



## VILLAGE OF ZEBALLOS

AGENDA for the Special Meeting of Council held Tuesday, July 26, 2022  
at 7:00 pm at 157 Maquinna Ave, Zeballos.

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*We would like to acknowledge we are on unceded First Nations land of Ehattesaht  
Chinehkint territory.*

### 1. CALL TO ORDER AND APPROVAL OF AGENDA

### 2. APPROVAL OF MINUTES

- |      |  |         |
|------|--|---------|
| 2.1  | Minutes of the Regular Council meeting, April 26, 2022 | Page 1  |
| 2.2  | Minutes of the Special Council meeting, May 3, 2022    | Page 7  |
| 2.3  | Minutes of the Special Council meeting, May 13, 2022   | Page 9  |
| 2.4  | Minutes of the Special Council meeting, May 19, 2022   | Page 11 |
| 2.5  | Minutes of the Special Council meeting, May 27, 2022   | Page 13 |
| 2.6  | Minutes of the Special Council meeting, June 7, 2022   | Page 15 |
| 2.7  | Minutes of the Special Council meeting, June 14, 2022  | Page 17 |
| 2.8  | Minutes of the Special Council meeting, June 28, 2022  | Page 19 |
| 2.9  | Minutes of the Special Council meeting, July 21, 2022  | Page 21 |
| 2.10 | Minutes of the Special Council meeting, July 21, 2022  | Page 23 |

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

- |     |   |         |
|-----|---|---------|
| 3.1 | Council's Appointments of Community Boards and Committees | Page 25 |
|-----|---|---------|

### 4. DELEGATIONS & PETITIONS

### 5. CORRESPONDENCE

- |     |  |         |
|-----|--|---------|
| 5.1 | Correspondence from Al Rodgers re: Resignation from Council  | Page 27 |
| 5.2 | Correspondence from Village of Tahsis re: Uniting 4 Communities Society<br>Community Unity Trail Options | Page 29 |
| 5.3 | Correspondence List from April 23 to July 20, 2022   | Page 37 |

## **6. POSSIBILITIES**

*(items brought forward by Council from the miscellaneous correspondence)*

## **7. REPORTS**

### **7.1 Mayor and Council**

#### **7.1.1 Mayor Colborne re: Monthly Report – verbal, if necessary**

### **7.2 Chief Administrative Officer re: Monthly Report**

Page 39

### **7.3 Staff Report re: 2022 General Local Election – Chief Election Officer**

Page 41

#### **Recommendation:**

1. THAT Resolution 095-22 “THAT Shannon Carlow be appointed as the Chief Election Officer for the 2022 General Local Election; and, THAT Alana Janisse be appointed as the Deputy Chief Election Officer for the 2022 General Local Election” be rescinded.
2. THAT Pete Nelson-Smith be appointed as Chief Election Officer; and, THAT Alana Janisse be appointed as Deputy Chief Election Officer.

### **7.4 Staff Report re: 2022 Union of BC Municipalities (UBCM) Convention**

Page 43

#### **Recommendation:**

1. THAT two Councillors and the CAO be registered as delegates for the 2022 UBCM Convention; and further, that accommodation be reserved for each delegate.
2. THAT a Committee of the Whole meeting be scheduled for Tuesday, August 9, 2022 at 7pm to consider meeting topics for the 2022 UBCM Convention.

## **8. BYLAWS**

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

## **10. NEW BUSINESS**

## **11. PUBLIC QUESTION PERIOD**

## **12. ADJOURNMENT**

## VILLAGE OF ZEBALLOS

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**MINUTES** for the Regular Meeting of Council held April 26, 2022 at 7:00 pm at 157 Maquinna Avenue, Zeballos, BC

**PRESENT**      **Council:**      Mayor J. Colborne  
                                 Councillor J. Janisse  
                                 Councillor B. Lewis  
                                 Councillor A. Rodgers  
                                 Councillor E. Smith

**Staff:**      S. Carlow, Chief Administrative Officer

**ABSENT**                      None

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### 1.      **CALL TO ORDER AND APPROVAL OF AGENDA**

The Mayor acknowledged that we are on unceded First Nations land of Ehattesaht Chinehkint territory.

Mayor Colborne called the meeting to order at 7:00 pm.

**069-22**                      **Lewis/Rodgers**                      **CARRIED**  
THAT the agenda of the Regular Council meeting held April 26, 2022, be approved as amended to include Item 9.1, Correspondence from Shannon Carlow, Chief Administrative Officer, Village of Zeballos re: Zeballos Volunteer Fire Department Appointment.      Agenda Approval

### 2.      **APPROVAL OF MINUTES**

**2.1**      Minutes of the Special Council Meeting, March 22, 2022

**070-22**                      **Lewis/Janisse**                      **CARRIED**  
THAT the Minutes of the Special Council Meeting, March 22, 2022, be adopted.      Special  
March 22, 2022

**2.2**      Minutes of the Regular Council Meeting, March 22, 2022

**071-22**                      **Lewis/Janisse**                      **CARRIED**  
THAT the Minutes of the Regular Council Meeting, March 22, 2022, be adopted.      Regular  
March 22, 2022

**2.3**      Minutes of the Special Council Meeting, April 19, 2022

**072-22**                      **Lewis/Janisse**                      **CARRIED**  
THAT the Minutes of the Special Council Meeting, April 19, 2022, be adopted      Special  
April 19, 2022

**2.4**      Minutes and recommendations of the Committee of the Whole Meeting, April 19, 2022

**073-22** **Janisse/Lewis** **CARRIED**  
THAT the Minutes and recommendations of the Committee of the Whole Meeting,  
April 19, 2022, be adopted. COW  
April 19, 2022

Councillor E. Smith enters meeting 7:05 PM

- 074-22** **Janisse/Lewis** **CARRIED**
1. THAT the request for reconsideration of the deadline to be extended to April 30, 2022, from the property owner of 131 and 135 Maquinna, to clean the property of overgrowth and debris, be approved.
  2. THAT landfill tipping fees be waived for Zeballos area residents for the month of May 2022.
  3. THAT free curbside pickup for larger items be offered for the month of May 2022 for those who require additional assistance.
  4. THAT tax rate scenario #1 be implemented as the 2022 General Municipal Tax Levy.
  5. THAT \$100,000 be transferred to unrestricted reserves.

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

**3.1** Council's Appointments of Community Boards and Committees

**075-22** **Lewis/Smith** **CARRIED**  
THAT Council's Appointments of Community Boards and Committees be accepted. Council's  
Appointments

**4. DELEGATIONS & PETITIONS**

**5. CORRESPONDENCE**

**5.1** Strathcona Regional District re: 2022-2026 Financial Plan & 2022 Tax Requisition

**076-22** **Lewis/Rodgers** **CARRIED**  
THAT the correspondence from Strathcona Regional District re: 2022-2026 Financial Plan & 2022 Tax Requisition be received. SRD Financial Plan  
& Requisition

**5.2** BC Hydro re: Grassroots Grant Award

**077-22** **Lewis/Rodgers** **CARRIED**  
THAT the correspondence from BC Hydro re: Grassroots Grant Award be received. BC Hydro Grass  
Roots Grant

**078-22** **Rodgers/Lewis** **CARRIED**  
1. THAT Council receive the correspondence and donation from BC Hydro in the BC Hydro Grant  
Allocation

amount of \$2,500;

2. THAT \$2,000 be allocated to the Volunteer Fire Department;
3. THAT \$500 be allocated towards the construction of picnic tables for public use areas within the Village; and
4. THAT Council send a letter of appreciation to BC Hydro for their donation in the amount of \$2,500.

**5.3 Comox Valley Regional District and Hospital District re: 2022 Tax Requisition**

**079-22**

**Janisse/Lewis**

**CARRIED**

THAT the correspondence from Comox Valley Regional District and Hospital District re: 2022 Tax Requisition be received.

**CVRD Tax  
Requisition**

**5.4 Port McNeill RCMP re: Online Crime Reporting**

**080-22**

**Rodgers/Janisse**

**CARRIED**

THAT the correspondence from Port McNeill RCMP re: Online Crime Reporting be received.

**Online Crime  
Reportng**

**5.5 Operation Smile re: Longest Day of Smiles Proclamation**

**081-22**

**Rodgers/Janisse**

**CARRIED**

THAT correspondence from Operation Smile re: Longest Day of Smiles Proclamation be received.

**Operation Smile  
Proclamation**

**5.6 Strathcona Regional District (SRD) re: SRD Builds Just Like Home Lodge**

**082-22**

**Rodgers/Janisse**

**CARRIED**

THAT correspondence from Strathcona Regional District (SRD) re: SRD Builds Just Like Home Lodge be received.

**Just Like Home  
Lodge**

**5.7 BC Emergency Health Services re: Scheduled On-Call (SOC) Improvements in your Community**

**083-22**

**Rodgers/Lewis**

**CARRIED**

THAT correspondence from BC Emergency Health Services re: Scheduled On-Call (SOC) Improvements in your Community be received.

**BCEHS SOC  
Improvements**

**5.8 Correspondence List from March 19 – April 20, 2022**

**084-22**

**Rodgers/Janisse**

**CARRIED**

THAT the Correspondence List from March 19 – April 20, 2022 be received.

**Correspondence  
List**

**6. POSSIBILITIES** *(items brought forward by Council from the miscellaneous correspondence)*

## 7. REPORTS

### 7.1 Mayor and Council

#### 7.1.1 Mayor Colborne re: 2021 Year in Review Report

<b>085-22</b>	<b>Rodgers/Lewis</b>	<b>CARRIED</b>	
THAT Mayor Colborne's 2021 Year in Review Report be accepted.			Mayor's Year in Review Report

#### 7.1.2 Mayor Colborne re: verbal report on the AVICC Convention

<b>086-22</b>	<b>Lewis/Smith</b>	<b>CARRIED</b>	
THAT Mayor Colborne's verbal report on AVICC Convention be accepted.			Mayor's Verbal Report

### 7.2 Chief Administrative Officer re: Monthly Report

<b>087-22</b>	<b>Janisse/Lewis</b>	<b>CARRIED</b>	
THAT the Chief Administrative Officer's re: Monthly Report be accepted.			CAO Report

<b>088-22</b>	<b>Rodgers/Lewis</b>	<b>CARRIED</b>	
THAT a Special Meeting be scheduled for Tuesday, May 3, 2022 at 5:00 pm.			Special Meeting

## 8. BYLAWS

### 8.1 Revenue Anticipation Borrowing Bylaw #538-2022

<b>089-22</b>	<b>Rodgers/Lewis</b>	<b>CARRIED</b>	
THAT Revenue Anticipation Borrowing Bylaw #538-2022 be adopted.			Revenue Anticipation Bylaw

### 8.2 Five Year Financial Plan Bylaw 2022-2026 #539-2022

<b>090-22</b>	<b>Rodgers/Smith</b>	<b>CARRIED</b>	
THAT Five Year Financial Plan Bylaw 2022-2026 #539-2022 be given first, second and third reading.			Five Year Financial Plan Bylaw

### 8.3 2022 Tax Rate Bylaw #540-2022

<b>091-22</b>	<b>Rodgers/Lewis</b>	<b>CARRIED</b>	
THAT 2022 Tax Rate Bylaw #540-2022 be given first, second and third reading.			Tax Rate Bylaw

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

### 9.1 Correspondence from Shannon Carlow, Chief Administrative Officer, Village of Zeballos re: Zeballos Volunteer Fire Department Appointment

<b>092-22</b>	<b>Lewis/Janisse</b>	<b>CARRIED</b>	
THAT the Correspondence from Shannon Carlow, Chief Administrative Officer, Village of Zeballos re: Zeballos Volunteer Fire Department Appointment be received.			ZVFD Appointment

- |   |                               |                        |                         |
|---|-------------------------------|------------------------|-------------------------|
| <p><b>093-22</b><br/> <b>Opposed: Mayor Colborne; Councillors Lewis and Smith</b><br/>         THAT that Zeballos Volunteer Fire Department be stood down.</p>                            | <p><b>Janisse/Rodgers</b></p> | <p><b>DEFEATED</b></p> | <p>ZVFD Stand Down</p>  |
| <p><b>094-22</b><br/> <b>Opposed: Councillors J. Janisse and A. Rodgers</b><br/>         THAT Hudson Mihalick be appointed to the Zeballos Volunteer Fire Department as fire fighter.</p> | <p><b>Lewis/Smith</b></p>     | <p><b>CARRIED</b></p>  | <p>ZVFD Appointment</p> |

## 10. NEW BUSINESS

- 10.1** CAO Report re: 2022 General Local Election – Appointment of Chief Election Officer and Deputy Chief Election Officer

- |   |                               |                       |                                      |
|---|-------------------------------|-----------------------|--------------------------------------|
| <p><b>094-22</b><br/>         THAT CAO Report re: 2022 General Local Election – Appointment of Chief Election Officer and Deputy Chief Election Officer be received.</p>  | <p><b>Lewis/Rodgers</b></p>   | <p><b>CARRIED</b></p> | <p>Election Officer Appointments</p> |
| <p><b>095-22</b><br/>         1. THAT Shannon Carlow be appointed as the Chief Election Officer for the 2022 General Local Election; and<br/><br/>         2. THAT Alana Janisse be appointed as the Deputy Chief Election Officer for the 2022 General Local Election.</p> | <p><b>Janisse/Rodgers</b></p> | <p><b>CARRIED</b></p> | <p>Election Officer Appointments</p> |

## 11. PUBLIC QUESTION PERIOD

## 12. ADJOURNMENT

- |   |                             |                       |                    |
|---|-----------------------------|-----------------------|--------------------|
| <p><b>096-22</b><br/>         THAT the meeting be adjourned at 9:01 pm.</p> | <p><b>Lewis/Janisse</b></p> | <p><b>CARRIED</b></p> | <p>Adjournment</p> |
|---|-----------------------------|-----------------------|--------------------|

CERTIFIED CORRECT:

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J. Colborne, Mayor

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S. Carlow, Chief Administrative Officer





# VILLAGE OF ZEBALLOS

**MINUTES** for the Special Meeting of Council held Tuesday, May 3, 2022 at 5:00 PM, at 157 Maquinna Ave, Zeballos, BC

**PRESENT**      **Council:**      Deputy Mayor A. Rodgers  
                                 Councillor J. Janisse  
                                 Councillor B. Lewis

**Staff:**      A. Janisse, Municipal Clerk

**ABSENT**                      Mayor J. Colborne  
                                 Councillor E. Smith

## 1. CALL TO ORDER AND APPROVAL OF AGENDA

The Deputy Mayor acknowledged that we are on unceded First Nations land of Ehattesaht Chinehkint territory.

Deputy Mayor Rodgers called the meeting to order at 5:00 pm.

**097-22**                      **Janisse/Lewis**                      **CARRIED**  
THAT the agenda of the Special Council meeting held May 3, 2022 be approved.      Agenda Approval

## 2. BYLAWS

### 2.1 Five Year Financial Plan Bylaw 2022-2026 #539-2022

**098-22**                      **Lewis/Janisse**                      **CARRIED**  
THAT Five Year Financial Plan Bylaw 2022-2026 #539-2022 be adopted.      Five Year Financial Plan Bylaw

### 2.2 2022 Tax Rate Bylaw #540-2022

**099-22**                      **Lewis/Janisse**                      **CARRIED**  
THAT 2022 Tax Rate Bylaw #540-2022 be adopted.      Tax Rate Bylaw

## 3. ADJOURNMENT

**100-22**                      **Lewis/Janisse**                      **CARRIED**  
THAT the meeting be adjourned at 5:03 pm.      Adjournment

CERTIFIED CORRECT:

\_\_\_\_\_  
A. Rodgers, Deputy Mayor

\_\_\_\_\_  
A. Janisse, Municipal Clerk



## VILLAGE OF ZEBALLOS

**MINUTES** for the Special Meeting of Council held Tuesday, May 13, 2022 at 9:00 AM, at 157 Maquinna Ave, Zeballos, BC

**PRESENT**      **Council:**      Deputy Mayor A. Rodgers  
                                 Councillor J. Janisse  
                                 Councillor B. Lewis  
                                 Councillor E. Smith

**Staff:**      S. Carlow, Chief Administrative Officer

**ABSENT**                      Mayor J. Colborne

### 1. CALL TO ORDER AND APPROVAL OF AGENDA

The Deputy Mayor acknowledged that we are on unceded First Nations land of Ehattesaht Chinehkint territory.

Deputy Mayor Rodgers called the meeting to order at 9:08 am.

**101-22**                      **Janisse/Smith**                      **CARRIED**  
THAT the agenda of the Special Council meeting held May 13, 2022 be approved.      **Agenda Approval**

### 2. NEW BUSINESS

**2.1**      Presentation by BDO, LLP, Chartered Professional Accountants Re: 2021 Financial Statements and Audit Results

**102-22**                      **Lewis/Janisse**                      **CARRIED**  
THAT the Village of Zeballos 2021 Audit Findings Report prepared by BDO, LLP, Chartered Accountants, be received.      **Audit Findings Report**

**103-22**                      **Janisse/Lewis**                      **CARRIED**  
THAT the Village of Zeballos 2021 Financial Statements as presented, be approved.      **Audited Financial Statements**

### 3. ADJOURNMENT

**104-22**                      **Lewis/Smith**                      **CARRIED**  
THAT the meeting be adjourned at 9:38 am.      **Adjournment**

CERTIFIED CORRECT:

\_\_\_\_\_  
A. Rodgers, Deputy Mayor

\_\_\_\_\_  
S. Carlow, Chief Administrative Officer



# VILLAGE OF ZEBALLOS

**MINUTES** for the Special meeting of Council held Thursday, May 19, 2022 at 4:45 PM, at 157 Maquinna Ave, Zeballos, BC

<b>PRESENT</b>	<b>Council:</b>	Mayor J. Colborne Councillor J. Janisse Councillor E. Smith
	<b>Staff:</b>	Municipal Clerk, A. Janisse
<b>ABSENT</b>		Councillor A. Rodgers Councillor B. Lewis

## 1. CALL TO ORDER AND APPROVAL OF AGENDA

The Mayor acknowledged that we are on unceded First Nations land of Ehattesaht Chinehkint territory.

Mayor Colborne called the meeting to order at 4:45 pm.

<b>105-22</b>	<b>Janisse/Smith</b>	<b>CARRIED</b>	
THAT Council waive the 24-hour notice requirements to convene a special meeting this 19 <sup>th</sup> day of May, 2022.			Waive Notification

## 2. APPROVAL OF AGENDA

<b>106-22</b>	<b>Janisse/Smith</b>	<b>CARRIED</b>	
THAT the agenda be approved.			Agenda Approval

## 3. RESOLVE INTO CLOSED SESSION

<b>107-22</b>	<b>Janisse/Smith</b>	<b>CARRIED</b>	
THAT the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Sections 90(1)(a), as follows:			Closed Session
<b>IN2.1</b> Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality of another position appointed by the municipality.			

## 4. RISE FROM CLOSED SESSION

<b>108-22</b>	<b>Janisse/Smith</b>	<b>CARRIED</b>	
THAT Council rise with report on item IN2.1 and return to the open portion of the meeting:			Rise with report
<i>THAT the Village of Zeballos Council appoint Alana Janisse as the Acting Chief Administrative Officer, Acting Corporate Officer, Acting Chief Financial Officer, and Acting Approving Officer effective May 19, 2022.</i>			

**5. ADJOURNMENT**

**109-22**

**Smith/Janisse**

**CARRIED**

THAT the meeting be adjourned at 4:50 pm.

**Adjournment**

CERTIFIED CORRECT:

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Mayor

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Chief Administrative Officer

## VILLAGE OF ZEBALLOS

**MINUTES** for the Special meeting of Council held Tuesday, May 27, 2022 at 9:00 am, at 157 Maquinna Ave, Zeballos, BC

<b>PRESENT</b>	<b>Council:</b>	Mayor J. Colborne Councillor J. Janisse – via phone Councillor B. Lewis Councillor E. Smith
	<b>Staff:</b>	Acting Chief Administrative Officer, A. Janisse
<b>ABSENT</b>		Councillor A. Rodgers

### 1. CALL TO ORDER

The Mayor acknowledged that we are on unceded First Nations land of Ehattesaht Chinehkint territory.

Mayor Colborne called the meeting to order at 9:15 am.

<b>110-22</b>	<b>Lewis/Smith</b>	<b>CARRIED</b>	
THAT Council waive the 24 hour public notice requirements to convene a Special Meeting of Council at 9:15 am this 27th day of May, 2022.			Waive Notification

### 2. APPROVAL OF AGENDA

<b>111-22</b>	<b>Lewis/Smith</b>	<b>CARRIED</b>	
THAT the agenda be approved.			Agenda Approval

### 3. RESOLVE INTO CLOSED SESSION

<b>112-22</b>	<b>Lewis/Smith</b>	<b>CARRIED</b>	
That the meeting be closed to the public in accordance with the <i>Community Charter</i> Part 4, Division 3, Section 90, as follows:			Closed Session

**IN2.1** - Labour relations or other employee relations {Sub 1(c)};

**IN2.2** - The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose. {Sub 1(i)}.

### 4. RISE FROM CLOSED SESSION

<b>113-22</b>	<b>Lewis/Smith</b>	<b>CARRIED</b>	
THAT Council return to the open portion of the meeting, and rise with report and on the following items:			Rise with report

**IN2.1.1** THAT the Village of Zeballos Council accept Shannon Carlow's written resignation for the position of Chief Administrative Officer; and,

**IN2.2**

In the Village of Zeballos, firefighting services have historically been available through a Volunteer Fire Department. The delivery of firefighting services through a volunteer model creates a number of challenges for the Village. In order to meet these challenges, Council has made the following decisions after debate and deliberation in a closed meeting of Council:

1. THAT the Village of Zeballos is temporarily suspending firefighting services by the Village of Zeballos Volunteer Fire Department; and,
2. THAT Council has authorized the Village to hire consultants with expertise in local fire services. These experts will be able to offer Council additional insight on policies and procedures that may be suitable for the Village.

More information will be made available to the public in the next few weeks as Council decides on its next steps.

**5. ADJOURNMENT**

**114-22**

**Lewis/Smith**

**CARRIED**

THAT the meeting be adjourned at 10:20 am.

**Adjournment**

CERTIFIED CORRECT:

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Mayor

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Chief Administrative Officer



# VILLAGE OF ZEBALLOS

**MINUTES** for the Special meeting of Council held Tuesday, June 7, 2022 at 7:00 PM, at 157 Maquinna Ave, Zeballos, BC

<b>PRESENT</b>	<b>Council:</b>	Mayor J. Colborne Councillor J. Janisse Councillor E. Smith Councillor B. Lewis
	<b>Staff:</b>	Acting Chief Administrative Officer, A. Janisse
<b>ABSENT</b>		None

## 1. CALL TO ORDER

The Mayor acknowledged that we are on unceded First Nations land of Ehattesaht Chinehkint territory.

Mayor Colborne called the meeting to order at 7:05 PM.

## 2. APPROVAL OF AGENDA

<b>115-22</b>	<b>Lewis/Janisse</b>	<b>CARRIED</b>	<b>Agenda Approval</b>
THAT the agenda be approved.			

## 3. BUSINESS

**3.1** Staff Report re: Consultant Award for Zeballos Volunteer Fire Department Support to Recovery

<b>116-22</b>	<b>Lewis/Smith</b>	<b>CARRIED</b>	<b>Staff Report</b>
THAT the June 6, 2022 Staff Report regarding a contractor for Zeballos Volunteer Fire Department restoration support be received.			

<b>117-22</b>	<b>Lewis/Janisse</b>	<b>CARRIED</b>	<b>Contract Award</b>
THAT FireWise Consulting be approved as the successful proponent to facilitate support for the restoration of fire services to the Zeballos area			

<b>118-22</b>	<b>Lewis/Janisse</b>	<b>CARRIED</b>	<b>Funding Allocation</b>
THAT the full amount of up to \$7,500 be funded using COVID-19 Restart Grant funds.			

## 3. RESOLVE INTO CLOSED SESSION

<b>119-22</b>	<b>Lewis/Janisse</b>	<b>CARRIED</b>	<b>Closed Session</b>
THAT the meeting be closed to the public in accordance with the <i>Community Charter</i> Part 4, Division 3, Sections 90 and 91, as follows:			

- IN2.1**
- Labour relations or other employee relations {S. 90(1)(c)};
  - Council may allow a person other than municipal officers and employees to attend, in the case of a meeting that must be closed under section 90 (2), if the council considers this necessary and the person already has knowledge of the confidential information,{S. 91(2)(i)}.
- IN2.2** Labour relations or other employee relations {S. 90(1)(c)};

#### 4. RISE FROM CLOSED SESSION

<b>120-22</b>	<b>Lewis/Janisse</b>	<b>CARRIED</b>	
<p>THAT Council rise with report on item IN2.1.5 and return to the open portion of the meeting:</p>			Rise with report

*THAT Council appoint the following to the Zeballos Volunteer Fire Department as firefighters:*

- *Annie John*
- *Cory Hanson*
- *Dante Miguel*
- *Darlene Smith*
- *Ernie Smith*
- *Jeffrey John*
- *Jen John*
- *Jerrod Oostenbrink*
- *Jessie Mack*
- *Ron Deck*
- *Tim John*
- *Yvonne Malenfant*

#### 5. ADJOURNMENT

<b>121-22</b>	<b>Lewis/Janisse</b>	<b>CARRIED</b>	
<p>THAT the meeting be adjourned at 9:41 pm.</p>			Adjournment

CERTIFIED CORRECT:

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Mayor

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Chief Administrative Officer

## VILLAGE OF ZEBALLOS

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**MINUTES** for the Special meeting of Council held Tuesday, June 14, 2022 at 7:00 PM, at 157 Maquinna Ave, Zeballos, BC

<b>PRESENT</b>	<b>Council:</b>	Mayor J. Colborne Councillor E. Smith
	<b>Staff:</b>	Acting Chief Administrative Officer, A. Janisse
<b>ABSENT</b>		Councillor J. Janisse Councillor B. Lewis

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### 1. CALL TO ORDER

*Quorum was not met as prescribed and required under Section 2.6.1 b) iv of the Council Procedural By-law No. 518-2018. Therefore the business items listed on the June 14, 2022 Special meeting agenda were moved to the June 28, 2022 Regular meeting agenda.*



## VILLAGE OF ZEBALLOS

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**MINUTES** for the Regular Meeting of Council held Tuesday, June 28, 2022 at 7:00 PM, at 157 Maquinna Ave, Zeballos, BC

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*Quorum was not met as prescribed and required under Section 1.4.1 of the Council Procedural By-law No. 518-2018. Therefore, the business items listed on the June 28, 2022 Special Meeting agenda were moved to the next open meeting agenda.*



## VILLAGE OF ZEBALLOS

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**MINUTES** for the Special meeting of Council held Thursday, July 21, 2022 at 6:45 PM, at 157 Maquinna Ave, Zeballos, BC

**PRESENT**      **Council:**      Mayor J. Colborne  
   Councillor J. Janisse  
   Councillor B. Lewis – via phone  
   Councillor E. Smith

**Staff:**      Acting Chief Administrative Officer, A. Janisse

**ABSENT**                              None

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### 1.      **CALL TO ORDER**

The Mayor acknowledged that we are on unceded First Nations land of Ehattesaht Chinehkint territory.

Mayor Colborne called the meeting to order at 6:47 PM.

### 2.      **APPROVAL OF AGENDA**

**122-22**                              **Smith/Janisse**                              **CARRIED**  
THAT the agenda of the Special Council meeting held July 21, 2022 be approved.      Agenda Approval

### 3.      **RESOLVE INTO CLOSED SESSION**

**123-22**                              **Janisse/Smith**                              **CARRIED**  
THAT the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, as follows:      Closed Session

**IN2.1** – Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality {Sub 1(a)};

### 4.      **RISE FROM CLOSED SESSION**

**124-22**                              **Janisse/Smith**                              **CARRIED**  
THAT Council return to the open portion of the meeting, and rise with report and on the following items:      Rise with report

**IN2.1**      THAT the Village of Zeballos Council appoint Pete Nelson-Smith as the Chief Administrative Officer, Corporate Officer, Financial Officer, and Approving Officer effective July 21, 2022.

**5. ADJOURNMENT**

**125-22**

**Lewis/Smith**

**CARRIED**

**Adjournment**

THAT the meeting be adjourned at 6:54 PM.

CERTIFIED CORRECT:

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Mayor

---

Chief Administrative Officer



## VILLAGE OF ZEBALLOS

**MINUTES** for the Special Meeting of Council held Thursday, July 21, 2022 at 7:00 PM, at 157 Maquinna Ave, Zeballos, BC

**PRESENT**

<b>Council:</b>	Mayor J. Colborne Councillor J. Janisse Councillor B. Lewis – via phone Councillor E. Smith
<b>Staff:</b>	Chief Administrative Officer, P. Nelson-Smith Municipal Clerk, A. Janisse

**ABSENT** None

### 1. CALL TO ORDER AND APPROVAL OF AGENDA

The Mayor acknowledged that we are on unceded First Nations land of Ehattesaht Chinehkint territory.

Mayor Colborne called the meeting to order at 7:00 PM.

<b>126-22</b>	<b>Lewis/Smith</b>	<b>CARRIED</b>	
THAT the agenda of the Special Council meeting held July 21, 2022 be approved.			Agenda Approval

### 2. BYLAWS

#### 2.1 General Local Elections and Assent Voting Bylaw #541-2022

Verbal report from Chief Administrative Officer, Pete Nelson-Smith with last minute information from the Ministry of Municipal Affairs on options surrounding the adoption of proposed <i>General Local Elections and Assent Voting Bylaw #541-2022</i> outside the legislated timeline.	CAO Verbal Report
--	-------------------

Option 1: Adopt the bylaw with the risk of a bylaw challenge.

Option 2: Request a Ministerial Order from the Minister of Municipal Affairs with no certainty the Minister would consider our staff and council shortage as a special circumstance required for an Order.

Option 3: Use existing *General Local Government Elections Bylaw #504-2015*.

Recommendation:

THAT the Staff Report re: *General Local Elections and Assent Voting Bylaw #541-2022* be received and filed; and further, THAT the Village of Zeballos use existing *General Local Government Elections Bylaw #504-2015* for the 2022 General Local Election.

<b>127-22</b>	<b>Janisse/Smith</b>	<b>CARRIED</b>
---------------	----------------------	----------------

THAT the Staff Report re: *General Local Elections and Assent Voting Bylaw #541-2022* be received and filed; and further, THAT the Village of Zeballos use existing *General Local Government Elections Bylaw #504-2015* for the 2022 General Local Election.

Election Bylaw  
Report

3. NEW BUSINESS

3.1 2021 Annual Report

*This meeting provides an opportunity for public input and comment regarding the 2021 Annual Report as presented and available to the public since June 14, 2022.*

128-22

Janisse/Smith

CARRIED

THAT the 2021 Annual Report be adopted.

Annual Report

4. ADJOURNMENT

129-22

Janisse/Smith

CARRIED

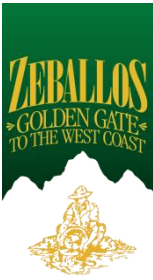
THAT the meeting be adjourned at 7:10 PM.

Adjournment

CERTIFIED CORRECT:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



## VILLAGE OF ZEBALLOS

PO BOX 127  
157 MAQUINNA AVE  
ZEBALLOS, BC V0P 2A0  
(250) 761-4229  
Fax: (250) 761-4331

reception@zeballos.com

### 2022 COUNCIL'S APPOINTMENT OF COMMUNITY BOARDS & COMMITTEES

	2022
<b>Board of Variance:</b>	Lorna Welch Eileen Lovestrom <b>Vacant</b>
<b>Emergency Planning:</b>	
<i>Emergency Program Coordinator (EPC)</i>	<b>Vacant</b>
<i>Emergency Program Deputy</i>	<b>Vacant</b>
<i>Emergency Social Services (ESS) Director</i>	<b>Vacant</b>
<i>ESS Deputy Director</i>	<b>Vacant</b>
<b>Heritage Board:</b>	
<i>*per Bylaw 492, 2014</i>	
<i>Member</i>	Candace Faulkner
<i>Member</i>	Lorna Welch
<i>Member</i>	<b>Vacant</b>
<i>Museum Curator</i>	<b>Vacant</b>
<b>Zeballos Volunteer Fire Department:</b>	
<i>*per Bylaw 278, 1990</i>	
<i>Fire Chief</i>	<b>Vacant</b>
<i>Deputy Fire Chief</i>	<b>Vacant</b>
<i>Captain</i>	Andrew Smith
<i>Firefighter</i>	Annie John
<i>Firefighter</i>	Armin Grunert
<i>Firefighter</i>	Christopher Rolle
<i>Firefighter</i>	Cory Hanson
<i>Firefighter</i>	Dante Miguel
<i>Firefighter</i>	Darlene Smith
<i>Firefighter</i>	Ernie Smith
<i>Firefighter</i>	Jeffery John
<i>Firefighter</i>	Jen John
<i>Firefighter</i>	Jerrold Oostenbrink
<i>Firefighter</i>	Jessie Mack
<i>Firefighter</i>	Justin Janisse

<i>Firefighter</i>	Kyle Harry
<i>Firefighter</i>	Martin Metz
<i>Firefighter</i>	Ron Deck
<i>Firefighter</i>	Siamelle Manalad
<i>Firefighter</i>	Tim John
<i>Firefighter</i>	Yvonne Malenfant
<hr/>	
<b>Uniting 4 Communities (U4C) Society:</b>	
<i>Village of Zeballos Representative</i>	Adrian O'Connor
<hr/>	

June 6, 2022

To: Mayor Julie Colbourne and Council

It is with regret that I write to you to inform you of my decision to resign my seat on Zeballos Village Council effective immediately. I want to thank you all for your support during my time on Council and especially Mayor Colbourne for the opportunity to serve. It has been a learning experience.

Sincerely, Al Rodgers

A handwritten signature in blue ink, appearing to read "Al Rodgers", with a stylized flourish at the end.





## *Village of Tahsis*

July 19, 2022

Mayor Julie Colborne  
Village of Zeballos  
PO Box 127  
Zeballos, BC  
V0P 2A0

Chief Mike Maquinna  
Mowachaht/Muchalaht First Nation  
PO Box 459  
Gold River, BC  
V0P 1G0

Chief Simon John  
Ehattesaht/Chinehkint First Nation  
PO Box 59  
Zeballos, BC  
V0P 2A0

Re: Community Unity Trail Project – decision required

I am writing on behalf of the Village of Tahsis and the Uniting 4 Communities Society regarding the Community Unity Trail project.

As you may know, in March 2021, Recreation Sites and Trails BC (Ministry of Forests), rejected the submission to construct a multi-use trail between Tahsis and Zeballos, based on a number of factors (the decision letter is attached). The Village of Tahsis is holding \$200,000 of provincial funding for this project. The funds were received in 2018 from the former Rural Dividend Fund. These funds can be used by the Village of Tahsis for other economic development projects.

The purpose of this letter is to offer alternative uses of the funds (which must be used by the Village of Tahsis), other than for the multi-use trail between Tahsis and Zeballos. This letter also sets a date for a meeting of the four communities to discuss these alternatives, in keeping with the spirit of inclusion and cooperation that united us to initiate this project in 2015.

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

### **Option #1**

Research options for a hiking/mountain biking trail between Tahsis and Zeballos.

#### **Pros:**

- RSTBC suggested considering either re-scoping the proposed trail for hiking or mountain biking or developing a proposal for a hiking trail. There is high demand for hiking trails (e.g., Nootka Trail, North Coast Trail) and a new hiking trail in this region would be a great asset for the province, according to RSTBC.
- Developing a hiking trail could be less costly than a multi-purpose trail aimed at ATV/Quad users, depending on the terrain.
- Rural Dividend is supportive of a hiking trail between Tahsis and Zeballos.
- Would be a magnet for visitors, similar to a multi-purpose trail.

#### **Cons:**

- Would require more resources to research route options and conduct the recce work, design, environmental assessment and the other requirements for a RSTBC submission.
- No guarantee that a suitable route can be found.
- No guarantee that a submission would be approved by RSTBC.
- A business case may also need to be conducted to determine the economic benefits to the communities.

### **Option #2**

Develop hiking trails in Tahsis and Mowachaht/Muchalaht territory.

#### **Pros**

- Would add to the trail network in the region
- Would offer an opportunity to partner with the Mowachaht/Muchalaht First Nation in trail development that promotes the Nation's culture and history
- Magnet for visitors
- Less costly than a multi-purpose trail

#### **Cons**

- Does not provide direct benefit to Zeballos and the Ehattesaht/Chinehkint First Nation
- No guarantee that any new hiking or biking trails would receive RSTBC approval



### **Option #3**

Develop an economic development project or strategy for the four communities that is not trail focussed.

#### **Pros**

- Uses the \$200,000 in Rural Dividend funding to benefit the four communities
- Consistent with provincial government conditions for the use of the funds
- Could be undertaken faster than trail development
- Will show forward progress on the file to the provincial government as funder

#### **Cons**

- Potential challenges in finding common economic development opportunities that serve the 4 communities
- The \$200,000 might be insufficient to generate meaningful results
- Does not align with the constitution and bylaws of the Uniting 4 Communities Society

A virtual meeting will be held on September 6<sup>th</sup> at 1:00 PM to discuss these options and any others proposed by the partner communities/First Nations. If a consensus emerges on one of the options, then it will be brought back to Tahsis Council for consideration. Ultimately, Tahsis Council will need to approve any re-purposing of the Rural Dividend funding.

A MS Teams invite will be distributed within a week for the above referenced meeting.

Please contact Mark Tatchell, CAO, at (250)934-6344 with any questions or concerns regarding the above.

Respectfully,

A handwritten signature in black ink, appearing to read 'Sarah Fowler', written in a cursive style.

Councillor Sarah Fowler

cc: Mayor Martin Davis and Tahsis Council





File: FOR-16660-01

March 11, 2021

VIA EMAIL: [MTatchell@villageoftahsis.com](mailto:MTatchell@villageoftahsis.com)

Mark Tatchell - Chief Administrative Officer/EOC Director  
Village of Tahsis

Dear Mr. Tatchell:

Thank you for your application of March 7, 2019, and the additional information provided in June 2020 to construct a recreation trail between the Villages of Tahsis and Zeballos. At your request, Recreation Sites and Trails BC (RSTBC) has only reviewed the CUT Connector Trail portion of the original application; however, the connector cannot be considered entirely independent of the full length of the trail.

I have completed a review of your application and note that your application includes information gaps that need to be addressed. There are also numerous technical details that either require clarification or substantial revision.

Of primary concern in the application is the combination of steep terrain and challenging soil conditions crossed by the proposed trail alignment. Due to the steepness of the terrain and geographical constraints, the proposed trail geometry with cut slopes at 100% exceeds stated stable slope angles of 67%. The degree and complexity of construction and installed infrastructure required to achieve the proposed grades far exceed standards for a recreation trail and are more appropriate for a road standard in very steep terrain. In addition, the proposed tread width of 4m is significantly wider than any recreation trail standard. If the overall design of the CUT Connector Trail cannot achieve maximum slopes of 67% and trail tread widths suitable for a recreation trail, RSTBC will not be able to consider approval of the trail and will direct the proponent to consider options for authorization to construct a road.

Attached to this letter, you will find a table outlining items of the engineered design that need to be addressed. I recommend that this list be reviewed by a qualified professional, and that the issues be addressed in a revised application package.

I would like to highlight the following items from the table:

**Road Status and Approvals:** The trail sections along forestry roads appear to be located on non-status or road permit roads; however, your application refers to these roads as Forest Service roads. Depending on the status of the roads, approvals and agreements may be required from existing permit holders. RSTBC will not designate any trails on roads that will be used for future industrial activity; Please clarify the current status of the roads and your plans on how to obtain permission or authorization to complete works on these roads.

**Proponent:** The previous application for this project was submitted by a contractor, with the name of the contractor as the proponent. You will need to clarify who the project proponent is, as the proponent will be required to submit the application.

**Archeological Values:** Archeological Assessments are required for this project and have not been included in your current application.

**Fish Habitat:** There are conflicting statements in the current application about the location of fish habitat in and around the project area.

**Maintenance Plan and Budget:** The proposal, if approved, would result in a very high maintenance trail with significant environmental and safety risks. A lack of maintenance would significantly increase the risk of landslides and erosion, potentially resulting in the loss of the trail and resulting in significant downslope impacts. A maintenance plan and budget detailing the proposed maintenance activities is required before further review of this proposal. Maintenance would be the responsibility of the proponent and would include the requirement for professional oversight.

**Rockfall Hazard:** The information provided in the application package mentions the potential for rock fall hazards but does not identify how this hazard will be managed during construction, maintenance, and use of the trail.

**Karst:** Much of the Extravagant Main intersects karst terrain which would likely result in additional planning and operational requirements. You may require approvals from appropriate authorities prior to completing any works on the Extravagant Main road.

**Recreational Use Considerations:** Several recreational use considerations require clarification including Steep Grades, Turning Radii and Anticipated Speeds, Proposed Trail Width, and Restricting Highway Vehicle Access.

The application in its current form does not allow me to further process it, and I therefore request that you address the issues outlined in this letter and the attached table and resubmit your application.

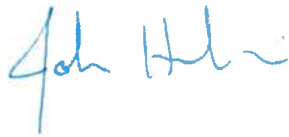
Finally, while your proposal is limited to CUT Connector, construction of this short section of trail represents considerable long-term safety, environmental and cost liabilities to the province. Prior to initiating any construction of the CUT Connector section, the ministry must be satisfied that the overall project including access from points of commencement in Tahsis and Zeballos in their entirety are viable in the long term.

Your proposed project has a high level of complexity. The project falls far outside the scope of RSTBC trail proposals and this makes it difficult to review and adjudicate. The need to retain outside expertise to complete the review significantly slows down the process, and it is important that the application meets the professional standards for a project of this scope. Further, it appears that the application in its current form may be more aligned with a road development rather than a recreational trail. RSTBC does not authorize road construction.

I hereby request that any subsequent versions of your application meet the recommendations contained in this letter and the appropriate components be reviewed and signed by a professional engineer, geotechnical engineer, and other professionals as required before being re-submitted.

If you have any questions, please contact me at 236-468-3918 or by email at [John.Hawkings@gov.bc.ca](mailto:John.Hawkings@gov.bc.ca).

Sincerely,

A handwritten signature in blue ink, appearing to read "John Hawkings", with a stylized flourish at the end.

John Hawkings  
Director,  
Recreation Sites and Trails BC

**Attachment - Review and Recommendations Table**

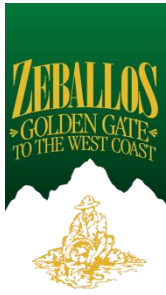
cc: Tennessee Trent, Trails Manager, Recreation Sites and Trails BC  
Robert van der Zalm, Coast Regional Manager, Recreation Sites and Trails BC



#	Rec'd	Via	From	Regarding	File #	Disposition
1	6-May	Email	Township of Spallumcheen	Correspondence from the Township of Spallumcheen - Letter of Support - District of Sicamous - Luxury Tax on Recreational Boats	0390-20	File
2	9-May	Email	Vancouver Island Regional Library	From the Board Table, April 9 Issue	7960-01	File
3	13-May	Email	Shaun Koopman, Strathcona Regional District	After Action and "What We Heard Reports" - 2022 SRD West Coast Winter Storm & Prolonged Power Disruption	0400-50	File
4	17-May	Email	Island Coastal Economic Trust	Fair Harbour Dock Upgrade to Expand Marine and Cultural Tourism	0230-20	File
5	17-May	Email	Association of Vancouver Island Coastal Communities	May Update: Funding for Ghost Gear Clean Up; Aquaculture Shellfish Update from Director Arbour; UBCM Excellence Awards deadline this Friday	0390-20	File
6	17-May	Email	Coastal Fire Centre	Updated Bans & Restrictions on bcwildfire.ca	0400-20	File
7	18-May	Email	Island Coastal Economic Trust	New Report Released from Independent Review of Island Coastal Economic Trust	0230-20	File
8	25-May	Email	Vancouver Island Economic Alliance	Island Corridor Foundation Releases Business Case	0230-20	File
9	26-May	Email	Island Coastal Economic Trust	Sunshine Coast Strategy Aims to Maximize Investments and Jobs	0230-20	File
10	26-May	Email	Island Health	Island Health news release: Community Wellness Grant Program Call for Applications	4920-01	File
11	26-May	Email	Coastal Fire Centre	Coastal Fire Centre Wildfire Status Report - May 26, 2022	0400-20	File
12	06-Jun	Hand-Delivered	Al Rodgers	Resignation from the Village of Zeballos Council	0530-01	File; Agenda
13	11-Jun	Email	Port McNeill RCMP	National Youth Advisory Committee	7500-01	File
14	16-Jun	Email	Douglas College	Paid Focus Group for Immigrants	0230-20	File
15	16-Jun	Email	Emergency Management BC	Notification of Infected Premises	0400-20	File

16	16-Jun	Email	Emergency Management BC	Snow Survey & Water Supply Bulletin	0400-40	File
17	16-Jun	Email	Island Health	Public Health Teams Help Families Catch Up On Routine Vaccinations	4290-01	File
18	16-Jun	Email	Town of Gibsons	UBCM Resolution for Hospice Services Funding	0390-20	File
19	17-Jun	Email	Stand.Earth	UBCM Resolution for Waste Water Dumping	0390-20	File
20	20-Jun	Email	Forest Enhancement Society of BC	BC Awarded 25 Million in Funding to Help Protect Against Wildfire Risk	0230-20	File
21	20-Jun	Email	Ministry of Environment	Climate Preparedness and Adaptation Strategies	0400-20	File
22	20-Jun	Email	Vancouver Island Regional Library	From the Board Table Newsletter	7960-01	File
23	21-Jun	Email	City of New Westminster	UBCM Resolution for Library Funding	0390-20	File
24	21-Jun	Email	Environment Canada	First Significant Heat Wave of the Year	0400-20	File
25	21-Jun	Email	Fresh Outlook Foundation	World Happiness Reports 'Gold' for Local Governments	0230-20	File
26	21-Jun	Email	Town of View Royal	UBCM Resolution for Support for Island Rail Corridor	0390-20	File
27	22-Jun	Email	Coastal Fire Centre	June 22, 2022 Status Report	0400-20	File
28	22-Jun	Email	Health Emergency Management BC	Wild Fire Smoke Information for Community Health Partners and Local Governments	0400-20	File
29	27-Jun	Email	Emergency Management BC	Exemplary Service Award for 2022	0400-20	File
30	28-Jun	Email	Coastal Fire Centre	Information Bulletin - Lightning Fires	0400-20	File
31	29-Jun	Email	Island Coastal Economic Trust	Community Builders Series	0230-20	File
32	6-Jul	Email	Port McNeill RCMP	911 Dispatch Recruitment	7500-01	File
33	12-Jul	Email	Coastal Fire Centre	Category 2 & 3 Prohibition in Effect on July 13	0400-20	File
34	12-Jul	Email	FireSmart BC	BC Wildland Urban Interface Study Research Project	0400-20	File
35	19-Jul	Email	Village of Tahsis	Community Unity Trail Options	6750-20	File; Agenda





## CAO REPORT

To: Mayor & Council  
From: Alana Janisse, A/CAO Village of Zeballos

July 26, 2022

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### ADMINISTRATION

#### ***Staff***

There have been some additions to Village staffing in recent months. Our office has hired a part-time, casual Finance & Administrative clerk, Melcha Verhallen. Melcha joined us mid-May and has been a welcomed addition to our team! She has been providing very valuable support during our administrative staffing shortage.

Our Town Ambassador, Shane Rapin, who also joined us mid-May, has been busy patrolling our parking lots, docks, campsite and RV Park, as well as opening the museum 2 hours a day, Wednesday to Sunday. Shane has been helping visitors comply with parking fees and providing advice on areas to park, along with assisting with tourist information.

#### ***Legislated Reporting Requirements***

During this time of the year, there are a number of legislated deadlines, namely the adoption of the Annual Report which was due by June 29, and the Statement of Financial Information (SOFI) reporting by June 30.

Due to our staffing and Council member shortage, meeting these deadlines was not possible. Prior to these dates, Staff reached out to the Ministry of Municipal Affairs for advice on how to move forward. The Ministry has given some leeway providing the circumstance. Staff is working to complete these actions in a timely manner and will keep the Ministry informed as we move forward.

#### ***Election***

With the resignation of our past CAO, an appointment for Chief Election Officer will need to be made. I recommend that Council appoint Pete Nelson-Smith as Chief Election Officer. An additional Election Officer will need to be appointed by the Chief Election Officer (CEO) to assist in the execution of voting opportunities. As this appointment is made by the CEO and not Council, this appointment can be made at a later date.

#### ***Union of BC Municipalities (UBCM) Convention***

This year, the UBCM Convention will take place from September 12-16 in Whistler. Council will need to decide who will be attending the convention. The 2022 budget will allow for three attendees. In previous years, the Mayor, one Councillor, and the CAO have attended. Accommodation reservation and convention registration will need to be made as soon as possible to ensure availability.

The deadline for UBCM meeting request with various ministries is August 23, 2022. Meeting requests for the Ministry of Municipal Affairs has already been submitted at an earlier deadline. I suggest that Council schedule a Committee of the Whole meeting for Tuesday, August 9th to determine which topics should be submitted for meeting requests.

## **FIRE DEPARTMENT**

### ***Service Restoration Process***

Staff have been working to navigate the restoration of the Zeballos Volunteer Fire Department with guidance, support and input from Shaun Koopman, Protective Services Coordinator, Strathcona Regional District and Ernie Polsom, FireWise Consulting. We are working together with representatives from the Ehattesaht Chinehkint First Nation, Nuchatlaht First Nation, First Nations Emergency Services Society (FNESS) and Indigenous Services Canada (ISC).

I'm happy to report that there are now 22 members on the roster with approximately 11 of those attending practice consistently. Training for these members is high priority. Funding for this training is available through FNESS. The department has put forth the best dates for members to attend a two-day, boot camp style training session. Ernie Polsom has been working to solidify these dates however, due to wildfire emergencies in the province, training facilitators from FNESS have been deployed to assist with the fire fighting efforts. Because of this, the tentatively scheduled training session will be postponed. Ernie is looking into other options for dates and facilitators to expedite this training. We are expecting an update from Ernie this week.

Members have been meeting weekly on Wednesdays, becoming oriented with the Fire Hall, equipment, fire engines and the rescue truck. Inventory has been taken of personal protective equipment (PPE) to determine what is needed to outfit the members in turnout gear.

## **PUBLIC WORKS**

### ***Community Beautification***

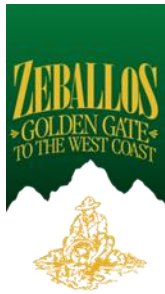
It's officially grass cutting season and our Public Works staff have been spending a large portion of their time getting into that cycle. Staff are currently continuing with beautification of the community by way of pressure-washing, brush trimming, and building and staining picnic tables for additional seating areas in the community.

### ***Free Landfill Tipping***

Free landfill tipping in May saw an excellent turnout. Forty-three loads were brought out to the landfill totalling approximately \$1,694.60 worth of tipping fees. This year, the uptake on curbside pickup was down over 2021 with only seven households requesting pickups over the course of two days.

### ***Municipal Wharf***

The municipal wharf was officially re-opened on June 6<sup>th</sup> after the resurfacing of the lower finger took place; just in time for peak boating season. The wharf is now in optimal shape for boaters to moor. Our contractor is waiting for the delivery of materials to complete the repairs to the seaplane dock and the estimated timeline for this project is mid-August.



## STAFF REPORT

To: Mayor and Council

July 26, 2022

Prepared by: Pete Nelson-Smith, Chief Administrative Officer

Re: 2022 General Local Election Chief Election Officer

---

### PURPOSE

To appoint the 2022 General Local Election Chief Election Officer for the Village of Zeballos.

### BACKGROUND

In April 2022, Council appointed Shannon Carlow as the Chief Election Officer and Alana Janisse as the Deputy Chief Election Officer.

In May of 2021, the position of Chief Election Officer became vacant.

### ANALYSIS

To fulfil the requirements under the Local Government Act, a Chief Election Officer must be appointed.

### CURRENT

Pete Nelson-Smith has been appointed to the position of Chief Administrative Officer for the Village of Zeballos. Pete was the Chief Election Officer for the Town of Port McNeill for the 2018 General Local Election.

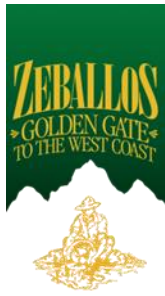
### RECOMMENDATION

1. THAT Resolution 095-22 "THAT Shannon Carlow be appointed as the Chief Election Officer for the 2022 General Local Election; and, THAT Alana Janisse be appointed as the Deputy Chief Election Officer for the 2022 General Local Election" be rescinded.
2. THAT Pete Nelson-Smith be appointed as Chief Election Officer; and, THAT Alana Janisse be appointed as Deputy Chief Election Officer.

### CONCLUSION

That Council, having reviewed this report provide staff with a decision on the appointments of election officials for the 2022 General Local Election for the Village of Zeballos.





## STAFF REPORT

To: Mayor and Council

July 26, 2022

Prepared by: Pete Nelson-Smith, Chief Administrative Officer

Re: 2022 Union of BC Municipalities (UBCM) Convention

---

### PURPOSE

To have Council provide direction to staff on who will be attending the 2022 Union of BC Municipalities (UBCM) Convention and to establish a date to hold a Committee of the Whole meeting to discuss ministerial meeting topics for the convention.

### BACKGROUND

The 2022 budget will allow for three attendees. In previous years, the Mayor, one Councillor and the CAO have attended.

### ANALYSIS

This year, the UBCM Convention will take place from September 12-16 in Whistler. Council will need to decide who will be attending the convention this year. Accommodation reservation and convention registration will need to be made as soon as possible to ensure availability. As in previous years, cancellation refunds may not be 100%.

The deadline for UBCM meeting request with various ministries is August 23, 2022. Meeting requests for the Ministry of Municipal Affairs has already been submitted at an earlier deadline. Two topics were submitted for consideration, please see the attached response from the Ministry of Municipal Affairs.

A Committee of the Whole meeting for Tuesday, August 9<sup>th</sup> to determine which topics should be submitted for meeting requests would allow Council time to consider key subject matter to bring to the attention of the ministries and staff time to submit appropriate requests.

### RECOMMENDATION

1. THAT two Councillors and the CAO be registered as delegates for the 2022 UBCM Convention; and further, that accommodation be reserved for each delegate.
2. THAT a Committee of the Whole meeting be scheduled for Tuesday, August 9, 2022 at 7pm to consider meeting topics for the 2022 UBCM Convention.

### CONCLUSION

That Council, having reviewed this report and attached information, provide direction to staff on UBCM delegates and a Committee of the Whole meeting to discuss ministerial topics.

