayor and Council  
Councillor Colborne written report on Rural Development Consultation Meeting

b) CAO – written report

c) Public Works – none

d) Committee  
Committee of the Whole Report – February 13, 2018

8. BYLAWS

a) Revenue Anticipation Borrowing Bylaw 513, 2018  
Reconsider and Adoption

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

10. NEW BUSINESS

a) Appointment of Chief Election Officer and Deputy Election Officer

b) Trail Society Directorship Appointment  
Suggested Motion: *to appoint Simon John and Councillor Barb Lewis as Village representatives to the new society being formed to facilitate the completion of the Community Unity Trail.*

c) Asset Plan Development Project Report

d) 2018 FireSmart Grant Application  
Suggested Motion: *to endorse the Strategic Wildfire Prevention Initiative (SWPI) FireSmart Grant for submission to*

*the Union of BC Municipalities in support of the Village of Zeballos' Community Wildfire Protection Plan.*

11. PUBLIC QUESTION PERIOD

By authority of the Community Charter section 90 (1) c) *labour relations or other employee relations*, the Village of Zeballos Council will move to an Incamera Meeting

12. ADJOURNMENT



## VILLAGE OF ZEBALLOS

**MINUTES** for the Regular Meeting of Council held Tuesday January 9, 2018 at 7:00 pm at 157 Maquinna Avenue.

**PRESENT:** Mayor Cox, Councillors Colborne and Faulkner  
Staff: CAO Eileen Lovestrom, AA Meredith Starkey, and Public Works Foreman Mike Atchison

**ABSENT with APOLOGIES:** Councillors Coburn and Lewis

1. CALL TO ORDER AND APPROVAL OF AGENDA  
Following approval of the Agenda, Mayor Cox called the meeting to order at 7:00 pm.
2. APPROVAL OF MINUTES
  - a) Minutes of the Regular Council meeting December 12, 2017

**001-18** Colborne/ Faulkner CARRIED  
That the minutes of the December 12, 2017 meeting be accepted as presented. Regular Dec 12

3. BUSINESS ARISING FROM MINUTES (unfinished business)  
Deferred Business
  - a) AVICC resolutions notice and call for executive nominations and presentations – no suggestions from 2017 notes

No further action necessary on this item.

4. DELEGATIONS & PETITIONS
5. CORRESPONDENCE
  - a) Correspondence from First Nations collective to Province regarding follow-up after Zeballos FSR meeting in Victoria

**002-18** Colborne/ Faulkner CARRIED  
That the correspondence from First Nations collective to Province regarding follow-up after Zeballos FSR meeting in Victoria be accepted. FSR

- b) Correspondence from Doug Donaldson, Minister regarding Zeballos FSR meeting in Victoria follow-up.

**003-18** Colborne/ Faulkner CARRIED  
That the correspondence from Doug Donaldson, Minister regarding Zeballos FSR meeting in Victoria follow-up be accepted. FSR

- c) Correspondence from Minister of Public Safety regarding UBCM meeting on tsunami siren needs.

**004-18** Faulkner/ Colborne CARRIED  
That the correspondence from Minister of Public Safety regarding UBCM meeting on tsunami siren needs be accepted. Siren needs

- d) Correspondence from Vancouver Island Regional Library regarding annual budget and levy to members

**005-18** Faulkner/ Colborne CARRIED  
That the correspondence from Vancouver Island Regional Library regarding annual budget and levy to members be accepted. VIRL

- e) Correspondence from Local Government Leadership Academy regarding Leadership Forum in Richmond Jan 31 – Feb 2<sup>nd</sup>

**006-18** Colborne/ Faulkner CARRIED  
That the correspondence from Local Government Leadership Academy regarding Leadership Forum in Richmond Jan 31 – Feb 2<sup>nd</sup> be accepted. LGLA

- f) Correspondence from Access Grant Services regarding Canada Summer Jobs program deadline February 2<sup>nd</sup>

**007-18** Colborne/ Faulkner CARRIED  
That the correspondence from Access Grant Services regarding Canada Summer Jobs program be accepted. Canada Summer Jobs

- g) Correspondence from McElhanney Consulting Services regarding project update on sewage system feasibility study.

**008-18** Colborne/ Faulkner CARRIED  
That the correspondence from McElhanney Consulting Services regarding project update on sewage system feasibility study be accepted. Sewage System Feasibility study expected

- h) Correspondence from Rural Dividends regarding grant approval \$150K for flood plain mapping and landslide risk assessment.

**009-18** Colborne/ Faulkner **CARRIED**  
That the correspondence from Rural Dividends regarding grant approval \$150K for flood plain mapping and landslide risk assessment be accepted.

Rural Dividend  
Granted Flood  
Plain Mapping/  
Landslide Risk

- i) Correspondence List December 9<sup>th</sup>, 2017 to January 4<sup>th</sup> 2018

**010-18** Colborne/ Faulkner **CARRIED**  
That the Correspondence List for December 9<sup>th</sup>, 2017 to January 4<sup>th</sup> 2018 be accepted.

Correspondence  
List

6. POSSIBILITIES

7. REPORTS

- a) Mayor and Council  
Mayor Cox reported on an email correspondence from Michael Pearson, District Manager for Vancouver Island MOTI indicating that MOTI is working with FLNRORD to revise and update the previous MOU between the two ministries which will include looking at maintenance “levels”, funding, communication and gravel resourcing. Mayor Cox also reported the update on the Effluent Management issue with the camp barge in the Zeballos Inlet. WFP has stated that if effluent discharge is not being managed properly, the barge will not remain where it is now.

**011-18** Colborne/ Faulkner **CARRIED**  
That Mayor Cox’s verbal report be accepted.

Mayor’s Report

**Staff Action:** Send a letter to WFP reminding them of the history Council’s concern with the barge. Reiterate Council’s desire for action not platitudes. The wellbeing and public safety of our citizens is Council’s first responsibility.

- b) CAO – written report

**012-18** Colborne/ Faulkner **CARRIED**  
That the CAO’s written report be accepted.

CAO Report

- c) Public Works - written report

**013-18** Colborne/ Faulkner **CARRIED**  
That the Public Works Foreman's written report be accepted. PW Report

d) Committee - none

8. **BYLAWS**

a) Revenue Anticipation Borrowing Bylaw 513, 2018  
First, second and third Readings

**014-18** Colborne/ Faulkner **CARRIED**  
That the Revenue Anticipation Borrowing Bylaw 513, 2018 be read a first and second time. Bylaw 513,2018  
1<sup>st</sup> and 2<sup>nd</sup>

**015-18** Colborne/ Faulkner **CARRIED**  
That the Revenue Anticipation Borrowing Bylaw 513, 2018 be read a third time. Bylaw 513,2018  
3<sup>rd</sup> Reading

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

10. **NEW BUSINESS**

a) Council Appointments and Portfolios  
Appointments and Portfolios for 2018 were completed by Mayor Cox. The attached schedule forms part of these minutes.

**Staff Action:** The vacancies on the various boards and committees will be a subject for the next Village Voice to solicit some recruits from our community. Appointments

b) Community Unity Trail Non-Profit Society – assignment of directors  
No final decision made at this time. Council is leaning toward one director from Council and one director from the community at large.

c) Emergency Operations Centre – support of grant application prior to the February 2<sup>nd</sup> intake deadline.

**016-18** Faulkner/ Colborne **CARRIED**  
That the grant application under the Community Emergency Preparedness Fund to "Restock and Restore the Zeballos Emergency Operation and Command Centres be supported. Grant App support

11. **PUBLIC QUESTION PERIOD**

12. ADJOURNMENT

There being no further business the meeting was adjourned at 8:25 pm.

CERTIFIED CORRECT:

\_\_\_\_\_  
Donnie Cox, Mayor

\_\_\_\_\_  
Eileen Lovestrom, CAO

<b>2018 APPOINTMENTS AND PORTFOLIOS</b>			
<i>As approved in entirety by January 9 2018</i>			
<b>Acting Mayor</b>	Julie Colborne	Alternate:	Jeff Coburn
<b>Strathcona Regional District Board</b>	Julie Colborne	Alternate:	Donnie Cox
<b>Vancouver Island Regional Library</b>	Candace Faulkner	Alternate:	Barb Lewis
<b>Local Library Liaison to Council</b>	Candace Faulkner		
<b>Tourism Portfolio</b>	Julie Colborne	and	Candace Faulkner
<b>Cemetery Portfolio</b>	Jeff Coburn	and	Barb Lewis
<b>Heritage Board Liaison</b>	Jeff Coburn		
<b>Community Health Network</b>	Barb Lewis	and	Candace Faulkner
<b>Assistant Grant Writers</b>	All Elected Officials		
<b>2018 BOARDS AND COMMITTEES</b>			
<u>Board of Variance</u>			
Members	Linda Annand		
	Lorna Welch		
	vacant		
<u>Emergency Planning</u>			
Emergency Program Coordinator (EPC)	Meredith Starkey		
Emergency Program Deputy	Mike Atchison		
Emergency Social Services (ESS) Director	vacant		
ESS Deputy Director	Jessie Atchison		

<u>Heritage Board - per Bylaw 492, 2014</u>			
Village of Zeballos Representative	Jeff Coburn		
Members	Donnie Cox		
	Candace Faulkner		
	Lorna Welch		
	Linda Annand		
	Arlene Coburn		
Curator	vacant		
<u>Zeballos Volunteer Fire Department - per Bylaw 278, 1990</u>			
Fire Chief	vacant		
Deputy Fire Chief	Armin Grunert		
Acting Captain	vacant		
Firefighters:	Andrew Smith		
	Caleb Bouey		
	vacant		
	vacant		
	vacant		



Date: January 10, 2018

To: ALL LCLB staff  
All Industry Associations  
All Local Government, First Nations, and Police Agencies

**Re: Special Event Permit Exemption**

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### 1. Special Event Permit exemption

#### Current Policy

A Special Event Permit (SEP) must not be issued for the primary purpose of making a profit unless the funds raised go to a charitable purpose.

#### New Policy

The general manager may exempt SEP holders from donating event profits to charity if the event is of a municipal, provincial, national or international significance.

The general manager will consider exemption requests for events that are provincially, nationally and internationally significant. Qualifying events must meet the following criteria:

- A. Participants and performers at the event are primarily from around the province, Canada, or the world;
- B. The event attracts spectators from around the province, Canada, or the world;
- C. There is provincial, national, or international media coverage of the event.

Effective February 26, 2018, municipalities will be responsible for determining whether an event is municipally significant to their communities.

To apply:

Until Feb 26, 2018:

1. Submit an email to [lclb.sep@gov.bc.ca](mailto:lclb.sep@gov.bc.ca).
2. Describe the nature of the event and why it may be of provincial, national, or international significance.
3. The general manager will review the event and determine whether the event meets the exemption criteria.

Effective February 26, 2018, exemption applications will be part of the online SEP application process. Events of municipal significance will require a municipal resolution or letter from a delegated municipal official designating the event municipally significant. A copy of the designation must be kept at the event site for inspection.

**Explanation**

This policy change was made to support the music industry in BC.

**Further Information**

Further information regarding liquor control and licensing in British Columbia is available on the Liquor Control and Licensing Branch website at <http://www.gov.bc.ca/liquorregulationandlicensing>

If you have any questions regarding these changes, please contact the Liquor Control and Licensing Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

*Original signed by*

Michelle Carr,  
Assistant Deputy Minister and General Manager



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## BUILDING REMOTE AND RURAL COMMUNITY CAPACITY THROUGH HIGH SPEED INTERNET

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The Strathcona Regional District (SRD) is a partnership of four electoral areas and five municipalities. The administrative boundary lies within the Traditional Territory of several First Nations. Of the population of 43,000 residents, approximately 12,000 residents live in rural and remote communities spread across a large geographic expanse of approximately 18,500km<sup>2</sup> that includes forested hills and alpine areas, islands and remote inlets.

Improving connectivity throughout the region has been a strategic priority of the SRD Board since 2014. Current coverage maps for cellular and high speed internet access show that there are still many communities which are underserved or completely unserved. This problem is not unique to the SRD and is evident in many of BC's rural and remote communities.

At the same time, we know how important it is for these communities to have equal access to essential services and opportunities that are increasingly available online such as: healthcare, education, employment and income generation, emergency services, civic and social participation.

Bridging the digital divide through improved broadband service is presently a shared priority of all levels of government. In December 2016, the CRTC declared broadband to be a basic telecommunication service. The federal government is aiming for speeds of 50Mbps down and 10Mbps up for 90% of households by 2021 and 100% within 10-15 years. The province also aims to have high speed broadband available to 100% of residents by 2021. To achieve these targets, several significant funding programs for broadband infrastructure have recently been announced.

The federal Connect to Innovate (CTI) program is one such opportunity. This \$500 Mio program targeting rural and remote communities prompted the Regional District to engage an experienced telecom business consultant. The consultant provided input into the development of the regional broadband strategy and simultaneously explored funding opportunities for broadband infrastructure.

The SRD has submitted proposals to the CTI program, with a subsequent request to the Northern Development Initiative Trust for matching provincial funding. The proposal, entitled 'Connected Coast', is part of a bigger coast-wide initiative to construct a new subsea fibre optic network. This proposed backbone infrastructure would provide the foundation for improved broadband connectivity to as many as 154 BC Coastal communities, approximately 56 of which are First Nations. At the same time, the SRD is also looking at ways to help develop the capacity of local ISPs and funding for last-mile connectivity. There may also be opportunities to collaborate with other local governments and First Nation communities around last-mile solutions.

Improved broadband infrastructure is only one part of the solution. The SRD will work in partnership with other municipalities, regional districts, agencies and interested parties to develop initiatives that will facilitate community participation in an increasingly digital world.

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*The goal of this project is to secure more reliable, accessible and affordable high speed broadband connectivity and cell service for rural and remote end users; who are residents, businesses and institutions, and to help facilitate participation in an increasingly digital world.*

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## PROJECT POLICIES

This project has multiple outcomes and several guiding policies:

- Where it is feasible to do so, build publicly owned 'open' networks through funding opportunities as they become available and incentivize carriers
- Healthy competition can lead to better service levels
- Partner with and support existing local internet service providers to increase their capacity for last-mile connectivity and projects that help build network resilience
- No public funds for over-building
- Engage appropriate expertise and risk management practices in undertaking any project
- The SRD will continue to actively advocate for high speed broadband for rural and remote communities
- Facilitating community uptake of improved broadband services through digital literacy initiatives, computer access and enhanced program offerings is an equally important part of the project success

## PROJECT TIMELINES

Regional Broadband Strategy	draft released April 2017
Pre-application development	January – April 2017
Submission to the Connect to Innovate Program	April 20, 2017
Submission to the Northern Development Initiative Trust	May 31, 2017
Review and Approval in principle decisions	Summer 2017
Project scoping, review and approval of agreements	Autumn-Winter 2017
Commence surveys, consultation, permitting	2018
Phased construction commences	2019
Phased construction completion	2021
Initiate programs and partnerships to facilitate uptake of the new service levels/digital participation	2018 - 2021

## CONNECTED COAST – THE CONNECT TO INNOVATE PROGRAM PROPOSAL

The SRD has made a submission to the Connect to Innovate funding program (<https://www.canada.ca/en/innovation-science-economic-development/programs/computer-internet-access/connect-to-innovate.html>). This \$500M federal program aims to drive transformational change by extending and enhancing broadband service in rural and remote communities. The focus of this funding program is on new backbone infrastructure for identified eligible communities (See: <http://www.ic.gc.ca/app/sitt/ibw/hm.html?lang=eng>). Some funding is also available to upgrade existing backbone infrastructure and improve last mile connectivity projects to households. Applications for this program closed on April 20, 2017.

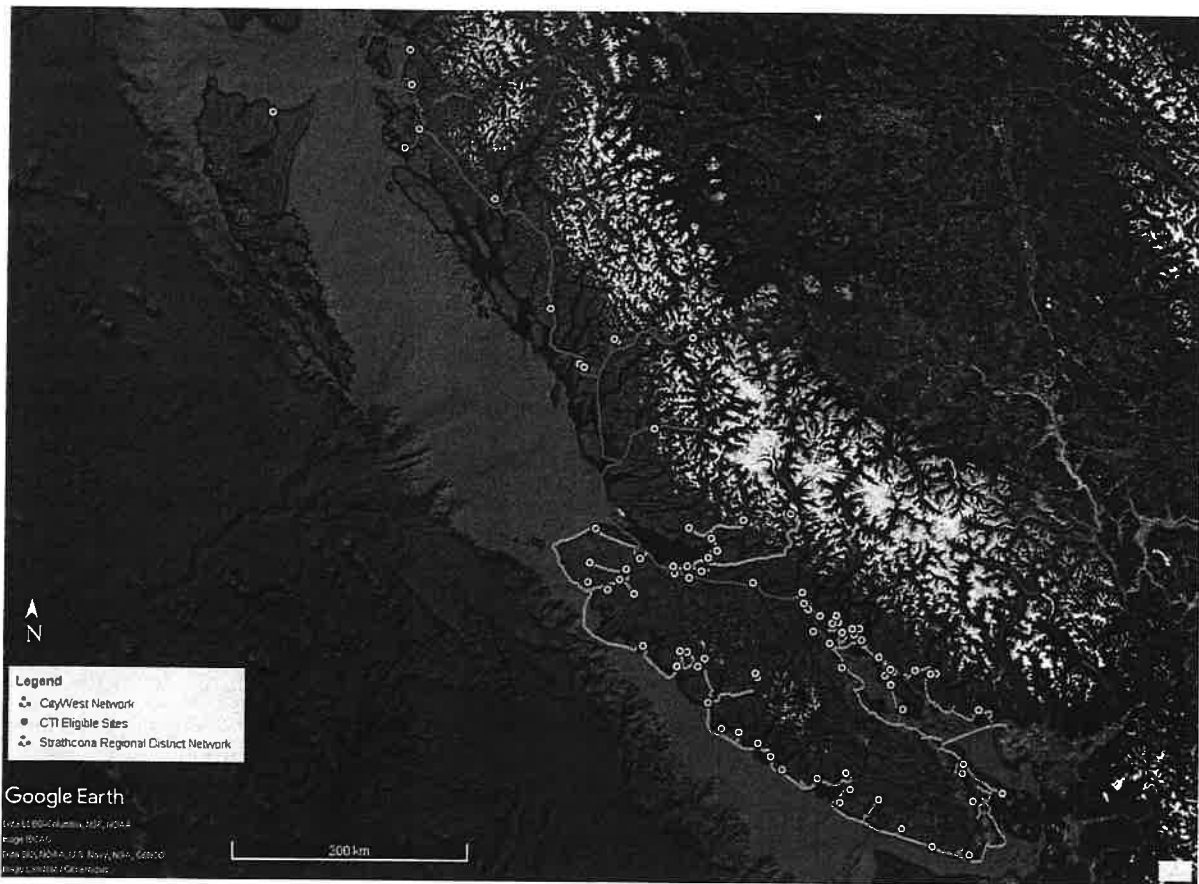
The SRD application to the CTI program is a significant part of a bigger proposal with key partners to build a subsea fibre-optic network with the potential to provide gigabit connectivity to approximately 154 BC coastal communities, of which approximately 56 are First Nations communities. Rough preliminary order of magnitude costs for the overall strategy are estimated to be \$50-60M. The proposal is for backbone infrastructure only that would be constructed in a phased approach over the next 5 years, subject to further studies and approvals. Additional applications for pared-back options or a phased approach will also be developed should funding be limited.

At the same time, the SRD is also working to support local internet service providers that are interested in upgrading their local networks for improved connectivity to the home or 'last mile' connectivity. Local network projects will also help with overall network resiliency by providing important back-up options, 'redundancy' links for the subsea network.

Communities with access to the new network could have services that meet the latest recommendations from the Canadian Radio-television and Telecommunications Commission, ready to support future growth demands, including the potential for other network applications such as ocean floor sensors and services such as LTE cellular. The proposed network will also incentivize major carriers and help build the capacity for local ISPs. Finally, it is envisioned that with such a network in place, communities will be better positioned for future grants, particularly for last mile connectivity. Indirect benefits include new inter-governmental regional partnerships with First Nations, other Regional Districts, municipalities, institutions and government agencies in building infrastructure and facilitating uptake of this improved technology.

In preparing the application, letters of support were sought from many communities and organizations. As many of 50 letters have been received to date. The SRD has also informed other Regional Districts about the proposal.

The proposal will be subject to technical and financial reviews and the acceptance of any projects and funding agreements will require approval by the Strathcona Regional District Board. Further studies and approvals from other agencies and organizations will be required.



### Connected Coast Overview Network Map

Green line: proposed new subsea fibre-optic cable (SRD application)

Purple line: proposed new subsea fibre-optic cable (CityWest application)

Yellow dots: Sites eligible for infrastructure under the Connect to Innovate Program

<http://www.ic.gc.ca/app/sitt/ibw/hm.html?lang=eng>

## PRECEDENT

Government is increasingly becoming involved in telecommunications infrastructure as a way of securing improved essential services where there is insufficient market or regulatory incentive to attract investment in such infrastructure from traditional telecommunication companies. This is a relatively new and evolving space that will require careful risk management but is not without precedent. The SRD has been a partner in a contract for equipment leased to an ISP to provide improved broadband internet services in the Village of Sayward. The City of Campbell River is constructing its own open access municipal broadband network which will provide businesses in the downtown core with more affordable access to high-speed broadband. Looking across Canada, there are several additional successful precedent projects in operation as listed below. These examples provide useful precedents for structuring governance, finances, procurement, ongoing management and operational models and risk management amongst other aspects of this project.

- Columbia Basin Broadband Trust
- Gwaiitel
- Eastern Ontario Network
- Coquitlam Optical Network Corporation (QNet)
- The Town of Olds, Alberta
- Connected Grey County
- Eastern Ontario Regional Network

## CONTACT INFORMATION

For further information about this project, please contact the Strathcona Regional District:

Dave Leitch  
Chief Administrative Officer  
(250) 830-6703  
[dleitch@strathconard.ca](mailto:dleitch@strathconard.ca)

Victoria Smith  
Special Projects and Sustainability Manager  
(250) 830-6711  
[vsmith@strathconard.ca](mailto:vsmith@strathconard.ca)

Author: V.Smith, Rev E, July 2017

## Zeballos CAO

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**From:** Mark Tatchell <MTatchell@villageoftahsis.com>  
**Sent:** January 18, 2018 8:18 AM  
**To:** Jude Schooner; 'donn cox'; 'satan-z-angel@cablerocket.com'; Randy Taylor; 'waterls@conumacable.com'; 'Brenda Overton'; 'caroline.gladstone@ehatis.ca'; 'tim.john@ehatis.ca'; 'ashley.john@ehatis.ca'; 'Mike Coulter'; Lands & EcDev; 'Olynyk, Ted'; 'Kindry Mercer'; 'Eileen Lovestrom'; 'Michael Foster'; 'Mitch Lowe'; Janet St. Denis; Deb Bodnar; cory.hanson@ehatis.ca; roseann.michael@ehatis.ca; Cameron, Graham  
**Subject:** Community Unity Trail - application for non-profit society  
**Attachments:** NR 5587060- Name\_Request\_Result.pdf

Hello all,

As agreed to at the Nov 27<sup>th</sup> meeting, 3 names were put forward to the BC Corporate Registry for the non-profit society. Attached is the name approved by the Registry.

Also, the following 8 individuals will be listed on the application, as selected by each of the four communities.

Mowachaht/Muchalaht First Nation:

Chief Jerry Jack  
Francis Jack

Tahsis:

Councillor Randy Taylor  
Councillor Kathy Bellanger

Ehattesaht Chinehkint First Nation:

Councillor Tim John  
Donn Cox

Zeballos:

Councillor Barb Lewis  
Simon John

The Rural Dividend grant application for constructing the first section of trail has been submitted. I am currently working on the ICET grant application for stacking on the RD grant, if approved.

A reminder that the next meeting is in Tahsis on February 27<sup>th</sup>.

Mark Tatchell  
CAO  
Village of Tahsis  
(250)934-6344



**YOUR NAME REQUEST #: NR 5587060**

Tatchell, Mark  
PO Box 219  
Tahsis BC V0P1X0  
CANADA

**Name: UNITING 4 COMMUNITIES SOCIETY**

**Status: APPROVED**

**Type: SOCIETY**



**NAME REQUEST #: NR 5587060 WILL EXPIRE ON: MARCH 14, 2018**

**Step 1: Name Approved**

**Step 2: Go to: [gov.bc.ca/societiesonline](http://gov.bc.ca/societiesonline) and log in to continue your filing.**

Please complete the filing before the expiry date. If it is not used before it expires, a new name request will be required.

**Other Name Choices**

**Name: COMMUNITY UNITY SOCIETY**

**Status: Rejected**

**Choice: First Choice**

**Comments: Conflicts with: -**

**\* REQUIRE DISTINCTIVE, NONDESCRIPTIVE FIRST WORD OR PREFIX \*E.G. PERSON'S NAME, INITIALS, GEOGRAPHIC LOCATION. ETC.**

**Name: METZ SOCIETY**

**Status: Not Examined**

**Choice: Third Choice**

**Comments: Other name was approved.**

1855-  
agenda ✓

# Local Government Program Services

...programs to address provincial-local government shared priorities

January 18, 2018



Mayor Cox and Council  
Village of Zeballos  
Box 127  
Zeballos, BC, V0P 2A0

RECEIVED  
JAN 24 2018

Administration provided  
by UBCM

Funding provided by  
Province of B.C.

## Re: 2017 Emergency Social Services - Approval and Terms & Conditions

Dear Mayor and Council,

Thank you for submitting an application under the Community Emergency Preparedness Fund for the 2017 Emergency Social Services program.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *Restock and Restore the Zeballos ESS Program*, in the amount of \$25,000.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Transportation & Infrastructure has provided funding for this program and the general Terms & Conditions for this grant are enclosed. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (2) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;
- (3) All project activities must be completed within 12 months and no later than January 31, 2019;
- (4) The final report is required to be submitted to UBCM within 30 days of project completion and no later than March 4, 2019;
- (5) Any unused funds must be returned to UBCM within 30 days following the project end date;
- (6) Refundable taxes are not eligible expenditures;



For program  
information, visit the  
Funding Programs  
section at:

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

LGPS Secretariat

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)  
Phone: (250) 387-4470

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- (7) Applicants who submitted funding requests for Justice Institute of British Columbia (JIBC) Emergency Social Services courses are advised that if a course is approved for funding under the regular Provincial ESS training program, this cost will no longer be eligible through the CEPF grant. Applicants are also advised that the ESS Director's Course (ESSD) is funded by the Province and is not eligible for funding under CEPF.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and / or provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate the Village of Zeballos for responding to this opportunity to develop ESS capacity to support the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

Sincerely,



Rebecca Bishop  
Program Officer

cc: *Eileen Lovestrom*

*Enclosure*



## Local Government Program Services

# General Funding Terms & Conditions

*The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the terms and conditions of each funding program, please refer to the relevant Program & Application Guide.*

### 1. Definitions

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- **Approved Applicant** - In general, LGPS grants are awarded to local governments (regional districts and municipalities). However, under some programs, First Nations can be the approved applicant. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.
- **Approved Partner(s)** - Are organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. Possible partners include, but are not limited to, boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant).
- **Approved Project** - Is the activity or activities described in the application and approved by UBCM.
- **Cash Expenditures** - Are direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.
- **In-Kind Expenditures** - Are the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

### 2. Eligible & Ineligible Costs

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Eligible costs, including cash and in-kind expenditures, are direct costs properly and reasonably incurred by the approved applicant or approved partner as part of the approved project. To be eligible, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM. Requests to change the budget must be made to UBCM, in writing, by the approved applicant (see below). Please see the relevant Program & Application Guide for specific notes regarding eligible and ineligible costs.

### 3. Post-Approval Terms

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#### Notice of Approval

UBCM will inform all applicants of the status of their application by letter. Approved applicants will be informed of specific conditions of the grant approval and if a specified percentage of the approved grant amount will be forwarded to the approved applicant upon approval. The balance of the grant will be paid on satisfactory completion of the project and receipt and approval of all final reporting requirements.

#### Applicant Responsibilities

LGPS grants are awarded to approved applicants. When collaborative projects are undertaken, the approved applicant remains the primary organization responsible for the grant. Due to this, the approved applicant is the primary contact for UBCM and is responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline
- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports, using UBCM forms where available, as required by the Program & Application Guide (see below).

## **Accounting Records**

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant (or as required in the Program & Application Guide).

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

## **Changes to or Cancellation of Approved Project**

Approved applicants need to apply to UBCM, in writing, for any significant variation from the approved project as described in the approved application, including any major changes to:

- Start or end dates
- Project purpose, goals, outcomes or milestones
- Cash and in-kind expenditures or matching funds (when required)
- Project partners

UBCM's approval is required in advance for such changes. If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

## **4. Reporting Requirements**

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### **Submission of Reports**

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. When UBCM forms or templates are available, they are required to be used. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.
- If a hardcopy of the report is required, do not bind reports or submit in binders or folders.
- When you are ready to submit your report, please e-mail it directly to [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or mail it to Local Government House: 525 Government Street, Victoria, BC, V8V 0A8.

### **Extensions and Outstanding Reports**

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

## **5. Recognition of Funding and Funders**

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Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.

7500 - 01  
agenda



PORT MCNEILL RCMP  
2700 HADDINGTON CRES  
PO BOX 730  
PORT MCNEILL, BC V0N 2R0  
PH: 250-956-4441  
FX: 250-956-2187

3rd Quarter Report

Village of Zeballos

Dear Mayor, Council members, and CAO,

RECEIVED  
JAN 30 2018

The Port McNeill Detachment, in consultation with community partners, has identified the following Strategic Priorities and adopted them into the Annual Performance Plan (APP) for the 2017/2018 Fiscal year.

**Priority: Traffic – Road Safety**

Objective – reduce collisions and traffic related offences by maintaining a presence and enforcement on our Highways and in our local school zones.

**Priority: Youth – Positive Impact on Youth**

Objective – Build and maintain a positive relationship with the youth in our communities through school visits, patrols, presentations and special programs.

**Priority: Crime Reduction – Community Safety and Security**

Objective – Build and maintain positive relationships with local stakeholders. Generate positive information sharing through regular meetings, and interaction.

**Priority: Aboriginal Policing – Community & School Involvement**

Objective – Maintain and enhance positive relationships with all individual First Nation Communities.

**Priority: Domestic Violence Prevention**

Objective – Regularly meet with local partner agencies to develop, and enhance strategies to reduce the occurrence and severity of domestic violence in our communities.

During the second quarter (October - December) of 2017 the Port McNeill RCMP Detachment generated 361 total files up slightly from 358 for the same period last year. 310 files were for the Town of Port McNeill (14 in Zeballos).

**A breakdown of the files created during this quarter include:**

- 1 Assaults (1 in Zeballos)
- 0 Sexual Assaults (0 in Zeballos)
- 3 Missing Persons (1 in Zeballos)
- 0 Break & Enter to Residence (0 in Zeballos)
- 0 Break & Enters to Business (0 in Zeballos)
- 7 Mischief Complaints (0 in Zeballos)
- 11 Mental Health Act (0 in Zeballos)
- 0 Shoplifting (0 in Zeballos)
- 0 Theft from Motor Vehicle (0 in Zeballos)
- 5 False Alarms (1 in Zeballos)
- 0 Noise Bylaw (0 in Zeballos)
- 2 Intoxicated in Public Place (0 in Zeballos)
- 8 Breach of Peace (0 in Zeballos)
- 6 Unspecified assistance (1 in Zeballos)
- 6 Abandoned 911 (1 in Zeballos)
- 7 Motor Vehicle Collisions (1 in Zeballos)
- 2 Drug files (0 in Zeballos)
- 0 Breach of Probation (0 in Zeballos)
- 9 Cause Disturbance (3 in Zeballos)
- 13 Impaired Driving (0 in Zeballos)

**Summary of the more significant police investigations during this reporting period:**

On November 27, 2017 at approx. 7:10 PM Port McNeill RCMP were called to assist the Port McNeill Fire Department with a house fire located on Kingcome Place. The lone female occupant was unharmed in the blaze, but the house suffered severe damage to the extent that the occupant was forced to find alternate permanent accommodations.

On December 14, 2017 at approx. 8:00 AM a fatal collision occurred on Hwy 19 2 km South of Beaver Cove Road. A gray Chevy Malibu rear ended a stopped South bound facing logging truck. Of the 4 passengers, the male driver was severely injured, and the rear female passenger succumb to her injuries.

On December 20, 2017 at approx. 3:30 PM Port McNeill RCMP were dispatched to a 2 vehicle collision at the 327 km marker of Hwy 19. A white jeep traveling southbound collided with a Gray Honda Accord travelling northbound. The occupants of the jeep suffered minor injuries and were treated locally, but the driver of the accord was severely injured and was flown to Victoria General hospital for treatment.

**Community Policing:**

October 12, 2017 Members attended in Red Serge to the Village of Zeballos to celebrate the official opening of Sugarloaf Bridge. Members participated in the official ribbon cutting by local NDP Member of Parliament Rachel BLANEY. The event saw a large turnout of locals in support of the monumental event.

October 31, 2017 members from the Port McNeill Detachment attended local elementary schools and conducted Halloween safety presentations. Extra Police patrols were then put on through the trick or treat portion of the evening. RCMP in cooperation with Port McNeill Public Works, closed Woodland Rd during the high pedestrian traffic time. This was well received by the locals and the parents of the children participating.

November 11, 2017 Port McNeill RCMP members in Red Serge participated in the Remembrance Day ceremony to honor our veteran heroes. This year Campbell Way and McNeill Rd were closed during the event for safety reasons. This was deemed a success and will be continued for future ceremonies.

December 2 – 3, 2017 Port McNeill RCMP participated in the annual Cram the Cruiser food drive event. Members along with volunteers from the Police Society, as well as the Junior Rangers, manned the post out side of the local IGA where food was donated by locals in support of the drive. Special thanks to Sunset elementary school who contributed a large amount of food to the event. Also thanks to IGA for providing the location for the venue and putting together donation packages to aid shoppers in contributing.

December 10, 2017 the Port McNeill RCMP provided an escort for the Rainforest Riders during their Christmas Hamper Fund ride. The riders and their horses toured Port McNeill in support of their event.

December 17, 2017 Port McNeill RCMP along with Fire Department and BC Ambulance participated in the Emergency Vehicle Christmas parade. This event saw the decorated vehicle tour Port McNeill ending at the IGA where the volunteers from the Port McNeill Police Society provided complimentary hot chocolate and hotdogs. This year's event saw a huge turn out where approx. 200 persons showed up to take part in the celebration.

We continue to seek the public's assistance in solving crimes and ask that anyone with information call the Port McNeill RCMP at (250) 956-4441 or Crime Stoppers at 1-800-222-TIPS (8477).

Please feel free to contact me if you have any questions or concerns.

Thank you.

Sincerely,

  
Sgt. Andy PHILLIPS  
Detachment Commander  
Port McNeill RCMP



RCMP - PORT MCNEILL DETACHMENT  
ZEBALLOS STATISTICS REPORT

	2017				2016			
	1st qrt Apr-Jun	2nd qrt Jul-Sep	3rd qrt Oct-Dec	4th qrt Jan-Mar	1st qrt	2nd qrt	3rd qrt	4th qrt
<b>Total files opened</b>	<b>29</b>	<b>14</b>	<b>25</b>	<b>32</b>	<b>25</b>	<b>25</b>	<b>26</b>	<b>32</b>
Assaults			1		1		0	2
Sexual Assaults				1			1	
Missing Persons								
B&E to Business								1
B&E to Residence	1							
Mischief complaints			1		2		1	1
Mental health			1			1	1	
Shoplifting								
Theft from MV			1					1
Noise by/law Complaint			2		1	1		
Public Intoxication					1	1		
Breach of Peace	1				2	2	1	
Cause Disturbance	1		1	3	1	2	2	6
Bail Violations								
Unspec Assistance (EHS)				1	1			1
False alarms & Abandoned 9-1-1				2		11		2
MV accidents			2	1	2		1	
Impaired Driving								
Organized check stops								





JAN 31 2018

JAN 25 2018

His Worship  
Mayor Donnie Cox  
Village of Zeballos  
PO Box 127  
Zeballos BC V0P 2A0

Reference: 270824

*Donnie*  
Dear Mayor ~~Cox~~,

**Re: UBCM Meeting - Thank You**

Thank you for taking the time to meet with me at the Union of British Columbia Municipalities (UBCM) gathering in Vancouver. I was glad we had the opportunity to discuss your request for the ministry to work with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) to improve Zeballos Forest Service Road from Highway 19 to Fair Harbour. Please accept my apologies for the time it has taken me to follow up on our meeting.

As I work to ensure our government delivers the provincial highways, roads, bridges and other infrastructure British Columbians need, I am grateful to have had the chance to meet face-to-face with representatives from across B.C. and gain a clearer understanding of the priorities and needs of their communities. It was a pleasure to see firsthand the outstanding level of dedication shown by local leaders like yourself, and to look at ways we can work together to ensure our province's communities have the resources and support they need to continue building a strong economy that works for everybody.

I am confident we all share the same goal when it comes to transportation and infrastructure in B.C.: to provide British Columbians with the safest, most reliable transportation network possible.

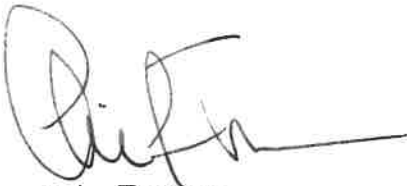
Positive and productive collaboration is the key to ensuring we can deliver on our commitments, and I was pleased to hear that after our meeting at UBCM, Village and ministry staff have continued the conversation.

.../2

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It was also a pleasure to meet with you and First Nations leaders in November. I appreciate the time taken to meet with me and with my colleague, the Honourable Doug Donaldson, Minister of Forests, Lands and Natural Resource Operations and Rural Development to further discuss concerns regarding Zeballos Forest Service Road.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Claire Trevena', with a long horizontal flourish extending to the right.

Claire Trevena  
Minister

Copy to: Honourable Doug Donaldson  
Minister of Forests, Lands, Natural Resource Operations, and Rural Development  
MLA, Stikine

Grant Main, Deputy Minister

Kevin Richter, Assistant Deputy Minister  
Highways Department



## Village of Tahsis

*Our File No.*

### TAHSIS MAYOR TO STEP DOWN FROM OFFICE

**FOR IMMEDIATE RELEASE**

**FEBRUARY 5, 2018**

**TAHSIS** – Mayor Jude Schooner announced today that she is stepping down as Mayor of the Village of Tahsis due to her ongoing health challenges caused by a March 2017 motor vehicle accident on Highway 28 near Gold River.

Mayor Schooner's resignation is effective as of April 17<sup>th</sup>. Mayor Schooner made the announcement now to allow time for a smooth transition.

"This decision was one of the most gut-wrenching decisions I have ever made" said Mayor Schooner.

"Serving the Village has given me a wonderful education and has provided an opportunity to advocate for the community, as their representative. I am very thankful for the support and mentoring I have received."

"My near decade on council has provided me with memorable experiences and has given me countless joy. I am very proud of the advancements of council especially over the last 2 terms. I have been so privileged to have served as Mayor. It is with great sadness that I will be vacating my position due to health concerns."

Mayor Schooner has served two terms as mayor. She was first elected to council in 2008 before being elected mayor in 2011. She has also served as a director on the Strathcona Regional District and committees since 2011.

Mayor Schooner leaves a legacy of building enduring relationships with the Mowachaht/Muchalaht First Nation, forest companies, the provincial government, other local governments and a myriad of stakeholders. She has promoted healthy respectful dialogue on forest practices, corporate responsibility, transportation, community planning and rural health care, amongst many other issues.

Along with Council, Mayor Schooner has been a persistent and vocal advocate for improving the Head Bay Road which serves Tahsis. Last week, the Ministry of Transportation and Infrastructure issued a tender for improvements to the road which will occur this summer.

Deputy Mayor Randy Taylor will serve as acting Mayor until the October 20<sup>th</sup> general local government election.

- END -

Contact: Mark Tatchell, Chief Administrative Officer  
(250)934-6344

Village of Tahsis  
977 South Maquamna Drive  
P.O. Box 219, Tahsis, BC V0P 1X0  
TEL: (250) 934-6344 FAX: (250) 934-6622  
[www.villageoftahsis.com](http://www.villageoftahsis.com)

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February 7, 2018

Eileen Lovestrom  
Chief Administrative Officer  
Village of Zeballos  
Box 127  
Zeballos, BC V0P 2A0

Dear Eileen Lovestrom:

**RE: GAS TAX STRATEGIC PRIORITIES FUND APPLICATION**

Thank you for submitting your Strategic Priorities Fund (SPF) application for funding under the Gas Tax Program. We have now completed approvals and unfortunately your application for the Zeb Creek Rerouting and Flood Mitigations was not approved for funding at this time.

As with previous intakes for pooled funding delivered through the Federal Gas Tax Fund, the 2017 SPF intake was oversubscribed. In total, 227 applications were made, with a funding request of over \$575 million. Of these, 112 projects were approved for approximately \$192 million. The projects selected reflect the technical ranking provided to the Management Committee for all projects.

We wish to thank you for taking the time to develop and forward your application. The Management Committee anticipates that funding under the SPF is now fully committed. However, all unsuccessful 2017 SPF applications will remain active should additional SPF funding be made available and additional approvals be warranted.

Should you have any questions regarding the SPF 2017 intake, please contact Glen Brown, General Manager Victoria Operations by e-mail at [gbrown@ubcm.ca](mailto:gbrown@ubcm.ca) or by phone at 250-356-0862.

Sincerely,

Gary MacIsaac, Chair  
Gas Tax Management Committee

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## Zeballos CAO

---

**From:** Lachman, Kathy FLNR:EX <Kathy.Lachman@gov.bc.ca>  
**Sent:** February 08, 2018 8:36 AM  
**To:** Lachman, Kathy FLNR:EX  
**Subject:** Community Resilience Through Arts and Culture Funding

The intent of the Community Resilience Through Arts and Culture pilot program is to support arts and cultural events, initiatives and engagement by and for local communities. The focus of this program is communities experiencing hardship, historic oppression or other challenges that would benefit from the power of arts and culture to promote healing, resilience and connection.

- \* Intake is open until noon on March 2nd
- \* Grants range from \$2,500 - \$15,000 and can comprise up to 75% of the project costs
- \* The proposed event, program or project should be a new initiative with the purpose of using the power of arts and culture to unite, celebrate and promote resilience within small communities in BC
- \* Collaboration and partnership between organizations, the municipalities and other partners is encouraged

For more information go to:

<https://www2.gov.bc.ca/gov/content/sports-culture/arts-culture/arts-and-culture-initiatives/community-resilience>

Kathy Lachman, Regional Manager  
Vancouver Island North/Coast Region  
Ministry of Forest, Lands, Natural Resource Operations And Rural Development  
370 Dogwood St S, Campbell River, BC  
Phone: 250-286-9376  
Cell: 250-202-6473  
[Kathy.lachman@gov.bc.ca](mailto:Kathy.lachman@gov.bc.ca)



## Zeballos CAO

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**From:** Island Coastal Economic Trust <info@islandcoastaltrust.ca>  
**Sent:** February 08, 2018 12:44 PM  
**To:** info@islandcoastaltrust.ca  
**Subject:** Consultation process: Province of BC Rural Strategy

Dear ICET North Island Sunshine Coast Regional Advisory Committee members,

The Province of BC (through the Ministry of Forests, Lands, Natural Resource Operations & Rural Development, FLNRO-RD) has undertaken a rural development consultation to help inform a new rural development strategy, policy and programs. ICET participated in the key informant interviews. We were also asked to help facilitate two small regional focus groups which were held in Port Alberni and Port McNeill.

There is now an opportunity to provide direct input, through an online process. Details about the submission process can be found here: <https://engage.gov.bc.ca/ruraldevelopment/stakeholder-submission-process/>. You may also participate in online discussions (weekly topics) at: <https://engage.gov.bc.ca/ruraldevelopment/>

We encourage you to make your needs known through a submission to the Province. While the ICET region focus groups covered some of the issues and voices in our region, we know that each community has its unique challenges and opportunities. There is no "one size fits all".

The submission does not need to be long or complex. We recommend that you clearly and simply outline your most important and pressing needs:

- Priority areas for rural strategy or policy development (Where should the Province prioritize its efforts and why)
- Specific ideas about what your rural community needs (What and how)
- This could also include specific recommendations regarding existing programs such as the Rural Dividend Program

You may send submissions directly to: [CitizenEngagement@gov.bc.ca](mailto:CitizenEngagement@gov.bc.ca)

If you have any questions, please do not hesitate to contact us. I will be away on holidays from Feb 9-28, but Denice has been involved in the focus groups and will gladly help with any questions you may have.

Best regards,

Line

Line Robert, LL.B | Chief Executive Officer

ISLAND COASTAL ECONOMIC TRUST

 *We are now on Twitter, follow us*





## # Correspondence List

January 5th to February 15th

2018

0115-01

	Rec'd	Via	From	Regarding	File #	Disposition
1	4-Jan	Email	Strathcona Community Health Network	Health Network Update 2018, #1	0400-50	File
2	9-Jan	Mail	UBCM	Status of Asset Management in BC	0230-50	File
3	10-Jan	Email	Liquor Control Board	Update to special event permit exemptions	0400-20	Agenda; File
4	11-Jan	Email	Strathcona Community Health Network	Grant Opportunity: Sport for Life	4920-02	File
5	11-Jan	Email	City of Victoria	Council resolution re: modernizing the BC Motor Vehicle Act	0230-20	File
6	16-Jan	Email	District of Kent	Ltr to MoMAH re: Cannabis sales revenue sharing	0390-20	File
7	16-Jan	Email	Township of Spallumcheen	Ltr of support re: flexible ride-sharing regulation in BC	0390-20	File
8	17-Jan	Email	SRD	News Release: Connected Coast initiative to improve rural high speed internet in the region	0400-50	Agenda; File
9	17-Jan	Email	Strathcona Community Health Network	News Release: Connected Coast initiative to improve rural high speed internet in the region	4920-20	File
10	18-Jan	Email	Mark Tatchell, Village of Tahsis	Update on the CUT project and registration of the non-profit society	6750-20	Agenda; File
11	18-Jan	Email	Village of Chase	Ltr to Mo Public Safety re: Cannabis sales revenue sharing	0390-20	File
12	22-Jan	Email	District of Coldstream	Ltr to MoE re: Prevention of Quagga and Zebra Mussels	0390-20	File
13	24-Jan	Email	Township of Spallumcheen	Ltr to MoMAH re: Cannabis sales revenue sharing	0390-20	File
14	24-Jan	Email	UBCM	Zeballos awarded \$25,000 from the CEPF ESS program grant	1855-82	Agenda; File
15	30-Jan	Email	Port McNeill RCMP	3rd Qtr Report	7500-01	Agenda; File
16	31-Jan	Mail	Claire Trevena, Minister (MoTI)	Thank you for UBCM meeting	0400-20	Agenda; File
17	5-Feb	Mail	Recycling Council of BC	Annual Zero Waste Conference, May 30-June 1 in Whistler	0230-20	File
18	5-Feb	Email	Village of Tahsis	Mayor Schooner to resign	0400-50	Agenda; File
19	6-Feb	Email	District of Squamish	BC Mayors Caucus March 14-16 in Squamish	0400-50	File
20	6-Feb	Email	Don Lidstone	Legal memo re: Cannabis Legalization implications for local governments	0390-20	File

**# Correspondence List****January 5th to February 15th****2018****0115-01**

	<b>Rec'd</b>	<b>Via</b>	<b>From</b>	<b>Regarding</b>	<b>File #</b>	<b>Disposition</b>
21	7-Feb	Email	UBCM	SPF grant funding not approved for the Zeb Creek Rerouting and Flood Mitigation project	1855-00	Agenda; File
22	7-Feb	Email	MIABC	Winter 2018 Newsletter	2470-01	File
23	8-Feb	Email	Kathy Lachman, MoFLNRO	Grant opportunity: Community Resilience Through Arts and Culture	1855-00	Agenda; File
24	8-Feb	Email	ICET	Consultation opportunity re: BC Rural Strategy	0230-20	Agenda; File
25	14-Feb	Email	City of Victoria	Ltr to MoMAH re: affordable housing	0400-50	File
26	14-Feb	Email	ICET	ICET to support ec. Dev. Projects in Ucluelet, Gabriola Island, and Cowichan Lake Region	0230-20	File
27	14-Feb	Email	BC Hydro	Scheduled power outage, Saturday March 3, 9am-4pm	5500-02	File

The session was facilitated by Line Robert (ICE T) and 2 reps from MFLNRRD.

This meeting had a great turnout from multiple agencies and interest groups.

We were asked the question: What actions do we need to take next to address rural BC concerns. There was a great roundtable discussion that centered on some main topics:

- Incentivizing partnering with First Nations (not just a bonus in and application for grants) AND Rural Dividend being competitive (ICET not) and needing more opportunities for 100% funding
- Needing a % (or other form of compensation) of what is extracted from our communities and territories to come back to the communities and First Nations AND/OR incentives for value added wood extraction
- Broader taxation policies that could help small and rural communities (ie: business tax breaks, rural residential tax incentives)
- Issues controlled by Ministries and out of local/RD government hands AND centralized decision making and services (ie: government office centralization, school closures, services only available at certain times, (drivers licences, training, etc), and private sector centralization (need to diversify ie: healthcare services)
- The costs of living rurally (training, transportation, infrastructure, etc)
- Downtown revitalization and gathering places

We then had a breakout session discussing why these were priorities and how the gov't should engage efficiently to develop their strategy.

All in all was a worthwhile day and am looking forward to discussion with council on ways we can further engage.



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

To: Mayor and Council

Date: February 20, 2018

Subject: **Regular Council Meeting**

---

### Apologies

Firstly, please accept my apologies for my absence for the second meeting in a row. I am away at the CAO Forum. I expect to return with lots of details regarding the upcoming elections. I will also be out of the office on March 1<sup>st</sup> and March 12 thru 16<sup>th</sup>.

### Council to Council Meeting

The date of March 6<sup>th</sup> has been set for the Mayor and Council to Chief and Council meeting. Time is to be determined. Any suggestions?

In addition to growth plans and our OCP, agenda items may include fire protection, emergency board joint committee and road naming.

### Asset Management

We have received a policy in draft format which requires a working committee meeting to iron out the details before acceptance by Council.

*Please set a date for this meeting.*

### East Effluent Management Project

In conjunction with the sewer improvements being considered to accommodate growth on the west side of Zeballos River, Council can expect some conversation about changes to the sewer services on the east side in the coming months. There will be some questions to consider and options to discuss. Current thoughts are leading us to a STEP system. The changes in technologies and requirements make this a more palatable option than it has been in the past.

### Mayor and Council Stipend Study

As requested at the Committee of the Whole meeting on February 13<sup>th</sup>, the results of my research are attached. If a decision is made at the table today, the bylaw can be prepared for the next council meeting. The intention is that the changes would be effective December 2018 for the incoming Council.

Things I would like to see done in 2017

	STATUS
1. Acquire computer server for the office system.	COMPLETE
2. Replace the leased photocopier/printer machine with an updated model.	COMPLETE
3. Complete file project upstairs	shredding ongoing. file review started 11/17
4. Complete OCP review to bylaw stage	in progress 7/17
5. Complete the initial benchmarks of the asset management plan	COMPLETE
6. Set up a tangible capital asset worksheet that works for staff and auditors	started 11/17
7. Complete accounting training for Administrative Assistant (Meredith)	in progress 7/17
8. Identify next five year capital funding needs in order to position Village for funding opportunities as they arise. Such as: Sewer Expansion, Waterfront Flood Protection, Emergency Generators, Waterline Replacement	

**THE CORPORATION OF THE VILLAGE OF ZEBALLOS**  
 157 Maquinna Avenue, PO Box 127, Zeballos BC V0P 2A0  
 Telephone: (250) 761-4229 Fax: (250) 761-4331  
 website: [www.zeballos.ca](http://www.zeballos.ca)

## Corporate Policy

Section:		
Sub-Section:		
Title:	Asset Management	

### RELATED POLICIES

Number	Title

### APPROVALS

POLICY APPROVAL:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by:  	Amendment Approved by:	
Mayor:	Mayor:	
Date:	Date:	

## ASSET MANAGEMENT POLICY

### 1. BACKGROUND AND PURPOSE OF COUNCIL POLICY

One of Council's 20XX-20XX Strategic Vision Goals is "achieving a robust financial position that enables the orderly replacement of infrastructure and ensures capacity to address emerging opportunities and challenges". Underlined to this vision is the effective management and maintenance of the Village's Capital Assets<sup>1</sup>. These major assets include, but are not limited to, transportation networks, waste water (sanitary and storm) treatment, collection and disposal systems, civic facilities and fleet. (do we want to add natural assets such as land, estuaries etc. There is a need to address the consumption of and manage preventable risks (tree huggers or loggers) to natural assets. How does insurance play a role here? The above quote is not from VOZ documents. What should we use here?)

Assets age and deteriorate. However, by using sound asset management practices, Council and the community can be assured that the assets meet defined performance levels and deliver the desired service in the short and long term.

This policy is to articulate Council's commitment to asset management and guide staff using the policy statements. In doing so, the policy also outlines how it is to be integrated within the organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that Council is exercising good stewardship and is delivering affordable services while considering its legacy to future residents.

Do we want to add something here to demonstrate there is a commitment to ensuring the policy statements address and support the full range of stakeholders the staff, council and community.

Council and staff will implement this policy by the development and use of asset management guidelines and practices.

The term asset management, as used in this document, is defined as "the operation and maintenance of existing assets in a sustainable and cost effective manner at a level of service defined by Council for present and future customers".

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<sup>1</sup> Refers to engineered and natural assets that meet a defined threshold of worth established by the Village.

## 2. POLICY PRINCIPLES, GUIDELINES AND INTEGRATION

The key principles of the asset management policy are outlined in the following list.

### Key Principles

The organization shall:

- a. Make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with capital asset decisions, including additions and deletions. Tradeoffs should be articulated and evaluated, and the basis for the decision recorded in a permanent written record<sup>2</sup>.
- b. Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.
- c. Establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- d. Consult with stakeholders where appropriate.
- e. Define and articulate service, maintenance, replacement levels and outcomes.
- f. Use available resources effectively and provide additional resources where necessary.
- g. Manage assets to be sustainable based on levels of service.
- h. Minimize total life cycle costs of assets through preventative maintenance.
- i. Consider environmental goals.
- j. Consider social and sustainability goals.
- k. Minimize risks and liabilities.
- l. Pursue best practices where available.
- m. Report the performance of its asset management program. Need to add to whom and how here. Should we add continuous improvement?
- n. DO WE WANT ADD SOMETHING THAT ENSURES 5 YEAR CAPITAL PLANNING CONSIDERATIONS ARE DRIVEN BY LEADING PRACTICE AM PRACTICES AND INFORMATION

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<sup>2</sup> Such as a reference to motion involving asset management.

## **Guidelines and practices**

This policy shall be implemented by staff using applicable industry guidelines and practices. Staff shall develop and implement asset management strategies and plans where appropriate. The Village of Zeballos will also comply with required capital asset reporting requirements, and integrate the asset management program into operational plans throughout the organization.

Asset management strategies and plans may be developed for a specific class of assets, or be generic for all assets, and should outline long term goals, processes and steps toward how they will be achieved. The asset management plans should be based on current inventories and condition (acquired or derived), projected performance and remaining service life and consequences of losses. Operational and Financial plans should reflect these details. Replacement strategies and associated financial plans should consider alternative scenarios and risks, as well as include public consultation.

## **Context and integration of asset management within organization**

The context and integration of asset management throughout the organization's lines of business is typically formalized through references and linkages between corporate documents. Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of corporate documents such as:

- a. Bylaws
- b. Official Community Plan
- c. Business plans
- d. Corporate strategic plans
- e. Corporate and capital financial plans and budgets
- f. Operational plans and budgets
- g. Liquid Waste Management Plan
- h. Neighbourhood plans
- i. Annual reports

## Corporate Policy

## Asset Management

- j. Design criteria and specifications
- k. Infrastructure servicing, management and replacement plans
- l. Parks and recreation plans
- m. Regional District Plans
- n. Add capital asset policy here**

Comments on the above included: making it clear that all of these integrated activities and outputs must be considered collectively to prevent unintended consequences etc., and how the community forest would be affected or considered

### 3. KEY ROLES FOR MANAGING THE ASSET MANAGEMENT POLICY

Village policies are approved by Council. While staff, public and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend or rescind policies.

Role	Responsibility
Exercise stewardship of assets, adopt policy, and allocate budget	Council
Development of AM guidelines and practices	Chief Administrative Officer & staff
Establish levels of service	Council & staff (with community input)
Establish financial requirements & sources	Chief Administrative Officer & staff
Implementation of policy	Chief Administrative Officer & staff
On-going review of policies	Council & staff
Identification of issues, & development of policy updates	Council & staff

#### Implementation, review and reporting of asset management work

The implementation, review and reporting back regarding this policy shall be integrated within the organization. Due to the importance of this policy, the organization's asset management program shall be reported annually to the community, and implementation of this policy reviewed by Council at the beginning of its term. Reporting could be included in annual report.

The following key actions and responsibilities have been identified with the implementation of the Village’s asset management policy

<b>Action</b>	<b>Responsibility</b>
a. Review standards and service levels at established intervals.	Council
b. Financial planning, maintenance and management of infrastructure assets in order to maintain the assets at service levels defined by Council	Public Works & Finance
c. Monitor service levels and report performance to Council.	Public Works
d. Develop and maintain asset inventories of all infrastructures.	Finance with support from Public Works
e. Establish infrastructure replacement strategies through the use of full life cycle costing principles and levels of service.	Public Works & Finance
f. Plan for and provide recommendations for stable long term funding to replace and/or renew and/or decommission infrastructure assets	
g. Where appropriate, incorporate asset management in its other corporate plans.	
h. Report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.	Council with support of CAO, Finance & Public Works

	wage increase	Coun Stip	May Stip
2012		3,120.00	4,680.00
2013	0.02	3,182.40	4,773.60
2014	0.01	3,214.22	4,821.34
2015	0.01	3,246.37	4,869.55
2016	0.02	3,311.29	4,966.94
2017	0.02	3,377.52	5,066.28
2018	0.02	3,445.07	5,167.60
Annual		3445	5168

Total Budget Required \$ **18,948**

or if figuring just from this past term

2015	0.01	3,151.20	4,726.80
2016	0.02	3,214.22	4,821.34
2017	0.02	3,278.51	4,917.76
2018	0.02	3,344.08	5,016.12
Annual		3344	5016

Total Budget Required \$ **18,392**

by	population	Mayor	Councillor
1 Belcarra	644	19,552	9,776
2 New Denver	504	5,000	2,750
3 Alert Bay	445	6,750	4,505
4 Tahsis	316	9,800	5,060
5 Silverton	195	3,000	1,600
6 Zeballos	100	4,820	3,120

by	Mayor
1 Belcarra	644
4 Tahsis	316
3 Alert Bay	445
2 New Denver	504
6 Zeballos	100
5 Silverton	195

by	Council
1 Belcarra	644
4 Tahsis	316
3 Alert Bay	445
6 Zeballos	100
2 New Denver	504
5 Silverton	195



VILLAGE OF ZEBALLOS  
COMMITTEE OF THE WHOLE  
REPORT

4:07 –5:40 pm

February 13, 2018

Council Chambers

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PRESENT: Acting Mayor Colborne, Councillors Coburn, Faulkner and Lewis, Staff Lovestrom and Atchison

ABSENT: Mayor Cox, Staff Starkey

CALL TO ORDER: The meeting was called to order at 4:07 pm.

BUSINESS ITEMS:

1. Budget Working Group

- ❖ With the 4% increase in the “General Taxation” line, the budget was drafted.
- ❖ Highlights of the budget draft (attached) were presented to Council and reviewed with staff.
  - Council would like to revisit stipend for Mayor and Councillors to be effective in the new term.
    - Staff to research the COLA used for employees since the last bylaw review and stipend in other communities under 1000 residents.
    - Staff to contact past resident Alice Weston regarding Cemetery improvements.
  - Cemetery budget includes completing the survey plan and autocad plotting

RESERVES

- ❖ There is \$52,000 in unrestricted reserves at the time of 2016 audited statements which could be allocated to various specific reserves as Council directs. The direction would need to be confirmed by motion at a regular Council Meeting.

**Recommendation:** *that Council consider the draft budget before them and allocate the 2016*

*Unrestricted Operating Surplus to the reserve accounts affected by planned spending in 2018. \$8,000 to Statutory Capital Equipment Reserve; \$6,200 to Environmental Health Reserve; \$16,000 to Parks and Landscaping Reserve and \$21,800 to General Government Services and Equipment.*

- ❖ Council requests a Committee of the Whole meeting on February 19<sup>th</sup> at 3:00 pm to discuss loose threads with a mind to how it will impact future budgets and assist with the five year financial plan.

Meeting adjourned 5:40 pm  
February 13, 2018

