



Regional District of Central Kootenay  
REGULAR BOARD MEETING  
Open Meeting Revised

**Date:** Thursday, December 14, 2023  
**Time:** 9:00 am  
**Location:** Hybrid Model - In-person and Remote

Directors will have the opportunity to participate in the meeting electronically. Proceedings are open to the public.

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Pages

**1. WEBEX REMOTE MEETING INFO**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

**Meeting Time:**

9:00 a.m. PST

10:00 a.m. MST

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=ma0656be5edb2061ec098bfde43b74b6e>

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2773 990 0611

**Meeting Password:** jEdbf2fmY34

**In-Person Location:**

202 Lakeside Drive - Boardroom  
Nelson, BC

**2. CALL TO ORDER & WELCOME**

**2.1 TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

## 2.2 ADOPTION OF THE AGENDA

### **RECOMMENDATION:**

(ALL VOTE)

The agenda for the December 14, 2023 Regular Open Board meeting be adopted with the following:

- inclusion of Item 3.6.8 Former Director Leah Main - FCM;
- Item 4.2 Letter from Thompson-Nicola Regional District regarding the proposed Emergency and Disaster Management Act;
- Item 5.4 Letter from Ministry of Housing thanking the RDCK for meeting at the 2023 UBCM Convention; and
- with the addition of the addendum

before circulation.

## 2.3 ADOPTION OF THE MINUTES

32 - 46

### **RECOMMENDATION:**

(ALL VOTE)

The minutes from the November 16, 2023 Regular Open Board meeting be adopted as circulated.

## 3. COMMITTEES & COMMISSIONS

### 3.1 FOR INFORMATION

- |       |   |         |
|-------|---|---------|
| 3.1.1 | <b>Area B Advisory Planning and Heritage Commission: minutes September 26, 2023</b>   | 47 - 50 |
| 3.1.2 | <b>Board of Variance: minutes October 12, 2023</b><br>Staff has received the recommendations for the Board of Variance applications.  | 51 - 55 |
| 3.1.3 | <b>Area J Advisory Planning and Heritage Commission: minutes November 1, 2023</b><br>Staff has received the recommendation to support the Development Variance Permit application.            | 56 - 58 |
| 3.1.4 | <b>Area A Economic Development Commission: minutes November 3, 2023</b><br>Director Jackman requested at the November 16, 2023 Board meeting the minutes be received at the December 14, 2023 | 59 - 63 |

meeting with the revisions.

<b>3.1.5</b>	<b>Sunshine Bay Regional Park Commission: minutes November 9, 2023</b>	<b>64 - 66</b>
<b>3.1.6</b>	<b>Sanca Park Water Services Community Advisory Committee: Discussion Notes November 20, 2023</b>	<b>67 - 230</b>
<b>3.1.7</b>	<b>South Slovan Water Services Community Advisory Committee: Discussion Notes November 20, 2023</b>	<b>231 - 235</b>
<b>3.1.8</b>	<b>Woodbury Village Water Services Community Advisory Committee: Discussion Notes November 21, 2023</b>	<b>236 - 238</b>
<b>3.1.9</b>	<b>Winlaw Regional and Nature Park Commission: minutes November 22, 2023</b>	<b>239 - 241</b>
<b>3.1.10</b>	<b>Ymir Commission of Management: minutes November 23, 2023</b> Staff has received the recommendation to increase Water User Fee and Water Frontage Tax of the draft 2024 Financial Plan.	<b>242 - 244</b>
<b>3.1.11</b>	<b>Edgewood Water Services Community Advisory Committee: Discussion Notes November 23, 2023</b>	<b>245 - 247</b>
<b>3.1.12</b>	<b>East Resource Recovery Committee: minutes November 27, 2023</b>	<b>248 - 250</b>
<b>3.1.13</b>	<b>Area I Advisory Planning and Heritage Commission: minutes November 27, 2023</b> Staff received the recommendation for the Land Use Bylaw Amendment Application.	<b>251 - 254</b>
<b>3.1.14</b>	<b>Nakusp and Area K Joint Service Commission Meeting: Draft minutes November 27, 2023</b>	<b>255 - 257</b>
<b>3.1.15</b>	<b>Riondel Water and Drainage Services Community Advisory Committee: Discussion Notes November 28, 2023</b>	<b>258 - 361</b>
<b>3.1.16</b>	<b>West Resource Recovery Committee: minutes November 28, 2023</b>	<b>362 - 363</b>
<b>3.1.17</b>	<b>Balfour Water Services Community Advisory Committee: Discussion Notes November 30, 2023</b>	<b>364 - 366</b>
<b>3.1.18</b>	<b>Grandview Properties Water Service Community Advisory Committee: Discussion Notes November 30, 2023</b>	<b>367 - 369</b>
<b>3.1.19</b>	<b>Arrow Creek Water Treatment and Supply Commission: minutes December 1, 2023</b>	<b>370 - 372</b>

3.1.20	<b>Erickson Water Services Community Advisory Committee: Discussion Notes December 4, 2023</b>	373 - 385
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**3.2 WITH RECOMMENDATIONS**

3.2.1	<b>Nelson and District Recreation Commission No. 5: minutes November 29, 2023</b>	386 - 397
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**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board approve a Service Agreement between the Regional District of Central Kootenay and the City of Nelson for Bylaw enforcement to enforce the City of Nelson 2 hour parking zone in the Nelson & District Community Complex Parking Lot at approximately 7.5 hours/week at a cost of \$22,540 for a one year period dated to begin December 1, 2023.

3.2.2	<b>Central Resource Recovery Committee: minutes November 29, 2023</b>	398 - 401
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**RECOMMENDATION:**  
(ALL VOTE WGT)

**STAFF RECOMMENDATION**

The Board approve an amendment to the 2023 Financial Plan for Service S187 Central Resource Recovery to increase Short Term Borrowing Principal by \$288,688 for the HB Loan No. 0035-0029, Board Resolution No. 428/22 and reduce Contribution to Reserves by \$288,688.

3.2.3	<b>Water Services Committee: minutes December 6, 2023</b>	402 - 406
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**RECOMMENDATION:**  
(PO WGT)

That the Board refer the matter of providing additional staff support to other area water and wastewater systems to post lifting of the moratorium.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board direct staff to include \$57,000 in Capital Infrastructure Charges in the Queens Bay Resort Phase 3 development agreement.

3.2.4	<b><i>Community Sustainable Living Advisory Committee: minutes December 12, 2023</i></b>	407 - 415
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Staff has received the recommendation to include the annual grant allocations into the draft 2024 financial plan.

Sangita Sudan will provide a verbal update on the UBCM Community to Community (C2C) for Kootenay Lake Partnership 2024 strategic planning application.

**RECOMMENDATION:**

1. That the Board submit a Letter of Support for Elk Root Conservation’s application to Investment Agriculture Foundation for food storage and distribution infrastructure; AND FURTHER, that this application recognizes the regional effort to establish food hubs across the RDCK.

**RECOMMENDATION:**

**STAFF RECOMMENDATION**

2. That the Board direct staff to submit a funding application to UBCM Community to Community (C2C) for Kootenay Lake Partnership 2024 strategic planning.

**3.2.5 *Joint Resource Recovery Committee: minutes December 13, 2023***

416 - 428

**RECOMMENDATION:**

**(ALL VOTE)**

1. That the Resource Recovery Facilities Regulatory Bylaw No. 2937, 2023, to amend Regional District of Central Kootenay Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 be read a FIRST, SECOND and THIRD time by content.

**RECOMMENDATION:**

**(ALL VOTE)**

2. That the Regional District of Central Kootenay Resource Recovery Facilities Regulatory Amendment Bylaw No. 2937, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**RECOMMENDATION:**

**(ALL VOTE WGT)**

3. That the Board accept the proposed 2024 Scope of Work submitted by SRK Consulting (Canada) Inc. for Engineer-of-Record tasks and engineering support at the HB Mine Tailings Facility in the amount of up to \$228,117 not including GST;

AND FURTHER that the Board Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER that the Board direct staff to include the funds in the 2024-2028 Financial Plan for Service S187.

**RECOMMENDATION:**

(ALL VOTE)

4. The Board direct staff to re-evaluate the no scavenging/salvage policy, including the safety and potential liability concerns, and how to mitigate them to identify areas of opportunity for residents to access waste goods that they desire to repurpose;

AND FURTHER that a report be back to the Joint Resource Recovery Committee in 2024;

AND FURTHER that Local Government Climate Action Plan (LGCAP) funds be accessed for support.

**RECOMMENDATION:**

(PO WGT)

5. The Board direct staff to investigate the feasibility to create an Eco-Depot for Area D and Kaslo.

**3.3 MEMBERSHIP**

**3.3.1 Area D Advisory Planning and Heritage Commission**

**RECOMMENDATION:**

(ALL VOTE)

That the Board send a letter to outgoing member Allan Hobden thanking him for his service to the Area D Advisory Planning and Heritage Commission.

**3.3.2 Area H, New Denver and Silverton Recreation Commission No. 6**

429

**RECOMMENDATION:**

(ALL VOTE)

That the recommendation from the Village of New Denver appointing Councillor Casey Law to the Area H, New Denver and Silverton Recreation Commission No. 6 and Councillor Colin Moss as the alternate be ratified.

**3.3.3 Erickson Water Services Community Advisory Committee**

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following individuals to the Erickson Water Services Community Advisory Committee for a term to end December 31, 2026:

Mathilde Armour (Area B)

Mark Harringa (Area B)

### 3.3.4 Kaslo and Area D Economic Development Commission

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following individual to the Kaslo and Area D Economic Development Commission for a term to end December 31, 2025:

Donna Cormie (Area D)

### 3.3.5 *Riondel Commission*

***NOTE: Additional member added to the appointment list.***

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following individuals to the Riondel Commission for a term to end December 31, 2025:

Gerald Panio  
Nils Anderson  
Tom Wilkinson  
Donna Lavigne  
Andrew Cop

### 3.3.6 Rosebery Parklands and Trails Commission

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following individuals to the Rosebery Parklands and Trails Commission for a term to end December 31, 2025:

Rod Reitmeir (Area H)  
Scott Kipkie (Area H)

### 3.3.7 Slovan Valley South Regional Parks Recreation Commission No. 8

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following individual to the Slovan Valley South Regional Parks Recreation Commission No. 8 for a term to end December 31, 2025:

Phillip Chernenkoff (Area H)

**3.3.8 Winlaw Regional and Natural Park Commission**

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following individuals to the Winlaw Regional and Natural Park Commission for a term to end December 31, 2025:

Victoria Carleton (Area H)  
JoAnne Chatten (Area H)  
Helen Sebelius (Area H)

**3.3.9 Woodbury Village Water Services Community Advisory Committee**

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following individuals to the Woodbury Village Water Services Community Advisory Committee for a term to end December 31, 2026:

Richard Nellis  
Barney Gilmore  
Allan Hobden  
Ken Chambers  
Brian Nadwidny

**3.3.10 Nakusp Appointments**

430 - 432

**RECOMMENDATION:**

(ALL VOTE)

1. That the recommendation from the Village of Nakusp appointing Councillor Knooihuizen to the Nakusp and Area K Recreation Commission No. 4 and Councillor Hough as the Alternate be ratified.

**RECOMMENDATION:**

(ALL VOTE)

2. That the recommendation from the Village of Nakusp appointing Mayor Zeleznik to the Joint Resource Recovery Committee and Councillor McLaren-Caux as the Alternate be ratified.

**RECOMMENDATION:**

(ALL VOTE)

3. That the recommendation from the Village of Nakusp appointing Mayor Zeleznik to the West Resource Recovery



Committee and Councillor McLaren-Caux as the Alternate be ratified.

**3.3.11 Silverton Appointments**

The appointments from the Village of Silverton will be received December 14, 2023 due to the Council meeting being held December 13, 2023.

**3.4 2024 APPOINTMENTS: EXTERNAL COMMITTEES**

433 - 437

External Committee Appointments in Good Standing:

- Association of Kootenay and Boundary Local Governments (AKBLG)
- Castlegar and District Public Library Board
- Central Kootenay Food Policy Council
- Creston Community Forest
- Creston Valley Tourism Society
- Columbia Basin Regional Advisory Committee
- Columbia River Treaty Local Governments Committee
- Economic Trust of the Southern Interior BC
- Federation of Canadian Municipalities
- Kaslo and District Community Forest Society Board
- Kootenay Cannabis Council
- Municipal Finance Authority
- Nelson Kootenay Lake Tourism
- Regional Agriculture Liaison Services Steering Committee
- Regional Invasive Species Working Group

***NOTE: Appointment to External Organizations Policy No. 100-01-19, has been received for information.***

**3.4.1 Columbia Basin Trust**

438 - 441

Current member:

Chair A. Watson

**RECOMMENDATION:**  
(ALL VOTE)

That the Board forward the following nomination to Columbia Basin Trust (CBT) to be considered for the RDCK representative position on the CBT Board of Directors for a term to expire December 31, 2025:

Director \_\_\_\_\_

**3.4.2 Highway No. 3 Mayors and Chairs Coalition**

442 - 443

Current member:

Director K. Vandenberghe

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following Director to the Highway No. 3 Mayors and Chair Coalition with a term expiring December 31, 2026:

Director \_\_\_\_\_

**3.4.3 Municipal Insurance Association of BC: Voting Delegations**

Current members:

Director A. Davidoff

Director K. Page (Alternate)

CAO S. Horn (Alternate)

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following Directors as the voting delegations for the Municipal Insurance Association of British Columbia for the 2024 Annual General Meeting:

Director \_\_\_\_\_

Director \_\_\_\_\_

CAO S. Horn (Alternate)

**3.4.4 Nelson Public Library**

444 - 524

Current member:

Anni Holtby (Area F)

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following person as the Electoral Area F representative to the Nelson Public Library Board for a term to end December 31, 2025:

Anni Holtby (Area F)

**3.4.5 Selkirk College Regional Innovation Chair for Rural Economic Development (RDI)**

525 - 526

Current member:

Director A. McLaren-Caux

**RECOMMENDATION:**  
(ALL VOTE)

That the Board hereby appoint the following Director to the Selkirk College Regional Innovation Chair in Rural Economic Development - Regional Advisory Committee for a term to end December, 2024, with stipend and expenses to be paid from the General Administration Service S100:

Director \_\_\_\_\_

**3.4.6 Southeastern BC Regional Connectivity Committee**

527 - 531

Current members:

Director W. Popoff

Director G. Jackman

**RECOMMENDATION:**  
(ALL VOTE)

That the Board hereby appoint the following Directors to the Southern BC Regional Connectivity Committee for a term to end October 31, 2024, with stipend and expenses to be paid from the General Administration Service S100:

Director \_\_\_\_\_

Director \_\_\_\_\_

**3.4.7 Ktunaxa/Kinbasket Treaty Advisory Committee**

532 - 538

Current members:

Director A. DeBoon

Director K. Vandenberghe (Alternate)

**RECOMMENDATION:**  
(ALL VOTE)

The Board appoints the following Directors to the Ktunaxa Treaty Advisory Committee with a term expiring December 31, 2024:

Director \_\_\_\_\_

Director \_\_\_\_\_ (Alternate)

**3.4.8 West Kootenay Transit Committee**

539 - 540

Current members:

Director M. McFaddin (Castlegar)

Director D. Lockwood  
Director W. Popoff  
Director T. Newell (Alternate)

**RECOMMENDATION:**

(ALL VOTE)

The Board appoints the following Directors to the West Kootenay Transit Committee (excluding Directors for Electoral Area B and C and the Town of Creston) with the term to end December 31, 2024, with stipends and usual expenses to be paid from the Transit-Kootenay Lake West S239:

Director M. McFaddin

Director \_\_\_\_\_

Director \_\_\_\_\_

Director \_\_\_\_\_ (Alternate)

**3.4.9 Collector: Assessment Rolls**

**RECOMMENDATION:**

(ALL VOTE)

The Board hereby appoints Yev Malloff, Chief Financial Officer, as Collector for 2024 for the purpose of preparing and amending, as necessary, the following assessment rolls:

- Lucas Road Water Parcel Tax
- Voykin Street Lighting Parcel Tax
- South Slocan Water Parcel Tax
- Duhamel Creek Water Parcel Tax
- McDonald Creek Water Parcel Tax
- Balfour Water Parcel Tax
- Burton Water Parcel Tax
- Edgewood Water Parcel Tax
- Fauquier Water Parcel Tax
- West Robson Water Parcel Tax
- Woodland Heights Water Parcel Tax
- Woodbury Water Parcel Tax
- Grandview Heights Water Parcel Tax
- Sanca Park Water Frontage Tax
- Riondel Water Frontage Tax
- Ymir Water Frontage Tax
- Rosebery Water Parcel Tax
- Local Conservation Fund Service Parcel Tax (Areas A, D, E, F, H)

**3.4.10 Parcel Tax Roll Review Panels**

**3.4.10.1 East**

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following Directors to the 2024 Parcel Tax Roll Review Panel to sit in Creston, BC with stipends and usual expenses to be paid from the General Administration Service S100:

- Director Garry Jackman
- Director Roger Tierney
- Director Kelly Vandenberghe
- Director Arnold DeBoon

**3.4.10.2 West**

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following Directors to the 2024 Parcel Tax Roll Review Panel to sit in Nelson, BC with stipends and usual expenses to be paid from the General Administration Service S100:

- Director \_\_\_\_\_
- Director \_\_\_\_\_
- Director \_\_\_\_\_
- Director \_\_\_\_\_

**RECOMMENDATION:**

(ALL VOTE)

That the ballots from all the elections for the appointments to external committees be destroyed.

**3.4.11 Election Officials**

**RECOMMENDATION:**

(ALL VOTE)

The Board appoint Tom Dool as Chief Election Officer and Angela Lund as Deputy Chief Election Officer for the year 2024.

**3.5 2024 CONFERENCES**

**3.5.1 Electoral Area Directors Forum: January 30-31, 2024**

**RECOMMENDATION:**

(ALL VOTE)

1. That the Board approves the following Directors as delegates to the 2024 Electoral Area Directors Forum held January 30-31, 2024 in Richmond, BC with stipends and expenses to be paid from the Rural Administration Service S101:

Director Garry Jackman  
Director Roger Tierney  
Director Kelly Vandenberghe  
Director Aimee Watson  
Director Cheryl Graham  
Director Tom Newell  
Director Hans Cunningham  
Director Walter Popoff  
Director Andy Davidoff  
Director Henny Hanegraaf  
Director Teresa Weatherhead

**RECOMMENDATION:**

(ALL VOTE)

2. That the Board authorizes the Chief Administrative Officer to attend the 2024 Electoral Area Directors Forum held January 30-31, 2024 in Richmond, BC as a delegate with expenses to be paid from the Rural Administration Service S101.

**3.5.2 LGLA Forum: January 31 - February 2, 2024**

**RECOMMENDATION:**

(ALL VOTE)

1. That the Board approves the following Directors as delegates to the 2024 Local Government Leadership Academy Forum in Richmond, BC from January 31 - February 2, 2024 with stipends and expenses to be paid from the General Administration Service S100:

Director Garry Jackman  
Director Roger Tierney  
Director Kelly Vandenberghe  
Director Aimee Watson  
Director Cheryl Graham  
Director Tom Newell  
Director Hans Cunningham  
Director Walter Popoff  
Director Andy Davidoff  
Director Henny Hanegraaf  
Director Teresa Weatherhead  
Director Maria McFaddin  
Director Arnold DeBoon  
Director Suzan Hewat  
Director Aidan McLaren-Caux

Director Keith Page  
Director Leonard Casley  
Director Diana Lockwood  
Director Colin Ferguson  
Director Jessica Lunn

**RECOMMENDATION:**  
(ALL VOTE)

2. That the Board authorizes the Chief Administrative Officer to attend the 2024 Local Government Leadership Academy Forum held January 31 - February 2, 2024 in Richmond, BC as a delegate with expenses to be paid from the General Administration Service S100.

**3.5.3 Association of Kootenay and Boundary Local Governments**

**RECOMMENDATION:**  
(ALL VOTE)

1. That the Board approves the following Directors as delegates to the 2024 Association of Kootenay and Boundary Local Governments Convention from April 19-21, 2024 in Radium Hot Springs, BC with stipends and expenses to be paid from the Rural Administration Service S101:

Director Garry Jackman  
Director Roger Tierney  
Director Kelly Vandenberghe  
Director Aimee Watson  
Director Cheryl Graham  
Director Tom Newell  
Director Hans Cunningham  
Director Walter Popoff  
Director Andy Davidoff  
Director Henny Hanegraaf  
Director Teresa Weatherhead

**RECOMMENDATION:**  
(ALL VOTE)

2. That the Board authorizes the Chief Administrative Officer or the Corporate Officer to attend the 2024 Association of Kootenay and Boundary Local Governments Convention in Radium Hot Springs, BC from April 19-21, 2024 as a delegate with expenses to be paid from the Rural Administration Service S101.

**3.5.4 Federations of Canadian Municipalities: June 6 - 9, 2024**

**RECOMMENDATION:**  
(ALL VOTE)

1. That the Board approves the following Directors as delegates to the 2024 Federation of Canadian Municipalities Conference in Calgary, Alberta from June 6-9, 2024 with stipends and expenses to be paid from the General Administration Service S100:

Director Garry Jackman  
Director Roger Tierney  
Director Kelly Vandenberghe  
Director Aimee Watson  
Director Cheryl Graham  
Director Tom Newell  
Director Hans Cunningham  
Director Walter Popoff  
Director Andy Davidoff  
Director Henny Hanegraaf  
Director Teresa Weatherhead  
Director Maria McFaddin  
Director Arnold DeBoon  
Director Suzan Hewat  
Director Aidan McLaren-Caux  
Director Keith Page  
Director Leonard Casley  
Director Diana Lockwood  
Director Colin Ferguson  
Director Jessica Lunn

AND FURTHER, in event that a Director cannot attend the Alternate Director is not authorized to attend in their absence.

**RECOMMENDATION:**

(ALL VOTE)

2. That the Board authorizes the Chief Administrative Officer to attend the 2024 Federation of Canadian Municipalities Conference in Calgary, Alberta from June 6-9, 2024 as a delegate with expenses to be paid from the General Administration Service S100.

**3.5.5 Union of BC Municipalities: September 16 - 20, 2024**

**RECOMMENDATION:**

(ALL VOTE)

1. That the Board approves the following Directors as delegates to the 2024 Union of BC Municipalities (UBCM) Conference in Vancouver, BC from September 16-20, 2024 with stipends and expenses to be paid from the General Administration Service S100:

Director Garry Jackman  
Director Roger Tierney



Director Kelly Vandenberghe  
 Director Aimee Watson  
 Director Cheryl Graham  
 Director Tom Newell  
 Director Hans Cunningham  
 Director Walter Popoff  
 Director Andy Davidoff  
 Director Henny Hanegraaf  
 Director Teresa Weatherhead  
 Director Maria McFaddin  
 Director Arnold DeBoon  
 Director Suzan Hewat  
 Director Aidan McLaren-Caux  
 Director Keith Page  
 Director Leonard Casley  
 Director Diana Lockwood  
 Director Colin Ferguson  
 Director Jessica Lunn

AND FURTHER, that in event that a Director cannot attend, that the Alternate Director be approved to attend.

**RECOMMENDATION:**  
(ALL VOTE)

2. That the Board authorizes the Chief Administrative Officer and the Corporate Officer to attend the Union of BC Municipalities convention in Vancouver, BC from September 16-20, 2024 with expenses to be paid from the General Administration Service \$100.

<b>3.6</b>	<b>DIRECTORS' REPORTS</b>	<b>541 - 545</b>
3.6.1	Director Jackman: CBRAC/RCC	546
3.6.2	Director Vandenberghe: November Activities	547
3.6.3	Director Watson	
3.6.3.1	December 2023 Activities	548 - 554
3.6.3.2	Letter of Support: Ainsworth Hall	555 - 557
3.6.4	Director Popoff: October and November Activities	558 - 560
3.6.5	Director Hanegraaf: November Activities	561
3.6.6	<i>Director Hewat: FCM</i>	<i>562 - 583</i>
	<i>NOTE: Additional report added from Director Hewat.</i>	

3.6.7	<b>Director McLaren-Caux: November Activities</b>	584 - 586
3.6.8	<b><i>Former Director Leah Main - FCM</i></b>	587 - 591
<b>4.</b>	<b>CORRESPONDENCE</b>	
4.1	<b>The email dated November 9, 2023 from Jennyce Hoffman, Heritage BC, seeking sponsorship for the 2024 Annual Heritage Conference in Nelson, BC.</b>	592 - 601
4.2	<b><i>The letter dated December 6, 2023 from Barbara Roden, Thompson-Nicola Regional District, regarding the update on the proposed Emergency and Disaster Management Act.</i></b>	602
<p><b><u>RECOMMENDATION:</u></b> (ALL VOTE)</p> <p>That the Regional District of Central Kootenay Board send a letter to the Minister of Emergency Management and Climate Readiness and the Premier of British Columbia, requesting more time to provide feedback to the Province on its new regulations for post-emergency financial assistance (often referred to as “disaster financial assistance” or “DFA”) and Regulations for Local Authorities related to the Emergency and Disaster Management Act, and that the letter also request that the Province provide supplemental funding to address the capacity and resourcing required to complete this work, and that the letter be copied to all 27 Regional Districts.</p>		
<b>5.</b>	<b>COMMUNICATIONS</b>	
5.1	<b>The letter dated November 23, 2023 from Honourable Anne Kang, Ministry of Municipal Affairs, thanking the Directors for meeting with her at the 2023 UBCM Conference.</b>	
5.2	<b>The email dated December 5, 2023 from the Building and Safety Standards Branch indicating the 2024 editions of the BC Building Code have been adopted.</b>	603 - 605
5.3	<b>The email dated December 4, 2023 from Tara Richards, Ministry of Emergency Management and Climate Readiness, indicating the deadline for the Emergency Management regulations engagement has been extended to January 31, 2024.</b>	606
5.4	<b><i>The letter dated December 13, 2023 from Honourable Ravi Kahlon, Ministry of Housing, thanking the RDCK for meeting at the 2023 UBCM Convention.</i></b>	607 - 608
<b>6.</b>	<b>FOR INFORMATION: ACCOUNTS PAYABLE</b>	609 - 630

The Accounts Payable Summary for November 2023 in the amount of \$3,629,422 has been received for information.

**7. BYLAWS**

**7.1 Bylaw 2913: Tarrys and Pass Creek Fire Protection Service Loan Authorization (Frontline Fire Engines) 631 - 633**

The official assent vote results for the Tarrys and Pass Creek Fire Protection Service Loan Authorization (Frontline Fire Engines) Bylaw No. 2913, 2023 has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Tarrys and Pass Creek Fire Protection Service Loan Authorization (Frontline Fire Engines) Bylaw No. 2913, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**7.2 Bylaw 2914: Slocan Valley Fire Protection Service Loan Authorization (Frontline Fire Engine) 634 - 636**

The official assent vote results for the Slocan Valley Fire Protection Service Loan Authorization (Frontline Fire Engine) Bylaw No. 2914, 2023 has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Slocan Valley Fire Protection Service Loan Authorization (Frontline Fire Engine) Bylaw No. 2914, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**7.3 Bylaw 2917: North Shore Fire Protection Service Loan Authorization (Frontline Fire Engine) 637 - 639**

The official assent vote results for the North Shore Fire Protection Service Loan Authorization (Frontline Fire Engine) Bylaw No. 2917, 2023 has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the North Shore Fire Protection Service Loan Authorization (Frontline Fire Engine) Bylaw No. 2917, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**7.4 Bylaw 2920: North Shore (Area F) Fire Protection Local Service Establishment 640 - 642**

**RECOMMENDATION:**  
(ALL VOTE)

That the North Shore (Area F) Fire Protection Local Service Establishment Bylaw No. 2920, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

## 8. NEW BUSINESS

### 8.1 COMMUNITY SERVICES

#### 8.1.1 Community Services Public Engagement Projects

643 - 645

The Board Report dated November 29, 2023 from Trisha Davison, Regional Manager - Recreation and Client Services, seeking Board approval to award the Community Services Public Engagement Project, has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board award the project for the Community Services Public Engagement Projects to RC Strategies; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$77,480 plus GST and disbursements; AND FURTHER, that the Board direct staff to fund the Community Services Public Engagement Projects from Nelson and District Community Facilities, Recreation and Leisure Service (S226) and the Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service (S222).

### 8.2 DEVELOPMENT AND COMMUNITY SUSTAINABILITY

#### 8.2.1 Emergency and Disaster Management Act

646 - 655

The Board Report dated November 29, 2023 from Dan Séguin, Manager of Community Sustainability, seeking Board approval for staff to review and update the Emergency Program Executive Committee's Terms of Reference, has been received.

**RECOMMENDATION:**  
(ALL VOTE)

That the Board direct staff to review and update the Emergency Program Executive Committee's Terms of Reference in preparation for the upcoming changes to provincial emergency and disaster management legislation; AND FURTHER, that Staff schedule a 3-hour Board workshop in January during which feedback will be drafted for the Province regarding the Regulations for Local Authorities.

#### 8.2.2 For Information: 2023 RDCK Community Ambassador Final Report

656 - 675

The Board Report dated November 13, 2023 from Paris Marshall Smith, Sustainability Planner, providing the Board with the final

report for the Community Ambassador program, has been received for information.

### 8.3 ENVIRONMENTAL SERVICES

#### 8.3.1 Policy 660-03-02: Water Quality Reports

676

**RECOMMENDATION:**

(ALL VOTE)

That the Board rescind Policy No. 600-03-02 Water Quality Reports, effective immediately.

#### 8.3.2 Service Agreement: Burton, Edgewood and Fauquier Water Systems - Operations and Maintenance

677 - 714

The Board Report date December 1, 2023 from Alex Divlakovski, Water Operations Manager, seeking Board approval to enter into a service agreement for the Burton, Edgewood and Fauquier Water Systems - Operations and Maintenance, has been received.

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Board direct staff to award the Services Agreement for the Burton, Edgewood & Fauquier Water Systems Operation and Maintenance to Dave's Plumbing Ltd., and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$97,541.92/annually plus GST; AND FURTHER, that the funds be paid from services S252 WATER UTILITY-DEF K-BURTON, S253 WATER UTILITY-DEF K-EDGEWOOD, and S254 WATER UTILITY-DEF K-FAUQUIER.

### 8.4 FINANCE & ADMINISTRATION

#### 8.4.1 2023-2026 RDCK Strategic Plan

715 - 727

The draft 2023-2026 Regional District of Central Kootenay Strategic Plan prepared by Tracey Lorenson, has been received.

**RECOMMENDATION:**

(ALL VOTE)

That the Board adopt the 2023-2026 Regional District of Central Kootenay Strategic Plan.

#### 8.4.2 2024 RDCK Meeting Calendar

728

***NOTE: 2024 RDCK Calendar has been updated.***

**RECOMMENDATION:**

(AL VOTE)

That the Board approve the 2024 RDCK meeting calendar; AND FURTHER, that staff be directed to schedule budget meetings and RDCK Committee and Commission meetings as necessary.

**8.4.3 RDCK Website Redesign**

729 - 732

The Board Report dated November 29, 2023 from Dan Elliott, Communications Coordinator, seeking Board approval to go out to Request for Proposal for the RDCK website design, has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board direct staff to provide Atomic Crayon with formal notice of termination for the 2021 website development agreement with Atomic Crayon; AND FURTHER, that \$70,000 (inclusive of \$28,000 from 2023 surplus) be included within the S100 General Administration 2024 Financial plan for completion of the RDCK website project, and that staff be directed to issue a Request for Proposal to procure a qualified contractor to complete the work.

**8.4.4 *Purchase Order, Best Value and Written Quotation Method Revisions***

733 - 752

The Board Report dated November 20, 2023 from Marie-Pierre Hamelin, Contract and Procurement Coordinator, seeking Board approval to amend the Purchasing Policy, has been received.

***NOTE: Update to the Board Report to include a redline version of the Purchasing Policy and a revisions to the motion to "adopt the amendments" instead of "amend" the policy.***

**RECOMMENDATION:**  
(ALL VOTE)

That the Board adopt the amended Purchasing Policy No. 300-06-12 as per the Board Report dated November 20, 2023 from Marie-Pierre Hamelin, Contracts and Insurance Coordinator, to include the following changes:

- Increase the Purchase Order minimum and Best Value Method maximum thresholds from \$2,000 to \$5,000; and
- Remove the restriction on repetitive purchases from the Purchasing Policy when using the Written Quotation Method and replace these with guidelines on repetitive purchases in the Written Quotation Method form.

**8.5 FIRE SERVICES**

**8.5.1 Municipal Finance Authority: Pass Creek Fire Department - Command Vehicle**

753 - 754

The Board Report dated November 24, 2023 from Grant Hume, Deputy Regional Fire Chief, seeking Board approval to short-term borrow for a command vehicle at the Pass Creek Fire Department, has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board of the Regional District Central Kootenay authorizes up to \$75,000 to be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority – equipment financing program, for the purpose of Command Vehicle; and that the loan be repaid within five (5) years from S137 Fire Protection-Area I (Tarrys, Pass Creek), with no rights of renewal.

**8.5.2 Municipal Finance Authority: Riondel Fire Department - Exhaust Extraction System**

755 - 757

The Board Report dated November 30, 2023 from Tristan Fehst, Deputy Regional Fire Chief, seeking Board approval to short-term borrow for a exhaust extraction system at the Riondel Fire Department, has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board of the Regional District Central Kootenay authorizes up to \$60,000 to be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority – equipment financing program, for the purpose of funding the exhaust extraction system; and that the loan be repaid within five (5) years from S128 Fire Protection-Area A (Riondel), with no rights of renewal;  
AND FURTHER, that the 2023 Financial Plan for S128 Riondel Fire Protection be amended to increase Capital Expenditures to \$60,000 and increase Proceeds from Equipment Financing to \$60,000.

**8.5.3 Municipal Finance Authority: Slocan Fire Department - Self Contained Breathing Apparatus (SCBA)**

758 - 759

The Board Report dated November 24, 2023 from Grant Hume, Deputy Regional Fire Chief, seeking Board approval to short-term borrow for a Self Contained Breathing Apparatus at the Slocan Fire Department, has been received.

**RECOMMENDATION:**  
(ALL VOTE WGT)

That the Board direct staff to proceed with the purchase of G1 Self Contained Breathing Apparatus (SCBA) from Rocky Mountain Phoenix and upgrade the compressor from Jordair in the amount

of \$135,000 for Slocan / S142 Fire Protection-Areas H and I (Slocan Valley); AND FURTHER, that the Board of the Regional District Central Kootenay authorizes up to \$135,000 to be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority – equipment financing program, for the purpose of SCBA and Compressor upgrades; and that the loan be repaid within five (5) years from S142 Fire Protection-Areas H and I (Slocan Valley), with no rights of renewal.

**8.5.4 For Information: Acting Slocan Fire Chief**

In accordance with Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023 Section 6 (3)(d), Deputy Regional Fire Chief Grant Hume has appoint Cliff Froehlich as the Acting Fire Chief of the Slocan Volunteer Fire Department.

**8.5.5 For Information: North Shore Fire Chief**

In accordance with Regional District of Central Kootenay Volunteer Fire Service Regulation Bylaw No. 2769, 2023 Section 6 (3)(d), Deputy Regional Fire Chief Tristan Fehst has appoint Thomas Service as the Fire Chief of the North Shore Volunteer Fire Department.

**8.6 GRANTS**

**8.6.1 Discretionary**

760 - 767

**NOTE: Added an Area G Discretionary grant.**

**RECOMMENDATION:**

(ALL VOTE)

Discretionary grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

**AREA A**

South Kootenay Lake ArtConnect Society	Christmas Open House/Musical	\$500
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**AREA B**

Ktunaxa Kinbasket Child and Family Services Society	Community Christmas Celebration	\$2,000
Kitchener Valley Recreation & Fire Protection Society	Chairs	\$1,000

**AREA E**

Balfour & District Business & Historical Association	Wheelhouse Storage	\$831.60
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**AREA G**

Salmo Community Resource	Christmas Hampers	\$500
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**Society - ADDED**

**AREA I**

Castlegar Minor Hockey Association	U7/U9 Annual Tournament	\$250
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**AREA J**

Ootischenia Fire Department Social Club	Ootischenia Fire Department Social Club	\$2,500
Castlegar Minor Hockey Association	U7/U9 Annual Tournament	\$500

**8.6.2 Community Development**

768 - 781

**NOTE: Added a Village of Salmo Community Development grant.**

**RECOMMENDATION:**

(ALL VOTE)

Community Development grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

**AREA B**

Creston Valley Minor Hockey Association	100 Years of Ice Sports Legacy Project	\$5,000
Trails for Creston Valley Society	Kapapa Trail Enhancement Project	\$2,500

**AREA D**

Argenta Community Association	Argenta Yuletide Market	\$500
Jewett PAC	Cross country ski upgrade	\$500
Regional District of Central Kootenay	Glacier Creek Kiosk Signage	\$5,800
Regional District of Central Kootenay	Lardeau Regional Park Development	\$3,000

**AREA E**

Regional District of Central Kootenay	S279 - Recreation Commission #10	\$23,000
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**AREA H**

Krestova Doukhobor Community Society	Krestova Community Ice Rink	\$2,575
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**AREA I**

Tarrys Fire Department Social Club	4x Red & Black Waterproof Fire Rescue Jackets	\$2,000
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Tarrys Fire Rescue Auxiliary	Childrens' Xmas Party	\$1,500
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**Creston**

Town of Creston	Columbaria purchase	\$6,929
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<b><u>Slocan</u></b>		
Village of Slocan	WE Graham Hamper	\$1,000
Village of Slocan	Halloween Hoot	\$1,000
<b><u>SALMO</u></b>		
<i>Village of Salmo -</i>	<i>Public Washrooms -</i>	<i>\$30,000</i>
<b>ADDED</b>	<i>Lions Park</i>	

**8.7 CHAIR/CAO REPORTS**

The Chair and CAO will provide a verbal report to the Board.

**9. RURAL AFFAIRS COMMITTEE**

782 - 793

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 9.3**

**Community Works Fund Application - Regional District of Central Kootenay "North Shore Hall Paving Project"**

**Electoral Area F**

1. That the Community Works Fund application submitted by the Regional District of Central Kootenay for the project titled "North Shore Hall Paving Project" in the amount of \$100,000 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area F.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.1**

**Development Variance Permit - Jonk**

**Electoral Area B**

2. That the Board APPROVE the issuance of Development Variance Permit V2305B to Cheryl Jonk and Henry Jonk for the property located at 3200 Phillips Road and legally described as LOT 4 DISTRICT LOT 12716 KOOTENAY DISTRICT PLAN 12570 (PID: 011-933-097) to vary Sections 24.4, 24.5 and 24.6 of Rural Creston Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013 in order to permit:

- A Farm Residential Footprint of 4000 m2 whereas the bylaw permits a Farm Residential Footprint of 2500 m2 for a Single Family Dwelling with a Secondary Suite.
- A Farm Residential Footprint with a maximum depth of 398 metres from the front property line whereas the bylaw requires that the maximum depth of the Farm Residential Footprint shall not exceed 60 metres from the Front Lot Line.
- A dwelling with a maximum Gross Floor Area (GFA) of 371 m2 whereas the bylaw permits a maximum GFA of 300 m2.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.2  
Development Variance Permit - Ymir Community Association  
Electoral Area G**

3. That the Board APPROVE the issuance of Development Variance Permit V2308G to Ymir Community Association for the property located at 7210 1st Avenue, Electoral Area G and legally described as LOT 3, BLOCK 18, DISTRICT LOT 1242, KOOTENAY DISTRICT PLAN 640 (PID: 007-570-520) and LOT 4, BLOCK 18, DISTRICT LOT 1242, KOOTENAY DISTRICT PLAN 640 (PID: 007- 570-538) to vary Section 29.5 of Electoral Area 'G' Land Use Bylaw No 2452, 2018 in order to permit a 0.2 metre setback from the northern interior lot line whereas the bylaw requires a 2.5 metre setback from an interior lot line.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.3  
Land Use Bylaw Amendment - Filippo  
Electoral Area G**

4. That Land Use Amendment Bylaw No. 2935, 2023 being a bylaw to amend the Electoral Area 'G' Land Use Bylaw No. 2452, 2018 is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.3  
Land Use Bylaw Amendment - Filippo  
Electoral Area G**

5. That in accordance with Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015, Electoral Area 'G' Director Hans Cunningham is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 7.4  
Subdivision in the Agricultural Land Reserve - Evin  
Electoral Area H**

6. That the Board SUPPORT application A2310Hs for the purposes of subdivision in the Agricultural Land Reserve proposed by Ray Evin for the property located at 2849 Evin Road, Electoral Area 'H' and legally described as PARCEL 2 (SEE 27808I) DISTRICT LOT 8055 KOOTENAY DISTRICT EXCEPT PART INCLUDED IN PLANS 7734 AND NEP63201 (PID: 013--525-760) subject to a S.219 Restrictive Covenant being registered on the proposed parcels limiting the number of residential dwellings to only those that currently exist and that the existing residential footprint be limited to a 25% increase.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 9.1**

**Community Works Fund Application - J.B. Fletcher Restoration Society  
Electoral Area D**

7. That the Community Works Fund application submitted by the J.B. Fletcher Restoration Society for the project titled "J.B. Fletcher Store Building Sealing and Solar" in the amount of \$25,000 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area D.

**RECOMMENDATION:**

(ALL VOTE)

**Rural Affairs Committee - Item 9.2**

**Community Works Fund Application - Kaslo Baseball and Softball Association  
Electoral Area D**

8. That the Community Works Fund application submitted by the Kaslo Baseball and Softball Association for the project titled "Murray Pearson Memorial Field Renovations" in the amount of \$20,000 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area D.

**10. DIRECTORS' MOTIONS**

**10.1 Director Popoff: Telecommunications Tower Siting**

794 - 800

An example Telecommunications Tower Siting Policy from the Peace River Regional District, has been received for information.

**RECOMMENDATION:**

(ALL VOTE)

That the Board direct staff to prepare a policy on Telecommunications Tower Siting.

**10.2 Director Davidoff: 2018 Using Community Halls for Child Care Feasibility Study**

**RECOMMENDATION:**

(ALL VOTE WGT)

That the Board direct staff to contract with Selkirk College, City Spaces or another appropriate contractor, to update the 2018 'Using Community Halls for Child Care' feasibility study and that the estimated \$5,000 cost of the project be covered through an Area I Community Development grant; AND FURTHER, that the Chair and Corporate Officer be authorized to sign the necessary documents.

**11. PUBLIC TIME**

The Chair will call for questions from the public and members of the media at

11:45 a.m.

**12. PRESENTATION OF LONG TERM SERVICE AWARDS (LTSA)**

The Board will recognize and thank the following staff members for their long service to the RDCK after Item 12 Public Time:

**Janet Matheson** Payroll Lead Finance 35 years  
**Joseph Richichi** Facility Operator Community Services 35 years  
**Kim Hayashi** Customer Service Representative Community Services 35 years  
**Rachel Zdebiak** Landfill Attendant Environmental Services 25 years  
**David Rowe** GIS Technician Development and Community Sustainability 15 years  
**Thomas Lavis** Nelson Head Custodian (NDCC) Community Services 15 years  
**Heather Zavagno** Contract Payment Coordinator Finance 15 years  
**Evan Bjarnson** Water Technician - Erickson Environmental Services 15 years  
**Stuart Horn** Chief Administrative Officer Corporate Administration 10 years  
**Christine Hopkyns** Corporate Administration Coordinator Corporate Administration 5 years  
**Shiree Worden** Records & Information Management Coordinator Corporate Administration 5 years  
**Erik Chmara** System Support Technician Information Technology 5 years  
**Suzanne Nedham** Development Technician Development and Community Sustainability 5 years  
**AJ Evenson** Project Manager Environmental Services 5 years  
**Alayne Hamilton** Environmental Projects Lead Environmental Services 5 years  
**Todd Johnston** Environmental Technologist Environmental Services 5 years  
**Paris Marshall Smith** Sustainability Coordinator Development and Community Sustainability 5 years

The Board would like to recognize Kirk Smith, Information Technology Technician, who has retired from the organization after 17 years.

**13. IN CAMERA**

**13.1 RESOLUTION - MEETING CLOSED TO THE PUBLIC**

The Open meeting will be adjourned after In Camera without reconvening back into the open session unless there is business that needs to be addressed.

**RECOMMENDATION:**  
(ALL VOTE)

In the opinion of the Board - and in accordance with Section 90 of the *Community Charter* - the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the bases identified in the following subsections:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

**13.2 RESOLUTION - RECESS OF OPEN MEETING**

**RECOMMENDATION:**

(ALL VOTE)

The Open Meeting be recessed at \_\_\_\_\_ a.m./ p.m. in order to conduct the *In Camera* Board meeting and reconvened at \_\_\_\_\_ a.m./p.m.

**14. MATTERS ARISING FROM IN CAMERA MEETING**

**15. 2024 APPOINTMENTS: REGIONAL ACCESSIBILITY ADVISORY COMMITTEE**

**RECOMMENDATION:**

(ALL VOTE)

That the Board appoint the following individuals to the Regional Accessibility Advisory Committee for a term to end December 31, 2025:

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**16. ADJOURNMENT**

**RECOMMENDATION:**

(ALL VOTE)

That the meeting adjourn at \_\_\_\_ p.m.



**Regional District of Central Kootenay  
REGULAR BOARD MEETING  
Open Meeting Minutes**

The **eleventh** meeting of the Board of the Regional District of Central Kootenay in 2023 was held on Thursday, November 16, 2023 at 9:00 a.m. through a hybrid meeting model.

Quorum was maintained throughout the meeting.

**ELECTED OFFICIALS**

**PRESENT:**

Chair A. Watson	Electoral Area D	In-Person
Director G. Jackman	Electoral Area A	In-Person
Director R. Tierney	Electoral Area B	In-Person
Director K. Vandenberghe	Electoral Area C	In-Person
Director C. Graham	Electoral Area E	
Director T. Newell	Electoral Area F	In-Person
Director H. Cunningham	Electoral Area G	In-Person
Director W. Popoff	Electoral Area H	In-Person
Director A. Davidoff	Electoral Area I	
Director H. Hanegraaf	Electoral Area J	In-Person
Director P. Peterson	Electoral Area K	
Director B. Bogle	City of Castlegar	
Director A. Deboon	Town of Creston	In-Person
Director S. Hewat	Village of Kaslo	In-Person
Director A. McLaren-Caux	Village of Nakusp	In-Person
Director K. Page	City of Nelson	In-Person
Director L. Casley	Village of New Denver	
Director D. Lockwood	Village of Salmo	In-Person
Director C. Ferguson	Village of Silverton	In-Person
Director J. Lunn	Village of Slocan	In-Person

**ABSENT DIRECTOR**

Director M. McFaddin	City of Castlegar
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**GUEST**

Alternate Director D. Dumas	Town of Creston
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**STAFF PRESENT**

S. Horn	Chief Administrative Officer
M. Morrison	Manager of Corporate Administration/ Corporate Officer
A. Lund	Deputy Corporate Officer
Y. Malloff	Chief Financial Officer
U. Wolf	General Manager of Environmental Services
J. Chirico	General Manager of Community Services
S. Sudan	General Manager of Development and Community Sustainability Services
D. Séguin	Manager of Community Sustainability Services
D. Lau	Information Technology Manager
C. Gainham	Building Manager
N. Wight	Planning Manager
T. Davison	Regional Manager – Recreation & Client Services



D. Hawkins	Planner
Z. Giacomazzo	Planner
C. Hopkyns	Corporate Administration Coordinator
D. Elliott	Communications Coordinator
T. Dool	Research Analyst
I. Perreault	Information Technology Technician

## 1. WEBEX REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

### Meeting Time:

9:00 a.m. PST

10:00 a.m. MST

### Join by Video:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m251c8efb49c1fe8ecbc1810891770eb4>

### Join by Phone:

+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2772 721 5567

**Meeting Password:** pKzPRrEq424

### In-Person Location:

202 Lakeside Drive - Boardroom

Nelson, BC

## 2. CALL TO ORDER & WELCOME

Chief Administrative Officer Horn assumed the chair at 9:03 a.m.

### 2.1 ELECTIONS

#### 2.1.1 Election of the RDCK Board Chair

##### Call for Nominations (3 Times)

CAO Horn announced the nominations submitted for Director Watson.

The CAO called for nominations the first time.

The CAO called for nominations the second and third time.

No further nominations.

Director Watson was declared the Chair for 2024 by acclamation.

#### 2.1.2 Election of the RDCK Board Vice-Chair

##### Call for Nominations (3 Times)

CAO Horn announced the nominations submitted for Directors Lockwood and Vandenberghe.

The CAO called for nominations the first time.

The CAO called for nominations the second and third time.

No further nominations.

Director Vandenberghe declined the nominations.

Director Lockwood was declared the Vice-Chair for 2024 by acclamation.

**2.2 CHAIR'S ADDRESS**

Chair Watson thanked the Board for their support and looks forward to working with everyone.

**2.3 VICE-CHAIR'S ADDRESS**

Vice-Chair Lockwood thanked the Board and looks forward to working with everyone.

**2.4 COMMENCEMENT OF BOARD MEETING**

The RDCK Board Chair assumed the chair.

**2.5 TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

**2.6 ADOPTION OF THE AGENDA**

Moved and seconded,  
And Resolved:

680/23

The agenda for the November 16, 2023 Regular Open Board meeting be adopted with the following amendments:

- inclusion of Item 5.5 New Legislation to Support Local Government Housing Initiatives;
- inclusion of Item 5.6 West Kelowna Thank you letter; and
- the addition of the addendum

before circulation.

**Carried**

**2.7 ADOPTION OF THE MINUTES**

Moved and seconded,  
And Resolved:

681/23

The minutes from the October 19, 2023 Regular Open Board meeting be adopted as circulated.

**Carried**

**2.8 INTRODUCTION**

CAO Horn introduced the following new staff:

- Nancy Metz, Environmental Services, Administrative Assistant who is covering a parental leave; and
- Nora Hannon, Disaster Mitigation and Adaptation Senior Advisor, stepping down as the Regional Fire Chief;
- Carly Feeney, Corporate Administration Assistant, replacing Marie-Pierre Hamelin;
- Erik Stout, Senior Building Official - Creston, replacing Tony Hadfield;
- Manda McIntyre, Senior Building Official - Nelson, replacing Graeme Wood; and

Yev Malloff introduced members of his team:

- Ian Perreault, Information Technology Technician replacing retiring staff Kirk Smith; and
- Dwayne Lau, Information Technology Manager, replacing David Oosthuizen.

## 2.9 DELEGATION

### 2.9.1 Nelson and Area Economic Development Partnership and M'akola

Andrea Wilkey, Executive Director Community Futures  
Tom Thomson, Executive Director, Nelson & District Chamber of Commerce  
Sandy, McKay, Housing Research and Policy Lead M'akola  
Jenna Hildebrand, Project Planner M'akola

Andrea Wilkey and Tom Thomson introduced Jenna Hildebrand and Sandy McKay from M'akola and the sub-regional project with Nelson and Areas E and F to examine housing in greater Nelson.

Jenna Hildebrand gave a presentation to the Board regarding the Greater Nelson Non-Housing Study and the Phase 2 recommendations. Ms. Hildebrand discussed the objectives of the project to fund, build, operate and reinvest in housing within greater Nelson. The focus of Phase 2 was to generate educated feedback and input from the Nelson Council, the RDCK Board, the Nelson and Area Economic Development Partnership and other relevant housing organizations and committees on the findings in Phase 1.

Ms. Hildebrand discussed recommendations for the immediate (1-2 years) and long-term (3-5 years). She provided the Board with details on funding opportunities that are available for the Phase 2 recommendations and discussed further items for regional considerations.

Ms. Hildebrand identified the next steps for Phase 3 and working with Nelson and the RDCK towards achieving the proposed recommendations.

In conclusion, Andrea Wilkey indicated there is some funding available to move forward with Phase 3 and opportunities for funding through the Columbia Basin Trust ReDi grant.

Sandy McKay and Jenna Hildebrand answered the Board's questions.

Chair Watson thanked Sandy, Jenna, Andrea and Tom for their presentation.

#### 2.9.1.1 For Information: Greater Nelson Housing Entity Study - Phase 2

The Board Report dated October 4, 2023 from Stephanie Johnson, Planner, providing the Board the results of the Greater Nelson Housing Study Phase Two, has been received for information.

## 3. BUSINESS ARISING OUT OF THE MINUTES

### 3.1 Bylaw 2908: Building Amendment

The Board Report dated October 22, 2023 from Chris Gainham, Building Manager, seeking the Board approve third reading and adoption of the Regional District of Central Kootenay Building Amendment Bylaw No. 2908, 2023, has been received.

#### July 20, 2023 Board Meeting

##### RES445/23

That the Regional District of Central Kootenay Building Amendment Bylaw No. 2908, 2023 be read a FIRST and SECOND time by content.

Moved and seconded,

And Resolved:

682/23

That the Regional District of Central Kootenay Building Amendment Bylaw No. 2908, 2023 be read a THIRD time by content.

Moved and seconded,  
And Resolved:

683/23

That the Regional District of Central Kootenay Building Amendment Bylaw No. 2908, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

### **3.2 UBCM Complete Communities Program**

The Board Report dated September 27, 2023 from Dana Hawkins, Planner, seeking Board approval to apply for the UBCM Complete Communities Program, has been received.

Moved and seconded,  
And Resolved:

684/23

That the Board direct staff to apply to the UBCM Complete Communities Program for growth management planning.

**Carried**

## **4. COMMITTEES & COMMISSIONS**

### **4.1 FOR INFORMATION**

Committee/Commission Reports for information have been received as follows:

#### **4.1.1 Sunshine Bay Regional Park Commission: minutes September 14, 2023**

#### **4.1.2 Kaslo and Area D Economic Development Commission**

##### **4.1.2.1 Kaslo and Area D Economic Development Commission: minutes October 16, 2023**

Staff has received the recommendations to write a letter of support for the Village of Kaslo's Columbia Basin Trust application, recommending the Joint Resource Recovery Committee do a feasibility study on Eco Depot in Kaslo and Area D, public engagement to seek input for future activities, adding Imagine Kootenays annual membership fee to the 2024 budget, and stipends for commission members.

##### **4.1.2.2 Letter of Support: Village of Kaslo - Kaslo and District Arena**

##### **4.1.2.3 Letter of Support: Village of Kaslo - Kemball Memorial Building**

#### **4.1.3 Area I Advisory Planning and Heritage Commission: minutes October 16, 2023**

Staff has received the recommendation for the Bylaw Amendment application for Z23017I go to public hearing.

#### **4.1.4 Area G Advisory Planning and Heritage Commission: minutes October 25, 2023**

Staff has received the recommendations to support the Zoning Amendment Application and Development Variance Permit Application.

#### **4.1.5 Nelson and District Recreation Commission No. 5: minutes October 25, 2023**

#### **4.1.6 Rosebery Parklands and Trails Commission: minutes November 2, 2023**

#### **4.1.7 Area A Economic Development Commission: minutes November 3, 2023**

Director Jackman requested the Area A Economic Development Commission minutes from the November 3, 2023 meeting be re-submitted and addressed at the December 14, 2023 Board meeting.

**4.1.8 Slokan Valley South Regional Parks - Recreation Commission No. 8: minutes November 7, 2023**

Staff received the recommendation to prepare a report for the March 5, 2024 Commission meeting on the funding request for the Slokan Park Community Hall Society.

**4.1.9 Castlegar and District Community Complex Recreation Commission: minutes November 7, 2023**

Staff has received the recommendations to provide an updated Financial and Operations report to the commission and to prepare a media release regarding to recreational services.

**4.2 WITH RECOMMENDATIONS**

**4.2.1 Area H, New Denver and Silverton - Recreation Commission No. 6: minutes October 12, 2023**

Staff has received the recommendations regarding investigating dog training at the RDCK facilities and that membership fees for the New Denver and Area Community Fitness Centre remain as is.

Moved and seconded,  
And Resolved:

685/23

That the Board approve the payment of the following 2023 fall grants from the Recreation Commission No. 6 - Area H, New Denver and Silverton Service S229 2023 budget:

Slokan Lake Golf Club - Power Shed	\$500
Lucerne Parent Advisory Committee - Ski Program	\$1,000
Lucerne Parent Advisory Committee - Swim Program	\$1,000
Silverton Community Club - Canada Day	\$400
Slokan Lake Arts Council - Winterfest	\$975
North Slokan Trails Society - Butter Me Up Trail	\$1,000
Sandon Historical Society - Signage Trail Guide	\$400
New Denver Hospice Society - Exploring Nature	\$800
Slokan Lake Arts Council - Tractorgrease Open Mic	
Hosting and Production	\$800
Valhalla Hills Nordic Ski Club - Coach Training	\$1,000

**Carried**

**4.2.2 Portion of Area E - Recreation Commission No. 10: October 26, 2023**

Moved and seconded,  
And Resolved:

686/23

That the Board approve the payment of the following grants from the Recreation Commission No. 10 - Portion of Area E - Procter/Harrop/Balfour/Queens Bay Service No. S279 2023 budget:

Procter Community Society	\$1,000
Balfour Senior Citizens Association BC Branch No. 120	\$1,500
Balfour Recreation Commission	\$1,250
Kootenay Swim Club	\$1,500
Kootenay Lake Family Network Society	\$1,500

**Carried**

**4.2.3 Creston Valley Services Committee: minutes November 2, 2023**

Staff has received the recommendations from the Committee regarding the 2024 draft Financial Plan.

Moved and seconded,  
And Resolved:

687/23

That the Board send a letter of support to Monique Arès and Marie-Hélène Chang for a Francophone School in Creston.

**Carried**

**4.2.4 Nelson, Salmo, E, F and G Regional Parks Commission: minutes November 14, 2023**

Staff has received the recommendations regarding preparing an AKBLG resolution and to include \$15,000 in the 2024 budget to support the initial research phase of the management plan for the Nelson-Salmo Great Northern Trail.

Revisions to Item 6.1 and Item 9 should read “Juliet” instead of “Julie” in the minutes.

**4.2.5 Joint Resource Recovery Committee: minutes November 15, 2023**

Revisions to the attendee list to include Colin Ferguson was in-person instead of online.

Moved and seconded,  
And Resolved:

688/23

That the Board direct staff to advance to detailed design and tendering with Sperling Hansen Associates for the Rosebery Transfer Station Upgrade Option 1 (add compactor and Y&G bin), Slocan Transfer Station Upgrade Option 1 (new bin wall), and Nakusp Transfer Station Upgrade Option 2 (SE of weigh scale) with direction to staff to meet on site with Mayor T. Zeleznik before detailed design to incorporate proposed changes to address congestion and future growth.

**Carried**

Moved and seconded,  
And Resolved:

689/23

That the Defined Areas F and H Curbside Collection Service Establishment Bylaw No. 2933, 2023 be read a FIRST, SECOND, AND THIRD time by content.

**Carried**

Moved and seconded,  
And Resolved:

690/23

That the Defined Area J Curbside Collection Service Establishment Bylaw No. 2934, 2023 be read a FIRST, SECOND, AND THIRD time by content.

**Carried**

Moved and seconded,  
And Resolved:

691/23 The Board formally respond to the November 13, 2019 letter from the City of Nelson regarding Refuse Disposal Service S187 – Curbside Recycling Collection and include the October 10, 2023 Committee Report from Akane Norimatsu and Travis Barrington, Resource Recovery Technicians;

AND FURTHER, that a letter and report be sent to the Village of Kaslo;

AND FURTHER, that any additional staff time for further action on this item be approved by the Board.

**Carried**

**RECESS/  
RECONVENED**

The meeting recessed at 10:23 a.m. for a break and reconvened at 10:32 a.m.

**4.3 MEMBERSHIP**

**4.3.1 Area G Advisory Planning and Heritage Commission**

Moved and seconded,  
And Resolved:

692/23 That the Board send a letter to outgoing member Che Leblanc thanking him for his service to the Area G Advisory Planning and Heritage Commission.

**Carried**

**4.3.2 Ymir Commission of Management**

Moved and seconded,  
And Resolved:

693/23 That the Board appoint the following individuals to the Ymir Commission of Management for the term to end December 31, 2024:

Leslie Hamnett  
Ernie Fidgeon  
Jay Leus  
Theron Kingsley  
Tom Nixon

**Carried**

Moved and seconded,  
And Resolved:

694/23 That Item 4.4 Directors' Reports be postponed to before Item 11 In Camera, with Item 5 Communication considered at this time.

**Carried**

**5. COMMUNICATIONS**

**5.1 The letter dated September 14, 2023 from Ambrose Yung, Youth Parliament of B.C. Alumni Society, providing information on the 95th Parliamentary session for B.C. youth.**

**5.2 The letter dated October 5, 2023 from Ward Stamer, District of Barriere, responding to the Premier regarding the wildfire task force announcement.**

- 5.3 The letter received October 2023 from Andrew Jupp, Selkirk College, inviting the Board of Directors to the Selkirk Gala.
- 5.4 The Monthly Update to the Steering Committee for August and September 2023 from the Kootenay and Boundary Farm Advisors.
- 5.5 The letter dated November 9, 2023 from Honourable Ravi Kahlon, Ministry of Housing, providing details regarding the new legislation to support local government housing initiatives.
- 5.6 The letter dated November 1, 2023 from Gord Milsom, West Kelowna, thanking the RDCK Canyon-Lister Volunteer Fire Department for their support during the McDougall Creek Wildfire recovery efforts.

6. **FOR INFORMATION: ACCOUNTS PAYABLE**

The Accounts Payable Summary for October 2023 in the amount of \$2,573,552 has been received for information.

7. **BYLAWS**

7.1 **Bylaw 2902: Slocan Valley Fire Protection Service Establishment Amendment**

Moved and seconded,  
And Resolved:

695/23

That the Slocan Valley Fire Protection Service Establishment Amendment Bylaw No. 2902, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

8. **NEW BUSINESS**

8.1 **COMMUNITY SERVICES**

8.1.1 **South Slocan Old Schoolhouse Demolition Project**

The Board Report dated October 25, 2023 from Patrick Thrift, Project Manager, providing the Board with an update on the South Slocan Old Schoolhouse demolition project and seeking approval to award the contract, has been received.

Moved and seconded,  
And Resolved:

696/23

That the Board directs staff to award the contract for the demolition of the South Slocan Old Schoolhouse to Hydraclean Disaster Restoration Services Ltd. in the amount of \$119,250 plus GST and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$119,250 plus GST; AND FURTHER, that the cost be included in the 2023 Financial Plan for Recreation Commission No. 8-Slocan and Area H Service S231 with project funding to come from the Growing Communities Fund allocated to S231.

**Carried**

8.1.2 **Nakusp and Area K Recreation Commission No. 4 - Fall Grant**

Staff request the Nakusp and Area K Recreation Commission No. 4 fall grant application be considered at the Board meeting.

Moved and seconded,  
And Resolved:



697/23 That the Board approve the payment of the following grant from the Nakusp and Area K - Recreation Commission No. 4 Service S228:

Nakusp Elementary School - After School Clubs	\$5,000
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**Carried**

## 8.2 DEVELOPMENT AND COMMUNITY SUSTAINABILITY

### 8.2.1 Policy No. 500-01-07: RDCK Parkland Dedication Review

The Board Report dated November 1, 2023 from Corey Scott, Planner, and Mark Crowe, Regional Park Planner, seeking Board approval to update the RDCK's Parkland Dedication Policy No. 500-01-07, has been received.

Moved and seconded,  
And Resolved:

698/23 That the Board direct staff to revise the RDCK's Parkland Dedication Policy No. 500-01-07, as described in the staff report "Parkland Dedication Policy No. 500-01-07 Review, dated November 1, 2023.

**Carried**

### 8.2.2 Natural Resources Canada Funded Community Resilience Advisory Committee Participation

The Board Report dated September 28, 2023 from Dan Séguin, Manager of Community Sustainability, seeking Board approval for staff to participate in an Advisory Committee on Building Capacity for Community Resilience to Climate Change in BC, has been received.

Moved and seconded,  
And Resolved:

699/23 The Board approve that the proposed staff participate in the Advisory Committee on Building Capacity for Community Resilience to Climate Change in BC, should the proposal be funded by the NRCan Climate Change Adaptation Program.

**Carried**

Director Vandenberghe recorded opposed.

## 8.3 FINANCE & ADMINISTRATION

### 8.3.1 For Information: 2024 Resident Directed (ReDi) Grant Program

The Board Report dated October 18, 2023 from Micah Nakonechny, Grants Coordinator, providing the Board information on the 2024 ReDi Program, has been received for information.

### 8.3.2 For Information: RDCK Quarterly Report (Q3)

The RDCK Quarterly Report (Q3) from Mike Morrison, Corporate Officer, has been received for information.

## 8.4 GRANTS

### 8.4.1 Discretionary

Moved and seconded,  
And Resolved:

700/23 Discretionary grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

**AREA A**

Creston Valley Ministerial Association	2023 Christmas Hamper Program	\$1,000
Crawford Bay & District Hall & Parks Association	Remembrance Day Service	\$500

**AREA B**

Creston Valley Ministerial Association	2023 Christmas Hamper Program	\$1,000
Creston Valley Chamber of Commerce	Temporary Project Manager	\$3,000
Creston Curling Club	Bonspiels: Safe Ride Home	\$500
Creston Ministerial Association Christmas Hamper Fund	Christmas Hamper Fund Silent Auction	\$1,000

**AREA C**

Creston Valley Ministerial Association	2023 Christmas Hamper Program	\$1,000
Town of Creston	Columbaria Purchase	\$2,865
Creston Valley Chamber of Commerce	Temporary Project Manager	\$3,000
Creston Curling Club	Bonspiels: Safe Ride Home	\$500
Neighbours Connecting Neighbours	Storage Unit	\$2,500

**AREA E**

Our Daily Bread	Meals for Many	\$600
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**AREA F**

Nelson Rotary Club	Rotary Club of Nelson Beach Accessibility Project	\$2,000
Central Kootenay Invasive Species Society	Area F Landowner Knotweed Support	\$266.35
Blewett Community Society	Morning Mountain Skating Rink	\$4,000
Taghum Community Society	Commercial Dishwasher Replacement	\$8,000

**AREA G**

Salmo Valley Youth & Community Centre Society	11th Annual Salmo Valley Fall Festival	\$250
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**AREA K**

Emergency Support Services Area K	Support gift funds for ESS Volunteers	\$700
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**Carried**

**8.4.2 Community Development**

Moved and seconded,  
And Resolved:

Community Development grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

**AREA A**

Town of Creston	Columbaria Purchase	\$5,806
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**AREA B**

Creston Wave Swim Club	Creston Wave Swim Meet Funding	\$1,000
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Town of Creston	Columbaria Purchase	\$6,858
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**AREA D**

RDCK S184 Mosquito Control Area D	Mosquito Control Program S184 Meadow Creek/Duncan Dam	\$40,000
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Friends of Kootenay Lake Stewardship Society	Watershed Quality Monitoring	\$4,500
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**AREA E**

Blewett Community Society	Morning Mountain Skating Rink	\$4,000
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Roots to Sky Forest School Society	Outdoor Adventure	\$900
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**AREA H**

W.E. Graham Community Service Society	Holiday Hampers	\$5,000
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Winlaw Highway Accident Management Society	WHAMS top up	\$1,000
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**AREA I**

RDCK S104 Planning & Land Use	Area I Official Community Plan Open House	\$1,392
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**AREA K**

Arrow Park Community Association	Fire caddy fuel purchase	\$3,600
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**KASLO**

Kaslo Community Services Society	Holiday Hampers 2023	\$3,500
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**NAKUSP**

Nakusp & District Museum Society	Digitization Station & Gift Shop Redesign	\$5,000
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Village of Nakusp	Centennial Building Upgrades	\$43,325
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Nakusp Rail Society	Picnic table	\$3,000
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Nakusp and Area Youth Society	New Youth Centre	\$5,000
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**Carried****8.5 CHAIR/CAO REPORTS**

The Development Finance Transit Oriented Development Changes to the Local Government Act and Vancouver Charter Technical Briefing notes from the Ministry of Housing dated November 9, 2023, has been received.

The Short-Term Rental Accommodations Act Technical Briefing dated October 16, 2023 from the Ministry of Housing, has been received.

Chair Watson addressed the two technical briefings that were received in the addenda and encouraged the Directors to discuss options for creating a space to network with each other.

CAO Horn provided an update to the Board regarding the *Emergency and Disaster Management Act* and indicated there will be discussions on how this will impact the RDCK.

**ORDER OF AGENDA CHANGED** The Order of Business was changed to address public time, with Item 10 Public Time was considered at this time.

**10. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 11:45 a.m.

Members of the public asked questions regarding housing, the planning review, staff resources for completing items on the RDCK Quarterly Report, Rosebud Lake Park proposal, Carbon Tax, Garbage Fees, Emergency Management Act and addressing the different needs of each Electoral Area in the RDCK.

Staff and the Chair answered the public's questions.

**ORDER OF AGENDA RESUMED** Item 9 was considered at this time.

**RECESS/ RECONVENED** The meeting recessed at 11:56 a.m. for lunch and reconvened at 1:00 p.m.

**9. RURAL AFFAIRS COMMITTEE**

Moved and seconded,  
And Resolved:

702/23 That the Board take no further action to file a Notice on Title relating to land at 3802 Little Slocan South Road, Electoral Area H and legally described as LOT 1, PLAN NEP1572, DISTRICT LOT 6897, KOOTENAY LAND DISTRICT PARCEL B, (SEE K10975).

**Carried**

Moved and seconded,  
And Resolved:

703/23 That the Board APPROVE the issuance of Development Variance Permit V2306F to Roland P. Daniels and Trudy J. Daniels for the property located at 2898 Lower Six Mile Road, Electoral Area F and legally described as LOT A DISTRICT LOTS 787 AND 788 KOOTENAY DISTRICT PLAN NEP70753 (PID: 025-329-243) to vary Section 605 (5) of RDCK Zoning Bylaw No. 1675, 2004 in order to permit a 1.5 metre setback from the northern interior lot line whereas the bylaw requires a 2.5 metre setback from an interior lot line.

**Carried**

Moved and seconded,  
And Resolved:

704/23 That the Board direct staff to organize a workshop for the Rural Directors and all necessary staff to review the Planning Services Work Plan in order to establish recommendations for the prioritized list of projects to be considered by the Board for endorsement at a future meeting.

**Carried**

Moved and seconded,

And Resolved:

705/23 Item 4.4 Directors' Reports was considered at this time.

**Carried**

#### **4.4 DIRECTORS' REPORTS**

Each Director provided a brief summary of the work they have been doing within their communities.

##### **4.4.1 Director Jackman**

###### **4.4.1.1 CBRAC/RCC Report**

###### **4.4.1.2 Letter of Support: Creston Valley Community Housing Society - Affordable Family Housing**

###### **4.4.1.3 Letter of Support: Creston Valley Market Park - Phase 2**

###### **4.4.1.4 Letter of Support: Riondel Community Golf Course - Independent Water Supply Planning**

##### **4.4.2 Director Tierney**

###### **4.4.2.1 Letter of Support: Creston Valley Chamber of Commerce - Temporary Project Manager**

###### **4.4.2.2 Letter of Support: Conseil Scolaire Francophone - Future Creston Francophone School**

###### **4.4.2.3 Letter of Support: Creston Valley Tourism Society - Public Engagement and Strategic Planning Initiative**

##### **4.4.3 Director Vandenberghe: October Activities**

##### **4.4.4 Director Watson**

###### **4.4.4.1 Letter of Support: Kaslo and District Community Forest Society – Bioenergy**

###### **4.4.4.2 Letter of Support: Central Kootenay Community Futures - Rural Ride-Hailing Feasibility Study**

##### **4.4.5 Director Graham**

###### **4.4.5.1 Day Care Shortage and October Director Activities Report**

###### **4.4.5.2 Letter of Support: Balfour Recreation Commission - Balfour Daycare**

##### **4.4.6 Director Newell: Letter of Support - Central Kootenay Community Future - Housing Entity Study**

##### **4.4.7 Director McLaren-Caux: October Director's Activities Report**

#### **11. IN CAMERA**

##### **11.1 RESOLUTION - MEETING CLOSED TO THE PUBLIC**

The Open meeting will be adjourned after In Camera without reconvening back into the open session unless there is business that needs to be addressed.

Moved and seconded,

And Resolved:

706/23 In the opinion of the Board - and in accordance with Section 90 of the *Community Charter* - the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the bases identified in the following subsections:

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (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;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

**Carried**

#### **11.2 RESOLUTION - RECESS OF OPEN MEETING**

Moved and seconded,  
And Resolved:

707/23 The Open Meeting be recessed at 1:49 p.m. in order to conduct the *In Camera* Board meeting and reconvened at 2:57 p.m.

**Carried**

#### **12. MATTERS ARISING FROM IN CAMERA MEETING**

*No items.*

#### **13. ADJOURNMENT**

Moved and seconded,  
And Resolved:

708/23 That the meeting adjourn at 2:57 p.m.

**Carried**

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Aimee Watson, RDCK Board Chair

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Angela Lund, Deputy Corporate Officer



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**AREA B ADVISORY PLANNING AND HERITAGE  
COMMISSION  
OPEN MEETING MINUTES**

**7:00 p.m.**

**Wednesday, Sept 26<sup>th</sup>, 2023**

**Hybrid Meeting**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote.

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mb6d241ccaf365fb89cc3f49db8754935>

**Join by Phone:** 604-449-3026

**Meeting Number (access code):** 2771 448 2720

**Meeting Password:** s3nF4SFVTg2 (73634738 from phones)

**In-Person Location:** Creston & District Community Complex - Erickson Room - 312 19th Avenue North, Creston, BC

**COMMISSIONERS**

Commissioner Wade Brunham	Electoral Area B, Chair
Commissioner Daryl Bjarnason	Electoral Area B
Commissioner Brock Lillico	Electoral Area B
Commissioner Miriam Chatwin	Electoral Area B
Commissioner Jerry Bauer	Electoral Area B
Commissioner Lon Main	Electoral Area B
Commissioner Adam Mjolsness	Electoral Area B
Commissioner Tyler Gale	Electoral Area B
Commissioner Jon Delcaro	Electoral Area B
Commissioner Karen Kraan	Electoral Area B
Commissioner Randy Meyer	Electoral Area B

**DIRECTORS**

Roger Tierney	Electoral Area B, Director
Kala Hooker	Electoral Area B, Alternate Director

**STAFF**

Nelson Wight

Planning Manager

**PUBLIC**

Berdine Jonker

Heritage Professional

**11 out of 11 voting Commission members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Brunham called the meeting to order at 7:00 p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We would like to acknowledge that this meeting is being held on the unceded traditional territory of the Ktunaxa Nation and the Yaqan Nuʔkiy People.

**3. ADOPTION OF AGENDA**

Commissioners added two items to the agenda: Update on applications from last meeting including staff recommendations and information on the Board of Variance

**MOVED** and seconded,

AND Resolved:

The Revised Agenda for the September 26<sup>th</sup>, 2023 Electoral Area B Advisory Planning and Heritage Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The August 30, 2023 Electoral Area B Advisory Planning and Heritage Commission minutes, have been received.

**5. NEW BUISNESS**

**5.1. Heritage Conservation Services Bylaw**

Berdine Jonker, a heritage professional from the region who previously provided an orientation session to RDCK’s Advisory Commissions earlier this year, was invited to meet specifically with this group. Some of the members were not appointed when this training session happened, and there was also interest to know more about the service, recognizing that Area B is one of two electoral areas not currently participating in the RDCK Heritage Conservation Service (Area F is the other one).

The following notes capture some of the main points raised from the presentation and question and answer session:

- History of this effort at the RDCK going back several years (action: staff to provide background information on this history to the commission members)
- Dewdney trail question – distinction between Provincial an local government designation; public access comes down to individual property owners and negotiations for that access;



not sure if that is something where the RDCK would get involved; can add to recognition if local government recognizes or designates it; for Provincial designation talk to Heritage Branch

[Brock left at 7:23]

- Emily Carr house example – local government, Province and Federal government recognition of this place resulting in three layers of recognition, and all levels involved in decision making

[Brock re-joined 7:27]

- Question regarding whether landowners have a say in designation; answer: designation decision rests with the local government, and notice requirements are detailed in the legislation (see S. Part 15 – Heritage Conservation within the Local Government Act for details). Note also that the nomination process is public, and the distinction between nomination for a place to be recognized on the heritage register, as opposed to designation
- Question regarding benefit to Area B from participating in Heritage Conservation Service? Answer: without participating it is not possible to add places within that electoral area to the heritage register, such that they be recognized, and subsequently protected if desired using those tools available to local government to do so (e.g. heritage revitalization agreements, etc.).

Heritage 101:

- Heritage is not just buildings, but can be places of spiritual, cultural, social, aesthetic, etc importance
- Sacred Headwaters of the Stakine example
- Question regarding how local government recognition interfaces with Provincial land use planning. Answer: In Berdine’s experience where historic places are recognized by different levels of government, that recognition helps increase scrutiny on those places in decision making on land use.
- Question regarding the nature of restrictions on property owners through designation. Answer: designation is done by bylaw and the individual bylaw would specify those restrictions. Examples on how one would identify elements of heritage significance (e.g. dairy queen, brewery, etc)
- Example of “dark values” – impact to Japanese Canadians, internment sites, etc.; community wanted all of those places added to the heritage register because of the importance of those places, important that the voices of the community prevail in what happens to that place (e.g. some residential schools demolished, and some retained)
- Background on public process to create register and how we add items to it.
- Question on the process and possible assistance to help to write statements of significance (SOS’s). Answer: there is an online nomination form to recommend places to be added to the register; resources to help write SOS’s include Heritage BC webinars, hiring heritage consultants to write or train staff/community members to write them.

## 6. OLD BUSINESS

### 6.1. Update on Applications & Board of Variance

Staff provided an update on the two applications reviewed by the Area B APHC at their last meeting (Francoeur Temporary Use Permit, and Remppe Development Variance Permit). Both went forwarded to the Rural Affairs Committee/Board for consideration and the staff recommendation aligned with that of both the Creston Valley Agriculture Advisory Commission and the Area B Advisory and Heritage Planning Commission.

Staff provided a brief explanation of the purpose of Boards of Variance as part of local government decision making, noting that they have a very specific and more limited scope of consideration compared to, for example, applications for development variance permits. (Action: staff to send to commission members reference material on the Board of Variance).

**7. PUBLIC TIME**

The Chair called for questions from the public at 8 p.m., and there was no response.

**8. NEXT MEETING**

The next Electoral Area B Advisory Planning and Heritage Commission Meeting is scheduled for November 28th, 2023 at 7:00pm.

**9. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Area B Advisory Planning and Heritage Commission meeting be adjourned at 8:35 p.m.

**Carried**

Approved by

Wade Brunham, Chair



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# BOARD OF VARIANCE OPEN MEETING MINUTES

**11:30am**

**Thursday, October 12, 2023**

**Hybrid**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote.

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mb1d81f83ea72cbe08826237fe4ea2143>

**Join by phone**

+1-437-880-3267

**Meeting number (access code):** 2774 287 3353

**Meeting password:** Pq49qP33Vwj (77497733 from phones)

**In-Person Location:** Creston District Community Complex

**MEMBERS**

Sheila Hart	Board Member
Gary Wright	Board Member
Michael van Wijk	Board Member – Chair

**RDCK STAFF**

Nelson Wight	Planning Manager
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**PUBLIC**

Roop Smach	Applicant
Mark Demchuk	Applicant
Adam Koenig	Agent
Money Smagh	
Don Tilling	
Terry & Annabelle Moore	

**1. CALL TO ORDER**

Staff called the meeting to order at 11:30 a.m.

**2. ELECTION OF CHAIR**

Gary Wright nominated Michael van Wijk. Nelson Wight confirmed with Michael van Wijk that he would be willing to stand and he confirmed. A call for other nominations went unanswered, and the vote for Chair was supported unanimously.

**DECLARATION OF ELECTED OR ACCLAIMED CHAIR**

Nelson Wight ratifies the appointed Member Michael van Wijk as Chair of the Board of Variance for the remainder of their term.

**3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**4. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the October 12 2023, Board of Variance meeting, be adopted as circulated.

**Carried**

**5. STAFF REPORTS- APPLICATIONS**

**5.1 Board of Variance Application – Smagh (Agent: Koenig)**

**File 2301B**

**916 27TH Avenue South, Erickson – Electoral Area B**

The report from Sadie Chezenko, Planner to consider a variance to relax Section 23 (5) of the Area B Comprehensive Land Use Bylaw No. 2316, 2013

**Applicant Delegation (if applicable)**

**Gary Wright** (to Adam Koenig)

Asked the applicant if they were satisfied with the Staff Report, and had any comments or clarifications to provide.

**Adam Koenig**

Statement highlighted that the response from the Ministry of Agriculture in the staff supported the application. He further noted that re-building the home in the current location best suits the goals of the new legislation and bylaws whereas moving the home into the proposed frontage to agree with the Bylaw would be a deterrent to the agricultural and not meet the interests of the Smagh family.

**Sheila Hart**

Was satisfied with all the information given and read the recommendation for approval of the Variance as it was presented.

**Mike van Wijk**

Confirmed with Sheila that she elaborated that the rationale as presented by the applicant was sound.

**Gary Wright** (to staff)

Inquired that if this motion—as it reads—were to pass, would it give sufficient direction and rationale to the Regional District?

**Nelson Wight**

Yes

**Moved** and seconded,  
AND Resolved that;

The Board of Variance APPROVES the application B2301B-Smagh for a minor variance from the requirements of the Comprehensive Land Use Bylaw No. 2316, 2013 section 23(4) and 23(5) to enable the construction of a residence and septic system in the location shown on the submitted site plan as legally described as LOT 13 DISTRICT LOT 812 KOOTENAY DISTRICT PLAN 1455 EXCEPT PLAN 4569(PID: 015-686-850). Rebuilding their residence in the same location as the previous residence does not impact the existing cherry orchard and ensures that the majority of the Subject Property remains available for both current and future agricultural use. The Board of Variance has complied with Section 540 of the Local Government Act in that:

- a. The Board of Variance has heard the applicant and any person notified
- b. Finds that hardship would be caused to the applicant if the bylaw is complied with
- a. Is of the opinion, that the variance does not:
  - i. Result in inappropriate development of the site
  - ii. Adversely affect the natural environment
  - iii. Substantially affect the use and enjoyment of adjacent land
  - iv. Vary permitted uses and densities under the applicable bylaw, or
  - v. Defeat the intent of the bylaw.

**Carried**

## **5.2 Board of Variance Application – Demchuk and Karpa (Agent: Koenig)**

**File: B2302B**

**2997 Airport Road, RDCK – Electoral Area B**

The report from Sadie Chezenko, Planner to consider a variance to relax Section 24 (5) of the Area B Comprehensive Land Use Bylaw No. 2316, 2013

**Applicant Delegation, Mark Demchuk and Adam Koenig invited forward by Chair**

**Mark Demchuk**

Thanked the Board of Variance for the opportunity to speak, noted especially Department of Agriculture comments in support, and offered to answer any questions.

**Gary Wright** (to the applicant)

Had a question with Fire Service access and if there is anything they could do to alleviate the concern of some members of the fire department?

**Mark Demchuk**

Responded that the Fire Department has the exact same access from 30<sup>th</sup> Street and the undeveloped “Airport Road” to this property and the two other existing residences on neighbouring properties, and that the road standard is a government responsibility.

**Mike van Wijk** (to staff)

Inquiring if there is any regulatory concern regarding access or water for the RDCK.

**Nelson Wight**

Clarified jurisdiction as it relates to these matters, indicating that the Ministry of Transportation and Infrastructure has jurisdiction over the public road access through subdivision approval and ongoing maintenance. RDCK staff would confirm that water is provided through building permit review, but that the granting of any water licences are also Provincial jurisdiction.

**Gary Wright** (to staff)

Inquiring about the area of the farm residential permit being proposed and if this decision

**Nelson Wight**

Clarified that the request is seeking relief from all regulations pertaining to the farm residential footprint.

**Mike van Wijk**

Invited members of the public to speak to application.

**Terry Moore**

Supports the Variance.

**Michael van Wijk** (to Terry and Annabelle Moore)

A lot of what you are concerned with is outside of the purview of the Board of Variance, but appreciate your input.

**Gary Wright**

Shared comments from his Site visit, and indicated no concerns with the application in light of that assessment.

**Moved** and seconded,

AND Resolved that;

1. The Board of Variance APPROVE a minor variance from the requirement of the Comprehensive Land Use Bylaw No. 2316, 2013 Section 24(4) and Section 24 (5) to enable the construction of a residence in the location shown on the site plan of Mark Demchuk and Karen Karpa at 2997 Airport Road RDCK and legally described as DISTRICT LOT 15878 KOOTENAY DISTRICT (PID:015-714-365).
2. The Board of Variance concurs with comments of the Ministry of Agriculture that:
  - a. Recognition be to the unfortunate timing of RDCK implementing the Farm Residential Footprint regulations.

- b. The owners have invested a significant amount of time and money into developing portions of the Subject Property for residential and agricultural uses.
  - c. Ministry staff recognized the unique geographical features and historical uses of the Subject Property including the agricultural use of the most westerly 8 ha, the historical access from the neighbouring property to the north, the topographical challenges/limitations associated with the forested eastern portion and the pre-existing logging skid trail through the interior.
  - d. The importance of clustering buildings and concurrence with the agricultural rationale presented by the owners for locating the new residence in the northwest corner.
  - e. Support for the proposed location for the new residence as it is beneficial for current agricultural use of the subject property.
3. The Board of Variance recognizes that the regulations are creating a hardship given the onsite development that has occurred lawfully prior to the farm residential footprint regulations coming into effect.
4. In keeping with Section 540 of the Local Government Act the Board of Variance:
- a. Has heard the applicant and any person notified
  - b. Finds undue hardship would be caused to the applicant if the bylaw is complies with, and
  - c. Is of the opinion that the variance or exemption does not do any of the following:
    - i. Result in inappropriate development of the site,
    - ii. Adversely affect the natural environment,
    - iii. Substantially affect the use and enjoyment of adjacent land,
    - iv. Vary permitted uses and densities under the applicable bylaw, or
    - v. Defeat the intent of the bylaw

**Carried**

**5. PUBLIC TIME**

The chair will call for comments from the public at 12:09 p.m.

**6. NEXT MEETING**

The next meeting will be scheduled as new applications arise.

**7. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Board of Variance meeting be adjourned at 12:11 p.m.

**Carried**

Approved by

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Michael van Wijk, Chair



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**AREA G ADVISORY PLANNING AND HERITAGE  
COMMISSION  
OPEN MEETING MINUTES**

**6:00PM**

**Wednesday, November 01, 2023**

**Hybrid Meeting**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote.

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mf17823284efed25088d62a09e1c75d03>

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2770 934 0977

**Meeting Password:** RTm35A3xbiR (78635239 from phones)

**In-Person Location:** Robson Fire Hall – 3037 Waldie Avenue, Robson, BC

**COMMISSIONERS**

Commissioner Audrey Repin

Electoral Area J, Chair

Commissioner Ian Winsor

Electoral Area J

Commissioner Wally Penner

Electoral Area J

**STAFF**

Sadie Chezenko

Planning Technician

Laura Christie

Planning Technician

**PUBLIC**

Anton Horvath

Relative of Applicant

**3 out of 3 voting Commission members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Repin called the meeting to order at 6:01 p.m



**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the November 01, 2023 Electoral Area J Advisory Planning and Heritage Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The August 02, 2023 Electoral Area J Advisory Planning and Heritage Commission minutes, have been received.

**5. STAFF REPORTS**

**5.1 Development Variance Permit Application – Horvath and Dollevoet**

The Referral Package dated October 06, 2023 from Planner Stephanie Johnson, has been received.

- Applicants relative spoke to the application and explained that permits were not initially applied for due to various factors including COVID
- Chair Repin confirmed that the structure had already been completed
- Commissioners expressed that they had no concerns with the proposal

**MOVED** and seconded,  
AND Resolved:

That the Area J Advisory Planning Commission **SUPPORT** the Development Variance Permit Application to Jonas Horvath and Lexis Dollevoet for the property located 2875 Broadwater Road, Robson and legally described as LOT 2 DISTRICT LOT 301A KOOTENAY DISTRICT PLAN 4417 EXCEPT PART INCLUDED IN PLAN 5566

**Carried**

**6. PUBLIC TIME**

No public present

**7. NEXT MEETING**

The Commissioners indicated that they would not be able to attend the next Electoral Area J Advisory Planning and Heritage Commission Meeting scheduled for December 06, 2023 at 6:00pm. The meeting should be cancelled and rescheduled if applications arise. The Commissioners expressed the desire to hold any future meetings at the Castelgar District Community Complex (CDCC).

**ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Electoral Area J Advisory Planning and Heritage Commission meeting be adjourned at 6:13 p.m.

**Carried**

Approved by  
Audrey Repin, Chair



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**  
**Area A Economic Development Commission**  
**OPEN MEETING MINUTES**

Friday, November 3, 2023

2:00 p.m.

Hybrid Model – In-person and Remote

Kokanee Springs Resort

16028 Woolgar Rd., Crawford Bay, BC

**COMMITTEE MEMBERS PRESENT**

Commissioner G. Jackman  
Commissioner G. MacMahon  
Commissioner G. Medhurst  
Commissioner R. Bertram  
Commissioner P. Cullinane  
Commissioner T. Toole

Electoral Area A – In-person  
Kootenay Bay – In-person  
Crawford Bay – Chair – In-person  
Crawford Bay/Grey Creek – In-person  
Boswell – In-person  
Crawford Bay/Boswell – In-person

**STAFF PRESENT**

Julie Rafuse

Meeting Coordinator

**GUESTS PRESENT**

Garry Sly

Executive Director, South Kootenay Lake Community  
Services Society

**6 out of 6 voting Commission members were present – quorum was met.**

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**WEBEX REMOTE MEETING INFO**

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mb66dec40f803adb19e695f3b4d1fd078>

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2773 435 5769

**Meeting Password:** JAI5RR2Nj9X

**In-Person Location: Kokanee Springs Resort** – lower level of the 1<sup>st</sup> Lodge building at the rear of the building 16028 Woolgar Rd., Crawford Bay, BC

**1. CALL TO ORDER**

Chair Medhurst called the meeting to order at 2:02 p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the November 3, 2023 Area A Economic Development Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The August 14, 2023 Area A Economic Development Commission minutes, have been received.

**5. OLD BUSINESS**

**5.1 Kootenay Lake Chamber of Commerce (KLCC)**

Forrest Demman, President Kootenay Lake Chamber of Commerce, was not present for the meeting to provide a financial statement update. Chair Medhurst provided an update in his absence. She received a letter dated November 3, 2023 from Mr. Demman re: Report on Grant Usage for the Kootenay Lake Chamber of Commerce Executive Director/Administrative Assistant and a financial report re: Kootenay Lake Chamber of Commerce Restricted Grant Funds – Executive Director. Chair Medhurst will forward the letter and financial report to the meeting coordinator to include in the minutes. Chair Medhurst is waiting for a report on the accountability process of the grant funds that she didn't receive prior to this meeting. Chair Medhurst is helping the Kootenay Lake Chamber of Commerce as she was on that Board previously.

**5.2 Kootenay Geothermal Project Update**

All field work was completed in October, wrapping up with a drone base magnetometer survey with Geotronics Consulting Inc. and a thermal drone video with Selkirk College.

SRK Consulting have been retained to do a geochemical review and analysis of the Geochem data gathered in 2023. We expect to see their report in the next week, however the isotope analysis work undertaken by University of Calgary was delayed which set back the report.

University of Victoria faculty were on site in August to conduct an Electrical Resistivity Tomography (ERT) survey and preliminary results look very compelling. Our summer student was also from University of Victoria and she has chosen to use our project and the ERT work in her fourth year directed studies.

All data will be integrated into a Leapfrog model and presented to Geoscience BC as part of our final report. This report is in progress.

### **5.3 East Shore Infrastructure Upgrades – Highway 3A Billboard Update**

Commissioner Toole provided a verbal update on the Highway 3A billboard. The project is stalled now due to legalities of having a billboard on land. There are bylaws on what you can and cannot have on signs.

Director Jackman informed the Commission that Leah Kleinhans, Creston Valley-Kootenay Lake Economic Action Partnership Manager, Creston WorkBC Centre has put a document together regarding signs and that Commissioner Toole should reach out to her.

### **5.4 Regional District of Central Kootenay (RDCK) Website Support Information**

Director Jackman informed the Commission that he hasn't addressed the changes they would like made on the Area A EDC pages on the website with Angela Lund, Deputy Corporate Officer – RDCK, as he was waiting for the new platform to be rolled out. Chair Medhurst to send the meeting coordinator the page on the website that the Commission would like updated.

## **6. NEW BUSINESS**

### **6.1 East Shore Housing Units**

Commissioner Cullinane mentioned to the Commission that he's having a difficult time recruiting manpower due to lack of housing on the East Shore. The Commission had a discussion on how to get more units available for rent or purchase.

### **6.2 South Kootenay Lake Community Services Society (SKLCSS) – Funding Reallocation Request**

The Eastshore.Life Project Summary dated January 2022, has been received.

The SKLCSS Job Transactions report from October 1, 2020 to October 31, 2023, re: Eastshore.Life Update, has been received.

The SKLCSS Job Transactions report from October 1, 2020 to October 31, 2023, re: East Shore Tourism, has been received.

South Kootenay Lake Community Service Society (SKLCSS) has \$1,972.94 remaining from the East Shore Tourism grant and \$1,271.20 remaining in the Eastshore.Life Update grant. The Commission discussed the reallocation of funds and Director Jackman would like SKLCSS to keep the funds to update the website and database. Garry Sly, Executive Director

(SKLCSS), to get quotes on how much it would cost to do the updates and provide to Commission.

### 6.3 East Shore Trail & Bike Association (ESTBA) – Grant Application

The Ministry of Forests, Lands and Natural Resource Operations letter dated January 16, 2023 from Justin Dexter, District Recreation Officer, Kootenay Boundary District, has been received.

The Tam O’Shanter Creek Trail Area map in Riondel from the ESTBA, has been received.

The Columbia Basin Trust application dated September 26, 2023 from Farley Cursons, Executive Director at Columbia Basin Trust, has been received.

The Area A – Economic Development Commission Grant Application dated October 5, 2023 from the East Short Trail and Bike Association, has been received.

Moved and Seconded,  
And resolved:

That the following recommendation **BE REFERRED** to the January 9, 2024 Area A Economic Development Commission meeting:

That the Board approve the payment of the following grant from the Area A – Economic Development Commission Service S107 2023 budget:

East Shore Trail and Bike Association	\$7,642.00
---------------------------------------	------------

**Carried**

The Commission would like Farley Cursons, Executive Director co-founder, East Shore Trail and Bike Association, to attend the January 9, 2024 meeting to present.

### 6.4 2024 Meeting Schedule

The Commission discussed the proposed 2024 Area A Economic Development Commission meeting dates with a start time of 2:00 p.m. at the Kokanee Springs Resort in Crawford Bay:

- Tuesday, January 9, 2024
- Tuesday, March 12, 2024
- Tuesday, May 14, 2024
- Tuesday, July 9, 2024
- Tuesday, September 10, 2024
- Tuesday, November 12, 2024

**7. PUBLIC TIME**

No questions from the public.

**8. NEXT MEETING**

The next Area A Economic Development Commission meeting is scheduled for January 9, 2024 at 2:00 p.m. MST.

**9. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Area A Economic Development Commission meeting be adjourned at 3:41 p.m.

**Carried**

Digitally approved by

---

G. Medhurst, Chair



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Sunshine Bay Regional Park Commission  
OPEN MEETING MINUTES**

**6:00 p.m.**

**November 9, 2023**

**Held by remote meeting.**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote.

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mb0167410e867b40a767eac78f1f93ad8>

**Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2774 417 5131

**Meeting Password:** 6V9sksSn5bN

**COMMISSION MEMBERS PRESENT**

Commissioner Prosser	Area E
Commissioner Foot	Area E
Commissioner Dosenberger	Area E
Commissioner Beaulac	Area E
Commissioner Dehnel	Area E
Commissioner McCulloch	Area E
Commissioner Newton	Area E
Director Graham	Area E

**STAFF PRESENT**

Joe Chirico	General Manager of Community Services
Jeff Phillips	Regional Parks Operations Supervisor
Jenna Chapman	Meeting Coordinator

**8 out of 8 voting Commission/Committee members were present – quorum was met.**



**1. CALL TO ORDER**

Commissioner Dosenberger called the meeting to order at 6:08 p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

**3. ADOPTION OF AGENDA**

Moved and Seconded,  
And Resolved:

The Agenda for the November 9, 2023 Sunshine Bay Regional Park Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The September 14, 2023 Sunshine Bay Regional Park Commission minutes, have been received.

**5. CONFIRMATION OF CURRENT COMMISSION APPOINTMENTS**

The Commission Members discussed if they would like to continue for a one or two year term going forward. Each Commission Member would like to stand for two years. Director Cheryl Graham (Area E) by virtue of office will have a four year term, November 2022-2025

**6. DELEGATE**

Ashley Veenstra, provided the Commission with an invigorating slideshow presentation of a Skate Park with a Splash Park Proposal. The presentation was circulated to the Commission Members.

**7. STAFF REPORTS**

**7.1 2023 Budget Update**

Jeff Phillips, Regional Parks Operations Supervisor, provided a verbal report to the Commission in regard to budget items.

**8. NEW BUSINESS**

**8.1 Budget Items**

Jeff Phillips, Regional Parks Operations Supervisor, provided the Commission with an overview of the 2024 Budget Items.

**8.2 Future Recreational Activities/Planning**

Chair Dosenberger provided the commission with an overview of all of the previous requests brought forward to the Commission for the use of the Park. These Recreation suggestions are:

- Outdoor skating rink at old ball field area
- Cross Country Ski tracker
- Disc Golf
- Swings
- Previous Pump Track plan approved by Commission

Commissioner Beaulac will provide the RDCK Staff with the previous park plan, which then will be circulated to the other Commissioner Members.

**9. PUBLIC TIME**

The Chair will call for questions from the public at 7:17 p.m.

**10. NEXT MEETING**

To promote openness, transparency and provide accessibility to the public we will be required to provide the ability to attend all RDCK meetings in-person or remote (hybrid model). Meeting spaces must be accessible to the public.

The Commission will continue meeting remotely in 2024 unless otherwise directed.

DATE	TIME
Thursday, March 14	6:00 p.m.
Thursday, June 13	6:00 p.m.
Thursday, September 12	6:00 p.m.
Thursday, November 14	6:00 p.m.

**11. ADJOURNMENT**

Moved and Seconded,

And Resolved:

The Sunshine Bay Regional Park Commission meeting be adjourned at 7:20 p.m.

**Carried**

**APPROVED BY**

---

Lorie Dosenberger, Chair



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# SANCA PARK WATER SERVICES COMMUNITY ADVISORY COMMITTEE DISCUSSION NOTES

A meeting of the Sanca Park Water Services Community Advisory Committee was held at 9:00 am PST / 10:00 am MST on Monday, November 20, 2023 through a hybrid model.

**Join by Meeting Link:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m1e42e213052cd15f85533059e968cfe1>

**Join by Meeting Number:**

**Meeting Number (access code):** 2772 563 1977

**Meeting Password:** i3wVM6iVfi5 (43986648 from phones)

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**In-Person Meeting Location:**

Location Name: RDCK Kokanee Meeting Room

Location Address: 202 Lakeside Drive, Nelson, BC

**COMMITTEE MEMBERS PRESENT**

Committee Member John Vander Heide

Committee Member Peter Cartwright

Committee Member Melissa Izon

Director Garry Jackman, Electoral Area A (ex-officio)

**COMMITTEE MEMBERS ABSENT**

Committee Member Mike Thompson

Committee Member Marilyn Perrin

**STAFF**

Uli Wolf, GM – Environmental Services

Jason McDiarmid, Utility Services Manager

Alex Divlakovski, Water Operations Manager

**1. WELCOME AND INTRODUCTIONS**

**2. STAFF REPORTS: OPERATIONS & MAINTENANCE UPDATE**

- Replaced a broken curb stop valve at a residence on Sanca Park Road.
- Annual flushing and valve exercising.

**3. 2024-2028 FINANCIAL PLAN**

A copy of the 2024-2028 Financial Plan for Service S242 Water Utility-Area A (Sanca Park) is provided.

**4. ADDITIONAL TOPIC FOR DISCUSSION:  
NORTH PROPERTIES REMOVAL FROM THE SERVICE AREA**

- Removal of properties is a three step process: The Board provides two reading of the proposed bylaw amendment; the Province approves service area amendment and typically would require proof of alternative water supply; and the Board adopts the service area amendment bylaw by third reading.
- Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019 received two readings by the Board.
- Staff is attempting to follow up with Water Stewardship Division to see if north properties owner has made a water license application.

*Action Item: Staff to seek direction from the Board to seek Provincial approval for the Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019.*

**5. ADDITIONAL TOPIC FOR DISCUSSION:  
DRINKING WATER SYSTEMS PATHOGEN RISK WATER QUALITY MANAGEMENT POLICY NO. 600-03-07**

- The Policy was adopted by the Board October 2023.
- Staff reviewed policy content.

*Action Item: Staff is to provide a copies of reports for Sanca that addressed point of entry treatment systems including the Sanca Park Water System Source Assessment, Urban Systems, 2013.*

**6. NEXT ASSEMBLY**

The next assembly of Sanca Park Water Services Community Advisory Committee will be scheduled in accordance with Section of 9 (1) of the RDCK Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858.

The next meeting has been scheduled for July 29, 2024.

**SUMMARY OF ACTION ITEMS:**

1. Staff to seek direction from the Board to seek Provincial approval for the Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019.
2. Staff is to provide a copies of reports for Sanca that addressed point of entry treatment systems including the Sanca Park Water System Source Assessment, Urban Systems, 2013.
3. Scheduled the next meeting for July 29, 2024.

**ATTACHMENTS TO DISCUSSION NOTES:**

- A. Attachment A: July 31, 2008 report - Point of Entry / Point of Use Water Treatment Systems prepared by AquaVic Water Solutions Inc.
- B. Attachment B: July 23, 2009 report – Sanca Park Water System Upgrade Options prepared by the RDCK
- C. Attachment C: March 2013 report (without Appendices) – Sanca Park Water System Source Assessment prepared by Urban System (full report available upon request)
- D. Attachment D: April 2015 report – Sanca Water Quality Upgrades Project Plan prepared by the RDCK
- E. Attachment E: November 2013 DRAFT report – Utility Services Denver Siding Water Quality Upgrades Preliminary Review of Options prepared by the RDCK.

Regional District of Central Kootenay

V-P2

Version P2 - Issued for CAC meeting

S242 Water Utility-Area A (Sanca Park)

2024 to 2028 Financial Plan

SYSTEM INFORMATION AND RATES

Active Accounts	28
Service Charges % Increase SAN-DWELLING-SINGLE FAMILY	2%
Parcel Tax % Increase Parcel Tax	0%
<b>Total</b>	

No.	2023	2024	2025	2026	2027	2028
28						
28	737	781	797	813	829	846
32	495	495	495	495	495	495

REVENUE

Account	2020	2021	2022	Average
41015 Parcel Taxes	15,840	15,840	15,840	15,840
42030 User Fees	23,612	24,141	20,533	22,762
45000 Transfer from Reserves		4,853		4,853
49100 Prior Year Surplus	1,127	2,283	717	1,376
<b>Revenue</b>	<b>40,579</b>	<b>47,117</b>	<b>37,090</b>	<b>44,831</b>

2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
15,840	15,840	15,840	15,840	15,840	15,840	15,840	15,840
20,635	20,783	20,783	21,873	22,310	22,757	23,212	23,676
40,000	0	0	45,000	0	0	0	0
1,450	1,451	1,451	(144)	0	0	0	0
<b>77,925</b>	<b>38,074</b>	<b>38,074</b>	<b>82,569</b>	<b>38,150</b>	<b>38,597</b>	<b>39,052</b>	<b>39,516</b>

OPERATING EXPENSES

Account	2020	2021	2022	Average
51010 Salaries	2,064	1,815	1,943	1,941
51020 Overtime	0	0	0	0
51030 Benefits	204	144	206	185
51500 Directors - Allowance & Stipend			386	
51565 Directors - Mileage			76	
52010 Travel	17			17
53020 Admin, Office Supplies & Postage	400	400	500	433
53050 Insurance	103	123	158	128
53080 Licence & Permits	150	312	235	232
54010 Legal	0	0	0	0
54010 - SROW for intake				
54030 Contracted Services	1,222	71	78	457
54030 - signage for BWN to satisfy policy				
55010 Repairs & Maintenance	0	488	0	163
55020 Operating Supplies	0	0	0	0
55050 Vehicles		577		577
<b>Operating Expenses</b>	<b>4,160</b>	<b>3,353</b>	<b>3,581</b>	<b>3,556</b>

2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
2,063	1,475	1,967	2,191	2,278	2,324	2,371	2,418
226	0	0	239	249	254	259	264
536	157	210	570	592	604	616	629
403	303	404	428	445	454	463	472
	187	250	265	276	281	287	293
79	45	60	84	87	89	91	93
500	500	500	0	0	0	0	0
256	125	167	272	283	288	294	300
337	215	287	358	372	380	387	395
			0	0	0	0	0
2,000	0	0	2,000				
454	1,314	1,752	483	502	512	522	533
			5,000				
563	57	75	598	621	634	647	659
34	0	0	36	38	39	39	40
0	45	60	0	0	0	0	0
<b>7,451</b>	<b>4,424</b>	<b>5,732</b>	<b>12,523</b>	<b>5,744</b>	<b>5,859</b>	<b>5,976</b>	<b>6,096</b>

CAPITAL EXPENSES

Account	2020	2021	2022	Average
60000 CAP1006-100 North Water Line Relocation				
<b>Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
38,000	0	0	38,000				
<b>38,000</b>	<b>0</b>	<b>0</b>	<b>38,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

NON-OPERATING EXPENSES

Account	2020	2021	2022	Average
56110 Short-Term Financing Interest	597	151		374
56120 Short-Term Financing Principal	15,695	20,548		18,122
59000 Contribution to Reserve	3,053	3,231	20,440	8,908
59500 Transfer to Other Service	2,657	3,327	2,171	2,718
59510 Transfer to Other Service - General Admin. Fee	3,581	3,689	3,873	3,714
59550 Transfer to Other Service - Environmental Services Fee	8,553	11,524	5,574	8,550
<b>Non-Operating Expenses</b>	<b>34,136</b>	<b>42,470</b>	<b>32,058</b>	<b>42,387</b>

2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
21,891	21,891	21,891	20,794	20,704	20,802	20,901	21,002
3,916	0	3,916	4,159	4,325	4,412	4,500	4,590
1,982	1,982	1,982	2,105	2,189	2,233	2,278	2,323
4,697	4,697	4,697	4,988	5,188	5,291	5,397	5,505
<b>32,486</b>	<b>4,697</b>	<b>32,486</b>	<b>32,046</b>	<b>32,406</b>	<b>32,737</b>	<b>33,075</b>	<b>33,420</b>

Total Service

(12)	28,953	(144)	0	0	0	0	0
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59500 TRANSFER TO OTHER SERVICE

Account	Work Order	2020	2021	2022	Average
59500	OPR324-100				
59500	OPR324-112	2,548	2,962	1,984	2,498
59500	OPR324-117	109	365	187	220
<b>Total Transfer to Other Service</b>		<b>2,657</b>	<b>3,327</b>	<b>2,171</b>	<b>2,718</b>

2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
3,621	0	3,621	3,846	3,999	4,079	4,161	4,244
295	0	295	313	326	332	339	346
<b>3,916</b>	<b>0</b>	<b>3,916</b>	<b>4,159</b>	<b>4,325</b>	<b>4,412</b>	<b>4,500</b>	<b>4,590</b>

RESERVES

	2023	2024	2025	2026	2027	2028
Balance Previous Year	63,393	85,918	62,571	83,901	105,541	127,497
Interest (Assumed 1%)	634	859	626	839	1,055	1,275
Contribution	21,891	20,794	20,704	20,802	20,901	21,002
Withdrawal	0	(45,000)	0	0	0	0
	<b>85,918</b>	<b>62,571</b>	<b>83,901</b>	<b>105,541</b>	<b>127,497</b>	<b>149,774</b>

2022 Asset Management Plan Identified Contribution to Reserves (Revised Pipe Replacement Costs)

25 Year	12,911
100 Year	24,366

**Regional District of Central Kootenay**

**Point of Entry / Point of Use**  
**Water Treatment Systems**

**Feasibility Studies**



**Prepared for:** Regional District of Central Kootenay  
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Nelson, B.C. Canada  
V1L 5R4

**Prepared by:** AquaVic Water Solutions Inc.  
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**31<sup>st</sup> July 2008**



DRAFT  
1<sup>st</sup> June 2008



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1<sup>st</sup> June 2008

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Dear Ms. Horan,

**Regional District of Central Kootenay  
Point of Entry / Point of Use Feasibility Studies**

We are pleased to enclose our report on the Point of Entry / Point of Use (POE / POU) Feasibility Studies. We are pleased to acknowledge the assistance received from staff of RDCK during the preparation of this report.

One of the recommendations arising from this work is that a pilot project to further explore POE / POU should be undertaken. We will be pleased to assist with this next stage as appropriate.

If you have any questions about the work covered in this document please contact the undersigned. Thank you very much for the opportunity to work on this important project.

Yours truly,

Vernon Rogers M.Sc. P. Eng.  
President



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DRAFT  
31<sup>st</sup> July 2008

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## Please Note

The information presented in this document was compiled for the purposes stated in this document, and with the understanding that each user accepts full responsibility for the use and application of the document and the information it contains. This document and the information it contains are intended only as a general guide. It is not intended to replace the services of experienced specialists where these services are warranted by specific circumstances.

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# 1. INTRODUCTION

## 1.1 Purpose

The purpose of the work covered by this report is to undertake three studies for the Regional District of Central Kootenay to determine the feasibility of various water treatment technologies. It is also to compare POE/POU water treatment against the alternative option of constructing a centralized treatment facility.

The purpose of the work is also to examine the opportunity for a full-scale pilot project to examine the use of POE / POU technology, and also to look at the use of options for using Gas Tax Agreement (GTA) funding to contribute to the cost of the pilot project. The work includes preparation of terms of reference for a pilot project. This work will serve as the basis for the Ministry of Community Services (MCS) to determine if GTA funding should be recommended to assist in installation of POE/POU water treatment and to perform other necessary upgrades.

The deliverables from the three studies should relate directly to the provincial POE / POU water treatment Guidebook prepared in draft by the Sustainable Infrastructure Society (SIS) with sponsorship from the BC Ministry of Health.

## 1.2 Project Team & Approach

This work was carried by AquaVic Water Solutions Inc. AquaVic was assisted by Blue Mountain Engineering Ltd. which undertook site investigations and aspects of the technical analyses and costing of the water systems included in this work.

The project team reviewed existing information concerning the RDCK water systems, together with literature covering the use of POE / POU water treatment technology in other jurisdictions. Existing documents prepared to assist in the application of POE / POU in British Columbia were also reviewed.

Several staff members of the RDCK were consulted at various stages in the project. Visits to the water system covered by this work were made by members of the project team under the guidance of RDCK staff.

## 1.3 Regional Context

The Regional District of Central Kootenay is located in south east British Columbia. The headquarters of the regional district is in Nelson, on the shores of Kootenay Lake.

The RDCK operates several small water systems, certain of which are on a Boil Water Advisory. The status of RDCK water systems is shown in Table C1: *Small Water Systems in the Regional District of Central Kootenay*. As purveyors, the RDCK is ultimately responsible for the safety of the drinking water being provided by these drinking water systems. The Interior Health Authority (IHA) is encouraging the RDCK to bring these small water systems into compliance with provincial legislation and standards. It is a goal of RDCK to improve the state of the infrastructure of these

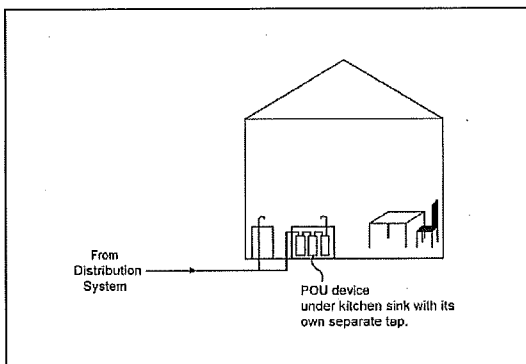
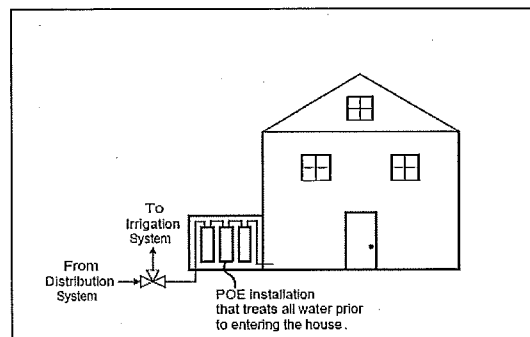
fourteen small water systems as well as introduce the necessary technology to enable the water provided to be considered potable.

The Ministry of Community Services (MCS), through the Infrastructure Planning Grant Program, has provided the RDCK with funding to carry out these three feasibility studies related to Point of Entry/Point of Use (POE/POU) water treatment. POE/POU has the potential to provide a solution to a prevalent and persistent challenge in the Regional District – bringing small water systems into compliance with the *BC Drinking Water Protection Act* in a manner that is economically, socially, and environmentally viable. However, more information about POE/POU is required before any clear direction can be identified. These feasibility studies are intended to lay the groundwork for a future pilot project in which POE/POU will be tested in an actual community setting. Funding for such a project has not yet been identified.

### 1.4 POE / POU Water Treatment

The following provides a brief description of POE and POU technology.

**Point of Entry (POE):** A Point of Entry water treatment device is one which is located at the point where the water supply enters the premises and treats all water entering the premises to a potable standard.



**Point of Use (POU):** A Point of Use water treatment device is one that is typically, but not necessarily, installed within the premises and located immediately before the point at which water is drawn for consumption, such as a kitchen tap, and which treats only water drawn at that point to a potable standard.

### Potential Benefit to Water System

POE / POU systems may offer benefits to certain kinds of small water systems. If a water system manager answers "Yes" to any of the following questions, then further exploration of POE / POU is warranted.

- ❑ Is a high percentage of the total water you supply used for irrigation or other non domestic use?
- ❑ Do many of your customers provide their own potable water supply, and use your system only for irrigation, fire fighting or other non-domestic purpose?
- ❑ Are you are in a remote location where electricity is only produced on individual properties for personal use?
- ❑ Do you think that POE / POU may be more affordable for your small system to own or to operate than a centralized treatment system?
- ❑ Do you have a chronic chemical contaminant in your source water, for example arsenic, that must be removed to make the water safe to drink?
- ❑ Is contamination occurring from parts of your distribution system which are difficult to remediate?
- ❑ Do you customers want chlorine or chlorine by products removed from the water supply before it enters their homes?

### **POE / POU Outline Planning Considerations**

The managers of small water systems who decide to investigate the use of POE / POU should be aware of certain considerations, some of which derive from best practices or legislated requirements. When planning a POE / POU system, managers of small water systems should:

- ❑ Make decisions about the kind of water treatment to be used with reference to the long-term plan for the water system, and identify in writing the water treatment needs of the system at an early stage in the process
- ❑ Contact the local drinking water officer (DWO) at an early stage and describe the plans for POE / POU, and review the applicable legislation.
- ❑ Be aware that all POU / POE equipment should be owned and maintained by the water system.
- ❑ Prepare a written plan covering purchase, installation, monitoring and operation of the POE / POU devices which is acceptable to the DWO.
- ❑ Ensure that the owners of all homes and other premises connected to the water system agree to the installation of POE / POU equipment.
- ❑ Plan for full communication with the customers about the use of POE / POU.
- ❑ Be aware that Point of Use (POU) devices should not be used to treat for microbial contaminants or for an indicator of a microbial contaminant.

- Be prepared to demonstrate to the DWO that the technology selected is effective in removing the contaminants of concern and is appropriately certified; that the microbiological safety of the water will be maintained at all times, and that the equipment will provide a level of health protection equivalent to that provided by centralized water treatment.
- Ensure that the POU and POE units have a warning device which will automatically notify customers of operational problems, and that POE units will have an automatic shut-off mechanism which activates if there is a malfunction.

The full version of these POE / POU planning considerations is given in the appendices and is available on the web site of the Sustainable Infrastructure Society at: [www.SustainIS.Org](http://www.SustainIS.Org)

### **POE Permit Applications**

It is a requirement of BC legislation that all water systems have an operating permit. In addition any water system contemplating installation of a POE system may require a construction permit. These permits are obtained from the regional health authority having jurisdiction. The information that will be required by the health officials when considering a permit application in connection with POE / POU has yet to be fully determined.

To provide initial guidance to small water systems considering POE / POU a preliminary permit application check list has been prepared. A copy of this draft POE Permit Application Checklists is given for reference in Appendix 3.

### **1.5 References**

References were made during this project to documents including the following:

1. An Introduction to POE / POU Water treatment Systems in BC.
2. Point of Entry and Point Of use Water treatment Systems: planning considerations for British Columbia.
3. Guidebook: Planning and Implementation of Point of Entry and Point of use Water Treatment Systems in BC, and appendices.

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## PART A: SANCA PARK WATER SYSTEM

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### Deliverables: Sanca Park Water System

*In order to provide the required deliverables of this project the project team was required to examine the feasibility of using POE/POU for bringing the Sanca Park Water System into compliance with the appropriate legislation, and to meet the 4-3-2-1-0 objectives of the Interior Health Authority. This includes providing ballpark estimates for implementing POE/POU in the community if it is deemed superior to a centralized treatment facility. As well, the project team was required to develop recommendations on available POE/POU technologies that may be applicable.*

### A1. Existing Sanca Park Water System

The following sections are based on the State of the System Report prepared by staff of RDCK, Engineering and Environmental Services Department in January 2007.

#### A1.1 System Overview

The Sanca Park water system is located along the eastern shore of Kootenay Lake, approximately half way between the communities of Creston and Crawford Bay. It came under Regional District Central Kootenay governance in 1979. It has 29 individual residential connections and one strata development with 6 connections. There are only 6 year round residents. The Elks Club dormitory is now closed and the property was sold to Sanca Creek Beach Resort. The location is now proposed to be developed into a 14 lot subdivision but with only 6 connections. There are also plans for a retreat or campground and further growth seems likely.

With 29 single-family residential units and 6 additional connections, each using 5,200 L/d, the consumption is 182,000 L/day. Maximum day demand (MDD) is assessed at 207,500 L/day. Fire protection is considered inadequate. A shed in the middle of Road C contains 150 m of fire hose. Fire protection is provided by volunteers. No fire truck is available. No formal fire protection is provided.

#### A1.2 Water Source & Usage

There is only one water source: Sanca Creek. The estimated low flow is 140 L/s. Watershed runoff is approximately 1.6 L/s per km<sup>2</sup> which is a comparable yield with other Kootenay watersheds. The Sanca Creek Community Watershed (CWS 340.115) was established in June 1995 and encompasses approximately 10,879 ha. Logging is permitted in the watershed (by Wynndel Box and Lumber Co. Ltd); the watershed is also accessible to recreation. There is no record of mining taking place in the watershed.



Sanca Creek is considered to be fish-bearing, mainly with Kokanee salmon. The water license allows for a maximum extraction of 29,000 m<sup>3</sup>/annum or 66,325 L/day.

The intake on Sanca Creek was reconstructed in 1980 and utilizes an infiltration gallery to draw in water. Sand and gravel provide basic filtration; there is no other treatment. Visual analysis suggests that siltation and root infiltration is taking place. The water supply and distribution network was completely rebuilt in 1980 following a design by Mecman Engineering.

The current usage for the average dwelling in the Sanca Park water system is documented at 5,200L/day. This is about 5 times more than the national average and may be due to high irrigation use or line breaks.

### **A1.3 Existing Water Quality & Treatment**

Apart from filtration provided by sand and gravel at the intake there is no other treatment. Most residents are reported to use in-house filters with the majority being POU (point of use) located under the kitchen sink. Some residents use POE (point of entry) devices. The shut-down protocol used by seasonal residents is unknown

## **A2. Water Treatment Options**

The terms of reference for this project require the project team to compare POE / POU against the alternative option of constructing a centralized treatment facility within the community. In order to meet this requirement the following sections outline both a POE / POU configuration and a centralized treatment configuration. Both the POE option and the centralized treatment options include for treatment to 4,3,2,1,0 standards of the water entering the homes of customers. The application of Point of Use (POU) equipment (which is installed typically only at the kitchen tap) to treat water subject to microbiological contaminants is excluded by the POE / POU Guidelines. This is because of the possibility of occupants ingesting water from outlets other than the kitchen tap, such as those in a bathroom. POU has not been explored further for application in this case.

### **Generalized Comparison of Options**

Before considering the specific characteristics of the Sanca Park water system it is helpful to compare the generalized advantages and disadvantages of POE and Central water treatment systems. A generalized comparison of the two options, which will typically apply to installations in most small systems in British Columbia is provided in Table A3 below. This information is derived from operating experience elsewhere. This table is not intended to substitute for the detailed comparisons of costs and benefits that should be made for a specific water system. Estimates of the costs of water treatment options for Sanca Park and South Slokan are given elsewhere in this report. .

**Table A3: Generalized Comparison of POE & Centralized Treatment**

Element	Point of Entry		Centralized Treatment	
	Advantages	Disadvantages	Advantages	Disadvantages
<b>Capital Cost</b>	May be less expensive below 100 connections?		May be less expensive above 100 connections?	Components may be sized for future populations
<b>Operating cost</b>		Limited economies of scale	Opportunities for economies of scale	
<b>Scalability</b>	Easily scaled			Less easily scaled
<b>Maintenance</b>		Visits to each household required	Straightforward	
<b>Chlorine removal</b>	Can provide			Cannot provide & protect
<b>Distribution system deficiencies</b>	Can remove contaminants originating in distribution system			Cannot remove contaminants originating in distribution system
<b>Administration</b>		More complicated	Straightforward	
<b>Public involvement</b>		More complicated	Less complicated	
<b>Non domestic water use (e.g irrigation)</b>	Avoids treatment costs			Costs incurred to treat
<b>Monitoring</b>		Monitoring at each household	Straightforward	
<b>Regulatory Issues</b>		Not well understood	Well understood	

### **Centralized Treatment Components Common to Both Options**

The State of the System report for Sanca Park, together with on-site inspections, both suggest that the water intake should be upgraded and a method of primary filtration should be introduced. Primary filtration in a centralized treatment facility will have the effect of reducing sediment in the distribution system and provide limited reduction of certain pathogens.

There are currently 35 connections, but only 6 of these are for year round residents. It is expected therefore that at certain times of the year the distribution system will contain significant amounts of stagnant water which may lead to water quality deterioration.

There is very limited experience with the regulation of POE in BC when used in small water systems (A report is now available on a RDCK pilot project for installation of a POE system in a Sanca Park residence: see references). There is therefore some uncertainty about the regulatory requirements that may apply to disinfection of water using POE. Some BC health authorities may propose two stages of disinfection in circumstances similar to Sanca Park, for example chlorination at a central location followed by u.v. treatment by the POE system at each household. (Conversations with a representative of IHA indicated that IHA may want to review the content of this report before entering into detailed discussions on this topic).

For the reasons noted above there may be a requirement for providing chlorine injection and other preliminary treatment at a centralized location, even if the POE option is pursued.

### **Centralized Treatment Components Common to Both Options**

In discussion below concerning the Sanca Park system it is therefore assumed that both the POE option and the centralized treatment option would include the following components placed in a centralized location within the water system:

- ❑ Upgraded intake works
- ❑ Cartridge filter bank (If the upgraded intake works includes effective filtration through sand the resulting water may be suitable for 20 micron filtration through cartridge filter banks). As an alternative, use of a self-cleaning sediment filter to 30 microns could be investigated. This has higher capital cost but reduces maintenance costs and the cleaning cycle is automatic
- ❑ Chlorine injection.

The capital cost estimates for these items are shown in the Tables A1 and A2. Cost estimates given in this report are generally Class C (See Appendices). The capital and operating cost estimates do not include the upgrade to the intake works since this must be based on site investigations and site-specific engineering design.

The estimates include for the installation of centralized primary filtration and centralized chlorine injection: these are common to both options.

### **Two Options for Treatment of Water**

Two options for treatment of water to potable standards are outlined in the following. Due to various considerations a third option, providing treatment by POE alone, has not been examined further. These consideration include the amount of sand and silt that enters the system at the intake, the recommendation by RDCK staff in a report of April 2008 that POE does not appear to be feasible, and the expectation by the health authority that a form of centralized treatment will be installed.

The two options for Sanca Park examined further are:

Option 1: Centralized treatment components followed by POE installations

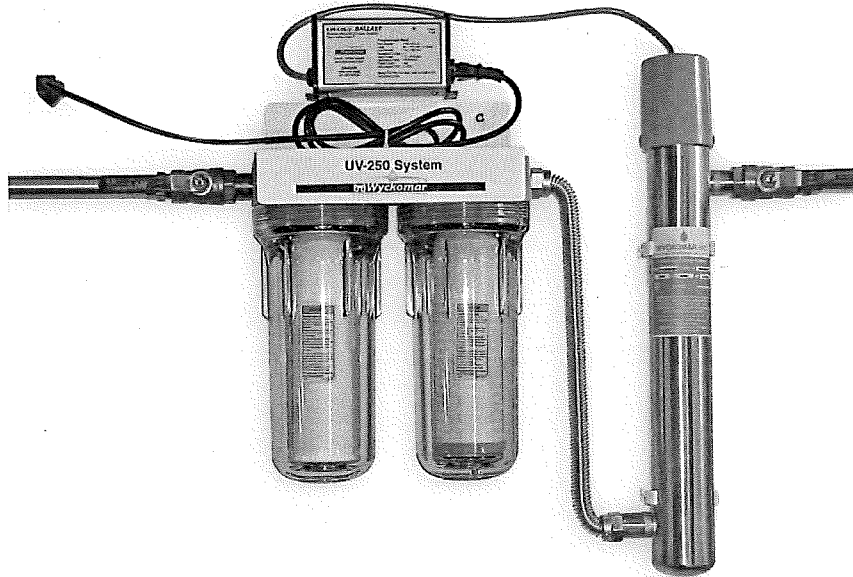
Option 2: Centralized treatment alone

Each option is outlined in the following sections. The configurations outlined below have been developed based on readily available data and not on detailed site-specific investigations. The actual configurations of either POE / POU or centralized treatment installed in this water system must be determined after further engineering investigations and detailed design. The configurations outlined below may not therefore reflect the actual designs found after further investigation to be appropriate for this system.

### **Option 1: Sanca Park Centralized treatment components followed by POE installations**

This option is for the use of POE water treatment in Sanca Park, together with the centralized components described above. The capacity of the POE configuration use in this analysis is sufficient to treat water being used within the household for domestic purposes. It is based on the assumption that water for irrigation and other outdoor uses is not treated by the POE system.

The POE configuration that has been used for this work is described further in Appendix A1. The POE system consists of consecutively finer filtration until a turbidity of <1 NTU is achieved. The water will then undergo UV disinfection before flowing to the house. The cost estimates for installation of the POE system are shown in Table A1. The operating costs for installation of the POE system are shown in Table A1 also. An example of a POE configuration is shown in the following illustration.



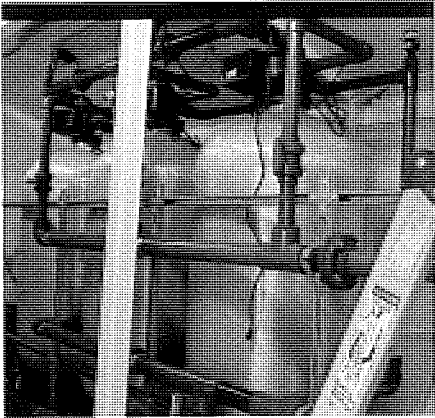
### **5/1 Micron Filtration followed by UV Treatment**

#### **Option 2: Sanca Park Centralized Treatment Alone**

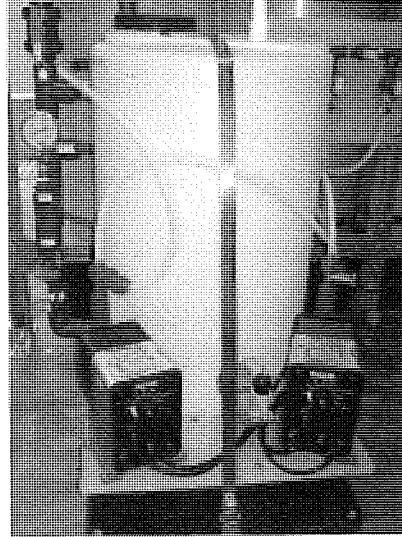
This option is for the use of centralized treatment alone in Sanca Park. Centralized treatment is assumed for these purposes to include primary filtration, secondary filtration and disinfection using chlorine.

The capacity of the centralized treatment installation used in the analysis is sufficient to treat water being used both within the household for domestic purposes, and water that is used for irrigation.

The centralized configuration that has been used for this work is described further in Appendix A2. The cost estimates for installation of the centralized system are shown in Table A2.



Rapid Sand Filter



Chlorination Unit

### A3. Comparison of Options

Most of the generalized advantages and disadvantages of centralized systems and POE treatment systems, as given in Table A3, apply to the Sanca Park water system.

For the reasons noted above, certain centralized treatment components have been included in the POE option. The cost estimates provided for Sanca Park in Table A1 include for the cost of these centralized treatment components.

**Central Treatment Option:** For the central treatment option a large contact reservoir (200,000L) has been assumed in order to provide an appropriate chlorine contact time for the large flows including irrigation demand. This volume of reservoir will require custom construction in a remote location in difficult terrain; all of which will be more costly than the use of much smaller off-the shelf tankage.

**POE Option:** For the POE option, a much smaller centralized reservoir is assumed (45,000L), which will provide only limited chlorine contact time for the large flows which include water for irrigation. However the presence of chlorine, even with reduced contact time, will weaken certain pathogens. The POE installations in each household will provide filtration (to 1 micron for cyst removal), which together with the UV treatment will remove pathogens.

Small off-the-shelf storage tanks may be required in each household (and which are included for in the cost estimates) to balance peak demand with the capacity of the POE units.

Given the approach noted above there is little difference in the capital costs and operating costs of the two options. For POE treatment for Sanca Park to provide significant cost savings, the central treatment components would have to be eliminated or further reduced in scope. For this to occur, certain issues must be addressed as follows:

- Ingress of sand and silt at the intake must be controlled
- Any water quality problems that may result from seasonal use of large parts of the distribution system, and that will not be rectified by use of the POE installations, should be solved.
- Final disinfection of the water only by each household POE installation must be acceptable to regulators.

## **A4. Conclusions & Recommendations**

### **Conclusions**

The analysis above in part compares the option of using centralized treatment with use of POE treatment in individual households. The following conclusions are drawn from the comparison of the options, from on site inspections at Sanca Park, and from other sources.

1. If a POE system is employed the water used by each household for irrigation may be withdrawn from the service line to the house prior to treatment in the POE unit. In this case the capacity of the POE unit would then need only to be sufficient to treat the flow used within the house for domestic purposes.
2. If centralized water treatment is employed the capacity of the treatment components must be sufficient to treat the peak flows, which include a significant irrigation demand.
3. For reasons noted certain centralized treatment components have been included in the option utilizing POE treatment at individual households. The cost estimates provided include for the cost of these centralized treatment components. With the costs of these centralized treatment elements included there is no great difference in the capital costs and operating costs of the two options.

4. There is very limited cost data available concerning the design, installation and operational costs of POE systems. (However pilot project costs data provided by RDCK for Sanca Park is now available) The estimates are provided in this report should be refined following operating experience. There are also challenges in making comparisons of the costs of centralized treatment and POE treatment; these will eventually be resolved through pilot projects and subsequent documentation of actual operating experience.
5. As POE systems are considered further, pilot testing should be conducted to determine the effectiveness of the POE systems to meet 4,3,2,1,0 guidelines, and before POE units are installed in individual households.
6. Use of the POE systems will require clear communication with residents and enhanced resources for water sampling, administration and maintenance.
7. There is a reported accumulation of sand and gravel occurring in the fire stand pipes. This may result from poor performance of the infiltration gallery or from one or more significant breaks in the distribution lines. These issues should be investigated further.
8. The current usage for the average dwelling in the Sanca Park water system is documented at up to 5,200L/day. This is up to 5 times the national average water consumption. This high consumption is likely to be due to high irrigation usage in the summer, and possibly due to breaks in the distribution system.
9. If following further investigations the high water usage is shown to result from irrigation use, consideration should be given to the installation of water meters to measure both irrigation use and domestic use by individual properties: the costs of meter reading and maintenance should be analysed beforehand.

### **Recommendations**

1. The initial stages of the pilot project recommended for South Slovan (See Section B) and covering installation of POE should be monitored and the experience gained should be applied to Sanca Park.
2. Drawing on the results of the pilot project for South Slovan, the comparisons of the use of POE compared to centralized treatment for Sanca Park should be refined.
3. These detailed comparisons should be informed by further discussion with regional health staff to determine their requirements for chlorination in addition to the treatment provided by POE installations at each household.
4. The installation of water meters should be considered in the future, with the meters measuring water used for both domestic and irrigation and other outside purposes.



## PART B: SOUTH SLOCAN WATER SYSTEM

### Deliverable: South Slocan Water System

*In order to provide the required deliverables for this project the project team was required to examine the option of combining centralized treatment with POE/POU treatment to remove chlorine at the household level. The community of South Slocan has repeatedly expressed its opposition towards the use of chlorine as a disinfectant but has agreed to allow it provided that residents can be assured that the chlorine is removed from drinking water before its use or consumption. A centralized water treatment facility is already planned for this community. As a result, the team is required to examine a scenario where POE/POU technologies that remove chlorine only are employed.*

### B1. Existing South Slocan Water System

The following is taken from the State of the System Report prepared by staff of RDCK, Engineering and Environmental Services Department in January 2007.

#### B1.1 Existing System

The community of South Slocan is located approximately 23 km from Nelson on Highway 3A. The original water system was constructed prior to 1950. It became an RDCK owned system in the 1980's in order to fund capital works needed at the time (e.g. storage tank). The system is currently operated by the RDCK in cooperation with the South Slocan Commission of Management. The growth rate of the community has been relatively static for the last 30 years. There is currently no ability to expand the capacity of the system.

In 1954, a dam was constructed on Smokey Creek to store water. Distribution from this storage structure is via a 4" cast iron water line. A PRV is in place. In 1992, a section of the distribution line in the lower part of the community was replaced. Some valve boxes were also replaced at this time. Four inlets consisting of perforated vertical culvert sections connected to a PVC manifold are located at Watts Brook and another at Rivulet Spring. These pipes are 3" diameter and deliver water downhill to a 272 m<sup>3</sup> (60,000 Imperial gallon) steel storage tank constructed in the early 1980's. There is 2,500 feet of 3" dia. cast iron supply main from Watts storage tank. In 2003, 122 m of 40 year old galvanized pipe was replaced by ¾" clad PVC along the north shoulder of Blewett Road. 1100 feet of the supply line from Smokey Creek is 3" cast iron, the rest is 4" diameter.

The system does not meet current standards for fire protection; therefore there is inadequate fire protection. There are five fire hydrants (6" hydrants on 3" line), and two stand pipes in place. No maintenance is currently taking place. No engineering standards have been applied to the system in the past. The system classification from the Environmental Operator's Certificate Program (EOCP) is pending completion of capital upgrades. The operator is not EOCP/BCWWA trained or certified.

The system is regarded as poorly maintained and subject to malfunction. Distribution is comprised of 3" steel and cast iron piping, with white PVC. Supply line from storage tank to PRV is exposed to the surface and, therefore, exposed to the elements.

## **B1.2 Water Sources & Usage**

The following water sources contribute to the system:

**Watts Brook** – Groundwater outflow accumulates in a natural depression measuring approximately 3 m x 6m. There is approximately 0.5 m of organic material at the bottom of the pond, which overlays glacial substrate. Water is collected downstream in a concrete basin measuring

**Rivulet Spring** – Water from Rivulet is intercepted by a small ditch and directed into a collection box.

In 1979, flow from Rivulet Spring and Watts Brook was estimated using a v-notch weir. It was determined that flow was approximately 8,000 Imperial gallons per day. This is well below licensed capacity. Flow estimates made 30-40 years earlier were approximately 30,000 Imperial gallons per day.

**Smoky Creek** – It is reported that the flow levels drop significantly in the fall/winter. In late 1979, a streamflow analysis was taken using a v-notch weir. Only 8,000 Imperial gallons per day (36,368 L/day) was recorded. This is well below the licensed allowable draw of 60,000 Imperial gallons per day for this source.

In 1987, the RDCK purchased the property located above the Smokey Creek dam for the purpose of controlling land activities (e.g. logging, and mining). The area is accessible by logging road from a number of surrounding properties. In 1990 a court order resulted in a 20 year moratorium on logging activities in the watershed.

There is no information on Smokey Creek therefore, by default, it is considered to be fish-bearing despite the fact that it is impassable at the location of the dam. The upper watershed has been subject to logging activities as recent as 1970. These activities have impacted water quality downstream in the form of increased sedimentation and turbidity.

Smokey Creek watershed is relatively small and vulnerable to land use activities which may alter the hydrologic regime. Logging activity has resulted in a reduction in base flows during periods of low flow as well as increased activity. There is no protection at the source. The water is subject to high turbidity and sedimentation. There is no security at intake, and no physical barriers are in place. Smokey Creek levels fluctuate depending on the time of year. It is also known that the springs are barely sufficient for meeting demand year round. No flow records are available to confirm this. A new source supply will be required in order to meet existing and future demands.

The system currently has 59 connections and there are 60 lots in the service area. The connections include 53 residential units (49 detached dwellings, 4 apartments), 2 commercial, and the community hall. The area is mainly rural residential with some irrigation demands. Maximum daily demand (MDD) is calculated as 5,200 l/day/dwelling.

There are no flow records for the system. However, it is suspected that daily usage is high and that the system is drawing at capacity. As a result, the community could benefit from conservation efforts.

Existing sources are, at best, marginally adequate to meet the water demands of the community. It has been reported that during the summer months, flow is frequently low. The 3" supply main from Smokey Creek is inadequate to meet peak summer water demands. Watts Brook supply main is inadequate to meet minimum fire flow requirements (400 Gpm). Currently, only 100 Gpm is provided and via a 3" line. System is subject to seasonally low water levels. Current sources are marginally adequate for existing demands. Sources are inadequate for future demands.

### B1.3 Existing Water Quality & Treatment

There is currently no water treatment provided. The system does not meet BC Drinking Water Protection Regulations or Canadian Drinking Water Guidelines. Results from full parameter tests conducted in 2006 indicate levels of lead (Pb), arsenic (As), aluminum (Al), and iron (Fe) in selected parts of the system that exceed acceptable concentrations according to the Canadian Guidelines for Drinking Water Quality (CGDWQ).

The State of the System report for South Slokan notes that the water at source is subject to high turbidity and sedimentation. There is no security at the intake, and no physical barriers are in place. Further on-site inspections suggest that the water intake should be upgraded, and primary filtration should be considered in part to protect the distribution system. These considerations all confirm the intention on the part of the RDCK to proceed with a form of improved treatment.

## B2. Water Treatment Options

A centralized water treatment facility is already planned by RDCK for this community, and which will include chlorination. As noted, the terms of reference for this project require the project team to examine the option of combining centralized treatment with POE/POU treatment to remove chlorine at the household level. The community of South Slokan has repeatedly expressed its opposition towards the use of chlorine as a disinfectant but has agreed to allow it provided that residents can be assured that the chlorine is removed from drinking water before its use or consumption. The following table shows water quality parameters from the Canadian Drinking Water Guidelines related to chlorination

Possible result of Chlorination	MAC (maximum acceptable concentration)
Trihalomethanes-total	0.100 mg/L
Taste	Inoffensive
Odour	Inoffensive

For the purposes of this project we have made assumptions about the form of centralized treatment that may eventually be provided by RDCK to meet 4,3,2,1, 0 standards. The form assumed in this project for the South Slovan source water consists of filtration (50 micron, 5 micron), followed by chlorine injection and a contact tank to meet contact time requirements. It has the following elements:

- Central intake
- Screening, to remove debris.
- Rapid sand filters to control turbidity.
- 50 micron filtration.
- 5 micron filtration to prepare the water for chlorination.
- Chlorination equipment.
- Tank to provide chlorine contact time.
- 1 micron filtration to remove cysts.

The RDCK may however choose to cover and protect the springs from contamination at source, and to eliminate supplies from Smokey Creek. Once source protection of this sort is provided the turbidity of the source water will be reduced and the only treatment required may be disinfection, possibly by ultra violet treatment and chlorination. An alternative approach after protecting the source may be to provide limited filtration if this still proves necessary, followed by chlorination. Any threat from the presence of cysts may be effectively mitigated by 1 micron filtration, perhaps at POE.

### **Point of Entry Water Treatment**

The use of POE water treatment in South Slovan is outlined in the following sections. As discussed above, the application of Point of Use (POU) equipment to treat water subject to microbiological contaminants is excluded by the Guidelines and has not been explored further for application in this case.

The capacity of the POE configurations outlined below is sufficient to treat water being used within the household for domestic purposes. It is based on the assumption that water for irrigation and other outdoor uses is not treated by the POE systems. The system currently has about 53 residential units, 2 commercial connections and 1 community hall. The configuration described may be suitable for use in the typical residential unit. A larger capacity POE unit may be required for the commercial connections and the community hall.

This POE configuration has been developed based on readily available data and not on any detailed site-specific investigations, since these were not within the scope of the work. The actual configuration of POE treatment equipment installed in this water system must be determined after further water quality sampling and analysis and engineering investigations and detailed design. The configuration outlined below may not therefore reflect actual designs appropriate for this system.

### **Removal of Chlorine and Chlorine Byproducts**

Activated carbon is typically used for chlorine removal. The most common forms are KDF filtration, Carbon Block filtration, and Granulated Activated Carbon (GAC) filtration. Of these, Carbon Block filtration is commonly used as a combination carbon filter/fine filter and is not optimized for straight chlorine removal. Further discussion of options for removing chlorine and chlorine byproducts in the POE units is given below.

### **Removal of Metals**

There is evidence of failures in the distribution system in South Slokan, and complications with the location of distribution pipes in some areas. There are elevated levels of lead, arsenic, aluminum and iron reported in the system. These elevated levels may be due to leaching or ingress of contaminated water in the distribution system or could be in part attributable to the source water. Further investigations are required to fully determine the nature of the sources, and the extent to which it is feasible to control or remediate the sources of these contaminants.

In order to provide assurance that levels of metals can be reduced to acceptable standards and the microbiological quality of the water can be maintained it may be the case that the distribution system should be completely reconstructed to meet approved specifications. If this is not an option in the medium term, then water for domestic purposes may be rendered potable by a combination of central treatment as proposed, together with POE units that include for removal of metals and other contaminants.

As a result of the need to remove chlorine and byproducts of chlorination and the presence of other contaminants possibly resulting from the condition of the distribution system, the following POE options have been considered in this analysis. It is important to note that the following options have been identified for the purposes of this project only. The actual POE option installed should be selected following the pilot project.

- Option A: Carbon Filter
- Option B: KDF/Carbon filter
- Option C: KDF/Carbon/UV

These options are outlined in the following:

#### **Option A: To remove chlorine only**

This option would meet the expectation of residents that chlorine and chlorine by products should not enter individual homes. This option consists of a 1 micron Absolute filter followed by a carbon filter to remove chlorine and chlorine residuals. A cartridge filter will be the most cost effective for this purpose.

#### **Option A: To remove chlorine only**

This option would meet the expectation of residents that chlorine and chlorine by products should not enter individual homes. This option consists of a 1 micron Absolute filter followed by a carbon filter to remove chlorine and chlorine residuals. A cartridge

filter will be the most cost effective for this purpose. (The 1-micron filter will remove cysts that are difficult to kill with chlorine. The carbon filter will remove byproducts of chlorination. This is an appropriate approach for South Slokan because of deficiencies in the existing distribution system.

#### **Option B: To remove chlorine and metals**

This option would meet the expectation of residents that chlorine and chlorine by products should not enter individual homes. It would also remove contamination by metals arising from the poor condition of the distribution system. (However field testing should be carried out to determine the effectiveness of metal removal and the frequency between filter changes). It consists of a 1 micron absolute filter followed by a KDF filter to remove metals then a carbon block cartridge filter to remove chlorine and chlorine residuals.

#### **Option C: To remove chlorine, metals and biological contaminants**

This option would meet the expectation of residents that chlorine and chlorine by products should not enter individual homes. It would also remove contamination by metals and biological contamination arising from the poor condition of the distribution system. This option will consist of a 1 micron absolute filter followed by a KDF and carbon filter to remove chlorine and chlorine by-products, then UV treatment to remove any residual biological contaminants which may have entered the system through pipe breaks or infiltration from contaminated areas of the distribution system.

Further technical descriptions of the POE configurations that have been considered in this work are given in outlined in Appendix A3. The cost estimates for installation and maintenance of the POE options are shown in Table B.1.

### **B3. Comparison of Options**

The following section summarizes a comparison of the POE options noted above.

#### **Option A: Carbon Filter**

Granulated activated carbon or activated carbon block filters are effective at removing chlorine and chlorine residuals. These filters also remove components that cause bad taste and odor. Granulated carbon media filters benefit from a longer life and ease of maintenance. If the entire community plans to remove chlorine, media for the filter can be purchased in bulk and then shared, to provide an additional savings. A further option is to make residents responsible for maintenance of the filters, although this contradicts the POE / POU guidelines which call for the water system to carry out all maintenance to ensure it is competently undertaken at appropriate intervals..

**Option B: KDF/Carbon filter**

KDF/Carbon filters would meet the expectation of residents that chlorine and chlorine by products should not enter individual homes. In addition, the KDF filter will reduce metal contaminants (including iron, lead, and arsenic) and will significantly increase the life of the carbon filter, resulting in fewer operating costs. For chlorine removal KDF filtration alone is not effective.

**Option C: KDF/Carbon/UV**

KDF/Carbon filters would meet the expectation of residents that chlorine and chlorine by products should not enter individual homes. In addition, the KDF filter will remove metal contamination from the deteriorating distribution system or from other sources. In addition, Option C includes a UV treatment system that will inactivate biological contamination that may enter the system through pipe breaks and other means.

**B4. Conclusions & Recommendations****Conclusions**

1. Treatment to potable standards of water supplied by the South Slokan system should be considered a priority. This may occur through a combination of centralized treatment and POE treatment (The centralized treatment enabling a reduction in the functional requirements and hence the cost of the POE installation).
2. A centralized treatment facility for South Slokan will include disinfection. However if downstream contamination of the water supply may result from failures in the distribution system then use of a POE treatment train including KDF and Carbon filtration followed by UV disinfection should be considered.
3. Activated carbon in cartridge form within POE installations may prove the most cost efficient way to remove chlorine and chlorine byproducts for the South Slokan water system. Central treatment to remove chlorine and chlorine by-products would eliminate a chlorine residual in the distribution system. This would threaten the potability of supplies; therefore central treatment to remove chlorine has not been considered in this report.
4. Carbon / KDF filtration is an alternative POE approach to consider for water that has persistent high metals content. It will also remove the chlorine residual and byproducts. KDF filtration is expensive. It should be used if its cost is clearly justified by the treatment results produced.
5. The current POE / POU Guidelines (see appendices) require that when a water system is planning the installation of POE / POU that all customers should agree to the installation of the treatment units. Given the state of the distribution system in South Slokan, it may be that an option involving POE is the only way to assure

water that meets guidelines. In this event a clear statement of the possible consequences of not installing POE should be communicated to all homeowners, Installation shortly thereafter may then be provided for homeowners who are agreeable.

### **Recommendations**

1. Further investigation of the causes of the water quality problems should be undertaken with some urgency. This should include a determination of the cause of the metals and biological contaminants in the distribution system. Unless it can be shown that these contaminants will be removed by centralized treatment a form of POE should be considered to remove both these contaminants and the results of centralized chlorination.
2. The South Slokan water system should be the subject of a POE pilot project, possibly funded from the Gas Tax Agreement accessible through the provincial government. The pilot project may follow the Terms of Reference given in the appendices.
3. The pilot project should be designed in part to provide detailed information that can be used in comparisons of the costs and benefits of POE treatment and centralized treatment in BC. This information resulting from the pilot project should then be incorporated in the POE / POU Guidebook under preparation by the Sustainable Infrastructure Society.
4. The installation of water meters should be considered in the future, with the meters measuring water used for both domestic and irrigation and other outside purposes.



## **PART C: REGION-WIDE USE OF POE / POU**

### **Deliverable: Region-wide POE/POU**

*In order to provide the required deliverables for this project the project team was required to evaluate which communities in the RDCK are suited for POE/POU technology as a means of removing their water system off boil water advisory. It is acknowledged ahead of time that, after evaluation, it may be identified that few or no communities may be suitable for POE/POU technology. One community that should be examined is the small residential jurisdiction, Denver Siding.*

### **C1. Regional Goals for Water Systems**

As noted in the Introduction, the majority of the fourteen small water systems in RDCK are on permanent Boil Water Advisory. As purveyors, the RDCK is ultimately responsible for the safety of the drinking water being provided by these drinking water systems. The Interior Health Authority (IHA) is encouraging the RDCK to bring these small water systems into compliance with provincial legislation and standards. It is a goal of RDCK to improve the state of the infrastructure of these fourteen small water systems as well as introduce the necessary technology to enable the water provided to be considered potable.

### **C2. Criteria for POE / POU Application**

The Guidelines which have been developed for the application of POE / POU technology in British Columbia are summarized in Section 1 of this report. These Guidelines are an important reference source when establishing the criteria which may apply to the application of POE / POU in small water systems within RDCK.

Small water systems are typically placed on a permanent Boil Water Advisory because of concerns about the possibility of microbiological contamination. The Guidelines state that Point of Use (POU) treatment should not be employed for systems in which microbiological contaminants may be present. This is in part because when POU devices are used they are often installed only at the kitchen tap. However the possibility exists that the occupants may drink water from other sources within the house such as the bathroom sink, and would then not be protected from contaminants in the water. Microbiological contaminants may be present in the majority of RDCK small systems; therefore POU systems are not considered as suitable in these cases and were not examined for application in the RDCK small water systems as part of this work.

### **Preliminary Evaluation Criteria**

The small water systems within the RDCK are listed in Table C1 together with information about each system. Certain initial screening criteria were applied to identify those water systems which may be suitable for POE application. These criteria are:

- Currently on boil water advisory?
- Number of connections less than 150?
- Surface water source?

These preliminary criteria are established for the following reasons: A central purpose of this project is to remove boil water advisories. Experience in other jurisdictions indicates that POE / POU may be an economically viable alternative to central treatment for systems with up to 150 connections. In general surface water sources are much more susceptible to microbiological contaminants than are well sources.

### **Systems to Investigate further for POE**

Application of the criteria noted above suggests that the following systems, as identified in Table C1, should be further evaluated to determine if POE is suitable: Denver Siding, Sanca Park, South Slocan. Installation of POE in Ymir is unlikely to be economically justifiable.

### **Detailed Evaluation Considerations**

The following more detailed considerations have been developed for use when further considering the application of Point of Entry water treatment systems within small water systems in the RDCK. Following the pilot project recommended in this document, the systems identified as POE candidates using the preliminary criteria above should be evaluated against these more detailed considerations before decisions are taken to implement POE. The detailed criteria are as follows:

- Treatment effectiveness
- Customer Acceptance
- Cost effectiveness
- Operational feasibility
- Regulatory acceptance
- High irrigation use
- Physical characteristics of site
- Deteriorating distribution system
- Requirement to remove disinfection by products
- Mix of water sources.

Each of these criteria is discussed in the following sections.

#### **Treatment Effectiveness**

The POE system must treat the water effectively. This means in practice that the water must be treated to consistently meet the 4,3,2,1,0 Standards of Interior Health Authority and to meet the Canadian Drinking Water Guidelines. Therefore the development and enforcement of POE maintenance and replacement schedules are essential to ensure the consistent delivery of safe drinking water. The design and installation of the

treatment systems are critical elements in ensuring treatment effectiveness. Is the water system amenable to systematic monitoring and maintenance of POE installations?

### **Customer Acceptance**

POE devices, which according to the Guidelines should be owned by the water supply system, are installed on the premises of the customers of the water system. They may be mounted within an enclosure located on the outside of the house. Customers must be informed of the purpose of the treatment units and of the need for regular maintenance by qualified staff. They must be prepared to allow access for maintenance and to enter into a formal agreement with the water supplier concerning access and ownership. In most cases, all customers of the water supply system must agree to have the POE devices installed.

### **Cost Effectiveness**

The POE devices must be cost effective when compared against the cost of alternatives. Typically a central reason for interest in POE among small water systems is the view that they may be more affordable than centralized water treatment. Experience in jurisdictions outside BC suggests that the capital cost of POE may be less than that for centralized treatment for water systems having a limited number of connections. The cross over point, at which centralized treatment becomes less expensive than POE, may vary from systems with 50 connections to systems with 150 connections, depending on circumstances. A true comparison of costs between centralized treatment and POE should be based on a life cycle cost comparison. However the literature notes that this is a difficult thing to do, in part because of the lack of operating cost information for POE systems. There is almost no history of operating cost information for community POE systems in British Columbia. The pilot project should in part be designed to provide operating cost data.

For the purposes of this work we have identified RDCK small water systems with less than 150 connections. For these communities the cost effectiveness of POE / POU installations should be examined further in a later stage of work.

### **Operational Feasibility**

The operation of POE water treatment system by small water suppliers involves a number of considerations, many of which are covered by the Guidelines referred to previously. One of the first steps in determining operational feasibility is to examine the characteristics of the water supply system involved. Operational feasibility of POE systems is determined very much by the resources available to manage and operate the system and by the relationship between the customers and the system owners and managers. The operational feasibility of POE for a specific water supply system can only be accurately confirmed after a detailed review of the system has been undertaken.

### **Regulatory Acceptance**

The BC Drinking Water protection Act and Regulation require that an operating permit be in place for all water systems. It is likely that in most cases a construction permit will be required before a POE system is installed. For the RDCK these permits are provided by officials of the Interior Health Authority. The POE / POU guidelines referenced in this document have no regulatory authority. There is currently no document prepared by regulators which reflects a consistent province-wide approach to POE / POU and which outlines best practices. An early stage in the planning of a POE installation for any water supply system should involve discussion with local drinking water officials to determine the approach which is likely to secure acceptance by regulators.

### **High Irrigation Use**

Many small communities in BC have residents who use high volumes of water in the summer for irrigation. This means that a high percentage of the water supplied by the water system is used for irrigation: in some cases the irrigation use may be 5, 10 or even 15 times the water use for domestic purposes. Treating water to potable standard that is to be used for irrigation is a cost that many small systems seek to avoid. In these circumstances use of POE / POU systems may be the most cost effective approach.

### **Physical characteristics of site**

In certain limited cases the physical characteristics of the site may be such as to suggest POE / POU is a preferred approach. For example certain systems may not have a location at which a centralized treatment and storage facility can be located in an economic manner.

### **Deteriorating distribution system**

In some cases small water systems may have deteriorating water distribution systems. Material, including certain metals, may be leaching into the water from the pipes themselves. There may also be the possibility of undetected cross connections, or the ingress of contaminated groundwater. Renewal of the distribution system may be prohibitively expensive in the short term for the small community. In this event POE/ POU installed at the individual homes may offer a solution.

### **Requirement to remove disinfection by products**

Certain communities resist the use of chlorination for disinfection of their drinking water. This typically arises because of concerns about the health effects of chlorine or chlorine by products in the water. The local health authority will however wish to enforce regulations designed to ensure safety of supplies, which typically involves chlorine disinfection. Use of POE may offer a solution to these situations. The community water supply can be provided with central disinfection using chlorine. POE units can be installed at individual homes to remove the chlorine and chlorine by products.

### **Mix of water sources.**

Certain communities have a mix of water sources providing water to residents. An example is a community in which a significant number of residents have wells within their lots which provide the household with drinking water. The remainder of the homes

in the community may take all water from the community water system. The community water system may require improved treatment to render the water potable. However those drawing drinking water from individual wells may be reluctant to pay for the upgrade. In this event, those without wells may consider the installation of POE / POU units to treat the community water supplied to their individual homes. This is one circumstance in which the Guidelines requirements, that all homes within community agree to have POE / POU installed, may be waived if the certain conditions apply.

### **C3. Evaluation of Communities**

The small water supply systems within the RDCK were evaluated against the criteria outlined above, and the results are shown in Table C1. It is important to note that the evaluation provides an indication of those communities in which POE / POU may be applicable. Further more detailed investigations of those communities should be undertaken before clear recommendations can be developed concerning the installation of POE / POU. These investigations may include further source water monitoring, review of the conditions of the distribution system, examination of water usage patterns, and review of site and ground conditions. It will also be necessary to talk with community members to determine the likelihood that all customers will agree to the installation POE / POU and that they are prepared to meet the costs of installation.

### **C4. Conclusions & Recommendations**

#### **Conclusions**

1. The preliminary review of RDCK small water systems indicates that there are three communities in which the installation of POE may help in the removal of boil water advisories. These are: Sanca Park, South Slovan and Denver Siding. A fourth community, Ymir, may have too many connections to make POE an economic alternative to centralized treatment.
2. As recommended above, a pilot project should be undertaken in South Slovan and the results used to refine the criteria used in identifying water systems as suitable for POE installation.

#### **Recommendations**

1. The preliminary set of criteria and considerations outlined in Section C2 should be reviewed with regional health officials and other interested parties.
2. The modified set of criteria and considerations outlined in Section C2 should be used in further review of the suitability of POE in the communities noted. This will include review of details such as water quality, the extent of irrigation demand,

and the condition of the distribution network, as well as the views of customers in these water systems.

3. When the pilot project outlined in the appendices has been completed, the list of POE criteria and considerations should be modified and the RDCK small water systems compared against the revised version.



## Appendix 1: POE / POU Planning Considerations

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### Point of Entry / Point of Use Water Treatment: Summary of Planning Considerations for British Columbia

*Prepared by Sustainable Infrastructure Society, September 2007*

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#### **Please Note**

This summary of POE / POU planning considerations for British Columbia has been prepared by the Sustainable Infrastructure Society. It is intended for reference by water supply systems who may be considering the application of Point of Entry / Point of Use (POE / POU) water treatment systems. It should be used only for initial reference when considering use of POE / POU equipment and does not replace the need for site-specific examination or the advice of experienced specialists.

This document outlines planning considerations, certain of which may evolve in the future into "best practices" as experience is gained with POE / POU installations in BC. It is important to note that best practices are not the same as regulatory requirements. This document does not set out regulatory requirements and is not intended to replace or supersede any directives or similar documents produced by the regional health authorities or any other authorities having jurisdiction. It has not been endorsed by any branch of government or by any health authority or any other organization.

This document may be replaced at some point by other materials such as a formal Best Management Practice guide covering the use of POE / POU systems, and prepared following consultation with a number of organizations. The planning considerations in this document have been prepared from study of experience and guidelines from other jurisdictions, together with an initial review of regulations and procedures in British Columbia. They are themselves subject to change based on experience with POE / POU pilot projects in various areas of BC.

The document: "*Guide Book: Planning and Implementation of "Point of Entry" and "Point of Use" Water Treatment Systems in British Columbia*" provides a more comprehensive guide to the application of POE / POU equipment and will be available early in 2008.

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### Preface to the Planning Considerations

The following notes provide background to the POE / POU planning considerations for BC:

**Amendment to the Regulation:** The amended British Columbia Drinking Water Protection Regulation states that a small system is exempt from section 6 of the Drinking Water Protection Act if each recipient of the water from the system has a Point of Entry or Point of Use (POE/ POU) treatment system that makes the water potable. By being exempt from section 6 of the Act in this way, the water purveyor is no longer required to provide water that is potable before it reaches the consumer's home.

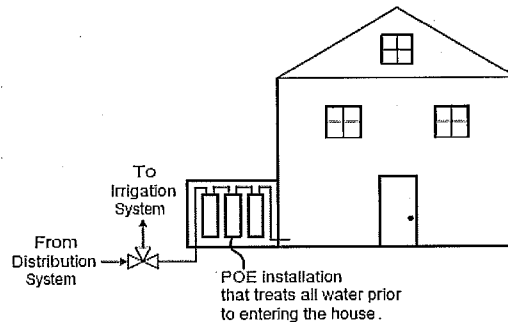
**Small System:** Section 1 of the Regulation defines "small system" to mean all water supply systems that serve up to 500 individuals during any 24-hour period.

**POE / POU Installations:** A POE / POU installation consists of various items of equipment, for example filters and disinfection units, which when assembled together treat the water to a desired standard. These devices are typically installed at the home or facility of the consumer.

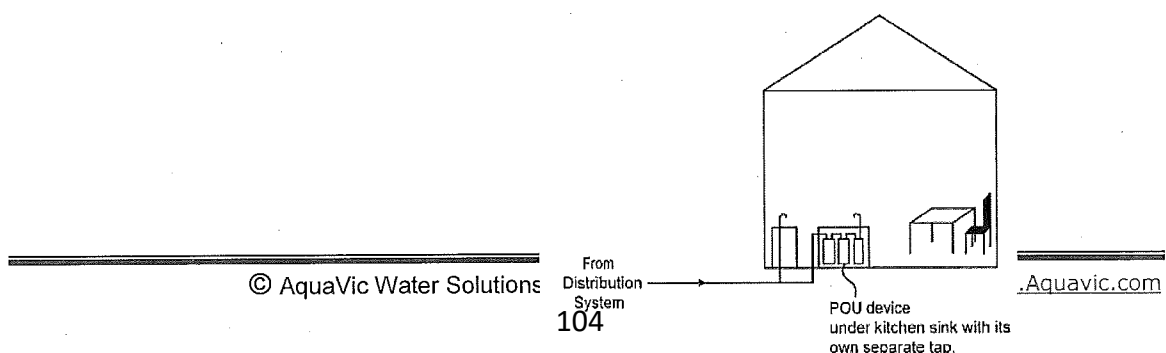
**Operating Permits:** Water suppliers must not operate a water supply system without an operating permit and must comply with the terms and conditions of the permit.

**Drinking Water Officer (DWO):** A DWO is a member of the regional health authority having jurisdiction, and who is responsible for enforcement of drinking water protection legislation including the issuance of operating permits.

**Point of Entry (POE):** A Point of Entry device is one which is located at the point where the water supply enters the premises and treats all water entering the premises to a potable standard.



**Point of Use (POU):** A Point of Use device is one that is typically (but not necessarily) installed within the premises and located immediately before the point at which water is drawn for consumption, such as a kitchen tap, and which treats only water drawn at that point to potable standard.





## Summary of Planning Considerations for British Columbia: Edition 1

### A. General

**1. Decisions about the kind of water treatment to be used should be made with reference to a long-term or strategic plan for the water system.**

It is good practice for every water system to have a long term plan in place which covers such items as the renewal of infrastructure including estimated costs and schedules, the long term financial viability of the system including the adequacy of rates and charges, and the protection of water quality. Within this context decisions about water treatment can be made more effectively.

**2. The water treatment needs of the system should be clearly identified at an early stage in the examination of POE / POU systems, and the expected advantages of POE / POU should be fully analyzed.**

In certain circumstances POE / POU may offer clear advantages. For example some systems supply water in the summer, a very high percentage of which is required for irrigation and does not need treatment to potable standards. Other systems may have a large group of customers each with an individual well providing drinking water. This group of customers may require system water only for irrigation and fire-fighting purposes and may be reluctant to pay for centralized treatment. In all cases a systematic analysis, including examination of life cycle costs for each option, should be undertaken before making decisions about the use of centralized or POE / POU water treatment.

**3. All POU / POE equipment should be owned and installed by the water supplier. All POE / POU equipment should be monitored and maintained by the water supplier or by a contractor hired for the purpose.**

This will help to ensure proper operation, monitoring and maintenance of the devices. The water supplier retains the ultimate responsibility for the quality and quantity of the water provided to the customers and must closely monitor all contractors. Further, the water supplier should not delegate its responsibility for the operation and maintenance of installed POU or POE devices to homeowners. The Drinking Water Officer may require a trained or certified operator for the operation and maintenance of POE/POU units.

**4. At an early stage in considering the use of POE / POU the water supplier should contact the local drinking water officer (DWO). The water supplier should follow the process clearly defined by the DWO when providing information in connection with the installation of a POE / POU system.**

The DWO may require submission of a range of information concerned with the design, installation, operation, monitoring and maintenance of the POE / POU system. This may include the legal agreement between the water supplier and the customer.

**5. POE / POU devices should be procured, installed, operated, monitored and maintained under a written plan acceptable to the DWO, and which considers local context and circumstances.**

*The DWO may require adequate certification of performance and field-testing of the POE /POU devices. The water supplier should consider the context in which POE /POU devices are to be installed. For example, will the treatment devices require protection against freezing and/or will they be readily accessible for inspection and maintenance? Plans and specifications may require approval by the DWO or other official.*

**6. The owners of all homes and other premises connected to the water system and in which the water supplied by the system may be used for drinking or other domestic purposes must agree to the installation of POE / POU equipment.**

The water supplier should have a governance structure which enables effective planning, implementation and operation of the POE / POU system. Procedures may be required that enable the water supplier to disconnect buildings without a POE / POU device if the owner has not agreed to the installation within a stated period of time.

## **B. Applications & Effectiveness**

**7. POU devices should not be used as a treatment technique for microbial contaminants or for an indicator of a microbial contaminant.**

POU devices only treat water at an individual tap (usually the kitchen faucet) and therefore raise the possibility of potential exposure to contaminants at other faucets. Also, they do not treat contaminants introduced by the shower (breathing) and skin contact (bathing).

**8. In certain circumstances specialized guidelines may be required to cover the use of POE / POU devices.**

Specialized guidelines may be required for example when there is an indication of the need for corrosion control treatment requirements for lead and copper, or where there are contaminants present such as radium, beta particle activity and regulated radionuclides.

**9. The water supplier should be prepared to demonstrate that the technology selected is effective in removing the contaminants of concern.**

*The water supplier may choose to work with suppliers and other specialists to demonstrate effectiveness. In some cases this may mean field testing,*

*demonstration of compliance with applicable standards, or certification by an experienced professional.*

**10. POE devices should provide a level of health protection equivalent to that provided by centralized water treatment. Where appropriate the equipment should be certified for potable water use.**

*“Equivalent” means that the water would be of quality comparable to water taken from the same source and treated by a central treatment plant to meet quality objectives established by the health authority having jurisdiction.*

**11. The microbiological safety of the water should be maintained at all times, and POE / POU installations should be designed and operated accordingly.**

There may be a tendency for certain POE devices to increase bacterial concentrations in treated water. This is a problem sometimes associated with activated carbon technologies. Therefore, it may be necessary to require frequent back-washing, post-filter disinfection, and monitoring to ensure the microbiological safety of the treated water.

## **C. Involvement with Customers**

12. Prior to installation, an information notice about the POE /POU units and a contact number for servicing should be given to (and verbally explained to) all occupants, homeowners and property owners.

The water supplier should ensure that all customers are delivered the information notice and are verbally contacted to ensure they are aware of and understand the information provided. The purpose of the notice is to inform people of basic information about the POE / POU system including that:

- ❑ POE units are for the purpose of drinking water safety.
- ❑ The drinking water system is the owner of the POE / POU installation and is responsible for the maintenance and operation of POE/ POU units.
- ❑ The drinking water system owner and/or contractor will periodically require access to the premises for the purpose of maintenance of POE / POU units and water sampling.
- ❑ POE units are installed with automatic shut-off in the event that there is insufficient water flow to ensure to proper functioning of the unit. If the water supply is interrupted the resident should contact the water supplier to obtain further assistance.
- ❑ A legal agreement will be required between the water supplier and the end user.

**13. The water supplier should develop procedures to ensure every building connected to the system continues to have a POE/ POU device installed, maintained, and adequately monitored.**

The water supplier should seek 100 percent participation of all property and/or building owners except those exempt from the requirement to provide potable water under Section 3.1 (a) of the Regulation. Procedures should be developed that enable the water supplier to formally notify all owners and occupiers of the risks of non compliance, and which enable the supplier to disconnect buildings without a POE / POU device if the owner has not agreed to the installation within a stated period of time. Lack of cooperation by a small number of customers may disrupt plans for installation of POE / POU equipment throughout the system. Without 100% participation the water supplier will lose the exemption from the requirement to provide potable water, and may be exposed to legal liability.

**14. The water supplier should ensure that the rights and responsibilities of each customer in connection with the POE/ POU installation are clearly conveyed in a written agreement with customer, and that these rights and responsibilities convey with title upon sale of property.**

The written agreement should include items covering access and maintenance. For example the water supplier should be allowed access to the property or residence for the purpose of maintenance of POE units and water sampling. The property owner's responsibilities for the POE /POU device must be included in the title to the property. The rights and responsibilities of the customer in connection with the POE /POU installation must be transferred to the new owner with the title when the building is sold. The agreement may include arrangements for enforcement, and for the recovery of costs of the POE / POU installation and maintenance.

**15. The water supplier should have a written plan in place for continuing public communication and education concerning the use of POE /POU devices, and should provide a clear mechanism to receive and respond to customer concerns, and communicate this to the public and to the DWO.**

Complete participation of the public is an important component of a successful POE / POU strategy. The water supplier should provide a customer contact line and ensure that there is always a prompt reply to queries. Even with regular maintenance and replacement of certified, reliable POE units, there may be unanticipated problems, particularly when the units are first installed. Maintenance resources should be on call at all times.

## **D. Operation and Monitoring**

**16. POU and POE units should have a warning device which will automatically notify customers of operational problems. POE units should have an automatic shut-off mechanism which activates if there is a malfunction of the unit and a device to notify customers of the problem.**

*Each POU /POE treatment device should be equipped with a warning device (e.g., alarm, light, etc.) that will alert users when the unit is no longer adequately treating the water. If loss of power may lead to ineffective operation of the unit then an automatic shut-off mechanism should be installed which would be activated upon loss of power. Procedures that cover by-pass or interference by the customer with the POE/POU treatment device should be in place.*

**2**

**17. The water supplier should develop a monitoring plan that is acceptable to the drinking water officer prior to the installation of POE / POU devices.**

*The monitoring plan should help ensure that the POE / POU device continues to treat contaminants of concern. The monitoring plan should include frequency of monitoring for the contaminant of concern and number of units to be monitored. Monitoring may include physical measurements and observations such as total flow treated and mechanical condition of the treatment equipment. Monitoring results should be linked to administration of maintenance, repairs and replacement parts inventory.*

**18. The water supplier should develop a written operating plan, including record-keeping, that is acceptable to the drinking water officer, prior to the installation of POE / POU devices**

*The drinking water supplier should ensure that accurate records are kept of installations, servicing and maintenance visits, work performed, sample test results and property access problems.*

**19. In cases where the POE / POU devices are used to augment central treatment, these planning considerations may also be useful.**

*In some cases POE / POU devices maybe used to supplement central treatment. For example central disinfection may be provided, with POU devices used in individual premises to reduce the level of a certain inorganic contaminant.*

*These POE / POU planning considerations are available on the web site of the Sustainable Infrastructure Society at:*

**[www.SustainIS.Org](http://www.SustainIS.Org)**

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## Appendix 2: Classes of Capital Cost Estimates

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### **Class A Estimate**

This is a detailed estimate based on quantity take-offs from final drawings and specifications. It is used to evaluate tenders. A contingency allowance of 5% plus engineering and other allowances is appropriate for this class of estimate.

### **Class B Estimate**

This estimate is prepared after site investigations and studies have been completed and the major systems defined. It is based on a project brief and preliminary design. It is used for obtaining firm financial commitments, budgetary control and design cost control. A contingency allowance of 15% plus engineering and other allowances is appropriate for this class of estimate.

### **Class C Estimate**

This estimate, which is prepared with limited site information, is based on probable conditions affecting the project. It represents the summation of all identifiable project component costs. It is used for program planning; to establish a more specific definition of client needs and to obtain approval in principle. A contingency allowance of 25% plus engineering and other allowances is appropriate for this class of estimate.

### **Class D Estimate**

This is a preliminary estimate which, due to little or no site information indicates the approximate magnitude of cost of the proposed project, based on the client's broad requirements. This overall cost estimate may be derived from lump sum or unit costs associated with other recent similar projects. It may be used to obtain approval in principle and for discussion purposes. A contingency allowance of 35% plus engineering and other allowances is appropriate for this class of estimate.

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## Appendix 3: POE Permit Application Checklists

These checklists are for use by Water Suppliers (WS) when considering the installation of a POE / POU water treatment system. These checklists do not replace the need for direct communication with the Drinking Water Officer (DWO) having jurisdiction. The DWO may require information in addition to that indicated below. Further information about POE / POU is available on the web site of the Sustainable Infrastructure Society at [www.SustanIS.Org](http://www.SustanIS.Org)

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### Construction Permit

Section 7 of the DWPA requires a person to obtain a construction permit for the construction, installation, alteration or extension of a water supply system. In preparing an application for a construction permit in connection with a POE / POU system, a water supply system is advised to assemble the following:

1. An analysis of key parameters (*1) for the source water.	<input type="checkbox"/>
2. Brief written description of the water source, including type and location	<input type="checkbox"/>
3. Plans showing location and layout plan of the water system.	<input type="checkbox"/>
4. A written outline of the proposed POE / POU installation.	<input type="checkbox"/>
5. Proposals for field testing and /or engineering review (if applicable).	<input type="checkbox"/>
6. Preliminary implementation timetable.	<input type="checkbox"/>
7. A covering letter which summarizes your preliminary plans.	<input type="checkbox"/>
8. Brief written summary of the related experience of key individuals responsible	<input type="checkbox"/>

\*1 See SIS web site at [www.SustanIS.Org](http://www.SustanIS.Org)

### Operating permit

Section 8 of the DWPA prohibits a person from operating a water supply system unless the water supplier holds a valid operating permit. In preparing an application for an operating permit in connection with a POE / POU system, a water supply system is advised to assemble the following:

1. An analysis of the source water, and description of the water source (*1).	<input type="checkbox"/>
3. Plans showing location and layout of the system & brief history of system.	<input type="checkbox"/>
3. Description of the proposed POE / POU installation	<input type="checkbox"/>
4. Results of field testing, if applicable.	<input type="checkbox"/>
5. An emergency response plan	<input type="checkbox"/>
6. The construction permit if applicable & an installation plan and timetable	<input type="checkbox"/>
7. An operating plan including: <ul style="list-style-type: none"> <li>i. Monitoring, and alarm response considerations</li> <li>ii. Operator qualifications &amp; training</li> <li>iii. Planned maintenance schedules</li> <li>iv. Record keeping procedures</li> <li>v. Public information documents</li> <li>vi. Summary of the responsibilities of the Water supplier &amp; the customers</li> <li>vii. Ownership and access agreements</li> <li>viii. How any tendency for bacterial growth will be managed</li> <li>ix. Approach to non-compliance from individual customers.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8. Covering letter signed by your duly authorized representative.	<input type="checkbox"/>



## Appendix 4: Sample Access and Maintenance Agreement

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REFERENCE ONLY

Following is an example access and maintenance agreement (taken from US jurisdiction) that may be needed between the SWS (small water system) and each homeowner. Water systems should amend this agreement to meet their particular needs.

**Water systems should seek legal assistance prior to preparing an agreement based on this model.**

*INSERT NAME OF PUBLIC WATER SYSTEM* has decided to install *INSERT TYPE OF POU OR POE TREATMENT DEVICE* to treat for *INSERT CONTAMINANT(S) BEING REMOVED*.

We have chosen to use this treatment technology as an effective means of removing this type of contamination from our drinking water in a cost-efficient manner. Installation of this technology will help to ensure the delivery of safe water to your home or business. Failure to properly operate and maintain these units may produce water with new or higher levels of contamination.

The undersigned are the current legal owners of, and can provide access to, the following property:

*( Insert a description of the property here. This description should include the full address and, if known, the legal description provided in land records . Ensure that the undersigned owns the structure (e.g., house, business, office, other building) and not just the land that the structure is on).*

### The undersigned agree:

1. To allow the *INSERT NAME OF PUBLIC WATER SYSTEM*, its employees, authorized representatives, and others under agreement with the *INSERT NAME OF PUBLIC WATER SYSTEM* , to enter the aforementioned property to:

- a. Install, replace, maintain, or remove the treatment unit and any ancillary equipment.
- b. Maintain the treatment unit and any ancillary equipment. Maintenance may include periodic testing of the unit as well as the collection of samples. Any maintenance, testing, or sample collection will occur during normal business hours or as arranged between the *INSERT NAME OF PUBLIC WATER SYSTEM* and property owner:  
*( Insert a description of the frequency of sampling and maintenance activities (e.g., the first of each month, once per calendar quarter, twice a year, etc.)*

2. To not adjust, modify, tamper with, bypass, or remove the treatment unit or any ancillary equipment.

3. To, within a reasonable period of time, notify the *INSERT NAME OF PUBLIC WATER*

*SYSTEM* of:

- a. Any problems, concerns, or questions concerning the treatment unit or any ancillary equipment.
- b. The rental, lease, sale, or other transfer of the aforementioned property.

4. To indemnify and hold harmless the *INSERT NAME OF PUBLIC WATER SYSTEM* for any injury or damage which may occur as a result of the installation, maintenance, operation, monitoring, or removal of the treatment unit or any ancillary equipment.

All equipment shall remain the property of the *INSERT NAME OF PUBLIC WATER SYSTEM*. The undersigned agree to reimburse the *INSERT NAME OF PUBLIC WATER SYSTEM* for any costs incurred because the undersigned adjusted, modified, bypassed, tampered with, or removed the treatment unit or any ancillary equipment.

This agreement remains in effect:            (*Insert the length of time that the agreement is to remain in effect. For example, "for a period of one year from the date of installation; until the Public Water System determines that the treatment system is no longer necessary, or until the treatment unit is removed from the property)."*)

While in effect, this agreement shall run with the land and shall be binding on all parties having or acquiring any right, title, or interest in the property described herein. This written permission is given by the undersigned voluntarily with knowledge of legal rights and without threat or promise of any kind.

**Owners: Witnesses:**

Name Date	Name Date

## **Appendix 5: Preliminary Terms of Reference for Pilot Project**

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*As recommended in the main body of the report, we suggest that an initial POE Pilot Project be carried out in the South Slokan water supply system. This document provides preliminary Terms of Reference. These Terms of Reference should be revised following discussions with interested parties.*

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### **Terms of Reference: POE Pilot Project in South Slokan Water Supply System**

#### **1. Introduction**

##### **Purpose**

The community of South Slokan is located approximately 23 km from Nelson on Highway 3A. This pilot project will examine the use of Point of Entry (POE) water treatment systems to remove chlorine and chlorine by-products from the water supplied to individuals homes within the South Slokan system. It will also include investigations to determine the source and characteristics of contaminants in the water supply including metals. The pilot project will include for removal of these contaminants by the POE systems also if warranted.

##### **Background**

The original South Slokan water system was constructed prior to 1950. The growth rate of the community has been relatively static for the last 30 years. There is currently no ability to expand the capacity of the system. Existing sources are, at best, marginally adequate to meet the water demands of the community. It has been reported that during the summer months, flow is frequently low.

The system does not meet current standards for fire protection. No maintenance is currently taking place, and no engineering standards have been applied to the system in the past. The system is regarded as poorly maintained and subject to malfunction. Distribution is comprised of 3" steel and cast iron piping, with white PVC piping. The supply line from storage tank to PRV is exposed to the surface and, therefore, exposed to the elements. The system currently has 59 connections and there are 60 lots in the service area. The connections include 53 residential units (49 detached dwellings, 4 apartments), 2 commercial, and the community hall. The area is mainly rural residential with some irrigation demands.

Maximum daily demand (MDD) is calculated as 5,200 l/day/dwelling. There are no flow records for the system. However, it is suspected that daily usage is high and that the system is drawing at capacity. As a result, the community could benefit from conservation efforts.

There is currently no water treatment provided. The system does not meet BC Drinking Water Protection Regulations or Canadian Drinking Water Guidelines. Results from full parameter tests conducted in 2006 indicate levels of lead (Pb), arsenic (As), aluminum (Al), and iron (Fe) in selected parts of the system that exceed acceptable concentrations according to the Canadian Guidelines for Drinking Water Quality (CGDWQ). Regulators consider improvements in water quality to be a higher priority than fire protection: the system is on a Boil Water Notice and they believe water quality should be the primary driving force for upgrades.

The State of the System report for South Slokan notes that the water at source is subject to high turbidity and sedimentation. There is no security at the intake, and no physical barriers are in place. Further on-site inspections suggest that the water intake should be upgraded, and primary filtration should be considered in part to protect the distribution system. These considerations all confirm the intention on the part of the RDCK to proceed with a form of improved treatment.

## **2. Pilot Project Activities**

The following activities should be carried out in connection with the pilot project. Certain of the activities below should be carried out in parallel, one with another. The activities below are not necessarily in chronological order.

### **A. Funding Related Activities**

- Review current status of Gas tax Agreement funding. Discuss the program with staff of the Ministry of Community Services and others. Confirm eligibility of the POE pilot project for funding, and the scope of work to be included in the funding application. Identify existing grants that have already been made for this water system.
- With assistance from specialists prepare an application for Gas Tax Agreement funding. Use elements from these Terms of Reference as appropriate. Include project scope, schedule and budget and proposed allocation of project costs.
- Prior to start of the pilot project ensure that mechanisms are in place to capture all costs and benefits of the project, including the costs of the POE installations and of the central treatment components. Ensure costs and other details are recorded in a way that makes the information useful for other similar projects. Costs recorded should include those for planning, administration, engineering, public involvement, legal and operational issues.

### **B. Initial Activities**

- Institute a water sampling and testing program. This should include sampling at all water sources used by the system, sampling at designated points within the

distribution system and sampling at the homes of designated consumers. The parameters to be sampled should be determined after further review. Sampling should be carried out over a twelve month period, and continued beyond this period after adjustments based on the results of the first twelve months. Ensure the sampling program is approved by the DWO. (Note: It is not the intention that water treatment, particularly disinfection, be delayed until after completion of 12 months of testing)

- Carry out a source to tap assessment of the system following guidelines developed by the BC provincial government where appropriate. Include as an early step a systematic inspection of the distribution system to characterize the system and to help locate points at which contamination may be occurring or at which there is danger of future contamination or failure.
- Based on the results of 1) and 2) above, develop a strategy for upgrading the distribution system. Include a budget and schedule showing phasing of the work if required.
- Prepare a project plan, including objectives, scope, schedule, budget, task and resources to be used. Follow the seven step process outlined in the publication: *Guide Book: Planning and Implementation of "Point of Entry" and "Point of Use" Water Treatment Systems in BC*. Use resources on the web site of the Sustainable Infrastructure Society at: [www.SustainIS.Org](http://www.SustainIS.Org) Review the project plan with health officials, with residents and other stakeholders.
- Prepare a preliminary engineering report which describes proposals for installation of centralized water treatment components and the POE installations in individual homes. Include a description of the treatment processes to be used and characterize the expected quality of the water leaving the treatment plant. Include preparation of a capital and operating budget and construction schedule. Review together the proposed functioning of the central treatment plan and the POE installations to ensure they function together with maximum effectiveness.
- Prepare a schedule of project activities which reflects the high degree of urgency which should be attached to improving water quality by the installation of treatment.

### **C. Activities Directly Related to POE**

- Plan and implement a public information program. This will inform residents of proposals to install centralized treatment components together with POE equipment at each home to remove chlorine and chlorine by-products and possibly other substances. Make a preliminary determination of the extent to which residents are likely to support this course of action. Inform residents that the POE / POU Guidelines require all residents within a water supply system to agree to the installation of POE or POU equipment.
- Undertake consultations with the DWO. If the POE installation is to provide potable water, then 100% participation of residents is required. (Note: There may

be a question by the DWO as to whether removal of residual chlorine makes the water potable). If the POE/POU is only for chlorine residual removal there may not be a requirement for 100% participation.

- Review results of the initial sampling and testing results together with results of the systematic engineering assessment. Confirm water treatment objectives for the POE units to be installed. Include for removal of chlorine and by-products, together with removal of metals and microbiological contaminants. Examine results to assess effectiveness of POE in removing chlorine residual and by-products. (There is no intention to imply that disinfection be delayed a year to complete monitoring).
  - Prepare initial drawings and specifications for the POE system required. Contact suppliers of POE equipment to obtain firm proposals including detailed specifications, operating and maintenance requirements, warranty information costs and schedules. Also request suggested monitoring and testing protocols.
  - Develop inspection, monitoring and testing protocols to cover field testing of a limited number of units. Agree these protocols with local health officials and residents. Install several POE systems for field testing, each at a selected location within the water system. This phase may include units from several suppliers.
  - Review results of field testing. Based on results modify drawings and specifications to cover the full water supply system. Finalize the application for a construction permit from the regional health authority. Obtain firm proposals from suppliers. Following approvals, install POE treatment in each home with the water system. Carry out sampling, testing and monitoring, and share results with health officials, residents, and the equipment suppliers. Adjust the POE equipment as required based on results.
  - Include field testing of at least one POE unit which treats water directly from source rather than water receiving central treatment. Draw conclusions concerning the relative effectiveness of the central treatment and the POE treatment in producing water to potable standards, and compare costs and operational aspects.
  - Establish continuing monitoring and testing regime. Set up maintenance schedules, review effectiveness of public involvement program and of administrative and maintenance issues including access agreements and record keeping.
  - Carry out a project review. Develop practical recommendations covering the application of POE / POU in other water systems in RDCK and elsewhere.
-

## Appendix A1: POE Configuration for Sanca Park

The treatment configuration including POE which is used for comparison purposes in Sanca Park is shown in Fig. A1 and is as follows:

### Centralized Components

The peak flows used to size the equipment below are:

- Peak day demand: 207,000 L/day
- Peak hour demand: 18,000 L/hr. (4,800 gal per hour).

1. Intake works: work consisting of an intake gallery with filtration through sand and gravel.
2. Sand filters: to meet system demand 4 sand filters are utilized; each of approximate dimension 1 m. dia. and 1.8 m. high and rated at 100 Lpm (21 GPM) each.
3. Storage Reservoir: 1- 200,000 L. (55,000 gal) storage reservoir to provide chlorine contact time for maximum flow.

### POE Components

- The peak flows used to size the POE equipment below are: 45 Lpm (10 Gpm).
1. POE systems at individual households each consisting of 5 micron filter followed by a 1 micron absolute filtration, then UV treatment.

This configuration means that all water supplied by the Sanca Park water system will be filtered and chlorinated. Water used for household consumption will be treated to potable standards by the individual POE units. Water used by the home owner for non potable purposes should be withdrawn upstream of the POE treatment module.

### Ultra Violet (UV) Disinfection

Disinfection using UV is part of the POE configuration. UV treatment units that meet NSF requirements are available to remove bacteria and most viruses. UV units may also include built in monitoring and warning devices which operate in the event of failure. To comply with the POE / POU Guidelines, units with built in monitoring and warning devices should be used.

The effectiveness of UV treatment may deteriorate if the treated water has low UV transmittance (<76%). Pilot testing will be required to ensure that full 4, 3, 2, 1, 0 treatment guidelines are met.

The UV system on which this configuration is based is the Trojan UVMax Pro. This system has NSF approval, and includes monitoring and alarm systems. When the monitoring system detects a failure it will shut down any water flow to the house by actuating a solenoid valve.

### **Ultrafiltration**

Two POE systems configurations were considered for this exercise: one using UV treatment and one using ultrafiltration. Ultra filtration units are available that have NSF certification for bacterial removal. Certain units will also remove chlorine and trihalomethanes (THM) using built in carbon filters. Since these systems do not have NSF ratings for virus removal they were not considered further in this project.

At some future point pilot testing may show that ultrafiltration is effective for applications such as Sanca Park. Test data on use of ultrafiltration is available from organizations in California and elsewhere. UV is generally cost effective in comparison to ultrafiltration over periods of 10 years or less, and is part of the POE configuration used in this project for comparison purposes with central treatment.



## Appendix A2: Central Treatment Plant Configuration for Sanca Park

The centralized treatment configuration which is used for comparison purposes in Sanca Park is shown in Fig. A1 and is as follows:

The peak flows used to size the equipment below are:

- Peak day demand: 207,000 L/day
- Peak hour demand: 22,000 L per hour.

1. **Intake works:** sand filtration through the intake gallery
2. **Filtration:** Rapid sand filtration using 4 units to meet daily demand, followed by 5 micron filtration. (Further filtration to 1 micron absolute would help to minimize generation of chlorine by-products but may lead to plugging).
3. **Disinfection:** Chlorine injection and storage/contact tankage will complete the central system to meet current 4, 3, 2, 1, 0 guidelines.

The estimated costs for this central treatment configuration are shown in Table A2.

Pilot testing may be required to ensure the ability of the sand filters to effectively reduce turbidity to less than 1 NTU during freshet flows. A series of 1 micron absolute filters would reduce turbidity to less than 1 NTU and may be considered at the design stage if this option is pursued.


### Location of the Centralized Treatment Facility

There are two possible locations for a centralized chlorination facility in the Sanca park area.

**Location 1:** Near the intake gallery on the source creek. Such a facility would be ideally located to ensure security and adequate space. This location suffers from a lack of accessibility, and power would have to be brought to the station raising costs substantially.

**Location 2:** Directly beneath the power lines alongside the western side of the highway. There is a broad tract of flat land in this location. This is a convenient location to provide for accessibility and power. Because of elevation differences between source and this location additional pumping capacity may be required. This consideration however applies to both the centralized and the POE treatment options, and is not considered further in the comparison of options.

Chlorination will involve a storage tank capable of providing the 20-minute contact time required to ensure effective disinfection. For the flow rates documented by Sanca Park, the facility will require a contact tank approximately 45,400 L (10,000 IGal.) in size to meet the 20 minute contact time required for chlorination at peak flow of (2,000 Lpm) for the current 35 residents if potable water treatment only is considered. However, a storage tank with capacity 200,000 L (55,000 IGal.) may be required to meet irrigation and fire demands. In the cost comparisons 200,000 L (55,000 gal) was assumed for central treatment and 45,400 L (10,000 gal) tank was assumed for the POE option.



## Appendix B1: POE Configurations for South Slocan

See Figure B1 for schematic.

### Forms of Activated Carbon

Granular activated carbon is commonly available in two formats: cartridge filter and granulated carbon tanks.

**Cartridge Filter:** Cartridge GAC filters, prepackaged in a cartridge format, benefit from lower initial costs and ease of maintenance and have a shorter lifecycle (say 6 to 12 months).

**Granulated activated carbon tank:** This type of filter consists of a tank with loose bulk granulated carbon inside. If the entire community plans to remove chlorine, granulated carbon could be purchased in bulk, an added cost benefit. It has a longer life and requires limited servicing. Media tanks can suffer from channeling, resulting in poor chlorine removal. Regular backwashing may be in order.

The ability of granulated activated carbon (GAC) to remove chlorine is dependant on the net volume of water that has flowed through the filter and the chlorine content of the water. The capacity and costs for POE systems considered in this work are based on POE treatment of water used for domestic purposes only, assumed to be 1,600 L /day. Water for irrigation use is assumed not to be treated by the POE units. The following table provides a cost comparison:

	Initial Cost	Maintenance Cost Max flow (10 GPM)
Installation only	\$200	\$20
Supply: granulated carbon with container	\$1,400	\$150 / 4-6 years
Supply: cartridge type	\$220	\$92 / year

### Supplementary Information about Ultrafiltration

Certain models of ultrafiltration use activated carbon to remove chlorine. These models could be used to meet the expectation of residents that chlorine and chlorine by products should not enter individual homes. In the event that the distribution system is not upgraded in the near future ultrafiltration may be employed to treat contaminants in the water supplied to homes that results from the poor condition of the distribution system.

The General Electric Hometown ultrafilter is an example of an ultrafiltration unit. It is NSF approved and includes a carbon filter. The typical listed cost for a POE ultrafilter is \$4,000. This exceeds the capital cost for chlorine removal alone. Ultrafiltration is not included in the work in the body of the report. For information, the specifications for the Hometown filter are given below:

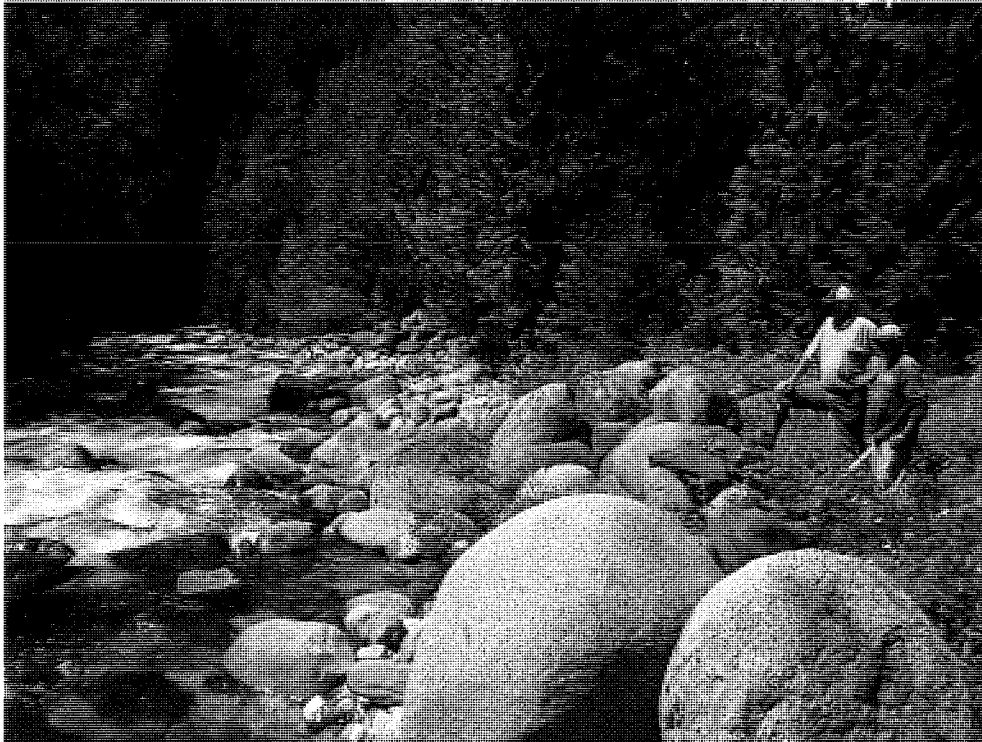
Source: [http://www.hometown.com/technical\\_specifications.shtml](http://www.hometown.com/technical_specifications.shtml)

Maximum peak flow rate (LPM/USgal)	Up to 11 GPM
Maximum continuous flow rate (LPM/USgal)	17/4.5
Minimum temperature (°C/°F)	>0/32
Maximum temperature (°C/°F)	<38/100
Approximate flush volume (litres/USgal)	45/12
Typical system efficiency*	95%
Controller Voltage (VAC)	120 / 230
Bacteria Removal	>99.99999%
Virus removal	>99.999%
Cyst removal	>99.95%

\*Depends upon model, water quality and flow rate.



## **Sanca Park Water System Water System Upgrade Options**



Prepared by Rob Lang, Sr. Utilities Technician  
Regional District of Central Kootenay

July 23, 2009

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## **Introduction**

The Regional District of Central Kootenay is excited to explore a unique opportunity for the Provincial Government, the Regional District of Central Kootenay (RDCK) and the Interior Health Authority (IHA). Since 2003 there have been a number of changes in the water industry in British Columbia. These changes include:

- ✓ New water legislation and regulation has been enacted;
- ✓ Point of Entry and Point of Use technology has been included in Provincial legislation;
- ✓ Awareness around climate change has increased and its impact on water resources;
- ✓ 174 local governments have signed the Provincial Climate Action Charter agreeing to be carbon neutral by 2012.

These changes have created a number of challenges for small water systems and generated a lot of interest in Point of Entry (POE) technology as a potential solution for bringing small water systems up to standard.

## **Background**

The RDCK has spent a considerable amount of time and money in partnership with the Provincial Government studying the pros and cons of POE technology and how this technology could be employed on a full scale in a community. The Interior Health Authority has stated that they are not opposed to using this technology on a community scale and would like to see a project move forward in partnership.

The following proposal outlines a Point of Entry concept that incorporates best water management practices as well as renewable energy. This project could be employed on a community scale and evaluated over a one year period to gather data and demonstrate under what water quality conditions, or better, the proposal could be employed provincially or even nationally. This community scale exercise will add significant value to understanding POE technology, its benefits, and where and when this technology is applicable.

## **The Community Selection Process**

The RDCK has three study grants to evaluate POE technology and communities where this equipment might be applicable.

### ***South Slocan***

South Slocan was opposed to chlorine in their community and the concept of using carbon filters at the point of entry to remove chlorine was evaluated. This worked well in the community of Ymir in conjunction with centralized treatment and it was determined that this was a better approach for a community with 60 connections.

### ***Denver Siding***

Denver Siding was small enough to consider for POE technology; however, a potable water source is available from the Village of New Denver. Best management practices dictate that the two systems should be amalgamated. After several community meetings with Denver Siding and meeting with the Village Council for New Denver it was agreed to consider amalgamating the communities. A result of a poll that was taken within the Denver Siding community indicates that the community is in favour of moving this process forward.

### ***Sanca Park***

Sanca Park has approximately 30 connections but only 6 full time residents with the other 24 being seasonal residents. Water quality is typical for a creek source in the Kootenays. Sanca Creek in particular is subject to seasonal fluctuations in turbidity and has deposited substantial amounts of sand and gravel in the distribution system thus making it mandatory that some form of sedimentation/filtration be incorporated in the treatment regime. Sanca Park's proximity to the District of Erickson where the RDCK has certified staff to monitor the system makes this an ideal community for doing a full scale pilot study.

## **Previous Study**

In 2007 the RDCK installed a POE system in a private residence in Sanca utilizing a bag filter and a Hallet UV unit. The unit was monitored for a period of one year and the results indicated that this would not be a suitable form of treatment for this community. Some challenges that have been identified are highlighted in the next section.

### ***POE Challenges***

Although the water quality is good in Sanca, during freshet it is subject to excessive sand and gravel infiltration in the distribution system. This causes problems for the filters in the POE unit as they require daily cleaning. As well the suspended solids that



manage to penetrate the bag filter will reduce the efficiency of the UV unit. It is clear that POE technology will work best on systems that have consistently high quality raw water.

### ***Volume of Water Use***

UV Reactors need to be appropriately sized for the residential connections. It has been found that occasionally homeowners excessively water their gardens and this causes the UV Reactor to alarm and shut down the system. There is a need to incorporate best water use practices to split the potable water stream and water used for gardens and washing cars.

### ***Water Temperature***

Cold water temperatures can also have an impact on the UV Reactors at high flows. Occasionally they will alarm at high flows with cold water and shut down.

### ***Power Surges, Brown Outs and Outages***

Power was discovered to be a significant issue. Power outages happen several times per year shutting down UV Reactors and requiring restarts. Power surges and brown outs can have the same effect.

### ***Conclusions***

The following conclusions were drawn:

- Consistent water quality is important for POE systems;
- Passive pressure membrane filters that require minimal power and provide certified log credits for removal of viruses, (Giardia & Cryptosporidium) and bacteria would reduce operational issues;
- Splitting raw water supply from potable water supply would prove beneficial and extend the life span of POE equipment;
- Access to equipment 24/7 is important and therefore must be contained in a vault at the property line;
- It will likely be necessary to inject chlorine at source in order to maintain the integrity of the distribution system and as well provide a second barrier for disinfection. The chlorine could then be removed using a carbon block filter at the property line.

## Current Proposal

### *Headwork's Facility*

To make this project successful and relevant beyond the community of Sanca Park it is extremely important to have a consistent water quality feeding the POE treatment equipment. Presently there is a need to upgrade the infiltration gallery that is currently servicing the community. It is constructed of 6 inch perforated PVC pipe and has no backwash capability. As a result it is prone to clogging with sand, gravel and tree roots.

Now would be an appropriate time to investigate other options to improve raw water quality so that the seasonal fluctuations currently experienced are avoided. Two options are currently being evaluated.

The first option would be diverting a portion of the creek into a sedimentation pond. The water would then pass through a mechanical screen and be piped to the Town simply by the use of gravity. The excess water would be returned to the creek and the sediment would be dredged from the pond as required. There are however a couple of issues with this approach:

- In order to divert the creek we would require the assent of the Department of Fisheries and Oceans (DFO) and the Ministry of Environment (MOE) and retain the services of an engineering firm to design the intake structure.
- The second and more difficult issue is that the RDCK does not own the land that the structure would be sitting upon and because of the large footprint of the facility we would need the cooperation of the property owner to expand the existing right-of-way agreement.

The second option to improve raw water quality would be to dig or drill a well immediately adjacent to Sanca Creek. Although a small (30,000 impg) reservoir and a power line are required it would still be a much smaller footprint than the first option of diverting the creek. Another factor influencing this decision is that we would likely get a turbidity reading of less than 5 NTU from the sedimentation pond but would get an NTU<sup>1</sup> reading of less than 1 from the well. Although IHA would likely classify the well as a Guidi<sup>2</sup> well, the enhanced raw water quality would make the downstream treatment that much more effective.

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<sup>1</sup> NTU means nephelometric turbidity unit (a measure of cloudiness)

<sup>2</sup> Guidi well means groundwater under the direct influence of surface water

## ***Purple Pipe System and Roof Water Collection***

In order to extend the life of the POE equipment and to size it correctly to meet the maximum daily demand of each household it is recommended that where possible water used for irrigation not be treated. This could be accomplished by installing a second connection to the main or splicing into the service line prior to the line entering the POE vault. As well rain barrels or handy tanks could be used to supplement irrigation water. The advantage of using this technology cannot be overstated as it could reduce the summer volumes of treated water by as much as 70%.

## ***Point of Entry Treatment Equipment***

As stated earlier the results of a pilot study utilizing a bag filter and UV Reactor performed on one home in Sanca proved to be unsuccessful. The amount of service calls required to keep the unit operational would make it uneconomical if applied to the entire community. In order to avoid most of the issues connected to our previous pilot study a membrane filtration system would be better suited to this application.

Two options are currently being investigated:

- a Homespring unit by Zenon
- a Freshpoint unit by Pentek

Although one is an inside-out unit and the other is an outside-in unit both are capable of meeting IHA's requirement of a 4-3-2-1-0<sup>3</sup> treatment regime. (See Appendix A and B for further information on each unit's performance specifications.)

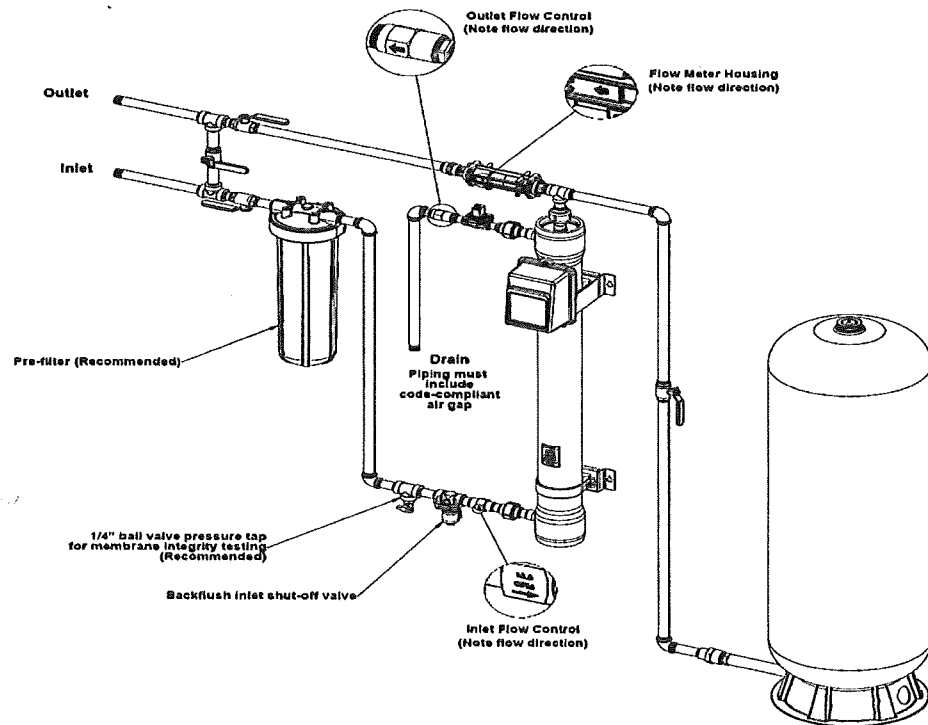
As previously discussed in order to allow access to the POE units 24/7 they should be housed in a vault or kiosk located on the property line. In order to save money the two units could live in one vault which could be located on the line separating the two properties but remain in the utility corridor. As these units require electricity to activate their backwash cycle it is anticipated that this power could be supplied from a solar panel which would service both units.

Due to the sandy gravel soil conditions found in the Sanca Park area it is anticipated that both units could share a common drain without any difficulties as the backwash rates would typically be about 10 - 12 liters per day per unit. (See performance specifications in Appendix A and B.)

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<sup>3</sup>BC Interior Health has identified five objectives (4-3-2-1-0) for providing water that is safe for consumption. The 4-3-2-1-0 objectives represent the following: 4 log (99.99%) reduction in viruses; 3 log (99.9%) reduction in pathogens; 2 methods of treatment; 1 nephelometric turbidity unit (NTU)(a measure of cloudiness); 0 coliforms.

A schematic for a typical unit is shown below:



### **Membrane filtration, how does it work?**

- Water enters the system from the bottom port, flowing into the straw-like hollow fibers inside the vessel. As water passes through the walls of the fiber, particles as small as 0.025 microns, including sediment, turbidity, and cysts, are trapped in the pores of the membrane, removing them from your water supply.
- After passing through the membrane, clean water flows up through the large perforated center channel. From there the clean water enters your existing plumbing system, reaching every point of use throughout your house.
- The system will periodically run through a self cleaning cycle to flush trapped particles from the porous fibers. This serves to maximize the system's filter capacity and extend the life of the membranes.

## ***Electrical Requirements***

Each unit requires a small amount of electricity to operate the controller which triggers the backwash cycle. Rather than supplying this power from the individual residences, a better option would be to supply the power using solar panels with a battery bank. This would eliminate any problems associated with power outages and avoid the cost running an underground cable from the house.

## ***Cost Estimates***

As a result of the information gathered to date, the RDCK would like to put forward two proposals at this time to address the issue of water quality in the Sanca Park water system. These options are contingent on getting widespread support from within the community. Without that support no work can proceed.

**Option#1:** Apply for an Infrastructure Grant and treat the Sanca Park system as a POE study. The folks in Victoria have indicated that they would look favorably on such a proposal. Although the cost of putting the infrastructure in place would be borne by the grant, the cost of maintaining it would be borne by the residents of Sanca Park.

**Option#2:** Borrow sufficient funds through the Municipal Financing Authority (MFA) to drill a well; build a small reservoir; and install a puck chlorinator. The reason for drilling a well as opposed to diverting water from the creek is primarily cost and land use issues as previously indicated. By the use of a reservoir we would still be able to gravity feed the system and the chlorinator would satisfy IHA's requirements for a Guidi well should that be the case. If it was determined that it was necessary to use chlorine then the members of the community that have an aversion to chlorine could be outfitted with a carbon block filter at the point of use.

Both of these options have merit; however, the key component is determining the long term costs. Option #1 would require the creation of a sinking fund to replace the components of the POE units. For the property owners who are residing in the community primarily in the summer months only, the life expectancy of the units would be extended proportionately. For the year-round residents it would be anticipated that some replacement would be required within ten years with full replacement required within twenty years. All maintenance on the POE units would be performed by the RDCK's Erickson water system operators who are trained and certified for these units. They would only be used on an as-needed basis with the exception of the annual integrity tests. It is important to note that with this option the grant money has to be secured. Without it this project would be unaffordable for the community. Option#2 would require a borrowing bylaw which would trigger a poll of the local taxpayers. There are a variety of options for doing this but all require majority assent.

### Option #1 - Capital Costs (POE unit costs)

Vault	- material	\$2000	
	- labor	\$2000	
	- cont.	<u>\$ 600</u>	
	Total	\$4600 @16	= \$ 76,000
POE unit		\$5000	
Solar Power		<u>\$ 750</u>	
	Total	\$ 5750 @ 30	= \$172,500
Well		\$ 8000	
Building		\$18,000	
Chlorinator		\$ 4000	
Reservoir		<u>\$60,000</u>	
	Total	\$90,000	= \$ 90,000
Pipeline		\$40,000	= \$ 40,000
Sub-total			= \$378,500
15% eng			= \$ 57,000
15% contingency			= <u>\$ 57,000</u>
<b>TOTAL CAPITAL COSTS OPTION #1</b>			<b>= <u>\$492,500</u></b>

### Option#1 - Annual Operation and Maintenance (O&M) Costs

Administration	=	\$ 4200
Integrity Test	=	\$ 3000
Materials	=	\$ 2500
Sinking Fund	=	\$ 7500
Maintenance Contract	=	<u>\$ 2500</u>
<b>Total</b>	<b>=</b>	<b><u>\$19,700</u></b>
<b>Annual O&amp;M Cost per Connection (30)</b>	<b>=</b>	<b><u>\$ 656*</u></b>
*Parcel Tax included		

## Option #2 - Capital Costs

Well	=	\$ 10,000
Building	=	\$ 15,000
Chlorinator	=	\$ 4,500
SCADA	=	\$ 2,500
Power	=	\$ 15,000
Reservoir	=	<u>\$ 60,000</u>
Sub-total	=	\$107,000
15% eng.	=	\$ 16,000
15% contingency	=	<u>\$ 16,000</u>
<b>TOTAL CAPITAL COSTS OPTION #2</b>	=	<b><u>\$139,000</u></b>

## Option#2 - Annual Operation and Maintenance (O&M) Costs

*Please note that in order to complete this section borrowing \$110,000 over a term of 25 years @ 5% interest is assumed. The balance of the funds would be withdrawn from reserves. As well the cost of replacing the pipeline that currently goes through the resort is not included.*

Administration	=	\$ 4200
Maintenance Contract	=	\$ 2500
Materials	=	\$ 2500
Cost of Borrowing	=	<u>\$ 8200</u>
<b>Total</b>	=	<b><u>\$17,400</u></b>
<b>Annual O&amp;M Cost per Connection (30)</b>	=	<b><u>\$ 580*</u></b>
*Parcel Tax included		

## Summary

The RDCK Board of Directors has mandated that all water systems that are currently on boil water advisories be removed as soon as possible. This is now a matter of some urgency as effective September 1<sup>st</sup> the moratorium will be lifted that allows the RDCK to take on new water systems that may also be on a boil advisory so any back log needs to be addressed.

Both options presented in this report have merit and although the residents of Sanca Park would be facing a increase in water rates, once the infrastructure is installed rate increases after that point would likely match the rate of inflation. It should be noted that these rates are about average on a provincial scale for potable water.

### **Option #1**

- Infrastructure upgrades would be fully funded by the Federal and Provincial governments
- Membrane filtration delivers a consistently high quality of water without the addition of coagulants and other chemicals.
- Treating only the water that is used domestically will extend the life of the POE technology.
- For the seasonal residents the POE units can be decommissioned during the winter months. A telephone call is all that is required to have a technician reactivate the system again in the spring.
- The purple pipe system may require the property owner to make some changes to the portion of the plumbing system that is devoted to irrigation.
- The use of solar power is carbon neutral and demonstrates good environmental stewardship.
- This option would allow for expansion of the system thereby potentially reducing costs to the current users.

### **Option #2**

- Infrastructure upgrades would be borne by the residents of Sanca through a combination of borrowing and contributions from reserves.
- Drilling a well comes with no guarantees but if sufficient volumes can be developed at a suitable depth then the requirement for the addition of chlorine may be waved. The alternative would be periodic flushing of the distribution system.
- If in fact chlorine is required, it can be removed at the residences by the use of a Point of Use carbon block filter. This has been used successfully in other communities in the RDCK.
- It will extend the life of the system dramatically by not annually introducing large amounts of sand and gravel into the distribution system.
- The use of a well and a reservoir only would insure operation and maintenance costs would remain reasonable in the years to come requiring only Cost-of-Living increases.
- This option would allow for expansion of the system thereby reducing costs for the current users.



In conclusion, the Sanca Park Water system needs to get off the Boil Water Advisory. There may be other options available for treatment but none of these are likely going to be any cheaper than the ones proposed herein. Regardless, the community needs to decide what their long range goals are so that the RDCK can put the planning in place to realize those goals. Even if a decision was made this fall it would take 6 - 12 months before construction could begin. Support from the majority of the community is needed before we can move ahead with any of these initiatives.

For further information or clarification on the above Options please contact the under signed.

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## **APPENDIX A – Homespring Unit**

Specifications for the Homespring Unit by Zenon

## **APPENDIX B – Freshpoint Unit**

Specifications for the Freshpoint unit by Pentek

## APPENDIX C – Water Sample Results

## APPENDIX D – Dual POE Chamber Conceptual Model

## **APPENDIX E – Map of Sanca Water System**

# FINAL REPORT

## Regional District of Central Kootenay

### *Sanca Park Water System Source Assessment*



This report is prepared for the sole use of Regional District of Central Kootenay. No representations of any kind are made by Urban Systems Ltd. or its employees to any party with whom Urban Systems Ltd. does not have a contract.

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## 1.0 EXECUTIVE SUMMARY

The report provides a source assessment of the Sanca Park water system located on the eastern shores of Kootenay Lake. Given the recent events and new information that is available, the RDCK is interested in taking a step back to re-evaluate the present system and potential options for moving this system forward with a sustainable source of water that can be supplied and treated in a cost effective manner. This report was developed to take the previous information available and combine it with some new assessment information to identify a sustainable water source for the Sanca Park Water System.

A comprehensive overview of community options has been undertaken including:

- A regional water system with supply from a central source;
- Kootenay Lake source;
- Groundwater source;
- Alternative sources such as trucked water supply;
- Dissolving the community water system; and
- Utilize the existing Sanca Creek Water Source.

It was concluded that the current water source, Sanca Creek, is the preferred source. Water supplied to the community from Sanca Creek is currently not treated and this contravenes the Drinking Water Protection Act and Regulations.

Four treatment options are presented for the Sanca Creek Source:

1. A new intake and treatment works on Crown Land with access via the Forestry Services Road. These treatment works would consist of basket strainers, two slow sand filtration cells, and chlorine disinfection with a concrete contact tank. This system would be operated without connection to the power grid;
2. Use the existing intake with treatment works at the end of Sanca Road in a below grade structure. These treatment works would consist of basket strainers, coarse cartridge filters for use during freshet only, UV disinfection, and chlorine disinfection with a pressure tank for chlorine contact time for virus and bacteria disinfection.
3. Point of Entry Treatment at the property line with the required appurtenances for sand and gravel control including a new intake and basket strainers as well as chlorine disinfection.
4. Although local well logs indicate that a well source may not be feasible to supply the community demands the RDCK requested that a well option be priced based on certain

assumptions. The RDCK should do additional investigation to confirm ground water quality in the area and the capacity of a well to supply the community if this option is pursued.

Point of Entry Treatment has not been proven to work in Sanca through pilot studies and the revised cost estimates based on recommendations from those pilot studies make the approach the most expensive of the options.

Option 1 has the lowest lifecycle cost but has a higher capital cost than Option 2 and 4. All options are significantly different in approach and we would recommend that these options be reviewed with RDCK staff, the Community and IHA to determine the preferred approach.

Estimated yearly cost per connection based on 29 connections for Option 1 is \$1,069 per connection. Estimated yearly cost per connection based on 29 connections for Option 2 is \$1,503 per connection. Estimated yearly cost per connection based on 29 connections for Option 3 is \$2,798 per connection. Estimated yearly cost per connection based on 29 connections for Option 4 is \$1,450 per connection. This includes amortization for the required borrowing over 20 years, operation and maintenance, and contributions to reserves for infrastructure renewal for the new treatment works but not the renewal of the distribution system. The costs for option four may be reduced to \$683 per connection if Interior Health agrees to defer UV treatment and chlorine contact for the well source and allows operator visits once per week. This would require confirmation that any well drilled is not under the direct influence of surface water.

It is proposed that one year of Turbidity monitoring, UV Transmittance testing and flow recording be undertaken to determine with certainty the treatment requirements and system integrity. This approach could significantly reduce the size of the required infrastructure and reduce costs. In addition the RDCK should confirm that Crown Land and/or Ministry of Transportation and Infrastructure will allow works to be constructed in the proposed locations.

## 2.0 INTRODUCTION

The Sanca Park Water System is one of the smallest water systems owned and operated by the Regional District of Central Kootenay (RDCK) with 31 accounts and 29 connections. Water is supplied to the community from Sanca Creek which is presently untreated. This mountain creek is subject to turbidity events and sand and gravel currently enters the system creating operational problems at the intake and in the distribution system. Water quality test results for 2008 and 2009 have been included in **Appendix A** for reference and show the presence of coliforms and e-coli bacteria. As a result, the system is on boil water advisory.

Urban Systems Ltd (Urban) completed a Sanca Park Water System Assessment in 2006 that investigated the existing source, water consumption and demand, distribution network, community growth, and fire protection. The 2006 report evaluated some risks and looked at treatment options for the existing source and made some recommendations for moving forward.

More recently the RDCK has examined Point of Entry (POE) treatment technology as an option for bringing the system into compliance with provincial regulations. POE systems are installed on the service connection for each customer prior to water use and can be installed at the property line or inside the house. A pilot test has been completed and a number of problems associated with this particular water system and the technology have been identified such as filter fouling and additional operational attention required for the ultraviolet treatment among others. Costs have been identified by the District to supply and install POE units as well as the operation and maintenance costs for these units. These costs were presented to the community by the RDCK and were deemed to be too expensive to make POE treatment feasible.

Currently the community water system intake and main transmission line are located on private land. There is an existing 1963 easement between property owners for maintaining and repairing the water pipelines (see **Appendix D**). These works were re-located since this easement was established and since that time discussions to acquire the land or to acquire a legal easement or Statutory Right of Way (SROW) have not progressed beyond preliminary discussions. To support these discussions a SROW plan was created (see **Appendix D**). Any proposed SROW plan and agreement would include the ability to construct and maintain any new treatment works. Any costs identified through these negotiations are an important consideration in determining the future of the water system.

Given the recent events and new information that is available, the RDCK is interested in taking a step back to re-evaluate the present system and potential options for moving this system forward with a sustainable source of water that can be supplied and treated in a cost effective manner. This report was developed to take the previous information available and combine it with some new assessment information to identify a sustainable water source for the Sanca Park Water System.

## 3.0 EXISTING SYSTEM OVERVIEW

Much work has been done in the past to review and evaluate the existing system. This section summarizes key information while avoiding reassessment of previous work. Updates have been provided where new data has become available.

### 3.1 Water License and Demand

The Licenses to withdraw water from Sanca Creek on the provincial record are as follows:

RDCK #C053792 for 29,038.15 m<sup>3</sup>/yr.

Stanley M & Theresa E Nowek #C032477 for 2.273 m<sup>3</sup>/d.

The 1979 Mecman report states that the Water Rights Branch estimate of low flow in Sanca Creek is 140 l/s. The approximate watershed area is 9,000 hectares (90 km<sup>2</sup>), yielding a low flow runoff of approximately 1.6 L/s per km<sup>2</sup>.

The system has never been metered, and there is no record of daily or annual water consumption. The current system services 29 connections (31 accounts), but only 5 to 10 of those have residents on a year-round basis. Lots are relatively large with only one lot larger than 2.5 acres.

The BC Design Guidelines for Rural Residential Community Water Systems (2004) can be used to estimate water demands. The 2006 Urban Systems report estimated the maximum daily demand (MDD) per single family residential unit as 5,200 l/d. This is made up of allowances for indoor use, system and residential water loss allowances and irrigation demands. With 29 single-family residential connections @ 5,200 L/d = 150,800 L/d (1.75 l/s).

Peak instantaneous rates for small communities can be as high as 3 times the MDD, or, in this case, approximately 5.24 L/s.

In 2006 Urban Systems approximated the yearly consumption as 15,390 cubic meters including consumption from the Elks Resort which is no longer on the system. Subtracting out the Elks Resort we have an estimated consumption that is less than half the licensed quantity.

The guidelines used above make significant allowances for overuse and leakage. It is strongly recommend that one year of metered data be collected on the system so that leakage can be assessed, as well as actual use patterns during the winter and summer.

Metered data may significantly reduce the size of the infrastructure and allow the RDCK to repair leaks prior to designing and constructing costly water treatment infrastructure.

### 3.2 Sanca Creek Intake

The creek intake was re-constructed in 1980. It utilizes an infiltration gallery as shown on **Figures 3.2a** and **3.2b**.

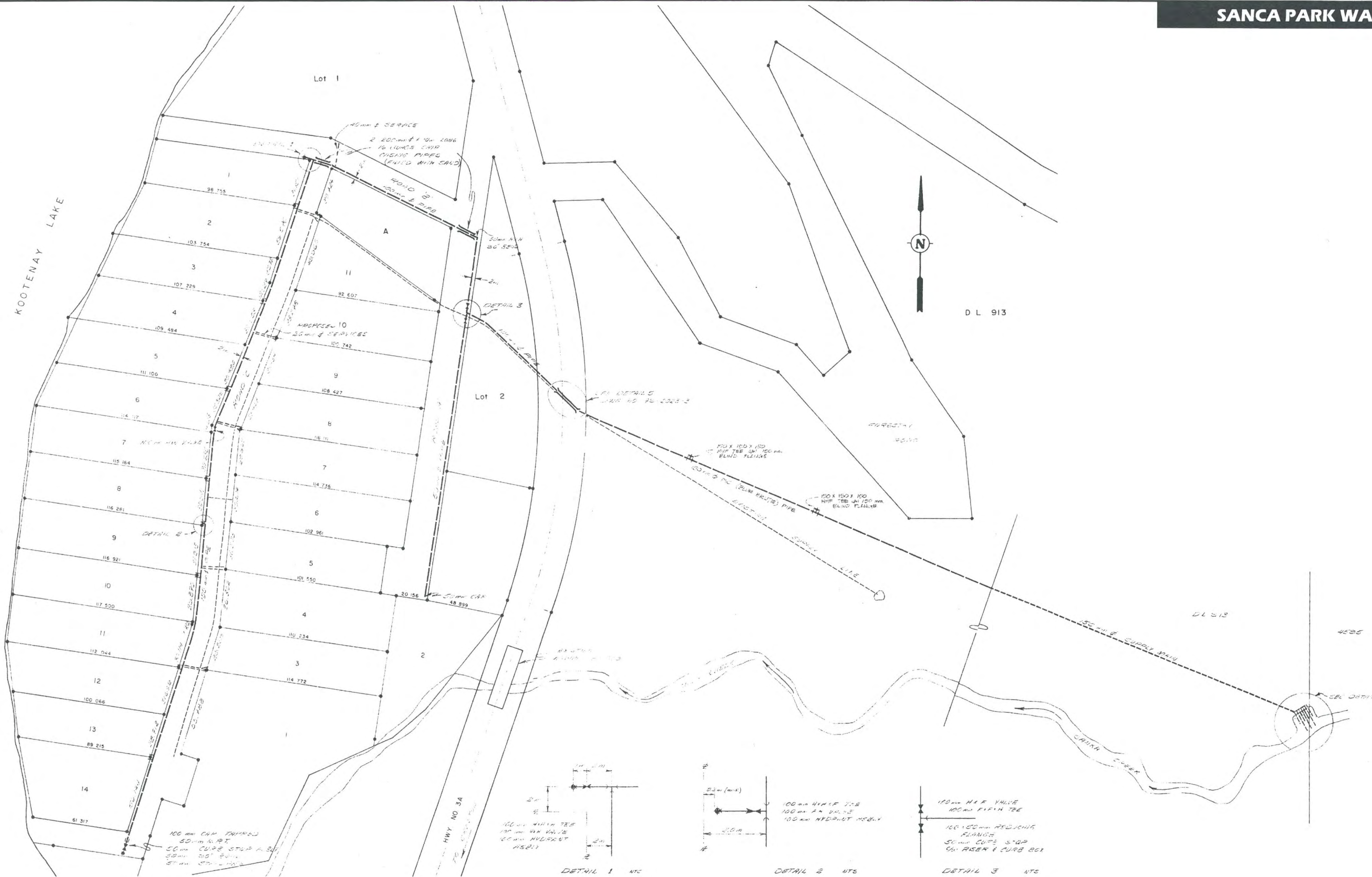
Three perforated pipes are extended to the centre of the creek channel, while four others are constructed in a filter bed beside the channel. All collector pipes are bedded in engineered drain rock material as shown on **Figure 3.2b**. A 25mm nipple is provided on the header to enable connection of high pressure air to backflush any sediment accumulations. In 2010 the RDCK cleaned the intake infiltration gallery.

### 3.3 Distribution Network

The supply and distribution network was completely rebuilt in 1980. It consists of a 150mm diameter supply main which comes across Highway 3A in a culvert casing. At that point it reduces to 100mm diameter and runs down Road B (connects the highway to Park Road) and Road C (Park Road) in the community. A 50mm diameter line is on Road A (Sanca Road) and a 50mm diameter service supplies the two properties North of the new development on the lands previously used for the Elks Resort.

The network has two 100mm diameter standpipes and a 50mm diameter flushout at the south end of Park Road. The system is depicted on **Figure 3.2a**. The RDCK has also recently performed maintenance on these standpipes.

A shed in the middle of Park Road houses 500 ft. (150m) of fire hose and is available to volunteers in case of fire. There is no fire-fighting truck in the area, and the system is not formally recognized as providing fire protection.



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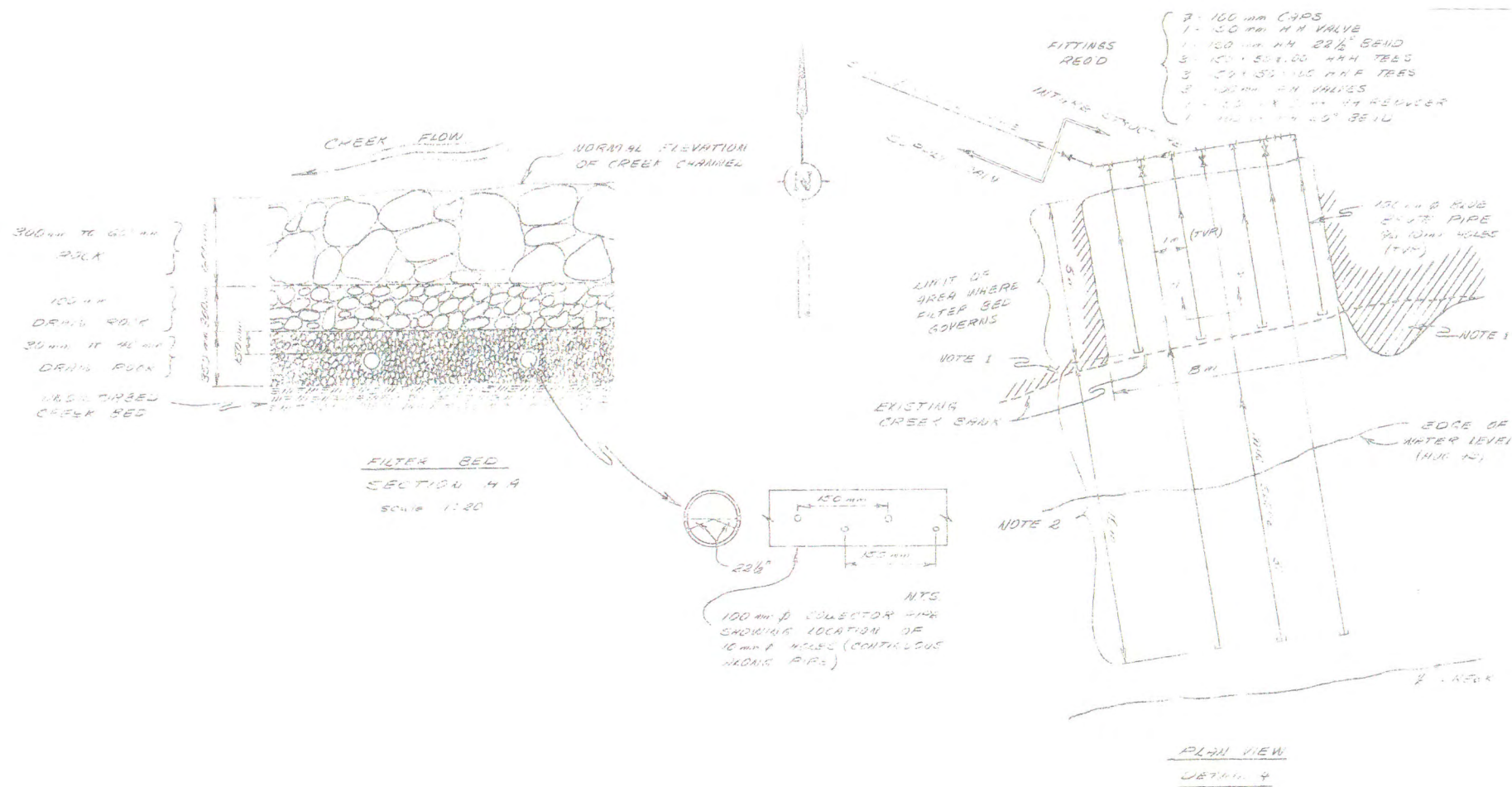
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**SANCA - PARK  
 EXISTING WATER SYSTEM**





### 3.4 Water Quality

Water is supplied to the community from Sanca Creek which is presently untreated. This mountain creek is subject to turbidity events and sand and gravel currently enters the system creating operational problems at the intake and in the distribution system. Water quality test results for 2008 and 2009 have been included in **Appendix A** for reference and show the presence of coliforms and e-coli bacteria. As a result, the system is on boil water advisory.

While this system is generally reported to have low turbidity there has not been any testing during freshet. Based on this anecdotal information this mountain creek may be similar to water quality results obtained on the Ymir system. Ymir's water quality is also reported to be excellent and testing showed that turbidity does rise above 1 ntu during freshet but typically does not go above 3 ntu.

### 3.5 System Pressures

The relative elevations at the intake and the subdivision produce the following static and dynamic pressures:

	Static (psi)	Dynamic at MDD (psi)
On Sanca Road	47	45
On Park Road	60	57

### 3.6 Growth Potential

The system designed in 1979 (by Mecman Engineering & Testing Ltd.) was based on the option referred to as Supply System "A".

Supply System "A" included relocating the inlet to a higher elevation (as an infiltration gallery), chlorination, 100mm diameter supply and distribution piping and two standpipes. It was intended to service 27 lots and the Elks Club facility.

The chlorination system was not installed, but the supply pipe was upsized to 150mm diameter.

The Mecman report also provided a Supply System "B", which included a higher intake location, an 81,000 Litre storage reservoir for fire storage, 150mm diameter distribution piping and 2 fire hydrants.

The intent of System “B” was to provide firefighting capacity and potentially service 30 to 60 lots on the east side of Highway 3A (Lot 913), owned by the Wynndel Box and Lumber Company. The report recommended that the extra cost of adopting System “B” over System “A” be assessed to Wynndel Box and Lumber Company if there were a desire to participate in the upgrade.

Recent dialogue with Wynndel Box and Lumber Company indicated that they may still be interested in a 2 to 12 lot subdivision. Discussions regarding this possible subdivision have been ongoing since the late 1970’s and there have been no firm commitments made to the RDCK.

There is capacity to expand the system from a water supply perspective and expansion would reduce the cost per connection paid for upgrades and O&M. However without a firm commitment the additional costs for a larger system without the user base to support it would be too onerous for the community to take on. It should be noted that expansion of the treatment works at a later date could be accommodated at an increased cost. In addition, any cost associated with specifically servicing new development can be borne 100% by the property owners including any pumping systems, water storage, and transmission lines. While Sanca currently does not have a system extension fee other RDCK systems have an extension fee of \$10,000 per service. The same can be applied in Sanca.

### **3.7 Fire Protection**

The community does not have any formalized fire protection system. There are two 100mm diameter standpipes and one 50mm diameter standpipe. There is also 500 feet (150m) of 50mm diameter fire hose located in a shed halfway down Road C for the use of residents in case of fire.

These facilities do not conform to any formal firefighting standard, nor is there any firefighting storage in the system. It is not known if any of the residents have any training in firefighting. The utility is therefore deemed as not providing fire protection and the RDCK has confirmed that fire protection was not to be included as part of this study.

Storage is not required if there is no formal fire protection status except as required for the treatment system to buffer peak hour demands and to meet log removal credits for chlorine contact time.

## 4.0 WATER SOURCE OPTIONS REVIEW

This water system has been reviewing upgrade options since 1979 and while some work has been done on the system over the years, water treatment has not been implemented in the community. To support the community in the review process it is desirable to take a broad brush approach to reviewing possible water sources to ensure that this report captures all potential options for review. While some of these options may not be appealing for various reasons, consolidating the options in one place allows for a comprehensive review process.

### 4.1 Regional Water System

The Sanca Water System is located in Area A of the RDCK which has almost 60 small water systems. Many of these are located on the east shore of Kootenay Lake (please see **Appendix B** RDCK Regional Water Maps Page 1 Water Systems for a detailed overview of systems within the RDCK). Based on the beauty of the surrounding area it would not be unexpected to continue to see development on the east shore of Kootenay Lake. It is recognized in BC that small water systems will be challenged to address water quality issues and to treat their water to the new guidelines and standards. Contemplating individual treatment and storage facilities for all the existing small water systems in Area A and the potential for new systems to support development prompts one to question if a regional approach might be more affordable.

**Appendix B** identifies several issues that should be considered in reviewing a regional system. Page 2 indicates that there are existing systems in the area that are requesting RDCK assistance: Wynndel Irrigation District and Armstrong Bay Water System. There may be others that would be willing participants in a regional approach if it could be demonstrated that the costs were more affordable than remaining independent.

Many of the existing small water systems on the east shore have source water that is dependent on mountain streams. **Appendix B** also has mapping that shows some potential risk items that should be considered. Snow Pack is showing a 10 to 24% decline on that side of the lake (page 5 **Appendix B**) which could impact source waters in addition some systems may be at risk of geological hazards (page 3 of **Appendix B**). A well designed regional system could go a long way to mitigating some of these risks.

The RDCK did a study in May of 2008 called the Arrow Creek Water Treatment and Supply System. This report indicates that there is a surplus of high quality treated water available for other communities if piping infrastructure was put in place. One section of the report examines an option to supply water throughout the Creston Valley. Given that water from Arrow Creek is supplied to the north side of the Town of Creston the same principles could be applied to piping water north along the east shore of Kootenay Lake.

This would allow water treatment operations to be provided at one central location and a greater number of users to support the service.

For Sanca service from Creston would not be a possibility unless all the water systems between Creston and Sanca (as well as others north of Sanca) agreed to be part of the regional approach and agree to support the pipeline as it would require about 35 kilometers of pipe. For example there would be approximately 8 kilometers of pipe to get service to Wynndel and so on down the lake. A conservative estimate for 200 mm watermain in the Kootenays is estimated at \$180 per meter as an all in unit price. It is also important to note that without other users on such a long pipeline, water would become stagnant due to the low winter demands in Sanca.

The other challenge is bringing all parties together and creating an agreeable approach in a reasonable time frame. In addition, communities would likely need to adopt a long term approach and recognize that the lifespan of a PVC pipeline that is installed properly could be greater than 100 years whereas water treatment facilities typically need renewal on much shorter timescales adding unnecessary costs to small community systems.

There may be other centralized regional approaches to providing service but these options are beyond the scope of this report, as they are much more varied and complex. Other communities have adopted the regional long term view and have been successful at securing funding for such an approach.

## 4.2 Kootenay Lake

Sanca is adjacent to Kootenay Lake and therefore it is difficult to ignore this large body of water as a potential water source. A significant amount of work has been done to study the lake water quality and in general the water quality is good. BC Hydro has reported that the turbidity in the lake has declined since the dams have been installed. However it is a surface water source and in 2010 the Ministry of Environment released the Kootenay Lake Nutrient Restoration Program, Year 16 (North Arm) and Year 4 (South Arm) (2007) Report which states:

*In the period 1997-2007, average turbidity values ranged from 0.29-0.99 NTU in the North Arm and 0.25-1.80 NTU in the South Arm (Table 3.4). The increase in turbidity in the spring of 1997 could be attributed to higher discharge from the Kootenay River.... The increase in turbidity during the spring months in the South Arm in 2006 and 2007 could be attributed to additional discharge entering the lake resulting from a change in Libby Dam operations.*

Sanca is located in the South Arm and based on this report it would seem that during portions of the year turbidity could be expected to be above 1 NTU. Interior Health notes the following regarding turbidity under their 4-3-2-1-0 Drinking Water Objective:

*The Guidelines for Canadian Drinking Water Quality currently specify that the filtered treated water turbidity should have a target of less than 0.1 NTU at all times. Specific filtration technologies may have target turbidity ranges from 0.1 to 1.0 NTU. Exemptions for filtration may be considered for those systems that use two disinfectants plus maintain chlorine residual in the distribution system and can demonstrate compliance with the GCDWQ for exemption for filtration.*

If the community chooses to make use of Kootenay Lake instead of their current gravity creek source they would still need to filter the water and in addition they would need to pump the water to a new storage reservoir. New land would also need to be acquired to site the new treatment works. Based on the need for filtration, pumping and new land acquisition this option is not likely to be cost effective for the community unless the current source were determined not to be a sustainable source over the long term.

#### 4.3 Groundwater

Communities have often investigated groundwater as a potential source when filtration is required for their surface water source. This helps keep treatment costs low or in some cases, if the well is in a confined aquifer with good water quality, to eliminate the need for treatment all together. Based on a review of the area the following is noted:

- There are no aquifers mapped in the area (see **Appendix B** page 9);
- The only viable location to drill a well to get the volumes needed in this area is near the lake;
- Any well drilled would likely be hydraulically connected to the lake and may be considered groundwater under the direct influence of surface water (GUDI);
- A GUDI source will still require ultra violet and chlorine disinfection;
- If there are any other water quality issues with the well the water may require additional treatment such as filtration and chemical addition; and
- Well logs in the area show a range of production capacities from 2.5 USgpm to 30 USgpm or 0.16 l/s to 1.89 l/s (see **Appendix C** for local well information).

The 1979 Mecman report states that the Water Rights Branch estimate of low flow in Sanca Creek is 140 l/s demonstrating that there is significantly higher flow available in Sanca Creek than would be available through groundwater pumping in the area. The 2006 Urban report calculated the MDD as 207,500 l/d or 2.4 l/s and this report revised that number based on the current situation to 1.75 l/s. Instantaneous rates for small communities can be as high as 3 times the MDD, or, in this case, approximately 5.25 L/s.

Based on this, if a well were used it would still require treatment, it would require pumping to an elevated storage reservoir, and likely multiple wells would be needed to meet the demand as well as significant storage volumes. The only benefit would be the possibility of eliminating the need for filtration. However, this would be offset by the cost of drilling multiple wells to meet the demand, increased storage, and does not eliminate the risk of other treatment sometimes associated with ground water. In addition operational costs would increase due to pumping water. Based on this information this would not likely be a cost effective option for the community.

Individual wells could be drilled, however each house in the community is currently disposing of wastewater using septic fields. Interior Health requires each parcel to be a minimum size of 2.5 acres to allow a well and septic field on the same lot. All but one lot in this community are smaller than this minimum size restriction. Therefore, individual wells would not be an option with an onsite septic system.

The RDCK has requested that a cost estimate be developed based on the assumption that a single well with sufficient capacity could be drilled near Sanca Creek at the end of Sanca Park Road and the water quality would be good. Under this option pressure tanks would be used instead of a storage reservoir and standby power would be provided to allow water supply during power outages. The RDCK also believes they may initially be able to get agreement from Interior Health to install a treatment system that uses only chlorine for the proposed well source.

#### **4.4 Alternative Sources**

In drought stricken places or areas where water is not available, rainwater harvesting has been employed and or trucking in water to each individual house. While there are homes that truck in water in Alberta there do not appear to be any trucked drinking water operations in BC nor would this be a cost effective alternative for this community. The same goes for rainwater harvesting. The community demands are much too high for this to be a viable alternative. Also there do not appear to be any systems like this that have been approved. Rainwater harvesting has been used in communities in BC to supplement outdoor irrigation but not for drinking water.

#### **4.5 Dissolve the Community Water System**

There do not appear to have been any circumstances in the Province where a water system owned and operated by a Regional District was permitted to be dissolved. The current regulations are set up to allow improvement districts or community water systems to be dissolved and assets and ownership transferred to a local government. It is unlikely that the RDCK could divest themselves from this system under the current provincial governance structure.

#### **4.6 Existing Sanca Creek Water Source**

Sanca Creek, based on the limited information available, has ample water available to supply the community. The water license held by the RDCK also has ample water to supply the community and even expand it to more than twice the current size if it was desired. Water supply is not the issue. If the community were contemplating expansion consideration should be given to climate change scenarios such as declining snow pack and pine beetle infestation and how this may impact the watershed, water supply and water quality.

Water is fed by gravity to the community and pressures within the community meet the minimum standard of 35 psi. However, pressures above Highway 3A do not meet the minimum standard and therefore any development at Highway 3A or above would require a booster pump station or would require moving the intake upstream.

The intake infrastructure and pipeline for this source is located on private property. There is an existing easement over the area to operate and maintain the works. Discussions have taken place over the years regarding securing a statutory right of way that would formalize any agreement for operation, maintenance and installation of the existing and any proposed works. At this time this has not been completed.

#### **4.7 Preferred Source**

Based on the options reviewed Sanca Creek remains the preferred source and the options for upgrades should be based on that source. Please note that any upgrades on Lot 913 will likely require the approval of Wynndel Box.

#### **4.8 Do Nothing**

The RDCK is concerned about drinking water quality and the ongoing boil water advisory and the liability associated with not meeting current regulations. They faced similar challenges with respect to treatment upgrades in South Slocan. South Slocan was presented with a detailed proposal to move forward that included a summary of costs, as well as user fees and taxes to support the upgrades. The community voted no to the proposal. Subsequently the Interior Health Authority ordered the RDCK to move forward via the Drinking Water Protection Act and the upgrades were implemented and the necessary fees and taxes levied to support the required upgrades. Under this scenario a community loses the flexibility on how to move forward.

It is noteworthy that Interior Health will work with communities to establish longer term plans to bringing the system up to standards prior to taking similar action as in South Slocan.

## 5.0 WATER QUALITY TARGETS AND CURRENT HEALTH RISKS

The BC DWPA (Drinking Water Protection Act) and the accompanying Regulations provide the required water quality parameters for reduced risks to public health. Interior Health has declared a more comprehensive set of targeted constituents. These are referred to as the 4-3-2-1-0 Drinking Water Objective. Water suppliers will be required to provide long term plans to reach the goals of:

- 4 log inactivation of viruses
- 3 log removal or inactivation of Giardia Lamblia and Cryptosporidium
- 2 refers to two treatment processes for all surface drinking water systems
- 1 for less than 1 NTU of turbidity with a target of 0.1 NTU
- 0 total and fecal coliforms and E. Coli

Interior Health has indicated that they would consider phased plans to meet the 4-3-2-1-0 treatment objective.

An Order-in-Council (No. 879, approved and ordered on December 8, 2005) repeals Section 1 of the Drinking Water Regulation, BC Reg. 200/2003 and replaces it with provisions for “small” systems. Small systems are defined as those that serve up to 500 individuals during any 24 hour period.

Interior Health objectives for water quality apply equally to “small” water systems. The Order-in-Council does allow provisions for achievement of “potable” water with in-house Point-of-Entry or Point-of-Use treatment systems.

The system currently has minimal sand and gravel around the infiltration gallery intake. There is no other protection against viruses, bacteria, and protozoan cysts such as Giardia or Cryptosporidium.



## 6.0 WATER TREATMENT FACILITY LOCATIONS

In an effort to narrow down the possible scenarios, treatment options are examined first based on suitable locations for a treatment facility using the preferred source Sanca Creek.

### 6.1 Point of Entry Treatment Systems

The RDCK has done several studies and pilot trials over the years on the use of point of entry (POE) treatment systems. Sanca had a system pilot tested in the community. Sand and gravel, high water demands, water temperature, power surges, brownouts and outages created problems with the operation of this system. This is all documented in the RDCK report Sanca Park Water System of July 23, 2009.

The report does go on to state that:

- *Consistent (raw) water quality is required for POE systems;*
- *Passive pressure membrane filters that require minimal power and provide certified log credits for removals... would reduce operational issues;*
- *Splitting raw water supply from potable water supply would prove beneficial and extend the life span of POE equipment;*
- *Access to equipment 24/7 is important and therefore must be contained in a vault at the property line;*
- *It will likely be necessary to inject chlorine at source in order to maintain the integrity of the distribution system and as well provide a second barrier for disinfection. The chlorine could then be removed using a carbon block filter at the property line.*

The POE cost estimates presented in 2009 were based on the assumption that a well could be drilled to improve water quality making the operation of the POE systems less problematic. A desk top review of the area indicates that a single well source is not capable of supplying enough water for the community. Therefore, if the existing intake were continued to be used instead of a well source, this would require a headworks facility to create a consistent raw water quality prior to treatment with POE systems.

### 6.2 Centralized Treatment System Options

Two options are presented for consideration. The first involves a new intake structure on Crown Land above lot 913 and the second involves keeping the existing intake. Any upgrades on Lot 913 will likely require the approval of Wynndel Box.

### 6.2.1 New Intake Crown Land

There is an existing Forestry Services Road over Lot 913 providing access to the Crown Land above 913. The RDCK may be able to acquire land from the Crown above lot 913 at little or no cost. Under this scenario the RDCK would install a new intake further upstream and build the necessary treatment works. Access to the facility would be via the existing forestry services road. The existing intake would be retained for emergency use or plant bypass requirements. See **Figure 6.2.1**.



**Figure 6.2.1**

Getting power to the site would be problematic and costly therefore the following is proposed:

- New diversion structure designed to minimize sand and gravel intrusion
- Manual double basket strainer for sand and gravel removal;
- 2 celled slow sand filter operated by gravity;
- Accu-Tab gravity operated chlorination system;
- Chlorine contact chamber;
- Turbine flowmeter or battery powered magnetic flow meter; and
- Power generation with a small water turbine with battery backup to power turbidity and chlorine residual monitoring with emergency notification over a cellular network.

The entire system would operate by gravity without the need for power from the grid. The proposed process would only need a small building to house the chlorination equipment and the sand filter would be buried for insulation. Access would be provided on one side with marine doors.

The treatment train is designed to get the required log credits for the pathogens noted in **Section 5.0**.

### 6.2.2 Existing Intake and Treatment Vault

If the RDCK is unable to secure a statutory right of way or permission to make upgrades on Lot 913, another option would be to install a below grade treatment vault at the end of Sanca Road (see Figure 6.2.2).

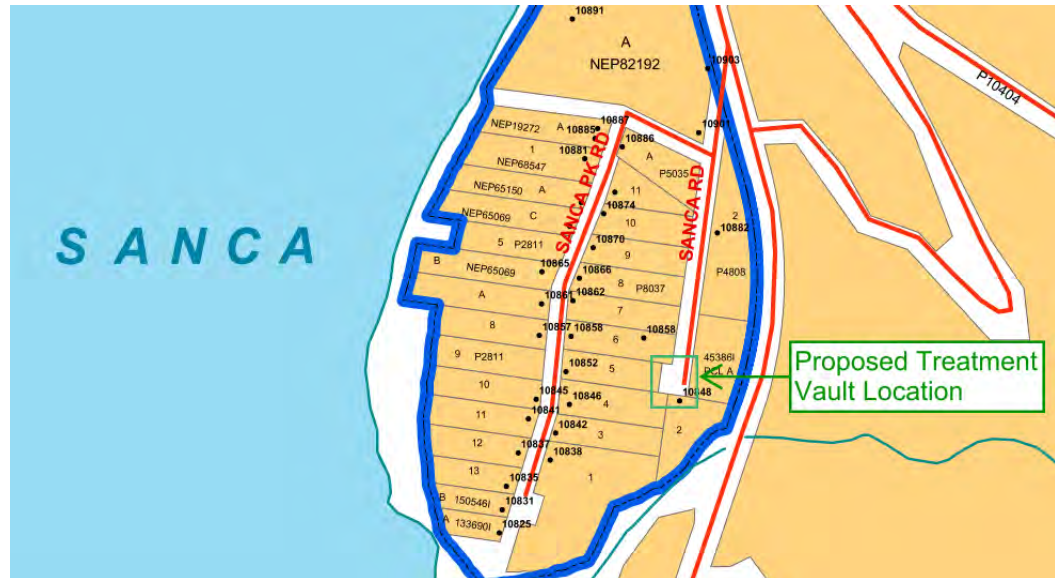


Figure 6.2.2

There is power available at this location and this area is approximately 30 meters by 30 meters. Under this scenario the following is proposed:

- Below grade treatment vault with stairwell access to eliminate the need for confined space entry;
- The stairwell will need an above grade building cover approximately 1.7 meters by 5.6 meters;
- Single phase power service and telephone line;
- Approximately 160 meters of raw water line;
- Approximately 160 meters of treated water line;
- Manual double basket strainer for sand and gravel removal;
- 50 micron and 10 micron cartridge filters in series to be used only during freshet when Turbidity is above 1 ntu to keep operational costs low;
- UV reactor;
- Chlorine disinfection using Sodium Hypochlorite with in line pressure vessel contact tank; and
- On line SCADA system to measure flows, turbidity, and residual chlorine.

The treatment train is designed to get the required log credits for the pathogens noted in Section 5.0. Note the inline pressure vessel would be designed to kill viruses and

bacteria and not protozoa. Typical 4-log (99.99%) inactivation for virus and bacteria is achieved at CT values of 4 to 8. This is dependent on a number of factors which would be reviewed during design.

### 6.3 Well Source Option

The RDCK has requested that a well source option be investigated located at the end of Sanca Park Road (see **Figure 6.3**). Based on the well log review a single well may not be able sustain the community water demands and there is no well water quality data to suggest that the water quality will be good.



Figure 6.3

We have assumed that a single well could supply the community and that the water quality will be good. This will need to be confirmed by the RDCK by doing some additional investigation for the existing wells in the area. Under this scenario the following is proposed:

- Single well;
- Below grade treatment vault with stairwell access to eliminate the need for confined space entry;
- The stairwell will need an above grade building cover approximately 1.7 meters by 5.6 meters;
- Single phase power service and telephone line;
- UV reactor;

- Chlorine disinfection using Sodium Hypochlorite with in line pressure vessel contact tank;
- Bladder tanks to sustain system pressure to cycle the well pump;
- Backup power; and
- On line SCADA system to measure flows, turbidity, and residual chlorine.

The treatment train is designed to get the required log credits for the pathogens noted in **Section 5.0**. Note the inline pressure vessel would be designed to kill viruses and bacteria and not protozoa. Typical 4-log (99.99%) inactivation for virus and bacteria is achieved at CT values of 4 to 8. This is dependent on a number of factors which would be reviewed during design.

## 7.0 COST COMPARISONS

Class D Cost estimates have been provided for a new intake on Crown Land with associated treatment works, keeping the existing intake with a new treatment vault on Sanca Road, and Point of Entry Treatment. A regional approach to water treatment has not been reviewed due to the wide array of possible options. District Lot 17 might be available for a new treatment plant however this would require about 900 meters of new raw water pipe and 900 meters of new treated water pipe making the approach less cost effective than the treatment vault on Sanca Road.

### 7.1 New Intake on Crown Land and Slow Sand Filter

The filter size is based on a:

- hydraulic loading rate of 0.15 m/hr (3.6 m/day),
- two cell design to allow cleaning,
- MDD of 1.75 l/s or 151 m<sup>3</sup>/d,
- Peak hour is buffered by some additional capacity in the chlorine contact tank and pipeline,
- Headwater depth of 1 meter above filter sand,
- Initial filter bed depth of 0.9 m,
- Minimum filter bed depth of 0.5 m,
- Gravel bed depth of 0.5 meters, and
- Freeboard of 0.6 meters.

The required filter surface area is approximately 21 m<sup>2</sup> per cell.

This option assumes that the RDCK will be approved to build the treatment works on Crown Land at no cost to the District. It also assumes that there will be cell coverage at the location for alarm dial out. Grid power is not required for this treatment option. The capital costs and O&M costs are summarized below. Please note that it is highly recommended that the RDCK perform at least one year of water quality testing and metering on the system to confirm that the raw water quality meets the required parameters for slow sand filtration. Metering the system will result in a better understanding of water demands and leakage and could lead to downsizing treatment infrastructure with reduced costs.

### Capital Cost

Item	Cost
Clearing, site prep and access	\$ 10,000
New diversion structure and piping	\$ 35,000
Manual double basket strainers and vault	\$ 10,000
Slow sand filters (2 cells)	\$ 126,000
Accu-Tab chlorination system and enclosure	\$ 15,000
Chlorine contact chamber	\$ 18,000
Flow meter	\$ 5,000
Chlorine and turbidity monitoring	\$ 5,000
Sub Total	\$ 224,000
Contingency Class D Cost Estimate (35%)	\$ 78,400
Sub Total	\$ 302,400
Engineering (15%)	\$ 45,360
Reserves	\$ (56,000)
Gas Tax Funds	\$ (40,000)
<b>Total</b>	<b>\$ 251,760</b>

**Capital Amortization Costs based on 20 years at 4% MFA (per year per connection) \$ 639**

### O&M Cost

Item	Cost
Power (no grid power in this option)	NA
Telephone (cell \$50/month)	\$ 600
Chemicals and incidentals	\$ 1,500
Filters (sand replacement fund per year)	\$ 1,000
*Operator maintenance \$50 per hour 1 time per week 2 hours per day	\$ 5,200
Snow clearing forestry service road	\$ 1,200
Infrastructure renewal fund	\$ 2,957
<b>Total per year</b>	<b>\$ 12,457</b>

\*Note: Suggested requirement by RDCK for this type of system.

**O&M cost per connection per year (29 connections) \$ 429.54**

**Total Cost Per Year Per Connection \$ 1,068.54**

## 7.2 Keep Existing Intake and Add Treatment Vault on Sanca Road

This option assumes that the RDCK will be approved to build the treatment works at the end of Sanca Road. It also assumes that single phase power and telephone are available adjacent to the site. The capital costs and O&M costs are summarized below. Please note that it is highly recommended that the RDCK perform at least one year of water quality testing and metering on the system to confirm that the raw water quality meets the required parameters for the proposed treatment process. This option assumes that turbidity in the water will be similar to water quality in Ymir. Metering the system will

result in a better understanding of water demands and leakage and could lead to downsizing treatment infrastructure with reduced costs.

**Capital Cost**

Item	Cost
Clearing, site prep and access	\$ 5,000
Below grade treatment vault with stairwell access	\$ 42,000
Single phase power service and telephone line	\$ 10,000
160 meters of 200 mm raw water line	\$ 28,800
160 meters of 200 mm treated water line	\$ 28,800
Manual double basket strainers	\$ 5,000
50 micron and 10 micron cartridge filters	\$ 10,000
UV reactor and appurtenances	\$ 35,000
Chlorine disinfection with in line pressure vessel contact tank	\$ 40,000
On line SCADA system to measure flows, turbidity, and residual chlorine.	\$ 10,000
Sub Total	\$ 214,600
Contingency Class D Cost Estimate (35%)	\$ 75,110
Sub Total	\$ 289,710
Engineering (15%)	\$ 43,457
Reserves	\$ (56,000)
Gas Tax Funds	\$ (40,000)
<b>Total</b>	<b>\$ 237,167</b>

**Capital Amortization Costs based on 20 years at 4% MFA (per year per connection) \$ 602**

**O&M Cost**

Item	Cost
Power (heat, light, and UV - average \$200/month)	\$ 2,400
Telephone (landline \$50 per month)	\$ 600
Chemicals and incidentals	\$ 1,500
Cartridge Filters (freshet only)	\$ 800
UV Bulbs	\$ 800
Operator maintenance \$50 per hour 3 times per week 2 hours per day	\$ 15,600
Infrastructure renewal fund	\$ 4,429
Total per year	\$ 26,129

**O&M cost per connection per year (29 connections) \$ 901.01**

**Total Cost Per Year Per Connection \$ 1,503.01**

**7.3 Point of Entry Treatment Systems**

We have reviewed the costs in the RDCK report and note the following:

- Only 16 vaults have been allowed and it is assumed that this is based on properties sharing treatment vaults;



- Solar power cost seems low to run each system and there may be insufficient solar power to run the system without proper battery backup;
- A well system is not feasible to feed the POE systems and therefore a headworks system would be needed to remove sand and gravel;
- Constructing new works in the existing easement has not been authorized and therefore new works would be required on Crown Land with a new intake; and
- The estimate is a Class D Cost Estimate and should have a contingency of 35%

The RDCK original Estimate was \$492,500 for the system outlined in the report July 23, 2009 report. We have updated the capital costs and O&M costs using the POE costs provided in the RDCK report and the revised contingency.

#### Capital Cost

Item	Cost
Clearing and site access new intake	\$ 10,000
New Intake	\$ 35,000
Manual double basket strainers and vault	\$ 10,000
Accu-Tab chlorination system and enclosure	\$ 15,000
Chlorine contract chamber	\$ 18,000
POE vaults at property line (16)	\$ 73,600
Split Irrigation to reduce flow to POE	\$ 14,500
POE Units	\$ 145,000
Solar power and battery backup	\$ 43,500
Sub Total	\$ 364,600
Contingency Class D Cost Estimate (35%)	\$ 127,610
Sub Total	\$ 492,210
Engineering (15%)	\$ 73,832
Reserves	\$ (56,000)
Gas Tax Funds	\$ (40,000)
<b>Total</b>	<b>\$ 470,042</b>

**Capital Amortization Costs based on 20 years at 4% MFA (per year per connection) \$ 1,193**

#### O&M Cost

Item	Cost
Power (not connected to grid power)	NA
Telephone (no alarm dial out)	NA
Chemicals and incidentals	\$ 1,500
Operator maintenance average 2 hours per month per unit \$50 per hour	\$ 34,800
Infrastructure renewal fund	\$ 10,245
<b>Total per year</b>	<b>\$ 46,545</b>

**O&M cost per connection per year (29 connections) \$ 1,605.00**

**Total Cost Per Year Per Connection \$ 2,798.00**

## 7.4 Well Source Option

The RDCK requested that we price the well source option assuming that a single well could be drilled to accommodate the required flows and assuming the water quality would be good. While the cost table below includes the provision for UV treatment and a chlorine contact tank, there may be opportunities to work with Interior Health to monitor the water quality to determine if UV treatment is required and if a chlorine contact chamber is required. Removing these costs and reducing site visits to once per week reduces the total cost per connection to \$683 per connection.

### Capital Cost

Item	Cost
Clearing, site prep and access	\$ 5,000
Well drilling, completion, testing, pad and casing	\$ 25,000
Well pump	\$ 10,000
Below grade treatment vault with stairwell access	\$ 42,000
Single phase power service and telephone line	\$ 10,000
UV reactor and appurtenances	\$ 35,000
Chlorine disinfection with in line pressure vessel contact tank	\$ 40,000
Bladder pressure tanks	\$ 10,000
On line SCADA system to measure flows, turbidity, and residual chlorine.	\$ 10,000
Backup power	\$ 15,000
Sub Total	\$ 202,000
Contingency Class D Cost Estimate (35%)	\$ 70,700
Sub Total	\$ 272,700
Engineering (15%)	\$ 40,905
Reserves	\$ (56,000)
Gas Tax Funds	\$ (40,000)
<b>Total</b>	<b>\$ 217,605</b>

**Capital Amortization Costs based on 20 years at 4% MFA (per year per connection) \$ 552**

### O&M Cost

Item	Cost
Power (heat, light, UV and pumping )	\$ 2,700
Telephone (landline \$50 per month)	\$ 600
Chemicals and incidentals	\$ 1,500
UV Bulbs	\$ 800
Operator maintenance \$50 per hour 3 times per week 2 hours per day	\$ 15,600
Infrastructure renewal fund	\$ 4,853
<b>Total per year</b>	<b>\$ 26,053</b>

**O&M cost per connection per year (29 connections) \$ 898.39**

**Total Cost Per Year Per Connection \$ 1,450.39**

## **8.0 WATER CONSERVATION**

Serious consideration should be given to water conservation in this community as a green approach to the proposed upgrades. Reducing the volume of water used in the community through the use of water meters, a ban on irrigation with potable water, roof leader and rainwater capture and storage for irrigation, or alternative irrigation supply may result in significant capital and O&M cost reductions. A green approach may also make the project eligible for grants.

## 9.0 CONCLUSIONS AND RECOMMENDATIONS

### 9.1 Assessment Summary

#### 9.1.1 Source Water

Sanca Creek is a reliable source of water for this community and the predicted watershed yield surpasses the current consumption rate in moderate drought conditions. It is the preferred source for this community.

The water quality is good and while there are activities in the watershed such as logging and recreation, the risk of source contamination is relatively low.

Although long-term sampling and turbidity monitoring has not been done it is expected that turbidity will exceed 1 ntu during freshet and therefore some form of filtration is required.

#### 9.1.2 Infrastructure

The supply and delivery network was constructed in 1980, using PVC pipe. If this was constructed properly with pipe bedding, the pipe should have a lifespan of 100 years if properly maintained. Routine flushing, cleaning and valve exercising should be undertaken on a regular and consistent basis; risk of service loss is low. Leakage has not been assessed and cannot be determined without centralized flow recording.

The existing infiltration gallery system operates competently, but will require regular back flushing to prevent clogging with sand and gravel.

The system is not intended to provide formal fire protection. Conversion to a fire protection system would require significant changes to pipe sizes, hydrants and storage. This is not envisioned at this time.

#### 9.1.3 Microbial Risks

Microbes and protozoan cysts are endemic in BC Interior surface waters and adequate barriers for inactivation should be provided, as well as for viruses and bacteria.

#### **9.1.4 Operation and Maintenance**

The system is currently visited monthly by Erickson system operators. A local qualified operator is preferred to reduce travel time and to support emergency call outs. Once the new system is on line additional operator attention will be required.

#### **9.1.5 Financing**

The current user fee of \$520 per connection plus a \$50 parcel tax does not provide sufficient revenue to properly operate and maintain the utility. User fees need to be increased to cover the costs of a proper operating protocol and to allow for the addition of a treatment system. It is our understanding that user fees are expected to increase again in 2013 by 20%.

#### **9.1.6 Lowest Cost Treatment Approach**

The RDCK has noted that the New Intake Option will likely need only one visit per week. This approach makes this system the lowest cost option at \$1,069 per connection. If the well source is considered further additional investigation is required as well as discussions with Interior Health on treatment requirements.

Additional water quality data and metering of the system is required to properly size infrastructure and to confirm treatment requirements. A better understanding of these parameters could reduce costs.

## **9.2 Conclusions**

The Sanca Park system is in reasonably good condition and has reliable and good quality source water. It does not provide fire protection and any upgrade to fire protection would be at the choice of the residents. Fire protection infrastructure must be accompanied by a trained fire department and adequate equipment.

In terms of meeting Interior Health standards for microbial protection, the addition of treatment works is required.

Solutions are proposed that will allow the District to move forward without the need for further negotiation with the land owner of DL 913 however it is recommended that this report be reviewed with the land owner prior to moving forward with any upgrades. Additional users on the system would make the addition of treatment works more cost effective. Please note if any upgrades are required on Lot 913 they will likely require the approval of Wynndel Box.

### 9.3 Recommended Implementation Plan

The recommended implementation plan is as follows:

#### 9.3.1 Year 2013 Activities

##### 1. **Well Investigation, Crown Land and MoTI ROW**

If the RDCK wishes to pursue the well source option additional investigation work should be conducted to determine the water quality to confirm that specialized treatment is not required. Expected well capacity should be confirmed by a hydro geologist to determine if a well can meet community demands. Discussions with Interior Health should also be had to confirm if the UV and chlorine contact tank can be deferred.

The RDCK should also confirm that proposed works for each option could be constructed on Crown Land or in MoTI ROW.

##### 2. **Plan Ratification**

Submit the report to Interior Health for review and approval. At this time the report should also be reviewed with the community and with Wynndel Box and Lumber. Wynndel Box and Lumber should be given an opportunity to be part of the upgrades given that it will be more expensive for them to add on to the system at a later date. Any additional costs for capital upgrades to support the improved pressure required for the development on DL 913 would be incurred by the Owner of that land. If the Owner was open to granting a statutory right of way for treatment works on DL 913 there could be some minor capital cost savings for the RDCK under Option 1 if a new intake was not required on Crown Land provided the hydraulic grade line was sufficient to operate the treatment works without compromising the system pressure. Please note if any upgrades are required on Lot 913 they will likely require the approval of Wynndel Box.

##### 3. **Monitoring Program**

Purchase and install a continuous reading turbidimeter and record turbidity for one year. Sample monthly for UV transmittance (UVT) over the same year. The turbidimeter can be installed in the home of a permanent resident. It can be moved to the treatment facility at a later date. Sample results should be correlated with raw water samples from the creek during freshet with a hand held turbidity meter. Monitoring equipment should be installed prior to freshet 2013.

Purchase and install a flowmeter on the main supply line. This will require power and an access chamber. This unit can also be relocated to the treatment facility at a later date.

During freshet perform a particle size distribution analysis for a single water sample.

**4. Operation and Maintenance Plan**

Review the operations and maintenance activities of other RDCK systems in the area and integrate Sanca Park in the network. Prepare a sampling and testing program that dovetails with sampling and testing at other utilities.

Estimated 2013 Expenditures:

Turbidimeter, UVT and Flowmeter Installation:	\$10,000
Sampling and Testing:	3,000
Total	\$13,000

**9.3.2 Year 2014 Activities**

**1. Review Monitoring Program Data**

- Confirm filtration and UV requirements with Interior Health on the basis of one year's turbidity monitoring and UVT testing.
- Establish design flows from flowmeter recordings.
- Determine if there is significant leakage from flowmeter recordings.
- Identify leaks and repair as required to reduce system demands.

**2. Prepare Tender Ready Documents**

Complete the design and update the cost estimates for the treatment facility.

**3. Apply for Funding Assistance**

Prepare and submit the appropriate application if senior government funding assistance is available.

**9.3.3 Year 2015 Activities**

**1. Construct and commission the treatment facility**

# APPENDIX A

## Water Quality Test Results



# APPENDIX B

## RDCK Regional Water Maps

# APPENDIX C

## Local Well Information

# APPENDIX D

## Easement and Statutory Right of Way



## SANCA WATER QUALITY UPGRADES PROJECT PLAN



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April 2015

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# 1 Background and Description

## 1.1 BACKGROUND

The Regional District of Central Kootenay owns and operates 19 water systems in the region, including the Sanca Water System. The Sanca Water system has been under a permanent Boil Water Notice since June 06, 2000 and requires water quality upgrades. Water for Sanca is drawn from Sanca Creek and is untreated.

The water system is believed to have been originally built sometime in the 1960s. The water system became a Regional District service in 1979 and the original water intake and distribution system was replaced in 1980.

The Sanca service area has 32 parcels of land. Currently 26 properties are using water but the majority of the properties are only occupied seasonally.

The Regional District's project goals are as follows:

1. Provide safe and reliable drinking water that meets the BC Ministry of Health's and Interior Health's requirements.
2. Implement a cost effective upgrade option in terms of both initial capital costs and long term operating costs.
3. Provide a system that is simple and easy to operate.
4. Address land ownership and access requirements.
5. Ensure the long term financial sustainability of the water service.

The need for water quality upgrades has been recognized for a long time in Sanca, Several studies have been conducted and a number of options reviewed. The biggest project impediment has been cost. All water quality upgrade options are expensive and there are only a small number of customers in Sanca to share the upgrade costs.

This report provides a summary of past work and provides a plan for the recommended upgrades. Figure 1 shows the potential upgrades which include a new water intake on Sanca Creek and a new central treatment plant.

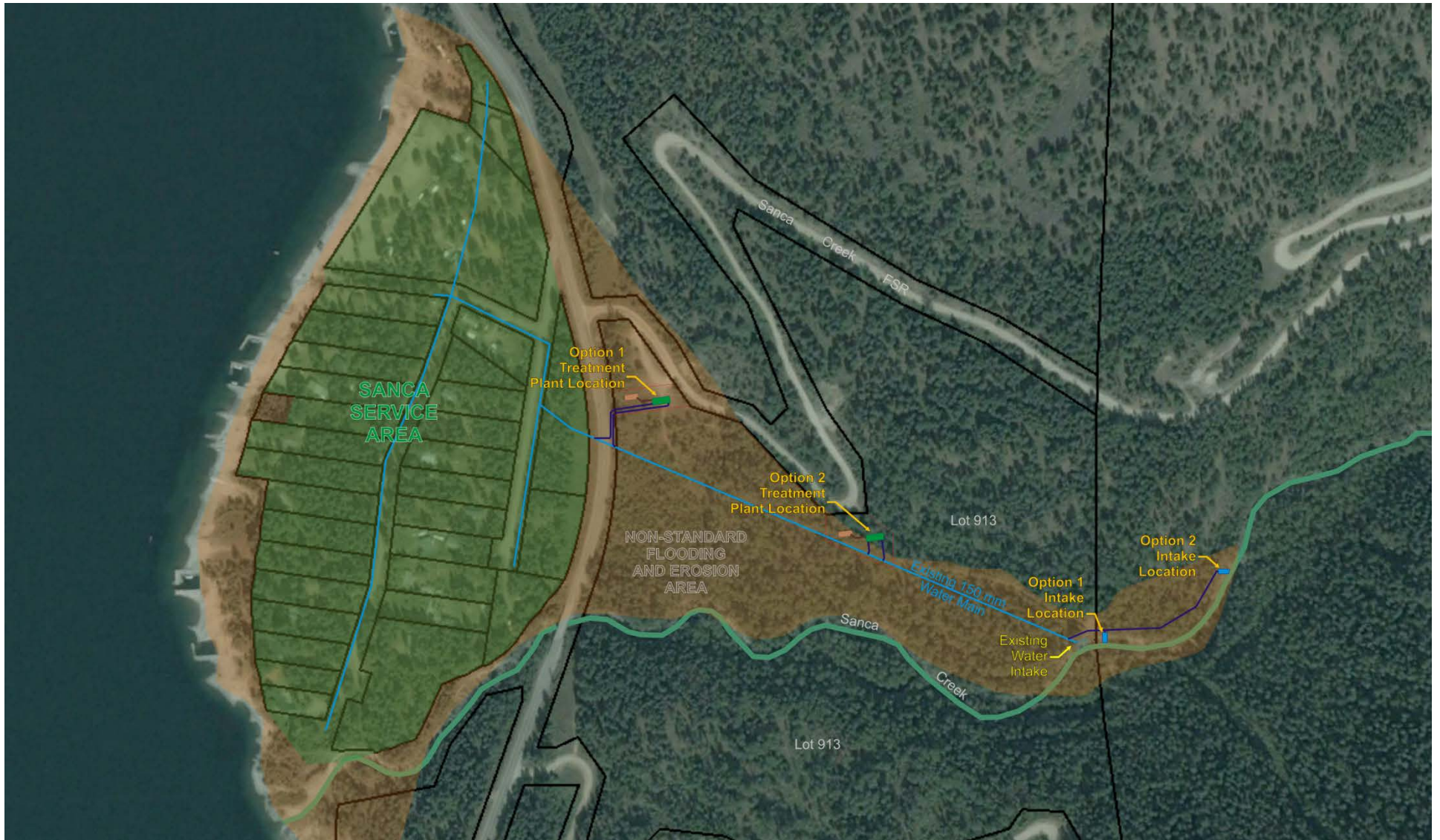


Figure 1 – Sanca Water Quality Upgrade Plan



## 1.2 PROJECT RATIONAL

### 1.2.1 Health Risk

Because of the presence of waterborne pathogens in samples, Sanca has been under a permanent Boil Water Notice since June 2000. The Sanca water system derives source water from Sanca Creek. As with all surface sources, Sanca Creek is susceptible to contamination by environmental influences. The watershed is also known to slope stability concerns, flooding concerns and seasonal fluctuations in turbidity. Logging continues to occur in the area, but the supply area is designated as a Community Watershed by the Ministry of Environment since June 1995. The intakes provide some very coarse screening but no other treatment is provided.

In February 2012, the Regional District received an amendment to our Interior Health Operating Permit that requires the Regional District to identify a treatment option to move out of the "High Risk requiring Boil Water Notification" category for the Sanca Water Service by March 31, 2014 and to install treatment by March 31, 2015. The installation date has since been extended to June 30, 2016 to provide more time to plan for upgrades.

Water sampling from 2012 to date has indicated Total Coliform colonies as high as 115 and E. coli colonies as high as 3 per 100ml of water sample. The following table provides a summary of Sanca Bacteriological Test Results for 2014.

**Table 1 – 2014 Sanca Bacteriological Test Results**

Sample Date	Total Coliforms	E. Coli
February 24	0	0
March 25	1	0
May 20	17	1
June 25	1	1
July 30	74	2
September 10	14	0
October 08	115	1
December 17	5	0

### 1.2.2 Development

Subdivision or system expansion is currently not possible because the system is on a permanent Boil Water Notice. Once the Boil Water Notice is lifted subdivision or system expansion is possible. If the system is sized to accommodate modest growth, growth could provide additional customers to share system costs.

## 1.3 REGULATORY REQUIREMENTS

### 1.3.1 Interior Health Operating Permit Requirements

The British Columbia *Drinking Water Protection Act* requires that all water systems hold an Interior Health issued Operating Permit and all water systems must comply with all terms and conditions identified in the Operating Permit.

In February 2012, the Regional District received an amendment to our Interior Health Operating Permit that requires the Regional District to identify a treatment option to move out of the “High Risk requiring Boil Water Notification” category for the Sanca Park Water Service by March 31, 2014 and to install treatment by March 31, 2015. The installation date has since been extended to June 30, 2016 to provide more time to plan for upgrades.

### **1.3.2 Interior Health Construction Permit Requirements**

The British Columbia *Drinking Water Protection Act* requires that all construction, installation, alteration or extension of a water supply system must be done in accordance with terms and conditions of an Interior Health issued Construction Permit.

### **1.3.3 Ministry of Transportation Permit for Work on Highway Right of Ways**

The British Columbia Ministry of Transportation and Infrastructure owns and operates roads in Sana and Highway 3A. All works in these right of ways require a Ministry of Transportation permit.

### **1.3.4 Ministry of Forests Lands and Natural Resource Operations - Water licensing**

The Regional District has an existing water licences to withdraw water from Sanca Creek. Sanca Creek has the following water licences:

- Regional District #C053792 for 29,038.15 m<sup>3</sup>/yr.
- Stanley M & Theresa E Nowek #C032477 for 2.273 m<sup>3</sup>/d.

The 1979 Mecman report states that the Water Rights Branch estimate of low flow in Sanca Creek is 140 l/s. The approximate watershed area is 9,000 hectares (90 km<sup>2</sup>), yielding a low flow runoff of approximately 1.6 L/s per km<sup>2</sup>.

If the water intakes are moved, an amendment to the water license might be required.

### **1.3.5 Ministry of Environment & Fisheries and Oceans Canada – IN STREAM Works Notice**

If the Sanca Creek raw water intake is replaced, a Notice under Section 9 of the British Columbia *Water Act* will be required from the Ministry of Environment for “Changes in and About a Stream”. In stream works are also subject to conditions of the Federal *Fisheries Act* which also requires a Notice from Fisheries and Oceans Canada. Typically an application to the Ministry Environment also covers the Federal application.

## **1.4 TREATMENT OBJECTIVES**

The Ministry of Health and B.C.’s health authorities have developed the *Drinking Water Treatment Objectives (Microbiological) for Surface Water Supplies in British Columbia* which includes the following:

*Water suppliers will be required to provide long term plans to reach the goals of:*

- 4 *log inactivation of viruses*
- 3 *log removal or inactivation of Giardia Lamblia and Cryptosporidium*
- 2 *refers to two treatment processes for all surface drinking water systems*

- 1 for less than 1 NTU of turbidity with a target of 0.1 NTU
- 0 total and fecal coliforms and E. Coli

#### **1.4.1 4 Log Inactivation of Viruses**

Chlorination will provide 4 Log inactivation of viruses if turbidity can be controlled and if adequate chlorine contact time can be provided.

Ultraviolet provides disinfection of most viruses but not all at the common dosage of 40 mJ/cm<sup>2</sup>.

It is possibly to get validation for 4 Log inactivation of viruses at a much higher 186 mJ/cm<sup>2</sup> dosage but this is a much more expensive option. Ultraviolet validation is also dependent upon provision of 5 micron pre-filtration or 1 micron absolute pre-filtration depending on the standard referenced and the ultraviolet transmissibility of the source water.

#### **1.4.2 3 Log Removal or Inactivation of Giardia Lamblia and Cryptosporidium**

Chlorine is not an effective disinfectant of Giardia Lamblia and Cryptosporidium.

Ultraviolet (UV) disinfection is effective at inactivating Giardia Lamblia and Cryptosporidium at the common dosage of 40 mJ/cm<sup>2</sup> (National Sanitation Foundation NSF-55 standard suggests 60 mJ/cm<sup>2</sup>).

Giardia cysts are elliptically shaped and range in size from 6 to 10 microns. Cryptosporidium oocysts are usually 4 to 6 microns in diameter. 5 micron nominal media filtration should provide some protection but is not considered an effective barrier since the filter size is only considered nominal and can have bigger openings.

Cartridge filters are commonly installed in series with 5 micron nominal and 1 micron absolute filters. The 5 micron filters reduce the particulate loading on the downstream 1 micron filters. The 5 micron filters can be removed and cleaned. The 1 micron filters cannot be cleaned.

Some manufacturers recognize their 1 micron absolute filters as providing 3 Log or greater removal of Giardia Lamblia and Cryptosporidium but some standards and guidelines suggest 1 micron absolute cartridge filters only provide 2 Log removal.

#### **1.4.3 Two Treatment Processes**

Chlorination can be considered one treatment process if turbidity can be controlled and if adequate chlorine contact time can be provided.

It is not likely that media filtration would be considered a treatment process as it does not provide adequate virus, Giardia Lamblia and Cryptosporidium removal or inactivation. 5 micron nominal and 1 micron absolute cartridge filtration installed in series would be considered a treatment process.

Ultraviolet (UV) disinfection would be considered a treatment process.

#### **1.4.4 1 NTU of Turbidity**

Turbidity can impact the effectiveness of chlorine and UV disinfection.

Some UV system suppliers will validate some of their UV systems for up to 5 NTU with 5 micron pre-filtration but these systems are typically much more expensive. In addition this may not be acceptable to Interior Health. Maintenance of 1 NTU turbidity or lower is typically required by regulators for effective chlorine or UV disinfection.

In addition, some standards suggest that 1 micron pre-filtration should be used with UV systems.

#### **1.4.5 0 Total and Fecal Coliforms and E. Coli**

Chlorination is an effective disinfect of Fecal Coliforms and E. Coli, if turbidity can be controlled and if adequate chlorine contact time can be provided. UV disinfection also provides additional protection.

#### **1.4.6 Filter Avoidance Program**

*Guidelines for Canadian Drinking Water* recommend that filtration and one form of disinfection be used to meet treatment objectives. Alternatively, chlorination and UV disinfection may be considered if certain criteria are met.

The Ministry of Health's *Drinking Water Treatment Objectives (Microbiological) For Surface Water Supplies in British Columbia* indicates that a water supply system may be permitted to operate without filtration if the four following conditions for exclusion of filtration are met, or a timetable to implement filtration has been agreed to by the drinking water officer:

1. Overall inactivation is met using a minimum of two disinfections, providing 4-log reduction of viruses and 3-log reduction of Cryptosporidium and Giardia.
2. The number of E. coli in raw water does not exceed 20/100 mL (or if E. coli data are not available less than 100/100 mL of total coliform) in at least 90% of the weekly samples from the previous six months.
3. Average daily turbidity levels measured at equal intervals (at least every four hours) immediately prior to where the disinfectant is applied, are around 1 NTU but do not exceed 5 NTU for more than two days in a 12-month period.
4. A watershed control program is maintained that minimizes the potential for fecal contamination in the source water. (Health Canada, 2003)

### **1.5 PAST STUDIES AND REPORTS**

A number of studies and reports have been commissioned for the Sanca Water System. They are summarized as follows:

#### **1.5.1 Sanca Park Water Feasibility Study, Mecman Engineering, 1979**

The Sanca Water System became a Regional District water service in 1979. The original water system consisted of undersized 25 mm to 62 mm distribution pipes and an intake that was too low in elevation to provide adequate water pressures. This study provided an upgrade plan for the 1980 re-construction of the water system.

### **1.5.2 Sanca Park Water System Assessment, Urban Systems, 2006**

In 2006, the Regional District of Central Kootenay commissioned Urban Systems to conduct an assessment of the Sanca Water System. The study was mostly funded by a Province of British Columbia a grant.

The report reviewed the system water quality, reliability, integrity and capacity. The report outlined four options for disinfection along with associated capital and operating costs. The report reviewed options for filtration, relocation of the inlet structure to a higher elevation to mitigate pressure reduction through a potential filtration system, and operating and capital costs.

Given the relatively small size of the system, filtration upgrades would have required a very significant rate increase. The report recommended submission to Interior Health to gain preliminary approval of a plan for system upgrades followed by a more detailed turbidity study to optimize filtration. Essentially, no consensus was reached within the community so an initial plan was not submitted to Interior Health.

### **1.5.3 Point of Entry / Point of Use Water Treatment Systems, AquaVic, 2008**

In 2008 a study provided by AquaVic reviewed point of entry treatment systems for potential use in Sanca, South Slokan and region wide. The Sanca part of the study made a comparison with a central treatment option. The report concluded that there would not be a significant difference in capital and operation & maintenance costs between a point of entry based system and a central treatment system. A central treatment system would require a large reservoir (200,000 L) in difficult terrain to achieve chlorine contact time. The point of entry option would require a smaller central reservoir of (45,000 L) that would only provide partial chlorine contact time. Small storage tanks would also be required with each point of entry system.

Point of entry was later determined not to be cost effective due to potential long term operating costs.

### **1.5.4 Sanca Park Water System Upgrade Options, Regional District of Central Kootenay, 2009**

In 2009 the Regional District drafted the Sanca Park Water System Upgrade Options report. The report primarily focused on point of entry treatment. Point of entry was later determined not to be cost effective due to potential long term operating costs.

### **1.5.5 Sanca Water Source Assessment, Urban Systems, 2013**

The Regional District commissioned Urban Systems Ltd. to conduct Water System Source Assessment that was completed in early 2013. The Source Assessment reviewed several water source and water quality upgrades options. The study identified slow sand filtration as potentially being the most cost effective option followed closely by partial filtration treatment with UV and chlorine disinfection.

The Urban Systems assessment provided a high level review of options and provided a guide for further Regional District review.

## **1.6 SUMMARY OF PROJECT PROGRESS TO DATE**

The following provides a summary of recent project progress:

- The Regional District commissioned Urban Systems Ltd. to conduct Water System Source Assessment that was completed in early 2013.

- In 2013, Area A Director, Gary Jackman provided a \$40,000 Community Works Grant to fund preliminary project work and consulting services.
- In 2013 and 2014 the Regional District expanded on upgrade options presented by Urban Systems for further review.
- In August 2013 a community open house was hosted to provide information to customers regarding servicing options and potential water quality upgrade options. The open house was followed up with a community questionnaire. Customer questionnaire responses were varied on the preferred upgrade option.
- A flow meter was installed in October 2013 to assess system demand. Having accurate flow data is critical to sizing any water upgrades.
- Media and cartridge filtration was piloted in 2013 and 2014.
- Slow sand filtration was piloted in 2014.

## **1.7 REGIONAL DISTRICT GENERAL WATER QUALITY UPGRADE OPTIONS REVIEW**

In 2013, the Regional District expanded on the options identified in the 2013 Urban Systems study.

The Regional District reviewed options included the following:

### **1.7.1 Option 1 - New Intake on Crown Land, Slow Sand Filtration and Chlorine Disinfection**

This was the preferred option in terms potential cost and ease of operation prior to piloting. This upgrade option included:

- Relocation of the existing intakes from District Lot 913 to upstream Crown Land.
- Provision of slow sand filtration
- Provision of chlorine disinfection

The potential advantage of this option is that it would be simple and could be operated manually without utility grid power. Slow sand filtration is capable of providing the required 3 Log removal of Giardia Lamblia and Cryptosporidium. Chlorination would be required to provide the required 4 Log inactivation of viruses but it could run on solar power.

In spring and summer 2014, a small slow sand and polishing filter pilot treatment plant was operated in Sanca, The slow sand and polishing filter pilot plant proved problematic to due algae growth. Because of the potential risk of operating issues, this option will no longer be considered.

### **1.7.2 Option 2 - Existing Intake, Cartridge Filtration, UV and Chlorine Disinfection**

Cartridge and media filtration is a common and proven treatment technology in the region. This option might include:

- Media (sand) filter pre-filtration
- Cartridge (paper) filtration
- Chlorine disinfection
- Ultraviolet disinfection (UV)

Backwashable media filtration (approximately 5 micron nominal) is not recognized as an effective option to remove Giardia Lamblia, Cryptosporidium or viruses. Media filtration is commonly used as a pre-filter to reduce loading on downstream cartridge filters.

Cartridge filters are commonly installed in series with 5 micron nominal and 1 micron absolute filters. The 5 micron filters reduce the particulate loading on the downstream 1 micron filters. The 5 micron filters can be removed and cleaned. The 1 micron filters cannot be cleaned.

Some manufacturers recognize their 1 micron absolute filters as providing 3 Log or greater removal of Giardia Lamblia and Cryptosporidium but some standards and guidelines suggest 1 micron absolute cartridge filters only provide 2 Log removal. A disadvantage of cartridge filters is that they are consumable and the cost of filter replacement could be substantial dependent upon source water quality.

Chlorine disinfection provides an effective disinfectant for viruses (4 Log) and bacteria. Plus chlorine provides residual protection against any downstream contamination.

Ultraviolet disinfection is effective at inactivating (3 Log) Giardia Lamblia and Cryptosporidium. If 1 micron absolute filtration is provided, ultraviolet disinfection may still be required to meet the Ministry of Health's *Drinking Water Treatment Objectives (Microbiological) for Surface Water Supplies*.

Ultraviolet provides good disinfection of most viruses but not all at the common dosages of 40 mJ/cm<sup>2</sup> (National Sanitation Foundation NSF-55 standard suggests 60 mJ/cm<sup>2</sup>).

It is possible to get ultraviolet validation for 4 Log inactivation of viruses at a much higher 186 mJ/cm<sup>2</sup> dosage but this is a much more expensive option. Ultraviolet validation is also dependent upon the ultraviolet transmissibility of the source water and provision of 5 micron pre-filtration or 1 micron pre-filtration depending on the standard referenced.

The pilot plant that was operated in Sanca in summer 2013 had a pressurized media filter and cartridge filters. It was not expected that this type of technology would be cost effective for Sanca due to the potential high cost of consumable cartridge filters, however, the Regional District already owned the pilot plant and it was felt that any treatment data gained would be beneficial. Media and cartridge filters are typically not very good at removing small particulate turbidity, however, the pilot media filter alone appeared to reduce turbidity below the required 1 NTU level. The 2013 pilot plant was not installed early enough to capture higher source water turbidity during spring freshet as it was being used in another water system.

In spring and summer 2014, the pilot plant was again operated in Sanca. The data gained from pilot once again proved promising. Media filtration alone appeared to reduce turbidity to below 1 NTU, which might be an indication that particulate loading on downstream cartridge filters might not be significant.

This is currently a favoured option.

### **1.7.3 Option 3 - Point of Entry Treatment**

Point of Entry Treatment consists of water treatment systems installed on individual customer water connections. The Regional District has reviewed the feasibility of installing point of entry treatment systems a number of times. Point of entry systems potentially have high operation and maintenance costs since it is anticipated that Interior Health would require regular inspection and testing of each

point of entry unit by the Regional District. Regular access to private property would also be a concern, particularly considering that most properties are only occupied seasonally.

Point of entry treatment systems typically employ ultraviolet disinfection. The Regional District has found that ultraviolet systems on point of entry systems and small treatment plants typically require a lot of maintenance and are prone to expensive electronic component failures, possibly as a result of power quality (electrical system disruptions, browns and spikes).

Points of entry systems also require regular filter changes, at least annual UV system lamp changes and possibly periodic quartz sleeve replacement. The life expectancy of a Point of Entry system is likely much less than a central water treatment plant resulting in an earlier capital replacement program.

Point of entry is not recommended for Sanca due to potential high operating and maintenance costs.

#### **1.7.4 Option 4 - New Groundwater Source**

Some Sana customers in the past have indicated that they were not in favour of implementing a ground water well but others have also indicated they would like to install their own wells.

The biggest advantage of ground water wells is the potential low operating costs as treatment would not be required if groundwater quality is good.

Development of a ground water well has considerations and risks as follows:

- Mineral and chemical content of groundwater can be a concern.
- Adequate capacity of a drilled well can be a concern. No existing drill logs in the area indicate that we are likely to get adequate capacity out of just one well and multiple wells might be required.
- Water service would be disrupted during power outage if water storage or standby power cannot be provided with the available funds.

Development of a new well with no treatment has been identified as potentially being the most cost effective option for Sanca but the risk of spending significant funds to drill wells and not have adequate supply or to have water quality issues is too high.

The Regional District also reviewed the potential of locating a new shallow well very near Sanca Creek. Considerations and risks of this option are as follows:

- Capacity would likely be good as the well would be hydraulically connected to Sanca Creek.
- Water chemical and mineral composition would potentially be similar to Sanca Creek.
- A shallow well would be more economical than a deep well.
- Because the well would be hydraulically connected to Sanca Creek it would be considered Ground Water Under Direct Influence of surface water (GUDI). A GUDI well is at risk of pathogen contamination from surface water and treatment would be required.

New GUDI and Ground Water at Risk of containing Pathogens (GARP) guidelines have been recently adopted by the Ministry of Health that clarify the requirement for treatment of GARP wells. In addition to disinfection, filtration might even be required if ground filtration is considered not adequate to remove Giardia Lamblia and Cryptosporidium or if turbidity cannot be maintained below 1 NTU.



Because of the risks attributed with well development in Sanca, a well option will no longer be considered.

### 1.7.5 Option 5 - Phased Treatment as Funding Becomes Available

Interior Health has indicated that we can propose a phased long-term upgrade plan that would ultimately be compliant with the Ministry of Health's *4-3-2-1-0 Treatment Objectives*.

The Regional District may apply for a Construction Permit for only partial treatment of Sanca Creek sourced water at this time with the commitment to implement additional long-term future upgrades when funds are available.

A first phase project might include media (sand) filtration, and chlorination or UV disinfection. Considerations and risks of this option area as follows:

- Piloting data indicates that media filtration (5 micron nominal) might be effective at maintain turbidity at less than 1 NTU.
- Media filtration is not considered effective at removing Giardia Lamblia and Cryptosporidium.
- Chlorination is effective at disinfecting viruses and bacteria but is not effective at disinfecting Giardia Lamblia and Cryptosporidium.
- Ultraviolet disinfection is effective at inactivating Giardia Lamblia and Cryptosporidium at common dosages of common dosages of 40 mJ/cm<sup>2</sup>. Much more expensive 186 mJ/cm<sup>2</sup> dosage would be required for effective disinfection of viruses.
- Reserve contributions would have to be substantially increased to fund additional upgrades to eventually be fully compliant with the Ministry of Health's *4-3-2-1-0 Treatment Objectives*.

The potential continued health risk with provision of only partial treatment now is a serious consideration, plus a commitment would have to be made to ultimately be fully compliant with the Ministry of Health's *4-3-2-1-0 Treatment Objectives*.

## 2 Design Considerations

### 2.1 SYSTEM DEMANDS

The Sanca service area has 32 parcels of land. Currently 26 properties are using water but only about 5 customers live in Sanca year round.

In 2006 and 2013 there were more active water users and the Urban Systems reports estimated the maximum daily demand (MDD) per single family residential unit at 5,200 litre per day with a 29 single-family residential connections demand of 150,800 liters per day (1.75 l/s). Urban systems estimated that peak instantaneous rates for small communities can be as high as 3 times the MDD, or approximately 5.24 l/s for Sanca.

These potential flow rates were likely based on the British Columbia *Design Guidelines for Rural Residential Community Water Systems* which were since revised in 2012.

A water meter was installed in Sanca in 2014 to gain actual water demand data. Initial data was unusable as the meter was subject to clogging due to sand and stones in the water system. The source of the sand and stones is likely the existing intakes. During pilot plant operation, it was noted that bleed

water to waste helped to keep the system free of sand and the system is now operated with water bleeding to waste, which impacts flow meter data. Accurate flow meter data will need to be acquired in 2015 for to aid in capacity design.

Full system build out and future growth should also be considered when establishing design capacity.

Since Sanca does not have reservoir storage, components of the treatment system will have to be sized to provide adequate system maintenance flushing velocities. The largest pipe in the Sanca system is 150 mm diameter. *AWWA C651 Disinfecting Water Mains*, Section 4.4.3.2 indicates that a minimum of 0.76 m/s or 12.6 l/s for 150 mm pipe is required for system flushing. Common practice though is to flush water mains at a minimum of 1.5 m/s flushing velocity or 26.5 l/s for 150 mm pipes but this is not likely economically feasible to implement for Sanca.

System design demands will need to be reviewed in further detail during detailed design.

## **2.2 LAND CONSIDERATIONS**

The existing water intakes and supply line are located on District Lot 913 without a current Statutory Right of Way agreement. Lot 913 was historically owned by WynnWood (Wynndel Box) but has recently changed owners.

The Regional District does not own any land in Sanca and the most cost effective treatment plant location in terms of infrastructure requirements would be on District Lot 913. Preliminary discussions with the new District Lot 913 owner on the possibility of securing land was positive.

## **2.3 SYSTEM PRESSURES**

Existing pressures in Sanca vary with service ground elevations and operating conditions. A hydraulic model was created for Sanca and modeled existing average day demand pressures range from 56 to 72 psi within the existing service area. This pressure range is considered optimum. Customers have often expressed concerns about low pressures and flows. This is believed to be the result of sand accumulation in the distribution system.

Filtration is planned as part of the water quality upgrades. A media filter can have up to a 30 psi drop in pressure across the filter and the cartridge filters can have up to 20 psi drop across the filters, resulting in a worst case scenario 50 psi pressure drop.

System pressures will need to be increased as part of the upgrade project. This might be accomplished by addition of water booster pumps or relocating the water intake to a higher elevation.

## **2.4 SANCA CREEK NEW WATER INTAKES AND SEDIMENT BASIN**

The existing Sanca Creek intake should be replaced. The existing water intakes and supply line are located on privately owned District Lot 913.

There has been a historical problem with sand accumulation in the distribution system. The existing intake structure consists of perforated C900 PVC infiltration pipes extending out into Sanca Creek. The 1979 Mecman Engineering record drawings indicate that infiltration pipe openings are ½" (12 mm) in diameter and the drawings do not indicate if a filter sock was installed over the pipe. Recently, larger stones have been found plugging distribution system components. Likely one or more of the infiltration gallery pipes are broken.

A better alternative might be to provide an intake channel or concrete intake headwall structure on the bank of Sanca Creek that diverts water to a sediment basin or tank before entering the water supply line.

There are two options for a new intake location. Intake Location Option 1 would be located on Crown Land immediately upstream of the existing intake infiltration gallery. This option would not provide adequate pressure head to operate the water treatment plant without provision of treatment plant booster pumps. Standby power would be required for the booster pumps to operate during power outages.

Intake Location Option 2 would be located on Crown Land approximately 225 m upstream of the existing intakes. Option 2 might provide an addition 15 m (21 psi) of pressure head but this will need to be confirmed by field survey.

The Option 2 intake is about 50 m (71 psi static head) higher in elevation than the highest elevation Sanca customer. Assuming a worst case potential pressure drop of up to 50 psi across the filters, this would leave a static or low flow customer pressure of about only 21 psi, which is still below actable pressures. Water treatment booster pumps are still recommended but may only be required to operate under high demand or near fouled filter conditions. The control system can also be set up to alarm at lower pressure drop across the filters.

## **2.5 OPERATION AND MAINTENANCE CONSIDERATIONS**

Fortunately, Sanca does not currently require much operation and maintenance in comparison to other Regional District water systems, which has keep rates historically relatively low; however, operation and maintenance costs are expected to significantly increase with treatment upgrades.

Routine operation and maintenance is currently provided by a local operator on an as needed basis and supervision is provided by the Erickson Utilities Supervisor. Travel time to Sanca is a concern. Sanca is 45 minutes from Erickson and 2 hours from Nelson, so preference should be given to a well proven, simple treatment system that would likely require minimum senior operator or supervisor attention.

## **3 Central Treatment Conceptual Design**

The following central treatment conceptual design Options A to Option D are based on the previously reviewed Regional District Option 2. The options include variations on cartridge filtration, UV disinfection and intake relocation. Option E to Option G is based on the previously reviewed Option 5 which is a phased partial treatment option.

**Table 2 – Summary of Conceptual Upgrade Options**

Upgrade Option	New Intake Near Existing Intake	Intake Relocated Upstream	Media Filtration (5µ)	Cartridge Filtration (5µ)	Cartridge Filtration (1µ)	Sodium Hypochlorite Disinfection	UV Disinfection	Standby Power	Cost
Opt A	✓		✓	✓	✓	✓			\$451,000
Opt B	✓		✓	✓	✓	✓		✓	\$508,000
Opt C		✓	✓	✓	✓	✓			\$523,000
Opt D	✓		✓	✓	✓	✓	✓	✓	\$555,000
Opt E	✓		✓			✓	✓	✓	\$541,000
Opt F		✓	✓			✓			\$508,000
Opt G	✓		✓			✓		✓ <sup>1</sup>	\$451,000

Note: 1. Standby power under Option G only includes limited power which might only operate a booster pump, controls and chlorine system.

2. The cost estimates above include contingency at 20%, GST at 5% and Engineering at 15%.

### 3.1 OPTION A

Option A includes: A new intake near the existing intake, media filtration (5 micron nominal), cartridge filtration (5 micron nominal and 1 micron absolute), and sodium hypochlorite disinfection.

Considerations and risks for Option A include:

#### Pros

- Pilot testing indicates that media filtration and cartridge filtration is effective at maintaining turbidity at less than 1 NTU.
- This treatment option would be simple to operate but frequent cartridge filter changes might be required during freshet.

#### Cons

- Consumable cartridge filter costs could be a concern but pilot testing indicates that media pre-filtration is effective at removing most turbidity, potentially resulting in low filter consumption for Sanca Creek source water.
- Booster pumps will be required.
- **Without standby power, water supply will be disrupted during power failures since Sanca has no water storage.**
- If UV is not installed, the treatment system may not be fully compliant with the Ministry of Health’s 4-3-2-1-0 Treatment Objectives. This will need to be confirmed with Interior Health.

### 3.2 OPTION B

Option B includes: A new intake near the existing intake, media filtration (5 micron nominal), cartridge filtration (5 micron nominal and 1 micron absolute), sodium hypochlorite disinfection, and standby power.

Considerations and risks for Option B include:

#### Pros

- Pilot testing indicates that media filtration and cartridge filtration is effective at maintaining turbidity at less than 1 NTU.
- This treatment option would be simple to operate but frequent cartridge filter changes might be required during freshet.

#### Cons

- Consumable cartridge filter costs could be a concern but pilot testing indicates that media pre-filtration is effective at remove most turbidity, potentially resulting in low filter consumption for Sanca Creek source water.
- Booster pumps will be required.
- Standby power is required, increasing the project cost, during power failures since Sanca has no water storage.
- If UV is not installed, the treatment system may not be fully compliant with the Ministry of Health's 4-3-2-1-0 Treatment Objectives. This will need to be confirmed with Interior Health.

### 3.3 OPTION C

Option C includes: A new relocated intake, media filtration (5 micron nominal), cartridge filtration (5 micron nominal and 1 micron absolute), and sodium hypochlorite disinfection.

Considerations and risks for Option C include:

#### Pros

- Pilot testing indicates that media filtration and cartridge filtration is effective at maintaining turbidity at less than 1 NTU.
- This treatment option would be simple to operate but frequent cartridge filter changes might be required during freshet.

#### Cons

- Consumable cartridge filter costs could be a concern but pilot testing indicates that media pre-filtration is effective at remove most turbidity, potentially resulting in low consumable filter consumption for Sanca Creek source water.
- If UV is not installed, the treatment system may not be fully compliant with the Ministry of Health's 4-3-2-1-0 Treatment Objectives. This will need to be confirmed with Interior Health.

- Potential system hydraulics will have to be reviewed in detail to confirm that intake relocation will provide adequate system pressures. Consideration might be made for booster pumps, and limited or portable standby power. Also, the control system can also be set up to alarm at set pressure drop across the filters that would result in low system pressures.

### 3.4 OPTION D

Option D includes: A new intake near the existing intake, media filtration (5 micron nominal), cartridge filtration (5 micron nominal and 1 micron absolute), sodium hypochlorite disinfection, ultraviolet disinfection and standby power.

Considerations and risks for Option D include:

#### Pros

- Pilot testing indicates that media filtration and cartridge filtration is effective at maintaining turbidity at less than 1 NTU.
- The combination of filtration, chlorine disinfection, and ultraviolet disinfection provides a good treatment option that would meet the Ministry of Health's *4-3-2-1-0 Treatment Objective*.
- This treatment option would be simple to operate but frequent cartridge filter changes might be required during freshet.

#### Cons

- The Regional District has at times found ultraviolet systems to be problematic and subject to expensive electronic component replacement when power quality is a concern.
- Since Sanca has no water storage, an ultraviolet system would require the provision of standby power as the treatment system would shut down during power failures.
- Booster pumps and standby power will be required.

### 3.5 OPTION E

Option E includes: A new intake near the existing intake, media filtration (5 micron nominal), sodium hypochlorite disinfection, ultraviolet disinfection and standby power.

Considerations and risks for Option E include:

#### Pros

- Pilot testing indicates that media filtration alone is effective at maintaining turbidity at less than 1 NTU but the pilot plant was not operated year round.
- This treatment option would be simple to operate.

#### Cons

- The Regional District has at times found ultraviolet systems to be problematic and subject to expensive electronic component replacement when power quality is a concern.
- This option would be subject to a Filter Avoidance Program and has a continued health risk, since media filtration alone does not meet the Ministry of Health's *4-3-2-1-0 Treatment*

*Objectives.* We would possibly have to make a commitment to Interior Health to make upgrade to be fully compliant.

- This option includes standby power that increases the project cost.

### 3.6 OPTION F

Option F includes: A new relocated intake, media filtration (5 micron nominal), and sodium hypochlorite disinfection.

Considerations and risks for Option F include:

#### Pros

- Pilot testing indicates that media filtration alone is effective at maintaining turbidity at less than 1 NTU but the pilot plant was not operated year round.
- This treatment option would be simple to operate.

#### Cons

- This option would be subject to a Filter Avoidance Program and has a continued health risk, since media filtration alone does not meet the Ministry of Health's *4-3-2-1-0 Treatment Objectives*. We would possibly have to make a commitment to Interior Health to make upgrade to be fully compliant.
- Potential system hydraulics will have to be reviewed in detail to confirm that intake relocation will provide adequate system pressures. The control system can also be set up to alarm at set pressure drop across the filters that would result in low system pressures.

### 3.7 OPTION G

Option G includes: A new intake near the existing intake, media filtration (5 micron nominal), sodium hypochlorite disinfection, and limited or portable standby power.

Considerations and risks for Option F include:

#### Pros

- This provides the most cost effective option now but we would be required to commit to future upgrades.
- Pilot testing indicates that media filtration alone is effective at maintaining turbidity at less than 1 NTU but the pilot plant was not operated year round.
- This treatment option would be simple to operate but frequent cartridge filter changes might be required during freshet.

#### Cons

- This option would be subject to a Filter Avoidance Program and has a continued health risk, since media filtration alone does not meet the Ministry of Health's *4-3-2-1-0 Treatment Objectives*. We would possibly have to make a commitment to Interior Health to make upgrade to be fully compliant.

- This option includes portable or smaller automatic transfer generator to operate a booster pump, controls and chlorine system during power disruption. The feasibility will have to be confirmed.

### 3.8 RECOMMENDED OPTION

Option D provides the best option in terms of water quality and service reliability but is the most expensive and would not likely economically feasible.

Option G provides the least expensive option now but has some continued health risk and we would have to make commitments to future upgrades.

The Regional District recommends proceeding with Option C. Option C includes: A new relocated intake, media filtration (5 micron nominal), cartridge filtration (5 micron nominal and 1 micron absolute), and sodium hypochlorite disinfection. This decision was supported by the Sanca Commission by Resolution on April 28, 2015.

The recommended option includes chlorine disinfection. Chlorine disinfection might be a concern to many customers in Sanca but fortunately chlorine can be easily removed if homeowners wish to install home carbon filters. Minimum chlorine contact time might be a concern as the system has no storage to provide contact time, however, contact time can be increased by over sizing the distribution pipe downstream of the treatment plant.

### 3.9 NEXT STEPS

In 2013, Area A Director, Gary Jackman provided a \$40,000 Community Works Grant to fund preliminary project work and consulting services. There is currently \$37,337 remaining from the Community Works Grant and the Regional District has identified an additional \$50,000 from Sanca Reserves for a total 2015 budget of \$87,337.

If the community supports the project plan and project financing, an application will be made to Area A Director Jackman and the Board for an additional \$60,000 Community Works Grant for a total potential 2015 budget of \$147,337.

The next steps in the project are as follows:

1. The Regional District does not have anyone on staff licensed by the Association of Professional Engineers and Geoscientists nor the resources to do water treatment design. An Engineering Consultant will be commissioned in spring 2015 to provide treatment plant design and construction support services.
2. Continue discussions with the owner of District Lot 913 to secure a Statutory Right of Way for existing water infrastructure and to secure land for a potential water treatment plant.
3. Establish a long term rate plan for Sanca.
4. Host an Open House with the community to present the project plan.
5. Borrow money to finance the project.
6. Proceed with procurement, construction and commissioning.



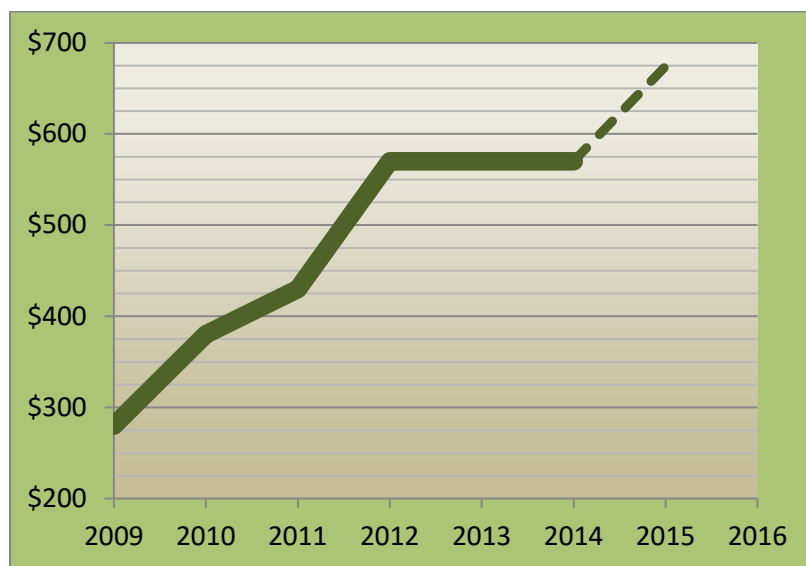
## 4 Financial Considerations

### 4.1 CUSTOMER WATER RATES

Sanca has 32 parcels of land. In 2014, 26 properties were assessed a \$468 Single Family Dwelling water use charge. Six properties are not currently using water. All 32 properties are assessed \$100 Capital Contribution Charge and a \$50 water parcel tax, regardless of water usage.

The total Single Family Dwelling charge for Sanca has increased 204% from \$280 in 2009 to \$570 per year in 2014. A rate has not yet been approved by the Board for 2015 but it is anticipated to be a total of \$674.

The following figure provides a graph of the total single family dwelling water rate for Sanca since 2009.



**Figure 2 – Sanca Total Annual Single Family Dwelling Water Rate**

The community is highly sensitive to rate increases but additional large rate increases will be required to fund water quality upgrades. Traditionally, water bills were invoiced once per year and customers were required to pay their bills in full July 1<sup>st</sup>. In order to help reduce some of the financial burden to our customers, the Regional District introduced an optional payment plan in 2014.

Because the Sanca Water Quality upgrades will result in additional significant rate increases a long term Sanca Rate Plan needs to be drafted.

Currently the Regional District establishes 5 year Financial Plans for the Sanca Water Service. The Financial Plan and proposed Sanca Rate Plan should be extended at least to the point of rate stabilization. This way the Regional District and customers will have a better understanding of how much water will cost in the long term. Inputs to a long term financial plan include:

1. Projection of linear and treatment infrastructure operating and maintenance costs
2. 100 year asset management plans

3. Required reserve contribution amounts
4. Debt financing costs
5. Potential grant contribution

The proposed Sanca Rate Plan will need to consider revenue options that might include:

1. Increase of existing single family residential rates.
2. Parcel tax and capital expenditure charge rates to fund capital improvements, borrowing costs or reserve contributions.

## 4.2 COST ESTIMATE

The project is anticipated to cost \$523,000 for Option C. These estimates are considered conceptual only and will be refined during the design process.

Option C includes: Intake relocation, media filtration (5 micron nominal), cartridge filtration (5 micron nominal and 1 micron absolute), and chlorine disinfection.

**Table 3 – Option C Conceptual Cost Estimate**

No.	Item	Cost
1	New Intake Clearing and Site Prep	5,000
2	New Intake	15,000
3	Sediment Basin	15,000
4	Piping and Connection to Existing Supply Line	5,000
5	Clearing, Access and Treatment Plant Site Preparation	10,000
6	Treatment Plant Power Service	10,000
7	200 m of 150 mm PVC Piping	40,000
8	Highway Crossing	15,000
9	Treatment Plant Building	30,000
10	Building Electrical, Lighting and Heating	15,000
11	Internet Connection	5,000
12	Media Filters	15,000
23	Cartridge Filters	10,000
24	Chlorinator	10,000
25	Building Piping and Plumbing	15,000
26	Booster Pumps	10,000
27	Backwash Pumps	10,000
28	Chlorine Analyser	4,000
29	Turbidity Meters	5,000
30	Flow Meter	2,000
31	Controls	25,000
32	Intake Relocation Pipe Line	50,000

<b>33</b>	Backwash Pond	10,000
<b>34</b>	Land Costs	30,000
	Subtotal	361,000
	Contingency @ 20%	72,200
	Subtotal	433,200
	GST @ 5%	21,660
	Total	455,000
	Engineering @ 15%	68,250
	<b>Project Total</b>	<b>523,000</b>

### 4.3 PROJECT FUNDING AND FINANCING

There is currently \$37,337 remaining from the \$40,000 Community Works Grant provided by Director Jackman. The Regional District has identified an additional \$50,000 from Sanca Reserves for a total 2015 budget of \$87,337. This leaves a significant project shortfall that will have to be funded from borrowing. If the community supports the project plan and project financing, an application will be made to Area A Director Jackman and the Board for an additional \$60,000 Community Works Grant.

In accordance with the *Local Government Act*, a regional district requires participating service area approval and a loan authorization bylaw needs to be adopted by the Board of Directors in order to borrow money with some exceptions. One exception that may apply to Sanca is as follows:

*823.1 (2) Participating area approval is not required for the following:*

*(c) money borrowed for a purpose prescribed by regulation or in circumstances prescribed by regulation, subject to any conditions established by regulation.*

Interior Health has amended the Sanca Operating Permit with the requirement for water quality upgrades. Staff will present borrowing options to the Board for direction on how to proceed. If service area approval is required, this may be done by Referendum or Alternate Approval Process.

## 5 Implementation

### 5.1 SCHEDULE

The proposed project schedule is as follows:

**Table 4 – Project Schedule**

<b>Item</b>	<b>Date</b>
Commissioning of a Design Consultant	May 2015
Design	May 2015 to Oct 2015
Project Open House	Aug 2015
Borrowing Referendum, if required	Aug 2015
Intake Construction	Aug 2015
Treatment Plant Tender	Oct 2015
Construction	Jan 2015 to June 2016
Commissioning	Jun 2016

It is anticipated that any new intake construction would be subject to a permissible in stream works fish window which typically ranges from June 15 to August 31. If the new intakes are not constructed in 2015, the project might be completed in July or August 2016.

## **5.2 PROCUREMENT**

Consideration will be made to procure the project by work packages rather than by one large project. This approach provides more opportunity for small local companies and typically results in lower overall project cost but would likely result increased project management requirements.

In accordance with the Regional District Purchasing Policy, project procurement will be done by quotation for work packages less than \$75,000 and by tender work packages greater than \$75,000.



**Utility Services  
Denver Siding Water Quality Upgrades  
Preliminary Review of Options**

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DRAFT

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# 1 Background

## 1.1 BACKGROUND

The Denver Siding water system is located immediately northeast of the Village of New Denver and services 21 connections including 20 residences and a Yellowhead Road and Bridge maintenance shop. The water system is within RDCK Electoral Area H and has been under a Boil Water Notice since April 1, 2004, due to inadequate disinfection and treatment of surface water. The Regional District received an amendment to our operating permit from Interior Health dated May 08, 2012 that requires improvement to get off Boil Water Notice by May 01, 2015.

The Denver Siding system obtains water from two mountainside springs: Alyard Creek and Angel Creek. Water samples often indicate the presence of total coliform bacteria and the occasional *E.coli* bacteria colony.

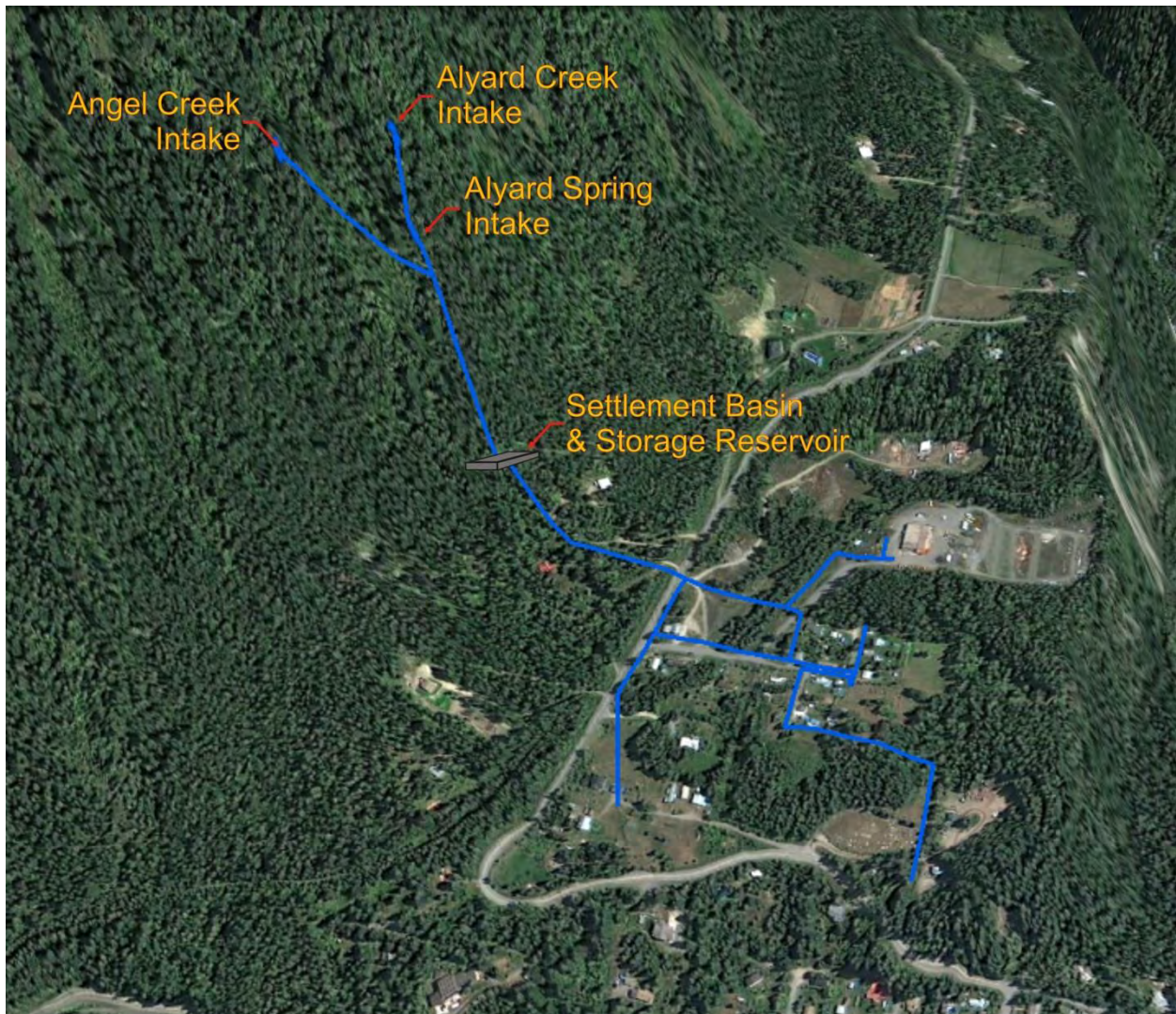


Figure 1: Denver Siding Water System



The following recent studies have been conducted on the New Denver Water Service:

- *Denver Siding Water System Report*, Penco Engineering Ltd, March 2005
- *Denver Siding Water System Boundary Restructure Study*, Barry McLean, January 2011

There are currently a number of options being considered by Environmental Services to remove the Boil Water Notice as follows:

- Option 1 - Amalgamation with New Denver Water System
- Option 2 - Connect with the Village of New Denver's Water System
- Option 3 - New Groundwater Source
- Option 4 - Central Water Treatment
- Option 5 - Point of Entry Treatment
- Option 6 - Filter Avoidance (Chlorination and UV Treatment only)

## 1.2 EXISTING WATER QUALITY

### 1.2.1 Bacteriological

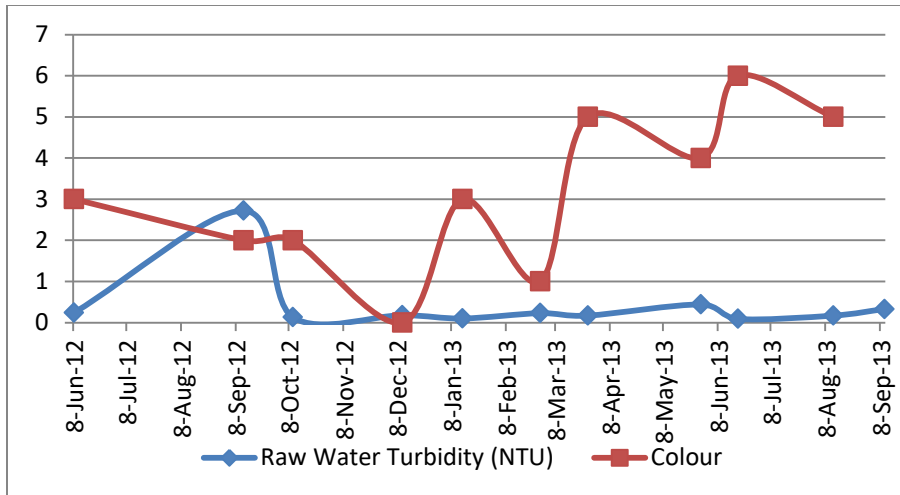
The 2013 adverse bacteriological sample results are as follows:

**Table 1: Adverse Water Sample Results (cfu/100mL)**

SAMPLE DATE	TOTAL COLIFORMS	E.Coli
January 14 <sup>th</sup>	1	<1
April 22 <sup>nd</sup>	25	<1
May 29 <sup>th</sup>	100	<1
June 19 <sup>th</sup>	27	<1
July 17 <sup>th</sup>	44	<1
August 12 <sup>th</sup>	78	2
September 10 <sup>th</sup>	90	<1
October 8 <sup>th</sup>	7	<1

### 1.2.2 Turbidity & Colour

The turbidity and colour sampling results for 2012 and 2013 are as follows:



**Figure 1: Raw Water Turbidity and Colour**

The September 8, 2012 sample was taken while flushing the distribution system, which is not a normal operating condition. All other samples were under 0.44 NTU.

### 1.2.3 Full Comprehensive

The latest Denver Siding full comprehensive raw water sample test was conducted in July 2013. All testing results were within parameters identified in the Canadian Drinking Water Quality Guidelines.

## 1.3 SYSTEM DEMANDS & WATER STORAGE

### 1.3.1 System Demand

In 2005, Penco Engineering established a maximum day demand (MDD) of 1.4 L/s or 120,960L based on BC *Guidelines for Rural Residential Community Water Systems* and a peak hour demand (PHD) of 2.1 L/s (PHD=1.5xMDD).

Any major upgrade should consider long-term growth. BC Stats provides potential growth to the year 2036 by local health area. Denver Siding falls within the Arrow Lake local health area which is anticipated to grow by a very low 2.9%.

Denver Siding generally has large lots that could be subdivided. A 25% potential growth due to subdivision potential might be considered resulting in a future MDD of 1.75 L/s and a future PHD of 2.6 L/s.

Any well or new treatment plant downstream of storage should be designed to meet MDD. If any treatment plant is located downstream of storage then the plant should be designed for PHD.

The rates and volumes above are based on BC Rural Guidelines theoretical values. It is common for actual demand in the Central Kootenays to be much higher than design guidelines. A flow meter will be installed in 2013 to monitor existing flows and design demands need to be reviewed in more detail during any future design.

### 1.3.2 Water Storage

The water reservoir is reported to have a storage capacity of 30,000 Imp Gallons (136,500 L). The required water storage volume based on BC Rural Guidelines can be calculated as follows:

$$\text{Storage Required} = \text{Balancing Storage} + \text{Fire Storage} + \text{Emergency Storage}$$

Typically pumping and treatment systems are designed to meet MDD and balancing storage is used to account for peak hour demands. BC Rural Guidelines suggests that *Balancing Storage = 25% MDD*.

Denver Siding is not currently a fire rated system and a specific amount of *Fire Storage* is not required

Emergency storage is required for supply and power disruptions. BC Rural Guidelines suggests that *Emergency Storage = 25% (Balancing Storage + Fire Storage)*.

The storage requirement for Denver Siding can be calculated as follows:

$$\text{Storage Required} = 25\%MDD + 0 + 25\%(MDD+0)$$

The storage required for Denver siding is 60,480 L without fire storage.

Although Denver Siding is not a fire rated system, Denver Siding does have fire hydrants so potential fire use should be reviewed. In accordance with the BC Rural Guidelines, a 2,000 square foot (186 m<sup>2</sup>) home, spaced at least 20 m from neighbouring structures would require 360,000 L of storage. Total storage with fire storage can be calculated as follows:

$$\text{Storage Required} = 25\%MDD + 360,000 + 25\%(MDD+360,000)$$

The storage required for Denver siding would be 518,250 L with residential fire storage. Existing storage is significantly deficient for fire storage. The road maintenance shop may required even more fire storage.

## 1.4 CURRENT WATER RATES & FINANCES

The current residential annual water rate is \$528.00. The road maintenance yard rate is \$1,690.00.

Denver Siding is projected to have \$73,500 in reserves at year end 2013 and \$50,000 has been made available by Director Popoff from Community Works for a total \$123,500 available for water quality upgrades.

## 1.5 LAND CONSIDERATIONS

The Regional District does not own any land in Denver Siding. Any water line upgrade work will have to be located within road right of ways wherever feasible. Land or access will have to be secured for any new well or treatment plant.

The Regional District has an easement agreement with Lot:1 DL:485 Plan:NEP7411 for the reservoir and water supply lines, but the agreement does not cover non incidental fittings such as a treatment plant.



## 2 Water Quality Objectives

### 2.1 4-3-2-1-0 TREATMENT OBJECTIVE FOR SURFACE WATER

The Ministry of Health and Interior Health have adopted the 4-3-2-1-0 Objective for water treatment as follows:

*Water suppliers will be required to provide long term plans to reach the goals of:*

- 4 log inactivation of viruses
- 3 log removal or inactivation of *Giardia Lamblia* and *Cryptosporidium*
- 2 refers to two treatment processes for all surface drinking water systems
- 1 for less than 1 NTU of turbidity with a target of 0.1 NTU
- 0 total and fecal coliforms and *E. Coli*

The objective is not legislated. Only disinfection of surface water is required by current regulation but existing legislation does not address removal of protozoa such as *Giardia* and *Cryptosporidium*.

All improvements to water systems require an Interior Health issued Construction Permit and the issuing officers have the authority to impose any condition on the Construction Permit that they deem might be required to achieve potable water including treatment of protozoa. Protozoa is typically removed by filtration or UV.

Interior Health is not necessarily expecting immediate compliance with their objective and have indicated that they would be willing to entertain a phased approach.

### 2.2 FILTER AVOIDANCE FOR SURFACE WATER

Filter avoidance might be possible. The *Drinking Water Treatment Objectives (Microbiological) for Surface Water Supplies in British Columbia* provides the following:

*Alternatively, two forms of disinfection (for example, chlorination and UV disinfection) may be considered if certain criteria are met.*

*A water supply system may be permitted to operate without filtration if the following conditions for exclusion of filtration are met, or a timetable to implement filtration has been agreed to by the drinking water officer:*

1. *Overall inactivation is met using a minimum of two disinfections, providing 4-log reduction of viruses and 3-log reduction of *Cryptosporidium* and *Giardia*.*
2. *The number of *E. coli* in raw water does not exceed 20/100 mL (or if *E. coli* data are not available less than 100/100 mL of total coliform) in at least 90% of the weekly samples from the previous six months. The treatment target for all water systems is to contain no detectable *E. coli* or fecal coliform per 100 ml. Total coliform objectives are also zero based on one sample in a 30-day period. For more than one sample in a 30-day period, at least 90% of the samples should have no detectable total coliform bacteria per 100 ml and no sample should have more than 10 total coliform bacteria per 100 ml.*

3. *Average daily turbidity levels measured at equal intervals (at least every four hours) immediately before the disinfectant is applied are around 1 NTU, but do not exceed 5 NTU for more than two days in a 12-month period.*
4. *A watershed control program is maintained that minimizes the potential for fecal contamination in the source water. (Health Canada, 2003)*

*Applying the exclusion of filtration criteria does not mean filtration will never be needed in the future. A consistent supply of good source water quality is critical to the approach, but source quality can change. Therefore, the exclusion of filtration must be supported by continuous assessment of water supply conditions.*

*Changing source water quality can occur with changes in watershed conditions. Increased threats identified through ongoing assessment and monitoring may necessitate filtration. Maintaining the exclusion condition relies on known current and historic source water conditions, and provides some level of assurance to water suppliers that a filtration system may not be necessary unless the risk of adverse source water quality increases.*

*It is recommended that dual water treatment should be applied to all surface water.*

## **2.3 GROUND WATER WELLS**

Ground water wells do not currently require any treatment unless they are deemed to be under the influence of surface water or at risk of containing pathogens.

# **3 Upgrade Options**

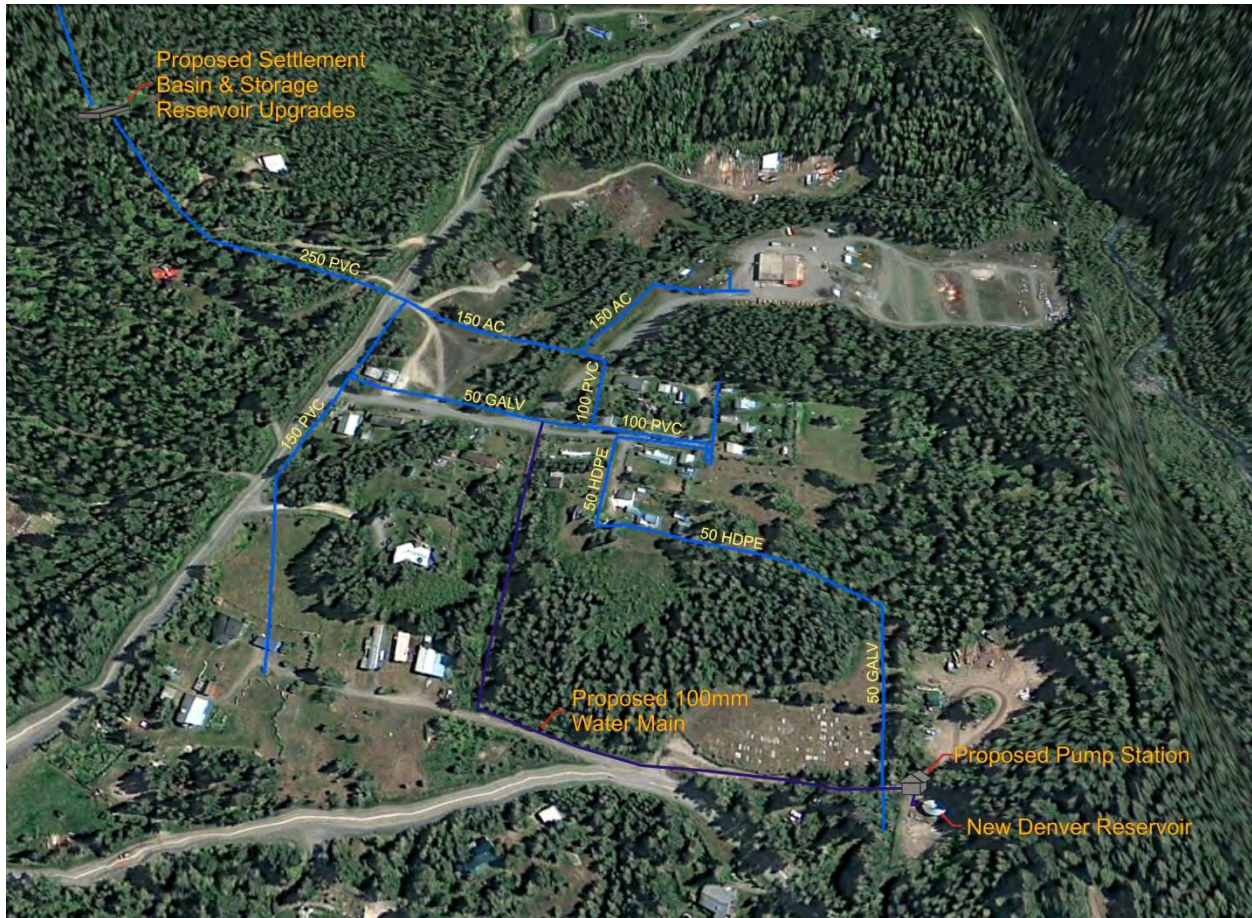
## **3.1 Miscellaneous Minor Water System Upgrades and Confirmation of Existing Infrastructure**

Miscellaneous minor water system upgrades and confirmation of existing infrastructure is included with all upgrade options.

Miscellaneous and minor water system upgrades work includes installation of water system valves at waterline service transitions from road right of way to private property and reserving of a couple of properties. There are also a couple of water mains in New Denver that are of unknown material and conditions that will need to be exposed for confirmation.

## **3.2 Option 1 - Amalgamation with the Village Of New Denver and Connection to Water System**

The Potential Amalgamation with New Denver was reviewed in 1990 and again in 2011 in the Barry McLean *Denver Siding Water System Boundary Restructure Study*.



**Figure 4: Option 1 - Amalgamation with New Denver Water System**

The following potential Village of New Denver conditions were identified in the McLean study:

1. No additional cost to existing Village tax payers.
2. The physical connection between the systems has to be completed before the Denver Siding water system is transferred.
3. The Regional District Sewer and Water Acquisition Strategy must be followed.
  - a) A system assessment report detailing the state of the system, upgrades required, long-term asset replacement and a full cost accounting including identification of an adequate reserve contribution rate.
  - b) The water system shall meet all regulatory standards or have a plan in place to achieve compliance.
  - c) A clear majority of customers would have to agree to become a Village of New Denver service and accept proposed rates and taxes.

The Village of New Denver identified the following other potential conditions in May 2013:

1. There must be expansion of the municipal boundaries to include the area served by the Denver Siding water system as well as those properties outside of village boundaries that are served by the Village of New Denver water system.

2. All waterlines in the Denver Siding water system must be upgraded and mapped to the Village of New Denver’s satisfaction. There shall be no cost to the taxpayers of the Village of New Denver.
3. The proposal must have no negative impact on the Village of New Denver’s existing water distribution system, including but not limited to, water shortfall because of well capacity, requirement to chlorinate, forced water restrictions, etc.

The conceptual cost for Option 1 is estimated as follows:

**Table 2: Option 1 Amalgamation with New Denver Water System Capital Costs**

No.	Description	Cost
1	Clean & Repair Reservoir	\$7,000
2	Pump Station Underground Piping and Concrete Slab	\$8,000
3	Pump Station, Process, Electrical & Controls	\$37,000
4	Reservoir Electrical & Controls	\$12,000
5	100 mm Water Main	\$58,000
6	Water System Upgrades & Confirmation of Existing Infrastructure	\$12,000
	<b>Subtotal</b>	<b>\$134,000</b>
	Contingency at 20%	\$26,800
	<b>Total Construction</b>	<b>\$161,000</b>
	Engineering	\$30,000
	<b>Project Total</b>	<b>\$191,000</b>

The above costs do not include Regional District labour costs associated with revision of the asset management plan, update of the engineering assessment, transfer of ownership, and legal costs.

Long-term operating maintenance costs would be established by the Village of New Denver. Due to economies of scale and location, operating and maintenance costs should delivered more economically than by the Regional District than if the systems were operated separately.

### **3.3 Option 2 - Connect to the Village Of New Denver’s Water System without Amalgamation**

Option 2 includes connection to the Village of New Denver’s Water System with sale of water to the Regional District. Ownership of Denver Siding would remain with the Regional District under this option.

The Village of New Denver has indicated that they would not be in favour of this option.

### **3.4 Option 3 - New Groundwater Source**

Development of a new ground water well could be a good option as it may not require any treatment.

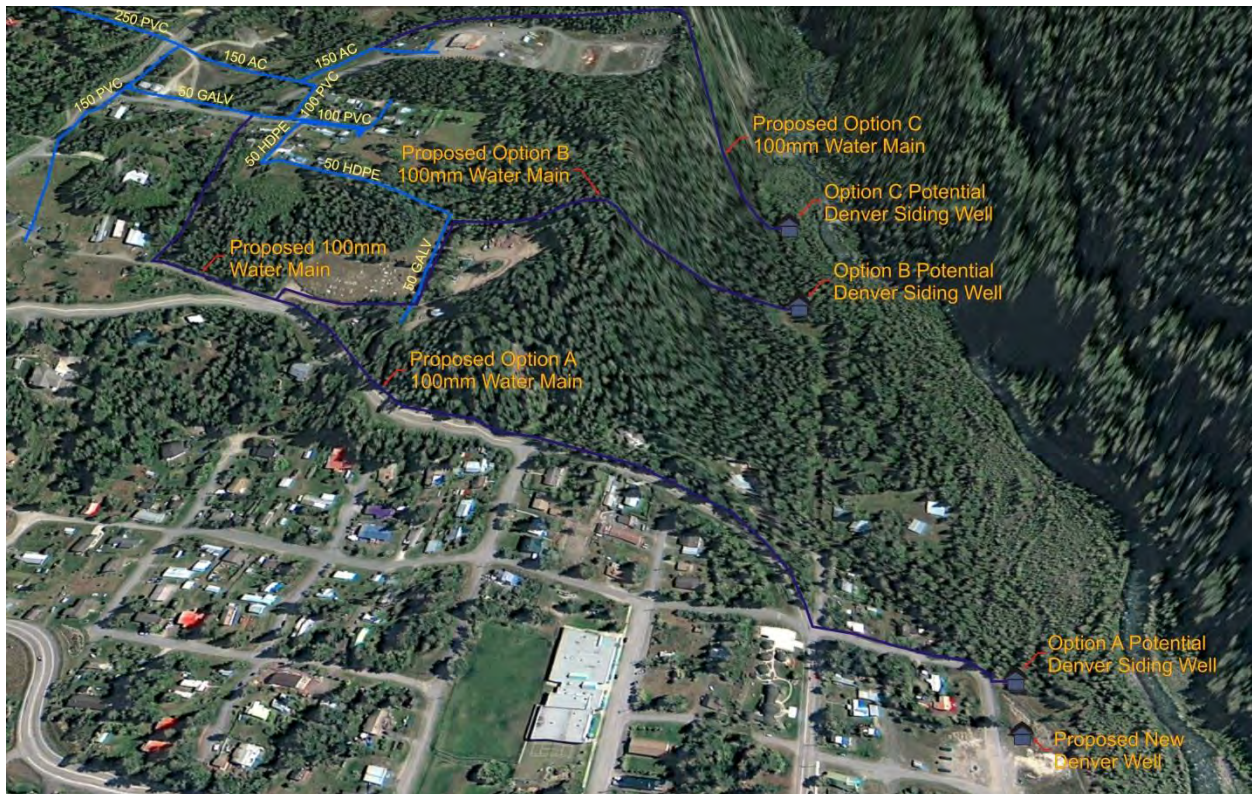
There is only one well log record within the Denver Siding service area. The well yield recorded is only 4 USGM (0.25 L/s). About 1.4 L/s would be required to meet Denver Siding maximum day demand. Development of a new ground water well in Denver Siding would be risky when there are no other existing proven wells.

The Village of New Denver is in the process of constructing a new well. Preliminary results indicate that the New Denver well appears to have good yield. Locating a new well near the proposed New Denver



Well or in the Carpenter Creek area should improve the chances of getting better well yields. The downside is the potential risk of developing a well that is under the influence of surface water which would require treatment. In addition, any well needs to be located far enough away from other existing wells to avoid aquifer draw down influences. Wells also have to be located a safe distance from sources of potential contamination such as septic systems.

Three potential well locations are identified on the following figure. Option A well location was chosen for the purpose of the conceptual level cost estimate. Although the Option A new well water transmission main would be longer, it is likely easier to construct as the grades along Option B and C are steep.



**Figure 4: Option 3 – New Groundwater Source**

The conceptual cost for Option 3 is estimated as follows:

**Table 3: Option 3 New Groundwater Source Conceptual Costs**

No.	Description	Cost
1	Clean & Repair Reservoir	\$7,000
2	Well Drilling and Development	\$61,000
3	Well Pump, Control Building, Process, Electrical & Controls	\$63,000
4	Reservoir Electrical & Controls	\$12,000
5	100 mm Watermain	\$104,000
6	Water System Upgrades & Confirmation of Existing Infrastructure	\$10,000
	<b>Subtotal</b>	<b>\$257,000</b>
	Contingency at 20%	\$51,400
	<b>Total Construction</b>	<b>\$308,000</b>
	Engineering	\$30,000
	<b>Project Total</b>	<b>\$338,000</b>

The above costs do not include do not include land acquisition costs. Standby power is also not included.

The potential operating costs are as follows:

**Table 4: Option 3 New Groundwater Source Potential Annual Operating Costs**

No.	Description	Cost
1	Power (heat, light, pumping )	\$2,000
2	Internet Connection & VOIP	\$840
3	Repair Materials & Parts	\$1,000
4	Local Operator (2 times per week x 1.5 hrs @ \$40/hr)	\$6,720
5	Nelson Operator (once per month x 6 hrs @ \$50/hr)	\$3,600
	<b>Total</b>	<b>\$14,160</b>

### 3.5 Option 4 - Central Water Treatment

Various central treatment options are available including:

- a) Cartridge filtration with media pre-filtration, UV disinfection, chlorine residual disinfection
- b) Rapid sand filtration, UV disinfection, chlorine residual disinfection
- c) Slow sand filtration and chlorine residual disinfection
- d) Membrane filtration and chlorine residual disinfection

Selection of the best treatment solution requires consideration of initial capital costs, treatment performance and long-term operation and maintenance costs. The potential advantages and disadvantages of each option are summarized as follows:

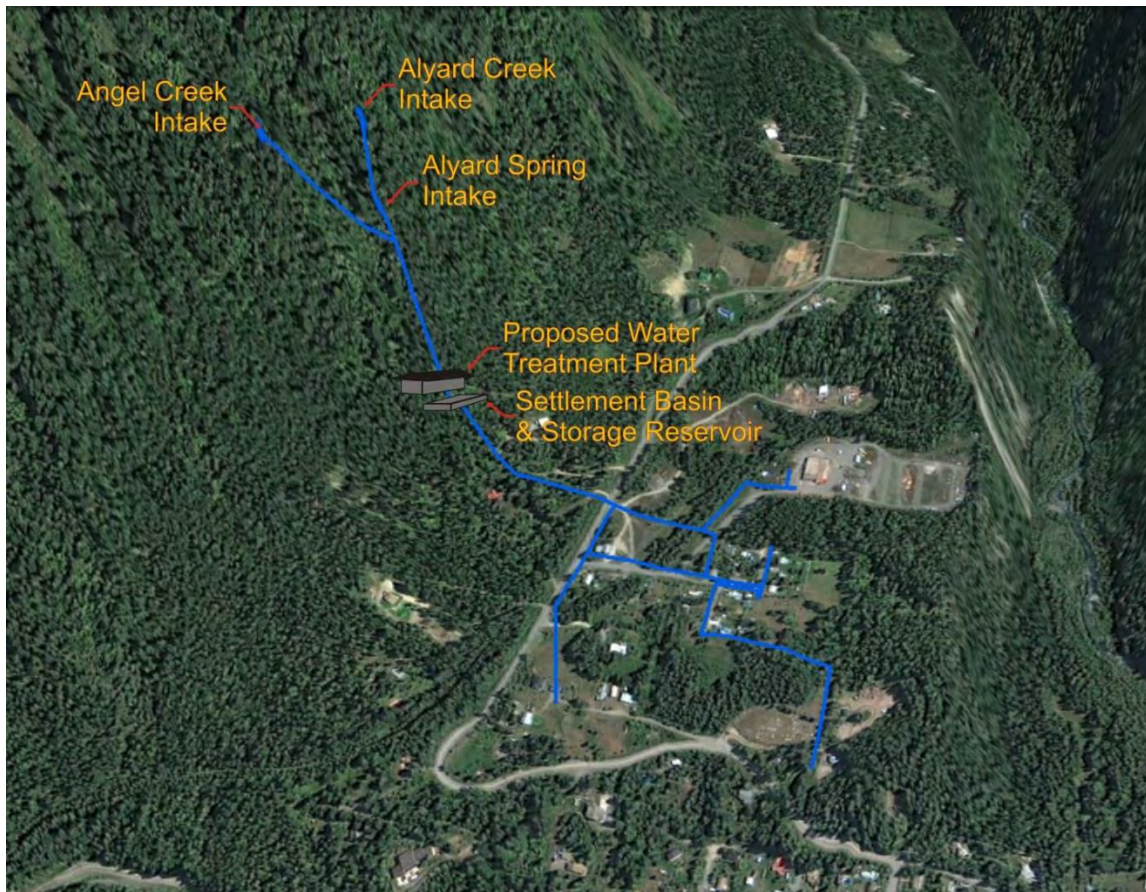
**Table 5: Treatment Options Advantages and Disadvantages**

Treatment Option	Capital Cost	O&M Cost	Pathogen Removal	Turbidity Removal	Operating Requirements
Cartridge Filtration	Moderate	Moderate to High	Good	Low	Frequent cartridge filter changes might be required
Rapid Sand	High	Moderate	Moderate	Moderate	Regular backwash required but automated
Slow Sand	Moderate to High	Low	Good	Good	Very simple to operate but occasional manual filters cleaning required.
Membrane Filtration	High	Moderate to High	Good	Very Good	Regular backwash required but automated

**3.5.1 Treatment Plant Location**

The Regional District does not own any land in Denver Siding. The best location for a water treatment plant would be above the existing Denver Siding Reservoir. A treatment plant immediately above the reservoir would not require any new distribution water mains, distribution pumps or standby power.

The land that the reservoir is located on is privately owned. The Regional District does have an easement agreement with the parcel but it does not include any water treatment plant.



**Figure 5: Central Treatment Plant Adjacent to Reservoir**

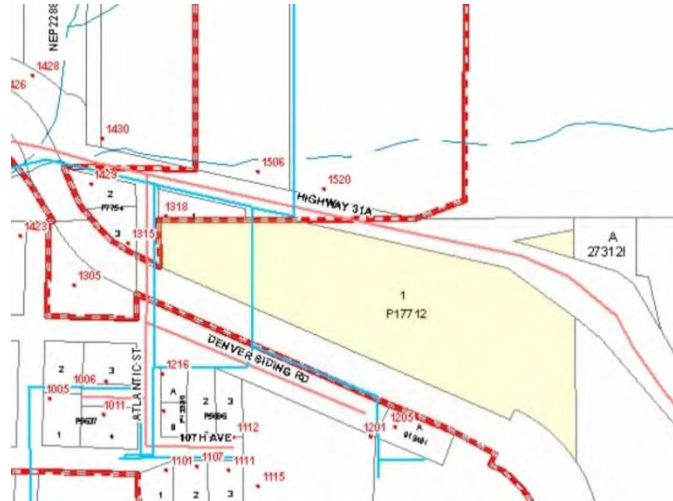
It might also be possible to locate any new water treatment plant somewhere downstream of the reservoir but this would require additional infrastructure. Two options are as follows:

- a) A smaller plant sized to meet maximum day demand flows would require:
  - Standby power
  - A raw water supply line from the reservoir to the treatment plant
  - A treated water supply line from the treatment plant to the reservoir fill
  - A backwash disposal pit
- b) A larger plant sized to meet peak hour demand flows:
  - Standby power
  - A chlorine contact chamber
  - A water line to service upstream properties
  - A backwash disposal pit

The Village of New Denver owns parcel Lot:1 DL:550 Plan:NEP17712 adjacent to Highway 3A that might be a possible location for a treatment plant.



**Figure 5: Central Treatment Plant Downstream of Reservoir**

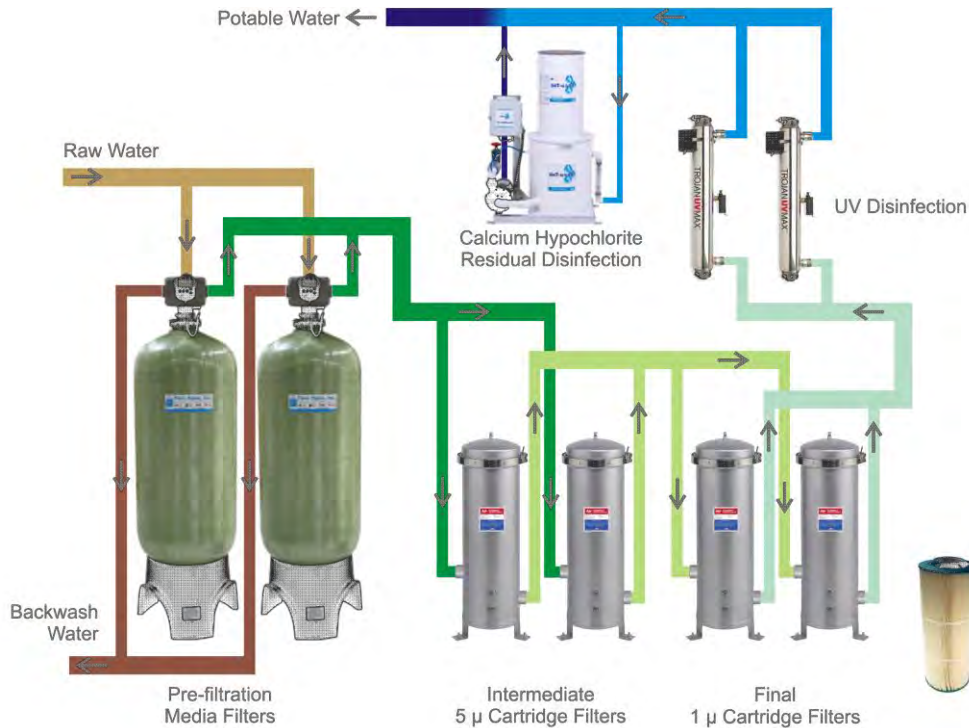


**Figure 6: Village of New Denver Parcel**

A cost estimate for a treatment plant downstream of the existing reservoir was not conducted as part of this review as it is not likely cost effective.

### 3.5.2 Option 4a - Cartridge Filtration

A cartridge filtration based water treatment plant could be implemented to meet Interior Health’s 4-3-2-1-0 Treatment Objective. The following figures show a schematic of a potential cartridge filter based water treatment plant.



**Figure 7: Typical Media & Cartridge Filter Treatment Plant**

Cartridge based filtration plants are not typically very good at removing small particulate turbidity. Turbidity can impair disinfection and can significantly impact operation and maintenance costs. High turbidity can result in frequent consumable filter changes; however, it appears that Denver Siding has low source water turbidity.

The conceptual cost for Option 4a is estimated as follows:

**Table 6: Option 4a Cartridge Plant Conceptual Costs**

No.	Description	Cost
1	Clean & Repair Reservoir	\$7,000
2	Water Treatment Plant Building	\$166,000
3	Treatment Plant Equipment	\$83,000
4	Reservoir Electrical & Controls	\$12,000
6	Water System Upgrades & Confirmation of Existing Infrastructure	\$10,000
	<b>Subtotal</b>	<b>\$278,000</b>
	Contingency at 20%	\$55,600
	<b>Total Construction</b>	<b>\$334,000</b>
	Engineering	\$60,000
	<b>Project Total</b>	<b>\$394,000</b>

Standby power and land costs are not included in the above cost estimate.

The potential operating costs are as follows:

**Table 7: Option 4a Cartridge Plant Potential Annual Operating Costs**

No.	Description	Cost
1	Power (heat, light, UV)	\$2,500
2	Internet Connection & VOIP	\$840
3	Cartridge Filters	\$2,500
4	Chemicals	\$1,000
5	Repair Materials & Parts	\$2,000
6	Local Operator (2 times per week x 1.5 hrs @ \$40/hr)	\$6,720
7	Nelson Operator (once per month x 6 hrs @ \$50/hr)	\$3,600
	<b>Total</b>	<b>\$19,160</b>

### 3.5.3 Option 4b - Rapid Sand

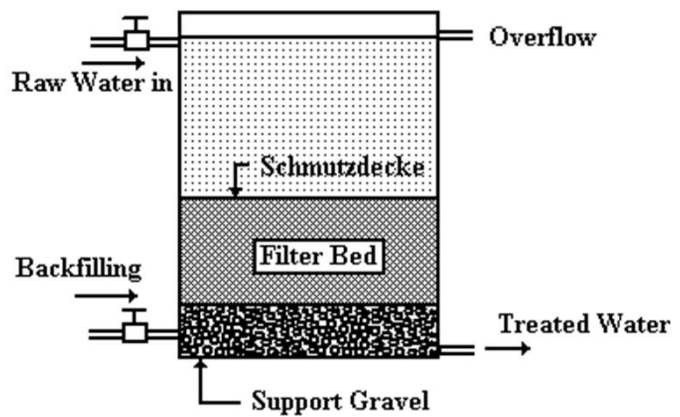
A rapid sand plant can provide moderate pathogen removal and moderate turbidity removal. UV disinfection and chlorine disinfection would be required with rapid sand plants for complete pathogen removal. A rapid sand plant is not likely feasible for Denver Siding because of the high capital cost.

### 3.5.4 Option 4c - Slow Sand

A slow sand treatment plant can provide one to simplest to operate treatment options. Slow sand plants have good turbidity and pathogen removal and do not require UV disinfection, if proven to be operating properly. Chlorine would be required for bacteria and virus disinfection.

Treatment is provided by a bio layer (Schmutzdecke). The simplest form of slow sand plant requires manual filter scraping from weekly to yearly depending on turbidity loading. Since Denver Siding has low turbidity a slow sand filter requiring scraping is likely feasible. An automatic backwashing filter could be implemented if higher turbidity loading is expected.

The disadvantage of slow sand plant is that large surface area tanks are required to provide slow water flow through the sand.



**Figure 8: Slow Sand Filter Treatment Plant**

The conceptual cost for Option 4c is estimated as follows:

**Table 8: Option 4c Slow Sand Plant Conceptual Costs**

No.	Description	Cost
1	Clean & Repair Reservoir	\$7,000
2	Chlorination Building	\$39,000
3	Slow Sand Tanks, Process & Control	\$191,000
4	Reservoir Electrical & Controls	\$5,000
6	Water System Upgrades & Confirmation of Existing Infrastructure	\$12,000
	<b>Subtotal</b>	<b>\$254,000</b>
	Contingency at 20%	\$50,800
	<b>Total Construction</b>	<b>\$305,000</b>
	Engineering	\$30,000
	<b>Project Total</b>	<b>\$335,000</b>

Standby power and land costs are not included in the above cost estimate.

The potential operating costs are as follows:

**Table 9: Option 4c Slow Sand Plant Annual Operating Costs**

No.	Description	Cost
1	Power (heat, light, Chlorinator )	\$600
2	Internet Connection & VOIP	\$840
3	Average Annual Sand Media Replacement	\$500
4	Chemicals	\$1,000
5	Repair Materials & Parts	\$500
6	Local Operator (2 times per week x 1.5 hrs @ \$40/hr)	\$6,720
7	Nelson Operator (once per month x 6 hrs @ \$50/hr)	\$3,600
8	Slow Sand Filter Cleaning (assumed 2 x per year)	\$2,000
	<b>Total</b>	<b>\$15,760</b>

### 3.5.5 Option 4d - Membrane Filtration

A membrane filtration plant provides very good turbidity removal and good pathogen removal. Chlorine is still required for bacteria and virus disinfection. Membrane filters can be expensive and require replacement about every 7 years.

A membrane filtration plant is not likely feasible for Denver Siding because of the potential high capital and operation and maintenance costs.



### 3.6 Option 5 - Point Of Entry Treatment

Point of entry (POE) treatment involves installation individual filtration units and UV disinfection units at every customer water connection.

Operation and maintenance costs for POEs can be a concern as Interior Health would require that each POE be checked and the water sampled on a regular basis. Interior Health has recently confirmed that property owners can take responsibility for POE checking and maintenance. This would significantly reduce Regional District maintenance costs. An agreement with every customer would be required.



Figure 9: Point of Entry Treatment System

The conceptual cost for Option 5 is estimated as follows:

Table 10: Option 5 Point of Entry Conceptual Costs

No.	Description	Cost
1	Clean & Repair Reservoir	\$7,000
2	Point of Entry Units	\$59,000
3	Water System Upgrades & Confirmation of Existing Infrastructure	\$10,000
	<b>Subtotal</b>	<b>\$76,000</b>
	Contingency at 20%	\$15,200
	<b>Total Construction</b>	<b>\$91,000</b>
	Engineering	\$10,000
	<b>Project Total</b>	<b>\$101,000</b>

The potential operating costs are as follows:

**Table 11: Option 5 Point of Entry Regional District Annual Operating Costs**

No.	Description	Cost
1	Weekly Water Sampling	\$2,240
2	Weekly Water Sampling Shipping	\$1,120
<b>Total</b>		<b>\$3,360</b>

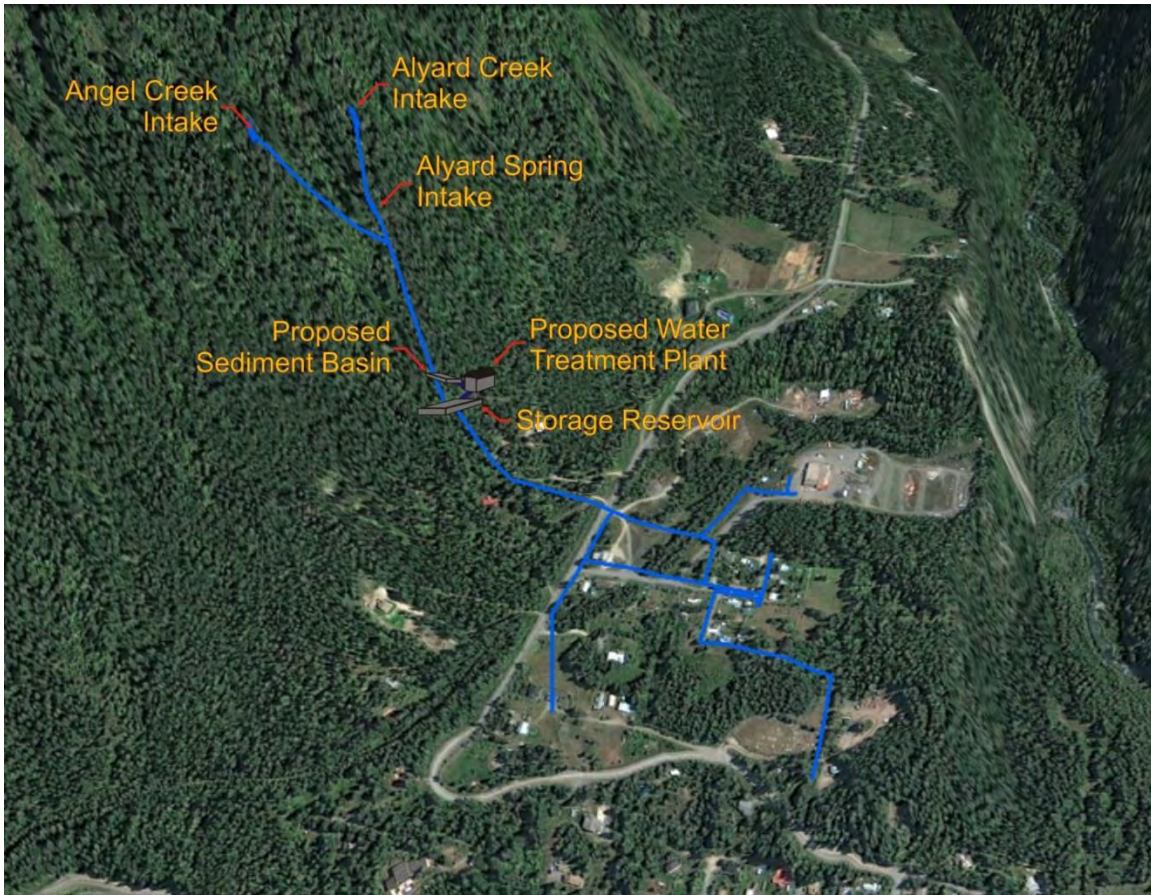
The potential annual cost to each customer is as follows:

**Table 12: Option 5 Point of Entry Regional Customer Operating Costs**

No.	Description	Cost
1	Additional Power Demand	\$150
2	Annual Contracted Certification	\$150
3	Filter Replacement	\$50
4	UV Lamp Replacement	\$100
5	POE Replacement Reserve (\$3750/15 years)	\$250
<b>Total</b>		<b>\$700</b>

### **3.7 Option 6 - Filter Avoidance (Chlorination and UV Treatment Only)**

Because Denver Siding source water has low turbidity it may be possible to implement a filter avoidance program that includes chlorine and UV disinfection. A higher level of water quality monitoring would be required along but the monitoring effort should not be more than the effort required to operate and filtration based water treatment plant.



**Figure 10: Potential Chlorine and UV Disinfection Plant**

The conceptual cost for Option 6 is estimated as follows:

**Table 13: Option 5 Filter Avoidance Conceptual Costs**

No.	Description	Cost
1	Clean & Repair Reservoir	\$7,000
2	Chlorination & UV Building	\$44,000
3	Process, Control and Instrumentation	\$66,890
4	Settlement Basin	\$22,000
5	Reservoir Electrical & Controls	\$5,000
6	Water System Upgrades & Confirmation of Existing Infrastructure	\$10,000
<b>Subtotal</b>		<b>\$154,890</b>
Contingency at 20%		\$30,978
<b>Total Construction</b>		<b>\$186,000</b>
Engineering		\$20,000
<b>Project Total</b>		<b>\$206,000</b>

Standby power and land costs are not included in the above cost estimate.

The potential operating costs are as follows:

**Table 14: Option 5 Filter Avoidance Annual Operating Costs**

No.	Description	Cost
1	Power (heat, light, Chlorinator )	\$600
2	Internet Connection & VOIP	\$840
3	Chemicals	\$1,000
4	Repair Materials & Parts	\$500
5	Local Operator (2 times per week x 1.5 hrs @ \$40/hr)	\$6,720
6	Nelson Operator (once per month x 6 hrs @ \$50/hr)	\$3,600
<b>Total</b>		<b>\$13,260</b>

### 3.7 SUMMARY OF UPGRADE OPTIONS REVIEW

**Table 15: Summary of Conceptual Capital Costs & Financing**

No	Description	Existing Reserves and Grant Balance	Proposed Capital Cost	Financing Required
1	Connection to New Denver	123,511	191,000	67,489
3	New Groundwater Source	123,511	338,000	214,489
4a	Cartridge Treatment Plant	123,511	394,000	270,489
4c	Slow Sand Plant	123,511	335,000	211,489
5	Point of Entry	123,511	101,000	0
6	Filter Avoidance	123,511	206,000	82,489

**Table 16: Summary of Conceptual Annual Financing and System O&M Costs**

No	Description	Annual Cost of Financing <sup>1</sup>	Existing Annual O&M Cost	Additional Annual O&M Cost	Total Conceptual O&M	Total Conceptual O&M and Financing
1	Connection to New Denver	4,500	9,100 <sup>2</sup>	5,000 <sup>3</sup>	14,100	18,600
3	New Groundwater Source	14,300	9,100	14,160	23,260	37,560
4a	Cartridge Treatment Plant	18,000	9,100	19,160	28,260	46,260
4c	Slow Sand Plant	14,100	9,100	15,760	24,860	38,960
5	Point of Entry	0	9,100	3,360	12,460	12,460
6	Filter Avoidance	5,500	9,100	13,260	22,360	27,860

- Notes: 1) Assumed 3% annual interest financed over 20 years.  
 2) Represents Regional District existing operation and maintenance cost. This will change if operated by New Denver for Option 1.  
 3) Additional annual operation and maintenance cost only assumed as this rate would be set by New Denver for Option 1.

**Table 17: Summary of Conceptual Annual Budget with Asset Renewal Reserve Contribution**

No	Description	Total Conceptual O&M and Financing	Existing Reserve Contributions for Long-term Asset Replacement <sup>4</sup>	Additional Reserve Contribution for Upgrade Eventual Replacement	Potential Total Annual Contribution to Asset Renewal <sup>5</sup>	Potential Annual Budget
1	Connection to New Denver	18,600	4,648	2,247	6,895	25,495
3	New Groundwater Source	37,560	4,648	4,060	8,708	46,268
4a	Cartridge Treatment Plant	46,260	4,648	4,493	9,141	55,401
4c	Slow Sand Plant	38,960	4,648	3,519	8,167	47,127
5	Point of Entry	12,460	4,648	1,836	6,484 <sup>6</sup>	18,944 <sup>7</sup>
6	Filter Avoidance	27,860	4,648	3,516	8,164	36,024

- Notes: 4) Existing Annual Contribution to Asset Renewal is required for long-term replacement of existing assets and is currently under funded. The rate should be about \$6,484.  
5) Greater of 25 or 100 year required contribution rate.  
6) Does not include customer eventual replacement of POE unit.  
7) Does not include customer POE operation and maintenance costs.

**Table 18: Summary of Estimated Annual Average Customer Costs**

No	Description	Existing Total Annual Budget	Existing Average Cost per Connection	Average Increased Cost per Connection for Upgrades	Estimated Average Rate from RDCK	Annual Customer Estimated O&M Cost	Total Estimated Average Cost to Customer
1	Connection to New Denver	13,726	654	560	1,214	-	1,214 <sup>10</sup>
3	New Groundwater Source	13,726	654	1,550	2,203	-	2,203
4a	Cartridge Treatment Plant	13,726	654	1,985	2,638	-	2,638
4c	Slow Sand Plant	13,726	654	1,591	2,244	-	2,244
5	Point of Entry	13,726	654	948	902	700 <sup>9</sup>	1,602
6	Filter Avoidance	13,726	654	809	1,715	-	1,715

- Notes: 8) Annual costs based on average of 21 existing customer connections.  
9) Includes annual contribution of \$250 for eventual POE replacement.  
10) Rate only assumed as it would be set by New Denver under Option 1.

The above estimates do not include any land costs. Only Option 5 does not require land.

## 4 Next Steps

The following next steps are required in order to make an ultimate decision on how to proceed:

1. Selection of most feasible and favourable options for further review.
2. Additional water testing including TOC testing and turbidity
3. Piloting of Option 4a Cartridge Treatment and Option 4c Slow Sand Treatment, if required.
4. Ground water supply study, if required.
5. Review land options.
6. Flow meter installation to confirm design flows.
7. Confirmation of potential New Denver rates under Option 1.

8. Referendum for borrowing
9. Referendum to become a Denver Siding Service, if required.
10. Preliminary/detailed design, if required.



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# SOUTH SLOCAN WATER SERVICES COMMUNITY ADVISORY COMMITTEE DISCUSSION OUTLINE

A meeting of the South Slocan Water Services Community Advisory Committee was held at 1:15 pm PST / 2:15 pm MST on Monday, November 20, 2023 through a hybrid model.

**Join by Meeting Link:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mb9580076543abd4ef59de5c893627ca1>

**Join by Meeting Number:**

**Meeting Number (access code):** 2770 693 8199

**Meeting Password:** 9PUxkJF2DB3 (97895532 from phones)

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**COMMITTEE MEMBERS PRESENT**

Committee Member Peter Wood

Committee Member Gary Niminiken

Director Walter Popoff, Electoral Area H (ex-officio)

**COMMITTEE MEMBERS ABSENT**

Committee Member Kathy Loxam

Committee Member Ian McGovern

Committee Member Cindy Lawrence

**STAFF**

Uli Wolf, GM – Environmental Services

Alex Divlakovski, Water Operations Manager

**1. WELCOME AND INTRODUCTIONS**

**2. STAFF REPORTS: OPERATIONS & MAINTENANCE UPDATE**

**2.1 Operations and Maintenance Update**

- Annual flushing and valve exercising
- Entry stairs and landing replaced at water treatment plant

- Filter consumption for 2023 is continuing to trend downward
- Annual dam inspection completed, as well as Provincial dam inspection

*Action Item: Staff to forward copy of the most recent Provincial dam inspection report for Smoky Creek Dam to the Community Advisory Committee members once it has been reviewed by the Province.*

#### 2.2 Logging on Property Adjacent to Springs

- Brent Petrick is planning logging operations in Springs Creek
- To start in the next week or so
- Harvesting infested Fir Bark Beetle
- Areas are far enough away from South Slokan intake to not be a concern (Attachment A)

### 3. 2024-2028 FINANCIAL PLAN

A copy of the 2024-2028 Financial Plan for Service S245 Water Utility-Area H (South Slokan) is provided (Attachment B).

*Action Item: RDCK to verify loan interest calculation is applied correctly for final budget.*

*Action Item: Correct 2024 contributions to reserves for final budget.*

### 4. ADDED AGENDA ITEM: 3112 South Slokan Station Road

Community Advisory Committee members have agreed to have South Slokan Water System provide funds for the installation of a 20" POE filter housing with 3 additional filters to mitigate water colour concerns for the customer (estimated cost \$500 - \$1,000).

### 5. NEXT ASSEMBLY

The next assembly of South Slokan Water Services Community Advisory Committee will be schedule in accordance with Section of 9 (1) of the RDCK Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858.

The next meeting will be scheduled in November 2024 to review budgets. Date to be determined.

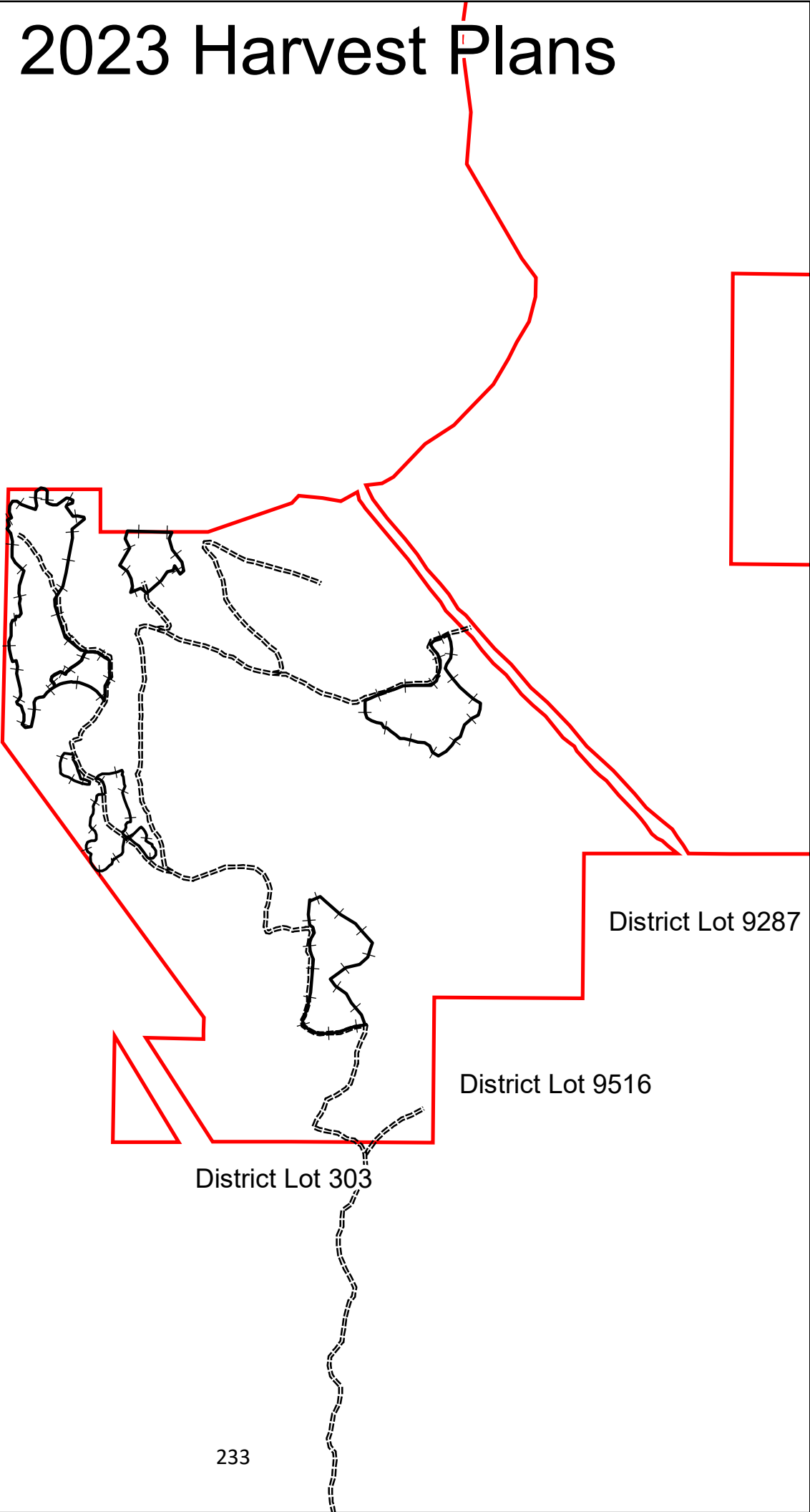
#### SUMMARY OF ACTION ITEMS:

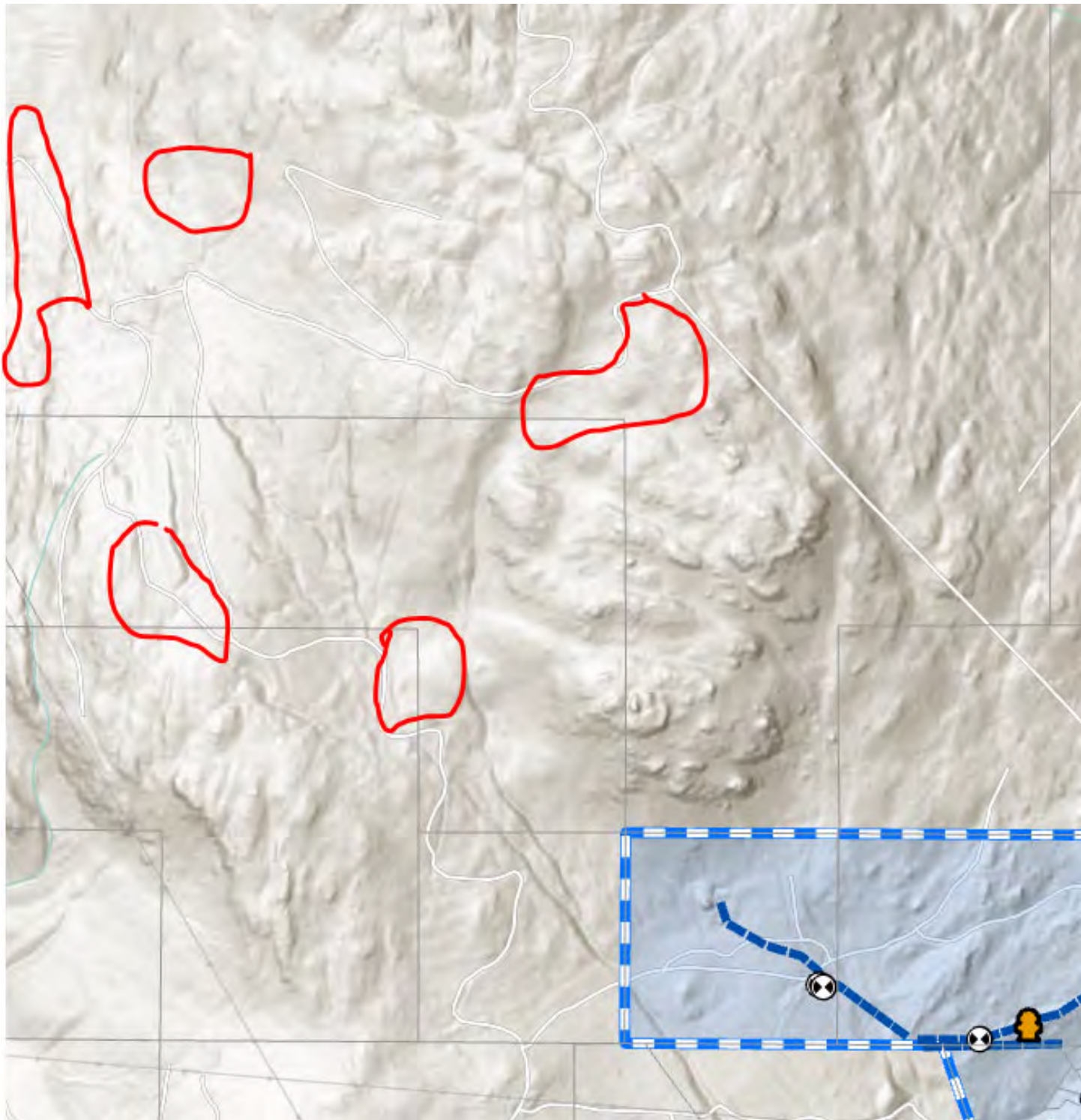
1. Staff to forward copy of the most recent Provincial dam inspection report for Smoky Creek Dam to the Community Advisory Committee members once it has been reviewed by the Province.
2. RDCK to verify loan interest calculation is applied correctly for final budget.
3. Correct 2024 contributions to reserves for final budget.
4. Schedule Community Advisory Committee meeting in November 2024.



# W1458 2023 Harvest Plans

Attachment A





Regional District of Central Kootenay

V-P2

Version P2 - Issued for CAC meeting.

S245 Water Utility-Area H (South Slokan)

2024 to 2028 Financial Plan

SYSTEM INFORMATION AND RATES

	No.	2023	2024	2025	2026	2027	2028
Active Accounts	50						
Service Charges % Increase		10%	7%	7%	5%	5%	5%
SSL-COMMERCIAL - POST OFFICE	1	0	0	0	0	0	0
SSL-COMMERCIAL- BUSINESS	1	1,977	2,115	2,263	2,376	2,495	2,620
SSL-COMMERCIAL-FOOD & BEVERAGE SERVICES	1	5,079	5,435	5,815	6,106	6,411	6,732
SSL-DWELLING-MULTI FAMILY-ADDITIONAL	1	1,977	2,115	2,263	2,376	2,495	2,620
SSL-DWELLING-MULTI FAMILY-FIRST DWELLING	1	1,977	2,115	2,263	2,376	2,495	2,620
SSL-DWELLING-SINGLE FAMILY	48	1,977	2,115	2,263	2,376	2,495	2,620
SSL-DWELLING - SECONDARY SUITE	0	1,382	1,479	1,583	1,662	1,745	1,832
SSL-INSTITUTIONAL-RDCK COMMUNITY BLDG	0	1,977	2,115	2,263	2,376	2,495	2,620
Metered Rate							
Base Charge		198	212	227	238	250	263
Metered Consumption		2.00	2.43	2.60	2.73	2.87	3.01
Parcel Tax % Increase			25%	0%	0%	100%	0%
Parcel Tax - Customers who paid their share of treatment loan - Base Amount	12	134.99	169	169	169	338	338
Parcel Tax - Customers who paid their share of treatment loan - Loan Amount	12	0	0	0	0	0	0
Parcel Tax - Customers who did not pay loan up front - Base Amount	42	134.99	169	169	169	338	338
Parcel Tax - Customers who did not pay loan up front - Loan Amount	42	157.01	157	157	157	157	157
Parcel Tax - Customers who did not pay loan up front - Total	42	292	326	326	326	495	495

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
41015 Parcel Taxes	13,884	13,884	13,884	13,884	13,884	13,884	13,884	15,720	15,720	15,720	24,846	24,846
42020 Sale of Services												
42025 Sale of Services - Specified		2,000										
42030 User Fees	80,838	88,718	97,233	88,930	105,906	106,697	106,697	113,300	121,228	127,282	133,656	140,352
45000 Transfer from Reserves	5,015	8,001	4,000	5,672	5,841	0	5,841	15,000	0	0	0	250,000
45500 Transfer from Other Service	1,485		10,801	6,143								
49100 Prior Year Surplus	13,908	(4,743)	(5,927)	1,080	5,226	6,215	6,215	15,995	0	0	0	0
Revenue	115,130	107,860	119,991	115,708	130,857	126,796	132,637	160,015	136,948	143,002	158,502	415,198

OPERATING EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
51010 Salaries	10,543	12,429	13,788	12,253	14,395	10,117	13,490	15,287	15,899	16,217	16,541	16,872
51010 - leak detection					2,000		0	2,000				
51020 Overtime	980	1,061	370	804	997	674	899	1,059	1,101	1,123	1,146	1,169
51030 Benefits	2,094	2,458	2,713	2,422	3,743	1,811	2,415	3,975	4,134	4,216	4,301	4,387
51030 - leak detection					520		0	552				
51050 Employee Health & Safety	0	249	0	83	89	0	0	95	98	100	102	104
51500 Directors - Allowance & Stipend			483		504	303	404	535	557	568	579	591
51565 Directors - Mileage					0	20	27	28	30	30	31	31
52030 Memberships, Dues & Subscriptions	0	0	100	0	100	50	67	106	110	113	115	117
53020 Admin, Office Supplies & Postage	12	5	0	6	31	16	21	33	34	35	36	36
53030 Communication	868	1,016	1,026	970	1,075	787	1,049	1,142	1,187	1,211	1,235	1,260
53050 Insurance	1,942	2,239	2,232	2,138	2,422	1,349	1,798	2,572	2,675	2,729	2,783	2,839
53080 Licence & Permits	270	505	124	300	546	206	274	580	603	615	627	640
54030 Contracted Services	1,612	2,792	2,024	2,143	4,501	1,358	1,810	4,780	4,971	5,071	5,172	5,276
55010 Repairs & Maintenance	3,851	3,892	1,395	3,046	7,526	5,122	6,829	7,993	8,312	8,479	8,648	8,821
55020 Operating Supplies	20,480	9,738	8,405	12,874	8,741	2,780	3,707	6,000	6,240	6,365	6,492	6,622
55025 Chemicals	1,120	896	941	986	979	1,074	1,432	1,521	1,582	1,613	1,646	1,679
55030 Equipment		0	1,435	718	0	10	13	0	0	0	0	0
55040 Utilities	1,447	1,559		1,503	1,966	1,264	1,685	2,088	2,171	2,215	2,259	2,304
Operating Expenses	45,219	38,839	35,036	40,244	50,134	26,940	35,920	50,345	49,705	50,699	51,713	52,747

CAPITAL EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
60000 CAP1093-100 SSL W - 2020 Valve Replacements & PRV Box Improvements								15,000				
60000 CAP1007-100 Distribution System Upgrades												250,000
Capital Expenses	0	0	0	0	0	0	0	15,000	0	0	0	250,000

NON-OPERATING EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
56010 Debenture Interest	4,500	13,801	2,999	7,100		788						
56010 - MFA 139					1,974		1,974	1,974	1,974	1,974	1,974	1,974
56010 - MFA 112					1,025		1,025	1,025	1,025	1,025	1,025	1,025
56020 Debenture Principal	4,502	4,725	4,725	4,650		0						
56020 - MFA 139					3,565		3,565	3,565	3,565	3,565	3,565	3,565
56020 - MFA 112					2,147		2,147	2,147	2,147	2,147	2,147	2,147
59000 Contribution to Reserve	28,871	14,630	13,133	18,878	25,154	25,154	25,154	36,197	26,780	30,805	44,235	48,820
59500 Transfer to Other Service	6,777	5,207	8,459	6,814	10,838	0	10,838	11,510	11,970	12,210	12,454	12,703
59510 Transfer to Other Service - General Admin. Fee	4,405	4,537	4,764	4,569	5,214	5,214	5,214	5,537	5,759	5,874	5,991	6,111
59520 Transfer to Other Service - IT Fee	4,690	4,750	4,810	4,750	5,516	5,516	5,516	5,858	6,092	6,214	6,338	6,465
59550 Transfer to Other Service - Environmental Services Fee	15,579	19,297	30,008	21,628	25,289	25,289	25,289	26,857	27,931	28,490	29,060	29,641
Non-Operating Expenses	69,324	66,946	68,898	68,389	80,722	61,961	80,722	94,670	87,244	92,304	106,790	112,451

Total Service	588	2,074	16,057	7,074	0	37,896	15,995	0	0	0	0	0
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59500 TRANSFER TO OTHER SERVICE

Account	Work Order	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
59500	OPR325-100												
59500	OPR325-112	2,293	2,665	1,786	2,248	3,259	0	3,259	3,461	3,600	3,671	3,745	3,820
59500	OPR325-113												
59500	OPR325-117	4,484	2,542	6,673	4,566	7,579	0	7,579	8,049	8,371	8,538	8,709	8,883
Total Transfer to Other Service		6,777	5,207	8,459	6,814	10,838	0	10,838	11,510	11,970	12,210	12,454	12,703

RESERVES

	2023	2024	2025	2026	2027	2028
Balance Previous Year	49,817	69,763	82,318	111,072	140,673	186,315
Interest (Assumed 1%)	498	698	823	1,111	1,407	1,863
Contribution	25,289	26,857	27,931	28,490	44,235	48,820
Withdrawal	(5,841)	(15,000)	0	0	0	(250,000)
	69,763	82,318	111,072	140,673	186,315	(13,002)

2022 Asset Management Plan Identified Contribution to Reserves

25 Year	100,957
100 Year	118,043



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# WOODBURY VILLAGE WATER SERVICES COMMUNITY ADVISORY COMMITTEE DISCUSSION OUTLINE

A meeting of the Woodbury Village Water Services Community Advisory Committee was held at 1:00 pm PST / 2:00 pm MST on Tuesday, November 21, 2023 through a hybrid model

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m858048912cb2ae3d72f5f23f8b23c0b1>

**Join by Meeting Number:**

**Meeting Number (access code):** 2771 909 0819

**Meeting Password:** PPqYq2MP3U2 (77797267 from phones)

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**COMMITTEE MEMBERS PRESENT**

Committee Member Richard Nellis

Committee Member Barney Gilmore

Committee Member Allan Hobden

Committee Member Ken Chambers

Director Aimee Watson, Electoral Area D (ex-officio)

**STAFF PRESENT**

Uli Wolf, GM – Environmental Services- present

Alex Divlakovski, Water Operations Manager- present

**1. WELCOME AND INTRODUCTIONS**

**2. STAFF REPORTS: OPERATIONS & MAINTENANCE AND CAPITAL UPDATE**

- Annual flushing and valve exercising.
- One distribution system leak repaired.
- Interior Health Construction Permit issued and upgrades on the water treatment plant/new intake have begun.
- New intake pump to be installed this November.
- Commissioning of the water treatment upgrades to begin December/January.  
Follow up action: staff to inform CAC when commissioning begins and new intake source is initiated.

**3. 2024-2028 FINANCIAL PLAN**

A copy of the 2024-2028 Financial Plan for Service S259 Water Utility-Area D (Woodbury) is provided.

*Action Item: Staff to provide a revised Financial Plan to Community Advisory Committee members with corrected Contribution to Reserves and revised Parcel Tax increases at 13% increase for 2024 and less than 12% increase for 2025.*

*Action Item: Director Watson to inform Community Advisory Committee if Environmental Services Fees and/or Fleet Contributions change significantly in Final Budget.*

**4. DISCUSSION ITEM: COMMITTEE MEMBERSHIP EXPIRING**

All Committee memberships are set to expire on December 31, 2023.

*Action Item: Director Watson to re-appoint existing members to the Community Advisory Committee: Richard Nellis; Barney Gilmore; Allan Hobden; Ken Chambers.*

**5. NEXT ASSEMBLY**

The next assembly of Woodbury Village Water Services Community Advisory Committee will be schedule in accordance with Section of 9 (1) of the RDCK Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858.

Next Community Advisory Committee meeting to be scheduled for preliminary 2025 budget review in November, 2024.

**SUMMARY OF ACTION ITEMS:**

1. Staff to provide a revised Financial Plan to Community Advisory Committee members with corrected Contribution to Reserves and revised Parcel Tax increases at 13% increase for 2024 and less than 12% increase for 2025.
2. Director Watson to inform Community Advisory Committee if Environmental Services Fees and/or Fleet Contributions change significantly in Final Budget.
3. Director Watson to re-appoint existing members to the Community Advisory Committee: Richard Nellis; Barney Gilmore; Allan Hobden; Ken Chambers.
4. Schedule Community Advisory Committee meeting in November 2024.

**Regional District of Central Kootenay  
S259 Water Utility-Area D (Woodbury)**

**2024 to 2028 Financial Plan**

**V-P2**

Version P2 - Issued for CAC meeting.

**SYSTEM INFORMATION AND RATES**

	No.	2023	2024	2025	2026	2027	2028
Active Accounts	41						
Accounts Using Water	34						
Accounts Not Using Water	7						
Service Charges % Increase		9%	4%	4%	4%	4%	4%
WDV-DWELLING-MULTI FAMILY FIRST DWELLING	5	951	989	1,029	1,070	1,113	1,158
WDV-DWELLING- MULTI FAMILY- ADDITIONAL	5	500	520	540	562	585	608
WDV-DWELLING-SINGLE FAMILY	29	951	989	1,029	1,070	1,113	1,158
		0%	0%	0%	0%	0%	0%
WDV-UNDEVELOPED PARCEL	7	377	377	377	377	377	377
Metered Rate							
Base Charge		135	141	146	152	158	164
Metered Consumption		3.88	4.04	4.20	4.36	4.54	4.72
Parcel Tax % Increase		0%	25%	0%	0%	0%	25%
Parcel Tax	41	426	533	533	533	533	666
<b>Total</b>							

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
41010 Requisitions												
41015 Parcel Taxes	17,466	17,466	17,466	17,466	17,466	17,466	17,466	21,833	21,833	21,833	21,833	27,291
42025 Sale of Services - Specified												
42030 User Fees	28,291	29,707	35,195	31,064	37,486	38,181	38,181	38,880	40,329	41,837	43,405	45,035
43015 Donations - Specified	3,120			3,120								
43020 Grants					49,976	49,976	49,976					
43025 Grants - Specified	0	153,869	42,649	65,506	284,322	0	284,322	41,416				
43030 Community Works Grants	0		85,440	42,720		1,750	1,750					
45000 Transfer from Reserves	13,732	12,105	6,709	10,849	27,000	0	27,000	4,000	0	0	0	0
49100 Prior Year Surplus	(8,240)	(5,240)	5,035	(2,815)	49,372	50,590	50,590	57,471	(11,894)	(11,894)	(11,894)	(11,894)
<b>Revenue</b>	<b>54,369</b>	<b>207,907</b>	<b>192,495</b>	<b>167,910</b>	<b>465,622</b>	<b>157,963</b>	<b>469,285</b>	<b>163,599</b>	<b>50,268</b>	<b>51,775</b>	<b>53,343</b>	<b>60,432</b>

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
51010 Salaries	3,036	3,874	9,281	5,397	8,352	2,244	2,992	8,870	9,225	9,409	9,597	9,789
51020 Overtime	72	49	996	372	217	0	0	230	240	244	249	254
51030 Benefits	536	667	1,528	910	2,172	403	537	2,307	2,399	2,447	2,496	2,546
51500 Directors - Allowance & Stipend			386	386	403	303	404	428	445	454	463	472
51565 Directors - Mileage			128	128	133	71	95	141	147	150	153	156
53020 Admin, Office Supplies & Postage	6			6	0	16	21	0	0	0	0	0
53030 Communication		0	0	0	541	0	0	1,000	1,040	1,061	1,082	1,104
53040 Advertising			905	905			0	0	0	0	0	0
53050 Insurance	402	654	63	373	1,983	595	793	2,106	2,190	2,234	2,279	2,324
53080 Licence & Permits	450	513	5,951	2,305	676	190	254	718	747	762	777	792
54010 Legal					14,500	0	14,500	2,000				
54030 Contracted Services	920	416	4,276	1,871	1,190	346	462	1,264	1,314	1,341	1,367	1,395
55010 Repairs & Maintenance	329	298	1,497	708	1,082	550	734	1,149	1,195	1,219	1,243	1,268
55020 Operating Supplies	481	423	859	588	1,072	167	223	1,138	1,184	1,208	1,232	1,256
55025 Chemicals	71	51	(96)	9	595	43	57	632	657	670	684	697
55040 Utilities	1,423	1,805	2,023	1,750	2,380	1,228	1,637	2,528	2,629	2,681	2,735	2,790
<b>Operating Expenses</b>	<b>7,726</b>	<b>8,751</b>	<b>27,796</b>	<b>15,708</b>	<b>35,296</b>	<b>6,157</b>	<b>22,709</b>	<b>24,511</b>	<b>23,411</b>	<b>23,879</b>	<b>24,357</b>	<b>24,844</b>

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
60000 CAP1221-100 WDV W - 2021 SROW Water Line Protection					1,021	1,216	1,216					
60000 CAP1422-100 WDV W - 2023 Water Quality Upgrades					341,416	127,992	300,000	41,416				
<b>Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>342,437</b>	<b>129,208</b>	<b>301,216</b>	<b>41,416</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
59000 Contribution to Reserve	18,991	12,739	3,194	11,641	53,938	53,938	53,938	77,475	9,536	9,991	10,485	16,479
59500 Transfer to Other Service	17,386	15,818	11,526	14,910	14,901	1,870	14,901	11,860	8,175	8,338	8,505	8,675
59510 Transfer to Other Service - General Admin. Fee	3,837	3,952	4,150	3,980	4,256	4,256	4,256	4,520	4,701	4,795	4,891	4,988
59550 Transfer to Other Service - Environmental Services Fee	11,669	15,648	17,555	14,957	14,794	14,794	14,794	15,711	16,340	16,666	17,000	17,340
<b>Non-Operating Expenses</b>	<b>51,883</b>	<b>48,157</b>	<b>36,425</b>	<b>45,488</b>	<b>87,889</b>	<b>74,858</b>	<b>87,889</b>	<b>109,566</b>	<b>38,751</b>	<b>39,790</b>	<b>40,880</b>	<b>47,482</b>

<b>Total Service</b>					(0)	(52,260)	57,471	(11,894)	(11,894)	(11,894)	(11,894)	(11,894)
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Account	Work Order	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
59500 CAP1222-100 WDV W - 2021 Water Quality Upgrades													
59500 CAP1222-100 WDV W - 2021 Water Quality Upgrades - Project Management				3,968		7,500							
59500 OPR327-100 Woodbury Water Utility-Distribution - General													
59500 OPR327-112 Woodbury Water Utility-Transfer to other Service - Fleet		2,563	2,978	1,996	2,771	3,642		3,642	3,868	4,023	4,103	4,185	4,269
59500 OPR327-114 WDV W Woodbury Water Utility-Transfer to other Service - Project Ma		13,563	12,105	3,970	12,834		1,870	7,500	4,000				
59500 OPR327-117 Woodbury Water Utility-Transfer to other Service - Operator Admin		1,260	735	1,592	998	3,759		3,759	3,992	4,152	4,235	4,320	4,406
<b>Total Transfer to Other Service</b>		<b>17,386</b>	<b>15,818</b>	<b>11,526</b>	<b>16,602</b>	<b>14,901</b>	<b>1,870</b>	<b>14,901</b>	<b>11,860</b>	<b>8,175</b>	<b>8,338</b>	<b>8,505</b>	<b>8,675</b>

	2023	2024	2025	2026	2027	2028
Balance Previous Year	152,089	180,547	255,828	267,922	280,592	293,883
Interest (Assumed 1%)	1,521	1,805	2,558	2,679	2,806	2,939
Contribution	53,938	77,475	9,536	9,991	10,485	16,479
Withdrawal	(27,000)	(4,000)	0	0	0	0
	<b>180,547</b>	<b>255,828</b>	<b>267,922</b>	<b>280,592</b>	<b>293,883</b>	<b>313,301</b>

2022 Asset Management Plan Identified Contribution to Reserves	
25 Year	31,579
100 Year	37,279



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Winlaw Regional & Nature Park Commission  
OPEN MEETING MINUTES**

**7:00 p.m.**

**Wednesday, November 22, 2023**

**Held by remote meeting.**

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m1d86e251de5f8174a0c14e2d3370012d>

**Join by Phone:**

1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2772 889 7442

**Meeting Password:** HnYkBY2X3D3

**In-Person Location:** This meeting will be held remotely.

**COMMISSION MEMBERS**

Director Popoff	Electoral Area H
Director J. Lunn	Village of Slocan
Commissioner C. Lawrence	Area H
Commissioner L. Lawrence	Area H
Commissioner V. Carleton	Area H
Commissioner J. Chatten	Area H
Commissioner H. Sebelius	Area H

**ABSENT**

Director C. Ferguson	Village of Silverton
Director L. Casley	Village of New Denver
Commissioner K. Ellis	Area H
Commissioner A. Rochette	Area H

**STAFF**

Joe Chirico	General Manager of Community Services
Jeff Phillips	Regional Parks Operations Supervisor
Pearl Anderson	Meeting Coordinator

**7 out of 11 voting Commission/Committee members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Lawrence called the meeting to order at 7:12 p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

That the Agenda for the November 22, 2023 Winlaw Regional & Nature Park Commission meeting be adopted with the following addition:

- Item 5.2 – Commission Members

**Carried**

**4. RECEIPT OF MINUTES**

The September 13, 2023 Winlaw Regional & Nature Park Commission minutes have been received.

**5. STAFF REPORTS & UPDATES**

**5.1 2024 PROPOSED BUDGET**

The proposed 2024 budget presented by Jeff Phillips, Parks & Trails Supervisor, has been received with the following matters discussed:

- Review of the 2023 budget – 44% of the \$12,100 budget has been allocated.
- Remaining 2023 budget funds will either be carried forward as surplus or put into reserves
- 2024 proposed budget total is \$11,300.
- Majority of the 2024 proposed budget is the same as the 2023.
- 2024 janitorial/grounds keeping budget has been increased to cover the potential for scope changes. For example, the potential for more grass area to maintain due to trees being removed by the beavers.
- Suggestions budget funds could be used for were - table refinishing, toilet pumping, fixing potholes in driveway and preventative measures for beaver control.
- Possibility of bat house installation – on hold until the results of Crawford Bay bat house is determined.

**5.2 COMMISSION MEMBERS**

The following Commission members advised they would like to stand for another 2 year term (commencing January 1, 2024) on the Winlaw Regional & Nature Park Commission:

- Commissioner V. Carleton
- Commissioner J. Chatten
- Commissioner H. Sebelius

**6. PUBLIC TIME**

The Chair called for questions from the public at 7:50 p.m.



**7. 2024 MEETING SCHEDULE**

To promote openness, transparency and provide accessibility to the public we will be required to provide the ability to attend all RDCK meetings in-person or remote (hybrid model). Meeting spaces must be accessible to the public.

Commission will discuss the 2024 meeting schedule and select dates and times as well suggest a possible location. If a suitable location can not be determined, staff will assist in finding a location.

DATE	TIME A.M/P.M	HYBRID MEETING LOCATION
February 21, 2024	7:00 p.m.	
May 22, 2024	7:00 p.m.	
September 11, 2024	7:00 p.m.	
November 13, 2024	7:00 p.m.	

**8. NEXT MEETING**

The next Winlaw Regional and Nature Parks Commission meeting is scheduled for Wednesday, February 21, 2024 at 7:00 p.m.

**9. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

That the Winlaw Regional & Nature Park Commission meeting be adjourned at 8:01 p.m.

**Carried**

**Digitally approved,**  
C. Lawrence, Chair  
November 25, 2023



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**YMIR COMMISSION OF MANAGEMENT  
OPEN MEETING MINUTES**

A meeting of the Ymir Commission of Management was held at  
1:15 pm PST / 2:15 pm MST on Thursday, November 23, 2023 through a hybrid model

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m2b22ede5aae389e01a2dea6aee171c87>

**Join by Meeting Number:**

**Meeting Number (access code):** 2774 978 7953

**Meeting Password:** hqNCDrpP445 (47623777 from phones)

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

**COMMISSION MEMBERS PRESENT**

Director Hans Cunningham, Electoral Area G (Chair)

Commissioner Thomas Nixon

Commissioner Jay Leus

Commissioner Theron Kingsley

**COMMITTEE MEMBERS ABSENT**

Commissioner Ernie Fidgeon

Commissioner Leslie Hamnett

**STAFF**

Uli Wolf, GM – Environmental Services

Jason McDiarmid, Utility Services Manager

**1. CALL TO ORDER & WELCOME**

Director Cunningham called the meeting to order at 1:15 pm PST.

**1.1 Traditional Lands Acknowledgement Statement**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**1.2 Adoption Of Agenda**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the November 23, 2023 Ymir Commission of Management meeting, be adopted as circulated.

**Carried**

**1.3 Receipt Of Minutes**

The February 6, 2023 Ymir Commission of Management minutes, have been received.

**2. STAFF REPORTS**

**2.1 Operation and Maintenance/Capital Update**

- Replaced level sensor in creek intake.
- Intake dredged and cleaned.
- Annual flushing and valve exercising.
- Reservoir meter ordered and received, to be installed in spring 2024.
- Chlorine dosing pumps installed at beginning of year.
- Controls and SCADA upgrades contract awarded and in progress (to be completed this fall).

*Action Item: Staff to confirm that the control system has a UPS.*

**2.2 Quartz Creek Flow Monitoring**

- Agreement needs to be renewed with ATCO Wood Products for cost sharing.
- Failed level sensor replacement took a long time due to supply chain issues.
- Waiting for treatment plant control upgrade to start reporting again.
- Water quality testing has been ongoing.

**3. 2024-208 DRAFT FINANCIAL PLAN**

The 2024-2028 Financial Plan for Service S244 Water Utility-Area G (Ymir), has been received.

*Action Item: Proposed 2024 Utilities budget might be high.*

**MOVED** and seconded,  
AND Resolved:

That 6% Water User Fee increase and 5% Water Frontage Tax increase proposed for the 2024 Financial Plan for Service S244 Water Utility-Area G (Ymir) be supported by the Ymir Commission of Management.

**Carried**

**4. PUBLIC TIME**

The Chair called for questions from the public at 1:45 pm PST.

**5. NEXT MEETING**

The next Ymir Commission of Management meeting will be scheduled at the call of the Chair.

**6. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Ymir Commission of Management meeting be adjourned at 2:22 pm PST.

CERTIFIED CORRECT

*'Certified correct via email dated December 1, 2023'*

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Director H. Cunningham, 2023 Commission Chair



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# EDGEWOOD WATER SERVICES COMMUNITY ADVISORY COMMITTEE DISCUSSION NOTES

A meeting of the Edgewood Water Services Community Advisory Committee was held at 9:15 am PST / 10:15 am MST on Thursday, November 23, 2023 through a hybrid model

**Join by Meeting Link:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mb9580076543abd4ef59de5c893627ca1>

**Join by Meeting Number:**

**Meeting Number (access code):** 2770 693 8199

**Meeting Password:** 9PUxkJF2DB3 (97895532 from phones)

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**COMMITTEE MEMBERS PRESENT**

Committee Member Floyd Webber

Committee Member Bill Dummett

Committee Member Kurtis Hopp

Committee Member Jennifer Irmen

Director T. Weatherhead, Electoral Area K (ex-officio)

**COMMITTEE MEMBERS ABSENT**

Committee Member Bill Penner

**STAFF**

Uli Wolf, GM – Environmental Services - Present

Jason McDiarmid, Utility Services Manager - Present

**1. WELCOME AND INTRODUCTIONS**

**2. STAFF REPORTS: OPERATIONS & MAINTENANCE UPDATE**

**2.1 Operations and Maintenance Update**

- Leak detection work completed, and identified/repaired one major leak.
- Annual flushing and valve exercising completed.

- Disconnected the original wells from the distribution system per Interior Health requirements.
- Standby auxiliary power (generator) will be procured shortly and installed in the spring of 2024.
- Well site fencing completed to satisfy Interior Health source protection requirements.
- Operations and Maintenance contract RFP has closed and is in the process of being awarded.

*Action Item:* Staff to provide a copy of the Annual Consumption report when finalized. Report to include the new wells capacity.

*Action Item:* Staff to provide WSCAC with reporting info on old and new wells aquafer levels as it relates to lake levels.

*Action Item:* Staff to provide WSCAC with a copy of the new Abandonment of Asbestos Pipe Policy.

## 2.2 Old Wells

- Agreement in place for fire group use of old wells.
- Original wells piped to the exterior of building for access by the volunteer fire group.
- Training and Safe Work Procedures to be completed this winter.

## 3. 2024-2028 FINANCIAL PLAN

A copy of the 2024-2028 Financial Plan for Service S253 Water Utility-Area K (Edgewood) is provided.

*Action Item:* Remove 2026 short term loan as it is not required.

## 4. NEXT ASSEMBLY

The next assembly of Edgewood Water Services Community Advisory Committee will be schedule in accordance with Section of 9 (1) of the RDCK Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858.

### SUMMARY OF ACTION ITEMS:

1. Staff to provide a copy of the Annual Consumption report when finalized. Report to include the new wells capacity.
2. Staff to provide WSCAC with reporting info on old and new wells aquafer levels as it relates to lake levels.
3. Staff to provide WSCAC with a copy of the new Abandonment of Asbestos Pipe Policy.
4. Remove 2026 short term loan as it is not required.

**Regional District of Central Kootenay**

**V-P1**

Version PO - Budget set up - JMCD, O&M and Capital added - AD. P1 - Issued for internal review.

**S253 Water Utility-Area K (Edgewood)**

**2024 to 2028 Financial Plan**

**SYSTEM INFORMATION AND RATES**

<b>Active Accounts</b>	
Service Charges % Increase	
EDG-COMMERCIAL- BUSINESS	2
EDG-DWELLING- MULTI FAMILY- ADDITIONAL	8
EDG-DWELLING- MULTI FAMILY- FIRST	6
EDG-DWELLING- MULTI FAMILY- MOBILE UNIT	3
EDG-DWELLING- SINGLE FAMILY	72
EDG-INDUSTRIAL- ROAD MTNCE YARD	1
EDG-INSTITUTIONAL- CHURCH	1
EDG-INSTITUTIONAL- COMMUNITY HALL	2
EDG-INSTITUTIONAL- FIRE HALL	1
EDG-INSTITUTIONAL- HEALTH FACILITY	2
EDG-INSTITUTIONAL- RECREATIONAL	3
EDG-INSTITUTIONAL- SCHOOL	1
<b>Metered Rate</b>	
Base Charge	154
Metered Consumption	1.94
<b>Rate Holiday Credits</b>	
EDG-RATE HOLIDAY- COMMERCIAL- BUSINESS	2
EDG-RATE HOLIDAY- DWELLING- MULTI- FIRST	6
EDG-RATE HOLIDAY- DWELLING- SINGLE-FIRST	54
EDG-RATE HOLIDAY- DWELL-MULTI-ADDITIONAL	6
EDG-RATE HOLIDAY- INDUSTRIAL- ROAD MTNCE	1
EDG-RATE HOLIDAY- INSTITUT- RECREATIONAL	3
EDG-RATE HOLIDAY- INSTITUTIONAL- CHURCH	1
EDG-RATE HOLIDAY- INSTITUTIONAL- HALL	2
EDG-RATE HOLIDAY- INSTITUTIONAL- HEALTH	2
EDG-RATE HOLIDAY- INSTITUTIONAL- SCHOOL	1
<b>BC Hydro Report</b>	
Rate Holiday Eligible - Paid by BC Hydro	
Rate Holiday Eligible - Not Assessed	
Rate Holiday Not Eligible - Ownership Changed	
In Water System but Not Assessed	
<b>Parcel Tax % Increase</b>	
Parcels Assessed Parcel Tax (Rate Holiday)	
Parcels Assessed Parcel Tax (No Rate Holiday)	
<b>Total</b>	

No.	2023	
93		
	4%	
2	896	
8	771	
6	1,539	
3	771	
72	1,539	
1	2,685	
1	1,345	
2	1,345	
1	1,539	
2	673	
3	2,235	
1	2,235	
	154	
	1.94	
	2	
	6	
	54	
	6	
	1	
	3	
	1	
	2	
	2	
	1	
No.	Fee	15%
65	10.50	569
19	0	569

2024	2025	2026	2027	2028
6%	4%	4%	4%	4%
950	988	1,028	1,069	1,111
818	850	884	920	957
1,632	1,697	1,765	1,836	1,909
818	850	884	920	957
1,632	1,697	1,765	1,836	1,909
2,846	2,960	3,079	3,202	3,330
1,426	1,483	1,542	1,604	1,668
1,426	1,483	1,542	1,604	1,668
1,632	1,697	1,765	1,836	1,909
713	741	771	802	834
2,369	2,463	2,562	2,664	2,771
2,369	2,463	2,562	2,664	2,771
163	170	176	184	191
2.06	2.14	2.23	2.32	2.41
10.0%	5.0%	5%	5%	5%
626	657	690	725	761
626	657	690	725	761

**REVENUE**

Account	2020	2021	2022	Average
41015 Parcel Taxes	32,256	42,284	42,263	38,934
- Rate Holiday				
- No Rate Holiday				
42020 Sale of Services			2,323	2,323
42030 User Fees	105,319	138,021	144,591	129,310
43020 Grants				
43030 Community Works Grants (Internal)	100,000			100,000
43100 Proceeds from Borrowing	225,000			225,000
45000 Transfer from Reserves	35,596			35,596
49100 Prior Year Surplus	(267,092)	23,467	14,866	(76,253)
Revenue	231,079	203,772	204,042	454,911

2023 Budget	2023 YTD Actual	2023 Est Year End
49,069		32,858
	0	10,811
	10,811	10,811
148,895	150,511	150,511
10,754	10,754	10,754
	0	10,450
97,000	0	14,935
9,647	12,071	12,071
315,365	184,146	242,389

2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
41,384	43,419	45,556	47,799	50,155
11,897	12,492	13,117	13,773	14,461
157,828	164,141	170,707	177,535	184,637
		131,000		
60,000	50,000	(81,000)	300,000	0
8,173	0	0	0	0
279,283	270,053	279,380	539,107	249,253

**OPERATING EXPENSES**

Account	2020	2021	2022	Average
51010 Salaries	2,569	426	975	1,323
- leak detection				
51020 Overtime	248	432	0	227
51030 Benefits	537	88	201	276
- leak detection				
51500 Directors - Allowance & Stipend			256	
52010 Travel	76	0	0	25
53020 Admin, Office Supplies & Postage			2	2
53030 Communication	1,042	955	1,061	1,019
53050 Insurance	999	1,483	1,887	1,456
53080 Licence & Permits	200	150	150	167
54030 Contracted Services	41,383	25,993	24,581	30,653
55010 Repairs & Maintenance	645	344	356	448
55020 Operating Supplies	0	0	0	0
55030 Equipment	0	0	0	0
55040 Utilities	6,691	7,662	7,097	7,150
Operating Expenses	54,390	37,532	36,566	42,745

2023 Budget	2023 YTD Actual	2023 Est Year End
1,993	2,836	2,836
1,000		0
354	597	796
518	645	645
260		0
266	267	356
128	71	95
0		0
1,242	855	1,140
1,604	1,274	1,698
1,202	399	532
32,122	17,314	23,086
1,655	1,382	1,843
55	0	0
55	0	0
7,381	4,705	6,273
49,835	30,346	39,300

2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
2,117	2,201	2,245	2,290	2,336
376	391	399	407	415
550	572	584	595	607
283	294	300	306	312
136	141	144	147	150
0	0	0	0	0
1,319	1,371	1,399	1,427	1,455
1,703	1,772	1,807	1,843	1,880
1,277	1,328	1,354	1,381	1,409
34,114	35,478	36,188	36,911	37,650
1,757	1,828	1,864	1,902	1,940
59	61	62	63	65
59	61	62	63	65
7,838	8,152	8,315	8,481	8,651
51,587	53,650	54,723	55,818	56,934

**CAPITAL EXPENSES**

Account	2020	2021	2022	Average
60000 CAP1078-100 EDG W-Well site fencing				
60000 CAP1135-100 EDG W - 2020-Reservoir Upgrades- (Decommissioning of wells)				
60000 CAP1388-100 EDG W - Standby Generator				
60000 CAP1440-100 EDG W - Old Reservoir Removal				
60000 CAP1205-100 EDG W - 2021 Distribution Upgrades - PN11-12-13				
Capital Expenses	0	0	0	0

2023 Budget	2023 YTD Actual	2023 Est Year End
17,000	14,935	14,935
20,000	10,450	10,450
60,000	0	0
97,000	25,385	25,385

2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
0				
0				
60,000	50,000			
60,000	50,000	50,000	300,000	0

**NON-OPERATING EXPENSES**

Account	2020	2021	2022	Average
56110 Shot-Term Financing Interest		1,945	3,748	2,846
- 2021 Loan				
- 2026 Loan				
56120 Short-Term Financing Principal		43,220	44,104	43,662
- 2021 Loan				
- 2026 Loan				
59000 Contribution to Reserve	74,254	56,500	60,641	63,798
59500 Transfer to Other Service	10,842	5,524	4,038	6,801
59510 Transfer to Other Service - General Admin. Fee	8,107	8,351	8,768	8,409
59520 Transfer to Other Service - IT Fee	1,548	1,568	1,587	1,568
59550 Transfer to Other Service - Environmental Services Fee	27,799	30,847	32,520	30,389
Non-Operating Expenses	122,550	147,954	155,406	157,472

2023 Budget	2023 YTD Actual	2023 Est Year End
6,209	5,252	6,209
43,883	43,883	43,883
75,319	75,319	75,319
8,019	1,000	9,019
5,875	5,875	5,875
1,820	1,820	1,820
27,405	27,405	27,405
168,530	160,554	169,530

2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
4,230	2,162			
			5,240	4,273
45,862	47,931			
71,811	68,686	126,080	104,315	112,354
8,516	8,857	9,034	9,215	9,399
6,239	6,489	6,619	6,751	6,886
1,933	2,010	2,050	2,091	2,133
29,104	30,268	30,874	31,491	32,121
167,696	166,402	174,656	183,289	192,319

**Total Service**

(1)	(32,139)	8,173
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(1)	(32,139)	8,173
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0	0	0	0	0
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**59500 TRANSFER TO OTHER SERVICE**

Account	Work Order	2020	2021	2022	Average
59500 CAP1388-100	EDG W - Standby Generator				
59500 OPR314-100	Edgewood Water Utility-Distribution - General				
59500 OPR314-112	Edgewood Water Utility-Transfer to other Service - Fleet	4,626	5,377	3,603	4,535
59500 OPR314-114	Edgewood Water Utility-Transfer to other Service - Project Management	4,925			4,925
59500 OPR314-117	Edgewood Water Utility-Transfer to other Service - Operator Admin	1,292	147	435	625
Total Transfer to Other Service		10,842	5,524	4,038	10,085

2023 Budget	2023 YTD Actual	2023 Est Year End
	1,000	1,000
6,575	0	6,575
1,444	0	1,444
8,019	1,000	9,019

2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
6,983	7,262	7,407	7,555	7,706
1,534	1,595	1,627	1,659	1,692
8,516	8,857	9,034	9,215	9,399

**RESERVES**

2023
163,635
1,636
75,3



## East Resource Recovery Committee Open Meeting **MINUTES**

An East Resource Recovery Committee meeting was held on Monday, November 27, 2023 at 1:00 pm (PST) / 2:00 pm (MST) through a hybrid meeting model.

<b>ELECTED OFFICIALS PRESENT</b>	Director G. Jackman	Area A (2023 Committee Chair)	(1)In-Person
	Director R. Tierney	Area B	(1)In-Person
	Director K. Vandenberghe	Area C	(1)In-Person
	Director A. Deboon	Town of Creston	(1)In-Person
<b>GUESTS</b>	Director T. Newell	Chair Central Resource Recovery Committee	
	Director W. Popoff	Chair West Resource Recovery Committee	
<b>STAFF PRESENT</b>	Y. Malloff	GM - Finance, IT, ED	
	U. Wolf	GM - Environmental Services	(1)In-Person
	A. Wilson	Resource Recovery Manager	(2)In-Person
	S. Eckman	Meeting Coordinator	(2)In-Person

### 1. **WEBEX REMOTE MEETING INFO**

The East Resource Recovery Committee meeting was held in five parts with five meeting links due to technical difficulties and to allow for remote participation.

**Join by Meeting Link (Session 1 from 1:00pm-1:40pm PST):**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m5ffacacd5df566d398ac2ca167b94650>

**Meeting number (access code):** 2771 727 6353

**Meeting password:** ywN7TvZMt93

**Join by Meeting Link (Session 2 from 1:40pm-2:20pm PST):**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m18cd6fa46943941189dba5b16cb3cd3f>

**Meeting number (access code):** 2773 123 9244

**Meeting password:** Si3j9QUV4W7

**Join by Meeting Link (Session 3 from 2:20pm-3:00pm PST):**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=md27c04224dbdc665c5b64ded5b64ebc2>

**Meeting number (access code):** 2772 368 0108

**Meeting password:** gWVJv8Ru7v4

**Join by Meeting Link (Session 4 from 3:00pm-3:40pm PST):**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m830ea1257c835d745ff89775d0419ee8>

**Meeting number (access code):** 2772 269 5685

**Meeting password:** qsZ6MujHg63



**Join by Meeting Link (Session 5 from 3:40pm-4:20pm PST):**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m270331e538f91bbdb3ac40da3eb4b482>

**Meeting number (access code):** 2773 787 3182

**Meeting password:** uuMr4QF8CT6

**In-Person Locations:**

<sup>(1)</sup>Erickson Room, Creston & District Community Complex, 312 - 19<sup>th</sup> Avenue North, Creston, BC

<sup>(2)</sup>Board Room, 202 Lakeside Drive, Nelson, BC

**2. CALL TO ORDER**

Committee Chair Jackman called the meeting to order 1:10 pm (PST) / 2:10 pm (MST).

**2.1 Traditional Lands Acknowledgement Statement**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**2.2 Freedom of the Floor**

**Moved** and Seconded,  
And Resolved:

That Central Resource Recovery Committee Chair Director Newell and West Resource Recovery Committee Chair Director Popoff have freedom of the floor.

**Carried**

**2.3 Adoption of the Agenda**

**Moved** and Seconded,  
And Resolved:

The Agenda for the November 27, 2023 East Resource Recovery Committee meeting be adopted, as circulated.

**Carried**

**2.4 Receipt of Minutes**

The February 27, 2023 East Resource Recovery Committee Minutes, have been received.

**3. DRAFT 2023 FINANCIAL PLANS**

The following Draft Financial Plans, have been received:

- a. Service S186: East Resource Recovery
- b. Service A116: Recycling Program - East Subregion
- c. Service A119: Organics Program - East Subregion

**DIRECTOR ABSENT** Director Newell left the meeting at 2:24 pm PST / 3:24 pm MST.

**RECESS** Meeting recessed from 3:26 pm to 3:31 pm.

**4. DISCUSSION ITEM: LANDFILL DEVELOPMENT**

Amy Wilson, Resource Recovery Manager provided a verbal general overview of the

developments, both historic and current, at the Creston landfill.

**5. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 4:05 pm (PST) / 5:05 pm (MST).

**6. IN CAMERA**

**6.1 Meeting Closed to the Public**

The Open meeting will be adjourned after In-Camera without reconvening back into the open session unless there is business that needs to be addressed.

**Moved** and seconded,  
And resolved that:

In the opinion of the Board and, in accordance with Section 90 of the Community Charter the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the Community Charter, the meeting is to be closed on the basis identified in the following Subsections

90 (1)A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

**Carried**

**6.2 Recess of Open Meeting**

**Moved** and seconded,  
And resolved that:

The Open meeting be recessed at 4:05 pm (PST) / 5:05 pm (MST) in order to conduct the Closed In-Camera meeting.

**7. ADJOURNMENT**

**Moved** and Seconded,  
And Resolved:

The November 27, 2023 East Resource Recovery Committee meeting adjourn at 4:11 pm (PST) / 5:11 pm (MST).

CERTIFIED CORRECT

Certified correct via email.

---

Director Jackman, 2023 Committee Chair  
November 27, 2023 meeting



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**AREA I ADVISORY PLANNING AND HERITAGE  
COMMISSION  
OPEN MEETING MINUTES**

**6:30PM**

**Monday, November 27, 2023**

**Hybrid Meeting**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote.

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m7b54c0b20c3bfec818cd18b0c50146e6>

**Join by Phone:** 604-449-3026

**Meeting Number (access code):** 2774 811 0182

**Meeting Password:** PZpCGUQy342 (79724879 from phones)

**Meeting Location:** Basement of the Brilliant Cultural Centre, 1876 Brilliant Rd, Castlegar, BC

**COMMISSIONERS**

Commissioner Brian Bebelman

Electoral Area I, Chair

Commissioner Kelly Poznikoff

Electoral Area I

Commissioner Andy Ozeroff

Electoral Area I

**DIRECTORS**

Andy Davidoff

Electoral Area I, Director

**STAFF**

Sadie Chezenko

Planning Technician

Laura Christie

Planning Technician

Zachari Giacomazzo

Planner 1

**PUBLIC**

Dwayne Sorensen

Applicant (Z2306I)

Lisa Markin

Area I OCP Review Guest

Eileen Kooznetsoff

Area I OCP Review Guest

**3 out of 3 voting Commission/Committee members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Bebelman called the meeting to order at 6:34 p.m

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the November 27, 2023 Electoral Area I Advisory Planning and Heritage Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The October 16, 2023 Electoral Area I Advisory Planning and Heritage Commission minutes, have been received.

**5. STAFF REPORTS**

**5.1 Land Use Bylaw Amendment Application Z2306I- Nelson Rocha, Studio 9 Architecture + Planning (Owner: Kalesnikoff Lumber Co LTD)**

The Referral Package dated October 11, 2023 from Planner Zachari Giacomazzo, has been received.

The following was discussed:

- Planner Giacomazzo gave a brief overview of the application
- Director Davidoff raised the following questions:
  - What is happening with the lumber storage on this (or adjacent) property?
    - Applicant Sorenson indicated that they can't store lumber on their parcel, but that they can store lumber on Russel Auction's adjacent parcel. Applicant indicated that Bylaw enforcement has been involved and that the wood is planned to be moved in the next two weeks
  - What are the parameters for tree removal and landscaping?
    - Planner Giacomazzo responded that any areas not to be developed should retain the natural vegetation or be developed as a landscaped area. He further stated that clearing may happen if it is necessary for development
    - Planner Giacomazzo indicated that the subject property is within a Development Permit Area (DPA). The Development Permit (DP) required sets out design guidelines which include landscaping and

- screening requirements. He indicated that the applicant is waiting to see if the bylaw amendment application is approved prior to a submitting a DP for consideration.
- What is contemplated for accessory buildings, structures and one dwelling unit?
    - Planner Giacomazzo clarified that the only permitted principal use in the proposed zone is “Office”. Any accessory buildings, structures or “one dwelling unit” would need to be directly related to the principal office use or maintenance of that portion of the property.
    - Applicant Soresonson further added that the dwelling unit was not an essential part of their application. They would like to keep it as an option for the time being, but indicated that it could be removed if that portion of the bylaw was a problem for the public or commissioners.
  - Commissioner Poznikoff inquired about the community pushback around this application
    - Applicant Sorenson indicated that there are long standing issues with the community including many past grievances from people have worked for the business, had friends who worked there and generally had other issues with operations in the past. He indicated that there has been some loss of trust over time which is where the issues may be coming from.
  - Director Davidoff echoed the applicant’s comments, indicating that there are other issues that residents have with the operations (that are not necessarily related to this application) that have come up since this application was proposed.
  - Director Davidoff asked staff when this application would go for first and second reading
    - Planner Giacomazzo indicated that it is on track to go to the January Rural Affairs Committee (RAC) and Board meetings.
  - Applicant Sorensen said that they have been in discussion with Penticton Indian Band (PIB) regarding the application and confirmed that PIB requires a Cultural Heritage Resource Assessment to be completed prior to commencing any site alterations.
  - The Commissioners chose not to make a recommendation regarding whether to support or not support the application.
  - The Commissioners did make the recommendation that the application be referred to a Public Hearing.

**Moved** and seconded,  
AND Resolved that:

That the Area I Advisory Planning Commission recommend that the Bylaw Amendment Application from Nelson Rocha, Studio 9 Architecture + Planning for the property located 2090 Highway 3A, Tarrys and legally described as LOT 1 DISTRICT LOT 1239 KOOTENAY DISTRICT PLAN EPP47926 be **REFERRED** to a Public Hearing

**Carried**

## 6. OLD BUSINESS

### 6.1 OCP Review Project

Open House Summary Materials prepared by Dana Hawkins were reviewed

The following was discussed:

- The commission broadly expressed the following sentiments:
  - The open house was a success
  - It was well attended
  - There were some challenging conversations
  - There were some instances of folks blocking other peoples feedback (stickers placed over others stickers)
  - There were some folks who struggled to understand what is within the powers of the local government vs outside of it (provincial government, Columbia Basin Trust etc...)
- Director Davidoff highlighted the success of the mail out in bolstering attendance
- Director Davidoff asked when the commission would see the penultimate draft and asked that it be circulated to the APHC prior to being submitted to the public
  - Planning Technician Chezenko indicated that she would pass this message along to Planner Hawkins for response

## 7. PUBLIC TIME

No questions.

## 8. NEXT MEETING

The next Electoral Area I Advisory Planning and Heritage Commission Meeting is not yet scheduled. The commissioners indicated that a meeting in December would not be ideal due to Holiday plans.

## ADJOURNMENT

**MOVED** and seconded,  
AND Resolved:

The Electoral Area I Advisory Planning and Heritage Commission meeting be adjourned at 8:22 p.m.

**Carried**

Approved by  
Brian Bebelman, Chair



# MINUTES

## Nakusp and Area K Joint Service Commission Meeting

6:00 PM - Monday, November 27, 2023

Emergency Service Building, 300 8th Ave NW

**RDCK Area K Director Present:**

Teresa Weatherhead, RDCK Area K Director

**Council Present:**

Tom Zeleznik, Mayor  
Aidan McLaren-Caux, Councillor  
Mason Hough, Councillor  
Dolly Edwards, Councillor  
Tina Knooihuizen, Councillor

**Staff Member Absent:**

Wayne Robinsons, CAO

**Staff Present:**

Mark Tenant, Director of Finance/Deputy CAO  
Cavan Gates, Director of Operations  
Codie Jones, Administrative Assistant

**Gallery:**

Press: 0

Public: 0

### CALL TO ORDER

- 1 Mayor Zeleznik called the meeting to order at 6:00 PM.

### INTRODUCTION OF LATE ITEMS

- 1 NIL

### A. AGENDA APPROVAL

- A.1 Adoption of Agenda

***Recommendation(s):***

***THAT the agenda of the November 27, 2023, Joint Service Commission Meeting be adopted as presented.***

Moved by: Councillor Aidan McLaren-Caux

Seconded by: RDCK Area K Director Teresa Weatherhead

Carried

R1/23

**B. MINUTES**

B.1 Adoption of Minutes

NIL

**C. PRESENTATIONS, DELEGATIONS AND PETITIONS**

C.1 NIL

**D. BUSINESS ARISING FROM MINUTES**

D.1 NIL

**E. UNFINISHED BUSINESS**

E.1 NIL

**F. NEW BUSINESS**

F.1 Joint Service Commission Policy - For Reference

F.2 NSS Grad 2024 Fee Waiver Request

**Recommendation(s):**

***THAT administration for the Village of Nakusp be directed to respond to the Nakusp Secondary School Grad Class 2024 with the following decision made by the Nakusp and Area K Joint Service Commission to approve the fee waiver request.***

Moved by: Councillor Dolly Edwards

Seconded by: Councillor Mason Hough

Carried

R2/23

F.3 ASLCS Creative Connections Fee Waiver Request

**Recommendation(s):**

***THAT administration for the Village of Nakusp be directed to respond to ASLCS Creative Connections with the following decision made by the Nakusp and Area K Joint Service Commission to approve the fee waiver request.***



Moved by: Councillor Tina Knooihuizen  
Seconded by: Councillor Aidan McLaren-Caux

**Carried** **R3/23**

F.4 ASLCS Christmas Hamper Fee Waiver Request

**Recommendation(s):**

***THAT administration for the Village of Nakusp be directed to respond to ASLCS Christmas Hamper Program with the following decision made by the Nakusp and Area K Joint Service Commission to approve the fee waiver request.***

Moved by: Councillor Aidan McLaren-Caux  
Seconded by: RDCK Area K Director Teresa Weatherhead

**Carried** **R4/23**

**G. ADJOURNMENT**

G.1 Adjournment

**Recommendation(s):**

***THAT the November 27, 2023, Joint Service Commission meeting be adjourned at 6:15 PM.***

Moved by: Councillor Dolly Edwards  
Seconded by:

**Carried** **R5/23**

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Mayor

---

RDCK Area K Director



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# RIONDEL WATER AND DRAINAGE SERVICES COMMUNITY ADVISORY COMMITTEE DISCUSSION NOTES

A meeting of the Riondel Water and Drainage Services Community Advisory Committee was held at 9:05 am PST / 10:05 am MST on Tuesday, November 28, 2023 through a hybrid model.

### Join by Video:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m5daf4c2c1046205692359379684b8844>

### Join by Meeting Number:

**Meeting Number (access code):** 2771 605 5395

**Meeting Password:** 2771 605 5395)

### Join by Phone:

+1-604-449-3026 Canada Toll (Vancouver)

### COMMITTEE MEMBERS PRESENT

Commissioner/Committee Member Gerald Panio  
Commissioner/Committee Member Sylvia Horwood  
Commissioner/Committee Member Lawrence Elgert  
Director Garry Jackman, Electoral Area A (ex-officio)

### STAFF

Uli Wolf, GM – Environmental Services - Present  
Jason McDiarmid, Utility Services Manager  
Alex Divlakovski, Water Operations Manager  
Allan Richardson, Water Operations Supervisor

## 1. WELCOME AND INTRODUCTIONS

## 2. STAFF REPORTS

### 2.1 Riondel Drainage Presentation and Highland Consulting Reports

- Asset Challenge - Riondel Drainage Presentation (Attachment A)
- Condition Assessment for Existing Drainage Infrastructure at Riondel Report, Highland Consulting Ltd, 2023 – Provided for Information. (Attachment B)
- Culvert Analysis for Existing Drainage Infrastructure at Riondel, Highland Consulting Ltd, 2023 – Provided for Information. (Attachment C)

Action Item: Staff to review Campbell drainage options that might including planning for a new drainage line or ditching by the Province.

2.2 Drainage System Operations and Maintenance Update

2.3 Water System Operations and Maintenance Update

- Annual flushing and valve exercising
- Intake cleaned
- Replaced actuating valve for backwash and maintenance clean of membranes

Action Item: *Committee Member Lawrence Elgert reported that his pressure has been decreasing. Operators to confirm if it might be a system issue or private side issue.*

### **3. 2024-2028 FINANCIAL PLANS**

A copy of the following Financial Plans is provided:

- 2024-2028 Financial Plan for Service S241 Water Utility-Area A (Riondel)
- 2024-2028 Financial Plan for Service S165 Drainage Area A

Action Item: *Uli Wolf to confirm with our Corporate Officer if it is possible to raise taxes beyond the limit set in the tax bylaw, if work resulting in the tax increase is considered an emergency.*

Action Item: *The proposed 2025 tax increase may need to be postponed until 2026 to allow time for Public Assent, if required.*

### **4. NEXT ASSEMBLY**

The next assembly of Riondel Water and Drainage Services Community Advisory Committee will be schedule in accordance with Section of 9 (1) of the RDCK Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858.

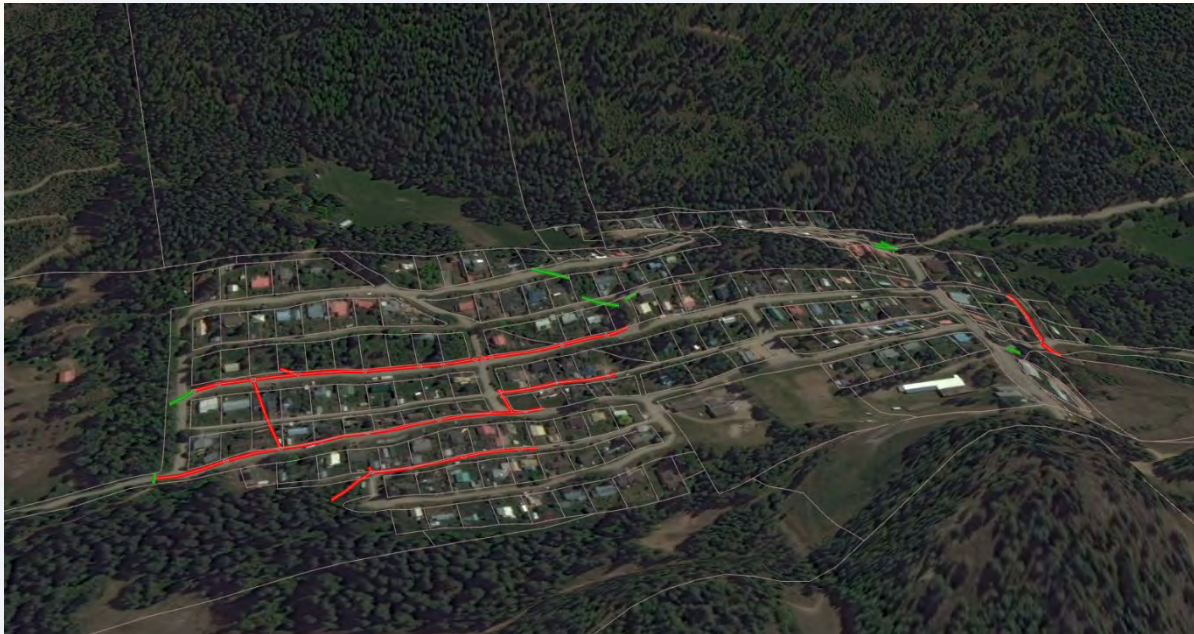
A drainage meeting will likely be required. Time and date to be determined.

### **SUMMARY OF ACTION ITEMS:**

1. Committee Member Lawrence Elgert reported that his pressure has been decreasing. Operators to confirm if it might be a system issue or private side issue.
2. Uli Wolf to confirm with our Corporate Officer if it is possible to raise taxes beyond the limit set in the tax bylaw, if work resulting in the tax increase is considered an emergency.
3. The proposed 2025 tax increase may need to be postponed until 2026 to allow time for Public Assent, if required.

# Asset Challenge

Riondel Drainage



**Presented by:** J. McDiarmid  
**Prepared for:** Water Services Committee  
**Date:** December 06, 2023



## Riondel Drainage Background

- Riondel has the only Regional District Drainage Service
- Built by Bluebell mine and it's successors starting around 1950s
- Service created by BC Order in Council #3343/65 and Letters Patent dated November 30, 1965
- Transferred to the Regional District in 1992 by BC Order in Council #687/1992 and service establishment Bylaw 1386





## Riondel Drainage Considerations

- No Drainage Bylaw
- Repairs vs Assessment & Replacement and Capital Upgrade Plan
- Flooding & Private Property Drainage
- Mapping Accuracy and Inventory
- No Agreement with Ministry of Transportation and Infrastructure
- Asset Condition and Aging Infrastructure
- No Asset Management Plan
- System Upgrade and Replacement Funding



Ainsworth Inlet



Three Unknown (Private) Connections

## Drainage Bylaw

- Currently staff do not have clear delegated authority from the Board to operate the system and all decision should be directed to the Board
- There is no clear direction provided by the Board on how to manage the service outside of Board approved Financial Plans
- A Drainage Bylaw is needed to regulate and manage the Riondel drainage service:
  - Would delegate authority to staff to operate the service
  - Private drainage connections
  - Unauthorized tampering with the system
  - Adverse discharge to the drainage system
- Draft Drainage Bylaw presented to the Water Services Committee in November 2022 but adoption placed on hold until an agreement can be executed with MoTI regarding drainage infrastructure ownership



## Repairs vs Assessment & Replacement and Capital Upgrade Plan

- Historically limited maintenance has been provided due to low funding levels
- Should limited funds be spent on maintenance or assessment & replacements?
- Safety issues need to be addressed
- The public has expressed concern about spending limited funds on assessments rather than repairs
- The Regional District has expressed that we needed to do assessment, repairs, asset planning and replacement, leading to a stalemate on progress for many years



Wood Decking Catch Basin Cover  
Safety Concern for Traffic and Pedestrians



Hole in Exposed Steel Pipe



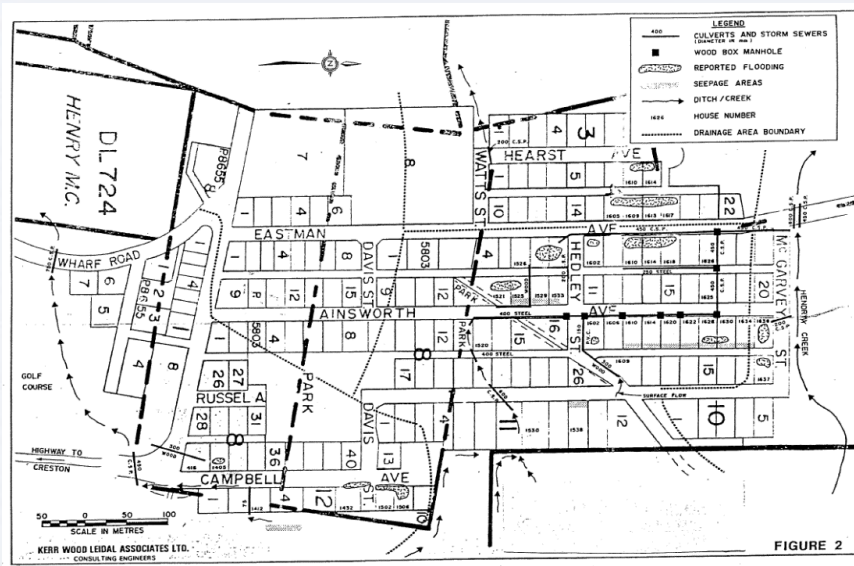
Non Traffic Rated Grate





## Flooding & Private Property Drainage

- 1990 KWL Study indicated flooding was a concern due to collapsing wood culverts that have since been replaced
- No roadway flooding has been reported to the Regional District in recent years
- Residence have expressed concerns about wet properties
- Property should drain to roadways and not directly to drainage system

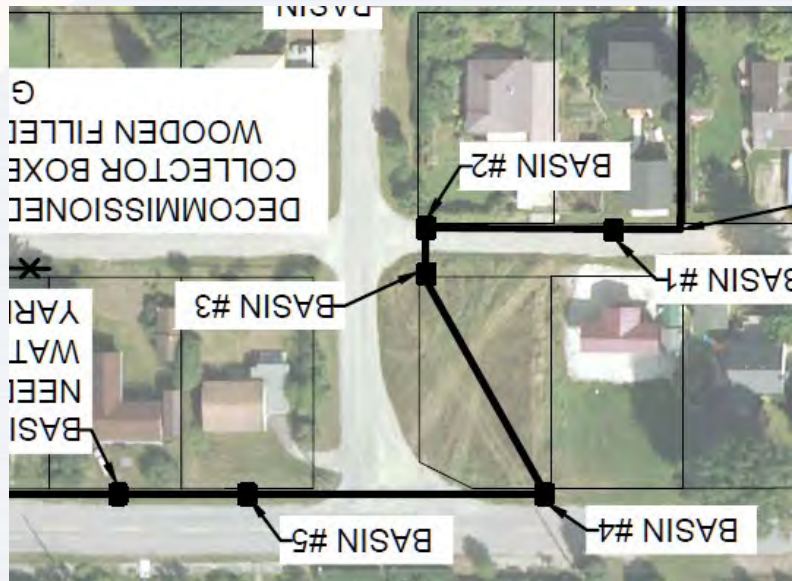


1990 KWL Report on Riodel Drainage Map

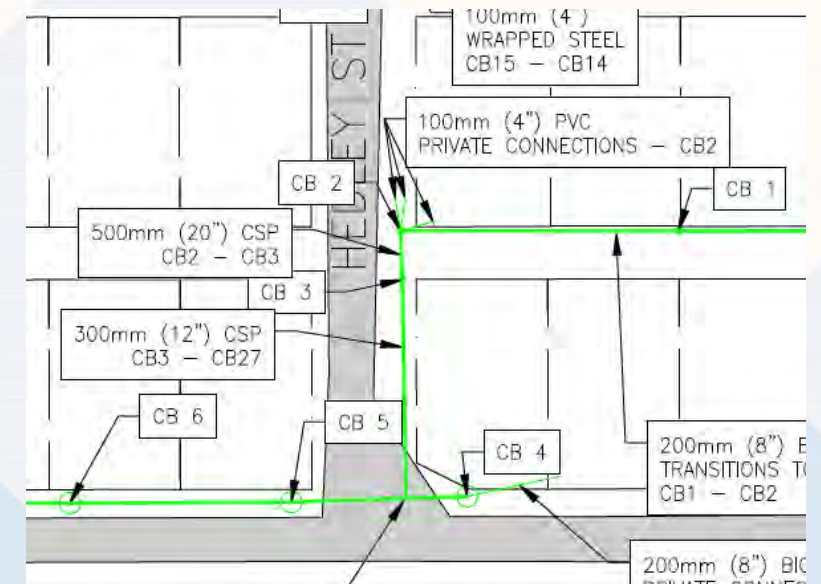


## Mapping Accuracy and Inventory

- The Regional District did not have an up to date asset inventory and mapping
- Highland Consulting recently provided updated mapping
- Example mapping issue shown where existence of drain line crossing private property in existing Regional District map was found to not cross private property by Highland



Regional District Existing Map



Highland Consulting Updated Map



## No Agreement with Ministry of Transportation and Infrastructure

- Road crossing culverts are generally believed to be the responsibility of the Ministry of Transportation and Infrastructure (MoTI) as culverts are required to drain roads
- The drainage system is owned by Regional District but there is no official ownership inventory
- Staff feel the primary purpose of the drainage system is to drain roads not private properties
- There is no agreement with MoTI regarding ownership responsibility between culverts and the drainage system
- The Regional District does not have a permit from MoTI permitting District drainage infrastructure to be located on MoTI roads
- MoTI has indicated that they do not provide agreements but would provide a permit
- Accurate mapping indicating inventory ownership is required for the permit



## No Agreement with Ministry of Transportation and Infrastructure



Assumed:

- MoTI culverts in green
- Regional District drainage in red

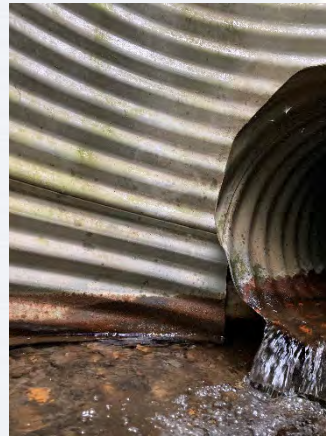


## Asset Condition and Aging Infrastructure

- 1990 KWL Report on Riondel Drainage is considered out of date to undocumented system changes and inflation
- There are a number of private drain line connections that were undocumented
- The system was believed to have a large amount of non-standard materials and construction



Wood Catch Basin Cover



No Concrete Base



Infiltration Opening



Non Standard Cover



## Asset Condition and Aging Infrastructure

- A drainage system assessment and mapping updated has been completed by Highland Consulting in November 2023
  - The drainage system was not videoed due to costs
  - Assessment based on inspection of catch basins only
  - The system was assessed in generally poor condition due to large amount of non-standard materials and construction but most of it is likely still serviceable for many years
  - The south end of the Ainsworth Avenue is considered in potentially dangerous condition
  - The system has some non-traffic rated catch basin tops that should be addressed



Unsecured Cover – No Grate



## Asset Condition and Aging Infrastructure



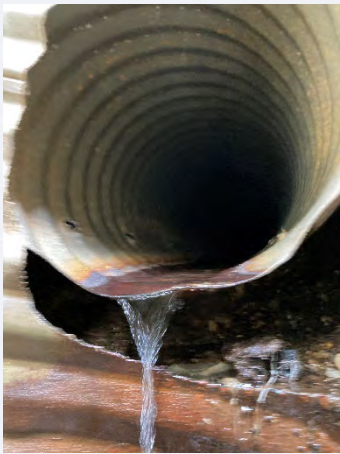
Private Service Inlet



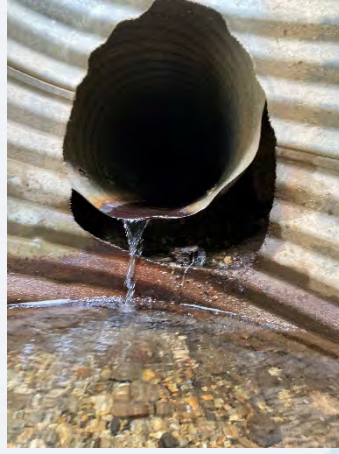
Surface Water Cannot Flow In



Non Traffic Rated Grate



Pipe Not Grouted



Pipe Miss Aligned



Laundry Tub CB



Cannot Remove Cover



No Catch Basin at Tee



# Asset Management Plan

- A draft asset management plan (AMP) has been completed by the Regional District based on Highland Consulting’s assessment and mapping work
  - System installation dates and potential service life needed to be assumed for most of the drainage system
  - AMP replacement costs are higher than Highland’s report costs as detailed asset replacement planning was not part of Highland’s scope of work

Asset ID	Location	Class	Material Type	Approximate Length	Future Date	Service Date	Year to Replace	Upstream Structure	Upstream Structure	Upstream Structure	CB Top Material	
1	Intersect	Arrowsmith Avenue										
4	1045-1024	Arrowsmith Avenue	22 Street	13.2	300	450	1990	Y	50	2000	0	Concrete
5	1024-1025	Arrowsmith Avenue	43 Street	13.2	200	450	1990	Y	50	2000	0	Concrete
6	1025-1034	Arrowsmith Avenue	64 Street	13.2	200	450	1990	Y	50	2000	0	Concrete
7	1034-1039	Arrowsmith Avenue	14 CIP	13.2	200	450	1990	Y	50	2000	0	Concrete
8	1034-1037	Arrowsmith Avenue	38 CIP	13.2	500	450	2012	N	40	2012	28	Concrete
9	1037-1038	Arrowsmith Avenue	20 CIP	13.2	500	450	2012	N	40	2012	28	Concrete
10	1038-1039	Arrowsmith Avenue	40 CIP	13.2	500	450	2012	N	40	2012	28	Concrete
11	1039-1023	Arrowsmith Avenue	54 CIP	13.2 to 2.4	500	450	2012	N	40	2012	28	Concrete
12	1020-1021	Arrowsmith Avenue	36 CIP	2.4 to 3.6	500	450	2012	N	40	2012	28	Concrete
13	1023-1022	Arrowsmith Avenue	28 CIP	3.6	500	450	2012	N	40	2012	28	Concrete
14	1022-1021	Arrowsmith Avenue	20 CIP	3.6	500	450	2012	N	40	2012	28	Concrete
15	1023-Outlet	Arrowsmith Avenue	26 CIP	2.4 to 3.6	400	900	2012	N	40	2012	28	Concrete
16	Outlet	Arrowsmith Avenue					2012	N	50	2040	36	Rock Rip Rap
17	1014-1013	Arrowsmith Avenue	7 Street	13.2	300	300	1990	Y	50	2000	0	Concrete
18	1036-091	Lane W of Arrowsmith	48 HDPE 18" Ø"	13.2	200	200	1990	Y	50	2040	37	Concrete
19	1085-1082	Lane W of Arrowsmith	48 HDPE to CIP	1.2 to 2.4	200	300	1990	Y	50	2040	37	Concrete
20	1082-1083	Wedley Street	6 CIP	1.2 to 2.4	300	300	1990	Y	50	2040	37	Concrete
21	1083-1023	Wedley Street	38 CIP	1.2 to 2.4	300	300	1990	Y	50	2040	37	Concrete
22	1084-1027	Eastman Avenue	11 CIP	13.2	500	450	1990	Y	50	2040	37	Concrete
23	1027-1080	Eastman Avenue	30 CIP	13.2	500	450	1990	Y	50	2040	37	Concrete
24	1080-1086	Eastman Avenue	39 CIP	13.2	500	450	1990	Y	50	2040	37	Concrete
25	1086-1087	Eastman Avenue	55 CIP	1.2 to 2.4	500	450	1990	Y	50	2040	37	Concrete
26	1087-1088	Eastman Avenue	63 CIP	1.2 to 2.4	500	450	1990	Y	50	2040	37	Concrete
27	1088-1089	Eastman Avenue	40 CIP	1.2 to 2.4	500	450	1990	Y	50	2040	37	Concrete
28	1089-Outlet	Eastman Avenue	30 CIP	1.2 to 2.4	500	450	1990	Y	50	2040	37	Concrete
29	Outlet	Eastman Avenue										Multi-Outlet
30	1082-1088	Arrowsmith to Eastman	Abandoned line not to be replaced	66 CIP			1990	Y	50	2010		
31	1020-1021	Lane E of Inverness	43 Perforated HDPE 18" Ø"	200			1990	Y	50	2040		Concrete Top, Concrete Lid - No Inflow
32	1021-1022	Lane E of Inverness	45 Perforated HDPE 18" Ø"	200			1990	Y	50	2040		Concrete Top, Concrete Lid - No Inflow
33	1022-1023	Lane E of Inverness	29 Perforated HDPE 18" Ø"	200			1990	Y	50	2040		Concrete Top, Concrete Lid - No Inflow
34	1023-091	Lane E of Inverness	45 Perforated HDPE 18" Ø"	200			1990	Y	50	2040		Concrete Top, Concrete Lid - No Inflow
35	Rock Pit	North of Inverness	45 Perforated HDPE 18" Ø"	200			1990	Y	50	2040		Concrete Top, Concrete Lid - No Inflow
36	Golf View	Golf View Street	114 Perforated HDPE 18" Ø"	300			1990	Y	50	2040		No Catch Basins

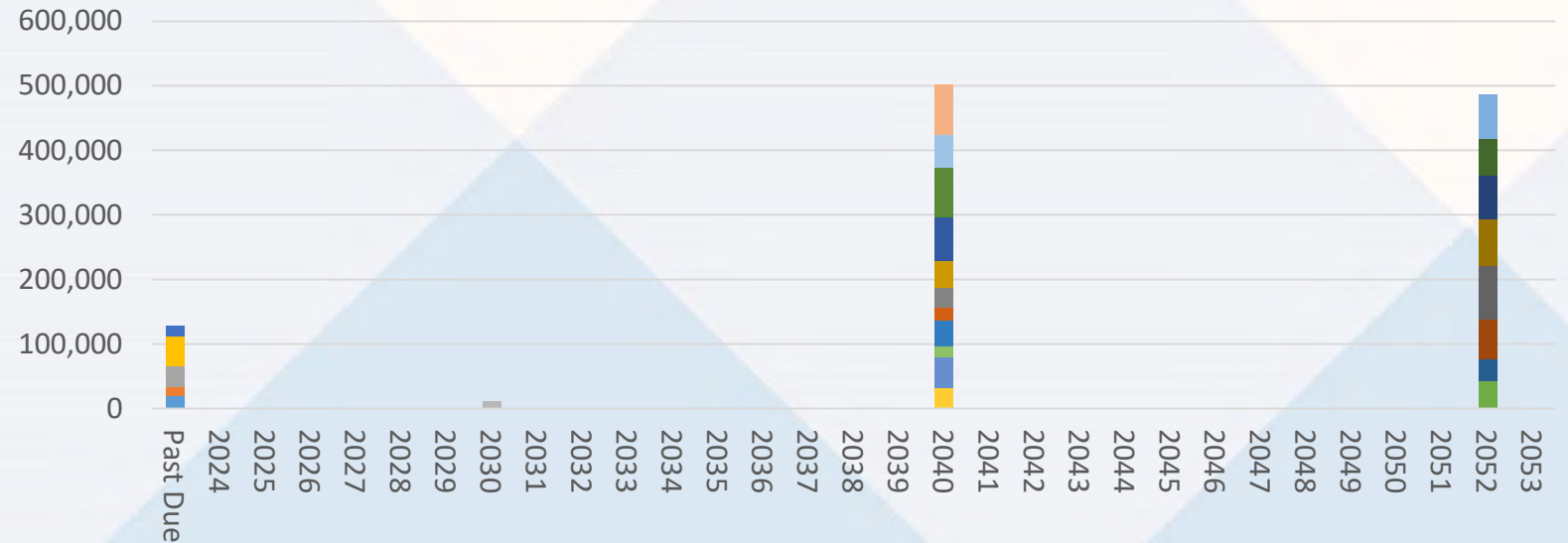




## Asset Management Plan

- Existing drainage system replacement value: \$790,000
- Future drainage system replacement value: \$1,170,400 at 2% inflation
- Required annual contribution reserves \$32,433 to fund replacements, excluding past due replacements which would need to be funded from existing reserves and financing

Riondel Drainage Future Replacement Costs





## Repairs vs Replacement – Ainsworth South Drainage Line

- Two new catch basins on Ainsworth might cost \$20,000 but the line also needs replacement
- Due to catch basin size, even temporary traffic rated lids might cost \$10,000
- Catch basins have been barricaded for now and staff is recommending catch basin and line replacement in 2024





## Ainsworth South Replacement

- Riondel Drainage is funded from drainage service parcel taxes based on lot frontage
- Average tax per parcel in 2023 was \$72
- Ainsworth south drainage line replacement is anticipated to cost \$152,000 in 2024
- Riondel drainage service projected to have \$35,000 in reserves at year end 2023 with an additional contribution of \$20,000 in 2024.
- \$100,000 in short-term financing would be required for Ainsworth south replacement
- Public have not been supportive of replacement of the drain line with a lower cost swale





## System Replacement Funding

- The draft Riondel Drainage 2024 Financial Plan includes a 62.2% increase in parcel tax resulting in an average parcel tax of \$117
- An additional 50% rate increase to \$176 average per parcel is anticipated for 2025 to pay financing costs
- 2025 tax increase will require public approval unless replacement work deemed an emergency
- The required annual contribution reserves is \$32,433 to fund replacements, excluding past due replacements which would need to be funded from existing reserves and financing
- 2024 budgeted contribution to reserves is \$11,700 plus 2023 surplus



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Environmental Services Department  
Box 590, 202 Lakeside Drive,  
Nelson, B.C. V1L 5R4

November 8<sup>th</sup>, 2023

***Reference: Condition Assessment for Existing Drainage Infrastructure at Riondel, BC- Rev B***

With regards to previous discussions held between Jason McDiarmid (RDCK) and Mr. Paul Kernan, P.Eng (of Highland Consulting Ltd), please find enclosed a condition assessment for the existing drainage infrastructure at Riondel, BC.

## **1. PROJECT BACKGROUND**

The client, Regional District of Central Kootenay (RDCK), is proposing to review the condition and remaining design life of the existing drainage infrastructure at Riondel, BC. The location of all infrastructure is to be confirmed. Upgrades may be required depending on the results of the condition assessment.

The existing drainage infrastructure was originally installed by Teck and consisted of wooden box catch basins and wooden culverts. The infrastructure has been upgraded on several occasions and now primarily consists of corrugated steel pipe (CSP) connected to catch basins of varying sizes, depths, material of construction, and conditions.

## **2. CONDITION ASSESSMENT**

An initial site visit was completed by Jacob Hildebrand of Highland Consulting on June 26<sup>th</sup>, 2023, in order to survey the locations of existing infrastructure. A follow up site visit was completed by Cooper Husband, EIT of Highland Consulting and Jason McDiarmid, P.L.Eng of RDCK on July 25<sup>th</sup>, 2023, in order to assess the condition of the existing infrastructure.

In addition, a desktop study of the existing drainage infrastructure (catch basins, culverts, storm sewer) was performed. Photographs and information for the community of Riondel's catch basins were provided in reports by KWL (Jan 1990), Highland Consulting (Sept 2010), and survey technologist Garth Norris (June 2008).

A good/fair/poor/very poor rating system was used in order to establish priority for upgrades. Please refer to Appendix A for drawings showing locations of infrastructure. A full assessment including photographs of each catch basin can be found in Appendix B. Appendix C has a full assessment including photographs



of each culvert (MoTI). In addition, a summary and a full condition assessment is located in the tables below.

The following metrics were considered for the assessment of catch basins: use of appropriate materials; sizing; depth of basin; height of grate; condition of basin, lid, and connections; and the design/construction. The following metrics were considered for the assessment of culverts: use of appropriate materials; sizing; condition of culvert; sediment buildup; and the design/construction. Generally, much of the drainage system is serviceable, but given a Poor rating due to the use of non-standard materials and non-standard construction. Definitions for each rating are provided below.

**Good –**

**Catch Basin:** All aspects of the catch basin are in good condition. The catch basin has been constructed to an appropriate depth with appropriate materials and appropriate construction. A traffic rated grate is present and graded to allow inflow.

**Culvert:** All aspects of the culvert are in good condition. The culvert has been constructed to an appropriate size with appropriate materials and appropriate construction. Little or no sediment buildup is present.

**Fair –**

**Catch Basin:** The catch basin is in generally good condition with appropriate depth, materials, and construction. Some decay of materials may be present but should not affect the function of the catch basin. Traffic rated grates that allow inflow should be present but may not be graded appropriately.

**Culvert:** The culvert is in generally good condition with appropriate materials and construction. Some decay of materials may be present but should not affect the function of the culvert. The culvert may be undersized but should not cause a hazard in the near future. Sediment buildup may be present but should not significantly affect the function of the culvert.

**Poor –**

**Catch Basin:** The catch basin has structural deficiencies or has been constructed with non-standard materials or non-standard construction. Catch basins with lids that do not allow inflow have been given a poor condition rating.

**Culvert:** The culvert has structural deficiencies or has been constructed with non-standard materials or non-standard construction. The culvert is significantly undersized, or sediment buildup may affect the function of the culvert.

**Very Poor –**

**Catch Basin:** The catch basin has structural deficiencies that are a danger to the public or the catch basin is not accessible.

**Culvert:** The culvert has structural deficiencies that are a danger to the public or is non-functional due to the amount of sediment buildup.



**Table 1 – Condition Assessment, Catch Basins**

<b>Catch Basin</b>	<b>Condition Assessment (Good/Fair/Poor/Very Poor)</b>
CB 1	Poor
CB 2	Poor
CB 3	Poor
CB 4	Poor
CB 5	Poor
CB 6	Poor
CB 7	Poor
CB 8	Poor
CB 9	Poor
CB 10	Poor
CB 11	Poor
CB 12	Poor
CB 13	Poor
CB 14	Very Poor - Dangerous
CB 15	Poor
CB 16	Poor
CB 17	Poor
CB 18	Poor
CB 19	Poor
CB 20	Poor
CB 21	Poor
CB 22	Poor
CB 23	Poor
CB 24	Very Poor - Buried
CB 25	Very Poor
CB 26	Very Poor
CB 27	Very Poor - Buried
CB 28	Very Poor - Private
Weir	Fair - Weir



**Table 2 – Condition Assessment, Culverts**

Catch Basin	Condition Assessment (Good/Fair/Poor/Very Poor)
CV 1	Fair
CV 2	Fair
CV 3	Fair
CV 4	Fair
CV 5	Fair
CV 6	Poor
CV 7	Very Poor - Buried
CV 8	Fair – Homeowner Installed

### 3. COST ESTIMATE

A preliminary cost estimate was performed for replacement of all drainage infrastructure including catch basins, pipes, and culverts. The replacement costs were calculated using the same diameter and alignments of installed infrastructure, as well as recommended sizing. Privately owned or installed infrastructure including catch basin #28, catch basin #26, culvert #8, and other private connections were not included in replacement costs.

All catch basins were upgraded to 1050mm concrete manholes with steel grates. Replacement costs for storm sewer pipes have been assessed using currently installed material (CSP and Big O HDPE) and recommended material (DR35 PVC). CSP and Big-O HDPE are typically used for culverts but are considered non-standard materials for storm sewer pipes as they are subject to high potential infiltration rates. Summary tables are listed below. Please refer to Appendix D for a full cost breakdown.

**Table 3 – Cost Estimate Summary**

Infrastructure	Material Costs	Installation Costs	Sum
Culverts (CVs) (MoTI)	\$ 46,952.18	\$ 99,414.00	\$146,366.18
Catch Basins (CBs)	\$ 73,874.70	\$ 210,600.00	\$284,474.70
Storm Sewer Pipe (Option A - CSP & Big O HDPE)	\$ 148,812.44	\$ 367,578.00	\$516,390.44
Storm Sewer Pipe (Option B - PVC)	\$ 329,191.97	\$ 367,578.00	\$696,769.97

<b>Sub Total (RDCK Scope) – Catch Basins + Storm Sewer Pipe Option A</b>	\$800,865.14
<b>Sub Total (RDCK Scope) – Catch Basins + Storm Sewer Pipe Option B</b>	\$981,244.67

**\*Cost estimates are based on existing infrastructure replacement like-for-like. Upgraded storm infrastructure cost estimate not undertaken. For discussion purposes only.**





A complete like-for-like replacement of all drainage infrastructure (not including MoTI culverts) using currently installed materials (CSP and Big O HDPE) is estimated at \$800,865.14.

A complete like-for-like replacement of all drainage infrastructure (not including MoTI culverts) using recommended materials (DR35 PVC) is estimated at \$981,244.67.

Please note that due to reduced Manning's roughness coefficient of PVC compared to CSP, PVC can accept higher flow rates than CSP for equivalent pipe sizes. As such, replacement using PVC may be more cost effective than CSP depending on pipe size requirements.

A price per meter cost estimate for various diameters (at the time of this report) is included in appendix D for reference.



## 4. RECOMMENDATIONS

In order to establish priority of upgrades, recommended replacements of the drainage infrastructure have been placed in phases.

### **4.1 Phase 1 – Immediate Priority**

- Replace wooden catch basins 14 and 25 with their associated piping (1050mm dia. concrete manhole with steel grate recommended). The catch basins in their current state provide a safety concern. It is recommended to replace storm sewer piping from catch basin 14 to the concrete weir or investigate a drainage swale.
- Clear and grade the inlet and outlet of culvert #7 crossing Galena Bay Wharf Rd (MoTI scope).

### **4.2 Phase 2 – Medium Priority**

- Clear sediment from existing catch basins and culverts.
- Replace the following non-standard lids from catch basins with concrete tops and steel grates to allow surface water ingress.
  - Catch Basin #7
  - Catch Basin #8
  - Catch Basin #9
  - Catch Basin #16
  - Catch Basin #21
  - Catch Basin #22
  - Catch Basin #26
- Lower the lid level of the following above grade catch basins.
  - Catch Basin #16
  - Catch Basin #17
  - Catch Basin #19
  - Catch Basin #21
  - Catch Basin #22
  - Catch Basin #23
- Locate source of all private connections to the drainage system, confirm with RDCK.
- Connect the drainage ditch on Mcgarvy St to allow drainage into catch basin #23. The drainage discharge below catch basin #23 is considered to be an MoTI culvert.

### **4.1 Phase 3 – Low Priority**

- Replace remaining catch basins with 1050mm concrete manholes with steel grates.
- Replace remaining culverts and piping, upsizing where necessary. Catch basins 10-13 provide drainage for groundwater only, replacement may not be required.



## 5. CLOSURE

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Highland Consulting Ltd trusts that this report meets your requirements, however if you have any questions or require further information, please do not hesitate in contacting the undersigned.

Yours sincerely,  
**HIGHLAND CONSULTING LTD**  
Permit to Practice # 1002652

\_\_\_\_\_  
Designed

**Cooper Husband, EIT Civil Engineer**

\_\_\_\_\_  
Reviewed

**Paul Kernan, P.Eng, Civil Engineer**

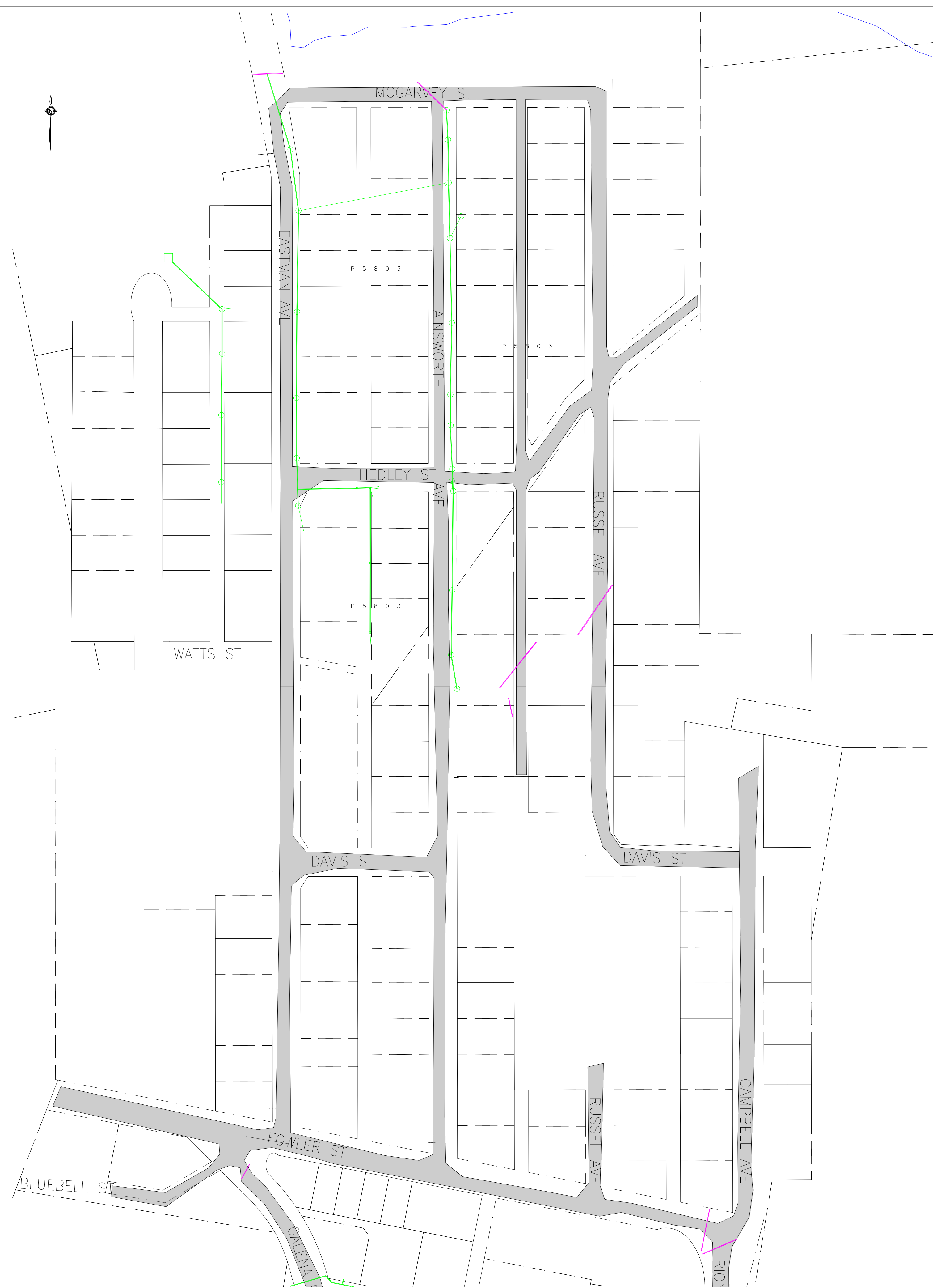
### *Appendices:*

Appendix A  
Appendix B  
Appendix C  
Appendix D

Drawings  
Condition Assessment – Catch Basins  
Condition Assessment - Culverts  
Cost Estimate

# **APPENDIX A**

## **Drawings**



LEGEND:

RDCK CULVERT/STORM SEWER

MoTi CULVERT

CATCH BASIN

GENERAL NOTES:

ALL DIMENSIONS ARE SPECIFIED IN METERS UNLESS OTHERWISE STATED.

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A	FOR REVIEW	23-AUG-23

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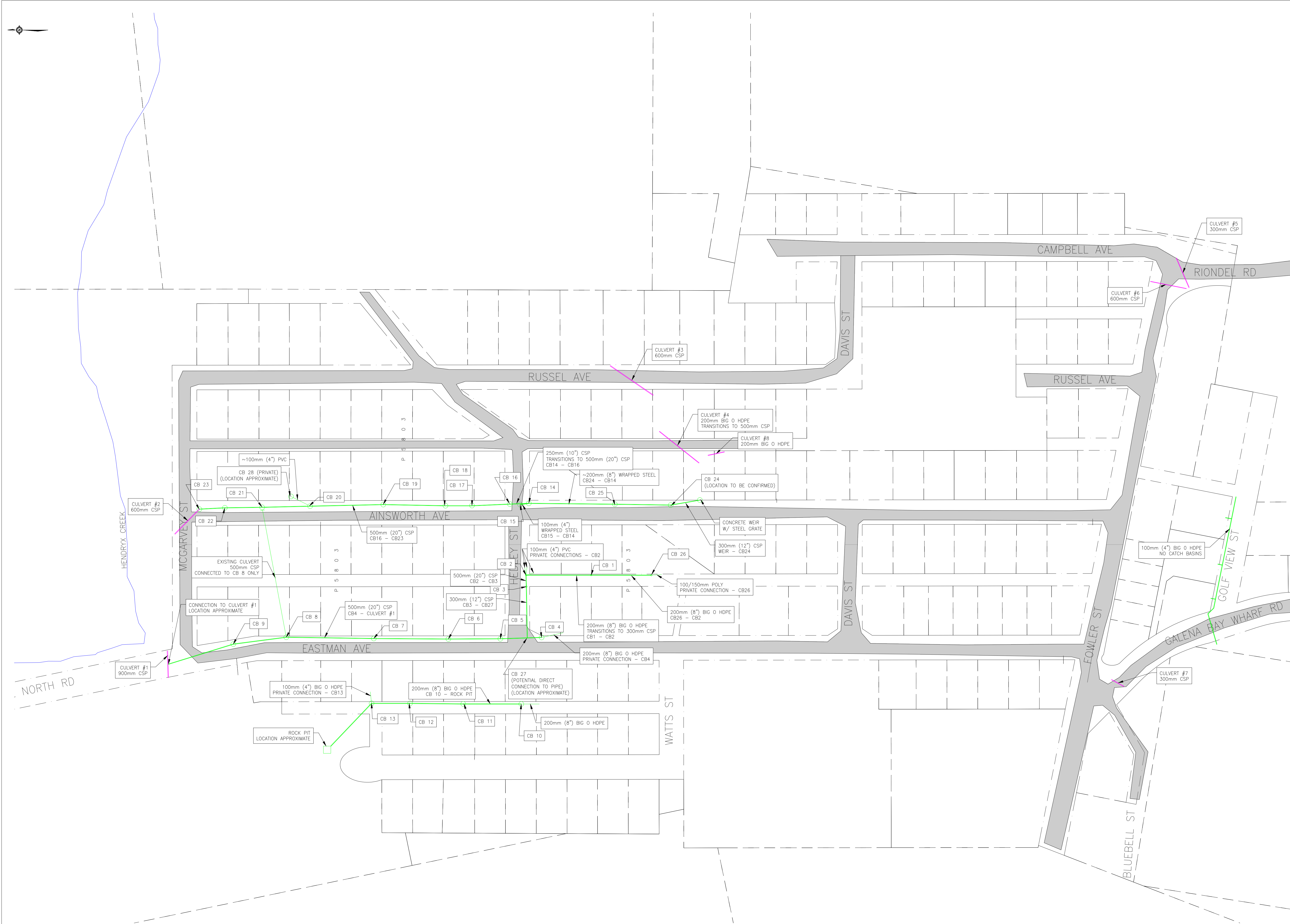
PROJECT TITLE  
RIONDEL STORM

DRAWING TITLE  
LOCATION MAP

CLIENT NAME  
RDCK

SCALE: REFER TO DWG	JOB No. 23611
DRAWN: JH	REVISION 
CHECKED: PK	DWG. No. S01
DATE: 17-Aug-22	
PLOT: 6-Nov-23	

**PRELIMINARY  
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**LEGEND:**

- RDCK CULVERT/STORM SEWER
- MoTi CULVERT
- CATCH BASIN

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PROJECT TITLE  
**RIONDEL STORM**

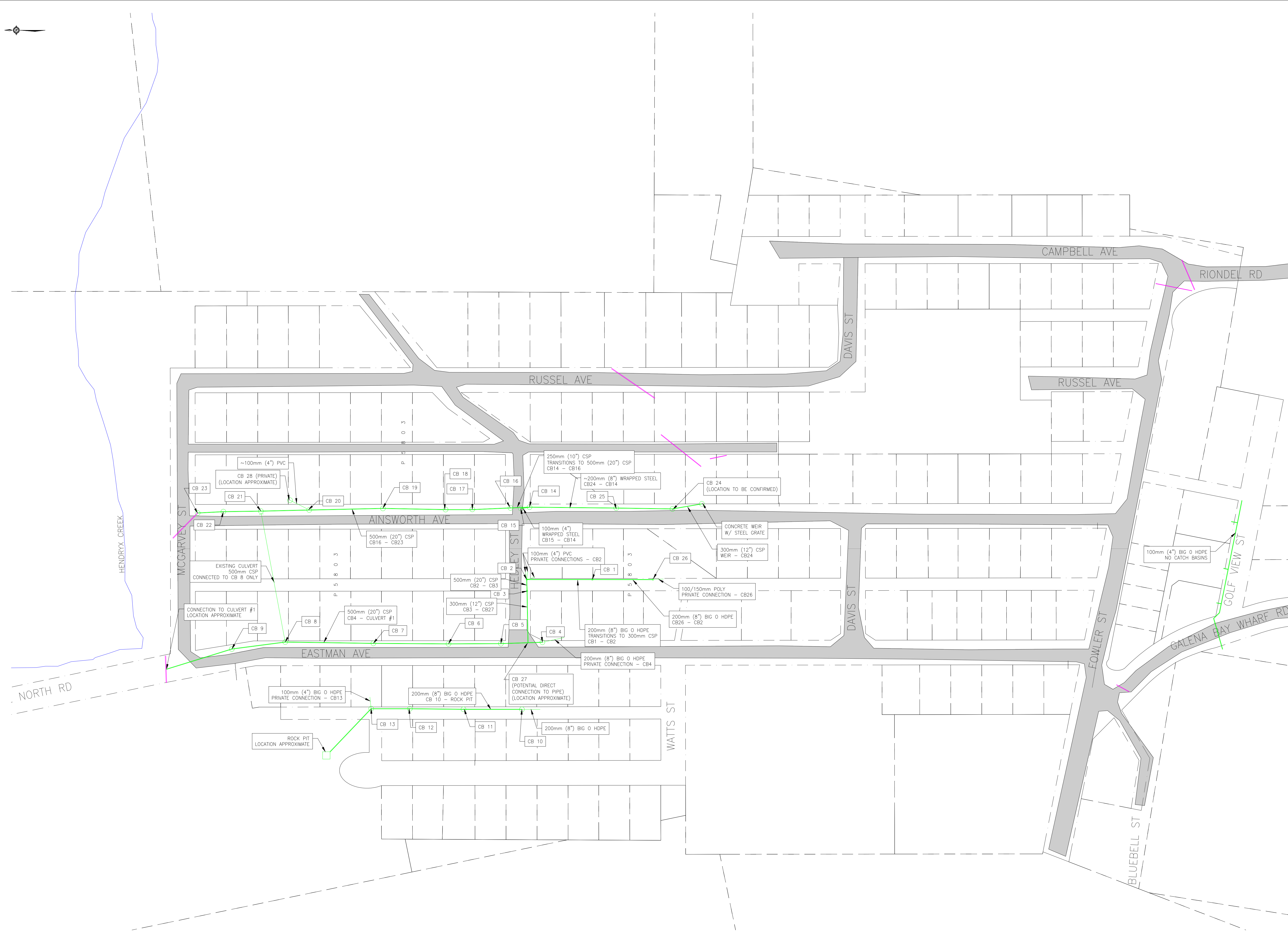
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**EXISTING INFRASTRUCTURE (ALL)**

CLIENT NAME  
**RDCK**

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DRAWN: JH	REVISION
CHECKED: PK	DWG. No. S02
DATE: 17-Aug-22	
PLDT: 6-Nov-23	

PRELIMINARY  
NOT FOR CONSTRUCTION

SITE PLAN VIEW  
 SCALE: 1:1250



- LEGEND:**
- RDCK CULVERT/STORM SEWER
  - MoTi CULVERT
  - CATCH BASIN

**GENERAL NOTES:**

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PROJECT TITLE  
**RIONDEL STORM**

DRAWING TITLE  
**EXISTING INFRASTRUCTURE (RDCK)**

CLIENT NAME  
**RDCK**

SCALE: REFER TO DWG	JOB No. 23611
DRAWN: JH	REVISION 
CHECKED: PK	DWG. No. S03
DATE: 17-Aug-22	
PLOT: 6-Nov-23	

PRELIMINARY  
NOT FOR CONSTRUCTION

SITE PLAN VIEW  
 SCALE: 1:1250

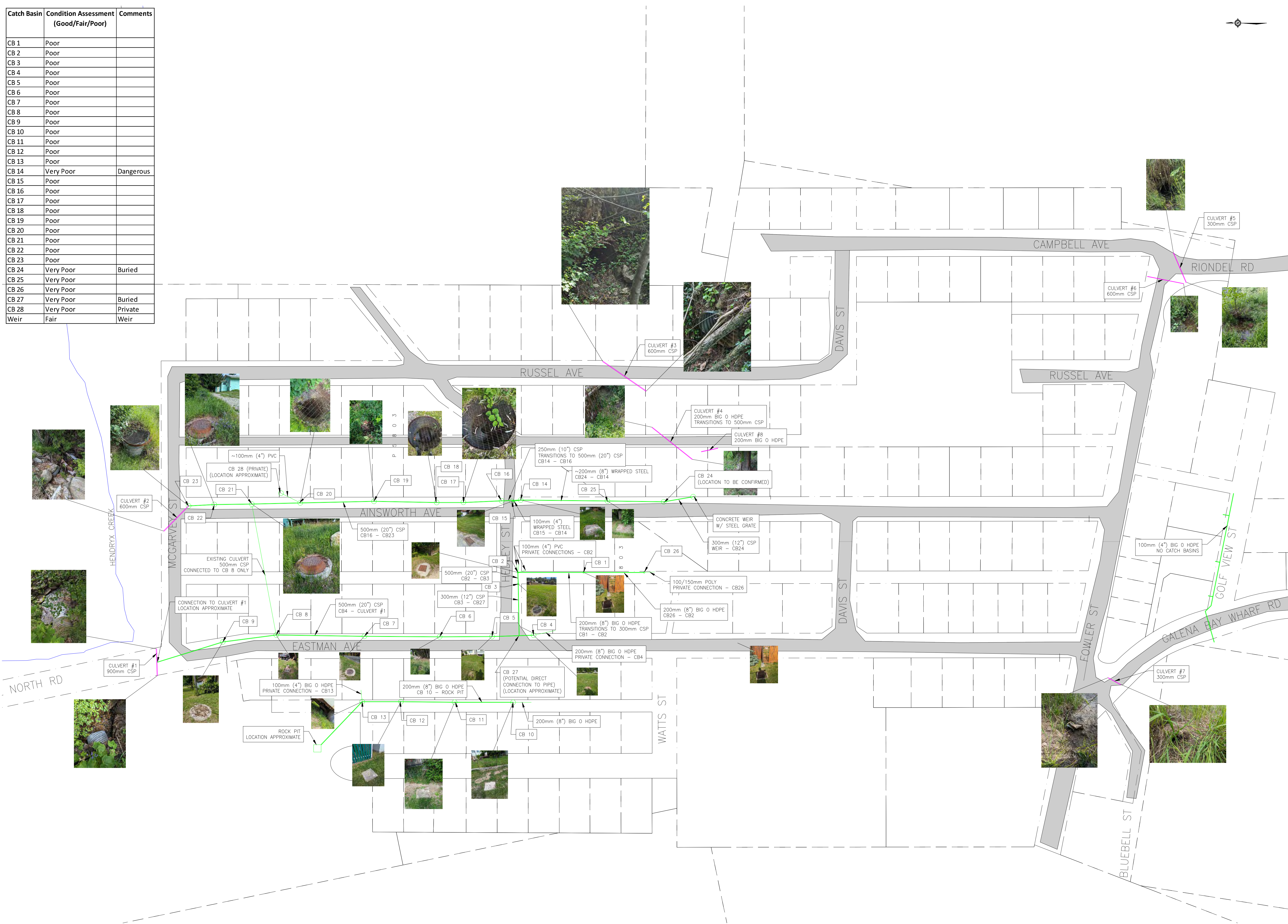
Catch Basin	Condition Assessment (Good/Fair/Poor)	Comments
CB 1	Poor	
CB 2	Poor	
CB 3	Poor	
CB 4	Poor	
CB 5	Poor	
CB 6	Poor	
CB 7	Poor	
CB 8	Poor	
CB 9	Poor	
CB 10	Poor	
CB 11	Poor	
CB 12	Poor	
CB 13	Poor	
CB 14	Very Poor	Dangerous
CB 15	Poor	
CB 16	Poor	
CB 17	Poor	
CB 18	Poor	
CB 19	Poor	
CB 20	Poor	
CB 21	Poor	
CB 22	Poor	
CB 23	Poor	
CB 24	Very Poor	Buried
CB 25	Very Poor	
CB 26	Very Poor	
CB 27	Very Poor	Buried
CB 28	Very Poor	Private
Weir	Fair	Weir

**LEGEND:**

- RDCK CULVERT/STORM SEWER
- MoTi CULVERT
- CATCH BASIN

**GENERAL NOTES:**

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SITE PLAN VIEW  
SCALE=1:1250

PRELIMINARY  
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**RIONDEL STORM**

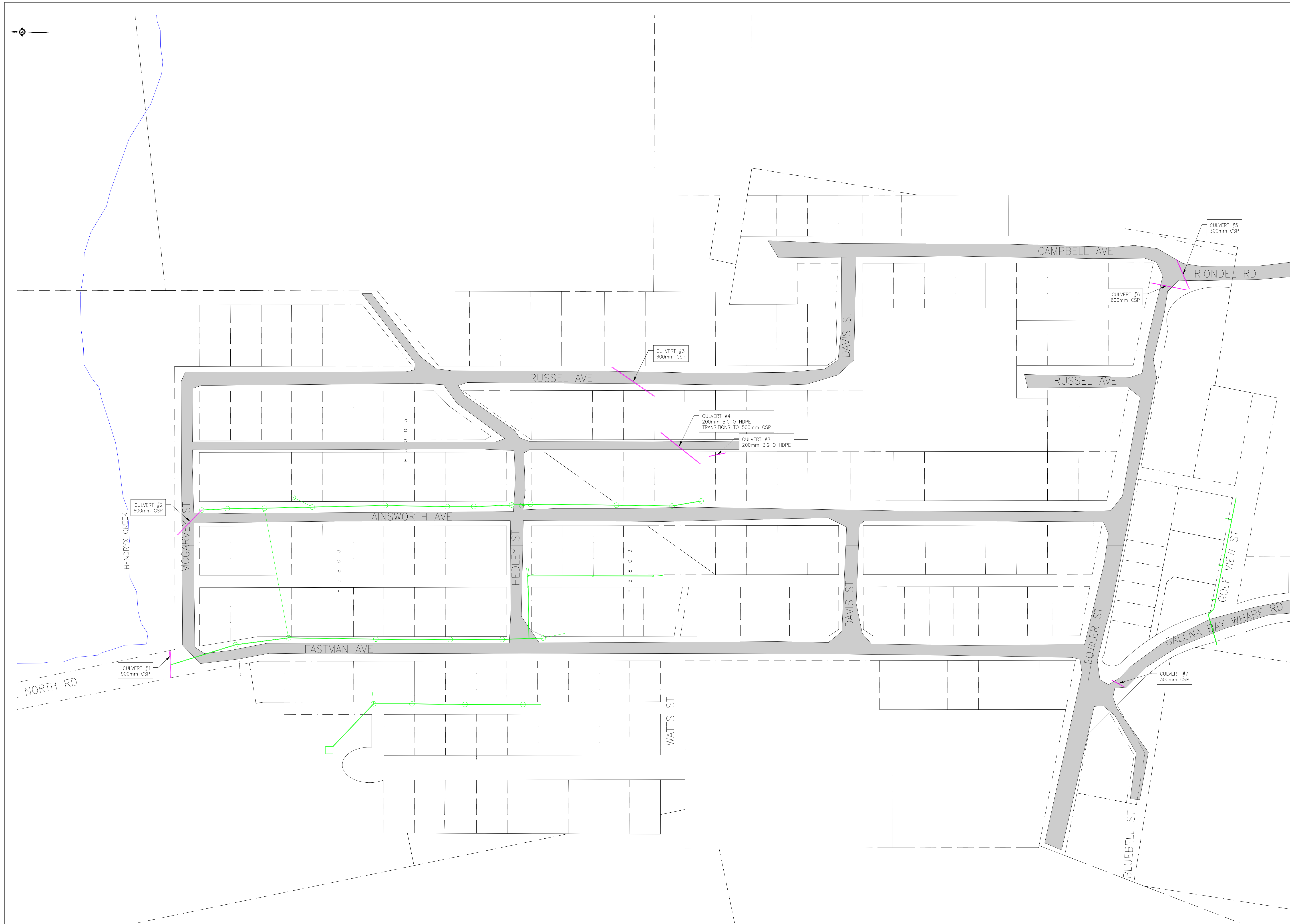
DRAWING TITLE  
**CONDITION ASSESSMENT**

CLIENT NAME  
**RDCK**

SCALE: REFER TO DWG	JOB No. 23611
DRAWN: JH	REVISION 
CHECKED: PK	DWG. No. S04
DATE: 17-Aug-22	
PLOT: 6-Nov-23	

FILE: C:\Users\jpkernan\OneDrive\Documents\23611\_Riondel Storm RDCK\COND ASSESSMENT\23611-RIONDEL-PLAN-01.dwg 2023.11.26.367 61.94





SITE PLAN VIEW  
SCALE=1:1250

**PRELIMINARY  
NOT FOR CONSTRUCTION**

**LEGEND:**

RDCK CULVERT/STORM SEWER

MoTI CULVERT

CATCH BASIN

**GENERAL NOTES:**

ALL DIMENSIONS ARE SPECIFIED IN METERS UNLESS OTHERWISE STATED.

LOT PLAN BASED ON ROCK MAPPING DATA AND SURVEY CARRIED OUT BY HIGHLAND CONSULTING. HIGHLAND CONSULTING IS NOT LIABLE FOR INACCURACIES IN DRAWING.

SCALE IS BASED ON ARCH EXPANDED D (24"x36") DRAWINGS.

NO VARIATION TO THIS DRAWING SHALL BE PERMITTED UNLESS AUTHORIZED BY ENGINEER IN WRITING.

AERIAL IMAGERY FROM ROCK MAPPING IMPORTED (07/17/2023)

REV.	DESCRIPTION	DATE
C	ISSUED TO CLIENT	06-NOV-23
B	ISSUED TO CLIENT	31-AUG-23
A	FOR REVIEW	23-AUG-23

ISSUED



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C 250 551 1416

This drawing not to be used for construction purposes until noted and dated "Issued for Construction". All measurements must be checked on site and be verified with the drawings by Contractor.


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SEAL

PROJECT TITLE  
**RIONDEL  
STORM**

DRAWING TITLE  
**EXISTING  
INFRASTRUCTURE (MoTI)**

CLIENT NAME  
**RDCK**

SCALE: REFER TO DWG	JOB No. 23611
DRAWN: JH	REVISION 
CHECKED: PK	DWG. No. S05
DATE: 17-Aug-22	
PLOT: 6-Nov-23	

C:\Users\pkernan\OneDrive\Documents\2023\RDCK STORM INFRASTRUCTURE\RDCK STORM INFRASTRUCTURE\RDCK STORM INFRASTRUCTURE.dwg  
FILE: RDCK STORM INFRASTRUCTURE.dwg

# **APPENDIX B**

## **Condition Assessment – Catch Basins**

<u>Basin #:</u> CB 1	<u>Material:</u> CSP, Steel grate	<u>Material Condition:</u> Fair *Non Standard
	<u>Depth:</u> 70cm	
	<u>Sediment:</u> Low	
<u>Inlet(s):</u> 200mm Big O HDPE	<u>Comments:</u> Grate likely not traffic rated	
<u>Outlet(s):</u> 200mm Big O HDPE		



**Overall Condition** **Poor**

<b>Basin #:</b> CB 2	<b>Material:</b> Concrete	<b>Material Condition:</b> Fair *Non Standard
	<b>Depth:</b> 137cm	
	<b>Sediment:</b> Medium	
<b>Inlet(s):</b>	100mm (4") PVC (Private connection) 100mm (4") PVC (Private connection) 100mm (4") PVC (Private connection) 300mm (12") CSP	<b>Comments:</b> Rebar located inside for unknown reason. PVC connections are from unknown locations, but are likely from private property. Grate likely not traffic rated.
<b>Outlet(s):</b>	500mm (20") CSP	



**Overall Condition** **Poor**

<u>Basin #:</u> CB 3	<u>Material:</u> CSP	<u>Material Condition:</u> Poor *Non Standard
	<u>Depth:</u> 133 cm	
	<u>Sediment:</u> Medium	
<u>Inlet(s):</u> 500mm (20") CSP	<u>Comments:</u> Bulges in catch basin wall noted. Outlet flows to an unlocated catch basin or t's into drainage pipe.	
<u>Outlet(s):</u> 300mm (12") CSP		



**Overall Condition** **Poor**

<b>Basin #:</b> CB 4	<b>Material:</b> Concrete	<b>Material Condition:</b> Fair *Non Standard
	<b>Depth:</b> 116cm	
	<b>Sediment:</b> Low	
<b>Inlet(s):</b> 200mm (8") Big O HDPE (Private connection) Infiltration Inlet	<b>Comments:</b> Additional inlet filled with rocks, likely to accommodate infiltration - not standard practice. Big O HDPE inlet is coming from adjacent private property.	
<b>Outlet(s):</b> 500mm (20") CSP		



**Overall Condition** **Poor**

<u>Basin #:</u> CB 5	<u>Material:</u> Concrete	<u>Material Condition:</u> Fair *Non Standard
	<u>Depth:</u> 105cm	
	<u>Sediment:</u> Low	
<u>Inlet(s):</u> 500mm (20") CSP	<u>Comments:</u> Additional inlet filled with rocks. Grate was covered with dirt and difficult to access	
<u>Outlet(s):</u> 500mm (20") CSP Infiltration Inlet		



**Overall Condition** **Poor**

<b>Basin #:</b> CB 6	<b>Material:</b> Concrete	<b>Material Condition:</b> Fair *Non Standard
	<b>Depth:</b> 135cm	
	<b>Sediment:</b> Medium	
<b>Inlet(s):</b> 500mm (20") CSP Infiltration Inlet	<b>Comments:</b> Additional inlet hole filled with rocks. It has been reported that water runs around the catch basin, although the ground is graded appropriately.	
<b>Outlet(s):</b> 500mm (20") CSP		



**Overall Condition** **Poor**



<u>Basin #:</u> CB 7	<u>Material:</u> Concrete	<u>Material Condition:</u> Fair *Non Standard
	<u>Depth:</u>	
	<u>Sediment:</u> Low	
<u>Inlet(s):</u> 500mm (20") CSP Infiltration Inlet	<u>Comments:</u> Additional inlet filled with rocks. Non-standard grate.	
<u>Outlet(s):</u> 500mm (20") CSP		



**Overall Condition** **Poor**

<b>Basin #:</b> CB 8	<b>Material:</b> CSP	<b>Material Condition:</b> Poor *Non Standard
	<b>Depth:</b> 140cm	
	<b>Sediment:</b> Medium	
<b>Inlet(s):</b> 500mm (20") CSP 500mm (20") CSP	<b>Comments:</b> Concrete manhole lid. Warping noted in CSP walls. Additional inlet from abandoned line from CB 21. Abandoned line is no longer connected to CB 21 and there are no additional catch basins located between CB 21 and CB 8. No grate for inflow.	
<b>Outlet(s):</b> 500mm (20") CSP		



**Overall Condition** **Poor**

<u>Basin #:</u> CB 9	<u>Material:</u> CSP	<u>Material Condition:</u> Fair *Non Standard
	<u>Depth:</u> 190cm	
	<u>Sediment:</u> Medium	
<u>Inlet(s):</u> 500mm (20") CSP	<u>Comments:</u> Lid is a concrete manhole lid and does not allow inflow. Outlet t's into culvert crossing Eastman Ave.	
<u>Outlet(s):</u> 500mm (20") CSP		



**Overall Condition** **Poor**

<u>Basin #:</u> CB 10	<u>Material:</u> Unknown (concrete lid)	<u>Material Condition:</u> Poor *Non Standard
	<u>Depth:</u> Unknown	
	<u>Sediment:</u> Unknown	
<u>Inlet(s):</u> Unknown	<u>Comments:</u> Unable to remove lid. Catch basin does not have a manhole lid so this section of drainage infrastructure is likely for groundwater drainage only.	
<u>Outlet(s):</u> Unknown		



**Overall Condition      Poor**

<u>Basin #:</u> CB 11	<u>Material:</u> Unknown (concrete lid)	<u>Material Condition:</u> Unknown *Non Standard
	<u>Depth:</u> Unknown	
	<u>Sediment:</u> Unknown	
<u>Inlet(s):</u> Unknown	<u>Comments:</u> Located underneath truck. Unable to remove lid. Catch basin does not have a manhole lid so this section of drainage infrastructure is likely for groundwater drainage only.	
<u>Outlet(s):</u> Unknown		



**Overall Condition** **Poor**

<u>Basin #:</u> CB 12	<u>Material:</u> Unknown (concrete lid)	<u>Material Condition:</u> Unknown *Non Standard
	<u>Depth:</u> Unknown	
	<u>Sediment:</u> Unknown	
<u>Inlet(s):</u> Unknown	<u>Comments:</u> Unable to remove lid. Catch basin does not have a manhole lid so this section of drainage infrastructure is likely for groundwater drainage only.	
<u>Outlet(s):</u> Unknown		



**Overall Condition      Poor**

<u>Basin #:</u> CB 13	<u>Material:</u> Unknown (concrete lid)	<u>Material Condition:</u> Unknown *Non Standard
	<u>Depth:</u> Unknown	
	<u>Sediment:</u> Unknown	
<u>Inlet(s):</u> Unknown	<u>Comments:</u> Located under truck. Unable to remove lid. Catch basin does not have a manhole lid so this section of drainage infrastructure is likely for groundwater drainage only.	
<u>Outlet(s):</u> Unknown		



**Overall Condition** **Poor**

<b>Basin #:</b> CB 14	<b>Material:</b> Wood	<b>Material Condition:</b> Very Poor Dangerous *Non Standard
	<b>Depth:</b>	
	<b>Sediment:</b> Medium	
<b>Inlet(s):</b> 100mm (4") wrapped steel ~200mm (8") Wrapped Steel	<b>Comments:</b> Pipe entering the manhole has a hole in it. There are gaps surrounding the catch basin as well that could be a hazard. Replacement is deemed a high priority.	
<b>Outlet(s):</b> 250mm (10") CSP		



**Overall Condition V. Poor**



Basin #:	CB 15	Material:	Material Condition: Fair *Non Standard
		Depth: Shallow	
		Sediment: High	
Inlet(s):		Comments: Catch basin located in road and drains to CB 14.	
Outlet(s): 100mm (4") Wrapped Steel			



Overall Condition **Poor**

<b>Basin #:</b> CB 16	<b>Material:</b> CSP	<b>Material Condition:</b> Fair *Non Standard
	<b>Depth:</b> 200cm	
	<b>Sediment:</b> Medium	
<b>Inlet(s):</b> 500mm (20") CSP	<b>Comments:</b> Overgrown. Top of catch basin is well above ground level. There is a hole cut in the side from inspection ~10 years ago	
<b>Outlet(s):</b> 500mm (20") CSP		



**Overall Condition** **Poor**

<u>Basin #:</u> CB 17	<u>Material:</u> CSP	<u>Material Condition:</u> Fair *Non Standard
	<u>Depth:</u> 113cm	
	<u>Sediment:</u> High	
<u>Inlet(s):</u> 500mm (20") CSP	<u>Comments:</u> Non-standard grate, not traffic rated. Grate is too high to allow surface inflow.	
<u>Outlet(s):</u> 500mm (20") CSP		



**Overall Condition** **Poor**

<u>Basin #:</u> CB 18	<u>Material:</u> CSP	<u>Material Condition:</u> Fair *Non Standard
	<u>Depth:</u> 114cm	
	<u>Sediment:</u> Medium	
<u>Inlet(s):</u> 500mm (20") CSP	<u>Comments:</u> 125cm width	
<u>Outlet(s):</u> 500mm (20") CSP		



**Overall Condition** **Poor**

<u>Basin #:</u> CB 19	<u>Material:</u> CSP	<u>Material Condition:</u> Fair *Non Standard
	<u>Depth:</u> 147cm	
	<u>Sediment:</u>	
<u>Inlet(s):</u> 500mm (20") CSP	<u>Comments:</u> Overgrown. 125cm width. Located in a very wet area. Surface flow is noted entering it even during dry conditions. Inflow is entering from side cuts as the grate is too high.	
<u>Outlet(s):</u> 500mm (20") CSP		



**Overall Condition** **Poor**

<b>Basin #:</b> CB 20	<b>Material:</b>	<b>Material Condition:</b> Fair *Non Standard
	<b>Depth:</b> 265cm	
	<b>Sediment:</b>	
<b>Inlet(s):</b> 500mm (20") CSP 200mm (8") PE private inlet enters the drainline downstream of catch basin	<b>Comments:</b> Includes a private inlet that is not completely attached (see photo). 125cm width.	
<b>Outlet(s):</b> 500mm (20") CSP		



**Overall Condition** **Poor**

<b>Basin #:</b> CB 21	<b>Material:</b> CSP	<b>Material Condition:</b> Fair *Non Standard
	<b>Depth:</b> 430cm	
	<b>Sediment:</b>	
<b>Inlet(s):</b> 500mm (20") CSP	<b>Comments:</b> Lid is above ground, does not allow inflow. No sign of outlet connecting CB 21 to CB 8.	
<b>Outlet(s):</b> 500mm (20") CSP		



**Overall Condition** **Poor**

<u>Basin #:</u> CB 22	<u>Material:</u> CSP	<u>Material Condition:</u> Fair *Non Standard
	<u>Depth:</u> 425cm	
	<u>Sediment:</u>	
<u>Inlet(s):</u> 500mm (20") CSP	<u>Comments:</u> Lid is above ground and does not allow for inflow.	
<u>Outlet(s):</u> 500mm (20") CSP		



**Overall Condition** **Poor**



<b>Basin #:</b> CB 23	<b>Material:</b> CSP	<b>Material Condition:</b> Fair *Non Standard
	<b>Depth:</b> 324cm	
	<b>Sediment:</b>	
<b>Inlet(s):</b> 500mm (20") CSP 12 punched holes	<b>Comments:</b> Overgrown and above ground. The drainage ditch does not directly connect to the catch basin. There are 12 inlets drilled into the catch basin walls in a circle at ~235cm depth. The holes are likely draining water from the ground. No pipes appear to be connected to these 12 holes.	
<b>Outlet(s):</b> 600mm (24") CSP		



**Overall Condition** **Poor**

<u>Basin #:</u> CB 24	<u>Material:</u> Unknown	<u>Material Condition:</u> Unknown
	<u>Depth:</u> Unknown	
	<u>Sediment:</u> Unknown	
<u>Inlet(s):</u> Unknown. Likely 300mm (12") CSP	<u>Comments:</u> Unable to locate catch basin. It has likely become buried. Located in front of 1520 Ainsworth Ave.	
<u>Outlet(s):</u> Unknown. Likely 200mm (8") wrapped steel		



**Overall Condition V. Poor**

<b>Basin #:</b> CB 25	<b>Material:</b> Wood	<b>Material Condition:</b> Very Poor *Non Standard
	<b>Depth:</b> Shallow	
	<b>Sediment:</b> High	
<b>Inlet(s):</b> ~200mm (8") wrapped steel	<b>Comments:</b> Replacement deemed a high priority for safety	
<b>Outlet(s):</b> ~200mm (8") wrapped steel		



**Overall Condition** **V. Poor**

<b>Basin #:</b> CB 26	<b>Material:</b> Non standard	<b>Material Condition:</b> Poor *Non Standard
	<b>Depth:</b> 72cm	
	<b>Sediment:</b> Medium	
<b>Inlet(s):</b> 100mm/150mm poly (likely perforated)	<b>Comments:</b> Inlet pipe is likely perforated and draining ground water. Catch basin is likely a private install. Inlet to catch basin likely drains the nearby garage.	
<b>Outlet(s):</b> 200mm (8") Big O HDPE		



**Overall Condition** **V. Poor**

<b>Basin #:</b> CB 27	<b>Material:</b> Unknown	<b>Material Condition:</b> Unknown
	<b>Depth:</b> Unknown	
	<b>Sediment:</b> Unknown	
<b>Inlet(s):</b> Likely 300mm (12") CSP Likely 500mm (20") CSP	<b>Comments:</b> Buried catch basin or outlet from CB 3 directly ties into underground pipe. Located underneath intersection of Hedley St and Eastman Ave.	
<b>Outlet(s):</b> Likely 500mm (20") CSP		



**Overall Condition** V. Poor

Basin #:	CB 28	Material:	Poly	Material Condition:	Unknown
		Depth:	Unknown		
		Sediment:	Unknown		
Inlet(s):				Comments: Illegal catch basin or steep inlet pipe located on private property. No lid is present and the catchbasin/inlet pipe was flooded at time of inspection. Likely connects to a deep storm line between catch basins	
Outlet(s):					



Overall Condition **V. Poor**

Basin #:	Weir	Material:	Concrete; CSP	Material Condition:	Fair
		Diameter:	300mm		
		Sediment:	Low		

**Comments:** Concrete channel and weir are in fair condition, with some stones and debris in the channel. CSP pipe is in fair condition and connects to catch basin #24 (previously unnumbered) which was not located.



Overall Condition **Fair**

# **APPENDIX C**

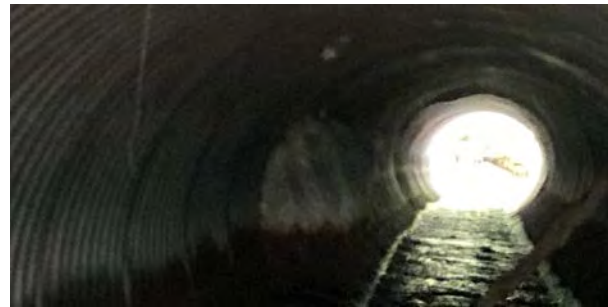
## **Condition Assessment – Culverts**



Basin #:	CV 1	Material:	CSP	Material Condition:	Fair
		Diameter:	900mm		
		Sediment:	Low		

**Comments:** Culvert crosses Eastman Ave, connecting two drainage ditches. Outlet from catch basin #9 (500mm CSP) t's into the culvert at ~8m from the culvert inlet. This places the connection point at approximately the road shoulder.

Inlet



Outlet



Overall Condition **Fair**

Basin #:	CV 2	Material:	CSP	Material Condition:	Fair
		Diameter:	600mm		
		Sediment:	Medium		

Comments: Culvert crosses McGarvey St, connecting catch basin #23 and a drainage ditch.

Inlet



Overall Condition **Fair**

Basin #:	CV 3	Material:	CSP	Material Condition:	Fair
		Diameter:	600mm		
		Sediment:	Medium		

**Comments:** Culvert crosses Russel Ave and connects two drainage ditches. Neighbour has said that the culvert has no flow in the spring. The outlet is likely on Teck land. The outlet is difficult to access.

Inlet



Outlet



Overall Condition **Fair**

Basin #:	CV 4	Material:	Big O HDPE; CSP	Material Condition:	Fair
		Diameter:	200mm (ID); 500mm		
		Sediment:	Medium		

**Comments:** Culvert crosses the alley between Russel Ave and Ainsworth Ave and connects two drainage ditches. Inlet is 240mm and transitions to 500mm CSP at some point underground. Culvert was dry at time of inspection. Inlet and outlet are located on park land (Teck).

**Inlet**



**Outlet**



**Overall Condition** **Fair**

Basin #:	CV 5	Material:	CSP	Material Condition:	Fair
		Diameter:	300mm		
		Sediment:	Medium		

**Comments:** Culvert crosses Riodel Rd and connects two drainage ditches. Pipe is in fair condition but could be cleaned up.

**Inlet**



**Outlet**



**Overall Condition** **Fair**

Basin #:	CV 6	Material:	CSP	Material Condition:	Fair
		Diameter:	600mm		
		Sediment:	High		

**Comments:** Culvert crosses Folwer St and connects a drainage ditch to an unknown location. There is a concrete pad on the North side of Fowler St that may be covering a catch basin. The culvert may continue into the neighbouring property (416 Folwer St). Recommended to confirm culvert outlet and replace concrete pad with a steel grate if covering a catch basin. Culvert should be graded appropriately for MoTI.

Inlet



Outlet

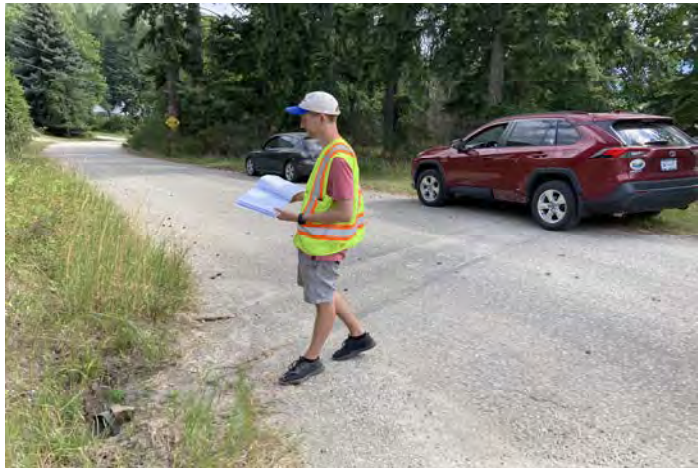


Overall Condition **Poor**

Basin #:	CV 7	Material:	CSP	Material Condition:	Poor
		Diameter:	300mm		
		Sediment:	High		

**Comments:** Culvert crossing Galena Bay Wharf Rd. Inlet is partially buried and surround area does not flow appropriately into the inlet. Outlet is completely buried and unable to be identified.

**Inlet**



**Outlet**



**Overall Condition**      **Very Poor**

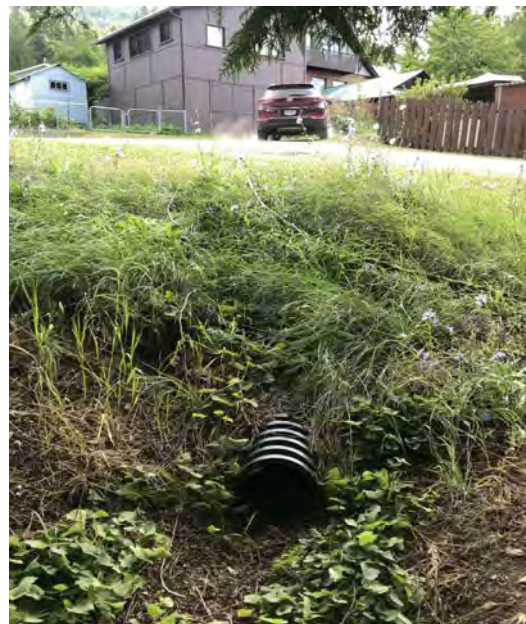
Basin #:	CV 8	Material:	Big O HDPE	Material Condition:	Good
		Diameter:	~200mm (ID)		
		Sediment:	Low		

**Comments:** Privately installed culvert crossing the alley between Ainsworth Ave and Russel Ave. The inlet was not able to be located but a neighbour reported that it comes from a private property (house on corner of alley).

**Inlet**



**Outlet**



**Overall Condition** **Fair**



# **APPENDIX D**

## **Condition Assessment – Cost Estimate**

<b>Preliminary Project Cost Estimate - Catch Basins</b>				
<b>Task</b>	<b>Unit</b>	<b>Est'd Qty</b>	<b>Unit Rate</b>	<b>Total (\$)</b>
<b>Material</b>				
42" (1060mm) Manhole Base	ea	26	195.00	\$ 5,070
42" x 1ft Manhole Barrel	ea	7	140.00	\$ 980
42" x 2ft Manhole Barrel	ea	3	260.00	\$ 780
42" x 3ft Manhole Barrel	ea	4	390.00	\$ 1,560
42" x 4ft Manhole Barrel	ea	30	520.00	\$ 15,600
Manhole Gasket	ea	26	25.00	\$ 650
Manhole Lid - Steel Grate	ea	26	1,157.00	\$ 30,082
Engineering & Construction Contingency (35%)				\$ 19,152.70
			<b>Sub Total</b>	<b>\$ 73,874.70</b>
<b>Installation</b>				
Manhole installation per	ea	26	6,000.00	\$ 156,000
Engineering & Construction Contingency (35%)				\$ 54,600.00
			<b>Sub Total</b>	<b>\$ 210,600.00</b>
<b>Sum</b>				
			<b>Total</b>	<b>\$ 284,474.70</b>
<p>This Cost Estimate has been prepared by Highland Consulting Ltd (HCL) for use by the client and includes distribution or reproduction as may be required for his purposes. The review, assessments, and evaluations contained herein have been carried out in accordance with generally accepted engineering practice. Engineering judgment based on similar experience has been applied in developing recommendations and conclusions. No other warranty is made, either expressed or implied. The disclosure of any information contained within report is the sole responsibility of the client. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. HCL accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this report.</p>				
<div style="border: 2px solid red; padding: 10px; display: inline-block;"> <p><b>DRAFT - FOR DISCUSSION</b></p> </div>				

<b>Preliminary Project Cost Estimate - Culverts</b>				
<b>Task</b>	<b>Unit</b>	<b>Est'd Qty</b>	<b>Unit Rate</b>	<b>Total (\$)</b>
<b>Material</b>				
Corrugated Steel Pipe (CSP) 300mm	m	34.5	\$ 84.23	\$ 2,906
Corrugated Steel Pipe (CSP) 500mm	m	37.7	\$ 139.50	\$ 5,259
Corrugated Steel Pipe (CSP) 600mm	m	92	\$ 167.41	\$ 15,402
Corrugated Steel Pipe (CSP) 900mm	m	19.9	\$ 293.86	\$ 5,848
CSP Coupling 300mm	ea	4	\$ 80.00	\$ 320
CSP Coupling 500mm	ea	6	\$ 160.00	\$ 960
CSP Coupling 600mm	ea	14	\$ 220.00	\$ 3,080
CSP Coupling 900mm	ea	3	\$ 335.00	\$ 1,005
Engineering & Construction Contingency (35%)				\$ 12,172.79
			<b>Sub Total</b>	<b>\$ 46,952.18</b>
<b>Installation</b>				
Trench Excavation-Shallow Trench (asphalt)	linear meter	184.1	\$ 400.00	\$ 73,640
Engineering & Construction Contingency (35%)				\$ 25,774.00
			<b>Sub Total</b>	<b>\$ 99,414.00</b>
<b>Sum</b>				
			<b>Total</b>	<b>\$ 146,366.18</b>
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<div style="border: 2px solid red; padding: 10px; display: inline-block;"> <b style="color: red; font-size: 1.2em;">DRAFT - FOR DISCUSSION</b> </div>				

<b>Preliminary Project Cost Estimate - Storm Sewer Pipes (Option A - CSP &amp; Big O HDPE)</b>				
<b>Task</b>	<b>Unit</b>	<b>Est'd Qty</b>	<b>Unit Rate</b>	<b>Total (\$)</b>
<b>Material</b>				
Corrugated Steel Pipe (CSP) 300mm	m	108.4	\$ 84.23	\$ 9,131
Corrugated Steel Pipe (CSP) 500mm	m	532.8	\$ 139.50	\$ 74,324
Big O HDPE 200mm	m	266.4	\$ 35.95	\$ 9,577
CSP Coupling 300mm	ea	25	\$ 80.00	\$ 2,000
CSP Coupling 500mm	ea	95	\$ 160.00	\$ 15,200
Engineering & Construction Contingency (35%)				\$ 38,581
			<b>Sub Total</b>	<b>\$ 148,812.44</b>
<b>Installation</b>				
Trench Excavation-Shallow Trench (no asphalt)	linear meter	907.6	\$ 300.00	\$ 272,280
Engineering & Construction Contingency (35%)				\$ 95,298.00
			<b>Sub Total</b>	<b>\$ 367,578.00</b>
<b>Sum</b>				
			<b>Total</b>	<b>\$ 516,390.44</b>
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<div style="border: 2px solid red; padding: 10px; display: inline-block;"> <p><b>DRAFT - FOR DISCUSSION</b></p> </div>				

<b>Preliminary Project Cost Estimate - Storm Sewer Pipes (Option B - PVC)</b>				
<b>Task</b>	<b>Unit</b>	<b>Est'd Qty</b>	<b>Unit Rate</b>	<b>Total (\$)</b>
<b>Material</b>				
DR35 PVC 200mm	m	266.4	\$ 62.43	\$ 16,631
DR35 PVC 300mm	m	108.4	\$ 141.23	\$ 15,309
DR35 PVC 500mm	m	532.8	\$ 397.72	\$ 211,905
Engineering & Construction Contingency (35%)				\$ 85,346.07
			<b>Sub Total</b>	<b>\$ 329,191.97</b>
<b>Installation</b>				
Trench Excavation-Shallow Trench (no asphalt)	linear meter	907.6	\$ 300.00	\$ 272,280
Engineering & Construction Contingency (35%)				\$ 95,298.00
			<b>Sub Total</b>	<b>\$ 367,578.00</b>
<b>Sum</b>				
			<b>Total</b>	<b>\$ 696,769.97</b>
<p>This Cost Estimate has been prepared by Highland Consulting Ltd (HCL) for use by the client and includes distribution or reproduction as may be required for his purposes. The review, assessments, and evaluations contained herein have been carried out in accordance with generally accepted engineering practice. Engineering judgment based on similar experience has been applied in developing recommendations and conclusions. No other warranty is made, either expressed or implied. The disclosure of any information contained within report is the sole responsibility of the client. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. HCL accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this report.</p>				
<div style="border: 2px solid red; padding: 10px; display: inline-block;"> <p><b>DRAFT - FOR DISCUSSION</b></p> </div>				

**Price per Meter Cost Estimate (August 2023) - For discussion purposes only. Prices subject to change**

<b>Material</b>	<b>Unit per</b>	<b>Unit Rate</b>
Corrugated Steel Pipe (CSP) 200mm	m	\$ 56.82
Corrugated Steel Pipe (CSP) 250mm	m	\$ 70.53
Corrugated Steel Pipe (CSP) 300mm	m	\$ 84.23
Corrugated Steel Pipe (CSP) 400mm	m	\$ 111.64
Corrugated Steel Pipe (CSP) 450mm	m	\$ 125.54
Corrugated Steel Pipe (CSP) 500mm	m	\$ 139.50
Corrugated Steel Pipe (CSP) 600mm	m	\$ 167.41
Corrugated Steel Pipe (CSP) 700mm	m	\$ 248.10
Corrugated Steel Pipe (CSP) 800mm	m	\$ 283.57
Corrugated Steel Pipe (CSP) 900mm	m	\$ 293.86
Corrugated Steel Pipe (CSP) 1000mm	m	\$ 304.14
Corrugated Steel Pipe (CSP) 1200mm	m	\$ 364.90
Alum Corrugated Steel Pipe (CSP) 1400mm	m	\$ 586.00
CSP Coupling 200mm	ea	\$ 60.00
CSP Coupling 250mm	ea	\$ 70.00
CSP Coupling 300mm	ea	\$ 80.00
CSP Coupling 400mm	ea	\$ 100.00
CSP Coupling 450mm	ea	\$ 130.00
CSP Coupling 500mm	ea	\$ 160.00
CSP Coupling 600mm	ea	\$ 220.00
CSP Coupling 700mm	ea	\$ 290.00
CSP Coupling 800mm	ea	\$ 320.00
CSP Coupling 900mm	ea	\$ 335.00
CSP Coupling 1000mm	ea	\$ 350.00
CSP Coupling 1200mm	ea	\$ 380.00
CSP Coupling 1400mm	ea	\$ 400.00
Big O HDPE 200mm	m	\$ 35.95
Big O HDPE 250mm	m	\$ 51.57
Big O HDPE 300mm	m	\$ 63.67
DR35 PVC 200mm	m	\$ 62.43
DR35 PVC 250mm	m	\$ 99.17
DR35 PVC 300mm	m	\$ 141.23
DR35 PVC 375mm	m	\$ 203.81
DR35 PVC 400mm	m	\$ 240.62
DR35 PVC 450mm	m	\$ 314.24
DR35 PVC 500mm	m	\$ 397.72
DR35 PVC 525mm	m	\$ 439.46
DR35 PVC 600mm	m	\$ 558.27
DR35 PVC 675mm	m	\$ 700.28
Trench Excavation-Shallow Trench (asphalt)	linear meter	\$ 400.00
Trench Excavation-Shallow Trench (no asphalt)	linear meter	\$ 300.00



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Regional District of Central Kootenay  
Environmental Services Department  
Box 590, 202 Lakeside Drive,  
Nelson, B.C. V1L 5R4

November 8<sup>th</sup>, 2023

***Reference: Culvert Analysis for Existing Drainage Infrastructure at Riondel, BC – Revision B***

With regards to previous discussions held between Jason McDiarmid (RDCK), Alexandra Divlakovski (RDCK), and Mr. Paul Kernan, P.Eng (of Highland Consulting Ltd), please find enclosed an assessment for the existing drainage infrastructure located at Riondel, BC.

## **1. PROJECT BACKGROUND**

The client, Regional District of Central Kootenay (RDCK), is reviewing the condition and sizing of the existing drainage infrastructure at Riondel, BC. The existing drainage infrastructure primarily consists of corrugated steel pipe (CSP) culverts connected to CSP catch basins, with sections of HDPE, and wrapped steel. The condition of existing infrastructure was assessed, please refer to Condition Assessment Letter Report Rev A (2023) produced by Highland Consulting.

## **2. SITE OBSERVATIONS**

An initial site visit was completed by Jacob Hildebrand of Highland Consulting on June 26<sup>th</sup>, 2023, in order to survey the locations of existing infrastructure. A follow up site visit was completed by Cooper Husband, EIT of Highland Consulting and Jason McDiarmid of RDCK on July 25<sup>th</sup>, 2023, in order to assess the condition of the existing infrastructure.

In addition, a desktop study of the existing drainage infrastructure (catch basins, culverts, storm sewer) was performed. Photographs and information for the community of Riondel's catch basins were provided in reports by KWL (Jan 1990), Highland Consulting (Sept 2010), and survey technologist Garth Norris (June 2008).

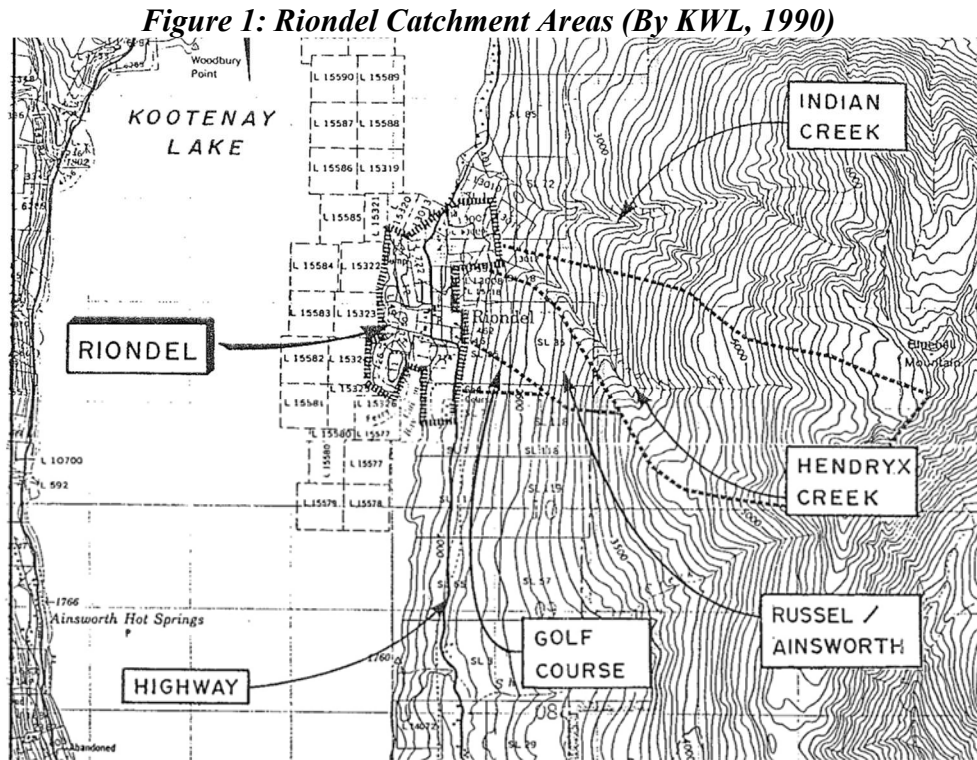
Several sections of drainage infrastructure had no flow during the site visit, including culverts #3, #4, #7, and #8. Please refer to Appendix A for drawings.



### 3. STORM RUNOFF

#### 3.1 Catchment Areas

Three catchment areas were originally identified by KWL for the community of Riondel. These include 'Hendryx Creek', 'Russel/Ainsworth', and 'Golf Course'. The tributary area for each catchment is 480 ha, 105 ha, and 31 ha respectively, and can be seen in the figure below.



The location of each catchment area was reviewed. The catchment 'Golf Course' was determined to not drain into the Riondel drainage infrastructure, but to a separate outfall located at the Riondel golf course. An additional catchment area 'Riondel Community' was included in calculations and includes the area of the community that drains to the drainage infrastructure. Approximately one third of the area of the community of Riondel was determined to drain to this drainage infrastructure.

#### 3.2 Event Return Periods and Rainfall Intensity

Flow calculations are based on the 100-year return period for the Intensity-Duration-Frequency (IDF) curve for the Nelson monitoring station, as shown in Appendix B. The IDF curve provides the intensity of the storm given the duration of the storm for each return period. The maximum runoff rate occurs when the duration of the storm is equal to the Time of Concentration for a tributary area. The Time of Concentration is the time required for the runoff from the most remote part of the area to reach the channel or culvert and consists of a combination of the Inlet Time, the amount of time for overland flow from the remotest point to reach the inlet location, and Travel Time, the time for flows to travel through a storm sewer. For the purposes of this report, the Nelson IDF curve was used in combination with a calculation spreadsheet.





Time of Concentration was determined to be 1 hr, 35mins, with a corresponding intensity of 20 mm/hr. Please refer to Appendix B for the full IDF.

### 3.3 Runoff Coefficient

The average surface slope for the entire drainage basin varies between approximately 20% and 40% and is primarily sparse forest cover. Published information for runoff coefficients varies significantly according to surface conditions, soil types, antecedent conditions, etc. To establish runoff coefficients from a similar source, runoff coefficients were selected from The City of Nelson Subdivision and Development Servicing Bylaw No. 3170, 2011, as seen in the table below.

**Table 1: Runoff Coefficients**  
*(City of Nelson Subdivision and Development Servicing Bylaw No. 3170, 2011)*

Table 2.2		
Type of Area	Coefficient	
	1:10 year	1:100 year
Woodlot	0.05	0.10
Agricultural (cultivated)	0.10	0.15
Sub-Urban Residential	0.35	0.40
Single Family Residential	0.50	0.55
Low Density Multi-Family Residential	0.60	0.65
Apartment	0.70	0.75
Commercial	0.80	0.85
Industrial	0.80	0.85
Institutional	0.75	0.80
Roofs or Pavement	0.95	1.00
Parks/Cemeteries	0.15	0.20
Natural Grass	0.10	0.15

The runoff coefficient for forested areas was determined to be 0.10 for 100-year storm. The runoff coefficient for the Riondel community was determined to be 0.55 for the 100-year storm.

### 3.4 The Rational Method

The Rational Method was used to calculate the quantity of storm runoff (peak flows) for the area of the drainage basin onto the proposed development. The Rational Method is used for small drainage areas (less than 10 km<sup>2</sup>) and is based on a simple intensity / runoff relationship and the following assumptions:

- .1 The rainfall intensity is uniform over the entire basin during the entire storm duration;



- .2 The maximum runoff rate occurs when rainfall lasts as long or longer than the time of concentration; and
- .3 The time of concentration is the time required for the runoff from the most remote part of the basin to reach the channel and culvert.

The storm runoff was calculated for a local road with culverts for a 100-year rainfall event, and sizes of all channels and culverts were checked to ensure adequate capacity. The Rational Method is shown as follows:

$$Q_p = \frac{C i A}{360}$$

Where  $Q_p$  = Peak flows (m<sup>3</sup>/s);  
 $C$  = Runoff coefficient (dimensionless coefficient);  
 $i$  = Rainfall Intensity (mm/hr); and  
 $A$  = Tributary area (ha)

### Hendryx Creek Catchment

$$Q_1 = \frac{0.1 \times 480 \text{ ha} \times 20 \text{ mm/hr}}{360} = 2.667 \text{ m}^3/\text{s};$$

### Russel/Ainsworth Catchment

$$Q_1 = \frac{0.1 \times 105 \text{ ha} \times 20 \text{ mm/hr}}{360} = 0.583 \text{ m}^3/\text{s};$$

### Riondel Community Catchment (approx.. 1/3<sup>rd</sup> of total community area)

$$Q_1 = \frac{0.55 \times 16.3 \text{ ha} \times 20 \text{ mm/hr}}{360} = 0.499 \text{ m}^3/\text{s};$$

## 3.5 Minimum Culvert Size

Manning's Formula was used to establish minimum culvert and storm sewer sizes. Manning's Formula is as follows:

$$Q = \frac{A R^{2/3} S^{1/2}}{n}$$

Where:  $Q$  = Flow (m<sup>3</sup>/s);  
 $A$  = Cross sectional area of pipe (assumed full) (m<sup>2</sup>);  
 $R$  = Hydraulic radius (m);  
 $S$  = Slope of Hydraulic Grade Line in open channel, or Energy Grade Line in pipe. Assumed to be equal to average slope of pipe 5% or 0.05 m/m; and  
 $n$  = Manning's roughness coefficient (0.024 for corrugated steel pipe – CSP, 0.009 for PVC).



Example calculations are presented below:

Capacity of 450 mm (18”) CSP:

$$Q = \frac{0.159 \text{ m}^2 \times (0.113 \text{ m})^{2/3} \times 0.05^{1/2}}{0.024}$$

$$= \underline{\underline{0.345 \text{ m}^3/\text{s}}}$$

Capacity of 450 mm (18”) PVC:

$$Q = \frac{0.159 \text{ m}^2 \times (0.113 \text{ m})^{2/3} \times 0.05^{1/2}}{0.009}$$

$$= \underline{\underline{0.921 \text{ m}^3/\text{s}}}$$

Capacity of 600 mm (24”) CSP:

$$Q = \frac{0.283 \text{ m}^2 \times (0.15 \text{ m})^{2/3} \times 0.05^{1/2}}{0.024}$$

$$= \underline{\underline{0.744 \text{ m}^3/\text{s}}}$$

Capacity of 600 mm (24”) PVC:

$$Q = \frac{0.283 \text{ m}^2 \times (0.15 \text{ m})^{2/3} \times 0.05^{1/2}}{0.009}$$

$$= \underline{\underline{1.983 \text{ m}^3/\text{s}}}$$

Maximum flow rates for all piping reviewed can be found in Appendix C.

Catchment areas were reviewed in order to determine flows contributing to each culvert and section of storm sewer. Infrastructure was sized based on expected flows for the 100 year storm and compared to capacities for different sizes of pipe. Peak flows for each culvert and storm sewer section can be found in Appendix C. Results are summarized below:

**Table 2: Minimum Culvert Sizing**

Culvert #	Crossing	Existing Material	Current Size, mm	Minimum Culvert Size, CSP, mm
1	Eastman Ave	CSP	900	1200
2	McGarvy St	CSP	600	1200
3	Russel Ave	CSP	600	600
4	Alley – Russel Ave / Ainsworth Ave	CSP / BIG O HDPE	200/500	700
5	Riondel Rd	CSP	300	600
6	Fowler St	CSP	600	600
7	Galena Bay Wharf Rd	CSP	300	400
8	Alley – Russel Ave / Ainsworth Ave	BIG O HDPE	200	Private homeowner installation - not assessed



**Table 3: Minimum Storm Sewer Sizing**

Storm Sewer Section	Existing Materials	Current Size, mm	Minimum Size, CSP, mm	Minimum Size, PVC, mm
Weir to McGarvy Culvert	CSP, Wrapped Steel	200 - 500	700	450
Basin 1 to Eastman Ave Culvert	CSP, Big O HDPE	200 - 500	400	300
Basin 10 to Rock Pit	Big O HDPE	This section of storm sewer is used to drain ground water only and is not recommended to be upgraded.		

CSP and Big O HDPE are typically used for culverts but are considered non-standard materials for storm drainage lines as they are subject to high potential infiltration rates.

#### 4. DISCUSSION / RECOMMENDATIONS

Based on the Rational Method and the catchment areas identified, peak flow storm water runoff was calculated for each culvert and section of storm sewer, with a maximum value of 3.749 m<sup>3</sup>/s located at the Eastman Ave culvert. The Riondel drainage system was likely installed with intended underground infiltration, which could impact design storm flows. The Regional District has no records of drainage system overflows in the past.

Further investigation is required to establish a Master Storm Management Plan for Riondel with storm water modeling of complete storm system.

Based on site reconnaissance, review of existing drainage infrastructure documentation, and drainage calculations contained in this report, the following recommendations are provided for the Riondel Storm infrastructure Upgrade.

1. Recommendations as per the Condition Assessment letter by HCL should be followed.
2. Culverts and storm sewers should be upsized to sizes identified in section 3.5. No flooding was identified during site visits, with several sections of drainage infrastructure being dry. As such, priority for this item is recognized as low, but recommended to be completed when infrastructure upgrades occur.



## 5. CLOSURE

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Highland Consulting Ltd trusts that this report meets your requirements, however if you have any questions or require further information, please do not hesitate in contacting the undersigned.

Yours sincerely,  
**HIGHLAND CONSULTING LTD**  
Permit to Practice # 1002652

\_\_\_\_\_  
Designed

**Cooper Husband, EIT Civil Engineer**

\_\_\_\_\_  
Reviewed

**Paul Kernan, P.Eng, Civil Engineer**

### **Appendices:**

Appendix A  
Appendix B  
Appendix C

Drawings  
Intensity-Duration-Frequency (IDF) Curve  
Calculations



**References:**

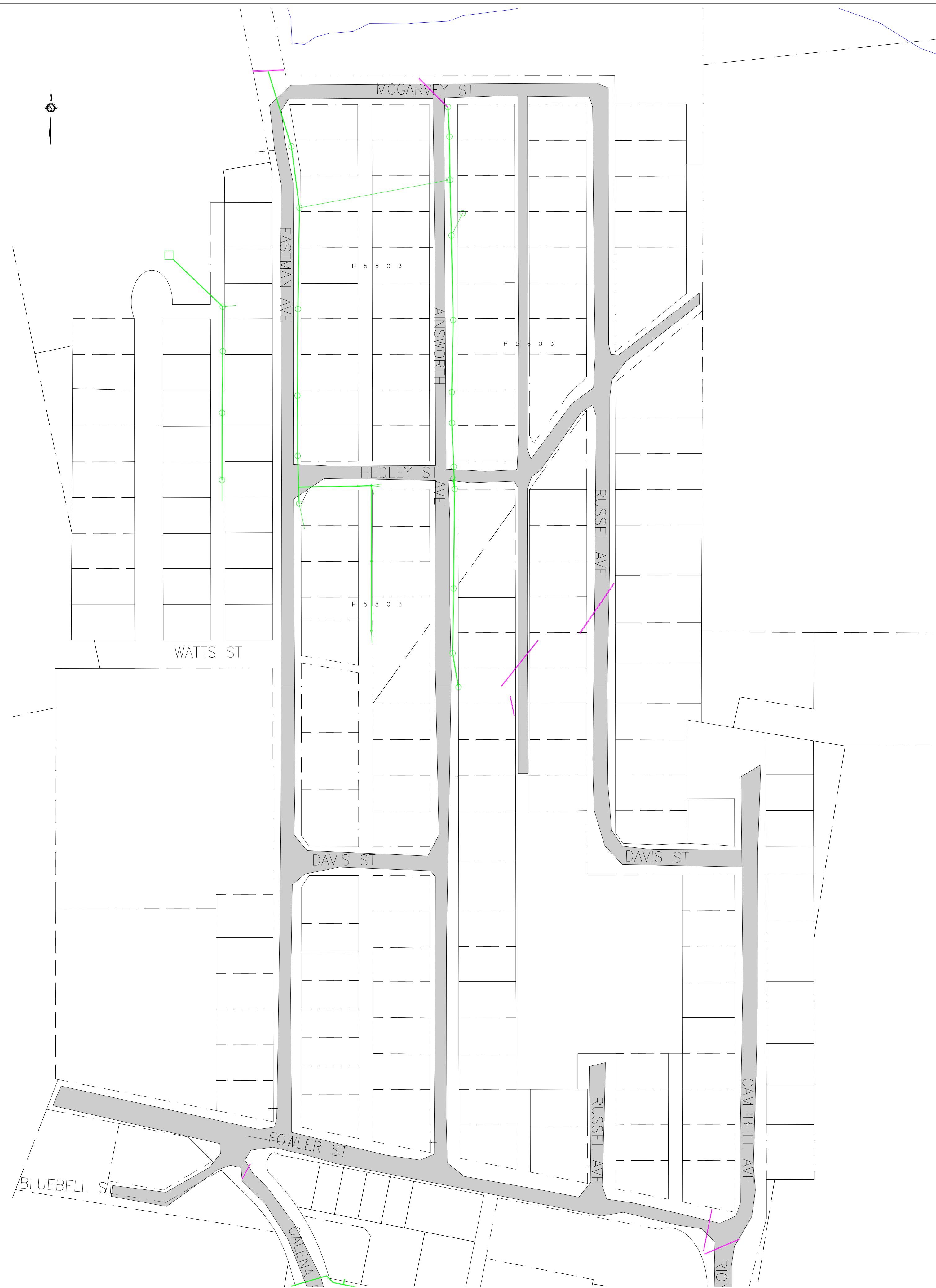
Kerr Wood Leidal Associates LTD. (1990). REPORT ON DRAINAGE FOR RIONDEL

THE CORPORATION OF THE CITY OF NELSON (2011, Revised Apr 2022). BYLAW NO. 3170, 2011. Retrieved from <https://nelson.civicweb.net/document/11620/>

ClimateData.ca (2022). Nelson CS, BC, Short Duration Rainfall Intensity-Duration-Frequency Data (2022/10/31). Retrieved from [Download — Climate Data Canada](#)

# **APPENDIX A**

## **Drawings**



LEGEND:

- RDCK CULVERT/STORM SEWER
- MoTi CULVERT
- CATCH BASIN

GENERAL NOTES:

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**RIONDEL STORM**

DRAWING TITLE  
**LOCATION MAP**

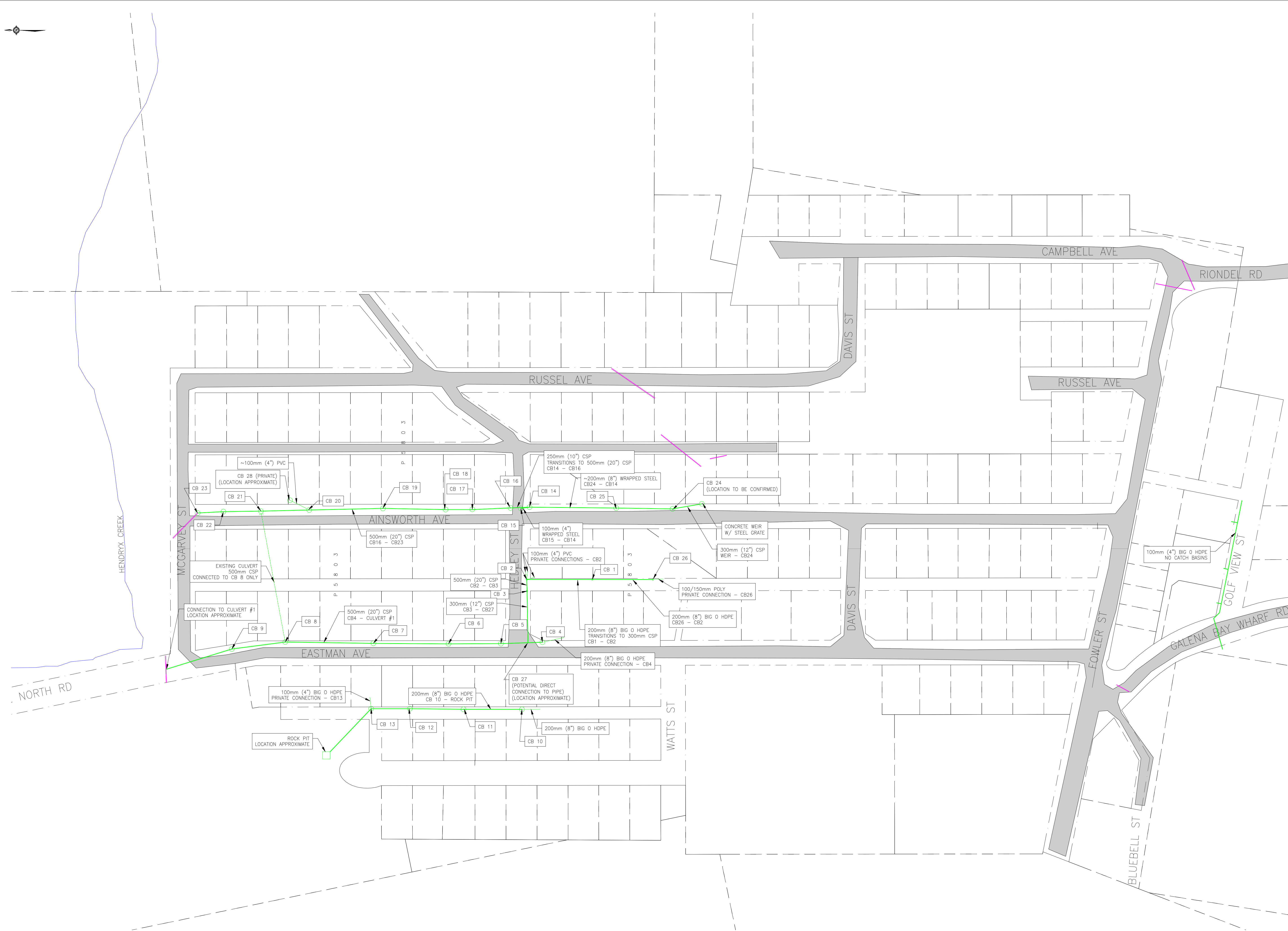
CLIENT NAME  
**RDCK**

SCALE: REFER TO DWG	JOB No. 23611
DRAWN: JH	REVISION 
CHECKED: PK	DWG. No. S01
DATE: 17-Aug-22	
PLOT: 6-Nov-23	

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**LEGEND:**

- RDCK CULVERT/STORM SEWER
- MoTi CULVERT
- CATCH BASIN

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PROJECT TITLE  
**RIONDEL STORM**

DRAWING TITLE  
**EXISTING INFRASTRUCTURE (RDCK)**

CLIENT NAME  
**RDCK**

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DRAWN: JH	REVISION
CHECKED: PK	DWG. No. S03
DATE: 17-Aug-22	
PLOT: 6-Nov-23	

**PRELIMINARY NOT FOR CONSTRUCTION**

SITE PLAN VIEW  
 SCALE: 1:1250

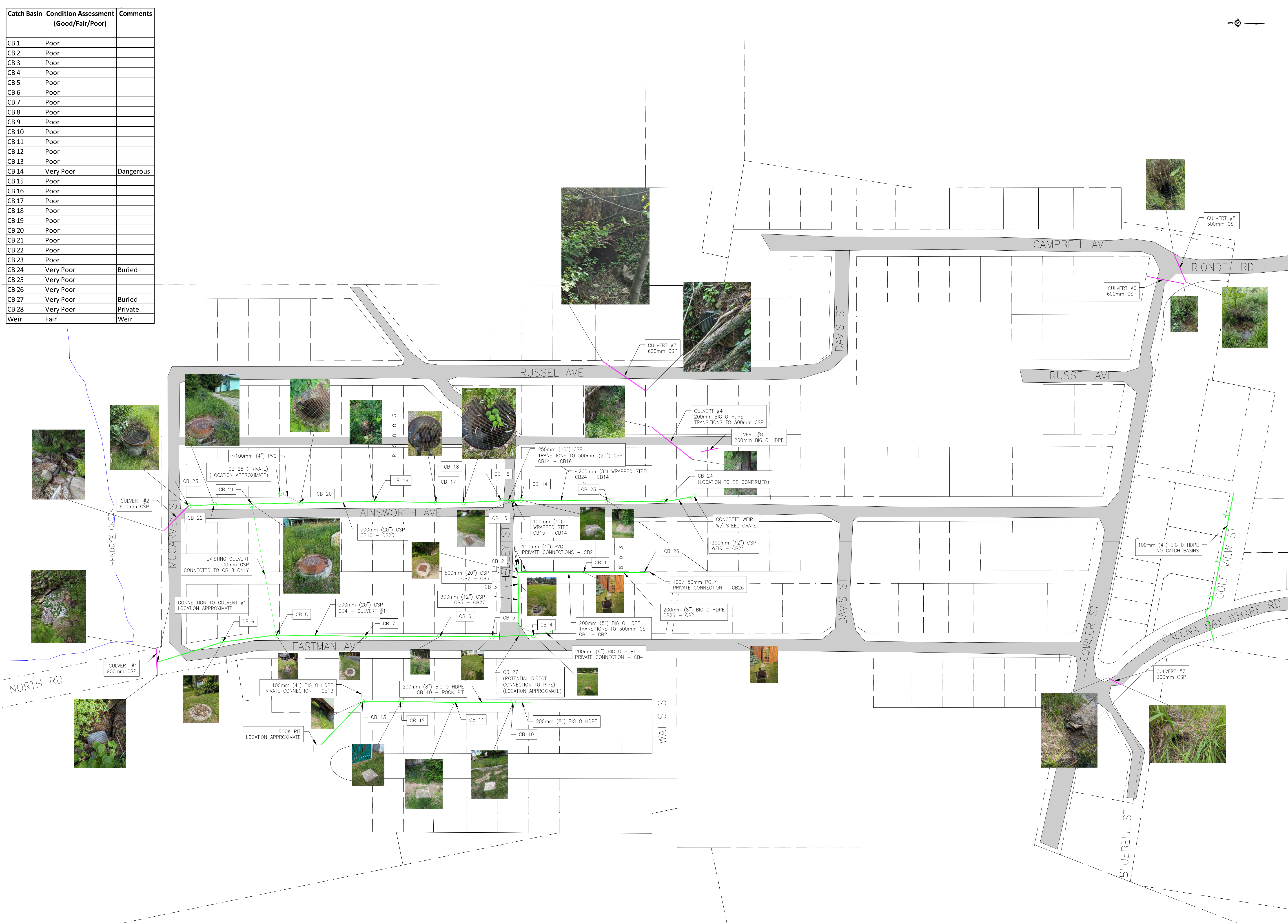
Catch Basin	Condition Assessment (Good/Fair/Poor)	Comments
CB 1	Poor	
CB 2	Poor	
CB 3	Poor	
CB 4	Poor	
CB 5	Poor	
CB 6	Poor	
CB 7	Poor	
CB 8	Poor	
CB 9	Poor	
CB 10	Poor	
CB 11	Poor	
CB 12	Poor	
CB 13	Poor	
CB 14	Very Poor	Dangerous
CB 15	Poor	
CB 16	Poor	
CB 17	Poor	
CB 18	Poor	
CB 19	Poor	
CB 20	Poor	
CB 21	Poor	
CB 22	Poor	
CB 23	Poor	
CB 24	Very Poor	Buried
CB 25	Very Poor	
CB 26	Very Poor	
CB 27	Very Poor	Buried
CB 28	Very Poor	Private
Weir	Fair	Weir

**LEGEND:**

- RDCK CULVERT/STORM SEWER
- MoTi CULVERT
- CATCH BASIN

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SITE PLAN VIEW  
SCALE=1:1250

PRELIMINARY  
NOT FOR CONSTRUCTION

REV.	DESCRIPTION	DATE
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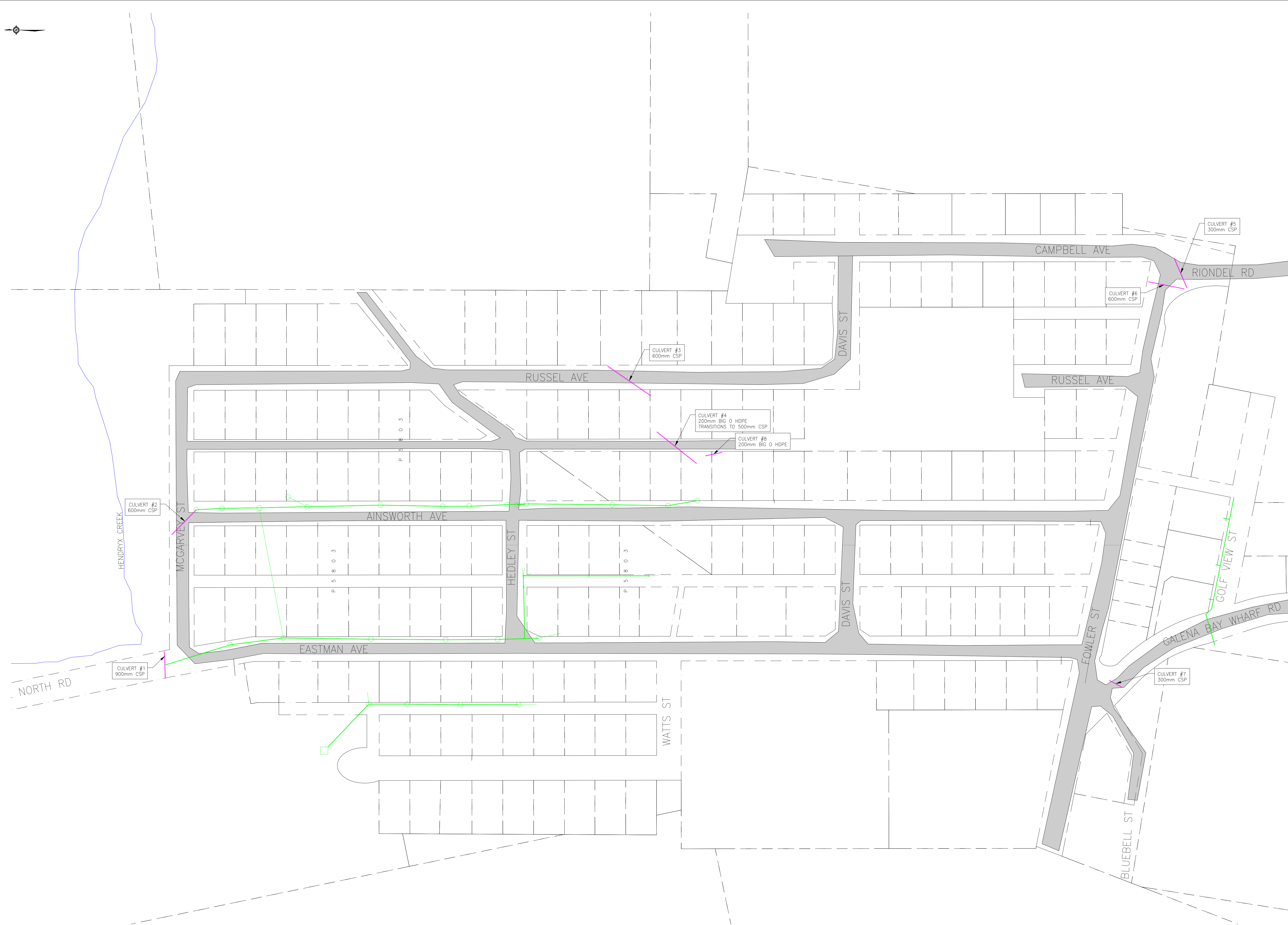
PROJECT TITLE  
**RIONDEL STORM**

DRAWING TITLE  
**CONDITION ASSESSMENT**

CLIENT NAME  
**RDCK**

SCALE: REFER TO DWG	JOB No. 23611
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PLOT: 6-Nov-23	

FILE: C:\Users\jpkernan\OneDrive\Documents\2023\RDCK STORM SEWER\RDCK\COND ASSESSMENT\RDCK\_COND ASSESSMENT\_2023.11.26.XD.dwg



- LEGEND:**
- RDCK CULVERT/STORM SEWER
  - MoTI CULVERT
  - CATCH BASIN

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DRAWING TITLE		EXISTING INFRASTRUCTURE (MoTI)
CLIENT NAME		RDCK
SCALE: REFER TO DWG	JOB No.	23611
DRAWN: JH	REVISION	△
CHECKED: PK	DWG. No.	S05
DATE: 17-Aug-22	PLOT: 6-Nov-23	

PRELIMINARY  
NOT FOR CONSTRUCTION

SITE PLAN VIEW  
SCALE=1:1250

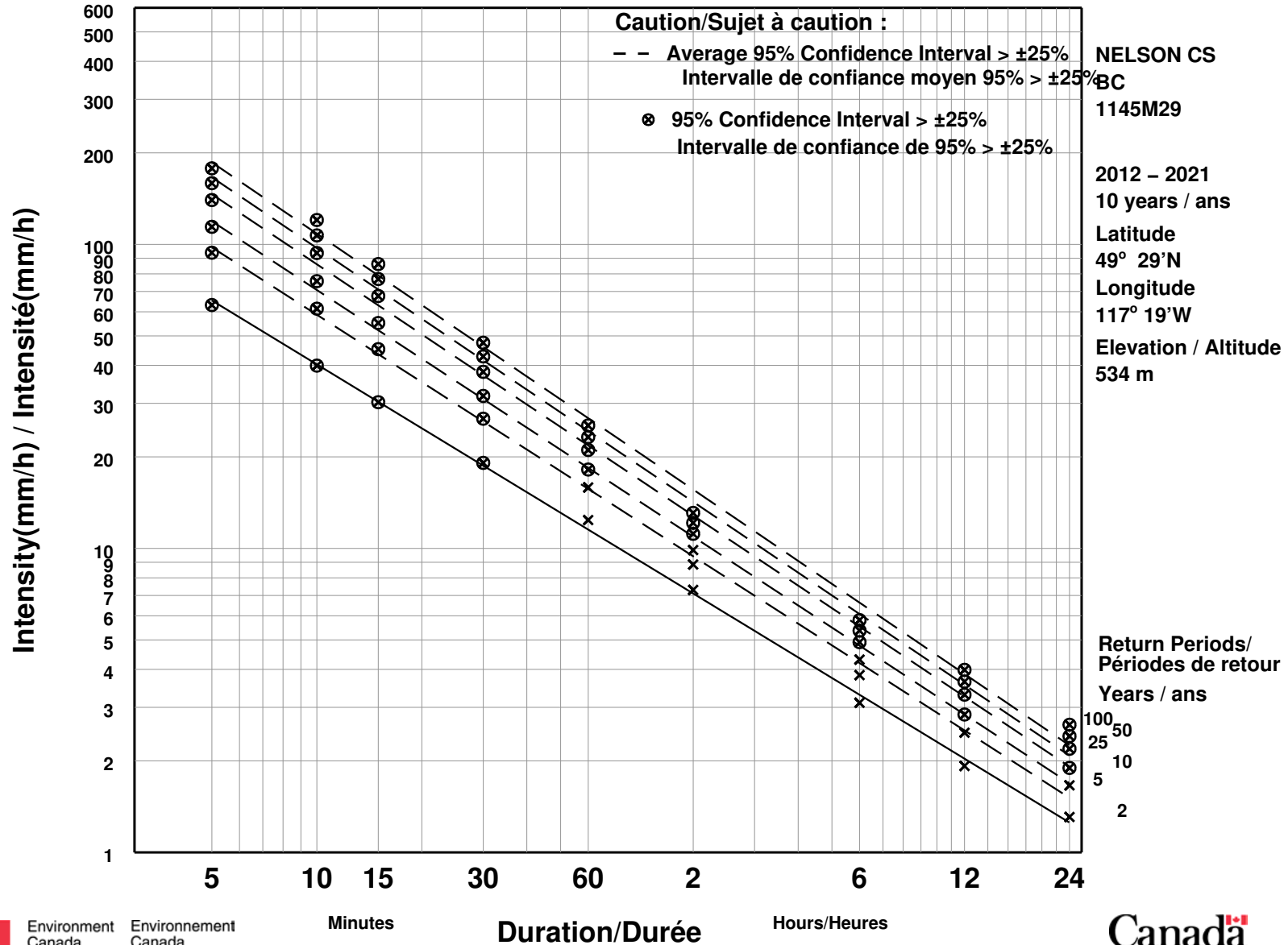
# **APPENDIX B**

## **Intensity-Duration-Frequency (IDF) Curve**

# Short Duration Rainfall Intensity–Duration–Frequency Data

2022/10/31

## Données sur l'intensité, la durée et la fréquence des chutes de pluie de courte durée



# **APPENDIX C**

## **Calculations**

## CALCULATIONS

### Maximum Flow Rates, CSP, Pipes = 100% full

<b>CSP</b>	<b>300 mm</b>
Cross sectional area of pipe (A)	0.071 m <sup>2</sup>
Hydraulic Radius (m)	0.075 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.024
Flow (Q)	0.117 m <sup>3</sup> /s

<b>CSP</b>	<b>400 mm</b>
Cross sectional area of pipe (A)	0.126 m <sup>2</sup>
Hydraulic Radius (m)	0.1 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.024
Flow (Q)	0.252 m <sup>3</sup> /s

<b>CSP</b>	<b>450 mm</b>
Cross sectional area of pipe (A)	0.159 m <sup>2</sup>
Hydraulic Radius (m)	0.113 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.024
Flow (Q)	0.345 m <sup>3</sup> /s

<b>CSP</b>	<b>500 mm</b>
Cross sectional area of pipe (A)	0.196 m <sup>2</sup>
Hydraulic Radius (m)	0.125 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.024
Flow (Q)	0.457 m <sup>3</sup> /s

<b>CSP</b>	<b>600 mm</b>
Cross sectional area of pipe (A)	0.283 m <sup>2</sup>
Hydraulic Radius (m)	0.15 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.024
Flow (Q)	0.744 m <sup>3</sup> /s

<b>CSP</b>	<b>700 mm</b>
Cross sectional area of pipe (A)	0.385 m <sup>2</sup>
Hydraulic Radius (m)	0.175 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.024
Flow (Q)	1.122 m <sup>3</sup> /s



## CALCULATIONS

<b>CSP</b>	<b>800 mm</b>
Cross sectional area of pipe (A)	0.503 m <sup>2</sup>
Hydraulic Radius (m)	0.2 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.024
Flow (Q)	1.602 m <sup>3</sup> /s

<b>CSP</b>	<b>900 mm</b>
Cross sectional area of pipe (A)	0.636 m <sup>2</sup>
Hydraulic Radius (m)	0.225 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.024
Flow (Q)	2.193 m <sup>3</sup> /s

<b>CSP</b>	<b>1000 mm</b>
Cross sectional area of pipe (A)	0.785 m <sup>2</sup>
Hydraulic Radius (m)	0.25 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.024
Flow (Q)	2.904 m <sup>3</sup> /s

<b>CSP</b>	<b>1200 mm</b>
Cross sectional area of pipe (A)	1.131 m <sup>2</sup>
Hydraulic Radius (m)	0.3 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.024
Flow (Q)	4.722 m <sup>3</sup> /s

<b>CSP</b>	<b>1400 mm</b>
Cross sectional area of pipe (A)	1.539 m <sup>2</sup>
Hydraulic Radius (m)	0.35 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.024
Flow (Q)	7.123 m <sup>3</sup> /s

## CALCULATIONS

### Maximum Flow Rates, PVC, Pipes = 100% full

<b>CSP</b>	<b>300 mm</b>
Cross sectional area of pipe (A)	0.071 m <sup>2</sup>
Hydraulic Radius (m)	0.075 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.009
Flow (Q)	0.312 m <sup>3</sup> /s

<b>CSP</b>	<b>400 mm</b>
Cross sectional area of pipe (A)	0.126 m <sup>2</sup>
Hydraulic Radius (m)	0.1 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.009
Flow (Q)	0.673 m <sup>3</sup> /s

<b>CSP</b>	<b>450 mm</b>
Cross sectional area of pipe (A)	0.159 m <sup>2</sup>
Hydraulic Radius (m)	0.113 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.009
Flow (Q)	0.921 m <sup>3</sup> /s

<b>CSP</b>	<b>500 mm</b>
Cross sectional area of pipe (A)	0.196 m <sup>2</sup>
Hydraulic Radius (m)	0.125 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.009
Flow (Q)	1.22 m <sup>3</sup> /s

<b>CSP</b>	<b>600 mm</b>
Cross sectional area of pipe (A)	0.283 m <sup>2</sup>
Hydraulic Radius (m)	0.15 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.009
Flow (Q)	1.983 m <sup>3</sup> /s

<b>CSP</b>	<b>700 mm</b>
Cross sectional area of pipe (A)	0.385 m <sup>2</sup>
Hydraulic Radius (m)	0.175 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.009
Flow (Q)	2.991 m <sup>3</sup> /s

## CALCULATIONS

<b>CSP</b>	<b>800 mm</b>
Cross sectional area of pipe (A)	0.503 m <sup>2</sup>
Hydraulic Radius (m)	0.2 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.009
Flow (Q)	4.271 m <sup>3</sup> /s

<b>CSP</b>	<b>900 mm</b>
Cross sectional area of pipe (A)	0.636 m <sup>2</sup>
Hydraulic Radius (m)	0.225 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.009
Flow (Q)	5.847 m <sup>3</sup> /s

<b>CSP</b>	<b>1000 mm</b>
Cross sectional area of pipe (A)	0.785 m <sup>2</sup>
Hydraulic Radius (m)	0.25 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.009
Flow (Q)	7.744 m <sup>3</sup> /s

<b>CSP</b>	<b>1200 mm</b>
Cross sectional area of pipe (A)	1.131 m <sup>2</sup>
Hydraulic Radius (m)	0.3 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.009
Flow (Q)	12.59 m <sup>3</sup> /s

<b>CSP</b>	<b>1400 mm</b>
Cross sectional area of pipe (A)	1.539 m <sup>2</sup>
Hydraulic Radius (m)	0.35 m
Slope of hydraulic grade line (S)	0.05 m/m
Mannings roughness coefficient (n)	0.009
Flow (Q)	18.99 m <sup>3</sup> /s

## CALCULATIONS

### 6) CULVERT SIZING, CSP

CV1	Crossing	Eastman Ave
	Current Size	900mm
	Inputs	Tributary Area 1: Hendryx Creek Tributary Area 2: Russel/Ainsworth Tributary Area 3: Riondel Community (Appx. 1/3rd)
	Peak Flows (Q)	<b>3.749 m3/s</b>
	Recommended Size	<b>1200 mm</b>

*\* Peak flow is comparable to HCL (3.733m3/s) and KWL (3.46 m3/s)*

CV2	Crossing	McGarvy Street
	Current Size	600mm
	Inputs	Tributary Area 1: Hendryx Creek Tributary Area 2: Russel/Ainsworth Tributary Area 3: Riondel Community (Appx. 1/6th)
	Peak Flows (Q)	<b>3.5 m3/s</b>
	Recommended Size	<b>1200 mm</b>

CV3	Crossing	Russel Ave
	Current Size	600mm
	Inputs	Tributary Area 2: Russel/Ainsworth Tributary Area 3: Riondel Community (Appx. 1/10th)
	Peak Flows (Q)	<b>0.733 m3/s</b>
	Recommended Size	<b>600 mm</b>

CV4	Crossing	Alley - Russel Ave and Ainsworth Ave
	Current Size	200mm transitions to 500mm
	Inputs	Tributary Area 2: Russel/Ainsworth Tributary Area 3: Riondel Community (Appx. 1/6th)
	Peak Flows (Q)	<b>0.833 m3/s</b>
	Recommended Size	<b>700 mm</b>

## CALCULATIONS

CV5	Crossing	Riondel Rd
	Current Size	300mm
	Inputs	Tributary Area 2: Russel/Ainsworth
	Peak Flows (Q)	<b>0.583 m3/s</b>
	Recommended Size	<b>600 mm</b>

\*Unclear what % of Russel/Ainsworth tributary area flows into this culvert

\*100% has been assumed to be conservative. Further investigation is required

CV6	Crossing	Fowler St
	Current Size	600mm
	Inputs	Tributary Area 2: Russel/Ainsworth
	Peak Flows (Q)	<b>0.583 m3/s</b>
	Recommended Size	<b>600 mm</b>

\*Unclear what % of Russel/Ainsworth tributary area flows into this culvert

\*100% has been assumed to be conservative. Further investigation is required

CV7	Crossing	Galena Bay Wharf Rd
	Current Size	300mm
	Inputs	Tributary Area 3: Riondel Community (Appx. 1/6th)
	Peak Flows (Q)	<b>0.25 m3/s</b>
	Recommended Size	<b>400 mm</b>

CV8	Crossing	Alley - Ainsworth Ave Russel Ave
	Current Size	200mm
	Culvert is privately installed by homeowner, therefore not assessed	

## CALCULATIONS

### 7) STORM SEWERS SIZING, CSP

SS 1	Weir to McGarvy Culvert	
	Current Size	
	Inputs	Tributary Area 2: Russel/Ainsworth Tributary Area 3: Riondel Community (Appx. 1/6th)
	Peak Flows (Q)	<b>0.833 m<sup>3</sup>/s</b>
	Recommended Size	<b>700 mm</b>

SS 2	Basin 1 to Eastman Ave Culvert	
	Current Size	
	Inputs	Tributary Area 3: Riondel Community (Appx. 1/6th)
	Peak Flows (Q)	<b>0.25 m<sup>3</sup>/s</b>
	Recommended Size	<b>400 mm</b>

SS 3	Basin 10 to Rock Pit	
	Current Size	
	As this section of storm sewer is used to drain ground water only, it is not recommended to upgrade this section of pipe	

## CALCULATIONS

### 7) STORM SEWERS SIZING, PVC

SS 1	Weir to McGarvy Culvert	
	Current Size	
	Inputs	Tributary Area 2: Russel/Ainsworth Tributary Area 3: Riondel Community (Appx. 1/6th)
	Peak Flows (Q)	<b>0.833 m<sup>3</sup>/s</b>
	Recommended Size	<b>450 mm</b>

SS 2	Basin 1 to Eastman Ave Culvert	
	Current Size	
	Inputs	Tributary Area 3: Riondel Community (Appx. 1/6th)
	Peak Flows (Q)	<b>0.25 m<sup>3</sup>/s</b>
	Recommended Size	<b>300 mm</b>

SS 3	Basin 10 to Rock Pit	
	Current Size	
	As this section of storm sewer is used to drain ground water only, it is not recommended to upgrade this section of pipe	

Regional District of Central Kootenay

S165 Drainage-Area A

2024 to 2028 Financial Plan

V-P2

Version P2 - Issued for CAC meeting.

SYSTEM INFORMATION AND RATES

	No.	2023	2024	2025	2026	2027	2028
Number of Active Parcels in Service Area	214						
Average Tax per Active Parcel		72	117	176	193	213	251
Requisition Tax % Increase		20%	62.21%	50%	10%	10%	18%

REVENUE

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
41010 Requisitions	11,689	12,273	12,887	11,981	15,464	15,464	15,464	25,084	37,626	41,389	45,528	53,723
43100 Proceeds from Borrowing								106,000				
45000 Transfer from Reserves					51,000		16,434	46,000	0	0	0	27,000
49100 Prior Year Surplus	2,606	4,877	1,096	3,742	2,787	2,788	2,788	8,262	0	0	0	0
Revenue	14,295	17,150	13,983	15,723	69,251	18,252	34,686	185,346	37,626	41,389	45,528	80,723

OPERATING EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
51010 Salaries	522	1,292	1,397	907	2,172	435	580	1,000	1,040	1,061	1,082	1,104
- CAP support								1,000				
51020 Overtime - Subtotal		35			104	0	0	111	115	118	120	122
51030 Benefits	77	238	172	158	565	63	84	260	270	276	281	287
- CAP support								260				
53050 Insurance	21	25	96	23	100	57	76	106	110	112	115	117
54020 Professional Fees					0		0	0	0	0	0	0
- Asset Management Plan and 10 Year Update Plan					0	0	0	0	0	0	0	0
54030 Contracted Services	60			60	5,000	0	0	500	520	530	541	552
- repairs					0			0	0	0	0	0
- Camera Work & Field Assessment					0			0	0	0	0	0
54040 Consulting Fees					15,000	15,459	16,434					
- Asset Management Plan and 10 Year Update Plan					0	0	0	0	0	0	0	0
55010 Repairs and Maintenance		163			2,000	0	0	2,124	2,209	2,253	2,298	2,344
55040 Utilities					0			0	0	0	0	0
55050 Vehicles					0			0	0	0	0	0
55060 Rentals - Subtotal					0			0	0	0	0	0
Operating Expenses	680	1,753	1,664	1,148	24,940	16,014	17,174	5,361	4,265	4,350	4,437	4,526

CAPITAL EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
60000 NO CAP YET RIO W - Ainsworth South Drain Line Replacement					36,000		0	152,000				
60000 NO CAP YET RIO W - Future Upgrades												27,000
Capital Expenses	0	0		0	36,000		0	152,000	0	0	0	27,000

NON-OPERATING EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
56120 Short-Term Financing Interest 2023									5,968	4,901	3,775	2,585
56120 Short-Term Financing Principal 2023									18,943	20,010	21,137	22,327
59000 Contribution to Reserve	2,203	7,209	2,162	4,706	760	760	760	9,967	111	3,622	7,504	15,436
59500 Transfer to Other Service	1,337	1,337	1,396	1,337	1,577	940	2,517	11,675	1,742	1,777	1,812	1,848
59510 Transfer to Other Service - General Admin. Fee	300	300	300	300	300	300	300	319	331	338	345	352
59550 Transfer to Other Service - Environmental Services Fee	4,508	5,455	5,673	4,982	5,673	5,673	5,673	6,025	6,266	6,391	6,519	6,649
Non-Operating Expenses	8,348	14,301	9,531	11,324	8,310	7,673	9,250	27,985	33,361	37,039	41,090	49,197

Principal Plus Contribution to Reserves

Total Service	1	(5,435)	8,262	0	0	0	0
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59500 TRANSFER TO OTHER SERVICE

Account	Work Order	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
59500 OPR321-112	Riondel Drainage-Transfer to Other Service - Tax Bylaw Public Assent Process								10,000				
59500 OPR321-112	Riondel Drainage-Transfer to Other Service - Fleet	910	1,058	709	984	1,293	0	1,293	1,373	1,428	1,457	1,486	1,516
59500 OPR321-114	RIO F Riondel Drainage-Transfer to Other Service - Project Management					0	940	940					
59500 OPR321-117	Riondel Drainage-Transfer to Other Service - Operator Admin	427	279	687	353	284	0	284	302	314	320	326	333
Total Transfer to Other Service		1,337	1,337	1,396	1,337	1,577	940	2,517	11,675	1,742	1,777	1,812	1,848

RESERVES

	2023	2024	2025	2026	2027	2028
Balance Previous Year	51,216	36,055	382	497	4,124	11,669
Interest (Assumed 1%)	512	361	4	5	41	117
Contribution	760	9,967	111	3,622	7,504	15,436
Withdrawal	(16,434)	(46,000)	0	0	0	(27,000)
	36,055	382	497	4,124	11,669	221

2022 Asset Management Plan Identified Contribution to Reserves

32,433

Excludes 2023 planned replacements



Regional District of Central Kootenay

V-P2

Version P - Issued for CAC meeting.

S241 Water Utility-Area A (Riondel)

2024 to 2028 Financial Plan

SYSTEM INFORMATION AND RATES

	No.	2023	2024	2025	2026	2027	2028
Active Accounts	199						
M-RIONDEL-DWELLING-METERED		5%	6%	3%	3%	3%	3%
- Metered Base Rate	1	333	353	364	374	386	397
- Consumption (m3)	30	1.27	1.35	1.39	1.43	1.47	1.52
Service Charges % Increase		5%	6%	3%	3%	3%	3%
RIO-COMMERCIAL- BUSINESS	1	838	888	915	942	971	1,000
RIO-COMMERCIAL- CAMPGROUND	1	4,162	4,412	4,544	4,680	4,821	4,965
RIO-COMMERCIAL- GOLF COURSE	1	15,575	16,510	17,005	17,515	18,040	18,582
RIO-COMMERCIAL-FOOD & BEV SERVICES	1	1,456	1,543	1,590	1,637	1,686	1,737
RIO-COMMERCIAL-REC-SEASONAL-PER UNIT	2	520	551	568	585	602	620
RIO-DWELLING-MULTI FAMILY-ADDITIONAL	6	838	888	915	942	971	1,000
RIO-DWELLING-MULTI FAMILY-FIRST DWELLING	3	838	888	915	942	971	1,000
RIO-DWELLING-SINGLE FAMILY	191	838	888	915	942	971	1,000
RIO-INSTITUTIONAL- AMBULANCE STATION	1	1,243	1,318	1,357	1,398	1,440	1,483
RIO-INSTITUTIONAL- CHURCH	1	838	888	915	942	971	1,000
RIO-INSTITUTIONAL- CHURCH SEASONAL	1	520	551	568	585	602	620
RIO-INSTITUTIONAL-RDCK-FIRE HALL	1	0	0	0	0	0	0
Number of Parcels Assessed Frontage Tax	214						
Parcel Tax % Increase		4%	0%	2%	2%	2%	2%
		257	257	262	267	273	278

REVENUE

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
41010 Requisitions												
41015 Parcel Taxes	52,876	52,876	52,876	52,876	54,991	54,991	54,991	54,991	56,091	57,213	58,357	59,524
42020 Sale of Services		1,460		1,460								
42025 Sale of Services - Specified	1,000	(1,000)		0		200	200					
42030 User Fees	165,494	173,590	181,234	173,439	190,609	189,357	189,357	205,262	211,420	217,762	224,295	231,024
43100 Proceeds from Borrowing												320,000
43020 Grants					17,191	17,191	17,191					
43030 Community Works Grants (Internal)												
45000 Transfer from Reserves	35,574	2,196		18,885	160,000	0	2,280	168,000	75,000	0	0	580,000
49100 Prior Year Surplus	621	13,009	22,351	11,994	(5,300)	(5,243)	(5,243)	4,015	0	0	0	0
Revenue	255,565	242,131	256,461	258,654	417,491	256,495	258,775	432,268	342,510	274,975	282,652	1,190,548

OPERATING EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
51010 Salaries	27,224	25,590	28,006	26,940	35,671	21,188	28,251	35,671	37,098	37,840	38,597	39,368
51010 - Leak detection					1,000			1,000				
51020 Overtime	2,227	785	418	1,143	2,118	1,214	1,619	2,249	2,339	2,386	2,434	2,482
51030 Benefits	4,312	4,865	4,116	4,431	9,274	3,648	4,864	9,849	10,243	10,448	10,657	10,870
51030 - Leak detection					190			260				
51050 Employee Health & Safety	0	0	0	0	0	854	854	0	0	0	0	0
51500 Directors - Allowance & Stipend			386		401	505	673	715	744	759	774	789
51565 Directors - Mileage			76		79	187	250	265	276	281	287	293
52010 Travel	271	0	0	90	289	0	0	307	319	326	332	339
52020 Education and Training	0	0	0	0	212	10	1,500	225	234	239	244	248
52030 Memberships, Dues & Subscriptions	60	0	300	120	312	300	300	331	345	351	359	366
53020 Admin, Office Supplies & Postage	0	5	0	2				0	0	0	0	0
53030 Communication	1,170	1,215	1,072	1,152	1,115	777	1,036	1,184	1,231	1,256	1,281	1,307
53050 Insurance	4,093	3,941	5,247	4,427	4,782	4,024	5,366	5,078	5,282	5,387	5,495	5,605
53080 Licence & Permits	150	761	310	407	1,147	414	553	587	610	623	635	648
54030 Contracted Services	6,936	9,952	4,775	7,221	8,243	2,866	3,821	8,754	9,104	9,286	9,472	9,662
- Invasive Plant Management					1,110		1,110	0	0	0	0	0
55010 Repairs & Maintenance	4,926	7,249	13,972	8,716	5,610	11,793	11,793	5,958	6,196	6,320	6,446	6,575
55020 Operating Supplies	712	693	4,575	1,993	4,758	4,146	5,528	5,053	5,255	5,360	5,467	5,577
55025 Chemicals	6,437	7,584	8,870	7,630	9,225	9,547	12,730	9,977	10,189	10,393	10,600	10,812
55030 Equipment	399	296	0	232	0	433	577	613	638	650	663	677
55030 - Chlorine analyser								8,000				
55040 Utilities	6,156	6,268	6,489	6,304	6,749	4,932	6,576	7,167	7,454	7,603	7,755	7,910
55050 Vehicles	902	1,112	1,493	1,169	1,553	1,069	1,426	1,649	1,715	1,750	1,785	1,820
Operating Expenses	65,975	70,316	80,105	71,978	93,838	67,910	88,827	104,715	99,273	101,258	103,283	105,349

CAPITAL EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
60000 CAP1005-100 Reservoir Valve Chamber & Meter					70,000	0	0	70,000				
60000 CAP1092-100 RIO W - 2024 WTP Membrane Replacement & Capacity Upgrade									75,000			
60000 CAP1217-100 RIO W - 2021 Intake Repairs					10,000	0	0	10,000				
60000 CAP1216-100 RIO W - 2022 portable generator purchase and install					80,000	0	0	80,000				
60000 NO CAP YET Rio W - ? Twinning reservoir?												900,000
Capital Expenses					160,000	0	0	160,000	75,000	0	0	900,000

NON-OPERATING EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
56010 Debenture Interest (MFA 117)	8,125	7,150	3,675	6,317	3,675	1,032	3,675	3,675	3,675	3,675	3,675	3,675
56020 Debenture Principal (MFA 117)	6,003	6,003	6,699	6,235	6,699	0	6,699	6,699	6,699	6,699	6,699	6,699
59000 Contribution to Reserve	26,616	50,941	89,549	55,702	87,895	87,895	87,895	91,459	89,514	93,626	97,884	102,292
59500 Transfer to Other Service	17,359	12,162	19,548	16,356	12,236	1,710	14,516	9,278	9,649	9,842	10,039	10,239
59510 Transfer to Other Service - General Admin. Fee	15,200	15,656	16,439	15,765	13,183	13,183	13,183	14,000	14,560	14,852	15,149	15,452
59520 Transfer to Other Service - IT Fee	4,690	4,750	4,810	4,750	5,516	5,516	5,516	5,858	6,092	6,214	6,338	6,465
59550 Transfer to Other Service - Environmental Services Fee	62,014	50,847	40,879	51,247	34,449	34,449	34,449	36,585	38,048	38,809	39,585	40,377
Non-Operating Expenses	140,007	147,509	181,598	156,371	163,653	143,785	165,933	167,553	168,238	173,717	179,369	185,199

Total Service	49,583	24,307	(5,243)	30,305	160,000	44,800	4,015	0	0	0	0	0
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59500 TRANSFER TO OTHER SERVICE

Account	Work Order	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
59500 CAP1005-100 RIO W - Reservoir Valve Chamber & Meter (2021)						0	720	960					
59500 CAP1216-100 RIO W - 2021 Portable generator						0	990	1,320					
59500 OPR322-100 Riondel Water Utility-Distribution - General		3,730	3,730	3,730	3,730								
59500 OPR322-100 - Truck Loan Interest						200	0	200	0				
59500 OPR322-100 - Truck Loan Principal						3,300	0	3,300	0				
59500 OPR322-112 Riondel Water Utility-Transfer to other Service - Fleet		2,752	3,198	2,143	2,698	3,911	0	3,911	4,153	4,320	4,406	4,494	4,584
59500 OPR322-114 Riondel Water Utility-Transfer to other Service - Project Management													
59500 OPR322-117 Riondel Water Utility-Transfer to other Service - Operator Admin		10,877	5,234	13,675	9,929	4,825	0	4,825	5,124	5,329	5,436	5,544	5,655
Total Transfer to Other Service		17,359	12,162	19,548	16,356	12,236	1,710	14,516	9,278	9,649	9,842	10,039	10,239

RESERVES

	2023	2024	2025	2026	2027	2028
Balance Previous Year						
RES 162 Riondel Water Reserve	248,247	334,904	261,711	278,843	375,257	476,893
RES 163 Riondel Water Capital Utility	0	0	0	0	0	0
Total	248,247	334,904	261,711	278,843	375,257	476,893
Interest (Assumed 1%)	2,468	3,349	2,617	2,788	3,753	4,769
Contribution	87,895	91,459	89,514	93,626	97,884	102,292
Withdrawal	(2,280)	(168,000)	(75,000)	0	0	(580,000)
	334,904	261,711	278,843	375,257	476,893	3,954

2022 Asset Management Plan Identified Contribution to Reserves

25 Year	91,715					
100 Year	114,744					
	2023	2024	2025	2026	2027	2028



## West Resource Recovery Committee Open Meeting **MINUTES**

A West Resource Recovery Committee meeting was held on Tuesday, November 28, 2023 at  
1:00 pm (PST) / 2:00 pm (MST) through hybrid model.

<b>ELECTED OFFICIALS PRESENT</b>	Director W. Popoff	Area H (2023 Committee Chair)	In-Person
	Director A. Davidoff	Area I	
	Director T. Weatherhead	Area K	
	Alt. Director B. Bogle	City of Castlegar	In-Person
	Director T. Zeleznik	Village of Nakusp	
<b>ELECTED OFFICIALS ABSENT</b>	Director H. Hanegraaf	Area J	
	Director C. Ferguson	Village of Silverton	
	Director J. Lunn	Village of Slocan	
	Director L. Casley	Village of New Denver	
<b>GUESTS</b>	Director G. Jackman	Chair East Resource Recovery Committee	
	Director T. Newell	Chair Central Resource Recovery Committee	
<b>STAFF PRESENT</b>	Y. Malloff	General Manager of Finance, IT, ED	
	U. Wolf	General Manager of Environmental Services	In-Person
	A. Wilson	Resource Recovery Manager	In-Person
	S. Eckman	Meeting Coordinator	In-Person

### 1. WEBEX REMOTE MEETING INFO

**Join by Meeting Link (Session #1 from 1:00pm-1:40pm):**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m3830c0749708e6cd4cd1d53e34e3df38>

**Meeting Number (access code):** 2770 317 0725

**Meeting Password:** weAAi5iWW53

**Join by Meeting Link (Session #2 from 1:40pm-2:20pm)**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m748b63ee90d932a0a8384f2ebfecbaf7>

**Meeting number (access code):** 2774 690 5551

**Meeting password:** XRNMwep732

**In-Person Location:**

Board Room, 202 Lakeside Drive, Nelson, BC

### 2. CALL TO ORDER

Committee Chair Popoff called the meeting to order at 1:03 pm (PST) / 2:03 pm (MST).

**2.1 Traditional Lands Acknowledgement Statement**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**2.2 Freedom of the Floor**

**Moved** and Seconded,  
And Resolved:

That East Resource Recovery Committee Chair Director Jackman and Central Resource Recovery Committee Chair Director Newell have freedom of the floor.

**Carried**

**2.3 Adoption of the Agenda**

**Moved** and Seconded,  
And Resolved:

The Agenda for the November 28, 2023 West Resource Recovery Committee meeting be adopted as circulated.

**Carried**

**2.4 Receipt of Minutes**

The February 22, 2023 West Resource Recovery Committee Minutes, have been received.

**3. DRAFT 2023 FINANCIAL PLANS**

The following Draft Financial Plans, have been received:

- a. Service S188: West Resource Recovery
- b. Service A118: Recycling Program - West Subregion
- c. Service A120: Organics Program - Central & West Subregions

**Moved** and Seconded,  
**MOTION ONLY:**

That the November 28, 2023 West Resource Recovery Committee meeting be rescheduled as soon as possible until the remote technical difficulties are resolved and all West Resource Recovery Directors are available.

**Defeated**

**DIRECTOR ABSENT** Director Davidoff left the meeting at 1:58 pm PST / 2:58 pm MST.

**NO QUORUM  
ADJOURNMENT** The meeting adjourned at 1:58 pm PST / 2:58 pm MST due to quorum not being maintained.

CERTIFIED CORRECT

Approved by

---

Director Popoff, 2023 Committee Chair  
November 28, 2023 meeting



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# BALFOUR WATER SERVICES COMMUNITY ADVISORY COMMITTEE DISCUSSION NOTES

A meeting of the Balfour Water Services Community Advisory Committee was held at 9:00 am PST / 10:00 am MST on Thursday, November 30, 2023 through a hybrid model.

### Join by Meeting Link:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m464c9a5a687f9990d84b43e8833fa1cc>

### Join by Meeting Number:

**Meeting Number (access code):** 2773 555 1166

**Meeting Password:** M3EbJmwSs22

### COMMITTEE MEMBERS

Committee Member Brant Gray

Committee Member Roy Van Housen

### COMMITTEE MEMBERS ABSENT

Committee Member Bob Kinnear

### STAFF

Uli Wolf, GM – Environmental Services

Alex Divlakovski, Water Operations Manager

## 1. WELCOME AND INTRODUCTIONS

## 2. STAFF REPORTS

### 2.1 Operations and Maintenance Update

- Annual flushing and valve exercising completed
- Spring hydrant testing
- Leak detection work completed on Upper Balfour Road
- Watershed Protection Plan completed by staff
- Balfour Wharf Road water main replacement project completed

### 2.2 Queens Bay Resort and Other Developments

- Reviewed development stage, number of units, potential Capital Infrastructure Charge (CIC and potential Annual Revenue of three developments in the water system.

- Reviewed Queens Bay Resort request for CIC fee reduction being presented to Water Services Committee Dec. 6, 2023 for recommendation to the Board of Directors.

**3. 2024-2028 FINANCIAL PLAN**

A copy of the 2024-2028 Financial Plan for Service S255 Water Utility-Area E (Balfour) is provided.

**4. NEXT ASSEMBLY**

The next assembly of Balfour Water Services Community Advisory Committee will be schedule in accordance with Section of 9 (1) of the RDCK Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858.

The next meeting will be scheduled in November 2024 to review budgets (date TBD).

Regional District of Central Kootenay

V-P2

Version: P2 - Issued for CAC Meeting.

S255 Water Utility-Area E (Balfour)

2024 to 2028 Financial Plan

SYSTEM INFORMATION AND RATES

	No.	2023	2024	2025	2026	2027	2028
Regional District Owned Non-Revenue Meters	3						
Metered Connected Accounts	264						
Unconnected Accounts	49						
Queens Bay Resort Capital Reserve Fund Contribution	58						
Service Charge Revenue Required % Increase		3.5%	6.0%	3.5%	25.0%	15.0%	2.0%
- 3/4" Meter Base Charge (quarterly)	254	168	177.82	184.04	230.05	264.56	269.85
- 1" Meter Base Charge (quarterly)	2	208	220.74	228.47	285.58	328.42	334.99
- 1 1/2" Meter Base Charge (quarterly)	1	261	277.15	286.85	358.57	412.35	420.60
- 2" Meter Base Charge (quarterly)	2	326	345.83	357.93	447.41	514.53	524.82
- First Block Up to 100 cubic meters		1	1.42	1.47	1.83	2.11	2.15
- Second Block Over 100 cubic meters		2	2.13	2.20	2.75	3.16	3.23
- Unmetered Building Construction		936	991.84	1,026.55	1,283.19	1,475.67	1,505.18
M-BAL-METERED CONSUMPTION	257						
M-BAL-NON-PROFIT METERED CONSUMPTION	2						
Parcel Tax % Increase		0.0%	25%	0%	0%	0%	0%
Parcel Tax	288	351	439	439	439	439	439

Potential Development Revenue

	No.	2023	2024	2025	2026	2027	2028
Sumac Phase I & II							
Total Parcels		26					
Total New Accounts Following Building			3	6	9	12	15
Potential Consumption Per Lot Per Year (m3)	400						
Total Number of Parcel Taxex Added			17	17	17	17	17
Parcel Tax Revue			7,458	7,458	7,458	7,458	7,458
Meter Based Charges			4,150	8,590	16,107	24,697	31,489
Volumetric Charge			779	807	1,008	1,159	1,183
Total Parcel Tax & User Fees			12,388	16,855	24,573	33,315	40,130
Potential Queens Bay Resort Revenue							
No of Units (Phase I, II, III)		26					
Total Potential Capital Reserve Fund Contribution Units		32					
Assumed consumption per unit (m3)	60		58	58	96	96	96
Assumed units using water			25	30	30	35	40
Potential Capital Reserve Fund Contribution Rate			219	329	329	329	329
Capital Infrastructure Charges					0		
Potential Capital Reserve Fund Contribution		39,000	48,000				
Potential Additional Volumetric Charge			12,723	19,085	31,588	31,588	31,588
Total User Fees			57	59	73	84	86
Total cost per resort owner			12,780	19,143	31,662	31,673	31,674
			220	330	330	330	330

REVENUE

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
41015 Parcel Taxes	89,194	97,227	100,386	95,602	100,380	101,088	101,088	126,353	126,353	126,353	126,353	126,353
41015 - Additional Sumac Parcel Taxes								7,458	7,458	7,458	7,458	7,458
42020 Sale of Services	11,655	5,979	23,652	13,762	48,000	64,070	64,070	0	0	0	0	0
42025 Sale of Services - Specified	18,000	7,500	93,000	39,500	286,726	128,155	286,726	303,930	314,567	393,209	452,190	461,234
42030 User Fees	217,689	240,647	244,375	234,237				4,929	9,397	17,115	25,857	32,672
42030 - Additional Sumac								12,780	19,143	31,662	31,673	31,674
42030 - Additional Queens Bay Resort								4,929	9,397	17,115	25,857	32,672
42040 Rental Income	5,099	5,201	5,305	5,201	5,411	3,607	5,411	5,519	5,630	5,742	5,857	5,974
43020 Grants					95,469	95,469						
43025 Grants - Specified	60,903		88,009	74,456								
43030 Community Works Grant					150,000	0	150,000					
43100 Proceeds from Borrowing	577,490			577,490	100,000	0	0					
43505 External Contributions & Contracts - Specified	16,435			16,435								
45000 Transfer from Reserves	145,799	5,116	25,643	58,853	513,940	0	625,805	100,000	25,000	500,000	400,000	0
45000 - Funding for old capital project accounting issue					30,460		30,460					
45500 Transfer from Other Service	379	1,024	1,190	864	1,447	641	1,447	1,534	1,588	1,984	2,282	2,328
49100 Prior Year Surplus	(725,744)	73,291	43,124	(203,110)	(123,392)	(93,297)	(93,297)	999	0	42,894	87,825	134,353
Revenue	416,898	435,985	624,683	913,290	1,208,441	299,733	1,267,179	563,502	509,135	1,126,417	1,139,494	802,046

OPERATING EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
51010 Salaries	32,405	33,237	34,614	33,419	36,137	19,900	26,533	38,378	39,913	40,711	41,525	42,356
51010 - leak detection					2,000	0	0	2,000	2,000	2,000	2,000	2,000
51010 - CAP support					2,000	0	0	2,000	2,000	2,000	2,000	2,000
51020 Overtime	2,630	1,091	684	1,468	2,207	245	326	2,344	2,438	2,487	2,536	2,587
51030 Benefits	5,658	5,508	6,200	5,789	9,396	3,163	4,217	9,978	10,377	10,585	10,797	11,012
51030 - leak detection					520	0	0	520	541	552	563	574
51030 - CAP support					520	0	0	520	541	552	563	574
51050 Employee Health & Safety	0	254	16	90	312	0	0	331	345	351	359	366
51500 Directors - Allowance & Stipend			483		504	404	539	536	557	568	579	591
52010 Travel	0	0	0	0	55	0	0	59	61	62	63	65
52030 Memberships, Dues & Subscriptions			400		416	400	533	442	459	469	478	488
53020 Admin, Office Supplies & Postage	68	98	71	79	208	0	0	221	230	234	239	244
53030 Communication	1,373	1,563	1,950	1,629	2,028	1,300	1,733	2,154	2,240	2,285	2,330	2,377
53040 Advertising	2,362				0	0	0	0	0	0	0	0
53050 Insurance	290	3,463	4,580	2,778	3,746	3,425	4,567	3,978	4,137	4,220	4,305	4,391
53080 Licence & Permits	0	1,048	451	500	1,134	416	555	1,204	1,252	1,277	1,303	1,329
54020 Professional Fees / Audit - Professional Fees	25,033			25,033	0	0	0	0	0	0	0	0
54030 Contracted Services	7,079	14,689	28,235	16,668	11,440	9,073	12,098	12,149	12,635	12,888	13,146	13,409
54030 - Invasive Plant Management					1,070	0	0	1,136	1,182	1,205	1,230	1,254
54040 Consulting Fees	981			16,668	0	0	0	0	0	0	0	0
55010 Repairs & Maintenance	17,984	11,995	25,478	18,486	4,501	14,212	18,950	4,780	4,971	5,071	5,172	5,276
55010 - Sampling Station					1,800							
55020 Operating Supplies	49	10,530	8,097	6,225	8,421	4,121	5,495	8,943	9,301	9,487	9,676	9,870
55025 Chemicals	141	4,062	6,359	3,521	6,790	6,248	8,330	7,211	7,500	7,650	7,803	7,959
55030 Equipment	31	39	35	35	1,125	0	0	1,195	1,243	1,268	1,293	1,319
55040 Utilities		18,778	18,071	18,424	19,760	12,576	16,768	20,985	21,825	22,261	22,706	23,160
55060 Rentals			374		389	0	0	413	430	438	447	456
Operating Expenses	96,053	106,349	136,101	150,812	114,679	75,483	100,644	123,277	126,176	128,619	131,112	133,654

CAPITAL EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
60000 CAP1074-100 BAL W-2021-Water Line Replacements					940	940	940					
60000 CAP1075-100 BAL W - 2023 Distribution Upgrades - PN24_Draft-V1_Wharf Rd					730,000	785,849	856,815					
60000 CAP1076-100 BAL W-2024-Water Line Replacements												
60000 CAP1437-100 BAL W - Secondary Water Source								100,000	25,000			
60000 CAP1200-100 BAL W - 2025 Distribution Upgrades (HWY 3A)					28,000	13,520	13,520			500,000	400,000	
Capital Expenses	0	0	0	0	758,940	800,309	871,275	100,000	25,000	500,000	400,000	0

NON-OPERATING EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
56010 Debenture Interest (MFA152 - Renewes 2031)	0	3,996	5,308	3,101	5,308	1,345	5,308	5,308	5,308	5,308	5,308	5,308
56020 Debenture Principal (MFA152 - Renewes 2031)	0	18,800	18,800	12,533	18,800	0	18,800	18,800	18,800	18,800	18,800	18,800
56110 Short-Term Financing Interest	2,138	803	790	1,244								
56120 Short-Term Financing Principal	31,471	47,471	47,471	42,138								
56120 Short-Term Financing Interest 2023								0	0	0	0	0
56120 Short-Term Financing Principal 2023								0	0	0	0	0
59000 Contribution to Reserve	37,015	80,124	288,671	135,270	206,330	206,330	206,330	210,574	181,201	273,548	335,100	345,910
59000 - QBR CIC Fees							48,000					
59500 Transfer to Other Service	23,747	13,987	23,932	20,555	32,475	6,906	37,475	29,176	30,335	31,307	32,191	32,835
59510 Transfer to Other Service - General Admin. Fee	18,155	18,700	19,635	18,830	16,833	16,833	16,833	17,877	18,592	18,964	19,343	19,730



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**GRANDVIEW PROPERTIES WATER SERVICES  
COMMUNITY ADVISORY COMMITTEE  
DISCUSSION OUTLINE**

A meeting of the Grandview Properties Water Services Community Advisory Committee was held at 1:00 pm PST / 2:00 pm MST on Thursday, November 30, 2023 through a hybrid model.

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m02802ac0bf5dde6e20984abd05f8229b>

**Join by Meeting Number:**

**Meeting Number (access code):** 2771 992 7411

**Meeting Password:** kGZTm73B9mr (54986732 from phones)

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**COMMITTEE MEMBERS PRESENT**

Committee Member Mike Orton  
Committee Member Jim Swetlikoe  
Committee Member Robin Cooke

**COMMITTEE MEMBERS ABSENT**

Director Cheryl Graham, Electoral Area E (ex-officio)

**STAFF**

Uli Wolf, GM – Environmental Services  
Alex Divlakovski, Water Operations Manager

**1. WELCOME AND INTRODUCTIONS**

**2. STAFF REPORTS: OPERATIONS & MAINTENANCE UPDATE**

**2.1 Operations and Maintenance Update**

- Annual flushing and valve exercising
- Repaired leaking roof on WTP

- Spring hydrant testing
- PRV station installed

## 2.2 Development

- Final Phase of development completed
- Grandview cost shared 12,000 for PRV upgrades

### 3. 2024-2028 FINANCIAL PLAN

A copy of the 2024-2028 Financial Plan for Service S258 Water Utility-Area E (Grandview) is provided.

*Action Item: Staff to determine whether change from undeveloped parcel to metered account without Occupancy Permit is in line with RDCK process.*

*Action Item: Staff to reassess insurance costs for 2024.*

*Action Item: Staff to confirm withdraw from reserves amount.*

### 4. DISCUSSION ITEM: COMMITTEE MEMBERSHIP EXPIRING

All Committee memberships are set to expire on December 31, 2023.

### 5. ADDITIONAL AGENDA ITEM: PUBLIC MEETING

Community Advisory Committee members agreed that Grandview would benefit from a Public Meeting to discuss Asset Management, future development, etc.

*Action Item: Staff to provide dates to Community Advisory Committee members for potential 2024 Open House.*

### 6. NEXT ASSEMBLY

The next assembly of Grandview Properties Water Services Community Advisory Committee will be schedule in accordance with Section of 9 (1) of the RDCK Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858.

The next meeting will be scheduled in November 2024 to review budgets. Date to be determined.

### SUMMARY OF ACTION ITEMS:

1. Staff to determine whether change from undeveloped parcel to metered account without Occupancy Permit is in line with RDCK process.
2. Staff to reassess insurance costs for 2024.
3. Staff to confirm withdraw from reserves amount.
4. Staff to provide dates to Community Advisory Committee members for potential 2024 Open House.
5. Schedule next meeting in November 2024 to review budgets.



Regional District of Central Kootenay

V-P2

Version P2 - Issued for CAC meeting.

S258 Water Utility-Area E (Grandview)

2024 to 2028 Financial Plan

SYSTEM INFORMATION AND RATES

			2022 Year end	No.	2023	2024	2025	2026	2027	2028
Active Accounts			73	81						
<b>Undeveloped Parcels % Increase</b>					15%	15%	10%	3%	3%	3%
GRA-UNDEVELOPED PARCEL			28	25	725	833	917	944	973	1,002
GRA-UNMETERED BUILDING CONSTRUCTION			3	3	1,310	1,506	1,657	1,707	1,758	1,811
GRA-UNMETERED OR FAILED METER				0						
<b>Metered Based Charge % Increase</b>					15%	15%	10%	3%	3%	3%
M-GRA-RESIDENTIAL BASE CHARGE				41	725	833	917	944	973	1,002
<b>Consumption Service Charges % Increase</b>					15%	15%	10%	3%	3%	3%
M-GRA-RESIDENTIAL CONSUMPTION				41						
First Block per m3 (Up to 50 m3)					1.26	1.45	1.60	1.64	1.69	1.74
Second Block per m3 (Over 50 m3)					3.16	3.63	3.99	4.11	4.23	4.36
Assumed Total New Accounts - Undeveloped						8	6	4	2	0
Assumed Total New Accounts - Metered (Developed)						0	2	4	6	8
Assumed Consumption per New Customer (m3)				200						
Assumed User fees from new development - Undeveloped Parcels						6,667	5,501	3,777	1,945	0
Assumed User fees from new development - Consumption Based						0	2,472	5,093	7,868	10,806
Parcels Assessed Parcel Tax										
Parcel Tax % Increase			78	86	19%	0%	0%	0%	0%	25%
Parcel Tax					220	220	220	220	220	275
<b>Total</b>										

REVENUE

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
41010 Requisitions												
41015 Parcel Taxes	12,210	12,210	12,210	12,210	17,160	17,160	17,160	18,920	18,920	18,920	18,920	23,650
42010 Sale of Goods	663	9,564		5,114								
42020 Sale of Services			12,059	12,059		9,900	14,848	5,100				
42025 Sale of Services - Specified	1,899	24,000		12,950								
42030 User Fees	44,414	54,415	55,439	51,422	61,388	43,743	64,458	69,090	73,249	75,447	77,710	80,041
42030 - Assumed New User Fees from Development					8,697		1,449	6,667	7,973	8,870	9,814	10,806
43030 Community Works Grant		33,855		33,855								
45000 Transfer from Reserves			8,000		22,828		13,198	3,000	0	0	0	0
49100 Prior Year Surplus	8,092	(641)	985	2,812	(17,612)	(15,675)	(15,675)	(12,728)	0	0	0	0
<b>Revenue</b>	<b>67,278</b>	<b>133,403</b>	<b>88,693</b>	<b>130,422</b>	<b>92,461</b>	<b>55,128</b>	<b>95,438</b>	<b>90,050</b>	<b>100,142</b>	<b>103,236</b>	<b>106,444</b>	<b>114,497</b>

OPERATING EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
51010 Salaries	9,928	16,519	13,735	13,394	11,838	9,585	12,780	12,572	13,075	13,336	13,603	13,875
51020 Overtime	330	285	577	397	602	206	275	639	665	678	692	706
51030 Benefits	1,645	2,829	2,401	2,292	3,078	1,628	2,171	3,269	3,400	3,468	3,537	3,608
51050 Employee Health & Safety	0	222	25	82	45	0	0					
51500 Directors - Allowance & Stipend			483		502	404	539	533	554	566	577	588
52030 Memberships, Dues & Subscriptions		219	200		208	200	267	221	230	234	239	244
53020 Admin, Office Supplies & Postage	40	5	4	16	4	32	42					
53030 Communication	866	1,017	1,019	967	1,144	789	1,051	1,215	1,264	1,289	1,315	1,341
53050 Insurance	485	1,388	2,454	1,442	2,552	1,485	1,980	2,710	2,819	2,875	2,933	2,991
53080 Licence & Permits	200	240	67	169	203	202	269	216	224	229	233	238
54010 Legal			0				0	0	0	0	0	0
54030 Contracted Services	1,297	2,915	6,167	3,459	2,676	3,127	4,169	2,842	2,956	3,015	3,075	3,136
55010 Repairs & Maintenance	7,740	7,105	17,682	10,843	8,000	10,814	14,418	8,496	8,836	9,013	9,193	9,377
55020 Operating Supplies	505	387	2,594	1,162	1,000	1,456	1,942	1,062	1,104	1,127	1,149	1,172
55025 Chemicals	264	734	143	380	596	968	1,291	1,371	1,426	1,454	1,483	1,513
55040 Utilities	4,507	4,314	5,754	4,858	5,984	3,986	5,314	6,355	6,609	6,741	6,876	7,014
<b>Operating Expenses</b>	<b>27,807</b>	<b>38,179</b>	<b>53,304</b>	<b>39,463</b>	<b>39,502</b>	<b>34,882</b>	<b>47,579</b>	<b>44,501</b>	<b>43,161</b>	<b>44,024</b>	<b>44,904</b>	<b>45,802</b>

CAPITAL EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
60000 CAP1309-100 PRV upgrade cost share					12,000	128	12,128					
<b>Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>128</b>	<b>12,128</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

NON-OPERATING EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
59000 Contribution to Reserve	7,118	26,864	10,404	14,795	941	941	8,441	3,051	12,782	14,130	15,554	21,790
59500 Transfer to Other Service	7,480	6,672	8,965	7,706	9,994	0	9,994	10,614	11,038	11,259	11,484	11,714
59510 Transfer to Other Service - General Admin. Fee	5,119	5,273	5,536	5,309	6,517	6,517	6,517	6,921	7,198	7,342	7,489	7,638
59520 Transfer to Other Service - IT Fee	4,690	4,750	4,810	4,750	5,516	5,516	5,516	5,858	6,092	6,214	6,338	6,465
59550 Transfer to Other Service - Environmental Services Fee	15,702	16,825	21,349	17,959	17,991	17,991	17,991	19,106	19,871	20,268	20,673	21,087
<b>Non-Operating Expenses</b>	<b>40,109</b>	<b>60,384</b>	<b>51,064</b>	<b>50,519</b>	<b>40,959</b>	<b>30,965</b>	<b>48,459</b>	<b>45,550</b>	<b>56,981</b>	<b>59,213</b>	<b>61,539</b>	<b>68,695</b>

<b>Total Service</b>	<b>0</b>	<b>29,464</b>	<b>(12,728)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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59500 TRANSFER TO OTHER SERVICE

Account	Work Order	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
59500 OPR317-100	Grandview Water Utility-Distribution - General												
59500 OPR317-112	Grandview Water Utility-Transfer to other Service - Fleet	5,733	3,732	2,500	3,988	4,563	0	4,563	4,846	5,040	5,141	5,243	5,348
59500 OPR317-117	Grandview Water Utility-Transfer to other Service - Operator Admin	903	2,940	6,465	3,436	5,431	0	5,431	5,768	5,998	6,118	6,241	6,366
<b>Total Transfer to Other Service</b>		<b>6,636</b>	<b>6,672</b>	<b>8,965</b>	<b>7,424</b>	<b>9,994</b>	<b>0</b>	<b>9,994</b>	<b>10,614</b>	<b>11,038</b>	<b>11,259</b>	<b>11,484</b>	<b>11,714</b>

RESERVES

	2023	2024	2025	2026	2027	2028
Balance Previous Year	77,388	73,405	74,189	87,714	102,720	119,302
Interest (Assumed 1%)	774	734	742	877	1,027	1,193
Contribution	8,441	3,051	12,782	14,130	15,554	21,790
Withdrawal	(13,198)	(3,000)	0	0	0	0
<b>Total</b>	<b>73,405</b>	<b>74,189</b>	<b>87,714</b>	<b>102,720</b>	<b>119,302</b>	<b>142,285</b>

2022 Asset Management Plan Identified Contribution to Reserves

	2023	2024	2025	2026	2027	2028
25 Year	13,643					
100 Year	96,164					



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# ARROW CREEK WATER TREATMENT & SUPPLY COMMISSION OPEN MEETING MINUTES

A meeting of the Arrow Creek Water Treatment & Supply Commission was held at 9:00 am PST / 10:00 MST on Friday, December 1, 2023 through a hybrid model.

### Join by Meeting Link:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m2cb254566f6764a8482e7c81147d2620>

**Meeting Number (access code):** 2774 073 7626

**Meeting Password:** kpMmNYT4p33 (57666984 from phones)

### Join by Phone:

+1-604-449-3026 Canada Toll (Vancouver)

**In-person Locations:** <sup>(1)</sup>RDCK Board Room, 202 Lakeside Drive, Nelson, BC  
<sup>(2)</sup>Council Chambers, Town of Creston, 238 – 10<sup>th</sup> Ave N., Creston, BC

### COMMISSION MEMBERS

Commissioner K. Vandenberghe	Director Electoral Area C (Committee Chair)	<sup>(2)</sup> In-person
Commissioner R. Tierney	Director Electoral Area B	<sup>(2)</sup> In-person
Commissioner D. Dumas	Town of Creston	<sup>(2)</sup> In-person

### RDCK STAFF

U. Wolf	General Manager of Environmental Services	<sup>(1)</sup> In-person
A. Divlakovski	Water Operations Manager	<sup>(1)</sup> In-person
A. Richardson	Water Operations Supervisor, East	
S. Eckman	Meeting Coordinator	<sup>(1)</sup> In-person

### TOWN OF CRESTON STAFF

S. Klassen	Director of Finance & Corporate Services	<sup>(2)</sup> In-person
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## 1. CALL TO ORDER & WELCOME

Chair Vandenberghe called the meeting to order at 9:08 am PST 10:08 am MST.

**1.1 Traditional Lands Acknowledgement Statement**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**1.2 Adoption of Agenda**

**Moved** and seconded,

And resolved:

The Agenda for the December 1, 2023 Arrow Creek Water Treatment & Supply Commission meeting, be adopted as circulated.

**Carried**

**1.3 Receipt of Minutes**

The April 11, 2023 Arrow Creek Water Treatment & Supply Commission minutes, have been received.

**2. STAFF REPORTS**

**2.1 Arrow Creek Water Treatment Plant Operation and Maintenance and Capital Plans Update**

Alex Divlakovski, Water Operations Manager provided a verbal update on the operations & maintenance and Capital projects for the Arrow Creek Water Treatment Plan, summarized below.

**Operations and Maintenance**

- Membrane Filter Trains 1, 2 and 3 are currently passing MITs, Fiber repairs for Train 4 are half completed, now that flow demand is much lower Train 4 will remain off until fiber repairs are completed.
- Older Level sensor in Train 3 tank stopped reading properly and would not hold calibration, it needed to be replaced with a new sensor.
- Replaced 3 train specific pneumatic valves this year, they control the air flows for performing MITs.
- Recovery Cleans of the UF membranes were completed in early October.
- Intake Pond and Johnson Screen Cleaning was completed in October.

**Capital**

- UV Reactor Replacement:
- UV reactors, controls are ready for shipping, waiting on stainless steel pipe spool sections and fittings being fabricated and delivered.
- Ceramic Filter Concept Study:
- Contract awarded to Associated Engineering Inc.
- Kick-off meeting and site visit completed
- Heating/Energy Upgrades:
- Kick-off meeting completed with consultant (Better Energy Solutions Ltd.)
- Analysis report to be completed in January 2024, design March 2024

**2.2 Commission Bylaw Update**

Town of Creston staff requested that the Commission Bylaw update *be deferred* to the next Arrow Creek Water Treatment & Supply Commission meeting.

**2.3 Environmental Services Fee**

- Environmental Services Fee is the for the administration costs to manage the Service.
- Historically inadequacy in calculation of fees and formulas updated to more fairly calculate fees.
- Journal Voucher Entry in Account 59550 Transfer to Other Service – Environmental Services Fee.

**3. 2024-2028 FINANCIAL PLAN**

A copy of the 2024-2028 Financial Plan for S251 Water Utility-Area B (Arrow Creek) has been received.

**4. NEXT ASSEMBLY**

The next assembly of Arrow Creek Water Treatment & Supply Commission will be at the call of the Chair.

Meeting will be scheduled in February or March 2024. Staff will review the various meeting calendars and canvass Commission members for a mutual date.

**5. PUBLIC TIME**

The Chair called for questions from the public at 10:48 am PST / 11:48 MST.

**6. ADJOURNMENT**

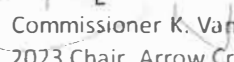
**Moved** and seconded,  
And resolved:

The Arrow Creek Water Treatment & Supply Commission meeting adjourn at 10:48 am PST / 11:48 MST.

**Carried**

APPROVED

Originally signed by

  
Commissioner K. Vandenberghe  
2023 Chair, Arrow Creek Water Treatment & Supply Commission  
December 1, 2023 meeting



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**ERICKSON WATER SERVICES COMMUNITY ADVISORY  
COMMITTEE  
DISCUSSION NOTES**

A meeting of the Erickson Water Services Community Advisory Committee was held at 9:06 am PST / 10:06 am MST on Monday, December 4, 2023 through a hybrid model.

**Join by Meeting Link:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m69cd730475d2fbf288eccfcc89f3b473>

**Meeting Number (access code):** 2770 483 4675

**Meeting Password:** GqNMtcfP256

**COMMITTEE MEMBERS PRESENT**

Committee Member Don Low

Committee Member Elizabeth Quinn

Committee Member Margaret Beaudry

Director Roger Tierney, Electoral Area B (ex-officio)

Director Kelly Vandenberghe, Electoral Area C (ex-officio)

**GUEST(S)**

Mathilde (Tilly) Amour

**STAFF**

Uli Wolf, GM – Environmental Services

Jason McDiarmid, Utility Services Manager

Alex Divlakovski, Water Operations Manager

Allan Richardson, Water Operations Supervisor, East

**1. WELCOME AND INTRODUCTIONS**

**2. DRAINAGE, WATER AND WASTEWATER SYSTEM COMMUNITY ADVISORY COMMITTEES  
FUNCTION**

- An explanation of the function of a community advisory committee was provided by Manager Wolf.

*Action Item: Staff is to provide a copy of Water and Wastewater System Community Advisory Committee Bylaw No. 2858, 2023 (Attachment A).*

### **3. ERICKSON VERSES ARROW WATER SERVICE AREAS**

- An explanation of the difference between Erickson and Arrow service areas was provided by Manager Wolf.
- Arrow and Erickson are financially independent.
- Arrow consist of a treatment plant, transmission main and reservoirs.
- Arrow is cost shared by the Town of Creston and Erickson based on consumption.
- Erickson consists of a distribution system.

*Action Item: Staff to provide a sketch that shows the boundary between Area B, Area C, and the Town of Creston (Attachment B).*

### **4. STAFF REPORTS: OPERATIONS & MAINTENANCE UPDATE**

#### **4.1 Operations and Maintenance Update**

- Re-servicing of 2 parcels for boundary adjustment.
- Eight service valve turn off/on for line repairs on properties.
- Repaired and replaced service valves to 2 properties on Erickson Road.
- Installed 2 meters in pits on development requirements, paid for by the property owner.
- Abandoned an old leaking standpipe on 25th Ave S as it is no longer used.
- Repair of a 2” water main damaged by a property owner on HWY 3

#### **4.2 Capital Projects Update**

- Number and size of meters required for Phase 1 of the metering program has been determined, procurement to commence in January.
- Design for replacing line PN95 along Erickson Road has been awarded. Statutory Right-of-Way needs to be executed with two properties. Construction to be completed in 2024

#### **4.3 Arrow Environmental Services Fee**

### **5. 2024-2028 FINANCIAL PLAN**

A copy of the following Financial Plans is provided:

- 2024-2028 Financial Plan for Service S250 Water Utility-Area B & C (Erickson) (Attachment D-1)

*Action Item Staff to provide a copy of Decommissioning Asbestos Cement Pipe in Regional District Water Services Policy 600-03-08 (Attachment C).*

*Action Item: Staff to add missed Community Works Grant for projected 2023 Estimated Year End and Carry over to 2024.*

- 2024-2028 Financial Plan for Service S251 Water Utility-Area B (Arrow Creek) provided for information only (Attachment D-2).

**6. NEXT ASSEMBLY**

The next assembly of Erickson Water Services Community Advisory Committee will be schedule in accordance with Section of 9 (1) of the RDCK Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858.

- Erickson Water Services Community Advisory Committee will likely meet twice per year.
- Staff to coordinate with Area Directors to set a meeting time in early June 2024.

**SUMMARY OF ACTION ITEMS:**

1. Staff is to provide a copy of Water and Wastewater System Community Advisory Committee Bylaw No. 2858, 2023.
2. Staff to provide a sketch that shows the boundary between Area B, Area C, and the Town of Creston.
3. Staff to provide a copy of Decommissioning Asbestos Cement Pipe in Regional District Water Services Policy 600-03-08.
4. Staff to add missed Community Works Grant for projected 2023 Estimated Year End and Carry over to 2024.
5. Staff to coordinate with Area Directors to set a meeting time in early June 2024.

**SUMMARY OF ATTACHMENTS TO DISCUSSION NOTES:**

Attachment A: Water and Wastewater System Community Advisory Committee Bylaw No. 2858, 2023

Attachment B: Sketch that shows the boundary between Area B, Area C, and the Town of Creston

Attachment C: Decommissioning Asbestos Cement Pipe in Regional District Water Services Policy 600-03-08

Attachment D-1: 2024-2028 Financial Plan for Service S250 Water Utility-Area B & C (Erickson)

Attachment D-2: 2024-2028 Financial Plan for Service S251 Water Utility-Area B (Arrow Creek)

REGIONAL DISTRICT OF CENTRAL KOOTENAY

**Bylaw No. 2858**

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A Bylaw to establish Drainage, Water and Wastewater System Community Advisory Committees for the purpose of providing community input regarding the operations and management of RDCK-owned utility systems.

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WHEREAS existing and applicable water system Commissions of Management have been repealed following the establishment of the Water Services Committee in 2022;

AND WHEREAS Community Advisory Committees provide valuable community feedback and facilitate effective communication between the RDCK and community;

AND WHEREAS the RDCK Board, by its corporate powers, may seek advice from external stakeholder groups through a Community Advisory Committee;

NOW THEREFORE the Board of the Regional District of Central Kootenay (RDCK), in open meeting assembled, HEREBY ENACTS as follows:

**COMMITTEES ESTABLISHMENT**

- 1 Drainage, Water and Wastewater System Community Advisory Committees are hereby established for the utility systems listed in Schedule A to this bylaw.

**DELEGATION OF AUTHORITY**

- 2 The Drainage, Water and Wastewater System Community Advisory Committees are external advisory bodies only with no specific powers delegated to them by the RDCK Board.

**APPLICATION**

- 3 Within each service area a Community Advisory Committee (CAC) may be created for a drainage, water or wastewater system upon recommendation by the applicable electoral area director. A CAC is not required for the RDCK to operate the drainage, water or wastewater system. One CAC may serve multiple utilities, such as a combined water and drainage CAC.
- 4 The Drainage, Water and Wastewater System Community Advisory Committee shall provide constructive and objective input regarding matters related directly to their specific RDCK-owned system and to help facilitate effective communication with the community.
- 5 Each CAC shall work towards the overall benefit of their system(s) and support the goal of achieving full compliance with the regulations and guidelines that govern the management of water or wastewater systems.



## **MEMBERSHIP**

- 6 (1) Members are appointed by resolution of the RDCK Board. Each CAC will include a minimum of three (3) and a maximum of six (6) community members, all of whom must reside within the utility service area or be the registered owner of property within the service area.
- (2) The RDCK electoral area Director for the respective water system is not a member of the CAC. Director participation in CAC meetings is however encouraged.
- (3) In the event of two or more small systems combining to form a single system, the Water Services Committee will revisit the membership of the CAC and may make recommendation to the Board to combine CACs if suitable and necessary.
- (4) The term of a CAC member shall be three (3) years.

## **REMUNERATION**

- 7 There shall be no remuneration to any CAC member for their service.

## **DUTIES OF THE COMMITTEE**

- 8 Each CAC is assigned the following roles and responsibilities by the RDCK Board:
- (a) Liaise with water users on their particular systems and provide that input to the RDCK.
  - (b) Advise the RDCK on issues including, but not limited to: operations and maintenance policies; water conservation measures; capital works projects; cost recovery approaches; annual budgets; and bylaw and policy development.
  - (c) Members shall not interfere with the operations of the water or wastewater system, or perform any work on the water or wastewater system without the prior written consent of the Manager.
  - (d) The RDCK Board retains all decision-making authority relating to the planning, financing, operation, and maintenance of the water or wastewater system.
  - (e) For certainty the CAC will not consider any of the following matters unless CAC input is requested by the Manager:
    - award of contracts;
    - matters related to the employment of RDCK staff;
    - legal matters related to the utility systems;
    - media releases and public statements to the media;
    - emerging or ongoing issues related to specific individual water system users.

## **MEETINGS**

- 9 (1) Each CAC will meet at the call of the RDCK General Manager of Environmental Services or designate, in consultation with the electoral area Director, with a minimum of one meeting scheduled annually for each CAC.
- (2) All meetings will be open to the public, be held in a publicly accessible meeting place, and provide a remote attendance option.
- (3) Meetings shall be held in accordance with the agenda and format provided by the RDCK General Manager of Environmental Services or designate. Meeting procedures are generally

in accordance with the informal nature of CAC meetings, and are at the discretion of the Manager. The RDCK Procedure Bylaw does not apply to Community Advisory Committees.

- (4) RDCK staff will create a written record of CAC meetings in the form of meeting notes. Meeting notes will accurately summarize the totality of input from CAC members, particularly where a consensus community opinion is not achieved on a given matter. Meeting notes will be recorded on a standardized RDCK template.
- (5) Meeting notes of each CAC meeting will be placed on the agenda for discussion at the next scheduled Water Services Committee meeting. The applicable electoral area Director will be invited to provide a verbal summary of the meeting and highlight any community concerns. Meeting notes will also be placed under 'Committees and Commissions-For Information' on the next Board agenda.
- (6) The RDCK General Manager of Environmental Services or designate is charged with scheduling and organizing all CAC meetings, and will provide a minimum of seven days notice to each CAC member. A discussion outline for each meeting will be distributed to members prior to the meeting.
- (7) No quorum is required at Community Advisory Committee meetings.
- (8) The General Manager of Environmental Services or designate shall convene the CAC meeting, facilitate the discussion, and create meeting notes. Alternately an electoral area Director may serve in the facilitator role, subject to staff availability to prepare the meeting notes.

#### SEVERABILITY

- 10 If any section, clause, sub-clause or phrase of this bylaw is for any reason held to be invalid by the decision of the court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this bylaw.

#### CITATION

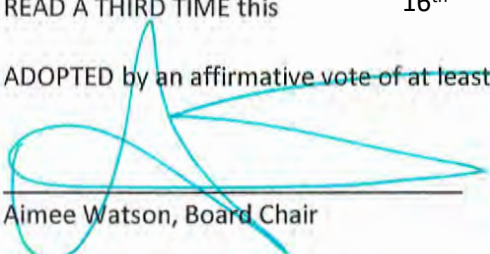
- 11 This Bylaw may be cited as **Regional District of Central Kootenay Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858, 2023.**

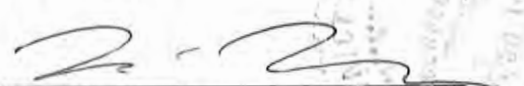
READ A FIRST TIME this 16<sup>th</sup> day of February, 2023.

READ A SECOND TIME this 16<sup>th</sup> day of February, 2023.

READ A THIRD TIME this 16<sup>th</sup> day of February, 2023.

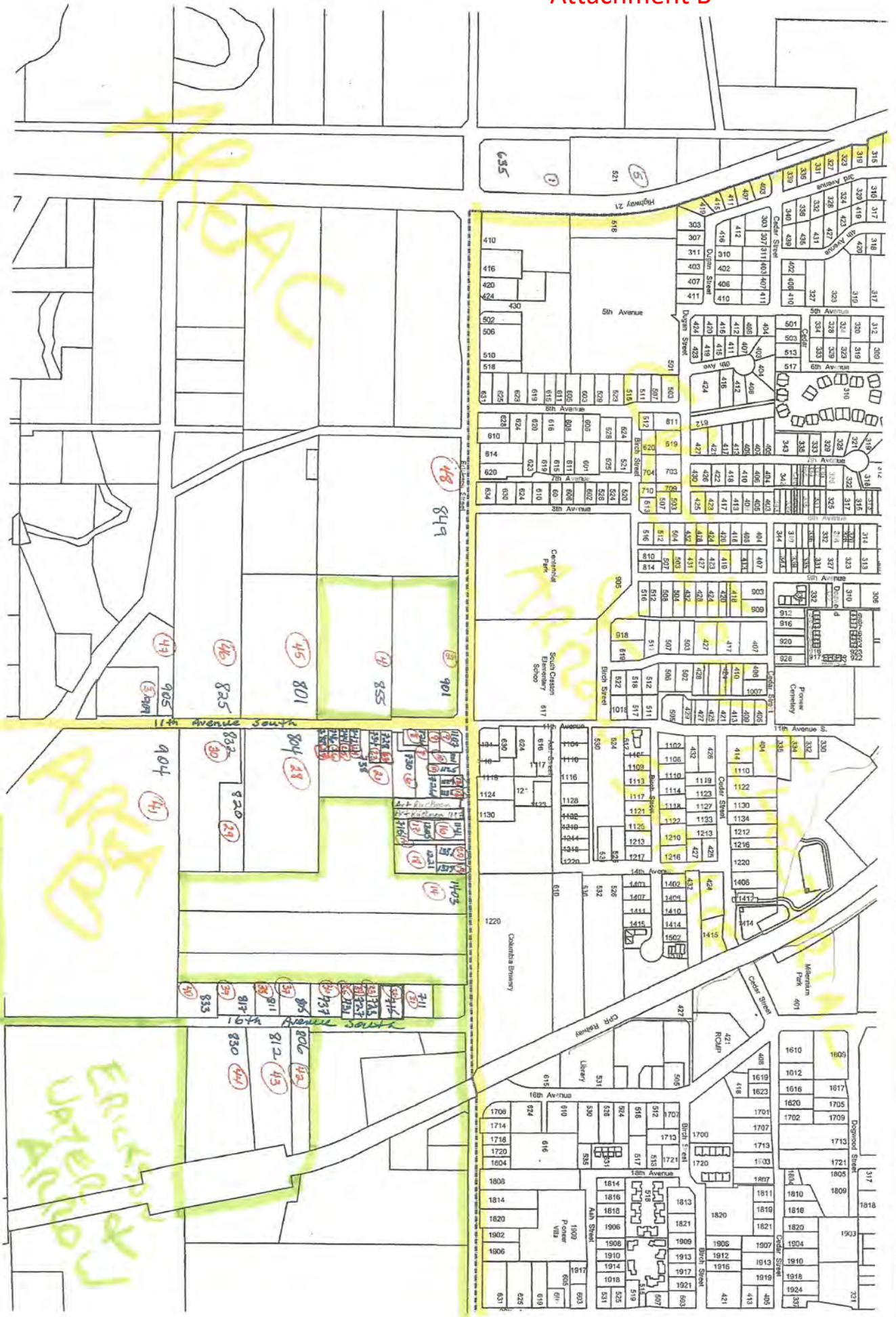
ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 16<sup>th</sup> day of February, 2023.

  
Aimee Watson, Board Chair

  
Mike Morrison, Corporate Officer

**Regional District of Central Kootenay**  
**Schedule A - Drainage, Water and Wastewater System**  
**Community Advisory Committees**  
**To**  
**Bylaw No. 2858**

1. Balfour Water
2. Burton Water
3. Duhamel Water
4. Edgewood Water
5. Erickson Water
6. Fauquier Water
7. Grandview Properties Water
8. Lister Water
9. Lucas Road Water
10. McDonald Creek Water
11. Riondel Drainage & Water
12. Rosebery Highlands Water
13. Sanca Park Water
14. South Slokan Water
15. West Robson Water
16. Woodbury Village Water
17. Woodland Heights Water





Number: 600-03-08  
 REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**Policy Manual**

<b>Chapter:</b>	600 ENVIRONMENTAL SERVICES		
<b>Section:</b>	600-03 Water/Sewer		
<b>Subject:</b>	Decommissioning Asbestos Cement Pipe in Regional District Water Services		
<b>Board Resolution:</b>	606/23	<b>Established Date:</b>	Oct 19 2023
		<b>Revised Date:</b>	

## POLICY:

### PURPOSE:

The purpose of this policy is to identify the requirements for abandonment in place or removal of decommissioned asbestos cement pipe for Regional District owned water services.

### SCOPE:

This policy applies to Regional District owned water systems and only applies to decommissioning of asbestos cement pipe after the date of this policy's adoption.

### DEFINITIONS:

None.

### POLICY:

#### **Background**

The Regional District has about 40.4 km of asbestos cement pipe in 9 of 20 water services owned by the Regional District that was installed between 1960 and 1995. Some of the pipe is due for replacement and abandonment in place, as is common practice for other types of pipe, could pose a health hazard when exposed in the future.

#### ***Decommissioning of Asbestos Cement Pipe on Private Property***

Whenever feasible the first priority shall be to remove and properly dispose of asbestos cement pipe that is to be decommissioned on private property.

Abandonment in place of asbestos cement pipe on private property is only permitted if any of the following conditions applies:

- 1) Acts or Regulations do not permit removal of the pipe;
- 2) Removal of the pipe poses too great of a health and safety risk;
- 3) The property owner does not provide permission for pipe removal; and
- 4) The cost/benefit of removal is not favourable, and the measures referred to below can be put in place to mitigate any known health or safety risks.

If asbestos cement pipe is to be abandoned in place on private property the following measures shall be considered:



- 1) The Regional District is to maintain mapping of the abandoned in place asbestos cement pipe in perpetuity ~~and the mapping is to be made available to the public;~~
- 2) The property owner agrees to grant the Regional District a covenant under section 219 of the *Land Title Act*, acknowledging the presence of the asbestos cement pipe, agreeing to restrictions on the use of the land that will mitigate any known health or safety risks, and waiving Regional District liability;
- 3) Existing easement agreements or statutory rights of way remain on title or are replaced with new agreements that allow the Regional District access for inspection.

### ***Decommissioning of Asbestos Cement Pipe on Public Right of Ways, Regional District Owned Land or Crown Land***

Whenever feasible the first priority shall be to remove and properly dispose of asbestos cement pipe that is to be decommissioned on public right of ways, Regional District owned land or Crown Land.

Abandonment in place of asbestos cement pipe on Public Right of Ways, Regional District Owned Land or Crown Land is only permitted under the following conditions:

- 1) Acts or Regulations do not permit removal of the pipe;
- 2) Removal of the pipe poses too great of a health and safety risk;
- 3) The Province does not provide permission for pipe removal on lands under their jurisdiction; or
- 4) The estimated per meter cost of asbestos cement pipe removal is greater than 75% of the estimated per meter cost of new pipe installation.

If asbestos cement pipe is to be abandoned in place on public right of ways, Regional District owned land and or Crown Land, the following measure shall be taken:

- 1) The Regional District is to maintain mapping of the abandoned in place asbestos cement pipe in perpetuity ~~and the mapping is to be made available to the public.~~
- 2) Considerations shall be made for grouting of the pipe to improve structural support, particularly for short sections or smaller diameter pipe where grouting may be more economical than removal.

### ***Asbestos Cement Pipe Abandonment Planning and Design Considerations***

The Ministry of Transportation and Infrastructure (MOTI) typically does not give permission to trench cut new asphalt and it would be not cost effective to pave an entire road in order to remove asbestos cement pipe. The Regional District will coordinate with MOTI on an at least 5 year time horizon for asbestos pipe replacement projects.

### **RELATED LEGISLATION:**

There is no known Canadian Federal, or Canadian Provincial legislation that requires the removal of abandoned, buried and unexposed asbestos cement pipe.

Regional District of Central Kootenay  
V-P2

Version P2 - Issued for CAC meeting.

S250 Water Utility-Area B & C (Erickson)

2024 to 2028 Financial Plan

SYSTEM INFORMATION AND RATES

		No.	2023	2024	2025	2026	2027	2028
Active Flat Rate Accounts		653						
Metered Accounts		3						
Metered Rates				6%	5%	5%	5%	5%
Account 60490 (formaly 10766) Metered Rate			100	0.95	1.00	1.05	1.10	1.15
Account 60989 (formaly 60597, 10873) Metered Rate			4,641					
Account 60972 (formaly 12175) Metered Rate			3,857					
			8,598	8,150	8,558	8,986	9,435	9,907
Account 60490, 60989 & 60972 Metered Base Charge				6%	5%	8%	5%	5%
M-ERK-METERED RATE-BASE CHARGE		2	465.00	492.91	517.55	558.95	586.90	616.25
			930	986	1,035	1,118	1,174	1,232
Service Charges % Increase				6%	5%	5%	5%	5%
ERK-AGRICULTURAL- GREENHOUSE		Tempest Billing		0.14	0.15	0.15	0.16	0.17
		46,381	0.13	6,517	6,842	7,185	7,544	7,921
ERK-AGRICULTURAL- LAND CHARGE				6%	5%	5%	5%	5%
		981.7	360	381	400	420	441	464
			352,795	374,383	393,102	412,757	433,395	455,065
ERK-CAPITAL RESERVE FUND CONTRIBUTION				6%	5%	5%	5%	5%
M-ERK-CAPITAL RESERVE FUND CONTRIBUTION (Mobile Home Parks)		652	389	412	433	454	477	501
		64	389	412	433	454	477	501
			277,855	294,924	309,671	325,154	341,412	358,482
ERK-COMMERCIAL- SHORT-TERM ACCOMMODATION - BASE RATE		0	1,159	1,228	1,290	1,354	1,422	1,493
ERK-COMMERCIAL- SHORT-TERM ACCOMMODATION - PER BED		0	193	205	215	226	237	249
ERK-COMMERCIAL- BUSINESS		16	1,193	1,265	1,328	1,394	1,464	1,537
ERK-COMMERCIAL- CAMPGROUND- BASE RATE		1	1,193	1,265	1,328	1,394	1,464	1,537
ERK-COMMERCIAL- CAMPGROUND-PER CAMP SITE		73	85	90	95	100	105	110
ERK-COMMERCIAL- FOOD & BEVERAGE		8	1,193	1,265	1,328	1,394	1,464	1,537
ERK-COMMERCIAL- FOOD & BEVERAGE STORAGE		1	5,870	6,222	6,533	6,860	7,203	7,563
ERK-COMMERCIAL- HOTEL/MOTEL- BASE RATE		3	0	0	0	0	0	0
ERK-COMMERCIAL- HOTEL/MOTEL- PER ROOM		77	627	664	698	732	769	808
ERK-COMMERCIAL- HOTEL/MOTEL- RESTAURANT		0	1,193	1,265	1,328	1,394	1,464	1,537
ERK-COMMERCIAL- HOTEL/MOTEL- LOUNGE		0	1,193	1,265	1,328	1,394	1,464	1,537
ERK-COMMERCIAL- HOTEL/MOTEL- POOL		1	608	644	677	710	746	783
ERK-COMMERCIAL- MH PARK- BASE RATE		0	1,193	1,265	1,328	1,394	1,464	1,537
ERK-COMMERCIAL- MH PARK- PER DWELLING		38	797	845	887	932	978	1,027
ERK-DWELLING- MULTI FAMILY- ADDITIONAL		66	1,159	1,228	1,290	1,354	1,422	1,493
ERK-DWELLING- MULTI FAMILY- FIRST		63	1,159	1,228	1,290	1,354	1,422	1,493
ERK-DWELLING- MULTI FAMILY- MOBILE HOUSING UNIT		0	1,159	1,228	1,290	1,354	1,422	1,493
ERK-DWELLING- MULTI FAMILY- SWIMMING POOL		0	284	301	316	332	349	366
ERK-DWELLING- SINGLE FAMILY		492	1,159	1,228	1,290	1,354	1,422	1,493
ERK-DWELLING- SINGLE FAMILY- POOL		8	284	301	316	332	349	366
ERK-DWELLING- MULTI FAMILY- SECONDARY SUITE		5	797	845	887	932	978	1,027
ERK-INDUSTRIAL- SMALL BUSINESS		0	1,193	1,265	1,328	1,394	1,464	1,537
ERK-INDUSTRIAL- SAW MILL		1	7,313	7,752	8,139	8,546	8,974	9,422
ERK-INSTITUTIONAL- CHURCH		4	1,098	1,164	1,222	1,283	1,348	1,415
ERK-INSTITUTIONAL- COMMUNITY HALL		0	1,098	1,164	1,222	1,283	1,348	1,415
ERK-INSTITUTIONAL- SCHOOL- PER CLASSROOM		9	1,023	1,084	1,138	1,195	1,255	1,317
ERK-WATER USAGE NO DEVELOPMENT		1	360	381	400	420	441	463
			882,157	920,346	966,363	1,014,681	1,065,415	1,118,686
Parcel Tax % Increase				6.2%	4%	2%	2%	2%
Parcel Tax				1,605,306	1,685,571	1,769,880	1,858,374	1,951,293
Total								

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
42020 Sale of Services	9,479	2,735	20,706	10,974								
42025 Sale of Services - Specified	8,000	(500)	3,750		0	9,976	9,976					
42030 User Fees	1,059,851	1,211,751	1,439,010	1,236,871	1,527,967	1,540,763	1,540,763	1,605,306	1,685,571	1,769,880	1,858,374	1,951,293
43020 Grants					90,811	90,811	90,811					
43030 Community Works Grants (Internal)	48,000				600,000	0						
43100 Proceeds from Borrowing	225,000	150,000										
45000 Transfer from Reserves	289,515	14,356	3,706	102,526	265,000	0	11,562	1,038,438	450,000	820,000	500,000	900,000
45500 Transfer from Other Service		12,000	9,284	10,642		0						
45500 - LIS 20% Backhoe loan payment principal					5,987		5,987	6,257	6,539	6,834		
45500 - LIS 20% Backhoe loan payment interest					1,155		1,155	885	603	308		
45500 - ACK 20% Backhoe loan payment principal					5,987		5,987	6,257	6,539	6,834		
45500 - ACK 20% Backhoe loan payment interest					1,155		1,155	885	603	308		
49100 Prior Year Surplus	60,968	104,007	154,954	106,643	96,286	91,629	91,629	117,177	0	0	0	0
Revenue	1,700,814	1,494,350	1,627,660	1,471,405	2,594,348	1,733,179	1,759,026	2,775,205	2,149,855	2,604,165	2,358,374	2,851,293

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
51010 Salaries	73,885	62,642	61,951	66,159	82,518	24,450	32,600	79,000	82,160	83,803	85,479	87,189
51010 - Salaries - CAP project assist					2,000		2,000	2,000				
51020 Overtime	1,272	1,191	1,614	1,359	1,661	1,172	1,563	1,764	1,835	1,871	1,909	1,947
51030 Benefits	12,144	10,823	11,452	11,473	21,975	5,554	7,406	21,330	22,183	22,627	23,079	23,541
51030 - CAP project assist					520		0	520				
51050 Employee Health & Safety	0	386	395	260	563	0	0	598	622	634	647	660
51500 Directors - Allowance & Stipend			772	772	803	707	943	1,001	1,041	1,062	1,083	1,105
51560 Directors - Travel	153	0	77		159	0	0	169	176	179	183	186
52010 Travel					0		0	0	0	0	0	0
52020 Education & Training					0		0	0	0	0	0	0
52030 Memberships, Dues & Subscriptions	198	200	200	199	208	200	267	221	230	234	239	244
53020 Admin, Office Supplies & Postage	785	67	0	284	683	0	0	725	754	769	785	801
53030 Communication	1,083	0	0	361	0	0	0	0	0	0	0	0
53040 Advertising	0	286	0	95	0	628	837	0	0	0	0	0
53050 Insurance	4,013	4,126	4,790	4,310	4,680	4,858	6,477	4,970	5,169	5,272	5,378	5,485
53080 Licence & Permits	250	5,292	3,119	2,887	3,244	2,458	3,278	3,445	3,583	3,655	3,728	3,802
54010 Legal		1,598	238		10,000	0	0	10,000				
54020 Audit - Professional Fees					0		0	0	0	0	0	0
54030 Contracted Services	40,047	36,013	36,681	37,581	33,758	19,514	26,018	35,851	37,285	38,031	38,791	39,567
54040 Consulting Fees	18,833	15,822	3,706	12,787			0	0	0	0	0	0
54040 - Water Model Update and Hydrant Infill Plan					0		0	0	0	0	0	0
55010 Repairs & Maintenance	25,298	26,767	43,282	31,782	45,012	27,240	36,321	47,803	49,715	50,709	51,723	52,758
55020 Operating Supplies	1,554	341	235	710	3,376	2,254	3,005	3,585	3,729	3,803	3,879	3,957
55025 Chemicals	232	0	2,748	993	2,858	0	0	3,035	3,157	3,220	3,284	3,350
55030 Equipment	1,116	91	4,065	1,757	5,200	277	370	5,522	5,743	5,858	5,975	6,095
55040 Utilities	3,841	1,408	1,669	2,306	1,736	1,770	2,360	1,844	1,917	1,956	1,995	2,035
55050 Vehicles	219	177	2,767	1,055	2,878	1,109	1,479	1,571	1,634	1,666	1,700	1,734
55060 Rentals	0	118	79	66	441	0	0	468	487	497	507	517
Operating Expenses	184,923	167,349	179,762	177,273	224,272	92,192	124,922	225,423	221,419	225,847	230,364	234,972

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
60000 CAP1083-100 ERK W-Distribution Upgrades PN95 (Erickson Rd)					200,000	0	0	250,000				
60000 CAP1080-100 ERK W - Hydrant Infill											150,000	
60000 CAP1081-100 ERK W - Metering-Phase 1					600,000	5,452	11,562	788,438	400,000			
60000 CAP1082-100 ERK W - Metering-Phase 2									50,000	800,000		
60000 CAP1209-100 ERK W - Future Distribution Upgrades										20,000	300,000	
60000 CAP1208-100 ERK W - Goat River Bridge Water Line											50,000	900,000
60000 CAP1210-100 ERK W - Future Distribution Upgrades												
Capital Expenses	0	0	0	0	800,000	5,452	11,562	1,038,438	450,000	820,000	500,000	900,000

**NON-OPERATING EXPENSES**

Account	Work Order	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	6.2% 4% 2% 2% 2%						
									2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget		
56010	Debenture Interest														
56020	Debenture Principal														
56110	Short-Term Financing Interest		1,898	6,856	4,377		10,127	10,127							
56110	- 2020 Distribution Upgrade - Short Term					4,261			2,177	0	0				
56110	- Backhoe - Short Term					5,777			4,427	3,016	1,541				
56120	Short-Term Financing Principal		42,907	66,628	54,768		76,129	76,129							
56120	- 2020 Distribution Upgrade - Short Term					46,195			48,279	0	0				
56120	- Backhoe - Short Term					29,934			31,284	32,695	34,170				
59000	Contribution to Reserve	126,315	187,310	460,006	257,877	560,040	860,040	560,040	593,798	550,435	630,203	724,231	799,766		
59500	Transfer to Other Service	589,652	624,863	594,135	602,883	677,316	2,200	664,516	624,765	677,411	673,227	680,219	688,524		
59510	Transfer to Other Service - General Admin. Fee	38,545	39,702	41,687	39,978	36,998	36,998	36,998	39,292	40,864	41,681	42,514	43,365		
59550	Transfer to Other Service - Environmental Services Fee	109,366	126,832	186,958	141,052	157,554	157,554	157,554	167,322	174,015	177,496	181,045	184,666		
<b>Non-Operating Expenses</b>		<b>863,878</b>	<b>1,023,512</b>	<b>1,356,270</b>	<b>1,100,935</b>	<b>1,518,075</b>	<b>1,143,048</b>	<b>1,505,364</b>	<b>1,511,344</b>	<b>1,478,436</b>	<b>1,558,317</b>	<b>1,628,010</b>	<b>1,716,322</b>		
<b>Total Service</b>		<b>652,012</b>	<b>303,488</b>	<b>91,629</b>	<b>193,197</b>	<b>52,001</b>	<b>492,487</b>	<b>117,177</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**59500 TRANSFER TO OTHER SERVICE**

Account	Work Order	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget 2025 Budget 2026 Budget 2027 Budget 2028 Budget						
									59500	CAP1081-100 ERK W - 2021 Universal Metering Phase 1 - Project Manager					15,000
59500	CAP1083-100 ERK W-2023-Erickson Water Distribution System Replacement						2,200	2,200							
59500	OPR315-100 Erickson Water Utility-Distribution - General (ACK contribution)	546,630	589,565	572,800	569,665	625,124	0	625,124	585,267	636,334	631,327	637,482	644,932		
59500	OPR315-100 Erickson Water Utility-Distribution - Operations														
59500	OPR315-112 Erickson Water Utility-Transfer to other Service - Fleet	18,382	21,365	14,315	18,021	26,125	0	26,125	27,745	28,855	29,432	30,020	30,621		
59501	OPR315-114 Erickson Water Utility-Transfer to other Service - Project Manager		423												
59500	OPR315-117 Erickson Water Utility-Transfer to other Service - Operator Admin	4,290	13,510	7,020	8,273	11,067	0	11,067	11,753	12,223	12,468	12,717	12,971		
<b>Total Transfer to Other Service</b>		<b>569,302</b>	<b>624,863</b>	<b>594,135</b>	<b>595,959</b>	<b>677,316</b>	<b>2,200</b>	<b>664,516</b>	<b>624,765</b>	<b>677,411</b>	<b>673,227</b>	<b>680,219</b>	<b>688,524</b>		

**RESERVES**

		2023					2024 2025 2026 2027 2028								
	Balance Previous Year														
RES176	Erickson Water Capital Utility Interest (Assumed 1%)					882,032	1,439,330	1,009,084	1,119,609	941,009	1,174,650				
	Contribution					8,820	14,393	10,091	11,196	9,410	11,746				
	Withdrawal					560,040	593,798	550,435	630,203	724,231	799,766				
						(11,562)	(1,038,438)	(450,000)	(820,000)	(500,000)	(900,000)				
						<b>1,439,330</b>	<b>1,009,084</b>	<b>1,119,609</b>	<b>941,009</b>	<b>1,174,650</b>	<b>1,086,162</b>				

**2022 Asset Management Plan Identified Contribution to Reserves**

25 Year	863,023
100 Year	554,403
Model pipe replacement value, excluding asbestos pipe removal:	32,304,253
Total estimated asbestos pipe removal cost not yet included in annual contribution amounts (Policy 600-03-08 adopted October 2023):	10,189,950
<b>2023</b>	
<b>2024 2025 2026 2027 2028</b>	



Regional District of Central Kootenay

V-P2

Version P2 - Issued for COM meeting

S251 Water Utility-Area B (Arrow Creek)

2024 to 2028 Financial Plan

SYSTEM INFORMATION AND RATES

	No.	2023	2024	2025	2026	2027	2028
Town of Creston Cost % (Considers consumption max 2% change to 2021, 2008 shared loan, 2011 TOC loan, & 2017 shared loan)		55.2%	55.7%	55.3%	56.1%	56.0%	56.0%
Town of Creston Cost Share		769,996	736,539	787,350	808,079	810,818	819,726
Town of Creston % Change from Previous Year		106.5%	95.7%	106.9%	102.6%	100.3%	101.1%
Erickson Cost %		44.8%	44.3%	44.7%	43.9%	44.0%	44.0%
Erickson Cost Share		625,124	585,267	636,334	631,327	637,482	644,932
Erickson % Change from Previous Year		109.1%	93.6%	108.7%	99.2%	101.0%	101.2%

REVENUE

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
42025 Sale of Services - Specified												
42030 User Fees	700,896	704,128		702,512	769,996	0						
42035 User Fees - Specified			722,973	722,973		769,996	769,996	736,539	787,350	808,079	810,818	819,726
43025 Grants - Specified	352,734		312,785	332,760								
45000 Transfer from Reserves	411,457	103,456		257,457								
From RES178 Arrow Creek Membrane					0			0	0	600,000	600,000	600,000
From RES179 Arrow Creek Water Capital Utility (for New Projects)					610,000		198,554	465,825	50,000	50,000	50,000	50,000
45500 Transfer from Other Service	546,590	597,565	574,109	572,755	625,124	0	625,124	585,267	636,334	631,327	637,482	644,932
49100 Prior Year Surplus/(Deficit)	(590,695)	(24,851)	(21,171)	(212,239)	(25,494)	(36,295)	(36,295)	111,643	(0)	(0)	(0)	(0)
<b>Revenue</b>	<b>1,420,983</b>	<b>1,380,298</b>	<b>1,588,696</b>	<b>2,376,217</b>	<b>1,979,626</b>	<b>733,701</b>	<b>1,557,379</b>	<b>1,321,806</b>	<b>1,423,684</b>	<b>1,439,406</b>	<b>1,448,301</b>	<b>1,464,658</b>

OPERATING EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
51010 Salaries	106,981	123,856	121,817	117,551	125,280	65,775	87,699	133,047	138,369	141,137	143,959	146,839
-Salaries - CAP projects					0		0	0	0	0	0	0
51020 Overtime	3,561	4,451	5,267	4,426	4,028	3,099	4,132	4,277	4,449	4,538	4,628	4,721
51030 Benefits	35,217	35,852	37,780	36,283	41,342	25,965	34,620	43,906	45,662	46,575	47,507	48,457
-Benefits CAP projects								0	0	0	0	0
51050 Employee Health & Safety	104	1,272	114	497	416	0	0	442	459	469	478	488
51060 Employee Incentives	200				0		0	0	0	0	0	0
51500 Directors - Allowance & Stipend	1,071	1,560	1,930	1,520	1,693	1,212	1,616	1,798	1,870	1,908	1,946	1,985
51560 Directors - Travel	11	0	193	68	28	0	0	30	31	32	32	33
51565 Directors - Mileage						842	1,122	0	0	0	0	0
52010 Travel	0	0	214	71	43	0	0	45	47	48	49	50
52030 Memberships, Dues & Subscriptions		200	200	200	208	200	267	221	230	234	239	244
53020 Admin, Office Supplies & Postage	60	0	47	36	73	0	0	77	80	82	84	85
53030 Communication	1,146	2,406	2,410	1,987	2,850	1,848	2,463	3,026	3,147	3,210	3,274	3,340
53040 Advertising		0	177	88	0	230	307	0	0	0	0	0
53050 Insurance	27,529	28,747	24,609	26,962	37,440	14,794	19,726	39,761	41,352	42,179	43,022	43,883
53080 Licence & Permits	0	272	519	264	441	20	27	468	487	497	507	517
54010 Legal			0		7,000	0	0	7,434	7,731	7,886	8,044	8,205
54030 Contracted Services	19,432	23,359	24,706	22,499	21,632	19,347	25,796	22,973	23,892	24,370	24,857	25,354
- Invasive Species Management					2,450		2,450	2,602	2,706	2,760	2,815	2,872
- Nason WTP SCADA Support					4,746		4,746	4,746	4,746	4,746	4,746	4,746
54040 Consulting Fees	53,237		0	26,619		1,500	1,500	0	0	0	0	0
- Watershed Protection Plan					0		0	0	0	0	0	0
55010 Repairs & Maintenance	24,804	10,205	22,030	19,013	26,477	17,335	23,114	28,119	29,244	29,829	30,425	31,034
55020 Operating Supplies	3,246	3,813	5,602	4,220	10,655	12,907	17,209	18,276	19,007	19,388	19,775	20,171
55025 Chemicals	49,279	54,976	64,097	56,117	66,660	51,679	68,905	70,793	73,625	75,098	76,600	78,132
55030 Equipment	3,917	1,203	3,600	2,906	5,558	956	1,274	5,902	6,138	6,261	6,386	6,514
55035 Radio Equipment	209	0	219	143	0	234	313	0	0	0	0	0
55040 Utilities	102,677	104,891	113,339	106,969	111,775	67,654	90,206	118,705	123,453	125,922	128,441	131,010
55050 Vehicles	(0)	59	944	334	312	390	521	331	345	351	359	366
55060 Rentals	125	59	638	274	1,040	38	51	1,104	1,149	1,172	1,195	1,219
<b>Operating Expenses</b>	<b>432,804</b>	<b>397,180</b>	<b>430,451</b>	<b>429,047</b>	<b>472,147</b>	<b>286,026</b>	<b>388,063</b>	<b>508,087</b>	<b>528,221</b>	<b>538,690</b>	<b>549,369</b>	<b>560,261</b>

CAPITAL EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
60000 CAP1072-100 ACK W - 2024 Arrow Creek - Membrane Replacement										600,000	600,000	600,000
60000 CAP1068-100 ACK W - 2023 Ongoing Equipment Replacement					50,000	36,321	42,879					
60000 CAP1069-100 ACK W - 2024 Ongoing Equipment Replacement								50,000	50,000	50,000	50,000	50,000
60000 CAP1032-100 ACK W - 2019 ERK Reservoir Overflow					5,000							
60000 CAP1433-100 ACK W - 2023 Ceramic Filter Concept Study								50,000				
60000 CAP1194-100 ACK W -2021 Coanda Screen Design					50,000							
60000 CAP1195-100 ACK W -2021 Intake Erosion Protection					25,000			25,000				
60000 CAP1196-100 ACK W -2021 HVAC Control Upgrade					10,000			10,000				
60000 CAP1199-100 ACK W - 2021 UV Replacement					300,000	140,175	140,175	159,825				
60000 CAP1387-100 ACK W - 2023 Heating upgrades					150,000		14,000	136,000				
60000 CAP1395-100 ACK W - 2023 HMI Controls WTP					20,000			35,000				
<b>Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>610,000</b>	<b>176,496</b>	<b>197,054</b>	<b>465,825</b>	<b>50,000</b>	<b>650,000</b>	<b>650,000</b>	<b>650,000</b>

NON-OPERATING EXPENSES

Account	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
56010 Debenture Interest	84,287	81,825	82,562	82,891		22,984						
Debenture Interest (2008 loan - MFA81 - Next renewal 2029)					28,500		28,500	28,500	28,500	28,500	28,500	28,500
Debenture Interest (2011 loan - MFA117 - Next renewal 2031)					9,261		9,261	9,261	9,261	9,261	9,261	9,261
Debenture Interest (2017 loan - MFA142 - Next renewal 2027)					44,801		44,801	44,801	44,801	44,801	44,801	44,801
56020 Debenture Principal	81,118	81,118	83,121	81,786		20,952						
Debenture Principal (2008 loan - MFA81)					20,952		20,952	20,952	20,952	20,952	20,952	20,952
Debenture Principal (2011 loan - MFA117)					23,160		23,160	23,160	23,160	23,160	23,160	23,160
Debenture Principal (2017 loan - MFA142)					39,009		39,009	39,009	39,009	39,009	39,009	39,009
59000 Contribution to Reserve	450,250	454,000	450,000	451,417								
Membrane					300,000	0	300,000	300,000	300,000	300,000	300,000	300,000
Capital					150,000	150,000	150,000	200,000	160,000	160,000	160,000	160,000
59500 Transfer to Other Service	29,726	50,243	31,182	37,051	52,865	0	52,865	55,700	57,642	58,652	52,540	53,591
Transfer to Other Service - General Admin. Fee	27,147	27,961	30,197	28,435	22,826	22,826	22,826	24,241	25,211	25,715	26,229	26,754
Transfer to Other Service - IT Fee	9,380	9,500	9,620	9,500	11,032	11,032	11,032	11,716	12,185	12,428	12,677	12,930
Transfer to Other Service - Environmental Services Fee	228,402	196,185	195,073	206,553	195,073	195,073	158,213	168,022	174,743	178,238	181,802	185,438
<b>Non-Operating Expenses</b>	<b>910,310</b>	<b>900,833</b>	<b>881,755</b>	<b>897,633</b>	<b>897,479</b>	<b>422,867</b>	<b>860,619</b>	<b>925,362</b>	<b>895,463</b>	<b>900,716</b>	<b>898,932</b>	<b>904,397</b>

<b>Total Service</b>	<b>77,869</b>	<b>82,285</b>	<b>276,490</b>	<b>1,049,537</b>	<b>(0)</b>	<b>(151,688)</b>	<b>111,643</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>
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59500 TRANSFER TO OTHER SERVICE

Account	Work Order	2020	2021	2022	Average	2023 Budget	2023 YTD Actual	2023 Est Year End	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
59500 OPR309-100	Arrow Creek Water Utility-Distribution - General			4,383		5,987	0	5,987	6,257	6,539	6,834		
59500 OPR309-100	- ACK Backhoe loan payment to ERK principal			259		1,155	0	1,155	885	603	308		
59500 OPR309-100	- ACK Backhoe loan payment to ERK intrest												



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# NELSON & DISTRICT RECREATION COMMISSION NO. 5 OPEN MEETING MINUTES

9:00 a.m. – 10:30 a.m.

Wednesday, November 29, 2023

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Virtual meeting link & call in information on RDCK website:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m0b75bdc243df6c47dcba9653ca1b2fb0>

**In-Person Location:** RDCK Boardroom – Lakeside Office

### COMMISSION MEMBERS

Commissioner Page	City of Nelson – Chair
Commissioner Tait	City of Nelson
Commissioner Newell	Electoral Area F

### ABSENT

Commissioner Morrison	City of Nelson
Commissioner Graham	Electoral Area E

### STAFF

Joe Chirico	General Manager of Community Services – RDCK
Craig Stanley	Regional Manager – Operations & Asset Management – RDCK
Trisha Davison	Regional Manager – Recreation & Client Services – RDCK
Ryan Ricalton	Facility Manager – NDCC
Sarah Fuhr	Communications & Community Engagement Lead - RDCK
Pearl Anderson	Community Meeting Administrative Support - Meeting Coordinator

### DELEGATION

Jazmine Lowther	Nelson Sports Ambassador
Tim Woolridge	Nelson Soccer Association – Board Member

### GUEST

David McCulloch	Nelson Regional Sports Council – Co-Chair
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**3 out of 5 voting Commission members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Page called the meeting to order at 9:01 a.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

That the agenda for the November 29, 2023 Nelson & District Recreation Commission meeting be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The October 25, 2023 Nelson & District Recreation Commission minutes have been received.

**5. DELEGATION**

**5.1 NELSON SPORTS AMBASSADOR**

The power point presentation by Jazmine Lowther, Nelson Sports Ambassador, presenting information regarding the pulse on the state of sport in Nelson, has been received.

**RECESS/** The meeting recessed at 9:29 a.m. to reconnect to Webex due to technical difficulties  
**RECONVENE** and reconvened at 9:33 a.m.

**DELEGATION ABSENT** Jazmine Lowther, Nelson Sports Ambassador, left the meeting at 9:40 a.m.

**5.2 NELSON SOCCER ASSOCIATION – INDOOR FIELD FEASIBILITY STUDY**

The power point presentation by Tim Wooldridge, Nelson Soccer Association (NSA), sharing the feasibility study for the development of a potential indoor turf field sports facility in Nelson B.C. and a request for grant funding, has been received.

**RECESS/** The meeting recessed at 10:10 a.m. to reconnect to Webex due to technical difficulties  
**RECONVENE** and reconvened at 10:14 a.m.

**GUEST ABSENT** David McCulloch, Nelson Regional Sports Council – Co-Chair, left the meeting at 10:14 a.m.

**DELEGATION ABSENT** Tim Wooldridge, Nelson Soccer Association (NSA), left the meeting at 10:21 a.m.

**7. STAFF REPORTS**

**7.1 NELSON & DISTRICT COMMUNITY COMPLEX PARKING ENFORCEMENT CONTRACT**

The Commission report dated November 21, 2023 from Ryan Ricalton, Facility Manager – NDCC, regarding a service agreement with the City of Nelson for Bylaw enforcement to enforce the City of Nelson’s 2 hour parking zone in the Nelson & District Community Complex Parking Lot, has been received.

**MOVED** and seconded,  
 AND Resolved that it be recommended to the Board:

That the Board approve a Service Agreement between the Regional District of Central Kootenay and the City of Nelson for Bylaw enforcement to enforce the City of Nelson 2 hour parking zone in the Nelson & District Community Complex Parking Lot at approximately 7.5 hours/week at a cost of \$22,540 for a one year period dated to begin December 1, 2023.

**Carried**

**8. PUBLIC TIME**

The Chair called for questions from the public at 10:30 a.m.

**9. 2024 COMMISSION MEETING SCHEDULE**

The proposed 2024 Nelson & District Recreation Commission meeting schedule, as follows, has been received.

**2024 Nelson & District Recreation Commission Meeting Schedule**

To be approved at Dec. 14, 2023 RDCK Board Meeting

Commission Meetings	Board Meetings	Holidays/Events
Wednesday, January 31 9am-12pm	Thursday, January 18	New Year’s Day – Monday, January 1 EOS/LGLA – Tuesday-Friday January 30-February 2
<b>SPECIAL BUDGET MEETING</b> Tuesday, February 13 9am-12pm	<b>SPECIAL BUDGET MEETING</b> Friday, February 16	
Wednesday, February 28 9am-12pm	Thursday, February 15	Family Day – Monday, February 19
<b>ALL RECREATION MEETING in lieu of Commission meeting</b> Wednesday, March 27 9am-12pm	Thursday, March 21	Spring Break SD8 – March 18-28 Good Friday – March 29
Wednesday, April 24 9am-12pm	Thursday, April 18	Easter Monday – April 1 AKBLG Friday-Saturday April 19-20
Wednesday, May 29 9am-12pm	Thursday, May 16	Victoria Day-Monday, May 20
<b>ALL RECREATION MEETING in lieu of Commission meeting</b> Wednesday, June 26 9am-12pm	Thursday, June 20	FCM – Thursday-Saturday June 6-8
Wednesday, July 31 9am-12pm	Thursday, July 18	Canada Day-Monday, July 1
Wednesday, August 28 9am-12pm	Thursday, August 15	BC Day-Monday, August 5
<b>ALL RECREATION MEETING in lieu of Commission meeting</b> Wednesday, September 25 9am-12pm	Thursday, September 12	Labour Day – Monday, September 2 UBCM – Monday-Friday, September 18-22 Truth & Reconciliation Day Monday, September 30
Wednesday, October 30 9am-12pm	Thursday, October 17	Thanksgiving – Monday, October 9
Wednesday, November 27 9am-12pm	Thursday, November 14	Remembrance Day – Monday, November 11
Tuesday, December 10 9am-12pm	Thursday, December 12	Christmas Day – Wednesday, December 25 Boxing Day – Thursday, December 26

**RECESS/RECONVENE** The meeting recessed at 10:48 a.m. for a break and reconvened at 10:57 a.m.

**10. NEXT MEETING**

**MOVED** and seconded,  
AND Resolved:

That the Nelson & District Recreation Commission No. 5 meeting scheduled for December 12, 2023 at 9:00 a.m. be cancelled.

**Carried**

The next Nelson & District Recreation Commission meeting is scheduled for January 31, 2024 at 9:00 a.m.

**11. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

That the Nelson & District Recreation Commission No. 5 meeting be adjourned at 10:59 a.m.

**Carried/Defeated/Referred**

**Approved by**

Keith Page, Chair, Rec. Comm. 5  
Dec 5th, 2023



# Goods and Services Agreement

**Contract #: 06-2230-20-6715-07**  
**Project: NDCC Bylaw Enforcement**  
**GL Code: 54030/OPR465-106**

THIS AGREEMENT executed and dated for reference the:

1st day of December, 2022  
(Day) (Month) (Year)

## BETWEEN

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**  
(hereinafter called the "RDCK")  
at the following address:  
Box 590, 202 Lakeside Drive  
Nelson, BC V1L 5R4

**AND**

**CITY OF NELSON**  
(hereinafter called the "Contractor")  
at the following address:  
Suite 101, 310 Ward Street  
Nelson, BC V1L 5S4

Agreement Administrator: Ryan Ricalton  
Telephone #: 250-354-4386 ext. 5107  
Email: rricalton@rdck.bc.ca

Agreement Administrator: S. Martineau  
Telephone: 250-352-8234  
Email: SMartineau@nelson.ca

**FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS CONFIRMED, THE RDCK AND THE CONTRACTOR AGREE AS FOLLOWS:**

- (a) **SERVICES:** The Contractor shall provide the services detailed in Schedule "A" of this Agreement (the "Services").
- (b) **TERM:** Notwithstanding the date of execution of this Agreement the Contractor shall provide the Services described in Schedule A hereof commencing on **December 1, 2022** and ending on **November 30, 2023** (the "Term").

**LOCATION:** The location for delivery of the Services shall be Nelson & District Community Complex at 305 Hall Street, Nelson BC V1L 5X4.

- (c) **CONTRACT PRICE/RATE:** \$21777 (excluding GST) and on the terms set out in Schedule B.
- (d) **BILLING DATE:** Monthly.

- (e) Schedules A and B are incorporated into, and form part of this Agreement.
- (f) The following terms and conditions are incorporated into, and form part of this Agreement:

## THE CONTRACTOR'S OBLIGATIONS

- 1 The Contractor shall:
  - (a) Undertake all work and supply all materials necessary to perform the Services, unless stipulated otherwise in Schedule A;
  - (b) Upon the request of the Regional District of Central Kootenay (herein after called the "RDCK") fully inform the RDCK of the work done by the Contractor in connection with the provision of the Services and permit the RDCK at all reasonable times to inspect, review and copy all works, productions, buildings, accounting records, findings, data, specifications, drawings, working papers, reports, documents and materials, whether complete or otherwise, that have been produced, received or acquired by the Contractor as a result of this agreement;
  - (c) Comply with all applicable municipal, provincial and federal legislation and regulations;
  - (d) At its own expense, obtain all permits and licenses necessary for the performance of the Services, and on request provide the RDCK with proof of having obtained such licenses or permits;
  - (e) Promptly pay all persons employed by it;
  - (f) Not assign this Agreement, not subcontract any of its obligations under this Agreement, to any person, firm or corporation without the prior written consent of the RDCK;
  - (g) At all times, exercise the standard of care, skill and diligence normally exercised and observed by persons engaged in the performance of services similar to the Services;
  - (h) At all times, treat as confidential all information and material supplied to or obtained by the Contractor or subcontractor as a result of this Agreement and not permit the publication, release or disclosure of the same without the prior written consent of the RDCK;
  - (i) Not perform any service for any other person, firm or corporation which, in the reasonable opinion of the RDCK, may give rise to a conflict of interest;
  - (j) Be an independent Contractor and not the servant, employee or agent of the RDCK;
  - (k) Ensure all persons employed by it to perform the Services are competent to perform them, adequately trained, fully instructed and supervised;
  - (l) Accept instructions from the RDCK, provided that the Contractor shall not be subject to the control of the RDCK in respect of the manner in which such instructions are carried out;
  - (m) At its own expense, obtain Workers Compensation Board coverage for itself, all workers and any shareholders, directors, partners or other individuals employed or engaged in the execution of the Work. Upon request, the Contractor shall provide the RDCK with proof of such compliance;
  - (n) Be responsible for all fines, levies, penalties and assessments made or imposed under the *Worker's Compensation Act* and regulations relating in any way to the Services, and indemnify and save harmless fines, levies, penalties and assessments;

- (o) Ensure that all personnel hired by the Contractor to perform the Services will be the employees of the Contractor and not to the RDCK with the Contractor being solely responsible for the arrangement of reliefs and substitutions pay supervision, discipline, employment insurance, workers compensation, leave and all other matters arising out of the relationship of employer and employee;
- (p) Not in any manner whatsoever commit or purport to commit the RDCK to the payment of any money;
- (q) Establish and maintain time records and books of account, invoices, receipts, and vouchers of all expenses incurred;
- (r) Notwithstanding the provision of any insurance coverage by the RDCK, indemnify and save harmless the RDCK, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions, and causes of action (collectively referred to as “**Claims**”), that the RDCK may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the Contractor or its subcontractor(s), servant(s), agent(s) or employee(s) under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the RDCK its other contractor(s), assign(s) and authorized representative(s) or any other persons;
- (s) Use due care that no person or property is injured and no rights infringed in the performance of the Services, and shall be solely responsible for all losses, damages, costs and expenses in respect to any damage or injury, including death, to persons or property incurred in providing the Services or in any other respect whatsoever;
- (t) During the Term of this Agreement, take out and maintain commercial general liability insurance, and if applicable professional liability insurance or environmental impairment liability insurance, against claims for bodily injury, death or property damage arising out of this Agreement or the provision of the Services in a form acceptable to the Chief Financial Officer of the RDCK, in the amount of **\$5,000,000** per occurrence, naming the RDCK as an additional insured and shall provide the RDCK with a certificate of insurance upon execution of this Agreement, with such insurance extended to include the Contractor’s Blanket Contractual Liability and include a cross liability clause and requiring the insurer not to cancel or materially change the insurance without first giving the RDCK thirty days’ prior written notice; provided that if the Contractor does not provide or maintain in force the insurance required by this Agreement, the Contractor agrees that the RDCK may take out the necessary insurance and the Contractor shall pay to the RDCK the amount of the premium immediately on demand;

The insurance policy (policies) carried by the Contractor will be primary in respect to the operation of the named insured pursuant to the contract with the local government. Any insurance or self-insurance maintained by the local government will be in excess of such insurance policy (policies) and will not contribute to it;

If the nature of the services or goods provided requires the use of vehicles, the Contractor shall take out and maintain Automobile Liability (third party) insurance with a minimum limit of \$5,000,000.

- (u) Inspect the site where the Services are to be performed (the “Site”) and become familiar with all conditions pertaining thereto prior to commencement of the Services;
- (v) Where materials and supplies are to be provided by the Contractor, use only the best quality available;
- (w) Where samples of materials or supplies are requested by the RDCK, submit them to the RDCK for the RDCK’s approval prior to their use;



- (x) Not cover up any works without the prior approval or consent of the RDCK and, if so required by the RDCK, uncover such works at the Contractor's expense; and
- (y) Keep the Site free of accumulated waste material and rubbish caused by it or the Services and, on the completion of the Services, leave the Site in a safe, clean and sanitary condition.

## THE REGIONAL DISTRICT OF CENTRAL KOOTENAY'S OBLIGATIONS

2 The RDCK shall:

- (a) Subject to the provisions of this Agreement, pay the Contractor, in full payment for the Services which in the opinion of the RDCK at the times set out in Schedule B of this Agreement (herein called "**Contract Price**"), and the Contractor shall accept such payment as full payment for the Services;
- ~~(b) Notwithstanding Subsection 2(a), not be under any obligation to advance to the Contractor more than 90% of the Contract Price for Services rendered in accordance with Schedule A to the satisfaction of the RDCK. The 10% holdback shall be retained and paid back in accordance with the *Builder Lien Act*;~~
- ~~(c) Providing that it is not in breach of any of its obligations under this Agreement, holdback from the Contract Price in addition to the 10% holdback contemplated in Subsection 2(b), sufficient monies to indemnify the RDCK completely against any lien or claim of lien arising in connection with the provision of the Services;~~
- (d) Make available to the Contractor all available information considered by the RDCK to be pertinent to the Services;
- (e) Give the Contractor reasonable notice of anything the RDCK considers likely to materially affect the provision of the Services; and
- (f) Examine all studies, reports, sketches, proposals and documents provided by the Contractor under this Agreement, and render decisions pertaining thereto within a reasonable time.

## TERMINATION OF AGREEMENT

- 3 In the event of a substantial failure of a party to perform in accordance with the terms and conditions of this Agreement, it may be terminated by the other party on five (5) days' written notice.
- 4 The RDCK may, at its sole discretion, terminate this Agreement on ten (10) days' notice, and the payment of funds required to be made pursuant to Section 5 shall discharge the RDCK of all of its liability to the Contractor under this Agreement.
- 5 Where this Agreement expires or is terminated before 100% completion of the Services, the RDCK shall pay to the Contractor that portion of the Contract Price which is equal to the portion of the Services completed to the satisfaction of the RDCK prior to expiration or termination.
- 6 Where the Contractor fails to perform or comply with the provisions of this Agreement the RDCK may, in addition to terminating this Agreement, pursue such remedies as it deems necessary.

## GENERAL TERMS

- 7 The RDCK shall be the sole judge of the work, material and the standards of workmanship in respect of both quality and quantity of the Services, and his decision on all questions in dispute with regard thereto, or as to the meaning and intentions of this contract, and as to the meaning or interpretation of the plans,

drawings and specifications, shall be final, and no Services shall be deemed to have been performed as to entitle the Contractor to payment therefrom, until the RDCK is satisfied therewith.

- 8 The RDCK certifies that the Service purchased pursuant to this Agreement are for the use of and are being purchased by the RDCK and are therefore subject to the *Excise Tax Act* (Canada).
- 9 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 10 Time shall be of the essence of this Agreement.
- 11 Any notice required to be given hereunder shall be delivered or mailed by prepaid certified or registered mail to the addresses above (or at such other address as either party may from time to time designate by notice in writing to the other), and any such notice shall be deemed to be received 72 hours after mailing.
- 12 This Agreement shall be binding upon the parties and their respective successors, heirs and permitted assigns.
- 13 A waiver of any provision or breach by the Contractor of any provision of this Agreement shall be effective only if it is in writing and signed by the RDCK.
- 14 A waiver under Section 13 shall not be deemed to be a waiver of any subsequent breach of the same or any other provision of this Agreement.
- 15 Everything produced, received or acquired (the "**Material**") by the Contractor or subcontractor as a result of this Agreement, including any property provided by the RDCK to the Contractor or subcontractor, shall:
  - (a) be the exclusive property of the RDCK; and
  - (b) be delivered by the Contractor to the RDCK immediately upon the RDCK giving notice of such request to the Contractor.
- 16 The copyright in the Material belongs to the RDCK.
- 17 The RDCK may, at its discretion, notify the Contractor that the terms, amounts and types of insurance required to be obtained by the Contractor hereunder be changed.
- 18 Where the Contractor is a corporation, it does hereby covenant that the signatory hereto has been duly authorized by the requisite proceedings to enter into and execute this Agreement on behalf of the Contractor.
- 19 Where the Contractor is a partnership, all partners are to execute this Agreement.
- 20 Sections 1 b), i), j), r), and 16 of this Agreement will, notwithstanding the expiration or earlier termination of the Term, remain and continue in full force and effect.
- ~~21 Parts 2, 3 and 4 of the Request for Quote/Request for Proposals/Invitation to Tender of the RDCK dated [Date] and the Contractor's Quote/Proposal/Bid provided in response are hereby incorporated into and forms part of this Agreement.~~
- 22 Except as expressly set out in this Agreement, nothing herein shall prejudice or affect the rights and powers of the RDCK in the exercise of its powers, duties or functions under the *Community Charter* or the *Local Government Act* or any of its bylaws, all of which may be fully and effectively exercised as if this Agreement

had not been executed and delivered.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the day and year first above written.

REGIONAL DISTRICT OF CENTRAL KOOTENAY	THE CITY OF NELSON
<hr/> <p>(Signature of Authorized Signatory)</p> <hr/> <p>(Name and Title of Authorized Signatory)</p> <hr/> <p>(Signature of Authorized Signatory)</p> <hr/> <p>(Name and Title of Authorized Signatory)</p>	<p>DocuSigned by: <i>Sarah Winton</i> CC33786FCDC1406...</p> <hr/> <p>(Signature of Authorized Signatory)</p> <p>Sarah Winton                      Director of Corporate Services</p> <hr/> <p>(Name and Title of Authorized Signatory)</p> <hr/> <p>(Signature of Authorized Signatory)</p> <hr/> <p>(Name and Title of Authorized Signatory)</p>

## SCHEDULE A: SERVICES

Services to include:

Subject to the terms and conditions of this Goods and Services Agreement, the Contractor shall provide all labor, supervision, tools, material, equipment, transportation, and management necessary to provide parking bylaw enforcement services under applicable City of Nelson Bylaws.

In general the Nelson and District Community Complex parking lot is to be managed in the same manner as 2 Hour Parking Zones in the City of Nelson, The Contractor will provide approximately 7.5 hours/week of bylaw enforcement.

Specifically the Contractor agrees to:

The Contractor shall provide the following regarding staffing to provide the required services:

The Contractor shall employ capable, experienced, and trained staff responsible for the enforcement of the parking lot.

The Contractor's employees shall present a clean, neat, professional and easily recognized appearance as the Contractor's employee.

Criminal background checks and credentials will be required for each employee who performs services under this contract,

The Contractor shall select, supervise and exercise control and direction over its employees and/or subcontractors under this contract. The Regional District of Central Kootenay may direct the Contractor to remove from the contract any employee and/or subcontractor whose work at the Nelson and District Community Complex location is deemed to be contrary to the best interest of the District.

## SCHEDULE B: CONTRACT PAYMENT TERMS

- 1 Total budget shall not exceed \$21777 (excluding GST).
- 2 Invoices to be submitted monthly in the amount of **\$1814.75**.

The following contract number and GL code(s) **must** be quoted on the invoice(s):

Contract Number: **06-2230-20-6715-07**

GL Code: **54030/OPR465-106**

Invoices should be emailed to ap@rdck.bc.ca, with the contract administrator identified on the first page of this contract in cc.

- 3 Invoices to be paid on net 30 day term.
- 4 GST (if applicable) shall be listed as a separate line item on all invoices.



## Central Resource Recovery Committee Open Meeting **MINUTES**

A Central Resource Recovery Committee meeting was held on Wednesday, November 29, 2023  
at 1:00 pm (PST) / 2:00 pm (MST) through a hybrid model.

<b>ELECTED OFFICIALS PRESENT</b>	Director T. Newell	Area F (2023 Committee Chair)	In-Person
	Director A. Watson	Area D	
	Director H. Cunningham	Area G	
	Director K. Page	City of Nelson	In-Person
	Director D. Lockwood	Village of Salmo	In-Person
	Director S. Hewat	Village of Kaslo	In-Person
<b>ELECTED OFFICIALS ABSENT</b>	Director C. Graham	Area E	
<b>GUESTS</b>	Director W. Popoff	Chair West Resource Recovery Committee	
	Director G. Jackman	Chair East Resource Recovery Committee	
<b>STAFF PRESENT</b>	Y. Malloff	General Manager of Finance, IT, ED	
	U. Wolf	General Manager of Environmental Services	In-Person
	A. Wilson	Resource Recovery Manager	In-Person
	S. Eckman	Meeting Coordinator	In-Person

### 1. WEBEX REMOTE MEETING INFO

**Join by Meeting Link (Session #1 from 1:00 pm to 1:40 pm):**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mf48f68e677dcc3828871d4e883667ecb>

**Meeting number (access code):** 2772 188 8527

**Meeting password:** MTjfSKut537

**Join by Meeting Link (Session #2 from 1:40 pm to 2:20 pm)**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=md1df2c996ab4b69ed59b695a54dec70a>

**Meeting number (access code):** 2770 568 9412

**Meeting password:** reUEXv2tY82

**Join by Meeting Link (Session #3 from 2:20 pm to 3:00 pm)**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mb8601c0eb411dfc4b0a99391ea74cd50>

**Meeting number (access code):** 2770 380 5236

**Meeting password:** Mc3MtKhmc22

**Join by Meeting Link (Session #4 from 3:00 pm to 3:40 pm)**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m23bcdcbf032503caddf53e921c143d111>

**Meeting number (access code):** 2772 730 4518

**Meeting password:** TPkpvJxJ438

**Join by Meeting Link (Session #5 from 3:40 pm to 4:20 pm)**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=mbf98d1d64de57d5e75e1ead9eec499a0>

**Meeting number (access code):** 2773 608 9593

**Meeting password:** 3S3jgk7MqGk

**In-Person Location:**

Board Room, 202 Lakeside Drive, Nelson, BC

**2. CALL TO ORDER**

Committee Chair Newell called the meeting to order at 1:00 pm (PST) / 2:00 pm (MST).

**2.1 Traditional Lands Acknowledgement Statement**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**2.2 Freedom of the Floor**

**Moved** and Seconded,  
And Resolved:

That East Resource Recovery Committee Chair Director Jackman and West Resource Recovery Committee Chair Director Popoff have freedom of the floor.

**Carried**

**2.3 Adoption of the Agenda**

**Moved** and Seconded,  
And Resolved:

The Agenda for the November 29, 2023 Central Resource Recovery Committee meeting be adopted as circulated.

**Carried**

**2.4 Receipt of Minutes**

The February 23, 2023 Central Resource Recovery Committee Minutes, have been received.

**3. 2024-2028 FINANCIAL PLANS**

The following Draft Financial Plans, have been received:

- a. Service S187: Central Resource Recovery
- b. Service A117: Recycling Program - Central Subregion
- c. Service A120: Organics Program - Central & West Subregions

**Moved** and seconded,  
And resolved that it be recommended to the Board:

The Board approve an amendment to the 2023 Financial Plan for Service S187 Central Resource Recovery Account 56120 to include a payment in the amount of \$288,688 for the Short Term Borrowing Principal for the HB Loan No. 0035-0029, Board Resolution No. 428/22 and reduce Account 59000, Contribution to Reserves, to \$133,827.

**Carried**

**4. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 4:08 pm (PST) / 5:08 pm (MST).

**5. ADJOURNMENT**

**Moved** and Seconded,  
And Resolved:

The November 29, 2023 Central Resource Recovery Committee meeting adjourned at 4:10 pm (PST) / 5:10 pm (MST).

Originally signed by

\_\_\_\_\_  
Director Newell, Committee Chair  
November 29, 2023 meeting



**BOARD RESOLUTIONS AS ADOPTED AT THE NOVEMBER 29, 2023 CENTRAL RESOURCE RECOVERY COMMITTEE MEETING**

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**RECOMMENDATION #1**

The Board approve an amendment to the 2023 Financial Plan for Service S187 Central Resource Recovery Account 56120 to include a payment in the amount of \$288,688 for the Short Term Borrowing Principal for the HB Loan No. 0035-0029, Board Resolution No. 428/22 and reduce Account 59000, Contribution to Reserves, to \$133,827.



## Water Services Committee Open Meeting **MINUTES**

A Water Services Committee meeting was held on Wednesday, December 6, 2023 at 9:00 am PST / 10:00 am MST through a hybrid meeting model.

Quorum was maintained throughout the meeting.

<b>ELECTED OFFICIALS</b>	<b>Director T. Newell</b>	<b>Area F (Committee Chair)</b>	In-Person
<b>PRESENT:</b>	Director G. Jackman	Area A	In-Person
	Director R. Tierney	Area B	
	Director K. Vandenberghe	Area C	
	Director A. Watson	Area D	
	Director C. Graham	Area E	
	Director H. Cunningham	Area G	In-Person
	Director W. Popoff	Area H	In-Person
	Director H. Hanegraaf	Area J	
	Director T. Weatherhead	Area K	
	Councillor D. Dumas	Town of Creston	
<b>GUEST:</b>	Director A. Davidoff	Area I	
<b>STAFF PRESENT:</b>	S. Horn	Chief Administrative Officer	
	U. Wolf	GM – Environmental Services	In-Person
	A. Divlakovski	Water Operations Manager	In-Person
	J. McDiarmid	Utility Services Manager	In-Person
	E. Senyk	Water Services Liaison	In-Person
	N. Nick	Environmental Coordinator, Utility Services	In-Person
	S. Eckman	Meeting Coordinator	In-Person

### 1. **WEBEX REMOTE MEETING INFO**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

#### **Join by Meeting Link:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m2b285a74263aa6ed2b8107987696dbc5>

#### **Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2771 671 2562

**Meeting Password:** PYit63WNNU2

**In-Person Location:** RDCK Board Room, 202 Lakeside Drive, Nelson, BC

**2. CALL TO ORDER & WELCOME**

Chair Newell called the meeting to order at 9:02 am PST / 10:02 am MST.

**2.1 Traditional Lands Acknowledgement Statement**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**2.2 Adoption of The Agenda**

**Moved** and Seconded,  
And Resolved:

The Agenda for the December 6, 2023 Water Services Committee meeting be adopted as circulated.

**Carried**

**2.3 Receipt of Minutes**

The October 4, 2023 Water Services Committee minutes, have been received.

**2.4 Freedom of the Floor**

**Moved** and Seconded,  
And Resolved:

That Director Davidoff, Electoral Area I, have freedom of the floor.

**Carried**

**3. STAFF SUPPORT FOR NON-RDCK OWNED WATER & WASTEWATER SYSTEMS**

The November 30, 2023 Committee Report from Jason McDiarmid, Utility Services Manager, seeking direction on the provision of staff support to other area water and wastewater systems, has been received.

**Moved** and seconded,  
And resolved that it be recommended to the Board:

That the Water Services Committee *refer* the matter of providing additional staff support to other area water and wastewater systems to post lifting of the moratorium.

**Carried**

**Moved** and seconded,  
And resolved that:

That the Water Services Committee *refer* the matter of investigating what might be required to create a Provincially supported and funded service to support other water and wastewater systems to the June 5, 2024 Water Services Committee meeting.

**Carried**

**4. QUEENS BAY RESORT CAPITAL INFRASTRUCTURE CHARGES**

The November 29, 2023 Committee Report from Nathalie Nick, Environmental Coordinator - Utility Services, seeking direction on assessed Capital Infrastructure Charges for Queens Bay Resort (QBR) Development in Balfour, has been received.

**Moved** and seconded,

And resolved that it be **recommended** to the Board:

That the Board direct staff to include \$57,000 in CIC charges in the Queens Bay Resort Phase 3 development agreement.

**Carried**

**5. ANNUAL CONSUMPTION REPORT**

The Water Systems 2018-2022 Water Consumption report prepared by Eileen Senyk, Water Services Liaison, has been received.

**RECESS** Meeting recessed for a break from 10:23 am PST to 10:36 am PST.

**6. 2024 WATER MANAGEMENT PLAN**

The November 20, 2023 Committee Report from Jason McDiarmid, Utility Services Manager, presenting the 2024 Water Management Plan for review and comment, has been received.

**7. ASSET MANAGEMENT CHALLENGE: RIONDEL**

The December 06, 2023 Asset Challenge Riondel Drainage presentation prepared by J. McDiarmid, has been received.

**8. WATER OPERATIONS AND CAPITAL PROJECT UPDATE**

The November 29, 2023 Committee Report from Alexandra Divlakovski, Water Operations Manager, providing an update to the Committee and highlight the larger maintenance and capital projects completed to date in 2023, has been received.

**9. OCTOBER 2023 UTILITY SERVICES STATEMENTS**

The October 2023 Summary of Utility Services Financial Statements Budget & Expenditures to Date, has been received.

**10. 2024-2028 FINANCIAL PLANS**

The following DRAFT 2024-2028 Financial Plans have been received:

- a. Service S251: Water Utility-Area B (Arrow Creek)
- b. Service S255: Water Utility-Area E (Balfour)
- c. Service S252: Water Utility-Area K (Burton)
- d. Service S248: Water Utility-Area F (Duhamel)
- e. Service S253: Water Utility-Area K (Edgewood)
- f. Service S250: Water Utility-Area B & C (Erickson)
- g. Service S254: Water Utility-Area K (Fauquier)
- h. Service S258: Water Utility-Area E (Grandview)
- i. Service S243: Water Utility-Area B (Lister)

- j. Service S247: Water Utility-Area J (Lucas Road)
- k. Service S246: Water Utility-Area D (MacDonald Creek)
- l. Service S165: Drainage-Area A (Riondel)
- m. Service S241: Water Utility-Area A (Riondel)
- n. Service S260: Water Utility-Area H (Rosebery)
- o. Service S242: Water Utility-Area A (Sanca Park)
- p. Service S245: Water Utility-Area H (South Slocan)
- q. Service S257: Water Utility-Area F (Woodland Heights)
- r. Service S256: Water Utility-Area J (West Robson)
- s. Service S244: Water Utility-Area G (Ymir)

**11. CORRESPONDENCE FOR RECEIPT**

The following correspondence has been received:

- a. November 20, 2023 Sanca Park Water Services Community Advisory Committee Discussion Notes excluding Attachments A to E. Complete package available to Directors upon request.
- b. November 20, 2023 South Slocan Water System Community Advisory Committee Discussion Notes.
- c. November 21, 2023 Woodbury Village Water System Community Advisory Committee Discussion Notes.
- d. November 23, 2023 Edgewood Water System Community Advisory Committee Discussion Notes.
- e. November 28, 2023 Riondel Water System Community Advisory Committee Discussion Notes excluding Attachments A to C. Complete package available to Directors upon request.
- f. November 30, 2023 Balfour Water System Community Advisory Committee Discussion Notes.
- g. November 23, 2023 Ymir Commission of Management Minutes
- h. November 30, 2023 Grandview Properties Water System Community Advisory Committee Discussion Notes.
- i. December 1, 2023 Arrow Creek Water Treatment & Supply Commission of Management Minutes.
- j. December 4, 2023 Erickson Water Services Community Advisory Committee Discussion Notes.

**12. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 11:25 am PST / 12:25 pm MST.

**13. ADJOURNMENT**

**Moved** and Seconded,  
And Resolved:

The December 6, 2023 Water Services Committee meeting adjourn at 11:25 am PST / 12:25 pm MST.

Approved by"

Director T. Newell  
Chair, Water Services Committee  
October 4, 2023 meeting

**BOARD RECOMMENDATIONS AS ADOPTED AT THE DECEMBER 6, 2023 WATER SERVICES COMMITTEE MEETING**

---

**RECOMMENDATION #1**

That the Water Services Committee refer the matter of providing additional staff support to other area water and wastewater systems to post lifting of the moratorium.

**RECOMMENDATION #2**

That the Board direct staff to include \$57,000 in CIC charges in the Queens Bay Resort Phase 3 development agreement.



**Regional District of Central Kootenay**  
**COMMUNITY SUSTAINABLE LIVING ADVISORY COMMITTEE**  
**Open Meeting Minutes**

Tuesday, December 12, 2023 at 1:00 p.m.  
 RDCK Hybrid Meeting

**COMMITTEE MEMBERS PRESENT**

Chair W. Popoff	Electoral Area H	In-person
Director G. Jackman	Electoral Area A	In-person
Director R. Tierney	Electoral Area B	In-Person
Director K. Vandenberghe	Electoral Area C	
Director A. Watson	Electoral Area D	
Director T. Newell	Electoral Area F	In-Person
Director H. Cunningham	Electoral Area G	
Director A. Davidoff	Electoral Area I	
Director H. Hanegraaf	Electoral Area J	
Director T. Weatherhead	Electoral Area K	In-person
Director C. Ferguson	Village of Silverton	In-person
Director S. Hewat	Village of Kaslo	

**COMMITTEE MEMBERS ABSENT**

Director C. Graham	Electoral Area E
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**STAFF PRESENT**

Y. Malloff	CFO, General Manager of Finance IT, E.D.
S. Sudan	General Manager of Development and Community Sustainability Services
D. Sequin	Manager of Community Sustainability
P. Marshall-Smith	Sustainability Planner
S. Kindred	Administrative Assistant, Development & Community Sustainability Services

**1. WEBEX REMOTE MEETING INFO**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

**Meeting Time:**

Tuesday, December 12, 2023

1:00 PM | (UTC-08:00) Pacific Time (US & Canada) | 2 hrs

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m5e4b374372d91726879efe4a6fdfbb42>

**Join by Phone:**

+1-604-449-3026,,27726215670## Canada Toll (Vancouver)

**Meeting Number (access code): 2772 621 5670**

**Meeting Password:** tUBwnncD922

**In-Person Location:**

RDCK Boardroom | 202 Lakeside Drive | Nelson, BC

**2. CALL TO ORDER**

Chair Popoff called the meeting to order at 1:27 p.m. due to technical issues.

**3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**4. ADOPTION OF AGENDA**

Moved and seconded,

And Resolved:

The Agenda for the December 12, 2023 Community Sustainable Living Advisory Committee meeting be adopted as circulated.

**Carried**

**5. RECEIPT OF MINUTES**

The October 17, 2023 Community Sustainable Living Advisory Committee minutes, have been received.

**6. STAFF REPORTS**

**6.1 FOR INFORMATION: UPDATE ON SUSTAINABILITY SERVICE PROJECTS AND AREAS OF ACTIVITY**



The Staff Report dated December 12, 2023 from Paris Marshall Smith, Sustainability Planner, has been received.

## 7. OLD BUSINESS

### 7.1 CSLAC 2024 FUNDING REQUESTS

The Committee Report dated November 20, 2023 from Paris Marshall Smith, Sustainability Planner, has been received.

*NOTE: The following documents from October's CSLAC Meeting are added for additional information:*

- *2023-10-17 CSLAC Project Funding*
- *2022-11-10 Committee Report: Living Lakes Ground Water Monitoring*
  - *Att1: Evaluation for Project Initiation*
  - *Att2: Columbia Basin Groundwater Monitoring Program presentation*
- *2023-09-26 Committee Report: Elk Root Conservation Regenerative Educational Community Food Gardens*
  - *Att1: Evaluation for Project Initiation*
  - *Att2: Elk Root Conservation Project Overview*
- *2022-11-10 Committee Report: Kootenay Lake Watershed Monitoring Program*
  - *Att 1: Evaluation for Project Initiation*
  - *Att 2: Kootenay Lake Watershed Monitoring Program Overview*

Moved and seconded,

#### **MOTION ONLY**

That the Board direct staff to include payment from the annual grant allocation of \$25,000 in Community Sustainable Living Service S105, in the 2024 budget for the following projects:

1. Columbia Basin Groundwater Monitoring Program - Living Lakes: \$8,333
2. Kootenay Lake Watershed Monitoring Program (KLWMP) - Friends of Kootenay Lake: \$8,333
3. Regenerative Educational Community Food Garden - Elk Root Conservation: \$8,333

AND FURTHER, this funding is approved in principle and will not be provided until April 1, 2024 after budget approval.

Moved and seconded,

And Resolved:

#### **AMENDMENT ONLY**

That the foregoing motion being:

*That the Board direct staff to include payment from the annual grant allocation of \$25,000 in Community Sustainable Living Service S105, in the 2024 budget for the following projects:*

1. *Columbia Basin Groundwater Monitoring Program - Living Lakes: \$8,333*
2. *Kootenay Lake Watershed Monitoring Program (KLWMP) - Friends of Kootenay Lake: \$8,333*
3. *Regenerative Educational Community Food Garden - Elk Root Conservation: \$8,333*

*AND FURTHER, this funding is approved in principle and will not be provided until April 1, 2024 after budget approval.*

Be amended to include “placeholders in” replacing the words “payment from”; the addition of the word “draft” before 2024, and removing the entire AND FURTHER, thus reading:

*That the Board direct staff to include **placeholders in** the annual grant allocation of \$25,000 in Community Sustainable Living Service S105, in the **draft** 2024 budget for the following projects:*

1. *Columbia Basin Groundwater Monitoring Program - Living Lakes: \$8,333*
2. *Kootenay Lake Watershed Monitoring Program (KLWMP) - Friends of Kootenay Lake: \$8,333*
3. *Regenerative Educational Community Food Garden - Elk Root Conservation: \$8,333*

**Carried**

Moved and seconded,

And Resolved:

**MAIN MOTION**

That the Board direct staff to include placeholders in the annual grant allocation of \$25,000 in Community Sustainable Living Service S105, in the draft 2024 budget for the following projects:

1. Columbia Basin Groundwater Monitoring Program - Living Lakes: \$8,333
2. Kootenay Lake Watershed Monitoring Program (KLWMP) - Friends of Kootenay Lake: \$8,333
3. Regenerative Educational Community Food Garden - Elk Root Conservation: \$8,333

**Carried**

**DIRECTOR ABSENT/PRESENT** Director Davidoff left the meeting at 2:04 p.m. and Director Hanegraaf joined the meeting at 2:16 p.m.

**8. NEW BUSINESS**

**8.1 FOR DISCUSSION: ELK ROOT CONSERVATION LETTER OF SUPPORT**

Staff provided a verbal update.

Moved and seconded,

And Resolved that it be recommended to the Board:

That the Board submit a Letter of Support for Elk Root Conservation’s application to Investment Agriculture Foundation for food storage and distribution infrastructure.

AND FURTHER, that this application recognizes the regional effort to establish food hubs across the RDCK.

**Carried**

**RECESS/RECONVENED** The meeting recessed at 2:47 p.m. for a break and reconvened at 2:52 p.m.

**8.2 FOR DISCUSSION: KOOTENAY LAKE PARTNERSHIP-UBCM FUNDING COMMUNITY TO COMMUNITY (C2C) GRANT**

Staff provided a verbal update.

Director Watson provided direction to staff to include the following recommendation on the Board addenda, “That the Board direct staff to submit a funding application to UBCM Community to Community (C2C) for Kootenay Lake Partnership 2024 strategic planning” and also attached the C2C application as information.

**8.3 FOR DISCUSSION: CONFIRM 2024 CSLAC MEETING DATES**

The Committee to confirm the following dates for 2024:

- February 13, 2024
- April 16, 2024
- June 11, 2024
- August 13, 2024
- October 15, 2024
- December 10, 2024

**9. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 3:05 p.m.

**10. NEXT MEETING**

The next Community Sustainable Living Advisory Committee meeting is scheduled for February 13, 2024 at 1:00 p.m.

**11. ADJOURNMENT**

Moved and seconded,  
And Resolved:

The Community Sustainable Living Advisory Committee meeting be adjourned at 3:08 p.m.

**Carried**

Approved by

---

Walter Popoff, Chair



December 13, 2023

Investment Agriculture Foundation

To Whom it May Concern:

**RE: Elk Root Conservation Farm Society's (ERC) application to the Investment Agriculture Foundation's Food Storage, Distribution and Retail Program**

On behalf of the Regional District of Central Kootenay (RDCK) Board of Directors, I would like to express our support for Elk Root Conservation Farm Society's (ERC) application to the Investment Agriculture Foundation's Food Storage, Distribution and Retail Program.

Our ongoing commitment is evident through our support of various initiatives, such as the Central Kootenay Food Policy Council, the Kootenay Boundary Farms Advisors program, and our advocacy for the changes to meat inspection and licensing systems, all aimed at bolstering support for our local producers. However, it is clear that there remain challenges faced by numerous producers lacking sufficient infrastructure for processing and distributing food. Therefore, the RDCK continues to advocate for a regional network of food hubs to ensure equitable access for all producers and processors. The proposed project will significantly augment food storage, processing, and distribution capacity within the Slocan Valley. Accordingly, the RDCK supports this application as a critical step towards advancing the establishment of food hubs in our region.

We understand that ERC's envisioned food hub is not solely focused on enhancing local farmers' access across the region. It will also build partnerships with educational institutions and other organizations to address the needs of the most vulnerable. Additionally, we are encouraged by the prospect of providing space for individuals to reconnect with the land, acquire vital food-growing skills, and both produce and access nutrient dense foods.

In conclusion, the RDCK supports Elk Root Conservation Farm Society's (ERC) application to the Investment Agriculture Foundation's Food Storage, Distribution and Retail Program as an important step towards creating a more resilient and inclusive food systems within our region.

Sincerely,

Aimee Watson  
Chair, RDCK Board

**Elk Root Conservation REGIONAL FOOD STORAGE AND DISTRIBUTION HUB –  
background material to accompany request for Letter of Support from RDCK Board**

**Elk Root Conservation Regional Food Storage and Distribution Hub project description:**

The **Elk Root Conservation** Regional Food Storage and Distribution Hub project aims to develop infrastructure and facilities to store locally grown food year round and distribute it throughout the region. This will include constructing Food Storage & Processing Facilities, and a Farm Gate Distribution & Retail Building complete with: i) varying levels of cold storage (refrigerated to frozen); ii) temperature and humidity regulated curing rooms; iii) storage rooms including racking, shelving and equipment such as pallet jack and/or fork lift; iv) work spaces with processing, preservation, and packaging machinery and equipment; and v) rural retail space. We plan to install electric upgrades to operate the storage, processing and distribution facilities. Included in this construction will be a solar-power energy system with back-up battery storage and/or generator. We want to ensure proper food storage and distribution in the events of severe weather including wind, snowstorms, wildfires, heat waves, etc. that frequently interrupts power supply to our rural area and can disrupt supply chains. We estimate the timeline for design, build permitting, and construction to be February 1, 2024 - November 30, 2025.

On the distribution side of our project, these facilities will also include EV charging stations and electric equipment charging stations. In addition, we will purchase 2 EV cargo vans. One van will be equipped with an electric refrigeration unit, insulation, and solar charging kit to ensure proper cold storage and transportation during extreme hot or cold weather. This will also provide us with additional off-grid cold storage and back-up battery capacity in the event of power disruption as outlined in the previous paragraph. The van will be primarily used to deliver food to individuals in our community who have barriers to transportation and accessibility, as well as to local retailers. In addition, we will be collecting produce from other local food producers and transporting it to the ERC Regional Food Storage & Distribution Hub, where it can then be processed and redistributed to people in need. We aim to acquire the vehicles by Spring 2024.

**ERC Community Food Hub Project:**

PARTNERS: (these are financial partners i.e. funders)

1. LFIF - Federal Government - confirmed
2. United Way - pending
3. CleanBC Go Electric Rebates - provincial government - confirmed
4. iMHZEV: Incentives for Medium- and Heavy-duty Zero-Emission Vehicles - federal government - confirmed
5. Elk Root Conservation Farm Society - confirmed
6. SC Carts - confirmed
7. Rad Bikes - electric bike sponsorship for delivery (just invited us to partner, exact sponsorship to be confirmed )

SUPPORTERS - RDCK in the only unconfirmed letter of support - all others have or have confirmed they are writing letters.

1. Local Government - Regional District of Central Kootenay (RDCK)
2. RDCK - Community Sustainable Living Advisory Committee (CSLAC)
3. Central Kootenay Food Policy Council
4. Lower Columbia Initiatives Corporation
5. Kootenay Boundary & Farm Advisors (KBFA)
6. School District 8 (SD8)
7. Circle of Indigenous Nations Society (COINS)
8. Evergreen Market
9. The Kootenay Co-op
10. Linden Lane Farms



**Regional District of Central Kootenay**  
**JOINT RESOURCE RECOVERY COMMITTEE MEETING**  
**Open Meeting Minutes**

A Joint Resource Recovery Committee meeting was held on Wednesday, December 13, 2023 at 1:00 pm PST / 2:00 pm MST through a hybrid meeting model.

<b>ELECTED OFFICIALS PRESENT</b>	Director G. Jackman	Electoral Area A	In-person
	Director R. Tierney	Electoral Area B	In-person
	Director K. Vandenberghe	Electoral Area C	In-person
	Director A. Watson	Electoral Area D	In-person
	Alt. Director J. Smienk	Electoral Area E	In-person
	Director T. Newell	Electoral Area F	In-person
	Director H. Cunningham	Electoral Area G	In-person
	<b>Director W. Popoff</b>	<b>Electoral Area H (Chair)</b>	<b>In-person</b>
	Director A. Davidoff	Electoral Area I	
	Director H. Hanegraaf	Electoral Area J	
	Director T. Weatherhead	Electoral Area K	In-person
	Alt. Director B. Bogle	City of Castlegar	
	Director A. Deboon	Town of Creston	
	Director S. Hewat	Village of Kaslo	In-person
	Director T. Zeleznik	Village of Nakusp	
	Director K. Page	City of Nelson	In-person
Director D. Lockwood	Village of Salmo		
Director C. Ferguson	Village of Silverton		
<b>ELECTED OFFICIALS ABSENT</b>	Director J. Lunn	Village of Slocan	
	Director L. Casley	Village of New Denver	
<b>STAFF PRESENT</b>	S. Horn	Chief Administrative Officer	
	Y. Maloff	GM – Finance, IT, ED	
	U. Wolf	GM – Environmental Services	
	A. Wilson	Resource Recovery Manager	
	T. Johnston	Environmental Coordinator	
	A. Hamilton	Environmental Projects Lead	
	A. Norimatsu	Resource Recovery Technician	
	S. Eckman	Meeting Coordinator	



**1. WEBEX REMOTE MEETING INFO**

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m3697f748f41aa25c998a899f5c9bcb8b>

**Join by Phone:**

+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2774 361 9070

**Meeting Password:** stPaAVXg332

**In-Person Meeting Location for Hybrid Meeting Model**

The following location was determined to hold the in-person meetings for the Joint Resource Recovery Committee:

**Location Name:** RDCK Board Room

**Location Address:** 202 Lakeside Drive, Nelson, BC

**2. CALL TO ORDER & WELCOME**

Director Popoff assumed the chair and called the meeting to order at 1:04 pm PST / 2:04 pm MST.

**2.1 Traditional Lands Acknowledgement Statement**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**2.2 Adoption of the Agenda**

**Moved** and seconded,

And resolved:

The Agenda for the December 13, 2023 Joint Resource Recovery Committee meeting be adopted, with the inclusion of the following, before circulation.

- Agenda Item No. 6: Nakusp Landfill Site Visit

**Carried**

**2.3 Receipt of Minutes**

The November 15, 2023 Joint Resource Recovery Committee Minutes have been received.

**3. RESOURCE RECOVERY FACILITIES REGULATORY BYLAW AMENDMENT**

The November 15, 2023 Committee Report from Todd Johnson, Environmental Coordinator, presenting the proposed Resource Recovery Amendment Bylaw No. 2937, 2023 to amend Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023, has been received.

**Moved** and seconded,

And Resolved,

The Joint Resource Recovery Committee not approve the proposed changes to Resource

Recovery Amendment Bylaw No. 2937, 2023 to amend Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 and direct Staff on appropriate changes to bring back to the Joint Resource Recovery Committee in January.

**Defeated**

**DIRECTOR ABSENT** Director Davidoff left the meeting at 1:31 pm PST.

**Moved** and seconded,  
And resolved that it be **recommended** to the Board:

That the Resource Recovery Facilities Regulatory Bylaw No. 2937, 2023, to amend Regional District of Central Kootenay Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 be read a FIRST, SECOND and THIRD time by content.

**Carried**

**Moved** and seconded,  
And resolved that it be **recommended** to the Board:

That the Regional District of Central Kootenay Resource Recovery Facilities Regulatory Amendment Bylaw No. 2937, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**4. HB TAILINGS FACILITY: 2024 SCOPE OF WORK**

The November 27, 2023 Committee Report from Alayne Hamilton, Environmental Projects Lead, outlining the HB Tailings Storage Facility scopes of work for 2024 has been received.

**Moved** and seconded,  
And resolved that it be **recommended** to the Board:

That the Board accept the proposed 2024 Scope of Work submitted by SRK Consulting (Canada) Inc. for Engineer-of-Record tasks and engineering support at the HB Mine Tailings Facility in the amount of up to \$228,117 not including GST;

AND FURTHER that the Board Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER that the Board direct staff to include the funds in the 2024-2028 Financial Plan for Service S187.

**Carried**

**5. DIRECTOR MOTIONS: RECYCLING SALVAGED MATERIALS**

**Moved** and seconded,  
**MOTION ONLY:**

The Board direct staff to re-evaluate the no scavenging/salvage policy, including the safety and potential liability concerns, and how to mitigate them to identify areas of opportunity for residents to access waste goods that they desire to repurpose.

**Moved** and seconded,  
**AMENDMENT TO THE MOTION**

The foregoing motion being:

The Board direct staff to re-evaluate the no scavenging/salvage policy, including the safety and potential liability concerns, and how to mitigate them to identify areas of opportunity for residents to access waste goods that they desire to repurpose.

Be amended to include the words 'AND FURTHER that a report be back to the Joint Resource Recovery Committee in 2024; AND FURTHER that Local Government Climate Action Plan (LGCAP) funds be accessed for support', thus reading:

*The Board direct staff to re-evaluate the no scavenging/salvage policy, including the safety and potential liability concerns, and how to mitigate them to identify areas of opportunity for residents to access waste goods that they desire to repurpose;*

*AND FURTHER that a report be back to the Joint Resource Recovery Committee in 2024;*

*AND FURTHER that Local Government Climate Action Plan (LGCAP) funds be accessed for support.*

**Carried**

**Moved** and seconded,  
And resolved that it be **recommended** to the Board:

**MAIN MOTION**

The Board direct staff to re-evaluate the no scavenging/salvage policy, including the safety and potential liability concerns, and how to mitigate them to identify areas of opportunity for residents to access waste goods that they desire to repurpose;

AND FURTHER that a report be back to the Joint Resource Recovery Committee in 2024;

AND FURTHER that Local Government Climate Action Plan (LGCAP) funds be accessed for support.

**Carried**

**Moved** and seconded,

And resolved that it be **recommended** to the Board:

The Board direct staff to investigate the feasibility to create an Eco-Depot for Area D and Kaslo.

**Carried**

**6. NAKUSP LANDFILL SITE VISIT**

Amy Wilson, Resource Recovery Manager, provided a verbal report on the staff site visit to the Nakusp Landfill.

**7. PUBLIC TIME**

The Chair called for questions from the public and members of the media 2:52 pm PST / 3:52 pm MST.

**8. ADJOURNMENT**

**Moved** and seconded,

And resolved:

The Joint Resource Recovery Committee meeting adjourn at 2:52 pm PST / 3:52 pm MST.

**Carried**

CERTIFIED CORRECT

Approved by

---

Director W. Popoff

Chair, December 13, 2023 Joint Resource Recovery Committee meeting

**BOARD RESOLUTIONS AS ADOPTED AT THE DECEMBER 13, 2023 JOINT RESOURCE RECOVERY COMMITTEE MEETING**

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**RECOMMENDATION #1**

That the Resource Recovery Facilities Regulatory Bylaw No. 2937, 2023, to amend Regional District of Central Kootenay Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023 be read a FIRST, SECOND and THIRD time by content.

**RECOMMENDATION #2**

That the Regional District of Central Kootenay Resource Recovery Facilities Regulatory Amendment Bylaw No. 2937, 2023 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**RECOMMENDATION #3**

That the Board accept the proposed 2024 Scope of Work submitted by SRK Consulting (Canada) Inc. for Engineer-of-Record tasks and engineering support at the HB Mine Tailings Facility in the amount of up to \$228,117 not including GST;

AND FURTHER that the Board Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER that the Board direct staff to include the funds in the 2024-2028 Financial Plan for Service S187.

**RECOMMENDATION #4**

The Board direct staff to re-evaluate the no scavenging/salvage policy, including the safety and potential liability concerns, and how to mitigate them to identify areas of opportunity for residents to access waste goods that they desire to repurpose;

AND FURTHER that a report be back to the Joint Resource Recovery Committee in 2024;

AND FURTHER that Local Government Climate Action Plan (LGCAP) funds be accessed for support.

**RECOMMENDATION #5**

The Board direct staff to investigate the feasibility to create an Eco-Depot for Area D and Kaslo.

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

## Bylaw No. 2937

---

A Bylaw to amend Regional District of Central Kootenay Resource Recovery Facilities  
Regulatory Bylaw No. 2905, 2023

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WHEREAS the Board of the Regional District of Central Kootenay has enacted Bylaw No. 2905, being the "Regional District of Central Kootenay Resource Recovery Facilities Regulatory Bylaw No. 2905, 2023" for the purpose of adopting regulations and to establish fees and charges for the use of Regional District Resource Recovery Facilities.

AND WHEREAS it is deemed appropriate to amend Bylaw No. 2905 to increase the fees in Schedule A-1, A-2, and A-3 by 10%;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

### SCHEDULES

- 1 That Schedules A-1, A-2, and A-3 attached to Bylaw No. 2905 be deleted in its entirety and the attached Schedules A-1, A-2 and A-3 to Amendment Bylaw No. 2937 - "Resource Recovery Facilities Regulatory Bylaw" be substituted therefore.

### EFFECTIVE DATE

- 2 This bylaw shall take effect January 1, 2024.

### CITATION

- 3 This Bylaw may be cited as "**Regional District of Central Kootenay Resource Recovery Facilities Regulatory Amendment Bylaw No. 2937, 2023.**"

READ A FIRST TIME this 14<sup>th</sup> day of December, 2023.

READ A SECOND TIME this 14<sup>th</sup> day of December, 2023.

READ A THIRD TIME this 14<sup>th</sup> day of December, 2023.

ADOPTED this 14<sup>th</sup> day of December, 2023.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer

**SCHEDULE A-1 OF AMENDMENT BYLAW NO. 2937: USER FEES: CENTRAL SUB-REGION**

Schedule A-1: User Fees: Central Sub-Region	<sup>(1)</sup> Weight-based fee	<sup>(2)</sup> Volume based fee
<b>Municipal Solid Waste</b>		
Mixed Waste: Per Container (applies to first 3 Containers)	\$4.00 ea	\$4.00ea
Mixed Waste: Minimum charge for all weighed loads larger than three Containers.	\$15.00	\$15.00
Mixed Waste	\$151.25/tonne	\$36.25/m <sup>3</sup>
Mixed Waste (compacted)	\$151.25/tonne	\$48.50/m <sup>3</sup>
Construction, Demolition and Renovation Waste	\$242.00/tonne	\$60.50/m <sup>3</sup>
Organic Waste: Per Container (applies to first 4 Containers)	\$2.50 ea	\$2.50 ea
Organic Waste	\$96.75/tonne	\$24.25 /m <sup>3</sup>
Rejected Organic Waste	\$302.50 /tonne	Not Accepted
Dehydrated Kitchen Waste	\$151.25/tonne	\$36.25/m <sup>3</sup>
Out-Of-Area Kitchen Waste	\$142.00 /tonne	\$35.50 /m <sup>3</sup>
<b>Controlled Waste (See Bylaw Schedule C)</b>		
Controlled Waste specified in Schedule C that is not otherwise specified in this Schedule A-1	\$151.25/tonne	<sup>(3)</sup> \$36.25/m <sup>3</sup>
Noxious Weeds (Source Separated)	No Charge	No Charge
Noxious Weeds (not Source Separated)	\$151.25/tonne	\$36.25/m <sup>3</sup>
Rubble	\$53.25/tonne	\$79.75/m <sup>3</sup>
Uncontaminated Soil	\$21.75/tonne	\$32.73/m <sup>3</sup>
<b>Recyclable Materials</b>		
Excluded ODS-Containing Products	\$18.25ea	\$18.25ea
ODS-Containing Products	No Charge	No Charge
Non-ODS Containing Products	No Charge	No Charge
Propane Tanks	No Charge	No Charge
Heavy Duty Industrial, Commercial or Institutional (ICI) Air Conditioning Unit	\$71.50	\$71.50
Reusable Products	\$151.25/tonne	\$36.25/m <sup>3</sup>
Scrap Metal	\$48.50/tonne	\$24.25 /m <sup>3</sup>
Wood Waste	\$78.75/tonne	\$31.25/m <sup>3</sup>
Clean Wood Waste	\$78.75/tonne	\$31.25/m <sup>3</sup>
Yard and Garden Waste: Per Container (applies to first 2 containers)	\$3.00 ea	\$3.00 ea
Yard and Garden Waste: Loads ≤ 2.5 m <sup>3</sup>	<sup>(4)</sup> \$6.00/load	<sup>(4)</sup> \$6.00/load
Yard and Garden Waste: Loads > 2.5 m <sup>3</sup>	<sup>(4)</sup> \$60.50/tonne	<sup>(4)</sup> \$12.00/m <sup>3</sup>

Schedule A-1: User Fees: Central Sub-Region	<sup>(1)</sup> Weight-based fee	<sup>(2)</sup> Volume based fee
Chipped Yard and Garden Waste: Loads >2.5 m <sup>3</sup>	<sup>(4)</sup> <sup>(5)</sup> \$60.50/tonne	<sup>(4)</sup> <sup>(5)</sup> \$12.00/m <sup>3</sup>
Tires off rim	\$3.50 ea	\$3.50 ea
Tires on rim (inner diameter of 20" or smaller or marked P, LT or T)	\$18.25ea	\$18.25ea
Tires on rim (inner diameter larger than 20" or not marked P, LT or T)	\$66.50 ea	\$66.50ea
Tires on rim marked LS	\$145.25 ea	\$145.25
Rejected Tires off rim	\$16.50	\$16.50
Bicycle Tire Bundle	\$3.50	\$3.50
Other Fees	Fee	
Charge to weigh a Vehicle for a person not Disposing of or Depositing Municipal Solid Waste	\$6.00	
Application fee for Waste Soil	\$121.00	
Questionnaire fee for Waste Soil	\$60.50	
Special handling fees (subject to Schedule C) for Asbestos – Friable, Asbestos – Non Friable, Bulky Waste, Condemned Foods, Dead Animals and Parts, Food Processing Waste, Rejected Organic Waste	Rate for quantities less than 1.5 m <sup>3</sup> = \$30.25 Rates for all other quantities will be estimated in advance by the Manager and will reflect actual labour and equipment costs expected to be incurred by the RDCK plus a 20% administration fee	
Charge for Mixed Waste loads containing more than 10% Recyclable Materials which are not otherwise considered Prohibited Waste	Double applicable user fee (subject to Section 6 (2) of this bylaw)	
Charge for Unsecured Loads	Double applicable user fee (subject to Section 6 (2) of this bylaw)	
Charge for Loads of Source Separated Waste that are Contaminated	Double applicable user fee (subject to Section 6 (2) of this bylaw)	
Charge for a container larger than the maximum size	Double applicable user fee (subject to Section 6 (3) of this bylaw)	
<p>(1) Applicable at Resource Recovery Facilities equipped with a weigh scale.</p> <p>(2) Applicable at Resource Recovery Facilities not equipped with a weigh scale.</p> <p>(3) Fee applies only to categories of Controlled Waste that are accepted at Transfer Stations. Refer to Schedule C for Controlled Waste acceptance at Transfer Stations.</p> <p>(4) Fee to dispose of up to a single Load per day of Yard &amp; Garden Waste is waived during the months of May and October.</p> <p>(5) Fee to dispose of Chipped Yard &amp; Garden Waste is reduced to \$24.25 /tonne year round at the Central Transfer Station.</p>		
Minimum Charge for any material with a weight-based fee.	The equivalent of 100kg of material to be applied at both scaled and volume-based facilities, with a minimum charge of \$6.00 and maximum charge of \$15.00.	



**SCHEDULE A-2 OF AMENDMENT BYLAW NO. 2937: USER FEES: WEST SUB-REGION**

Schedule A-2: User Fees: West Sub-Region	<sup>(1)</sup> Weight-based fee	<sup>(2)</sup> Volume based fee
<b>Municipal Solid Waste</b>		
Mixed Waste: Per Container (applies to first 4 Containers)	\$3.50ea	\$3.50ea
Mixed Waste: Minimum charge for all weighed loads larger than 4 Containers.	\$15.00	\$15.00
Mixed Waste	\$151.25/tonne	\$36.25/m <sup>3</sup>
Mixed Waste (compacted)	\$151.25/tonne	\$48.50/m <sup>3</sup>
Construction, Demolition and Renovation Waste	\$242.00.00/tonne	\$60.50/m <sup>3</sup>
Land Clearing Debris including tree stumps	\$242.00/tonne	\$60.50/m <sup>3</sup>
Organic Waste: Per Container (applies to first 4 Containers)	\$2.50 ea	<sup>(5)</sup> \$2.50ea
Organic Waste	96.75/tonne	\$24.25 /m <sup>3</sup>
Rejected Organic Waste	\$302.50/tonne	Not Accepted
Dehydrated Kitchen Waste	\$151.25/tonne	\$36.25/m <sup>3</sup>
<b>Controlled Waste (See Bylaw Schedule C)</b>		
Controlled Waste specified in Schedule C that is not otherwise specified in this Schedule A-2	\$151.25/tonne	<sup>(3)</sup> \$36.25/m <sup>3</sup>
Asbestos	\$302.50 /tonne	Not Accepted
Bulky Waste	\$266.25/tonne	Not Accepted
Municipal Wastewater Biosolids	\$60.50/tonne	Not Accepted
Noxious Weeds (Source Separated)	No Charge	No Charge
Noxious Weeds (not Source Separated)	\$151.25/tonne	\$36.25/m <sup>3</sup>
Rubble	\$53.25/tonne	\$79.75/m <sup>3</sup>
Waste Soil	\$48.50/tonne	\$72.50/m <sup>3</sup>
Uncontaminated Soil	\$21.75/tonne	\$32.73 /m <sup>3</sup>
<b>Recyclable Materials</b>		
Excluded ODS-Containing Products	\$18.25ea	\$18.25ea
ODS-Containing Products	No Charge	No Charge
Non-ODS Containing Products	No Charge	No Charge
Propane Tanks	No Charge	No Charge
Heavy Duty Industrial, Commercial or Institutional (ICI) Air Conditioning Unit	\$71.50	\$71.50
Reusable Products	\$151.25/tonne	\$36.25/m <sup>3</sup>
Scrap Metal	\$48.50/tonne	\$24.25 /m <sup>3</sup>

Schedule A-2: User Fees: West Sub-Region	<sup>(1)</sup> Weight-based fee	<sup>(2)</sup> Volume based fee
Wood Waste	\$78.75/tonne	\$31.25/m <sup>3</sup>
Clean Wood Waste	\$78.75/tonne	\$31.25/m <sup>3</sup>
Yard & Garden Waste: Per container (applies to first two containers)	\$3.00 ea	\$3.00 ea
Yard & Garden Waste: Loads ≤ 2.5 m <sup>3</sup>	<sup>(4)</sup> \$6.00/load	<sup>(4)</sup> \$6.00/load
Yard & Garden Waste: Loads > 2.5 m <sup>3</sup>	<sup>(4)</sup> \$60.50/tonne	<sup>(4)</sup> \$12.00/m <sup>3</sup>
Chipped Yard & Garden Waste: Loads > 2.5 m <sup>3</sup>	<sup>(4)</sup> \$60.50/tonne	<sup>(4)</sup> \$12.00/m <sup>3</sup>
Tires off rim	\$3.50 ea	\$3.50 ea
Tires on rim (inner diameter of 20" or smaller or marked P, LT or T)	\$18.25 ea	\$18.25ea
Tires on rim (inner diameter larger than 20" or not marked P, LT or T)	\$66.50 ea	\$66.50 ea
Tires on rim marked LS	\$145.25 ea	\$145.25 ea
Rejected Tires off rim	\$16.50	\$16.50
Bicycle Tire Bundle	\$3.50	\$3.50
<b>Other Fees</b>	<b>Fee</b>	
Charge to weigh a Vehicle for a person not Disposing of or Depositing Municipal Solid Waste	\$6.00	
Application fee for Waste Soil	\$121.00	
Questionnaire fee for Waste Soil	\$60.50	
Special handling fees (subject to Schedule C) for Asbestos – Friable, Asbestos – Non Friable, Bulky Waste, Condemned Foods, Dead Animals and Parts, Food Processing Waste, Rejected Organic Waste	Rate for quantities less than 1.5 m <sup>3</sup> = \$30.25 Rates for all other quantities will be estimated in advance by the Manager and will reflect actual labour and equipment costs expected to be incurred by the RDCK plus a 20% administration fee	
Charge for Mixed Waste loads containing more than 10% Recyclable Materials which are not otherwise considered Prohibited Waste	Double applicable user fee (subject to Section 6 (2) of this bylaw)	
Charge for Unsecured Loads	Double applicable user fee (subject to Section 6 (2) of this bylaw)	
Charge for Loads of Source Separated Waste that are Contaminated	Double applicable user fee (subject to Section 6 (2) of this bylaw)	
Charge for a container larger than the maximum size	Double applicable user fee (subject to Section 6 (3) of this bylaw)	
Asbestos Disposal Cancellation Fee for less than 12 hours notice	\$60.50	
<p>(1) Applicable at Resource Recovery Facilities equipped with a weigh scale.</p> <p>(2) Applicable at Resource Recovery Facilities not equipped with a weigh scale.</p> <p>(3) Fee applies only to categories of Controlled Waste that are accepted at Transfer Stations. Refer to Schedule C for Controlled Waste acceptance at Transfer Stations.</p> <p>(4) Fee to dispose of up to a single Load per day Yard &amp; Garden Waste is waived during the months of May and October.</p>		
Minimum Charge for any material with a weight-based fee.	The equivalent of 100kg of material to be applied at both scaled and volume-based facilities, with a minimum charge of \$6.00 and maximum charge of \$15.00.	

**SCHEDULE A-3 OF AMENDMENT BYLAW NO. 2937: USER FEES: EAST SUB-REGION**

Schedule A-3: User Fees: East Sub-Region	<sup>(1)</sup> Weight-based fee	<sup>(2)</sup> Volume based fee
<b>Municipal Solid Waste</b>		
Mixed Waste: Per Container (applies to first four containers)	\$3.50ea	\$3.50 ea
Mixed Waste: Minimum charge for all weighed loads larger than four Containers.	\$15.00	\$15.00
Mixed Waste	\$151.25/tonne	\$36.25/m <sup>3</sup>
Mixed Waste (compacted)	\$151.25/tonne	\$48.50/m <sup>3</sup>
Construction, Demolition and Renovation Waste	\$242.00/tonne	\$60.50/m <sup>3</sup>
Land Clearing Debris including tree stumps	\$242.00/tonne	\$60.50/m <sup>3</sup>
Organic Waste: Per Container (applies to first four Containers)	\$2.50 ea	Not Accepted
Organic Waste	\$96.75/tonne	Not Accepted
Rejected Organic Waste	\$302.50 /tonne	Not Accepted
Dehydrated Kitchen Waste	\$151.25/tonne	Not Accepted
<b>Controlled Waste (See Bylaw Schedule C)</b>		
Controlled Waste specified in Schedule C that is not otherwise specified in this Schedule A-3	\$151.25/tonne	<sup>(3)</sup> \$36.25/m <sup>3</sup>
Asbestos	\$302.50 /tonne	Not Accepted
Bulky Waste	\$266.25/tonne	Not Accepted
Municipal Wastewater Biosolids	\$60.50/tonne	Not Accepted
Noxious Weeds (Source Separated)	No Charge	No Charge
Noxious Weeds (not Source Separated)	\$151.25/tonne	\$36.25/m <sup>3</sup>
Rubble	\$53.25/tonne	\$79.75/m <sup>3</sup>
Waste Soil	\$48.50/tonne	\$72.50/m <sup>3</sup>
Uncontaminated Soil	\$21.75/tonne	\$32.73/m <sup>3</sup>
<b>Recyclable Materials</b>		
Excluded ODS-Containing Products	\$18.25ea	\$18.25ea
ODS-Containing Products	No Charge	No Charge
Non-ODS Containing Products	No Charge	No Charge
Propane Tanks	No Charge	No Charge
Heavy Duty Industrial, Commercial or Institutional (ICI) Air Conditioning Unit	\$71.50	\$71.50
Reusable Products	\$151.25/tonne	\$36.25/m <sup>3</sup>
Scrap Metal	\$48.50/tonne	\$24.25 /m <sup>3</sup>

Schedule A-3: User Fees: East Sub-Region	<sup>(1)</sup> Weight-based fee	<sup>(2)</sup> Volume based fee
Wood Waste	\$78.75/tonne	\$31.25/m <sup>3</sup>
Clean Wood Waste	\$78.75/tonne	\$31.25/m <sup>3</sup>
Yard & Garden Waste: Per container (applies to first two containers)	\$3.00 ea	\$3.00 ea
Yard & Garden Waste: Loads ≤ 2.5 m <sup>3</sup>	<sup>(4)</sup> \$6.00/load	<sup>(4)</sup> \$6.00/load
Yard & Garden Waste: Loads > 2.5 m <sup>3</sup>	<sup>(4)</sup> \$60.50/tonne	<sup>(4)</sup> \$12.00/m <sup>3</sup>
Chipped Yard & Garden Waste: Loads > 2.5 m <sup>3</sup>	<sup>(4)(5)</sup> \$60.50/tonne	<sup>(4)(5)</sup> \$12.00/m <sup>3</sup>
Tires off rim	\$3.50 ea	\$3.50 ea
Tires on rim (inner diameter of 20" or smaller or marked P, LT or T)	\$18.25 ea	\$18.25 ea
Tires on rim (inner diameter larger than 20" or not marked P, LT or T)	\$66.50 ea	\$66.50ea
Tires on rim marked LS	\$145.25 ea	\$145.25 ea
Rejected Tires off rim	\$16.50	\$16.50
Bicycle Tire Bundle	\$3.50	\$3.50
<b>Other Fees</b>	<b>Fee</b>	
Charge to weigh a Vehicle for a person not Disposing of or Depositing Municipal Solid Waste	\$6.00	
Application fee for Waste Soil	\$121.00	
Questionnaire fee for Waste Soil	\$60.50	
Special handling fees (subject to Schedule C) for Asbestos – Friable, Asbestos – Non Friable, Bulky Waste, Condemned Foods, Dead Animals and Parts, Food Processing Waste, Rejected Organic Waste	Rate for quantities less than 1.5 m <sup>3</sup> = \$30.25 Rates for all other quantities will be estimated in advance by the Manager and will reflect actual labour and equipment costs expected to be incurred by the RDCK plus a 20% administration fee	
Charge for Mixed Waste loads containing more than 10% Recyclable Materials which are not otherwise considered Prohibited Waste	Double applicable user fee (subject to Section 6 (2) of this bylaw)	
Charge for Unsecured Loads	Double applicable user fee (subject to Section 6 (2) of this bylaw)	
Charge for Loads of Source Separated Waste that are Contaminated	Double applicable user fee (subject to Section 6 (2) of this bylaw)	
Charge for a container larger than the maximum size	Double applicable user fee (subject to Section 6 (3) of this bylaw)	
Asbestos Disposal Cancellation Fee for less than 12 hours notice	\$60.50	
<p>(1) Applicable at Resource Recovery Facilities equipped with a weigh scale.</p> <p>(2) Applicable at Resource Recovery Facilities not equipped with a weigh scale.</p> <p>(3) Fee applies only to categories of Controlled Waste that are accepted at Transfer Stations. Refer to Schedule C for Controlled Waste acceptance at Transfer Stations.</p> <p>(4) Fee to dispose of up to a single Load per day of Yard &amp; Garden Waste is waived during the months of April and October.</p> <p>(5) Fee to dispose of Chipped Yard &amp; Garden Waste is reduced to \$24.25 /tonne year round at the Creston Landfill.</p>		
Minimum Charge for any material with a weight-based fee.	The equivalent of 100kg of material to be applied at both scaled and volume-based facilities, with a minimum charge of \$6.00 and maximum charge of \$15.00.	



## NEW DENVER VILLAGE

115 Slocan Avenue , New Denver , BC , V0G 1S0  
Tel: 250 358 2316  
<https://newdenver.ca/>

November 28, 2023

## RESOLUTION

**Resolution # 2023-0328**

**Agenda Item # 12.2 Regular Meeting**

**Moved By : Casey Law**

**Seconded By : Colin Moss**

That the Village of New Denver reappoint Councillor Casey Law as Council's representative and Councillor Colin Moss be appointed as Council's alternative representative on Recreation Commission No. 6 for the term of January 1, 2024 to December 31, 2024.

**Carried**

This is a certified and true copy of a resolution passed by the Village of New Denver.

A handwritten signature in blue ink, appearing to read "Lisa Scott", is written over a horizontal line.

Lisa Scott, Corporate Officer



**Village of Nakusp**

**RESOLUTION NO. R301/23**

***Recommendation(s):***

***THAT Council approves the same Council appointments made in November 2022 for the 2024 calendar year as follows:***

1. ***THAT Councillor Knooihuizen be appointed to the FairTrade Committee, and Councillor Edwards appointed as the Alternate.***
2. ***THAT Mayor Zeleznik be appointed to the CBT ReDi (Resident Directed) Grant Program, and Councillor Edwards be appointed as the Alternate.***
3. ***THAT Councillor Hough be appointed to NACFOR, and Mayor Zeleznik be appointed as the Alternate.***
4. ***THAT Councillor Knooihuizen be appointed to the Recreation Commission #4 Nakusp and Area K, and Councillor Hough be appointed the Alternate.***
5. ***THAT Councillor Hough be appointed to the RDEK Ktunaxa Kinbasket Local Government Treaty Advisory Committee, and Mayor Zeleznik be appointed the Alternate.***
6. ***THAT Mayor Zeleznik be appointed to the RDCK Joint Resource Recovery Committee from 2022-2026, and Councillor McLaren-Caux be appointed the Alternate for 2022-2026.***
7. ***THAT Councillor Edwards be appointed to the Nakusp Public Library, and Councillor Knooihuizen be appointed the Alternate.***
8. ***THAT Councillor Edwards be appointed to the Nakusp Seniors Association Branch 71, and Mayor Zeleznik be appointed the Alternate.***

9. *THAT Councillor Knooihuizen be appointed to the Nakusp and Area Development Board, and Councillor Hough be appointed the Alternate.*
10. *THAT Councillor Edwards be appointed to the ASLCS GAP, and Councillor Knooihuizen be appointed the Alternate.*
11. *THAT Councillor Knooihuizen be appointed to the Nakusp and Area Youth Society, and Councillor Hough be appointed the Alternate.*

Carried

A handwritten signature in blue ink, appearing to be 'M. E.', written in a cursive style.

---

Signature



Village of Nakusp

RESOLUTION NO. R299/22

***7. THAT Mayor Zeleznik be appointed to the RDCK West Resource Recovery Committee, and Councillor McLaren-Caux be appointed the Alternate for the 2022-2026 Council term.***

Carried

---

Signature





**Chapter:** 100 – BOARD & GOVERNANCE

---

**Section:** 100-01 Board

---

**Subject:** APPOINTMENTS TO EXTERNAL ORGANIZATIONS

---

<b>Board Resolution:</b>	651/22	<b>Established Date:</b>	November 17, 2022	<b>Revised Date:</b>	
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## **POLICY:**

### **PURPOSE:**

Many external organizations request that the RDCK appoint or recommend members to their respective governing or advisory bodies. The Board recognizes that participation in these external organizations is an essential governance function and aligned with RDCK interests. Through this policy, the transparency and accountability objectives of the Board are strengthened by defining the expectations and requirements of Appointees serving on behalf of the Board.

### **The objectives of this policy are to:**

- Define the roles and responsibilities of appointees;
- Provide additional guidance on the overall process of appointments to external organizations;
- Establish a code of conduct for members of the public serving as appointees.

### **SCOPE:**

This policy applies to any person appointed by the Board to an external organization. The “Roles and Responsibilities of Appointees” section of this policy also applies to Directors participating in conferences, training, workshops, and any other professional development activities.

### **DEFINITIONS:**

**Appointee:** A person appointed via Board resolution to an external organization to provide representation on behalf of the RDCK. Appointees may be Directors or members of the public (“Public Appointee”).

**Board:** The Regional District of Central Kootenay Board of Directors.

**External Organization:** Any entity that may be described as a(n) agency, association, board, committee, coalition, council, initiative, panel, subcommittee, task force, working group or any other similar body requesting Appointees, yet is outside the sole jurisdiction of the RDCK.

**Public Appointee:** Any Appointee who is not a member of the RDCK Board, typically a member of the local community. Unless otherwise indicated, “Appointee” shall also refer to a Public Appointee.



## **POLICY:**

### ***The Appointment Process***

- Appointees should be, where possible, appointed at the December Board meeting for appointments for the following calendar year.
- Prior to making appointments each year staff shall review the list of External Organizations for continued relevance and report to the Board when an RDCK appointment should not be made due to an External Organization being non –operational, or for any other reason.
- Before an appointment to an External Organization is resolved, the Board should receive and give due consideration to one or more of the following foundational documents from that organization, including but not limited to: Terms of Reference, Bylaws, Charter, or Constitution.
- The term of each appointment shall be specified in all resolutions.
- In the event that the number of Directors seeking the same appointment(s) for an External Organization exceeds the number of eligible vacant appointments, an election shall be held to determine the Appointee. The election procedure shall be in accordance with the RDCK Procedure Bylaw.
- If the External Organization requires an Appointee be confirmed via procedures in addition to Board appointment, such as an election, the Appointee shall inform the Board of the outcome of those proceedings as soon as possible.
- In the event of a vacancy for an appointment occupied by a Public Appointee, the RDCK shall place advertisements in publications which serve the applicable local area to notify the public. Staff will consult with the applicable Director(s) on the applicants and prepare a report for the Board.

### ***Roles and Responsibilities of Appointees***

Appointees shall:

- Attend scheduled meetings of the External Organization and generally fulfill the duties normally assigned to that appointment;
- Represent the RDCK in a manner that is not inconsistent with bylaws, plans, and/or policies previously approved by the Board;
- Regularly report back to the Board on the activities of the External Organization and their impact on RDCK governance, initiatives, and services to the extent permitted by that organization;
- Only engage in any activities related to the appointment if they provide a demonstrable benefit to RDCK residents;
- Adhere to the Code of Conduct Policy for Directors or the Code of Conduct for Public Appointees (Appendix A) as may be applicable;
- Adhere to standards for conduct developed by the External Organization to which they have been appointed. In the event of a discrepancy between the codes of conduct specified in this



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REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**Policy Manual**

policy and that of the External Organization, the standards of the External Organization shall take precedence.

Where possible, Public Appointees should regularly debrief with the local Director(s) considered most relevant to the work of the External Organization on which the Public Appointee serves. This allows the Director(s) to be informed of the activities of the External Organization as they pertain to the RDCK.

### ***Guidelines for Reporting***

- For each External Organization on which an Appointee serves, that Appointee must provide a report to the Board on their activities as an Appointee a minimum of once per calendar year.
- Appointees may use their discretion in determining the content and timing of their reports, but should be focused on the major milestones, initiatives or otherwise noteworthy activities of the External Organization that would reasonably be considered to be of the most interest or impact to the RDCK Board or RDCK residents.
- Reports must be written. Appointees should use a written report template developed by RDCK staff.
- In the event that an External Organization has more than one Appointee, those Appointees should coordinate amongst themselves to avoid redundancy, keep workloads manageable, and ensure accurate, relevant reporting.



**RELATED LEGISLATION:**

Regional District of Central Kootenay Code of Conduct Policy  
Regional District of Central Kootenay Procedure Bylaw

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**Appendix A – Code of Conduct for Public Appointees**

Non-elected members of the public appointed to an External Organization (“Public Appointees”) shall:

1. Work for the common good of the residents of the RDCK, and not for any private or personal interest.
2. Prepare themselves accordingly for all meetings and activities of the External Organization while ensuring that they are informed of relevant issues.
3. Be respectful, professional, and courteous in all interactions.
4. Accurately and adequately communicate the attitudes, positions, and decisions of the Board.
5. Where possible, regularly communicate with the Director(s) considered most relevant to the appointment as to the activities of the External Organization and their impact on RDCK governance, initiatives, and services.

**CONCURRENCE**

**Name (please print)**

**Signature**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Number: [100-01-19]  
REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**Policy Manual**

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November 29, 2023

Angela Lund, Deputy Corporate Officer  
Regional District of Central Kootenay  
Box 590, 202 Lakeside Drive  
Nelson, BC V1L 5R4

VIA EMAIL

Dear Ms. Lund:

Re: Columbia Basin Trust (the "Trust") Board of Director Nomination

On November 25<sup>th</sup>, the Trust received a formal notice of resignation from Aimee Watson as the Regional District of Central Kootenay (RDCK) nominee to the Trust Board. The appointment term for Ms. Watson was to expire December 31, 2024 as per the Provincial Order in Council.

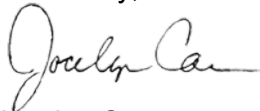
The Trust would respectfully request a new nominee be put forward by the RDCK as a successor to Ms. Watson. The name of the new nominee will be forwarded to the Honourable Minister Conroy (as Minister responsible for the Trust) for her consideration. Should the nominee be endorsed by Minister Conroy, the appointment process for the new nominee would move forward.

As part of our overall governance practices, the Trust has developed a *Board Composition, Appointment, Skills and Attributes Policy* which is attached for your reference. This policy outlines the general attributes and skills needed on the Trust Board of Directors, as well as the diversity objectives we have for the Board.

Director terms are generally set between one and three years, with the possibility of extensions to a maximum of six years. The Trust seeks to balance appointment terms such that no more than one third of Director terms expire in any given year.

If there is any additional information you require, please do not hesitate to contact either myself or Johnny Strilaeff.

Yours truly,



Jocelyn Carver  
Chair, Board of Directors  
Columbia Basin Trust

JC/jm

cc: Aimee Watson, Board Chair, Regional District of Central Kootenay  
Stuart Horn, Chief Administrative Officer, Regional District of Central Kootenay  
Johnny Strilaeff, President and Chief Executive Officer, Columbia Basin Trust

/encl. (1)

## **Board Composition, Appointment, Skills and Attributes**

---

### **1 Composition and Appointment**

- 1.1 The appointment process for the Trust Board of Directors and composition of the Trust Board are established in the *Columbia Basin Trust Act*.
- The Lieutenant Governor in Council appoints the 12 Directors of the Trust, all of whom must reside in the Columbia Basin region.
  - Each of the Regional District of Central Kootenay, Regional District of East Kootenay, Regional District of Fraser-Fort George, Regional District of Kootenay Boundary, Columbia Shuswap Regional District (collectively, the Regional Districts) and Ktunaxa Nation Council may nominate up to four individuals. The Lieutenant Governor in Council then appoints one director from each of the Regional Districts and Ktunaxa Nation Council, for a total of six Directors.
  - The remaining six Directors are also appointed by the Lieutenant Governor in Council.
- 1.2 Ideally, all appointments to the Trust Board will be for a term of three years, with one third of the Director terms expiring each year.
- 1.3 Generally, the maximum term an individual Director will serve on the Board will be six years, although flexibility exists to exceed six years for exceptional circumstances.

### **2 Skills and Attributes**

- 2.1 The Board of Directors establishes and annually reviews Board Member Attributes (Appendix 1). The Board Member Attributes describe the capabilities required of all Board members and Board Committee members, as well as those required for specific Board positions.
- 2.2 The Board of Directors establishes and annually reviews the Board of Directors' Competencies and Desired Diversity (Appendix 2).
- 2.3 The Board Member Attributes and Board of Directors Competencies and Desired Diversity sets out the appropriate combination of skills and personal attributes necessary for the fulfillment of the Trust's mission. That combination of skills and attributes helps the Trust to effectively engage with Basin residents, to oversee the return of benefits to Basin residents and to prudently oversee the management of the Trust's investments.
- 2.4 The Board provides input to Regional Districts, the Ktunaxa Nation Council and the Province of BC on candidates for appointment and reappointment to the Board, consistent with the Board Member Attributes and Board of Directors Competencies and Desired Diversity.
- 2.5 The Board members are independent from management.

**Board Member Attributes**

Some capabilities may require some knowledge transfer from a current Board member to a new Board member.

<b>Role</b>	<b>Capabilities/Attributes</b>
All Board members	Understanding of community development/engagement Knowledge and understanding of the Trust and the Basin Experience as a board member Strong reasoning skills Ethics and integrity Able to work toward consensus Capable of wide perspectives Business judgement
Chair and Vice Chair	Governance expertise Understanding of how government operates and ability to work with government Ability to be, and seen to be, a Basin leader Understanding of business management Relationship management expertise Understanding of the Trust model and history/Strategic planning expertise Able to speak publicly
Investment Committee Chair	Financial and investment fluency Experience in or with commercial credit Knowledge of the history of Trust's approach to investments
Investment Committee	Financial and investment fluency Understanding of commercial enterprise and commercial credit
Finance and Audit Committee Chair	Financial expertise Accounting designation Extensive accounting experience Experience with financial risk management practices
Finance and Audit Committee	Financial fluency Familiarity with accounting principles and practices Understanding of financial risk management practice
Executive Committee	Experience with human resources practices Experience with general risk management



**Board of Directors Competencies and Desired Diversity**

<b>Required Competencies</b>	
Investment management	
Business management	
Community development/engagement	
Knowledge of how government operates	
Governance expertise	
Human resources	
Accounting expertise	
<b>Desired Sector Knowledge</b>	
Communications	
Labour relations	
Social	
Environment	
Economic development	
Power projects	
Legal expertise	
<b>Diversity</b>	
Age	
Gender	
Ethnicity	
Geography	

## **TERMS OF REFERENCE**

### **Highway #3 Mayors and Chairs Coalition**

#### **Purpose:**

To work collaboratively with all the local governments from Hope to the Alberta border to improve the Crowsnest Highway #3 corridor (including Highway #3A and #3b and other nearby communities such as Kimberley and Elkford) and to attract more visitors and residents to the area.

To work collaboratively with various Provincial ministries such as the Ministry of Transportation and Infrastructure, and the Ministry of Sport, Tourism and Culture to improve infrastructure, safety, services and tourism along the Highway #3 corridor.

To work collaboratively with like-minded organizations in Alberta along the Highway #3 corridor to proactively attract travelers to the route.

#### **Rationale:**

There is a wide range of ways in which cooperation among local governments could enhance and promote the Highway #3 corridor. Local governments working together can improve both the visitor and resident experience along the entire route.

#### **Members:**

- The Coalition shall consist of the Mayor or Council designate from each municipality along the corridor route.
- The Coalition shall consist of the Chair from each Regional District along the corridor route, or the Chair's alternate.

#### **Structure:**

- The Hwy #3 Mayors and Chairs Coalition chairperson and vice chairperson will be elected by the members of the group
- The chairperson and vice chair person will serve for a 2 year term and may be re-elected for subsequent terms.
- Voting: each member has one vote (1) however, where possible decisions shall be by consensus.
- A third of the members shall constitute quorum.
- The group will set their own schedule, define their own work-plan and meet as necessary. In general, a meeting shall be held in the spring to prepare for meetings with Provincial government officials. Meetings shall be set up at the annual meeting of the Union of British Columbia Municipalities.
- The local government from where the current Chair of this Coalition resides will be responsible for the general, high-level administration duties and/or activities of the Coalition.
- Meetings may be held in any municipality or regional district along the corridor at the discretion of the chairperson.

#### **Duties:**

- To work together as a group to establish a list of priorities to present to Provincial government ministries to improve the Highway #3 corridor.

- To work with local representatives of the Provincial ministries to achieve the goals established by the group.
- To improve communication between the member local governments and other stakeholders.
- To explore the areas in which local governments could collaborate to achieve the purposes as described above.
- To explore areas in which local governments could collaborate with the Province to achieve the purposes as described above.
- To work with local stakeholders and the Province to implement the Destination Development Plan (created with TourismBC in 2018)
- To create ideas to promote and market the Highway #3 corridor; to attract and retain new and existing businesses and take steps to pursue those ideas.

**Term:**

- Term will commence as soon as the members are selected.
- The Highway #3 Mayors and Chairs Coalition is an ongoing body that will serve indefinitely. Membership will change due to elections, resignations etc.
- Each local government is responsible for selecting and maintaining their representation.
- A Members' appointment may be revoked by a motion carried by a majority of the Coalition but only in cases of behavior deemed by the Coalition to be outrageous or disruptive.

2021



# Policy Manual

# Nelson Public Library

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Originally prepared: 2010  
Revisions: 2012, 2014, 2015, 2016, 2017, 2018, 2019, 2020

**Current Revision: December 2021**



# POLICY MANUAL

## INTRODUCTION

This Policy Manual provides a framework for the operations and priorities of the Nelson Public Library and has been compiled for the guidance of Board members, Library staff, Library members and visitors, and members of the public. Policies have been developed to guide the overall direction of the Library, to direct the operation of the Board of Trustees and to ensure consistency of service to the public.

In addition to the policies outlined in this manual, the Nelson Public Library complies with all relevant City of Nelson policies.

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# 1. GENERAL

## 1.1. Mission Statement

The Nelson Public Library inspires a culture of discovery, creativity and connection.

## 1.2. Vision

The Nelson Public Library is

- a gateway to the evolving world of information and technology.
- a catalyst for a strong, literate society.
- a facilitator of strong community connections.

## 1.3. Values

- Innovative, excellent service
- Intellectual freedom
- Universal and equitable access
- Sustainable and accountable
- Effective community collaborations

## 1.4. Policy and Procedures Development

- 1.4.1 The Nelson Public Library Board is responsible for developing Library policy. The Board works with the Chief Librarian to establish and maintain policies that define the scope and limits within which the Nelson Public Library operates. Policies are used to provide effective parameters and direction for decisions and actions undertaken by Board, management and staff.
- 1.4.2 Policies require formal approval by the Board and are reviewed at least once every five years, unless otherwise specified in the policy, or deemed necessary due to changes in legislation, new developments or operational needs.
- 1.4.3 Procedures are operational in nature and serve to implement the policy directions of the Board. They provide the written processes and procedural steps to ensure that Board policies are communicated to staff and consistently followed. Procedures are developed by staff and do not require formal Board approval.

## **1.5. Strategic Planning**

- 1.5.1 The Nelson Public Library engages in a strategic planning process for the Library, based on a five-year cycle. Community and stakeholder involvement is considered an essential part of the strategic planning process.
- 1.5.2 The strategic plan is developed to be consistent with the Library's Mission Statement, Vision and Values. Specific objectives are identified under broader goals. During the five-year cycle, the Library works toward achieving the objectives identified in the strategic plan. The strategic plan is reviewed annually.

## 2. LIBRARY BOARD

### 2.1. Structure and Governance

- 2.1.1 The Library operates under the provisions of the [British Columbia Library Act](#).
- 2.1.2 The Library provides services to the City of Nelson and to Areas F and H South of the Regional District of Central Kootenay (RDCK), as per a memorandum of agreement between the City and the RDCK.
- 2.1.3 The Library Board, constituted according to the terms of the BC Library Act and consisting of members appointed by City Council and the RDCK, governs the Library.
- 2.1.4 In order to reflect the diversity of the community the Library serves, the Board aspires to a balanced mix of representation, as it relates to skill sets, leadership styles, and diversity of thought and background.
- 2.1.5 The Library Board is an employer separate from the City of Nelson under the Labour Code of BC. **(Appendix 12.1 Organization Chart)**

### 2.2. The Role of the Board

- 2.2.1 The Board acts in a position of trust for the community and is responsible for the effective and ethical governance of the Library, and for supporting the work of the Chief Librarian and staff.
- 2.2.2 The Board is responsible for creating a mission and vision of library service for the community by articulating values and principles, setting goals, developing effective governance policy, monitoring library performance and meeting provincial standards.
- 2.2.3 At all times the Board's officers will be the Chair and Vice-Chair.
- 2.2.4 The Chief Librarian is the secretary to the Board, though responsibility may be delegated to another person.
- 2.2.5 The Chief Librarian is an ex-officio member of the Board.
- 2.2.6 The Chief Librarian, under the direction of the Board, prepares and presents an annual budget to City Council containing a detailed estimate of sums required to meet the ordinary expenses of operating the Library. The Chief Librarian implements the approved budget on behalf of the Board, which has exclusive financial control over the Library's operations.
- 2.2.7 The Board prepares and/or approves an annual report, which it provides to City Council, the RDCK, the province and the public.
- 2.2.8 The Board appoints the Chief Librarian and conducts an annual performance review of the Chief Librarian.

### 2.3. Library Board Appointments and Terms of Office

- 2.3.1 The Board is composed of one member of City Council appointed by Council, one member from each of RDCK Areas F and H South appointed by the RDCK and the remaining members from City of Nelson residents, as appointed by City Council. As per the Library Act, the Board will consist of an uneven number of members, no fewer than 5 and no more than 11 (per the 2010 RDCK Agreement). Under the terms of the agreement, each RDCK area Board member is appointed for a two-year term. In order to encourage broader representation from each Area, it is recommended that these members be eligible for reappointment up to a maximum of four years.
- 2.3.2 City Council appoints its Board representative each year. Other City members are appointed for a two-year term and are eligible for reappointment up to a maximum of eight years.

Appointees must be residents or electors of the City of Nelson [Library Act, clause 5 (2)]. Any vacancy on the Board arising from any cause other than expiration of the term will be filled for the unexpired portion of the term only.

- 2.3.3 Absence from three consecutive Board meetings without reasonable excuse, and so recorded by the Board, will be regarded as equivalent to a resignation. If a Board member ceases to be a resident or elector of the City of Nelson or designated RDCK area, the member must also resign.
- 2.3.4 Upon termination of office, members will return items of a confidential nature, unpublished plans and programs for future development and items of a permanent nature such as manuals.
- 2.3.5 The City Manager of Legislation and Administrative Services or a designate will advertise vacancies and accept applications for membership to the Library Board. The Board will review the applications and forward their recommendations to City Council for approval in December. If a recommendation is not made by December, the recommendation must be made as soon as convenient.
- 2.3.6 **Appendix 12.2** Board of Trustees Recruitment Procedure, and **Form 13.2**, Library Board Application, contain details regarding the recruitment and acceptance of Library Board members.
- 2.3.7 COMMITTEES
- a. The Board has the authority to designate standing committees, ad hoc committees, task groups and individuals to help carry out its governance responsibilities.
  - b. All committees will operate within terms of reference approved by the Board. These terms of reference define the purpose of the committee and the scope of its authority and responsibilities.
  - c. No committee will speak or act for the Board except when formally given authority for a specific purpose.
  - d. Committees will bring their findings and recommendations to the Board for final discussion and approval.
  - e. Committees will consist of at least two Board members.
  - f. The Board Chair and the Chief Librarian are ex-officio members of all committees.
  - g. The Board recognizes the need for the following standing committees:
    - i. Personnel Committee  
The primary purpose of the committee is to make recommendations to the Board regarding the hiring, contract negotiation and performance evaluation of the Chief Librarian. The committee will support the Chief Librarian in any way necessary in the development of personnel policies, job applications and collective bargaining matters, if the Chief Librarian requests assistance. **(Personnel Committee Terms of Reference Appendix 12.6)**
    - ii. Governance & Nomination Committee  
The purpose of the committee is to support a strong and vital Board and executive by actively recruiting potential future Trustees. The committee will coordinate Board self-evaluation on a regular basis to determine the recruitment needs of the Board. **(Governance & Nominations Committee Terms of Reference Appendix 12.5)**

iii. Fund Development Committee

The primary purpose of the committee is to develop and support community engagement and fundraising processes to promote and maintain library visibility within the community and to support library growth. To ensure that all fund development (fundraising and advocacy) activities align with the vision and values of the library and meet the library's needs. Though the committee promotes and supports fund generating campaigns it is not responsible for directly raising the money, but rather helps the Board ensure that the money is raised. **(Fund Development Committee Terms of Reference Appendix 12.4)**

## 2.4. Library Board Operation

### 2.4.1 REGULAR MEETINGS

- a. The Library Board meetings will be held monthly.
- b. Reports, petitions and other submissions by the public to the Board are accepted but should be received not less than 10 days prior to the monthly meeting so that they can be included on the agenda.
- c. Minutes of the regular Library Board meetings will be available on the Library website.
- d. A majority of all the Board Trustees constitutes a quorum. A Trustee is considered present if they are attending in person or via a real-time electronic medium.
- e. If there is a quorum present, the meeting will be called to order. If there is no quorum present after 15 minutes from the appointed time, the Chair will designate another meeting date.
- f. If neither the Chair nor Vice-Chair is present, the Chief Librarian will call the meeting to order and the members present will elect an Acting Chair who has, during the meeting, all the powers of the Chair and is subject to all rules applicable to the Chair.
- g. Should a Board decision be required and it is not possible to call a meeting, the Chair may conduct a poll of the Board by telephone or electronic mail in order to arrive at a decision. The decision will be ratified at the next Library Board meeting.
- h. The Chair has a vote, the same rights and is subject to the same rules for participation and debate as other Library Board members.
- i. The Vice-Chair will chair any Library Board meeting where the Chair is not present.
- j. In the event that the Chair resigns or is absent for three consecutive regular Board meetings, the position will be declared vacant and the Vice Chair will be declared Chair.

### 2.4.2 IN CAMERA MEETINGS

- a. The Board may hold an in camera meeting if the subject matter being considered is deemed to be sensitive to any of, but not limited to, the following:
  - i. The security of individual personal information, including Library patrons, Library employees and Board members
  - ii. Proposed or pending property or other capital acquisitions
  - iii. Labour relations and negotiations
  - iv. Litigation, potential litigation or other legal matters
  - v. Any matter that would cause economic or financial harm to the Library or to any party that has a relationship, financial or otherwise, with the Library

- vi. Any requests related to the BC Freedom of Information and Privacy Protection Act.
  - b. In camera meetings will be scheduled to coincide with regular meetings. The Board Chair will call the in camera meeting to order after the regular meeting has been adjourned and all those excluded from the session have been excused.
  - c. The minutes of the in camera meeting are confidential and available only to the Chief Librarian and Board members.
- 2.4.3 INAUGURAL MEETING
- a. The Inaugural meeting normally occurs at the first scheduled Board meeting of the year. The purpose of the Inaugural meeting is to elect officers and appoint representatives of the Board.
  - b. At the Inaugural meeting the Board elects from among its members first a Chair, then a Vice-Chair. These officers will serve until the next Inaugural meeting and are eligible for re-election.
  - c. Election is by a majority vote of the Board Trustees present. If there is only one nominee, that person is declared elected by acclamation.
  - d. At the Inaugural meeting the Board may appoint representatives to various associations and societies deemed relevant to the Library and the Board. Other appointments can be made, when necessary, at regular meetings throughout the year, effective until the next Inaugural meeting.
- 2.4.4 DELEGATIONS
- a. The Board will appoint one member to represent the Library Board at meetings of the Friends of the Nelson Public Library Society.
  - b. The Board will appoint one representative and one alternate from among the Board members to the Kootenay Library Federation. The Chief Librarian and the appointee will represent the Library at meetings of the Federation. At least one of these two will stand as a Director of the Federation as well.
  - c. The Board will appoint one member as liaison to the B.C. Library Trustees Association.

## 2.5. Library Board Orientation and Development

- 2.5.1 Upon appointment to the Board, members participate in an orientation program to enable them to quickly become informed and active members. They also receive a tour of the Library with the Chief Librarian, updated Policy and Procedures manuals and other materials related to policies and administration of the Library and the responsibilities of Library Trustees in British Columbia.
- 2.5.2 The January meeting of the Board is considered part of this orientation and will include a review of the past year and goals for the coming year.
- 2.5.3 Library Trustees receive minutes and financial statements on a monthly basis, in advance of the meeting whenever practical.
- 2.5.4 The Library will fund Board development activities and grant requests to attend conferences whenever possible, depending on the availability of funds. Selection of members to attend such events will be by decision of the Board.



## 2.6. Conflict of Interest

- 2.6.1 Conflicts of interest arise when Board members' personal interests conflict with their duties and responsibilities as Trustees. A conflict of interest can exist whether or not a pecuniary advantage exists.
- 2.6.2 Neither Board members nor their immediate families may be employees of the Nelson Public Library.
- 2.6.3 Board members are responsible for understanding and identifying potential situations in which conflicts of interest might arise. Board members have a duty to declare possible conflicts before the onset of discussion on any given issue or agenda item.
- 2.6.4 Board members who perceive themselves to be in a possible conflict of interest will:
  - a. Report the matter immediately to the Library Board Chair or Vice-Chair.
  - b. Excuse themselves at the onset of discussion, without comment, from not only the vote, but also the deliberation of the issue or agenda item in perceived conflict.
- 2.6.5 Board members may be present in such a discussion or debate to clarify information, unless an objection is made by any other Board member. Any declaration must be recorded in the minutes.
- 2.6.6 Full disclosure of a potential or actual conflict of interest will be made in writing to the Board of Trustees when:
  - a. A Board member is related to another Board or staff member by blood, marriage, adoption or domestic partnership.
  - b. A Board member or a Board member's family or business organization accrues a direct or indirect pecuniary or material benefit from:
    - i. A Board decision or the outcome of a Board decision
    - ii. A contract or business arrangement established by the Nelson Public Library or the Library Board of Trustees
  - c. A Board member's organization receives grant funding from the Nelson Public Library
  - d. A Board member is a member of the governing body of a contributor to the Nelson Public Library.
- 2.6.7 This policy is intended to supplement but not replace any applicable federal, provincial or municipal laws governing conflict of interest applicable to non-profit and charitable corporations.

## 2.7. Code of Ethics and Standards of Conduct

- 2.7.1 All Library Board members will:
  - a. Recognize that whether or not they agree with a decision made by the Board, they must support said decision as being the considered judgement of the Board, and present a unified voice when speaking outside of Board meetings.
  - b. Operate in an ethical and businesslike manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of the Board.
  - c. Have loyalty to the interests of the Nelson Public Library. This supersedes any loyalty to advocacy or interest groups.
  - d. Listen carefully to and respect the opinion of other Board Members and respect the decisions of the Board
  - e. Maintain confidentiality about all matters that are discussed and considered during in camera meetings

- f. Use proper care and exercise ethical, lawful and prudent judgment in the performance of their duties
  - g. Recognize that all authority is vested in the Board as a whole when it meets in legal session, and not with individual Board members
  - h. Participate actively in Board meetings and actions
  - i. Call to the attention of the Board any issues that may have an effect on the Library
  - j. Refer complaints about the Library to the Chief Librarian for operational matters or the Board Chair for governance issues
  - k. Recognize that the Board's job is to ensure that the Library is well managed, not to manage the Library
  - l. Work together to hire the best possible person to manage the Library
  - m. Ensure that the Library is well maintained, financially secure, growing and always operating in the best interest of the community
  - n. Follow the provisions of the [Personal Information Protection Act](#) in regards to records and information owned, prepared or in possession of the Nelson Public Library.
- 2.7.2 No Board member will:
- a. Be critical outside Board meetings of fellow Board members or staff or of a decision duly made by the Board
  - b. Use any part of the Library for personal advantage or the personal advantage of friends or relatives
  - c. Discuss confidential proceedings of the Board outside Board meetings, except with other members in a private setting
  - d. Promise prior to meetings how the member will vote on any issue in the meeting
  - e. Identify themselves as members of the Library Board when making public statements on personal issues that impact them as residents
  - f. Make public or media statements regarding the Library. If the situation warrants a statement from the Library Board, it is the responsibility of the Board Chair or designate. All other public statements should be directed to the Chief Librarian or Council, as applicable.
  - g. Interfere with the duties of the Chief Librarian or undermine the Chief Librarian's authority or criticize individual judgments of the performance of the Chief Librarian or staff. Board members may raise such concerns to the Personnel Committee.
- 2.7.3 The Code of Ethics and Standards of Conduct will be subject to periodic review and revision by the Board, where considered necessary or appropriate. The Board will have the authority to interpret the application of the Code of Ethics and Standards of Conduct.

## 2.8. Internal (Board) Dispute Resolution

- 2.8.1 In the event of any Dispute, the Parties shall use reasonable efforts to settle such disputes internally and shall consult and negotiate with each other in good faith in an effort to reach a fair and equitable solution satisfactory to the Parties.
- 2.8.2 The board endorses the following principles:
- Respect for another's point of view;
  - Commitment to resolving the issue;
  - Willingness to compromise;
  - Confidentiality;

- Impartiality;
- Respect;
- Prompt action; and,
- Freedom from repercussions.

2.8.3 If a dispute arises that cannot be resolved between the Parties, dispute resolution procedures **(Appendix 12.3)** approved by the Board will be followed.

2.8.4 It is the responsibility of the chair to ensure that:

- Board members are aware of this policy;
- Disputes are handled respectfully and confidentially.

## 3. INDIGENOUS RELATIONS

### 3.1. Purpose

The Nelson Public Library promotes awareness of Indigenous history and culture as a practice of inclusiveness, through its collections, services, and programs.

An increased understanding of First Nations' culture and heritage is the foundation for lasting and mutually beneficial partnerships. As a Board, Chief Librarian, and staff, we set an intention to continue to educate ourselves. We will endeavour to build relationships and consult meaningfully with local Indigenous Peoples as opportunities arise to work together.

### 3.2. Territorial Acknowledgement

3.2.1 A territorial acknowledgement is a formal statement that recognizes the unique and enduring relationship that exists between Indigenous Peoples and their traditional territories. We believe that acknowledging territory shows recognition of and respect for Indigenous Peoples, both in the past and the present. We believe that the territorial acknowledgement is not simply a pro forma statement made before a meeting, but a vital part of the business. We believe that recognition and respect are essential elements of establishing healthy, reciprocal relations and are key to reconciliation.

3.2.2 **Use of Acknowledgement:** the territorial acknowledgement will be used by the Chief Librarian, Chair, or designate at the start of public meetings, celebrations, or other official events as deemed appropriate, that are hosted or supported by the Nelson Public Library.

3.2.3 **Our Territorial Acknowledgment:** We would like to acknowledge that the land on which we gather is the traditional territory of the Sinixt, Ktunaxa, and the Syilx peoples, and is home to the Métis and many diverse Indigenous persons. We honour their connection to the land and rivers and respect the importance of the environment to our strength as a community.

### 3.3. Collections and Programming

Nelson Public Library will continue to endeavour to include in its collections resources regarding the traditions, culture, languages, and history of Indigenous people, as well as works which bring to light contributions and circumstances, both historical and current. The Library will provide thought-provoking and meaningful materials and programming to assist others in developing their understanding of Indigenous peoples, including the history of residential schools. The Library will continue to seek out and include works by Indigenous authors..

### 3.4. Addendum

This policy acknowledges Nelson Public Library's support of the Canadian Federation of Library Association's Truth and Reconciliation Committee Report and Recommendations, and our commitment to the Truth and Reconciliation Commission of Canada's Calls to Action.

## 4. FINANCE

### 4.1. General

- 4.1.1 The Library is financed according to the provisions of the [BC Library Act](#).
- 4.1.2 The Board has exclusive control of all revenue including from the City and the RDCK. These revenues can include funds
  - a. granted, donated or bequeathed to the Library Board from any source
  - b. derived from fines or fees
  - c. generated from the sale of surplus materials
  - d. received in exchange for agreed upon library services.
- 4.1.3 The Chief Librarian is responsible for preparing an operating budget by October 30 of each year. The budget must subsequently be approved by the Library Board and then be submitted to City Council for final approval.
- 4.1.4 Unless otherwise directed by the Board, any year-end surplus will be transferred to reserve funds. Deficits at year-end are normally funded from the reserve funds.

### 4.2. Accounts and Audits

- 4.2.1 The Library maintains distinct and regular accounts of its receipts, payments, credits and liabilities.
- 4.2.2 All funds collected during regular operations are recorded in the daily cash register and reconciled on a weekly basis. Petty cash is reconciled against receipts on a monthly basis.
- 4.2.3 All invoices are reviewed and initialled by the Chief Librarian before being processed for payment.
- 4.2.4 The Chief Librarian prepares monthly financial reports for the Board meetings.
- 4.2.5 The Library submits its accounts to be audited by the City auditors in the same manner and at the same time as the accounts of the City.
- 4.2.6 Copies of the audited financial statements will be provided to City Council, the RDCK and the Libraries and Literacy Branch of the Ministry of Education.

### 4.3. Signing Authority

- 4.3.1 The Chair, Chief Librarian and designated City Finance Staff are authorized signing officers for the Library.
- 4.3.2 As recommended by City Finance Department, the Library may enter into arrangements to make payments by electronic transfer.

### 4.4. Agreements

- 4.4.1 The Chief Librarian is the authorized signing officer for the Library and may enter into agreements and contracts for the supply of goods and services on behalf of the Library, subject to expenditure limits set in policy by the City Finance Department.

### 4.5. Purchases and Expenditures

- 4.5.1 All purchases and expenditures are subject to the limits set in the annual budget approved by the Library Board. A formal resolution of the Library Board is required for any purchase not in the budget.

- 4.5.2 Purchasing decisions are made on the basis of price, quality and availability of the goods or services.
- 4.5.3 The Library may not incur any debt without the formal approval of the Board.
- 4.5.4 The Chief Librarian is authorized to make large purchases subject to City Finance Policy. The Board must formally approve purchases greater than \$10,000.
- 4.5.5 Tendering and bidding will be conducted in accordance with City Purchasing Policies.

#### 4.6. Expense Claims

- 4.6.1 Approved expenses incurred while a Trustee or employee is engaged in approved library-related business will be fully reimbursed (**Form 13.4, Expense Claim**).
  - a. Expenses covered include travel, accommodation and meals not provided at an event
  - b. Trustees and employees are responsible to choose the most economical forms of travel and accommodation.
  - c. The Board reviews and adjusts kilometre and per diem rates annually, based on the City rates.
  - d. When a subsidy from another agency is available for the attendance at library-related business, the Board will reimburse the difference between the subsidy and actual expenses.
- 4.6.2 Whenever possible, expenses incurred while purchasing goods or services for the Library should be invoiced directly to the Library. At times, it may be more efficient for employees to purchase goods or services directly. These purchases must be approved by the Chief Librarian prior to procurement.
- 4.6.3 Receipts must be provided for all purchases.
- 4.6.4 Reimbursement for purchases under \$20 will come out of petty cash. A cheque will be issued to reimburse purchases over \$20 upon timely submission of an expense claim form with receipts attached.

#### 4.7. General

- 4.7.1 The Library is financed according to the provisions of the [BC Library Act](#).
- 4.7.2 The Board has exclusive control of all revenue including from the City and the RDCK. These revenues can include funds
  - a. granted, donated or bequeathed to the Library Board from any source
  - b. derived from fines or fees
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- 4.8.4 The Chief Librarian prepares monthly financial reports for the Board meetings.
- 4.8.5 The Library submits its accounts to be audited by the City auditors in the same manner and at the same time as the accounts of the City.
- 4.8.6 Copies of the audited financial statements will be provided to City Council, the RDCK and the Libraries and Literacy Branch of the Ministry of Education.

#### 4.9. Signing Authority

- 4.9.1 The Chair, Chief Librarian and designated City Finance Staff are authorized signing officers for the Library.
- 4.9.2 As recommended by City Finance Department, the Library may enter into arrangements to make payments by electronic transfer.

#### 4.10. Agreements

- 4.10.1 The Chief Librarian is the authorized signing officer for the Library and may enter into agreements and contracts for the supply of goods and services on behalf of the Library, subject to expenditure limits set in policy by the City Finance Department.

#### 4.11. Purchases and Expenditures

- 4.11.1 All purchases and expenditures are subject to the limits set in the annual budget approved by the Library Board. A formal resolution of the Library Board is required for any purchase not in the budget.
- 4.11.2 Purchasing decisions are made on the basis of price, quality and availability of the goods or services.
- 4.11.3 The Library may not incur any debt without the formal approval of the Board.
- 4.11.4 The Chief Librarian is authorized to make large purchases subject to City Finance Policy. The Board must formally approve purchases greater than \$10,000.
- 4.11.5 Tendering and bidding will be conducted in accordance with City Purchasing Policies.

#### 4.12. Expense Claims

- 4.12.1 Approved expenses incurred while a Trustee or employee is engaged in approved library-related business will be fully reimbursed (**Form 13.4, Expense Claim**).
  - a. Expenses covered include travel, accommodation and meals not provided at an event
  - b. Trustees and employees are responsible to choose the most economical forms of travel and accommodation.
  - c. The Board reviews and adjusts kilometre and per diem rates annually, based on the City rates.
  - d. When a subsidy from another agency is available for the attendance at library-related business, the Board will reimburse the difference between the subsidy and actual expenses.
- 4.12.2 Whenever possible, expenses incurred while purchasing goods or services for the Library should be invoiced directly to the Library. At times, it may be more efficient for employees

to purchase goods or services directly. These purchases must be approved by the Chief Librarian prior to procurement.

4.12.3 Receipts must be provided for all purchases.

4.12.4 Reimbursement for purchases under \$20 will come out of petty cash. A cheque will be issued to reimburse purchases over \$20 upon timely submission of an expense claim form with receipts attached.



## 5. HUMAN RESOURCES

### 5.1. General

- 5.1.1 The Board recognizes that maintaining its human resources is vital for the Library to fulfill its Vision and Mission in accordance with its stated values. The Library provides a safe, healthy and rewarding work environment for its employees.
- 5.1.2 All human resource policies are formulated in accordance with the [British Columbia Employment Standards Act](#) and comply with federal, provincial and municipal government legislation and policy concerning employment equity and human rights. Where there is a discrepancy, the legislation will prevail.

### 5.2. Terms of Employment

- 5.2.1 The Board is the legal employer of all Library employees and will negotiate a Collective Agreement with the Canadian Union of Public Employees. The Collective Agreement will be adhered to in all matters relating to human resources.
- 5.2.2 The Collective Agreement governs working conditions, employment standards, pay and benefits for all paid staff except the Chief Librarian.
- 5.2.3 The Board will enter into a contract with the Chief Librarian to set out the conditions of work, salary, benefits and allowances. The contract will include a job description for the position of Chief Librarian and be subject to review by both parties as specified by the terms of the contract.
- 5.2.4 While the Board is ultimately responsible for all human resource functions, it designates its authority to the Chief Librarian for the day-to-day management of Library employees.
- 5.2.5 The Board designates the Chief Librarian to ensure job descriptions exist for all positions at the Library. Job descriptions will be revised and updated periodically to ensure that they reflect the nature of current positions or new positions as they are created.

### 5.3. Hiring

- 5.3.1 The Board is responsible for hiring the Chief Librarian and may also hire a secretary.
- 5.3.2 The Chief Librarian is responsible for hiring staff in adherence to Board policy and the Collective Agreement with the Canadian Union of Public Employees.
- 5.3.3 In compliance with the [British Columbia Criminal Records Review Act](#), all new employees are hired subject to the successful completion of a criminal records check.

### 5.4. Code of Conduct

- 5.4.1 The Board recognizes that it is through the commitment and effort of each employee that the high quality of Library services is achieved and public trust is maintained. Trustees and employees have a shared responsibility to exercise the basic principles of respect and dignity in all working relationships.
- 5.4.2 All employees have the right to work in a positive and respectful environment free of harassment, threats, intimidation, violence or malicious comments in connection with job skills, character or reputation.
- 5.4.3 All employees and volunteers acting on behalf of the Library share certain ethical and legal responsibilities and will:

- a. Be familiar with and conduct themselves in accordance with Library policies, procedures and guidelines (**Appendix 12.14 Dress Code**)
  - b. Treat all Trustees, employees, volunteers, users, suppliers and community and business partners with respect, dignity, fairness and honesty
  - c. Act with reasonable care, integrity and diligence in the performance of their duties and responsibilities to provide courteous, competent and responsive services
  - d. Seek and achieve a team approach with other employees in an environment of mutual respect, trust and acceptance of each person's roles and responsibilities, work areas and property
  - e. Communicate in a civil and respectful manner using socially acceptable standards of language
  - f. Safeguard and properly use the Library's proprietary and confidential information
  - g. Be aware they represent the Library while carrying out their job duties and responsibilities, whether they are in the Library or at a related event
  - h. Declare situations where personal interests are, or may be perceived to be, in conflict with the Library's interests, and/or may result in either their own personal gain or the direct personal gain of a relative. Such situations may include, but are not limited to:
    - i. membership in an interest group seeking to influence Board policy
    - ii. involvement in situations where there is personal or familial gain in a contract, sale or other business transaction
    - iii. acceptance of gifts, accommodation, equipment or travel from a company that has or seeks to establish a close working relationship with the Board
    - iv. engaging in activities outside of work that conflict with their duties as employees, use their knowledge of confidential Library information or negatively influence their ability to carry out their duties in the Library
    - v. use of Library property, equipment or resources for personal interests or profit without express permission from the Board.
- 5.4.4 If an employee feels that a co-worker has not acted in accordance with these standards, an attempt should be made to discuss the matter with the co-worker in an open and respectful manner. The purpose of this discussion is to ensure that the co-worker is aware of the effect of the behaviour in question and has the opportunity to address it. If this approach is not successful the employee should seek the assistance of the Chief Librarian.
- 5.4.5 Responsibilities for the Code of Conduct:
- a. The Board designates the Chief Librarian to communicate-the code to all employees. The Board is responsible for investigating an alleged breach by the Chief Librarian.
  - b. Employees are responsible for conducting themselves in accordance with the terms of the code while carrying out their duties and responsibilities and interacting with other employees and members of the public.
  - c. The Chief Librarian or designate ensures that all reported incidents of alleged contraventions of this code are investigated in a timely manner.

## 5.5. Training and Development

- 5.5.1 New employees will receive general workplace orientation at the beginning of their employment. Existing staff will provide on-the-job training to new employees related to specific work duties.
- 5.5.2 As part of the Library's commitment to provide the highest level of service to both Library patrons and the community as a whole, staff is encouraged or may be required to take advantage of educational opportunities.
- 5.5.3 Training and development activities include library-related seminars, workshops, conferences and training courses, as well as participation in library associations. The Library may pay the cost and related expenses of professional development activities approved by the Chief Librarian.
- 5.5.4 The Library may grant leave with pay for employees to attend approved activities or complete approved online courses. Leave will be granted for scheduled working time during which a library conference falls.
- 5.5.5 Employees who are required by the Chief Librarian to participate in training and development activities will be compensated at their regular rate of pay.
- 5.5.6 Staff participation in library associations, federations and other mutually beneficial organizations is encouraged as a way of sharing knowledge, sharing best practices and working collaboratively to achieve common goals.

## 5.6. Performance Reviews

- 5.6.1 A full performance evaluation of each employee, including the Chief Librarian, will be conducted at regular intervals. Efforts will be made to ensure every regular employee is reviewed every three years.
- 5.6.2 A performance review is required at the end of a probationary period for new employees.
- 5.6.3 Performance reviews are conducted for the purpose of staff development, and are kept in the employee's confidential personnel file.
- 5.6.4 The Personnel Committee of the Board will review the performance of the Chief Librarian. The Chief Librarian will conduct performance reviews of all other Library staff and may request assistance from Department Coordinators.

## 5.7. Volunteers

- 5.7.1 The Board values the contribution made by volunteers in helping to deliver Library services to our community. Volunteer activities support and complement staff activities to help enhance the quality of services and programs provided by the Library. Members of the public are encouraged to offer their time and energy to support the Library as volunteers (**Form 13.3, Volunteer Application**).
- 5.7.2 The Board recognizes job security as fundamental to the success of the Library. For this reason, no employee will be displaced in favour of an unpaid volunteer.
- 5.7.3 Library staff will provide supervision and direction for volunteers. The maximum number of volunteers depends upon the capacity of staff to support these activities within the context of their regular duties.
- 5.7.4 Volunteers must perform their tasks to the standards set by the Library.
- 5.7.5 Volunteers who work with children must provide a criminal records check in compliance with the [British Columbia Criminal Records Review Act](#).

## 5.8. Occupational Health and Safety

- 5.8.1 The Library operates under the [WorkSafeBC Occupational Health and Safety](#) regulations and will remain in compliance with the regulations.
- 5.8.2 All employees of the library have the right to work in a safe, respectful and healthy environment and to promote positive attitudes towards health and safety. The Board in conjunction with the Chief Librarian is committed to providing and maintaining the necessary resources and working with employees to promote awareness of health and safety in the Library. **(Appendix 12.20 OHS Worker Safety)**
- 5.8.3 The Library strives to ensure that staff is educated and procedures are developed and implemented in an effort to eliminate or minimize the risk of injury due to accident or violence in the workplace. The Board and staff will take a proactive approach to identify hazards and be responsive in implementing preventive actions.
- 5.8.4 Personal, discriminatory or sexual harassment of any nature will not be tolerated.
- 5.8.5 The Chief Librarian has overall responsibility for the development of safe work practices and the provision of a safe work environment, equipment, training and supervision.
- 5.8.6 Employees are responsible for learning and following safe work practices and reporting hazards to their supervisor.
- 5.8.7 The Board grants the Chief Librarian the standing authority to respond in urgent and emerging situations where the safety of the community is at risk, such as pandemic or wildfire. And further that such decisions will be reviewed and discussed by the board at its next meeting.

## 6. COLLECTION DEVELOPMENT

### 6.1. General Principles

- 6.1.1 The Library believes in enabling all people to learn, read and share ideas in an atmosphere of intellectual freedom and universal access to information.
- 6.1.2 The Library Board recognizes that collection development practices are carried out with due regard for, and in compliance with all applicable federal, provincial and municipal laws.
- 6.1.3 The Library endorses:
  - a. [Canadian Federation of Library Associations Statement on Intellectual Freedom](#)
  - b. [The British Columbia Library Association's Statement on Intellectual Freedom](#)
  - c. [The International Federation of Library Associations and Institutions' Statement on Libraries and Intellectual Freedom.](#)
- 6.1.4 The goals of the collection are to support the diverse informational, recreational and educational needs of the community; to emphasize general and popular treatments of subject areas; and to complement and supplement resources offered by other community institutions.
- 6.1.5 The Library endeavours to ensure both breadth and depth of its collections through staff familiarity with existing collections, their awareness of the needs of library users and their knowledge of retrospective, current and future trends in informational and recreational materials suitable for public library use.
- 6.1.6 The ultimate right or responsibility for the choice and use of materials made available through the Library rests with the individual. The Library will not restrict access to material for any person, except where required by law.
- 6.1.7 Non-endorsement of Content
  - a. The Library does not advocate any particular beliefs, philosophies, ideas or viewpoints found in its collections. The presence of an item in the collection does not constitute endorsement of its contents by the Library.
  - b. This policy applies to all formats including print, non-print, audio-visual and electronic materials.
- 6.1.8 Where appropriate the Library will cooperate with other library systems to provide access to resources through services such as interlibrary loans and consortium purchasing.

### 6.2. Access to Collections

- 6.2.1 Except where limited by law, children are entitled to borrowing privileges and open and ready access to materials and facilities provided by the Library.
- 6.2.2 Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children.
- 6.2.3 The Library believes in the freedom of the individual and the right and obligation of a parent or legal guardian to guide, develop, interpret and maintain their own code of values in their family.
- 6.2.4 The classification, organization and labelling of the Library's collections are designed to minimize barriers and enhance access to the collection.

- 6.2.5 The Library does not mark selected materials in order to indicate approval or disapproval of item contents or attempt to expurgate information contained in selected items.
- 6.2.6 The Library may control use of any collection material in order to protect items deemed susceptible to theft or damage by users or to ensure the widest possible use of materials by library users.

### 6.3. Selection of Materials

- 6.3.1 While overall responsibility for library collections rests with the Library Board, the responsibility for selection of materials rests with the Chief Librarian (**Appendix 12.16 Ordering Criteria and Procedures**).
- 6.3.2 The Chief Librarian may delegate this professional activity to qualified and knowledgeable staff.
- 6.3.3 Library staff exercise their professional judgment and make use of tools such as reviews, bibliographies, collection knowledge, authoritative discussions of genres or subject areas, consultation with the publishing industry and recommendations from library users.
- 6.3.4 The Library considers electronic information resources as an extension of its physical collections.
- 6.3.5 All acquisition of collection material is responsibly exercised within the context of the budget.

### 6.4. Selection Criteria

- 6.4.1 The following criteria should be applied when reviewing materials for the collection:
  - a. authority, comprehensiveness, accuracy, clarity, quality
  - b. currency, date of publication
  - c. suitability and durability of format for Library use
  - d. present and potential relevance to community needs and interests
  - e. suitability of subject and style for the intended audience
  - f. representativeness of notable trends and genres
  - g. relationship to the existing collection and to other material on the subject
  - h. the uniqueness of the item's content
  - i. representativeness of varying points of view
  - j. reputation, skill, competence and purpose of the originator of the work
  - k. budget and space priorities.
- 6.4.2 An item need not meet all of the above criteria in order to be added to the collection.
- 6.4.3 Material that has been adjudged illegal by the courts will not be acquired or retained.
- 6.4.4 In addition to applying the selection criteria, the Library will attempt to acquire material:
  - a. written in both official languages, and possibly other languages that reflect the linguistic and cultural heritage of the community
  - b. that presents Canadian and/or local perspectives, experiences, way of life
  - c. that presents treatments of the lives and works of Canadians.
- 6.4.5 The Library welcomes suggestions from the public for the purchase of library material. These suggestions are considered in relation to the same criteria as other purchased material.
- 6.4.6 Textbooks or similar material that support school curricula, higher education courses or training programs will be selected only if they fulfill the general informational needs of the

community. The Library will not purchase multiple copies of books to meet the demand for school assignments.

## 6.5. New Formats

- 6.5.1 Qualified staff will evaluate new technology and formats in the context of budget considerations, community need, impact on existing resources, notable trends and suitability for library use.
- 6.5.2 The selection of material in a new format may result in the Library deciding to retire specific items or material formats from its collections to responsibly accommodate trends in user demands and/or changes in technology.

## 6.6. Collection Management

- 6.6.1 Regular management of the Library's collections is necessary to maintain collection vitality, size and scope. This process entails the same care, thought and judgment as selection.
- 6.6.2 Materials will be regularly assessed as to their condition, accuracy, currency, performance within the context of the particular Library collection and relevance to library users. Other selection guidelines and criteria may also be applied. Materials may be removed from the collection based on these criteria (**Appendix 12.18 Criteria and Processes for De-selection or Weeding**).
- 6.6.3 Materials that are removed, lost or damaged will be replaced depending on availability, cost and demand for the item.
- 6.6.4 Out-of-print copies of important works may be retained or an additional copy purchased, if possible.
- 6.6.5 Material withdrawn from the Library's collections will be sold in the Library, given to the Friends of the Library or discarded.

## 6.7. Reconsideration of Material

- 6.7.1 The Library believes that a vital society encourages community members to actively participate in an open exchange of ideas and opinions. Thus, the Library strives to provide the widest possible range of resources within its collections.
- 6.7.2 Library users may, on occasion, consider offensive the content or manner of expressing ideas in material that is purposely selected to fill the needs of some users. The Library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.
- 6.7.3 Library users who object to materials located in a Library collection can complete a written request for the reconsideration of the materials. Request forms are available for this purpose at the Library (**Form 13.5, Request for Reconsideration of Library Material**).
- 6.7.4 The Chief Librarian will communicate decisions made about challenged materials to the originators of the requests upon the completion of a formal review.
- 6.7.5 If the individual or group disagrees, or is not satisfied with the decision of the Chief Librarian, a further request for reconsideration can be made to the Board. The Board's decision will be final.

## 6.8. Donations

- 6.8.1 The Library is grateful for donated items, but it is impractical to accept or keep all donations due to space limitations, regular collection development criteria and our need to maintain a fresh and current library collection for the communities the Library serves.
- 6.8.2 Regular collection development criteria are established in order to guide our decisions and are to be used along with staff discretion and judgment. Gifts and donations are added according to the same selection criteria as purchased materials (**Appendix 12.17 Criteria and Procedures for Adding Donations to the Collection**).
- 6.8.3 The Library reserves the right to accept or discard any materials received as gifts or donations.
- 6.8.4 Gifts and donations that are not added to the collection are either put in a Library book sale or disposed of at the discretion of the Chief Librarian.
- 6.8.5 Once received, donated materials become the exclusive property of the Nelson Public Library.
- 6.8.6 Charitable tax receipts will be issued at the discretion of the Chief Librarian.

## 6.9. Local History and Archives Collection

- 6.9.1 The Nelson Public Library Local History and Archives collection s is intended for supervised public use for research, informational and educational purposes.
- 6.9.2 Materials in the collection may include books, periodicals, newspapers, newsletters, pamphlets, clippings, atlases, maps, and audio and video recordings.
- 6.9.3 The Collection will include materials that reflect aspects of Nelson and Kootenay life and history, including:
  - a. Items with a social, political, civic, educational, industrial, economic, cultural, religious, or environmental aspect as well as items relating to First Nations and immigrants.
  - b. Writings, both fiction and nonfiction, by local authors when they pertain to the Kootenay region through subject or setting, or reflect a significant aspect of local history through their creation.
  - c. Materials that reflect aspects of British Columbia and Canadian history when relevant to life in Nelson and the Kootenay region as outlined above.
  - d. Writings, both fiction and nonfiction, by local authors that do not directly pertain to the Kootenay region but whose authors have a significant place in Nelson and area history.
- 6.9.4 Additions will be made to the Local History and Archives Collection at the discretion of the Adult Services Coordinator and/or Chief Librarian, within the parameters of the policy. These include both new and donated materials. Exceptions may be made at the discretion of the Chief Librarian.
- 6.9.5 Efforts will be made to hold a unique collection not duplicated by other publicly accessible archives in the Kootenay Region. Exceptions are made for materials directly pertaining to the history of Nelson and area. As such the following will apply:
  - a. Primary research materials such as photographs, theses, diaries and manuscripts will be directed to the local archives at Touchstones Nelson or Selkirk College Library;
  - b. Studies and reports pertaining to the City of Nelson, Regional District or other municipalities will be directed to the appropriate communities.
- 6.9.6 The Library will endeavour to share information about local history and archival holdings with other local institutions and agencies in order to build cohesive collections of optimum



use to the public, and in order to inform the public about holdings in other institutions and agencies.

- 6.9.7 If the materials in our Local History collection are at any time deemed extraneous to the collection, every effort will be made to offer these materials to other agencies and institutions with publicly accessible archives collections. Should any materials be sold at auction or by other means, moneys earned will benefit the Local History Collection, its materials, or display or storage space within the library.

## 7. MEMBERSHIP

### 7.1. General

- 7.1.1 The Library provides access to its resources and services to any individual who wishes to use them within the facility. To borrow material, the individual must be a current member.
- 7.1.2 An individual is considered to be a member in good standing if they possess a current membership and are in compliance with all Library policies.
- 7.1.3 A valid Library card must be presented in order to borrow materials. Lost cards may be replaced for a fee (**Appendix 12.10, Fee Schedule**).
- 7.1.4 Individuals with a valid BC library card are eligible for limited reciprocal borrowing privileges under the BC OneCard program. Non-residents who require full access to the Library's programs and services may purchase a membership.

### 7.2. Registration Requirements

- 7.2.1 All new members are required to fill out a registration form to obtain a library card (**Form 13.6, Member Application**). Acceptable identification requirements are outlined in **Appendix 12.8**.
- 7.2.2 A membership card entitles every adult and child in a family to be individual members of the Library. A parent's signature acknowledging responsibility for materials borrowed on the card is required on all children's registration cards.
- 7.2.3 Upon reaching the age of 15, a young person may have an adult Library membership.
- 7.2.4 Membership subsidies are available for low-income residents of RDCK Area E at the discretion of the Area Director (**Form 13.7, Subsidy Application**).

### 7.3. Membership and Borrowing Parameters

- 7.3.1 Residents of areas that contribute to taxation for the Library are eligible for a free resident membership, valid for three years.
- 7.3.2 To minimize barriers and help ensure equitable access to Library services the Library offers a New-Resident Welcome membership. This membership is for new residents that do not have proof of residency. It is a temporary membership of one-month and limits the number of Library items a person may borrow (**Appendix 12.9 New-Resident Welcome Membership**).
- 7.3.3 Residents living outside of the taxation areas are required to pay an annual membership fee as set by the Board (**Appendix 12.10, Fee Schedule**).
- 7.3.4 Memberships may be renewed upon verification of the member's contact information and the payment of outstanding fines and fees.
- 7.3.5 Borrowing limits and membership parameters are outlined in **Appendix 12.11**.
- 7.3.6 Members will be required to pay replacement cost plus a processing fee (**Appendix 12.10**) for materials that have been lost or damaged.

### 7.4. Suspension of Library Privileges

- 7.4.1 In order to ensure fair use of the Library's collections and the return of borrowed items, the Library may charge fees or impose penalties.

- 7.4.2 Members who violate the Library Policy or the Code of Conduct will have their privileges withdrawn (**Appendix 12.12, Library User Code of Conduct**).
- 7.4.3 Withdrawal of privileges will occur only after a member has been notified of overdue materials and a further six weeks has elapsed with no response.
- 7.4.4 The Library may engage the services of a collection agency to assist in collecting payment of outstanding fines and the return of borrowed items after normal administrative practices have not resulted in collection.
- 7.4.5 Privileges will be restored upon the return of overdue items and payment of outstanding charges.
- 7.4.6 Special circumstances in the application of this policy will be considered by the Chief Librarian.

## 7.5. Confidentiality: Protection of Personal Information and Privacy

- 7.5.1 The Library recognizes its responsibility to its employees and to members of the public to preserve the confidentiality of information entrusted to its care (**Appendix 12.15, Confidentiality/Handling Personal Information**).
- 7.5.2 The Library abides by the [Freedom of Information and Protection of Privacy Act](#) (FOIPPA) and the [Canadian Federation of Library Associations Code of Ethics](#).
- 7.5.3 All Library users have a right to privacy and confidentiality in the collection of personal information and in all manner of records, transactions and interactions relating to their use of the Library.
- 7.5.4 The same standards for protection of privacy apply both to staff and to patrons of the Library.
- 7.5.5 Only those staff authorized to do so may access or modify records of a patron or employee. Staff will view customer records only as required to perform library functions.
- 7.5.6 The Library may store information in the patron database that may be necessary to answer patron questions or to monitor possible abuse of Library policies.
- 7.5.7 The Library may release relevant personal information to other libraries or a collection agency for the collection of library property, unpaid fees, fines or other charges.
- 7.5.8 The Library will not sell or provide personal contact information to outside parties, except as above.

## 7.6. Requests for Information

- 7.6.1 The Library adheres to the Canadian Federation of Library Associations Position Statement on [Libraries Access to Information and Communication Technology](#). Names of library users will not be released to any person, institution, association or agency for any reason except as may be legally required by federal or provincial laws.
- 7.6.2 Exceptions to the right to privacy may be made for health and safety reasons at the discretion of the Chief Librarian.
- 7.6.3 Patrons must provide their library cards in order to access their records. Patrons who cannot show their library card must provide proper identification.

## 7.7. Access to Children's Personal Information

- 7.7.1 Children have the same rights as adults with respect to their personal information under [FOIPPA](#). Where a child is incapable of exercising their right to access, correct or consent to

the disclosure of personal information, the child's parent or guardian may do so on their behalf.

7.7.2 Personal information about a child will be released only with written approval from the parent or legal guardian.

7.7.3 The Library assumes that children 15 years and older are generally capable of exercising their own rights for policy purposes. Exceptions may be considered on an individual basis where a child or parent/guardian does not believe the guideline is appropriate in their circumstances.

## 8. CIRCULATION

### 8.1. General

- 8.1.1 The Library makes available a wide range of material for Library users. The Board determines parameters for circulation practices, loan procedures and fee structures (**Appendices 12.10 Fee Schedule, and 12.11, Loan Periods and Account Limits**).
- 8.1.2 Individuals who are Library members in good standing may borrow materials.

### 8.2. Card Use

- 8.2.1 Patrons must present their own card at each transaction to borrow materials and to access some Library services. Library cards are non-transferable.
- 8.2.2 Lost or stolen cards should be reported immediately. Patrons are responsible for all material borrowed with their card until the card is reported missing.
- 8.2.3 Lost or damaged cards may be replaced for a fee.
- 8.2.4 Borrowing privileges may be suspended when a patron exceeds designated fine limits or violates other Library policies.
- 8.2.5 Expired Library cards may be renewed upon payment (if required) and verification of borrower information.

### 8.3. Types of Materials

- 8.3.1 Circulating: Material that may be loaned for use outside the Library.
- 8.3.2 Non-circulating: Material intended for in-library use only, because of its nature, format, condition, value or rarity.
- 8.3.3 Interlibrary loan: An item borrowed from another library through the Nelson Public Library.
- 8.3.4 Public computers: Computers in the Library with office software and Internet access, available free of charge.
- 8.3.5 Online resources: Subscription databases available to Library members in good standing.

### 8.4. Circulation of Materials

- 8.4.1 The Board sets the maximum number of circulating items a member may have on loan.
- 8.4.2 An extended loan period may be granted by Library staff, taking into consideration the type of material, the number of items or the type of membership (**Appendix 12.11, Loan Periods and Account Limits**).
- 8.4.3 Circulating materials, except those requested by another patron, may be renewed for an additional loan period.

### 8.5. Reserves and Holds

- 8.5.1 Library members may request that circulating material already on loan be held for them when it is returned to the Library. The Board sets the maximum number of reserves a member may have active at one time.
- 8.5.2 Members may request that circulating material currently in the Library be placed on hold. Hold items not picked up after one week will be returned to the collection.

## 8.6. Overdue Materials

- 8.6.1 It is the responsibility of the Library member to ensure that borrowed materials are returned on time. The Library may impose fines or other penalties for overdue materials to encourage their return (**Appendix 12.10, Fee Schedule**).
- 8.6.2 The Library will attempt to contact members with overdue material to remind them to return it. It is the member's responsibility to ensure that contact information is accurate and up to date.
- 8.6.3 Library staff will consider requests for alternative ways to pay or waive fines on a case-by-case basis.

## 8.7. Damaged or Lost Materials

- 8.7.1 Members are responsible for all materials borrowed on their accounts.
- 8.7.2 Members must pay for damaged or lost material at the cost of the item plus a processing fee (**Appendix 12.10, Fee Schedule**).
- 8.7.3 Members may keep damaged material after the replacement cost and processing fee are paid.
- 8.7.4 The Library may refer members' accounts to a collection agency if the replacement cost of damaged or lost material remains unpaid.
- 8.7.5 The Library does not normally accept substitute items in place of damaged or lost material. Replacement materials may be accepted if they are the same title and edition, and are in excellent condition. A processing fee will apply.

## 8.8. Collection Security

- 8.8.1 All Library material is protected with magnetic strips, which activate the security gate alarm if items are not properly checked out. (**Appendix 12.19 Security Gate Procedures**)
- 8.8.2 If theft is suspected or observed, Library staff has the authority to require the patron to return to the circulation desk, where bags may be checked and items re-scanned. The Chief Librarian or designate will take appropriate action for non-compliance.

## 8.9. Interlibrary Lending

- 8.9.1 Items that are beyond the scope of the Nelson Public Library collection may be borrowed through interlibrary loan, subject to provincial policies.
- 8.9.2 Interlibrary loans may be requested only by Library members with valid library cards. BC OneCard holders must request interlibrary loans through their home library.
- 8.9.3 Loan periods and renewal policies for interlibrary loans are set by the lending institution.
- 8.9.4 If the lending institution requires a fee for interlibrary loans, this fee will be charged to the patron.
- 8.9.5 The Library will loan items to other libraries, with the following exceptions: reference books, audiovisual materials, periodicals or newspapers, items in high demand or items published within the last 12 months.
- 8.9.6 No charges are levied for interlibrary loans sent from the Nelson Public Library to other libraries.
- 8.9.7 A fee will be charged for interlibrary loans not picked up after patrons have been notified and reminded of their availability (**Appendix 12.10, Fee Schedule**).

## 9. OTHER SERVICES

### 9.1. Hours of Service

- 9.1.1 The Library Board establishes hours of service for the Library
- 9.1.2 The Board will review hours of service on a regular basis, adjusting as necessary to reflect community needs and available resources.

### 9.2. Programs

- 9.2.1 The Library offers a wide range of public programs, either sponsored or co-sponsored, as part of its service to library patrons and the community. The Library's philosophy of open access to information and ideas extends to programming, and the Library does not knowingly discriminate through its programming.
- 9.2.2 Library programming strives to fulfill one or more of the following functions:
  - a. to actively promote the benefits of reading and life-long literacy
  - b. to provide training and support on topics of interest to the community with special attention to changing information technology
  - c. to promote, for community enjoyment and education, local and touring authors and speakers
  - d. to promote awareness of contemporary issues and engage informed citizens
  - e. to increase community awareness, support and use of the Library.
- 9.2.3 The Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions or individuals to develop and present co-sponsored programs.
- 9.2.4 Programs are open to the public, though some program attendance may be limited and require membership or pre-registration. The Library may charge fees to recover costs associated with programs.
- 9.2.5 Programs are not used for commercial, religious or partisan purposes or for the solicitation of business.
- 9.2.6 The Library welcomes proposals for community programming ideas from other organizations or members of the public. **(Form 13.8, Program Application)**
- 9.2.7 Library sponsorship of a program does not constitute an endorsement of the content or the views expressed by the presenters or the participants.
- 9.2.8 Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials. **(Form 13.5, Request for Reconsideration)**

### 9.3. Computer Use and Internet Access

- 9.3.1 The Library provides access to computer equipment and software, wireless and the Internet to complement other information resources and to enhance access to electronic services for informational, educational and recreational purposes. This policy applies to all types of computer usage on the premises of the Library or on the Library network, including public computers, personal laptops and mobile devices, as well as use of the Library's wireless network. **(Appendix 12.22, Computer and Internet Access Policy).**

- 9.3.2 The Library provides access to computer equipment, programs, databases and the Internet to complement other information resources and to enhance access to electronic services for informational, educational and recreational purposes.
- 9.3.3 The Library endorses the [Canadian Federation of Library Associations Statement on Intellectual Freedom](#) and believes that freedom of access to information is vital to the health and development of a democratic environment.
- 9.3.4 Public computer access is available to all Library users in good standing. To ensure equitable access to computers, the Library may impose limits and guidelines for use that may be modified at the discretion of the Board.
- 9.3.5 Free wireless internet access is available to all users.
- 9.3.6 Public computers are situated in Library areas where content may be visible to other members. Users are expected to employ public computers with respect for the privacy and rights of others.
- 9.3.7 Public computers will only contain software licensed by the Library. Users are not permitted to alter, tamper with or damage the Library's computer equipment or software configuration.
- 9.3.8 Children under the age of 13 require the signature of a parent or guardian to authorize use of the designated children's computers which are equipped with commercial filters. The Library cannot guarantee that filters will block all objectionable material. Parents and guardians are responsible for their child's choice of workstation and Internet activity, whether or not the child is a Library member.
- 9.3.9 The Library provides designated computers for use by teens, children and young children only. These computers contain age appropriate programs designed for education and entertainment. They are not for use by adults.
- 9.3.10 These services may not be used for any purpose that is unlawful, or in any manner that could bring harm to people or damage to our property or other's property. This includes downloading copyrighted material, pornography or other illegal material; publishing defamatory material or statements; using the service in the commission of a crime or for any other illegal purpose.
- 9.3.11 The Internet is an unregulated worldwide network of computers to which information is uploaded from a vast variety of resources. It contains information and opinions that range in scope from reliable and authoritative to controversial or extremely offensive. Some information found on the Internet may not be accurate, complete or current. Users must assess for themselves the validity of the information found.
- 9.3.12 The library does not guarantee that the mechanical functions of this service will be uninterrupted or that the service will meet any specific requirements of the users. The Library will not be liable for any direct, indirect, incidental or consequential damages sustained or incurred in connection with the use of or inability to use the service.
- 9.3.13 The Library respects the member's rights to confidentiality and privacy in the use of electronic information networks and resources. The Library will endeavor not to store any individual information on member's internet use or other library electronic information sources.
- 9.3.14 Users violating these conditions may receive a suspension or loss of privilege. Any illegal activity involving the Library's internet resources will be subject to prosecution by the appropriate authorities.



## 9.4. Outreach

- 9.4.1 The Board is committed to providing a range of expanded outreach services.
- 9.4.2 Outreach services are designed to bring library resources to both urban and rural residents who lack the means to access those resources readily, as well as to raise awareness and build library usage in new and different ways.
- 9.4.3 Outreach services, including pick-up and drop-off services and satellite library services in the Slokan Valley, seek to strengthen community connections throughout the region.
- 9.4.4 The Library's Homebound Service seeks to extend library services to all qualifying community members. Homebound Service is available to patrons who are confined to a private residence or institution due to ill health or a physical, visual or age-related impairment. Staff and volunteers who deliver service to homebound patrons must have successfully completed a Criminal Records Check.
- 9.4.5 The Library seeks to expand partnerships with other community, regional and provincial organizations with a focus on outreach services.

## 9.5. Copying/ Printing

- 9.5.1 The Library complies with the [Canadian Copyright Act Public Library Photocopying License](#). Rules governing copying will be posted near copy machines.
- 9.5.2 Compliance with applicable copyright regulations is the sole responsibility of the equipment user.
- 9.5.3 Photocopying and printing from public-access computers is available for a fee (**Appendix 12.10, Fee Schedule**).
- 9.5.4 All photocopying and printing is the sole responsibility of the user. The Library will not be liable for any direct, indirect, incidental or consequential damages sustained or incurred in connection with the use of this service.

## 9.6. Equipment Use

- 9.6.1 A microfilm reader and records are available to Library members and the general public. Printing of microfilm records is available for a fee (**Appendix 12.10**).

## 9.7. Information Services

- 9.7.1 The Library strives to provide consistent, high-quality service to patrons by offering accurate information in response to Library user requests.
- 9.7.2 Library Information Services may include: catalogue and library computer assistance; reader's advisory service; database and online assistance; interlibrary loan assistance; referral services; research assistance; school assignments; consumer information; and individual and group instruction.
- 9.7.3 In support of this goal, Information Services staff will ensure that:
  - a. users of all ages and circumstances are treated with equal attention and with sensitivity to their particular needs
  - b. all requests by users for information are considered legitimate and are handled as such
  - c. all requests for information respect user confidentiality and privacy in accordance with Freedom of Information and Protection of Privacy Act ([FOIPPA](#)).

- d. all requests for information are treated in an impartial and professional manner, even when contrary to one's personal beliefs
  - e. all requests are answered or redirected where possible.
- 9.7.4 The Library subscribes to guidelines laid out in the Canadian Library Association Code of Ethics and the Canadian Library Association Position Statement on Intellectual Freedom.

## 9.8. Social Media

- 9.8.1 Social media is defined as any web application, site or account that provides an environment in which library staff and users can share opinions and information about library-related topics. The purpose of the social media policy is to ensure respectful use of the Library's social media sites for the education and enjoyment of all users.
- 9.8.2 The Chief Librarian or designate will be the moderator for the site and will implement policy to ensure compliance.
- 9.8.3 The Library is committed to:
- a. Responding to questions or concerns as quickly as possible
  - b. Maintaining the highest levels of accuracy, objectivity and impartiality in the information that we communicate
  - c. Respecting the privacy and anonymity of those with whom we communicate
  - d. Respecting freedom of speech and difference of opinion while protecting staff and users from offensive, abusive or otherwise inappropriate speech
  - e. Providing accessible and inclusive services
- 9.8.4 Social media sites provide a forum for promoting the free exchange of ideas, which the Library will encourage. However, content that contravenes our Code of Conduct, the British Columbia Human Rights Code or other legislation will be removed from the site.
- 9.8.5 Users are to show courtesy and respect to Library staff and other users. Violations may result in restrictions on future postings to Library social media sites. Messages or posts must not contain:
- a. Obscene or racist content
  - b. Personal attacks, insults or threatening language
  - c. Potentially libelous statements
  - d. Plagiarized material
  - e. Private, personal information published without consent
  - f. Comments unrelated to the content of the forum
  - g. Commercial promotions, spam or political activity
- 9.8.6 Users are reminded to protect their privacy when participating in online public forums.
- 9.8.7 As with its more traditional resources, the Library does not act in place of or in the absence of a parent. The Library is not responsible for enforcing any restrictions that a parent or guardian may place on a minor's use of social media sites.
- 9.8.8 The Library reserves the right to edit or modify submissions when reposting or providing comment. The Library is not responsible for the reliability of content provided via links that are posted to our social media sites.
- 9.8.9 Being followed by the Library on any social media platform or having messages or content created by other parties shared on Library social media does not imply endorsement.

## 10. LIBRARY FACILITIES

### 10.1. General Principles

The Library is a public facility open to all members of the community. The Board and staff are committed to providing a safe, welcoming, accessible and well-maintained facility that supports and enhances our community.

### 10.2. Rules of Conduct

- 10.2.1 In order to provide an environment in which all staff and patrons may safely and freely use and enjoy the Library, some rules of conduct must be enforced. Everyone who demonstrates proper conduct in the Library is allowed to make free use of the Library. Anyone whose behaviour is disruptive to Library operations or to others using the Library may have their privileges restricted or denied to the extent necessary to deal with the problem.
- 10.2.2 Library Staff will make every effort to apply the rules of conduct in a fair and positive manner. All staff members have the right to deny access to the Library if, in their judgment, these rules have been abused.
- 10.2.3 Library Staff will contact police when there is a perceived threat that warrants such action.
- 10.2.4 Library users will engage in activities reasonably associated with the use of the Library while in the building. Library privileges may be suspended for prohibited activities such as:
- Damaging, abusing or vandalizing Library property
  - Smoking or consuming alcohol
  - Bringing animals into the Library (other than certified guide animals)
  - Behaviour that may be reasonably expected to result in injury to self or others
  - Engaging in any illegal activity.
- 10.2.5 Library users will respect the rights of other users and staff and will not harass or annoy others by engaging in:
- Noisy or boisterous behaviour including talking, singing or playing music loudly enough to disturb others
  - Physical, verbal, visual or sexual harassment or threats to other users or staff
  - Unauthorized soliciting of funds or offering goods or services for sale in the Library.
- 10.2.6 It is an offence under the Criminal Code of Canada to steal or vandalize Library property. To protect its property, the Library may use electronic security devices and staff may require library users to make all bags, purses, carrying cases and briefcases available for inspection upon leaving the Library (**Appendix 12.19, Security Gate Procedures**).
- 10.2.7 Library users are expected to abide by the provisions of the Canadian Copyright Act, the Public Library Copying License Agreement with Access Copyright and otherwise respect intellectual property rights when using library resources.
- 10.2.8 Library users whose actions violate these rules of conduct will be asked to stop such actions. The Board reserves the right to require anyone violating these rules to leave the Library. The Chief Librarian may withdraw permission for a person to re-enter the building if the person continues to violate the rules.
- 10.2.9 Reinstatement of Library membership or access to the facility and services will be at the discretion of the Chief Librarian.

### 10.3. Parent or Legal Guardian Responsibility

- 10.3.1 Parents, guardians and caregivers are expected to adequately supervise minors in their care while on Library property and not allow them to disturb other Library users.
- 10.3.2 Children seven and under may not be left unattended in the Library. A parent or other responsible adult must accompany them at all times (**Appendix 12.13, Unattended Children**).
- 10.3.3 Young people ages eight and older may be in the Library unattended, but parents or legal guardians are responsible for their behaviour and safety.
- 10.3.4 Sole responsibility for the control and safety of children in the Library rests with the parent or legal guardian.
- 10.3.5 The Library respects parental authority. Use of materials or services available to children and young people will not be restricted, with the exception of videos rated Restricted, which are not to be loaned to those under the age of 18 in accordance with the Motion Picture Act of British Columbia.
- 10.3.6 It is the prerogative of the parent or legal guardian to develop, interpret and apply their family's code of acceptable conduct. However, Library Staff may intervene in the instance of behaviour that may result in harm to the child or to others.

### 10.4. Displays and Exhibits

- 10.4.1 The Library provides space for exhibits and displays that promote the materials and services of the Library, provide exposure to the work of artisans or artists, or raise awareness on subjects of general interest to the public.
- 10.4.2 The Library accepts displays in a variety of mediums and themes. The Library has sole discretion regarding all exhibits and displays and reserves the right to reject or cancel such displays at any time.
- 10.4.3 Displays that contravene applicable federal, provincial or municipal laws will not be accepted.
- 10.4.4 Exhibitors will complete an Art Exhibition Agreement (**Form 13.1, Artist Contract**). The Library may take a commission on artwork sold.
- 10.4.5 The exhibitor is responsible to carry appropriate insurance with respect to damage, theft or loss.
- 10.4.6 The exhibitor will comply with all building, fire and safety regulations of the facility.

### 10.5. Community Information

- 10.5.1 The Library recognizes the important role it plays in displaying and providing access to community information. (**Appendix 12.21, Pamphlets and Brochures**)
- 10.5.2 Materials accepted for display may represent a range of viewpoints, and do not reflect an endorsement by the Library. Materials of a political, religious or controversial nature may be accepted provided they do not contravene Canadian law.
- 10.5.3 The Library does not participate in partisan politics or take an advocacy role on issues unrelated to the library.
- 10.5.4 The bulletin boards provide limited posting space primarily for local and regional information bulletins, newsletters, posters and brochures. Postings will be limited to one letter-sized submission per organization for a two-week period. Priority will be given to

materials related to community events, education, visual and performing arts, recreation, or community and volunteer organizations.

- 10.5.5 All materials posted or displayed are subject to prior approval of Library staff. The Library reserves the right to refuse or accept any materials submitted and to remove them at any time.
- 10.5.6 The Library welcomes community organizations to use the facility to educate community members about their services. The Library provides a resource desk for community groups to staff in order to provide information about their organizations. Community organizations must be approved in advance by the Chief Librarian or designate.
- 10.5.7 The Library has two quiet study rooms which may be booked one week in advance in one hour blocks. Study rooms are for use by one or two individuals to engage in quiet activity.

## 11. DONATIONS AND FUNDRAISING

### 11.1. General

- 11.1.1 The Board welcomes gifts of money, donations of materials and in-kind professional services that assist in the delivery of quality library service to the community.
- 11.1.2 Any conditions attached to donations to the Library are subject to established policy and procedures, or to approval by the Library Board on a case-by-case basis.
- 11.1.3 Donated material becomes the exclusive property of the Library. The Library reserves the right to refuse the donation of any unsolicited gift.
- 11.1.4 Upon acceptance of a gift, the Chief Librarian or designate exercises final authority over the inclusion, circulation, and withdrawal or sale of any donated item.
- 11.1.5 Donors will be issued tax-deductible receipts for gifts that fall within Canada Revenue Agency guidelines.

### 11.2. Donations to the Collection

- 11.2.1 Donations of material for the collection will be evaluated by the same criteria that govern the acquisition of purchased material (**Appendix 12.17, Criteria and Procedures for Adding Donations to the Collection**). Donated materials that meet the criteria outlined in sections 5.3 and 5.4 of the Policy Manual may be integrated into the regular collections.
- 11.2.2 Tax receipts for gifts of materials will be provided upon request if the items are in excellent condition and meet the Library's collection development criteria. Older materials must be accompanied by a valuation in writing (at the donor's expense) by a recognized authority.
- 11.2.3 The Library reserves the right to transfer any material it deems unsuitable for its collection to a third party seller or to the Friends of the Library for use at its sole discretion, which may include the Friends of the Library book sale.

### 11.3. Recognition

- 11.3.1 The purpose of the recognition program is to thank donors, to encourage others to give and to build positive, long-term relationships between the Library and its donors.
- 11.3.2 Donors will be recognized at the discretion of the Library as outlined in the donor recognition categories (**Appendix 12.23**).

### 11.4. Sponsorship

- 11.4.1 The Library welcomes and encourages the support of the business community and partnerships with other organizations in helping to deliver library service to the public.
- 11.4.2 Sponsorship is a mutually beneficial arrangement between the Library and an outside organization, in which the external party contributes funds, goods or services to the Library in return for recognition, acknowledgment or other considerations.
- 11.4.3 The Library will evaluate potential sponsorships on an individual basis based on compatibility with the Library's vision, mission, values, policies and priorities. The potential impact on the Library's reputation will be considered in any agreement.
- 11.4.4 The Library acknowledges sponsorship through the use of the sponsor's logo in promotional materials used in the sponsored project, and as laid out in the Recognition Policy, (Section 10.3). The Board must approve any additional forms of acknowledgment.

- 11.4.5 A sponsor's name or logo will not have prominence over the Library's name or logo in any promotional material.
- 11.4.6 The Library retains the right to withdraw from any sponsorship agreement at any time. A previous or existing agreement does not indicate an ongoing relationship with the Library, nor does it imply that an agreement will be renewed.
- 11.4.7 The acceptance of any sponsorship is subject to the discretion of the Library Board.
- 11.4.8 Tax receipts are not issued for funds, products or in-kind services made to the Library as part of the sponsorship agreement.

## **11.5. Naming Opportunities**

- 11.5.1 Naming a library facility for a person or entity may be considered at the discretion of the Library Board to recognize the rare, unique and substantial contributions of an individual or organization to the Library or the community.
- 11.5.2 The Library Board may consider naming opportunities within the Library, such as the designation of rooms, discrete areas, special furniture or equipment. The Library Board will determine the kinds contributions that might warrant naming opportunities.

## **11.6. Fundraising**

- 11.6.1 The Library Board may undertake specific fundraising activities to enhance the services and facilities of the Library.
- 11.6.2 All funds raised will be used for the stated purposes and established priorities of the fundraising program as determined by the Library Board. Funds may be used as designated by the donor, subject to Library Board approval.
- 11.6.3 Donations raised through fundraising will be recognized as set out in the Recognition Policy (Section 10.3).
- 11.6.4 All research on established and potential donors will be restricted to information relevant to donor cultivation and solicitation. Research methods will respect the individual's right to privacy.
- 11.6.5 All records pertaining to established and potential donors will be held confidentially in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) and the Canadian Library Association Code of Ethics.

## **12. COMMUNITY RELATIONS AND COLLABORATION**

### **12.1. General Statement**

- 12.1.1 The Library Board is committed to the ongoing development and maintenance of good community relations. This goal will be fostered through a program of public relations activities designed to promote community awareness of the Library's services and resources, stimulate use of and public interest in the Library and ensure public perception of the Library is both positive and prominent.
- 12.1.2 The Board urges Trustees and staff to use good judgment in every public contact.

### **12.2. Public and Media Relations**

- 12.2.1 The Board encourages Trustees and Library staff to participate in Library and community activities and to make public appearances representing the Library.
- 12.2.2 Prior approval from the Board or the Chief Librarian is required for public appearances by Trustees or staff acting as Library representatives at non-library events.
- 12.2.3 Trustees and staff, including the Board Chair and the Chief Librarian, will respond to requests for information from the public on matters of established Board policy and Library procedure.
- 12.2.4 The Chief Librarian will approve all media contacts and refer appropriate requests to the Board Chair. The Chair or designate will speak on behalf of the Board.

### **12.3. Cooperation with Other Libraries and Educational Agencies**

- 12.3.1 The Board is committed to the development of productive and positive working relationships with the larger library community in British Columbia and in Canada. The Board demonstrates this commitment through membership in and support of various library organizations and associations at the regional, provincial and national levels.
- 12.3.2 The Board is an active member in the Kootenay Library Federation (KLF). A designated Trustee will attend regular KLF Board meetings and report as part of the regular Library Board meeting agenda.
- 12.3.3 The Board will make every effort to maintain active membership in the BC Library Association and the BC Library Trustees Association. A Trustee will be designated to be the official contact liaison for the BC Library Trustees Association.
- 12.3.4 The Board encourages cooperation with other library organizations, cultural institutions and educational agencies in support of better meeting the needs of the community.
- 12.3.5 The Board will pursue partnerships with community organizations and private businesses to enhance the Library's ability to deliver quality service to the community.

### **12.4. Government Relationships**

- 12.4.1 The Board is committed to building positive relations with elected officials at the local, provincial and national government levels.



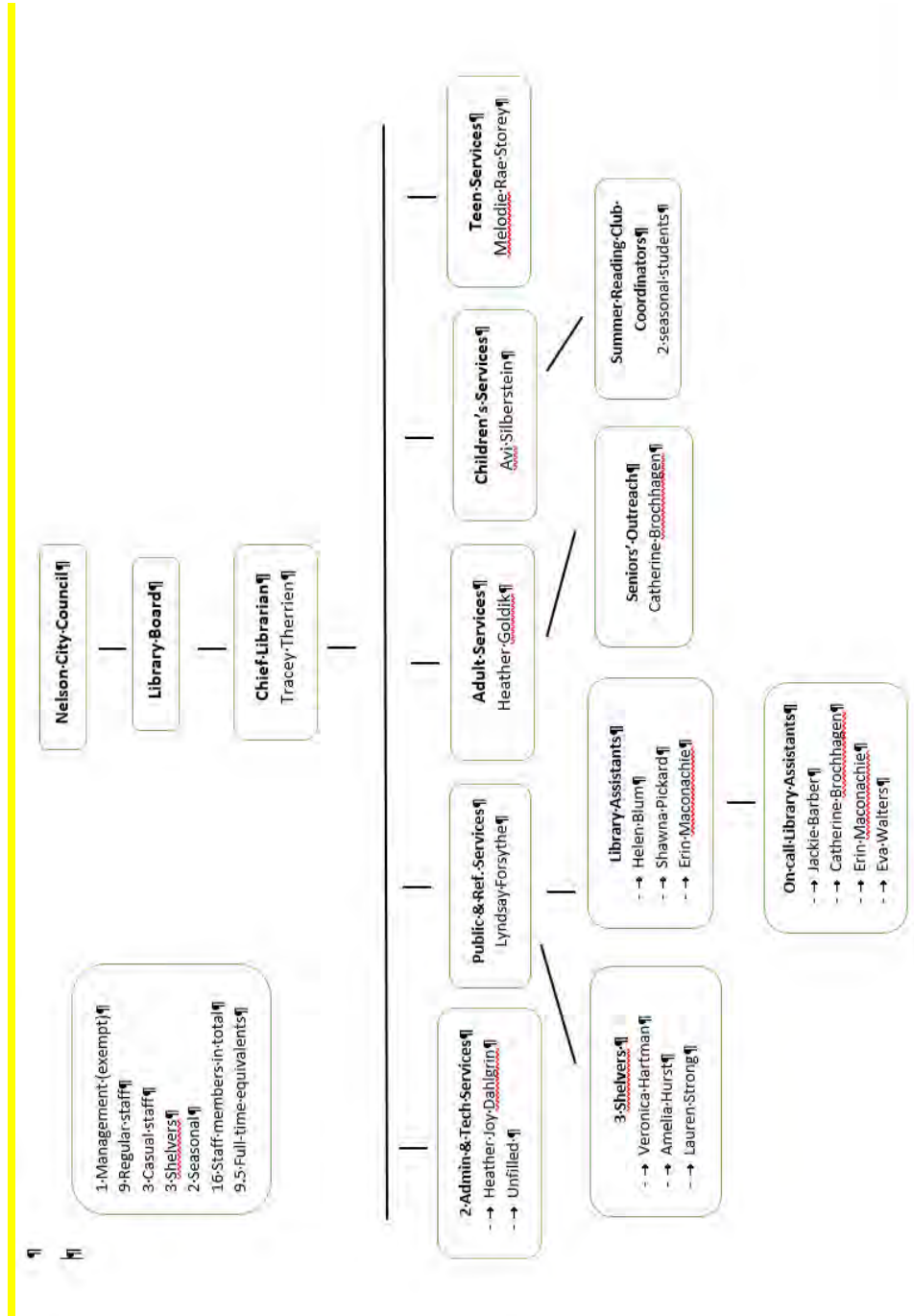
## 12.5. Friends of the Library

- 12.5.1 The Board and the Library recognize the Friends of the Nelson Public Library (Friends) as a valued community partner that benefits Library patrons, furthers the objectives of the Library and fosters goodwill in the community.
- 12.5.2 The Board acknowledges the commitment of the Friends in supporting the Library through community awareness, fundraising and advocacy. The Board will coordinate activities with the Friends by maintaining a liaison between the two bodies. A designated Trustee will attend Friends meetings and report as part of the regular Library Board meeting agenda.
- 12.5.3 The Board will accept donations from the Friends for mutually agreed upon projects or materials that further the objectives of the Library.

## 13. APPENDICES

- 12.1. Organization Chart
- 12.2. Board of Trustees Recruitment Procedure
- 12.3. Dispute Resolution Procedures
- 12.4. Fundraising Committee Terms of Reference
- 12.5. Governance & Nominations Committee Terms of Reference
- 12.6. Personnel Committee Terms of Reference
- 12.7. Acceptable Identification for Membership
- 12.8. New Resident Welcome Membership
- 12.9. Fee Schedule
- 12.10. Loan Periods and Account Limits
- 12.11. Library User Code of Conduct
- 12.12. Unattended Children
- 12.13. Staff Dress Code
- 12.14 Confidentiality/Handling Personal Information
- 12.15 Ordering Criteria and Procedures
- 12.16 Criteria and Procedures for Adding Donations to the Collection
- 12.17 Criteria and Processes for De-selection or Weeding
- 12.18 Security Gate Procedures
- 12.19 OHS Worker Orientation
- 12.20 Displaying Pamphlets and Brochures
- 12.21 Computer and Internet Access
- 12.22 Donor Recognition Categories

## 13.1. Organization Chart 2021



## 13.2. Board of Trustees Recruitment Procedures

The City of Nelson or Regional District of Central Kootenay (RDCK) will advertise vacancies on the Library Board and request written applications for the positions. Additionally, members of the Library Board and the Chief Librarian may contact members of the community to suggest that they submit applications. Such community members may have special qualifications that make them uniquely desirable as members of the Library Board. The general qualifications and practical background below will be considered when assessing applications.

### General Qualifications:

Demonstrated interest in and enthusiasm for libraries and an understanding of libraries as information providers, and literacy and community development agencies.

- Readiness to devote the time and effort required for Board responsibilities.
- Respect for the opinion of others and a steadfast belief in intellectual freedom and privacy.
- Ability to think creatively, to analyze administrative and business procedures and to accept accountability as a public trustee.
- Understanding and acceptance of being part of a team whose members are held to the highest ethical standards of conduct and behaviour.

### Practical Background:

- Involvement in community organizations.
- Understanding of local government operations and public boards.
- Interest in long-range planning.
- Personal experience in one or more of the following areas: accounting/finance, architecture/construction, business, education, fund-raising, law/government, personnel management, technology, the arts.

The prospective board member will submit a written application to the Library Board using the application form (**Form 13.2**). The Library Board will review applications for eligibility and completeness. The Chief Librarian will then forward approved candidates' applications to City Council or RDCK Directors, along with a recommendation for the candidates who best meet the needs of the Board.

City Council or RDCK will make new appointments from among the applicants, usually in December. Normally terms of service will commence the first day of January and run for two years. City Council or RDCK will notify successful applicants by letter of their appointment to the Library Board and their term of service. New Board members will participate in a Board orientation process and will be encouraged to participate in the trustee orientation program offered by the British Columbia Library Trustees Association.

Existing City of Nelson Library Board members are eligible for reappointment for up to a maximum of eight years of service. In order to encourage broader representation from each area, RDCK members are eligible for reappointment up to a maximum of four years. In December of each year the Chief Librarian will submit to the City Council and RDCK the names of members whose terms have expired, along with the Library Board's recommendations regarding reappointment. A reappointment recommendation will depend upon mutual agreement between the member and the Library Board. The City Council or RDCK will notify the member in writing regarding their final decision about reappointment.

Exceptions to the normal procedure described above may occur at the discretion of the Board.

### 13.3. Dispute Resolution Procedures

1. The dispute must be set out in writing and sent to the chair, vice-chair or a board member who is no party to the dispute (referred to from this point forward as “appointed board member”). Confirmation of receipt of this document must be given in a timely manner.
2. The board member(s) and the board chair or appointed board member, in the case shall attempt to resolve any dispute informally by meeting as often and for a duration as deemed necessary by the Parties to negotiate in good faith and to attempt to resolve the dispute.
3. If the board member(s) and the board chair or appointed board member are unable to resolve a dispute within a reasonable period, a meeting of the library board will be convened and an attempt will be made to resolve the Dispute.
4. When raised at the board meeting all people involved in the dispute will be given the right to speak.
5. The matter should be discussed with all board members present, unless they have advised the chair or appointed board member, preferably in writing, that they are aware there is a dispute resolution meeting being held and they are unable to attend.
6. The chair or appointed board member will call for a motion from the board, e.g. to appoint an independent assessor, seek mediation, call a special general meeting, for an ad-hoc committee or to dismiss the complaint. All board members present at the meeting will vote on the motion.
7. A board decision may be reviewed in situations where:
  - New information has emerged that was not available when the original decision was made.
  - The board has become aware of an error in previous information that was used to make the decision.
  - A board member did not feel able to present his or her case at the time the board made its decision.

#### Mediation

1. Where mediation is sought, the mediator must be:
  - a) a person chosen by agreement between the parties; or
  - b) in the absence of agreement, a person appointed by the board.
2. A member of board can be a mediator, but may not be a member who is a party to the dispute.
3. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
4. The mediator, in conducting the mediation, must:
  - a) give the parties to the mediation process every opportunity to be heard; and
  - b) allow due consideration by all parties of any written statement submitted by any party; and
  - c) ensure that fairness is accorded to the parties to the dispute throughout the mediation process.
5. The mediator must not determine the dispute.
6. The mediation must be confidential and without prejudice.
7. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute otherwise.

## 13.4. Fund Development Committee Terms of Reference

### Composition:

1. The Committee will consist of at least 2 Trustees and the Chief Librarian.
2. The committee is free to add other trustees or Friends of the Library as ad hoc participants as needed.
3. The Committee will set its own meeting schedule to achieve its purpose and meet its responsibilities.

### Purpose:

1. Develop and support community engagement and fundraising processes to promote and maintain library visibility within the community and to support library growth.
2. Ensure that all fund development (fundraising and advocacy) activities align with the vision and values of the library and meet the library's needs.
3. Promotes and supports fund generating campaigns. Campaigns may include events to garner permanent funding support or targeted specific funds for building projects, and specific programs within the library.
4. The Fund Development Committee is not responsible for raising the money. The Fund Development Committee helps the board ensure that the money is raised.

### Accountability:

1. A Fund Development Committee report will be part of the general Board meeting agenda.
2. All recommendations are to be approved by the Board.
3. Working with trustees, staff and volunteers to determine fundraising activities and ensure that the activities align with the fund development objectives.

### Responsibilities:

1. Advocacy & Influence: Focus the Board's fund development efforts on building relationships and connections with a diverse range of stakeholders and partners, as per the Library's Advocacy Road Map (including RDCK Areas F, H & E). These include those who may not be direct decision makers, but who help us better understand, develop, and share our priorities throughout the community.
2. Determine the annual and quarterly priorities of the committee as determined by the Library's current strategic plan.
3. Implement, review, and measure the success of the Fund Development Committee annual work plan.
4. Reviews and makes recommendations regarding fund development policies to the Board.
5. Procures and maintains a current donor/sponsorship database and formulates a method to identify new donors.
6. Enhance existing and build new relationships with other fundraising groups both locally and provincially, to learn from their fundraising experience.
7. Participate in the recognition of gifts and financial sponsorships.
8. Designate a Board trustee liaison between the Board and the Friends. (ex attend monthly Friends meeting)
9. Makes recommendations to the Board for capital campaigns or specific or targeted fundraising strategies.
10. Works with the Chief Librarian and the Friends in creating and implementing marketing activities that build on the library profile and highlight fundraising campaigns at the Nelson Public Library.
11. Establishes sub-committees and provides leadership to volunteers (eg. Board members, library staff, Friends of the Library) participating in specific fundraising activities.

## 13.5. Governance & Nominations Committee Terms of Reference

### Composition:

1. The Committee will be comprised of at least 2 Trustees and the Chief Librarian.
2. The Committee will set its own meeting schedule to achieve its purpose and meet its responsibilities.

### Purpose:

1. Ensure Library policies reflect the vision and values of the Library and meet the Library's needs
2. Determine the recruitment needs of the Board.
3. Support recruitment and succession planning and processes for the Board.

### Accountability:

1. A Governance Committee report will be part of the general Board meeting agenda.
2. All new or updated policies are individually approved by the Board.
3. Policies are made easily accessible online on the Library's website

### Responsibilities:

1. Ensure policy documents are up to date and function as intended.
2. Review and revise, if deemed necessary, a subset of Library policies each year to ensure that all policies are reviewed at least every 5 years.
3. Confirm board approval for each new or updated policy.
4. Coordinate Board self-evaluation yearly.
5. Strike a Nominations committee when appropriate to recruit potential future Trustees.
6. Continue to implement the training and mentoring process for new Trustees.
7. Implement and review the Governance Committee annual work plan.



## 13.6. Personnel Committee Terms of Reference

### Composition:

1. The Committee will be comprised of at least 2 Trustees.
2. The Committee may add the Chief Librarian, and/or the City of Nelson's HR Manager as ad-hoc participants as needed.
3. The Committee will set its own meeting schedule to achieve its purpose and meet its responsibilities.

### Purpose:

1. Ensure that all personnel activities align with the vision, values and policies of the library and meet the goals and objectives outlined in the Library's Strategic Plan.
2. Make recommendations to the Board regarding hiring, contract negotiations and performance evaluations of the Chief Librarian.
3. Support the Chief Librarian in the development of personnel policies, job applications, and collective bargaining matters as requested.
4. Participate in CUPE, Local 339, contract negotiations and to uphold the Collective Agreement as required.

### Accountability:

1. The Committee communicates with the City of Nelson's HR Manager for advice on the City's HR requirements, policies and procedures.
2. As per NPL Policy 2.1.4, the Library Board is an employer separate from the City of Nelson under the Labour Code of BC. (see Appendix 12.1 Organization Chart), and as such will follow the Labour Code of BC.
3. The Committee will implement the City's requirements, policies, and procedures as advised the City HR Manager.
4. A Personnel Committee report will be part of the In-Camera Board meeting agenda.
5. The Committee will bring recommendations to the Board for approval.

### Responsibilities:

1. Identify, define and prioritize the personnel objectives, including specific areas of need, on an annual basis; or as required.
2. Align personnel policies and procedures with the City of Nelson HR policies and procedures.
3. Lead performance evaluations of the Chief Librarian annually and to follow up quarterly to ensure goals and objectives are met.
4. Support the Chief Librarian in employee professional development and to meet benchmarked objectives.

### **13.7. Acceptable Identification for Membership**

Residents of areas that contribute to taxation for the Library are eligible for a free resident membership, valid for three years. Acceptable identification for membership must include the individual's current residential address.

- BC Driver's License
- BCID card

If the above ID is not available then the following ID types may also be used:

- Government issued picture ID (e.g. passport)
- BC Care Card
- If the applicant does not have any of the above forms of personal identification they may volunteer their Social Insurance card or birth certificate.

If the ID provided does not have the current address, then the prospective member must provide one of the following proof of residential address documents along with the identification:

- Utility bill
- Rental agreement (officially signed)
- Bank statement
- Automobile registration
- Property tax bill
- Other government communications (tax statement, etc.)

### 13.8. New-Resident Welcome Membership

- New residents of Nelson and areas that contribute to taxation for the Library that do not have acceptable ID with their current address will be issued a New-Resident Welcome membership for one month (Appendix 12.8).
- Acceptable ID as listed above must be provided to obtain a New-Resident Welcome membership.

### 13.9. Fee Schedule

#### MEMBERSHIP FEE STRUCTURE

Residents of Nelson and Areas F and South H	No fee
New-Resident Welcome membership (1 month – limited privileges)	No fee
BC OneCard (limited privileges)	No fee
Non-resident household (payable in three month increments)	\$90/year
Non-resident individual	\$45/year
Temporary (3 months – limited privileges)	\$30
Institutional	\$90/year

#### FINES/LOST AND DAMAGED ITEMS

	Fee /day	Maximum fine
Adult items and DVDs	30¢/item	\$5/item
Juvenile items – not DVDs	15¢/item	\$3/item
Media materials	.50c/item	\$5/item
E-readers/equipment	\$1/item	\$10/item
Lost or damaged items	Replacement cost + \$5 processing fee	
Suspension of library account	Fines exceed \$10	

#### PHOTOCOPIER CHARGES AND FEES

	Cost per copy
Letter or legal size black and white	25¢
Letter or legal size colour	55c
Ledger size black and white	50¢
Ledger size colour	\$1.55
Scans	0

#### OTHER FEES

Replacement card	\$2
New media case or cover (Playaway, CD, DVD)	\$5
Bag or binder for kits	
Rechargeable battery	\$4
Playaway battery cover or headphones	\$2
Minor damage/repair	\$5
Interlibrary loan not picked up	\$5

## 13.10. Loan Periods and Account Limits

Loan period – DVDs and magazines	1 week
Loan period – all other materials	3 weeks
Regular membership	60 items
New-Resident Welcome membership	5 items
Temporary membership	5 items
OneCard	5 books
Institutional/Family	60 items

### **Institutional Membership**

- 13.10.1 A single contact person must be designated for each institutional card. The contact person is assumed to be responsible for coordinating the use of the membership card.
- 13.10.2 The institution or group is responsible for all losses or overdue fines. Excessive fines or charges accrued to the card will result in suspension of borrowing privileges.
- 13.10.3 The institutional card holder is subject to all Library borrowing policies. The institution or group may borrow up to 60 items at a time.
- 13.10.4 Institutional borrowers must present the membership card in order to check out items, without exception.

### **New-Resident Welcome Membership**

- 12.5.2 This type of membership is intended for new residents of Nelson and areas that contribute taxation for the Library that do not have proof of residency.
- 12.5.3 It is a one-month temporary membership and allows members to borrow a total of five items.
- 12.5.4 A regular library membership will be issued when proof of residency is provided.

## 13.11. Library User Code of Conduct

These rules of conduct have been established to ensure a positive experience for everyone using the Nelson Public Library. The Library encourages universal access to its resources and services. In order to provide a safe and welcoming environment, every individual on Library premises is expected to conduct themselves in accordance with the following rules of conduct.

### General Guidelines

Library users will:

- act with consideration and respect toward other members of the public, staff and volunteers
- be careful and considerate of Library property
- act lawfully and responsibly
- dress appropriately, including wearing shoes and shirts
- attend to personal belongings and do not leave belongings or garbage when leaving the Library
- use furniture and equipment properly and only for the usual, intended purposes
- use washrooms only for their intended purpose
- leave the Library promptly at closing or when instructed in an emergency.

### CHILDREN AND DEPENDENT ADULTS

- Parents, guardians and caregivers are expected to adequately supervise and care for their dependents while on Library property and not allow them to create disturbances.

### Safety

To ensure the safety of all, library users will:

- follow staff instructions in case of fire or other emergency
- not smoke or vap anywhere in the Library building or within 7 meters of the Library entrance as per the City of Nelson's Clean Air and Smoking Regulation Bylaw.
- do not use any type of sports equipment on Library property (racks are provided outside the main entrance for parking bicycles, skateboards, etc.)
- be awake, for security and safety reasons sleeping is not permitted in the Library.

### Examples of Behaviour Not Permitted

- threatening, abusive or obscene language
- solicitation or prothlesizing
- actions that disturb others' use and enjoyment of the Library
- damaging Library property
- being under the influence of, selling, using or possessing alcohol or illegal substances
- possessing weapons or implements that could be used as weapons
- vandalism or graffiti
- offensive body or clothing odour
- using cellphones, or other devices in a manner that is disruptive to others
- entering non-public areas

- photographing or filming on Library property without written permission
- consumption of food or open beverages
- bringing animals into the Library, with the exception of service animals or animals present for special programs
- posting notices, flyers or brochures except in authorized locations and with prior permission.

Violation of any of the Rules of Conduct may result in exclusion from the library, withdrawal of privileges, charges for damage and/or criminal prosecution.

## 13.12. Unattended Children

The Nelson Public Library welcomes the use of its services and facilities by children. Staff members are committed to helping children find materials for school work and recreational reading, providing an environment that encourages study and exploration, and planning short programs that inform and enrich.

Staff members are also committed to the well-being and safety of children. However, library facilities are not designed or licensed to provide basic child care needs such as healthy snacks, physical exercise or emergency care if the child becomes ill or upset. Any public place may be dangerous for a child who is left unattended for long periods, or who is left stranded after closing hours.

The library encourages parents to consider the safety and well-being of their children and the needs of other library users of all ages. Parents are responsible for the behaviour of their children in the library, whether or not the parent is present. As per the Library Code of Conduct (Section 9.2), parents may not leave children under age seven unattended in the library. Disruptive children, attended or unattended, age seven or older may be asked to leave the library after two warnings.

### Procedures

1. Children Under Seven Left Unattended in the Library
  - 1.1. If it is determined that a child is lost or unattended, a staff member will bring the child to the Children's Services staff member or a Department Coordinator.
  - 1.2. The Children's Services staff member or Department Coordinator will try to locate the parent or responsible adult by asking the child where parent is or walking around the Library to find the parent.
  - 1.3. If the parent is not found in the building, a Library staff member will stay with the child until the parent can be contacted through information in the circulation system database or telephone book.
  - 1.4. If the parent has not been located within an hour, or if the Library is closing, the staff member in charge will call the police.
  - 1.5. Under no circumstances should a Library staff member take a child out of the Library building. If the Library is closed, then two staff members should wait with the child inside the Library building. No staff member should take the child home.
2. Disruptive Attended Children
  - 2.1. Disruptive behaviour is any form of behaviour that seriously or constantly disturbs Library patrons or staff, damages Library property, interferes with Library service or endangers the well-being of the disruptive child or others.
  - 2.2. Children who are disruptive will be asked by a Library staff member to behave. If the disruptive behaviour continues, a staff member will inform the parent or guardian that their child is disturbing others.
  - 2.3. If the parent or guardian refuses or is unable to control the behaviour of the child, the family will be asked to leave the library.
3. Disruptive Unattended Children under Age Seven
  - 3.1. A staff member will ask the child to correct the behaviour. If the behaviour persists, the staff member will obtain the child's and the parent's names and attempt to locate the parent in the

- building. If located in the building, the staff member will explain that the child is being disruptive, and inform the parent of the library's policy. If they refuse or are unable to control the child, the family will be asked to leave.
- 3.2. If the parent or guardian cannot be located within the building, the staff member in charge will call the parent. They will be informed that their child is being disruptive. The policy on unattended children will be explained. If the parent or guardian is unable to come at once, he or she will be told the child may stay this one time, but the police will be called if the problem happens again.
  - 3.3. If the parent or guardian cannot be contacted within an hour, or if the Library is closing, the police will be called.
  - 3.4. If the parent or guardian cannot be located and the child must leave the Library without supervision, the Children's Services staff member or the Chief Librarian will follow up with a phone call and letter or email to the parent, describing the incident and communicating the Library's policy on unattended children.
  - 3.5. If satisfaction cannot be obtained from the parent or guardian, the incident will be referred to Child and Family Services.
4. Disruptive Unattended Children Older Than Age Seven
- 4.1. A Library staff member will tell the child that he or she is causing a disturbance and that this is a warning. If the staff member is required to speak to the child a second time, indicate the third time he or she will be asked to leave.
  - 4.2. If the disruptive behaviour continues, the staff member will tell the child to leave the building and follow through to see that the child does leave.
  - 4.3. If the child does not cooperate, the staff member will try and locate the parent or guardian. If the child continues to misbehave and no parent can be found, the Children's Services staff member or a Department Coordinator will call the police.
  - 4.4. Depending on the incident or situation, the child may be banned or suspended from utilizing the Library for a period of time.



### **13.13. Staff Dress Code**

Library employees dress in a manner that is suitable for the conditions and the work being performed, with due regard for personal safety, the need for identification and the presentation of a clean and professional image that is respectful of the Library, its staff and the people it serves.

Guidelines:

- a. Clothing must be of a type and in a condition that will not expose workers to any unnecessary or avoidable hazards.
- b. Employees are expected to project a professional image.
- c. Employees are expected to maintain an acceptable standard of personal grooming and hygiene while performing their duties.
- d. Employees will support the Library as a scent sensitive workplace.

The Nelson Public Library Board and Management, as part of the City of Nelson, reserves the right to evaluate clothing suitability on an ongoing basis in keeping with the above guidelines

## 13.14. Confidentiality/ Handling Personal Information

12.9.1 There are two types of private, personal information about Library users that need to be kept in confidence, or shredded, in all circulation, reference and customer service transactions:

- a. A patron's personal information such as ID documents required or personal information recorded when a patron signs up for a Library card
- b. Information about a patron and their reading interests, history or use of the library, materials consulted, research and reference requests, information provided to staff assisting with a search and their whereabouts (time or date they may visit or have visited the library).

12.9.2 The following recorded information in print form must be shredded:

- a. Membership forms
- b. Hold slip forms (handwritten or printed from Sitka, including ILL/HCU/Winlaw/school delivery service hold slips)
- c. Receipts from receipt printer (contains name, full library barcode and titles of items checked out)
- d. Paperwork from processed ILLs
- e. Archive loan forms older than three months
- f. Book Club Sets order forms older than three months
- g. Collection Agency paperwork and overdue letters that are no longer needed (removed and shredded from binder by the Circulation Services Coordinator on a yearly basis)
- h. Any written item containing patron information, even if it is only a last name
- i. Sign-up documents for every library program requiring registration (once program and relevant follow-up has been completed)
- j. Daily computer sign-up sheets once stats are completed
- k. Any documents with personal information that have been in the Lost and Found for more than three months.

12.9.3 Dissemination of stored information in Sitka and other library databases/software

- a. Do not give any personal information attributed to one person to another person or entity. The information about a person may only be given to that person upon providing library card (in person) or number (over the telephone) or official government ID (in person). In special circumstances, refer to the Chief Librarian.
- b. Do not give out any confidential information over the phone without verifying the patron's library card number. Staff may perform simple transactions that don't require them to give out any personal information. For example, if the caller knows the title of the book they want renewed, staff may renew it for them, but not give out any additional information.

## 13.15. Ordering Criteria and Procedures

Following the selection criteria stated in 5.3 and 5.4 of the policy manual, material for the library will be ordered:

- From Canadian sources whenever possible
- That come with marc records and processing whenever possible
- Which, while not complying with the above, are deemed a valuable addition
- That honour any discount or consortium agreements we may have when possible

Review sources utilized will be:

- Canadian
- Educational
- Library-related and subject related
- Other sources such as magazines and newspapers that provide critical review
- Patron suggestions will always be researched in the above sources for suitability for our collection

In Ordering materials:

- Create orders in a regular and timely manner
- Acquire materials with an eye to the annual budget
- Request a Purchase Order from Tech Services for each order
- When necessary, request approval from Chief Librarian for credit card purchases
- Alert Tech Services to any acquisitions that should be rushed upon arrival
- Tech Services will alert DC to special orders/grant-related orders when they arrive

## 13.16. Criteria and Procedures for Adding Donations to the Collection

Donations arrive at the library through the book drop, in person, and as foundlings left by the front or back doors.

### When patrons wish to donate materials:

- It should be made clear that materials become property of the Library and may be sold in the booksale, placed in the collection, or given away.
- In the event a patron wishes to donate books for the collection only, they should be referred to the appropriate department coordinator.
- It should be emphasized (nicely) that the library cannot accept donations of textbooks, magazines, Reader's Digest Condensed Books, dated time-sensitive material (old computer or travel books), books that are musty, dirty, stained, or in bad condition.
- In the event a patron wishes to donate new items in return for a tax receipt, they should be referred to the appropriate department coordinator. It is possible to give a receipt for ½ the original value of the items (this should be a rare circumstance).

When assessing materials for the collection, refer to Policy 5.4 *Selection Criteria*. Exceptions to these criteria may be made by the appropriate department coordinator based on popularity, community interest, and other considerations.

### In addition to the criteria for adding donations to the collection, consider:

- Staff time for cataloguing and processing the materials vs. value to the collection
- The potential shelf-life of the item (for example, mass market paperbacks)
- Processing considerations, such as spiral-bound, media packaging, etc.

### Donations accepted for the collection

- Should be taken downstairs and placed on the appropriate shelves in tech services.
- "Rush" items may include local subject/author items, high-demand items, or items relating to an upcoming event, and these should go on the appropriate shelf for that purpose date stamped or with relevant deadline indicated

### Rejected donations

- If donations appear saleable, they should be neatly boxed and taken downstairs to the Friends donations room. Do not place boxes in area marked off with tape.
- Donations may also be used to keep the Friends perpetual bookshelf full.
- Donations that do not appear saleable may go in the free box, or be recycled.
- Occasionally, local history and other valuable donations may come our way that, if not needed by our library, may be offered to another library.

## 13.17. Criteria and Processes for De-selection or Weeding

### General Criteria (including Resources to use as a guide)

- Weeding regularly keeps new titles easier to find and provides better access to what is more useable in the collection.
- Use of the document **CREW: a Weeding manual for Modern Library** is available at <http://www.tsl.state.tx.us/ld/pubs/crew>. This document provides a thorough guideline for weeding a collection. It provides specific guidelines for all aspects of weeding, including dealing with the children's and reference departments and each Dewey Decimal category.
- In summary when weeding consider the following for each item:
  - ✓ Content, currency and accuracy
  - ✓ Appearance, authority, space, budget and community interest
  - ✓ Circulation statistics (can use reports from ILS)
  - ✓ Availability of the information elsewhere (Interlibrary loan, internet for example)
- **MUSTIE** (from the CREW document) is an easily remembered acronym for six negative factors that frequently ruin a book's usefulness and make it a prime candidate for weeding:
  - M = Misleading** (and/or factually inaccurate)
  - U = Ugly** (worn and beyond mending or rebinding)
  - S = Superseded** (by a truly new edition or by a much better book on the subject)
  - T = Trivial** (of no discernible literary or scientific merit; usually of ephemeral interest)
  - I = Irrelevant** to the needs and interests of your community
  - E = The material or information may be obtained expeditiously elsewhere through ILL or electronically.**

### Timeline for weeding –

- Consider that every day a bit of weeding is done through check-ins, when staff watch for books in poor condition. We can reinforce this regularly.
- The CREW method suggestions “Monthly targets should be established for looking at specific areas of the collection and intentionally weeding a small area”. Collection Developers should plan for weeding dates and times in their work schedule.

### Percentage to weed –

- A guideline of 5% every year allows for the whole collection to turn over every twenty years. This includes replacing classics with new editions where possible. Another guideline is to weed as much as is added to the collection.

### Process – for Weeded items.

- Using a cart – process for handling items to be weeded is to be made in conjunction with tech services
- Determining where they go after they have been removed – mark items to be deleted for booksale, return to the appropriate coordinator or send to recycling.

## 13.18. Security Gate Procedures

### What to do when the security gate alarm goes off:

*Always assume it is unintentional!*

1. **Responding to the security gate alarm quickly is a priority.** Make eye contact with the patron.
2. The circ person who is least occupied (not on phone/not helping patrons) should always take the initiative. If there are 2 of you working the desk (and are occupied) communicate with each other through words/action/eye contact which of you will make the move. It's OK in this case to tell the person you are helping that you will be right back.
3. Approach patrons pleasantly and ask if they have material to check out.
4. Ask them to come back to the counter (and back through the security gates), asking if there are any items that may have inadvertently missed in the check-out process or are from another library.
5. Open Item Status in Evergreen and scan their books in to make sure they are all checked out. IF so, desensitize all books and send them on their way.
6. If the alarm goes off again: Try sending them through without bags/briefcases etc.
7. If it is clear that something in the bag has set it off, ask them to open it to make sure that it isn't a library book that didn't get desensitized/from another library/a newly purchased item, etc.
8. Try to narrow down what is causing the alarm to go off. Have patrons go through the gate with all their things except the item that may be setting it off.
9. If it is clear that the item setting off the alarm isn't one of our items, have the patron walk through and then pass them the item in question.

If they become defensive and refuse to allow you to check their books, or leave without completing the above process, tell them you will call the Police and report to Chief Librarian.

If they run away or you feel threatened, call the Police and report to Chief Librarian.

### What not to do:

Don't leave patrons on the other side of the security gate and bring through only their items. Have the patrons walk back through the gate and come to the counter.

Don't hand items around the gates. If an item can't/won't be desensitized have the patron walk through the gate first, then pass the item through the gate.

Don't just wave people through saying it's fine! Always have them come back and try to determine what is setting off the alarm.

## 13.19. OHS Worker Orientation

### Procedures for OH&S Worker Orientation

Last updated: November 2018

1. **Show OHS binder and ensure new staff are familiar with its contents**
2. **Inform them of their “rights”: to know, to participate, to refuse, to no discriminatory action**
3. **Show first aid kit and sharps container/tongs at circ desk**
4. **Emergency contact:**
  - Show emergency phone numbers postings (at phone locations)
  - Location of staff and board contact info (bulletin board).
  - Explain panic button locations and when to use
5. **Proper lifting and reaching procedures**
  - Use round step stool for high shelves
  - Use carts to transport books; minimal lifting
  - Use dolly for transporting heavy boxes
  - Handle small quantities of books at a time; avoid pinch grip (two hands) and keep books flat (avoid wrist motion)
6. **Power outage procedures**
  - Review list of procedures posted at circ desk
  - Phones continue to operate during power outage
  - Show flashlight location
7. **Dangerous objects**
  - Keep scissors and Xacto knives off the check-out desk
8. **Difficult patrons**
  - Review policies re: emergency numbers.
  - Police are first stop if a patron is causing disturbance or is perceived as dangerous
  - Mental Health worker may be called to discuss problem, but not intervention
  - Let Chief Librarian know about chronic problem patrons
9. **Working alone**

The Nelson Public Library does not schedule staff to work alone at the main facility during regular open hours. However, there are situations, particularly during outreach programs or during evening events, where staff are working alone on-site or in other facilities.
10. **Review fire drill, fire extinguisher, evacuation and needle procedures**

Supervisor signature \_\_\_\_\_ date \_\_\_\_\_  
Employee signature \_\_\_\_\_ date \_\_\_\_\_

## 13.20. Displaying Pamphlets and Brochures

The Library will accept print materials for display depending on availability of space, if they meet the following criteria:

- From local non-profit organizations with educational , recreational or informational content.
- Relate to cultural events in the region.
- Contain information related to the City of Nelson or Regional District regarding public safety, education, meetings, activities or events.
- Reference materials produced by authoritative sources that are of broad general interest (eg health or legal information).

We will not display:

- Materials of a partisan or political nature
- Faith-based materials
- Solicitation or advertising materials that promote commercial products or businesses
- Personal ads or notices



## 13.21. Computer and Internet Access

The Library provides access to computer equipment and software, wireless and the Internet to complement other information resources and to enhance access to electronic services for informational, educational and recreational purposes.

This policy applies to all types of computer usage on the premises of the Library or on the Library network, including public computers, personal laptops and mobile devices, as well as use of the Library's wireless network. **Please take the time to read to ensure the safety of yourselves and your children.**

### COMPUTER, WIRELESS AND INTERNET SERVICE AGREEMENT AND TERMS OF USE

- 1. These services may not be used for any purpose that is unlawful, or in any manner that could bring harm to people or damage to our property or other's property. This includes downloading copyrighted material, pornography or other illegal material; publishing defamatory material or statements; using the service in the commission of a crime or for any other illegal purpose.**
- 2. Parents, legal guardians or caregivers are responsible for monitoring internet sites and information accessed by their children, whether or not the child is a Library member.**
3. The Library endorses the [Canadian Library Association's Statement on Intellectual Freedom](#) and believes that freedom of access to information is vital to the health and development of a democratic environment.
4. Public computer access and wireless service is available to all Library users in good standing. Printing is available as per the terms of our Library Policy 8.5 Copying/Printing.
5. To ensure equitable access to computers, the Library may impose limits and guidelines for use that may be modified at the discretion of the Board.
6. Public computers are situated in Library areas where content may be visible to other members. Users are expected to employ public computers with respect for the privacy and rights of others.
7. Public computers will only contain software licensed by the Library. Users are not permitted to alter, tamper with or damage the Library's computer equipment or software configuration.
8. Free wireless internet access is available to all users.
9. The Internet is an unregulated worldwide network of computers to which information is uploaded from a vast variety of resources. It contains information and opinions that range in scope from reliable and authoritative to controversial or extremely offensive. Some information found on the Internet may not be accurate, complete or current. Users must assess for themselves the validity of the information found.
10. The library does not guarantee that the mechanical functions of this service will be uninterrupted or that the service will meet any specific requirements of the users. The Library will not be liable for any direct, indirect, incidental or consequential damages sustained or incurred in connection with the use of or inability to use the service.

11. The Library respects the member's rights to confidentiality and privacy in the use of electronic information networks and resources. The Library will endeavor not to store any individual information on member's internet use or other library electronic information sources.
12. The Library provides designated computers for use solely by teens, children and preschoolers. These computers contain programs rated as suitable for children and are designed for education and entertainment. They are not for use by adults.
13. Children under the age of 13 require the signature of a parent or guardian to authorize use of the designated children's computers which are equipped with commercial filters. The Library cannot guarantee that filters will block all objectionable material.

**Users violating these conditions may receive a suspension or loss of privilege. Any illegal activity involving the Library's internet resources will be subject to prosecution by the appropriate authorities.**

## 12.23 Donor Recognition Categories

All donations to the library will be acknowledged by a Thank You letter. If a donor does not wish to be publicly recognized, that wish will be honored. Additional special recognition may take place for significant contributions according to the donor recognition categories below:

- Supporter: less than \$200
- Sponsor: \$200 to \$499: Nameplate on shelf for five years
- Donor: \$500 to \$999: Name displayed on Gratitude Wall \* for five years
- Patron \$1,000 to \$4,999: Name displayed on Gratitude Wall \* for five years.  
Acknowledgement in Library annual report
- Sustainer \$5,000 to \$9,999: Name displayed on Gratitude Wall\* for five years.  
Acknowledgement in Library annual report
- Benefactor \$10,000 to \$19,999: Name displayed on prominently on the Gratitude Wall\* for at least five years. Acknowledgement in Library annual report
- Champion \$20,000 and above. Name displayed on prominently on the Gratitude Wall\* for at least five years. Acknowledgement in Library annual report

\*Gratitude Wall: once it has been established.

## FORMS

13.1. Artist Contract

13.2. Board Application

13.3. Volunteer Application

13.4. Expense Claim

13.5. Request for Reconsideration of Library Material

13.6 Member Application

13.7 Subsidy Application

13.8 Program Co-Sponsorship Application

## 13.1 Artist Contract



### Art Exhibition Agreement

Artist or Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Exhibition Dates: \_\_\_\_\_

Exhibition Area:  Teen  Adult  Children

#### **Artist / Group Responsibility**

1. To bring artwork to the library at the arranged time and install with assistance from the library staff.
2. To provide a list of the objects with titles and prices for display in the library.
3. To provide a biography or artist statement for display.
4. To label individual objects, indicating price, medium, and the artist's name.
5. To professionally frame each object, including proper mounting hardware.
6. To remove the objects at the agreed-upon ending date.

#### **Library Responsibility**

1. The library does not assume responsibility for loss, theft, or damage occurring during the exhibition.
2. The library will receive a 20% commission for selling the artwork. Purchasers will pay a library staff person at the front desk. The artist will receive 80% of the sales price within 30 days of the end of the exhibition.  
All artwork, including sold items, will remain in the library until the end of the exhibition except by special arrangement.

**The library reserves the right to decide if artwork is suitable for exhibition.**

*I have read and agree to abide by these guidelines.*

Signature of Artist: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Library Staff: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Nelson Public Library**

602 Stanley Street  
Nelson, BC  
V1L 1N4  
t. 250.352.6333  
f. 250.354.1799

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

## 13.2 Board Application

See recruitment package on p drive

<P:\LibraryData\POLICIES&PROCEDURES\2012 Forms\2016 Nelson Library Board Application Package.pdf>

## 13.3 Volunteer Application

See P drive <P:\LibraryData\2018 Handouts and Forms\Forms\2017 Volunteer Application Form.docx>



### Volunteer Application

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

#### Character Reference

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Affiliation: \_\_\_\_\_

#### Skills and Interests

##### Interests

1. \_\_\_\_\_  
2. \_\_\_\_\_

##### Skills

1. \_\_\_\_\_  
2. \_\_\_\_\_

##### Other Volunteer Experience

1. \_\_\_\_\_  
2. \_\_\_\_\_

#### Preferred Time:

- |                          |            |                          |             |
|--------------------------|------------|--------------------------|-------------|
| <input type="checkbox"/> | Week night | <input type="checkbox"/> | Week day am |
| <input type="checkbox"/> | Saturday   | <input type="checkbox"/> | Week day pm |

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## 13.4 Expense Claim


See P drive

<P:\LibraryData\FORMS\STAFF\Travel Expenses Form.xlsx>



## 13.5 Request for Reconsideration of Library material or Program

See P drive <\\Cityofnelson\homeshare\Home\jstockdale\My Documents\Policies\2012 Forms\2012 Request for Reconsideration of Title Form 2.pdf>



**Request for Reconsideration of a Title or Program**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Complainant Represents  
 Self  
 Organization \_\_\_\_\_

1. Resource or program on which you are commenting  
Title: \_\_\_\_\_  
Author/Presenter: \_\_\_\_\_  
Format:  
 Book     Audio Recording     Video  
 Magazine     Electronic Resource     Display  
 Newspaper     Library Program  
 Other \_\_\_\_\_

2. To what in the title do you object? Please be specific (cite pages, etc.).  
\_\_\_\_\_  
\_\_\_\_\_

3. What do you feel might be the result of reading/viewing/listening?  
\_\_\_\_\_  
\_\_\_\_\_

4. For what age group would you recommend this title or program? \_\_\_\_\_

5. Is there anything good about this title or program?  
\_\_\_\_\_  
\_\_\_\_\_

6. Did you read/view/listen to the entire title? YES  NO

7. Are you aware of authoritative reviews by library critics? YES  NO

8. What do you believe is the theme of this title or program?  
\_\_\_\_\_  
\_\_\_\_\_

9. What would you like your library to do about this title or program?  
\_\_\_\_\_  
\_\_\_\_\_

10. In its place, what title of equal library quality would you recommend that would convey an equivalent picture and perspective of our civilization?  
\_\_\_\_\_  
\_\_\_\_\_

11. Additional comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant \_\_\_\_\_

**Nelson Public Library**  
602 Stanley Street  
Nelson, BC  
V1L 1N4  
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f. 250.354.1799

## 13.6 Membership Application Form

See P drive

[P:\LibraryData\2018HandoutsandForms\FORMS\2017\\_Membership\\_Form.pub](P:\LibraryData\2018HandoutsandForms\FORMS\2017_Membership_Form.pub)

## 13.7 Subsidy Application Form

See [P:\LibraryData\FORMS\Subsidy & student access card\2014\\_Subsidy form\\_membership.docx](P:\LibraryData\FORMS\Subsidy & student access card\2014_Subsidy form_membership.docx)



### SUBSIDY APPLICATION FORM

<b>Subsidy Applicant:</b> <i>Please Specify:</i> Family with children (sponsored by Area E) _____ Individual or Family (sponsored by private donors) _____	
No. of children under age 18 in household _____	Total no. of family members in household _____
Name _____	
Address _____	City _____ Postal code _____
Phone no. _____	email _____
Signature _____	Date _____

<b>Guarantor: Please see reverse for requirements</b>	
Name _____	
Position _____	Organization _____
Address _____	City _____ Postal code _____
Phone no. _____	email _____
Signature of Guarantor _____ Date _____	
I have thoroughly read and understand the guidelines of the Nelson Public Library Card Subsidy Program and agree that this applicant meets those needs. I believe the family of the applicant has financial need. I agree to participate in a brief telephone follow-up required.	

*Staff use only:*

Current Revenue Canada Tax return reviewed on \_\_\_\_\_ (Date) by \_\_\_\_\_ (Staff initials)

Date Application Reviewed: \_\_\_\_\_

Chief Librarian Signature: \_\_\_\_\_

Card Issue Date: \_\_\_\_\_

## 13.8 Program co-sponsorship application

See P drive <\\Cityofnelson\homeshare\Home\jstockdale\My Documents\Policies\2012 Forms\2014 Program Co-sponsorship Application.pdf>



### Program co-sponsorship application

The Library offers a wide range of public programs as part of its service to library members and the community. Library programming strives to:

- to actively promote the benefits of reading and life-long literacy
- to provide training and support on topics of interest to the community with special attention to changing information technology
- to promote, for community enjoyment and education, local and touring authors and speakers
- to promote awareness of contemporary issues and engage informed citizens
- to increase community awareness, support and use of the Library.

Library programs are not used for commercial, religious, or partisan purposes or for the solicitation of business.

From time to time the Library co-sponsors programs in collaboration with community organizations. As the Library does not have a dedicated program room, staff will be present. Once approved, details regarding library assistance will be negotiated.

#### Please let us know about the program you'd like to present in co-sponsorship with the Library:

Name of organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Program name: \_\_\_\_\_

Names of speaker(s)/presenter(s): \_\_\_\_\_

Length of program: \_\_\_\_\_

Description (continue on back if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# **Regional Innovation Chair in Regional Economic Development**

## **Regional Advisory Committee**

**Terms of Reference – Version Date: January 2023**

### **Context**

The Regional Innovation Chair (RIC) was established in 2006 to conduct research in rural economic development. The position is supported through an endowment established under the BC Leading Edge Endowment Fund.

Based on a foundation of applied research and outreach, the goals of the RIC are to:

- Develop the capacity in the region for sound decision-making in matters related to economic development, through the provision of relevant research data and analysis, together with related skill and capacity development;
- Assist in the diversification of the regional economy through the promotion of innovation and technology transfer in existing and new enterprises; and
- Support provincial and national networks that undertake applied research on the revitalization of high amenity, highly rural communities and regions.

### **Mandate of the Regional Advisory Committee**

The purpose of the Regional Advisory Committee (RAC) is to provide guidance and advice to the Regional Innovation Chair in Regional Economic Development (RIC) that may be integrated into research, student projects, and/or community engagement. RAC duties may include:

- Providing advice on existing or emergent economic development issues/opportunities and related research and/or training needs;
- Providing advice on proposed research projects;
- Facilitating connections to individuals, organizations, and/or networks;
- Supporting efforts to obtain relevant research funding;
- Providing feedback on research findings;
- Providing advice on knowledge mobilization and dissemination strategies;
- Facilitating knowledge transfer of research outcomes to organizations and policymakers;
- Assisting Selkirk College with the evaluation of the RIC Chair activities; and
- Providing input on potential implications of findings and future research direction.

### **Membership**

It is proposed that the RAC be composed of up to 7 individuals:

- 3 local government representatives - 1 member each from the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, and the Regional District of East Kootenay;
- At least 1 member to represent the business and entrepreneurial sector (e.g., Community Futures, Chamber of Commerce);

- At least 1 member to represent the technology and innovation sector (e.g., KAST, Innovation Centre); and
- At least 1 member to represent broader regional development perspectives (e.g., Columbia Basin Trust, Real Estate Foundation, Credit Unions, Provincial Government).

Additional representatives may be added upon the recommendation of the RAC. For example, it is the intent of the RIC to build relationships with the First Nations in the region, with the hope of Nation representatives joining the RAC in the future.

Each RIC-led project will have its own leadership team and related committees, specific to the partners and requirements of the projects.

## Operations

Meetings	Regular meetings to be scheduled quarterly. Special meetings to be scheduled as needed at the request of the RIC or member of the RAC.
Frequency	Quarterly meetings.
Location	Online (zoom platform). In-person meetings currently suspended due to ongoing COVID-19 pandemic, but will be re-visited when appropriate.
Alternates and guests	RAC members are asked to notify the RIC if an alternate will be sent. Guest attendance is dependent on agenda. Requests for guests should be sent to the RIC in advance.
Agenda	Provided by the RIC at least one week in advance of meeting. Additional topics can be submitted by RAC members to the RIC.
Meeting Notes	Prepared and provided by the RIC. Notes should be considered confidential.
Quarterly RIC Metric Summary and Annual Report	Prepared and provided by the RIC. Can be shared publicly.

## Term of Office

Membership on the RAC will run on an annual schedule (January to December). Appointments for each member of the RAC will be for one year with the opportunity for renewal. It will be the responsibility of RIC to notify member/potential organizations prior to the beginning of a new term. Member organizations are expected to appoint a representative.

Where an at-large representative ceases to be a member of the Committee for any reason, the RAC may appoint another person representing to hold office for the unexpired term of the member.

## Changes to Terms of Reference

The authority to change the terms of reference rests with the Regional Innovation Chair and the Regional Advisory Committee.

# MEMORANDUM OF UNDERSTANDING

## Southeastern BC Regional Connectivity Committee

This Memorandum of Understanding (MOU) is dated

for reference this \_\_\_\_ day of \_\_\_\_\_, 2020



Our Vision: World class connectivity throughout Southeastern BC that enables sustainable livelihoods and quality of life for our residents; and resilient, prosperous communities.

For the purposes of this MOU, references to “the Region” mean the area including the Columbia Basin, as defined in the Columbia Basin Act, and the Regional District of Kootenay Boundary, and the Columbia Shuswap Regional District.

The participating organizations (See Membership) have agreed to work together in creating the Southeastern BC Regional Connectivity Committee (the Committee) to lead a regional connectivity strategy and implementation plan as per the terms and ideals set out in this MOU.

**Vision:**

World class connectivity throughout Southeastern BC that enables sustainable livelihoods and quality of life for our residents; and resilient, prosperous communities.

**Mission:**

The Southeastern BC Regional Connectivity Committee advances access to world class connectivity services throughout the Region through advocacy, leadership, knowledge sharing and collaborative action.

**Guiding Principles:**

1. Recognizes connectivity as an essential service that should be available to all residents.
2. Be bold and nimble, seek innovative and sustainable solutions in technology, partnerships and operational models.
3. Proactively position projects to maximize ability to capitalize on emerging opportunities.
4. Value inclusivity in engagement, planning and project implementation.
5. Value collaboration with and seek to leverage resources of our strategic partners.
6. Measures of success based on community values, not just financial returns.

**Objectives:**

1. To conduct informed, end-to-end, strategic planning by mapping out the state of connectivity services in the Region to determine gaps and areas of priority.
2. To enumerate and communicate the communities of priority for connectivity in our Region.
3. To coordinate required capacity, funding, and resources for constructing using a ‘build once’ principle and to operate the required connectivity infrastructure for our Region.
4. To pursue innovative operational models in partnership with area public and private stakeholders that serve the Region’s vision for connectivity as an essential service.
5. To ensure that Official Community Plans (OCP), and Sustainability plans define connectivity services as a strategic area of focus and to use the levers overseen by local government (zoning, land use, bylaws, taxation) to facilitate the development of required connectivity infrastructure.
6. To advocate for regional connectivity priorities at all orders of government and with key private/public partners.



## **Roles and Responsibilities**

1. Communicate the principle of connectivity as an essential service, along with the connectivity priorities of the region to local governments and the public.
2. Create a three-year strategic plan and provide input on an annual tactical plan. Update these plans on an annual basis.
3. Proactively coordinate the pooling of local funding dollars through prioritized planning and in anticipation of future funding opportunities at the Federal and Provincial level.
4. Inform local level planning by evaluating and making recommendations to member boards/councils on regional priority projects and operational models (e.g. publicly owned utility, public/private partnerships).
5. Meet monthly (or as needed) to review progress on strategic and tactical plans, receive updates and provide advice/feedback from key stakeholders such as the Province, the Columbia Basin Trust's Broadband Initiative and/or invited guests.
6. Liaise with key partners, to define roles and advance projects.
7. Conduct and communicate an annual assessment of the state of connectivity in the region as a key indicator for the committee's Vision.
8. Demonstrate a united voice with continued participation of its key members/partners including the Ktunaxa Nation Council, the four regional districts, and the Village of Valemount.

## **Membership:**

Committee membership will consist of up to 2 members representing each of the following organizations:

- Columbia Shuswap Regional District
- Ktunaxa Nation Council
- Regional District of Kootenay Boundary
- Regional District of Central Kootenay
- Regional District of East Kootenay
- Village of Valemount

For matters requiring decision from the committee, each member will receive one vote. Member appointments are at the discretion of the participating organizations. Committee members can be elected or non-elected.

The following organizations will be Ex-Officio members (non-voting):

- The Province:
  - Regional Economic Operations Branch, Ministry of Forests, Lands, Natural Resource Operations and Rural Development
  - Connected Communities, Ministry of Jobs, Economic Development and Competitiveness
- Columbia Basin Trust (CBT)

The Committee may invite guests (e.g. community members, service providers, subject matter experts, industry and/or regulatory experts) to participate in thematic discussions as required.

**Membership Skills:**

The Committee will focus on strategic matters that will best advance connectivity solutions for the Region as a whole. While at times, topics will necessitate tactical discussions, members are encouraged to ensure focus remains on solving connectivity issues in a manner that best enables the Region to advance.

**Secretariat:**

In order to fulfill the stated Objectives and execute the Roles and Responsibilities, the Committee will require support by a secretariat function, (e.g. coordinating administrative staff and/or contractors). The required skillset and capacity of the secretariat will be discussed and determined by the Committee. A Secretariat resource and recommended funding plan will be advanced to member Boards/Councils for consideration.

**Term:**

This MOU shall remain in effect until October 31, 2024.

**Meeting Expenses:**

Members will be reimbursed by and in accordance with the policies of the organization they are representing.

Columbia Basin Trust (CBT) will provide financial and staff support to the Committee as appropriate and agreed upon by CBT and the Committee.

Participating Organizations confirm their agreement to the terms of this Memorandum of Understanding by having their authorized representatives sign below.

Columbia Shuswap Regional District

Name: \_\_\_\_\_

Title:

Date:

Regional District of Kootenay Boundary

Name: \_\_\_\_\_

Title:

Date:

Ktunaxa Nation Council

Name: \_\_\_\_\_

Title:

Date:

Regional District of Central Kootenay

Name: \_\_\_\_\_

Title:

Date:

Regional District of East Kootenay

Name: \_\_\_\_\_

Title:

Date:

Village of Valemount

Name: \_\_\_\_\_

Title:

Date:

**TERMS OF REFERENCE**  
**FOR**  
**THE KTUNAXA KINBASKET**  
**LOCAL GOVERNMENT TREATY ADVISORY COMMITTEE**

**1. DEFINITIONS**

**“Memorandum of Understanding”** or **“MOU”** means the agreement signed between the Province of British Columbia and the Union of BC Municipalities on March 22, 1993.

**“Protocol”** means the agreement signed between the Province of British Columbia and the Union of BC Municipalities on September 19, 1994, regarding local government participation in treaty negotiations.

**“Ktunaxa Kinbasket claim area”** means the area in which Ktunaxa Kinbasket First Nation treaty negotiations are or will be taking place, as set out in Schedule “B” hereto.

**“Negotiations”** means aboriginal treaty negotiations with the Ktunaxa Kinbasket First Nation commencing at the beginning of Stage 3 of the Treaty Commission process.

**“Province”** means the Crown in Right of British Columbia, as represented by the Ministry of Aboriginal Affairs.

**“Provincial Team”** means the Province’s treaty negotiation team for the aboriginal treaty negotiations with the Ktunaxa Kinbasket First Nation.

**“Treaty Negotiator”** means the Negotiator mandated by the province to lead and conduct the negotiations for the province.

**“Regional Caucus”** means that caucus composed of provincial line ministry, local government, crown corporation and agency staff, officials and consultants which provides advice to the Treaty Negotiator regarding provincial interests in the negotiations.

**“Regional Advisory Committee”** or **“RAC”** means the committee of “third party” interests, including local government, that provides advice to British Columbia and Canada regarding their interests in the negotiations.

**“Local government”** means those bodies in the Ktunaxa Kinbasket claim area incorporated under the Municipal Act, including villages, towns, districts, cities and regional districts.

**“Ktunaxa Kinbasket Treaty Advisory Committee”** or **“TAC”** means the committee composed of elected officials from local governments in the Ktunaxa Kinbasket claim area, as set out in Schedule “A” hereto, which shall provide advice to and participate in the negotiation process in the area, as set out in these Terms of Reference and as per S.4.c. of the Protocol.

**“TAC Chair”** means the elected official who, by agreement of the TAC, chairs and has the responsibility for the conduct of the Ktunaxa Kinbasket TAC.

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“TAC Rep” means the individual nominated by the Ktunaxa Kinbasket TAC to be a member of the provincial negotiating team and official liaison, spokesperson and representative of the TAC in the Ktunaxa Kinbasket claim area negotiations, as per S.4.c. of the Protocol.

## 2. PARTIES

- a) It is understood that there are three parties to the treaty negotiation process - British Columbia, Canada and the First Nations.
- b) The province bears the ultimate responsibility for representing the interests of local governments in the treaty negotiation process.
- c) The parties to these Terms of Reference are the Ktunaxa Kinbasket TAC and the provincial Treaty Negotiator for the Ktunaxa Kinbasket claim area treaty negotiation tables.

## 3. PURPOSE OF THE TAC

- a) The general purpose of the TAC is to ensure that the interests of local government in the Ktunaxa Kinbasket claim area are identified and taken into account by the province in the negotiations. The TAC in the Ktunaxa Kinbasket claim area will be the point of contact between the provincial team and local governments in that area.
- b) For greater certainty, the Protocol and the MOU are the source documents for the purposes of the TAC and the relationship between the province and local governments.
- c) The Ktunaxa Kinbasket TAC and the province enter this agreement in the spirit of partnership and agree that mutual trust and respect for both the process and for the other parties are the guiding principles in the relationship.

## 4. PARTICIPATION IN NEGOTIATIONS

- a) At the beginning of the negotiation process the TAC and the Treaty Negotiator will set out the composition of the TAC as set out in Schedule “A” hereto.
- b) It is agreed the TAC will be composed of local government representatives from within the Ktunaxa Kinbasket claim area.
- c) The TAC will participate in each negotiation process through the provincial negotiating team and the designation of a TAC Representative (TAC Rep).
- d) Where there are multiple negotiations in one TAC area, the TAC may, in consultation with the Treaty Negotiator, designate a TAC Rep to each negotiation table.
- e) Each TAC Rep will be identified by way of a letter to the Treaty Negotiator.
- f) The TAC Rep may attend any and all meetings of the Negotiation Team, Regional Caucus, and Main Table and where directed by the Treaty Negotiator, appropriate working group and side table meetings.
- g) As set out in the Protocol, the preference is for the TAC delegate to the Regional Caucus to be a staff or contract person that has technical or other related expertise to bring to the negotiations.

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- h) A fundamental principle of participation is consistency: the TAC will undertake that the same representatives participate in the same negotiations over time. This will ensure the success of the process and the confidence of all parties to the negotiations. Where appropriate and approved by the TAC and the Treaty Negotiator, the TAC Rep may change.
- i) As a member of the negotiating team and the Regional Caucus, the TAC Rep has the same privileges and responsibilities as other Regional Caucus and team members and will at all times follow the directions and instructions of the province's Treaty Negotiator conducting the negotiations, as set out in S.4.d.1. of the Protocol.
- j) It is agreed that the TAC will appoint representatives to the Kootenay Regional Advisory Committee (RAC)

## 5. ACCESS TO NEGOTIATIONS

- a) The TAC Rep is the TAC's official representative in the negotiating process.
- b) The designated TAC Rep has the right and responsibility, as do all team members, to be present at meetings of the negotiating team, the Regional Caucus and all negotiations including Main Table meetings.
- c) These privileges shall be subject to the discretion of the Treaty Negotiator, as it is recognized that there will be a limited number of occasions when the three chief negotiators will wish to meet privately regarding the conduct of negotiations. In that case the TAC Rep will have the same right to the timely release of information regarding that meeting as any other team member.
- d) TAC members may attend meetings that are open according to the openness protocol or declared open to the public by the Parties. TAC members, other than the TAC Rep, may not attend closed meetings, except by agreement of the Parties.
- e) Wherever possible and appropriate, the Province will seek to establish open side tables to the main negotiation table to discuss and resolve local government concerns.
- f) The Agenda for all meetings, and in particular Main Table meetings, shall be provided to the TAC Rep in a timely fashion and any changes to the agenda will be immediately conveyed to the TAC Rep prior to the Main Table meeting. This paragraph is subject to S.6 of these Terms of Reference.

## 6. RESPONSIBILITIES AND REPORTING

- a) The provincial Treaty Negotiator has the ultimate responsibility for the conduct of negotiations with Canada and First Nations and for the conduct and actions of the provincial team, including the TAC Rep.
- b) The Treaty Negotiator will appoint one person from the provincial negotiating team to act as the liaison to the TAC and local government and identify that person to the TAC.

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- c) The TAC is responsible to its constituent local governments in relation to the task of the identification of direct local government interests in each negotiation and ensuring they are brought to the attention of the Treaty Negotiator.
- d) The TAC Chair has the responsibility for the operations and conduct of the TAC and for its relations with the Treaty Negotiator and the province. The TAC Chair will be the signing authority for the TAC.
- e) The TAC Rep has a dual responsibility - to the Treaty Negotiator as a member of the provincial team and to the TAC Chair and the TAC as the official representative of the TAC to the provincial team:
  - 1) In all matters having to do with the conduct of negotiations, the TAC Rep's primary responsibility is to the Treaty Negotiator.
  - 2) In all matters related to the substance of the negotiations, the TAC Rep has the responsibility, as per Section 4.d.2 of the Protocol, for identifying to the Treaty Negotiator what issues "directly affect local government" and for providing related advice and recommendations to the Treaty Negotiator.

## **7. CONFIDENTIALITY AND INFORMATION SHARING**

- a) The TAC Rep, the TAC and the local governments they represent and all staff and contract personnel will be subject to any and all rules of confidentiality that may be agreed to by Canada, the province and the First Nation, and as set out in the openness protocol, for the full duration of each set of negotiations and as agreed to in the UBCM Protocol.
- b) The TAC Rep may share with the TAC any information from sessions which the parties have determined to be public.
- c) The TAC Rep, subject to the terms of 7(a) above, may share with the TAC information which is available only to the Parties and which directly affects local government.
- d) The TAC Rep will share the information set out in 7(c) with the TAC only if each member agrees on behalf of their local government that they will confine discussion of this information to "in camera" sessions of their local governments and not to disclose such information to the public until the information is made public at the decision of the Main Table.
- e) The Ktunaxa Kinbasket TAC will undertake to develop internal communication guidelines and policies respecting the provision of information to the public, subject to the confidentiality provisions of these Terms of Reference.

## **8. ACCESS TO DOCUMENTS**

- a) The TAC Rep will relay to the TAC, as soon as possible, all documents deemed by the Parties to be public and may share with the TAC, subject to S.7 above, any documents not made public.
- b) The TAC will refrain from sharing or distributing documents which are deemed to be available only to the Parties, except in accordance with S.7 above.

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## 9. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

- a) The TAC, the TAC Rep and the local governments represented on the TAC are at all times subject to and will comply with the provisions of the Freedom of Information and Protection of Privacy Act.
- b) The TAC agrees that no local government, TAC or TAC Rep will disclose information which may be harmful to intergovernmental relations or treaty negotiations. For greater certainty, the parties refer to Sections 12 to 22 of the Act.

## 10. SOURCE DOCUMENTS

- a) The MOU signed between the Union of BC Municipalities (UBCM) and the Province of British Columbia on 22 March, 1993 and the Protocol between UBCM and the Province signed 19 September 1994, are the source documents for determining the relationships, rights and responsibilities of the province and the TAC relative to the Ktunaxa Kinbasket Treaty negotiations.

## 11. GENERAL

- a) In the case of any inconsistencies between these Terms of Reference and any Main Table Agreements between Canada, the Province and Ktunaxa Kinbasket First Nation, the Main Table agreements shall take precedence.
- b) These Terms of Reference may be reviewed from time to time and may be modified with the agreement of the TAC, and the Treaty Negotiator. Where appropriate, the Treaty Negotiator will undertake to seek the agreement of Canada and the applicable First Nation to the revised Terms of Reference.



## SCHEDULE "A"

### TERMS OF REFERENCE

#### KTUNAXA KINBASKET LOCAL GOVERNMENT TREATY ADVISORY COMMITTEE

#### LOCAL GOVERNMENTS IN THE KTUNAXA KINBASKET CLAIM AREA

East Kootenay Regional District - Electoral Areas A, B, C, E, F & G  
City of Cranbrook  
City of Fernie  
City of Kimberley  
District of Elkford  
District of Invermere  
District of Sparwood  
Village of Radium Hot Springs

Central Kootenay Regional District - Electoral Areas A, B, C, D, E, F, G, H, I, J & K  
City of Castlegar  
City of Nelson  
Town of Creston  
Village of Kaslo  
Village of Nakusp  
Village of New Denver  
Village of Salmo  
Village of Silverton  
Village of Slocan

Columbia Shuswap Regional District - Electoral Areas A & B  
City of Revelstoke  
Town of Golden

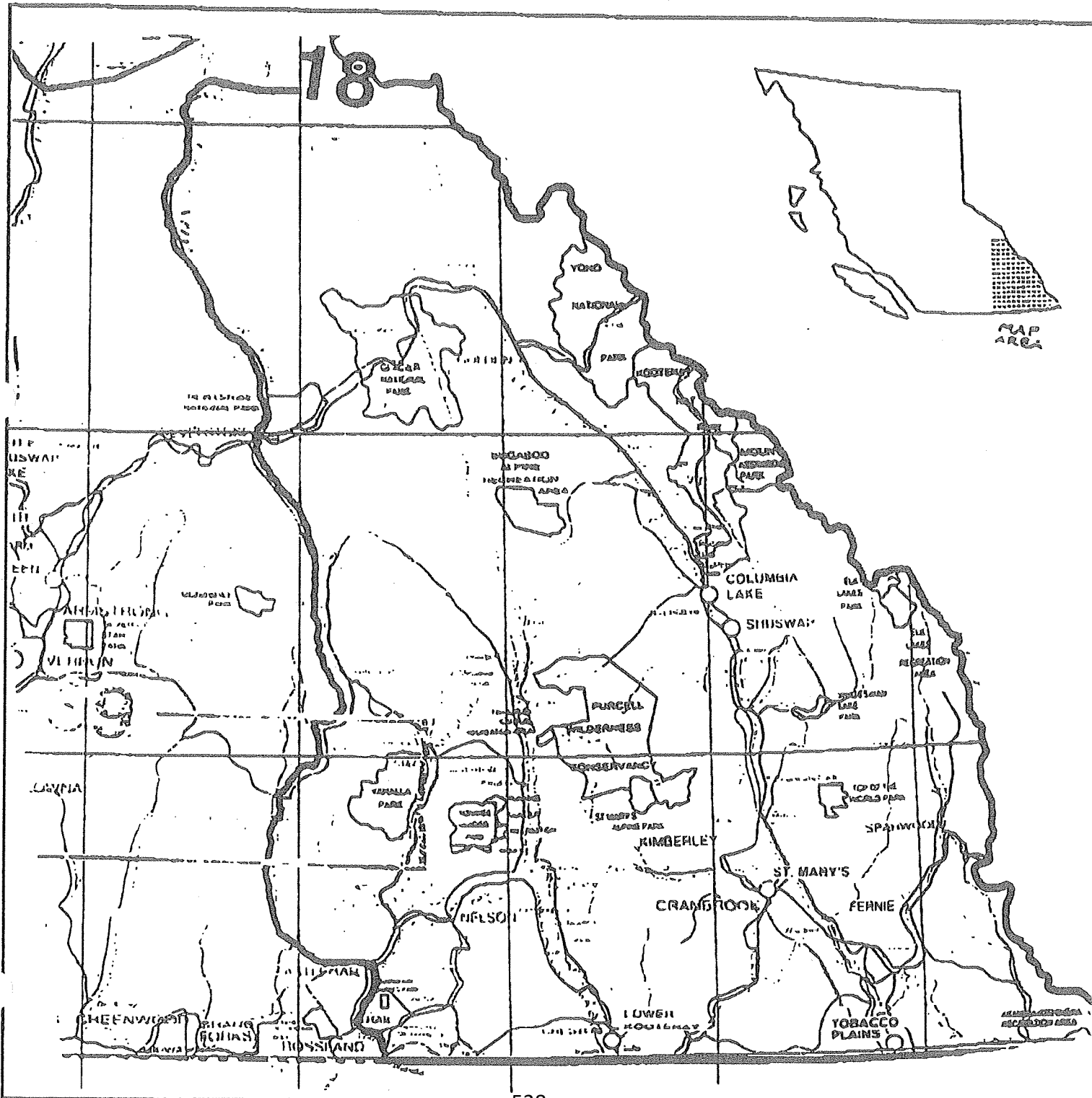
Kootenay Boundary Regional District - Electoral Areas A & B  
City of Rossland  
City of Trail  
Village of Fruitvale  
Village of Montrose  
Village of Warfield

# SCHEDULE "B"

## TERMS OF REFERENCE

### KTUNAXA KINBASKET LOCAL GOVERNMENT TREATY ADVISORY COMMITTEE

#### KTUNAXA KINBASKET NATION TERRITORY FOR BC TREATY NEGOTIATION



# Terms of Reference for the RDCK, RDKB West Kootenay Transit Committee

## **Purpose:**

To make recommendations to the Boards of Directors of the Regional District of Central Kootenay and the Regional District of Kootenay Boundary and the City of Nelson on the West Kootenay Transit system

## **Authority:**

Regional District of Central Kootenay

Regional District of Kootenay Boundary

City of Nelson

Local Government Act Sections 176 and 795

## **Mandate:**

The West Kootenay Transit Committee is established under the Local Government Act Section 176 and 795 to provide advice and assist BC Transit, the RDCK and RDKB Boards of Directors and Council for the City of Nelson regarding transit service changes, fares, improvements, marketing, ridership, efficiencies, long term funding and governance.

## **Membership:**

The Committee shall consist of:

- a) Three (3) voting members of the RDKB Board of Directors
- b) Three (3) voting members of the RDCK Board of Directors, excluding the Directors from Electoral Areas B and C and the Town of Creston, one of whom shall be the Director from the City of Castlegar, or designate
- c) One (1) voting member who shall be the Director for the City of Nelson, or designate
- d) Staff from the RDKB, RDCK, Nelson and BC Transit, who will attend meetings as required as non-voting members.

## **Procedure:**

1. All appointments to the West Kootenay Transit Committee must be made annually by the Board of the Regional District of Central Kootenay and Regional District of Kootenay Boundary. The City of Nelson appointee will be the Director for the City or designate.
2. The Committee will nominate and appoint a Chair.

3. The Committee will nominate and appoint a Vice Chair
4. The Regional District of Central Kootenay Procedure Bylaw, as amended from time to time, applies to all meetings of the West Kootenay Transit Committee.
5. A quorum shall be a majority of the total voting membership.
6. The Committee will meet as required, with meetings alternating between the head offices of each Regional District.
7. Minutes of each Committee meeting shall be kept by Regional District of Central Kootenay and forwarded to the Boards of Directors for each Regional District and Council for the City of Nelson for information.
8. The West Kootenay Transit Committee is not a budgetary decision making body. It forwards recommendations for consideration by each affected Board and Council.
9. No direct budget is given to this committee. All recommendations from the committee that involve budgetary expenditures will be approved by each affected Board and Council.
10. The Committee will endeavour to seek public input.
11. The responsibility for coordinating the meetings and taking minutes will alternate annually between the Regional District of Kootenay Boundary and the Regional District of Central Kootenay.
12. The mandate of the Committee shall be reviewed annually.
13. Any local government may opt out of participation in the West Kootenay Transit Committee by giving one year notice in writing to the Committee.

FCM Advocacy Week - Ottawa  
November 21-24 inclusive

This FCM Board event is an opportunity for local government elected officials to have face-to-face meetings with MPs, Cabinet Members, and high level Parliamentary Staff, to present with a unified voice what local governments - both urban and rural - need in order to deliver services to our communities.

As more and more services have devolved to local governments - housing, homelessness, mental health and addictions response, wildfire response - we find ourselves trying to do more with the same 8¢ on the dollar that we have had for years.

Our Advocacy this year has thus been focused on:

- Housing and Homelessness - supporting the National Housing Strategy to rapidly increase the supply of social and affordable housing, including to establish an acquisition fund of protect existing rental housing
- Infrastructure - in order to safely service existing homes and businesses as well as to support new growth, infrastructure funding is key to everything else we do, doubling the Canada Community Building Fund and increase indexing to 3/5% would allow us to plan for year-over-year approaches and projects.
- Transit - we want to see the legislated Permanent Public Transit Fund also indexed at 3.4%
- Climate Change and Disaster Mitigation - in order to ensure that local governments are provided with adequate and appropriate support for planning as well as during and immediately after a disaster, we ask for an immediate top-up to the Disaster Mitigation and Adaptation fund of \$2 Billion in 2024-25, with commitment to a long-term investment of \$1 B annually for 10 years, and modernization of the Disaster Financial Assistance Arrangements to be coordinated with other federal programs.
- Rural and Northern Issues - to bolster rural and northern infrastructure by an additional \$250 Million annually; to focus on the roll-out of improved Broadband and digital connectivity with an additional \$150 M needs-based stream to the Universal Broadband Fund; to establish a federally-led national strategy for inter-community passenger bus service

Most importantly, FCM is calling on the federal government to convene provincial/territorial and municipal leaders to negotiate a Municipal Growth Framework that would support us in taking concrete actions on housing affordability, homelessness and climate change.

In its simplest form, the new Municipal Growth Framework would include:

- New financial tools to augment Property Tax, including framing program funding on an allocation model, rather than by application
- Doubling the CCBF
- Permanent Transit Funding

- Convening a meeting of Federal, Provincial/Territorial, and Municipal/Local governments to develop a framework for program development that satisfies the needs of all three orders of government through participation from the beginning of development, rather than at the end

During this week I met with the following:

- MP Richard Cannings, South Okanagan-West Kootenay - I actually met with Mr. Cannings twice (once alone and once along with three other FCM Board and Committee Members)
- MPs Taylor Bacharach (Skeena-Bulkley), Jenny Kwan (Vancouver East) and Bonita Zarillo (Port Moody-Coquitlam) - along with 7 other FCM Members from throughout Canada, for a moderated discussion highlighting our call for a Municipal Growth Framework
- MP Brendan Hanley (Yukon) - Mr. Hanley and family, it turns out, have visited Silverton several times while their children attended Valhalla Summer School of Music sessions
- MP Rachel Blaney (North Island-Powell River)

Of particular note, FCM invited Federal Housing Advocate Marie-Josée Houle to participate along with Rural and Northern & Remote Forums representatives, in a discussion on “Encampments and Homelessness - Rural Considerations”. Ms Houle had recently published an Interim Report on Encampments, that was overwhelmingly focused on large urban settings.

As co-Vice-Chair of the FCM Rural Forum, along with Chair Neal Comeau and co-Vice-Chair Mike Strachan, I was able to bring attention to this in a submission to FCM Staff that was subsequently shared with Ms. Houle as a guide to our discussion:

“While the Rural Forum, representing the many faces of rural communities and areas throughout Canada, generally supports the findings of the Office of the Federal Housing Advocate (OFHA) regarding homeless encampments, the recommendations articulated in the Interim Report, and the leadership of the Big City Mayors’ Caucus, we would like to offer a few observations on homeless encampments, and homelessness in general, from a rural perspective.

It is not our intention to delve deeply into the face of encampments and homelessness in rural Canada, but there are a few aspects that call out for recognition.

Homeless encampments in cities - both large and small - tend to be highly visible, with an identifiable core and geography, however in small towns and villages and in agricultural and other strictly rural areas, what occurs more often is a scattering of homeless “households”; a handful of properties with two, three or four tents, lean-tos or trailers; unofficial or non-compliant jerry-built second “homes” (including trailers) on family properties; or individuals simply camped out in the woods adjacent to towns and villages.

This adds a layer of challenge to the small communities who might view these mini-encampments with empathy, but have virtually no means of addressing the situation either financially or through supportive services.

Oftentimes the forest dwellers (either in encampments or solo) are visible during summer and early fall, and the residents scatter to urban areas for the colder winter months - rural

areas are feeding into large urban centres on a seasonal basis. This is not a solution for us, and indeed only shifts the pressure to the cities. But it does not mean that rural Canada has no skin in the game.

Of particular note is that the lack of housing options in rural Canada restricts the ability of women experiencing domestic violence to leave the situation, and acknowledges that women in encampments both large and small are reported to experience both physical and sexual violence in the encampments.

We offer these observations in hopes that the OFHA will take them to heart and develop a response to rural needs proportionately equal to urban needs.

Neal Comeau  
Chair, Rural Forum

Leah Main  
Vice-Chair, Rural Forum

Mike Strachan  
Vice-Chair, Rural Forum

We also had Committee of the Whole (both Board and non-Board Committee Members) sessions for Orientation, Governance, ongoing Anti-Racism, Equity and Inclusion training.

As BC Caucus Chair I also sit on the following Committees which met as part of Advocacy Days:

- Executive Committee - to monitor general progress through the week, and finalize content and Agenda for our wrap-up Board Meeting on Friday
- Governance Committee:
  - to detail and approve Final (we hope!) Draft of a new Code of Ethical Conduct, including a complaints process; and requirements around Leave of Absence when running for office in Provincial/Territorial or Federal Government;
  - Terms of Reference for the following Committees: Governance (formerly Governance Working Group); Standing Committee on Anti-Racism, Equity and Inclusion (now acquiring responsibility for the former Standing Committee on Increasing Women's Participation in Local Government); Standing Committee on Finance, Infrastructure and Transportation (formerly separate committees)
- Finance and Audit Committee - to review Q2 final and Q3 draft reports, and to start preparing for our annual audit.

I would like to take this opportunity to thank both RDCK and the Village of Silverton for their ongoing support for my position at FCM. This representation is noticed and appreciated by the organization.

During a recess at our Board meeting, I was presented with a certificate acknowledging my 10 years of participation on FCM Board, along with the attached letter from FCM President Scott Pearce:



Awarded to | Décerné à

# Leah Main

in recognition of your dedication to FCM.  
Thank you for your contribution to  
Canada's municipalities.

en reconnaissance de votre dévouement  
à la FCM. Merci pour votre contribution  
aux municipalités du Canada.

Taneen Rudyk  
President, FCM  
Présidente, FCM

SINCE / DEPUIS 1901







President  
Président

November 24, 2023

First Vice-President  
Premier vice-président

Councillor Leah Main  
Village of Silverton/Regional District of Central Kootenay, BC

Dear Leah,

Second Vice-President  
Deuxième vice-présidente

On behalf of the Federation of Canadian Municipalities, it is with great pleasure and immense pride that I extend my heartfelt congratulations to you on reaching the remarkable milestone of 10 years of dedicated service to our municipal government. This significant achievement is a testament to your unwavering commitment, tireless efforts, and exceptional contributions to our community.

Third Vice-President  
Troisième vice-président

On behalf of FCM, I would like to extend my sincere apologies for not formally acknowledging your years of service in 2020. That particular year posed numerous challenges as we transitioned to a virtual environment, and regrettably, we missed the opportunity to celebrate this significant milestone in your dedicated service.

Fourth President  
Quatrième président

During the AGM in Toronto, our CEO Carole Saab took the opportunity to recognize your stellar commitment, leadership and engagement with FCM. True to form, you had other FCM responsibilities to attend to you at that moment and you missed this tribute!

Chief Executive Officer  
Chef de la direction

Please know that your hard work has not gone unnoticed. Your dedication has undoubtedly left an indelible mark on the history of our municipal government, and we are profoundly grateful for your continued commitment to the betterment of our community.

We look forward to many more years of collaboration and success under your capable leadership.

Once again, congratulations on this well-deserved recognition, and thank you for your tireless service to our municipal government.

Scott Pearce  
FCM President  
Mayor, Township of Gore, QC





# Director's Report

Garry Jackman – Area A Wynndel/  
East Shore Kootenay Lake

**Report Date:** December 4, 2023

## Columbia Basin Regional Advisory Committee (CBRAC)

No new meetings since November 7<sup>th</sup>. The most recent press release on the negotiations can be found at <https://news.gov.bc.ca/releases/2023EMLI0040-001605> .

On November 29<sup>th</sup> and 30<sup>th</sup> I listened to two sessions on Columbia Basin Governance. Many interesting points raised, some providing parallel examples of governance Boards currently in place both between Canada and the USA plus in other locations around the world. A message from a few of the panelists is that if water governance issues cannot be resolved through communication and consensus then the issues may become sources of international conflict, some with very serious consequences for the adjacent populations.

For general information go to <https://engage.gov.bc.ca/columbiarivertreaty/info-sessions/>.

## Regional Connectivity Committee (RCC)

Final design and planning for phased construction continues for the implementation of the \$82M project under the Universal Broadband fund to provide fiber to the home to residences in eligible communities across the basin while also further strengthening the network backbone.

No new meetings since October 26<sup>th</sup> where we recapped progress on several projects and discussed the focus for the coming year. The December 6<sup>th</sup> meeting has been deferred to December 14<sup>th</sup>.

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)



# Director's Report

## Kelly Vandenberghe – Area C

**Report Date: December 5, 2023**

### November Activity

- RCMP Detachment Commander priorities meeting
- Chamber of Commerce Board meeting
- Creston Valley Services Committee meeting
- YRB Winter Check Up YRB Creston yard
- Basin Food & Buyers Guide conference Creston
- Creston Valley Tourism AGM
- RDCK Strategic Planning Workshop
- Community Services Access & Inclusion meeting
- **KERHD (Regional Hospital Services) Board meeting**
- Remembrance Day
- Rural Affairs Committee Open Meeting
- Joint Resource Recovery Committee Meeting
- Trails for Creston Valley
- RDCK Open Board Meeting
- Wynndel Community Centre AGM
- Chamber of Commerce Strategic Planning
- Community Services Access & Inclusion meeting (2)
- Old Ferry Landing Historical interest meeting
- East Resources Recovery Committee Budget meeting
- Columbia River Transboundary governance

### Highlights

- RCMP Priorities meeting
- Basin Food & Buyers Guide conference
- RDCK Strategic Planning
- Community Access & Inclusion Committee

Regular RDCK committee meetings agendas available through RDCK website/Events Calendar  
<https://www.rdck.ca/EN/meta/events/events-calendar.html#d=3&m=10&y=2023&v=month>

Denotes no spend or mileage (travel) reimbursement

External Committee meeting w/ spend & mileage

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# Director's Report

## Watson – Area D

**December 2023**

### Director's Report

1. Food Hub Funding
2. Ainsworth Sewer Corporation
3. Budget 2024
4. Area D Community Wildfire Resiliency Plan
5. Ainsworth Hall upgrades
6. Columbia River Transboundary Conference
7. Area D Grants for 2023

### Food Hub Funding

While it warms our hearts to see the annual giving our generous communities provide to the Kaslo Food Cupboard, it is not exciting to see the sharp increase in need for the service.

For over a decade plus before my role as Director, Area D has provided an annual grant to the food cupboard program to support those most in need for either xmas hampers or weekly food cupboard. In the past, this amount was also used as a challenge to the community to match, through donations to the students that sit on Front St fundraising for the month of December. In the past few years, the community has generously surpassed these matching funds. This year, the grant from Area D was \$3500 with the Village of Kaslo also providing funds. If you can, do give where you can. This can also be in the form of volunteering at the Food Hub, for weekly Food Cupboard hours or for the hamper preparation and delivery work. To inquire about volunteering opportunities, contact the Food Hub at 250-353-7120.

I also want to acknowledge the work Andy Shadrack does to make the annual Christmas Dinner that has become an important and appreciated tradition for so many locals. You can reach Andy should you need a meal or want to volunteer at 250-353-7350 or email [andys@kaslo.org](mailto:andys@kaslo.org)

### Ainsworth Sewer Corporation

The Ainsworth Sewer Corporation has been providing sewer services to 11 connections and a 7 room motel for several decades. The system needs upgrades. While this service is owned and operated independently of the RDCK, I have been approached for financial support.

The funding I can access for utility assets not owned and operated by local government is the Federal Gas Tax funding stream (Community Works). These funds are geared towards municipal asset management, however the RDCK has been amenable to non RDCK owned assets applying. The criteria for qualifying, which is set by the Federal and Provincial governments, is stringent. The potential barriers for funds under this program to the Ainsworth Sewer Corporation is the requirement for budgets, utility fees and reserves that

**For more information**

[awatson@rdck.bc.ca](mailto:awatson@rdck.bc.ca) | 250.304-5842

address the annual operation, management and long-term needs for asset renewal as well as having funds available for needed upgrades and potential emergencies to ensure the system is always functioning. Given the corporation has been heavily supported by individuals who have paid bills without passing those expenses on to the users, the asset management review the Corporation commissioned recommends an increase to utility rates for current and future needs. With the management undertaken over many years by several exceptional and knowledgeable local volunteers who ensured a functioning system, while personally funding much of the work involved, the current budget is out of balance with the full cost.

The RDCK Environmental Services staff and I are working with the Ainsworth Sewer Corporation to find a middle ground budget that addresses the current costs and long-term management needs. We will attend an upcoming shareholder meeting to address the grant criteria, proposed budget moving forward. I am hoping this work results in the ability to provide \$100,000 to the system to address the current upgrades needed.

## Budget 2024

Budget season has begun. I recently reposted the 2023 budget report to ensure folks are aware of the services RDCK provides in Area D including what was approved for 2023 by service. I will continue to provide updates as we move through the annual budget season. Our final budget is approved annually at our March board meeting, discussions begin the previous October.

I have attended three meetings so far, addressing 6 services in preparation for the 2024 budget: Woodbury Water Service, Central Resource Recovery and North Kootenay Lake Shared Services Committee. Notes below.

### A) Woodbury Water system

Woodbury is the only Area D water system owned and operated by the RDCK. The service covers the primary village of Woodbury. Woodbury has had a Community Advisory Committee (CAC) since the acquisition of the water service from the community society to the RDCK. The CAC provides input and guidance on the budget, system upgrades and is often the first on the ground to alert staff to any issues. Thank you to our Woodbury CAC! All current members will be re-appointed to continue the CAC alongside one new member that has put their name forward. If you are a resident of the Village of Woodbury and would be interested in contributing to the work of the CAC, please reach out to me.

The capital works that were 100% grant funded (\$500,000) are finally moving forward, after two years of permitting work with the Interior Health Authority. We are grateful to have local contractors managing this capital work upgrade and the local CAC members who are keeping the community in the loop on the process. Recent pictures show we are close to the final steps in the project with the intake into the lake being installed. CAC members were on hand alongside the contractors and project staff for what turned into a very long and labour-intensive day! Great work team.

We should see the commissioning stage begin early in the new year, which can take time as it operates the system through a trial period to assess any issues. Once IHA gives the final approval, the new system will be fully operational, and the long-standing boil water advisory can be lifted!

This system had its asset management plan finalized a few years ago. This plan identifies the value and long-term replacement costs so that funds are there to cover operations and management,

ensuring the system functions within regulatory compliance. In general, utility rates are to cover operations and parcel taxes are for reserves that address long term care of the system. Draft 2024 budget recommends a 4% increase to utility rates and parcel tax at \$533. The CAC recommended lowering the parcel tax increase to \$482, and I have agreed.

To see the draft budget and discussion notes, go here:

Link: <https://www.rdck.ca/EN/meta/events/events-list/meetings/woodbury-village-water-service-community-advisory-committee.html>

B) Central Resource Recovery

For Area D, this is the highest expense on the tax bill. Managing garbage, recycling, various waste products that no longer have a value in the market (i.e., scrap metal) within a geographically sparse region, is costly. The 2023 total requisition (taxes) from Area D into this service was \$218,400, total budget was around \$3.5 million. The link to the budget is below.

I want to provide some context to the cost. Recycling is mandated by the Province of BC to be paid for by the producer. Consumers pay a fee on the product when purchased, which is intended to cover the recovery and recycling process. In rural areas, it does not. For an interesting read on how blue box programs are supported versus depots where curbside is not an option (again geographically sparse communities), read the report our staff researched and compiled to assess costs between municipalities and rural areas.

Item #4, pages 25-75: [eSCRIBE Agenda Package \(rdck.ca\)](#)

In terms of the draft budget for 2024, it will cost over \$1 million for continuing recycling services in our rural communities-recycling is not free let alone cheap. The choices we face are to continue to ensure all have access to services via depots, or we start to close some. This is not an easy discussion; taxes are too high and rural residents deserve equal servicing. We have raised these issues with the provincial government for close to a decade.

The budget for resource recovery is a mix of tipping fees- what you pay at the transfer site- and taxation, what gets onto your annual tax bill. The current ratio is about 1/3 tipping fees to 2/3 taxation. The ideal is 50/50, but with a steady increase in tipping fees already causing concern, I do not see a quick move to 50/50. The goal is to reduce garbage into the landfill, extend the lifecycle of the landfill and to see less methane production through the organics program.

While residents in Area D will not be driving their compost to the Salmo facility, nor will we be hauling there, the Kaslo Food Hub commissioned a study to evaluate options for a composting program in the North Kootenay Lake region. It will take the Village interest to initiate any programs outside of the non-profit sector. In the meantime, I hope to see our next phase of the Regional District Organics Waste diversion plan- rural supports- start to be designed soon. We are looking toward a simple program that provides education and incentives for in-the-home solutions. I am happy to share that I have drastically reduced my garbage to two bags a month (3 person household) because I now bury my food waste in my greenhouse, adding Bokashi essential microorganisms, resulting in increased soil

production for my ever expanding garden. Bear and rat attracting activities are a concern as we look at home composting and this is part of an education and partnering program.

None of this is in the 2024 draft budget, but I wanted to provide context as there have been questions through the Climate Action Plan on what we are doing about compost and overall garbage production.

If you are keen to learn more, you can also read the required (every local government must have one) RDCK Resource Recovery Plan.

[Resource Recovery Plan | Regional District of Central Kootenay \(rdck.ca\)](https://rdck.ca/Resource-Recovery-Plan)

To review the 2024 draft budget for central resource: [West Resource Recovery Committee - BUDGET meeting | Regional District of Central Kootenay \(rdck.ca\)](#)

C) North Kootenay Lake (NKL) Shared Services

Kaslo and Area D share five services and contract one:

Economic Development, Jaws of Life (search and rescue), fire, recreation, and library with the MacDonald Creek (Allen subdivision) water contracted to the Village.

The NKL Shared Services committee is where Mayor/Director Hewat and I meet with our staff to receive delegations on shared services, discuss budgets and make recommendations to the RDCK board. We discuss items of shared interest such as planning and projects.

We had our first-of-the-budget season meeting for this committee. Please see the agenda and details below.

We received delegations from the Library Society and KSAR as well as reviewed budgets for fire and recreation services.

The Library report is on the agenda linked below. Of note, they have raised over \$750,000 for the new library, demonstrating significant community support. The use of the library for not just books but programs continue to grow, demonstrating the essential service it is to our communities. Their funding request for 2024 is \$124,595. The taxation we, the residents of Kaslo and Area D, jointly provided in 2023 was \$118,100.

Kaslo Search and Rescue presented their annual update, 44 call outs to date this year, 16 were road rescue, 26 active members including 7 MITs and 5 managers with capability in GSAR, high angle rope, Class D, Swiftwater rescue, tracking, mountain rescue, winter response, marine, and K9, They would like to have ice rescue as well but will not be able to until the moratorium on new capabilities is lifted.

As well, they are at the design stage of a building project, Area D provided a \$25,000 grant towards this project in 2023.

KSAR continues to provide excellent and essential service to our region and beyond. Their annual budget is much higher than what we have received, and I have requested a full budget. What we have

in the agenda is the operational budget that Kaslo and Area D taxation supports. Their funding request for 2024 is \$27,000, the same as in 2023.

Fire Services staff presented the draft budget, with an increase noted for the move to a full-time Fire Chief for our fire service. Recruitment has been on-going and not yet successful. There will be a capital purchase of a wildland tender for 2024. We see the need to replace the primary fire truck by 2027. These cost \$750,000 currently and this expense will require a referendum, likely in 2025. 2024 draft budget is: \$479,144, 2023 requisition was: \$434,333

Recreation Service supports 6 community halls/sports facilities and 3 RDCK owned parks with contributions to Kaslo parks and the recreation grants the Village of Kaslo administers.

For the halls:

Johnsons Landing has requested \$10,000 for operations.

Argenta Community Association has requested \$7,738 for operations and \$4000 for capital.

Lardeau Valley Community Club has requested \$41,487 for operations.

Kaslo Arena, no response but we did include their annual request of \$54,000 for operations and \$10,000 for capital reserves.

Kaslo Curling, no response, but we did include their annual request of \$10,000 for operations.

Ainsworth Hall requested \$8000 for operations and \$5000 for capital.

For the Parks:

For Glacier Creek Campground, Lardeau Park and Ainsworth Wharf, we will see amended budgets at our next meeting, I have requested all capital upgrades be included in an application to Area D Community Works funds and that only operations remain in the 2024 budget. This request will change the current budget on the agenda, but for now, the proposed 2024 budget is \$278,037, 2023 taxation was \$252,030.

[North Kootenay Lake Services Committee | Regional District of Central Kootenay \(rdck.ca\)](#)

## **Area D Community Wildfire Resiliency Plan update**

Communities are now required to have a Wildfire Resiliency Plan, formerly known as the Community Wildfire Protection Plan. Kaslo and Area D shared a CWPP that was last finalized in 2016, you can see that plan here: [Community Wildfire Protection Plans | Regional District of Central Kootenay \(rdck.ca\)](#)

With funding from UBCM, we have been updating the 2016 CWPP to the new version with data collection on the ground throughout the summer. And stakeholder engagement with all Fire Smart Committees across Area D. Kaslo will be doing its own plan, while Area D will cover the 24 communities throughout the electoral area.

We held the first of two public meetings regarding the draft plan, a summary of the Meadow Creek meeting is linked below. Next meeting is December 7<sup>th</sup> at the Ainsworth Hall.

[Area D residents gather for wildfire resiliency plan open house \(yahoo.com\)](#)



## Ainsworth Hall Upgrades

Ainsworth has one of the region's oldest community halls and it needs upgrades. The Ainsworth Recreation Society commissioned a report through the CBT Smart grants program to assess its energy use and make recommendations on improvements. Not surprisingly, siding, insulation, new heating system and windows are all top of the list. There was also an engineer's review on structure that provided recommendations for future proofing the building. I have written a letter of financial intent to support the upgrades, you will see that letter on the RDCK December board agenda or you can request a copy from me.

A sincere note of appreciation for the endless volunteer hours that go into not only restoring but salvaging old community buildings that are still essential assets to the community. These volunteers do incredibly important work and fingers crossed, all the funding and contractors align for a successful project.

## Transboundary Conference

As many are aware, the Columbia Basin traverses the 49<sup>th</sup> parallel border with many shared and sometimes conflicting uses and interests in the water that connects us. Either through the Columbia River Treaty or other human-made developments, the Columbia River, all its tributaries and the communities along the edges have seen many impacts. As a member of the Columbia River Treaty Local Government Committee (CRTLGC), I attended the recent two day Columbia River Transboundary Water Governance and Ethics Symposium. To review the schedule and details of the event, go here:

[COLUMBIA RIVER TRANSBOUNDARY WATER GOVERNANCE AND ETHICS SYMPOSIUM 2023](http://columbiabasingovernance.org)  
([columbiabasingovernance.org](http://columbiabasingovernance.org))

The CRT LGC meets twice a month, members are appointed from the RDEK, RDCK, RDKB and the CSRD. To see our committee details, go here: [CRT LGC | Columbia Basin | Columbia River Treaty Local Governments Committee](#)

## 2023 Grants from Area D

Below is a list of grants, from the Community Development fund, Area D provided throughout 2023. This fund is grants in lieu of taxation received by BC Hydro. All areas in the RDCK have access to these funds, but at different amounts. Area D receives, on average, \$100,000 annually, which is used to support 24 communities. I allocated a year in advance to ensure efficient use of the funds and tend to focus more on big programs such as the Farm Innovation, Grid Stability and emergency generators that were purchased in the last long outage for Lardeau Valley.

Kaslo Housing Society 1,000.00  
Kaslo Community Acupuncture Society 780.00  
Kaslo Senior Citizens Association - Branch #81 4,500.00  
Kootenay Lake Historical Society 6,500.00  
Kaslo South Area Water Supply Society 10,000.00  
Village of Kaslo, Kaslo cemetery 5,000.00  
Lardeau Valley Community Club 750.00

Kaslo Logger Sports 500.00  
J.B. Fletcher Restoration Society 7,500.00  
Lardeau Valley Opportunity Links Society – Grid Stability- 50,000.00  
Kaslo Emergency Support Services 300.00  
Kaslo Community Services Society 4,000.00  
Lardeau Valley Community Club 3,000.00  
Kaslo Jazz Etc. Festival -shuttle bus 5,000.00  
Lardeau Fire Prevention Association 5,000.00  
Lardeau Valley Opportunity LINKS Society backup generators 20,000.00  
Argenta Community Association 2,320.00  
RDCK S184 Mosquito Control Area D 40,000.00  
Friends of Kootenay Lake Stewardship Society 4,500.00

The other fund available is Community Works, noted previously in this report. I have commitments to:

Kaslo Baseball Society \$20,000  
Ainsworth Sewer Corporation \$100,000  
KiN \$100,000 (already dispersed)  
Woodbury Water System \$45,000  
Kaslo Library \$75,000

For information on this fund, go here: [Community Works \(Federal/Provincial\) Grants | Regional District of Central Kootenay \(rdck.ca\)](https://rdck.ca/Community-Works-Federal-Provincial-Grants-Regional-District-of-Central-Kootenay)



**Aimee Watson**

RDCK Director of Electoral Area D

December 1, 2023

Ainsworth Recreation Association  
3624 Balfour-Kaslo Galena Bay hwy  
Ainsworth BC,  
VOG 1A0

Dear Mr. Regin,

**Re: Letter of Financial Intent and Support for Ainsworth Hall upgrades**

The Ainsworth Community Hall is an integral community asset for the residents and surrounding neighborhoods in North Kootenay Lake. One of 24 unincorporated communities in Area D, Ainsworth is the only community with zoning. In our 2016 land use planning engagement, residents identified a high importance for community assets to be well cared for.

I first want to acknowledge and thank the leadership at the Ainsworth Recreation Society, specifically the efforts of Gord Regin, to pursue assessments that will highlight the structural need to maintain the heritage building that the Hall Society owns and operated. This is an old building with a century of stories, that still hosts community events to this day. As most rural community halls experience, time has come for a serious look at upgrades, not only for structural integrity but to plan for the future needs.

Ainsworth Hall Society embarked on two assessments to assist in laying the groundwork for that will inform next steps.

1. Prism Assessment: which assesses opportunities for greenhouse gas reduction, energy savings and climate resiliency. This work was funded by the Columbia Basin Trust SMART program. This initial report will inform what, if they choose too, the Recreation Society may apply to the CBT SMART program for.
2. Also lead by Prism Engineering, a structural assessment that focused on the support posts off the deck to the east of the building facing Kootenay Lake

For the first assessment of most importance to address is the existing wood column supporting the kitchen which is leaning, likely due to a shift in the concrete pedestal caused by a freeze- thaw cycle. The rest of the assessment noted the following for improved efficiencies siding, windows and insulation. The roof is in good condition.

The report also recommends a heat pump, however at \$40,000, without insulation and proper windows, I would not support pursuing a heat pump before the building envelope is addressed. The sheer difference proper siding, insulation and windows can provide must first be addressed before a costly heating unit is installed. Post that work, I would consider funding as a 2<sup>nd</sup> phase, the heat pump insulation.

The second assessment provided a detailed engineer review of the structural support that is of top priority. Both excellent reports that assist the Ainsworth Recreation Society with identifying priorities for updating this essential asset to the community.

#### Area D Funding

As the Director for Area D, there are several funds I can commit to community projects, all require board approval but incur different levels of application. I will describe them below and then follow with my recommendations for support on the upgrade project for the Hall.

1. Community development funds

This fund is about \$100,000 annually that I use to support projects for all 24 unincorporated communities and non profits offering essential services across Area D. The funding criteria for this program is outlined in the link below.

I can commit, with board approval, \$10,000 to the Ainsworth Hall Restoration project in the 2024 financial year.

<https://www.rdck.ca/EN/main/administration/grants/community-development.html>

2. Community Works

This is Federal gas tax funds with a stringent eligibility criterion focused on community infrastructure. The application process is, at minimum, a 3-month process and generally includes criteria for an asset management plan that outlines long term sustainability for the asset seeking funds. While I cannot at this time say if the hall upgrades would qualify, if they did, I can commit up to \$50,000, again upon board approval.

Details on this program can be found here:

<https://www.rdck.ca/EN/main/administration/grants/community-works-federal-provincial-grants.html>

3. Recreation Grants through Kaslo and Area D Recreation Service

The Ainsowrth hall does receive an operational grant through this service (taxation) annually. The amounts over the past decade have ranged from \$6000-\$8000.

The North Kootenay Lake Shared Service Committee reviews annual requests and makes final funding recommendations to the 5-year financial plan which is approved at our March board meeting. I anticipate we would continue to fund the operational request for the Ainsworth Hall. There is also the ability to apply for capital funding, which the hall has not done previously.

I would recommend applying for \$5000 to this service for the 2024 budget considerations.

In terms of moving forward and Area D Director support for the upgrade work, I make the following suggestions.

Should the full amount of work suggested in these two reports not be financially feasible to tackle as one project, that it be broken up into two phases.

Phase 1: structural post, siding, insulation and windows

Phase 2: heat pump.

Noting that building envelope will still carry inefficiencies until the siding, insulation and windows are addressed, a heat pump should be the final upgrade. I will also suggest that as the building has old siding and the RDCK strongly recommends zero waste where possible, that the hall evaluate the process of outsulation as the method for siding and insulation. This process leaves the current siding on the building, with R rated insulation added on top that a hardi plank type siding that is fire resistant for best seal. Local contractors are versed in this methodology and can attest to its excellent efficiencies in both sealing the building envelope, reduces waste and expense.

In conclusion, how exciting!! I am very glad to see the work as lead by the Ainsworth Recreation Society for the essential upgrades needed for this heritage asset. Job well done.

Both reports articulate the next steps and I am more than happy to commit, upon board approval, \$10,000 from the Area D community development funds, for the work. Should there be a need for more funds, the other two intakes named in the letter are options, but not ones I can commit to outside of the detailed application process that is required in advance of commitment.

I remain available for supports on this work if needed, and good luck!

Sincerely,



Aimee Watson  
Area D Director



# Director's Report

Walter Popoff – Area H

## Director meeting and event attendance for October and November 2023

### October 04, 2023

#### Water Services Committee meeting

Nelson Board room attended in-person. Minutes of meeting can be viewed on the October Board meeting agenda.

#### West Transit Services Committee meeting

Nelson Board room meeting attended in- person. Director Hewat was elected as Chair. Minutes of the meeting can be viewed on the October Board meeting agenda.

### October 10, 2023

**Community Sustainable Living Advisory Committee (CSLAC) Agenda prep** meeting virtual.

### October 12, 2023

#### Recreation Commission 6 Area H, New Denver & Silverton meeting (virtual)

Reviewed 2023 Fall Grant funding requests, which were oversubscribed and adjusted to the amount budgeted with recommendation for Board approval. Meeting minutes can be viewed on the November Board agenda.

### October 17, 2023

#### Community Sustainable Living Advisory Committee (CSLAC)

Nelson Board room attended in-person Chaired meeting. Minutes of the meeting can be viewed on the October Board meeting agenda.

### October 18, 2023

#### Rural Affairs Committee

Nelson Board room attended virtually. Minutes of the meeting can be viewed on the October Board meeting agenda.

#### Joint Resource Recovery Committee

Nelson Board room attended in- person. Minutes of the meeting can be viewed on the October Board meeting agenda.

### October 19, 2023

#### RDCK Board Meeting

Nelson Board room attended in-person. Minutes of the meeting can be viewed on the November Board meeting agenda.

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)

## October 24, 2023

### **RDCK Climate Action plan Open House**

Appledale Community Hall attended in-person.

RDCK Staff provided the opportunity for attendees to provide their comments on the Climate action plan. The preference of the attendees was to have a Town Hall meeting with their own moderator. Director Lunn and I provide input and response to questions that were directed to us.

## October 25, 2023

### **West Kootenay-Boundary Regional Hospital District Meeting**

Nelson Board room virtual. Interior Health Authority (IHA) Lannon DeBest provided update on clinical operations. Discussion on Dialysis Service in Nelson as per Letter from Village of Kaslo. Motion to have BC Renal do a presentation for the next meeting. Mike Morrison report on UBCM meeting. IHA Capital Projects and Planning Status Report was received. Minutes of meeting will be available for viewing on the January 24, 2024 WKBRHD meeting agenda.

## October 26, 2023

### **Southeastern BC Regional Connectivity Committee Meeting (Virtual)**

Discussion on Memorandum of Understanding and the changing focus of the committee since inception. Review of the Strategic Plan on progress to date and discussion on connectivity gaps in the 50/10 disputed areas. Columbia Basin Broadband Corporation Mark Brunton provided update of progress on projects. Meeting frequency will be reviewed and was suggested we scale back the meetings to quarterly meetings.

## October 31, 2023

### **Emergency Preparedness Committee Slocan Valley, Area H**

Knox Hall New Denver Hybrid meeting attended Virtually. Verbal report from Stephane Coutu RDCK Emergency Management was received. Individual verbal reports were provided from participating members.

## November 02, 2023

### **Yellowhead Road and Bridge (YRB) Stakeholder Pre-Winter meeting**

Nelson Hume Hotel attended in-person. Slide presentation YRB plans for winter 2023-2024.

## November 06, 2023

### **Regional Connectivity Knowledge Network (virtual)**

Participation in the meeting is Province wide with representation from elected officials' and staff, Rural, Municipal, First Nations, UBCM staff, and Provincial Staff interested in improving connectivity in BC.

Discussion on advocacy for Rural Connectivity. Peace River Regional District presentation on Telecommunications siting Policy. Roundtable discussion on connectivity problems and possible solutions.

## November 07, 2023

### **Slocan Valley South Rec 8 and Parks meeting (virtual)**

Slocan Park Hall Society delegation funding request of \$7,170. RDCK Staff to provide a report for the next meeting to consider regarding the funding request.

## **November 08, 2023**

### **Review of the RDCK Strategic Plan**

Nelson Board in-person.

## **November 10, 2023**

### **Winlaw Ambulance Station**

Attended in-person. BC Emergency Health Services ambulance station in Winlaw, will be part of the ambulance service implementation of more Regular Part Time positions across the province for rural and remote stations, with Winlaw transitioning away from the current Scheduled On Call (SOC) model. This will mean some changes to the operation of the Winlaw station and improved availability of the ambulance crews responding in the community.

## **November 15, 2023**

### **Rural Affairs Committee**

Nelson Board room attended virtually. Minutes of the meeting are available for review on the November Board meeting agenda.

### **Joint Resource Recovery Committee**

Nelson Board room attended in-person. Minutes of the meeting are available for review on the November Board meeting agenda.

## **November 16, 2023**

### **RDCK Board Meeting**

Nelson Board room attended in-person. Minutes of the meeting will be available for review on the December Board meeting agenda.

## **November 20, 2023**

### **South Slocan Water Services Community Advisory Committee meeting**

Nelson - Kokanee Room attended in-person. Committee was provided an operations and maintenance update. Information on planned logging activity in the watershed that is not near the intake and should not have any impact on the water system. 2024-2028 Financial Plan was presented.

## **November 22, 2023**

### **Winlaw Regional and Nature Park Commission meeting (virtual)**

Received staff update on work done in 2023. Proposed budget for 2024 was reviewed and is lower than the 2023 budget. Three commissioners agreed to be re-appointed to serve on the commission for a 2-year term.

## **November 28, 2023**

### **West Resource Recovery Budget meeting**

Nelson Board room attended in-person chaired the meeting. Only 5 Directors of 9 possible were in attendance, 2 in person and 3 virtual. Quorum was met at the beginning of the meeting but one of the Directors had connectivity problems and was unable to continue so we lost quorum and were unable to continue the meeting. Staff will re-schedule the meeting.





# Director's Report

Henny Hanegraaf – Electora Area J

**Report Date:** November 2023

## Directors - Activities

It's been a busy fall in Area J. In addition to the usual committee and board meetings, I've attended the following;

- |            |  |
|------------|--|
| October 4  | Water Services Meeting in the morning and Columbia Basin Regional Advisory Committee (CBRAC) meeting in Rossland in the afternoon                                    |
| October 5  | Physician Recruitment meeting 7:30 – 8:30 followed by CBRAC meeting in Rossland all day and community engagement on Climate Action in Castlegar in the evening.      |
| October 10 | Rec Commission meeting and meeting with Destination Castlegar regarding the Robson Ferry Landing   |
| October 11 | Meeting with Ootischenia Improvement District and public engagement on Climate Action in Robson  |
| October 12 | Meeting with RCMP regarding speeding in Robson including stats on monitoring and ticketing during the summer   |
| October 13 | Meeting with the Doukhobour Discovery Centre   |
| October 14 | Judged the Great Borsch Cook Off at the Doukhobour Discovery Centre  |
| October 17 | Workshop on land use planning in the morning and CSLAC meeting in the afternoon  |
| October 18 | Rural Affairs Committee in the morning, Joint Resource Recovery Meeting in the afternoon and Webinar regarding the Columbia River Treaty negotiations in the evening |
| October 19 | Board Meeting all day  |
| October 24 | Food Security Meeting in the morning and meeting with ice users in the evening   |
| October 25 | Meeting with Robson Raspberry Improvement District regarding water system concerns   |
| October 30 | Meeting with Ministry of Transportation and Infrastructure regarding traffic/speed concerns in Robson  |
| October 31 | Meeting regarding Take a Hike funding  |
| November 2 | Physician Recruitment meeting in the morning and community meeting hosted by Sutco in the evening regarding proposed changes to their works yard                     |
| November 6 | Meeting with Castlegar Chamber of Commerce staff regarding the impact of forestry in Area J  |
| November 7 | Attended Open House hosted by YRB in the morning and Recreation Commission meeting at 4pm  |

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)

# Report to council

FCM's Board of Directors meeting

Virtual meeting

September 14, 2023

*This document summarizes key updates from the most recent meeting of the Board of Directors of the Federation of Canadian Municipalities (FCM). It is designed to support board and committee members in reporting back to their local and regional councils on their progress with FCM.*

September 2023: Report to council

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FCM's Committee of the Whole meets during the September 2023 FCM Board meeting and signals support for the city of Yellowknife, NWT.

## Context and key points

The September 2023 FCM Board of Directors meeting was held virtually on September 14. The originally scheduled in-person gathering in Yellowknife, NWT was cancelled due to the evacuation order placed on the city.

- As Canada's 44<sup>th</sup> Parliament returned from its summer adjournment, municipal leaders from coast to coast to coast convened virtually to address issues of municipal concern and carry out vital governance work.
- FCM's September board meeting was scheduled to take place for the first-time in the city of Yellowknife, NWT. However, in light of serious wildfires in the areas directly outside Yellowknife and the mandatory evacuation order placed on the city, the decision was taken in the weeks leading up to this meeting to meet virtually.
- Led by FCM's President, Scott Pearce, Board members focused on a range of municipal priorities. These included the necessity of a new Municipal Growth Framework, an important advocacy priority that FCM members adopted via a **historic resolution** at our Annual Conference in May 2023. The September board meeting took place in the context of FCM having kickstarted advocacy and public engagement on this issue over the summer.
- The board adopted several resolutions on key priorities, as outlined at the end of this document.
- The need for a new **Municipal Growth Framework** was outlined to FCM board members via a special toolkit document that was shared in August 2023. This toolkit included a set of assets to assist board members in communicating the need for this framework, including a set of key messages, ready-made op-eds and social media post drafts, a set of Q&As, and recent media articles covering the initiative.

High-level key messages on this important advocacy goal include:

- As our population grows and municipal responsibilities expand, **it is increasingly crucial that Canadians have confidence in their local leaders** to protect the core elements that define a good quality of life.
- **That's why it's time for a national conversation about how we support Canadians by supporting municipalities.** For too long—over a century—municipal responsibilities have expanded while resources have remained unchanged. Here are the facts:
  - Municipalities are operating within a nineteenth-century revenue system to respond to 21st-century responsibilities and evolving needs of Canadians.
  - Municipalities manage more than 60 percent of Canada's public infrastructure yet only receive between 8 and 10 cents for each tax dollar collected.
  - Emerging from the pandemic, we've seen federal and provincial sales and income taxes increase rapidly while overall municipal property tax revenue has remained flat—or even declined—when accounting for inflation and population growth.

- At the end of the day, **we need to better link municipal revenue with population growth, economic growth and the services municipalities provide in the 21st century.** This is essential in providing Canadians both new and old the quality of life they deserve.

### FCM leadership on the Municipal Growth Framework

- At FCM’s May 2023 Annual Conference, members passed a resolution outlining the need for the development of a new **Municipal Growth Framework** to support Canadian municipalities and the people who call our communities home. This resolution gives FCM a mandate to:
  - declare that **Canada needs a modernized growth framework** for municipalities;
  - **lead the development of a Municipal Growth Framework** that links municipal financial capacity to challenges such as population growth and economic growth; and
  - **call on the federal government** to engage with FCM in the development of this framework.
- **To put it simply:** A new Municipal Growth Framework means revenue tools that grow with the economy, and a redefining of the way we engage across orders of government. By linking revenue to growth dynamics, we can better support Canadians with the infrastructure, services, and amenities that will support their quality of life.
- **FCM is calling for a real conversation,** with federal, provincial and territorial governments at the table, focusing on the changes required for Canada’s growing communities to meet both today and tomorrow’s challenges.
- **FCM is leading an important discussion on what a new Municipal Growth Framework may look like**—this is the conversation FCM and our member municipalities from coast to coast to coast need to have with our peers in the federal and provincial/territorial governments.
- **Now is the time to examine how a modernized framework can empower municipalities and prioritize Canadians’ needs in a growing nation.**

*“Now is the time for FCM to do what it does best—advocate fearlessly for our communities.*

*Nowhere is this more apparent than in our historic decision to advocate for a new **Municipal Growth Framework**. On behalf of the Canadians we serve, we need to look beyond the next budget, beyond the next crisis and empower our communities from the ground up.”*

**FCM President, Scott Pearce**



# Committees and forums

**FCM's Board of Directors oversees various committees and forums that provide direction and insight on a wide range of issues and priorities. A summary of each committee and forum meeting held over this period is provided below.**

## Rural Forum

Members heard from President Scott Pearce and CEO Carole Saab about the growing pressures rural municipalities are facing and how imperative it is that rural Canada prosper with the right tools and resources in place.

Members voted in favour of adopting an addition to the Policy Statement on Rural Economic Development. The new policy outlines how the federal government should support Canadian agricultural communities to adapt to the negative impacts of a changing climate and pursue new opportunities to participate in a low-carbon agriculture sector. Specifically, the policy position supports farmer-centric policies and strategies, strengthening incentives for sustainable management practices and new technologies, and identifying and addressing gaps in research funding and data collection, management, and content.

FCM staff presented to the forum on the state of rural broadband in Canada and FCM's advocacy priorities for this file.

There was a roundtable discussion on the new Municipal Growth Framework, with a particular focus on how a new Municipal Growth Framework can work for rural communities. The discussion was varied and tied into areas such as infrastructure and housing, tourism, community safety, and inflation.

The Rural Forum held an election for Chair and Vice-Chairs. For the year 2023-2024, Neal Comeau (Sturgeon County, AB) will serve as Chair. Leah Main (Village of Silverton, BC) and Mike Strachan (Village of Torquay, SK) will serve as Vice-Chairs.

## Northern and Remote Forum

The forum voted to support a recommendation that invites municipal elected officials from the Boards of the Association of Yukon Communities (AYC), Northwest Territories Association of Communities (NWTAC) and Nunavut Association of Municipalities (NAM) to attend the Northern and Remote Forum meetings as non-voting observers.

The forum also directed FCM staff to assess process options for northern and remote observers from the boards of provincial associations. Staff will develop an option for consideration at the March 2024 meeting.

There were several staff presentations: the state of broadband, climate adaptation work and weaving northern elements into the 2024 FCM Annual Conference.

There was also a roundtable discussion on how the new Municipal Growth Framework can work for northern and remote communities. The conversation included the need to emphasize the economic potential of Northern Canada, how to engage meaningfully with other levels of government, ensuring tools are simple (such as block transfers like the CCBF), and the potential to expand revenue sharing under existing taxes and fees.

### **Governance Committee**

The committee began the meeting by considering new Terms of Reference for three FCM committees. As background, the committee heard that following a decision by the Executive Committee to consolidate the existing standing committees down to five, several bodies needed new or significantly revised Terms of Reference.

The new Terms of Reference reflect the following:

1. The shift from a Governance Working Group to a Governance Committee as a core committee of the Board alongside the Finance and Audit Committee, and the Human Resources Committee;
2. The blending of the Standing Committee on Anti-Racism and Equity with the Standing Committee on Increasing Women's Participation in Municipal Government; and
3. The combining of former Standing Committees on Municipal Infrastructure and Transportation, and Finance and Intergovernmental Affairs, to create the Standing Committee on Finance, Infrastructure and Transportation.

The coming work of the Governance Committee will include a thorough review of the Terms of Reference of all committees and forums, an alignment with best governance practice, and some changes might result in by-law amendments to be brought to the board and ultimately the membership.

The committee then moved to a discussion of the revised Code of Ethical Conduct, as well as the Complaint Procedure under the Code, and the Conflict-of-Interest Policy. The Harassment Policy will remain a separate document, and a Substance Use Policy is being developed which will be an Annex to the Code of Conduct. The Executive Committee had provided feedback to an early version of the Code, and Governance Committee members offered additional feedback on issues including an external Complaints Officer, monitoring and reporting on complaints, involvement of staff in the process and the possible routes for making a complaint.

The committee heard an update on Board Effectiveness Framework items that have been advanced since the March meeting when the framework was approved.

There have been four key areas of focus:

1. Reviewing the Code of Conduct and Conflict of Interest policies;
2. Anti-Racism, Equity, and Inclusion components of governance, including leveraging the non-board committee member process to increase diversity;
3. Orientation and training through an FCM 101 session for new board members in June, subsequently shared with all board and committee members, as well as an Executive Committee retreat, and an orientation session for the Committee of the Whole (the possibility of providing self-guided board training on specific board competencies is also being explored); and
4. Prioritizing short-term improvements and longer-term changes to the board portal for improved access to board and committee documents.

The committee also heard an overview of the process used for committee assignments given the new committees structure, including that committee sizes are larger than ideal due to having fewer committees. The committee profile survey used this year included the collection of some demographic and skills self-assessment information that will assist in establishing a baseline of board composition. The committee provided feedback regarding terms for the FCM Board of Directors.

### **Community Safety and Crime Prevention**

The committee received a presentation and update from Public Safety Canada on the Federal Government's Assessment of the RCMP Contract Policing Program and findings of the Mass Casualty Commission Final Report.

The committee reviewed three expiring resolutions on RCMP Community Policing, Supporting the Indigenous Court System, and Improving the Medical Cannabis Regime, and recommended them for adoption into standing policy.

The committee adopted two new resolutions on the following topics:

1. Implementing a Graduated Tier System for RCMP Contract Policing Cost-sharing Agreements
2. Increasing the Tax Credit for Volunteer Firefighters and Search and Rescue Volunteer

The committee undertook a strategic discussion about the impacts of complex social issues, including substance use, mental health and affordability, on community well-being from a public safety perspective.

### **Réseau Francophone**

The committee elected positions of Chair (Anik Des Marais) and Vice-Chair (Bernard Bigras-Denis). Anik Des Marais, the new Chair of the Network of Francophone Municipalities addressed members and provided an update on the network.

Justin Johnson, CEO of the Association of Manitoba Bilingual Municipalities (AMBM) and Annie Girard shared the 2022-2025 ABMB's Strategy to Support Economic Immigration in Manitoba's Bilingual Municipalities and how they encourage, stimulate, coordinate and support economic growth for their communities with the leadership and expertise of organizations such as the Economic Development Council for Manitoba Bilingual Municipalities (CDEM).

The strategy aims to build the capacity of its member municipalities to attract French speaking or bilingual immigrants to their territory, and to create conditions that are conducive to their reception, settlement and inclusiveness. It also wishes to confirm the role and consolidate the presence of Manitoba's bilingual municipalities within the continuum of Francophone immigration to the province, in complementarity and solidarity with the key players who make up this continuum.

The members also held a roundtable on local priorities and discussed the need to recruit more French-speaking members in the country, particularly outside of Quebec and particularly in the province of Ontario, and to make a collective effort to increase representation within the network.

### **Environmental Issues and Sustainable Development**

The committee received a presentation on FCM's Recommendations for the 2030 Emissions Reduction Plan Progress Report and approved a proposed addition to FCM's Climate Change Policy Statement on Clean Electricity.

The committee reviewed an expiring resolution related to national utility corridors and the need to improve predictability to help restore investor confidence. The committee voted to incorporate the second clause of the resolution into standing policy.



The committee voted to adopt three new resolutions on the following topics:

1. A federal mechanism to address inflationary cost escalations in DMAF funded projects
2. The availability of affordable pluvial and fluvial flood insurance for existing buildings
3. Investing in the resiliency of nationally significant transportation routes and single-access corridors

The committee received an update on key GMF priorities including a new three-year strategic plan and new program developments.

### **Municipal Finance, Infrastructure and Transportation**

The committee reviewed the new Terms of Reference which combines the previous mandates of the Standing Committee on Municipal Infrastructure and Transportation and the Standing Committee for Municipal Finance and Intergovernmental Arrangements

The committee received an update on FCM's Budget 2024 advocacy priorities related to the next generation of federal infrastructure program and public transit. Members discussed issues with costs of inflation, federal program design, and operational funding needs.

The committee voted to incorporate into standing policy three expiring resolutions on modernizing the Official Languages Act, public consultations on telecommunications infrastructure, and shipping dangerous goods by rail.

The committee approved a new resolution on Rural Transit Operating Funding.

Committee members discussed the Municipal Growth Framework and shared their current fiscal challenges and thoughts on the proposed framework.

The committee then received updates on FCM's research on the cost of municipal infrastructure to meet CMHC's targets for new housing construction and the Reconciliation Action Working Group.

The committee approved a recommendation to focus FCM's advocacy on rail safety over the next year on three areas: development in proximity to rail lines, the impact of climate change on rail transportation, and the need for improved rail safety measures.

### **Anti-Racism, Equity and Inclusion**

AREI members discussed the integration of the Standing Committee on Increasing Women's Participation in Municipal Government and reviewed the changes to the Terms of Reference to reflect a formal inclusion of and commitment to the work of gender equity.

The committee received a presentation of the AREI Hub, a key deliverable from the 2022-2023 workplan, now available in French and English through the FCM website. The hub outlines FCM's commitment to AREI and reconciliation, lists FCM resources and initiatives as well as a repository of external resources and samples to facilitate members advancing the work of AREI and reconciliation in their communities.

The committee will evaluate the process and outcome of the 2022-2023 workplan implementation and establish a new work plan with a focus on working with the Governance Committee in integrating AREI into FCM governance, capacity building and advancing key equity issues.

### **Social Economic Development**

The committee received a presentation and update from the Canadian Mortgage and Housing Corporation on affordability measures and requirements in current National Housing Strategy programs.

The committee accepted a recommendation to adopt the Federal Support for Literacy programs resolution and voted to amend the Providing Adequate Funding for Ukrainian Arrivals resolution, referring it back for staff analysis.

The committee received an update from staff on FCM housing and homelessness advocacy. This included updates on the Rapid Housing Initiative, the Housing Accelerator Fund, identifying solutions on homelessness and encampments through Reaching Home, advocacy on the Urban Rural and Northern Indigenous Housing Strategy, and continuing to identify opportunities to link housing to infrastructure in FCM's market rental housing advocacy.

# Resolutions

**FCM members submit resolutions for the board’s consideration on subjects of national municipal interest. The September 2023 FCM Board of Directors meeting saw the adoption of the following resolutions:**

- **Implementing a Graduated Tier System for RCMP Cost-Sharing Agreements:** This resolution directs FCM to advocate for the introduction of additional population tiers to the cost-sharing agreements for RCMP contract policing.
- **Increasing the Tax Credit for Volunteer Firefighters and Search and Rescue Volunteers:** This resolution directs FCM to call on the Government of Canada to increase the existing tax credit from \$3,000 to \$10,000 in recognition of the invaluable contributions of our essential volunteer firefighters and volunteer search and rescue personnel across the country.
- **Federal Mechanisms to Address Inflationary Costs through DMAF:** This resolution directs FCM to call on the federal government to work with municipalities to develop a funding mechanism to address inflationary cost escalation as it relates to the Disaster Mitigation and Adaptation Fund (DMAF) program.
- **Insurability of Buildings in a Climate Crisis Context:** This resolution directs FCM to make the required representations to the Government of Canada and other relevant organizations to guarantee the insurability of existing buildings against climate-related risks, including rain and river floods, in the context of the climate crisis.
- **Resilient National Corridors:** This resolution directs FCM to urge the federal government, in collaboration with Provinces, Territories, First Nations, private stakeholders, and municipalities, to immediately invest in the adaptation and resiliency of nationally significant transportation routes, and single-access corridors, ensuring that these critical links remain viable in the face of a changing climate.
- **Rural Transit Operating Funding:** This resolution directs FCM to advocate to the Government of Canada to ensure the new Rural Transit Solutions Fund is expanded to include further operational funding, outside of the Active Transportation Fund and the Zero Transmission Fund, for small to medium sized municipalities, and rural, remote, Northern and Indigenous communities.
- **Federal Support for Literacy Programs:** This resolution directs FCM to add Literacy to its “Inclusive Communities” advocacy work. It also directs FCM to call on the Government of Canada to add explicit references to Literacy in its various policies, for the Government of Canada to support literacy non-profits with core funding, including funding digital literacy programs at the introductory level in communities gaining broadband access, and by ensuring literacy initiatives and funding expand beyond employment programs.

The board also adopted **important recommendations** calling for urgent federal leadership on wildfire prevention and response, including expediting the development of a Canadian Wildland Fire Prevention and Mitigation Strategy, and increasing investments in the Disaster Mitigation Adaptation Fund.

**FCM resolutions database:**

[fcm.ca/en/about-fcm/corporate-resources/fcm-resolutions](https://fcm.ca/en/about-fcm/corporate-resources/fcm-resolutions)



# Director's Report

## Suzan Hewat – Village of Kaslo

**Report Date: November 27, 2023**

### **Federation of Canadian Municipalities – Advocacy Days From Tuesday, November 21<sup>st</sup> to Friday, November 24<sup>th</sup>**

The Advocacy Days meetings this year were held in-person in Ottawa. The following was the goal of Advocacy Days.

“Advocacy Days is when FCM’s members meet with MPs from all parties and across Canada to deliver municipal priorities directly – from elected leader to elected leader. It’s our opportunity to shape the most important moment in the federal political cycle: the budget.”

This week is also an opportunity to showcase FCM’s greatest strength and fundamental purpose: our members. It’s an opportunity to increase federal leaders’ understanding of the federal-municipal relationship, promote our solutions, and increase FCM’s presence across Parliament Hill.

Our mission was to deliver FCM’s Budget 2024 priorities and to make a local connection by sharing concrete examples of how national challenges affect our communities and how FCM’s Budget 2024 solutions could make a difference for the people we serve. It’s also to ensure that MPs from all parties hear loud and clear why we need a new fiscal framework for municipalities.

Board and committee members were asked to come prepared to talk about local examples to emphasize FCM’s message.

Since the focus of our discussions were housing and infrastructure. I spoke about the current housing and infrastructure needs for Kaslo and Area D as well as how the costs of providing the necessary infrastructure is cost prohibitive in rural areas.

In all my meetings, except for the meeting with MP Cannings, where Leah Main was present, I was the representative of the smallest local government.

I have provided copies of:

- 1) the Municipal Growth Framework
- 2) The Pre-Budget Consultations in Advance of the Upcoming 2024 Federal Budget.

I have a limited number of copies of the Leave Behind document that was shared with MPs during our meetings, and which formed the basis of our meetings.

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)

In addition to myself, the following people were in attendance from the FCM BC Caucus: Leah Main, Chair (RDCK – Silverton), Daniel Arbour (Comox Valley Regional District), Nancy Bepple (Kamloops), Rebecca Bligh (Vancouver), Will Cole-Hamilton (Courtney), Christopher Coleman (Victoria), Lisa Dominato (Vancouver), Trish Mandewo (UBCM President), Gary MacIsaac (UBCM Executive Director), Michael Moses (Williams Lake), Louise Wallace Richmond (Salmon Arm), and Sean Wood (Parksville).

Throughout my report below, I have provided links to any publicly available documents and sources.

### November 21<sup>st</sup>

#### Registration

8:30 – 10:00 Committee of the Whole

I was unable to attend this session due to a scheduled MP meeting.

9:00 – 9:30 Meeting with NDP MP Richard Cannings, South Okanagan – West Kootenay

I attended this meeting with Leah Main, Louise Wallace Richmond, and Nancy Bepple along with FCM Staff Lead Cassandra Demers-Morris.

11:30 – 12:00 Meeting with Conservative MP Frank Caputo, Kamloops-Thompson-Cariboo

I attended this meeting with Trish Mandewo (UBCM President), Michael Moses (Williams Lake), Nancy Bepple (Kamloops), and Gary MacIsaac (UBCM Executive Director) along with FCM Staff Lead Nadine Lunt.

12:15 – 12:45 Political Keynote by the Leader of the NDP Jagmeet Singh.

2:00 - 3:00 Question Period – House of Commons

I had not signed up to attend question period since I didn't want to miss any of my MP meetings. It turned out that my schedule allowed me the time to attend, and MP Richard Cannings graciously put both Nancy Bepple and I on his guest list. During Question Period, 2 MP's spoke about FCM during the one minute allotted to them to speak on any topic. MP Cannings was one of the MPs who spoke, and he gave a specific shout out to Leah Main, whose community is in his riding.

4:00 – 5:00 Board members reconvened in the meeting room to watch a live stream of the Fall Economic Statement.

The link below is the FCM response to this.

<https://fcm.ca/en/news-media/news-release/fcm-reacts-2023-fall-economic-statement>

### November 22<sup>nd</sup>

9:00 – 11:00 Committee of the Whole

Staff members Mathieu Belanger and Matt Gemmell spoke regarding the Fall Economic Statement and answered questions from Board and Committee members.

There were presentations given jointly by Randy Goulden (SUMA – Saskatchewan Urban Municipalities Association) and Ray Orb (SARM – Saskatchewan Association of Rural Municipalities) as well as by a Board member from the Quebec caucus.

These presentations discussed the funding formulas that these organizations have developed with their Provincial Governments.

11:30 – 12:00 Political Keynote by Shadow Minister for Housing and Diversity and Inclusion Scott Aitchison.

11:00 – 1:30 Meeting with Liberal MP Iqwinder Gaheer, Mississauga- Malton.  
I attended this meeting with Conny Glenn (Kingston), Glenn Doncaster (County of Renfrew), and Lawrence Lee (Red Deer) along with FCM Staff Lead Crystale Khan.

2:00 – 3:00 Tour of the FCM Collaboration Centre. I got a one-on-one tour with Eric Scharf who was instrumental in helping to design the space. The space provides room for large and small meetings as well as an excellent system to allow for hybrid meetings. A quiet space is provided in addition to a space for private phone calls and a small childcare space. Local art has been incorporated into the design ranging from a mural to coat hangers made from recycled bicycle gears. All-in-all it is a very welcoming workspace.

5:00 – 5:30 Meeting with NDP MP Randall Garrison, Esquimalt-Saanich-Sooke.  
I attended this meeting with Christopher Coleman, Sean Wood, and Will Cole-Hamilton along with FCM Staff Lead Anders Rasmusson.

#### November 23<sup>rd</sup>

8:30 – 9:15 Political Keynote – Federal Minister of Housing, Infrastructure and Communities of Canada Sean Fraser.

10:00 – 10:30 Meeting with NDP MP Taylor Bachrach, Skeena – Bulkley Valley  
I attended this meeting with Christopher Coleman, Louise Wallace-Richmond, and Nancy Beppele along with FCM Staff Lead Justin Farrell.

12:00 – 12:30 Meeting with NDP MP Jenny Kwan, Vancouver East.  
I attended this meeting with Lisa Dominato, Courtney Walcott (Calgary) and Carolyn Danes (Courtney's Assistant) along with FCM Staff Lead Matthew Pelletier.

#### November 24<sup>th</sup>

8:30 – 10:00 Board Orientation

The session was chaired by 2<sup>nd</sup> VP Rebecca Bligh.

The session covered:

- the FCM Anti-Racism, Equity and Inclusion Policy (AREI + R Policy)
- the role of a Not-for-Profit Board Director (20 Questions Document)
- the Green Municipal Fund and implications for the Board
- the New FCM Code of Ethical Conduct and Conflict of Interest Policy

FCM Anti-Racism, Equity and Inclusion Committee Chair Courtney Walcott shared the work of the committee to date, and we received a draft of the policy\* referenced above.

The FCM Parliamentarian covered the Role of FCM Board/Committee Members. The link below is for the 20 questions document that he referenced during his presentation.

<https://www.cpacanada.ca/en/business-and-accounting-resources/strategy-risk-and-governance/not-for-profit-governance/publications/not-for-profit-director-duties-20-questions>

The link below is a helpful resource for individuals who have a role on Not-for-Profit organizations.

<https://laws-lois.justice.gc.ca/eng/acts/C-7.75/page-1.html#s-1>

The Chair of GMF gave an overview of the Green Municipal Fund. Learn more through the link below.

<https://greenmunicipalfund.ca/about-green-municipal-fund>

The 3<sup>rd</sup> VP Tim Tierney spoke regarding the Code of Ethical Conduct\* and Conflict of Interest\* policies.

- The policies listed are internal documents, therefore, I am not able to share to share them.

10:30 – 12:30 Board of Directors Meeting

The agenda included ratification of New Board Members appointed since the September meeting as well as reports from the President, CEO, Finance & Audit Committee, Election Readiness Working Group, BCMC (Big City Mayors Committee) and Governance Committee.

The Code of Ethical Conduct and Conflict of Interest Policies were presented for Board approval.

The final items of business were a report from the Affiliate Members and the Northern and Remote Forum.

<https://fcm.ca/en/news-media/news-release/new-research-canadas-housing-challenge-also-infrastructure-challenge>

<https://fcm.ca/en/news-media/news-release/municipal-leaders-wrap-week-advocacy-ahead-budget-2024>

Attachments:

fcm-prebudget-letter-2024

municipal-growth-framework-backgrounder

**Written Submission for the Pre-Budget Consultations in  
Advance of the Upcoming 2024 Federal Budget**

**By: The Federation of Canadian Municipalities**



## Recommendations:

- **Recommendation 1:** That the government work with FCM in the development of a Municipal Growth Framework, redefining the way we engage across orders of government and identifying new revenue tools that better link municipal resources with national economic and population growth, to improve the local services Canadians depend on.
- **Recommendation 2:** That the government partner with municipalities through the next generation of infrastructure funding programs to build, renew, and revitalize local infrastructure that supports thriving and growing communities, and meets the unique needs of municipalities no matter the size or region.
- **Recommendation 3:** That the government fully implement the National Adaptation Strategy by continuing to partner with municipalities to adapt to and mitigate growing climate risks—including through long-term investments in the Disaster Mitigation and Adaptation Fund—while building resilient, low-carbon communities that can accommodate future growth and meet Canada’s climate objectives.
- **Recommendation 4:** That the government work with municipalities to ensure a better quality of life for all Canadians by addressing housing affordability, building the right kind of housing supply to support population growth, and taking the critical steps needed to achieve our shared goal of ending chronic homelessness in Canada.
- **Recommendation 5:** That the government meaningfully consult municipalities about decisions related to the future of RCMP contract policing, and work with all orders of government to address and invest in community-based mental health and substance use care.

Dear Members of the Standing Committee on Finance,

The Federation of Canadian Municipalities (FCM) unites and convenes over 2,000 municipalities across Canada, representing more than 90 percent of Canadians. Our membership includes urban, rural, northern, and remote communities of all sizes. On behalf of our membership, I am pleased to share this overview of local priorities ahead of Budget 2024.

Local governments are the governments of proximity, and have found themselves on the frontlines of some of the most pressing challenges facing Canada today. FCM is seeking the support of all orders of government to ensure our members can deliver the quality-of-life Canadians expect and deserve. Our recommendations for the upcoming Fall Economic Statement and Budget 2024 are focused on securing a new framework that better links municipal resources with national economic and population growth—more accurately reflecting and resourcing the services that municipalities are now providing to Canadians directly in their communities.

### ***A New Partnership for Growth***

Canada's population just surpassed 40 million people. This historic growth is a good thing and brings with it both immense opportunity and pressing challenges.

Every day, Canadian workers, families and businesses rely on municipal roads, bridges, transit services, water and wastewater infrastructure, policing, emergency services, recreational and cultural facilities, public events, and much more. Municipalities manage and maintain more than 60 percent of Canada's public infrastructure, yet receive only between 8 and 10 cents on each tax dollar collected.

Today, Canadians also expect local leaders to rise to the challenge and address pressing on-the-ground issues such as homelessness, housing, mental health and addiction, adapting to the impacts of climate change, and setting their communities on a path to reducing GHG emissions.

Municipalities are rising to these challenges with leadership and innovation but are constrained by a nineteenth century framework never designed for the realities of the twenty-first century. The status quo is just not working.

Canadians need all orders of government to work together—no matter the circumstances or jurisdiction—to address modern challenges and protect quality of life for citizens. And there is room to innovate, whether it's through efficient funding tools like the Canada Community Building Fund, or tripartite agreements between orders of government on specific policy priorities such as affordable housing.

Our country's successful growth is intrinsically linked with our cities, towns and communities. That's why Canada's municipalities, through FCM, are calling for a new Municipal Growth Framework that empowers local governments with a revenue tool that grows with Canada's national population and economy.

When paired with a new way of collaborating across all orders of government, this framework would ensure a future where Canadians see their communities growing confidently, with scale and ambition that delivers services beyond just the basics: greener public spaces, reliable and efficient transit for students and workers, more affordable housing, supports for the most vulnerable, and core infrastructure that can support generations of residents. This growth framework is crucial to ensuring municipalities can continue to support Canadians in the ways they need most.

### ***A New Generation of Infrastructure***

Investing in public infrastructure is a pre-requisite to growth and is the foundation for a high quality of life for Canadians. To increase the supply of new housing units, municipalities must invest in water and sewer pipes, reliable transit and transportation infrastructure, natural spaces and community amenities. And in a country as vast as Canada, the connective power of high-speed internet and improved intercommunity bus services are crucial for rural and remote communities.

FCM expects Budget 2024 to make significant investments to renew core infrastructure, including doubling the Canada Community Building Fund (CCBF) to \$4.4 billion annually with a 3.5% indexation, a \$1 billion annual investment over 10 years to establish a new federal water and wastewater infrastructure program and an investment of \$500 million annually in municipal community, culture, and recreational infrastructure. To ensure uninterrupted federal funding for public transit, FCM is calling for the Permanent Public Transit Fund (PPTF) to be established in legislation in 2024, with new funding available for planning and design costs and a mechanism to approve projects for capital funding. Starting in 2026, the PPTF should provide no less than \$3 billion per year for a full range of eligible capital expenses and should be indexed at 3.5% per year.

Infrastructure investments are key to setting cities and communities on a path to net-zero, whether by supporting local economic development or growing the scale of proven emissions-reduction projects. Investments in public transit, active transportation, municipal building retrofits, zero-emission municipal fleet vehicles and capturing methane from municipal landfills will all help Canada meet its 2030 GHG emissions reduction targets.

It's often in rural and remote communities where infrastructure funding is most acutely needed, but also where it lags behind. Let's work together to bolster rural and northern infrastructure for the next decade by committing at least \$250 million annually over and above the doubling of the CCBF to rural and northern communities, adding an annual \$150 million needs-based stream to the Universal Broadband Fund, establishing a federally-led national strategy for inter-community passenger bus service, and investing in the ports and airports that connect Canadians. We must also work across governments to close the Indigenous infrastructure gap that is a real barrier to improving quality of life for Indigenous communities.

Investments in infrastructure are investments in people's quality of life and can deliver long-lasting, generational benefits. If we can collaborate and deliver the next generation of infrastructure, Canadians will benefit for decades to come.

## ***A Renewed Focus on Climate Resilience***

Canada's cities and communities are where people live, work, raise families and start businesses. It's also where the impacts of climate change are most strongly felt.

Local leaders are responding as new weather extremes force families from their homes and cost our economy billions each year in property damage and lost productivity.

The federal Disaster Mitigation and Adaptation Fund (DMAF) has been an essential source of support for local resilience but is nowhere near the funding levels needed to protect Canadians from what's coming. That's why FCM is calling for an immediate top-up to the DMAF program totalling \$2 billion, with an additional \$1 billion earmarked each year for the next decade.

FCM recognises the federal government's action via the newly launched National Adaptation Strategy (NAS) and sees the potential of the NAS to better protect Canadian communities from the effects of extreme weather. The recent federal investment in FCM's Green Municipal Fund will support, accelerate and scale up community-based climate adaptation initiatives across the country. FCM is also a recognized leader and key federal delivery partner internationally, sharing best practices and building the capacity of local communities around the world to adapt and respond to climate change.

These investments are critical to helping local communities adapt to the changing climate, to reduce risk from extreme weather, and drive better results for Canadians.

## ***New Canadians, New Homes***

The housing challenge in Canada is urgent. CMHC estimates that an additional 3.5 million new housing units are needed above the current trend if we are going to restore housing affordability by 2030. This crisis affects Canadians from every walk of life and is most devastating to vulnerable populations. Making the federal immigration strategy a success is deeply entwined with action from all orders of government on housing.

Providing shelter rapidly to the unhoused is critical. The Reaching Home program is an essential component of the federal government's response strategy for chronic homelessness. Yet the growing presence of encampments in many urban centres, and within rural communities, highlights the need for continued support. Reaching Home's funding, including its dedicated Rural and Remote stream, should be scaled up and made permanent to address current needs and engage in preventative measures. We must also build on what is working - the Rapid Housing Initiative (RHI) is a groundbreaking direct transfer to municipalities and shows what we can achieve when our communities are directly empowered. FCM urges the conversion of the RHI into a long-term program, with predictable funding beyond 2024, and ensuring that each RHI unit has funding for wrap-around health and social supports and permanent operating funding to maintain affordability.

The Housing Accelerator Fund (HAF) is now open to municipalities—a welcome and important federal-municipal tool that provides critical support to speed up construction and increase our national housing supply. To support Canadians in search of rental options, FCM continues to urge the federal government to optimize and invest in critical National Housing Strategy programs such as the National Housing Co-Investment Fund and Rental Construction Financing Initiative to create more affordable rental supply.

Whether you're a new immigrant or a long-time resident of Canada, whether you're in a rural, urban or remote setting, everyone needs a place to call home. Canada's municipalities will be there to support them every step of the way.

### ***A New Approach to Safer and Healthier Communities***

Municipalities are the governments of proximity and are on the front lines of Canada's unmet mental health needs, often providing essential services like social and community programming, supportive housing, community outreach, and substance and addictions support services.

To add to the complexity of the issue, mental health challenges are often linked with the dual crises of addiction and homelessness – with municipal governments often needed to lead on community wellbeing. The lack of affordable and supportive housing, inadequate mental health care and the impacts of systemic racism on Indigenous people and racialized communities are contributing to the mental health and addictions issues manifesting in municipalities of all sizes.

Municipalities, through FCM, are calling on the federal government to develop a comprehensive national mental health strategy that addresses the interconnected issues of housing, homelessness, and substance abuse, while increasing mental health investments in communities with sustainable, long-term funding.

Community safety is also deeply connected to how we police our communities. Municipalities across the country have complex and unique public safety needs, and local leaders understand those best. That's why FCM is calling on the federal government to meaningfully consult municipalities about decisions related to the future of RCMP contract policing.

### ***Conclusion***

Municipalities are the order of government closest to Canadians. We see their challenges up close, and we know how to improve quality of life for Canadians and their communities. It starts with giving people the confidence of a community that can weather even the worst storms, ensuring a safe and secure place to call home for more Canadians, and building Canada from the ground up.

Sincerely,



**Scott Pearce**

FCM President

Mayor, Canton de Gore, Québec

# FCM MUNICIPAL GROWTH FRAMEWORK Backgrounder



## ► An outdated fiscal framework

Canada's population is growing—and that's a good thing. But as the country surpasses 40 million, the challenges facing Canada—including housing and homelessness, mental health, protecting our communities from the impacts of climate change, community safety and renewing core infrastructure—are more pressing than ever.

Municipalities are rising to the challenge with leadership and innovation but are constrained by an **outdated fiscal framework** that was never designed for the realities of 2023.

In May 2023, FCM's membership adopted a resolution calling for a new Municipal Growth Framework that would equip local governments with sources of revenue that grow along with the economy and the national population—ensuring that municipalities can accommodate population growth and continue to help solve Canada's biggest national challenges in every community.

If we want to successfully meet our nation's growth objectives and build a country that is more affordable, sustainable and prosperous, we must realize a new framework that helps redefine how we engage across orders of government—and we must take action now.

## ► The root of the problem: Overreliance on the property tax

Municipalities generally rely on three sources of revenue:

- **TAXES (54%),**
- **INTERGOVERNMENTAL GRANTS (21%),**
- **AND OTHER OWN-SOURCE REVENUE (25%)**  
*such as income and rents from properties and fees from licensing and administrative services.*

Property taxes generally account for around half of all municipal revenue and nearly 90% of revenue from taxation. In Quebec and Atlantic Canada, municipalities rely on property taxes for over 95% of taxation revenue. In some provinces, municipalities collect an increased

share of alternatives to property taxes, such as developer charges, user fees, excise taxes and revenue from resource development. However, these sources rarely exceed more than 20% of tax-based revenue and are decreasing in some provinces.

Municipal ability to collect own-source revenue is limited by provincial legislative frameworks that reduce taxation options and prohibit many forms of deficit financing. As a result, municipalities are heavily reliant on grants and transfers from the federal government and provincial and territorial governments.

***Local governments have been receiving an ever-decreasing share of the Canadian tax dollars since 1990.***

Traditional sources of municipal revenue have remained largely stagnant when adjusted for inflation and, in some cases, fallen in real economic terms. For example, the year-over-year growth in municipal property tax revenue has been negative when adjusted for inflation (an annualized rate of -1.1% between 2016 and 2021), while the revenue from general taxes on goods and services has grown over the same period (at an annualized rate of 3.5% in real terms).

## **Municipalities do not benefit directly from taxes on goods and services, incomes and capital gains.**

With municipal budgets impacted by inflation, municipalities are being asked to do more to address the housing crisis and other challenges and do not share in the revenue growth that provincial, territorial and federal governments receive. The lack of growth-oriented revenue sources means local governments have been receiving an ever-decreasing share of the Canadian tax dollar since 1990. This also means that municipalities do not directly benefit from the action they take to stimulate local and regional economic development.



*Since 2016, inflation-adjusted sales and income tax revenue has increased 3.5% per year while municipal property tax revenue has decreased by 1.1% per year.*

## ► About FCM

FCM is the national voice for Canada's local governments. We unite more than 2,000 cities and communities of all sizes, from big cities to rural and northern communities, as well as provincial and territorial municipal associations. Together we represent more than 92 percent of Canadians. That gives us an unparalleled ability to convene Canada's on-the-ground leaders, and to help design and deliver initiatives that build better lives for Canadians.

## ► Towards a new Municipal Growth Framework

FCM is assessing different options for new or expanded sources of municipal revenue that, together, would create a Municipal Growth Framework. This assessment includes:

1. Maximizing existing municipal tools,
2. Granting new revenue tools to municipalities,
3. Enhancing existing federal or provincial-territorial transfers and/or
4. Creating new federal or provincial/territorial transfers.

FCM is now consulting with municipalities, provincial and territorial municipal associations, the federal government, and a wide range of stakeholders from business, labour and civil society on the key principles that a municipal growth framework should conform to. The following three objectives are important components of a Municipal Growth Framework:

1. Municipal revenue is better connected to economic growth and national population growth.
2. Municipalities should have revenue tools that support the full range of services they provide, including capital and operating expenditures.
3. Existing tax revenue being more fairly distributed between orders of government relative to expenditures and service delivery mandates.

FCM is also assessing revenue options based on which could best address the largest cost drivers and priority policy areas, including:

- **Infrastructure**, including the repair and rehabilitation of existing assets and investment in new infrastructure to support **housing development** and growth.
- **Public transit**, including both capital and operating needs.
- **Public safety**, including emergency protective services (police, fire, paramedic), mental health, substance use and new frontline healthcare and public safety service delivery models
- **Homelessness**, including emergency shelters and supportive housing that integrate wrap-around health and social services.
- **Climate change**, including adapting to the impacts of climate change and transitioning to net-zero GHG emissions.
- **Economic development**, including investment attraction, tourism and destination marketing, and downtown/Mainstreet redevelopment.



# Director's Report

Aidan McLaren-Caux – Village of Nakusp

**Report Date:** December 14<sup>th</sup>, 2023

*Reporting on activities from November 7<sup>th</sup> to December 4<sup>th</sup>, 2023.*

## Director's Activities

### Nakusp Village Council

- Nov. 12<sup>th</sup>, attended in-person meeting in Nakusp with Arrow Lakes Environmental Stewardship Society (ALESS) with BC Green Party Candidate, Nicole Charlwood to discuss the Columbia River Treaty and Arrow Lakes Reservoir water levels.
- Nov. 15<sup>th</sup>, attended in-person regular council meeting.
- Nov. 27<sup>th</sup>, attended in-person regular council meeting.

### Association of Kootenay & Boundary Local Governments (AKBLG)

- Nov. 15<sup>th</sup>, chaired online informal session for the Resolutions Committee to help elected officials draft resolutions for the upcoming convention.
- Nov. 20<sup>th</sup>, attended online board meeting
  - 2023 UBCM Minister Meetings and Advocacy Next Steps
  - 2024 Convention and Annual General Meeting (AGM) Planning
  - Indigenous Reconciliation/Inclusion
  - Review of Bylaws for 2024 AGM
  - Committee Update
    - Resolutions
    - Nominations
    - Education Select
  - Local non-Democratic Appointments
  - Business Operations
    - Liability Insurance
    - Website Redesign and Development update
    - Business Continuity/Record-keeping
  - President's Report

## External Committee Appointments

- **Central Kootenay Food Policy Council**
  - <https://ckfoodpolicy.ca/>

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)



- **Columbia River Treaty Local Governments Committee (CRTLGC)**
  - <https://www.crtlgc.ca/>
  - *Reminder that committee topics are confidential, as they pertain to international treaty negotiations. The Province of BC and the Government of Canada periodically release statements regarding the progress of the discussions between Canada and the United States.*
  - Nov. 28<sup>th</sup>, attended online meeting.
  - Nov. 29-30<sup>th</sup>, attended *Columbia River Transboundary Water Governance and Ethics Symposium 2023*
    - <https://columbiabasingovernance.org/>
    - Sponsored by *Oregon State University, One River Ethics Matter, The University of British Columbia, World Youth Parliament for Water North America*
    - Lots of discussion about various aspects of the Columbia River Treaty and its impacts on the Basin, including Indigenous perspectives, salmon reintroduction, ecosystem health, climate change, international examples, possibility for transboundary governance, and youth involvement.
    - Panel One – The Columbia River Basin; Governance of Water and Emerging Issues: Past, Present & Future
      - The Columbia River – Reconciliation and Renewal
      - Climate Change and Governance in the Columbia Basin
      - Water Quality in the Elk and Kootenay Rivers and the Efforts of the Ktunaxa Nation Government to See Resolution with the Governments of Canada and the U.S.
      - Hydrometric, Climate & Bio Monitoring in the Canadian Columbia Basin
      - Keynote – Bringing the Salmon Home: The Columbia River Salmon Reintroduction Initiative
      - Q&A Panel Discussion
    - Panel Two – Global Perspectives on Governance Models
      - Introduction to themes: When there is no official venue for citizen dialogue, how can we from the non-governmental side, form citizen engagement and organize ourselves so that government can be informed?
      - Keynote – How Does Public Representation Happen? A Global Survey.
      - North America Context
      - Kimberly 2019 Conference, Great Lakes Governance Model, and Pacific Salmon Treaty.
      - How the public can participate when Indigenous representation is not part of the formal process – valuing water for sustainable growth.
      - A facilitated dialogue focusing on the applicability of these models to the complexity and evolving nature of the Columbia River Basin and its people, with a focus on formal and informal public engagement.

- Panel Three – One River Ethics Matter (OREM)
    - Overview of the OREM Process
    - Rivers of Our Moment: Water and Ethics
    - Rivers Through Our Memory: Looking Back – the Genocide
    - Rivers of Our Vision: Climate Change
    - Rivers as Our Responsibility: Ethics-based Governance
    - Q&A Panel Discussion – A Facilitated Dialogue
  - Panel Four – The Role of Youth in Columbia Basin Water Governance
    - Bringing the Salmon Home: The Columbia River Salmon Reintroduction Initiative, and Connections to the Columbia River Basin
    - Bringing the Salmon Home: The Columbia River Salmon Reintroduction Initiative, Cultivating Safe Spaces for Intergenerational Knowledge Sharing
    - Secwépemc language as an Instructional Design Assistant for online resources
    - Governance in the Columbia Basin
    - Lesson in Past Youth Engagement in the Columbia Basin Governance
    - Q&A Panel Discussion – A facilitated dialogue on youth involvement in Columbia Basin Governance
  - Panel Five – Facilitated Dialogue – Setting the Stage for an In-person Conference
    - Overview of Panel One
    - Overview of Panel Two
    - Overview of Panel Three
    - Overview of Panel Four
    - Q&A Panel Discussion – A Facilitated Dialogue
    - Summary of Symposium
- **Regional Innovation Chair in Regional Economic Development Regional Advisory Committee (RIC-RED-RAC)**
  - Oct. 5<sup>th</sup>, attended in-person strategic planning session in Castlegar
    - Purpose: to identify and prioritize topic areas to guide and focus the efforts of the Regional Innovation Chair for the next 3 years
      - Notes to be added to upcoming report.

FCM Advocacy Week - Ottawa  
November 21-24 inclusive

This FCM Board event is an opportunity for local government elected officials to have face-to-face meetings with MPs, Cabinet Members, and high level Parliamentary Staff, to present with a unified voice what local governments - both urban and rural - need in order to deliver services to our communities.

As more and more services have devolved to local governments - housing, homelessness, mental health and addictions response, wildfire response - we find ourselves trying to do more with the same 8¢ on the dollar that we have had for years.

Our Advocacy this year has thus been focused on:

- Housing and Homelessness - supporting the National Housing Strategy to rapidly increase the supply of social and affordable housing, including to establish an acquisition fund of protect existing rental housing
- Infrastructure - in order to safely service existing homes and businesses as well as to support new growth, infrastructure funding is key to everything else we do, doubling the Canada Community Building Fund and increase indexing to 3/5% would allow us to plan for year-over-year approaches and projects.
- Transit - we want to see the legislated Permanent Public Transit Fund also indexed at 3.4%
- Climate Change and Disaster Mitigation - in order to ensure that local governments are provided with adequate and appropriate support for planning as well as during and immediately after a disaster, we ask for an immediate top-up to the Disaster Mitigation and Adaptation fund of \$2 Billion in 2024-25, with commitment to a long-term investment of \$1 B annually for 10 years, and modernization of the Disaster Financial Assistance Arrangements to be coordinated with other federal programs.
- Rural and Northern Issues - to bolster rural and northern infrastructure by an additional \$250 Million annually; to focus on the roll-out of improved Broadband and digital connectivity with an additional \$150 M needs-based stream to the Universal Broadband Fund; to establish a federally-led national strategy for inter-community passenger bus service

Most importantly, FCM is calling on the federal government to convene provincial/territorial and municipal leaders to negotiate a Municipal Growth Framework that would support us in taking concrete actions on housing affordability, homelessness and climate change.

In its simplest form, the new Municipal Growth Framework would include:

- New financial tools to augment Property Tax, including framing program funding on an allocation model, rather than by application
- Doubling the CCBF
- Permanent Transit Funding

- Convening a meeting of Federal, Provincial/Territorial, and Municipal/Local governments to develop a framework for program development that satisfies the needs of all three orders of government through participation from the beginning of development, rather than at the end

During this week I met with the following:

- MP Richard Cannings, South Okanagan-West Kootenay - I actually met with Mr. Cannings twice (once alone and once along with three other FCM Board and Committee Members)
- MPs Taylor Bacharach (Skeena-Bulkley), Jenny Kwan (Vancouver East) and Bonita Zarillo (Port Moody-Coquitlam) - along with 7 other FCM Members from throughout Canada, for a moderated discussion highlighting our call for a Municipal Growth Framework
- MP Brendan Hanley (Yukon) - Mr. Hanley and family, it turns out, have visited Silverton several times while their children attended Valhalla Summer School of Music sessions
- MP Rachel Blaney (North Island-Powell River)

Of particular note, FCM invited Federal Housing Advocate Marie-Josée Houle to participate along with Rural and Northern & Remote Forums representatives, in a discussion on “Encampments and Homelessness - Rural Considerations”. Ms Houle had recently published an Interim Report on Encampments, that was overwhelmingly focused on large urban settings.

As co-Vice-Chair of the FCM Rural Forum, along with Chair Neal Comeau and co-Vice-Chair Mike Strachan, I was able to bring attention to this in a submission to FCM Staff that was subsequently shared with Ms. Houle as a guide to our discussion:

“While the Rural Forum, representing the many faces of rural communities and areas throughout Canada, generally supports the findings of the Office of the Federal Housing Advocate (OFHA) regarding homeless encampments, the recommendations articulated in the Interim Report, and the leadership of the Big City Mayors’ Caucus, we would like to offer a few observations on homeless encampments, and homelessness in general, from a rural perspective.

It is not our intention to delve deeply into the face of encampments and homelessness in rural Canada, but there are a few aspects that call out for recognition.

Homeless encampments in cities - both large and small - tend to be highly visible, with an identifiable core and geography, however in small towns and villages and in agricultural and other strictly rural areas, what occurs more often is a scattering of homeless “households”; a handful of properties with two, three or four tents, lean-tos or trailers; unofficial or non-compliant jerry-built second “homes” (including trailers) on family properties; or individuals simply camped out in the woods adjacent to towns and villages.

This adds a layer of challenge to the small communities who might view these mini-encampments with empathy, but have virtually no means of addressing the situation either financially or through supportive services.

Oftentimes the forest dwellers (either in encampments or solo) are visible during summer and early fall, and the residents scatter to urban areas for the colder winter months - rural

areas are feeding into large urban centres on a seasonal basis. This is not a solution for us, and indeed only shifts the pressure to the cities. But it does not mean that rural Canada has no skin in the game.

Of particular note is that the lack of housing options in rural Canada restricts the ability of women experiencing domestic violence to leave the situation, and acknowledges that women in encampments both large and small are reported to experience both physical and sexual violence in the encampments.

We offer these observations in hopes that the OFHA will take them to heart and develop a response to rural needs proportionately equal to urban needs.

Neal Comeau  
Chair, Rural Forum

Leah Main  
Vice-Chair, Rural Forum

Mike Strachan  
Vice-Chair, Rural Forum

We also had Committee of the Whole (both Board and non-Board Committee Members) sessions for Orientation, Governance, ongoing Anti-Racism, Equity and Inclusion training.

As BC Caucus Chair I also sit on the following Committees which met as part of Advocacy Days:

- Executive Committee - to monitor general progress through the week, and finalize content and Agenda for our wrap-up Board Meeting on Friday
- Governance Committee:
  - to detail and approve Final (we hope!) Draft of a new Code of Ethical Conduct, including a complaints process; and requirements around Leave of Absence when running for office in Provincial/Territorial or Federal Government;
  - Terms of Reference for the following Committees: Governance (formerly Governance Working Group); Standing Committee on Anti-Racism, Equity and Inclusion (now acquiring responsibility for the former Standing Committee on Increasing Women's Participation in Local Government); Standing Committee on Finance, Infrastructure and Transportation (formerly separate committees)
- Finance and Audit Committee - to review Q2 final and Q3 draft reports, and to start preparing for our annual audit.

I would like to take this opportunity to thank both RDCK and the Village of Silverton for their ongoing support for my position at FCM. This representation is noticed and appreciated by the organization.

During a recess at our Board meeting, I was presented with a certificate acknowledging my 10 years of participation on FCM Board, along with the attached letter from FCM President Scott Pearce:



Awarded to | Décerné à

# Leah Main

in recognition of your dedication to FCM.  
Thank you for your contribution to  
Canada's municipalities.

en reconnaissance de votre dévouement  
à la FCM. Merci pour votre contribution  
aux municipalités du Canada.

Taneen Rudyk  
President, FCM  
Présidente, FCM

SINCE / DEPUIS 1901





President  
Président

November 24, 2023

First Vice-President  
Premier vice-président

Councillor Leah Main  
Village of Silverton/Regional District of Central Kootenay, BC

Dear Leah,

Second Vice-President  
Deuxième vice-présidente

On behalf of the Federation of Canadian Municipalities, it is with great pleasure and immense pride that I extend my heartfelt congratulations to you on reaching the remarkable milestone of 10 years of dedicated service to our municipal government. This significant achievement is a testament to your unwavering commitment, tireless efforts, and exceptional contributions to our community.

Third Vice-President  
Troisième vice-président

On behalf of FCM, I would like to extend my sincere apologies for not formally acknowledging your years of service in 2020. That particular year posed numerous challenges as we transitioned to a virtual environment, and regrettably, we missed the opportunity to celebrate this significant milestone in your dedicated service.

Fourth President  
Quatrième président

During the AGM in Toronto, our CEO Carole Saab took the opportunity to recognize your stellar commitment, leadership and engagement with FCM. True to form, you had other FCM responsibilities to attend to you at that moment and you missed this tribute!

Chief Executive Officer  
Chef de la direction

Please know that your hard work has not gone unnoticed. Your dedication has undoubtedly left an indelible mark on the history of our municipal government, and we are profoundly grateful for your continued commitment to the betterment of our community.

We look forward to many more years of collaboration and success under your capable leadership.

Once again, congratulations on this well-deserved recognition, and thank you for your tireless service to our municipal government.

Scott Pearce  
FCM President  
Mayor, Township of Gore, QC



## Angela Lund

---

**To:** Aimee Watson  
**Subject:** RE: 2024 Heritage BC Conference

**From:** Jennyce Hoffman <[jhoffman@heritagebc.ca](mailto:jhoffman@heritagebc.ca)>

**Sent:** Thursday, November 9, 2023 11:41 AM

**To:** Aimee Watson

**Cc:** Stuart J. Horn

**Subject:** 2024 Heritage BC Conference

**CAUTION** This email originated from outside the organization. Please proceed only if you trust the sender.

Good Morning Aimee & Stuart,

My name is Jennyce Hoffman and I am the Communications, Membership, & Development Coordinator with Heritage BC. We are excited to be hosting our 2024 Annual Heritage Conference in beautiful and historic Nelson, BC next year. I am reaching out to inquire about the Regional District of Central Kootenays support as a potential sponsor for our upcoming conference.

The conference will take place May 1 to 3, 2024 and this year's theme is Prioritizing People. Together with our host partners, Nelson Museum, Archives & Gallery and Kootenay Lake Historical Society we'll explore how collaboration can empower communities to add their stories to a historical narrative, how inclusive heritage conservation can centre the human experience, and how prioritizing the needs of community can ensure a more authentic and sustainable heritage legacy. On top of exploring the rich history and heritage in Nelson, we're also planning two to three field trips, with one full-day trip traveling the Silvery Slocan Circle Route with multiple stops in the Slocan Valley, and another shorter half-day trip traveling to and from Castlegar.

Our conference will bring together heritage industry leaders, experts, and supporters from various sectors, providing a unique platform for networking, knowledge sharing, and collaboration. As the conference will be covering a wide range of topics it will be highly relevant and attractive to a diverse audience.

I have attached our Sponsorship Opportunities Booklet here and it can also be viewed on [Google Drive](#). I would be happy to discuss any of the available sponsorship opportunities and add-ons in more detail with you. Please let me know if you would like to meet via Zoom or have a call to discuss anything further.

We would be honored to have the Regional District of Central Kootenay as a sponsor for our annual conference. If you have any questions about sponsorship or would like to discuss any details of our planned conference, please do not hesitate to reach out to me. You can also find some information on our [website](#).

Thank you for all of your time and consideration. I look forward to hearing from you.

All the best,

**Jennyce Hoffman** (she/her)

Communications, Membership & Development Coordinator

Heritage BC

► Follow us [@heritagebcanda](#)



► [Subscribe to our bi-weekly newsletter](#)

*As an organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage. [Learn more about whose land you live on.](#)*

2024  
annual  
heritage  
conference

# PRIORITIZING PEOPLE

May 1 - 3, 2024 | Nelson, BC

Sponsorship Opportunities

## About Heritage BC

Heritage BC is a not-for-profit, member-based organization that supports all those in British Columbia who champion the preservation, conservation and stewardship of cultural heritage. We support heritage conservation across the province through education, training and skills development, and capacity building. We spread awareness, appreciation and respect for BC's diverse built and intangible traditions.

## Support our Mission

Our work is dedicated to:

- Building a strong, focused, and impactful organization
- Increasing awareness and appreciation of heritage values that highlight the diversity of cultural heritage
- Collaborating with and maximizing capacities for communities, local governments and private sector organizations to create a dynamic future for heritage
- Providing exceptional service and comprehensive learning opportunities to help communities to build their heritage capacities
- Supporting increased awareness for reconciliation and Indigenous heritage across the province

## About the 2024 Conference

Join us in learning about the benefits of putting people first in our heritage work. Explore how collaboration can empower communities to add their stories to a historical narrative, how inclusive heritage conservation can centre the human experience, and how prioritizing the needs of community can ensure a more authentic and sustainable heritage legacy. Together, we'll explore how putting people at the forefront leads to shared ownership and increased support for heritage.

### Host Partners

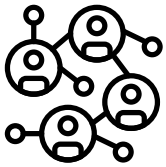


Nelson Museum, Archives & Gallery



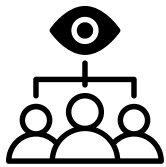
Kootenay Lake Historical Society

## By Supporting Us, You Will



Increase your visibility and deepen relationships with British Columbia's heritage community. Our programs and resources draw hundreds of sector professionals, government officials, funders, and industry members from across BC and Canada.

Being part of our event is one of the best ways to network with peers, promote your brand, connect with sector leaders, and align yourself with a cause that matters.



Engage with speakers and panellists, and participate in important discussions about leveraging heritage as an agent for positive change in our communities.

### Our Reach



**5,900+**

Social Media Followers

Facebook, Instagram, X, and LinkedIn



**300+**

Members



**2,300+**

Newsletter Subscribers



**5,000+**

Monthly Web Visitors

### Attendee Profile:

At our 2023 conference in Chilliwack, BC we had around **118** attendees.

**32%** Heritage Professionals,  
Architects, Engineers

**25%** Heritage or Municipal  
Planners

**23%** Heritage Sites, Organizations,  
Committees, Volunteers

**17%** University / College  
Academics, Students

**3%** Government (Federal,  
Provincial, Municipal)



## Sponsorship Opportunities

### Supporter Level

#### Benefits

- Sponsor included on Website Sponsor Page (name & links)
- Organization Name included in Conference & Heritage Update Newsletters
- Organization Name included in our general “Thank You” on Socials and in the Newsletter throughout and after conference
- Organization Name listed on slides during conference (Welcoming & Closing remarks, final slide of each session)
- Organization Name included in Program Booklet

**\$300**

This opportunity is perfect for smaller organizations or non-profits who want to show their support and align with Heritage BC’s mission and goals, but are unable to attend the conference or have a more conservative budget for support.

## Sponsorship Opportunities Cont.

### General Level 1

#### Benefits

- Sponsor Profile on Website Sponsor Page (logo, short write-up, links)
- Logo included on slides during Conference (welcoming & closing remarks of conference, final slide of each session)
- Logo included in Conference & Heritage Update Newsletters
- Logo included in our general “Thank You” on Socials and in the Newsletter throughout and after conference
- Verbal recognition at the conference during opening and closing remarks
- Access to Conference Delegate List before the Conference (opt-in)

**\$600**

### General Level 2

#### Benefits

- All General Level 1 benefits, plus:
  - Sponsor Profile highlighted on social media (Instagram, Facebook, X)
  - Sponsor Profile highlighted in Heritage Update Newsletter
  - Registration for One Attendee

**\$1,000**



## Add-On Opportunities

**Add-Ons must be combined with either the General Level 1 or the General Level 2 Sponsorship.**

### Exhibit Booth (3 available)

- Opportunity to provide materials, display signage or banners, and speak with delegates during breaks and lunches

\$300

### Sponsor a Session (multiple options available)

- Opportunity to make opening remarks during the session and/or include them in the slideshow
- Can display a banner or provide materials at the session
- Exclusive recognition (logo included in program guide, on social media, and verbal recognition)

\$500

### Sponsor a Field Trip (3 available)

- Opportunity to make opening remarks during the Field Trip
- Can provide materials during the field trip
- Exclusive recognition (logo included in program guide, on social media, and verbal recognition)

\$550

### Sponsor Lunch (2 available)

- Opportunity to incorporate a social networking activity or highlight your organization
- Can display a banner or provide materials at the event
- Opportunity to make opening remarks
- Exclusive recognition (logo included in program guide and verbal recognition)

\$550

### Sponsor Breakfast (2 available)

- Opportunity to incorporate a social networking activity or highlight your organization
- Can display a banner or provide materials at the event
- Opportunity to make opening remarks
- Exclusive recognition (logo included in program guide and verbal recognition)

\$550



## Add-On Opportunities Cont.

Add-Ons must be combined with either the General Level 1 or the General Level 2 Sponsorship.

### Opening Evening (exclusive)

- Opportunity to make opening remarks
- Can display a banner or provide materials at the event
- Exclusive recognition (logo included in program guide, on social media, and verbal recognition)

\$700

### Second Evening Event (exclusive)

- Opportunity to make opening remarks
- Can display a banner or provide materials at the event
- Exclusive recognition (logo included in program guide, on social media, and verbal recognition)

\$700

### Final Evening + Heritage BC Awards Ceremony (exclusive)

- Opportunity to make opening remarks
- Can display a banner or provide materials at the event
- Exclusive recognition (logo included in program guide, on social media, and verbal recognition)

\$700



**Looking for something else or a different opportunity?**  
Reach out and connect with us!

**Jennyce Hoffman**

**Communications, Membership & Development Coordinator**

**Email:** [jhoffman@heritagebc.ca](mailto:jhoffman@heritagebc.ca)

**Phone:** 604-417-7243 (ext. 104)

**Website:** [heritagebc.ca](http://heritagebc.ca)

As an organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of BC's Indigenous peoples. Heritage BC asks its members and everyone working in the heritage sector to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage.





Department: Board of Directors

December 6, 2023

Premier David Eby

**Via email:** [premier@gov.bc.ca](mailto:premier@gov.bc.ca)

The Honourable Bowinn Ma

Minister of Emergency Management and Climate Readiness

**Via email:** [EMCR.Minister@gov.bc.ca](mailto:EMCR.Minister@gov.bc.ca)

Dear Premier Eby and Minister Ma;

**Subject: Update on the Proposed Emergency and Disaster Management Act**

Please accept this letter as notification that at the November 9, 2023, Regular Board Meeting the Board of Directors adopted the following resolution:

**THAT, the Regional Board send a letter to the Minister of Emergency Management and Climate Readiness and the Premier of British Columbia, requesting more time to comment on the new Emergency and Disaster Management Act and request that they supply the funding required for the capacity and resourcing required to complete this work, and that the letter be copied to all 27 Regional Districts.**

Regional district structure and legislated authorities differ significantly from municipalities. Geographic size, population density, taxation base, employee capacity, and logistics related to collaboration with multiple neighbouring municipalities, and Indigenous governing bodies are just some of the factors that must be reviewed, considered and quantified before commenting on the proposed changes. As noted in the above resolution the TNRD Board of Directors respectfully requests more time to review the proposed changes as well as the provision of funding support to ensure adequate capacity to provide a thoughtful and comprehensive response.

Yours truly,

Barbara Roden, Chair  
Thompson-Nicola Regional District

pc: All Regional Districts in BC

**Angela Lund**

---

**To:** Aimee Watson  
**Subject:** RE: BC Codes 2024 Adoption

**From:** Building and Safety Standards Branch <[info@buildingsafety.gov.bc.ca](mailto:info@buildingsafety.gov.bc.ca)>

**Sent:** Tuesday, December 5, 2023 2:45 PM

**To:** Aimee Watson

**Subject:** BC Codes 2024 Adoption

**CAUTION** This email originated from outside the organization. Please proceed only if you trust the sender.

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## BC Codes 2024 Adopted

I am writing to advise that the Province has adopted the 2024 editions of the British Columbia Building Code, including Book II Plumbing Systems, and Fire Code (BC Codes 2024). A news release announcing adoption is available on [BC Gov news](#).

The BC Codes 2024 will come into effect on March 8, 2024 and will apply to building permits applied for on or after that date. Buildings with permits in place under the BC Codes 2018 will generally not be affected by the adoption of the new BC Codes.

The effective date for the new adaptable dwellings and earthquake design changes will be deferred to March 10, 2025 to allow additional engagement and sufficient training to support innovative and cost-effective design solutions. This delay represents a measured approach that aims to balance accessibility and housing supply priorities while minimizing impacts to industry. The delay also considers human rights, equity for all people, accessibility engagement feedback, and product availability and affordability.

To download a free copy of the BC Codes 2024, please visit the the [Building and Safety Standards' website](#).

Print publications are anticipated to be available for purchase online later in 2024. The Building and Safety Standards Branch will notify code users and industry professionals when the print publications are available.



BRITISH  
COLUMBIA



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Print publications are anticipated to be available for purchase online later in 2024. The Building and Safety Standards Branch will notify code users and industry professionals when the print publications are available.

## Angela Lund

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**To:** Aimee Watson  
**Subject:** RE: Emergency management regulations engagement extended to Jan 31

---

**From:** EMCR EM Modernization Public Engagement EMCR:EX <[modernizeEM@gov.bc.ca](mailto:modernizeEM@gov.bc.ca)>  
**Sent:** Monday, December 4, 2023 2:54 PM  
**Subject:** Emergency management regulations engagement extended to Jan 31

**CAUTION** This email originated from outside the organization. Please proceed only if you trust the sender.

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Good afternoon,

The deadline to provide a written submission to help inform the [development of regulations for local authorities and post-emergency financial assistance](#) (disaster financial assistance) under the new *Emergency and Disaster Management Act* and comment on discussion posts has been extended to January 31, 2024.

In addition, several new resources have been added to our website under a new "[interim resources](#)" section. This includes factsheets and informational videos noted below:

### Factsheets

- [Interim guidance on Indigenous Engagement Requirements](#)
- [Multijurisdictional Emergency Management Organizations](#)
- [Definition of Emergency](#)
- [When Does B.C.'s New Emergency Management Legislation Come into Effect?](#)

### Informational Videos

- [New Emergency and Disaster Management Act introduced](#)
- [New Emergency and Disaster Management Act – Risk assessments](#)
- [New Emergency and Disaster Management Act – Recovery Period](#)

Information about additional resources and supports will be added as they are finalized. I encourage you to [subscribe to the page](#) to receive automated notifications.

Thank you.

Tara Richards  
Deputy Minister  
Ministry of Emergency Management  
and Climate Readiness



VIA EMAIL

Ref: 61721

December 13, 2023

Aimee Watson, Chair  
and Members of the Board  
Regional District of Central Kootenay  
PO Box 590  
Nelson BC V1L 5R4  
Email: [awatson@rdck.bc.ca](mailto:awatson@rdck.bc.ca)

Dear Aimee Watson and Board Members:

I would like to thank you and your delegation for such an informative meeting with ministry representatives at this year's Union of BC Municipalities Annual Convention held in Vancouver. I am pleased that our governments had the chance to connect in person.

As the Minister of Housing, I write to acknowledge the topics we discussed during our meeting, including multiple shovel-ready housing projects in the Regional District of Central Kootenay that are waiting for provincial support.

We are interested in partnering with local governments to make affordable and supportive housing projects a reality, and we know that creating new homes is a tremendous undertaking that involves cooperation and collaboration from partners across communities.

BC Housing has a number of funding programs, including the Community Housing Fund, Indigenous Housing Fund, Supportive Housing Fund and HousingHub. I encourage you to connect with Tyler Baker, BC Housing's Director of Development for the Interior Region, at: [tbaker@bchousing.org](mailto:tbaker@bchousing.org) to review potential funding opportunities in Central Kootenay.

.../2

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Office of the  
Minister of Housing

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Phone: 236 478-3970

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
Email: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca)

Aimee Watson and Directors  
Page 2

Thank you again to your delegation for taking the time to meet with me.

Sincerely,

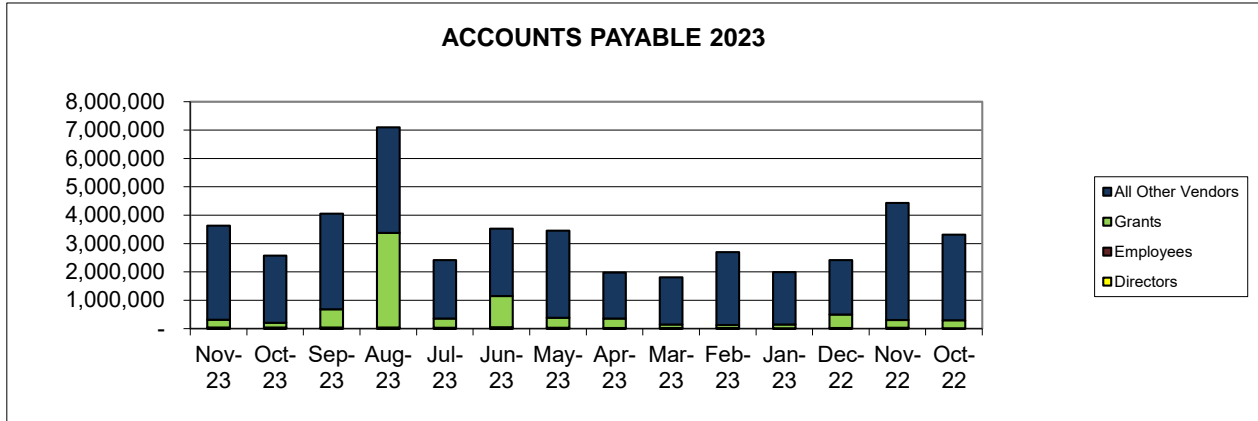
A handwritten signature in black ink, appearing to be 'Ravi Kahlon', written in a cursive style.

Ravi Kahlon  
Minister of Housing

pc: Teri Collins, Deputy Minister  
Vincent Tong, Chief Executive Officer, BC Housing  
Sara Goldvine, Vice-President of Communications and Public Affairs, BC Housing  
Brittney Anderson, MLA, Nelson-Creston



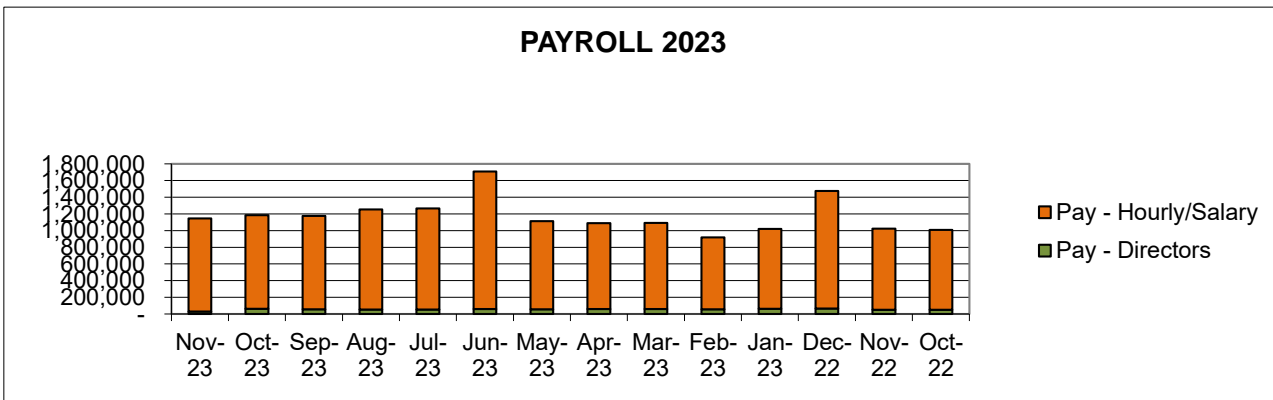
## Financial Expenditure Report for November 2023



	Number of Payments	Value	% of Total
	1,540	\$3,629,422	
<b>Top 80% of payments by value</b>	166	2,904,636	80%
<b>Remaining 20% of payments by value</b>	1,374	724,786	20%
<b>Total</b>		<b>\$3,629,422</b>	<b>100%</b>

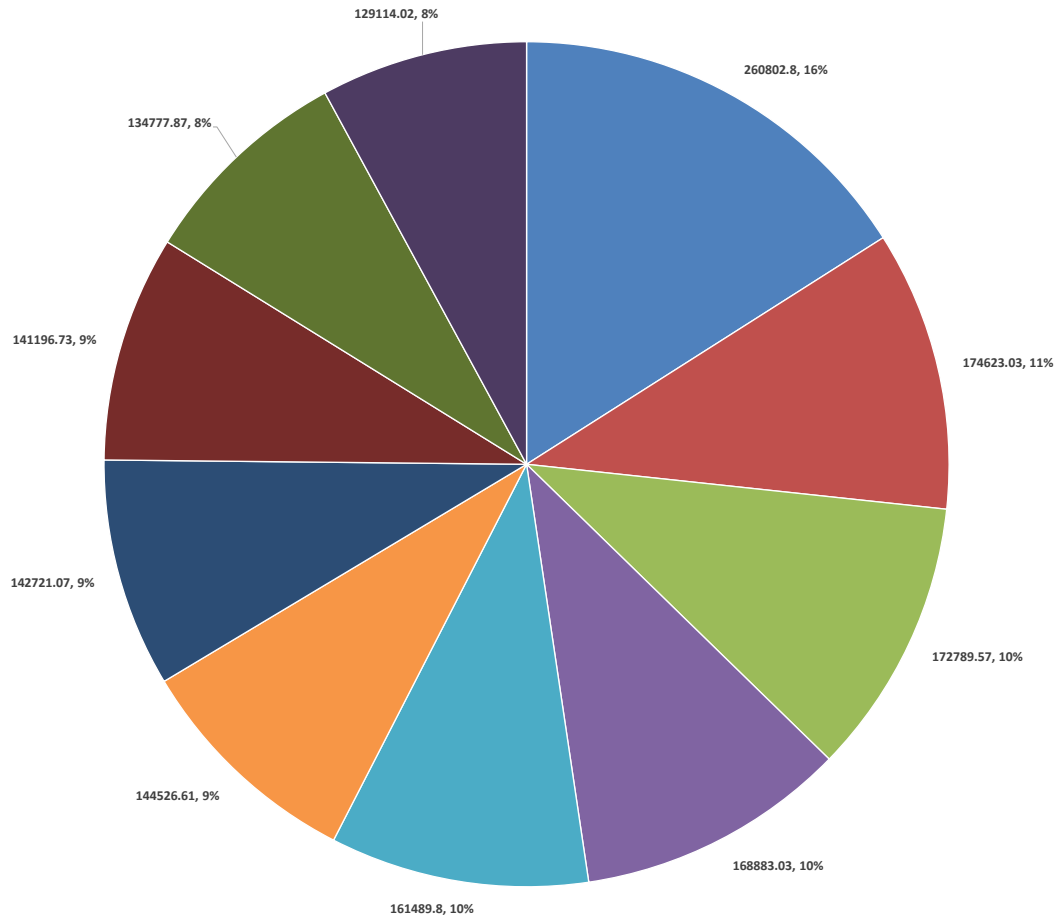
	Number of Payments	Value	% of Total
	1,540	\$3,629,422	
<b>Payments to Directors</b>	34	5,615	0.2%
<b>Payments to Employees</b>	107	30,601	0.8%
<b>Subtotal</b>		<b>36,216</b>	<b>1.0%</b>
<b>Discretionary and Community Development Grants</b>	69	278,249	7.7%
<b>Other Vendors</b>	1,330	3,314,958	91.3%
<b>Subtotal</b>		<b>3,593,206</b>	<b>99.0%</b>
<b>Total</b>		<b>\$3,629,422</b>	<b>100%</b>

Payment Method	Direct Deposit	% of Total	Cheques	% of Total
	1280	83%	260	17%



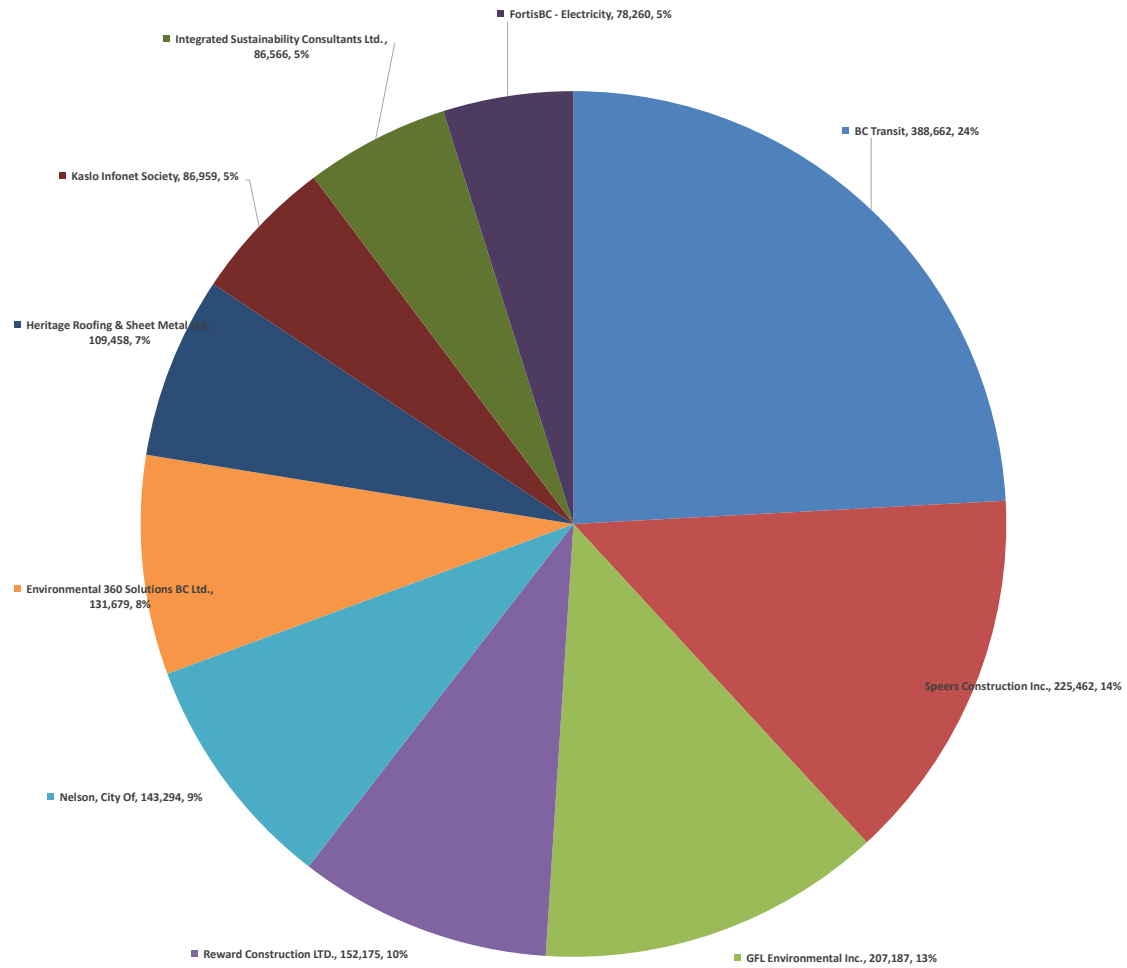
	Number of Payments	Value	% of Total
		\$1,144,243	100%
Directors		29,738	2.6%
Hourly/Salary		1,114,505	97.4%

## Top 10 Services by Amount Spent



- Refuse Disposal (West Subregion)-Castlegar, New Denver, Slocan and Area H, I, J, and K
- Fire Protection-Area E (Balfour, Harrop)
- Water Utility-Area K (Fauquier)
- Water Utility-Area D (Woodbury)
- General Administration
- Recreation Facility-Creston and Areas B, C and Area A
- Transit-North Shore and Slocan Valley
- Refuse Disposal (Central Subregion)-Nelson, Kaslo, Salmo and Areas D, E, F, and G
- Emergency Consolidated Services
- Transit-Kootenay Lake West

## Top 10 Vendors by Value



**Accounts Payable Top 80% of Payments for November 2023**

Top 80% of payments by value	Number of Payments		Value
	166	\$	
1022117 Alberta Ltd.	1	\$	10,004.03
1098828 B.C. Ltd.	1	\$	4,633.44
1162588 BC LTD	1	\$	6,496.00
A&A Painting Ltd.	1	\$	3,465.00
Alfred Horie Construction Co. Ltd.	1	\$	20,794.73
Arrow Lakes Aggregates	1	\$	17,944.82
Arrow Mountain Carwash & Mini Storage Ltd	2	\$	6,300.00
Arrow Park Community Association	1	\$	3,600.00
Associated Fire Safety Equipment	2	\$	17,847.72
BC Transit	10	\$	388,662.10
Blewett Community Society	2	\$	8,000.00
Brogan Fire & Safety	2	\$	19,148.71
Burton Community Association	1	\$	5,850.00
CanGas Propane Inc.	2	\$	11,324.89
Carrier Enterprises Canada	2	\$	72,254.91
Castlegar Search & Rescue	1	\$	18,749.00
Castlegar, City Of	1	\$	10,705.80
CDW Canada Corp	1	\$	11,084.72
Central Kootenay Garbage Club Inc.	1	\$	9,817.50
Central Kootenay Invasive Species Society	1	\$	28,392.00
Columbia Basin Broadband Corporation	1	\$	4,860.80
Community Futures	1	\$	10,000.00
Cowan's Office Supplies	1	\$	9,004.80
Crescent Valley Firemans Fund	1	\$	4,814.00
Creston Electric Inc.	1	\$	68,040.42
Creston Tree Service	1	\$	3,360.00
Creston, Town of	1	\$	11,397.60
DHC Communications Inc	2	\$	19,094.96
Emco Corporation	1	\$	5,131.90
Enviromarine Ltd	1	\$	4,760.00
Environmental 360 Solutions BC Ltd.	7	\$	131,679.04
Evoke Buildings Engineering Inc.	1	\$	9,178.53
Fauquier Volunteer Fire Brigade	1	\$	14,921.85
Filtration Group IAQ	1	\$	3,144.47
FortisBC - Electricity	8	\$	78,259.71
Fortisbc - Natural Gas	2	\$	21,990.55
Friends of Kootenay Lake Stewardship Soc.	1	\$	4,500.00
Gain, Thomas Scott	1	\$	3,045.00
GFL Environmental Inc.	4	\$	207,186.73
GHD Limited	1	\$	9,187.51
Goat River Residents Association	1	\$	7,500.00
Hadean Aggregate Solutions Inc.	1	\$	20,000.00
Heritage Roofing & Sheet Metal Ltd.	3	\$	109,458.43
I.T. Blueprint Solutions Consulting Inc.	2	\$	22,317.30
ICONIX Waterworks Ltd Partnership	1	\$	3,225.15
Insight Canada Inc.	2	\$	9,419.81
Integrated Sustainability Consultants Ltd.	1	\$	86,566.21
Johnsons Landing Community Association	1	\$	10,000.00
Kal Tire (Creston)	1	\$	3,936.78
Kal Tire (Nelson)	1	\$	4,727.14
Kaslo Community Services Society	1	\$	3,500.00
Kaslo Infonet Society	1	\$	86,958.94
Kays Road Contracting Ltd	2	\$	63,566.90
KB Plumbing & Heating Ltd.	1	\$	3,795.86
KEM Services	1	\$	4,200.00
KGC Fire Rescue Inc	1	\$	13,125.00
Kootenay Lake Electric Ltd	1	\$	9,465.23
Kootenay Lake Historical Society	2	\$	13,000.00
Lardeau Valley Opportunity Links Society	2	\$	21,900.00
LCL Enterprises	1	\$	3,442.01
Lesperance Mendes	1	\$	10,243.74
Martech Electrical Systems Ltd	1	\$	4,247.41
Masse Enviromental Consultants Ltd.	4	\$	19,475.93
Matrix Industries Inc	1	\$	5,244.75
Minister of Finance	1	\$	7,933.55
Motion Industries (Canada) Inc	1	\$	7,429.45
Nakusp & Area Youth Society	2	\$	21,875.00
Nakusp & District Museum Society	1	\$	5,000.00
Nakusp Elementary School SD10	1	\$	5,000.00

Top 80% of payments by value	Number of Payments		Value
	166	\$	
Nakusp Rail Society	1	\$	3,000.00
Nakusp, Village of	1	\$	38,992.50
Nelson Ford Sales (2003) Inc.	1	\$	3,245.45
Nelson Hydro	1	\$	35,431.39
Nelson Leafs Hockey Society	3	\$	18,174.75
Nelson Tiny Houses	1	\$	4,000.00
Nelson, City Of	2	\$	143,293.57
Northern Plastics Ltd.	1	\$	7,644.00
Pace Electric	1	\$	3,815.54
Pacific Fitness Link Services Inc	1	\$	16,996.00
Propane Busters Inc.	1	\$	6,142.97
Reward Construction LTD.	2	\$	152,175.11
Riverside Farm	1	\$	3,618.57
Rocky Mountain Agencies	3	\$	12,019.23
Rocky Mountain Phoenix	2	\$	11,247.60
Roth IAMS	1	\$	4,948.65
SLR Consulting (Canada) Ltd.	1	\$	4,357.04
South Canyon Improvement District	1	\$	6,788.00
Speers Construction Inc.	2	\$	225,461.68
Sperling Hansen Associates Inc	2	\$	12,476.86
SRK Consulting (Canada) Inc.	1	\$	6,932.00
Strong Data Inc.	3	\$	23,361.81
Sundry Vendor	1	\$	28,249.88
Taghum Community Hall Society	1	\$	7,200.00
Telus Communications Inc	1	\$	6,197.66
Telus Mobility	2	\$	15,862.64
Tetra Tech Canada Inc.	1	\$	7,988.72
Trican Filtration Group Inc.	1	\$	46,773.21
Twin Rivers Controls Ltd	1	\$	5,783.28
Unit4 Business Software Corporation	1	\$	57,984.79
VH Sport Canada	1	\$	6,393.75
WE Graham Community Service Society	1	\$	5,000.00
West K Concrete Ltd.	1	\$	4,966.65
WEX Canada Ltd.	1	\$	3,126.35
WFR Wholesale Fire & Rescue Ltd	2	\$	19,820.08
Wildsight	1	\$	24,800.00
Wylee Works Inc.	1	\$	4,200.00
Ymir Arts & Museum Society	1	\$	6,766.00
ZOHO Canada Corporation	1	\$	11,566.62
ZOLL Medical Canada Inc.	1	\$	12,646.31

## Accounts Payable Bottom 20% of Payments for November 2023

Remaining 20% of payments by value	Number of Payments		Value
	1,374	\$	
1217404 BC LTD DBA Trevor Hutt Bulldog	1	\$	157.50
1400142 BC Ltd.	1	\$	947.68
1426051 BC Ltd DBA: Simon's Garage Door Services	2	\$	862.05
5 Star Services and Products Inc.	2	\$	1,463.31
A-3 Plumbing Heating & Gas Fitting Ltd	2	\$	1,120.94
AccessSMT Holdings Ltd.	1	\$	817.60
Accusharp Grinding	1	\$	327.60
ACE Courier Services	6	\$	345.99
Adm Electric Ltd	1	\$	1,433.25
Agilyx Solutions Limited	1	\$	2,475.38
Air Liquide Canada Inc	6	\$	755.05
Alberta Fire Chiefs Association	1	\$	910.01
Alfab Manufacturing Ltd	2	\$	1,036.00
ALS Canada Ltd.	6	\$	4,749.35
Alternative Choice Glass Inc.	1	\$	242.42
Anderson, Pearl	1	\$	61.28
Andex Equipment Rentals	3	\$	2,883.45
Andre's TV Sales & Service Ltd.	1	\$	477.54
Andrew Sheret Ltd	12	\$	3,102.45
Appledale Progressive Association	1	\$	125.00
Aquam Inc	2	\$	2,850.81
Archibald, Katherine	1	\$	27.06
Arcright Plumbing & Heating	1	\$	159.61
Associated Fire Safety Equipment	2	\$	1,282.12
Authorized Security Ltd.	1	\$	252.00
Avramzon, Naama	1	\$	359.04
Awards & Trophies Headquarters	1	\$	483.81
B&L Security Patrol (1981) Ltd	1	\$	1,752.45
B.C. Scale Co. Ltd.	1	\$	202.87
Bailey, Ann	1	\$	3.40
Balanced Plumbing & Heating Ltd.	1	\$	573.66
Balfour Recreation Commission	1	\$	1,250.00
Balfour Senior Citizens Association Branch #120	1	\$	1,500.00
BC Hydro & Power Authority	5	\$	2,791.68
BC Municipal Safety Association	2	\$	1,575.00
BC One Call Limited	1	\$	106.47
Beaudet, Philippe	1	\$	454.01
Beaver's Septic Tank Cleaning Service	6	\$	3,496.49
Bee Awareness Society	1	\$	1,071.04
Bell Media Radio GP	2	\$	604.80
Bergeron, Genevieve	1	\$	422.28
Big Cranium Design	2	\$	1,586.38
Bill's Heavy Duty Enterprises (2004) Ltd.	5	\$	1,681.93
Black Press Group Ltd	14	\$	9,804.99
Bobs Door Service Kootenays (1213858 BC Ltd.)	1	\$	141.75
Bodley, Peter	1	\$	83.99
Boswell, Dorian DBA: DBoz Consulting	2	\$	4,609.50
Bourgeois, Jesse	1	\$	468.64
Bradley, Jeannine	1	\$	762.30
Brandt Tractor Ltd. (Castlegar)	1	\$	1,187.10
Brenton Industries Ltd	2	\$	1,055.25
Briscoe, Ian	1	\$	531.76
Brogan Fire & Safety	3	\$	1,847.10
Burkert Canada Inc	1	\$	1,183.59
Burton Internet Society	1	\$	39.20
C.A. Fischer Lumber Co. Ltd.	13	\$	855.15
Canadian Centre for Occupational Health and Safety	12	\$	458.85
Canadian Fitness Education Services Ltd	1	\$	147.00
Canadian Linen & Uniform	3	\$	282.99
CanCADD Imaging Solutions Ltd.	1	\$	163.92
CanGas Propane Inc.	11	\$	4,447.92
Caro Analytical Services	2	\$	678.30
Carvello Law Corporation	2	\$	3,348.80
Cascade Lock & Safe	1	\$	112.00

Remaining 20% of payments by value	Number of Payments		Value
	1,374	\$	
Casley, Leonard	1	\$	1,130.13
Castlegar Hockey Society	1	\$	274.40
Castlegar Home Hardware	1	\$	1,606.66
Castlegar Minor Hockey Association	1	\$	150.00
Castlegar, City Of	1	\$	262.50
CDW Canada Corp	6	\$	4,317.52
Central Kootenay Invasive Species Society	2	\$	3,685.50
Central Kootenay Invasive Species Society	1	\$	266.35
Chezenko, Sadie	3	\$	190.96
Christie, Laura	1	\$	35.00
Cintas Canada Ltd Location 889	2	\$	296.29
Clarke, Ryan	1	\$	37.40
Classic Glass & Trim	1	\$	24.00
Cloverdale Paint Inc	1	\$	518.00
Columbia Wireless Inc	5	\$	408.80
Comfort Welding Ltd	5	\$	126.47
Concept Controls	1	\$	333.76
Connect Hearing	5	\$	2,305.80
Contini, Nia	1	\$	100.00
Corrigan, Fynn	1	\$	25.00
Coutu, Stephane	4	\$	222.88
Cover Architectural Collaborative Inc.	1	\$	588.00
Cowan's Office Supplies	32	\$	5,703.40
Cranbrook Water Conditioning Ltd.	3	\$	113.78
Crawford Bay & District Hall & Parks Association	1	\$	500.00
Crawford Bay Store	4	\$	319.59
Crescent Valley Community Hall Society	1	\$	30.00
Creston Card & Stationery	9	\$	1,045.74
Creston Curling Club	2	\$	1,000.00
Creston Ministerial Association	3	\$	3,000.00
Creston Ministerial Association Christmas Hamper Fund	1	\$	1,000.00
Creston Pet Adoption Welfare Society	1	\$	815.11
Creston Valley Chamber Of Commerce	1	\$	2,651.25
Creston Wave Swim Club	1	\$	1,000.00
Creston, Town Of	2	\$	2,517.59
Creston, Town of	1	\$	2,865.00
Croft, James	1	\$	185.00
Cunningham, Hans	2	\$	88.40
Cupe Local 2262	2	\$	5,403.62
Cupe Local 748	2	\$	1,364.22
Dafco Filtration Group	1	\$	968.11
Daignault, Shane	1	\$	139.62
Daleco Systems Inc. DBA: Lubeworx	2	\$	231.52
Dave's Plumbing Ltd	3	\$	6,343.76
Davison, Trisha	2	\$	377.40
DB Perks & Associates Ltd	7	\$	2,654.47
DeBoon, Arnold Frank	1	\$	200.63
DHC Communications Inc	6	\$	3,574.03
Dickieson, Nicole	1	\$	141.44
Ditson, Dauna	1	\$	469.32
Dominion Govlaw LLP	1	\$	89.60
Don Renzie Holdings	2	\$	3,890.45
Doug's Gas & Plumbing Service	1	\$	1,404.50
Dreher, Marla	1	\$	70.00
Drouin, Jordi	1	\$	125.00
Dye, Cindy	1	\$	800.00
Dye, Shane	1	\$	1,257.99
Dynamic Online Marketing Corp	1	\$	987.00
East Shore Internet Society	2	\$	129.92
EECOL Electric Corp.	1	\$	483.96
Emco Corporation	1	\$	690.09
Emergency Support Services-Area K	1	\$	700.00
Entandem	2	\$	51.59
Environmental Operators Certification Program	8	\$	1,274.70
Ernies Used Auto Parts	1	\$	1,344.00
Escribe Solutions	1	\$	37.33
Expresslane Deliveries	1	\$	359.52
Fastenal Canada, LTD	1	\$	56.00
Federated Co-Operatives Ltd	9	\$	2,449.45

Remaining 20% of payments by value	Number of Payments		Value
	1,374	\$	
Fehr, Carol	2	\$	938.66
Ferguson, Colin	1	\$	632.55
Fergusson, Daniella	1	\$	1,312.50
Fluent Information Management Systems Inc	1	\$	420.00
Folinsbee, Marya	1	\$	259.45
Forstar Forestry Consulting	1	\$	661.50
FortisBC - Electricity	27	\$	10,299.38
Fortisbc - Natural Gas	2	\$	110.29
Four Star Communications Inc	1	\$	115.50
Fraser Valley Building Supplies Inc.	8	\$	2,539.73
Friesen, Matthew	2	\$	1,248.87
Friesen, Micheal	1	\$	146.99
Froehlich, Clifford	1	\$	122.40
Frozen Solutions Inc. dba Frozen Refrigeration	1	\$	1,711.50
Fyke, John G	1	\$	124.29
Garth S Plumbing & Heating	1	\$	193.98
Gazzard, Kristi A	1	\$	159.12
Geo H Hewitt Co Ltd	2	\$	207.65
Gescan	1	\$	572.01
GFL Environmental Inc.	13	\$	12,717.18
Gilbert Parts Depot	10	\$	1,137.87
Global GPR Services Inc.	1	\$	904.00
Goat Mountain Enterprises Ltd	1	\$	2,100.00
Gracie's Kennels Ltd.	1	\$	2,152.00
Graham, Cheryl Elaine	1	\$	45.14
Grant, Jeff	1	\$	37.47
Gray Creek Store	4	\$	213.20
Gray's Contracting	1	\$	472.50
Greene, Gregory	1	\$	564.40
Groenhuysen, Rene	1	\$	75.00
Guille, Pam	2	\$	2,730.00
Guillevin International Inc	1	\$	43.90
Hach Sales and Service Canada Ltd	1	\$	552.63
Hadean Aggregate Solutions Inc.	1	\$	555.04
Hafele Canada Inc	1	\$	43.30
Haigh, Lorne	1	\$	250.00
Hale Storm Holdings Ltd.	1	\$	1,208.93
Hall Printing	9	\$	3,687.27
Hanegraaf, Henny (Henrica)	4	\$	236.96
Hanmer, Jennifer	1	\$	1,102.59
Hansum, Donna	2	\$	226.11
Harding, Kevin	1	\$	1,020.00
Harrison, Jerold	1	\$	130.56
Havisto, Jessica	1	\$	295.19
Health Arts Society	1	\$	1,397.30
Heritage Roofing & Sheet Metal Ltd.	1	\$	2,745.57
Hewat, Suzan	3	\$	761.87
Hewgill, Mathew	2	\$	155.00
Hildebrand, Andrew W	1	\$	30.02
Hitchon, William DBA: 5th Gear	1	\$	2,600.00
Hi-Way 9 Express Ltd	1	\$	39.49
Hubert, Cody	1	\$	760.00
Hufty's Leasing Ltd	1	\$	547.66
Hume Hotel	7	\$	1,887.95
HuskyPro	1	\$	2,106.68
Hywood Truck & Equipment Ltd	5	\$	1,643.20
I.T. Blueprint Solutions Consulting Inc.	1	\$	2,354.46
ICONIX Waterworks Ltd Partnership	1	\$	655.50
Ihlen, Gord	1	\$	50.00
Imada, Sharon	1	\$	85.00
In the Air Networks	1	\$	102.20
Industrial Alliance Insurance and Financial Services Inc.	1	\$	917.46
Infosat Communications	1	\$	231.89
Inland Allcare	21	\$	8,220.04
Insight Canada Inc.	1	\$	2,097.80
Insurance Corporation of BC	4	\$	3,960.00
Interior Health Authority - Environmental Health	1	\$	147.00
Iridia Medical	1	\$	276.99
Iron Mountain	1	\$	26.20



Remaining 20% of payments by value	Number of Payments		Value
	1,374	\$	
Jackman, Garry	3	\$	621.26
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	26	\$	4,158.50
Jennifer Wickwire	3	\$	1,040.00
Jones, Stefan	2	\$	655.00
Jorgenson, Karin	1	\$	238.11
Kabel, Peter C	1	\$	289.68
Kal Tire (Castlegar)	1	\$	62.72
Kal Tire (Nelson)	3	\$	2,932.48
Kalawsky Chevrolet Buick GMC (1989) Ltd	1	\$	61.55
Kaslo & District Arena Association	1	\$	1,350.80
Kaslo Building Maintenance	1	\$	609.00
Kaslo Infonet Society	2	\$	237.00
Kaslo Pump	1	\$	207.88
Kaslo, Village Of	1	\$	65.46
Kathy Gordon's Cleaning Services	6	\$	1,000.50
Kays Road Contracting Ltd	1	\$	566.48
Kelly's Maintenance and Services	1	\$	2,625.00
Kendrick Equipment (2003) Ltd	1	\$	226.42
Kennlyn Enterprises	3	\$	3,398.65
Kilburn, Jackie	3	\$	4,340.72
Kinch, Veronica	1	\$	450.00
Kite Refrigeration	1	\$	599.74
Klines Motors Ltd.	1	\$	1,945.65
Kokanee Fire & Safety Ltd.	4	\$	2,375.14
Kokanee Ford Sales Ltd.	1	\$	154.34
Kone Inc	2	\$	3,379.30
Kootenay Carshare Cooperative	1	\$	1,575.66
Kootenay Catering Company	1	\$	1,605.98
Kootenay Communications Ltd	1	\$	2,008.19
Kootenay Glass & Mirror Ltd	1	\$	240.10
Kootenay Industrial Supply Ltd	21	\$	3,197.74
Kootenay Lake Electric Ltd	1	\$	443.21
Kootenay Lake Family Network	1	\$	1,500.00
Kootenay Swiftwater Specialists	2	\$	2,168.30
Kootenay Valley Water & Spas	6	\$	152.15
Kootnikoff, Bill	1	\$	313.12
Kreuzer, Nastasia Aiko	1	\$	416.68
KTI Limited	1	\$	39.93
Lavoie, Denis	2	\$	962.80
Lavoie, Ulrike	1	\$	118.50
LCL Enterprises	1	\$	1,171.17
Leggat, Jessie	1	\$	791.52
Leisure Baths Ltd.	1	\$	1,084.37
Levine Electric Ltd.	1	\$	49.88
Liberty Tire Recycling Canada Ltd. DBA: Western Rubber Pr	1	\$	1,606.50
Lidstone & Company	3	\$	3,458.01
Lifesaving Society (Burnaby)	5	\$	2,289.25
Little h Design Works	1	\$	732.38
Lockwood, Diana LD	3	\$	201.44
Lo-Cost Propane	3	\$	3,677.12
Lordco Parts Ltd	10	\$	1,449.06
Lower Kootenay Indian Band	1	\$	206.62
Lucerne PAC	2	\$	2,000.00
Lund, Angela	1	\$	60.00
Lunn, Jessica	1	\$	102.00
Lynx Off Grid Technology	1	\$	1,101.99
M.J Fabrication & Maintenance Welding	1	\$	409.50
Maddess, Amy	1	\$	337.28
Maher, Phill	1	\$	226.95
Main Jet Motorsports Inc	2	\$	489.70
Marr, Kevin	1	\$	73.21
Marshall Smith, Paris	1	\$	1,014.70
Marshall, Charity	1	\$	89.76
Martech Electrical Systems Ltd	5	\$	3,003.03
Martech Motor Winding Ltd	1	\$	565.70
Martin's Mechanical	1	\$	315.00
Masewich, Tyler	2	\$	67.32
Masse Enviromental Consultants Ltd.	4	\$	4,488.26
Mayday Electric Ltd	2	\$	191.66

Remaining 20% of payments by value	Number of Payments		Value
	1,374	\$	
McCracken, Gareth	1	\$	450.00
McCrea, Steve	1	\$	125.99
McGowan, Brent	1	\$	204.00
McLaren-Caux, Aiden(Kenneth)	2	\$	399.16
McLaughlin MetalFab	1	\$	834.40
McLeod, Hannah	1	\$	90.00
McMaster, Brice	2	\$	284.64
Medical Technology Inc	1	\$	1,309.35
Mequipco Ltd.	1	\$	237.78
Mid Town Motors	1	\$	140.00
Mills Bros Construction Ltd	2	\$	1,301.72
Mills Office Productivity	1	\$	204.25
Minister of Finance	2	\$	247.33
Minister Of Finance - Product Distribution Centre	7	\$	981.10
Ministry of Finance	1	\$	293.00
Mitchell Supply Ltd	5	\$	529.20
Moncaster, Trevor	1	\$	70.72
Mondia, Anthony	1	\$	452.72
Morrison, Michael	1	\$	1,003.82
Mount Sentinel Secondary School	1	\$	2,080.00
Mountain Bin Service Ltd.	1	\$	2,096.34
Mountain Transport Institute ltd	1	\$	300.00
MPE Engineering Ltd.	2	\$	4,117.10
Mts Maintenance Tracking Systems Inc	1	\$	1,143.45
MyZone Media Inc.	4	\$	1,560.49
Nakusp, Village Of	1	\$	2,479.74
Nanaimo, City of	26	\$	11,517.46
Navigata Communications Ltd. dba ThinkTel	1	\$	20.34
Neighbours Connecting Neighbours	1	\$	2,500.00
Nelson & District Riding Club	1	\$	1,000.00
Nelson Building Centre Ltd	32	\$	3,148.98
Nelson Farmers Supply Ltd	7	\$	1,298.35
Nelson Food Cupboard	1	\$	2,179.39
Nelson Hydro	12	\$	4,460.89
Nelson Rotary Club	1	\$	2,000.00
Nelson Toyota	3	\$	1,616.00
Nelson, City Of	5	\$	4,080.49
New Denver Hospice Society	1	\$	800.00
New Denver, Village Of	1	\$	78.75
Newell, Thomas	2	\$	38.18
Niminiken, Justin	2	\$	2,347.50
Norimatsu, Akane	1	\$	75.00
North Pine Garage Doors Ltd.	1	\$	252.00
North Shore Fire Social Club	1	\$	450.00
North Slocan Trails Society	1	\$	1,000.00
Northtown Rental & Sales	4	\$	857.76
Ok Tire & Auto Service (Nelson)	2	\$	4,852.12
One Fire Safety	1	\$	945.00
Orkin Canada Corporation	2	\$	353.64
Oso Negro	1	\$	81.25
Osprey Excavating	1	\$	538.13
Our Daily Bread	1	\$	600.00
Overland West Freight Lines Ltd	4	\$	3,416.09
Oversby, Brent	1	\$	190.40
P.L.A.D. Holdings Ltd.	1	\$	651.00
Passmore Laboratory Ltd	5	\$	1,250.00
Pennywise	2	\$	581.95
Pereversoff Automotive Repair	1	\$	258.98
Peters, Cody	2	\$	112.20
Peyton, Claire DBA: Upstream Environmental Consulting	2	\$	3,363.90
Phoenix Designs & Apparel	2	\$	1,586.49
Pitbull Contracting ltd	3	\$	3,291.40
Popoff, Walter A	4	\$	168.64
Prestige Lakeside Resort	4	\$	920.00
Procter Community Society	1	\$	1,000.00
Proctor, Jonathan	1	\$	10.00
Purolator Inc	6	\$	1,134.82
Pyramid Building Supplies	3	\$	92.79
Quality Saw & Knife Ltd.	1	\$	688.80

Remaining 20% of payments by value	Number of Payments		Value
	1,374	\$	
Read Jones Christoffersen Ltd.	1	\$	1,501.01
Reconnect Tech Inc.	1	\$	755.98
Recreation Facilities Association Of Bc	3	\$	3,319.95
Reliance Office Services Ltd	1	\$	2,415.00
Renwick, Brian	1	\$	450.00
Rescue Canada Resource Group Inc	1	\$	1,500.00
Reward Construction LTD.	1	\$	1,971.50
Rfs Canada	3	\$	2,701.92
Ricoh Canada Inc	2	\$	131.80
Riondel Cable Society	2	\$	80.00
Ritchie, John	1	\$	165.08
Rivenwell, Quinn	1	\$	1,037.31
Riverside Farm	5	\$	3,491.25
Rivette, Mark	1	\$	448.80
Roadpost Inc. T46274	3	\$	1,383.87
Robertson, Shawn	1	\$	403.18
Robson Fire & Rescue Society	1	\$	387.44
Rocky Mountain Agencies	4	\$	10,240.04
Rocky Mountain Phoenix	7	\$	7,988.68
Rocky Point Engineering Ltd.	1	\$	1,575.00
Roenspiess, Ethan (Kai)	1	\$	425.00
Rook Design Media	1	\$	1,497.30
Roots to Sky Forest School Society	1	\$	900.00
Royal Canadian Legion #1-020 Nakusp	1	\$	2,500.00
Royal Canadian Legion Slocan Valley #276	1	\$	50.00
Rushforth, Nathen	1	\$	945.00
Salmo Community Garden	1	\$	1,331.15
Salmo Valley Youth & Community Centre	1	\$	866.67
Salmo Valley Youth & Community Centre	1	\$	250.00
Salmon, Evan	1	\$	253.67
Salmons, Susanne	1	\$	83.98
Sandon Historical Society	1	\$	400.00
Save-On-Foods (Creston)	1	\$	12.98
Schmidt, Esther	1	\$	74.65
School District #20 Kootenay Columbia	1	\$	870.20
Scott, Corey	1	\$	96.56
Secret Creek Construction	1	\$	280.35
Seguin, Daniel	1	\$	96.56
Selkirk Irrigation Services	3	\$	456.75
Selkirk Security Services Ltd	4	\$	923.98
Sfj Inc	1	\$	2,822.87
Shaw Buisness A division of Shaw Telecom G.P.	1	\$	1,161.89
Shaw Cable	23	\$	3,315.35
Shoreacres Neighbourhood Community Association	1	\$	600.00
Silverton Building Supplies Ltd	4	\$	148.66
Silverton Community Club	1	\$	400.00
Siminoff, Daniel	1	\$	225.00
Siminoff, Steven	1	\$	175.00
Sk Electronics Ltd	37	\$	11,970.37
Slocan Lake Arts Council	2	\$	1,775.00
Slocan Lake Golf Club	1	\$	500.00
Slocan Park Community Hall Society	3	\$	1,444.75
Slocan Valley Home Hardware	8	\$	448.84
SLR Consulting (Canada) Ltd.	2	\$	630.91
Smokey Creek Salvage	2	\$	2,638.16
Southam, John W	1	\$	110.00
Speedpro Signs	4	\$	2,893.15
Stafford Welding	13	\$	11,397.75
Steer Environmental Associates Ltd.	1	\$	1,679.52
Sterling Backcheck Canada Corp.	1	\$	124.24
Stewart Mcdannold Stuart	4	\$	3,551.54
Stewart, Heather	4	\$	197.50
Storey, Bryan	1	\$	165.76
Studio 9 Architecture & Planning Ltd	1	\$	1,492.05
Sudan, Sangita	1	\$	1,706.41
Summit Truck & Equipment Repair	2	\$	395.94
Sun Life Assurance Company of Canada	2	\$	1,211.08
Sundry Vendor	100	\$	113,693.26
Taghum Shell (1997)	44	\$	4,390.28

Remaining 20% of payments by value	Number of Payments		Value	
	1,374	\$		724,786
Tarrys Fire Department Social Club	2	\$		287.00
Team Aquatic Supplies	2	\$		1,684.62
Technical Safety BC	3	\$		1,158.51
Teck Metals Ltd	1	\$		1,050.00
Telefson, Lee	1	\$		165.00
Telus Communications Inc	4	\$		1,913.91
Telus Communications Inc. Mascon by Telus	4	\$		291.20
The Adventure Hotel	1	\$		137.12
The ATACC Group Ltd.	1	\$		800.00
The Kootenay Swim Club	1	\$		1,500.00
The Trainer's Box	1	\$		240.00
Thiele, Dustin	2	\$		270.00
ThinkTel	1	\$		331.25
Thomson, Lisa	1	\$		164.02
Thurber Engineering Ltd.	1	\$		426.56
Tierney, Roger Bruce	2	\$		366.12
Tilley, Colleen F	1	\$		104.99
Tip-it Waste Solutions Kootenay	4	\$		1,161.30
Trowalex Equipment Rentals And Sales	9	\$		6,769.91
Tu-Dor Lock & Safe Ltd	18	\$		2,428.13
Twin Rivers Controls Ltd	1	\$		2,519.98
Uline Canada Corporation	3	\$		2,871.45
Union of Spiritual Communities of Christ	2	\$		425.00
Valhalla Nordic Ski Club	1	\$		1,000.00
Vallen Canada Inc	1	\$		999.58
Valley Boy Tree Service	1	\$		2,520.00
Valley Voice Ltd	5	\$		1,742.34
Van Houtte Coffee Services	1	\$		349.47
Van Kam Freightways Ltd	3	\$		1,178.01
Van Steinburg, Roberta CM	1	\$		49.46
Vandenberghe, Kelly	1	\$		173.60
Vanderzwaag, Bob	1	\$		150.00
VH Sport Canada	2	\$		237.44
Vissers Sales Corp	2	\$		2,317.50
Vista Radio Ltd	1	\$		504.00
Vitalaire Canada Inc	2	\$		77.52
Vousden, Jodi	1	\$		2,450.00
Voykin, Chad	1	\$		450.00
W.H. Excavating	2	\$		1,338.77
Waltec Electric Ltd.	1	\$		1,837.50
Warren, Terry	1	\$		65.54
Waste Management	13	\$		7,648.95
Watson, Aimee	3	\$		448.80
Wesco Distribution-Canada Inc	1	\$		1,103.72
Western Auto Wreckers (1974) Ltd	1	\$		1,492.40
WFR Wholesale Fire & Rescue Ltd	11	\$		12,428.37
Wheeler, Tracy	1	\$		186.32
Wight, Nelson	1	\$		736.76
Wild West Drilling Inc	1	\$		283.50
Wildsight	1	\$		790.38
Winlaw Highway Accident Management Society	1	\$		1,000.00
Winlaw Mini-Mart	1	\$		400.93
WM Uniform Group	1	\$		58.24
Wolseley Waterworks Branch	2	\$		698.96
Wood Wyant Inc	3	\$		4,355.51
WSP E&I Canada Ltd.	1	\$		1,814.40
Xplore Inc.	1	\$		117.04
Yahk-Kingsgate Recreation Society	1	\$		1,300.00
Yellow Pages Group	1	\$		0.52
Yellowhead Road & Bridge	1	\$		525.00
Zone West Enterprises Ltd	6	\$		4,152.12

**Employees and Directors November 2023**

<b>Directors</b>	<b>Number of Payments</b>		<b>Value</b>
	<b>34</b>		<b>5,615</b>
Casley, Leonard	1	\$	1,130.13
Cunningham, Hans	2	\$	88.40
DeBoon, Arnold Frank	1	\$	200.63
Ferguson, Colin	1	\$	632.55
Graham, Cheryl Elaine	1	\$	45.14
Hanegraaf, Henny (Henrica)	4	\$	236.96
Hewat, Suzan	3	\$	761.87
Jackman, Garry	3	\$	621.26
Lockwood, Diana LD	3	\$	201.44
Lunn, Jessica	1	\$	102.00
McLaren-Caux, Aiden(Kenneth)	2	\$	399.16
Newell, Thomas	2	\$	38.18
Popoff, Walter A	4	\$	168.64
Tierney, Roger Bruce	2	\$	366.12
Vandenbergh, Kelly	1	\$	173.60
Watson, Aimee	3	\$	448.80

<b>Employees</b>	<b>Number of Payments</b>		<b>Value</b>
	<b>107</b>	<b>\$</b>	<b>30,601</b>
Anderson, Pearl	1	\$	61.28
Archibald, Katherine	1	\$	27.06
Avramzon, Naama	1	\$	359.04
Bailey, Ann	1	\$	3.40
Beaudet, Philippe	1	\$	454.01
Bergeron, Genevieve	1	\$	422.28
Bodley, Peter	1	\$	83.99
Bradley, Jeannine	1	\$	762.30
Briscoe, Ian	1	\$	531.76
Chezenko, Sadie	3	\$	190.96
Christie, Laura	1	\$	35.00
Clarke, Ryan	1	\$	37.40
Contini, Nia	1	\$	100.00
Corrigan, Fynn	1	\$	25.00
Coutu, Stephane	4	\$	222.88
Croft, James	1	\$	185.00
Daignault, Shane	1	\$	139.62
Davison, Trisha	2	\$	377.40
Dickieson, Nicole	1	\$	141.44
Ditson, Dauna	1	\$	469.32
Dreher, Marla	1	\$	70.00
Drouin, Jordi	1	\$	125.00
Dye, Shane	1	\$	1,257.99
Fehr, Carol	2	\$	938.66
Friesen, Matthew	2	\$	1,248.87
Friesen, Micheal	1	\$	146.99
Froehlich, Clifford	1	\$	122.40
Fyke, John G	1	\$	124.29
Gazzard, Kristi A	1	\$	159.12
Grant, Jeff	1	\$	37.47
Greene, Gregory	1	\$	564.40
Groenhuysen, Rene	1	\$	75.00
Haigh, Lorne	1	\$	250.00
Hanmer, Jennifer	1	\$	1,102.59
Hansum, Donna	2	\$	226.11
Harrison, Jerold	1	\$	130.56
Havisto, Jessica	1	\$	295.19
Hewgill, Mathew	1	\$	30.00
Hildebrand, Andrew W	1	\$	30.02
Ihlen, Gord	1	\$	50.00
Imada, Sharon	1	\$	85.00
Jones, Stefan	2	\$	655.00
Jorgenson, Karin	1	\$	238.11
Kabel, Peter C	1	\$	289.68
Kinch, Veronica	1	\$	450.00
Kootnikoff, Bill	1	\$	313.12
Kreuzer, Nastasia Aiko	1	\$	416.68
Lavoie, Denis	2	\$	962.80
Lavoie, Ulrike	1	\$	118.50
Leggat, Jessie	1	\$	791.52
Lund, Angela	1	\$	60.00
Maddess, Amy	1	\$	337.28
Maher, Phill	1	\$	226.95
Marr, Kevin	1	\$	73.21

Employees	Number of Payments		Value
	107	\$	
Marshall Smith, Paris	1	\$	1,014.70
Marshall, Charity	1	\$	89.76
Masewich, Tyler	2	\$	67.32
McCracken, Garrett	1	\$	450.00
McCrea, Steve	1	\$	125.99
McGowan, Brent	1	\$	204.00
McMaster, Brice	2	\$	284.64
Moncaster, Trevor	1	\$	70.72
Morrison, Michael	1	\$	1,003.82
Niminiken, Justin	2	\$	2,347.50
Norimatsu, Akane	1	\$	75.00
Oversby, Brent	1	\$	190.40
Peters, Cody	2	\$	112.20
Proctor, Jonathan	1	\$	10.00
Renwick, Brian	1	\$	450.00
Ritchie, John	1	\$	165.08
Rivenwell, Quinn	1	\$	1,037.31
Rivette, Mark	1	\$	448.80
Robertson, Shawn	1	\$	403.18
Roenspiess, Ethan (Kai)	1	\$	425.00
Salmon, Evan	1	\$	253.67
Salmons, Susanne	1	\$	83.98
Schmidt, Esther	1	\$	74.65
Scott, Corey	1	\$	96.56
Seguin, Daniel	1	\$	96.56
Siminoff, Daniel	1	\$	225.00
Siminoff, Steven	1	\$	175.00
Southam, John W	1	\$	110.00
Storey, Bryan	1	\$	165.76
Sudan, Sangita	1	\$	1,706.41
Telefson, Lee	1	\$	165.00
Thomson, Lisa	1	\$	164.02
Tilley, Colleen F	1	\$	104.99

**Accounts Payable for November 2023 Breakdown by Type of Payment**

Discretionary, Community Development, and Other Grants	Number of Payments		\$	278,249
	69			
Arrow Park Community Association	1		\$	3,600.00
Balfour Recreation Commission	1		\$	1,250.00
Balfour Senior Citizens Association Branch #120	1		\$	1,500.00
Bee Awareness Society	1		\$	1,071.04
Blewett Community Society	2		\$	8,000.00
Burton Community Association	1		\$	5,850.00
Castlegar Search & Rescue	1		\$	18,749.00
Central Kootenay Invasive Species Society	1		\$	266.35
Community Futures	1		\$	10,000.00
Crawford Bay & District Hall & Parks Association	1		\$	500.00
Creston Curling Club	2		\$	1,000.00
Creston Ministerial Association	3		\$	3,000.00
Creston Ministerial Association Christmas Hamper Fund	1		\$	1,000.00
Creston Pet Adoption Welfare Society	1		\$	815.11
Creston Wave Swim Club	1		\$	1,000.00
Creston, Town of	2		\$	14,262.60
Emergency Support Services-Area K	1		\$	700.00
Fauquier Volunteer Fire Brigade	1		\$	14,921.85
Friends of Kootenay Lake Stewardship Soc.	1		\$	4,500.00
Goat River Residents Association	1		\$	7,500.00
Health Arts Society	1		\$	1,397.30
Johnsons Landing Community Association	1		\$	10,000.00
Kaslo & District Arena Association	1		\$	1,350.80
Kaslo Community Services Society	1		\$	3,500.00
Kootenay Lake Family Network	1		\$	1,500.00
Kootenay Lake Historical Society	2		\$	13,000.00
Lardeau Valley Opportunity Links Society	2		\$	21,900.00
Lucerne PAC	2		\$	2,000.00
Nakusp & Area Youth Society	2		\$	21,875.00
Nakusp & District Museum Society	1		\$	5,000.00
Nakusp Elementary School SD10	1		\$	5,000.00
Nakusp Rail Society	1		\$	3,000.00
Nakusp, Village of	1		\$	38,992.50
Neighbours Connecting Neighbours	1		\$	2,500.00
Nelson & District Riding Club	1		\$	1,000.00
Nelson Food Cupboard	1		\$	2,179.39
Nelson Rotary Club	1		\$	2,000.00
New Denver Hospice Society	1		\$	800.00
North Slocan Trails Society	1		\$	1,000.00
Our Daily Bread	1		\$	600.00
Procter Community Society	1		\$	1,000.00
Robson Fire & Rescue Society	1		\$	387.44
Roots to Sky Forest School Society	1		\$	900.00
Royal Canadian Legion #1-020 Nakusp	1		\$	2,500.00
Salmo Community Garden	1		\$	1,331.15
Salmo Valley Youth & Community Centre	1		\$	250.00
Sandon Historical Society	1		\$	400.00
School District #20 Kootenay Columbia	1		\$	870.20
Shoreacres Neighbourhood Community Association	1		\$	600.00
Silverton Community Club	1		\$	400.00
Slocan Lake Arts Council	2		\$	1,775.00
Slocan Lake Golf Club	1		\$	500.00
South Canyon Improvement District	1		\$	6,788.00
Taghum Community Hall Society	1		\$	7,200.00
The Kootenay Swim Club	1		\$	1,500.00
Vaihalla Nordic Ski Club	1		\$	1,000.00
WE Graham Community Service Society	1		\$	5,000.00
Winlaw Highway Accident Management Society	1		\$	1,000.00
Ymir Arts & Museum Society	1		\$	6,766.00

**Accounts Payable for November 2023 Breakdown by Type of Payment**

All Other Vendors	Number of Payments		Value	
	1,330	\$		3,314,958
1022117 Alberta Ltd.	1	\$		10,004.03
1098828 B.C. Ltd.	1	\$		4,633.44
1162588 BC LTD	1	\$		6,496.00
1217404 BC LTD DBA Trevor Hutt Bulldog	1	\$		157.50
1400142 BC Ltd.	1	\$		947.68
1426051 BC Ltd DBA: Simon's Garage Door Services	2	\$		862.05
5 Star Services and Products Inc.	2	\$		1,463.31
A&A Painting Ltd.	1	\$		3,465.00
A-3 Plumbing Heating & Gas Fitting Ltd	2	\$		1,120.94
AccessSMT Holdings Ltd.	1	\$		817.60
Accusharp Grinding	1	\$		327.60
ACE Courier Services	6	\$		345.99
Adm Electric Ltd	1	\$		1,433.25
Agilyx Solutions Limited	1	\$		2,475.38
Air Liquide Canada Inc	6	\$		755.05
Alberta Fire Chiefs Association	1	\$		910.01
Alfab Manufacturing Ltd	2	\$		1,036.00
Alfred Horie Construction Co. Ltd.	1	\$		20,794.73
ALS Canada Ltd.	6	\$		4,749.35
Alternative Choice Glass Inc.	1	\$		242.42
Andex Equipment Rentals	3	\$		2,883.45
Andre's TV Sales & Service Ltd.	1	\$		477.54
Andrew Sheret Ltd	12	\$		3,102.45
Appledale Progressive Association	1	\$		125.00
Aquam Inc	2	\$		2,850.81
Arccright Plumbing & Heating	1	\$		159.61
Arrow Lakes Aggregates	1	\$		17,944.82
Arrow Mountain Carwash & Mini Storage Ltd	2	\$		6,300.00
Associated Fire Safety Equipment	4	\$		19,129.84
Authorized Security Ltd.	1	\$		252.00
Awards & Trophies Headquarters	1	\$		483.81
B&L Security Patrol (1981) Ltd	1	\$		1,752.45
B.C. Scale Co. Ltd.	1	\$		202.87
Balanced Plumbing & Heating Ltd.	1	\$		573.66
BC Hydro & Power Authority	5	\$		2,791.68
BC Municipal Safety Association	2	\$		1,575.00
BC One Call Limited	1	\$		106.47
BC Transit	10	\$		388,662.10
Beaver's Septic Tank Cleaning Service	6	\$		3,496.49
Bell Media Radio GP	2	\$		604.80
Big Cranium Design	2	\$		1,586.38
Bill's Heavy Duty Enterprises (2004) Ltd.	5	\$		1,681.93
Black Press Group Ltd	14	\$		9,804.99
Bobs Door Service Kootenays (1213858 BC Ltd.)	1	\$		141.75
Boswell, Dorian DBA: DBoz Consulting	2	\$		4,609.50
Bourgeois, Jesse	1	\$		468.64
Brandt Tractor Ltd. (Castlegar)	1	\$		1,187.10
Brenton Industries Ltd	2	\$		1,055.25
Brogan Fire & Safety	5	\$		20,995.81
Burkert Canada Inc	1	\$		1,183.59
Burton Internet Society	1	\$		39.20
C.A. Fischer Lumber Co. Ltd.	13	\$		855.15
Canadian Centre for Occupational Health and Safety	12	\$		458.85
Canadian Fitness Education Services Ltd	1	\$		147.00
Canadian Linen & Uniform	3	\$		282.99
CanCADD Imaging Solutions Ltd.	1	\$		163.92
CanGas Propane Inc.	13	\$		15,772.81
Caro Analytical Services	2	\$		678.30
Carrier Enterprises Canada	2	\$		72,254.91
Carvello Law Corporation	2	\$		3,348.80
Cascade Lock & Safe	1	\$		112.00
Castlegar Hockey Society	1	\$		274.40
Castlegar Home Hardware	1	\$		1,606.66
Castlegar Minor Hockey Association	1	\$		150.00
Castlegar, City Of	2	\$		10,968.30
CDW Canada Corp	7	\$		15,402.24
Central Kootenay Garbage Club Inc.	1	\$		9,817.50
Central Kootenay Invasive Species Society	3	\$		32,077.50
Cintas Canada Ltd Location 889	2	\$		296.29
Classic Glass & Trim	1	\$		24.00
Cloverdale Paint Inc	1	\$		518.00
Columbia Basin Broadband Corporation	1	\$		4,860.80
Columbia Wireless Inc	5	\$		408.80
Comfort Welding Ltd	5	\$		126.47
Concept Controls	1	\$		333.76
Connect Hearing	5	\$		2,305.80
Cover Architectural Collaborative Inc.	1	\$		588.00
Cowan's Office Supplies	33	\$		14,708.20
Cranbrook Water Conditioning Ltd.	3	\$		113.78
Crawford Bay Store	4	\$		319.59
Crescent Valley Community Hall Society	1	\$		30.00
Crescent Valley Firemans Fund	1	\$		4,814.00
Creston Card & Stationery	9	\$		1,045.74
Creston Electric Inc.	1	\$		68,040.42
Creston Tree Service	1	\$		3,360.00
Creston Valley Chamber Of Commerce	1	\$		2,651.25
Creston, Town Of	2	\$		2,517.59
Cupe Local 2262	2	\$		5,403.62
Cupe Local 748	2	\$		1,364.22
Dafco Filtration Group	1	\$		968.11

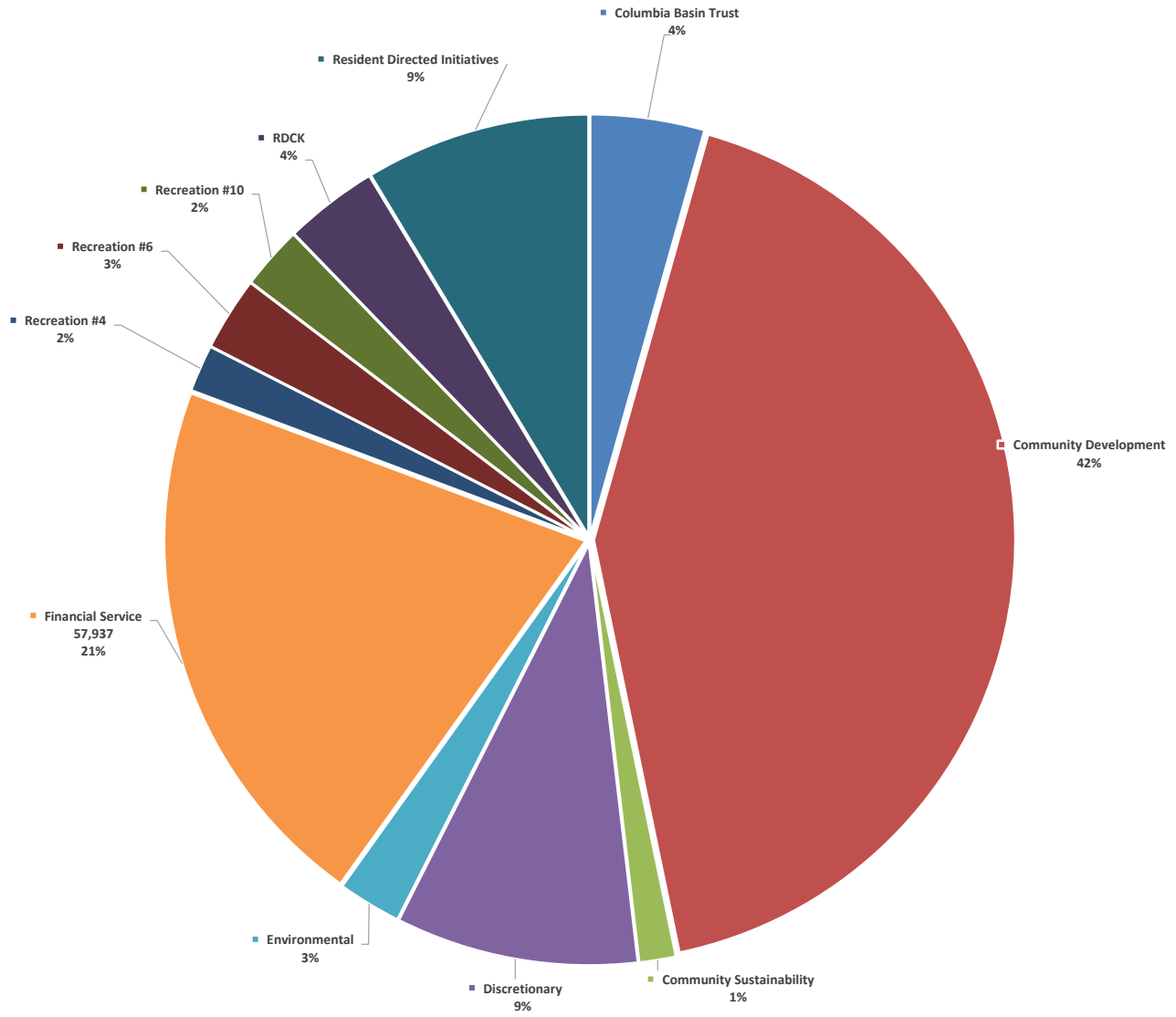


All Other Vendors	Number of Payments		Value
	1,330	\$	
			<b>3,314,958</b>
Daleco Systems Inc. DBA: Lubeworx	2	\$	231.52
Dave's Plumbing Ltd	3	\$	6,343.76
DB Perks & Associates Ltd	7	\$	2,654.47
DHC Communications Inc	8	\$	22,668.99
Dominion Govlaw LLP	1	\$	89.60
Don Renzie Holdings	2	\$	3,890.45
Doug's Gas & Plumbing Service	1	\$	1,404.50
Dye, Cindy	1	\$	800.00
Dynamic Online Marketing Corp	1	\$	987.00
East Shore Internet Society	2	\$	129.92
EECOL Electric Corp.	1	\$	483.96
Emco Corporation	2	\$	5,821.99
Entandem	2	\$	51.59
Enviromarine Ltd	1	\$	4,760.00
Environmental 360 Solutions BC Ltd.	7	\$	131,679.04
Environmental Operators Certification Program	8	\$	1,274.70
Ernies Used Auto Parts	1	\$	1,344.00
Escribe Solutions	1	\$	37.33
Evoke Buildings Engineering Inc.	1	\$	9,178.53
Expresslane Deliveries	1	\$	359.52
Fastenal Canada, LTD	1	\$	56.00
Federated Co-Operatives Ltd	9	\$	2,449.45
Fergusson, Daniella	1	\$	1,312.50
Filtration Group IAQ	1	\$	3,144.47
Fluent Information Management Systems Inc	1	\$	420.00
Folinsbee, Marya	1	\$	259.45
Forstar Forestry Consulting	1	\$	661.50
FortisBC - Electricity	35	\$	88,559.09
Fortisbc - Natural Gas	4	\$	22,100.84
Four Star Communications Inc	1	\$	115.50
Fraser Valley Building Supplies Inc.	8	\$	2,539.73
Frozen Solutions Inc. dba Frozen Refrigeration	1	\$	1,711.50
Gain, Thomas Scott	1	\$	3,045.00
Garth'S Plumbing & Heating	1	\$	193.98
Geo H Hewitt Co Ltd	2	\$	207.65
Gescan	1	\$	572.01
GFL Environmental Inc.	17	\$	219,903.91
GHD Limited	1	\$	9,187.51
Gilbert Parts Depot	10	\$	1,137.87
Global GPR Services Inc.	1	\$	904.00
Goat Mountain Enterprises Ltd	1	\$	2,100.00
Gracie's Kennels Ltd.	1	\$	2,152.00
Gray Creek Store	4	\$	213.20
Gray's Contracting	1	\$	472.50
Guille, Pam	2	\$	2,730.00
Guillevin International Inc	1	\$	43.90
Hach Sales and Service Canada Ltd	1	\$	552.63
Hadean Aggregate Solutions Inc.	2	\$	20,555.04
Hafele Canada Inc	1	\$	43.30
Hale Storm Holdings Ltd.	1	\$	1,208.93
Hall Printing	9	\$	3,687.27
Harding, Kevin	1	\$	1,020.00
Heritage Roofing & Sheet Metal Ltd.	4	\$	112,204.00
Hewgill, Mathew	1	\$	125.00
Hitchon, William DBA: 5th Gear	1	\$	2,600.00
Hi-Way 9 Express Ltd	1	\$	39.49
Hubert, Cody	1	\$	760.00
Huffy's Leasing Ltd	1	\$	547.66
Hume Hotel	7	\$	1,887.95
HuskyPro	1	\$	2,106.68
Hywood Truck & Equipment Ltd	5	\$	1,643.20
I.T. Blueprint Solutions Consulting Inc.	3	\$	24,671.76
ICONIX Waterworks Ltd Partnership	2	\$	3,880.65
In the Air Networks	1	\$	102.20
Industrial Alliance Insurance and Financial Services Inc.	1	\$	917.46
Infosat Communications	1	\$	231.89
Inland Allcare	21	\$	8,220.04
Insight Canada Inc.	3	\$	11,517.61
Insurance Corporation of BC	4	\$	3,960.00
Integrated Sustainability Consultants Ltd.	1	\$	86,566.21
Interior Health Authority - Environmental Health	1	\$	147.00
Iridia Medical	1	\$	276.99
Iron Mountain	1	\$	26.20
Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492)	26	\$	4,158.50
Jennifer Wickwire	3	\$	1,040.00
Kal Tire (Castlegar)	1	\$	62.72
Kal Tire (Creston)	1	\$	3,936.78
Kal Tire (Nelson)	4	\$	7,659.62
Kalawsky Chevrolet Buick GMC (1989) Ltd	1	\$	61.55
Kaslo Building Maintenance	1	\$	609.00
Kaslo Infonet Society	3	\$	87,195.94
Kaslo Pump	1	\$	207.88
Kaslo, Village Of	1	\$	65.46
Kathy Gordon's Cleaning Services	6	\$	1,000.50
Kays Road Contracting Ltd	3	\$	64,133.38
KB Plumbing & Heating Ltd.	1	\$	3,795.86
Kelly's Maintenance and Services	1	\$	2,625.00
KEM Services	1	\$	4,200.00
Kendrick Equipment (2003) Ltd	1	\$	226.42
Kennlyn Enterprises	3	\$	3,398.65
KGC Fire Rescue Inc	1	\$	13,125.00
Kilburn, Jackie	3	\$	4,340.72
Kite Refrigeration	1	\$	599.74
Klines Motors Ltd.	1	\$	1,945.65
Kokanee Fire & Safety Ltd.	4	\$	2,375.14

All Other Vendors	Number of Payments		Value
	1,330	\$	
			<b>3,314,958</b>
Kokanee Ford Sales Ltd.	1	\$	154.34
Kone Inc	2	\$	3,379.30
Kootenay Carshare Cooperative	1	\$	1,575.66
Kootenay Catering Company	1	\$	1,605.98
Kootenay Communications Ltd	1	\$	2,008.19
Kootenay Glass & Mirror Ltd	1	\$	240.10
Kootenay Industrial Supply Ltd	21	\$	3,197.74
Kootenay Lake Electric Ltd	2	\$	9,908.44
Kootenay Swiftwater Specialists	2	\$	2,168.30
Kootenay Valley Water & Spas	6	\$	152.15
KTI Limited	1	\$	39.93
LCL Enterprises	2	\$	4,613.18
Leisure Baths Ltd.	1	\$	1,084.37
Lesperance Mendes	1	\$	10,243.74
Levine Electric Ltd.	1	\$	49.88
Liberty Tire Recycling Canada Ltd. DBA: Western Rubber Products	1	\$	1,606.50
Lidstone & Company	3	\$	3,458.01
Lifesaving Society (Burnaby)	5	\$	2,289.25
Little h Design Works	1	\$	732.38
Lo-Cost Propane	3	\$	3,677.12
Lordco Parts Ltd	10	\$	1,449.06
Lower Kootenay Indian Band	1	\$	206.62
Lynx Off Grid Technology	1	\$	1,101.99
M.J Fabrication & Maintenance Welding	1	\$	409.50
Main Jet Motorsports Inc	2	\$	489.70
Martech Electrical Systems Ltd	6	\$	7,250.44
Martech Motor Winding Ltd	1	\$	565.70
Martin's Mechanical	1	\$	315.00
Masse Environmental Consultants Ltd.	8	\$	23,964.19
Matrix Industries Inc	1	\$	5,244.75
Mayday Electric Ltd	2	\$	191.66
McLaughlin MetalFab	1	\$	834.40
McLeod, Hannah	1	\$	90.00
Medical Technology Inc	1	\$	1,309.35
Mequipco Ltd.	1	\$	237.78
Mid Town Motors	1	\$	140.00
Mills Bros Construction Ltd	2	\$	1,301.72
Mills Office Productivity	1	\$	204.25
Minister of Finance	3	\$	8,180.88
Minister Of Finance - Product Distribution Centre	7	\$	981.10
Ministry of Finance	1	\$	293.00
Mitchell Supply Ltd	5	\$	529.20
Mondia, Anthony	1	\$	452.72
Motion Industries (Canada) Inc	1	\$	7,429.45
Mount Sentinel Secondary School	1	\$	2,080.00
Mountain Bin Service Ltd.	1	\$	2,096.34
Mountain Transport Institute Ltd	1	\$	300.00
MPE Engineering Ltd.	2	\$	4,117.10
Mts Maintenance Tracking Systems Inc	1	\$	1,143.45
MyZone Media Inc.	4	\$	1,560.49
Nakusp, Village Of	1	\$	2,479.74
Nanaimo, City of	26	\$	11,517.46
Navigata Communications Ltd. dba ThinkTel	1	\$	20.34
Nelson Building Centre Ltd	32	\$	3,148.98
Nelson Farmers Supply Ltd	7	\$	1,298.35
Nelson Ford Sales (2003) Inc.	1	\$	3,245.45
Nelson Hydro	13	\$	39,892.28
Nelson Leafs Hockey Society	3	\$	18,174.75
Nelson Tiny Houses	1	\$	4,000.00
Nelson Toyota	3	\$	1,616.00
Nelson, City Of	7	\$	147,374.06
New Denver, Village Of	1	\$	78.75
North Pine Garage Doors Ltd.	1	\$	252.00
North Shore Fire Social Club	1	\$	450.00
Northern Plastics Ltd.	1	\$	7,644.00
Northtown Rental & Sales	4	\$	857.76
Ok Tire & Auto Service (Nelson)	2	\$	4,852.12
One Fire Safety	1	\$	945.00
Orkin Canada Corporation	2	\$	353.64
Oso Negro	1	\$	81.25
Osprey Excavating	1	\$	538.13
Overland West Freight Lines Ltd	4	\$	3,416.09
P.L.A.D. Holdings Ltd.	1	\$	651.00
Pace Electric	1	\$	3,815.54
Pacific Fitness Link Services Inc	1	\$	16,996.00
Passmore Laboratory Ltd	5	\$	1,250.00
Pennywise	2	\$	581.95
Pereversoff Automotive Repair	1	\$	258.98
Peyton, Claire DBA: Upstream Environmental Consulting	2	\$	3,363.90
Phoenix Designs & Apparel	2	\$	1,586.49
Pitbull Contracting Ltd	3	\$	3,291.40
Prestige Lakeside Resort	4	\$	920.00
Propane Busters Inc.	1	\$	6,142.97
Purolator Inc	6	\$	1,134.82
Pyramid Building Supplies	3	\$	92.79
Quality Saw & Knife Ltd.	1	\$	688.80
Read Jones Christoffersen Ltd.	1	\$	1,501.01
Reconnect Tech Inc.	1	\$	755.98
Recreation Facilities Association Of Bc	3	\$	3,319.95
Reliance Office Services Ltd	1	\$	2,415.00
Rescue Canada Resource Group Inc	1	\$	1,500.00
Reward Construction LTD.	3	\$	154,146.61
Rfs Canada	3	\$	2,701.92
Ricoh Canada Inc	2	\$	131.80
Riondel Cable Society	2	\$	80.00

All Other Vendors	Number of Payments		Value
	1,330	\$	
			<b>3,314,958</b>
Riverside Farm	6	\$	7,109.82
Roadpost Inc. T46274	3	\$	1,383.87
Rocky Mountain Agencies	7	\$	22,259.27
Rocky Mountain Phoenix	9	\$	19,236.28
Rocky Point Engineering Ltd.	1	\$	1,575.00
Rook Design Media	1	\$	1,497.30
Roth IAMS	1	\$	4,948.65
Royal Canadian Legion Slocan Valley #276	1	\$	50.00
Rushforth, Nathen	1	\$	945.00
Salmo Valley Youth & Community Centre	1	\$	866.67
Save-On-Foods (Creston)	1	\$	12.98
Secret Creek Construction	1	\$	280.35
Selkirk Irrigation Services	3	\$	456.75
Selkirk Security Services Ltd	4	\$	923.98
Sfj Inc	1	\$	2,822.87
Shaw Buisness A division of Shaw Telecom G.P.	1	\$	1,161.89
Shaw Cable	23	\$	3,315.35
Silverton Building Supplies Ltd	4	\$	148.66
Sk Electronics Ltd	37	\$	11,970.37
Slocan Park Community Hall Society	3	\$	1,444.75
Slocan Valley Home Hardware	8	\$	448.84
SLR Consulting (Canada) Ltd.	3	\$	4,987.95
Smokey Creek Salvage	2	\$	2,638.16
Speedpro Signs	4	\$	2,893.15
Speers Construction Inc.	2	\$	225,461.68
Sperling Hansen Associates Inc	2	\$	12,476.86
SRK Consulting (Canada) Inc.	1	\$	6,932.00
Stafford Welding	13	\$	11,397.75
Steer Environmental Associates Ltd.	1	\$	1,679.52
Sterling Backcheck Canada Corp.	1	\$	124.24
Stewart Mcdannold Stuart	4	\$	3,551.54
Stewart, Heather	4	\$	197.50
Strong Data Inc.	3	\$	23,361.81
Studio 9 Architecture & Planning Ltd	1	\$	1,492.05
Summit Truck & Equipment Repair	2	\$	395.94
Sun Life Assurance Company of Canada	2	\$	1,211.08
Sundry Vendor	101	\$	141,943.14
Taghum Shell (1997)	44	\$	4,390.28
Tarrys Fire Department Social Club	2	\$	287.00
Team Aquatic Supplies	2	\$	1,684.62
Technical Safety BC	3	\$	1,158.51
Teck Metals Ltd	1	\$	1,050.00
Telus Communications Inc	5	\$	8,111.57
Telus Communications Inc. Mascon by Telus	4	\$	291.20
Telus Mobility	2	\$	15,862.64
Tetra Tech Canada Inc.	1	\$	7,988.72
The Adventure Hotel	1	\$	137.12
The ATACC Group Ltd.	1	\$	800.00
The Trainer's Box	1	\$	240.00
Thiele, Dustin	2	\$	270.00
ThinkTel	1	\$	331.25
Thurber Engineering Ltd.	1	\$	426.56
Tip-it Waste Solutions Kootenay	4	\$	1,161.30
Trican Filtration Group Inc.	1	\$	46,773.21
Trowalex Equipment Rentals And Sales	9	\$	6,769.91
Tu-Dor Lock & Safe Ltd	18	\$	2,428.13
Twin Rivers Controls Ltd	2	\$	8,303.26
Uline Canada Corporation	3	\$	2,871.45
Union of Spiritual Communities of Christ	2	\$	425.00
Unit4 Business Software Corporation	1	\$	57,984.79
Vallen Canada Inc	1	\$	999.58
Valley Boy Tree Service	1	\$	2,520.00
Valley Voice Ltd	5	\$	1,742.34
Van Houtte Coffee Services	1	\$	349.47
Van Kam Freightways Ltd	3	\$	1,178.01
VH Sport Canada	3	\$	6,631.19
Vissers Sales Corp	2	\$	2,317.50
Vista Radio Ltd	1	\$	504.00
Vitalaire Canada Inc	2	\$	77.52
Vousden, Jodi	1	\$	2,450.00
W.H. Excavating	2	\$	1,338.77
Waltec Electric Ltd.	1	\$	1,837.50
Warren, Terry	1	\$	65.54
Waste Management	13	\$	7,648.95
Wesco Distribution-Canada Inc	1	\$	1,103.72
West K Concrete Ltd.	1	\$	4,966.65
Western Auto Wreckers (1974) Ltd	1	\$	1,492.40
WEX Canada Ltd.	1	\$	3,126.35
WFR Wholesale Fire & Rescue Ltd	13	\$	32,248.45
Wild West Drilling Inc	1	\$	283.50
Wildsight	2	\$	25,590.38
Winlaw Mini-Mart	1	\$	400.93
WM Uniform Group	1	\$	58.24
Wolseley Waterworks Branch	2	\$	698.96
Wood Wyant Inc	3	\$	4,355.51
WSP E&I Canada Ltd.	1	\$	1,814.40
Wylee Works Inc.	1	\$	4,200.00
Xplore Inc.	1	\$	117.04
Yahk-Kingsgate Recreation Society	1	\$	1,300.00
Yellow Pages Group	1	\$	0.52
Yellowhead Road & Bridge	1	\$	525.00
ZOHO Canada Corporation	1	\$	11,566.62
ZOLL Medical Canada Inc.	1	\$	12,646.31
Zone West Enterprises Ltd	6	\$	4,152.12

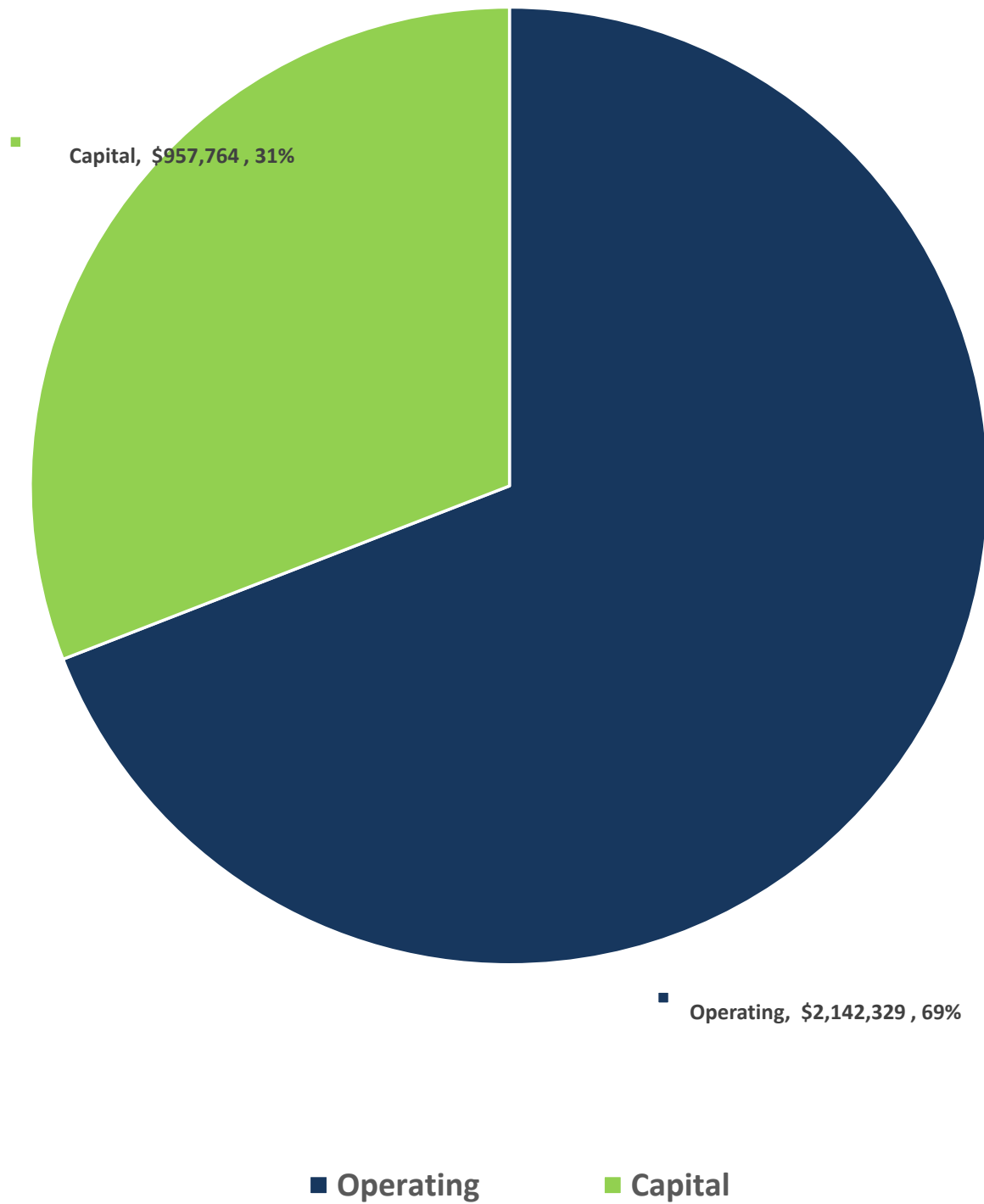
# Grants by Type



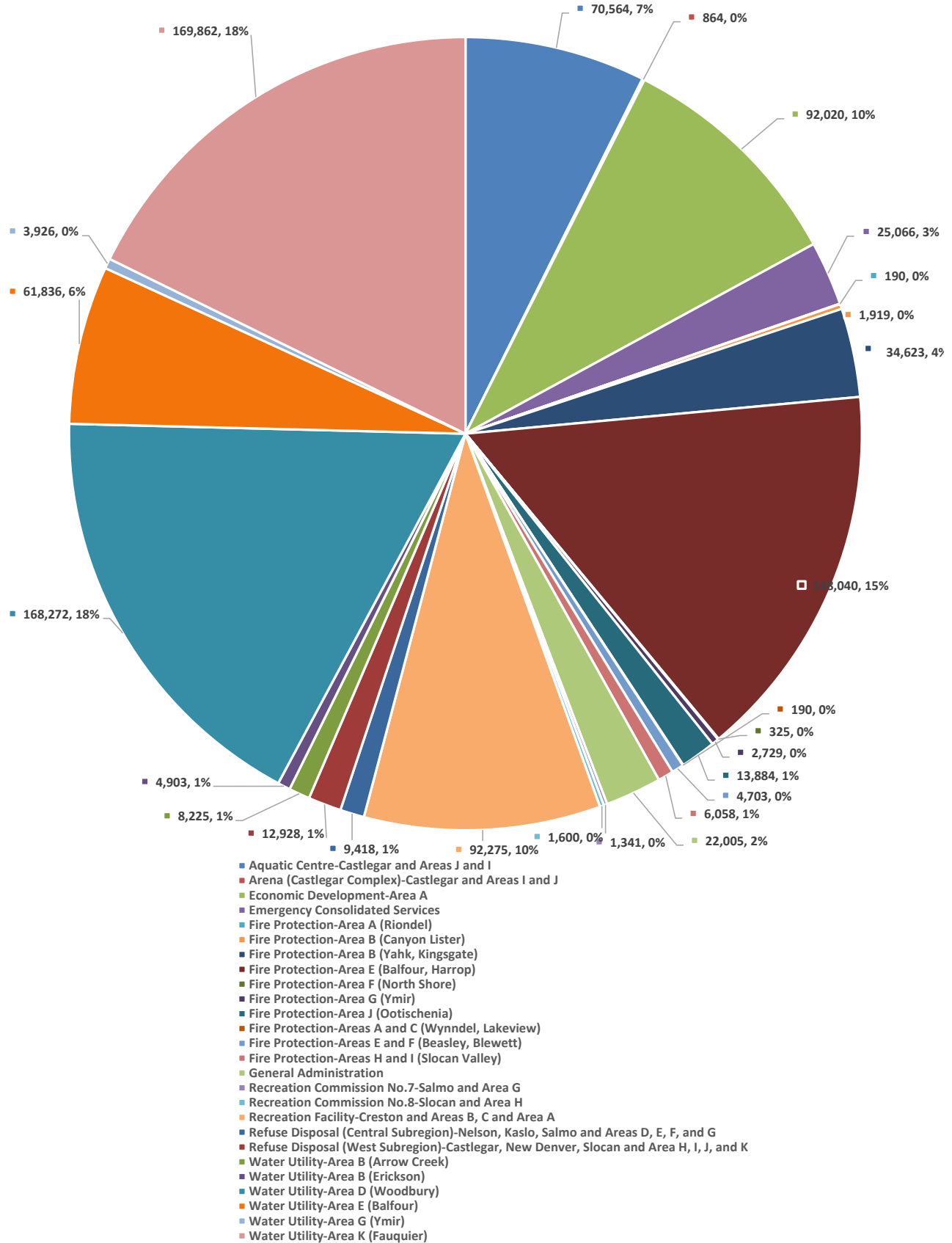
Financial Service  
57,937  
21%

- Columbia Basin Trust
- Community Development
- Community Sustainability
- Discretionary
- Environmental
- Financial Service
- Recreation #4
- Recreation #6
- Recreation #10
- RDCK
- Resident Directed Initiatives

## November 2023 Capital VS Operating Expenditures



# November 2023 Capital by Service





# Declaration of Official Assent Voting Results

Form 21-5

**Title of Assent Vote: Tarrys Fire Protection Service Loan Authorization (Frontline Fire Engine) Bylaw No 2913, 2023**

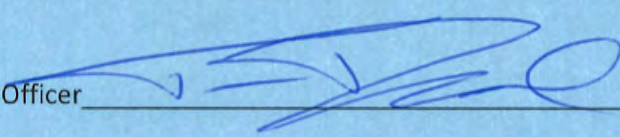
**Date: December 2, 2023**

I, Tom Dool, Chief Election Officer, do hereby declare the results of the assent vote to be as follows:

Yes 55 votes

No 14 votes

Dated at Nelson BC, BC this December 9<sup>th</sup> day of, 2023.

Chief Election Officer 

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2913

---

A bylaw to authorize the borrowing of the estimated cost of Seven Hundred Fifty Thousand Dollars (\$750,000) for the purchase of a frontline fire engine for Tarrys Volunteer Fire Department.

---

WHEREAS the Regional Board of the Regional District of Central Kootenay has established Tarrys and Pass Creek Service Establishment Bylaw No. 921, 1992, a service to provide fire protection within the Tarrys/Pass Creek Fire Protection Service Area;

AND WHEREAS it is deemed desirable and expedient to purchase a frontline fire engine for the Tarrys Volunteer Fire Department to meet the requirements of the National Fire Protection Association and the Fire Underwriters Survey;

AND WHEREAS the estimated cost of the purchase of the frontline fire engine including expenses incidental thereto is the sum of Seven Hundred Fifty Thousand Dollars (\$750,000), of which the sum of \$750,000 is the amount of debt intended to be borrowed by this bylaw;

AND WHEREAS the maximum term for which a debenture may be issued to secure the debt created by this bylaw is for a term not to exceed twenty (20) years;

NOW THEREFORE, the Regional Board of the Regional District of Central Kootenay in open meeting assembled, enacts as follows:

- 1 The Regional Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the purchase of the frontline fire engine, serving the Tarrys/Pass Creek Fire Protection Service Area, generally in accordance with plans on file in the regional district office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - (a) To borrow upon the credit of the Regional District a sum not exceeding Seven Hundred Fifty Thousand Dollars (\$750,000).
  - (b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the purchase of the frontline fire engine.
- 2 The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty (20) years.
- 3 This bylaw may be cited as **“Tarrys and Pass Creek Fire Protection Service Loan Authorization (Frontline Fire Engine) Bylaw No. 2913, 2023”**.

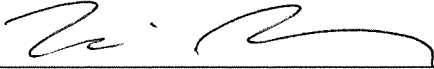


READ A FIRST TIME this 17<sup>th</sup> day of August, 2023

READ A SECOND TIME this 17<sup>th</sup> day of August, 2023

READ A THIRD TIME this 17<sup>th</sup> day of August, 2023

I hereby certify that this is a true and correct copy of the "Tarrys and Pass Creek Fire Protection Service Loan Authorization (Frontline Fire Engine) Bylaw No. 2913, 2023" as read a third time by the Regional District of Central Kootenay Board on the 17<sup>th</sup> day of August, 2023



\_\_\_\_\_  
Mike Morrison, Corporate Officer

RECEIVED the approval of the Inspector of Municipalities this 26<sup>th</sup> day of September, 2023

RECEIVED the approval of the electors this 2<sup>nd</sup> day of December, 2023

ADOPTED this 14<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Aimee Watson, Board Chair

\_\_\_\_\_  
Mike Morrison, Corporate Officer



# Declaration of Official Assent Voting Results

Form 21-5

**Title of Assent Vote: Slocan Valley Fire Protection Service Loan Authorization  
(Frontline Fire Engine) Bylaw No 2914, 2023**

**Date: December 2, 2023**

I, Tom Dool, Chief Election Officer, do hereby declare the results of the assent vote to be as follows:

Yes 79 votes

No 24 votes

Dated at Nelson BC, BC this 4<sup>th</sup> day of, December 2023

Chief Election Officer 

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2914

---

A bylaw to authorize the borrowing of the estimated cost of Seven Hundred Fifty Thousand Dollars (\$750,000) for the purchase of a frontline fire engine for the Winlaw Volunteer Fire Department.

---

WHEREAS the Regional Board of the Regional District of Central Kootenay has established Slocan Valley Fire Protection Local Service Area Establishment Bylaw No. 892, 1991, a service to provide fire protection within the Slocan Valley Fire Protection Service Area;

AND WHEREAS it is deemed desirable and expedient to purchase a frontline fire engine for the Winlaw Volunteer Fire Department to meet the requirements of the National Fire Protection Association and the Fire Underwriters Survey;

AND WHEREAS the estimated cost of the purchase of the frontline fire engine including expenses incidental thereto is the sum of Seven Hundred Fifty Thousand Dollars (\$750,000), of which the sum of \$750,000 is the amount of debt intended to be borrowed by this bylaw;

AND WHEREAS the maximum term for which a debenture may be issued to secure the debt created by this bylaw is for a term not to exceed twenty (20) years;

NOW THEREFORE, the Regional Board of the Regional District of Central Kootenay in open meeting assembled, enacts as follows:

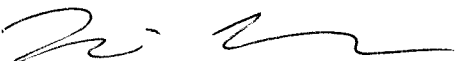
- 1 The Regional Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the purchase of the frontline fire engine, serving the Slocan Valley Fire Protection Service Area, generally in accordance with plans on file in the regional district office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - (a) To borrow upon the credit of the Regional District a sum not exceeding Seven Hundred Fifty Thousand Dollars (\$750,000).
  - (b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the purchase of the frontline fire engine.
- 2 The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty (20) years.
- 3 This bylaw may be cited as **“Slocan Valley Fire Protection Service Loan Authorization (Frontline Fire Engine) Bylaw No. 2914, 2023”**.

READ A FIRST TIME this 17<sup>th</sup> day of August, 2023

READ A SECOND TIME this 17<sup>th</sup> day of August, 2023

READ A THIRD TIME this 17<sup>th</sup> day of August, 2023

I hereby certify that this is a true and correct copy of the "Slocan Valley Fire Protection Service Loan Authorization (Frontline Fire Engine) Bylaw No. 2914, 2023" as read a third time by the Regional District of Central Kootenay Board on the 17<sup>th</sup> day of August, 2023

  
\_\_\_\_\_  
Mike Morrison, Corporate Officer

RECEIVED the approval of the Inspector of Municipalities this 26<sup>th</sup> day of September, 2023

RECEIVED the approval of the electors this 2<sup>nd</sup> day of December, 2023

ADOPTED this 14<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Aimee Watson, Board Chair

\_\_\_\_\_  
Mike Morrison, Corporate Officer



# Declaration of Official Assent Voting Results

Form 21-5

**Title of Assent Vote: North Shore Fire Protection Service Loan Authorization (Frontline Fire Engine) Bylaw No 2917, 2023**

**Date: December 2, 2023**

I, Tom Dool, Chief Election Officer, do hereby declare the results of the assent vote to be as follows:

Yes 55 votes

No 5 votes

Dated at Nelson, BC this December 2<sup>nd</sup> day of, 2023.

Chief Election Officer [Signature]

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2917

---

A bylaw to authorize the borrowing of the estimated cost of Seven Hundred Fifty Thousand Dollars (\$750,000) for the purchase of a frontline fire engine for the North Shore Volunteer Fire Department.

---

WHEREAS the Regional Board of the Regional District of Central Kootenay has established the Regional District of Central Kootenay North Shore to Eight and One Half Mile Fire Protection Service Area Bylaw No. 342, 1981, a service to provide fire protection within the North Shore to Eight and One Half Mile Fire Protection Specified Area;

AND WHEREAS it is deemed desirable and expedient to purchase a frontline fire engine for the North Shore Volunteer Fire Department to meet the requirements of the National Fire Protection Association and the Fire Underwriters Survey;

AND WHEREAS the estimated cost of the purchase of the frontline fire engine including expenses incidental thereto is the sum of Seven Hundred Fifty Thousand Dollars (\$750,000), of which the sum of \$750,000 is the amount of debt intended to be borrowed by this bylaw;

AND WHEREAS the maximum term for which a debenture may be issued to secure the debt created by this bylaw is for a term not to exceed twenty (20) years;

NOW THEREFORE, the Regional Board of the Regional District of Central Kootenay in open meeting assembled, enacts as follows:

- 1 The Regional Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the purchase of the frontline fire engine, serving the North Shore to Eight and One Half Mile Fire Protection Specified Area, generally in accordance with plans on file in the regional district office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - (a) To borrow upon the credit of the Regional District a sum not exceeding Seven Hundred Fifty Thousand Dollars (\$750,000).
  - (b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the purchase of the frontline fire engine.
- 2 The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty (20) years.

3 This bylaw may be cited as **“North Shore Fire Protection Service Loan Authorization (Frontline Fire Engine) Bylaw No. 2917, 2023”**.

READ A FIRST TIME this 17<sup>th</sup> day of August, 2023

READ A SECOND TIME this 17<sup>th</sup> day of August, 2023

READ A THIRD TIME this 14<sup>th</sup> day of September, 2023

I hereby certify that this is a true and correct copy of the **“North Shore Fire Protection Service Loan Authorization (Frontline Fire Engine) Bylaw No. 2917, 2023”** as read a third time by the Regional District of Central Kootenay Board on the 14<sup>th</sup> day of September, 2023

  
Mike Morrison, Corporate Officer

RECEIVED the approval of the Inspector of Municipalities this 5<sup>th</sup> day of October, 2023

RECEIVED the approval of the electors this 2<sup>nd</sup> day of December, 2023

ADOPTED this 14<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Aimee Watson, Board Chair

\_\_\_\_\_  
Mike Morrison, Corporate Officer

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2920

---

A Bylaw to convert a continued service within a portion of Electoral Area F (North Shore) for the purpose of providing fire protection and associated services.

---

WHEREAS the Board of the Regional District of Central Kootenay established the North Shore to Eight and One Half Mile Fire Protection Service with the adoption of specified area bylaw Regional District of Central Kootenay North Shore to Eight and One Half Mile Fire Protection Service Area By-law No. 342, 1981, within a defined portion of Area F to provide Fire Protection and Associated Services;

AND WHEREAS Regional District of Central Kootenay North Shore to Eight and One Half Mile Fire Protection Service Area By-law No. 342, 1981 is a continued service which the Regional District may, by bylaw, convert to a local service under the provisions of the *Local Government Act*;

AND WHEREAS pursuant of the *Local Government Act* participating area approval has been obtained by consent from the Electoral Area F Director.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 The North Shore to Eight and One Half Mile Fire Protection Continued Service, as established by specified area bylaw North Shore to Eight and One Half Mile Fire Protection Service Area By-law No. 342, 1981, is hereby converted and established as a local service authorized to provide fire protection and associated services to a portion of Electoral Area F.
- 2 The converted and established service shall be known as the North Shore (Area F) Fire Protection Local Service Area.
- 3 The sole participant to the service established under Section 1 of this bylaw shall be Electoral Area F.
- 4 The boundary of the service area established by this bylaw includes a defined portion of Electoral Area F, described in Schedule A of this bylaw, and shall be known as the North Shore (Area F) Fire Protection Area.
- 5 Pursuant of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:
  - (a) Property value taxes;



- (b) Fees and charges;
- (c) Revenue raised by other means; or
- (d) Revenue received by way of the agreement, enterprise, gift, grant or otherwise.

**6** The maximum amount to be requisitioned annually for this service shall not exceed the greater of \$730,820 or \$0.7234 per \$1,000 of the net taxable actual value of land and improvements in the service area.

**7** This Bylaw may be cited as **“North Shore (Area F) Fire Protection Local Service Establishment Bylaw No. 2920, 2023.”**

READ A FIRST TIME this 14<sup>th</sup> day of September, 2023.

READ A SECOND TIME this 14<sup>th</sup> day of September, 2023.

READ A THIRD TIME this 14<sup>th</sup> day of September, 2023.

I hereby certify that this is a true and correct copy of the **“North Shore (Area F) Fire Protection Local Service Establishment Bylaw No. 2920, 2023”** as read a third time by the Regional District of Central Kootenay Board on the 14<sup>th</sup> day of September, 2023.



\_\_\_\_\_  
Mike Morrison, Corporate Officer

APPROVE by the Inspector of Municipalities on the 5<sup>th</sup> day of October, 2023.

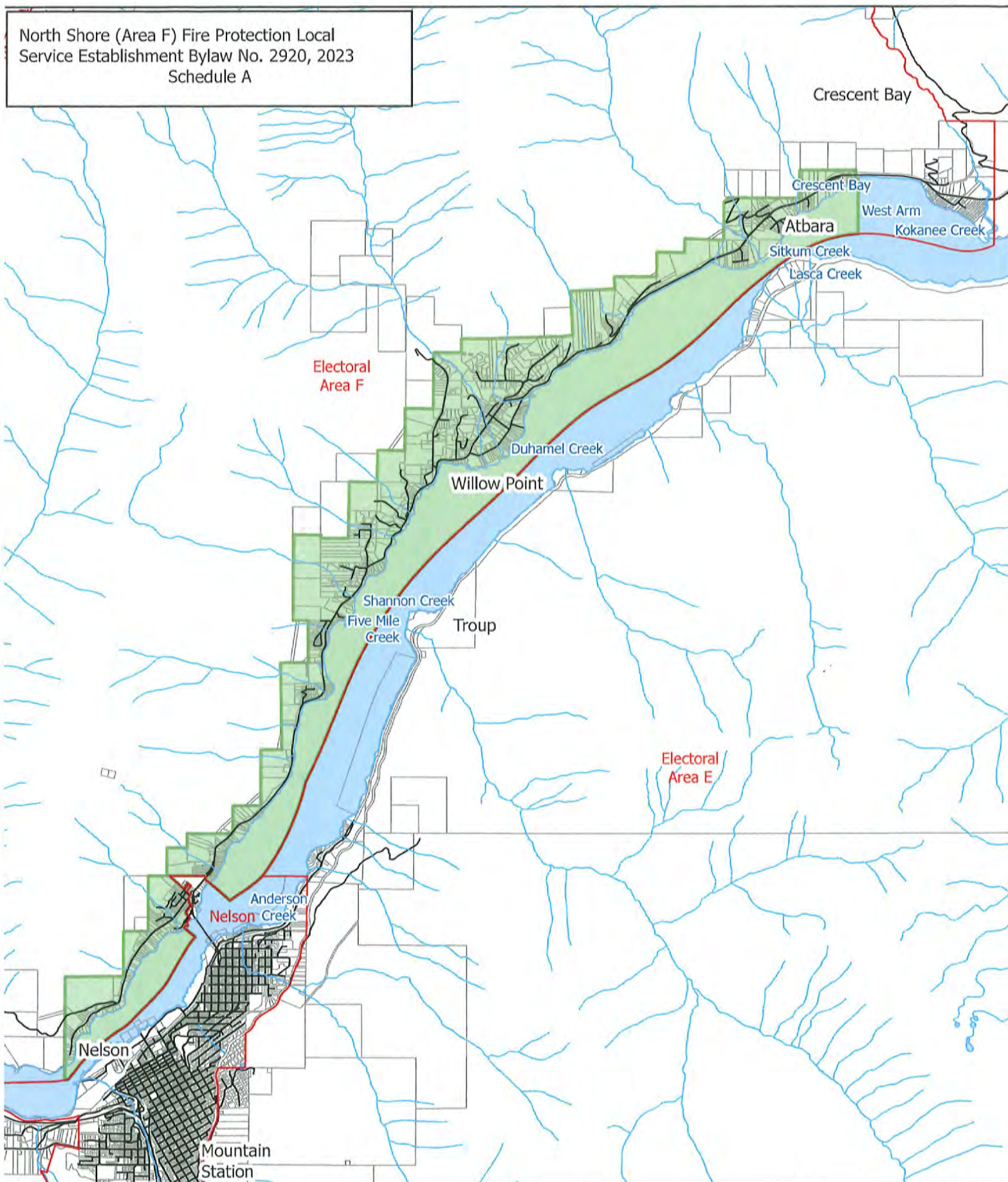
ASSENT RECEIVED as per the *Local Government Act – consent of rural.*

ADOPTED this 14<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Aimee Watson, Board Chair

\_\_\_\_\_  
Mike Morrison, Corporate Officer

North Shore (Area F) Fire Protection Local  
 Service Establishment Bylaw No. 2920, 2023  
 Schedule A



- North Shore Fire Protection Service
- Electoral Boundaries
- Roads
- Cadastre

Date: 8/23/2023

The mapping information shown are approximate representations and should only be used for reference purposes.



# Board Report

**Date of Report:** November 29, 2023  
**Date & Type of Meeting:** December 14, 2023 Board Meeting  
**Author:** Trisha Davison, Regional Manager – Recreation & Clients Services  
**Subject:** Community Services Public Engagement Projects  
**File:** 01-0510-20  
**Electoral Area/Municipality:** Castlegar, Nelson, Areas E, F, I, J

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to recommend that the contract for the Community Services Public Engagement Projects (SCPEP) be awarded to RC Strategies. The SCPEP will support the gathering of public input on two Community Services projects – Reimagining Recreation at the Castlegar & District Complex and a needs assessment for the Nelson Recreation Campus.

## SECTION 2: BACKGROUND/ANALYSIS

### Project 1: Reimagining Recreation at the Castlegar & District Complex

With the recent announcement of the planned closure of the Pioneer Arena and the history of two failed referendums related to service enhancements at the Castlegar & District Complex, the recreation service is at a cross roads. The goal of this public engagement project is to find a clear understanding of what services and to what level the community wants to see and is willing to financially support.

### Project 2: Nelson Recreation Campus Study

The Campus is an example of the historic co-location of recreation uses which currently include the Nelson & District Community Complex, Civic Centre and Nelson Curling Rink. While there has historically not been a collective vision for these facilities, more recently a comprehensive Terms of Reference document has been agreed to by all key partners. The goal of this public engagement project is conduct a Needs Assessment to help identify a long term plan to serve the recreational interests of the area recognizing the infrastructure is nearing end of life.

The RDCK issued a Request for Proposal (RFP) in late October outlining the requirements for a qualified firm to lead the community engagement processes for both projects. There were three responses submitted prior to the November 23, 2023 closing date. There were two responses that met all of criteria requested in the RFP. The results are as follows (GST is not included in the prices below):

RC Strategies	\$77,480.00 plus disbursements
Spur Communications	\$77,590.63 – Core option (plus disbursements), \$125,431.25 – Enhanced option (plus disbursements)

The third submission, Moe Nadeau Consulting (\$75,000.00 plus disbursements), did not contain the level of detail requested.

### SECTION 3: DETAILED ANALYSIS

#### 3.1 Financial Considerations – Cost and Resource Allocations:

**Included in Financial Plan:**  Yes  No **Financial Plan Amendment:**  Yes  No  
**Debt Bylaw Required:**  Yes  No **Public/Gov't Approvals Required:**  Yes  No

To support the community engagement project serving S222 & S227 (Castlegar & District) a budget of \$70,000 is recommended for 2024. This budget will include consulting fees (\$45,000), disbursements (~\$8,000), advertising (\$2,000), and a contingency (~10% - \$5,500). Any remaining funds will be used towards future design work.

A budget of \$100,000 has already been established for the Nelson Campus Study (S226) project. Project costs in 2024 are anticipated to utilize approximately \$55,000 of these funds. It is expected that any remaining funds will be utilized to further the work of this project after the results of the consultation project are known.

#### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

n/a

#### 3.3 Environmental Considerations

n/a

#### 3.4 Social Considerations:

n/a

#### 3.5 Economic Considerations:

n/a

#### 3.6 Communication Considerations:

There are multiple community engagement projects occurring within Community Services and possibly within other Departments of the Regional District. Communication efforts to coordinate engagement activities will be critical for all projects.

#### 3.7 Staffing/Departmental Workplan Considerations:

The project is in the 2023-2024 work plan for Community Services staff.

#### 3.8 Board Strategic Plan/Priorities Considerations:

- To Excel in Governance and Service Delivery
- To Manage our Assets and Operations in a Fiscally Responsible Manner

### SECTION 4: OPTIONS & PROS / CONS

**Option 1:** That the Board direct staff to award the contract for the Community Services Public Engagement Project to RC Strategies.

**Pros:** The proponent specializes in Parks & Recreation planning and policy development and has the technical expertise specific to the recreation field. Work plan can be completed within the requested timelines. Pricing is competitive. RC has a long history of doing projects with the Regional District making our services known

entities to them. It is believed the previous work this organization has done with the Regional District will be a significant benefit to this project. They are a known entity who has done excellent work for the organization previously.

Cons: A new organization to the Regional District may be able to provide totally new perspectives.

**Option 2:** That the Board direct staff to award the project to Spur Communications.

Pros: When considering the “Core” option presented in the proposal, the costs are comparable. The proponent does have local government experience.

Cons: The proponent does not have the technical knowledge or experience related to the recreation field that is felt to be important to these projects. Both options proposed by Spur would require staff to allocate or find alternate resources to support the project areas not included at this price point. The “enhanced” option is more comprehensive engagement but comes at a high budgetary price point.

## SECTION 5: RECOMMENDATIONS

That the Board award the project for the Community Services Public Engagement Projects to RC Strategies; and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$77,480 plus GST and disbursements; AND FURTHER, that the Board direct staff to fund the Community Services Public Engagement Projects from Nelson and District Community Facilities, Recreation and Leisure Service (S226) and the Castlegar and District Regional Facilities, Recreation, Parks and Leisure Service (S222).

Respectfully submitted,  
Trisha Davison, Regional Manager – Recreation & Client Services

## CONCURRENCE

Chief Administrative Officer – Stuart Horn                      **Approved**  
General Manager - Community Services, Joe Chirico                      **Approved**



# Board Report

**Date of Report:** November 29, 2023  
**Date & Type of Meeting:** December 14, 2023 RDCK Open Board Meeting  
**Author:** Dan Séguin, Manager of Community Sustainability  
**Subject:** Emergency and Disaster Management Act  
**File:** <\\files\RDCK\14\7625\20\1.0 Emergency Management Framework\2023 New Program Legislation>  
**Electoral Area/Municipality:** All

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is twofold: 1) inform the Board about upcoming legislative and regulatory changes related to disaster and emergency management that affect local authorities (the new Emergency and Disaster Management Act and related Regulations for Local Authorities ), and 2) to recommend that the Board direct staff to review and update the Emergency Program Executive Committee's Terms of Reference and schedule a January workshop where the Board will review the changes in more depth and contribute to the feedback that the RDCK will provide EMCR on the development of regulations for local authority emergency management before January 31, 2024.

**Recommendation:** That the Board direct Staff to review and update the Emergency Program Executive Committee's Terms of Reference in preparation for the upcoming changes to provincial emergency and disaster management legislation AND FURTHER that Staff schedule a 3-hour Board workshop in January during which feedback will be drafted for the Province regarding the Regulations for Local Authorities.

## SECTION 2: BACKGROUND/ANALYSIS

### SUMMARY

On November 8, 2023, the Emergency and Disaster Management Act (EDMA) Came into Force and replaced the Emergency Program Act. As part of the phased implementation of the legislation, the Province of BC is developing regulations that are anticipated to be introduced starting in 2023 and through 2025. While details about EDMA regulations are still being developed, Staff have identified a series of concerns related to an increase in local government responsibilities, requirements, and expectations.

### Key Changes for Local Authorities:

*Source: BC's Modernized Emergency Management Legislation: Regulations for Local Authorities*

The new statute reflects several key policy shifts that have been informed by best practices in emergency management, partner engagement, and co-development with First Nations. While the Emergency Program Act focused primarily on emergency response, EDMA now includes the four phases of emergency management —

preparation, mitigation, response, and recovery — and outlines what is required from EM stakeholders in each phase.

Under the existing regulations, local authorities must:

- Prepare local emergency plans that reflect potential emergencies and disasters that may affect any or all of an area within their jurisdiction;
- Include an assessment of the relative risk that a given type of emergency will occur, along with its potential impact on people and property; and
- Establish priorities for restoring essential services provided by the local authority.

Some of the key changes for local authorities in the new legislation that may be further detailed through regulations include:

- Clear requirements for risk assessments, emergency management plans, disaster risk reduction measures, and business continuity plans;
- A framework for multijurisdictional emergency management organizations (MJEMOs);
- Requirements to consult and cooperate with Indigenous governing bodies;
- Reporting within 120 days to the Province anytime a local State of Local Emergency is declared, with rationale if consultation did not occur with Indigenous governing bodies ;
- Authorize a qualified person to provide a service or give assistance during declared State of Emergency or declared recovery period;
- Monetary penalties for non-compliance by local authorities;
- Defined 'renewable' 90 day recovery period with access to recovery powers, and;
- Recognition of Volunteer organizations and what role local authorities may play in managing these.

Broad engagement is currently underway on the development of regulations for local authority emergency management and post-emergency financial assistance, and the Province has set a deadline of January 31<sup>st</sup>, 2024 for feedback on the Regulations for Local Authorities. This report summarizes Staff concerns within the new legislation, potential impacts on the RDCK, and begins to outline the need for additional resources (funding and staff) that will be needed to meet newly outlined obligations (a more thorough business case to follow in January).

### **RDCK Emergency Program Executive Committee**

The RDCK Emergency Program Executive Committee (EPEC) provides oversight for and strategic direction to the Emergency Program. While this committee is accountable to the Board for making recommendations with respect to the emergency program in accordance with the Emergency Management Framework Bylaw No. 2210 and 2011, its Terms of Reference (TOR) are currently aligned with the now replaced Emergency Program Act. Consequently, for EPEC to receive and review upcoming changes to the RDCK Emergency Program, its TOR need review and updating.

### **BACKGROUND**

In 2018, B.C. adopted the United Nations Sendai Framework for Disaster Risk Reduction, which outlines international best practices to address and reduce disaster risk, and the province has since then been taking action to align with this global strategy to increase preparedness and resilience. The following year, the Declaration on the Rights of Indigenous Peoples Act (DRIPA) became law in B.C. and its principles are at the foundation of the Province's modernized emergency management legislation.

The Ministry of Emergency Management and Climate Readiness (EMCR) coordinates British Columbia's response to emergencies and disasters. As such, the EMCR has introduced new legislation to repeal and replace the existing provincial Emergency Program Act to align with the Sendai Framework and DRIPA. The new proposed act, Bill 31 (the Emergency and Disaster Management Act - EDMA), was introduced in early October and Came into Force on November 8, 2023.

EDMA sets the overall framework for emergency management in B.C. It establishes the key requirements, powers, and responsibilities of regulated entities, such as the RDCK. Regulations provide finer details on areas identified in the statute and will be updated or created to lay out the specifics of how the Act will be implemented. While Local Authorities were not given opportunity to provide input on the Act prior to its introduction in the Legislature, they are now invited to provide feedback on the upcoming changes to the Local Authority Emergency Management Regulations and the Disaster Financial Assistance program.



Figure 1 Hierarchy of Legislation

The full text of Bill 31 can be found here:

- <https://www.bclaws.gov.bc.ca/civix/document/id/bills/billscurrent/4th42nd:gov31-1>

### Interim resources

New guidance and informational materials are being added on a regular basis. Below are the currently available materials.

Read the [Emergency and Disaster Management Act](#)

### Guidance documents

[Technical paper - B.C.'s Modernized Emergency Management Legislation: A New Framework for Disaster Risk Reduction, Response, and Recovery \(PDF\)](#)

The technical paper is a comprehensive document to help local authorities and emergency management practitioners prepare for implementation of the new legislation.

### Factsheets

[Interim guidance on Indigenous Engagement Requirements \(PDF, 217KB\)](#)

Overview of interim guidance on Indigenous engagement requirements for local authorities.

[When Does B.C.'s New Emergency Management Legislation Come into Effect? \(PDF, 183KB\)](#)

Information key components now in force and those coming into effect through regulations.

[Multijurisdictional Emergency Management Organizations \(PDF, 152KB\)](#)

This document introduces the concept of how multiple jurisdictions can formally collaborate on emergency management.

[Definition of Emergency \(PDF, 190KB\)](#)

Explanation of the updated definition of emergency.



## Engagement opportunities

- [Emergency Management Regulations](#)

## ANALYSIS

In principle, EDMA and accompanying regulations are a bold step in a positive direction for the Province in helping to address the changing hazard landscape in BC. Further, as the Act incorporates all four phases of emergency management – mitigation, preparedness, response and recovery – it will be better positioned to address the cascading disasters and emergencies the RDCK is likely to face in the coming years given our changing climate.

While EDMA brings important changes to emergency management in BC, RDCK Staff, other regional districts, some First Nations, as well as other partner agencies, have concerns about increasing demand on Local Authorities, due to the increase in responsibilities, requirements, and expectations being placed on them. The following section outlines some key changes and areas of concern for the Board of Directors to consider.

### **Misalignment to Regional District Governing Structure**

Given the immense geographic scale and unique mandates of regional districts, the new requirements for risk assessments and emergency management plans will be a significant challenge for the RDCK. At the onset, the new Act seems tailored to municipalities rather than regional districts, something that could and should be addressed in the Local Authority Regulations in early 2024.

One uncertainty with the RDCK, given the Crown Land within, is the lack of clarity for what will be required in the risk assessments, what level of detail the risk assessments must contain, and what will need to be added to the Provincial risk assessment. However, in Section 166 (d) of Bill 31, the Minister may identify through regulations that certain areas within a regional district will not require risk assessments.

Furthermore, a new definition for “emergencies” is articulated in the Act to include terrorism, rioting, and security threats. While these may indeed become emergencies, the RDCK does not have jurisdiction or direct control of law enforcement. Furthermore, residents could perceive this as overreach by the government. It is not yet clear what the RD’s role would be in such emergencies. Similarly, the new Act outlines that Local Authorities now have the power to control and restrict business activities and events during a declared State of Local Emergency (SOLE). Without clear provincial guidelines, this shift could lead to contentious situations. One such example could be if the RDCK chose to cancel a music festival during wildfire season due to a perceived increased risk.

A possible way forward that Staff will recommend to the Province, as other regional districts are proposing, is to explore the option of creating two Local Authority regulations under the new act: one for municipalities and another for regional districts. This would allow the Province to better nuance differences in capacity and legislative authority between these two types of local authorities.

### **New Requirements and Workload Implications**

#### *Consultation, Collaboration and Cooperation*

The new Act requires local governments to consult and cooperate with adjacent local governments, as well as Indigenous Governing Bodies (IGB), in all four phases of emergency management. Once regulations for municipalities and regional districts are in force, they will be required to consult and cooperate with IGBs on risk assessments and emergency management plans. During the response and recovery phases, consultation and cooperation is required when a municipality or regional district plans to use certain land-based response or

recovery powers. Furthermore, EDMA outlines a requirement to consult, collaborate and cooperate with any IGB that represents at least one First Nation within, adjacent to, or having traditional territory within the regional district. This is a positive step forward in reconciliation and Staff look forward to receiving the promised more robust guide on the Indigenous Engagement Requirements, which is under development. At this time, Staff note that this will require significant and meaningful consultation IGBs in our area, which in turn will also account for a significant amount of staff time to undertake this level of engagement. The Province may choose to support the creation of new partnerships and governing bodies, but that is not yet clear.

Importantly, this is BC's the first major piece of legislation that considers the tenets of the UN Declaration of Rights of Indigenous People (UNDRIP) and the province's corresponding DRIPA. Among other changes, EDMA recognizes that the inherent right of self-government of Indigenous peoples includes authority to make laws in relation to emergency management, requires collaborative emergency planning, culture safety and recognizes the importance of local Indigenous knowledge.

#### *Risk Assessments*

As discussed, EDMA requires Local Authorities to identify all reasonably foreseeable hazards, assess associated risks and potential impacts. While the RDCK has made great strides in its risk assessment, it is not clear if our Hazard Risk and Vulnerability Assessments (HRVAs) will meet the scope and level of details required by the new Act. This change has a direct impact on existing emergency plans which will also need to be revised to meet the new requirements.

#### *Business Continuity Plans*

Municipalities and regional districts will be required to have business continuity plans that describe how they will ensure the continued delivery of essential services during an emergency (e.g. waste and recycling, emergency response, building inspection service, bylaw enforcement, etc.). While some RDCK departments have undertaken this type of planning, others have not, which will be an additional workload for Staff across the organization. Furthermore, the same planning will be required of our partnering municipalities, whom may not have the capacity to fulfill their new obligations.

#### *Expanded Evacuation Support*

The new act calls for a focus on intersectionality and supports for vulnerable populations, as well as animals with an expanded definition that includes pets. This will pose a significant challenge for the RDCK given its large geography, especially considering that we do not engage in domestic pet licensing or undertake social support programs for vulnerable populations, which is the responsibility of other provincial ministries. Agriculture Relocation is already a labour-intensive component for RDCK staff during emergencies, and requires external consultants to liaise with the ranching communities and coordinate the claim process; adding further requirements for housing domestic animals will exacerbate an already complicated and onerous process.

#### *Multi-jurisdictional Emergency Management Organizations (MJEMOs)*

Under the new Act, local governments may form or join a Multi-jurisdictional Emergency Management Organization (MJEMO) with other local governments, Indigenous Governing Bodies, and the Province. This is a new approach and will build on the ongoing partnerships we have formed with other governments in areas such as the Ktunaxa, Sinixt Confederacy, Sewpenc, Syilx (Okanagan Nation Alliance), RDKB, and RDEK, to name a few. However, as an RD, this will mean that we will be members of many different MJEMOs concurrently, which could pose a significant workload both inside and outside of our legislated jurisdiction.

### Funding and Staff Capacity

The new EDMA and obligations within it will require additional staffing capacity and/or consultant support, be it to conduct the work (risks assessments and update the current plans) or to apply for/manage/monitor/report on grant funding (if available). Further, this assumes that grant funding will continue to be available rather than new changes all being paid for through taxation. New grants streams may become available to align and support the new legislation, or better, clear and consistent funding to align with the new mandatory scope. However, at this time that remains unknown and consequently uncertain.

The extent of the new responsibilities being placed on local authorities will also be a factor in the RDCK Emergency Program’s current level of support to participating municipalities (Castlegar, Silverton, Village of Slocan, Nakusp, New Denver, Kaslo, Nelson, Salmo and Creston). It is not yet known how the new Act’s implementation responsibilities will be divided between the RDCK and participating municipalities, or how Staff will maintain support for these municipalities given the increased requirements of the new Act.

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov’t Approvals Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

As noted previously, the new requirements of EDMA will place a new and significant workload on local authorities, but regional districts will be particularly challenged. While Staff cannot yet quantify what the additional workload will be required in terms of financial investment and subsequent taxation increases until the new Local Authority Regulations are complete, published, and analyzed, given what is currently known, investments will be foreseeably considerable.

### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

EDMA will require a series of interdependent changes to RDCK bylaws, Emergency Program Executive Committee terms of reference, as well as bylaws and service agreements with our partnering municipalities. The final scope of required changes will not be known until the new regulations are in place. In the interim, Staff are assessing potential changes, and strategizing a way forward.

### 3.3 Environmental Considerations

None.

### 3.4 Social Considerations:

Public opinion/perception about governments and response agencies exercising disproportionate powers over residents and communities could lead to contentious situations. As articulated in the analysis, parts of the Act extend government powers beyond the previous Act. While there are sound rationale for these powers, some residents have already provided staff feedback about their concerns on the matter.

### 3.5 Economic Considerations:

Given the amplitude of change, there will be a need for additional resources in the coming years, which may require an increase in taxation for RDCK residents and partner municipalities.

### 3.6 Communication Considerations:

The significance and depth of changes could require, or at least benefit from, additional public education campaigns as changes roll out. Furthermore, Staff are already fielding emails from concerned citizens about the new Act and Regulations.

### 3.7 Staffing/Departmental Workplan Considerations:

In addition to 3.1, considering the volume of new obligations to local government contained within the new act, additional capacity will be necessary to meet the new requirements laid out above. Also, there is a possibility of more consultants being required to support the additional workload and required subject matter expertise.

### 3.8 Board Strategic Plan/Priorities Considerations:

1. To Excel in governance and service delivery.
2. To strengthen relationships
3. To adapt to the changing climate

## SECTION 4: OPTIONS & PROS / CONS

N/A – for information only.

## SECTION 5: RECOMMENDATIONS

That the Board direct staff to review and update the Emergency Program Executive Committee's Terms of Reference in preparation for the upcoming changes to provincial emergency and disaster management legislation AND FURTHER that Staff schedule a 3-hour Board workshop in January during which feedback will be drafted for the Province regarding the Regulations for Local Authorities.

Respectfully submitted,  
Dan Séguin – Manager of Community Sustainability

## CONCURRENCE

GM of Development & Community Sustainability – Sangita Sudan	Approved
Chief Administrative Officer – Stuart Horn	Approved

Attachment A: BRD-EPEC-TERMS-OF-REFERENCE-ATTACH01



## Emergency Program Executive Committee

# Terms of Reference

### Purpose of Committee

The RDCK *Emergency Executive Committee* provides policy oversight for the Regional District and serves as the policy group during an emergency event in accordance with the Emergency Management Framework Bylaw No. 2210, 2011.

The committee promotes and oversees the Regional District emergency program. This includes ensuring that the Regional District has effective Emergency Response and Recovery Plans, the standardized emergency procedures and communications, training and the availability of emergency personnel and resources.

The committee provides direct **oversight and policy direction** during emergency response and recovery, including:

- a) frames emergency issues for the Board;
- b) provides strategic direction in support of the emergency;
- c) establishes policies for the use or allocation of resources in support of an emergency;
- d) determines the need for disaster assistance funding requested thru Emergency Management BC;
- e) establishes policies that support the sharing of resources among sub-areas and partner municipalities;
- f) Attends the RDCK office as required to exercise the duties of the Policy Group.

## Members and Meetings

- a) There is hereby established an Emergency Program Executive Committee comprised as follows (Bylaw 2210, 2011):
  - i. Board Directors, on a rotational basis as directed by the Chair;
  - ii. Chief Administrative Officer or designate;
  - iii. Administrators of the municipalities; and
  - iv. such other members from the Regional District and/or emergency service areas as designated by the Chief Administrative Officer.
- b) The Emergency Program Executive Committee meets on an as needed basis but should meet at a minimal of once a year to establish committee members, and review purpose and role of committee before, during, and after emergency events.
- c) At the first meeting held each year, the Executive Committee shall appoint a Chair from among the members
- d) The Director(s) of an electoral area in which an emergency has been declared will serve as a member of the Policy Group if they are not already a member of the Executive Committee /Policy Group.

### Board Resolution

256/13

That the RDCK Board Chair appoint a standing Emergency Program Committee that will act as the policy group for the Emergency Operations Centre and will meet as needed with expenses only to be paid; and further, that the committee be comprised of the following members:

1. RDCK Board Chair
2. RDCK Board Vice-Chair
3. RDCK Chief Administrative Officer
4. One director from Electoral Areas A, B, C, G, Salmo, Creston
5. One director from Electoral Areas D, E, F, Kaslo, Nelson
6. One director from Electoral Areas H, I, J, K, Nakusp, Silverton, New Denver, Slocan, Castlegar

AND FURTHER, that each Emergency Program Committee member receive advanced Emergency Preparedness, Emergency Response and Recovery and Emergency Operations Centre training.

## Roles and Responsibilities of RDCK Directors in Emergencies

Section 4 of the RDCK Emergency Program Management Plan

The role of the Board is to provide strategic oversight of the emergency management program, and in so doing to establish over-arching priorities for the Regional District during an emergency. The Board approves *Declarations of a State of Local Emergency*, and fulfills all necessary high level responsibilities in support of the emergency event.

A key Board responsibility is to provide members for the *Emergency Program Executive Committee*, which is the mechanism through which policy, operational, logistic and financial coordination is provided during an emergency.

Individual Directors do not have a role in emergency events outside of participation as a Board member or member of the Emergency Program Executive Committee/Policy Group. During an emergency event, individual Directors shall:

- not communicate with media in an official spokesperson capacity during an emergency event.
- not attend the EOC or contact EOC staff directly.
- not liaise with other agencies or levels of government during an emergency event.
- communicate only with RDCK Chair (or designate) or CAO.
- attend the RDCK office as required to perform the duties of the policy group.

The Board Chair or his/her designate will serve as the spokesperson for the RDCK Board in an emergency event.

### Reference

- RDCK Bylaw No.2210, 20122: A bylaw to establish and maintain an emergency management framework for the Regional District of Central Kootenay
- Board resolution 256/13: committee membership
- Emergency Program Management Plan, 2014 revision
  - Posted on escribe October 2014



# Board Report

<b>Date of Report:</b>	November 13, 2023
<b>Date &amp; Type of Meeting:</b>	December 14, 2023 Open Board Meeting
<b>Author:</b>	Paris Marshall Smith, Sustainability Planner
<b>Subject:</b>	2023 RDCK Community Ambassador final report
<b>File:</b>	5200-20-CAS-CAP-YCC
<b>Electoral Area/Municipality:</b>	All Areas

## SECTION 1: EXECUTIVE SUMMARY

This report provides the final report for the inaugural Community Ambassador program. The Community Ambassadors program was run in partnership with Youth Climate Corps through Wildsight and the City of Nelson.

This report is for information only.

## SECTION 2: BACKGROUND/ANALYSIS

### PROGRAM SUMMARY:

The Community Ambassador program is a collaborative initiative forged by partners: Wildsight, the City of Nelson, and the Regional District of Central Kootenay. It began as a pilot partnership between Wildsight and the City of Nelson during the summer of 2022. The program provides outreach of existing regional programs and services and led to a notable increase in community engagements throughout the season.

Beyond direct community engagement, the Ambassadors also had individual project. These investigations included topics of particular significance to the RDCK such as active transportation, circular economy practices, and soil stewardship.

### WHAT HAPPENED - SUMMARY OF ENGAGEMENT:

Over 16 weeks from May to August 2023, the Community Ambassadors engaged in face to face outreach in 12 communities across the region. They catalogued their conversations and observations including collecting quantitative information about where and when, as well as more qualitative information such as specific questions, impressions on the crew's presence and the level of interest that individuals displayed toward specific programs. If an interaction became a meaningful conversation if it went beyond a yes/no question.

#### Highlights

- 56 days in 12 communities across the RDCK
- 789 unique interactions
- 223 meaningful conversations



- 27 FireSmart assessment registrations
- 62 survey responses
- Many people had positive associations with Firesmart and Watersmart materials
- Questions were often asked about water restrictions, water fees, REEP, composting, recycling, RDCK meeting dates, building and zoning codes/bylaws, grab-and-go bags
- As the season progressed, the crew increased their civic literacy and passed that learning on to residents such as being able to distinguish between municipal, regional and provincial responsibilities

For a full report, please see Attachment A – BRD-YCC-CA-final report\_ ATTACH01

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

**Included in Financial Plan:**  Yes  No      **Financial Plan Amendment:**  Yes  No  
**Debt Bylaw Required:**  Yes  No      **Public/Gov't Approvals Required:**  Yes  No

The RDCK provided both in-kind staff time and a cash contribution of \$40,000 from the Local Government Climate Action Program for this 2 year project.

### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

None at this time

### 3.3 Environmental Considerations

This project supported youth in making climate related choices as consumers, workers, decision-makers and entrepreneurs of our future. And also provided opportunities for the RDCK to be influenced by youth, to adapt are policies and programs to new ideas and perspectives.

### 3.4 Social Considerations:

This unique workforce increased public understanding of and participation in local government programs throughout the region.

### 3.5 Economic Considerations:

This project funded 4 full time jobs directly through the hiring of diverse local youth (ages 17-30) for the Climate Action Ambassadors (CAA) positions and one part time job involved in supporting the work of the CAA at Wildsight, the RDCK, and participating municipalities.

Spending project funds on events, training courses, marketing and promotional outlets, equipment, travel (including vehicles, fuel, and accommodation), and other miscellaneous goods and services will also support jobs and economic growth in our region.

### 3.6 Communication Considerations:

None at this time.

### 3.7 Staffing/Departmental Workplan Considerations:

None at this time.

### 3.8 Board Strategic Plan/Priorities Considerations:

1. Coordinated delivery - Increase public understanding of and participation in local government programs and how they support climate action.
2. Economic development - Create training-intensive employment for young adults that will increase retention and attraction of youth and increase locally available skilled labour (both immediately and by increasing subsequent enrollment in post-secondary education and/or trades training).
3. Economic development - Build a more inclusive region and address youth concerns by helping young people do work that both addresses climate change and prepares them for successful careers, with special attention to diversity.
4. Climate action - Refine the Community Ambassador model and develop tools other communities can use.

## SECTION 4: OPTIONS & PROS / CONS

This report is for information only .

## SECTION 5: RECOMMENDATIONS

This report is for information only.

Respectfully submitted,  
Paris Marshall Smith, Sustainability Planner

## CONCURRENCE

Chief Administrative Officer – Stuart Horn

Approved

General Manager of Development and Community Sustainability Services – Sangita Sudan

Approved

Manager of Community Sustainability Services – Dan Seguin

Approved

### ATTACHMENTS:

Attachment A – BRD-YCC-CA-final report\_ ATTACH01



# wildsight

## Community Ambassadors' Season Report

May - August 2023

Contributed to by Wildsight West Kootenay Youth Climate Corps Crew Members  
Angela Lacroix , Daniela Sirois , Deity Daunheimer , Rhiannon Isaacs



## Season Summary

*It was interesting to be a part of and see how our regional district conducts business. That is not something the average person gets to engage in and I found it to be very educational. -Deity*

### Outline of Season

Our season started out with a two-week training period, in which we met with staff from both the City of Nelson and the Regional District of Central Kootenay. We spent this time becoming familiar with the many different programs available, so as to be well-versed before engaging with the public. Following this period, the community ambassadors began attending farmers' markets and community events across the region and engaging with residents. Alongside regular market attendance, community ambassadors embarked on several educational field trips. These included a trip to the Sandon micro-hydro power station, the Harrop-Procter community forest, as well as the xeriscape gardens in Bonnington and Crescent Valley. Additionally, the ambassadors received their Occupational Level One First Aid in May.

Through June and July, ambassadors also dedicated significant time to each of their respective investigation projects for the RDCK. These included projects on soil stewardship, circular economy, and transportation.

### Objectives and Achieved Outcomes

Over the course of the season we had multiple objectives associated with creating an interactive booth and completing an investigation project.

As a group, we created a booth with multiple informational pamphlets, giveaway baskets and high-impact actions. We were able to secure multiple different giveaway prizes by donation. In addition, we also created various high-impact actions such as a mini recycling centre to demonstrate how to recycle properly at the RDCK depot locations.

Each of us also successfully completed an investigation project in which we explored soil stewardship, circular economy and transportation. We hope these investigation projects will help propel the RDCK forward.

### Obstacles and Opportunities for Growth

Having clear expectations and goals from each party will help mitigate communication issues and maximize productivity. The cohort struggled on clarity as a group on the expectations of the RDCK, as some of the tasks seemed daunting. Having clear expectations of each other at the beginning is a good way to resolve this issue and respect everyone's time and goals.

### **Regional District Engagement Analysis**

#### **What was a common concern or theme raised in the various communities?**

In August, concerns circulated around how garbage pickup is not frequent enough and needs more options for dealing with compost. Additionally, requests for improved transit within the RDCK was highlighted multiple times this season as the buses keep getting cancelled and are affecting people's commute to work and such. Over the season, many people had positive associations with Firesmart and Watersmart materials. Whereas, REEP was not widely accepted by people in the communities.

#### **What topic received the most questions or concerns from the public?**

A few people indicated questions about other options for dealing with compost outside of a pickup service and if garbage pickup could be done more frequently. Also, some questions circling water restrictions and water fees came up with relative frequency. Over the season, multiple questions about REEP and recycling were asked.

#### **Was there anything (information, resources) requested by the public that was not currently available at the booths?**

Some individuals have expressed a desire to have a list of RDCK meeting dates be made available. There are also some people interested in building and zoning codes/bylaws, as many people are interested in doing home renovations. In the past, people wanted information on composting, grab-and-go bags, seed types and water restrictions.

**What are some areas or programs which are receiving lots of positive feedback from the public?**

The Firesmart program has caught many peoples' interest through its rebates and free services provided. We also had multiple people interested in the provincial energy rebate programs, specifically for doors and windows. Overall, Firesmart and Watersmart have repeatedly had positive responses.

**What are some areas or programs which have been receiving negative feedback from the public?**

One person had issues with Firesmart as they left woody dry debris and destroyed a mossy environment when they were doing a forest cleanup in their community. In the past few months collectively, negative feedback has been associated with struggles with bus transportation and the expenses of the Step Code.

**Common threads throughout August/ Short August summary.**

We did not attend as many markets this month due to other work duties. However, we gained some valuable insight surrounding how people feel about garbage pickup and composting practices. People feel they need to have more frequent garbage pickup, compost pickup or other options to deal with food waste.

**August Data**

	<b><u>Number of Meaningful Conversations</u></b>	<b><u>Recurrent Questions</u></b>	<b><u>Recurrent Comments</u></b>	<b><u>Program Interest Tally by Area</u></b>
<b>Nelson and Area E &amp; F</b>	9	What does the red light before it turns green mean on the Food Cycler?	Need for better and more frequent transit connecting neighbouring communities. In particular, more transit is needed to Slokan, Salmo and Trail from Nelson.	<b>RDCK Climate Action Plan: 4</b>  <b>Nelson Next: 2</b>  <b>Water Smart: 0</b>  <b>FireSmart: 0</b>  <b>Resource Recovery: 0</b>  <b>Other: 0</b>

<p><b>Castlegar and Area J &amp; K</b></p>	<p><u>3</u></p>	<p>How is water licensing decided?</p>	<p>-Heat pumps do not work in this area, as they do not heat and cool properly. -Water levels are low due to dam fluctuation on the other side of the Castlegar dam: this is alarming.</p>	<p><b>RDCK Climate Action Plan: 2</b></p> <p><b>Water Smart: 1</b></p> <p><b>FireSmart: 0</b></p> <p><b>Resource Recovery: 0</b></p> <p><b>Other: 0</b></p>
<p><b>Creston and Areas, A,B &amp; C</b></p>	<p>3</p>	<p>- If there was to be a fire close by, how would we be notified? -When is the referendum to decide if we will be getting garbage pickup?</p>	<p>-Very high need for better public transit in the Creston area, especially to access medical services.</p>	<p><b>RDCK Climate Action Plan: 0</b></p> <p><b>Water Smart: 0</b></p> <p><b>FireSmart: 1</b></p> <p><b>Resource Recovery: 3</b></p> <p><b>Other: 1</b></p>
<p><b>Kaslo &amp; Area D</b></p>	<p><u>20</u></p>	<p>-Are there rebates available for small-scale and cost upgrades? (e.g. For one window) -Can I get help removing invasive species from my property?</p>	<p>-We need better watershed protection across the province! -The RDCK doesn't support float houses despite them being super eco-friendly.</p>	<p><b>RDCK Climate Action Plan: 5</b></p> <p><b>Water Smart: 5</b></p> <p><b>FireSmart: 2</b></p> <p><b>Resource Recovery: 0</b></p> <p><b>Other: 9</b></p>



### **How have questions from RDCK residents been addressed through the work of Ambassadors?**

**Deity:** There were multiple questions about composting and we realized through conversations that many people were using backyard composting incorrectly. As a part of my investigation project, I created a composting pamphlet to highlight the correct steps for backyard composting. This will hopefully help the public compost correctly and provide the information they were looking for.

**Daniela:** Whenever there were questions received from the public for which we did not have an answer, we made sure to either direct individuals to a Regional District staff member or take the contact member of the individual so that we could do research and get back to them at a later date once we had the answer. Additionally, we did our best to make any resources available at our booth if there was a need expressed by residents.

**Angela:** With a portion of questions asked, we were able to reference information we were briefed on at the beginning of the season, referring to relevant booklet materials when possible. If the questions were about the function of the food cyclers we were able to use it as a frame of reference and demonstration.

## **City of Nelson Engagement Analysis**

### **What was a common theme raised?**

- Garbage pick-up is needed more frequently.
- Apprehensions about perceived potential restrictions on gas-powered vehicles and wood stoves, leading to frustration among a few individuals.
- There were also many concerns about when and if Foodcyclers would reach people outside city limits.

### **What topic received the most questions or concerns from the public?**

The topic that received the most questions and concerns from the public was related to the Foodcycler. People had numerous inquiries about its cost, availability, functionality, and maintenance. Additionally, there were questions about waste management, organics pickup, water restrictions, and the possibility of implementing a xeriscape garden at Lakeside Park.

**Was there anything (information, resources) requested by the public that was not currently available at the booths?**

There were requests for a map of the Nelson bike route for residents to take with them.

**What are some areas or programs which are receiving lots of positive feedback from the public?**

While also fielding the most amount of concerns and/or questions, the Foodcycler initiative has received the most positive responses.

**What are some areas or programs which have been receiving negative feedback from the public?**

- There have been concerns about potential restrictions on the purchase and travel of gas-powered vehicles, which are not explicitly tied to any programs, but are attributed to local government sentiment overall.
- There was a comment about the FoodCyclers, "Gadgets as a solution to control waste will use more electricity. (We) should use what we have. " While the idea of using gadgets for waste control might be appreciated for its innovative approach, there's concern about potential increases in electricity consumption. The feedback emphasizes the importance of utilizing existing resources efficiently to address waste management challenges.

**Common threads throughout August/ Short August summary.**

In August, notable themes include wanting a public-access floating house community, advocating for weekly trash pickup in Nelson, exploring biodigesters for gas from compost, seeking clarification about the Foodcyclers, and endorsing a sustainable approach over gadget-heavy waste control.

**How have questions from Nelson residents been addressed through the work of Ambassadors?**

Immediate answers at information booths, offer informative pamphlets tailored to specific inquiries and connect residents with experts by sharing business cards.

## **Ambassador Communications Investigation**

### **What techniques have been utilized to actively invite the public into conversations while working at events?**

**Deity:** Having a whiteboard with a conversation starter, such as a question, helps spark conversation with the public. I have also found it to be beneficial to have a takeaway item, such as a toilet bag, to spark conversation about the item and then ask the individual further questions about themselves and the programs. Also, people always love free stuff!

**Daniela:** Having free items such as the toilet tank bags was exciting to passers-by, and was a successful way of bringing the public into our booth. Having the prize draw basket on the table was also helpful, though individuals who participated in the survey in order to enter the draw did not typically want to engage in conversation, as they instead spent their time answering questions on the paper survey. As for my personal demeanour, I made sure to smile and say “hi” to everyone who walked by. This way residents felt invited to engage further, but not overly pressured.

**Rhiannon:** When working at events, I use techniques like friendly greetings and open-ended questions to welcome people into conversations. I also create a comfortable environment by maintaining a friendly demeanour and active listening, which encourages attendees to approach and engage. Visual prompts like whiteboards and branded clothing help initiate discussions, while personalized recommendations and storytelling deepen interactions. Incorporating interactive displays allows attendees to participate, and I find that these strategies collectively result in more meaningful conversations and a positive event atmosphere.

**Angela:** When it comes to receiving community feedback, having a whiteboard with prompts such as “How can transportation be improved in our community?” and “What are your thoughts on Waste Management in your community?” provided amazing entry points for people to approach our booth with feedback in mind. Guiding booth attendees through printed surveys, provided by the RDCK, quickly facilitated discussions surrounding topics brought up by the surveys. These surveys came with the promise of entry into a draw, which I believe felt doubly beneficial for those taking part.

### **Are there variations that have been explored with a booth set up, Ambassador appearance, and demeanour? What are they and have there been any demonstrable improvements?**

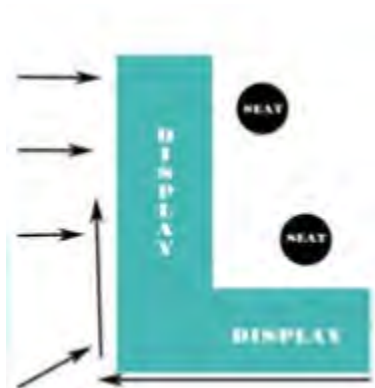
**Daniela:** Having our own ambassador shirts helped to signify what our role was to the public, as well as make us appear more uniform and cohesive. As for materials, having a wider variety of

materials made for a better chance that residents were interested in something or intrigued by one of the available programs, making them more likely to want to engage. At the beginning of the season, we had only material from a few select programs which made it more difficult to find something to connect with each individual and their respective interests.

**Deity:** Having a t-shirt with our affiliated employer helped de-escalate tension from the public thinking we were RDCK employees and allowing people to open up to us more. It also made us more presentable and professional to the public eye. I also found that it was sometimes helpful to stand up while talking with the public, as sometimes it could be loud at markets, which created a more friendly and inviting space.

**Rhiannon:** I've found that positioning myself behind tables at the booth, rather than leaving an open space, creates a more inviting atmosphere, encouraging people to approach. Incorporating branded elements like tents and table covers has boosted professionalism and attracted more participants to our space. Wearing recognizable branded T-shirts has made it easier for attendees to identify me and approach me for conversations. In terms of my demeanour, maintaining composure during conflicts and offering sincere apologies, along with useful information instead of corrections, has resulted in more positive interactions. These variations have collectively led to increased engagement, improving attendee experiences and fostering better connections and conversations.

**Angela:** Offering free, non-paper-based items relevant to our info topics really brought people into the booth and helped them feel like we may have more to offer them. The free toilet water tanks donated by the City of Nelson provided a great segue to talking about water conservation inside the home, and what techniques residents were using. Creating dimension in the booth displays also brought more interest, as there were more items one could see from afar. Arranging ourselves behind an L-shaped arrangement of two table displays proved to provide the most welcoming space. When market attendees felt they had to walk all the way inside the booth to interact with us, I believe there was a certain intimidation in how much commitment it required. The use of tasteful employee shirts was helpful in distinguishing our roles as community ambassadors: Working for Wildsight and partnering with the City of Nelson and the RDCK. Separating ourselves from each organization may have helped people feel like we are a neutral party.



**When considering language as a tool to connect to the public, have there been any techniques that have led to deeper interactions? What are some experiences that have stood out?**

**Deity:** Being able to reflect on what the individual is saying helps clarify what message they are attempting to convey. This is done by repeating what they said and allowing them to agree or correct your statement in a non-confrontational way. This has been proven to be effective for me during the season as it propels the conversation forward. I think simply trying to be personable with the individual yielded the best results. Just be friendly!

**Angela:** The following phrases, after a hello, and how are you doing today brought out some of the most engaged conversations, from what I observed.

“Have you heard about the Foodcyclers the City is providing yet?”

“Would you like a free toilet tank bag?”

“Would you like to enter our draw?”

“Do you have any feedback you would like the City/the RDCK to know about?”

“Would you be interested in receiving rebates to Firesmart your home? You could receive up to \$1000.”

When encountering pointed complaints based on misinformation we found it was more effective to allow the individual to let out their full length of conversation without much disagreement or correction. Instead, empathizing with the emotions and values behind their concerns in small degrees helped to stabilize the conversation, and often ended it. Sometimes people just really want to feel heard, especially when their contact with their local government is minimal.

Engaging in personalized conversations starting with common ground made people stay at the booth longer, and engage with more of our materials.

**Rhiannon:** When it comes to using language as a tool to connect with the public, I've found that engaging individuals by asking about their lives and interests allows them to lead the conversation. This approach has led to deeper interactions as it shows genuine interest in their perspectives. For instance, during a conversation about our REEP program, someone mentioned having a wood stove for heating. By directing them to a pamphlet on effective wood burning and suggesting they explore the wood stove exchange program, I was able to provide targeted assistance. Another technique I've used is recommending programs based on their specific needs, which often sparks meaningful discussions. These approaches have stood out to me as they foster more personal and relevant conversations, ultimately creating stronger connections with the public.

**Daniela:** Relating to residents and making sure they feel that their concerns are being heard helped to keep conversations positive. Assuring anyone with concerns that they were being

heard and their concerns would be passed along helped to keep conversations from escalating. I consistently found that starting off by asking residents if they had heard about the FireSmart program was a great way to start a conversation, as the reaction and association with this program were typically very positive. From there, it became easier to move into other programs.

### **Social Media Analysis**

**Overview of number of posts, and topics. Have there been any specific messages or stories that have been shared?**

#### **5 Posts Total:**

Post 1: The topic revolves around visiting the Sandons Micro Hydro Plant, a small town that generates all its power from a nearby creek. The post emphasizes the historical significance of such micro hydro plants in providing power to residents in British Columbia. **IG & Tiktok**

Post 2: The topic focuses on a tour around Nelson Hydro, a utility owned and operated by the municipality. The post highlights the process of generating, transmitting, and distributing power, and encourages an understanding of sustainable energy sources suitable for different areas. **IG & FB**

Post 3: The topic features the WKYCC team's visit to the RDCK Xeriscape Garden in Crescent Valley Beach Regional Park. The post highlights the insights and guidance provided by Gen Bergeron on WaterSmart gardening and sustainable landscaping, promoting thoughtful gardening practices. **IG & FB**

Our posts have been informative and promotional, aiming to raise awareness about sustainable energy sources, the Sandons Micro Hydro Plant, Nelson Hydro's unique system, and the RDCK Xeriscape Garden.

Post 4: The topic covers a day trip out to Harrop, BC, and the WKYCC learning about the basics and benefits of biochar. **IG and FB**

Post 5: The topic invites residents of the Nakusp area to visit the information booth at the Nakusp Fire Hall Market to learn about the programs and info available from the RDCK. **IG & FB**

## Site Traffic Overview

### Instagram

Post	1	2	3	4	5
Views	306	121	133	159	141
Likes	9	26	18	20	11
Shares	0	4	8	9	0
Comments	0	0	0	0	0

### Profile Growth over the span of 90 Days

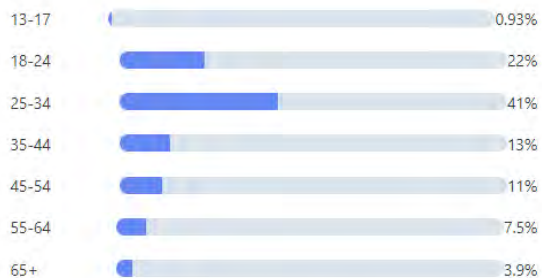
<b>45 + 18%</b> <small>NEW FOLLOWERS ⓘ</small>	<b>14,689</b> <small>IMPRESSIONS ⓘ</small>	<b>482</b> <small>PROFILE VIEWS ⓘ</small>	<b>25</b> <small>WEBSITE CLICKS ⓘ</small>
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### Our Demographics

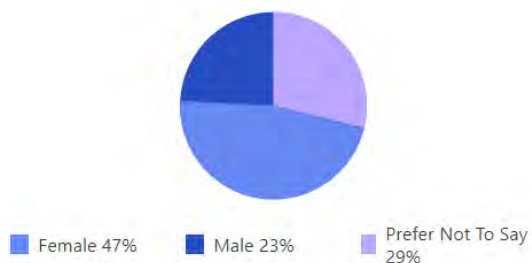
#### TOP COUNTRIES ⓘ



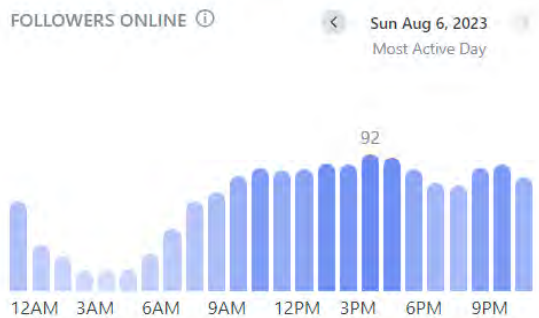
#### AUDIENCE BY AGE ⓘ



#### AUDIENCE BY GENDER ⓘ



#### FOLLOWERS ONLINE ⓘ



### Average Engagement Per Post

<b>139</b> AVERAGE REACH ⓘ	<b>20</b> AVERAGE LIKES ⓘ	<b>0</b> AVERAGE COMMENTS ⓘ
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**Tiktok**

Post	
Views	66
Likes	
Share s	
Com ments	

**Facebook**

(Views Currently unavailable)

Post				
Views				
Likes				
Share s				
Com ments				

**Instagram had the most engagement. Post 2 had the most engagement, but post 1 had the most views.**

**Recommendations for social media growth:**

Let's team up with other local organizations and share each other's posts. We could collaborate with Firesmart, the City of Nelson, and Various Market Socials. This way, we can reach more people and get our message out there.



We've had the most likes and comments on Instagram, so let's focus on using it as our main platform for posting.

People really enjoyed the video we shared about the [Sandon Hydro Station](#). To engage more folks, let's create more videos that capture interesting moments or information.

Our contests are exciting, like the monthly/seasonal draws. To make them even better, let's talk more about the cool prizes people can win. We could also partner with the businesses providing the prizes to spread the word together and attract more participants.

Don't forget to actively promote our upcoming events. Craft engaging content across various channels, such as social media, event pages, and newsletters, to build anticipation and encourage community involvement.

#### Season Data

	<u>Number of Meaningful Conversations</u>	<u>Recurrent Questions</u>	<u>Recurrent Comments</u>	<u>Program Interest Tally by Area</u>
<b>Nelson and Area E &amp; F</b>	86	<ul style="list-style-type: none"> <li>- When will Nelson residents be receiving their own FoodCyclers?</li> <li>- How much do food-cyclers cost?</li> <li>- Can we have a map of the bike routes around Nelson?</li> <li>- Will the food cyclist amendment attract animals?</li> </ul>	<ul style="list-style-type: none"> <li>-Animals have been getting into food-cycler amendment</li> <li>-Excited to receive food-cycler</li> <li>- Hopes for more frequent buses within Nelson and to adjacent areas.</li> </ul>	<p><b>RDCK Climate Action Plan: 22</b></p> <p><b>Nelson Next: 60</b></p> <p><b>Water Smart: 2</b></p> <p><b>FireSmart: 2</b></p> <p><b>Resource Recovery: 8</b></p> <p><b>Other: 5</b></p>

<p><b>Naku sp, Silverton and Area H &amp; K</b></p>	<p>22</p>	<p>-How much do FireSmart Home assessments cost? - Does having a FireSmart Assessment affect insurance costs? -What kind of grants are there for fuel mitigation on large-scale fire breaks?</p>	<p>-Need more clear information on how and what to recycle.</p>	<p><b>RDCK Climate Action Plan: 0</b></p> <p><b>Water Smart: 2</b></p> <p><b>FireSmart: 6</b></p> <p><b>Resource Recovery: 4</b></p> <p><b>Other: 6</b></p>
<p><b>Castle gar and Area J &amp; K</b></p>	<p><u>18</u></p>	<p>-Are the drought-resistant plants also non-invasive? -Is there a number to call to book a FireSmart Assessment?</p>	<p>-Wishing that more materials could be recycled, including agricultural materials of which there are large quantities. - The Step code is not affordable for most residents</p>	<p><b>RDCK Climate Action Plan:</b></p> <p><b>Water Smart:</b></p> <p><b>FireSmart:</b></p> <p><b>Resource Recovery:</b></p> <p><b>Other:</b></p>
<p><b>Creston and Areas, A, B &amp; C</b></p>	<p><u>33</u></p>	<p>-What is RDCK offering for free? -How much does REEP cost? -How will residents be notified in the event of an emergency?</p>	<p>-Clearer guidelines are necessary for watering restrictions -Very high need for better public transit in Creston area, especially to</p>	<p><b>RDCK Climate Action Plan: 9</b></p> <p><b>Water Smart: 7</b></p> <p><b>FireSmart: 7</b></p> <p><b>Resource Recovery: 5</b></p> <p><b>Other: 25</b></p>

			access medical services.	
<b>Salmo &amp; Area G</b>	<b><u>4</u></b>	n/a	Love the opportunity to save money on your energy bill with REEP.	<b>RDCK Climate Action Plan: 1</b> <b>Water Smart: 0</b> <b>FireSmart: 1</b> <b>Resource Recovery: 0</b> <b>Other: 2</b>
<b>Kaslo &amp; Area D</b>	<b><u>35</u></b>	<p>-Are there rebates available for small scale and cost upgrades? (ex. For one window)</p> <p>-Can I get help removing invasive species from my property?</p> <p>-Why are costs so high at transfer stations?</p> <p>-Why isn't RDCK speaking directly with residents to hear their concerns?</p>	<p>-Lack of direct interaction between RDCK staff and Kaslo area residents. Residents feel that their concerns are not being heard.</p> <p>-We need better watershed protection across the province!</p>	<b>RDCK Climate Action Plan: 11</b> <b>Water Smart: 5</b> <b>FireSmart: 2</b> <b>Resource Recovery: 4</b> <b>Other: 13</b>



**POLICY MANUAL**

**Number: 600-03-02**

**CHAPTER: ENVIRONMENTAL SERVICES**

**SECTION: WATER/SEWER**

**SUBJECT: WATER QUALITY REPORTS**

**BOARD RESOLUTION: 282/89**

**EFFECTIVE DATE: 18 MARCH 1989**

**REVISION DATE:**

**POLICY:**

It be policy of the Board that Water Quality Reports prepared by the area Health Units not be included on Board agenda but that copies be forwarded to the director(s) involved in the particular water system and to any other director(s) requesting copies.





# Board Report

**Date of Report:** December 1, 2023  
**Date & Type of Meeting:** December 14, 2023 Open Regular Board Meeting  
**Author:** Alex Divlakovski, Water Operations Manager  
**Subject:** Burton, Edgewood & Fauquier Water Systems: Operation and Maintenance – Services Agreement Award  
**File:** \\FILES\RDCK\06\2230\10\2023\2023-071-ENV\_BC\_HYDRO\_WATER\_SYSTEMS\01 PROCUREMENT  
**Electoral Area/Municipality:** Area K

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request that the Services Agreement for the “Burton, Edgewood & Fauquier Water Systems: Operation and Maintenance” be awarded to Dave’s Plumbing Ltd.

## SECTION 2: BACKGROUND/ANALYSIS

The RDCK issued a Request for Proposal (RFP) for Operation and Maintenance services related to the former BC Hydro water systems in Burton, Edgewood, and Fauquier B.C. on September 8, 2023 which closed on November 3, 2023.

The scope of work consists of providing operations, maintenance, repairs and minor upgrades to the Burton, Edgewood, Fauquier Water Services, with defined additional work provided at an hourly rate. Any work not identified in the awarded Services Agreement must be preapproved by the Regional District and agreed to by the Contractor, unless considered emergency operations.

There was 1 bid received on October 31, 2023. The results of the RFP are as follows (GST is not included in the prices below):

Dave’s Plumbing Ltd.	\$97,541.92/annually
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The awarded Services Agreement will commence January 1, 2024 and terminate December 31, 2028. Upon mutual agreement of the Regional District and the Contractor, the term of the Services Agreement may be renewed for up to an additional two (2) x one (1) year terms.

Services Agreement rates may be adjusted every 2 years upon mutual agreement of the Regional District and the Contractor and shall be based upon annual average consumer price index.

Current operation and maintenance services are provided by Dave’s Plumbing Ltd.; however, a valid Services Agreement is not in place. Dave’s Plumbing Ltd. has successfully provided services to these systems for more than 15 years.

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

**Included in Financial Plan:**  Yes  No      **Financial Plan Amendment:**  Yes  No  
**Debt Bylaw Required:**  Yes  No      **Public/Gov't Approvals Required:**  Yes  No

The 2024 – 2028 Contracted Services amounts allocated in the Financial Plans for Burton, Edgewood and Fauquier are as follows:

System	2024	2025	2026
Burton	\$30,169	\$31,376	\$32,004
Edgewood	\$34,114	\$35,478	\$36,188
Fauquier	\$47,351	\$49,245	\$50,230
<b>Totals</b>	<b>\$107,845</b>	<b>\$112,167</b>	<b>\$114,402</b>

The annual Services Agreement rates per system outlined in the received Proposal from Dave's Plumbing Ltd. are as follows:

Burton	Edgewood	Fauquier	Total
\$26,792.68	\$32,005.46	\$38,743.78	\$97,541.92

The Financial Plan annual budgeted amounts for each system are sufficient to support the proposed Services Agreement rates from Dave's Heating Ltd., and allow for the adjustments per industry standard consumer price index.

### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

n/a

### 3.3 Environmental Considerations

n/a

### 3.4 Social Considerations:

n/a

### 3.5 Economic Considerations:

n/a

### 3.6 Communication Considerations:

n/a

### 3.7 Staffing/Departmental Workplan Considerations:

n/a

### 3.8 Board Strategic Plan/Priorities Considerations:

- To Excel in Governance and Service Delivery
- To Manage our Assets and Operations in a Fiscally Responsible Manner

## SECTION 4: OPTIONS & PROS / CONS

**Option 1:** That the Board direct staff to award the Services Agreement for the “Burton, Edgewood & Fauquier Water Systems Operation and Maintenance” to Dave’s Plumbing Ltd., and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of **\$97,541.92/annually plus GST**; AND FURTHER, that the funds be drawn from Services S252 WATER UTILITY-DEF K-BURTON, S253 WATER UTILITY-DEF K-EDGEWOOD, and S254 WATER UTILITY-DEF K-FAUQUIER.

Pros:

- Award is aligned with our tender obligations.
- Services are provided within budget.
- Critical Operation and Maintenance tasks are completed to ensure Burton, Edgewood and Fauquier water systems continue to deliver potable water to community members.
- Service continuity provided by the same service provider over more than 15 years retains historic knowledge.
- The service provider is local (Nakusp) and has therefore a very reasonable response time in cases of emergency.

Cons:

- None.

**Option 2:** That the existing operation and maintenance service provider continue without a valid Services Agreement in place.

Pros:

- None.

Cons:

- Does not align with RDCK Purchasing Policy or Board Strategic Policy.
- Service costs are not defined and may not be provided within budget.
- Critical Operation and Maintenance tasks are not assigned to a contractor and no agreement is in place for continued services.
- An alternate service provider may not be local and able to respond to emergencies in a reasonable time.

## SECTION 5: RECOMMENDATIONS

That the Board direct staff to award the Services Agreement for the Burton, Edgewood & Fauquier Water Systems Operation and Maintenance to Dave’s Plumbing Ltd., and that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of **\$97,541.92/annually plus GST**; AND FURTHER, that the funds be paid from services S252 WATER UTILITY-DEF K-BURTON, S253 WATER UTILITY-DEF K-EDGEWOOD, and S254 WATER UTILITY-DEF K-FAUQUIER.

Respectfully submitted,  
Alex Divlakovski, Water Operations Manager

## CONCURRENCE

General Manager of Environmental Services – Uli Wolf

Approved

Chief Administrative Officer – Stuart Horn

Approved

Attachment A: Services Agreement for Burton, Edgewood and Fauquier Water Systems





# Services Agreement

**Contract #: 2023-071-ENV**  
**Project: Burton, Edgewood & Fauquier Water Systems**  
**GL Code: See Schedule B**

THIS AGREEMENT executed and dated for reference the:

\_\_\_\_\_ day of \_\_\_\_\_, 2023  
(Day) (Month) (Year)

## BETWEEN

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**  
(hereinafter called the **RDCK**)  
at the following address:  
Box 590, 202 Lakeside Drive  
Nelson, BC V1L 5R4

**AND**

**DAVE'S PLUMBING LTD.**  
(hereinafter called the **CONTRACTOR**)  
at the following address:  
PO Box 922  
Nakusp, BC V0G 1R0

Agreement Administrator: Alexandra Divlakovski  
Telephone #: 250.352.1502  
Email: [adivlakovski@rdck.bc.ca](mailto:adivlakovski@rdck.bc.ca)

Agreement Administrator: Dave Mang  
Telephone #: 250.265.2113  
Email: [admang@telus.net](mailto:admang@telus.net)

**1 FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS CONFIRMED, THE RDCK AND THE CONTRACTOR AGREE AS FOLLOWS:**

- (a) **SERVICES:** The Contractor shall provide the services detailed in **SCHEDULE A** of this Agreement (the **SERVICES**).
- (b) **CHANGES TO SERVICES:** The RDCK and the Contractor acknowledge that it may be necessary to modify the Services, the Project schedule and/or the Budget in order to complete the Project. In the event that the RDCK or the Contractor wishes to make a change or changes to the Services, the Project schedule and/or the Budget it shall notify the other of the proposed change and reason(s) therefore. The party receiving the notification shall review and consider the proposal for change and shall as soon as is reasonably possible and no longer than within five (5) working days, advise in writing the party proposing the change whether it agrees to the change. Where the parties agree to the change, such agreement will form part of this Agreement and be formalized by means of an Agreement Amendment.
- (c) **TERM:** Notwithstanding the date of execution of this Agreement the Contractor shall provide the Services described in SCHEDULE A hereof commencing on **January 1, 2024** and ending on **December**

**31, 2028** (the **TERM**).

- (d) **LOCATION:** The location for delivery of the Services shall be Burton, Edgewood, & Fauquier Water Systems owned by the RDCK.
- (e) **CONTRACT PRICE/RATE:** **\$97,541.92** (excluding GST) and on the terms set out in Schedule B.
- (f) **BILLING DATE:** Monthly.
- (g) The following Schedules are incorporated into, and form part of this Agreement.

Schedule A: Description of Services

Schedule B: Contract Payment Terms

Schedule C: Pricing Schedules

- (h) The following terms and conditions are incorporated into, and form part of this Agreement:

## GENERAL CONTRACT CONDITIONS

**2** The Contractor shall:

- (a) At all times, exercise the standard of care, skill and diligence normally exercised and observed by persons engaged in the performance of services similar to the Services;
- (b) At all times, treat as confidential all information and material supplied to or obtained by the Contractor or subcontractor as a result of this Agreement and not permit the publication, release or disclosure of the same without the prior written consent of the RDCK;
- (c) Not perform any service for any other person, firm or corporation which, in the reasonable opinion of the RDCK, may give rise to a conflict of interest;
- (d) Be an independent Contractor and not the servant, employee or agent of the RDCK;
- (e) Ensure all persons employed by it to perform the Services are competent to perform them, adequately trained, fully instructed and supervised;
- (f) Ensure that all personnel hired by the Contractor to perform the Services will be the employees of the Contractor and not to the RDCK with the Contractor being solely responsible for the arrangement of reliefs and substitutions pay supervision, discipline, employment insurance, workers compensation, leave and all other matters arising out of the relationship of employer and employee;
- (g) Not in any manner whatsoever commit or purport to commit the RDCK to the payment of any money;
- (h) Accept instructions from the RDCK, provided that the Contractor shall not be subject to the control of the RDCK in respect of the manner in which such instructions are carried out;
- (i) Use due care that no person or property is injured and no rights infringed in the performance of the Services, and shall be solely responsible for all losses, damages, costs and expenses in respect to any damage or injury, including death, to persons or property incurred in providing the Services or in any other respect whatsoever.

## ASSIGNMENT

**3** The Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of the Contract, any portion thereof, or their right, title, or interest therein, or their obligations there under without written consent of

the RDCK which consent may be withheld unreasonably, except for an assignment to a bank of the payments to be received by the Contractor from the RDCK.

## INSURANCE

- 4 The Contractor must provide the RDCK with a certificate of insurance upon execution of this Agreement in a form acceptable to the Chief Financial Officer of the Regional District and shall, during the Term of this Agreement, take out and maintain the following insurance coverage:
- (i) Automobile Liability (third party) insurance with a minimum limit of \$5,000,000.
  - (ii) comprehensive commercial general liability insurance against claims for bodily injury, death or property damage arising out of this Agreement or the provision of the Services in the amount of **\$5,000,000 dollars per occurrence with a maximum deductible of \$5,000;**  
Such insurance will:
    - (i) name the Regional District, its elected officials, employees, officers, agents and others as an additional insured;
    - (ii) include the Contractor's Blanket contractual liability;
    - (iii) include a Cross Liability clause;
    - (iv) include occurrence property damage;
    - (v) include personal injury;
    - (vi) include premises & operations insurance;
    - (vii) installation floater
    - (viii) include a Waiver of Subrogation clause in favor of the RDCK whereby the insurer, upon payment of any claim(s), waives its right to subrogate against the RDCK for any property loss or damage claim(s);
    - (ix) be primary in respect to the operation of the named insured pursuant to the contract with the RDCK. Any insurance or self-insurance maintained by the RDCK will be in excess of such insurance policy (policies) and will not contribute to it;
    - (x) require the insurer not cancel or materially change the insurance without first giving the RDCK thirty days' prior written notice; provided that if the Contractor does not provide or maintain in force the insurance required by this Agreement, the Contractor agrees that the RDCK may take out the necessary insurance and the Contractor shall pay to the RDCK the amount of the premium immediately on demand.
  - (iii) professional liability coverage in the amount of **\$5,000,000 dollars per claim and \$10,000,000 dollars aggregate, with a maximum deductible of \$50,000;**
  - (iv) all risk property coverage in an amount sufficient to cover the cost of the contractor's equipment and tools needed for this contract, as well as work product in progress prior to delivery.

## INDEMNITY

- 5 Notwithstanding the provision of any insurance coverage by the RDCK, indemnify and save harmless the RDCK, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions, and causes of action (collectively referred to as Claims), that the RDCK may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the Contractor or its subcontractor(s), servant(s), agent(s) or employee(s) under this Agreement, excepting always that this

indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the RDCK its other contractor(s), assign(s) and authorized representative(s) or any other persons.

## **COMPLIANCE WITH *WORKERS COMPENSATION ACT***

- 6** The Contractor shall ensure compliance, on their part and on the part of all of their Sub-Contractors, with the Workers Compensation Act and the Occupational Health and Safety Regulations thereunder.
- 7** Prior to supplying any of the Services in the Contract, the Contractor must provide the RDCK with the Contractor's WorkSafe BC number, and must pay and keep current during the term of the Contract, all assessments required by WorkSafe BC in relation to the supply of the Services or the Contract Price. In any case where pursuant to the provisions of the Workers Compensation Act, an order is given to the Contractor, or one of their Sub-Contractors in respect to their operations under the Contract to cease operations because of failure to install or adopt safety devices or appliances or methods as directed, or required by the Workers Compensation Act or Regulations there under, or because conditions of immediate danger exist that would be likely to result in injury to any person, and the Contractor is not available or capable of removing the danger to life or equipment resultant from the Contractor's operations then the RDCK may issue a Written Notice to the Contractor and may immediately arrange for the removal of this danger and the Contractor shall be liable for the costs of such arrangements, but such act by the RDCK shall not relieve the Contractor of responsibility for injury, loss of life, or damage which may occur in that situation.
- 8** In the event that the Contractor refuses or fails to comply with an order under the Workers Compensation Act or Regulations thereunder, so that the supply of the Services is stopped, the RDCK may, upon written notice, terminate the Contract and proceed in accordance with Sections 21, 22, 23, 24 - *RDCK's Right to Terminate the Contract*.
- 9** The Contractor shall, during the term of the Contract, maintain Workers Compensation Insurance in order to fully protect both its employees and the RDCK as may be required by law during the term of the Contract and shall on each anniversary date of the Contract, provide the RDCK with proof of payment of claims in good standing with WorkSafe BC by way of a WorkSafe BC Clearance Letter. The Contractor will be responsible for all fines, levies, penalties and assessments made or imposed under the Worker's Compensation Act and regulations relating in any way to the Services, and indemnify and save harmless fines, levies, penalties and assessments.

## **HEALTH AND SAFETY**

- 10** The Contractor shall be solely and completely responsible for ensuring safety of all persons and property during the supply of the Services. This requirement shall apply during the Contract period and not be limited to normal working hours.
- 11** The Contractor shall be liable for any and all injury or damage which may occur to persons or to property due to any act, omission, neglect or default of the Contractor, or of their employees, workmen or agents.
- 12** The Contractor shall satisfy the Manager that a safety program has been developed in accordance with

the Occupational Health and Safety Regulations, and Safe Work Practices and Procedures of WorkSafe BC and shall incorporate all of the RDCK's operating requirements and restrictions.

- 13 The Contractor shall assign an individual responsible and authorized to supervise and enforce compliance with all safety regulations required in the supply of the Services.

### **INTENT OF CONTRACT DOCUMENTS**

- 14 The intent of the Contract Documents is that the Contractor shall provide all materials, supervision, labour, equipment and all else necessary for or incidental to the proper supply of the Services described in **SCHEDULE A** and all incidental work to supply the Services. This is not an Agreement of employment. The Contractor is an independent Contractor and nothing herein shall be construed to create a partnership, joint venture or agency and neither party shall be responsible for the debts or obligations of the other.

### **RDCK REPRESENTATIVE'S AUTHORITY**

- 15 The RDCK Representative will observe the supply of the Services in progress on behalf of the RDCK. The RDCK Representative will have the authority to stop the supply of the Services whenever such stoppage may be necessary, in their opinion, to ensure the proper supply of the Services in accordance with the provisions of the Contract.

### **NOTICE TO PROCEED**

- 16 Following the execution of the Contract by the Contractor and the provisions of the required Irrevocable Commercial Letter of Credit and insurance policies, a written Notice to Proceed with the supply of the Services will be given to the Contractor by the RDCK. The Contractor shall supply the Services at the time specified in the Contract or, if applicable, begin supplying the Services on the first day of the Term and shall proceed with the supply of the Services regularly and without interruption thereafter throughout the Term, unless otherwise directed in writing by the Manager or RDCK.

### **RDCK'S RIGHT TO OBTAIN SERVICES FROM OTHER SUPPLIERS**

- 17 If the Contractor should refuse or fail to supply adequate workmanship, products, or machinery and equipment for the scheduled supply of the Services, or neglects to supply the Services properly, or fails to perform any of the provisions of the Contract, then the RDCK, without prejudice to any of its other rights under the Contract, may notify the Contractor in writing, that the Contractor is in default of their contractual obligations, and instruct him to correct the default within forty-eight (48) hours.
- 18 If the correction of the default cannot be completed within forty-eight (48) hours as specified, the Contractor shall be considered to be in compliance with the RDCK's instruction if it commences the correction of the default within the specified time, and in addition provides the RDCK with a schedule that is acceptable to the RDCK in its sole discretion for such correction and completes the corrections in accordance with such schedule.
- 19 If the Contractor fails to comply with the provisions of this section the RDCK may, without prejudice to any other right or remedy they may have, obtain the supply of Services from another supplier and may

deduct the cost thereof from the payment then or thereafter due the Contractor, or may without notice to the Contractor deduct the cost from the amount secured under the Irrevocable Commercial Letter of Credit.

## **RDCK'S RIGHT TO TERMINATE THE CONTRACT**

- 20** If the Contractor should:
- (a) be adjudged bankrupt, or make a general assignment for the benefit of creditors, or if a receiver is appointed on account of their insolvency, or
  - (b) fail to make sufficient payments due to their Sub-Contractors, or suppliers, or
  - (c) disregard laws or regulations that apply to the supply of the Services, or the RDCK's instructions, or
  - (d) abandon the supply of the Services, or
  - (e) otherwise violate the conditions of the Contract, the RDCK shall, by written notice, instruct the Contractor to correct the default within forty-eight (48) hours.
- 21** If the default is not corrected within forty-eight (48 hours), then the RDCK may, without prejudice to any other right or remedy they may have, terminate the Contract. If notice has been given to the Contractor under Sections 17, 18 and 19 of the contract - *RDCK's Right to Obtain Services from Other Suppliers*, then a further notice and time to correct the default is not required and that in addition to correcting the default RDCK may without further notice proceed to terminate the Contract.
- 22** If the RDCK terminates the Contract under the conditions set out above, the RDCK shall be entitled to:
- (a) obtain the supply of the Services by whatever method is deemed expedient but without undue delay or expense;
  - (b) withhold any further payments to the Contractor until the supply of the Services is finished;
  - (c) upon completion of the supply of the Services, determine the full cost of obtaining the supply of the Services including compensation to the RDCK for this additional service and a reasonable allowance to cover the costs of any corrections required under the guarantee, and charge the Contractor the amount by which the full cost exceeds the unpaid balance of the Contract Price; or if such cost of obtaining the supply of the Services is less than the unpaid balance of the Contract Price, pay the Contractor the difference; or if such cost of finishing the supply of the Services is greater than the unpaid balance deduct the difference from the Irrevocable Commercial Letter of Credit.
- 23** It is also understood and agreed by and between the parties to the Contract, that in the event of a strike or lockout of the employees of the RDCK taking place during the term of the Contract, during which the supply of the Services may be interrupted or blocked, that the provisions of the Contract requiring payment by the RDCK to the Contractor shall be renegotiated on the basis of the Contractor's actual proven costs for the period.
- 24** It is also understood and agreed by and between the parties to the Contract, that in the event of a strike or lockout of the employees of the Contractor taking place during the term of the Contract, during which the supply of the Services may be interrupted or blocked, that the RDCK shall at its option and without penalty or further payment to the Contractor, have the right to unilaterally terminate the Contract, and to remove the Contractor, their employees and equipment from the Site.

## CONTRACTOR'S RIGHT TO STOP SUPPLY OF SERVICES OR TERMINATE THE CONTRACT

- 25 If the supply of the Services should be stopped or otherwise delayed for a period of ninety (90) days or more under an order of any court, or other public authority, and provided that such order was not issued as the result of any act or fault of the Contractor or of anyone directly or indirectly employed by him, the Contractor may, without prejudice to any other right or remedy they may have, by giving the RDCK written notice, hold the RDCK in default.
- 26 The Contractor may notify the RDCK in writing that the RDCK is in default of its contractual obligations if the RDCK, subject to requirements of these Contract General Conditions fails to pay to the Contractor when due, any amount due and owing to the Contractor under the Contract. Such written notice shall advise the RDCK that if such default is not corrected within thirty (30) calendar days from the receipt of the written notice the Contractor may, without prejudice to any other right or remedy it may have, stop the supply of the Services and terminate the Contract.
- 27 If the Contractor terminates the Contract under the conditions set out above, they shall be paid for all Services supplied and for any loss sustained upon products and construction machinery and equipment, with reasonable profit up to the time that the Contract is terminated. If the Contractor terminates the Contract this is their sole remedy and the RDCK will not be liable for any additional costs or for any loss of profit following termination.

## SUB-CONTRACTORS

- 28 The Contractor agrees to preserve and protect the rights of the RDCK with respect to any supply of Services or work performed under the Contract and shall:
- (a) enter into Contracts or written Agreements with the Sub-Contractors requiring them to supply Services and perform work in accordance with and subject to the terms and conditions of the Contract Documents; and
  - (b) be as fully responsible to the RDCK for acts and omissions of the Sub-Contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.
- 29 The Contractor therefore shall incorporate all terms and conditions of the Contract General Conditions into all Sub-Contract Agreements they enter into with their Sub-Contractors, insofar as they are applicable.
- ~~30 The Contractor agrees to employ only those Sub-Contractors proposed by him in writing in Schedule E-Proposed Sub-Contractors, and accepted by the RDCK for such portions of the supply of the Services as may be designated.~~
- 31 The RDCK may, for reasonable cause, object to the use of a proposed Sub-Contractor and require the Contractor to employ another that is acceptable to the RDCK. Under these circumstances, the RDCK will advise the Contractor, in writing, of its objection to a Sub-Contractor. The Contractor shall provide the names of alternate Sub-Contractors for that part of the supply of the Services, each of whom must be acceptable to the RDCK. The Contractor and the RDCK will then agree as to which new Sub-Contractor shall be used.

- 32** Nothing contained in the Contract General Conditions shall create any contractual obligation between any Sub-Contractor and the RDCK.
- 33** Sub-Contractors shall not further sub-contract any portion of the supply of the Services that is the subject of their sub-contract without prior written approval of the RDCK, which may not be withheld unreasonably.

#### **PRIVATE LAND**

- 34** If applicable, it shall be the Contractor's responsibility to ascertain the boundaries within which the supply of Services must be confined. The Contractor shall not enter upon lands other than those provided by the RDCK for any purpose without obtaining prior written permission of the land-owners and occupiers. A copy of the written permission is to be provided to the RDCK prior to entry upon private lands.
- 35** The Contractor shall not enter upon lands owned by others on which the RDCK has easements or rights-of-entry without having received the prior written authorization of the RDCK for such entry. It shall be the Contractor's responsibility to ascertain from the RDCK the conditions on which easements of rights-of-entry have been granted on private lands and to abide by these conditions throughout.

#### **DISPUTE RESOLUTION**

- 36** All claims, disputes or issues in dispute between the RDCK and the Contractor shall be decided by mediation or arbitration if the parties agree, or failing agreement, in a court of competent jurisdiction within the Province of British Columbia. All procedures for the resolution of disputes arising in relation to the Contract shall be governed by the laws of British Columbia, Canada.
- 37** In the event that the parties agree to arbitration, the arbitration shall be governed by the rules of the British Columbia International Arbitration Centre, except that the Arbitrator(s) shall be agreed upon by the parties, and failing agreement by the parties, shall be appointed by a court of competent jurisdiction within the Province of British Columbia, Canada.
- 38** Arbitration will take place in the Southern Interior of British Columbia and be governed by the laws of the Province of British Columbia, Canada.

#### **TAXES AND DUTIES**

- 39** The Contractor shall pay all government sales taxes, customs duties and excise taxes with respect to the Contract including but not limited to any GST or PST. The Contractor is required to identify any applicable tax separately on all invoices and the RDCK is liable to pay this amount to the Contractor. Where an exemption of government sales taxes, custom duties or excise taxes is applicable to the Contract by way of the Contractor filing claims for, or cooperating fully with the RDCK and the proper authorities in seeking to obtain such refunds, the procedure shall be established in a Supplementary Condition.



## STAFF RESOURCES AND MANAGEMENT

- 40 The Contractor shall, at all times during the term of the Contract, have a Supervisor charged with the responsibility of supervising the operations of the Contractor and shall maintain a local office at all times and a telephone staffed during all working hours throughout the duration of the Contract.
- 41 The Contractor shall employ properly qualified and trained equipment operators, labourers and supervisory staff for the operation of the Contract and shall make available a sufficient number of staff to complete the supply of the Services. Failure or delay in the performance of the Contract due to the Contractor's inability to obtain personnel of the number and skill required shall constitute a default of the Contract.
- 42 The Contractor shall ensure that no person will be discriminated against because of race, colour, sex, age, religion or origin. Wages and hours of labour employed shall be in accordance with all applicable federal, provincial and municipal enactments. The Contractor shall, at all times, enforce discipline and good order among their employees, and shall not employ on the Site any unfit person or anyone not skilled in the work assigned to them. Any persons employed on the Site, who become intoxicated, intemperate, disorderly, incompetent or willfully negligent, shall, at the written request of the RDCK Representative, be removed from the Site and shall not be employed again in any portion of the supply of the Services without the approval of the RDCK Representative.

## EMERGENCY CALL OUTS

- 43 Before commencement of the Contract, the Contractor shall provide to the Owner with a list of at least three names and telephone numbers of the Contractor's representatives who can be called outside normal working hours to act for the Contractor for emergency call outs in connection with Work under the Contract. Names are to be listed in *Schedule D: Personnel and Equipment*. At least one person on the list shall be available at all times outside of normal working hours. The Contractor shall issue an updated list whenever a change in call out personnel or phone numbers is made.

## RIGHT TO AUDIT

- 44 Upon reasonable notice the Contractor and/or any Sub-Contractors shall provide the RDCK and its internal auditors, external auditors, its regulators and such other entities/persons as the RDCK may designate, with unrestricted access at reasonable times to the data and records relating to the supply of the Services, including but not limited to the Contractor's marketing and sale of the recyclable material, the amounts charged to the RDCK by the Contractor, and the amounts of any commodity value rebates that are payable. Such access will be provided in order to verify the accuracy of charges and invoices for the Services supplied.

## CHANGE IN THE SERVICES

- 45 The RDCK, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Services. The Contractor shall proceed with the supply of the Services as changed and the Services shall be supplied under the provisions of the Contract. No changes shall be undertaken by the Contractor, without written order from the RDCK, except in an emergency endangering life or property, and no claims

for additional compensation shall be valid unless the change in writing was so ordered.

- 46** If such changes affect the requirements of the Contract, they will be so specified at the time of ordering the changes. The value of the addition or deduction from the Contract Price, and the method of determining such value, shall be by unit prices or combinations of unit prices as specified in *Schedule C: Pricing Schedules*, or use one of more of the following methods in deciding such value:
- by unit prices submitted in the Proposal
  - by unit prices submitted by the Contractor and accepted by the RDCK
  - by lump sum on the Contractor's estimate and accepted by the RDCK
  - on a force account basis as specified hereinafter.

## **INSPECTION OF THE WORK**

- 47** The Owner's Representative will inspect the Work during the period of operation and will observe the Work in progress on behalf of the Regional District. The Owner's Representative will have the authority to stop the Work whenever such stoppage may be necessary, in his opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract Agreement.
- 48** The Regional District and its representatives shall at all times have access to the Work whenever it is in preparation or progress and the Contractor shall provide proper facilities for such access and for inspection.
- 49** If the specifications, the Regional District's instructions, laws, ordinances, or any public authority requires any Work to be specially tested or approved, the Contractor shall give the Owner's Representative timely notice of his readiness for inspection, and if the inspection is by an authority other than the Regional District, the date fixed for such inspection.
- 50** If any Work should be covered up without approval or consent of the Regional District it must, if required by the Regional District, be uncovered for examination at the Contractor's expense.
- 51** Examination of questioned Work may be ordered by the District and if so ordered the Work shall be uncovered by the Contractor. If such Work is found not to be in accordance with the Contract Documents through the fault of the Contractor, the Contractor shall pay the cost of examination and replacement of the Work. If such Work is found to be in accordance with the Contract Documents, the Regional District shall pay these costs.

## **CONTRACT PERFORMANCE REVIEWS**

- 52** From time to time as deemed necessary, the Manager may request that the Contractor participate in a Contract performance review. Documented performance arising from such reviews may be used as basis for alteration of the description of Services or suspension/termination of the Contract.

## **RIGHTS OF WAIVER**

- 53** A waiver of any breach of or provision of the Contract will not constitute or operate as a waiver or any other breach of any other provision, nor will any failure to enforce any provision herein operate as a

waiver of such provisions or of any other provisions.

## **DUTY OF CARE**

- 54** The Contractor acknowledges that the RDCK, in the preparation of the Contract documents, provision of oral or written information to Proponents, review of Proposals or the carrying out of the RDCK's responsibilities under the Contract, does not owe a duty of care to the Contractor and the Contractor waives for itself and its successors, and waives the right to sue the RDCK in tort for any loss, including economic loss, damage, cost or expense arising from or connected with any error, omission or misrepresentation occurring in the preparation of the Contract documents, provision of oral or written information to Proponents, review of Proposals or the carrying out of the RDCK's responsibilities under the Contract.

## **SEVERABILITY**

- 55** All sections of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more sections herein are void the validity of the remaining paragraphs hereof will not be affected.

## **COMPLIANCE WITH PERMITS, LAWS AND REGULATIONS**

- 56** The laws and regulations of the place where the Services are supplied shall govern.
- 57** The Contractor shall give all required notices and comply with all laws, ordinances, regulations, codes and orders of all authorities having jurisdiction relating to the supply of the Services, to preservation of public health, and to construction safety. If the Contractor observes anything in the Contract Documents to be at variance with the foregoing, they shall promptly notify the RDCK, in writing, and await the RDCK instructions. If the Contractor supplies any Services or performs any work, knowing it to be contrary to such laws, ordinances, regulations, codes or orders, and without giving notice requesting instructions from the RDCK, they shall bear all costs arising there from.
- 58** The Contractor shall, at their own expense, procure all permits, licenses and certificates required by law for the supply of the Services.
- 59** The Contractor will give all notices and obtain all the licenses and permits required to supply the Services. The Contractor will comply with all laws applicable to the supply of the Services and performance of the Contract.
- 60** This Agreement shall be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

## **SECURITY FOR SUPPLY OF SERVICES**

- 61** Unless otherwise agreed in writing by the RDCK may, in its absolute discretion, the Contractor shall provide to the RDCK security for the performance of its obligations under the Contract in the form of an Irrevocable Commercial Letter of Credit in the amount of 10% of the Total Annual Contract Price detailed

in *Schedule C: Pricing Schedules*, which security shall be issued by a financial institution within the RDCK that is acceptable to the RDCK in its absolute discretion and in form and substance approved by the RDCK.

## **FORCE MAJEURE**

- 62** In the event that either party is rendered wholly or partly unable to perform its obligations hereunder as a result of an event of Force Majeure, then subject to the RDCK's right of termination under Sections 21, 22, 23, 24 - *RDCK's Right to Terminate the Contract.*, that party will be excused from whatever performance is affected by the event of Force Majeure, to the extent so affected, provided that:
- (a) the non-performing party promptly after the occurrence of the event of Force Majeure gives the other party notice describing the particulars of the occurrence;
  - (b) the suspension of performance is of no greater scope and of no longer duration than is required by the event of Force Majeure;
  - (c) the non-performing party uses reasonable commercial efforts to remedy its inability to perform; and
  - (d) when the non-performing party is able to resume performance of its obligations hereunder, that party will give the other party written notice thereof.

## **GENERAL**

- 63** Time shall be of the essence of this Agreement.
- 64** Any notice required to be given hereunder shall be delivered or mailed by prepaid certified or registered mail to the addresses above (or at such other address as either party may from time to time designate by notice in writing to the other), and any such notice shall be deemed to be received 72 hours after mailing.
- 65** This Agreement shall be binding upon the parties and their respective successors, heirs and permitted assigns.
- 66** A waiver of any provision or breach by the Contractor of any provision of this Agreement shall be effective only if it is in writing and signed by the RDCK.
- 67** A waiver under Section 66 shall not be deemed to be a waiver of any subsequent breach of the same or any other provision of this Agreement.
- 68** Everything produced, received or acquired (the **MATERIAL**) by the Contractor or subcontractor as a result of this Agreement, including any property provided by the RDCK to the Contractor or subcontractor, shall:
- (a) be the exclusive property of the RDCK; and
  - (b) be delivered by the Contractor to the RDCK immediately upon the RDCK giving notice of such request to the Contractor.
- 69** The copyright in the Material belongs to the RDCK.
- 70** The RDCK may, at its discretion, notify the Contractor that the terms, amounts and types of insurance required to be obtained by the Contractor hereunder be changed.
- 71** Where the Contractor is a corporation, it does hereby covenant that the signatory hereto has been duly

authorized by the requisite proceedings to enter into and execute this Agreement on behalf of the Contractor.

- 72** Where the Contractor is a partnership, all partners are to execute this Agreement.
- 73** Sections 2 c), d), Sections 5 and 69 of this Agreement will, notwithstanding the expiration or earlier termination of the Term, remain and continue in full force and effect.
- 74** Except as expressly set out in this Agreement, nothing herein shall prejudice or affect the rights and powers of the RDCK in the exercise of its powers, duties or functions under the Community Charter or the Local Government Act or any of its bylaws, all of which may be fully and effectively exercised as if this Agreement had not been executed and delivered.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the day and year first above written.

<b>REGIONAL DISTRICT OF CENTRAL KOOTENAY</b>	<b>DAVE'S PLUMBING LTD.</b>
<hr/> <p>(Signature of Authorized Signatory)</p>	<hr/> <p>(Signature of Authorized Signatory)</p>
<hr/> <p>(Name and Title of Authorized Signatory)</p>	<hr/> <p>(Name and Title of Authorized Signatory)</p>
<hr/> <p>(Signature of Authorized Signatory)</p>	<hr/> <p>(Signature of Authorized Signatory)</p>
<hr/> <p>(Name and Title of Authorized Signatory)</p>	<hr/> <p>(Name and Title of Authorized Signatory)</p>

## SCHEDULE A: SERVICES

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## GENERAL SCOPE OF SERVICES

The Contractor will provide operations, maintenance, repairs and minor upgrades to the Burton, Edgewood, Fauquier Water Services and any work not identified in this agreement must be preapproved by the Regional District and agreed to by the Contractor, unless considered emergency operations.

### 1. DEFINITIONS

For the purpose of this Agreement:

<b>Certified Operator</b>	means person who is certified as being qualified to operate, maintain or repair a water supply system by the Environmental Operators Certification Program for that class of system as classified under the Environmental Operators Certification Program Society.
<b>Chief Operator</b>	has overall accountability for a facility/system as well as responsibility for active, daily on-site operation of the environmental control utility or a major segment of it. The Chief Operator is required to hold certification at the class of the facility/system or higher.
<b>Class</b>	of a water facility is assigned by the BC Environmental Operators Program Society and means the complexity of a facility is assessed and ranked from Small System—usually the smallest and/or least complex—to Class I through Class IV, the most complex.
<b>Contract</b>	means the agreement between the RDCK and the Contractor.
<b>Contractor</b>	means and includes, irrespective of sex or number in the party or parties of the second part as named in the Contract Agreement, the individual, firm, co-partnership, or corporation and his, their or its heirs, executors, administrators, successors and assigns, or the lawful agent of any such individuals, firm, co-partnership, or corporation of his, their or its surety under the Contract bond, constituting one of the principals in the Contract and undertaking to perform work herein specified. Where any pronoun is used as referred to the word <b>CONTRACTOR</b> it means the Contractor as defined above.
<b>Customer</b>	means the Owner or occupant of any property to which water is supplied or made available from the Regional District.
<b>Day</b>	means a calendar day.
<b>GST</b>	means the 5% Goods and Services Tax as provided in Part IX of the Excise Tax Act (Canada).
<b>On Call</b>	is when a person is designated to and available to provide Services under this Contract.



- Other Contractor** means another contractor either hired by the Contractor or Regional District.
- PST** means British Columbia Provincial Sales Tax.
- Regional District** means the Regional District of Central Kootenay.
- Regional District Manager** means the General Manager of Environmental Services, the Utility Services Manager, or the Water Operations Manger for the Regional District of Central Kootenay or their designate.
- Scope of Services or Services** means all or any part of the services and obligations required to be performed by Contractor under the Contract.
- The Water Services** means the Regional District of Central Kootenay Burton Water Service Area under establishment Bylaw 2143, dated 20 May, 2010; the Edgewood Water Service Area under establishment Bylaw 2144, dated 20 May, 2010; the Fauquier Water Service Area under establishment Bylaw 2145, dated 20 May, 2010; and the Rosebery Highlands Water Service Area under establishment Bylaw 2291, dated 24 May, 2012.
- Work** means all the labour, materials, equipment, supplies, services and all else necessary for the execution, completion and fulfillment of the Contract.

**2. FACILITY CLASSIFICATION AND OPERATOR CERTIFICATION**

The Water Systems are currently classified by BC Environmental Operator’s Certification Program as:

- a. Burton Water System                      Small Water System
- b. Edgewood Water System                  Small Water System
- c. Fauquier Water System                    Water Distribution Level II / Water Treatment Level I

Facility Classification is subject to change based on upgrades, population change, and reassessment by the BC Environmental Operator’s Certification Program.

Contractor personnel assigned to any independent Operation, Maintenance, Repair and Upgrades to the water systems shall have a minimum BC Environmental Operator’s Certification Program level of **Water Treatment Level I and Water Distribution Level II**. Contractor will be required to achieve further Water Treatment certification should additional treatment methods be employed at the Fauquier water treatment plant.

The Contractor shall provide proof of personnel certification levels annually or when new personnel are assigned to the Water Systems.

The Regional District shall assign a Chief Operator(s) with overall accountability for the Water Systems.

The Chief Operator(s) is required to hold a BC Environmental Operator's Certification at the class of the facility/system (or higher).

### **3. CUSTOMER PERSONAL INFORMATION**

The Regional District shall provide Customer Personal Information to the Contractor only as required to carry out the Service.

The Contractor may only use personal information if that use is required for the performance of Contractor's obligations, or the exercise of Contractor's rights, under the Agreement; and in accordance with the *BC Personal Information Protection Act*.

Provision of Personal Information may be subject to separate agreement that supersedes conditions of this Agreement.

### **4. INVOICING, REPORTING AND RECORD KEEPING**

The Contractor shall provide invoicing in accordance with *Schedule B: Pricing Schedules*.

The Contractor shall complete operation, maintenance and repair records for the Water Systems on forms or digital logs provided by the Regional District.

The Contractor shall report quantity of fuel used to operate vehicles, equipment, and machinery as part of the delivery of services described in this Agreement. Reporting must be completed on an annual basis, with an annual deadline of March 30th.

The Contractor shall provide accident and near miss reporting and at a timeframe required by the Regional District or WorkSafe BC.

The Regional District shall provide annual Water Systems reports acceptable for submission to Interior Health with input from the Contractor.

### **5. EMERGENCY RESPONSE PLANS**

Emergency Response Plans shall be drafted and maintained by the Regional District with input from the Contractor.

Emergency Response Plans shall meet the requirements and shall have the approval Interior Health.

### **6. PUBLIC NOTICES**

#### **6.1 Maintenance and Repair Notices**

- .1 The Contractor shall post signs in the water systems and post notices at business and community areas to notify customers of maintenance activities and to provide contact information at least 48 hours in advance of any non-emergency work, including for but not limited to:

- .a Potential water disruptions.
- .b Well, distribution system and reservoir temporary chlorination or shock chlorination.
- .c Distribution system flushing.
- .d Traffic disruptions.
- .2 During emergency operations, the Contractor shall:
  - .a Post Regional District owned signs in the water systems to notify Customers of operation, maintenance or repair activities and to provide contact information.
  - .b Prepare and hand deliver notices to any Customers that may be subject to Service disruptions as a result of emergency operations.

## **6.2 Water Quality Advisory and Boil Water Notices**

- .1 The decision to issue Water Quality Advisories and Boil Water Notices will be made by the Regional District whenever feasible and shall be based upon Regional District guidelines and Water System Emergency Response Plans.
- .2 The Contractor and Regional District shall immediately notify each other of any required Water Quality Advisory and Boil Water Notices via telephone or email.
- .3 Water Quality Advisory and Boil Water Notices will be prepared by the Regional District for delivery by the Contractor, whenever feasible.
- .4 The Contractor shall post Water Quality Advisory and Boil Water Notices on Regional District owned signs in the water systems and post notices at business and community areas.
- .5 Where a Boil Water Notice is required for a small area, the Contractor shall deliver notices door to door as directed by the Regional District.
- .6 The Regional District will provide a Boil Water Notice by mail to all customers for any water system wide Boil Water Notice.
- .7 The Contractor may prepare, issue and deliver Water Quality Advisory and Boil Water Notices without Regional District input, if deemed by the Contractor or Interior Health as necessary and if the Regional District could not be contacted within a reasonable amount of time.

## **7. ROUTINE OPERATION AND MAINTENANCE**

### **7.1 Contractor Availability and Service Priority**

- .1 Contractor personnel assigned to work in the Water Services shall reside no more than 100 kilometers highway distance from all the Water Services when On Call or when working in the Water Services.
- .2 The Contractor shall notify RDCK staff 48 hours prior to any of periods of unavailability.
- .3 Contractor personnel when On Call and assigned priority to the Water Services shall remain no further than 100 kilometers from all the Water Services and shall be able to receive alarms or other communications within one hour and able to respond to Water Services requests/emergencies within four hours.

### **7.2 Complete Operator Log Sheets**

- .1 The Contractor shall complete Operator Log Sheets.

### **7.3 Standby and Alarm Response**

- .1 The Contractor shall be responsible for 24 hours per day, 7 day per week Water Systems standby, alarm response and trouble line response unless notification of unavailability has been given to the RDCK.
- .2 On Call and any initial response, troubleshooting, and routine remediation shall be considered general Operation and Maintenance.
- .3 Any non-routine follow up shall be considered Additional Work.

### **7.4 General Housekeeping**

- .1 All Water Systems facilities, yards and storage buildings shall be maintained by the Contractor in a neat and orderly manner.

### **7.5 Building and Facility Routine Maintenance**

- .1 The Contractor shall provide building and facility routine maintenance, as required, such as, replacement of light bulbs and minor repairs.

### **7.6 Snow Removal and Weed Control**

- .1 The Contractor shall ensure snow is plowed on critical access roads, as required, and invoiced to the RDCK per event. Snow removal is considered routine maintenance, but shall be billed as Additional Work.
- .2 The Contractor shall plow or shovel snow around buildings and facilities, as required, to maintain access.
- .3 The Contractor shall mow and trim around buildings and facilities, as required, to control weeds.
- .4 Mow or remove snow from around standpipes and hydrants on a frequent enough basis to keep visible and operational.
- .5 Specialized removal, treatment or management of invasive plant species shall be considered Additional Work.

### **7.7 Gate and Facility Access**

- .1 All gates and facilities shall remain locked when the Regional District, Contractor, approved Other Contractor or approved Consultant is not on site.
- .2 The Regional District, the Contractor and approved Other Contractors and Consultants must follow strict key control procedures as follows:
  - .a Keys are issued to individuals in writing by the Regional District and receipt of the key must be acknowledged by the recipient.
  - .b Individuals who are issued keys are not permitted to copy or share the issued key.
  - .c Any approved Contractors and Consultants requiring access to Water Systems gates or facilities must be attended by the Contractor or the Regional District, shall be issued a key box, shall be approved to use temporary replaced Regional District locks, or shall be approved to Double Lock padlocks through Regional District padlocks.

### **7.8 General Control and Instrumentation**

- .1 Provide general control system maintenance, as required, such as, trouble shooting, resetting of control systems, change of set points, replacement of fuses, etc.

- .2 Non routine maintenance and upgrades of control systems shall be performed by a qualified Other Contractor and shall be considered Specialized Sub-contract work or shall be commissioned by the Regional District.
- .3 Provide routine instrumentation calibration checks and simple recalibration at a frequency recommended by the manufacture or otherwise approved by the Regional District.
- .4 Any specialized recalibration of instruments shall be done by a qualified instrumentation Other Contractor and shall be considered Specialized Sub-contract work or shall be commissioned by the Regional District.

**7.9 Facility Checks**

- .1 The following items should be checked on a minimum on a weekly basis for Burton, Edgewood, Fauquier and:
  - .a Facility fences, gates and locks,
  - .b External building and facility condition and door locks,
  - .c Building interiors for general maintenance items,
  - .d Facility internal piping and valves,
  - .e Confirm operation of control and alarm system,
  - .f Reservoir and reservoir supply line (monthly in winter if vehicle access is not available),
  - .g Check valve chambers,
- .2 The following items should be checked and information recorded in a digital log on a weekly basis for Burton, Edgewood and Fauquier:
  - .a Pressure gauges, as required,
  - .b Well level,
  - .c Online turbidity analyser,
  - .d Hand turbidity,
  - .e Flow totalizer,
  - .f Well/booster pump run hours, and
  - .g Reservoir Level.
- .3 The following items should be checked on an annual basis for Burton, Edgewood, Fauquier, and:
  - .a Reservoir vent and hatch,
  - .b Reservoir interior, and
  - .c Reservoir electrical and control.
- .4 Exercise facility valves annually.
- .5 Exercise air release and pressure release valves annually.
- .6 Visually inspect building roofs a minimum of once per year.

**7.10 Fauquier Water Treatment Plant**

- .1 Perform Operation and Maintenance activities identified in the Water Treatment Plant Operation and Maintenance Manual.

**7.11 Well Maintenance**

- .1 Shock chlorinate water system wells at the discretion of the RDCK:

Burton	Edgewood	Fauquier
Two wells	Two wells	None

**7.12 Distribution System**

- .1 Drive through the Burton, Edgewood, Fauquier and distribution systems and visually inspect for leaks and other concerns a minimum of once per month.

**7.13 Water Sampling**

- 1. Take bacteriological water samples as follows, complete requisition forms and deliver them to the Interior Health designated delivery location on the following schedule (testing paid by the RDCK/Interior Health):

Burton	Edgewood	Fauquier
Bi-weekly from two wells, and two locations in the distribution system.	Bi-weekly from two locations in the distribution system.	Bi-weekly from two locations in the distribution system.

- 2. Take comprehensive chemistry and chlorination disinfection by-products (THM/HAA) water samples, complete requisition forms and deliver them to the contracted water analysis lab via courier on the following schedule (courier costs paid by Contractor, testing paid by the RDCK):

Burton	Edgewood	Fauquier
Chemistry: Every three years from each well	Chemistry: Every three years from each well	Chemistry: Every three years  THM/HAA: Twice per year (spring/fall)

**7.14 Safety Inspections**

- .1 The Contractor shall conduct visual safety inspections at one Water System facility or site on a rotational basis each month and notify the RDCK if there are any safety issues.

**7.15 Regional District Request for Information, or Field Confirmations and Checks**

- .1 Responses to Regional District minor requests for Water System information shall be considered Routine Operation and Maintenance unless mutually agreed to ahead of time by the Regional District and the Contractor as being substantial enough to be considered Additional Work.
- .2 If a Regional District request for information requires a field confirmation or check and the field confirmation cannot be reasonably accommodated during routine Water System visits, then the field confirmation will be considered Additional Work.

**7.16 Other Operation and Maintenance Items**

- .1 The Contractor shall perform other operation and maintenance items as mutually deemed as routine and necessary for the operation and maintenance of the water systems by the Regional District and the Contractor.

**8. PREVENTATIVE MAINTENANCE PROGRAMS**

**8.1 Distribution System Valves**

- .1 Inspect and exercise main line valves once per year.
- .2 Regional District staff may provide assistance, at Regional District discretion.

.3 Document valve exercising

**8.2 Distribution System Flushing and Disinfection**

.1 Flush dead end lines or low demand lines stand pipes on the following schedule (can be done in conjunction with annual inspection and exercise of main line valves above):

Burton	Edgewood	Fauquier
Twice per year in fall/spring	Annually	Annually

.2 Assist RD staff to add consumption level chlorination to the distribution system for at least two weeks and uni-directionally flush all standpipes and hydrants on the following schedule:

Burton
Spring and Fall

.3 Regional District staff may provide assistance, at Regional District discretion.

**8.3 Hydrants and Standpipe Inspection**

.1 Inspect the operation of hydrants and standpipes (can be done in conjunction with flushing) a minimum of once per year in Burton, Edgewood and Fauquier on the following schedule and for the approximate number of hydrants and standpipes:

Burton	Edgewood	Fauquier
2 Hydrants	None	18 Hydrants
15 Standpipes	21 Standpipes	3 Standpipes

.2 Any hydrant repairs required during hydrant maintenance and inspection shall be considered Additional Work.

**8.4 Assist RD in Reservoir Inspection and Maintenance**

.1 Provide one person to assist RDCK for reservoir inspection and maintenance. Burton, Edgewood and Fauquier have the following water storage reservoirs:

Burton	Edgewood	Fauquier
One reservoir bolted steel	One reservoir bolted steel	Main concrete reservoir and an upper pressure zone bolted steel reservoir

## 9. ADDITIONAL WORK

Scheduling of Additional Work unless considered an emergency, shall be mutually agreed to by Regional District and the Contractor in consideration of available resources and the needs of the Water Services and the Contractor's work for others.

### 9.1 Additional Operational and Maintenance

- .1 Additional operational and maintenance work shall be assigned to the Contractor, Other Contractor or the Regional District's own forces at the Regional Districts discretion.
- .2 Additional Operational and Maintenance items shall be subject to rates identified in *Schedule C: Pricing Schedules*.
- .3 Additional Operational and Maintenance work shall include but not be limited to:
  - .a Customer water turn on and offs and other customer response as directed by the Regional District.
  - .b Provide water turn on and offs and other customer response as directed by the Regional District.
  - .c Shock chlorinate the Burton, Edgewood or Fauquier distribution system, and uni-directionally flush all standpipes and hydrants, when required due to water quality and as directed by the Regional District.
  - .d Paint standpipes and hydrants every 3 to 4 years as directed by the Regional District.
  - .e Inspect and read customer water meters as directed by the Regional District.

### 9.2 Water System Repairs and Minor Replacements

- .1 Water system repairs and minor replacements will be assigned to the Contractor, Other Contractor or the Regional District's own forces at the Regional Districts discretion.
- .2 Water system repairs and minor replacements shall be subject to rates identified in *Schedule C: Pricing Schedules*.
- .3 Water System Repairs shall include but shall not be limited to:
  - .a Water breaks.
  - .b Hydrant and stand pipe repairs.
  - .c Valve repairs and replacement (labour only).
  - .d Intake works repairs and cleaning.
  - .e Water treatment plant equipment repairs or replacement (labour only).
  - .f Well equipment repairs and replacement (labour only).
  - .g Water meter replacement (labour only).
  - .h Backflow preventer replacement (labour only).
  - .i Facility painting.
- .4 The Contractor shall provide cost estimates for the work when required by the Regional District.
- .5 Water System Repairs shall be pre-authorized the by Regional District Manager either verbally or in writing, whenever feasible.
- .6 The Contractor may conduct Emergency Repairs without Regional District pre-authorization, if deemed by the Contractor necessary and if the Regional District could not be contacted within a reasonable amount of time.



**9.3 Water Service, Meter and Backflow Preventer Installation**

- .1 Water service, meter and backflow preventer installation will be assigned to the Contractor, Other Contractor or the Regional District’s own forces at the Regional Districts discretion.
- .2 Customer applications for water service, meter and backflow preventer installation shall be received by and processed by the Regional District.
- .3 Water service, meter and backflow preventer installation shall be subject to rates identified in *Schedule C: Pricing Schedules*.
- .4 The Contractor shall provide cost estimates for the work when required by the Regional District based on requirements identified by the Regional District.
- .5 The Work shall be pre-authorized the by Regional District Manager either verbally or in writing.

**9.4 Water System Upgrades**

- .1 Water system upgrades will be assigned to the Contractor, Other Contractor or the Regional District’s own forces at the Regional Districts discretion.
- .2 The Contractor has the right to agree or not agree to undertake any water system upgrades work.
- .3 Water upgrade works shall be subject to rates identified in *Schedule C: Pricing Schedules* or other payment terms and work conditions that are mutually agreed to by the Regional District and the Contractor.

**9.5 Backflow Prevention Devices**

- .1 Inspect and test backflow prevention devices by a British Columbia Water and Wastewater Association certified Cross Connection Control Tester once every three years for the approximate number of devices:

Burton	Edgewood	Fauquier
55 devices	91 devices	93 devices

**9.6 Hydrants**

- .2 Tear down and inspect hydrants a minimum of once every five years for the approximate number of hydrants:

Burton	Edgewood	Fauquier
2 Hydrant	None	9 Hydrants

**10. PERSONNEL**

The Contractor shall, at all times during the term of the Contract, employ a Supervisor charged with the responsibility of supervising the operations of the Contractor. The Supervisor shall represent the Contractor for the supply of the Services, and directions given to him by the RDCK shall be held to have been given to the Contractor. Contact information for the Supervisor shall be given to the RDCK, and the Supervisor shall respond promptly to all requests by the RDCK.

The Contractor shall employ properly qualified and trained equipment operators, labourers and supervisory staff to supply the Services. The Contractor acknowledges that its employees, agents and Sub-Contractors may come into contact with the public in the execution of the Contract and that it is of primary importance to the RDCK that excellent relations with the public be maintained. All personnel performing work under the Contract shall

conduct themselves in a courteous and polite manner towards the public. All Contractor personnel shall wear reflective safety vests and approved safety footwear (or a garment with similar reflective qualities) at all times while performing work under the Contract.

All Contractor personnel shall respond appropriately to environmental management issues that arise during performance of their duties in respect of the supply of the Services (responding to spills, managing found hazardous materials, etc.).

## **11. CONTRACTOR'S CONTROL OF SUPPLY OF SERVICES**

The Contractor shall have complete control in respect of the supply of the Services and shall effectively direct and supervise the supply of the Services using its best skill and attention. The Contractor shall be solely responsible for all means, methods, techniques, sequences and procedures required for the supply of the Services and for coordinating all parts of the supply of the Services under the Contract.

The Contractor shall carefully examine the Contract Documents and shall promptly report to the RDCK Representative any error, inconsistency or omission they may discover. Although the RDCK may agree to special methods of supplying the Services, the Contractor will not be relieved of their responsibility for the result. The RDCK's agreement with such special methods shall not constitute ground for claims for the Contractor for any additional payment, nor for relief of their responsibility for the methods used.

## **12. CONTRACTOR'S RESPONSIBILITIES**

All equipment, labour, materials and associated costs for the supply of the Services will be the responsibility of the Contractor. The Contractor shall have the required expertise to supply the Services in a competent manner. The Contractor's responsibilities shall include, but not be limited to the following:

- a. The Contractor shall safeguard workers by ensuring clean, functional clothing, protective gloves and footwear, in accordance with Worker's Compensation Board regulations, is worn during the performance of the Contract.
- b. The Contractor shall present a positive image to residents by using clean, attractively painted, well maintained vehicles. The Contractor's vehicles shall be maintained in a clean, functional and operational condition with reference to relevant health or sanitary regulations.

## **13. GREENHOUSE GAS EMISSIONS / CARIP REPORTING**

The RDCK requires that contractors communicate the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of the services described in their contract on an annual basis. Fuel consumption associated with the provision of these services must be provided to the RDCK with an annual deadline of March 30<sup>th</sup>.

Contractor to provide the following information about total fuel consumption from the operation of vehicles, equipment and machinery used in the provision of your solid waste collection, transportation, and diversion service to the RDCK:

1. Vehicle class;
2. Type of fuel used by each vehicle; and

3. Amount of fuel in litres consumed from the operation of each vehicle and all equipment and machinery for the contracted service between January 1st and December 31st.

Vehicle Class	Includes
Light Duty Vehicle	<ul style="list-style-type: none"> <li>• 2 door passenger cars</li> <li>• 4 door passenger cars</li> <li>• Station Wagon</li> </ul>
Light Duty Truck	<ul style="list-style-type: none"> <li>• SUV's, minivans</li> <li>• Full-size vans</li> <li>• Pick up trucks with a gross vehicle weight rating (GVWR) under 3856 Kg (8500 lbs) and a curb weight under 2722 Kg (6000 lbs)</li> </ul>
Heavy Duty Truck	<ul style="list-style-type: none"> <li>• Road vehicles with a gross vehicle weight rating (GVWR) over 3856 Kb (8500 lbs) and a curb weight over 2722 Kg (6000 lbs)</li> </ul>
Off Road Vehicle	<ul style="list-style-type: none"> <li>• Vehicles and equipment not licensed for road use (e.g. snow mobiles, ATVs, lawnmowers and trimmers, tractors, construction equipment)</li> </ul>

If actual quantities are not available, an estimate would be acceptable. If providing an estimate, the basis for determining this data must be provided.

## SCHEDULE B: CONTRACT PAYMENT TERMS

### BUDGET

- 1 Total budget shall not exceed **\$97,541.92** (excluding GST).

### INVOICING

- 2 Invoices to be submitted monthly.
  - i. The Contractor shall invoice for Routine Operation and Maintenance Services on a monthly basis and with equal monthly Lump Sum amounts, unless otherwise mutually agreed to by the Regional District Manager and the Contractor.
  - ii. Lump Sum payments shall be all-inclusive of all labour, equipment, materials, administration and overhead required to perform the Work.
  - iii. Portions of Lump Sum payments may be held back or Lump Sum payments may be adjusted if significant portions of the Scope of Services are not performed.
  - iv. The Contractor shall invoice for Preventative Maintenance Programs on a monthly basis and invoices shall include all Services performed for the period, unless otherwise mutually agreed to by the Regional District Manager and the Contractor.
  - v. The Contractor shall invoice for Additional Work within 30 days of completion of the Additional Work.
  - vi. Separate invoices shall be prepared by the Contractor for the Burton, Edgewood, and Fauquier Water Services.
  - vii. The Contractor invoices shall include copies of any third party invoices for any labour, equipment or materials.
  - viii. Each invoice shall include a unique invoice number and identification of the work period ending date.
  - ix. Detailed receipts shall be provided for all specialized equipment rental, tool rental, sub-contract work, and materials.
- 3 The following contract number and GL code(s) **must** be quoted on the invoice(s):

Contract Number: **2023-071-ENV**

GL Codes:

Account (for all systems): 54030

Burton WorkOrder: OPR311-100

Edgewood WorkOrder: OPR314-100

Fauquier WorkOrder: OPR316-100

- 4 Invoices should be emailed to ap@rdck.bc.ca, with the contract administrator identified on the first page of this contract in cc.
- 5 Invoices to be paid on net 30 day term.
- 6 The Contractor's GST number must be included on invoices where GST is applicable, in which case, GST shall also be listed as a separate line item.

- 7 The Contractor's name on the invoice must match the name identified in the first page of this contract.
- 8 Invoices for work performed in the calendar year shall be emailed to ap@rdck.bc.ca, with the contract administrator identified on the first page of this contract in cc, no later than January 15th of the following year.

### **PAYMENT WITHHELD OR DEDUCTED**

- 9 The RDCK may withhold payment on any Progress Payment as may be necessary or prudent to protect itself from loss on account of:
  - (a) the Contractor is not making satisfactory progress with the supply of the Services;
  - (b) defective Services which are not remedied;
  - (c) if applicable, there are claims of lien, or liens (or a lien) filed against any premises of which the Services are supplied or being supplied, or reasonable evidence of the probable filing of such claims of lien or of filing or registration of liens (or a lien) as a result of the failure of the Contractor to make payment properly to Sub-Contractors or for materials, labour, or otherwise;
  - (d) damages caused to another party by the Contractor;
  - (e) any other evidence of loss or danger of loss on the part of the RDCK, resulting from of the Contractor's operations.
  - (f) the RDCK has corrected deficiencies under Sections 17, 18 and 19 of the contract - *RDCK's Right to Obtain Services from Other Suppliers*.

### **MONIES DUE TO THE RDCK**

- 10 The Contractor's payment for any commodity value to the RDCK, if any is required by the Contract, will be provided to the RDCK monthly.
- 11 All monies payable to the RDCK by the Contractor under any stipulation herein or as provided in Sections 17, 18 and 19 of the contract - *RDCK's Right to Obtain Services from Other Suppliers*, or Section 6 of this Schedule - *Liquidated Damages*, may be retained by the RDCK out of any monies due, or which may become due, from the RDCK to the Contractor under this or any other Contract with the RDCK, or the RDCK may demand payment to the RDCK by the Contractor, or the RDCK may deduct monies from the Irrevocable Commercial Letter of Credit. The RDCK shall have full authority to withhold any amount or estimated amount, if circumstances arise which may indicate the advisability of so doing, though the final sum to be retained may be unascertained.
- 12 The RDCK may also, at its discretion, calculate into the monies due to the RDCK, the RDCK's staff time plus a 10% overhead in any event where the RDCK has had to correct deficiencies as per Sections 17, 18 and 19 of the contract - *RDCK's Right to Obtain Services from Other Suppliers*.

### **LIQUIDATED DAMAGES**

- 13 In case the Contractor fails to commence or complete the supply of the Services in accordance with the Contract, and to the satisfaction of the Manager, within the time or times specified, the Contractor shall pay to the RDCK a sum of the annual Contract Price divided by 365 for each and every day that the

Services have not been supplied after the times specified; which sum or sums, in view of the difficulty of ascertaining the losses which the RDCK will suffer by reason of delay in the supply of Services, is hereby agreed upon and fixed as a reasonable measure of the RDCK's costs and determined by the parties hereto as the liquidated damages that the RDCK will suffer by reason of said delay and default, and not as a penalty. The RDCK may deduct and retain the amounts of such liquidated damages as per Sections 10, 11 and 12 of this Schedule - *Monies Due to the RDCK*.

## **NEGOTIATIONS DURING CONTRACT TERM**

- 14** If the RDCK requires changes to the supply of the Services, negotiations for payment to the Contractor for Services not specified herein shall be based on a comparison of similar Services that are specified herein, and as specifically measured by the increase or decrease in process time required, manpower, equipment, etc., each of which will be specifically identified, fully itemized, and at the discretion of the Manager, justified. If similar comparison is not practical, then the item will be specifically negotiated, based on time required, manpower, equipment, etc., each of which will be specifically identified and fully itemized.

## **ANNUAL ADJUSTMENTS**

- 15** The price as presented in Schedule C: *Pricing Schedules* shall be adjusted annually on the anniversary date of the Contract according to the following formula:  
*Cumulative Annual Contract Price x Percentage Change of the Statistics Canada Average Consumer Price Index for British Columbia for the Transportation Industry* of the 12 months prior to the month immediately preceding the date for which the fee rate is being adjusted.
- 16** On the anniversary of the Contract it is the responsibility of the Contractor to engage with the RDCK to determine any adjustments. Supporting calculations and documentation shall be available for both parties to review and approve. The Contractor shall adjust invoices accordingly as soon as possible.
- 17** The RDCK will, at its absolute discretion, reserve the right to review and adjust the formula annually. The tables referenced by Statistics Canada will be the most up to date and relevant tables available at the time of the adjustment. No other adjustment to the Contract Price will be made during the term of the Contract.



## SCHEDULE 2: PRICING SCHEDULES

This section shall be read with and shall form part of the Contract Form. The Proponent hereby proposes the following prices to provide all materials, supervision, labour, equipment and all else necessary for the proper supply of the Services. Costs of a general nature that do not pertain to any one item shall be pro-rated among all items. No claim for extra payment on the grounds that the Services supplied could not be properly charged to items within the Description of Services will be considered.

### .1 CONTRACT RATES AND PRICE

The Schedule of annual Contract Rates and Price, excluding GST, for the Services are as follows (additional inflationary adjustment may be added consecutive years):

- .1 The total annual Contract Price, excluding GST and excluding Additional Work is \$97,541.92.
- .2 Additional Work shall be subject to rates identified below.

**\*.3 This proposal excludes any and all work associated with the Rosebery Water System.**

No	Item	Units	Burton Rate	Edgewood Rate	Fauquier Rate	Total
1	General Requirements & Admin 6.1&6.2: One annual notice per community	LS	\$503.80	\$503.80	\$503.80	\$1511.40
2	Routine Operation and Maintenance 7.1 7.2 7.3 7.4 7.5 7.6 7.7 7.8 7.9 7.10 7.13	LS	\$19,522.25	\$26,134.63	\$33,376.75	\$79,033.63
3	Preventative Maintenance Programs 7.11 7.14 7.15 7.16	LS	\$1,007.60	\$1,007.60	\$503.80	\$2,519.00
4	Distribution System Valves 7.12 8.1	LS	\$1,889.25	\$1,889.25	\$1,889.25	\$5,667.75
5	Distribution System Flushing and Disinfection 8.2 & 8.3	LS	\$2,799.20	\$1,399.60	\$1,399.60	\$5,598.40
6	Hydrant and Standpipe Inspection (Optional) 8.3 only, \$ captured in 5 above	LS	0	0	0	0
7	Assist Reservoir Inspection and Maintenance 8.4	LS	\$1,070.58	\$1,070.58	\$1,070.58	\$3,211.74
<b>Totals</b>			\$26,792.68	\$32,005.46	\$38,743.78	\$97,541.92

### .2 ADDITIONAL WORK RATES

#### 2.1 General

- .1 Hand tools, minor equipment, signage, minor safety equipment and shop supplies shall be considered incidental to other Labour, Equipment and Material rates provided in this Schedule.
- .2 General Contractor Administration and Overhead shall be considered incidental to other Labour, Equipment and Material rates provided in this Schedule.
- .3 Minor scope changes shall be considered incidental.
- .4 Rates may be adjusted for significant scope changes and shall be mutually agreed to by the Regional District and Contractor in writing.
- .5 The Regional District may elect to issue a request for quotation or request for proposal from the Contractor and Other Contractors for larger or specialized projects.

#### 2.2 Water Turn On & Off, and Other Non-Routine Operation & Maintenance Work

- .1 Rates in this section shall be all inclusive of labour, including travel, and equipment.



- .2 The following Rates will apply to water turn on and turn offs, or response for Customer service or checks when **pre-scheduled** during routine Contractor Water System site visits, and when the additional time required is one hour or less:

Item	Unit	Rate
Burton	each	\$125.95
Edgewood	each	\$125.95
Fauquier	each	\$125.95

- .3 The following Rates will apply to water turn on and turn offs, response for Customer service or checks, response to Regional District request information requiring field confirmation or checks, when **not pre-scheduled** during routine Contractor Water System site visits, and when time required on site is one hour or less:

Item	Unit	Rate
Burton	each	\$251.90
Edgewood	each	\$377.85
Fauquier	each	\$314.88

**2.3 Labour Rates**

- .1 The following Labour Rates will apply to Additional Work identified in this agreement (additional inflationary adjustment may be added consecutive years):

Item	Unit	Rate
Administrative Support	hr	45.00
Certified Water Operator	hr	\$125.95
Equipment Operator	hr	\$100.00
Labourer	hr	\$49.00
Emergency Call-out	hr	\$235.00
3rd Party Labour & Equipment Markup	LS	10% on total 3rd party invoice

**2.4 Contractor Owned Equipment**

- .1 Heavy equipment rates shall be exclusive of Equipment Operator.  
 .2 The following Labour Rates in will apply to Additional Work identified in this agreement:

Item	Unit	Rate
Service Truck	Km	0.68

**2.5 Specialized Equipment, Sub-contract Work and Materials**

- .1 Specialized equipment rental, tool rental, sub-contract work, and materials not identified in this agreement shall be charged as follows:
  - .a At a rate mutually agreed to by the Regional District and the Contractor prior to starting the work,
  - .b At a rate based on B.C. Road Builders & Heavy Construction Association Blue Book Equipment Rental Rate Guide, or
  - .c At actual cost or at a rate that reasonably represents actual costs when actual costs cannot easily be determined.

  
\_\_\_\_\_  
Signature of Proponent

REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Strategic Plan

Prepared by: Tracey Lorenson | [www.civicexcellence.com](http://www.civicexcellence.com)



**DRAFT**



## Vision

The Board's vision is a sustainable Central Kootenay Region that is peaceful, pristine, and prosperous.



## Mission

The Regional District of Central Kootenay works to support our communities through effective service delivery while respecting the diversity of challenges within our region.



## Values



**Inclusivity** - We are committed to creating an inclusive and accessible environment that respects diversity in all its forms.



**Innovation** - We strive to create an environment of innovation and collaboration that encourages partnership, creativity, and growth.



**Integrity** - Our goal is to act in a way that benefits the region as a whole, while staying true to our vision, ensuring that we keep our promises.



**Stewardship** - We will use the resources given to us by citizens, businesses, government partners, and others in a careful and thoughtful manner for the betterment of us all.



**Working together** - By working together and combining our different perspectives, we can create the best future for our region.



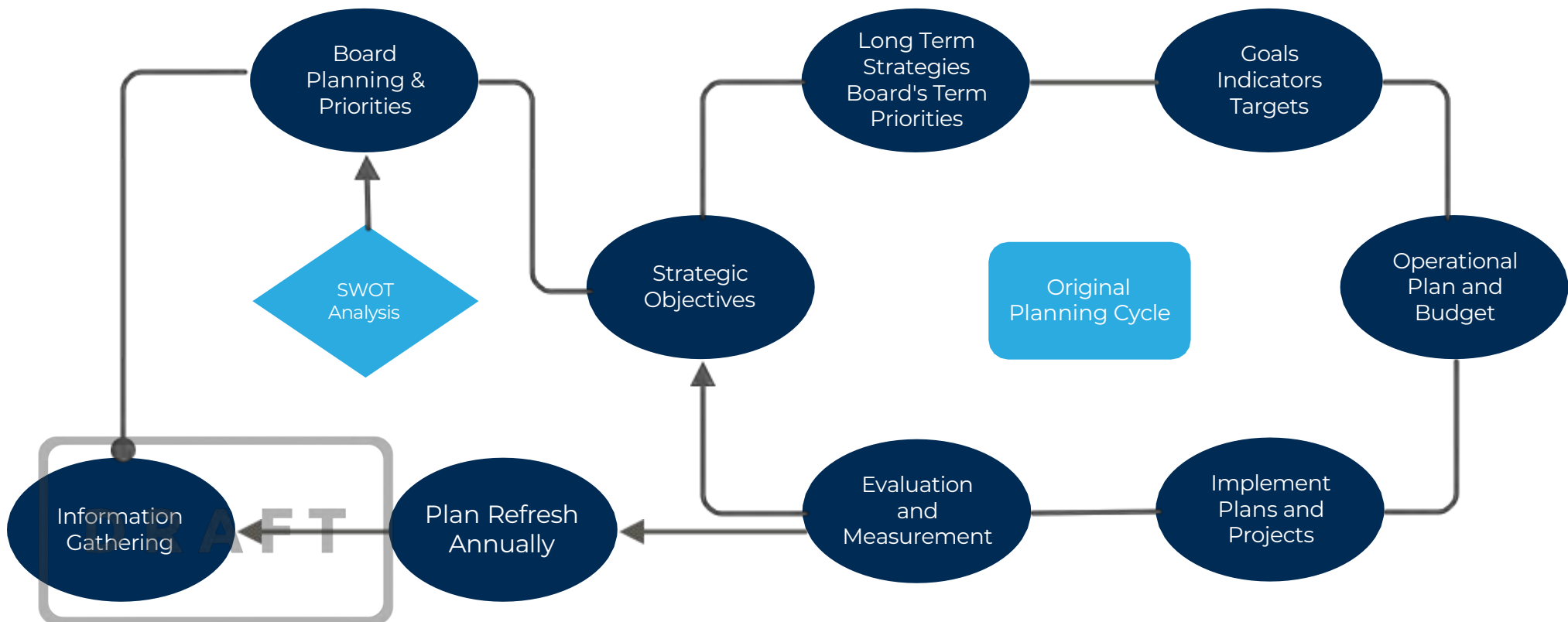
**Reconciliation** - We will work with our Indigenous neighbours to assist in empowering community success through partnerships on projects and service delivery.

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# FRAMEWORK & PROCESS

The purpose of this Strategic Plan is to articulate strategic choices and provide information on how the organization intends to achieve its priorities. The Strategic plan outlines priorities to be achieved over the next several years and addresses four questions:

- o Where are we now?
- o Where do we want to be?
- o How do we get there?
- o How do we measure our progress?



# STRATEGIC PRIORITIES

**Organizational  
Excellence**



**Energy Efficiency  
and Environmental  
Responsibility**



**Develop  
Relationships and  
Partnerships**



**Manage our Assets  
and Service Delivery  
in a Fiscally  
Responsible Manner**



**Regional Approach  
to Growth**

**Innovate to  
Reduce the  
Impact of Waste**



**Advocacy**



**DRAFT**





## Organizational Excellence

**Our objective is to provide a resilient governance structure that fosters excellence in every aspect of service delivery.**

### AREAS OF FOCUS

- Prioritize robust communication with our residents ensuring information is delivered in a range of mediums
- Ensure our Board decisions are informed and policy focused and we are disciplined in undertaking new initiatives
- Continue to update our policies and processes to be responsive and adaptable
- Review our governance structures to ensure we have the appropriate balance of input and accountability
- Continue to focus on our core services to ensure effective and efficient delivery through our Region.
- Explore new and emerging technology to enhance customer service experience
- Prioritize communication, transparency and accessibility.

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## Manage our Assets and Service Delivery in a Fiscally Responsible Manner

**Our objective is to optimize the utilization of our financial resources, ensuring maximum efficiency and delivering exceptional value.**

### AREAS OF FOCUS

- Use RDCK asset management plans to finance asset replacement over defined periods.
- Manage taxation by responding to residents' needs and prioritizing projects.
- Prioritize our work plans to ensure that resources are deployed on projects that align with Board priorities
- Be forward thinking in asset replacement in order to take advantage of developments in technology with the goal of longer-term cost reduction
- Develop cost effective, practical solutions, review and streamline outdated processes

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## Develop Relationships and Partnerships

**Our objective is to prioritize the active participation of Indigenous communities and volunteer organizations in decision-making processes that directly affect their lives.**

### AREAS OF FOCUS

- Continue on the path to reconciliation through respectful and inclusive dialogue
- Form long lasting, strong partnerships with Indigenous communities in support of their continued success
- Partner with our member communities to leverage the skills in the region
- Explore areas of common interest with our neighboring regions and align advocacy (co-operate in areas of common interest)
- Develop Recognition programs that celebrate our volunteers and acknowledge their dedication and time commitment
- Work with societies and organizations to support recreational assets

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## Energy Efficiency and Environmental Responsibility

**Our objective is to diligently respond to the expectations of our residents by actively incorporating their perspectives and prioritizing environmental stewardship in all our actions.**

### AREAS OF FOCUS

- Ensuring our watersheds are protected and well governed
- Proactively prepare for and mitigate the impacts of natural risks, (fire, floods and slides) including preparedness at the community level
- Support community resiliency with resident safety as our top priority
- Lead by example and implement strategies to support environmental stewardship and energy efficiency
- Supporting our local agriculture and food security

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## Innovate to Reduce the Impact of Waste

**Our objective is to leverage available opportunities in order to enhance our Waste Management System.**

### AREAS OF FOCUS

- Continue to invest in a sustainable, cost-effective diversion programs for our residents.
- Partner with the public to reduce waste through education and information
- Implement and update the RDCK Resource Recovery Plan.
- Embracing the concept of the Zero Waste approach to our operations
- Investigate opportunities for value added materials transformation in recycled goods.

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## Regional Approach to Growth

**Our objective is to ensure that the decisions made by the board are thoroughly analyzed and considered from a comprehensive perspective and community input.**

### AREAS OF FOCUS

- Simplify land use planning while respecting our unique challenges to ensure our ability to provide water and other infrastructure is maintained
- Understand the uniqueness of each community as it relates to policy development, to provide a balanced approach to regional vs. local
- Continue to support community-driven sub-regional initiatives to enhance economic health in the Region
- Support and encourage housing initiatives where servicing and amenities can support densification

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## Advocacy

**Our goal is to leverage our rural perspective to advocate for the improvement of the well-being of our region through Provincial lobbying efforts.**

### AREAS OF FOCUS

- Actively advocate to stop the downloading of provincial responsibilities onto local government
- Ensuring that provincial programs are reviewed and designed through a rural lens
- Advocating for increased consultation with local governments on provincial programs that will either impact or be implemented by us
- Lobby provincial and federal governments to create policies with stricter waste reduction guidelines.

DRAFT



REGIONAL DISTRICT OF CENTRAL KOOTENAY

# 2024 Board / Committees Meeting Schedule

	January							February							March							April						
Statutory Holiday	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Board Meeting	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	1	8	9	10	11	12	13
Rural Affairs Committee	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
Budget Meeting	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
Conventions	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
WKBHRD				EOS/LGLA - Richmond										31										AKBLG - Radium Hot Springs				
Resource Recovery	May							June							July							August						
Water Services	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
NDCC- Rec No.5	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
CDCC Rec Commission	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
All Recreation Committee	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
Creston Valley Services Committee	26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
Community Sustainable Living Advisory Committee (CSLAC)	September							October							November							December						
Agenda Prep	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Senior Management Team (SMT)	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
Office Closure	8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
	15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
	22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
	29	30																			29	30	31					
				UBCM - Vancouver																								

Updated November 24, 2023

- Board Meetings** - All Board meetings are held at 9:00 a.m.
- Rural Affairs Committee (RAC)** - All RAC meetings are held at 9:00 a.m.
- WKBHRD** - All WKBHRD meetings are held at 6:00 p.m.
- Resource Recovery Committee (RRC)** - All RRC meetings are held at 1:00 p.m.
- Water Service Meeting** - All Water Service meetings are held at 9:00 a.m.
- NDCC- Recreation Commission No.5** - All Rec 5 meetings are held at 9:00 a.m.

- CDCC Recreation Commission** - All CDCC meeting are held at 4:00 p.m.
- All Recreation Committee** - All Rec meeting at 9:00 a.m.
- CVSC** - All CVSC meeting are held at 9:00 a.m. (MST)
- CSLAC** - All CSLAC meetings are held at 1:00 p.m.
- Budget Meeting** - All Budget meetings are held at 9:00 a.m.
- SMT Meeting** - All SMT Meeting are held at 9:00 a.m.





# Board Report

**Date of Report:** November 29, 2023  
**Date & Type of Meeting:** December 14, 2023 – Open Board Meeting  
**Author:** Dan Elliott, Communications Coordinator  
**Subject:** RDCK Website Redesign  
**File:** <\\files\rdck\04\1370\20>  
**Electoral Area/Municipality:** Entire RDCK

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request direction from the Board for the completion of the redesign of the RDCK website ([www.rdck.ca](http://www.rdck.ca)), which has experienced multiple delays. Originally slated to be a 9-to-12 month project, the re-design has been underway for over two years and Atomic Crayon (web developer) has informed the RDCK it cannot complete the project by the April 2024 deadline due to its own staffing issues.

## SECTION 2: BACKGROUND/ANALYSIS

In 2019, the RDCK started the process to determine its priorities and requirements for a website re-design. In February 2020, the RDCK agreed to have Atomic Crayon (website developer), who originally created and maintained our site since 2012, handle the website re-design. Due to COVID, the re-design was paused to save funds until the following year.

In September 2021, the website re-design officially started and was expected to be finished in 9-to-12 months. Unfortunately, Atomic Crayon has dealt with numerous staffing issues resulting in the project being delayed multiple times. Originally scheduled to launch in September 2023, the launch was delayed until April 2023, then November 2023, and finally in September 2023, the RDCK was informed there would be another long delay with no official timeline.

After proposing a final deadline of April 2024 to complete the project, Atomic Crayon notified the RDCK they would only deliver a partially completed website for this date. Staff notified Atomic Crayon this was unacceptable, and the RDCK would likely not agree to any further contract extensions beyond the current April 30 contract expiry date. Atomic Crayon has acknowledged its non-performance, and has committed to full assistance should the RDCK choose to move the project to another service provider.

With 60% of the project completed, including the design, the RDCK has paid \$31,852.90 for Atomic Crayon's service thus far. The original budget for the project was \$60,000. The RDCK has saved money on hosting and service maintenance fees (\$1,000/month) as Atomic Crayon has not charged the RDCK since March 2023 due to the delay in the project.

Due to the numerous delays and a lack of a definitive timeline for Atomic Crayon to complete the project, this has been an opportunity to re-evaluate the project and investigate other possible options.

Pending Board approval, the staff recommendation is to issue a Request for Proposal (RFP) on December 15, 2023 for website design services to complete the work started by Atomic Crayon. There will be some cost savings with the design having been completed. In the event we choose to use another website developer, Atomic Crayon has agreed to help as much as possible to ease the transition, by providing design mock-ups, as well as exporting all content from the current website to be used by a new developer. They will also maintain our existing website until a new site goes live.

Much has changed with website design and technical capabilities since originally agreeing to the specifications with Atomic Crayon in 2020, so making a change in developer will allow the RDCK to utilize a platform that is an open source content management system (for example Wordpress), provides more modules to choose from, will be much easier to find developers, will allow for future upgrades, is user friendly for staff to edit, and is less risk to the RDCK. Atomic Crayon runs on a proprietary content management system, which means the system is developed and owned by Atomic Crayon.

The opportunity with changing direction would be for the RDCK to use a developer who can create a website on an open source, non-proprietary content management system which would allow for the RDCK to own the site and control where and how our site will be hosted, eliminating the necessity for the RDCK to rely on a developer to deal with this.

### SECTION 3: DETAILED ANALYSIS

#### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Public/Gov't Approvals Required:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Currently there is just over \$28,000 remaining from the original approved budget of \$60,000.

Based on exploratory discussions with other web developers, taking into account a design has already been created and can be utilized, staff estimate a maximum additional \$42,000 (in addition to the \$28,000 remaining, for a total of \$70,000) to complete the project with a new developer. The total project cost is ultimately estimated at a maximum of \$102,000.

#### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Options for the RDCK's next steps were evaluated by the Communications Coordinator, Corporate Information Systems Technician, the Manager of Corporate Administration, and the Manager of Information Technology. The consensus opinion on the preferred approach is to serve notice of termination to Atomic Crayon for the 2021 website development agreement, and to issue an RFP for website development that utilizes the design work already completed by Atomic Crayon.

Atomic Crayon has provided written confirmation they will accept a RDCK decision to move the project to a different service provider. The Website Development Agreement between the two parties allows the RDCK to terminate the agreement, and obliges Atomic Crayon to provide all completed work to the RDCK upon termination. Atomic Crayon's hosting and maintenance of the RDCK's current website would continue under a separate agreement expiring July 1, 2024. Depending on the timeline for launch of a new website under a different developer, the RDCK may seek extension of the hosting agreement with Atomic Crayon to ensure business continuity.

### 3.3 Environmental Considerations

The RDCK website is the organization's number one source of information for the community and is imperative to be up and running. A website re-design to create a better user experience, with improved functionality, and aligned with our brand and visual identity is long overdue.

### 3.4 Social Considerations:

Poor user experience on our website is a common complaint we receive from residents within the RDCK. The community will benefit by having an easier website to use and navigate.

### 3.5 Economic Considerations:

By changing developers the organization can save money on monthly hosting and service management fees. Currently the RDCK pays \$12,000 a year for hosting and service management fees. The expectation is that this amount will be cut in half.

### 3.6 Communication Considerations:

The RDCK website is the most important communication tool the organization has. We direct the community to this site on a daily basis and it is imperative for sharing timely messages, agendas and minutes, events, contact information, and regular news.

### 3.7 Staffing/Departmental Workplan Considerations:

This project will have workplan impacts for both Corporate Administration and IT. The RFP and transition to a new developer is unplanned extra work.

### 3.8 Board Strategic Plan/Priorities Considerations:

This aligns with the coordinated service delivery strategic priority.

## SECTION 4: OPTIONS & PROS / CONS

**Option 1:** The Board approve issuing an RFP for website completion with an overall 2024 budget of \$70,000, inclusive of \$28,000 in surplus from 2023.

#### Pros

- Completion of the project in 2024
- Switch to an open source content management system which allows for more module options, easier to find developers, and is user friendly for staff to edit and update
- Ability for the RDCK to own and control content, allowing the organization to use any host we want.
- Save money on hosting and service management fees

#### Cons

- Overall Increase in project budget of \$42,000
- Will require staff time and resources to go through the RFP process

**Option 2:** Complete the new website in house.

#### Pros

- Ability to control and create our own website in house
- Leverage IT staff with experience creating and managing Word Press websites

**Cons**

- Timeline to launch would likely be longer than staying with Atomic Crayon
- Other business projects would have to be deferred due to lack of internal resources
- Procure additional IT services to cover key IT staff working on website

**Option 3: Stay with Atomic Crayon**

**Pros**

- Continue working relationship with our developer of 12 years

**Cons**

- No definitive timeline for completion of the project
- Continue to use a proprietary content management system
- Back end of website can be challenging for staff to work on, including long publishing times
- Continue to pay expensive hosting and service management fees

**SECTION 5: RECOMMENDATIONS**

That the Board direct staff to provide Atomic Crayon with formal notice of termination for the 2021 website development agreement with Atomic Crayon; AND FURTHER, that \$70,000 (inclusive of \$28,000 from 2023 surplus) be included within the S100 General Administration 2024 Financial plan for completion of the RDCK website project, and that staff be directed to issue a Request for Proposal to procure a qualified contractor to complete the work.

Respectfully submitted,  
Dan Elliott, Communications Coordinator

**CONCURRENCE**

Mike Morrison – Manager of Corporate Administration/Corporate Officer	Approved
Dwayne Lau- Manager of Information Technology	Approved
Stuart Horn- Chief Administrative Officer	Approved
Yev Malloff- General Manager of Finance, IT, and Economic Development/ CFO	Approved



# Board Report

<b>Date of Report:</b>	November 20, 2023
<b>Date &amp; Type of Meeting:</b>	December 14, 2023 – Open Board Meeting
<b>Author:</b>	Marie-Pierre Hamelin, Contract and Procurement Coordinator
<b>Subject:</b>	Purchase Order, Best Value and Written Quotation Method Revisions
<b>File:</b>	2230-06-01
<b>Electoral Area/Municipality:</b>	All

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to request Board approval for the following revisions to the Purchasing Policy:

1. Increase the Purchase Order minimum and Best Value Method maximum thresholds from \$2,000 to \$5,000.
2. Remove the restriction on repetitive purchases from the Purchasing Policy when using the Written Quotation Method and replace these with guidelines on repetitive purchases in the Written Quotation Method form.

The finance department is working on a larger set of recommended revisions to the Purchasing Policy for the Board to consider in the future, based on staff consultation, a review of other recently updated Regional District Purchasing Policies and best practices. In the meantime, these two changes are being brought forward now due to significant immediate benefits.

## SECTION 2: BACKGROUND/ANALYSIS

### PURCHASE ORDER AND BEST VALUE METHOD CHANGE

Currently, the Purchasing Policy recommends the use of the Best Value Method for purchases under \$2,000 and does not require the use of Purchase Orders for purchases under this amount.

More specifically, the Purchasing Policy provides the following description of the Best Value Method:

*The best value method is used for goods or services having a value less than **\$2,000** and required for a one-time (non-repetitive) procurement, and where the requirement can be fully defined such that the primary competing factor is price (i.e. the solution(s), specification(s), performance standard(s) and timeframe(s) are known).*

- *Procurement method requires approval of the applicable Supervisor or Manager prior to being initiated.*
- *An informal quote or quotes (i.e. telephone, email, fax, letter) from known suppliers will be obtained.*
- *Competitive quotes should be obtained where possible.*

The Purchasing Policy states the following in regards to Purchase Orders:

*Authorized Purchasers are responsible for determining the appropriate form of agreement to be used for each purchase. The following factors should be taken into consideration:*

- *A Purchase Order or other standard RDCK contractual agreement **may** be used for any purchase less than **\$2,000**.*
- *A Purchase Order or other standard RDCK contractual agreement **must** be used for any purchase exceeding **\$2,000**, or where it is deemed necessary in accordance with RDCK Contract Guidelines.*
- *A Purchase Order may be used for any straightforward purchase where the RDCK’s standard purchase order terms and conditions are sufficient to protect the RDCK’s interests.*
- *Contract authorizations are subject to the approval processes and purchase amount limits outlined in this policy.*
- *A written contract is to be used when the arrangement is more complex or when, in accordance with RDCK Contract Guidelines, terms and conditions are required that are not included within the RDCK’s standard Purchase Order.*

The finance department recommends increasing the Purchase Order minimum and Best Value Method maximum thresholds from \$2,000 to \$5,000.

1. The thresholds for Authorized Purchasers in the Purchasing Policy are as follows:

<b>PURCHASE AMOUNT</b>	<b>MINIMUM REQUIRED AUTHORIZATION</b>
<b>\$0-\$5,000</b>	Supervisor
<b>\$5,001-\$30,000</b>	Functional Manager
<b>\$30,001-\$50,000</b>	Senior Manager
<b>\$50,000-\$75,000+</b>	Senior Manager with the approval of the Chief Administrative Officer, Chief Financial Officer, Corporate Officer, or Manager of Finance
<b>\$75,001+</b>	RDCK Board

The difference between the \$5,000 purchase threshold for supervisors, and the \$2,000 thresholds for Best Value and Purchase Order methods leads to confusion with staff and therefore sometimes causes challenges with adherence to the Purchasing Policy.

2. In light of significant inflation and supply chain changes since the Purchasing Policy was last updated in 2019, increasing the threshold to \$5,000 would give staff the opportunity to continue making similar purchases using the Best Value Purchase Method and no Purchase Order than they would have under \$2,000 at that time.
3. When comparing to 2022 transactions, we can estimate that this change will affect 7% of transaction occurrences, which is approximately 935 transactions and 9% of RDCK spending. Reducing the use of staff time for procurements between \$2,000 and \$5,000 would allow staff to re-direct this time to better address the needs of higher value procurements, which continue to face supply chain and service availability issues in a post-COVID world.

4. Increasing the threshold to \$5,000 would also better align us with other Regional Districts. Of the eleven Regional Districts surveyed, none had a maximum threshold for their low value purchase method lower than \$5,000. Of the eight Regional Districts, who specified a minimum threshold for Purchase Orders in their Purchasing Policy, only two had this threshold below \$5,000.

Regional District	Maximum Threshold for use of Low Value Purchase Method (ie. Direct Award or Verbal Quotes)	Minimum Threshold Requiring use of Purchase Order
Columbia Shuswap	\$10,000	\$50
Comox Valley	\$7,500	Not specified in Purchasing Policy
Cowichan Valley	\$5,000	\$5,000
Okanagan-Similkameen	\$10,000	\$10,000
Peace River	\$5,000	\$5,000
Nanaimo	\$5,000	\$5,000
Kootenay Boundary	\$5,000	\$5,000
Squamish-Lilloet	\$5,000	\$400
Thomas-Nicola	\$10,000	Not specified in Purchasing Policy
Frasier Fort George	\$10,000	Not specified in Purchasing Policy
Capital Regional District	\$10,000	\$10,000

#### **WRITTEN QUOTATION METHOD CHANGE**

The Finance department recently launched a new Written Quotation Method form to ensure a standardized process is being used by all RDCK staff when utilizing the Written Quotation Method. The Written Quotation Method is described in the Purchasing Policy as follows:

*A written quotation is used for goods or services having a value less than \$30,000 and required for a **one-time (non-repetitive)** procurement process, and where the requirement can be fully defined such that the primary competing factor is price.*

- *Specifications and use of standard document templates is required*
- *Procurement methods require approval of the applicable Manager or Senior Manager prior to being initiated.*
- *The applicable Manager is responsible for the execution of the transaction, which includes making key decisions, evaluating adherence to policy and executing all required documentation*
- *Three written quotations (i.e. telephone, email, fax, letter) should be obtained from known suppliers.*

Feedback from department staff and the Senior Management Team, collected during the implementation of the new form have brought to light an opportunity to improve the efficiency of this process.

For re-occurring purchases in this price range, it is not always appropriate or realistic for staff to run a Request for Standing Offer. Reasons for this include:

- the repetitive nature of the purchase may not be identified at the onset;
- the purchase may not repeat often enough to justify the time spent on spent by both staff and the vendor on a Standing Offer process and contract;
- department capacity and need to prioritize staff time on higher value procurement processes;

- vendors not interested in standing offers given market fluctuations.

For example, when purchasing repair parts for water treatment plant equipment - it's not possible to forecast what will break and how often. Depending on the part, it may only be available in one location, or there may be multiple options, but sometimes you need the same part that was recently purchased. If the purchase is recent, it unnecessarily takes staff time to request and document new quotes, and vendors sometimes feel frustrated by the request for information they already provided, even more so for vendors who were unsuccessful in the previous process and are aware they are unlikely to be successful again.

The current limitation of the Written Quotation Method to single-use purchases has led to some challenges with full adherence to the Purchasing Policy and has resulted in vendors experiencing repeated requests for quotes for identical items. To enhance efficiency and provide greater adaptability, it's recommended to revise the Purchasing Policy. This revision would include eliminating the constraint on repetitive purchasing under the Written Quotation Method and incorporating specific guidelines for repetitive purchasing in the Written Quotation form. Such changes would empower staff with the discretion to select the most appropriate procurement tool for their needs, ensuring more effective and streamlined purchasing processes.

### SECTION 3: DETAILED ANALYSIS

#### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov't Approvals Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

None at this time

#### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

The red-lined version of the Purchasing Policy is included in attachment. The proposed changes are included below for ease of reference.

#### PURCHASE ORDER AND BEST VALUE METHOD CHANGE

That the Board amend the Purchase RDCK Purchasing Policy (300-03-04) as follows to increase the Purchase Order minimum and Best Value Method maximum thresholds from \$2,000 to \$5,000:

- A Purchase Order or other standard RDCK contractual agreement **may** be used for any purchase less than ~~\$2,000~~ \$5,000.
- A Purchase Order or other standard RDCK contractual agreement **must** be used for any purchase exceeding ~~\$2,000~~ \$5,000, or where it is deemed necessary in accordance with RDCK Contract Guidelines.
- The best value method is used for goods or services having a value less than ~~\$2,000~~ \$5,000 and required for a one-time (non-repetitive) procurement, and where the requirement can be fully defined such that the primary competing factor is price (i.e. the solution(s), specification(s), performance standard(s) and timeframe(s) are known).

#### WRITTEN QUOTATION METHOD CHANGE

That the Board amend the Purchasing Policy as follows to remove the restriction on repetitive purchases from the Purchasing Policy when using the Written Quotation Method and replace these with guidelines on repetitive purchases in the Written Quotation Method form.



A written quotation is used for goods or services having a value less than \$30,000 ~~and required for a one-time (non-repetitive) procurement process~~, and where the requirement can be fully defined such that the primary competing factor is price.

- Specifications and use of standard document templates is required.
- *Procurement Guidelines included with the Written Quotation Method template must be followed.*
- Procurement methods require approval of the applicable Manager or Senior Manager prior to being initiated.
- The applicable Manager is responsible for the execution of the transaction, which includes making key decisions, evaluating adherence to policy and executing all required documentation
- Three written quotations (i.e. telephone, email, fax, letter) should be obtained from known suppliers.

### 3.3 Environmental Considerations

None at this time

### 3.4 Social Considerations:

None at this time

### 3.5 Economic Considerations:

None at this time

### 3.6 Communication Considerations:

The change in the Purchasing Policy will be communicated to staff by email.

### 3.7 Staffing/Departmental Workplan Considerations:

The two recommended changes will increase efficiencies in the procurement process and allow staff to focus on higher value initiatives.

### 3.8 Board Strategic Plan/Priorities Considerations:

Proceeding with this recommendation will help achieve the following RDCK Strategic Objective:

5.1. To Excel in Governance and Service Delivery.

## SECTION 4: OPTIONS & PROS / CONS

### PURCHASE ORDER AND BEST VALUE METHOD CHANGE

#### OPTION 1

That the Board direct staff to amend the Purchasing Policy No. 300-06-12 to reflect the changes to the Purchase Order and Best Value Method sections.

#### Pros:

- Reduced staff confusion and improved adherence to the Purchasing Policy.
- Ongoing staff ability to use simple procurement methods for low value purchases.
- Re-direct staff time to higher value procurement activities and initiatives.
- Increased alignment with other Regional Districts.

Cons:

- No longer requiring the use of Purchase Orders between \$2,000 and \$5,000 may require Managers to change their process to track spending by using Unit4 reports instead of individual PO approvals. We don't anticipate this to be a problem, given that Managers already use Unit4 reports to track their spending under \$2,000.

**OPTION 2**

That the Board take no further action on Purchasing Policy No. 300-06-12.

Pros:

- Managers do not need to change their process to track expenses between \$2,000 and \$5,000.

Cons:

- Ongoing staff confusion and issues with adherence with the applicable sections of the Purchasing Policy.
- Due to inflation, there would be an ongoing need for staff to use more complex procurement methods for similar purchases than they would have made with simpler purchasing methods when the Purchasing Policy was last updated.
- Ongoing use of staff time on lower value procurements, instead of re-directing to higher value procurements.
- The RDCK will remain out of alignment with other regional districts.

**WRITTEN QUOTATION METHOD CHANGE**

**OPTION 1**

That the Board direct staff to amend the Purchasing Policy No. 300-06-12 to reflect the changes to the Written Quotation Method section.

Pros:

- More efficient use of staff and vendor time.
- Improved staff adherence with the Purchasing Policy.
- Reduced vendor fatigue, hopefully leading to better response rates.

Cons:

- None at this time.

**OPTION 2**

That the Board take no further action on Purchasing Policy No. 300-06-12.

Pros:

- None at this time

Cons:

- Less efficient use of staff and vendor time.
- Ongoing staff confusion and adherence issues with the applicable section of the Purchasing Policy.
- Ongoing vendor fatigue, lower response rates.

## SECTION 5: RECOMMENDATIONS

That the Board adopt the revised Purchasing Policy No. 300-06-12 as per the Board Report dated November 20, 2023 from Marie-Pierre Hamelin, Contracts and Insurance Coordinator, to include the following changes:

- Increase the Purchase Order minimum and Best Value Method maximum thresholds from \$2,000 to \$5,000;
- Remove the restriction on repetitive purchases from the Purchasing Policy when using the Written Quotation Method and replace these with guidelines on repetitive purchases in the Written Quotation Method form.

Respectfully submitted,  
Marie-Pierre Hamelin, Contracts and Insurance Coordinator

## CONCURRENCE

Finance Manager – Heather Smith	Approved
Chief Financial Officer – Yev Malloff	Approved
Corporate Officer – Mike Morrison	Approved
Chief Administrative Officer – Stuart Horn	Approved

### ATTACHMENTS:

Attachment A – Written Quotation Form  
Attachment B – Purchasing Policy (Red-lined)



# Written Quotation Method

Form

**Canoe Member #: BC1060**

**Purchase:** Good or Service Name

**Department:** Department name

**GL Code:** Account # & Work Order #

**Purchase Lead:** Name of Person Making this Purchase

PROCUREMENT METHOD APPROVAL	
The Manager or Senior Manager below has approved the use of the Written Quotation Method for this purchase.	
Manager or Senior Manager Name	Title

PRODUCT SPECIFICATION/SCOPE OF SERVICE
This information should be communicated to the suppliers when requesting the quotes.
Insert product specifications/scope of service in this section and evaluation criteria for your purchase

QUOTES RECEIVED	
Supplier	Price Quoted (including taxes)
1   add supplier name	\$add amount
2   add supplier name	\$add amount
3   add supplier name	\$add amount

## PURCHASE DECISION

SUPPLIER SELECTED	add supplier name
PURCHASE AMOUNT (INCL. TAX)	add amount
REASON WHY THIS SUPPLIER WAS SELECTED	choose an item  If "other" please provide explanation. If not, please delete.

## AUTHORIZED PURCHASER APPROVAL

I have reviewed the purchase decision in the section above and authorize this purchase.

\_\_\_\_\_  
Authorized Purchaser Signature

\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Authorized Purchaser Name

\_\_\_\_\_  
MMM, DD, YYYY

\_\_\_\_\_  
Date

### Note on Repetitive Purchases:

The use of the Written Quotation Method form is **not approved** where the total value of goods or services to be purchased is **estimated to be above \$30,000 in** a 12 month period or if best value can better be attained by securing pricing for a set period of time under one contract. In these circumstances staff should use the [Canoe Supplier Quote Request Form](#) if their purchase can be fulfilled by a Canoe Supplier **or Request for Standing Offer**. **Note that we cannot request Canoe member pricing when completing a Request for Standing Offer.**

Otherwise, as long as the **TOTAL value of all re-occurring purchases** is estimated to be **less than \$30,000**, and the **price and availability** for the successful supplier **stays within 5% of the original quote**, staff may continue to make this same purchase from the selected supplier for a **12 month period from the date the purchase is authorized** before needing to solicit quotes again. Otherwise, a new Written Quotation Method must be used to solicit new quotes.

If a good, a PO must be issued for each purchase. If a service, a Service Agreement must be used for each purchase.



Number: [300-06-12]  
REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**Policy Manual**

**Chapter:** FINANCE

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**Section:** EXPENDITURES

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**Subject:** RDCK PURCHASING POLICY

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<b>Board</b>	774/18	<b>Established</b>	15-NOV-18	<b>Revised</b>	
<b>Resolution:</b>	155/19	<b>Date:</b>	21-FEB-19	<b>Date:</b>	21-FEB-19

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## **POLICY:**

### **INTRODUCTION**

This policy outlines authorization and competition requirements for procuring goods and services operating and capital projects for the Regional District of Central Kootenay (RDCK). This Policy is managed by the RDCK Chief Financial Officer. Any modifications to this policy must be approved by the RDCK Board.

### **PROCUREMENT OBJECTIVES**

The RDCK's primary goal in the procurement process is to attain the best value possible using processes that are competitive, open, transparent and non-discriminatory. Best value is determined at the RDCK's sole discretion to be the optimal combination, of cost, quality, timing, sustainability, and/ or other relevant factors to meet the RDCK's requirements.

When used with good judgment and common sense, this policy will enable the RDCK to obtain needed supplies and services efficiently, economically, and in a manner that supports environmental stewardship as directed by the RDCK Board. This policy is intended to meet the requirements of the Local Government Act, current internal trade agreements, as well as reflecting public sector procurement standards and best practices.

### **ETHICAL PROCUREMENT**

Authorized Purchasers should understand and abide by the principles of fair competition, engage in honest business practices, and uphold the RDCK values of health and safety, accountability, integrity and respect in any procurement situation. Authorized Purchasers are also expected to declare any conflict of interest which may impinge or be reasonably expected to impinge upon their impartiality in a specific purchasing matter. Ethical procurement is a shared responsibility within the RDCK, and all Authorized Purchasers are expected to counsel and assist fellow purchasers in pursuing purchasing best practices.

### **DEFINITIONS**

**"Authorized Purchaser"** means an RDCK employee or volunteer with a job title listed in Appendix B who is formally delegated authority to make purchases on behalf of the RDCK. **For certainty RDCK Directors are not Authorized Purchasers.**



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**“Contract”** means an agreement between parties for the supply (by way of sale, conditional sale, lease or otherwise) of goods, services or construction, including a purchase order or other document evidencing the obligation, and any amendments.

**“Financial Plan”** means the most current Regional District of Central Kootenay Five- Year Financial Plan approved by the RDCK Board.

**“Invitation to Quote (ITQ)”** means a process used to solicit bids or quotes from vendors for the provision of clearly specified goods or services. The bids received in response to an ITQ are evaluated primarily on price.

**“Invitation to Tender (ITT)”** means a process used to solicit bids from vendors for the provision of construction services where the specifications, terms, conditions and other details are set out in the invitation and the responsive bids are evaluated primarily on price, without further negotiations.

**“Non- Competitive Purchase”** means the purchase of goods or services from a single supplier without soliciting bids, proposals or quotes from other potential suppliers.

**“Negotiated Request for Proposal (NRFP)”** means a process used to solicit proposals from qualified vendors who can demonstrate that they have the experience, knowledge and ability to complete services requested as per the scope, schedule and details set out in the in the proposal, where the RDCK is able to evaluate the responses and negotiate with one or many of the vendors to obtain the best overall value.

**“Procurement”** means the acquisition of goods or services by any means, including by purchase, rental, lease or conditional sale, of goods, services or construction.

**“Purchase Order”** means a commercial document issued by the RDCK indicating an offer to purchase a good or service and indicating types quantities and agreed upon prices for those goods and services.

**“Request for Expression of Interest (RFEOI)”** means a non- binding request from the RDCK to receive information from suppliers on any products or services available to achieve a particular outcome. RFEOI is used to survey the market for firms interested in responding to a subsequent formal purchasing process.

**“Request for Proposal (RFP)”** means an invitation for providers of a product or service to bid on the right to supply that product or service where the requirement for goods or services cannot be definitively defined or specified or alternative solutions or offers are being solicited, and where price may not be not the sole or primary factor in contract award.

**“Request for Qualifications”** means a non-binding request to potential suppliers who wish to be considered for future competitive purchasing processes to pre-qualify based on various factors.

**“Request for Standing Offer (RFSO)”** means an invitation for providers of a product or service to bid on the right to supply that product or service by way of a standing offer. A standing offer is an offer from a supplier to provide well-defined, readily available goods or services, as and when requested, at prearranged prices or on a prearranged pricing basis, which can be established at the outset, under set terms and conditions, and for a specific period of time.



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**“Total Cost”** means the sum of all costs attributable to products, construction, and services associated with performing the intended function over the entire term of use and includes factors such as acquisition cost, installation cost, disposal value, disposal cost, operational cost, maintenance cost, quality of performance and environmental impact.

## APPLICABILITY AND EXEMPTIONS

This policy applies to the purchase of all types of goods, services and construction made by RDCK officers, employees and volunteers. For certainty, this policy applies where the authority for procurement of goods or services resides with an RDCK Commission or its members. The Board reserves the right to waive this policy to meet operational requirements. The following purchases are exempted from this policy:

1. The borrowing or investing of money.
2. The rental, lease, purchase and sale of property, land and accommodation.
3. Memberships in professional and vocational associations and their publications and other professional and training activities.
4. Health services and social services.
5. Legal services.
6. The hiring of contract employees.
7. Goods and services purchased through provincial and federal corporate supply arrangements.

## GENERAL PURCHASING GUIDELINES

The following guidelines apply to all procurement methods listed in **Appendix A-Procurement Methods**:

- Specifications and requirements should be defined in advance of any purchasing process.
- Procurement processes must be documented and filed in accordance with RDCK records management policies.
- For competitive processes Authorized Purchasers should take reasonable and good faith efforts to encourage qualified suppliers to submit quotes.
- Reasonable and good faith efforts should be made to ensure all suppliers and bidders receive the same information about a given RDCK procurement opportunity.
- Fair and defensible evaluation methods should be used for all competitive procurement situations.

## EXPENDITURES INCLUDED IN FINANCIAL PLAN

It is the responsibility of the Authorized Purchaser to ensure that funds have been provided in the Financial Plan for the proposed expenditure and that the purchase will not result in an unapproved exceedance of the applicable service or project budget. If a proposed expenditure is not included in the current year Financial Plan, the Authorized Purchaser must seek approval for a Financial Plan amendment from the RDCK Board. The CAO may waive the requirement for a Financial Plan amendment if all of the following conditions are met:





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1. The total cost of the expenditure does not exceed the greater of \$3,000 or 0.75% of the current year's approved budgeted expenditure for the applicable service.
2. The expenditure is unexpected but is required for the ongoing operation of an existing RDCK service or completion of a capital project
3. The expenditure will not result in the applicable RDCK service or project exceeding the current year total budgeted expenditure.

Managers are responsible for monitoring their service budgets. The Chief Financial Officer is responsible for reporting potential over expenditures to the Board.

### SELECTION OF A PROCUREMENT METHOD

Authorized Purchasers may select the procurement method best suited to the RDCK requirements subject to all conditions listed elsewhere within this Policy. Approved procurement methods are listed in **Appendix A – Procurement Methods**

### REVIEW OF PURCHASING DOCUMENTS PRIOR TO ISSUANCE

Review and approval of purchase solicitation documents prior to issuance should generally be in accordance with the authorization limits in **Table 1.0** (see next section). For example, if a purchase will require approval from a Functional Manager, then that Functional Manager should review and be familiar with the requirements set forth in that purchase solicitation prior to its issuance.

### AUTHORITY FOR PROCUREMENT TRANSACTIONS AND PROCUREMENT THRESHOLDS

Purchasing and supply management activities at the RDCK are decentralized by departments and services. Purchases must only be initiated and executed by Authorized Purchasers within the authorized purchasing limits, summarized in the table below:

**Table 1.0**

PURCHASE AMOUNT	MINIMUM REQUIRED AUTHORIZATION
\$0-\$5,000	Supervisor
\$5,001-\$30,000	Functional Manager
\$30,001-\$50,000	Senior Manager
\$50,000-\$75,000+	Senior Manager with the approval of the Chief Administrative Officer, Chief Financial Officer, Corporate Officer, or Manager of Finance
\$75,001+	RDCK Board

Authorized Purchaser positions assigned to each category are listed in **Appendix B-Authorized Purchaser Assignment to Purchasing Authority Categories**.



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In extraordinary circumstances, as approved by the Chief Administrative Officer or the Chief Financial Officer, the limits may be waived. The Board Chair and Board will be made aware as soon as possible.

## CONTRACTUAL AGREEMENTS

Authorized Purchasers are responsible for determining the appropriate form of agreement to be used for each purchase. The following factors should be taken into consideration:

- A Purchase Order or other standard RDCK contractual agreement **may** be used for any purchase less than ~~\$2,000~~ \$5,000.
- A Purchase Order or other standard RDCK contractual agreement **must** be used for any purchase exceeding ~~\$2,000~~ \$5,000, or where it is deemed necessary in accordance with RDCK Contract Guidelines.
- A Purchase Order may be used for any straightforward purchase where the RDCK's standard purchase order terms and conditions are sufficient to protect the RDCK's interests.
- Contract authorizations are subject to the approval processes and purchase amount limits outlined in this policy.
- A written contract is to be used when the arrangement is more complex or when, in accordance with RDCK Contract Guidelines, terms and conditions are required that are not included within the RDCK's standard Purchase Order.
- A written contract must be used where the procurement method selected requires the use of RDCK-approved document templates (see Appendix B).

## SUPPLIER SELECTION CRITERIA

Where the RDCK wishes to consider factors other than lowest price in the purchase evaluation, the Authorized Purchaser may select the appropriate evaluation criteria subject to the following:

- the criteria selected are considered to be reasonable and relevant to the purchase requirements;
- the criteria are considered to be clear and understandable to all suppliers;
- the criteria are disclosed within the purchase solicitation documents; or
- the use of the criteria does not conflict with the requirements of internal trade agreements.

Where a reasonable person might consider specific criteria to be discriminatory in nature or unreasonably preferential to one supplier, the Authorized Purchaser should consult with their manager prior to issuance of the purchase solicitation. Evaluation criteria must be disclosed in purchasing solicitation documents, but it is not necessary to disclose specific formulas or criteria weighting.

Supplier selection criteria may include, but are not limited to the following:

- total cost of the good or service;
- unit rates for specific components of the goods or services;
- supplier's experience with services or projects similar to those being purchased;
- references provided by other clients of the supplier;
- professional qualifications of supplier's personnel;



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- experience of the supplier on past RDCK projects or services;
- conformance to the RDCK's specification and requirements;
- compatibility with existing systems and processes;
- timing for supply of goods and services;
- environmental considerations; or
- other value-added benefits offered by the supplier not specifically requested in the procurement solicitation.

## INTERNAL TRADE AGREEMENTS

The Province of British Columbia is a signatory to the Agreement on Internal Trade (AIT) and the Trade, Investment and Labour Mobility Agreement (TILMA), which impose specific requirements on some purchases made by the RDCK. The Authorized Purchaser must review these trade agreements prior to issuance of purchase solicitations if the overall purchase value exceeds the following thresholds:

- purchase of goods valued at \$75,000 or greater;
- purchase of services valued at \$75,000 or greater; or
- construction projects valued at \$200,000 or greater.

## APPENDIX A – COMPETITIVE PROCUREMENT METHODS

### Best Value Method

The best value method is used for goods or services having a value less than ~~\$2,000~~ \$5,000 and required for a one-time (non-repetitive) procurement, and where the requirement can be fully defined such that the primary competing factor is price (i.e. the solution(s), specification(s), performance standard(s) and timeframe(s) are known).

- Procurement method requires approval of the applicable Supervisor or Manager prior to being initiated.
- An informal quote or quotes (i.e. telephone, email, fax, letter) from known suppliers will be obtained.
- Competitive quotes should be obtained where possible.

### Written Quotation Method

A written quotation is used for goods or services having a value less than \$30,000 and required for a ~~one-time (non-repetitive) procurement process~~, and where the requirement can be fully defined such that the primary competing factor is price.

- Specifications and use of standard document templates is required.
- *Procurement Guidelines included with the Written Quotation Method template must be followed.*
- Procurement methods require approval of the applicable Manager or Senior Manager prior to being initiated.
- The applicable Manager is responsible for the execution of the transaction, which includes making



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key decisions, evaluating adherence to policy and executing all required documentation

- Three written quotations (i.e. telephone, email, fax, letter) should be obtained from known suppliers.

### **Invitation To Quote (ITQ) Method**

An ITQ may be used for the purchase of goods where the value of the transaction exceeds \$30,000 for a one-time (non-repetitive) procurement of goods, services or construction, and where the requirement can be fully defined such that the primary competing factor is price.

- Procurement methods require approval of the applicable Senior Manager prior to being initiated.
- Formal specifications and use of RDCK document templates is required
- The applicable Senior Manager is responsible for the execution of the transaction, which includes making key decisions, evaluating adherence to policy and executing all required documentation.
- Procurement documentation must be stored in accordance with RDCK policy and guidelines
- For clarity, this method **cannot** be used for construction procurement transactions exceeding \$75,000.

### **Invitation to Tender (ITT) Method**

An ITT must be used for construction procurement where the value exceeds \$75,000 and where the specifications are adequately defined to permit the evaluation of tenders against the clearly stated criteria.

- An ITT may be used in appropriate situations where the value of procurement is less than \$75,000.
- All ITT documents to be reviewed and approved by Senior Manager prior to issuance.
- Issuance of tender call to be approved by CAO if procurement value is less than \$75,000, and by Board resolution if procurement value exceeds \$75,000.
- For clarity, this method must not be used for goods and services procurement transactions (the Invitation to Quote process is used for goods and services transactions).
- Use of Master Municipal Construction Documents (MMCD) is preferred where feasible, or RDCK standard template documents may be used with Senior Manager permission.
- The responsible department will determine the specifications, terms and conditions relevant to the acquisition and provide this information to the applicable Senior Manager or CAO before notice of the Invitation to Tender is issued.
- Procurement documentation must be stored in accordance with RDCK policy and guidelines.

**The exception to using an ITT to procure construction projects valued at greater than \$75,000 is for a project that the RDCK Board directs by resolution that a construction management approach be used to procure the various elements of the project.**

### **Request for Proposals (RFP) Method**

A RFP may be used for procurement of goods or services of any amount where suppliers are invited to propose a solution to a problem, requirement or objective and where the requirements are best described in terms of a general performance specification(s).



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- The selection of the supplier is based on the effectiveness of a proposal or other criteria, rather than primarily on price.
- Preferred process for procurement of consultants and specialized professional services.
- A multiple-step RFP process including a pre-qualification stage may be used with Senior Manager approval.
- General evaluation criteria must be disclosed in RFP documents, but it is not necessary to provide specific formulas or criteria weighting.
- A proposal evaluation matrix must be completed for each RFP process.

### **Negotiated Request for Proposal (NRFP) Method**

A NRFP may be used for acquisition of goods, services or construction over \$100,000 where vendors are invited to propose a solution to a detail design completed by a professional registered to practice in the Province of British Columbia.

This method may be used when:

- a solution is required in a rural or remote location, or
- where there are limited numbers of contractors in the project area, or
- where a large project is proposed in a location where no major projects have occurred in an extended period of time, or
- where the RDCK and its consultant have decided on one approach to achieve a solution but are willing to accept alternate solutions from qualified contractors who can demonstrate that they have the experience, knowledge and ability to complete their proposed solution.

The responsible department will determine the specifications, terms and relevant conditions. The Senior Project Manager must lead any NRFP process. The CAO must approve use of the NRFP method in a given circumstance

### **Request for Standing Offer (RFSO) Method**

A RFSO may be used where the same goods or services are repetitively ordered and the actual demand is not known in advance, or where a need is anticipated for a range of goods and services for a specific purpose, but the actual demand is not known at the outset, and delivery is to be made when a requirement arises.

- For an RFSO the expected quantity of the specified goods or services to be purchased over the time period of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage.
- RFSO's are limited to a two year term, after which a new RFSO process must be initiated.
- The dollar value thresholds and limitations of RFSO's correspond to the dollar value thresholds and limitations listed in this document for other procurement methods ( e.g. if an RFSO is for goods not expected to exceed \$30,000 in total value, then the procedures and limitations listed for the Written Quotation Method would apply).



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- For professional services a contract resulting from an RFSO may be issued on the basis of unit rates, with subsequent project scope and budgets to be approved in accordance with the Purchasing Authority limits included in **Table 1.0**.
- More than one supplier may be selected in an RFSO process where it is in the best interests of the RDCK and the bid solicitation allows for more than one.

### **Request for Qualifications (RFQ) Method**

A RFQ may be used in any procurement transaction for goods, services or construction to determine qualified suppliers that may bid on a subsequent procurement process undertaken by the RDCK. The RFQ is typically used in the following circumstances:

- The work requires a stipulated performance and experience level or requires elements of confidentiality or security.
- The value and complexity of the work is such that the contract administration costs (work inspection, follow-up, delay) may result in substantial additional costs or loss to the RDCK if the work is not performed as required.
- To build supplier interest to determine if there are enough suppliers to justify a full Request for Proposal process or other formal competitive process.

The following rules apply to RFQ processes:

- General evaluation criteria must be disclosed in RFQ documents; and
- No contracts to purchase goods or services may be formed directly from an RFQ process.

### **Request for Expressions of Interest (RFEOI) Method**

A RFEOI may be used where the RDCK is interested in receiving information from suppliers on any products or services available to achieve a particular outcome. The RFEOI is used to survey the market for suppliers interested in responding to a formal purchasing solicitation that may follow. No contracts to purchase goods or services may be formed directly from an RFEOI process.

### **Non-Competitive Purchase Method**

The requirement for competitive purchasing may be waived only by an applicable Senior Manager or the CAO and replaced with negotiations by the Authorized Purchaser under the following circumstances:

- Where competition is precluded due to the application of any Act or legislation or other legal consideration (such as patent rights/copyrights).
- Where it can be demonstrated that only one supplier is able to meet the requirements of procurement.
- Where the nature of the requirement is such that it would not be in the public interest to solicit competitive bids as in the case of security of confidentiality matters.
- Where compatibility with existing equipment is important.



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- In the case of a co-operative purchase with another governmental entity where the other entity has undertaken a competitive process.
- When compatibility with current practices or training results in budget saving.
- Where the possibility of a follow-on contract was identified in the original bid solicitation.
- Where the requirement is for a utility for which there exists a monopoly.
- Where an unforeseeable situation of urgency exists and the goods, services or construction are urgently required and delay would be injurious to the public interest.

The following guidelines apply to Non-Competitive Purchases:

- Any Non-Competitive Purchase exceeding \$75,000 in value requires a Board Resolution directing Authorized Purchaser to negotiate a Non-Competitive Purchase with a specific supplier.
- When seeking approval for a Non-Competitive Purchase, Authorized Purchaser will provide the applicable Manager with the reasons for recommending a Non-Competitive Purchase in writing (email is sufficient).



## APPENDIX B - AUTHORIZED PURCHASERS ASSIGNMENT TO PURCHASING AUTHORITY CATEGORIES

PURCHASING AUTHORITY CATEGORY	DESIGNATED POSITIONS
<b>Senior Manager</b>	Chief Administrative Officer Chief Financial Officer General Manager of Development Services General Manager of Fire and Emergency Services General Manager of Community Services General Manager of Environmental Services Manager of Finance Manager of Human Resources Manager of Corporate Administration
<b>Functional Manager</b>	Planning Manager Chief Building Inspector Resource Recovery Manager Utilities Services Manager Water Operations Manager Regional Parks Manager Manager of Information Technology Sr. Project Manager Manager of Recreation Emergency Program Manager Deputy Regional Fire Chief
<b>Supervisor</b>	Resource Recovery Operations Supervisor Water Services Supervisor Wildfire Mitigation Supervisor Recreation Programmer Recreation Coordinator Fitness Programmer Aquatics Programmer Community Recreation Programmer, Nelson Recreation Recreation and Cultural Programmer, Castlegar Recreation Fitness and Aquatics Programmer, Castlegar Recreation Working Foreman, Castlegar Recreation Operations Supervisor, Nelson Recreation Maintenance Foreman, Creston Recreation Customer Service Representative 3 Local Fire Chief Deputy Corporate Officer Project Manager GIS Supervisor Assistant Building Manager Parks Operations Supervisor
<p><i>The level of purchasing authority designated for each position within this Appendix may or may not correspond to actual supervisory or managerial responsibilities assigned within job descriptions. Designation as an Authorized Purchaser within this policy does not confer managerial or supervisory authority for any purpose other than in application of this policy. RDCK positions not listed in this Appendix do not have authority to approve purchases on behalf of the RDCK.</i></p>	





# Board Report

**Date of Report:** November 24, 2023  
**Date & Type of Meeting:** December 14, 2023 Open Regular Board Meeting  
**Author:** Grant Hume, Regional Deputy Fire Chief  
**Subject:** COMMAND VEHICLE FOR PASS CREEK FD  
**File:** [File no.]  
**Electoral Area/Municipality:** Area I

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek Board approval to apply to the Municipal Finance Authority (MFA) for equipment financing for a Command Vehicle for the Pass Creek Fire Department.

## SECTION 2: BACKGROUND/ANALYSIS

S137 Fire Protection Area I (Tarrys, Pass Creek) had the purchase of a Command Vehicle approved in the 2023 financial plan.

This report requests a resolution for financing this purchase as per the 2023 Financial Plan from the Municipal Finance Authority.

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov't Approvals Required:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

S137 Fire Protection Area I (Tarrys, Pass Creek) purchase of a Command Vehicle not to exceed \$75,000.

Financing from MFA as per the 2023 Financial Plan, not to exceed \$75,000.

### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Not applicable

### 3.3 Environmental Considerations

Not applicable

### 3.4 Social Considerations:

Not applicable

### 3.5 Economic Considerations:

Not applicable

### 3.6 Communication Considerations:

Not applicable

### 3.7 Staffing/Departmental Workplan Considerations:

This project fits within the department workplan

### 3.8 Board Strategic Plan/Priorities Considerations:

Core Service Delivery

## SECTION 4: OPTIONS & PROS / CONS

OPTION: Pay for vehicle from Reserves.

- This is not currently a viable option as the reserves balance is too low.

OPTION: Use MFA Finance

PROs:

- MFA financing allows for cost to be spread over time, minimizing increases in taxation
- Reduces the impact on reserves which are currently low

CONs

- Some cost associated with interest payments of MFA financing

## SECTION 5: RECOMMENDATIONS

That the Board of the Regional District Central Kootenay authorizes up to \$75,000 to be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority – equipment financing program, for the purpose of Command Vehicle; and that the loan be repaid within five (5) years from S137 Fire Protection-Area I (Tarrys, Pass Creek), with no rights of renewal.

Respectfully submitted,

Grant Hume – Regional Deputy Fire Chief

## CONCURRENCE

Regional Fire Chief – Nora Hannon

Approved

Chief Administrative Officer – Stuart Horn

Approved



# Board Report

**Date of Report:** November 30, 2023  
**Date & Type of Meeting:** December 14, 2023 Open Regular Board Meeting  
**Author:** Tristan Fehst, Regional Deputy Fire Chief  
**Subject:** FIRE HALL EXHAUST EXTRACTION SYSTEM  
**File:** 14/1750  
**Electoral Area/Municipality:** Area A

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek Board approval to apply to the Municipal Finance Authority (MFA) for financing the fire hall exhaust extraction system.

## SECTION 2: BACKGROUND/ANALYSIS

S128 Fire Protection Area A (Riondel) had the purchase of the exhaust extraction system approved in the 2023 financial plan.

This report requests a resolution for financing this purchase as per the 2023 Financial Plan from the Municipal Finance Authority.

With unforeseen inflationary costs, the project to date has cost \$55,607 (\$44K for Trican, \$5K other contractors and \$7K in PM costs), with the total costs expected to be slightly higher as some additional project management costs are still excluded which may bring it closer to \$60,000.

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov't Approvals Required:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

The S128 Fire Protection Area A (Riondel) Financial Plan outlines the purchase of the exhaust extraction system not to exceed \$55,000.

Given that the project may cost closer to \$60,000, staff are recommending the 2023 Financial Plan for S128 Riondel be amended to increase capital expenditures for this project to \$60,000, and that the resolution to borrow from Municipal Financing be increased to \$60,000.

The loan will be repaid over 5 years with the impact to S128 as follows:

Year	Principal	Interest	Payment
2024	9,777.20	3,087.96	12,865.16
2025	11,259.24	2,533.56	13,792.80
2026	11,908.42	1,884.38	13,792.80
2027	12,595.00	1,197.80	13,792.80
2028	13,319.07	473.73	13,792.80
2029	1,141.07	5.58	1,146.65
Total:	60,000.00	9,183.01	

### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Not applicable

### 3.3 Environmental Considerations

Not applicable

### 3.4 Social Considerations:

Not applicable

### 3.5 Economic Considerations:

Not applicable

### 3.6 Communication Considerations:

Not applicable

### 3.7 Staffing/Departmental Workplan Considerations:

This project fits within the department work plan

### 3.8 Board Strategic Plan/Priorities Considerations:

Core Service Delivery

## SECTION 4: OPTIONS & PROS / CONS

OPTION 1: Pay for exhaust extraction from Reserves.

PROs:

- This option would reduce the impact on taxation

CONs:

- The project was approved to be funded through proceeds from financing
- Reserves are being built to fund future projects including apparatus replacement.

OPTION 2: Use MFA Financing

PROs:

- MFA financing allows for cost to be spread over time, minimizing increases in taxation
- Reduces the impact on reserves which are currently low

CONs

- Costs associated with interest payments of MFA financing

**SECTION 5: RECOMMENDATIONS**

That the Board of the Regional District Central Kootenay authorizes up to \$60,000 to be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority – equipment financing program, for the purpose of funding the exhaust extraction system; and that the loan be repaid within five (5) years from S128 Fire Protection-Area A (Riondel), with no rights of renewal;

AND FURTHER, that the 2023 Financial Plan for S128 Riondel Fire Protection be amended to increase Capital Expenditures to \$60,000 and increase Proceeds from Equipment Financing to \$60,000.

Respectfully submitted,  
 Tristan Fehst – Regional Deputy Fire Chief

**CONCURRENCE**

Regional Fire Chief – Nora Hannon	Approved
GM Finance, IT and Economic Development / CFO – Yev Malloff	Approved
Chief Administrative Officer – Stuart Horn	Approved



# Board Report

**Date of Report:** November 24, 2023  
**Date & Type of Meeting:** December 14, 2023 Board Meeting  
**Author:** Grant Hume, Regional Deputy Fire Chief  
**Subject:** Replacement of SCBA for Slocan Fire Department  
**File:** [File no.]  
**Electoral Area/Municipality:** Area H / Village of Slocan

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek Board approval for the procurement of MSA G1 Self Contained Breathing Apparatus and associated compressor upgrade for the Slocan Volunteer Fire Department.

## SECTION 2: BACKGROUND/ANALYSIS

Regional District Central Kootenay Slocan Fire Department requires the replacement of their Self Contained Breathing Apparatus (SCBA) and associated compressor equipment in 2023 in order to maintain compliance with the NFPA standard and Worksafe.

Staff have previously determined that for regional interoperability the MSA G1 4500 PSI Self Contained Breathing Apparatus will be used. There is only one authorized supplier for the MSA G1 SCBA in British Columbia, Rocky Mountain Phoenix.

Staff have followed the RDCK procurement policy to determine an upgrade to the existing Jordair Compressor through Jordair.

2023 capital replacement of SCBA and compressor has been included in the financial plan for S142 Fire Protection Areas H and I (Slocan Valley).

## SECTION 3: DETAILED ANALYSIS

### 3.1 Financial Considerations – Cost and Resource Allocations:

<b>Included in Financial Plan:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov't Approvals Required:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Self-Contained Breathing Apparatus replacement and Compressor replacement have been included under 60000 Capital Expenditures in the 2023 financial plan for:

Slocan / S142 Fire Protection-Areas H and I (Slocan Valley) SCBA + Compressor: \$135,000 with proceeds for the SCBA and compressor coming from the Municipal Financing Authority (MFA) through equipment financing borrowing to be repaid over a 5 year term.

### 3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Not applicable

### 3.3 Environmental Considerations

Not applicable

### 3.4 Social Considerations:

Not applicable

### 3.5 Economic Considerations:

Not applicable

### 3.6 Communication Considerations:

Not applicable

### 3.7 Staffing/Departmental Workplan Considerations:

This project fits within the department workplan.

### 3.8 Board Strategic Plan/Priorities Considerations:

Core Service Delivery.

## SECTION 4: OPTIONS & PROS / CONS

#### Pros:

By proceeding with the purchase of Self Contained Breathing Apparatus, Regional District Central Kootenay Fire Departments will remain compliant with the SCBA being used.

#### Cons:

By not proceeding with the purchase of Self Contained Breathing Apparatus, Regional District Central Kootenay Fire Departments would become non-compliant in meeting the NFPA requirements for SCBA.

## SECTION 5: RECOMMENDATIONS

That the Board direct staff to proceed with the purchase of G1 Self Contained Breathing Apparatus (SCBA) from Rocky Mountain Phoenix and upgrade the compressor from Jordair in the amount of \$135,000 for Slocan / S142 Fire Protection-Areas H and I (Slocan Valley); AND FURTHER, that the Board of the Regional District Central Kootenay authorizes up to \$135,000 to be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority – equipment financing program, for the purpose of SCBA and Compressor upgrades; and that the loan be repaid within five (5) years from S142 Fire Protection-Areas H and I (Slocan Valley), with no rights of renewal.

Respectfully submitted,

Grant Hume – Regional Deputy Fire Chief

## CONCURRENCE

Regional Fire Chief – Nora Hannon

Approved

Chief Administrative Officer – Stuart Horn

Approved



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> South Kootenay Lake ArtConnect Society	<b>Date of Application:</b> 11/30/2023
<b>Contact Name:</b> Lois M Wakelin	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: A <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 9 14729 Hwy 3A Gray Creek BC V0B 1S0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 227-9126	<b>Email:</b> esartconnect@gmail.com

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

This community Christmas event at the heritage Harrison Memorial Cultural Centre will be held on December 17, 2024, and feature music by a local women's singing group, a small jazz combo, and a local musician leading the carol singing. There will be hot beverages and Christmas treats. Winter festive gatherings are more enjoyable with an outdoor campfire. The project fits our mission of connecting musicians and the community to help offset our rural isolation. We are requesting \$500 to help purchase a permanent outdoor firepit of approximately 36" wide, as other incidentals not covered..

### Grant Application:

Total Grant Requested: \$ \$500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
------------------------------------	---

**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
A CBT Sponsorship grant has been requested for \$825 to provide musician stipends, sound technician, building expenses, ...

**Previous Discretionary Grants Received – Year and Amount:** 2021 \$5000, 2022 \$3200

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at: 2023-11-30 08:47:33 _____ Signature	Lois M Wakelin _____ Print Name
---	---------------------------------------

### Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #





# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Kinbasket Child and Family Services Society	<b>Date of Application:</b> 11/21/2023
<b>Contact Name:</b> Erica Sylte-Hambler	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 830 Simon Road  Creston BC V0B1G2	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-7414	<b>Email:</b> erica.sylte-hambler@ktunaxa.org

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

At KKCFSS Lower Kootenay, we provide supports and services to Indigenous families in the community. We would like to utilize this grant towards our annual community Christmas Dinner and celebration, partnered with Lower Kootenay Band. As a part of the celebration, we would like to provide each child and youth with a special gift from Santa Claus personally.

### Grant Application:

Total Grant Requested: \$ \$2000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
--	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
 We have received a budget of \$700 from the larger KKCFSS organization for groceries for the Christmas feast.

Previous Discretionary Grants Received – Year and Amount: 2022, 2000.00. 2021, 2000.00. 2020, 2000.00

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

ESH Signed at: 2023-11-21 10:07:37 _____ Signature	Erica Sylte-Hambler _____ Print Name
---	--

### Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 2000.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Valley Recreation & Fire Protection Society	<b>Date of Application:</b> 12/03/2023
<b>Contact Name:</b> Michelle Gerlinsky	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 104 Leadville Rd  Kitchener BC V0B1W1	<b>Payment Type:</b> <input checked="" type="radio"/> Electronic Fund Transfer <input type="radio"/> Mailed cheque
<b>Phone #:</b> (250) 428-1314	<b>Email:</b> kitchenervalleysociety@outlook.com

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

We are applying to get money to buy chairs for our hall, this money will help us get to our goal of seating 100 people now that we have our Commercial Kitchen approval

### Grant Application:

Total Grant Requested: \$ 1000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
N/A

Previous Discretionary Grants Received – Year and Amount:

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

<small>Signed at: 2023-12-03 12:28:57</small> _____ Signature	Michelle Gerlinsky _____ Print Name
---	---

### Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 1000.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> District Business & Historic Association- Heritage Committee	<b>Date of Application:</b> 11/15/2023
<b>Contact Name:</b> Truus Zelionka	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 8551 Busk Rd  Balfour British Columbia V0G 1C0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 229-4527	<b>Email:</b> truus@netidea.com

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Heritage Committee of the BDBHA has The Anscomb Wheelhouse currently in storage. We are requesting the grant to apply to an additional 6 months storage for the Wheelhouse. The wheelhouse will then return to a new prepared site at the Balfour Ferry Landing by summer of 2024. The project is currently stored at Balfour Storage.

### Grant Application:

Total Grant Requested: \$ 831.60	Which funding criterial objective does this project meet? <input type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Cultural
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Discretionary Grants Received – Year and Amount: 2023 Coordinator funds (Heritage Committee portion was 3800.00 ...

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at: 2023-11-15 11:34:54 _____ Signature	J Truus Zelionka _____ Print Name
---	---

### Authorization

Signature of Area Director  Signed by director	Total Grant Approved \$ 831.60
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Castlegar Minor Hockey Association	<b>Date of Application:</b> 11/27/2023
<b>Contact Name:</b> Angie Cotter	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: I <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 831 Columbia Road  Castlegar BC V1N 4K6	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 608-3499	<b>Email:</b> cutressa@hotmail.com

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Castlegar U7/U9 hockey teams are hosting our annual tournament Jan 20-21, 2024. We will be hosting approx. 20 teams in Castlegar for the weekend from all over the West Kootenays, East Kootenays and Okanagan.  
This event is one of the largest fundraisers of the year for Castlegar Minor Hockey!  
As part of hosting this event we run a raffle table and silent auction to offset the costs of running the tournament with the proceeds going back to Castlegar Minor Hockey, which then directly benefit children in the community with the ability to play a team sport at a cost that is affordable.

### Grant Application:

Total Grant Requested: \$ 250	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: Businesses from the entire Kootenay Boundary region have supported this event already	
Previous Discretionary Grants Received – Year and Amount: 2022-\$500	
By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.	
Signed at: 2023-11-27 10:38:39 _____ Signature	Melissa Djakovic on Behalf of Angie Cotter _____ Print Name

### Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 250.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Ootischenia Fire Department Social Club	<b>Date of Application:</b> 11/14/2023
<b>Contact Name:</b> Jeff Grant	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 119 Ootischenia Road  Castlegar BC V1N 4L7	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 304-8223	<b>Email:</b> jgrant@rdck.bc.ca

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Ootischenia Fire Department Social Club organizes activities throughout the year for its members and their families. These activities include, among others, monthly dinners at the hall that accompany safety meetings, bowling, laser tag, barbecues, and a year-end Christmas party. This money also goes towards participation in community events; for example, handing out candy to children during the Sunfest parade in June, and during Trick-or-Treating in October; and providing drinks and lunch to volunteers for the food drive we do with the Ootischenia Community group in December.

### Grant Application:

Total Grant Requested: \$ \$5000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
-------------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
Each member pays \$10/month for social activities.

Previous Discretionary Grants Received – Year and Amount: \$3000

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

Signed at:  
2023-11-14 19:15:29

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Signature

Megan Allen

---

Print Name

### Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 2500.00
Board Approved Date:	Resolution #



# Discretionary Fund Grant Program Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1860-20-\_\_\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Castlegar Minor Hockey Association	<b>Date of Application:</b> 11/27/2023
<b>Contact Name:</b> Angie Cotter	<b>RDCK Electoral Area/Member Municipality:</b> <input checked="" type="checkbox"/> RDCK Electoral Area: J <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 831 Columbia Road  Castlegar BC V1N 4K6	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 608-3499	<b>Email:</b> cutressa@hotmail.com

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.) *Attach supporting project documentation, organization's list of directors and their respective executive position, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by the organization's most recently approved financial statements.*

The Castlegar U7/U9 hockey teams are hosting our annual tournament Jan 20-21, 2024. We will be hosting approx. 20 teams in Caslegar for the weekend from all over the West Kootenays, East Kootenays and Okanagan.  
 This event is one of the largest fundraisers of the year for Castlegar Minor Hockey!  
 As part of hosting this event we run a raffle table and silent auction to offset the costs of running the tournament with the proceeds going back to Castlegar Minor Hockey, which then directly benefit children in the community with the ability to play a team sport at a cost that is affordable.

### Grant Application:

Total Grant Requested: \$ 500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Cultural
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: <b>Businesses from the entire Kootenay Boundary region have supported this event already</b>	
Previous Discretionary Grants Received – Year and Amount: 2022-\$500	

By submitting this application for the Discretionary Fund Grant Program, I confirm I am an authorized signatory of the recipient organization and I agree to the Discretionary Fund Grant Program Recipient Obligations detailed on page two of this application.

<p style="font-size: small; color: blue;">Signed at: 2023-11-27 10:38:39</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <p>Signature</p>	<p style="text-align: right; margin-bottom: 5px;">Melissa Djakovic on Behalf of Angie Cotter</p> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <p style="text-align: center;">Print Name</p>
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### Authorization

Signature of Area Director    Signed by director	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #



# ~~Community Development Grant~~ Discretionary Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Salmo Community Resource Society	<b>Date of Application:</b> 12/11/2023
<b>Contact Name:</b> Charlene Bonderoff	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: G <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 311 Railway Avenue Box 39 Salmo BC V0G 1Z0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 357-2277	<b>Email:</b> charlene@scrs.ca

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

Salmo Community Services provides Christmas Hampers to Families in need from Salmo and Area G. Hampers include food and gifts for youth and children in Elementary and Highschool. Hamper sizes range in cost between \$150-\$700. Depending on needs and family size. In the past years, we have been able to provide food to over 250 people and gifts to up to 85 children.

### Grant Application:

Total Grant Requested: \$ 500.00	Which funding criterial objective does this project meet? <input type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
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**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
This program is solely based on charitable donations received from Groups, Businesses and individuals in the region. We currently have received \$7,000 + from, a variety of individuals, Businesses and Groups from our Community, including, Porcupine Wood Products, ....

**Previous Community Development Grants Received – Year and Amount:**  
2022 - \$5000 CAPC Group enhancement

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

	Signed at: 2023-12-11 14:25:25 Charlene Bonderoff
_____ Signature	_____ Print Name

### Authorization

Signature of Area Director    Signed by director	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Creston Valley Minor Hockey Association	<b>Date of Application:</b> 11/30/2023
<b>Contact Name:</b> Kala Hooker	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 83  Creston BC V0B1G0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 643-9088	<b>Email:</b> secretary@crestonvalleyminorhockey.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

This project will showcase the history, stories and voices of ice sports in the Creston Valley, located on the unceded territory of the Ktunaxa Nation and Yaqan Nukiy People. The CVMHA is collaborating with interested participants to knit together the fabric of our community, to collectively celebrate our young athletes, community ice sports heroes and shared history through a visual and comprehensive exhibit spanning the last 100 years. This exhibit will leave a legacy of storytelling that will be enjoyed by community members, players and visitors to our community for generations to come.

**Grant Application:**

Total Grant Requested: \$ 5000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: BC Hockey - \$5,000 Your Wayfinders - \$5,000...	

Previous Community Development Grants Received – Year and Amount:  
 None that we are aware of.

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at: 2023-11-30 16:06:50 _____ Signature	Kala Hooker _____ Print Name
---	------------------------------------

**Authorization**

Signature of Area Director  Signed by director	Total Grant Approved \$ 5000.00
Board Approved Date:	Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Trails for Creston Valley Society	<b>Date of Application:</b> 12/01/2023
<b>Contact Name:</b> Petra Flaa	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Box 32  Creston BC V0B 1G0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-8768	<b>Email:</b> petra@bailliegrohman.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

In 2018 the Trail Society developed a walking trail through Old Growth Forest. This trail is very popular in both summer and winter. We installed a bridge over Summit Creek to access the Old Growth. Since then interpretive signs, benches and a picnic table have been added. Unfortunately the bridge needs a roof to make it safer and the trail needs some work. We have received a grant from the Columbia Basin Trust for 80% of the costs but must come up with the other 20% ourselves. This funding will help us meet that objective and do the work on the trail this summer.

**Grant Application:**

Total Grant Requested: \$ 2500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
 Columbia Basin Trust - \$50,000 - approved conditional on receiving remaining \$17,750.00  
 RDCK Area C - \$2500 - requested...

Previous Community Development Grants Received – Year and Amount:

\$18750.00 2017 or 2018

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-12-01 09:51:10

Adam Mjolsness

Signature

Print Name

**Authorization**

Signature of Area Director  Signed by director	Total Grant Approved \$ 2500.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Argenta Community Association	<b>Date of Application:</b> 11/08/2023
<b>Contact Name:</b> Beth Callon	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> GD  Argenta BC V0G1B0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (416) 389-1926	<b>Email:</b> argentaboard@gmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

As a small, rural community, life in Argenta can feel isolating, especially in winter. Our Yuletide market brings our community together, strengthens neighbourly good will, and brings in folks from other communities to celebrate. The market is an opportunity to connect, shop locally & support each other financially. We're hoping to have a kids craft station to make paper lanterns, which they'll get to show off afterwards. This will be followed by a bonfire and square dance. We are looking for funds to buy kids craft supplies, pay the square dance band, and for a local musician to perform.

**Grant Application:**

<b>Total Grant Requested:</b> \$ 1000	<b>Which funding critical objective does this project meet?</b> <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
<b>Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:</b> We have not received any funding yet, but... We will ask for donations at the event....	
<b>Previous Community Development Grants Received – Year and Amount:</b> 2023 \$2320 2022 \$1155 2021 \$7110	

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

**Signed at:**  
2023-11-10 08:03:17

---

Signature

Beth Callon

---

Print Name

**Authorization**

<b>Signature of Area Director</b> Signed by director	<b>Total Grant Approved \$</b> 500.00
<b>Board Approved Date:</b>	<b>Resolution #</b>



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Jewett PAC	<b>Date of Application:</b> 11/20/2023
<b>Contact Name:</b> Breanne Hope	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> GD  Argenta BC V0G1B0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 551-3985	<b>Email:</b> jewettpac@gmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

We would like to buy multiple sets of cross country, skis, poles, boots, and bindings, so that there is enough pairs for each of our enrolled students.

Currently have half the pairs we need for our 15 enrollees..

**Grant Application:**

Total Grant Requested: \$ 500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
-------------------------------	--

**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 We have received about \$2000 in cash donations from local businesses including \$500 from hammil Creek timber works \$500 from selkirk wilderness skiing \$200 from White Grizzly cat skiing \$200 from Ace building supply \$400 from tree to trust timber frames and ...

Previous Community Development Grants Received – Year and Amount:

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-11-20 11:34:05

Breanne Hope PAC chair

Signature

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 500.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Regional District of Central Kootenay	<b>Date of Application:</b> 11/21/2023
<b>Contact Name:</b> Cary Gaynor	<b>RDCK Electoral Area/Member Municipality:</b> <input checked="" type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> Suite 102, 333 Victoria Street 202 Lakeside Drive, Nelson BC V1L	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 352-1510	<b>Email:</b> cgaynor@rdck.bc.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

Glacier Creek Regional Campground is a RDCK campground. Over the last number of years staff has continued to upgrade different aspects of the park. In 2021/2022 a new multi-board kiosk was constructed and installed. In 2023/2024 staff is working on signage for the kiosk and installation to happen in 2024. The signage will include rules of operations, local businesses in the area and a tribute to the volunteers who have made the park a success. Service 221

**Grant Application:**

Total Grant Requested: \$ 5800	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: Any projects funds that may exceed \$5800 will come out of Service S221	
Previous Community Development Grants Received – Year and Amount: non for this signage project	
By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.	
Signed at: 2023-11-21 10:01:56 _____ Signature	Cary Gaynor _____ Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 5800.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Regional District of Central Kootenay	<b>Date of Application:</b> 11/21/2023
<b>Contact Name:</b> Cary Gaynor	<b>RDCK Electoral Area/Member Municipality:</b> <input checked="" type="checkbox"/> RDCK Electoral Area: D <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> suite102 333 Victoria Street 202 Lakeside Drive Nelson BC V0G2G2	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 352-1510	<b>Email:</b> cgaynor@rdck.bc.ca

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

RDCK staff is working on implementation of the 2020 Lardeau Regional Park Management Plan. In the 2023 budget planning meeting for Service 221 it was agreed upon by Director Watson (Area D) that \$3000 of Community Development Grant funds would be used towards funding portions of the development such as benches, picnic tables and other amenities. S221

### Grant Application:

Total Grant Requested: \$ 3000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: At this time all other sources of funding for the development of Lardeau Regional Park come from the future financial plans of Service S221.	

Previous Community Development Grants Received – Year and Amount:

Non for this project

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-11-21 12:51:31

Cary Gaynor

Signature

Print Name

### Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 3000.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Regional District of Central Kootenay	<b>Date of Application:</b> 12/04/2023
<b>Contact Name:</b> Joe Chirico	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: E <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 202 Lakeside Dr  Nelson British Columbia V1L 5R4	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 352-8158	<b>Email:</b> jchirico@rdck.bc.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

To fund Rec 10 as per the 2023 Financial Plan

**Grant Application:**

Total Grant Requested: \$ 23000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
---------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
 \$1,000 from Taxation from a portion of Area E

Previous Community Development Grants Received – Year and Amount:  
 for the past 10 years

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-12-04 11:50:24

Joe Chirico

Signature

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 23000.00
--	----------------------------------

Board Approved Date:	Resolution #
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# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4

Phone 250-352-6665 Fax 250-352-9300

Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

### Contact Information:

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Krestova Doukhorbor Community Society	<b>Date of Application:</b> 11/30/2023
<b>Contact Name:</b> Ico de Zwart	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: H <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 3760 Krestova Cemetery Road  Krestova BC V0G 1H2	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 505-3479	<b>Email:</b> icenius@hotmail.com

### Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

This is the third year of the Krestova Community Ice Rink. Funds are requested to help improve lighting at the rink and purchase a replacement liner for next year. Specifically:

1. A solar lighting system will be installed so that the rink can be used at night. A solar panel and batteries have been donated to the project. Funds will be used for lights, a timer switch and electrical connections.
2. A 50' x 90' replacement liner will be purchased for next winter as the current line is expected to not be usable next year due to tears and holes.

### Grant Application:

Total Grant Requested: \$ 2575	Which funding criterion objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
--------------------------------	--

**Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:**  
 No other funds received - donations to date and the estimated value are listed below:  
 ...

**Previous Community Development Grants Received – Year and Amount:**

2020 - \$5000

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

*Signed at:*  
2023-11-30 18:47:34

Signature

Larry Perepolkin

Print Name

### Authorization

Signature of Area Director Signed by director	Total Grant Approved \$ 2575.00
--	---------------------------------

Board Approved Date:	Resolution #
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# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Tarrys Fire Department Social Club	<b>Date of Application:</b> 11/16/2023
<b>Contact Name:</b> Talin Verigin	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: I <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 2103 Hwy 3A  Castlegar BC VN14N1	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 304-8025	<b>Email:</b> talinverigin@gmail.com

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

These jackets are dual purpose for emergency operations and personal use. The need arose for a lighter weight rain jacket during a search & rescue call; the department and social club chose this jacket from LM Uniforme.  
 This \$2,000 is to cover the cost to procure four new custom jackets for our newest firefighters.  
 These jackets are 3ply blue, black and red, water resistant with high vis silver reflective tap all around the bottom of the jacket and on the end of the sleeves.  
 They will also have reflective writing on the front "TARRYS FIRE RESCUE STATION 441" on the back "FIRE RESCUE"

**Grant Application:**

Total Grant Requested: \$ 2000.00	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
-----------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Community Development Grants Received – Year and Amount:

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
 2023-11-16 14:38:22  
 \_\_\_\_\_  
 Signature

Talin Verigin  
 \_\_\_\_\_  
 Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 2,000.00
Board Approved Date:	Resolution #





# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Tarrys Fire Rescue Auxilliary	<b>Date of Application:</b> 12/04/2023
<b>Contact Name:</b> Nina Gray	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area:   <input type="checkbox"/> Municipality:
<b>Mailing Address:</b> 1406 Thrums Road  Castlegar BC V1N 4M8	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 304-7375	<b>Email:</b> ngray4545@yahoo.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
*Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)*

Community lunch with Santa where families in attendance receive a hot dog lunch with oranges, juice and coffee. Each child receives a gift from Santa.

**Grant Application:**

Total Grant Requested: \$ 1500	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
--------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
Tarrys Fire Rescue Auxilliary the balance exceeding this funding request.

Previous Community Development Grants Received – Year and Amount:

Nil

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-12-04 18:20:54

---

Signature

Nina Gray

---

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 1500.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
Phone 250-352-6665 Fax 250-352-9300  
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Village of Slocan - VOS - Xmas Hamper Program	<b>Date of Application:</b> Nov. 21, 2023
<b>Contact Name:</b> Michelle Gordon, CAO	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input checked="" type="checkbox"/> Municipality: SLOCAN
<b>Mailing Address:</b> Village of Slocan PO Box 50 503 Slocan Street Slocan, BC V0G 2C0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer <input checked="" type="checkbox"/> Mailed cheque
<b>Phone #:</b> 250-355-2277	<b>Email:</b> cao@villageofslocan.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

WE Graham Community Service Society - Food Bank Christmas Hamper Program -  
 Providing Christmas food and gift hampers to those in need throughout the Slocan Valley.

**Grant Application:**

Total Grant Requested: \$ 1,000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:	

Previous Community Development Grants Received – Year and Amount:

2017/ 2018/ 2019/ 2020/ 2021/2022 (Between \$150-\$600)

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

	<b>Michelle Gordon, CAO</b>
Signature	Print Name

**Authorization**                      Jessica Lunn, MAYOR

Signature of Area Director	Total Grant Approved \$ 1000
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Village of Slocan VOS - Halloween Hoot	<b>Date of Application:</b> Nov. 22, 2023
<b>Contact Name:</b> Michelle Gordon, CAO	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input checked="" type="checkbox"/> Municipality: SLOCAN
<b>Mailing Address:</b> PO Box 50 503 Slocan Street Slocan, BC V0G 2C0	<b>Payment Type:</b> <input type="checkbox"/> Electronic Fund Transfer Village of Slocan - Box <input checked="" type="checkbox"/> Mailed cheque 50
<b>Phone #:</b> 250-355-2277	<b>Email:</b> cao@villageofslocan.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

31st Annual Slocan Halloween Hoot at the Slocan Ball Field -  
 Complimentary hot dogs, hot chocolate, bonfires, and a spectacular fireworks show for Slocan Valley residents and visitors.

**Grant Application:**

Total Grant Requested: \$ 1,000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
---------------------------------	--

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Community Development Grants Received – Year and Amount:

Contributions are awarded each year towards the event.

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

\_\_\_\_\_  
 Signature

Michelle Gordon, CAO  
 \_\_\_\_\_  
 Print Name

**Authorization** Jessica Lunn, MAYOR

Signature of Area Director	Total Grant Approved \$ 1,000
----------------------------	-------------------------------

Board Approved Date:	Resolution #
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# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> Town of Creston	<b>Date of Application:</b> 10/24/2023
<b>Contact Name:</b> Steffan Klassen	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Creston
<b>Mailing Address:</b> 238 1 10th Avenue North  Creston BC V0B 1G0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 428-8650	<b>Email:</b> steffan.klassen@creston.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Further funding is required to complete the Columbaria purchase at the Forest Lawn Cemetery. Contributions are being funded by the Cemetery Service participants through Community Development Grants.

**Grant Application:**

Total Grant Requested: \$ 6,929	Which funding critical objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
---------------------------------	---

Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:  
 Town of Creston \$6,929  
 Area A \$5,806...

Previous Community Development Grants Received – Year and Amount:

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-10-24 11:20:01

---

Signature

Steffan Klassen

---

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 6929.00
Board Approved Date:	Resolution #



# Community Development Grant Application Form

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4  
 Phone 250-352-6665 Fax 250-352-9300  
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-\_\_\_

**Contact Information:**

*Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.*

<b>Organization/Society Name:</b> The Corporation of the Village of Salmo	<b>Date of Application:</b> 12/07/2023
<b>Contact Name:</b> Brandy Jessup	<b>RDCK Electoral Area/Member Municipality:</b> <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Salmo
<b>Mailing Address:</b> PO Box 1000 423 Davies Avenue Salmo BC V0G 1Z0	<b>Payment Type:</b> <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
<b>Phone #:</b> (250) 357-9433	<b>Email:</b> brandy.jessup@salmo.ca

**Project/Service Description**

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)  
 Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

The Village has undertaken a renovation of the large equipment building which includes creating a public washroom. This washroom is a wonderful addition for Lions Park as it will be used by multiple people from baseball players, skaters in the winter, people walking through the area, for people using the recycling depot, etc.

**Grant Application:**

Total Grant Requested: \$ 30000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental
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Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received:

Previous Community Development Grants Received – Year and Amount:  
 \$23,574 - 2023

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at:  
2023-12-07 14:47:23

Brandy Jessup

Signature

Print Name

**Authorization**

Signature of Area Director Signed by director	Total Grant Approved \$ 30,000.00
Board Approved Date:	Resolution #



## Regional District of Central Kootenay RURAL AFFAIRS COMMITTEE MEETING Open Meeting Minutes

Wednesday, December 13, 2023

9:00 a.m.

Hybrid Model - In-person and Remote  
RDCK Board Room, 202 Lakeside Dr., Nelson, BC

### COMMITTEE MEMBERS

#### PRESENT

Chair G. Jackman	Electoral Area A - In-person
Director R. Tierney	Electoral Area B - In-person
Director K. Vandenberghe	Electoral Area C – In-person
Director A. Watson	Electoral Area D - In-person
Director J. Smienk	Electoral Area E - In-person
Director T. Newell	Electoral Area F – In-person
Director H. Cunningham	Electoral Area G - In-person
Director W. Popoff	Electoral Area H – In-person
Director A. Davidoff	Electoral Area I
Director H. Hanegraaf	Electoral Area J
Director T. Weatherhead	Electoral Area K – In-person

#### COMMITTEE MEMBERS

#### ABSENT

Director C. Graham	Electoral Area E
--------------------	------------------

#### STAFF PRESENT

S. Horn	Chief Administrative Office
S. Sudan	General Manager of Development and Community Sustainability Initiatives
N. Wight	Planning Manager
Z. Giacomazzo	Planner
T. Johnston	Environmental Technologist
Uli Wolf	General Manager of Environmental Services
C. Hopkyns	Corporate Administrative Coordinator – Meeting Coordinator

## 1. WEBEX REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote.

### Join by Video:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m06ebbbec86939494c21acd98d666d584>

### Join by Phone:

+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2774 238 3929

**Meeting Password:** zjHY7pVY6W2

**In-Person Location:** Boardroom - 202 Lakeside Drive, Nelson B.C.

### 1.1 ELECTION

#### 1.1.1 ELECTION OF CHAIR

ALL FOR NOMINATIONS (3 Times)

Chair Watson called for nominations.

Director Newell nominated Director Jackman.

Chair Watson called for further nominations a second and third time. There were no further nominations.

#### DECLARATION OF ELECTED OR ACCLAIMED CHAIR

RDCK Board Chair ratifies the appointed Director Jackman as Chair of the Rural Affairs Committee for 2024.

## 2. CALL TO ORDER

Chair Jackman called the meeting to order at 9:02 a.m.

## 3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

## 4. ADOPTION OF THE AGENDA

Moved and seconded,

And resolved:

The agenda for the December 13, 2023 Rural Affairs Committee be adopted with the following:

- inclusion of Item 1.1 Election;
- inclusion of Item 1.1.1 Election of Chair;
- the addition of the addendum;

- change of the order of business, moving Item 9.3 - Community Works Fund Application - Regional District of Central Kootenay “North Shore Hall Paving Project” be considered after item 6.1 WildSafe BC;

before circulation.

**Carried**

**5. RECEIPT OF MINUTES**

The November 15, 2023 Rural Affairs Committee meeting minutes, have been received.

**6.. DELEGATIONS**

Item 7.1 – Henry Zonk

Item 7.3 – Robert Filippo

Item 7.4 – Ray Evin and Monty Evin

**DIRECTOR PRESENT:** Director Hewat joined the meeting at 9:10 a.m.

Moved and seconded,

And resolved:

Director Hewat have freedom of the floor.

**Carried**

**6.1 WILDSAFE BC**

Kathy Murray, WildSafeBC Project Coordinator, gave a presentation to the Committee regarding WildSafeBC. Kathy shared the WildSafeBC is the provincial leader in preventing conflict with wildlife through collaboration, education, and community solutions. She shared an outline of the programs they have, such as the WildSafe Ranger program, Door to Door Education and WildSafeBC displays at community events. Kathy reviewed initiatives, such as the Bare Campsite program and E Learning courses. She concluded by reviewing the program highlights and providing an overview of funding.

Kathy Murray and Kayla Wiens, BC Conservation Foundation Project Coordinator for WildSafeBC answered the Committee’s questions.

**ORDER OF AGENDA CHANGED** The Order of Business was changed to allow the area director time to provide comment before he has to leave the meeting, Item 9.3 - Community Works Fund Application - Regional District of Central Kootenay “North Shore Hall Paving Project” considered at this time.



**9.3 COMMUNITY WORKS FUND APPLICATION – REGIONAL DISTRICT OF CENTRAL KOOTENAY “NORTH SHORE HALL PAVING PROJECT”**

**File No.: 1850-20-CW-295**

**Electoral Area F**

The Committee Report dated November 28, 2023 from Micah Nakonechny, Grants Coordinator, re: Community Works Fund Application - Regional District of Central Kootenay “North Shore Hall Paving Project”, has been received.

Tom Newell thanked staff for their work on this item.

Moved and seconded,

And resolved that it be recommended to the Board:

THAT the Community Works Fund application submitted by the Regional District of Central Kootenay for the project titled “North Shore Hall Paving Project” in the amount of \$100,000 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area F.

**Carried**

**ORDER OF AGENDA** Item 7.1 Development Variance Permit - Jonk was considered at this time.  
**RESUMED**

**7. PLANNING & BUILDING**

**7.1 DEVELOPMENT VARIANCE PERMIT - JONK**

**File No.: V2305B – Jonk**

**3200 Phillips Road**

**(Henry & Cheryl Jonk)**

**Electoral Area B**

The Committee Report dated November 28, 2023 from Zachari Giacomazzo, Planner, re: Development Variance Permit - Jonk, has been received.

Henry & Cheryl Jonk, property owners, provided background to the Committee regarding their Development Variance permit. Mr. Jonk shared the steps they are taking to preserve the farmland. They shared the hope the Committee would support all three variances.

**DIRECTOR ABSENT: Newell left the meeting at 9:50 am**

Staff answered the Committees questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board APPROVE the issuance of Development Variance Permit V2305B to Cheryl Jonk and Henry Jonk for the property located at 3200 Phillips Road and legally described as LOT 4 DISTRICT LOT 12716 KOOTENAY DISTRICT PLAN 12570 (PID: 011-933-097) to vary Sections 24.4, 24.5 and 24.6 of Rural Creston Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013 in order to permit:

- A Farm Residential Footprint of 4000 m2 whereas the bylaw permits a Farm Residential Footprint of 2500 m2 for a Single Family Dwelling with a Secondary Suite.
- A Farm Residential Footprint with a maximum depth of 398 metres from the front property line whereas the bylaw requires that the maximum depth of the Farm Residential Footprint shall not exceed 60 metres from the Front Lot Line.
- A dwelling with a maximum Gross Floor Area (GFA) of 371 m2 whereas the bylaw permits a maximum GFA of 300 m2.

**Carried**

## **7.2 DEVELOPMENT VARIANCE PERMIT - YMIR COMMUNITY ASSOCIATION**

**File No.: V2308G**

**7210 1st Avenue**

**(Ymir Community Association)**

**Electoral Area G**

The Committee Report dated [November 27, 2023 from Zachari Giacomazzo, Planner, re: Development Variance Permit - Ymir Community Association, has been received.

Director Cunningham provided background on the Development Variance permit for the Ymir Community Association.

Moved and seconded,

And resolved that it be recommended to the Board:

That the Board APPROVE the issuance of Development Variance Permit V2308G to Ymir Community Association for the property located at 7210 1st Avenue, Electoral Area G and legally described as LOT 3, BLOCK 18, DISTRICT LOT 1242, KOOTENAY DISTRICT PLAN 640 (PID: 007-570-520) and LOT 4, BLOCK 18, DISTRICT LOT 1242, KOOTENAY DISTRICT PLAN 640 (PID: 007- 570-538) to vary Section 29.5 of *Electoral Area 'G' Land Use Bylaw No 2452, 2018* in order to permit a 0.2 metre setback from the northern interior lot line whereas the bylaw requires a 2.5 metre setback from an interior lot line.

**Carried**

**7.3 LAND USE BYLAW AMENDMENT - FILIPPO**

**File No.: Z2308G – Filippo**

**4650 Highway 6**

**(Anne & Jerry Filippo)**

**Electoral Area G**

The Committee Report dated November 28, 2023 from Zachari Giacomazzo, Planner, re: Land Use Bylaw Amendment - Filippo, has been received.

Robert Filippo, property owner, was available to answer the Committee's questions.

Moved and seconded,

And resolved that it be recommended to the Board:

That *Land Use Amendment Bylaw No. 2935, 2023* being a bylaw to amend the *Electoral Area 'G' Land Use Bylaw No. 2452, 2018* is hereby given FIRST and SECOND reading by content and referred to a PUBLIC HEARING.

**Carried**

Moved and seconded,

And resolved that it be recommended to the Board:

That in accordance with *Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015*, Electoral Area 'G' Director Hans Cunningham is hereby delegated the authority to chair the Public Hearing on behalf of the Regional District Board.

**Carried**

**7.4 SUBDIVISION IN THE AGRICULTURAL LAND RESERVE - EVIN**

**File No.: A2310Hs-09145.975-Evin-ALC00179**

**2849 Evin Road**

**(Raymond Evin)**

**Electoral Area H**

The Committee Report dated November 22, 2023 from Stephanie Johnson, Planner, re: Subdivision in the Agricultural Land Reserve - Evin, has been received.

Nelson Wight, Planning Manager, provided an overview to the Committee regarding the Agricultural Land Commission application for a two lot subdivision within the Agricultural Land Reserve.

Ray Evin and Monty Evin, property owners provided background to the Committee regarding the property and their application for a two lot subdivision within the Agricultural Land Reserve. They answered the Committee's questions

**DIRECTOR PRESENT: Director Newell joined the meeting at 10:28 a.m.**

**DIRECTOR ABSENT: Director Hewat left the meeting at 10:30 a.m.**

The Committee had a discussion regarding the property, application and the housing crisis.

Moved and seconded,

**MOTION ONLY**

That the Board SUPPORT regarding application A2310Hs for the purposes of subdivision in the Agricultural Land Reserve proposed by Ray Evin for the property located at 2849 Evin Road, Electoral Area H and legally described as PARCEL 2 (SEE 27808I), DISTRICT LOT 8055, KOOTENAY DISTRICT EXCEPT PART INCLUDED IN PLANS 7734 AND NEP63201 (PID: 013-525-760).

Moved and seconded,

And Resolved:

**AMENDMENT TO THE MOTION**

That the foregoing motion, being:

*That the Board SUPPORT regarding application A2310Hs for the purposes of subdivision in the Agricultural Land Reserve proposed by Ray Evin for the property located at 2849 Evin Road, Electoral Area H and legally described as PARCEL 2 (SEE 27808I), DISTRICT LOT 8055, KOOTENAY DISTRICT EXCEPT PART INCLUDED IN PLANS 7734 AND NEP63201 (PID: 013-525-760).*

Be amended to include "subject to a S.219 Restrictive Covenant being registered on the proposed parcels limiting the number of residential dwellings to only those that currently exist and that the existing residential footprint be limited to a 25% increase", thus reading:

*That the Board SUPPORT application A2310Hs for the purposes of subdivision in the Agricultural Land Reserve proposed by Ray Evin for the property located at 2849 Evin Road, Electoral Area 'H' and legally described as PARCEL 2 (SEE 27808I) DISTRICT LOT 8055 KOOTENAY DISTRICT EXCEPT PART INCLUDED IN PLANS 7734 AND NEP63201 (PID: 013--525-760) **subject to a S.219 Restrictive Covenant being***

***registered on the proposed parcels limiting the number of residential dwellings to only those that currently exist and that the existing residential footprint be limited to a 25% increase.***

Moved and seconded,

Resolved:

That Item 7.4 Subdivision in the Agricultural Land Reserve - Evin be postponed to allow the Committee to go into In-Camera, with Item 11 In-Camera considered at this time.

**Carried**

**ORDER OF AGENDA CHANGED** The Order of Business was changed to go In-Camera and after address public time, with Item 11 In-Camera and Item 10 Public Time considered at this time.

**11. IN CAMERA**

**11.1 MEETING CLOSED TO THE PUBLIC**

Moved and seconded,

And resolved

In the opinion of the Board and, in accordance with Section 90 of the Community Charter the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting;

AND FURTHER, in accordance with Section 90 of the Community Charter, the meeting is to be closed on the basis(es) identified in the following Subsections:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(g) litigation or potential litigation affecting the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

**Carried**

**11.2 RECESS OF OPEN MEETING**

Moved and seconded,

And resolved

The Open Meeting be recessed in order to conduct the Closed In Camera meeting.

**Carried**

**10. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 11:46 a.m.

No questions from the media or public.

**ORDER OF AGENDA** Item 7.4 Subdivision in the Agricultural Land Reserve - Evin was considered at  
**RESUMED** this time.

Moved and seconded,  
Resolved:

That Item 7.4 Subdivision in the Agricultural Land Reserve - Evin be considered at this time.

**Carried**

Moved and seconded,  
And Resolved:

**AMENDMENT TO THE AMMENDED MOTION**

That the foregoing amended motion, being:

*That the Board SUPPORT application A2310Hs for the purposes of subdivision in the Agricultural Land Reserve proposed by Ray Evin for the property located at 2849 Evin Road, Electoral Area 'H' and legally described as PARCEL 2 (SEE 278081) DISTRICT LOT 8055 KOOTENAY DISTRICT EXCEPT PART INCLUDED IN PLANS 7734 AND NEP63201 (PID: 013--525-760) subject to a S.219 Restrictive Covenant being registered on the proposed parcels limiting the number of residential dwellings to only those that currently exist and that the existing residential footprint be limited to a 25% increase.*

Be amended by removing "that the existing residential footprint be limited to a 25% increase", thus reading:

*That the Board SUPPORT application A2310Hs for the purposes of subdivision in the Agricultural Land Reserve proposed by Ray Evin for the property located at 2849 Evin Road, Electoral Area 'H' and legally described as PARCEL 2 (SEE 278081) DISTRICT LOT 8055 KOOTENAY DISTRICT EXCEPT PART INCLUDED IN PLANS 7734 AND NEP63201 (PID: 013--525-760) subject to a S.219 Restrictive Covenant being registered on the proposed parcels limiting the number of residential dwellings to only those that currently exist.*

**Defeated**

Moved and seconded,  
And Resolved:

**AMENDMENT TO THE MOTION**

That the foregoing motion, being:

*That the Board SUPPORT regarding application A2310Hs for the purposes of subdivision in the Agricultural Land Reserve proposed by Ray Evin for the property located at 2849 Evin Road, Electoral Area H and legally described as PARCEL 2 (SEE 27808I), DISTRICT LOT 8055, KOOTENAY DISTRICT EXCEPT PART INCLUDED IN PLANS 7734 AND NEP63201 (PID: 013-525-760).*

Be amended to include “subject to a S.219 Restrictive Covenant being registered on the proposed parcels limiting the number of residential dwellings to only those that currently exist and that the existing residential footprint be limited to a 25% increase”, thus reading:

*That the Board SUPPORT application A2310Hs for the purposes of subdivision in the Agricultural Land Reserve proposed by Ray Evin for the property located at 2849 Evin Road, Electoral Area ‘H’ and legally described as PARCEL 2 (SEE 27808I) DISTRICT LOT 8055 KOOTENAY DISTRICT EXCEPT PART INCLUDED IN PLANS 7734 AND NEP63201 (PID: 013--525-760) **subject to a S.219 Restrictive Covenant being registered on the proposed parcels limiting the number of residential dwellings to only those that currently exist and that the existing residential footprint be limited to a 25% increase.***

**Carried**

Moved and seconded,

And resolved that it be recommended to the Board:

**MAIN MOTION**

That the Board SUPPORT application A2310Hs for the purposes of subdivision in the Agricultural Land Reserve proposed by Ray Evin for the property located at 2849 Evin Road, Electoral Area ‘H’ and legally described as PARCEL 2 (SEE 27808I) DISTRICT LOT 8055 KOOTENAY DISTRICT EXCEPT PART INCLUDED IN PLANS 7734 AND NEP63201 (PID: 013--525-760) subject to a S.219 Restrictive Covenant being registered on the proposed parcels limiting the number of residential dwellings to only those that currently exist and that the existing residential footprint be limited to a 25% increase.

**Carried**

**8. ENVIRONMENTAL SERVICES**

No items.

**9. RURAL ADMINISTRATION****9.1 COMMUNITY WORKS FUND APPLICATION – J.B. FLETCHER RESTORATION SOCIETY  
“J.B. FLETCHER STORE BUILDING SEALING AND SOLAR”****File No.: 1850-20-CW-294****Electoral Area D**

The Committee Report dated November 27, 2023 from Micah Nakonechny, Grants Coordinator, re: Community Works Fund Application - J.B. Fletcher Restoration Society “J.B. Fletcher Store Building Sealing and Solar”, has been received.

Moved and seconded,

And resolved that it be recommended to the Board:

THAT the Community Works Fund application submitted by the J.B. Fletcher Restoration Society for the project titled “J.B. Fletcher Store Building Sealing and Solar” in the amount of \$25,000 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area D.

**Carried****9.2 COMMUNITY WORKS FUND APPLICATION – KASLO BASEBALL AND SOFTBALL  
ASSOCIATION “MURRAY PEARSON MEMORIAL FIELD RENOVATIONS”****File No.: 1850-20-CW-297****Electoral Area D**

The Committee Report dated November 27, 2023 from Micah Nakonechny, Grants Coordinator, re: Community Works Fund Application - Kaslo Baseball and Softball Association “Murray Pearson Memorial Field Renovations”, has been received.

Moved and seconded,

And resolved that it be recommended to the Board:

THAT the Community Works Fund application submitted by the Kaslo Baseball and Softball Association for the project titled “Murray Pearson Memorial Field Renovations” in the amount of \$20,000 be approved and that funds be disbursed from Community Works Funds allocated to Electoral Area D.

**Carried****12. ADJOURNMENT**

Moved and seconded,

And resolved:

The meeting be adjourned at 12:01 a.m.



**Carried**

Digitally approved by

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Chair Jackman, Chair



**TELECOMMUNICATIONS TOWER SITING POLICY**

Department	Development Services	Policy No.	0340-74
Section		Date Approved by Board	May 12, 2022
Repeals	0340-50	Board Resolution #	RD/22/05/25

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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**1. Purpose**

1.1 The purpose of this policy is to:

- a) Outline the Peace River Regional District’s (PRRD) role in the siting of Telecommunication Antenna Systems (TAS) and their supporting structures in the Electoral Areas;
- b) Establish that Innovation, Science and Economic Development Canada (ISED) has exclusive authority over the approval of the siting and installation of TAS in Canada;
- c) Encourage efficient and effective TAS siting within the PRRD;
- d) Minimize the number of new TAS by encouraging co-location;
- e) Establish a local land use consultation framework, to supplement the ISED default public consultation process, ensuring that proponents conduct adequate public consultation with all property owners affected by proposed TAS;
- f) Outline application requirements for TAS on private and crown land;
- g) Establish the dispute resolution process; and
- h) Provide the PRRD with consistent information to evaluate the siting of a TAS to issue a letter of concurrence or non-concurrence at the end of the process to the proponent with a copy to ISED.

**2. Scope**

2.1 This policy applies to TAS proposals located within Electoral Areas B, C, D, and E of the PRRD.

2.2 The following are exempt from the policy:

- a) An addition or modification to an existing TAS provided that the total cumulative height increase is not greater than 25% of the initial installation height;
- b) Maintenance of existing radio apparatus including the TAS, transmission line, mast, tower, or other antenna-supporting structures; and
- c) Temporary Telecommunication Antenna Systems.



### 3. Definitions

#### 3.1 In this policy;

- a) **Antenna Supporting Structure** means any tower, roof-top, building-mounted pole, spire, or other freestanding structure; existing electric or other utility tower or structure, streetlight pole, parking lot light pole, or a combination thereof, including supporting lines, cables, wires, and braces intended for mounting a Telecommunication Antenna or series of antennas on it.
- b) **Co-location** means the placement of antennas and equipment operated by one or more proponents on a Telecommunication Antenna System owned by a different party, thereby creating a shared facility;
- c) **Height** means the distance from the lowest ground level at the base of the Antenna Supporting Structure, including the foundation, to the tallest point of the Antenna System.
- d) **Notification Distance** means the prescribed horizontal distance measured from the parcel line of the proposed site;
- e) **Proponent** means a company or organization, including contractors or agents undertaking work for telecommunication carriers, to install or modify a TAS;
- f) **Regional District** means the Peace River Regional District (PRRD);
- g) **Telecommunication Antenna System (TAS)** means a device that requires a licence from the Federal Government and is used to receive or transmit radio-frequency (RF) signals, microwave signals, or other communications energy transmitted from or received by other antennas, and is mounted on an Antenna Supporting Structure.
- h) **Temporary Telecommunication Antenna Systems** means a Telecommunication Antenna System used for a special event(s) or emergency operations that will be removed with three months of the start of the event or emergency.

### 4. Policy

#### Roles and Jurisdiction

- 4.1 Under the *Radiocommunication Act*, ISED has sole jurisdiction over the final decision to approve and license the location of TAS.
- 4.2 The role of ISED is to regulate all technical aspects and siting of telecommunication and broadcasting services under the *Radiocommunication Act*.



- 4.3 ISED's Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03) prescribes the default public process and review of proposed TAS.
- 4.4 ISED requires proponents to notify and consult with the local land-use authority and nearby residents of the proposed TAS and address the public's questions, concerns, and comments through ISED's prescribed public consultation process.
- 4.5 ISED refers to the standards set by Health Canada for determining acceptable levels of radiofrequency electromagnetic energy produced by TAS.
- 4.6 All proponents must follow the health guidelines outlined in Health Canada's Safety Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz – Safety Code 6 (2009).
- 4.7 All proponents must comply with the *Canadian Environmental Assessment Act* and painting and lighting requirements for aeronautical safety prescribed by NAV Canada and Transport Canada.
- 4.8 The role of the PRRD is to:
  - a) Establish a tower siting and public consultation policy that augments the public consultation process defined in ISED's Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03) and make it readily available to proponents before they submit a formal request for a new TAS;
  - b) Communicate and guide the proponent on an area's particular sensitivities, planning priorities, and characteristics; and
  - c) Consider residents' comments regarding proposed TAS;
  - d) Issue a letter of concurrence or non-concurrence to the proponent and ISED for proposed TAS within 120 days of the receipt of the formal consultation request from the proponent.

#### **Tower Location and Siting**

- 4.9 When considering the siting of TAS, the proponent shall make every effort to locate new equipment on existing structures such as Hydro transmission towers, utility poles, roof-tops, or co-locate with existing antenna systems.
- 4.10 It is preferable that new telecommunication towers be sited in non-residential locations or as far away from residential dwellings as possible.
- 4.11 Towers proposed on prominent natural and cultural features, environmentally sensitive areas such as lakeshores and riverbanks, or areas with historical significance are discouraged.
- 4.12 Locations within existing transportation and utility corridors are preferred.



### **Tower Design and Landscaping**

- 4.13 Each new TAS built in a non-residential area that is not associated with an oil and gas site shall be constructed to accommodate a minimum of two additional users.
- 4.14 The proponent shall ensure that TAS sites are fully fenced to prevent unauthorized public access pursuant to applicable zoning regulations.
- 4.15 For any new TAS located on private lands, the proponent shall submit a landscaping plan that demonstrates how they will minimize the site's visual impact on adjacent land uses.

### **Public Information Meeting**

- 4.16 In addition to the ISED default public consultation process, the proponent shall hold a public information meeting for all TAS proposed on private land.
- 4.17 In addition to the ISED default public consultation process, the proponent shall hold a public information meeting for all TAS proposed on Crown land where the TAS is located within 1.5 km of a residential dwelling.
- 4.18 Pursuant to sections 4.16 and 4.17, the proponent shall:
  - a) Host a public information meeting at least 30 days before submitting a request for concurrence to the Regional District;
  - b) Make the meeting available to all interested members of the public and the PRRD;
  - c) Send a copy of the public information meeting notice to ISED's regional office and the PRRD;
  - d) Hold the meeting in the evening or on the weekend only;
  - e) Make available at the public information meeting an appropriate visual display of the proposal, including a copy of the site plan submitted with their application and an aerial photograph of the proposed site; and
  - f) Submit a summary of the public information meeting to the PRRD at least 15 days before submitting a request for concurrence.

### **Public Meeting Notification Requirements**

- 4.19 The public meeting notification distance shall be a minimum of 1.5 km from the parcel line of the subject property, or 100 times the height of the tower, whichever is greater, for all lands within the PRRD outside of municipal boundaries.
- 4.20 The proponent shall provide the public meeting notification to:
  - a) All properties within the Electoral Areas that are within the notification distance;
  - b) Any municipalities within the notification distance; and
  - c) Any range, guide, or trapping tenure holders within the notification distance.



- 4.21 The proponent shall ensure that notifications for the public information meeting are:
- a) Mailed or otherwise delivered a minimum of 15 business days before the meeting date;
  - b) Provided to the PRRD a minimum of 15 business days before the meeting to allow for posting to the PRRD’s website and social media pages; and
  - c) Include:
    - i. Date, time, and location of the meeting, including any virtual meeting option details;
    - ii. A brief description of the proposal, including the location and size of the proposed tower; and
    - iii. The name and contact information for the proponent.

**Application For TAS**

- 4.22 Proponents shall submit the following information to the PRRD for TAS proposals located on private land:
- a) A completed TAS application form;
  - b) A site plan;
  - c) A detailed description of the proposed works and structures;
  - d) A map of RF coverage and capacity of existing TAS in the general area;
  - e) Renderings of the proposed TAS superimposed to scale;
  - f) A map showing the horizontal distance between the property boundary of the proposed site and the nearest residence;
  - g) A copy of the State of Title Certificate, current to within 30 days, and copies of any charges noted on the title;
  - h) The required application fee; and
  - i) Other Information as required by the PRRD.
- 4.23 Proponents shall submit the following information to the PRRD for TAS proposals on crown land:
- a) A completed TAS application form;
  - b) A site plan;
  - c) A detailed description of the proposed works and structures;
  - d) A map showing any range, guide or trapping tenures which overlap the proposed site;
  - e) A map of RF coverage and capacity of existing TAS in the general area;
  - f) Renderings of the proposed TAS superimposed to scale;
  - g) A map showing the horizontal distance between the property boundary of the proposed site and the nearest residence;
  - h) A copy of the State of Title Certificate, current to within 30 days, and copies of any charges noted on the title;
  - i) The required application fee; and
  - j) Other Information as required by the PRRD.

**Letters of Concurrence**

- 4.24 Upon satisfactory submission of an application and completion of all applicable requirements noted in this policy, the proponent may submit a request for concurrence to the PRRD for final review and consideration.
- 4.25 PRRD staff may issue a letter of concurrence for TAS proposed on private land if:
- a) The proponent completed the requirements of this policy;
  - b) The proposal conforms to all Regional District Bylaws;
  - c) The Area Director has no concerns; and
  - d) Public comments received were:
    - i. Minor concerns that the proponent was able to address or mitigate; or
    - ii. In support of the proposal.
- 4.26 PRRD staff may issue a letter of concurrence for TASs proposed on crown land if:
- a) The proponent completed the requirements of this policy;
  - b) The proposal conforms to all Regional District Bylaws;
  - c) The proposed TAS is located more than 1.5 km away from residential dwellings;
  - d) The Area Director has no concerns; and
  - e) Public comments received were:
    - i. Minor concerns that the proponent was able to address or mitigate; or
    - ii. In support of the proposal.
- 4.27 If a proponent fails to meet the requirements of this policy, PRRD staff will issue a non-concurrence letter.

**Dispute Process**

- 4.28 Within 60 days of receiving the public information meeting summary package where negative public feedback was expressed and that the proponent was unable to mitigate, PRRD staff will prepare a report for the Regional Board's consideration.
- 4.29 Within 30 days of receiving the public information meeting summary where the Area Director has outstanding concerns, PRRD staff will prepare a report for the Regional Board's consideration.
- 4.30 Within 30 days of the receipt of a non-concurrence letter, the proponent may request that the Regional Board reconsider the proposal.
- 4.31 Upon receipt of the request for reconsideration, staff will prepare a report for the Regional Board's consideration.



- 4.32 If a proposal requires staff to prepare a report for the Regional Board's consideration before the issuance of concurrence or non-concurrence, the report shall indicate the following:
- a) A summary of the proposal, including a brief overview of all information submitted with the initial application;
  - b) The extent to which the proponent considered alternative sites;
  - c) The need for the tower in that particular location;
  - d) The summary of the public meeting, if one was required;
  - e) The concerns brought forward by the public to the proponent during the ISED public consultation process or the Regional District public meeting process, and the extent to which the proponent addressed or mitigated public concerns;
  - f) Whether or not the proponent met the requirements of this policy;
  - g) Whether staff recommend issuing concurrence or non-concurrence for the proposal based on the factors listed above; and
  - h) Any other information related to the proposal deemed pertinent.

**Rescinding Concurrence**

- 4.33 The Regional District may rescind its concurrence if, following the issuance of a concurrence statement, the Regional Board determines that
- a) The proposal contains a misrepresentation;
  - b) The proponent failed to disclose all the pertinent information regarding the proposal; or
  - c) The plans and conditions upon which the PRRD issued the concurrence have not been complied with.

4.34 If the PRRD rescinds its concurrence, the PRRD will provide notification in writing to the proponent and ISED, including the reason(s) for the rescinding of its concurrence.

**Duration of Concurrence**

4.35 A concurrence remains in effect for a maximum period of three years from the date the PRRD issued it.

4.36 If construction of the TAS has not been completed within three years from the date of issuance of the concurrence letter, before the concurrence expires, the proponent may apply to the PRRD to request a concurrence extension.

4.37 Once a concurrence expires, a new submission and review process, including hosting a public information meeting as applicable, is necessary before any construction occurs.

Affiliated Procedure	
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