



## VILLAGE OF ZEBALLOS

AGENDA for the Regular Meeting of Council held Tuesday, September 27, 2022  
at 7:00PM 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**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF THE MINUTES**

**3.1** Minutes of the August 27, 2022 Regular Meeting of Council Page 1

**4. BUSINESS ARISING FROM THE MINUTES**

**5. DELEGATIONS & PETITIONS**

**6. CORRESPONDENCE**

**6.1** Eileen Lovestrom re: Board of Variance Resignation Page 5

**6.2** Megan Hamilton re: Street Light Nuisance Page 7

**6.3** Martin Davis, Mayor, Village of Tahsis re: Letter of support for Island Coastal  
Economic Trust Recapitalization Page 9

**6.4** Correspondence List from August 20 to September 23, 2022 Page 11

**7. REPORTS**

**7.1** Staff Report re: Zeballos Volunteer Fire Department – Grant Application Page 13

**Recommendation:**

1. THAT the Village of Zeballos support an application to UBCM Community  
Emergency Preparedness Fund Volunteer & Composite Fire Departments  
Equipment & Training program and provide overall grant management.

**7.2** Staff Report re: Wildfire Reforestation – Grant Application Page 29

**Recommendation:**

1. THAT as part of the Village of Zeballos' ongoing work in relation to wildfire  
recovery that an application of up to \$150,000 for financial assistance under  
the Category 1 portion of the Community Emergency Preparedness Fund 2022

Disaster Risk Reduction / Climate Adaption grant be authorized for submission to the UBCM and THAT the Village of Zeballos agrees to provide overall grant management if the application is successful.

2. THAT in order to complete this project in an expedient manner that the Village be authorized to circumvent its purchasing policy and direct award this project to BA Blackwell & Associates if our grant application is successful.

**7.3 Staff Report re: Casket Lowering Device – Ehattesaht Cost Sharing**

Page 45

**Recommendation:**

1. THAT the Village of Zeballos provide half of the funding, up to \$4,000 for the purchase of the casket lowering device with funds being drawn from unrestricted reserves and the Five-Year Financial Plan be amended to reflect the change.
2. THAT prior to the purchase, Village staff work with Ehattesaht staff on a brief cost sharing agreement that outlines terms of use, maintenance costs, storage and replacement.

**7.4 Staff Report re: Firefighter Turnout Gear and Training Materials for the Zeballos Volunteer Fire Department**

Page 55

**Recommendation:**

1. THAT Council approve the purchase of turnout gear and training materials up to \$10,000 from the Fire Equipment Reserve, and that the 2022-2026 Five Year Financial Plan be amended to reflect the change.

**7.5 Staff Report re: Repairs to Lift Station 2**

Page 65

**Recommendation:**

1. THAT Council approve the expense of up to \$10,000 to rebuild Lift Station 2 with funds being drawn from the Gas Tax Reserve, and that the 2022-2026 Five Year Financial Plan be amended to reflect the change.

**7.6 Staff Report re: 2022 Union of British Columbia Municipalities 2022 Convention**

Page 69

**7.7 Staff Report re: Town Ambassador Update**

Page 79

**7.8 Staff Report re: Public Works August/September Operations Report**

Page 81

**7.9 Staff Report re: Chief Administrative Officer Monthly Report**

Page 83

**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), 90(1)(g), and 90(1)(k).

**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; 90(1)(g) litigation or potential litigation affecting the municipality; and Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**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 Regular Meeting of Council held Tuesday, August 23, 2022 at 7:00 PM, at 157 Maquinna Ave, Zeballos, BC

<b>PRESENT</b>	<b>Council:</b>	Mayor J. Colborne Councillor J. Janisse Councillor B. Lewis Councillor E. Smith
	<b>Staff:</b>	Chief Administrative Officer, P. Nelson-Smith, Public Works Foreman, H. Mihalick
<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 7:00 PM.

### 2. APPROVAL OF AGENDA

<b>146-22</b>	<b>Janisse/Lewis</b>	<b>CARRIED</b>	
THAT the agenda of the Regular Meeting of Council be approved as presented.			Agenda Approval

### 3. ADOPTION OF MINUTES

**3.1** Minutes of the August 09, 2022 Regular Meeting of Council

<b>147-22</b>	<b>Lewis/Janisse</b>	<b>CARRIED</b>	Minute Adoption
THAT the Minutes of the August 09, 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 July 23 to August 19, 2022

<b>148-22</b>	<b>Lewis/Janisse</b>	<b>CARRIED</b>	Correspondence List
THAT the Correspondence List from July 23 to August 19, 2022 be accepted.			

### 7. REPORTS

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

<b>149-22</b>	<b>Lewis/Janisse</b>	<b>CARRIED</b>	<b>Minute Signing Authority</b>
THAT Mayor Colborne and Pete Nelson-Smith be delegated the authority to validate adopted minutes from April 2021 to May 2022.			
<b>7.2</b>	Staff Report re: Regional Grant Opportunity – Disaster Risk Reduction		
<b>150-22</b>	<b>Janisse/Lewis</b>	<b>CARRIED</b>	<b>Disaster Risk Reduction Grant</b>
THAT the Village of Zeballos not apply for the Disaster Risk Reduction Regional Grant Opportunity based on staff capacity and outstanding grants and that staff contact the Strathcona Regional District about Council's decision and reason's for the decision.			
<b>7.3</b>	Staff Report re: Public Works July/August Operations Report		
<b>151-22</b>	<b>Janisse/Smith</b>	<b>CARRIED</b>	<b>MOTI Highway Maintenance and Responsibility</b>
THAT the Village write a letter from Council to the Ministry of Highways and Infrastructure outlining the safety concerns with the condition of the highway through Zeballos and to obtain written clarification on which ministries hold maintenance responsibilities and where those responsibilities are.			
<b>152-22</b>	<b>Smith/Janisse</b>	<b>CARRIED</b>	<b>Dust remediation</b>
THAT the Village request a dust remediation program be put in place by the Ministry responsible for the portion of gravel road around the 8-kilometer loop surrounding Zeballos.			
<b>7.4</b>	Staff Report re: Town Ambassador Operations Report		
<b>7.5</b>	Staff Report re: Chief Administrative Officer Monthly Report		
<b>8.</b>	<b>COMMITTEES</b>		
<b>9.</b>	<b>BYLAWS</b>		
<b>10.</b>	<b>MAYOR'S LIST</b>		
<b>11.</b>	<b>NEW BUSINESS</b>		
<b>12.</b>	<b>IN-CAMERA</b>		
<b>12.1</b>	Close regular meeting to go In-Camera under Community Charter Section 90(1)(c) labour relations or other employee relations.		
<b>153-22</b>	<b>Lewis/Smith</b>	<b>CARRIED</b>	<b>In-Camera</b>
THAT Council close the regular meeting and go In-Camera under Community Charter Section 90(1)(c) labour relations or other employee relations.			
<b>13.</b>	<b>PUBLIC QUESTION PERIOD</b>		

**14. ADJOURNMENT**

**154-22**

**Janisse/Lewis**

**CARRIED**

Adjournment

THAT the August 23, 2022 Regular Meeting of Council be adjourned at 8:18PM.

CERTIFIED CORRECT:

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Mayor

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Corporate Officer





Aug 24, 2022

Mayor and Council  
Village of Zeballos  
Box 127  
Zeballos BC  
VOP 2A0

RECEIVED

AUG 25 2022

This letter is to advise of my resignation  
from the Board of Variance effective immediately.  
Thank you for the opportunity to serve my community.

Regards.  
Dileen Lovestrom



**From:** Megan Hamilton  
**Sent:** September 9, 2022 10:05 AM  
**To:** Alana Janisse - Zeballos Reception; cao@zeballos.com  
**Subject:** Attention Zeballos council - street light

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Hi there,

I am writing today to regarding the new LED streetlight that was installed across the street from my house. This light is offensively bright, much like a football stadium and it has ruined the experience on my property in the evening. It is excessive and doesn't need to be there at all. I want this light removed as soon as possible. I no longer feel comfortable or enjoy being on my property due to this light.

This is my first time ive contacted the council, I just want to know what the next steps are for this process and if I can join the council meeting that is supposed to be taking place on Sept 28th.

Thank you, have a great day.

Megan



**Subject:** FW: Letter of support for ICET recapitalization  
**From:** Martin Davis  
**Sent:** August 26, 2022 10:49 AM  
**To:** David Leitch  
**Cc:** Tom Yates  
**Subject:** Letter of support for ICET recapitalization

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Hi Dave,

Can we add to our next agenda an item regarding sending a letter of support to the provincial government for recapitalization of ICET? I am on the board and will be receiving a template that I can forward as available.

Thanks  
Martin  
Mayor of Tahsis  
Office: 250-934-6344  
H 778-746-1157 - C 250-204-7422  
We live within Mowachaht-Muchalat territory

To:  
[JERI.Minister@gov.bc.ca](mailto:JERI.Minister@gov.bc.ca)  
CC:  
[michele.babchuk.MLA@leg.bc.ca](mailto:michele.babchuk.MLA@leg.bc.ca)  
[brodie@islandcoastaltrust.ca](mailto:brodie@islandcoastaltrust.ca)

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Dear Minister Kahlon,

Re: Transformation of Island Coastal Economic Trust

On behalf of the Village of Tahsis, I'm writing to affirm our support for a generational investment of at least \$150 million into the Island Coastal Economic Trust (ICET), the sole economic trust serving our region.

Through partnership with the Trust over the past 16 years, Tahsis and Mowachat/Muchalat First Nations have invested into important projects we have conceived to develop our local economy on the west coast of Vancouver Island. These project investments made in partnership with the Trust include:

- An economic development strategy supported by a 5-year plan with 23 actionable economic development strategies we developed in 2014 as we look forward following the closure of our two sawmills that profoundly changed our community resulting in significant population and economic decline.
- A community unity trail that builds the recreational tourism sector in the Nootka region's economy, connecting Zeballos and Tahsis who are neighbouring communities but

inaccessible from each other unless by air or water with interpretation of the region's history in partnership with Mowachaht/Muchalaht and Ehattesaht/Chinehkint First Nations.

- A Strathcona Regional District broadband plan that the regional district partnered with the Trust to undertake and completed in 2020 to inform and enable the Connected Coast project to optimize to the realities in our remotely located region.
- A dedicated rural recovery focused position we created with funding from the Trust delivered on behalf of the Ministry which has provided us with valued short-term capacity that we hope to build on through renewal of the Trust as a long-term sustainable source of economic development funding for rural communities such as ours.
- A regional tourism strategy for the Strathcona region that we completed in 2014, inclusive of Tahsis, Gold River, Sayward, Zeballos, Kyuquot, Quadra, Cortes, and the Discovery Islands.

Our priorities in the future include <> and the strategic role of the Trust as non-government matching funds enables us to compete with communities in other regions of BC who benefit from larger, sustainable economic trusts. This also helps us to avoid taking on long-term debt, which we cannot financially sustain due to loss of our major industries, as we use the Trust to move infrastructure projects forward that would otherwise need to be financed through municipal debt, resulting in impacts on our local tax base over the long-term and our community's financial viability.

We can envision the tremendous impact the transformation of the trust into a long-term sustainable organization that generates a sustainable investment return of \$10 million annually will enable within a co-governance structure with First Nations.

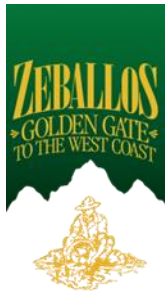
We believe in this new vision for the Trust to be an environmentally, socially, and governance focused investor that enables community-led investments across Vancouver Island and the Sunshine Coast on a long-term basis. This model is working and we cannot lose this, our only Trust. The Village of Tahsis recommends the Trust be recapitalized in Budget 2023 to enable First Nations and local governments across the coast to fully participate in long-term decision making and regional economic development together through the Trust and its Regional Advisory Committee structure.

Sincerely,

#	Rec'd	Via	From	Regarding	File #	Disposition
1	25-Aug	Letter	Eileen Lovestrom	Resignation from Board of Variance	3360-01	File; Agenda
2	27-Aug	Email	Cynthia Rodgers	Library Expenditure	0220-20	File
3	29-Aug	Email	National Overdose Response Services (NORS)	Overdose support	0230-20	File
4	30-Aug	Email	HCA Engagement	Invitation to HCATP Phase 1 Engagement	0230-20	File
5	31-Aug	Email	North Island Economic Trust	North Island Coalition Works Together to End Regional Power Outages	0230-20	File
6	1-Sep	Email	Recycling Council of BC	Proclaim Your Support for Circular Economy Month in Canada!	0230-20	File
7	1-Sep	Email	Island Health	Island Health public service announcement: Temporary service reduction at Port Hardy Hospital Emergency Department	4920-01	File
9	2-Sep	Email	Strathcona Regional District	Canada and British Columbia invest over \$20 million in infrastructure projects across the province to build more resilient, greener communities	0400-50	File
10	2-Sep	Email	BC Rural Health Network	Rural Health Care Crisis - Request to Meet	0232-20	File
11	8-Sep	Email	Island Health	Island Health PSA: Temporary service reduction at Port McNeill Hospital Emergency Department	4920-01	File
12	9-Sep	Email	Megan Hamilton	Attention Zeballos council - street light	0220-20	File; Agenda







## STAFF REPORT

To: Mayor and Council

September 27, 2022

Prepared by: Pete Nelson-Smith, Chief Administrative Officer

Re: Zeballos Volunteer Fire Department – Grant Application

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### PURPOSE

To have Council consider the approval of a grant application to the UBCM Community Emergency Preparedness Fund Volunteer & Composite Fire Departments Equipment & Training program.

### BACKGROUND

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

### ANALYSIS

The intent of this funding stream is to build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies through the purchase of new or replacement equipment and to facilitate the delivery of training.

Through recent inventories, the current members of the Volunteer Fire Department have noted that much of the gear has either expired or is close to expiring under the National Fire Protection Association standards.

If the applicant is a local government, First Nation or improvement district, the following must also be submitted:

- Local government Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management.

The application deadline is October 21, 2022.

### Financial Implications:

The Volunteer & Composite Fire Departments Equipment & Training funding stream can contribute a maximum of **100%** of the cost of eligible activities to a maximum of **\$30,000.00**.

**Staffing Implications:**

Volunteer members of the department will fill out the application form, with administrative staff support in submissions and management of the grant. Staff have already begun sourcing quotes for some equipment that need to be replaced.

**RECOMMENDATION**

1. THAT the Village of Zeballos support an application to UBCM Community Emergency Preparedness Fund Volunteer & Composite Fire Departments Equipment & Training program and provide overall grant management.

**CONCLUSION**

That Council, having reviewed this report and attached information, provide direction to staff on the application for funding under the UBCM Community Emergency Preparedness Fund Volunteer & Composite Fire Departments Equipment & Training program.

# Community Emergency Preparedness Fund

## Volunteer & Composite Fire Departments Equipment & Training

### 2022 Program & Application Guide

#### 1. Introduction

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The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

As of May 2022, the funding streams include:

- Disaster risk reduction-climate adaptation
- Emergency operations centres and training
- Emergency support services
- Extreme heat mapping, assessment, and planning
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

#### Background

Fire departments provide fire protection services in designated areas. Fire departments may be structured differently but all structure firefighters in BC are required to meet minimum training standards. Volunteer fire departments are those that have no paid staff, except paid on-call volunteers. Composite fire departments are those that have a mix of paid staff and unpaid volunteers.

The BC Structure Firefighter Minimum Training Standards include the requirement for fire departments to declare their level of service. This applies to all local government, Treaty First Nation and society-run fire departments. The training standards are not automatically applicable on federal reserve lands and, for the purpose of CEPF funding, non-Treaty First Nations are not required to declare their level of service if they are not prepared to do so. This will not impact the review or scoring of applications.

#### Volunteer & Composite Fire Departments Equipment & Training Funding Stream

The intent of this funding stream is to build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies through the purchase of new or replacement equipment and to facilitate the delivery of training. Ongoing operational costs and the purchase of major fire apparatus are not eligible.

#### 2. Eligible Applicants

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Eligible applicants are:

- Local governments (municipalities or regional districts) in BC
- First Nations (bands and Treaty First Nations) in BC
- Legally incorporated society-run fire departments in BC that are in good standing
- Improvement Districts in BC

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

### 3. Grant Maximum

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The Volunteer & Composite Fire Departments Equipment & Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00.

However, due to the number of fire departments that may be under their jurisdiction, regional districts can apply for a maximum of \$30,000.00 for each fire department that they have established a service area for in a single application.

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Community Emergency Preparedness Fund.

### 4. Eligible Projects

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To qualify for funding, applicants must demonstrate the extent to which proposed project(s) will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies.

In addition, to qualify for funding, projects must:

- Facilitate training or purchase of equipment for volunteer or composite fire departments
- Be a new project (retroactive funding is not available)
- Be capable of completion by the applicant within one year from the date of grant approval
- Meet or working towards the BC Structure Firefighter Minimum Training Standards (available in September 2022)

#### Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution or motion as outlined in Section 7 of this guide. Each partnering applicant is required to submit a resolution or motion that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

### 5. Requirements for Funding

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As part of the approval agreement, approved applicants must agree to the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19.
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

## 6. Eligible & Ineligible Costs & Activities

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### Eligible Costs & Activities

Local Government and First Nation applicants are encouraged to review the [2023 FireSmart Community Funding & Supports](#) program guide before completing this application. Depending on wildfire risk, FireSmart funding can provide up to \$200,000 for eligible activities – including all of the interface fire equipment and training that is included in this guide.

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Purchase of new or replacement equipment to enhance the ability of eligible fire departments to meet the needs of the community and Training Standards in accordance with declared level of service. This may include:
  - Equipment required to support response to structure fire (other than major fire apparatus) including turn out gear and equipment identified in Appendix 1
  - Equipment required to support response to interface fires, limited to wildland firefighting personal protective equipment and equipment identified in Appendix 2
- Training to enhance the ability of eligible fire departments to meet the needs of the community and Training Standards. For all virtual courses, eligible costs include: course fee (if any), required course materials, and travel (including accommodations and per diems) only if required for internet connection or access to necessary technology. For all in-person courses, eligible costs include: course fee, required course materials, and travel (including accommodations and per diems)
  - Training to meet the BC Structure Firefighter Minimum Training Standards, in accordance with declared level of service
  - Fire-related training props to assist with in-house training, including live burn training structures
  - Cross training required to support response to interface fires limited to:
    - [Wildfire Risk Reduction Basics Course](#) (free, online course for non-forest professionals that provides an introduction to the key concepts to minimize the negative impacts of wildfires in BC.)
    - [Fire Life & Safety Educator](#) (public education course for fire safety education)
    - [ICS-100](#) (Incident Command System - introduction to an effective system for command, control, and coordination of response at an emergency site; available online)
    - SPP-WFF1 Wildland Firefighter Level 1 (includes S-100, S-185, ICS-100)
    - [S-100](#) Basic fire suppression and safety (basic fire suppression training for contract crews) and S-100A (annual refresher)
    - [S-185](#) Fire entrapment avoidance and safety (general knowledge course on wildfire safety and entrapment avoidance for local governments, contract crews, and First Nations)
    - [S-231](#) Engine Boss (training for structure protection program in a WUI event)
    - [WSPP-115](#) (training for structure protection unit crews) and WSPP-FF1 (train the trainer)
    - Task force leader (for structure protection only; course for wildfire personnel to monitor and assess specialty resources that work together to accomplish a common wildfire task)

- Structure Protection Group Supervisor (GrpS) (for structure protection only; course for wildfire personnel to implement assigned portion of the Incident Action Plan and be responsible for all operations conducted in the division/group)

The following expenditures are also eligible provided that they relate directly to the eligible activities identified above:

- Incremental applicant staff and administration costs
- Consultant costs
- Public information costs
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Translation costs and the development of culturally appropriate training materials

### Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Purchase of major capital items, major fire apparatus or vehicles
- Routine or ongoing operating costs or activities (e.g. heating, cooling and lighting costs; security; software or service subscriptions or membership fees)
- Routine or ongoing planning costs or planning activities that are not incremental to the project
- Regular salaries and/or benefits of applicant staff or partners
- Use of a fire department during an emergency
- Training offered through the [Provincial Emergency Management Training Program](#)
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities (excluding live burn training structures)
- Training and equipment required for search and rescue and/or road rescue
- Defibrillators
- Costs related to developing or submitting the application package

Local Government applicants are encouraged to review the [Community Works Fund](#) (Canada Community Building Fund) program materials. New and retrofit/modernization fire halls and fire stations are eligible under CWF, as well as the acquisition of a fire truck as part of an overall capital upgrade to an existing fire hall or construction of a new fire hall.

## 7. Application Requirements & Process

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### Application Deadline

The application deadline is **October 21, 2022**. Applicants will be advised of the status of their application within 90 days of the application deadline.

## Required Application Contents

All applicants are required to submit:

- Completed Application Form and all required attachments
- Evidence of declared service level (e.g. bylaw, resolution)
- Detailed budget that indicates the proposed expenditures from the Community Emergency Preparedness Fund and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified;
- For regional projects only: resolution or motion from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

<b>Resolutions or motions from partnering applicants must include the language above</b>
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If the applicant is a local government, First Nation or improvement district, the following must also be submitted:

- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, or improvement district Trustee resolution, indicating support for the current proposed activities and willingness to provide overall grant management

If the applicant is a legally incorporated society-run fire department, they must also submit:

- Board of Directors motion indicating support for the current proposed activities and willingness to provide overall grant management
- Current Certificate of Good Standing

## Submission of Applications

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

## Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the CEPF Evaluation Committee will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Clearly demonstrate how the proposed project will build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies, based on the declared level of service
- Support eligible fire departments with limited resources that impede the ability to purchase essential equipment and/or obtain training
- Provide training to specifically address the mental wellbeing of eligible fire department staff and volunteers
- Demonstrate transferability or mutual aid between local governments or First Nations in BC

- Include in-kind or cash contributions to the project from the eligible applicant, partnering applicant(s), community partners or other grant funding
- Demonstrate cost-effectiveness

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC and the First Nations' Emergency Services Society

## **8. Grant Management & Applicant Responsibilities**

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Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision**

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM within 30 days.

Grants are awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### **Progress Payments**

To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment.

### **Changes to Approved Projects**

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.



To propose changes to an approved project, approved applicants are required to submit:

- Amended application package, including updated, signed application form, required attachments, and an updated resolution or motion
- For regional projects only, evidence of support from partnering applicants for proposed amendments will be required
- Written rationale for proposed changes to activities and/or expenditures

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

### **Extensions to Project End Date**

All approved activities are required to be completed within the time frame identified in the approval agreement and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year from the date of the original final report deadline.

## **9. Final Report Requirements & Process**

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All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments
- Detailed financial summary that indicates the actual expenditures from the Community Emergency Preparedness Fund and other sources (if applicable) and that aligns with the actual activities outlined in the final report form
- Copies of any training or capacity building materials that were produced with grant funding.
- Photos and/or media directly related to the funded project

### **Submission of Final Reports**

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

All final report materials will be shared with the Province of BC and the First Nations' Emergency Services Society.

## **10. Additional Information**

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Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8  
E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)  
Phone: (250) 387-4470

## Appendix 1: Funding Requirements for Equipment Required to Support Response to Structure Fire

The purchase of new or replacement equipment to enhance the ability of eligible fire departments to meet the needs of the community and BC Structure Firefighter Minimum Training Standards in accordance with declared level of service is eligible for funding and must align with Table 1.

For additional information regarding apparatus, the Underwriters' Laboratories of Canada Standard, ULC S515 should be referenced. This Standard may be purchased from the Underwriters' Laboratories of Canada.

<b>Table 1: Basic Fire Department Apparatus Equipment</b>		
<b>Category</b>	<b>Item</b>	<b>Quantity</b>
Minimum Equipment Carried by Water Tenders (Mobile Water Supply)	2.7 kg axe, either pick-head or flathead	1
	2 m or longer pike pole or plaster hook	1
	Portable hand lights	2
	Approved dry chemical portable fire extinguisher with a minimum 80-B:C rating	1
	9.5 L or larger water extinguisher	1
	SCBA complying with CSA Z94.4 "Selection, Use and Care of Respirators", but not less than two, mounted or stored in containers supplied by the SCBA manufacturer	1
	Spare SCBA cylinder for each SCBA carried, each mounted or stored in a specially designed storage space	1
	First aid kit (meeting member certification)	1
	Combination spanner wrenches	2
	Hydrant wrench	1
	Minimum of 60 m of 65 mm or larger fire hose	1
	Double female adapter for 65 mm or larger fire hose	1
	Double male adapter for 65 mm or larger fire hose	1
	Wheel chocks each designed to hold the fire fighting apparatus when loaded to its maximum in-service weight, when on a 10% grade with the transmission in neutral and the parking brake released, shall be mounted in readily accessible locations	2

Minimum Equipment Carried by Water Tenders (Mobile Water Supply) - <i>continued</i>	If none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side shall be carried. Any intake connection 90 mm or larger shall include a pressure relief device	As required
	Rubber mallet for use on suction hose connections shall be carried in a bracket fastened to the apparatus	1
	If the mobile water supply fire fighting apparatus is equipped with a fire pump Portable collapsible water tank of at least 5600 L capacity Portable pump with gasoline-driven engine.	1
Mobile Water Supply Fire Fighting Apparatus equipped with Fire Pump <i>Along with the minimum equipment noted above, the following shall be added:</i>	6.1 m of smooth-bore hard suction hose of size appropriate to the pump or 4.6 m of soft suction	1
	120 m of 38 mm, 45 mm or 50 mm fire hose	1
	Combination spray nozzles, 360 L/min minimum	2
Additional Equipment Recommended for Mobile Water Supply	Crowbar, 1 m minimum;	1
	Pair insulated bolt cutters with 11 mm minimum cut;	1
	Halligan-type tool with brackets	1
	Fire service claw tool	1
	2 ½ in (65 mm) Hydrant gate valve	1
	Shovel pointed, long handle	1
	Hose straps	4
	38 m length of utility rope with a minimum breaking strength of 2268 kg	1
	Portable pump	1
	Low level strainer for use with portable tanks	1
	Tool box with hammers, wrenches, screwdrivers and other assorted tools	1
	Water transfer device to be used between portable tanks	1

Required Equipment for an Engine	2.7 kg pick-head axe, with unpainted wooden handle	1
	2.7 kg flathead axe, with unpainted wooden handle	1
	1.8 m pike pole or plaster hook	1
	2.4 m or longer pike pole	1
	Portable hand lights	2
	Approved dry chemical portable fire extinguisher with a minimum 80-B:C rating	1
	9.5 L or larger water extinguisher	1
	Self-contained breathing apparatus (SCBA) complying with CSA Z94.4 "Selection, Use and Care of Respirators", for each assigned seating position, but not less than four, mounted or stored in containers supplied by the SCBA manufacturer	Minimum of 4
	Spare SCBA cylinder for each SCBA carried, each mounted or stored in a specially designed storage space	1
	First aid kit- (meeting member certification level)	1
	Combination spanner wrenches	4
	Hydrant wrenches	2
	65 mm double female adapter	1
	65 mm double male adapter	1
	Rubber mallet, suitable for use on suction hose connections	1
	Salvage covers, 3.7 m X 4.3 m	2
	Wheel chocks each designed to hold the fire fighting apparatus when loaded to its maximum in-service weight, when on a 10% grade with the transmission in neutral and the parking brake released, shall be mounted in readily accessible locations	2
	For supply hose not using sexless couplings: additional double female adapter and double male adapter required. Adapters sized to fit fire hoses 65 mm or larger and mounted in brackets fastened to the fire fighting apparatus	As required

Required Equipment for an Engine - <i>continued</i>	If none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side shall be carried. Any intake connection 90 mm or larger shall include a pressure relief device	As required
	Straight ladder with roof hooks	1
	Extension ladder	1
	Attic ladder NOTE: Purchaser should specify a greater length such as 9 or 10 m as being more useful in most cases	1
	120 m of 38 mm, 45 mm or 50 mm fire hose	1
	360 m of 65 mm or larger fire hose	1
	Combination spray nozzle, 750 L/min minimum combination spray nozzle, 750 L/min minimum	1
	Combination spray nozzle, 360 L/min	1
	Playpipe with shut off and 25 mm, 29 mm and 32 mm tips;	1
	Additional of either a combination spray nozzle, 750 L/min minimum or playpipe with shut off and 25 mm, 29 mm and 32 mm tips	1
Additional Equipment Recommended for Engines (According to nature of service)	Crowbar, 1 m minimum	1
	Pair insulated bolt cutters with 11 mm minimum cut	1
	Halligan-type tool with brackets	1
	Back-pack type pump tank extinguishers	6
	2 ½ in (65 mm) hydrant gate valve	1
	Reducing gated wye, to fit hose used	1
	Hose straps	4
	38 m length of utility rope with a minimum breaking strength of 2268 kg	1
	3000 W (minimum) portable generator	1
	500 W portable lights	2

Additional Equipment Recommended for Engines (According to nature of service) - <i>continued</i>	Cord reels with a minimum 61 m cord on each, compatible with lights, and generator	2
	Portable pump	1
	Tool box with hammers, wrenches, screwdrivers and other assorted tools	1
	Fire brooms	3
	Hose clamp	1
	Metal rakes	4
	Long handle, pointed shovel	1
	Scoop shovel	1
	Master stream appliance, (3785 L/min) minimum	1
	Foam delivery equipment compatible with onboard foam system	#
	Additional 38 mm hose and nozzles for rural service	#
	Additional longer extension ladders in lieu of ladder truck support	#
	Additional self-contained breathing apparatus (SCBA) sufficient that each fire fighter fighting interior fires shall be equipped, along with one spare bottle per SCBA	As required

## Appendix 2: Funding Requirements for FireSmart Structure Protection

The purchase of equipment for FireSmart Structure Protection should be in support of the completion of a FireSmart Structural Protection Trailer, a Structure Protection Community Assessment and training of structural protection personnel as outlined below.

For more information on the trailer requirements and Structure Protection Community Assessments please contact the Structure Protection Coordination Office at [spco@gov.bc.ca](mailto:spco@gov.bc.ca)

### Phase 1 Start up

It is recommended that in this phase applicants commit to completion of a FireSmart Structure Protection Trailer and purchase initial equipment (limited to Table 2), start the process of requesting Structure Protection Community Assessments (contact the Structure Protection Coordination Office at [SPCO@gov.bc.ca](mailto:SPCO@gov.bc.ca)) and train staff to support a structure protection program.

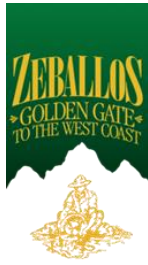
Phase 1 was designed to ensure that a community would have a functional set of structure protection equipment while they build their overall structure protection program.

For the purpose of funding, the following are not eligible as Phase 1: Start Up expenditures: mixed oil 2 cycle, chain oil, tape (duct, Teflon or electrical), and rags.

Table 2: Eligible Activities for FireSmart Structure Protection Phase 1: Start Up		
Category	Item	Quantity
Pump	Mark 3/Wick 75	2
	Pump Tool Kit	3
	Suction Hose	3
	Fuel Can	4
	Single Fuel Line	4
	Dual Fuel Line	4
Berm	Portable Berm	2
Hose	1.5" x 100ft	15
	1.5" X 50ft	20
	Econo x 50ft	50
	Econo x 25ft	40
Nozzle	Econo	5
Valves	3-way	10
Sprinklers	Butterfly	15
	Large Sprinkler	15
	Small Sprinkler	15
	Gutter Mount	10
	Gutter Mount Bracket	10
Water thieves	1.5"	30

Portable Tank	2500 Gal	1
	Drain Kit	1
Ladder	Extension	1
Impact Tool	Impact Driver	1
Poly	Rolls	2
Tape	SPU Flagging	5 x 5 colours
Saw	Hand	1
Safety	Fire Extinguisher	1
	First Aid	1
	Cones	1





## STAFF REPORT

To: Pete Nelson-Smith, CAO  
Mayor & Council

September 27, 2022

### Re: Grant Opportunity – Wildfire Reforestation

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#### PURPOSE

To consider a grant application to the Category 1 funding stream of the Community Emergency Preparedness Fund (CEPF) 2022 Disaster Risk Reduction / Climate Adaptation grant in order to develop a reforestation plan for area that was devastated by the 2018 wildfire.

#### 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. Category 1 funding stream activities support community resilience by providing data, building partnerships, and supporting long-term disaster risk reduction-climate adaptation planning. The deadline to submit an application is September 30, 2022 and requires a Council Resolution of support.

The 2019 Zeballos Wildfire Recovery Plan recommended to 'Investigate options to reforest the affected areas to aid in slope stabilization' under the mitigation revegetation section.

The general process for a project such as this would be:

1. Planting prescription survey: office pre-planning and field work assessment
2. Development of a planting plan/prescription
3. Planting implementation – *will applied for under a future grant opportunity*
4. Post-planting monitoring – *will applied for under a future grant opportunity*

The Village of Zeballos has engaged BA Blackwell & Associates to assist with this project. This organization has a plethora of experience in both the Regional District and Province-wide with developing wildfire protection plans, wildfire fuel mitigation projects, and post wildfire reforestation projects. It is suggested that the Village of Zeballos applies for the maximum amount of \$150,000 to develop a plan for as much wildfire damaged landscape as possible.

#### RECOMMENDATION

1. THAT as part of the Village of Zeballos' ongoing work in relation to wildfire recovery that an application of up to \$150,000 for financial assistance under the Category 1 portion of the Community Emergency Preparedness Fund 2022 Disaster Risk Reduction / Climate Adaptation grant be authorized for submission to the UBCM and THAT the Village of Zeballos agrees to provide overall grant management if the application is successful.
2. THAT in order to complete this project in an expedient manner that the Village be authorized to circumvent its purchasing policy and direct award this project to BA Blackwell & Associates if our grant application is successful.

**Prepared by:**

Shaun Koopman  
Protective Services Coordinator  
Strathcona Regional District

# Community Emergency Preparedness Fund

## Disaster Risk Reduction – Climate Adaptation

### 2022/23 Program & Application Guide

#### 1. Introduction

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The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resilience of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

As of May 2022, the funding streams include:

- Disaster risk reduction-climate adaptation
- Emergency operations centres and training
- Emergency support services
- Extreme heat risk mapping, assessment, and planning
- Indigenous cultural safety and cultural humility training
- Public notification and evacuation route planning
- Volunteer and composite fire departments equipment and training

#### Background

Communities across British Columbia (BC) are at risk or recovering from natural hazards and climate-related disasters that can damage important infrastructure, cause serious economic losses, and create social disruption.

Climate-related risks are created by a range of hazards. Natural hazards can include earthquakes, tsunamis, floods, debris flows and landslides. Some hazards are slow in their onset (e.g., changes in temperature and precipitation leading to ecosystem impacts), while others happen more suddenly (e.g., floods, heat waves).

Climate change increases the likelihood of natural hazards occurring (e.g., debris flows) in many areas and also increases the risk of cascading events.

#### Disaster Risk Reduction – Climate Adaptation (DRR-CA) Funding Stream

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:

- Accurate foundational knowledge of the natural hazards they face and the risks associated with BC's changing climate
- Effective strategies to prepare for, mitigate, and adapt to those risks.

Funding is divided into three categories:

- Category 1: Foundational activities (risk mapping, risk assessments, planning)
- Category 2: Non-structural activities (land use planning, community education, purchase of eligible equipment)
- Category 3: Small scale structural activities (refer to Appendix 1)

For support integrating climate change into your community's application, contact EMBC's [Disaster Mitigation & Adaptation Branch](#).

Approved applicants will be provided with a climate risk worksheet with guidance on integrating climate change into decision making. Additional educational resources are also available.

## 2. Eligible Applicants

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All local governments (municipalities and regional districts) and all First Nations (bands and Treaty First Nations) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

## 3. Grant Maximum

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The DRR-CA funding stream can contribute 100% of the cost of eligible activities to a maximum of:

- Category 1 (Foundational Activities) : \$150,000
- Category 2 (Non-Structural Activities): \$150,000
- Category 3 (Small Scale Structural Activities): \$2 million

Eligible applicants may submit no more than one distinct project per category in their application. The combined total is limited to \$2.3 million.

Funding permitting, and based on the merit of the proposed project in each category, grants may be awarded for individual categories.

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Community Emergency Preparedness Fund.

## 4. Eligible Projects

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To qualify for funding, all projects must be:

- A new project (retroactive funding is not available) or a subsequent phase of a DRR-CA related project;
- Capable of completion by the applicant within two years from the date of grant approval;
- Inclusive of engagement with impacted and affected parties, including First Nations, local governments, and equity-denied populations;
- Able to show that climate change is integrated into project methodology and deliverables to adapt to the impacts of climate change. While a range of scenarios are recommended, at a minimum the use of emissions scenarios RCP 8.5 or SSP5\_8.5. Structural projects should use scenarios (or equivalent amount of global warming) appropriate for the design life.

Examples of climate information sources:

- [ClimateData.ca](#)
- [Pacific Climate Impacts Consortium Climate Explorer](#)

- [Climate Atlas of Canada](#)
- [Design Value Explorer](#)

## Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application.

It is expected that regional projects will demonstrate cost-efficiencies in the total grant request. Regional projects with higher requested funding amounts will be evaluated to ensure they demonstrate proportionately higher risk reduction benefit to justify the increased funding amount.

Regional approaches to DRR-CA are strongly encouraged and higher application review scores will be given to regional projects. Approved projects in neighbouring geographic regions may be asked to coordinate to ensure risks to both communities are adequately addressed.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 7 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

## 5. Requirements for Funding

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As part of the approval agreement, approved applicants must agree to the following requirements for funding:

- Approved applicants are required to grant the Province of British Columbia free and clear access and distribution rights, specifically a perpetual, royalty-free, non-exclusive, worldwide license to use, reproduce, modify, and distribute, any and all of the spatial data products and images acquired/produced using CEPF funding.
- Approved applicants will work with EMBC and GeoBC to support integration of Value-Added Products, derived products, and methodology into the Provincial Data Repository and Web Mapping Platforms. This will include transferring knowledge to replicate the solutions created on proprietary mapping platforms managed by the applicants. GeoBC will work with all applicants to ensure an integrated and collaborative approach is taken to collect, capture, analyze, visualize, and manage data and information based on consistent standards and data models to be used by all applicants.
- Please note that the two statements above do not apply to any product, data, information or images which may include Indigenous knowledge. EMBC and GeoBC respect the First Nations principles of OCAP®.
- Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19.
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.
- Where applicable, it is understood that the Qualified Professional managing the proposed project is a subject matter expert and a practicing member of Engineers and Geoscientists BC (EGBC). Applicable guidelines may include:
  - [Provincial Flood Hazard Area Land Use Management Guidelines](#)
  - [Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC](#)
  - [Flood Mapping in BC: APEGBC Professional Practice Guidelines V1.0](#)

- [Federal Flood Mapping Guideline Series](#)
- [Coastal Flood Risk Assessment Guidelines](#)
- [BC Framework Primer on Climate Change and Asset Management \(AMBC Primer\)](#)
- [Provincial Flood Hazard Area Land Use Management Guidelines](#)
- [Seismic Assessment and Seismic Design of Dikes in BC Guidelines](#)
- [Dike Design & Construction Guidelines](#)
- [Canadian Society of Landscape Architects – Canadian Landscape Standard](#)
- [International Guidelines on Nature-Based Features for Flood Risk Management](#)
- [Irrigation Industry Association of BC “Standards for Landscape Irrigation Systems”](#)

## 6. Eligible & Ineligible Costs & Activities

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### Eligible Costs & Activities

Eligible costs are direct costs that are approved by UBCM, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

#### Category 1: Foundational Activities

The foundational activities listed below support community resilience by providing data, building partnerships, and supporting long-term disaster risk reduction-climate adaptation planning.

Risk mapping and assessments can enhance disaster risk reduction-climate adaptation planning and builds the body of knowledge on natural hazards and climate risks. Knowledge that is up-to-date and accessible will help guide the land use and development decisions of communities and helps to identify areas of high risk, and areas in need of non-structural or structural projects, including enhanced education and awareness, strategic relocation, and nature-based solutions.

#### Risk Mapping

Risk mapping allows a community to determine its vulnerabilities more accurately in relation to natural hazards and climate risks.

Eligible activities include the development and/or modernization of hazard maps (e.g., tsunami, flood) as well as maps focused on better understanding community assets and/or vulnerabilities.

For example, a flood maps (i.e., inundation, hazard, risk) identifies the boundaries of a potential flood event based on type and likelihood and can be used to help identify the specific impacts of a flood event on structures, people and assets. Prior to submitting a proposal for flood mapping please contact [EMBCDisasterMitigation@gov.bc.ca](mailto:EMBCDisasterMitigation@gov.bc.ca).

At this time, seismic microzonation mapping is currently not an eligible activity. For more information, please contact [Seismic@gov.bc.ca](mailto:Seismic@gov.bc.ca).

#### Risk Assessments

Risk assessments identify the social, economic and environmental impacts that events will have on the community, including identifying natural hazards, climate-related risks, cascading or compounding events, community and infrastructure vulnerabilities, risk tolerance or “risk threshold” and the overall risk profile for a community. This is a foundational step in reducing or preventing risk.

Eligible activities include development of risk assessments for one or more hazards or climate related risks.

## Planning

The planning cycle is intended to help break the cycle of disaster damage, reconstruction and repeated damage. Long-term solutions that reduce the impact of disaster in the future are prioritized and developed through engagement with interested and affected parties.

DRR-CA plans address natural hazards and climate-related risks through the prioritizing of options and development of recommendations to reduce current and/or potential impacts. This can include identifying broad disaster risk reduction and climate adaptation goals, objectives and strategies to meet those goals, and key planning activities including developing options (e.g., structural and non-structural) as well as preliminary cost estimates for these options. Example of DRR-CA plans could be mitigation plans or climate adaptation plans. Recognizing the unique needs of each community, some communities may choose to develop a community resilience plan or to assess their community's adaptive capacity.

Eligible activities include:

- Completion of a DRR-CA Plan or a multi-hazard/climate risk Resilience Plan
- Assessment of the community's adaptive capacity
- Preliminary planning and design activities related to the development of proposed structural projects
- Benefit-cost analysis to assess the future risk reduction options under consideration and comparing the potential benefits to its costs. It is recommended that a comparison between structural (green or grey infrastructure) and non-structural (bylaws, strategic relocation) is included, where possible.

In addition to Sections 4 and 5, to qualify for funding, Category 1 projects must:

- Be able to demonstrate a new/updated body of knowledge related to one or more risks is developed or revised;
- Develop project deliverables (input data, final maps, digital deliverables, and technical reports) that, where applicable, meet all existing federal and provincial guidelines and adhere to the Engineers and Geoscientists BC (EGBC) Professional Practice Guidelines, including (but not limited to):
  - [Federal Flood Mapping Guideline Series](#)
  - [FLNRORD's Specifications for Airborne LiDAR for the Province of British Columbia \(2020\)](#)
  - [FLNRORD's Coastal Floodplain Mapping – Guidelines and Specifications \(2011\)](#)
  - [EGBC's Professional Practice Guidelines – Floodplain Mapping in BC \(2017\)](#)
  - [EGBC's Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC \(2018\)](#)
  - The BC Floodplain Mapping and Geomatics Guidelines (pending in 2022).

## **Category 2: Non-Structural Projects**

Non-structural projects are sustainable cost-effective measures designed to reduce risks to a community from natural hazards and climate-related risks. Eligible projects must build on the foundational activities outline above and fill a critical gap in the ability of communities to effectively educate, prepare for, respond to, and recover from disasters.

Non-structural measures are non-physical activities that reduce the likelihood or consequence of risk through modifications in human actions, human behaviour or natural processes.

Eligible activities include non-structural activities that support risk reduction and climate adaptation, including:

- Land use planning (e.g., amendments to relevant plans, bylaws, and policies that contribute to long-term DRR-CA)



- Delivering community education and awareness projects (e.g., community workshops, story maps, public art projects)
- Purchasing equipment (e.g., monitoring equipment, hydrometric stations).

Ongoing operations and maintenance costs are the responsibility of the applicants.

In addition to Sections 4 and 5, to qualify for funding, Category 2 projects must be:

- Able to demonstrate the need for the project and that the appropriate risk mapping, assessment and/or plans were undertaken, and impacted and affected parties were engaged;

### **Category 3: Small-Scale Structural Projects**

Small-scale structural projects types include new construction of public infrastructure and/or modification or reinforcement of existing public infrastructure, including natural infrastructure, that prevent, mitigate or protect against natural hazards and climate-related disasters.

Proposed projects must demonstrate that they will reduce or eliminate long-term risk and the potential impact of future disasters. This funding is intended to assist communities in rebuilding in a better, stronger, and safer way in order to become more resilient overall. Additional costs to incorporate fish friendly design and fish habitat compensation works as required to meet permitting requirements are eligible.

To be considered eligible, projects must be aimed at reducing the socio-economic, environmental, and cultural impacts triggered by natural hazards and climate-related events, and by taking into consideration the current and potential future impacts of climate change in communities and infrastructure at high risk. Ongoing operations and maintenance costs are the responsibility of the applicants.

Eligible activities are detailed in Appendix 1.

In addition to Sections 4 and 5, to qualify for funding, Category 3 projects must be:

- Able to demonstrate the need for the project and that the appropriate risk mapping, assessment and/or plans were undertaken, and impacted and affected parties were engaged;
- Financially sustainable for the community
- Evidence based and demonstrate that the project will mitigate risks from future disasters due to natural hazards and climate-related risks
- Eligible for required approvals, authorizations and permits to complete structural projects; and
- Developed and constructed to ensure that project risk is not increased, or transferred, to any parties or to the environment (e.g. transfer of flood risk downstream, destruction of fish habitat, introduction of pollutants to the environment, etc.).
- Completed to acceptable provincial and federal standards, including:
  - [Provincial Flood Hazard Area Land Use Management Guidelines](#) (if applicable)
  - [Seismic Design Guidelines for Dikes](#) (if applicable)
  - [Dike Design & Construction Guidelines](#) (if applicable)

### **Other Eligible Expenditures**

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Incremental applicant staff and administration costs;
- Consultant costs;
- Public information costs;
- Engagement with experts (e.g., Knowledge Holders, health authorities), the community (e.g., equity-denied populations), Indigenous Nations, local governments, critical infrastructure owners, etc.



- Honoraria for equity-denied populations or service organizations that support equity-denied populations;
- Translation costs and the development of culturally appropriate education, awareness or engagement materials; and
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates.
- Presentation to Council, Board, Band Council or Treaty First Nation government, community organizations, etc.

### **Ineligible Costs & Activities**

Any activity that is not outlined above or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Development or amendment of plans or maps primarily intended for wildfire risk reduction (refer to [FireSmart Community Funding & Supports](#));
- Routine or ongoing operating costs or activities (e.g., heating, cooling and lighting; security; software or service subscriptions, or membership fees);
- Routine or ongoing planning costs or planning activities that are not incremental to the project;
- Regular salaries and/or benefits of applicant staff or partners;
- Duplication of recently developed information, maps, or imagery;
- Qualitative Hazard, Risk and Vulnerability Assessment (HRVA) activities not directly related to the approved project;
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities (except designated cooling centres)
- Costs related to developing or submitting the application package.

## **7. Application Requirements & Process**

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### **Application Deadline**

Funding permitting, two application deadlines are scheduled for 2022/2023: September 30, 2022 and February 24, 2023. Applicants will be advised of the status of their application within 120 days of the application deadline.

### **Required Application Contents**

- Completed Application Form and all required attachments
- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed work plan and budget for each category identified in the application. This must include a breakdown of work activities, tasks, deliverables or products, resources, timelines (start and end dates), and other considerations or comments. The budget must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- Map indicating the location of the proposed project(s).
- If applicable, copies of any relevant documents that support the rationale for this project must be included with this application. (e.g., Small-Scale Structural applications must be supported by risk assessments, options analysis, etc.).

- If undertaking a flood risk assessment it is encouraged that proponents utilize the [Risk Assessment Information Templates \(RAITs\)](#).
- For regional projects only: Local government Council or Board resolution, Band Council resolution, or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

<p><b>Resolutions from partnering applicants must include the language above</b></p>
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## Submission of Applications

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

## Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be assessed and scored as part of a technical review process. Higher application review scores will be given to projects that:

- Demonstrate evidence of how the natural hazard and/or climate risk is being assessed; threat levels (e.g., as identified in completed risk assessments), projected climate risks and/or recent history (e.g., evacuation order, disaster financial assistance);
- Contribute to a comprehensive, cooperative, and regional approach to DRR-CA;
- Effectively engage First Nations, neighbouring jurisdictions, and other impacted or affected parties (e.g., equity organizations, agricultural sector, critical infrastructure owners) as appropriate to the project;
- Meaningfully consider and adapt to the impacts of climate change in the project methodology and deliverables (e.g., planning, design);
- Increase understanding of the social, cultural, economic, and/or environmental impacts of natural hazards and/or climate-related risks to the community;
- Identify or achieve co-benefits (e.g., assessing multiple hazards, protecting valuable cultural assets, reducing greenhouse gas emissions, improving community health and wellbeing, enhancing biodiversity, etc.);
- Include in-kind or cash contributions to the project from the eligible applicant, community partners, or other grant funding;
- Are innovative and/or create a body of knowledge transferable to other communities (e.g., templates, resilience indicators, etc.);
- Demonstrate how diverse populations, including equity-denied populations, will be involved or benefit from this project (e.g., engagement considers non-English speaking populations, DRR-CA measures benefit equity-denied populations, opportunities for youth employment, etc.); and
- Are cost-effective.

In addition, for Small-Scale Structural projects, higher application review scores will be given to projects that:

- Include information on the risk assessment process, options assessment (e.g., structural and non-structural) and engagement process to determine the final option.
- Demonstrate results of the benefit cost analysis
- Include risk reduction to a broadly acceptable standard over the design life of the project
- Consider multiple hazard scenarios/time scales
- Include statement of assurance that by constructing this project risk is not increased, or transferred, to any parties or to the environment (e.g. transfer of flood risk downstream, destruction of fish habitat, introduction of pollutants to the environment, etc.)

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC and First Nations' Emergency Services Society
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## **8. Grant Management & Applicant Responsibilities**

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Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision & Initial Payments**

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM within 30 days.

Grants are awarded in two payments: 50% when the signed Approval Agreement has been returned to UBCM, and the remainder when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### **Progress Payments**

To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date;
- Description of funds expended to date; and
- Written rationale for receiving a progress payment.

### **Post Grant Approval Meeting**

As a condition of grant approval, all approved applicants may be required to meet with Emergency Management BC or applicable provincial partner (e.g., GeoBC, Deputy Inspector of Dikes for the region), or designate, to discuss the project prior to commencing work.

## Changes to Approved Projects

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

To propose changes to an approved project, applicants are required to submit:

- Amended application package, including updated, signed application form, required attachments, and an updated Council, Board, Band Council, or Treaty First Nation resolution;
- For regional projects only, evidence of support from partnering applicants for proposed amendments will be required; and
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

## Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the approval agreement and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year from the date of the original final report deadline.

## 9. Final Report Requirements & Process

---

All funded activities must be completed within two years of notification of funding approval and the final reports are due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed final report form with all required attachments;
- Detailed financial summary that indicates the actual expenditures from the Community Emergency Preparedness Fund and other sources (if applicable) and must align with the actual activities outlined in the final report form;
- Copy of Final Technical Report (i.e., consultant's report) and where applicable the following:
  - Completed Risk Maps, Risk Assessments, and DRR-CA Plans;
  - Evidence of Non-Structural activities undertaken (e.g. bylaws, photos of non-structural community engagement activities); or
  - Evidence of a completed Small-Scale Structural project including project details (location, background, scope, funding agency), design analyses and assumptions, construction details, field work considerations, as-built drawings, recommendations on operation and maintenance of structural works, regulatory approvals received, etc.
  - High resolution photos of completed Small-Scale Structural projects
- Full size PDF copies of all maps created as result of the project
- Spatial data and metadata for all maps identified above. LiDAR and orthoimagery products data and derivative products acquired/produced with CEPF funding must meet [Specifications for Airborne LiDAR for the Province of British Columbia](#)
- Photos and/or media directly related to the funded project

## Submission of Final Reports

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca).

## Review of Final Reports

UBCM will perform a preliminary review of all final reports to ensure the required report elements have been submitted.

Following this, all complete final reports and deliverables will be reviewed by Emergency Management BC.

All final report materials will be shared with the Province of BC and  
First Nations' Emergency Services Society

## 10. Other Funding

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Applicants are encouraged to explore other opportunities for funding disaster risk reduction-climate adaptation projects:

- [Adaptation, Resilience Disaster Mitigation Program - Green Infrastructure](#)
- [Natural Infrastructure Fund – Small Projects](#)
- [Canada Community Building Fund \(Community Works\)](#)
- [Clean BC Better Buildings](#)

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of an approved CEPF project must be declared and, depending on the total value, may decrease the value of the grant.

Projects that have been approved under other funding sources are deemed ineligible for CEPF funding unless the proposed CEPF project is identified as a distinct or phased component of an overall project.

## 11. Additional Information

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Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Phone: (250) 387-4470

## Appendix A: Small-Scale Structural Project Eligibility (Category 3)

### Eligible Expenditures

Eligible projects for Category 3 include new construction of public infrastructure and/or modification or reinforcement of existing public infrastructure, including natural infrastructure, that prevent, mitigate or protect against natural hazards and climate-related disasters. These projects must show demonstrated risk reduction benefits.

Eligible projects include constructing, replacing, or upgrading of infrastructure that will increase a community's structural ability to adapt to climate change impacts, natural disasters, and/or extreme weather events and may include:

- Installation of structural flood protection works, or upgrades/retrofits to modernize existing structural flood protection works (e.g., dikes, flood walls, pump stations, flood boxes, debris catchment structures, seawalls, bulkheads, jetties, dam flood risk reduction etc.)
- Construction of flood conveyance works (e.g., bypass channels)
- Daylighting or opening up buried watercourses (e.g., streams, creeks, rivers) and restoring to more natural conditions
- Dam or dike decommissioning and floodplain restoration
- Slope stabilization projects relating to debris flow risk reduction
- Wetland restoration and/or rain gardens, bioswales and infiltration bulges
- Beach nourishment and/or bank stabilization to protect major infrastructure
- Restoring natural shoreline protection through wetland, kelp forests, clam beds, marsh and beach nourishment to create a soft edge natural shoreline structure to protect against sea level rise and storm surges
- New or modified public cooling infrastructure, including natural infrastructure (e.g., treed areas), to reduce community vulnerability to extreme heat (e.g., designated cooling centres, cooling corridors)
- Vertical evacuation refuge structures limited to communities with potential tsunami inundation and where the population is unable to evacuate to high ground. Applicants must demonstrate the planned and potential uses for a refuge structure (*updated September 6, 2022*)
- Other innovative projects that clearly demonstrate risk reduction potential and/or transferable learnings to other communities in BC.

Additional costs to incorporate fish friendly design and fish habitat compensation works as required to meet permitting requirements are eligible in Category 3 and are encouraged

### Ineligible Costs & Activities

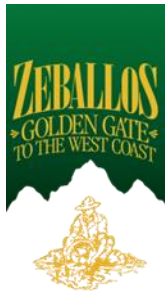
Any activity that is not outlined above or is not directly connected to activities approved in the application is not eligible for Category 3 funding. This includes:

- Projects that would yield only temporary measures (e.g., use of sandbags, dredging) or that would support future development in a high-risk area (e.g., flood plain)
- Projects that create an "orphan structure" for which tenure and/or maintenance responsibility does not remain with the First Nation or local government
- On-going operating and maintenance costs
- Municipal storm water infrastructure
- Relocation of homes, businesses, and communities;
- Raising homes;

- Sediment or debris removal;
- Building evacuation roads;
- Clean out of debris control structures;
- Purchase of fans, air conditioners or heat pumps (refer to [Clean BC Better Buildings](#)), unless they are part of improvements to designated cooling centres identified above







## STAFF REPORT

To: Mayor and Council

September 27, 2022

Prepared by: Pete Nelson-Smith, Chief Administrative Officer

Re: Casket Lowering Device – Ehattesaht Cost Sharing

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### PURPOSE

To have Council consider the approval cost sharing agreement for the purchase of casket lowering device for the Zeballos Cemetery.

### BACKGROUND

At the May 26, 2021 Council to Council meeting, Ehattesaht and Zeballos staff were asked to proceed with research and pricing on cemetery equipment. (see attached Minutes)

### ANALYSIS

Ehattesaht Chinehkint will be progressing with the purchase of a casket lowering device. Administrator, Darlene Smith has reached out to Zeballos to see if we would like to share the cost of the device and share the use.

In speaking with our Public Works crew, the Village backhoe is used to lower the caskets at the cemetery. This does not allow families to be present during the lowering for safety and esthetic reasons. There was an indication from Public Works that this device would be used by our staff in facilitating this service.

### Financial Implications

Ehattesaht administration has gathered pricing from a dealer:

Imperial Lowering Device	\$5550.00 each plus tax and shipping
Full Cemetery Set of Grass	\$950.00 plus tax and shipping
<b>Total:</b>	<b>\$6500.00 plus tax and shipping</b>

Although not specifically accounted for in the 2022 budget, there are underutilized accounts that can be drawn from for this purchase. Alternatively, the 2022-2026 Financial Plan can be adjusted to include this as a Capital Purchase, with funds coming from unrestricted reserves.

### Staffing Implications

Creation of cost sharing agreement, correspondence with Ehattesaht administration. Public Works time to familiarize themselves with equipment.

There are other budgetary items on the agenda for consideration, this bylaw amendment could be included with those in adjusting the five-year financial plan.

**RECOMMENDATION**

1. THAT the Village of Zeballos provide half of the funding, up to \$4,000 for the purchase of the casket lowering device with funds being drawn from unrestricted reserves and the Five-Year Financial Plan be amended to reflect the change.
2. THAT prior to the purchase, Village staff work with Ehattesaht staff on a brief cost sharing agreement that outlines terms of use, maintenance costs, storage and replacement.

**CONCLUSION**

That Council, having reviewed this report and attached information, provide direction to staff on the shared purchase of a casket lowering device for use by Ehattesaht Chinehkint and the Village of Zeballos.

## **Council to Council Meeting**

Village of Zeballos to Ehattesaht/Chinehkint

May 26, 2021 at 3:30 pm at Zeballos Community Hall

### **MINUTES**

---

PRESENT Ehattesaht Chinehkint First Nation (ECFN) – Councillors Ashley John, Tim John, Cory Hanson and Ernie Smith, Band Administrator Darlene Smith  
Guest Speaker: Rod Visser

Village of Zeballos (VoZ) – Mayor Julie Colborne, Councillors Barb Lewis and Al Rodgers  
Staff: Interim Chief Administrative Officer Eileen Lovestrom

1. WELCOME
2. ADDITIONS AND APPROVAL OF AGENDA
3. COOPERATION PROTOCOL RENEWAL  
ECFN would like to review and bring back for consideration within this calendar year
4. BUSINESS ARAISING FROM THE MINUTES (April 9, 2020)
5. NEW BUSINESS
  - a) Letter from E/C to VoZ re: Ehattesaht Fisheries Corporation – Off Load Protest  
Spokesman Rod Visser brought Zeballos Council up to date on policies, plans and future considerations currently being discussed by the E/C First Nation Council.
  - b) Uniting Four Communities (U4C) Society options  
VoZ will not respond to society before ECFN has a chance to discuss at their table.
  - c) Ambulance Service for the Valley  
discussion regarding need for consistent service
  - d) Cemetery Needs  
E/C and VoZ staff were directed to proceed with research and pricing on the required equipment.

MEETING ADJOURNED AT 5:50 PM



From: **Mark Makcrow** <[MarkM@victoriaville.co](mailto:MarkM@victoriaville.co)>  
Date: Fri, Sep 16, 2022 at 11:21 AM  
Subject: Lowering Device  
To: [maintenance@ehatis.ca](mailto:maintenance@ehatis.ca) <[maintenance@ehatis.ca](mailto:maintenance@ehatis.ca)>

---

Hello

I have attached the Credit Application for you to fill out and send in to the email address on the form. I have also attached the pictures of the Lowering Device and the Grass set as well as the spec sheet on the Device. The current prices are as follows;

G4000-00027	Imperial Lowering Device	\$5550.00 each Plus tax and shipping
G5000-00002	Full Cemetery Set of Grass	\$950.00 plus tax and shipping

If you have any questions you can either email me back at this address or call me at any of the numbers listed below in my signature.

Thank you

**Mark Makcrow** | Inside Sales / Product Specialist



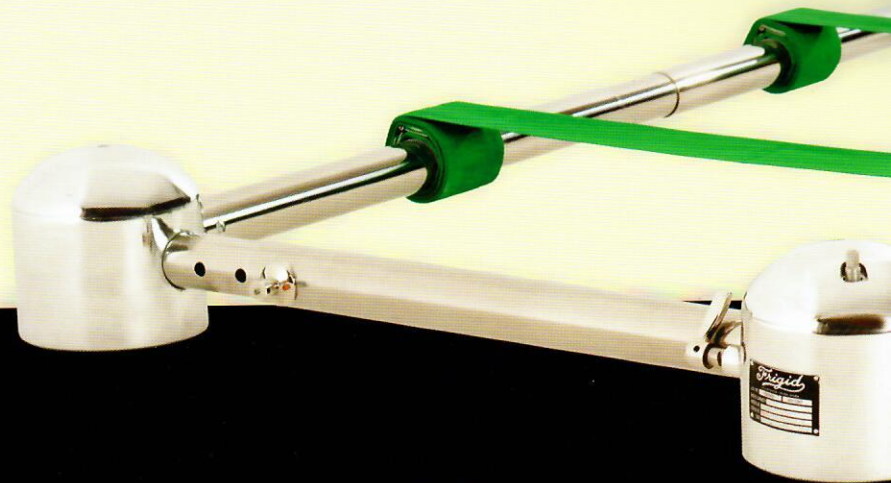
**817 Brock Road Unit 3-4-5 | Pickering, ON L1W 3L9**

**Tel.: 1-819-752-3388 Ext 601 | Fax: 905-839-0053**

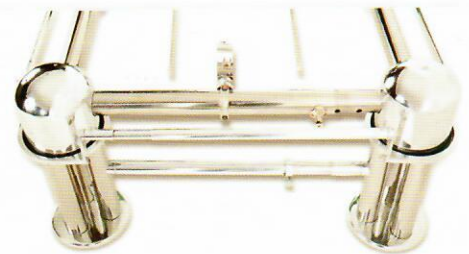
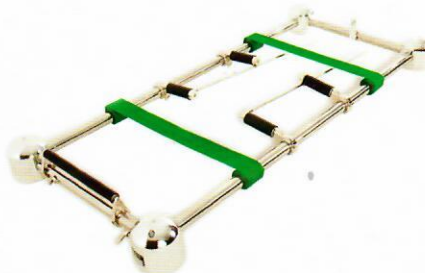
**Cell :519-841-2689 | Toll Free 1-800-265-1929**

**[www.manchestersupply.com](http://www.manchestersupply.com)**





## IMPERIAL™ & IMPERIAL 2.0™ CASKET LOWERING DEVICE



Streamlined design, inherent quality and master workmanship,  
priceless ingredients you find only in a Frigid device.

The Frigid Imperial™ casket lowering device has become a favorite among customers because of its quality of construction and its assurance of performance. As a medium grade device, the Imperial™ is capable of bearing loads up to 800 pounds. The Imperial™ features an adjustable braking system giving you added control over the lowering speed. Weighing 110 pounds plain in the original model and 84 pounds in the 2.0 model, the Imperial™ is designed for either a one- or two-person setup.

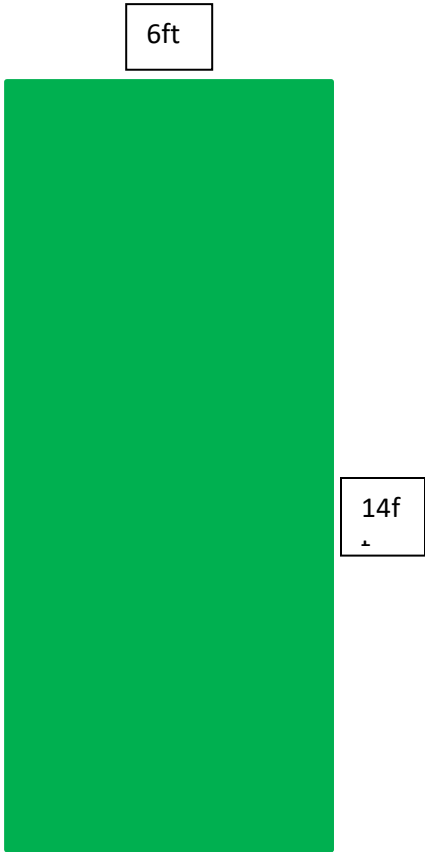
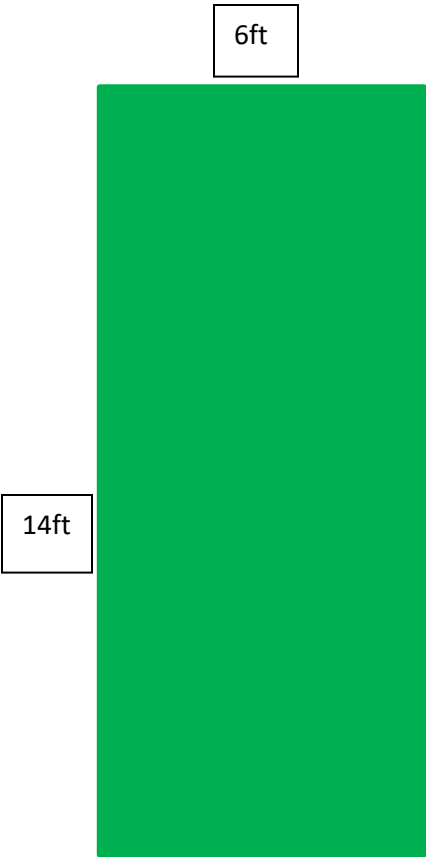
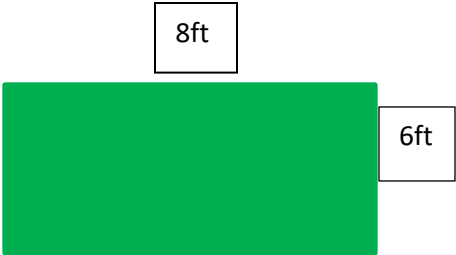
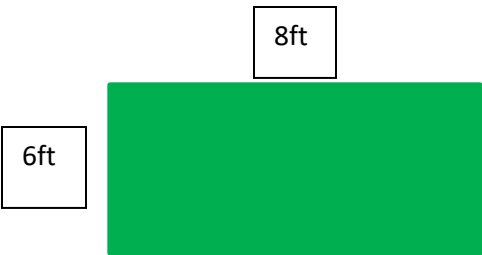
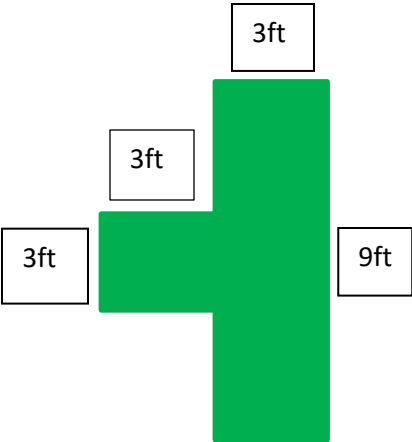
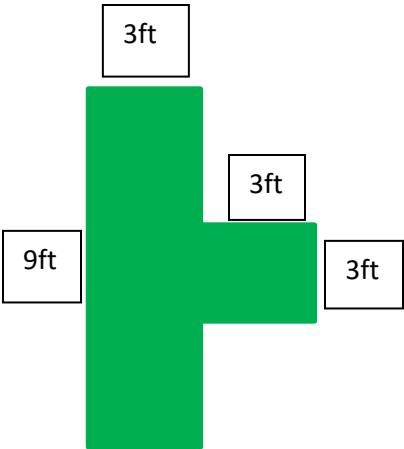
The Imperial™ is available in two models: the Cemetery model or the Funeral Director model, and can be purchased with polished stainless steel tubing. The device telescopes from 62" x 26" to 94" x 38".

All Frigid-manufactured casket lowering devices include the following features:

- Sealed, self-lubricating steel ball bearings
- Custom-tempered steel and bronze precision gearing
- Frigid-designed and hand-made governor for smooth lowering
- Adjustable braking system for an infinite number of lowering speeds
- Chrome-finished hand brake for simple-release lowering
- Sturdy, polished aluminum cast heads house all moving parts
- High quality ISO:9001 certified stainless steel rails

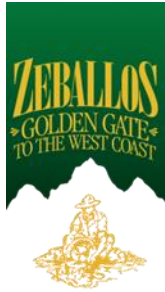








## STAFF REPORT



To: Mayor and Council

September 27, 2022

Prepared by: Alana Janisse, Municipal Clerk

**Re: Purchase of Firefighter Turnout Gear and Training Materials for the Zeballos Volunteer Fire Department**

### PURPOSE

For Council to consider the approval of drawing funds from the Fire Equipment Reserve to purchase firefighter turnout gear and training materials for the Zeballos Volunteer Fire Department (ZVFD).

### BACKGROUND

During the suspension of the Fire Department, there was a significant influx of new members. Although the department has some turnout gear and training material, additional gear and material is required to outfit and train the larger roster appropriately.

The purchase of this equipment was not factored into the 2022 Operating Budget; therefore, funds are not available to cover the cost without drawing from reserves. As required by legislation, Council must approve transfers to and from reserves.

### ANALYSIS

It is important to note that although the Union of BC Municipalities (UBCM) has an upcoming intake for the *2023 Volunteer & Composite Fire Departments Equipment & Training* grant available through the Community Emergency Preparedness (CEPF) funding stream, there is an urgent need to provide this essential equipment to our firefighters to ensure their safety and equal access to training materials before grant funds could be released in early 2023.

### Financial Implications

Quotations were gathered to determine the approximate cost of the equipment needed, as outlined below:

Item	Units Needed	Total Approximate Cost
Turn Out Gear - Jackets	2	\$3,000
Turn Out Gear - Pants	2	\$2,500
Firefighter Boots	2	\$500
Firefighter Essentials Books	10	\$1,700
<i>(Rates do not include freight or taxes)</i>		
<b>Estimated Total</b>		<b>\$10,000</b>

*See original quotations attached.*

Currently, there is \$15,032 available in the Fire Equipment Reserve. After drawing \$10,000 from the Reserve, the balance would be \$5,032.

**RECOMMENDATION**

1. THAT Council approve the purchase of turnout gear and training materials up to \$10,000 from the Fire Equipment Reserve, and that the 2022-2026 Five Year Financial Plan be amended to reflect the change.

**CONCLUSION**

That Council, having reviewed this report, provide direction to staff on how to proceed with expending the cost of firefighter turnout gear and training materials.





DISCOUNTED PRICE



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OF THE WAY

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[Products](#) / [Turnout Gear](#) / FXC Standard Volunteer 2 Head to Toe Package - Build your own



## FXC Standard Volunteer 2 Head to Toe Package - Build your own

V-25027

**CAD \$ 3,029.17**

**Gear Colour**

DISCOUNTED PRICE



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Items 0

[Products](#) / [Turnout Gear](#) / Fire-Dex FXC Chieftain Volunteer 2 Nomex Gear



## Fire-Dex FXC Chieftain Volunteer 2 Nomex Gear

710002916

**CAD \$ 1,385.19**

**Gear Colour**



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## Fire-Dex FXM Standard Gear

V-16831

**CAD \$ 3,113.94**

Available in Gold Only

DISCOUNTED PRICE



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[Products](#) / [Boots](#) / Frontier Rubber Fire Boots



## Frontier Rubber Fire Boots

590002044

**CAD \$ 309.64**

**Product Type**

205 - 5493 Regent Street  
Burnaby, BC V5C 4H4

P: (604) 320 3303 | info@associatedfiresafety.com  
F: (604) 320 3360 | www.associatedfiresafety.com

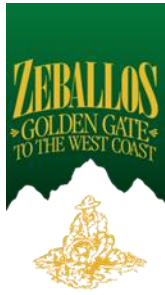
Date	Estimate #
2022-09-02	24430

Name / Address
Zeballos Fire Dept c/o Village Office PO Box 127 Zeballos, BC V0P 2A0

Ship To
Zeballos Fire Dept c/o Village Office PO Box 127 Zeballos, BC V0P 2A0

P.O. No.		Rep	Shipping Via	
		SO		
Item	Description	Qty	Unit Price	Total
HAIX-507502-10	Haix Fire Eagle Air Structural Turn Out Boot	2	540.00	1,080.00
STL-Associated House Coat	Associated House Spec Flame Fighter Coat	2	1,545.00	3,090.00
STL-Associated House Pant	Associated House Spec Flame Fighter Pant *Base spec pricing	2	1,070.00	2,140.00
STL-Associated Essential Coat	Associated Essential Spec Flame Fighter Coat	2	1,345.00	2,690.00
STL-Associated Essential Pant	Associated Essential Spec Flame Fighter Pant *Base spec pricing	2	980.00	1,960.00
Shipping & Handling	TBD	1	0.00	0.00
	TRACKING #			
	GST on sales		5.00%	548.00
				</





## STAFF REPORT

To: Mayor and Council

September 27, 2022

Prepared by: Alana Janisse, Municipal Clerk

Re: Repairs to Lift Station 2

### PURPOSE

For Council to consider the approval of drawing funds from the Gas Tax Reserve to fund repairs to Lift Station 2, located in front of the Ehattesaht Band Office.

### BACKGROUND

During the Village's annual lift station inspections in August, it was noted that the effluent pumps in Lift Station 2 require critical repairs that could lead to a consequential failure if not attended to promptly.

The lift station was initially installed in 1989 and has received several small repairs since installation, however the lift station is becoming increasingly unreliable with multiple costly, after-hours call outs to our service provider in the last two years. If left in its current state, the lift station's pumps will eventually fail which would be a significant inconvenience to sewer ratepayers in both Ehatis and the west side of Zeballos and could also lead to environmental infractions.

### ANALYSIS

Rebuilding this lift station was not factored in to the 2022 Budget, therefore without drawing funds from a reserve there is no room to accommodate the cost of the repairs this fiscal year. As per legislation, Council is required to approve transfers to and from reserve funds.

The Village of Zeballos receives funding from the Canada Community-Building Fund (CCBF) through the province twice a year. Generally, the Village of Zeballos receives approximately \$120,000 annually which is funnelled into the Village's Gas Tax Reserve. These reserve funds can be used to support local infrastructure priorities which include wastewater infrastructure.

### Financial Implications

The anticipated cost of rebuilding the lift station is below:

Items	Approximate Cost
Parts, Labour ( <i>Not including freight or taxes</i> )	\$7,290.50
<b>Estimated Total</b>	<b>\$10,000.00</b>

*See original quotation attached.*

Currently, there is \$464,487 available in the Gas Tax Reserve. After drawing \$1,000 from the Reserve, the balance of would be \$454,487.

### RECOMMENDATION

1. THAT Council approve the expense of up to \$10,000 to rebuild Lift Station 2 with funds being drawn from the Gas Tax Reserve, and that the 2022-2026 Five Year Financial Plan be amended to reflect the change.

**CONCLUSION**

That Council, having reviewed this report, provide direction to staff on how to proceed with expending the cost of rebuilding Lift Station 2.



## Duncan Electric Motor Ltd.

5771 Duncan Bay Road  
Campbell River, BC V9H 1N6  
P: 250-287-4724, F: 250-287-4707

## Quotation

**JOB #** VZ2022-08-11B  
**DATE** August 11, 2022

**Attention:** Hudson  
Village of Zeballos

*Quotation valid until:* **September 10, 2022**  
*Prepared by:* Sheldon Schoock  
*S/N:* 0730194

**Re. Flygt CP3127.181-0719 Submersible Pump Repair**

The following parts need to be replaced in your unit: *Barebones Quote based on not having dismantled pump*

<u>Item #:</u>	<u>Description:</u>	<u>Price:</u>	<u>Qty:</u>	<u>Total:</u>
18	Rotor/Shaft Unit	\$1,128.00	1	\$1,128.00
46	Lower Oil Housing	\$1,186.00	1	\$1,186.00
59	Brass Wear Ring	\$158.00	1	\$158.00
64	C Impeller, CI, HT483	\$2,005.00	1	\$2,005.00
216	Seal Sleeve	\$17.00	1	\$17.00
900	Basic Repair Kit	\$1,713.00	1	\$1,713.00

Labour: \$1,012.50

Replacement Parts: \$6,207.00

Sundries: \$55.00

Eco Fee: \$16.00

**TOTAL Estimated Repair:** **\$7,290.50** plus taxes & freight

**Regular Freight: \$217.49 | FOB DEML | 6-7 weeks**

*\*If out of stock in Sweden, Add 31 working days to manufacture\**

**New Replacement Pump Cost options:**

**NP3127.060-0175, 10hp, 460V, 3PH, 1745RPM, HT488, 4" Volute, 16M Cable, FLS, FV Rdy: \$18,350.00 + taxes & freight**

Please note that upon assembly a re-inspection is done on all parts. If need be, any parts that were missed during the initial tear down will be ordered and installed. Any major discrepancies will be brought to your immediate attention.

Repair quote includes, dismantle, wash parts, misc. testing, reassemble, replace oil, tank test, check and paint.

Thank you for the opportunity to quote. Please let us know how you would like to proceed at your earliest convenience.

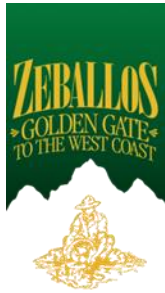
Regards,

*Sheldon Schoock*

As Per,

Harold Schoock, Duncan Electric Motor Ltd.





## STAFF REPORT FOR INFORMATION

To: Mayor and Council

September 27, 2022

**Re: 2022 Union of British Columbia Municipalities 2022 Convention**

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### PURPOSE

To provide Council with information on the Union of British Columbia Municipalities (UBCM) 2022 Convention ministry meetings.

### BACKGROUND

At the August 23, 2022 Regular Meeting of Council, Council directed staff to request ministry meetings, which were slated to be held at the 2022 UBCM Convention in Whistler BC, on subjects needing support for the Village of Zeballos.

Five meetings were scheduled during the week of the conference. Meetings were attended by Mayor Julie Colborne, Ehattesaht Councillor Ashley John and Chief Administrative Officer (CAO), Pete Nelson-Smith.

CAO Nelson-Smith also attended a study session on findings from the recent Lytton wildfire disaster.

### OVERVIEW

#### **September 12, 2022 – Learning from the Lytton Fire: Preventing Future Wildfire Disasters**

Presented by Dr. Jack Cohen, the focus of this presentation was on the state of properties during wildfire events. “Wildfires may initiate community disasters, but that it is the local condition of homes and structures, specifically the susceptibility to embers, that determines whether the fire will move through the community.” Essentially, the embers that the wildfire creates ignite dry, tinder material around homes, which are the cause of the house fires. For example, dried leaves and needles gathered in eaves troughs and gardens around the house. Local education was cited as one of the most important tools in helping mitigate the risks of wildfire disasters.

**September 13, 2022 – Joint ministry staff meeting between Ministry of Forests and Ministry of Transportation and Infrastructure. (1 hour)**

#### Continued improvements on the Zeballos-Fair Harbour Forest Service Road

- Maintained to an industrial standard
- Chip sealing will require engineer oversight for drainage, slope, base, etc.
- Can look at coordinated efforts with other stakeholders (BC Hydro) to provide improvements between Zeballos and Oclucje

- Provide “How to drive on Forest Service Road” links on our social media and website for visitor education
- Will look into better educational signage
- Contact Western Forest Products about road maintenance requirements

#### Access to the old school lot (Crown) for use as a parking lot or alternative use

- Covenant on “school use” has been removed
- Property is available for disposition
- Zeballos can apply to the province for lease or sale of the property
- Nanaimo Ministry branch can provide support in processes

#### Revitalization of the Zeballos Foreshore (Lot 501)

- Although Ministry of Forest handles property disposition, it was suggested that Zeballos contact the Ministry of Jobs, Economic Recovery & Innovation for overall support
- Our License of Occupation makes the village responsible for maintenance
- Some engineer review has been done recently. MoF staff to provide us with results
- MoF and MOTI may be able to provide additional engineering support when staff are in the area
- Ministry staff can provide support in permit applications, grant funding applications, etc

**September 13, 2022** - Ministry of Finance (staff) (1/2 hour)

#### Vacancy tax and encouraging housing developments

- Zeballos not eligible (at this time) for Vacancy Tax – only Metro Vancouver areas
- Zeballos could look into raising residential property taxes, as well as increasing the Homeowner Grant to encourage longer residency in Zeballos (non-resident would pay higher residential taxes, where residents could claim a higher HOG to offset the increase)
- Penalties for vacant properties can be administratively burdensome
- Suggested we look into a “Revitalization Tax Exemption” for residents with secondary suites or other similar incentives
- Could look at creating a Zoning bylaw to prohibit vacation rentals

**September 14, 2022** - Ministry of Municipal Affairs (staff) (1/2 hour)

#### More inclusive grant funding for small communities with a lack of resources

- Ministry staff did not seem engaged (not many solutions offered)
- Agreed that applications and reporting are onerous, but some of that is on the federal side
- Their suggestion was to look for more grants (planning that are stackable)
- Province in negotiations with Canada Community Building Grant
- Ministry staff can provide support with applications and reporting

**September 15, 2022** - Ministry of Municipal Affairs (Minister Cullen) (15 minutes)

## Financial Compensation for Protective and Emergency Services Volunteers in Small Communities

- Showed contemplated understanding of the challenges we face
- Conversation grew to expand beyond just emergency services needs, but Zeballos capacity in general
- Changes to unconditional grant funding are challenging, involving the Treasury Board, and petitioning at the highest level
- Requested staff follow up with him
- Would like feedback on what is working/not working in terms of grant applications

**September 15, 2022** - Ministry of Forests (Minister Conroy) (15 minutes)

### Revitalization of the Zeballos Foreshore (Lot 501)

- Concern that there may be environmental implications to the issue
- Question on whether other stakeholders are insurable
- May be funding through “Resilience to Climate Change” (flooding)
- Province is working on a Marine Coastal Strategy that may provide benefit to this issue
- Supports ministry engineers doing some assessment

## **ATTACHMENTS**

Ministry Appointment requests

Speaking notes

## **RECOMMENDATION**

That Council receive this report for information.



# 2022 UBCM Ministry Meetings

## Access to the old school lot (Crown) for use as a parking lot or alternative use

### Ministry of Forest

<b>TOPIC</b>	Access to the old school lot (Crown) for use as a parking lot or alternative use
<b>BACKGROUND</b>	In recent years, Zeballos has had an influx of tourist traffic in the community. We are finding it challenging to accommodate parking for the additional vehicles and boat trailers. Our town core is very compact and parking is very limited, more so in the peak season. In 2020, we had a UBCM meeting with MOFLNRORD to discuss alternative uses for the old school's vacant (Crown) lot located in the centre of the Village, within a rock fall area. This lot is an ideal location for additional parking.
<b>REQUEST</b>	That the Ministry support Village access to the old school lot (Crown) for use as a parking lot or alternative use.

JC –

- In 2020, we had a UBCM meeting with MOFLNRORD to discuss alternative uses for the old school's vacant (Crown) lot located in the centre of the Village, within a rock fall area.
- Need kids park as well as housing. We have discussed housing-no, rockfall hazard area
- Better uses for property but as last resort hedging to make it pretty.
- Would you be amenable Buy? Lease?

Pete –

- Summer of 2022 tourism increase (especially with boat trailers)
- Many days where no parking is available in Village parking lots
- Village beautification, Public Works mows and maintains area (cost and residential tax burden)
- Potential fire hazard (dry debris)

AJ-

- people park boat trailers already. Busy at harbour with parking and trying to get guests' gas

## Continued improvements on the Zeballos-Fair Harbour Forest Service Road (FSR)

### Ministry of Forest / Ministry of Transportation

<b>TOPIC</b>	Continued improvements on the Zeballos-Fair Harbour Forest Service Road (FSR)
<b>BACKGROUND</b>	The FSR is the only road in, providing critical access for Zeballos, three First Nations communities, tourists, commercial users, emergency and protective services and transportation of students from Oclucje to Zeballos. In 2018, MOTI and MOFLNRORD allocated \$1.6 million and \$300,000 respectively to improvements along the FSR. The improvements were to take place over the course of two years. We've seen the improvements and want that relationship, partnership and funding model to continue.

# 2022 UBCM Ministry Meetings

<b>REQUEST</b>	That the Ministry of Forest commit funding for continued improvements on the Zeballos-Fair Harbour Forest Service Road.
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JC:

- Thank you for previous funding and improvements to the road in to Zeballos
- Great previous partnership with MOTI saw marked improvements. Are there opportunities again?
- Road from Zeballos to Oclucje update (from last year) There were partnership plans with BCHydro, MOTI and MOF when pole replacement happens do improvements and widening ?
- Still one lane on FSR both Zeballos and Fair Harbour
- Children bussed from Oclucje to Zeballos

Pete:

- road is subject to industrial, residential and tourist traffic
- Has become part of bicycle route known as "Tree to Sea" loop
- Part of road runs along a Zeballos and Ehatis residential corridor, traffic causes dust.
- Is there a Chip seal update? Needed for health of the community

AJ:

- Effects of dust/traffic on residents
- Emergency Services response

## Revitalization of the Zeballos Foreshore (Lot 501)

### Ministry of Forest

<b>TOPIC</b>	Revitalization of the Zeballos Foreshore (Lot 501)
<b>BACKGROUND</b>	The foreshore is a hub in Zeballos. The area is home to our municipal docks, boat launch, washrooms, parkette as well as private businesses, and is in dire need of revitalization. The lot is built on mine tailings and logs. Erosion and flooding from the ocean, and decomposing logs are causing significant sink holes in the parking lot and damage to the bank at our municipal dock. We need to revitalize this area to provide a safe, useable space for supporting tourism and use by locals.
<b>REQUEST</b>	That the Ministry provide support to identify funding sources and advice on revitalizing this area.

JC:

- Hub, Tourism epicentre, commercial fishing, first place land tourists stop, Ehatessaht business, float plane access for Island Health, Emergency evacuation route if roads are cut off
- Not put fill in holes, that's just band aiding and not sustainable,
- first place people see when boat travel
- Attainable concrete actions are needed
- Guaranteed funding over several years to mitigate issues with current Zeballos resources (10–20-year development plan)

# 2022 UBCM Ministry Meetings

Pete:

- need a lot of consultation, multiple agencies and stakeholders
- capacity and knowledge to handle such a complicated project is limited
- Perfect scenario - Province takes lead. Provides consultant, financing and physical mitigation (Removes Zeballos from administrative equation)

AJ:

- Local economic driver and business for band
- Food fishing, commercial and recreational hub
- Flood prone

## Vacancy tax and encouraging housing developments

### Ministry of Finance

TOPIC	Vacancy tax and encouraging housing developments
<b>BACKGROUND</b>	The Village has a significant housing shortage, due in part, to vacant homes that secondary homeowners are not willing to rent. The Village boundary provides very limited options for development with many properties located in hazard zones. Introducing a vacancy tax to encourage homeowners to occupy these homes would be beneficial for our situation re: lack of housing, as well as increasing our tax revenue. We need to find a way to encourage housing developments to increase the vacancy rate.
<b>REQUEST</b>	That the Ministry provide advice and support on vacant house taxes and encouraging housing development with a lack of useable land to build.

JC:

- Attraction of professionals to the area is difficult when housing not available, either permanent or temporary
- 55% of homes are occupied by permanent residents (45% not permanent residents).
- 75% are owners and 25% are renters
- How do communities tackle challenges like these?

Pete:

- No planning dept and no time or capacity
- Like a lot of coastal communities, we are seeing an increase of vacation homes being purchased for occasional use or as secondary income units for ventures like STVC

AJ:

- Speak on Ehattesaht housing issues

# 2022 UBCM Ministry Meetings

## More inclusive grant funding for small communities with a lack of resources

### Ministry of Municipal Affairs

TOPIC	More inclusive grant funding for small communities with a lack of resources
BACKGROUND	As the smallest municipality in BC, we have the staffing and budget to match. Applying for, managing and reporting on grants is an onerous task for an office with 2.5 admin staff. Our budget is tight and because of this our community greatly benefits from grant funds. We wouldn't be able to complete many necessary projects without access to grant funding. With a lack of staff resources, we'd like to see grant opportunities that better accommodate, and are not so laborious for small communities.
REQUEST	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.

JC:

- As with all communities, we are facing multiple emergencies, infrastructure failures, housing challenges... the list goes on.
- We are the smallest municipality in BC, yet requirements for grant funding are the same for us as they are for Nanaimo or Victoria
- Expect someone already wearing multiple hats to also sign off as “engineer” on complex issues

#### Solutions:

- Longer lead times on opportunities?  
Dedicated staff on provincial level?  
Grant writers provided by ministry?
- Small Community specific grants?
- More “no strings” grants available to smaller communities?

Pete:

- Staff of 2 in the office, handling 8 current grant streams, as well as day-to-day municipal requirements
- Some grants that we are applying for are for items that are necessary (ie. FireSmart)

AJ:

- Capacity issues in staffing
- Local expertise limited on complex issues



# 2022 UBCM Ministry Meetings

## Financial Compensation for Protective and Emergency Services Volunteers in Small Communities

### Ministry of Municipal Affairs

<b>TOPIC</b>	Financial Compensation for Protective and Emergency Services Volunteers in Small Communities
<b>BACKGROUND</b>	The population of Zeballos and neighbouring First Nation communities total 250. Our Emergency Program and Volunteer FD, which provide support to the region, are staffed by volunteers. Many of these positions are vacant. The responsibility required from these volunteers is an unreasonable expectation. Funding is available for EOC, ESS and FD training and supplies, but there is no funding available for wages or stipends for these volunteer roles. The funding that is available also cannot be used effectively if the positions are vacant. To say we cannot provide these services is disingenuous. We need support from the province to ensure positions are filled and compensated for appropriately.
<b>REQUEST</b>	That provincial support be made available for financial compensation of emergency and protective services volunteer positions to provide sustainable services for rural and remote communities.

JC:

- 2018/2021 wildfires
- 2018 Tsunami evacuation
- 2022 power outage (7 days long)
- 2022 Fire Department suspension
- Rockfall hazard zone (exacerbated by 2018 wildfire and 2021 atmospheric rivers)
- Flood plain
- Recent heat domes

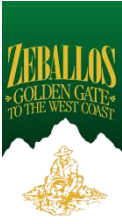
Pete:

- Attraction of 100% unpaid volunteers has been challenging
- Same standards for small communities with no budget as large communities with millions
- 194 folios to tax = \$213,000 of tax income to the Village
- NFPA equipment standards requires frequent equipment replacement
- JIBC training requirements for volunteers

AJ:

- Ehattesaht partners with Zeballos in times of emergency
- Band members make up a good part of Zeballos volunteer force





## STAFF REPORT

**To:** Pete Nelson-Smith  
Mayor & Council

**Re:** Town Ambassador Update

September 27, 2022

This report is to provide an update on Town Ambassador activities from August 23 – September 21, 2022. The end of my term as Town Ambassador was September 21. I enjoyed the position very much and thought that it was of value for the Village of Zeballos.

### MUSEUM

- Museum attendance has dropped off significantly for visitors since the end of August
- Noticed locals making return visits to view items more thoroughly and read through literature
- From May 18 to September 21 the museum donations totalled \$315.75, a 91% increase over last year.
- Museum retail sales totalled \$165.90, a 40% increase over last year.

Museum Attendance (since last report)	
August 21 - 27	13
August 28 - September 3	4
September 4 - 10	2
September 11 - 21	1

### PARKING

- Monitoring of the parking lot by the boat launch, overflow parking lot, the municipal wharf, seaplane dock and associated parking lot continued. These lots are monitored Wednesday-Sunday.
- 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.
- All parking lots emptied out after Labour Day
- Very little interaction with people parking after Labour Day
- Parking revenue for the season is up 66% over 2021. Budget actuals to September 15, 2021 were \$7,032.94 in comparison to budget actuals to September 15, 2022 being \$11,695.00.

### CAMPING/RV PARK

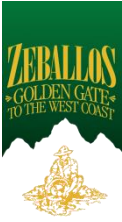
- Monitoring of both the Cevallos Campsite and the RV Park continued. These sites are monitored Wednesday-Sunday.
- The RV Park continues to be steadily busy people staying there long term.
- The Cevallos Campground has quieted down significantly.

### Prepared by:

Shane Rapin  
Town Ambassador



## PUBLIC WORKS REPORT



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

Re: Monthly Update

September 27, 2022

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

### Projects

- Trail clean-up was prepared with walkways disassembled by public works crew and ready for September 24<sup>th</sup> volunteers. Totem worked with Village of Zeballos staff to screen material for trail and future projects. After clean up is complete public works will draft a list of required supplies for the rebuilding of boardwalks, using locally sourced wood as made possible.

### Water and Sewer

- Water use still up with hotter than average conditions for fall
- Pump 1 lift station in Ehatis has parts ordered as recommended by Ehattesah maintenance: Ryan Foster.
- Fire hydrant maintenance is in progress along with that flushing out dead ends and mains is included; this will carry on throughout October.
- Requested school board to upkeep lift station and tank due to their proximity to the Village Water Wells.

### Buildings

- Monthly Inspections up to date
- Foreshore washrooms are in need of new coin operated shower timer, existing timer still functional but has broken parts (2023 budget consideration)
- Started process of ordering siding for museum

### Roads And Bridges

- Started pressure washing Sugarloaf Bridge, will finish into October
- Focusing on cleaning sight lines and drainage ditches around the village
- Road was patched by Muchalaht group at end of Keno Cres from School District property water and sewer tie ins.
- Road was patched by MainRoad Construction on hill coming into town
- Reaching out for quotes from various companies for painting lines on Village parking lots

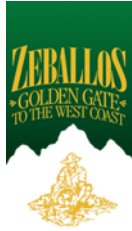
**Fleet**

- Had recent failure of garbage bin at RV park due to age, was switched out for backup bin. We were quoted approximately \$2,000 for new hydraulic rams. Will need to fix over winter
- Most summer equipment getting stored away for winter season.
- Vehicle maintenance up to date.

Hudson Mihalick  
Public Works Foreman

## CAO REPORT

August/September 2022



**To:** Mayor & Council

**From:** Pete Nelson-Smith, Chief Administrative Officer

September 27, 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

- Organize "Trail Maintenance Day" volunteer information, sponsors, food and prize purchases
- Preparing UBCM Minister meeting packages and speaking notes
- Creation/release of "Village Voice" September Edition
- Some sweatshirts were ordered for sale, preparing sales policy and inventory
- Draft copies of Terms of Reference for Library and Museum Committees
- Draft Job Descriptions for Reception and Town Ambassador
- Completed missing minutes, as per resolution 149-22
- Correspondence with MainRoad and Ministry of Transportation on entrance road condition
  - Some patching completed on September 20, 2022
- Correspondence with McElhanney Ltd on Ehattesaht Wastewater Treatment Plant project

### **Emergency Preparedness**

- Working with Strathcona Regional District on several projects
  - Tsunami Alarm replacement
  - Rockfall hazard area (report on this agenda)
  - Emergency Operations Coordinator and Emergency Support Service volunteer replacement
  - Evacuation route planning (collaboration with Nuchatlaht and EMH Consulting)
  - Wildfire mitigation projects (replacing Municipal Hall ramp with aluminum)
- Working with FireWise Consulting on re-establishing the Zeballos Volunteer Fire Department
  - Correspondence with Office of the Fire Commissioner on provincial needs
  - Met with key members of ZVFD to review recommendations to re-open
  - Gear inventory

## **Election**

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

- Nomination period closed
- Local advertising complete
- Working with Strathcona Regional District and School District 84 on collaborations

## **Miscellaneous**

- Attended 2022 UBCM Conference in Whistler September 11-16 with Mayor Colborne and Ehattesaht Councillor Ashley John
  - Attended study session on lessons learned from Lytton Fire
  - Met with Ministry Staff on:
    - Zeballos/Fair Harbour Forest Service Road Maintenance
    - Procuring land for additional parking
    - Zeballos Foreshore issues
    - Grant funding opportunities for small communities
  - Met with Minister of Municipal Affairs, Nathan Cullen, on:
    - Emergency Service volunteer attraction/retention
    - Small community capacity issues
  - Met with Minister of Forest, Katrine Conroy on:
    - Zeballos Foreshore issues
  - Provided volunteer services for UBCM elections and resolutions
- September 06 meeting on Community Unity Trail project – great discussion culminating in Tahsis taking back information and will request a letter of support from neighbouring communities on the final direction they decide on
- Western Forest Products – Grant of \$2,500 toward Estuary Trail Maintenance on September 24 from 9-3
- Met with Ministry of Jobs Economic Recovery and Innovation contact, Bridget Horel to discuss current challenges and potential grants for employee attraction/retention