



VILLAGE OF ZEBALLOS

AGENDA for the Regular Meeting of Council held Tuesday, August 23, 2022
at 7:00PM at 157 Maquinna Ave, Zeballos.

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

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF THE MINUTES

3.1 Minutes of the August 09, 2022 Special Meeting of Council

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4. BUSINESS ARISING FROM THE MINUTES

5. DELEGATIONS & PETITIONS

6. CORRESPONDENCE

6.1 Correspondence List from July 23 to Aug 19, 2022

Page 4

7. REPORTS

7.1 Staff Report re: Designation to sign outstanding minutes from April 2021 – May 2022

Page 5

Recommendation:

1. THAT Mayor Colborne and Pete Nelson-Smith be delegated the authority to validate adopted minutes from April 2021 to May 2022.

7.2 Staff Report re: Regional Grant Opportunity – Disaster Risk Reduction

Page 7

Recommendation:

1. THAT as part of the Village of Zeballos' ongoing work in relation to tsunami preparedness, that an application for financial assistance under the Stream 2 portion of the Community Emergency Preparedness Fund 2022 Disaster Risk Reduction / Climate Adaption grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD)
2. THAT the Village of Zeballos agrees to the SRD submitting an application on their behalf, and that if funded, agree to the SRD managing the grant and being the recipient of all funding.

7.3 Staff Report re: Public Works July/August Operations Report

Page 8

7.4 Staff Report re: Town Ambassador Operations Report

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7.5 Staff Report re: Chief Administrative Officer Monthly Report

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8. COMMITTEES

9. BYLAWS

10. MAYOR'S LIST

11. NEW BUSINESS

12. IN-CAMERA

12.1 Close regular meeting to go In-Camera under Community Charter Section 90(1)(c) labour relations or other employee relations.

Recommendation:

1. THAT Council close the regular meeting and go In-Camera under Community Charter Section 90(1)(c) labour relations or other employee relations.

12. PUBLIC QUESTION PERIOD

Questions from the public on agenda items or business discussed at the meeting.

13. ADJOURNMENT

VILLAGE OF ZEBALLOS

MINUTES for the Special Meeting of Council held Tuesday, August 09, 2022 at 7:00 PM, at 157 Maquinna Ave, Zeballos, BC

PRESENT	Council:	Mayor J. Colborne Councillor J. Janisse Councillor B. Lewis
	Staff:	Chief Administrative Officer, P. Nelson-Smith
ABSENT		Councillor E. Smith

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 7:00 PM.

2. APPROVAL OF AGENDA

134-22	Janisse/Lewis	CARRIED	Agenda Amendment
THAT the agenda be amended to discuss item 7.4, Strathcona Regional District Cost sharing agreement after item 7.1.			
135-22	Lewis/Janisse	CARRIED	Agenda Approval
THAT the agenda of the Special Meeting of Council be approved as amended.			

3. ADOPTION OF MINUTES

3.1 Minutes of the July 26, 2022 Regular Meeting of Council

136-22	Janisse/Lewis	CARRIED	Minute Adoption
THAT the Minutes of the July 26, 2022 Regular Meeting of Council be adopted as presented.			

4. BUSINESS ARISING FROM THE MINUTES

5. DELEGATIONS AND PETITIONS

6. CORRESPONDENCE

6.1 Correspondence List from April 23 to July 20, 2022

137-22	Lewis/Janisse	CARRIED	Correspondence List
THAT the Correspondence List from April 23 to July 20, 2022 be accepted.			

7. REPORTS

7.1 Staff Report re: 2022 General Local Election – Chief Election Officer

138-22	Janisse/Lewis	CARRIED	Rescind resolution 095-22
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.			

139-22	Janisse/Lewis	CARRIED	CEO/Deputy CEO Appointment
THAT Pete Nelson-Smith be appointed as Chief Election Officer; and, THAT Alana Janisse be appointed as Deputy Chief Election Officer.			

7.2 Strathcona Regional District Election Cost Sharing Agreement

140-22	Janisse/Lewis	CARRIED	SRD Election Cost Sharing
THAT the Village of Zeballos support the Strathcona Regional District in their 2022 General Local Election and THAT the Village sign the presented Election Cost Sharing Agreement.			

7.3 Staff Report re: 2022 Union of BC Municipalities (UBCM) Convention

141-22	Janisse/Lewis	CARRIED	UBCM Attendance
THAT the Mayor, the CAO and one Councillor, upon availability, be registered as delegates for the 2022 UBCM Convention; and further, that accommodation be reserved for each delegate.			

142-22	Janisse/Lewis	CARRIED	Ehattlesht Representative
THAT Council invite a member of the Ehattlesht Council to attend UBCM Ministerial meetings with the Village of Zeballos representatives.			

143-22	Lewis/Janisse	CARRIED	UBCM Ministerial Meetings
THAT staff arrange UBCM ministerial meetings with the ministries that are responsible for the following requests:			
<ul style="list-style-type: none">- Continued improvements on the Zeballos-Fair Harbour Forest Service Road- Ministry support for Lot 501 to identify funding sources and advice on revitalizing this area- Ministry support and guidance on funding to replace the collapsing Pandora Slough culvert- Ministry advice and support on vacant house taxes and encouraging housing development with a lack of usable land to build- Ministry support on Village access to the old school lot (Crown) for use as a parking lot or alternative use- Changes to Provincial grant funding to be more inclusive to small communities with a lack of resources to apply for, manage and report on the funding.			

7.4 Staff Report re: Zeballos Estuary Trail

144-22

Janisse/Lewis

CARRIED

**Zeballos Estuary
Trail Maintenance**

THAT the Village host a volunteer trail maintenance day on Saturday, September 24, 2022 between 9:00AM and 3:00PM at the Zeballos Estuary Trail.

- 8. COMMITTEES**
- 9. BYLAWS**
- 10. MAYOR'S LIST**
- 11. NEW BUSINESS**
- 12. PUBLIC QUESTION PERIOD**
- 13. ADJOURNMENT**

145-22

Janisse/Lewis

CARRIED

Adjournment

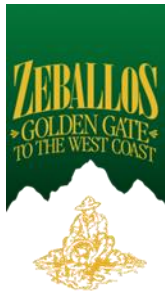
THAT the August 09, 2022 Special Meeting of Council be adjourned at 7:55PM.

CERTIFIED CORRECT:

Mayor

Corporate Officer

#	Rec'd	Via	From	Regarding	File #	Disposition
1	27-Jul	Email	Island Health	World Drowning Prevention Day	4920-20	File
2	30-Jul	Email	Forest Enhancement Society	Accomplishment Update	0230-20	File
3	31-Jul	Email	Island Health	Temporary Service Interruption for Port McNeill and Port Hardy Hospitals	4920-20	File
4	31-Jul	Email	Municipal Insurance Association of BC	2022 Annual General Meeting	2470-20	File
5	1-Aug	Email	North Island College	2026 Strategic Plan	0230-20	File
6	3-Aug	Email	Coastal Fire Centre	August 3 Status Report	0400-20	File
7	3-Aug	Email	Coastal Fire Centre	Coastal Fire Centre Enacts Campfire Prohibition	0400-20	File
8	5-Aug	Email	Island Health	Temporary Service Interruption for Port McNeill and Port Hardy Hospitals	4920-20	File
9	9-Aug	Email	Canadian Rangers	Commanding Officer Tour	0400-40	File
10	10-Aug	Email	Coastal Fire Centre	August 10 Status Report	0400-20	File
11	11-Aug	Email	Breaking Barriers Together Association	Meeting Invitation and Petition Signing	0230-20	File
12	17-Aug	Email	Coastal Fire Centre	August 17 Status Report	0400-20	File



STAFF REPORT

To: Mayor and Council

August 23, 2022

Prepared by: Pete Nelson-Smith, Chief Administrative Officer

Re: 2021-2022 Unsigned Minutes

PURPOSE

To have Council approve the signing of pre-adopted minutes to maintain Village of Zeballos records.

BACKGROUND

Council, in execution of their duties, have systematically adopted minutes of previous meetings at open, public convened meetings, or in closed meetings as dictated through the *Community Charter*.

Through review of current files, staff have been unable to find signed and filed minutes dating back to March 23, 2021 for Regular, Special and In-Camera meetings in either hard copy or digital format.

Current staff were not the presiding Officer at the convened meetings, nor at the meetings where some of these minutes were adopted, and therefore cannot certify as correct.

Mayor Colborne was not present at all of the convened meetings, nor all of the meetings where the minutes were adopted. The acting Mayor in several of these meetings was former Councillor Al Rodgers, who has since stepped down.

ANALYSIS

Section 3.1 of the Village's Procedure Bylaw stipulates that all minutes must be:

- a) Legibly recorded,
- b) certified as correct by the Corporate Officer, and
- c) Signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.

Section 148 of the *Community Charter* stipulates that the Corporate Officer must:

- a) ensure that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- d) certify copies of bylaws and other documents, as required or requested;

To ensure that proper record keeping is maintained for the Village, staff reached out to the Local Government Management Association of BC and spoke to certified trainers in municipal corporate management.

The advice that the Village received was to get a Council resolution to appoint Mayor Colborne and the current Corporate Officer, Pete Nelson-Smith, to sign the missing minutes. This resolution indicates that Council maintains the validity of the previously approved minutes and allows the Village to have them properly certified as correct.

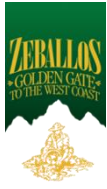
RECOMMENDATION

1. THAT Mayor Colborne and Pete Nelson-Smith be delegated the authority to validate adopted minutes from April 2021 to May 2022.

CONCLUSION

That Council, having reviewed this report, provide direction to staff.

STAFF REPORT



To: Pete Nelson-Smith CAO
Mayor & Council

Re: Regional Grant Opportunity – Disaster Risk Reduction

August 23, 2022

PURPOSE

To consider a regional grant application to Stream 2 of the Community Emergency Preparedness Fund (CEPF) 2022 Disaster Risk Reduction / Climate Adaptation grant in order to fund a screening of the documentary *Tsunami: 11th Relative* in Zeballos as well as painting First Nation artwork on the emergency seacan. The Strathcona Regional District (SRD) would be the primary applicant, whereas the Village of Zeballos would be a partner applicant.

BACKGROUND

The intent of the DRR-CA funding stream is to support eligible applicants to reduce risks from future disasters due to natural hazards and climate-related risks through the development and implementation of an accurate foundational knowledge of the natural hazards they face and the risks associated with BC's changing climate; well as effective strategies to prepare for, mitigate, and adapt to those risks. Under Phase 2 of the SRD's Tsunami Mapping Project, Ocean Networks Canada (ONC) is developing a documentary that showcases First Nation stories and the history of tsunamis on Vancouver Island. It is proposed that funding from this grant would be utilized:

- To paint the emergency seacan with local First Nation artwork; and
- For ONC to travel to communities and show a screening of this documentary to the public. ONC would also provide information about tsunami preparedness and answer any questions the public may have about the documentary.

In order to be considered as a partner, the Village of Zeballos is required to submit a Council Resolution that clearly states that the Village of Zeballos authorizes the Strathcona Regional District to provide overall grant management. Protective Services, through the SRD, would provide overall supervision and coordination of the project. The grant application deadline is September 23, 2022.

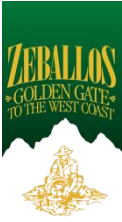
RECOMMENDATION

1. THAT as part of the Village of Zeballos' ongoing work in relation to tsunami preparedness, that an application for financial assistance under the Stream 2 portion of the Community Emergency Preparedness Fund 2022 Disaster Risk Reduction / Climate Adaption grant be authorized for submission to the UBCM, in collaboration with the Strathcona Regional District (SRD); and
2. THAT the Village of Zeballos agrees to the SRD submitting an application on their behalf, and that if funded, agree to the SRD managing the grant and being the recipient of all funding.

Prepared By:

Shaun Koopman
Protective Services Coordinator
Strathcona Regional District

PUBLIC WORKS REPORT



To: Pete Nelson-Smith, CAO
Mayor & Council, Village of Zeballos

Re: Public Works Monthly Update

August 23, 2022

An update regarding Public Works activities for the month of August 2022.

Water

- Water usage is at seasonal norms.
- Regular maintenance and cleaning were done to the Village's water reservoir and pump houses, and notes were made to rectify issues including new steel man door and coat of paint.

Sewer

- Sewer is at seasonal norms with regular pump cycles.
- Sewer line at the R.V. Park was broken due to a campfire on top of line. Repairs were made on August 15.
- Duncan Electric Motor was called in Thursday August 4, due to issues at the Ehatis lift station.
 - Foreign objects were found to be lodged in the pump which blew electrical resistors in panel.
- Duncan Electric Motor returned the following week to do annual maintenance and checks on all three lift stations. Our finding was damage to the pump at Ehatis lift station. We have received one quote from Duncan Electric Motor which recommended that the pump be replaced due to age and parts availability. A meeting between the Village and Ehattesaht First Nation will be scheduled this week to discuss this matter.
- The lift station in front of the Band Office also needs repairs to pump. We have received a quote from Duncan Electric Motor and would like to commence work as soon as possible.

Buildings

- Many buildings recently pressure washed, and regular maintenance done.
- Monthly inspections done August 15th and issues were documented.
- Community Hall was recently rented out and septic system is up and running with great success.

Roads and Bridges

- Worked on site lines at Sugarloaf bridge during the first week of August and will continue clearing brush and objects away from any other troubling site lines in town.
- Cold patch was laid in July on Reno Street and will be layering another lift of cold patch this week, weather dependant.
- Reached out to School District 84 about the Keno Crescent pavement cut out from water tie ins to the new teacherages. We were assured that they will be fixed by end of summer, and that prep work was started two weeks ago by Muchalaht Construction. Also indicated that their team would be doing more maintenance around their lift station and buildings immediately.

Parks

- Working closely with staff members in office for September 24 Estuary Trail clean up and reaching out to community members to locally source wood and materials needed for this project.

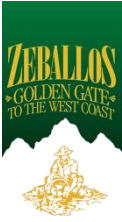
Docks

- Work now completed by Anker Mechanical for both Seaplane Dock and Municipal Dock with resurfacing and repairs to walkway. We are waiting to hear back from Tuff Marine for dates to finish anchoring of Seaplane Dock.
- Public Works plans on re-painting gangway to Municipal Dock by end of August, weather dependant.

Prepared By:

Hudson Mihalick
Public Works Foreman

STAFF REPORT



To: Pete Nelson-Smith
Mayor & Council

Re: Town Ambassador Update

August 23, 2022

This report is to provide an update on Town Ambassador activities beginning May 18, 2022.

MUSEUM

- The museum has been open five days a week since May 18th. The hours are 2-4 pm, Wednesday-Sunday.
- Cleaning of the museum is happening regularly; keeping the display cabinets wiped down, floors mopped, dusting artifacts, maintaining bathroom cleanliness.
- Keeping front garden watered during hot weather.
- Inventory at gift shop
 - Sold retail items such as t-shirts, post cards, vest, flags, books
 - Additional t-shirts and hooded sweatshirts have been ordered and will be arriving soon.
 - New/more retail items should be purchased, as well. Items to consider include garments with various styles, hats, keychains, stickers, and mugs.

Museum Attendance	Number of Visitors
May (beginning May 18)	38
June	36
July	59
August (up to August 18)	27
16 days from May 18 – to August 18 with no visitors	

PARKING

- Monitoring of the parking lot by the boat launch, overflow parking lot, the municipal wharf, seaplane dock and associated parking lot. These lots are monitored Wednesday-Sunday.
- Instructions provided to visitors on where they need to go to park.
- Payment envelopes left on vehicles that are not displaying a valid parking pass.
- “This is not a parking spot” slips have been left on people’s vehicles when they are parked in a “No Parking” zone.
- Observed more people in compliance by purchasing Annual Parking Passes.
- Biggest challenge is visitors not knowing that they are required to pay for parking or boat launch use.
- Every person interacted with has been given an “Historic Nootka Sound” map, local Zeballos map, and trail guide.

- Parking has been the busiest on long weekends with almost no parking available during those times.
- Parking revenue is up 165% over 2021. Budget actuals to July 31, 2021 were \$2,387.00 in comparison to budget actuals to July 31, 2022 being \$6,319.00.

CAMPING/RV PARK

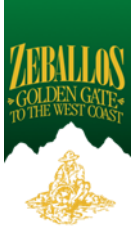
- Monitoring of both the Cevallos Campsite and the RV Park. These sites are monitored Wednesday-Sunday.
- The RV Park has been steadily busy since May 18th. Many people staying in the RV Park have been there long term.
- The Cevallos Campground has been inconsistently busy; noticeably busier on long weekends.
- “No fish guts in garbage can” signs have been posted at the RV Park and the Campground.
- Working with staff on the Zeballos Estuary Trail maintenance day scheduled for Saturday, September 24.

Prepared by:

Shane Rapin
Town Ambassador

CAO REPORT

July/August 2022



To: Mayor & Council

From: Pete Nelson-Smith, Chief Administrative Officer

August 23, 2022

Purpose:

To provide Council with a general overview of administrative operations affecting the Village of Zeballos.

Administration

Items moving forward through Village Office Staff, Pete Nelson-Smith, Alana Janisse and Melcha Verhallen

- Implementation of monthly staff meetings to discuss strategic priorities, safety and general discussions (Includes all VoZ Staff)
- Upgraded CAO computer
- Upgraded office to Microsoft365
- Reorganized office space to eliminate unnecessary documentation, provide the Clerk with her own office space and open workspaces
- Research on agenda creation software – no purchase to date
- Preparing UBCM Minister meeting requests and travel arrangements
- Research into 2017 Asset Management Grant – Village slated to receive \$8,300 for work done in 2018
- Creation/release of “Village Voice”

Emergency Preparedness

- Working with Strathcona Regional District on several projects
 - Tsunami Alarm replacement
 - Emergency Response Sea Cans (shelving/insulation/potential painting)
 - Rockfall hazard area
 - Emergency Operations Coordinator and Emergency Support Service volunteer replacement
 - Evacuation route planning (collaboration with Nuchatlaht)
 - Wildfire mitigation projects (replacing Municipal Hall ramp with aluminum)
- Working with FireWise Consulting on re-establishing the Zeballos Volunteer Fire Department
 - Public notice updates
 - Basic training boot camp

- Gear inventory
- Officer positions
- Frequent meetings with Sergeant Curtis Davis and Constable Ed Harrison of RCMP
 - Constable Harrison to spend more time in Zeballos when not required in Kyuquot
- Met with members of Island Health to discuss local challenges and successes

Election

As we approach the 2022 General Local Election, Staff are preparing for upcoming election deadlines.

- Established Elections Page on website
- Prepared Nomination Packages for prospective candidates
- Local advertising complete
- Chief Election Officer - Pete Nelson-Smith, Deputy Chief Election Officer – Alana Janisse
- Working with Strathcona Regional District and School District 84 on collaborations

Miscellaneous

- Correspond with CAO from Tahsis on Community Unity Trail project – September 6th meeting scheduled
- Met with Ministry of Transportation representatives Kellen Truant and David LaRue
- Western Forest Products – Grant of \$2,500 toward Estuary Trail Maintenance on September 24 from 9-3
- Staff preparations on Estuary Trail maintenance day
- Met with Strathcona Regional District CAO David Lietch